

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Agenda**  
**May 28<sup>th</sup>, 2026, 6:00 p.m.**

**Council Chambers, 76 Morrison Drive, 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*



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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 – April 30<sup>th</sup>, 2026
  6. Unfinished Business
    - a) Workplan updates
    - b) Round table discussion
  7. New Business
    - a) Draft Checklist for walkthroughs
    - b) Managing walkthroughs
    - c) Condition of Lake Pisiquid Trail
  8. Next Meeting Date / Meeting Adjournment

**WEST HANTS REGIONAL MUNICIPALITY**  
**Accessibility Advisory Committee Meeting Minutes**  
**April 30th, 2026, 6:00 p.m.**  
**Camp Mockingee, Vaughan, NS**



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**Present:**

Michel Bourgeois, Resident Member  
Councillor John Smith

Tina McKay, Building & Fire Official

Jamie Patterson, Resident Member

Chelsea Woodman, Admin Assistant

Brielle Pyette, Active Living Coordinator

Roseanna Boyd, Resident Member

Jordan Stephens, Resident Member

Denise Long, Resident Member

Jennifer Davison, Resident Member

Troy Burgess, Public Works Manager

Vanessa Stephens, Resident Member

**Regrets:** Mark Phillips, Katie Rose, Chrystal Remme, Melissa MacAskill

1. Call to Order – Chair Bourgeois called the meeting to order at 6:02pm
2. Attendance – Quorum was reached.
3. Announcements Introductions were made around the table for Councillor John Smith
4. Approval of the Agenda, including additions or deletions  
The agenda was accepted as presented.
5. Approval of Previous Meeting Minutes  
March 26, 2026, minutes were approved with one correction when there is an issue with signage on sidewalks you do not contact the By-Law Officers you contact a Development Officer.
6. Unfinished Business
  - A. Committee Terms of Reference / Election of Chair and Vice-Chair

Chair Bourgeois opened the floor for nominations for their annual appointment of Chair and Vice-Chair. The Committee chose to reappoint Michel as Chair and nominated Resident Member Roseanna Boyd to be Vice-Chair.

## B. Workplan Updates

**Staff Reporting:** Chair Bourgeois attended the Council meeting on April 28<sup>th</sup> to present a draft recommendation report on Diversity, Inclusion and Accessibility Guidelines for Report Writers. Council adopted this recommendation and the CAO is going to collaborate with staff to expand on this policy the committee provided background and foundation for staff to be able to write the policy keeping the recommendations in mind.

**Accessible Parking Spaces:** Tina McKay and Troy Burgess received a draft of the accessible parking spots map today and are going to confirm everything is correct before a final copy is completed.

**Staff Training:** Chair Bourgeois shared some updates sent by HR Specialist Katie Rose. Inclusive, Diversity, Equity and Accessibility training programs will begin in May for staff, with 1 mandatory course all staff must complete each month from May -November 2026 for a total of 7 courses.

Topics include:

- Foundations of Diversity, Equity and Inclusion
- Creating Inclusive workplaces
- Disability Awareness
- Unconscious Bias
- Conflict & De-escalation
- Microaggressions
- Psychological Safety

These Training courses will be included in the orientation for all summer students as well.

Councillor Smith inquired if Council would also be included in this training. Staff will follow up and confirm with Katie on this.

### C. Round Table Discussion

A suggestion was made to have a remote meeting at various locations quarterly rather than every month. The committee was in favor of having a more structured location and doing a remote location quarterly to allow for a more thorough walkthrough to be completed. It was agreed at the next meeting that the committee will discuss the quarterly schedule.

Resident member Jamie Patterson shared a concern about a sidewalk section on the corner of Chestnut and Avon Street in Windsor. Troy Burgess was not aware of this but did offer that in approximately a month Chestnut and part of Gray street sidewalks will be made concrete. Jamie is going to send Troy the photos of the damage to see if Public Works can do anything as a temporary fix before the concrete is completed.

Resident member Denise Long shared concerns that New Boundaries are having at their facility when participants are outdoors. She explained that dust is blowing from a neighboring business that has a large gravel pit which is hindering accessibility for their clients. Tina McKay and Troy Burgess agreed to check the zoning, however the committee suggested talking to the owner of the business to help find a solution that works for everyone. Troy Burgess offered contact information for the Operations Manager of the business. Denise was asked to bring the matter back to the committee if there was no resolution.

