

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
October 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 – September 24th, 2026
 6. Unfinished Business
 - a) Work Plan updates
 - b) Round table discussion
 7. New Business
 - a) Discussion on presentation for COTW
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Minutes
September 24, 2026, 6:00 p.m.
Council Chambers, 76 Morrison Drive, Windsor, NS



Present:

Michel Bourgeois, Resident Member
Jordan Stephens, Resident Member
Councillor Chrystal Remme
Chelsea Woodman, Admin Assistant
Jamie Patterson, Resident Member

Denise Long, Resident Member
Tina McKay, Building Inspector
Katie Rose, HR Specialist
Brielle Pyette, Active Living Coordinator

Regrets: Mark Phillips, Troy Burgess, Amie Deleavey, Vanessa Stephens, Melissa MacAskill, Jennifer Davison

1. Call to Order – Chair Bourgeois called the meeting to order at 6:10pm
2. Attendance – Quorum was reached
3. Announcements
Chair Bourgeois recognized the recent passing of committee member Roseanna Boyd. The committee will take forward her devotion and dedication.
4. Approval of the Agenda, including additions or deletions
The agenda was accepted as presented.
5. Approval of Previous Meeting Minutes
July 21, 2026, minutes were approved as presented.
6. Unfinished Business
 - a) Review of 2026 Work Plan
Chair Bourgeois shared a PowerPoint with the committee to discuss and review the work plan that was submitted in 2024 to highlight items and progress. He noted that a lot of positive work has been done, however some items may require additional effort or resources.

Accessible Parking: The goal was to ensure that Municipal parking is safe, consistent and meets accessibility standards. They all currently use the CSA Standard, Chair Bourgeois marked this as in progress highlighting the 2 spaces completed on Gerrish Street following

the CSA Standard. Tina McKay will follow up with Troy Burgess for updates on items related to accessible parking including mapping and website information.

Accessibility in Council Reports: This has been marked as a significant completion since it was presented to council and approved, staff developed a process and now accessibility/DEICC considerations are now part of the report template.

Facility Review and Inventory: This has not been started. The Accessibility Advisory Committee does not have the framework or capacity to undertake this task alone. It was suggested to try to incorporate an accessible lens into already existing staff walkthroughs and this could help begin this process.

Katie Rose shared that she is a member of the Health and Safety Committee that annually does site inspections for each of the municipal facilities. She suggested this may be an opportunity to review with an accessible lens while the regular checks are being completed. A suggestion was made to create a checklist of items that need to be reviewed. Chair Bourgeois offered to assist with the first site walkthrough to provide the committee with advice and guidance. Councilor Remme noted that the committee has representatives from each department to spread more awareness around these issues.

Training for Staff, Council and Committees: The goal was to build understanding and skills around accessibility, equity and anti-hate. Staff have been provided with online training courses as a pilot program to eventually share with committee and council members.

Outreach, Engagement, and Community Support: The goal was to help businesses, organizations and events become more accessible. The committee has made progress on this item including incorporating plain language into social media posts, and a discussion was held on creating a checklist or a video with accessible tips. Chair Bourgeois highlighted the accessibility aspect during Garlic Festival which included signage, accessible portable washrooms, and dedicated accessible parking which was shared online prior to the event.

Tina McKay shared that the Volunteer Awards banquet which was hosted at Walkers restaurant included dedicated accessible parking close to the venue.

Councilor Remme recommended reviewing the work plan at each meeting to track progress and prioritize outstanding items. Also investigating what resources are required to complete this workplan.

Resident member Denis Long shared that New Boundaries was able to participate in the exhibition last weekend due to the extra ramps and seating, with 80% participation, as opposed to last year with approximately 10% participation.

Chair Bourgeois asked the committee how they would like to proceed with workplan item assignments and who would be providing updates to the committee.

