



The Corporation of  
the City of North Bay  
200 McIntyre St. East  
North Bay, ON P1B 8V6

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## ***MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE (MAAC)***

### **MEETING MINUTES**

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Meeting Date: [December 11, 2025](#)

Meeting Location: [5<sup>th</sup> Floor Bdrm](#)

Approval: [DRAFT](#)

Recorded By: [Robyn Jackowski](#)

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## ATTENDANCE

	Name	Title	Present
MAAC Committee Members:	Barbara Lynn Smith	Committee Chair	Y
	Andrew Gustafson	Vice Chair	N
	Robert Irvine	Committee Member	Y
	Laura Johnston	Committee Member	Y
	Johanne Brousseau	Committee Member	Y
	Don Halpert	Committee Member	Y
	Richard Mantha	Committee Member	Y
	Adam Curran	Staff Liaison	Y
	Sara Inch	Council Representative	Y
Other Participants:	Robyn Jackowski	Administrative Assistant, Planning Services	Y
	Dana Bakker	Planning Intern	Y
	Drew Poeta	Manager, Transit	Y

## MEETING MINUTES

Item Number	Item	Discussion Summary / Action Item
1	<b>Welcome</b>	The meeting was called to order at 12:02 p.m. by Committee Chair Barbara Lynn Smith.  Round table introductions were held.
2	<b>Disclosure(s) of Pecuniary Interest</b>	None declared
3	<b>Adoption of Agenda</b>	<b>Motion:</b> That the agenda for the meeting held on December 11, 2025, be adopted as presented  <b>Moved by:</b> Johanne <b>Seconded by:</b> Richard <b>Carried/Defeated:</b> Carried
4	<b>Adoption of Minutes</b>	<b>Motion:</b> That the minutes of the November 18, 2025 meeting be adopted as presented.  <b>Moved by:</b> Richard <b>Seconded by:</b> Councillor Inch <b>Carried/Defeated:</b> Carried
5	<b>Business Arising from the Minutes</b>	None for this meeting.

<p><b>6</b></p>	<p><b>New Business</b></p>	<p>Adam introduced Drew Poeta. Drew provided updates on the Parabus system:</p> <ul style="list-style-type: none"> <li>• Parabus operates as a curb-to-curb, accessible transit service</li> <li>• Attendants no longer pay as of November 1, 2025; companions still pay.</li> <li>• Eligibility for attendants is determined by a medical professional on the application form. Needs may change, and applications can be updated accordingly.</li> <li>• Temporary eligibility can be provided by physiotherapists or occupational therapists; permanent (unconditional) eligibility is provided by a physician. The committee requested that this process be updated to reflect more flexibility.</li> <li>• The application form accounts for cognitive needs: applicants must be able to recognize their destination <b>and</b> seek assistance. Committee requested the application wording change from “and” to “or”.</li> <li>• Drew highlighted ongoing improvements to the system, including dynamic routing, tracking unaccommodated trips, and prioritizing medical trips.</li> <li>• Drew updated the committee on the new Parabus vehicle, noted as a significant improvement.</li> </ul> <p>Committee members discussed:</p> <ul style="list-style-type: none"> <li>• Clarification of attendant vs. companion roles.</li> <li>• Determination of eligibility by various healthcare providers.</li> <li>• Cognitive vs. physical requirements for applicants.</li> <li>• Discussion of potential for future door-to-door service.</li> <li>• Positive feedback on dynamic routing, efficient service management, and overall improvements.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• None noted at this time.</li> </ul> <p>6.1      Para Bus Presentation <i>Drew Poeta, Manager of Transit</i></p> <p>6.2      2025 Annual Report – Draft</p> <p>The committee reviewed the draft report. Adam read sections aloud, and updates were made and accepted.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>• Draft report to be finalized and prepared for review at the January 2026 meeting.</li> </ul> <p><b>Moved by:</b> Robert <b>Seconded by:</b> Laura <b>Carried/Defeated:</b> Carried</p> <p>6.3      Downtown Waterfront Masterplan – Mark-up</p> <p>Committee discussed preliminary concepts of the Waterfront Masterplan and tactile map. It was noted that it is too early to create a detailed tactile map.</p>
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		<p>Tactile mapping and further input from Barb and Robert to be followed up in January.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>None noted at this time.</li> </ul>
7	<b>Previous Action Items</b>	
7.1	Feedback: Transit Para Bus page	<p><b>Previous Action Item:</b> MAAC to draft a list of questions/concerns/suggestions and bring them forward to the December meeting. Invite Drew to the December meeting for input and discussion.</p> <p><b>Update:</b> Questions and feedback were addressed during the December 11, 2025 meeting.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Ongoing feedback can continue to be sent to Adam as needed.</li> </ul>
8	<b>Correspondence</b>	None for this Meeting.
9	<b>Next Meeting</b>	Next meeting scheduled for January 8, 2026 from 12:00–1:00 p.m. in the Mayor's Boardroom (5th Floor, City Hall)
10	<b>Adjournment</b>	<p>Meeting adjourned at 1:06 p.m.</p> <p><b>Moved by:</b> Robert</p> <p><b>Seconded by:</b> Don</p> <p><b>Carried/Defeated:</b> Carried</p>