

April 22, 2026



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

April 22, 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
- Laura Jacobs, Manager of Recreation Services

### **Regrets/Absent:**

- Emma Herman

### **Call to Order:**

Issac called the meeting to order at 3:15pm

### **Approval of minutes:**

- Kim noted that there is an omission from the previous minutes, discussion around flashing lights at the crosswalk is missing. Grayson will amend that before the next meeting
- Isaac made a motion to approve the minutes (with the added amendment); Kim seconded the motion. MOTION CARRIED

### **Approval of agenda:**

- Kait made a Motion to discuss the committee's role and scope before the discussion about the provincial and town plan, Kim seconded the motion. MOTION CARRIED
- Kim made a Motion to approve the agenda; Isaac seconded the motion. MOTION CARRIED

### **Previous Action Item Updates:**

April 22, 2026

- Building plans- Grayson provided an update that they are not ready for review yet
  - Kait brought up the consideration of public access to reviewing plans and having more time to review plans than the usual meeting time
- Business grant program- Kim had clarifying question about Town/Business accessibility expectations
- Budget- Grayson highlighted the approved budget for the committee:
  - Honorarium: \$3000 (Paid out once a year)
  - Meeting expenses: \$2000 (Used for space rentals, materials, child/elder care) [Action item: email out the expense form for childcare/elder care]
  - Travel: \$500 (Travel to and from events/training etc.)
  - Training: \$5000 (Having someone to come in and train/educate the committee)
  - Other \$5000 (Used to cover overages, committee engagement, etc.)
- Meeting space- Group to begin meeting at Town Hall (Council Chambers) to save on rental fees

### **New Business:**

#### **Committee Role and Scope (review of the terms of reference)- Isaac overviewed the 8 items of scope for the terms of reference**

- Kim had a clarifying question about how we obtain access to policies and bylaws for review; it was identified that Grayson would be responsible for providing the policies and by-laws for the committee to review
- Committee may be asked to review RHFAC (Rick Hansen Foundation) audits of our Town Recreation spaces
  - Kait highlighted that we should ensure we're looking for gaps within the audit process. Laura also noted that we can use the assessment toolkits created by the province for their accessibility standards.
- [Action item: Grayson to create and share a list of community organizations present in Kentville for the purpose of connecting with community partners as a committee]
- It was identified during this discussion that communications will be a priority within the committee's equity and belonging plan development and policy review
- Grayson and Laura to identify representatives from the Provincial Accessibility Directorate for committee to contact
- Grayson to connect AMANS Equity Leads to committee

#### **Isaac overviewed the responsibilities section of the terms of reference**

April 22, 2026

- Kim highlighted that the use of the language “financially reasonable” as offensive in item i., specifying that to determine that one category of individuals is worthy of a financial expense, but another is not, poses a problem
  - Isaac added that we need to find clarity on how something is determined as “financially reasonable” within the Town procedures
- Kim put a motion forward that the language used in item i. be examined and reworded regarding the specific term “financially reasonable”. Isaac seconded the motion. MOTION CARRIED
  - [Action item: Grayson to speak with the Director of Recreation on the process of amending the terms of reference and gaining an understanding of what the process of determining something as financially reasonable is]

### **Unfinished Business:**

#### **Provincial Accessibility Standards- Isaac reviewed the priority areas 6-8 in the Provincial Accessibility Standards**

- Kim asked if we had access to this document in Braille as it is a public document. Grayson noted that he would investigate if the Provincial Government document is available in a braille format. Kim mentioned CNIB may be able to assist with producing a document in Braille if needed. Kait highlighted we may be able to identify other languages that people within the Town may speak or want to have documents translated to
- It was identified by Laura that priority area 7 of Public Transportation and Transportation Infrastructure was a priority area of the previous Accessibility committee, and that we could go back into the Accessibility plan and meeting minutes from KIAAC to gain more information on the work done on that priority area. Kait suggested we invite Meg Hodges to one of our future meetings to connect on public transit-related issues
- Kait pointed out the Accessibility Act Compliance and Enforcement Framework mentioned in Priority 8 and mentioned we might be interested in reviewing that document to see if it is relevant to the Town and any of our action items within the accessibility plan.
  - [Action item: Grayson to locate and review the Accessibility Act Compliance and Enforcement Framework and bring it back to the committee for review]
- Isaac made a motion to table the rest of the unfinished business (the Town accessibility plan) for our next meeting, Kim seconded the motion. MOTION CARRIED

### **Recruitment:**

April 22, 2026

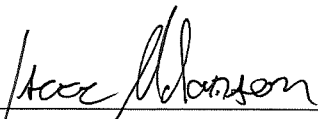
- Kim asked about our recruitment, Grayson updated by stating we are planning to repost our Facebook posts for recruitment, Kim suggested that we try utilizing the radio for advertisement as well
  - [Action item: Grayson to discuss with communications our ability to use the radio to advertise that we are recruiting]

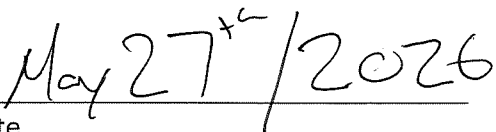
**Adjournment:**

Meeting adjourned at 5:20pm.

Next Meeting is scheduled for May 27<sup>th</sup>, from 3:15pm-5:15pm at Council Chambers.

Approved:

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Date