

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



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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 – 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 Minutes
March 26th, 2026, 6:00 pm - Amended
West Hants Sports Complex



Present:

Michel Bourgeois, Chair	Roseanna Boyd, Resident Member
Brielle Pyette, Active Living Coordinator	Melissa MacAskill, Resident Member
Tina McKay, Building & Fire Official	Denise Long, Resident Member
Troy Burgess, Public Works Manager	Jennifer Davidson, Resident Member
Justin Stephens, Resident Member	
Vanessa Stephens, Resident Member	

Jamie Patterson from NS Works Jamie Patterson (NS Works) was a guest in attendance, with interest in joining the committee as a community member representative.

Regrets: Amy Deleavey, Mark Phillips, Chystal Remme, Katie Rose, and Chelsea Woodman

1. Call to Order – Chair Bourgeois called meeting to order at 6:02pm
2. Attendance – Quorum was reached
3. Approval of the Agenda, including additions or deletions
Accepted as presented
4. Approval of Previous Meeting Minutes – February 26th, 2026
Accepted as presented
5. Unfinished Business
 - a) Workplan updates

Accessible parking: Parking spaces have been identified in Hantsport and sent to a mapping tech from public works to add to the Municipal website. Troy

Burgess added that there will be a new accessible parking space in Hantsport, in addition to the two new parking spaces planned on Gerrish Street in Windsor. Roseanna inquired about social media promotion and added that she has a friend with a wheelchair accessible van who has offered to help film a video with the new parking spaces upon completion. Brielle Pyette will add promotion to her plan for once they are in place.

Accessibility and Staff Reports to Council: Michel reported that he met with the Diverse, Equitable, Inclusive Communities Committee for suggestions on the staff reports to council. Michel plans to meet with Deanna Snair and Katie Rose to discuss how it would be best brought forward to council as a recommendation for policy.

Outreach Engagement and Community Support: Brielle Pyette announced that WHRM is applying for funding to provide IDEA (inclusion, diversity, equity, and accessibility) Kits for West Hants event organizers to help provide suggestions for accessibility arrangements at their event. The toolkits will include a pamphlet, pop-up tents, signage, and temporary parking signs that would be handed out with usual event permits and will act as direction towards ensuring their event can be as accessible as possible.

Website Communications: Michel was pleased with the new accessibility icon, features, and website changes throughout the Municipal Website, and noted that usability is significantly easier than it was prior to changeover.

b) Round table discussion

Sports Complex Accessible Viewing Platform being used for sales and barring access (topic brought forward by Jordan Stephens in last meeting).

Tina mentioned they've had a meeting with Mark Philips (CAO), Jordan Stephens, Michel Bourgeois, Kevin Bennett, and Kathy Kehoe at the Sports Complex to discuss, admitting that it was a sensitive meeting, but allowed for a productive conversation towards development ideas and next steps. They were informed that the hockey team had a license for liquor sales and they were initially given permission to use the accessible viewing platform for their fundraiser. They discussed in the meeting that a new placement would be more appropriate and inclusive, or that an alternative viewing platform should be made at Center Ice versus on the end so fundraisers could exist on the corners. Denise Long provided feedback, saying New Boundaries comes often for hockey games and participants prefer finding a spot center ice over the viewing platform due to better visuals and feelings of isolation (whereas at center ice there is more sense of inclusion).

Roseanna brought a question to Troy regarding WinterThing picnic tables and positioning of the accessible ends where they face to remain accessible. Troy said it was more of a Community Development department question when it comes to picnic tables, and that he and Brielle should plan to discuss it with the department to ensure someone is checking that tables remain in accessible placements.

Troy shared an announcement that the pride committee have planned a Silent Disco at the Community Centre on Friday, June 5th, 2026.

Denise announced that next month New Boundaries will be opening their doors to the public for social opportunities as they have received a grant to support both youth and

is no crosswalk on Water st. Jamie Patterson pointed out that it was a section of NS Works driveway up into their alleyway for deliveries. Troy suggested going in-person to assess sidewalk interference (if any).

