

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
May 28th, 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 30th, 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
May 28th, 2026, 6:00 p.m.
Council Chambers, 76 Morrison Drive, Windsor, NS



Present:

Michel Bourgeois, Resident Member
Councillor Chrystal Remme
Amie Deleavey, Resident Member
Jamie Patterson, Resident Member
Chelsea Woodman, Admin Assistant
Brielle Pyette, Active Living Coordinator

Roseanna Boyd, Resident Member
Jordan Stephens, Resident Member
Melissa MacAskill, Resident Member
Jennifer Davison, Resident Member
Troy Burgess, Public Works Manager
Vanessa Stephens, Resident Member

Regrets: Mark Phillips, Katie Rose, Denis Long, Tina McKay

1. Call to Order – Chair Bourgeois called the meeting to order at 6:00pm
2. Attendance – Quorum was reached
3. Announcements
Brielle Pyette shared that there will be a Pride Flag ceremony at the Windsor Waterfront on Monday June 1st at 5pm which will include a BBQ.

Resident member Jamie Patterson advised that Red Shirt Day of Action for Accessibility and Inclusion will be held on Wednesday, June 3, 2026, it is a day to show support for people with disabilities by wearing red.

4. Approval of the Agenda, including additions or deletions
The agenda was accepted as presented.
5. Approval of Previous Meeting Minutes
April 30, 2026, minutes were approved as presented.
6. Unfinished Business

A. Workplan updates

Troy Burgess shared there were no new updates on the accessible parking spot map, however they are planning to add another spot in Hantsport.

Inclusive, Diversity, Equity and Accessibility training programs have begun for staff, with 1 mandatory course all staff must complete each month from May-November 2026 for a total of 7 courses.

Councillor Remme asked if there was an update on the accessible events package. Troy Burgess shared that VanEssa Roberts, Manager of Community Economic & Development is working on the package and has secured a grant to purchase signage, tents and other related items.

B. Round Table Discussion

Troy Burgess updated the committee on some of the current construction projects he has been working on. He reported that yesterday the sidewalk started on King Street between John Street and O'Brien, it is going to be all asphalt and 1.8m. He noted that Chestnut and part of Gray Street began today and will be concrete from Avon Street to Albert Street.

Chair Bourgeois shared he has spoken to Kathy Kehoe, Director of Community Development regarding an issue with a gap in the Sports Complex on the main floor after the ice was removed. It was confirmed that staff were going to investigate a solution prior to the Rock the Rink event. There were suggestions made to use portable ramps, the committee felt these would also be useful for other events.

Troy Burgess shared that the suggestions made at the last meeting for changes to the waterfront can be implemented. He confirmed that the ramp to the gazebo is going to be made concrete, there will be a concrete slab made around the music instruments near the coach house, a concrete ramp will be made down from behind the dental clinic on Water street to the lift station where it turns into asphalt, and a concrete path out to the chairs near the skate park. He added that the work on the waterfront is a result of this committee offering suggestions to help benefit the community.

Chair Bourgeois commented that being persistent gets things done and the committee will continue to do so.

Resident member Roseanna Boyd noted that it is important to post positive improvements on social media to highlight the progress being made to make the community more accessible.

Chair Bourgeois also added that work is also being done to the two accessible parking spaces on Gerrish Street to change the pedramps to bring them up to standard.

Councillor Remme questioned if there had been an update on the accessible viewing platform at the Sports Complex. Chair Bourgeois shared he didn't have an official update but had spoken with Kathy Kehoe and shared they had someone look at the middle section of the area. He was advised that they may remove the top railing, he will follow up with Kathy Kehoe and Kevin Bennett for more information. He is also going to pass along previous Sports Complex walkthrough findings to staff.

Resident members Jordan & Vanessa Stephens printed out some photos of issues around West Hants and circulated them to the committee which included a brief description and suggestions for improvement. Jordan shared he is providing these photos to create awareness around these issues and encourage changes to be made.

Resident member Vanessa Stephens pointed out that the picnic tables near the waterfront Tim Hortons need to be switched to an accessible table. Troy commented on this saying it looks like an old table and the new replacements are accessible.

7. New Business

A. Draft Checklist for walkthroughs

Chair Bourgeois presented his draft checklist for the committee to use during their walkthroughs. The committee provided feedback including changing some of the language to make it more accessible. Councillor Remme suggested partnering with organizations to pass this checklist out once it has been completed. Other suggestions were to have it available on the website or pair it with a video of how to use it.

B. Managing walkthroughs

The committee discussed the growing demand for accessibility walkthroughs and offsite meetings but recognized limited capacity to deliver them regularly. As a result, there was a strong agreement to shift toward an education-focused approach, encouraging businesses to conduct self-guided assessments using standardized tools such as a checklist, pre-visit survey, and informational resources.

Chair Bourgeois will refine and circulate a draft checklist designed to be flexible, observational, and easy for volunteers or business owners to use, with clear disclaimers to ensure it is not interpreted as professional or regulatory advice. The group emphasized promoting awareness through videos, pamphlets, website resources, and links to official standards and contacts, while highlighting both areas of success and opportunities for improvement in the business or organization.

To support sustainability and long-term impact, the committee may form a subcommittee to develop these educational materials, continue quarterly remote meetings for member learning, and guide businesses toward self-assessment. However, at remote meetings encourage the individuals who reached out to the committee to join on the walkthrough.

C. Condition of Lake Pisiquid Trail

Troy Burgess shared an update that tomorrow class A gravel will be put on the trail temporarily until the concrete work is completed. Big orange road signs have been placed to warn residents of the bumps.

8. Next Meeting Date / Meeting Adjournment
Thursday, June 25th, 2026

The meeting was adjourned at 7:48 p.m.

X

Committee Chair

X

Municipal Clerk