

## 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 #AAC2021-12-14-01 Regularly moved and seconded. Motion Carried</b>
<b>Edits to the Minutes</b>	None
<b>Approval of the Minutes</b>	<b>MOTION #AAC2021-12-14-02 Regularly moved and seconded. Motion Carried</b>

### 1. New Business-NONE

### 2. Business Arising

- a. Assigning policies and communications channels for review
  - i. Chair MacDonald will review the website for accessibility
  - ii. Brant, Brenda E, and Sharon will each review 1/3 of the policies (in that order) highlighting any accessibility issues.
  - iii. Mayor Boyer will review the Town By-laws citing any accessibility issues
  
- b. The committee reviewed the draft plan which was to be submitted to Council. This plan is the initial submission to the province but is not the final action plan which will all changes to be made within the Town.

### 3. Correspondence-None

### 4. Next Meeting-12JAN22 at 1700 via Zoom

### 5. Adjournment

**MOTION #AAC2021-12-14-03 Adjourned at 17:20**