

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
March 26th, 2026, 6:00 p.m.
West Hants Sports Complex, Windsor, 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



-
1. Call to Order
 2. Attendance
 3. Announcements
 4. Approval of the Agenda, including additions or deletions
 5. Approval of Previous Meeting Minutes – February 26th, 2026
 6. Unfinished Business
 - a) Workplan updates
 - b) Round table discussion
 7. New Business
 - a) Accessible Ramps
 - b) Facility walkthrough
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
February 26th, 2026, 6:00 p.m.
Hantsport Fire Department, Hantsport, 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



-
1. Call to Order
 2. Attendance
 3. Announcements
 4. Approval of the Agenda, including additions or deletions
 5. Approval of Previous Meeting Minutes – January 29th, 2026
 6. Unfinished Business
 - a) Work plan items discussion
 7. New Business
 - a) Accessibility Month Events
 - b) Opportunity for committee members to share (updates/topics for discussion)
 - c) Facility walkthrough
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Minutes
February 26th, 2026, 6:00 p.m.
Hantsport Fire Department, Hantsport, NS



Present:

Michel Bourgeois, 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

Jordan Stephens, Resident Member

Katie Rose, Human Resources

Jennifer Davison, Resident Member

Troy Burgess, Public Works Manager

Vanessa Stephens, Resident Member

1. Call to Order – Chair Bourgeois called the meeting to order at 6:02pm
2. Attendance – Quorum was reached
3. Announcements including Land and Cultural Acknowledgements and a Code of Conduct statement.
4. Approval of the Agenda, including additions or deletions
The agenda was accepted as presented
5. Approval of Previous Meeting Minutes
January 29th, 2026 meeting minutes were accepted as presented.
6. Unfinished Business
 - A. Work Plan Items Discussion
Building Inspector Tina McKay and Manager of Public Works Troy Burgess are currently working on the accessible parking map. They are still in the early stages of the process and will share an update with the committee once they are further along.

Chair Bourgeois shared that he had reached out to former colleagues at the Halifax Regional Municipality regarding staff and Council reports with an accessible lens. Chair Bourgeois will circulate a handout to the committee with examples from HRM's version which includes his ideas. He indicated that he will reach out to the Diverse, Equitable, Inclusive Communities Committee (DEICC) to see if they would be interested in working with the Accessibility Advisory Committee to create a draft that includes feedback from

both committees of what should be included in staff/council reporting to create one standard template. Chair Bourgeois advised that he plans to attend DEICC March meeting to present his guidelines on what the Accessibility Committee would like to see included in this template.

He reported the final draft will go to Council for approval. The committee felt this would be a big step forward by completing this work plan item. It was noted that Council had approved the Anti Racism and Accessibility Plans which is in the approved plan as Strategic Action #18. Review and update policies, procedures, guidelines, and communications through an anti-hate, equity, and accessibility lens.

The committee pointed out this item was already approved in the plan which would make it easier to gain approval and complete. They are hoping to present their draft along with the DEICC to Council in April.

Chair Bourgeois suggested for the other workplace items that people be directed to work on certain items to ensure progress is made. He pointed out a specific item "inventory of facilities" adding that a process needs to be created for this item, or the committee needs to seek Councils' direction for completion.

Resident Roseanna Boyd raised a question on the timeline for the Accessible Event Guide to be completed. Troy Burgess advised that he is going to reach out to the event planner for an update for the committee. A suggestion was made to have this completed for the Avon River Days event scheduled for August.

The committee felt it would be beneficial for an event like Avon River days to be able to advertise that it is accessible to attract more people to West Hants. Resident Roseanna Boyde volunteered to help with this and update the committee. Troy Burgess shared that they have started a draft for the event guide which includes how to apply for special event permits and an emergency evacuation plan.

Resident Roseanna Boyd shared a few ideas of her own on how to make events more accessible; When ordering porta potties order an accessible option that way everyone can use them, create accessible parking passes especially for these events, using municipal owned places to create an accessible lot or marked parking spaces, designate a viewing area for certain events so everyone is able to participate.

B. Accessibility Month Events

Chair Bourgeois offered that March is Accessibility month. Brielle Pyette indicated that she has created an event calendar for accessibility month including: two free sensory turf times, last session for try it sledge hockey which will take place on March 8th, infographics that will be shared, different types of videos: interviews, inclusive business facilities, what is this Wednesday including sensory tools and equipment, demonstrations on how to use the accessible features on the new municipal website, and tactile plates on the sidewalks.

Brielle Pyette reported that she has interviews scheduled with Jordan Stephen, Michel Bourgeois, a parent who has a daughter with Autism and someone with Autism. The committee offered suggestions for another interview, Vanessa Stephens was suggested as someone who grew up with a brother in a wheelchair and became a social worker for this reason, and Tracey Zwicker who owns Tracy's Place.

The committee suggested hosting a flag raising event to kick off Accessibility Month. Brielle Pyette agreed to create an email next week with details: There was a suggestion to extend an invitation to New Boundaries. It was agreed that if the event is successful then a plan should be made to include residents from the Elms.