Vanessa went back to the last point on signage, pointing out Windsor Streets and Sidewalks 10.17 stated that: “Subject to the restrictions contained in the Town of Windsor Land Use Bylaw, sandwich boards temporary or mobile signs may be placed on a sidewalk by an abutter lawfully operating a commercial enterprise or by a vendor authorized to carry on vending pursuant to the Vending Bylaw, provided that the owner has obtained a Sidewalk Signage Permit and provided that such signage”

and that a new West Hants Land Use bylaw (7.8 and 7.9): “Ground signs shall be set back a minimum of 5 ft (1.52 m) from any street line, common lot boundary, driveway, aisle or parking area. Where a property in a Highway Commercial (HC), Light Industrial (LI-1) or Joint Industrial (LI-2, LI-3) zone is occupied by more than one business, one ground sign permitted under Section 7.14 advertising the different businesses located on the property may exceed the maximum sign area requirements up to a maximum sign area of 125 ft² (11.61 m²) where the sign is 10 to 35 ft (3.05 - 10.67 m) in height.”

Tina said she could bring it to the **Development Officers** to let them know that if there are any concerns about signage they may come in to them.

Troy suggested that we should do another accessibility video about putting garbage out by the road with an accessibility lens.

Jennifer Davison asked if the provincial cuts would impact accessibility improvements and funding. Brielle stated that at this time, where the budget has not been approved, we cannot confirm. However, the accessibility-related grants WHRM applied for this fiscal year have been proposed to be cut.

7. New Business

a) Accessible Ramps

Tina brought forward that one thing the Building and Fire Officials are consistently coming across (particularly in downtown Windsor), is that there are a lot of inaccessible buildings with people reaching out to make them more accessible and install a ramp, however it has shown to be impossible to meet the minimal safety requirement. She has been finding that they are stuck on how it should be addressed when their job is that it should meet minimum code, but in the amount of space most locations have it is close to impossible to install a ramp. Troy brought up that the library ramp technically does not meet code, but it was determined that it met accessibility, and close enough to code that it could be a gray area. Tina is bringing this topic to the committee to offer their opinions on the topic.

Denise suggested that there should be a gray area between access and code, because having a small ramp that maybe meets code but not accessibility standards would be a better option than no ramp at all.

Roseanna suggested that if they do not have space, power doors should be a requirement. If a ramp is possible, it could be smaller than standard to meet sidewalk and safety guidelines.

Denise noted that power door installations can cost upwards to \$30,000 and if power doors become a requirement for businesses who cannot put in a full-size ramp, then that would become a barrier. Brielle presented the Barrier Free Accessibility Grant as an assistance option for business looking into those installations.

Jordan noted that having any type of ramp is better than no ramp at all.

b) Facility walkthrough

- Michel noted the museum counter display upstairs cannot be viewed by shorter individuals or someone in a chair
- Garbage bins in front of fire alarm at top of stairs
- Jamie noted need for painted lines on stairs for visibility
- Sink of kitchenette in community room could be lower and or roll-under
- Jamie flagged the water fountain, because it is lifted off the ground and could not be felt with a cane, should have color contrast and tactile floor indicators so individuals who are visually impaired do not run into it
- Elevator buttons should be high contrast, currently are small and grey
- There is a yellow sensor/sign for the automatic door on the yellow wall upstairs, making visibility of the button challenging
- Bathroom stall doors – can't tell where door is if low vision since they are all white with no handles
- Hooks in changerooms are high

- AED and first aid kit is too high to reach in a chair
- Large, high contrast signage throughout facility is awesome!

8. Next Meeting Date / Meeting Adjournment

The next meeting will be held on April 30, 2026, at Camp Mockingee, Vaughan.

The meeting was adjourned at 7:30pm.