

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Agenda
September 24th, 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 – July 21st, 2026
 6. Unfinished Business
 - a) Review 2026 Work Plan
 - b) Self-directed accessibility guide
 - c) Round table discussion
 7. New Business
 - a) Discussion on progress made in 2026 for accessibility
 - b) New accessible viewing area West Hants Sports Complex
 8. Next Meeting Date / Meeting Adjournment

WEST HANTS REGIONAL MUNICIPALITY
Accessibility Advisory Committee Meeting Minutes
July 21st, 2026, 6:00 p.m.
Council Chambers, 76 Morrison Drive, Windsor, NS



Present:

Michel Bourgeois, Resident Member
Jennifer Davison, Resident Member
Jordan Stephens, Resident Member
Councillor Chrystal Remme
Chelsea Woodman, Admin Assistant

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

Regrets: Mark Phillips, Troy Burgess, Amie Deleavey, Jamie Patterson, Vanessa Stephens, Roseanna Boyd

1. Call to Order – Chair Bourgeois called the meeting to order at 6:01pm
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
June 25, 2026, minutes were approved as presented.
6. Unfinished Business
 - a) Update on accessible parking spaces on Gerrish Street
The last update was that the line painting machine was being repaired. Chair Bourgeois will follow up with Troy Burgess for any new progress updates.
 - b) Progress update and discussion on accessibility walkthrough guide
During the last meeting, the committee discussed creating a walkthrough guide and reviewed a few different examples. They decided to go with the village on main template, agreeing it was the most user-friendly option. Chair Bourgeois created a draft using the template selected by the committee. The goal of this checklist is to encourage other businesses/ organizations to make accessibility improvements by providing guidance and resources in a self-directed manner.

Chair Bourgeois shared the draft on the screen with the committee for feedback. The draft included an introduction sharing the reasons for creating the checklist and background information on accessibility, West Hants background information and link to the accessibility plan, goals of the guide, and the checklist. For contact information the committee decided to list the general front desk phone number and email address; staff members can then redirect them to the appropriate contact.

The draft included a page sharing accessibility funding resources. The committee expressed concerns including funding or grant information since names can change, deadlines, and budget cuts happen. Staff would consistently need to monitor these links; a suggestion was made to include a general link directed to the provincial grant website or create a section when the West Hants accessibility page is live on the website where grant information and education resources could be shared.

c) Update on accessibility improvements at the Sports Complex and West Hants

A new sidewalk is being placed on King Street and includes tactile plates down to the crosswalk. 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.

Based on the committee's recommendations for the Sports Complex's accessible viewing area along the walking track near center ice, a 10-foot section of railing with a ledge has been lowered so wheelchair users have a clear view.

The causeway trail near the boat launch has been temporarily fixed with gravel to fill in some of the holes until the concrete work can be completed.

Councillor Remme asked if the intent of the walkthrough guide is to be put on the West Hants website and if a designated section has been created for accessibility. Chair Bourgeois shared that the plan would be to have it available on the website; Brielle Pyette is going to follow up with IT on the accessibility page.

d) Roundtable discussion

Tina McKay received permission to share that the Windsor Agricultural Society has relocated their accessible viewing area in the arena including a new ramp, the previous viewing area had to have a tractor parked in front of it for the horse events. It will also include companion seating. The area behind the viewing area signage has not been posted until the project is completed. All new washrooms have been installed with both accessible and limited mobility options. On September 18th at 4:30pm they will be having a reopening to showcase the new accessible improvements made around the building. They have received positive feedback from the horse community using the facility.

A discussion was had regarding providing recognition for businesses or organizations that make these accessibility improvements. Brielle shared that currently the Community Development Facebook page will make a post shouting out businesses. Resident member Jennifer Davison suggested maybe getting the mayor involved to help recognize businesses or organizations making these improvements in the community.

Resident member Jordan Stephens suggested putting a crosswalk somewhere on Morrison Drive since there is a lot of businesses up in the industrial park but no crosswalks to safely cross. Resident member Denis Long brought up the Connect 2 Grant that was to incorporate a pathway from Wentworth Road to the Sports Complex, Brielle shared that grant was cut completely from the provincial budget.

Resident member Melissa MacAskill shared the volunteer run organization called Share the Wind visited the Windsor Elms, it is a motorcycle with a side car that takes seniors on rides. It was very successful with upwards of 30 residents participating.

Chair Bourgeois received an update that portable steel ramps have been installed at the Sports Complex where there was a drop to the main floor after the ice was taken out.

7. New Business

a) HealthADAPT presentation discussion

At the last meeting HealthADAPT presented to the committee and sent a follow-up email with a summary of the presentation. The committee recommended reaching out to Kings Meadow however felt it was challenging to offer suggestions when they are looking for a very specific group for their research; they are unable to offer any other suggestions at this time.

8. Next Meeting Date / Meeting Adjournment
September 24, 2026

The meeting was adjourned at 7:03 p.m.

X

Committee Chair

X

Municipal Clerk