Brielle Pyette presented two videos to the committee that had been created for the video project featuring Jordan Stephens and Michel Bourgeois. The first video was filmed at School Street Glass Studio in Hantsport and showcased their wireless debit machine. The second video was filmed at Tim Hortons location in Downtown Windsor featuring their self-serve touchscreens. Everyone agreed that the owners were very helpful while filming the videos and were open to suggestions regarding incorporating accessibility options in their businesses. The committee discussed the changes occurring around the Windsor area and the benefits to everyone.

Brielle Pyette gave an update on the Connect 2 Grant that was discussed at the last meeting. She confirmed it officially closed with one application received. She explained the next step is to get a small group together to review the application and decide if it meets the policy and requirements put in place. The committee discussed suggestions to make the grant more accessible for next

year, so it encourages more of the community to apply, advertising it more on social media, and simplify application process. The committee cautioned there may be an issue with finding a contractor to complete which could create a barrier for applicants: to combat this the barrier the committee suggested posting about the grant earlier to allow time to secure a contractor or reach out to local contractors to see if they would be interested in being on a preferred contractor list attached with the grant application to provide a quote.

C. Opportunity for committee members to share (updates/topics for discussion)

Resident Roseanna Boyd suggested on a regular basis making posts on social media to highlight important accessible tips, tricks, reminders and important facts creating awareness in the community.

Resident Jordan Stephens expressed his appreciation to Chair Bourgeois on his work on the accessible apartment building located in Summerville. He felt Chair Bourgeois did a great job including accessible features. He offered it was a great start and effort in creating affordable accessible housing. It was noted that everyone was happy that the building has been created as an example for other developments and developers to create more places like this as they are much needed.

Councillor Remme mentioned that in the new RFP for Elmcroft Park one of the requirements was that it had to include accessible features which is very exciting to see being implemented.

Resident Jordan Stephens asked the committee for their opinion on how they felt their doing. The committee agreed progress has been made and they have come a long way since starting but offered there is still a lot that needs to be done. The consensus was that about 50% progress has occurred.

Resident Jordan Stephens brought up a reoccurring issue with the accessible viewing area in the Sports Complex being blocked. He confirmed that he has pointed out this point multiple times and felt it is not being taken seriously and that nothing has been done to address the matter in months.

The committee felt that better solutions are required when a concern is pointed out, to ensure thorough investigation and resolution. Katie Rose advised that she is working on DEICC training for staff and looking into a grant for funding.

The committee suggested having staff properly trained with an accessible lens in order to identify potential concerns/issues before they arise. Katie Rose confirmed staff will be completing a disability awareness course in the near future. She noted that she is open to any other suggested training options for staff.

Councillor Remme agreed to send an email to Council immediately to make everyone aware of this ongoing issue at the West Hants Sports Complex. The committee expressed their full support in getting these issues resolved and having staff properly trained and following policies and procedures.

Resident Roseanna Boyd suggested an exercise to show councillors/staff what it's like to live with a disability and how it impacts those with disability in their everyday lives.

Resident Jordan Stephens expressed concern with the summer decks that are set up at local businesses in downtown Windsor. It was advised that the Planning Department has new accessible requirements for these decks. It was reported that the Building Inspectors have already received calls and have been emailing the requirements from the new NS Built Environment Standards document for businesses to adhere by.

It was explained that the development staff are the ones who receive the applications for the permits, and they also have the document to send out with the application. This new policy was adopted last year, however, will be enforced by the province on April 1st, 2026, this new policy covers building temporary sidewalks and proper widths for accessibility.

Chair Bourgeois brought up an issue on Stannus Street in Windsor by Atlantica Law there is a 5ft tall snowbank in the middle of the sidewalk. He pointed out this has also happened before. Troy Burgess confirmed that he would investigate this matter and have it resolved. He encouraged everyone to keep him updated on any matters or concerns like this.

The committee discussed another concern about the concrete ramp in front of the laundromat, noting that this is privately owned however the committee is concerned it may be a tripping hazard as it has no edge protection. Due to privacy concerns staff cannot comment on this matter.

The committee then recorded a video saying, "Happy Accessibility Month".

D. Facility walkthrough

Walkthrough findings/recommendations:

- Good ramp
- Slope is good
- Railings on both sides
- Extensions on the railings are two different heights
- Tactile warning plate could be placed
- Well light
- Good placement for power door button
- Good contrast between the floor and walls
- One section lower on coat rack
- Hallways are nice and wide
- Carpet is low pile
- Lower washroom signs
- Add a power door for bathroom
- Good contrasting tiles in bathroom
- Good grab bars
- No sign for accessible stall
- Door opens out in washroom
- Move paper towel machine closer to sink
- Kick plates on push side of doors

7. Next Meeting Date / Meeting Adjournment
Thursday, March 26th, 2026

The meeting was adjourned at 8:00 p.m.

X

Committee Chair

X

Municipal Clerk