

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
January 29th, 2026, 6:00 p.m.
Windsor Elms, Falmouth, NS

Agenda is subject to changes up to and including during the meeting

This meeting is open to the public. It will not be livestreamed on YouTube



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1. Call to Order
 2. Attendance
 3. Announcements
 4. Approval of the Agenda, including additions or deletions
 5. Approval of Previous Meeting Minutes – November 27th, 2025
 6. Unfinished Business
 - a) Video project update
 - b) Work plan items discussion
 7. New Business
 - a) Accessibility “Winter Thing” event
 - b) Sledge Hockey program EDIA Grant
 - c) Facility walkthrough
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Draft Meeting Minutes
November 27th, 2025, 6:00 p.m.
Hantsport Library, Hantsport, NS



Present:

Michel Bourgeois, Resident Member

Denise Long, Resident Member

Councillor Chrystal Remme

Tina McKay, Building & Fire Official

Melissa MacAskill, Resident Member

Chelsea Woodman, Admin Assistant

Brielle Pyette, Active Living Coordinator

Roseanna Boyd, Resident Member

Mark Phillips, CAO

Jordan Stephens, Resident Member

Katie Rose, HR Manager

Jennifer Davison, Resident Member

Vanessa Stephens, Resident Member

Troy Burgess, Public Works Manager

1. Call to Order – Chair Bourgeois called the meeting to order at 6:04pm
2. Attendance – Quorum was reached
3. Announcements including Land and Cultural Acknowledgements and a Code of Conduct statement.

Jordan Stephen one of the resident members on the committee noticed at the West Hants Sports Complex the accessible area in the rink was blocked due to it being used as a storage area. CAO Mark Phillips sent an email out to a staff member at the facility to have this corrected.

Members from both the Rotary Club and the Ellershouse Hall have reached out to the committee offering a space for upcoming meetings. They are very interested in hearing suggestions for making the buildings more accessible.

Round table introductions were made for WHRM's Administrative Assistant Chelsea Woodman, new to the committee.

4. Approval of the Agenda, including additions or deletions
The agenda was accepted with one additional item
Potential meeting day of the week change
5. Approval of Previous Meeting Minutes
The October 30th, 2025 meeting minutes were accepted as presented.

6. Unfinished Business

A. Video Project

The following suggestions were made by Brielle for the video project

- a) Curb cuts
- b) Getting a coffee with reachable debit machines
- c) Building control buttons/light switches
- d) Accessible counters
- e) Signage wayfinding/braille
- f) Touchless doors
- g) Clear accessible approach/entrance/aisle
- h) Staff being willing to help
- i) Accessible picnic table in park
- j) Hippocampe on trail
- k) Inclusion support in camp
- l) Service dogs
- m) Snow clearing
- n) Clear sidewalk from garbage
- o) Multi-generational programming
- p) Large print menu
- q) Event planning (plan for sensory reduction, accessible washrooms, parking, etc)
- r) Sensory bin at customer service
- s) Website accessibility
- t) Parking spaces (new, higher standard parking spaces going in on Gerrish St?)
- u) Extra wide seating at events

Resident Roseanna Boyd highlighted the importance of curb cuts, especially in the wintertime, it has been a previous issue. A video demonstration would be very helpful. Suggestions also were made to look at filming at local businesses to highlight the changes that have been implemented (ex. Aunt Lisa's, downtown Tim Hortons, Windsor Elms, Hants Community Hospital).

Staff and other volunteers plan to start filming & editing every other week, starting in early February. The project is expected to be completed by May.

B. Accessible/ Barrier free workstations

The Hantsport Library reached out to a staff member to ask the committee to help them create a wish list to make the facility more accessible. The following recommendations were made: height adjustable desks, accessible USB cords, adjustable lighting, larger stations for companions, and workstation covers.

C. Facility walkthrough

Chair Michel advised prior to the walkthrough that he wanted to take previous findings from past walkthroughs and create a document with all the recommendations and suggestions made and send it off to the appropriate parties.

Walkthrough findings/recommendations:

- Outlets should be placed higher up on the wall
- Lever doorknobs rather than round
- Wider door frames
- Building controls should be central
- All drawers should have handles
- Fridge should be moved
- Avoid putting items in front of building controls
- Accessible buttons/doors for the elevators
- Make a portion of the main desk lower
- Check power control doors are working
- Good contrast in wall and floor colors
- Emergency reflective strips for power outages

D. Changing meeting day

A resident on the committee suggested changing the meeting to another day of the week. The consensus was that Thursdays worked better for most of the committee due to prior commitments. It was suggested that any member who could not attend in person could join remotely.

7. Next Meeting Date / Meeting Adjournment

Thursday, January 29th, 2026 at the Windsor Elms (pending confirmation from resident member Melissa MacAskill).

The meeting was adjourned at 7:25 p.m.

X

Committee Chair

X

Municipal Clerk