



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 9, 2025](#)

Meeting Location: [5th Floor Bdrm](#)

Approval: [DRAFT](#)

Recorded By: [Robyn Jackowski](#)

ATTENDANCE

	Name	Title	Present
MAAC Committee Members:	Barbara Lynn Smith	Committee Chair	Y
	Andrew Gustafson	Vice Chair	Y
	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	Y
Other Participants:	Robyn Jackowski	Administrative Assistant, Planning Services	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, Barb Lynn Smith. Round table introductions were held.
2	Disclosure(s) of Pecuniary Interest	None declared
3	Adoption of Agenda	Motion: That the agenda of the meeting held on October 9, 2025, be adopted as presented. Moved by: Andrew Seconded by: Johanne Carried/Defeated: Carried
4	Adoption of Minutes	Motion: That the minutes of the September 11, 2025 meeting be adopted as presented. Moved by: Andrew Seconded by: Richard Carried/Defeated: Carried
5	Business Arising from the Minutes	Invitation to Drew Poeta, Transit Manager: <ul style="list-style-type: none"> Drew was invited to attend this meeting but was unable to attend. The invitation has been extended to the December meeting. Members suggested drafting questions in advance for Drew. Downtown Waterfront Plan: <ul style="list-style-type: none"> Barb attended the Public Engagement Session held on October 2, 2025, at the Capitol Centre, where conceptual maps and visual designs were presented

		<p>for the Downtown Waterfront Plan. The presentation included proposed elements such as seating arrangements, an amphitheatre, gardens, a children's play area, and trail design.</p> <ul style="list-style-type: none"> Barb shared the following highlights and observations with the Committee: <ul style="list-style-type: none"> Suggestions for enhanced accessibility features, including audible pathways, tactile maps, textural indicators, and the avoidance of strobe lighting. Consideration of a "Tunnel of History" feature to reflect and celebrate the City's heritage and identity. Appreciation for the opportunity to be engaged early in the planning process, emphasizing the importance of integrating accessibility at the design stage. Invited Megan Rochefort to the November meeting to discuss the Downtown Waterfront Plan. <p>Wella Health Event:</p> <ul style="list-style-type: none"> Committee discussed the need for coverage of the MAAC booth at the upcoming Well-A-Health Fair on October 22, 2025.
6	New Business	
6.1	Letter of Support <i>Barbara Lynn Smith</i>	<p>Chair Barbara Lynn Smith signed a Letter of Support for a funding application related to an inclusive playground project featuring rubberized flooring.</p> <p>Action Item(s):</p> <ul style="list-style-type: none"> None noted at this time.
6.2	Downtown Waterfront Plan – Public Engagement Sessions <i>Barbara Lynn Smith</i>	<p>Barb attended the Public Engagement Session on October 2, 2025, at the Capitol Centre. She noted that the City has concept maps for the Downtown Waterfront area for public review and comment.</p> <p>Further discussion Included:</p> <ul style="list-style-type: none"> Reviewing and sharing the project website and survey: www.northbay.ca/downtownwaterfront Importance of integrating accessibility feedback early in the design process. <p>Action Item(s):</p> <ul style="list-style-type: none"> Invite Megan Rochefort to present at the November meeting.
6.3	Website – Accessible	<p>The Committee reviewed the City website and the Para Bus application to identify accessibility improvements and user</p>

	Features & Para Bus Application	<p>experience.</p> <p>Further discussion included:</p> <ul style="list-style-type: none"> • The need to review the Para Bus application process to ensure questions are clear. • Consideration of whether applicants are able to independently recognize their destination and request assistance when needed. • Clarification around the drop-off question on the application—specifically, whether passengers are expected to navigate independently after drop-off. • Discussion on whether voice-audible features are available and how they could assist users with visual impairments. • Members noted that clear communication between drivers and passengers can help ensure a smoother experience. <p>Action Item(s):</p> <ul style="list-style-type: none"> • 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.
6.4	West Ferris Area	<p>Concerns initially raised by Kim Kitchen regarding accessibility in the West Ferris area were discussed. Johanne noted that the concerns were forwarded to Adam and City departments for review.</p> <p>Further discussion included:</p> <ul style="list-style-type: none"> • Accessibility matters may be directed straight to Public Works without waiting for MAAC review. However, bringing concerns to MAAC can ensure proper follow-up and documentation. • Identified areas of concern include Knox Court, Gertrude Street (missing curb cuts), and Lakeshore Drive. • Members noted that the North Bay Service Portal can be used to submit accessibility issues directly. <p>Action Item(s):</p> <ul style="list-style-type: none"> • Ongoing monitoring.
6.5	Draft Annual Report	<p>Johanne presented a draft of the 2025 MAAC Annual Report, noting she has been compiling information to ensure timely submission. Barb expressed appreciation for Johanne's efforts.</p> <p>Further discussion included:</p> <ul style="list-style-type: none"> • Review of committee membership changes, including rationale for member turnover (e.g., health, commitments, passing). • Discussion on onboarding and outboarding processes for committee members:

		<ul style="list-style-type: none"> ○ Suggestion to create an orientation package (parking pass info, shared drive access, contact info). ○ Suggestion to create an exit feedback process. • Emphasis on continuous improvement • Discussion on reaching out to community partners, including CNIB and diverse cultural groups, to broaden perspectives. • Don highlighted that ongoing evaluation is essential even after long-term success. <p>Action Item(s):</p> <ul style="list-style-type: none"> • Don to review committee onboarding processes and report back with recommendations for improvement.
7	Previous Action Items	
7.1	Review MAAC website and transit Para Bus page and provide feedback	Review of website and Para Bus page to continue by committee members.
7.2	Invite Drew to the October Meeting	Drew was not available for this meeting. Invite has been extended to the December meeting.
7.3	Wella Heath event	MAAC members to staff booth in shifts (10 a.m.–2 p.m.). Adam to confirm details.
8	Correspondence	None for this Meeting.
9	Next Meeting	Next meeting scheduled for Friday, November 14, 2025, from 1:00–2:15 p.m. in the Mayor's Boardroom (5th Floor, City Hall)
10	Adjournment	<p>Meeting adjourned at 1:05 p.m.</p> <p>Moved by: Andrew</p> <p>Seconded by: Robert</p> <p>Carried/Defeated: Carried</p>