



## **INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY (IDEA) COMMITTEE MEETING MINUTES February 25, 2026, 3pm**

A meeting of IDEA Committee took place on Wednesday, February 25<sup>th</sup>, 2026, at 3:00pm at the Kentville Fire Hall, and Microsoft Teams.

### **Present:**

Kim Clark, Public Member  
Yiyun Zhou, **Vice-Chair** Public Member  
Isaac Melanson, **Chair** Public Member  
Matilda Jararuse, Public Member  
Grayson Titcomb, IDEA Coordinator  
Laura Jacobs, Recreation Manager

### **1. Call to Order**

Meeting was called to order at 3:20pm.

### **2. Approval of Agenda**

It was moved by Kim Clark and seconded by Isaac Melanson that the agenda be approved. Motion was carried unanimously.

### **3. Approval of the Minutes**

It was moved by Kim Clark and seconded by Isaac Melanson to approve the minutes. Motion was carried unanimously, and the minutes were signed off on by the Chair.

### **4. New Business**

- Introduce Equity and Belonging Plan
- Handout Provincial and Town accessibility plan print outs for review
- Review and discuss Town social media strategy

- Review the Town flag raising schedule

Grayson Titcomb provided a brief overview of the new business topics. Hard copy documents were provided for review, and digital copies will be provided with the minutes for the next meeting. Committee members also requested copies of supporting documents such as town maps, an organizational chart, and expense forms for submitting expensed claims for child or elder care. Moving forward, Grayson Titcomb will send all documents that need to be reviewed prior to meetings with the agenda package. This will give committee members time to review the documentation in advance of meetings.

Laura Jacobs provided some background on the creation of the committee, town processes, the IDEA coordinator position, as well as answering some questions surrounding municipal government processes.

**5. Next Meeting March 25<sup>th</sup>, 2026, 3:15pm-5:15pm.**

A motion was made by Kim Clark to hold our meetings on the **4<sup>th</sup> Wednesday of every month (beginning on March 25<sup>th</sup>, 2026 from 3:15pm-5:15pm.** The motion was seconded by Yiyun Zhou. The motion was carried unanimously.

**6. Adjournment**

It was moved by Yiyun Zhou to adjourn the meeting, and the motion was seconded by Kim Clark. The motion was carried unanimously, and the meeting was adjourned at 4:20pm.

Approved:

Melappan  
Chairperson

March 25<sup>th</sup> 2026  
Date