Brielle Pyette advised that she is in the group for the accessible events guide; and is planning to meet with VanEssa Roberts, Manager of Community Economic Development, to discuss planning for the guide and getting more details on the larger events hosted by the Municipality. She advised in regard to the window decals; there is currently an Inspiring Business program. She confirmed that she would speak with Kathy Johnston Isenor, Manager of Recreation and Community Engagement, to see if this program can be customized to recognize businesses that improve accessibility.

Communications and Website: The goal is to make municipal information easier to find, understand and use. Katie Rose is on the communications team and shared some informal training that has been completed on accessibility including a shared plain language guide. She noted a request has been made to create an accessible diversity and inclusion webpage. Resident member Jamie Patterson offered to assist with adding braille to some business cards available at the front desk or any other documents needed.

Chair Bourgeois shared upcoming in 2028-2029 the province is expected to roll out the Provincial Information Communication Standards which will likely require WCAG compliance and noted that anything that can be done in advance can be helpful.

The committee agreed to focus on getting the accessibility webpage completed and felt it could be a great space to post policies, accessibility tips, and recognize businesses making improvements around West Hants etc.

b) Self-directed accessibility guide

The committee discussed this at the last meeting, and the consensus was to move toward making an educational video rather than a physical checklist.

The next step would be how this will look and where it will take place, this will be discussed at the next meeting.

c) Round table discussion

Resident member Jordan Stephens inquired if there was any follow up on an issue raised at the Sports Complex regarding a policy for the accessible viewing area and if items were allowed to block that section. Chair Bourgeois will follow up on this and bring it back to the committee.

Chair Bourgeois reported an issue on Gerrish Street near the apartment building advising that there was a 10-inch gap in the sidewalk that wasn't filled. This concern was passed on to Troy Burgess who was able to resolve it quickly.

Resident member Jordan Stephens expressed concerns regarding a hole in the sidewalk near Lawton's that will need to be covered up and a traffic light that may need to be adjusted. He also pointed out that the crosswalk near Baby Panda is on a slope which makes it difficult for someone in a wheelchair to press the button.

Jordan also shared an issue with the ramp installed at the Sports Complex for the Rock the Rink concert that was held in August during Avon River Days. He noted at a previous meeting there was concerns when the ice was taken out of the rink it created a large gap in the floor which was addressed with installing metal ramps, however when setting up the cabling for the show the cables were ran along the perimeter of the rink and a plastic ramp was put over top of the cables and the metal ramp.

The committee agreed that someone should've been there to take action rather than Jordan having to deal with the issue himself and being turned down. The committee felt that a contact person needs to be designated to deal with these situations.

Councillor Remme commented that any event held in a municipal facility should be accessible and have someone on site to ensure to confirm and inspect.

There was a suggestion to educate and train staff to look for these things on their already existing checklist. Once the accessibility page is live on the website the committee suggested offering a dedicated form to report any concerns, issues or comments related to accessibility.

Resident member Jamie Patterson shared that on October 15th it is national “Light It Up” for NDEAM. Municipalities, businesses and homes across the country are lighting up purple and blue for National Disability Employment Awareness Month.

Councillor Remme suggested creating a calendar of events or communication to share these events.

Chair Bourgeois encouraged everyone to visit the newly upgraded Elmcroft playground downtown.

7. New Business

a) Discussion on progress made in 2026 for accessibility

Chair Bourgeois would like to present to Council in November highlighting the positive changes that have been made this year to enhance accessibility around West Hants. He will send an email to committee members, and they are encouraged to share positive changes that have been made.

b) New accessible viewing area West Hants Sports Complex

A new accessible viewing area has been created at center ice adjacent to the track, the railing has been lowered and there are plans to make the first row of seats below the railing companion seating. On the stairs up to the warming center the railing color has now been painted a high visibility yellow.

8. Next Meeting Date / Meeting Adjournment
October 29, 2026

The meeting was adjourned at 8:03 p.m.

X

Committee Chair

X

Municipal Clerk