

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
July 21st, 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 – June 25th, 2026
 6. Unfinished Business
 - a) Update on accessible parking spaces on Gerrish Street
 - b) Progress update and discussion on accessibility walkthrough guide
 - c) Update on accessibility improvements at the Sports Complex and WH
 - d) Round table discussion
 7. New Business
 - a) HealthADAPT presentation discussion
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Minutes
June 25th, 2026, 6:00 p.m.
Hantsport Fire Department, 5 Oak Street, Hantsport, NS



Present:

Michel Bourgeois, Resident Member	Roseanna Boyd, Resident Member
Jennifer Davison, Resident Member	Jordan Stephens, Resident Member
Vanessa Stephens, Resident Member	Melissa MacAskill, Resident Member
Jamie Patterson, Resident Member	Katie Rose, HR Specialist
Chelsea Woodman, Admin Assistant	Tina McKay, Building Inspector
Brielle Pyette, Active Living Coordinator	Denise Long, Resident Member

Regrets: Mark Phillips, Chrystal Remme, Troy Burgess, Amie Deleavey

1. Call to Order – Chair Bourgeois called the meeting to order at 6:00pm
2. Attendance – Quorum was reached
3. Announcements
There were no announcements.
4. Approval of the Agenda, including additions or deletions
The agenda was accepted as presented.
5. Approval of Previous Meeting Minutes
May 28, 2026, minutes were approved as presented.
6. Presentation HealthADAPT

Chair Bourgeois handed the floor over to HealthADAPT for their presentation.

A round of introductions was made. Leila Bautista, Fardad Baig and Michelle Lincoln are all Health Promoters from HealthADAPT and presented to the committee.

Project overview

The HealthADAPT Project is a project led by Nova Scotia Health's Public Health team in Central Zone (areas within the Sipekne'katik district – Halifax Regional Municipality and West Hants Regional Municipality).

In recognition of a changing climate and its impact on health, their team received a grant from Health Canada as part of the HealthADAPT Program to help our health sector

prepare for and respond to the impacts of climate change by recommending actions to Public Health and other sectors.

The HealthADAPT project explores the impacts of climate change on health within the Central Zone, with a focus on equity-deserving communities across all ages and identities. The goal of this project is to understand these impacts through weather, health, and demographic data, as well as lived experiences and stories to inform strategies for Public Health and other sectors to adapt and support communities.

The qualitative research part of the project focuses on the specific research question: ‘How do community-dwelling older adult populations (55+) in Central Zone experience the mental health and wellbeing impacts of climate change, and what community-informed needs and priorities should guide public health adaptation strategies?’

Asks to the WH Accessibility Advisory Committee

1. Is the topic of climate change and health being discussed among community organizations supporting accessibility?
2. Does your committee connect with organizations that support older adult focus? Specifically in current reach out gaps such as Windsor Plains - African Nova Scotian community.
 - Note that we are in the early stages of connecting with Kings Meadows with support from Lora Church from Nova Scotia Community Living Organization, and welcome new connections.
3. Are there any insights you can share around accessible practices that work best in your communities, or past research done with accessibility-supporting organizations in your area?
4. Is there interest from any committee members, or the committee itself, to be invited to engage on our project’s Adaptation Recommendations in Spring 2027? We value your accessibility expertise and insight to West Hants needs. Are you willing to connect us to other organizations and committees that may be interested?

The presentation concluded and the floor was opened up to any committee members for discussion or questions.

Chair Bourgeois suggested that the team send a summary of the project and questions which the committee will add as an agenda item at the next meeting for discussion. The committee asked for clarification, so they decided to wait to discuss until the next meeting.

7. Unfinished Business

A. Workplan Updates

Tina McKay indicated that she could not provide an update on the progress of the accessible parking map but did offer that staff are working on adding an additional spot in Hantsport.

Chair Bourgeois reported that the parking spots on Gerrish Street are being worked on, however, is delayed due to the line painting machine being broken. He noted that the curb cuts look great, tactile plates are finished and they just need to adjust the signage and paint the lines.

Brielle Pyette shared that the tender was approved for the concrete pathways around the causeway trail including the new accessible ramps to the instruments on the Windsor Waterfront and a concrete ramp to the Gazebo.

Temporary signage has been put out on the causeway trail to caution residents of the rough areas in the asphalt.

The accessible viewing area work at the Sports Complex is in progress, and they are doing work on the walking track.

B. Round Table Discussion

Jamie Patterson shared that July is Disability Pride Month to honor and recognize.

The Committee saw there was a young student that was recognized by Council as a Rick Hanson difference maker, they would like to reach out to the family to see if they would be interested in attending a meeting to share their story.

8. New Business

A. Walkthrough Guide

The Committee discussed developing a simple, self-directed accessibility walkthrough guide for organizations requesting accessibility reviews. Chair Bourgeois shared examples from other organizations, including an AMANS version and a Village on Main (Dartmouth) guide. Committee members generally preferred the Village on Main format because it is easier to read and follow than the more technical AMANS version.

There was concern about including specific accessibility measurements or numbers, as accessibility regulations changed on April 1, 2026 and may continue to change. A number-free approach would simplify version control and maintain accuracy.

- **The guide should:**
 - Use plain language.
 - Be easy to understand and complete without requiring an authority figure.
 - Generate questions and increase awareness of accessibility issues.
 - Encourage organizations to investigate accessibility improvements further.
 - Include links to relevant resources, building regulations, and support organizations.
 - Contain simple definitions where needed.
 - Highlight practical improvements that are low-cost or no-cost.
 - Direct users to appropriate municipal contacts and regulatory resources when further guidance is required.
 - Include suggestions tailored specifically to West Hants.

Key Themes

- Keep the guide simple, user-friendly, and educational.
- Emphasize that accessibility improvements do not always require significant cost or time.
- Provide actionable suggestions and quick wins.
- Use the checklist as a starting point that encourages continuous improvement.
- Include information about professional accessibility assessment options (e.g., Rick Hansen Foundation) for organizations wishing to pursue a more detailed review.

The Committee agreed to use the shared template as a foundation and adapt it to meet West Hants Regional Municipality needs, with a focus on simplicity, accessibility, education, and local resources.

Members were asked to email Chair Bourgeois any resource links that should be included and he will take these suggestions and adapt them into a draft guide.

9. Next Meeting Date / Meeting Adjournment
July TBD

The meeting was adjourned at 7:30 p.m.

X

Committee Chair

X

Municipal Clerk