

March 25, 2026



**INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY (IDEA) COMMITTEE  
MEETING MINUTES**

March 25, 2026, 3:15pm-5:15pm

The Space & Co

**Present:**

- Kait Bowser, public member
- Matilda Jararuse, public member
- Kim Clark, public member
- Isaac Melanson (Chair), public member
- Yiyun Zhou (Vice chair), public member
- Grayson Titcomb, IDEA Coordinator
- Victoria Martin, Deputy Clerk
- Tyler MacLeod, Community Development Placement Student

**Regrets/Absent:**

- Emma Herman

**Call to Order:**

Issac called the meeting to order at 3:20pm

**Approval of minutes:**

It was moved by Kait and seconded by Kim that the minutes be approved. MOTION CARRIED. The chair signed off on the minutes.

**Approval of agenda:**

It was moved by Kait and seconded by Yuyin that the agenda be approved. MOTION CARRIED.

**New Business:**

- Kait asked for clarification on the Towns sidewalk assessment tool, Grayson will investigate this with the Director of Public Works.

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- Grayson clarified that we are reviewing the Provincial and Town documents so that we have the background needed to review other documents. Victoria added that the committee will likely be asked to review the building plans for the Town Hall renovations.
- Matilda inquired about whether there would be an adult changing table reflected within the building plans, Victoria responded that this would be a great recommendation for our committee to make if it is not included within the plans.
- Victoria highlighted that if the building plans are ready to be reviewed before our next meeting, that we can call a special meeting to review the plans.
- Matilda asked if we have a breast-feeding area within Town Hall, Grayson clarified that we used to have one, but the area used for that has since been adapted into office space. He also highlighted that re-designating a space for this could be a recommendation our committee makes for the renovation plans.
- Kait asked for clarification on whether there would be a public washroom available on the first floor that would be open to the public rather than in the finance area. Victoria responded that she couldn't confirm that as of now.
- Kim mentioned that there are some accessibility concerns she wanted to highlight near the bridge by Justice Way. She said it is highly inaccessible for those who are deaf, blind or low vision, and that the crosswalk lights do not have flashing lights. She suggested adding flashing lights, more lighting in general, or glow strips. Matilda highlighted that there are areas in town that are impacted by road conditions/ potholes, creating accessibility issues. Kait highlighted that there is a sidewalk section near memorial park that does not have streetlights, creating a dark spot which is quite inaccessible at night. All these locations were indicated on the group's large physical map. Kim also highlighted that there are some businesses and buildings in town with steps leading into the entrances, Victoria mentioned the Business Accountability grant that is available through the town.

a) Discuss the Provincial Accessibility Plan

The group reviewed the Provincial Accessibility Plan up to priority 5.

b) Discuss the Town Accessibility Plan

Kim moved that we table the rest of the discussion for new business part a) and the discussion for new business part b) until the next meeting. Kait seconded the motion. MOTION CARRIED.

Kait moved that we template a letter that can be used to invite people to present at our committee meetings, Kim seconded the motion. MOTION CARRIED.


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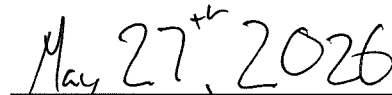
**Adjournment**

Meeting adjourned at 5:20pm.

Next Meeting is scheduled for April 22<sup>nd</sup>, from 3:15pm-5:15pm at The Space.

**Approved:**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date