

## APPROVED MINUTES

<b>Call to Order</b>	1700
<b>Present</b>	<b>Members:</b> Brenda MacDonald, Brenda Escribano, Sharon Elliott, Brant Messmer, and Mayor Amery Boyer <b>Administration:</b> CDC Ken Knox
<b>Regrets</b>	None
<b>Additions to the Agenda</b>	None
<b>Approval of the Agenda</b>	<b>MOTION #AAC2022-01-12-01 Regularly moved and seconded. Motion Carried</b>
<b>Edits to the Minutes</b>	Spelling for Brant Messmer
<b>Approval of the Minutes</b>	<b>MOTION #AAC2022-12-14-02 Regularly moved and seconded. Motion Carried</b>

### 1. New Business-NONE

### 2. Business Arising

a. Assigning policies and communications channels for review

i. Website

Chair MacDonald Shared issues found on the Town website. Primarily these occurred where scans were upload as PDFs and lack of controls for adjusting font size and contrast.

ii. Policies

Brant Messmer provided written feedback on the first third of policies. This feedback was also shared with the committee

Members Escribano and Elliot will provide feedback at the next meeting.

iii. By-Laws

Mayor Boyer provided written feedback on areas where the Town's By-Laws can be improved. This feedback was also reviewed by the committee.

b. Draft Plan v2

The committee reviewed the draft plan including the welcome statement.

Corrections/edits were shared and will be incorporated into the final version.

### **MOTION #AAC2022-01-11-03**

It was regularly moved and seconded that the updated version of the draft Accessibility Plan be recommended to Council. **Motion carried**

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**3. Correspondence-None**

**4. Next Meeting- 9FEB22 at 1700 via Zoom**

**5. Adjournment**

**MOTION #AAC2022-01-11-04 Adjourned at 17:35**