

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 Meeting Minutes
January 29th, 2026, 6:00 p.m.
Windsor Elms Village, Falmouth, 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

Amie Deleavey, Resident Member

Jennifer Davison, 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.

Chair Bourgeois shared a few announcements: February is African Heritage month, and the Municipality has a few events planned. A flag raising event is being held tomorrow January 30th at the waterfront loop. There is a free public skate event on February 1st at the West Hants Sports Complex, which will include trivia and prizes.

4. Approval of the Agenda, including additions or deletions
The agenda was accepted with one additional item
Connect 2 Grant
5. Approval of Previous Meeting Minutes
The November 29th, 2025 meeting minutes were accepted as presented.
6. Unfinished Business

A. Video Project

Brielle shared an update that the video project began filming at the West Hants Sports Complex which highlights the lower counters, elevator and touchless doors. They also visited a local shop in Hantsport, School Street Studio Glass, that has implemented wireless debit machines and has worked with West Hant's Public Works team to create an accessible sidewalk in front of the shop.

Brielle showcased Home Hardware in video as well and promoted their lower accessible shelves in the store. Brielle indicated that the project is completed over 50% including a significant number of items from the list.

Chair Bourgeois indicated that he had spoken with the owner of School Street Studio Glass and received positive feedback from the sidewalk changes. He noted that one resident was very happy that they were able to enter the shop. Chair Bourgeois suggested that we follow up with the residents to see how the changes have affected them. The committee felt it would be beneficial to encourage local businesses to reach out to the Municipality to assist in making businesses more accessible for everyone.

It was reported that Public Works are currently working on assisting a local doctor's office in creating an accessible entrance. It was confirmed a ramp was installed, however additional modifications are required in the spring to accommodate visually impaired residents, to avoid it creating tripping hazard.

Resident member Roseanna Boyd brought up a discussion that occurred during Councillor Morton's town hall meeting regarding the value of the green space between the curb and the sidewalk. It was noted that some people were in favor because it delineates it and allows snow storage rather than the sidewalk, however it creates a maintenance piece.

Troy Burgess explained the other side of the road was created to appear like brick, but it was concrete which makes it a better option for both maintenance and snow storage.

The committee encouraged the Three Mile Plains Hall to apply for the Accessibility grant which closes on March 17th. Tina McKay added that she has received a lot of calls with questions about accessibility through the regulations regarding the grants.

Resident member Roseanna Boyd suggested getting a group together to give a presentation to local plowing companies to educate on how to properly plow with an accessible lens. The committee shared it may be beneficial to have a video created as well.

The Committee noted positive changes have been made to the Municipality's website, which includes accessibility features.

There was a suggestion to include a link on the Municipality's website for a map for accessible parking. Tina McKay agreed to make a request for the GIS Technician and work with them to create the map or document.

Inventory of facilities: Brielle is working on updating the website's trail and park descriptions to include if they have accessible features.

Accessible guide for events: Councillor Remme felt it would be easy to accomplish and beneficial to bring visitors in by accommodating their needs. A suggestion was made to incorporate this guide into the existing forms and applications. Brielle has started a draft of an accessible event guide, included in the package is a list of items taken from other municipalities, a pamphlet and temporary signage for pop up events.

Brielle will distribute it to the committee for feedback. Troy Burgess suggested creating temporary accessible parking passes that would be available for special events. The event organizers would be able to request the amount needed for the event and do their own monitoring of usage, using Brielle's event package to create temporary signage.

Reporting to council accessible lens: The plan was to implement an accessibility lens when writing reports and recommendations for council creating a checklist to follow to ensure everyone is looking for those accessibility concerns or impacts through the same lens. It was noted that behind the scenes work is required with specific changes the committee would like to see.

Councillor Remme commented that the Diverse, Equitable, Inclusive Communities Committee attended the Council meeting and read a policy under their scope, she suggested it may be a beneficial for this committee to do that and recommend any changes they would like to see. The committee will create an action plan and follow up with these tasks.

B. Winter Thing Event

Troy Burgess gave a brief description of the event. Chair Bourgeois is going to send an email to the Community Development Department to request additional information on the event. He noted once received the committee could offer suggestions on what to focus on from an accessibility lens. The committee did offer that firepits should be more accessible, cords secured and create pathways for access and exit.

C. Sledge Hockey Program EDI Grant

Brielle shared a grant was received for \$1,600 to fund a free try sledge hockey program. The first two weeks of the program 12 people attended the first night and 8 people the second night. She confirmed there are 24 sledges available in a variety of sizes. The sessions are held on Sunday evenings from 8-9pm with 4 weeks remaining.

D. Connect 2 Grant:

Troy and Brielle shared that they have started the application process for the Connect 2 grant which is an Active Transportation grant to create a multiuse pathway from Wentworth Road to the West Hants Sports Complex. If approved, it would be connected to the existing sidewalk at the West Hants Sports Complex. It was noted that we would receive 75% funding for the project; phase two would be extending down to Tregothic Street (New Boundaries store).

The Committee was asked to write a letter of support for the project including how it would improve accessibility to the West Hants Sports Complex. The Committee agreed to give full support. The Active Transportation Committee, Traffic Committee and Council are also being approached for support. A suggestion was made that Jordan Stephens write a letter to show community support. Jordan agreed to submit a letter. The application deadline is February 14th.

E. Facility walkthrough

Walkthrough findings/recommendations:

- Kitchenette sink needs to be more accessible for residents in a wheelchair to use lower and space to roll the chair under
- Not placing items under building controls
- Building controls are placed at a good height on the walls
- Washroom signs too high on the walls
- Paper towel dispensers in the washroom are too high
- Good pathway design on the floor
- Lighting is good (motion lighting down the hallway)
- Proper railings on the wall
- Add Kick plates on doors
- Placement of power door button to allow space for door to open
- Exit sign facing the wrong way near staff room
- Making the staff area more accessible, lower coat racks are required.

7. Next Meeting Date / Meeting Adjournment
Thursday, February 26th, 2026, at the Hantsport Fire Department

The meeting was adjourned at 7:34 p.m.

X

Committee Chair

X

Municipal Clerk