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

# *MUNICIPAL ACCESSIBILITY ADVISORY COMMITTEE (MAAC)*

## MEETING MINUTES

Meeting Date: October 8th, 2026
Meeting Location: 5th Floor Boardroom
Approval: DRAFT
Recorded By: Noah Perron

## 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 | N |
| | Johanne Brousseau | Committee Member | Y |
| | Don Halpert | Committee Member | Y |
| | Richard Mantha | Committee Member | Y |
| | Adam Curran | Staff Liaison | Y |
| | Sara Inch | Council Representative | N |
| Other Participants: | Noah Perron | CNB | Y |
| | Dana Bakker | CNB | Y |
| | Beverley Hillier | CNB | Y |
| | Karen McIsaac | CNB | Y |

## MEETING MINUTES

| Item Number | Item | Discussion Summary / Action Item |
|---|---|---|
| 1 | **Welcome** | The meeting was called to order at 12:01 p.m. by Committee Chair Barbara Lynn Smith. |
| 2 | **Disclosure(s) of Pecuniary Interest** | None declared |
| 3 | **Adoption of Agenda** | **Motion:** That the agenda for the meeting held on October 8th, 2026, be adopted as presented<br><br>**Moved by:** Richard<br>**Seconded by:** Don<br>**Carried/Defeated:** Carried |
| 4 | **Adoption of Minutes** | **Motion:** That the minutes of the September 10th, 2026 meeting, as amended, be adopted.<br><br>Amendment to September 10th, 2026, minutes – (6.2) a concerned citizen reported to MAAC that the ramp at the new arena is too steep to utilize with a walker<br><br>**Moved by:** Robert<br>**Seconded by:** Johanne<br>**Carried/Defeated:** Carried |

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| **5** | **Business Arising from the Minutes** | None for this meeting. |
| **6** | **New Business** | |
| 6.1 | Election Voting – Clerks | • City Clerk confirmed MAAC recommendations were implemented on the online voting platform;<br>• Advised MAAC about advanced polling assistance stations & election day assistance centers (Memorial Gardens & WFCU);<br>• Reviewed online voting tutorial video<br>• MAAC members asked for clarification regarding the process if someone needed help while voting<br>  ○ Staff confirmed that a waiver would only be required if voting from a help center<br>• MAAC members asked for clarification about testing of the voiceover on the online voting platform.<br>  ○ Staff confirmed that it had been tested<br>• MAAC members asked for clarification about voting from your cell phone<br>  ○ Staff confirmed that this was possible<br>• MAAC members asked if online voting platform could be included in the meeting minutes<br>  ○ Link: northbay.elections.vote (link not active at the time of finalizing minutes) |
| 6.2 | Budget Enhancement | • In a previous meeting MAAC members discussed the possibility of budget enhancements for City facilities and technological enhancements<br>• Staff clarified the mandate of MAAC - to advise council and make recommendations on matters relating to accessibility<br>• Staff further clarified that MAAC is permitted to make recommendations to council on capital projects, which can then be implemented into the project budget. As opposed to MAAC spending money out of their own operating budget<br>• MAAC members asked for clarification on the yearly operating budget<br>  ○ Staff clarified the yearly operating budget of $1000 and noted that on a case-by-case basis it would be feasible to go over budget for items necessary for MAAC to operate |
| 6.3 | After Election – Forms to be a MAAC Member | • **Action Item**: Adam to send membership forms to current MAAC members for next term |

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| 6.4 | Sub Committee – Minutes and Recommendations | • **Action Item:** Staff to follow-up on items discussed during sub committee meeting on September 19 (MAAC Moments & Council Chambers technology) |
| 6.5 | Memorial Drive Parking Lot – no handicapped parking | |
| 6.6 | Scott Franks – Lakeshore and Mulligan sidewalk improvements | |
| 6.7 | End of Year Report 2026 | • **Action Item:** Johanne and Don to prepare End of Year Report (2026) – to be presented to Council in early 2027 |
| 6.8 | Clean Green Beautiful Gardens | |
| 6.9 | Fall Colours Event – Ski Hill | • MAAC members discussed a recent event held by Tourism North Bay. Specifically, to express concerns about the general accessibility of the event and events like it in the future.<br>• **Action Item:** MAAC to prepare information and/or letter to provide to event coordinators encouraging them to consider accessibility requirements in their event planning. |
| **7** | **Previous Action Items** | None for this Meeting. |
| **8** | **Correspondence** | None for this Meeting. |
| **9** | **Next Meeting** | Next meeting scheduled at the call of the chair. |
| **10** | **Adjournment** | Meeting adjourned at 1:17 p.m.<br><br>**Moved by:** Richard<br>**Seconded by:** Don<br>**Carried/Defeated:** Carried |

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