Resident member Jordan Stephens reached out to Chair Bourgeois and Brielle Pyette regarding the new sidewalks in on Chittick Street, Hantsport. He reported that the cross slope is very steep on the crosswalk from the seniors housing across to the Independent Grocery store. Troy Burgess mentioned that these follow the old West Hants specs which the taper is 1/2 a meter whereas new specs are 1.5 meters, Troy encouraged members to report any other issues to him or Public Works.

Resident member Jordan Stephens reported on a previous concern he has with the Gazebo located at the Windsor waterfront. He suggested that a ramp or stones be installed due to the steep slope up to it as well as lip to access the Gazebo after going up the path. Troy Burgess agreed to send the concern over to the Community Development Department and copy Tina McKay on the email.

Troy Burgess shared an update on the Causeway trail; noting the tender closed today for the concrete work to be completed. He explained that progress is being made and that it will now be sent to Council for approval, and a timeline for the work will be established.

A suggestion has been made to add a cutout in the accessible parking space down to the outdoor exercise equipment on the downtown Windsor Waterfront. Resident member Jordan Stephens made an observation that the picnic tables near the skate park down on the waterfront need to be turned around or staff need to be made aware if residents are moving them, so they remain accessible for everyone.

Chair Bourgeois pointed out on the causeway trail the picnic tables at the park are tied down to the ground with cables underneath making it inaccessible for someone in a wheelchair. The committee suggested it may be a good idea for Resident member Jordan Stephens to tour the waterfront with someone in Community Development to address some of his concerns and discuss ways to make the area more accessible.

Vanessa Stephens & Jordan Stephens agreed to prepare a package of different photos of concerns they have encountered with a description on each stating the issue and suggestions on how to improve. The committee noted it may be helpful to share these photos in the agenda package for each meeting so they can be circulated. The committee is going to also send an email with the photos from today's meeting to Community Development to make them aware of the concerns.

Chair Bourgeois expressed concern over the causeway trail and rough areas in the asphalt that might make it challenging for people and noted that there is no proper signage warning residents. Troy Burgess commented that the rough areas are included in the concrete work being completed by Community Development. Resident member Jordan Stephens suggested using social media to update residents on work being completed or to use caution in certain areas. Troy Burgess added that the Community Development Department has a separate Municipal page and suggested that the committee should reach out to them.

Troy added that he spoke with the contractor regarding two spots that need to be fixed on Gerrish Street in Windsor and he is going to start working on them next week.

Chair Bourgeois provided positive feedback on the flashing lights that have been installed on the crosswalk on Water Street. Troy Burgess noted that they plan to add more in both pedestrian and vehicle high traffic areas around West Hants due to more money being allocated in the budget.

Resident member Roseanna Boyd inquired if there were any updates on the accessible event package. She is on the committee for Avon River Days and believes this would be a great opportunity to showcase it. Brielle Pyette is going to follow up on this with VanEssa Roberts, Manager of Community and Economic Development.

Resident member Jordan Stephens suggested that that the Sports Complex should be the standard for an accessible building in West Hants. He felt that it would be an excellent opportunity to encourage other businesses to do so.

Chair Bourgeois asked for feedback on how to proceed with the walkthrough findings for the Sports Complex. Staff on the committee are going to send these findings to the proper department.

## 7. New Business

### A. Facility Walkthrough Procedure Discussion

The committee had a discussion on the procedure of what to do with the walkthrough findings. The committee agreed to create a separate document for the findings and recommendations, if it is a private business or organization the findings and recommendations will not be included in the official meeting minutes. If it is a Municipal building the findings and recommendations will be included in the minutes and if necessary, presented to Council.

Councillor Smith commented that some recommendations or suggestions may need further research and budgeting before larger changes can be made.

Troy Burgess suggested recommendations be sent to the specific departments rather than directly from the committee to Council, the reason being that staff may have already budgeted for certain items that may be a quick fix. If larger items are not budgeted, then staff can research and make the decision to request funding if it is reasonable.

The committee agreed on an annual presentation to Council including updates on workplan items and a summary on what the committee has completed that year. It was agreed to start working on the presentation and present in the fall before the budget is set.

Chair Bourgeois is going to create a standard template for the facility walkthroughs to follow the same guidelines. The committee felt this would be good to use it as an educational tool and get more people to speak up on issues they may notice around the community.

**B. Facility Walkthrough**

A facility walkthrough was completed after the meeting was adjourned and the findings and recommendations will be provided to the organization in a document separately.

**8. Next Meeting Date / Meeting Adjournment**  
Thursday, May 28<sup>th</sup>, 2026

*The meeting was adjourned at 7:20 p.m.*

X

Committee Chair

X

Municipal Clerk