



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: **November 18, 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
	Megan Rochefort	Municipal Engineer	Y
	Beverley Hillier	Manager, Planning & Building	Y
	Albert Viljoen	Architect, Brook McIlroy (virtual)	Y
	Jess Palmer	Architect, Brook McIlroy (virtual)	Y

## MEETING MINUTES

Item Number	Item	Discussion Summary / Action Item
1	<b>Welcome</b>	The meeting was called to order at 11:55 a.m. by Committee Chair, Barb Lynn Smith.  Round table introductions were held. – Beacon introduced
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 November 18, 2025, be adopted, with the order of items amended to move the presentation on the Downtown Waterfront Master Plan to the beginning of the agenda.  <b>Moved by:</b> Johanne <b>Seconded by:</b> Robert <b>Carried/Defeated:</b> Carried
4	<b>Adoption of Minutes</b>	<b>Motion:</b> That the minutes of the October 9, 2025 meeting be adopted as presented.  <b>Moved by:</b> Sara <b>Seconded by:</b> Johanne <b>Carried/Defeated:</b> Carried

5	<b>Business Arising from the Minutes</b>	None for this meeting.
6	<b>New Business</b>	
6.1	Downtown Waterfront Plan <i>Beverley Hillier and Megan Rochefort (City of North Bay)</i> <i>Albert Viljoen and Jessica Palmer (Brook McIlroy)</i>	<p>Beverley provided an overview of the public engagement completed to date and welcomed feedback from the committee.</p> <p>Albert discussed the goal of creating a safe, inclusive space for all users. The project team shared a presentation outlining the vision to reimagine North Bay's downtown and its connection to the waterfront.</p> <p>The presentation highlighted key features being explored, including a pedestrian underpass, a 3D City sign, open-air performance space, new pathways, outdoor seating, naturalized landscaping, and a potential story walk. Key considerations guiding the design include connectivity and accessibility, winter usability, a strong and unique identity, safety, inclusivity, resilience, sustainability, and low-impact development.</p> <p>The project team reviewed neighbourhood amenities, existing conditions (including the splashpad and railway), and summarized public input gathered through surveys, virtual meetings, visioning sessions, and outreach with community partners. A major theme heard was the need for a highly flexible, multi-use space. Early ideas presented included seating options, natural play, improved lighting, underpass enhancements, winter features, and a performance area.</p> <p>Albert and Jessica outlined accessibility design features being incorporated, such as:</p> <ul style="list-style-type: none"> <li>• Accessible circulation routes with appropriate widths, firm surfaces, and low slopes;</li> <li>• Clear entrances, consistent wayfinding, high-contrast signage, and options for tactile or digital navigation;</li> <li>• Accessible amenities including varied seating with armrests, accessible picnic areas, good lighting, quiet zones, and optional universal washrooms;</li> <li>• Sensory-friendly and cognitive accessibility elements such as quiet retreat areas, clear transitions between activity zones, and use of texture and colour contrast;</li> <li>• Safety considerations following CPTED principles, ensuring clear sightlines and avoiding isolated spaces;</li> <li>• Flexible programming areas that support multi-generational use and mobility-device movement.</li> </ul> <p>Committee members shared accessibility priorities, including:</p> <ul style="list-style-type: none"> <li>• Seating spacing for users with mobility devices</li> </ul>

		<ul style="list-style-type: none"> <li>Flexible, flip-up/flip-down seating options similar to transit seating</li> <li>Secure storage options for personal items such as water bottles or bags, potentially integrated into a washroom or pavilion structure</li> <li>Confirmation that strobe lighting should <i>not</i> be used</li> </ul> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Megan to send Adam the presentation slides.</li> <li>Adam to circulate the presentation to the group.</li> <li>Committee members to provide feedback by <b>December 4</b> on the following: <ol style="list-style-type: none"> <li>Accessibility priorities for the open space</li> <li>Known challenges in other City open spaces</li> <li>Surface material preferences</li> <li>Signage and wayfinding approaches</li> <li>Comments related to slopes, path networks, restrooms, shade, and sensory features</li> </ol> </li> <li>Adam to compile and circulate the group's feedback on December 5.</li> <li>Barb to create a tactile map for future review.</li> </ul> <p><b>Moved by:</b> Richard  <b>Seconded by:</b> Sara  <b>Carried/Defeated:</b> Carried</p>
6.2	2025 Annual Report – Draft	<p>The committee reviewed the draft MAAC Annual Report.</p> <p>Discussion included language related to societal resistance to accessibility improvements (e.g., wheelchair spaces, parking) and ensuring comments are framed constructively. Ongoing challenges were also noted (e.g. difficulties hearing in Council Chambers).</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Prepare the draft report for the January meeting.</li> </ul>
6.3	Para Bus Update Attendant Rate	<p>Adam shared an update from Drew Poeta that clarified that attendants are no longer required to pay a fare on Para Bus. Companions would still be required to pay, but official attendants will not.</p> <p>Further discussion scheduled for the December meeting.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>None noted at this time.</li> </ul>
6.4	Creation of Sub-Committee On-Boarding	<p>The committee confirmed the creation of an Onboarding Sub-Committee. Don and Johanne appointed as official sub-committee members.</p> <p><b>Moved by:</b> Laura  <b>Seconded by:</b> Robert  <b>Carried/Defeated:</b> Carried</p>

6.5	Vice Chair – Update on the Process	<p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>None noted at this time.</li> </ul> <p>Barb apologized for nominating Andrew for Vice Chair, noting that she was unaware that the Chair should not make nominations. She expressed appreciation to the committee for addressing the oversight and confirmed she will refrain from doing so in the future.</p> <p>Johanne emphasized that meeting procedure should follow processes similar to City Council.</p> <p>Adam noted that Clerks confirmed the action did not contravene procedure, as the term is “should not” rather than “shall not,” and the nomination was not contested.</p> <p>The committee agreed to move forward without contesting the matter further.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>None noted at this time.</li> </ul>
6.6	Update on Digital Modernization Services Strategy and Corporate-Wide Customer Service Strategy	<p>Adam and Johanne attended a meeting with consultants and Christine Schultz regarding the City’s modernization initiatives. Johanne highlighted opportunities for technology to improve accessibility, such as the ability to book Para Bus trips online or submit concerns through a digital form. The committee discussed broader applications of technology to enhance accessible service delivery.</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: MAAC website and transit Para Bus page	<p><b>Previous Action Item:</b> MAAC to review MAAC website and transit Para Bus page and provide feedback for September 11, 2025.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Committee members to send feedback to Adam or bring it forward to the December meeting.</li> </ul>
7.2	Questions/concerns/suggestions: Transit	<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>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Ongoing</li> </ul>

7.3	Onboarding processes <i>Don Halpert</i>	<b><i>Previous Action Item:</i></b> Don to review committee onboarding processes and report back with recommendations for improvement.  <b>Action Item(s):</b> <ul style="list-style-type: none"><li>• Ongoing</li></ul>
8	<b>Correspondence</b>	None for this Meeting.
9	<b>Next Meeting</b>	Next meeting scheduled for December 11, 2025, from 12:00–1:00 p.m. in the Mayor’s Boardroom (5th Floor, City Hall) <i>Lunch to be provided by Opera Bakery</i>
10	<b>Adjournment</b>	Meeting adjourned at 1:49 p.m. <b>Moved by:</b> Laura <b>Seconded by:</b> Robert <b>Carried/Defeated:</b> Carried