TOWN OF AMHERST

Accessibility, Inclusion, Diversity and Equity Committee

Minutes

Date:	**May 13, 2026**
Time:	**4:30 pm**
Location:	**Council Chambers, Town Hall**
Members Present	**Councillor Kathy Wells, Chair** **Councillor Hal Davidson, Vice Chair** **Ava Tooley, Youth Town Council Representative** **Clifford Pinchbeck, Citizen Representative** **LJ Barquilla, Citizen Representative** **Marina Godfrey, Citizen Representative** **Tammy Gero, Citizen Representative**
Members Regrets	**Jim Prendergast, Citizen Representative** **Vanessa Jones, Citizen Representative** **Victoria Vance, Citizen Representative**
Staff Present	**Mallory Klooster, Community Well-Being Manager** **Marc Buske, Building Official** **Lori O'Connell, Marketing & Communications Officer** **Sean Payne, Marketing & Communications Officer** **Natalie LeBlanc, Municipal Clerk** **Cindy Brown, Administrative Assistant**
Others Present	**Dustin Sarson, NSCC Student**

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1. Call to Order

The Chair called the meeting to order at 4:30 PM. Tammy Gero arrived at 4:31 PM.

1.1 Territorial Acknowledgement

The Chair gave the Territorial Acknowledgement.

1.2 Approval of Agenda

Moved By Tammy Gero
Seconded By Marina Godfrey
That the agenda be approved as amended.

Motion Carried

1.3 Acceptance of Minutes - February 11, 2026

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the February 11, 2026, meeting of the Accessibility, Inclusion, Diversity and Equity Committee were accepted as included in the agenda package.

1.4 Election of Chair and Vice Chair

The Clerk asked for nominations for the position of Chair. Councillor Davidson nominated Councillor Wells. The Clerk called for any further nominations, there being none, Councillor Wells accepted the position of Chair. The Clerk then asked for nominations for the position of Vice Chair. Councillor Wells nominated Councillor Davidson for the position of Vice Chair. Tammy Gero nominated Vanessa Jones. As Vanessa Jones was not present to accept, Councillor Davidson did not accept the Vice Chair position and Vanessa will be asked if she is willing to accept the position at the next meeting and if not there will be another election for Vice Chair.

2. Discussion Items

The Chair introduced the NSCC student currently volunteering with the Community Living department, Dustin Sarson.

2.1 Code of Conduct for Municipal Volunteers Policy

The Clerk reviewed the new Code of Conduct for Municipal Volunteers Policy and asked that the citizen representatives sign it as required.

2.2 Accessibility, Inclusion, Diversity and Equity (AIDE) Report - Klooster

Mallory Klooster reviewed the annual Accessibility, Inclusion, Diversity and Equity Report that was included in the agenda package outlining the objectives, goals and accomplishments that were achieved during the 2025-2026 period and the recent accessible audit of the Community Credit Union Business Innvoation Centre.

Moved By Clifford Pinchbeck
Seconded By LJ Barquilla
That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council that they consider including the following operational improvements to the Community Credit Union Business Innovation Centre over the 2026/2027 fiscal year:
1. Signage: Main Entrance and Interior Signage.
2. A bench/resting area from back accessible parking space towards front entrance.
3. Installation of new stage ramp with handrail.
4. Increase number of accessible parking spaces.

Motion Carried

Moved By Clifford Pinchbeck
Seconded By Marina Godfrey
That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council that they consider including funds in the 2027/2028 Capital Budget for the following long-term improvements to the Community Credit Union Business Innovation Centre:
1. Investigate feasibility of an accessible rear entrance.
2. Renovate doorways to meet 36" clearance.
3. Investigate feasibility of a universal washroom (single use room) downstairs.
4. Install push buttons on Universal Washrooms upstairs.
5. Install handrails on both sides of staircase.

Motion Carried

2.2.1 Working Group Session - Klooster

Mallory Klooster will email invitations to the Committee for a Working Group Session for June 17, 2026, at 4:30 PM. The Working Group Session will include how the committee will function, observations from the community and planning ahead for the next year.

2.3 Community Walk Audits - Klooster

Mallory Klooster discussed the Community Walk Audit. Committee members are invited to observe the infrastructure and accessibility for pedestrians and provide feedback that will be used to update the Active Transportation Plan. Mallory will email the committee with more details when the information becomes available.

2.4 Canadian Race Relations Foundation Hate Training - Klooster

Mallory Klooster discussed the Canadian Race Relations Foundation Hate Training that was held at the Amherst Police Department. Mallory said the session provided valuable information however with attendance being lower than anticipated she would like to see this training be held again in the future.

Moved By Councillor Davidson
Seconded By Clifford Pinchbeck
That the Accessibility, Inclusion, Diversity and Equity Committee recommends to Council to direct staff to investigate the feasibility of hosting another Canadian Race Relations Foundation Hate Training and to investigate if this training can be held virtually.

Motion Carried

2.5 Access Awareness Week - Klooster

Mallory Klooster discussed Access Awareness Week, which is being held from May 31 to June 6, 2026. The theme this year is Disability Justice: Stronger Together and First Voice Leading Change for Collective Action.

Any committee member who wishes to participate and/or has suggestions for topics that would be covered during this event please contact Mallory Klooster.

Moved By Clifford Pinchbeck
Seconded By Tammy Gero
That the Accessibility, Inclusion, Diversity and Equity Committee recommends staff investigate a location and date to host an event to recognize Access Awareness Week.

Motion Carried

3. Next Meeting Date

The next meeting will be held on September 16, 2026, at 4:30 PM.

4. Adjournment

There being no further business, the Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Councillor Kathy Wells
Chair