**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: July 23rd, 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 | Y |
| | 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: | Noah Perron | CNB | Y |
| | Dana Bakker | CNB | N |

## MEETING MINUTES

| Item Number | Item | Discussion Summary / Action Item |
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| 1 | **Welcome** | The meeting was called to order at 12: 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 July 23rd, 2026, be adopted as presented<br><br>**Moved by:** Robert<br>**Seconded by:** Johanne<br>**Carried/Defeated:** Carried |
| 4 | **Adoption of Minutes** | **Motion:** That the minutes of the June 11th, 2026 meeting be adopted as presented.<br><br>**Moved by:** Richard<br>**Seconded by:** Laura<br>**Carried/Defeated:** Carried |
| 5 | **Business Arising from the Minutes** | None for this meeting. |
| 6 | **New Business** | |

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| 6.1 | Chester Smirle – Discussion on enhanced technology | Discussion on enhanced technology:<br>• Adam prompts MAAC members to discuss possible technology solutions<br>• Don – Further discussion about A.I. auto-caption technology ("caption companion")<br>  ○ Andrew – is it capable of translating in real time (yes & does not record conversations)<br>  ○ The caption companion would be an improvement over what is currently being used<br>  ○ Chester – to reach out to the vendor for more information (due diligence/testing, etc.)<br>  ○ Johanne – use MAAC budget for caption companion<br>  ○ Would be applicable beyond MAAC (customer services, public meeting)<br>  ○ Sarah – uses ChatGPT for a similar purpose (creates issued with Privacy)<br>  ○ Chester – not storing information is one thing, but is the model learning after each use<br>• **Action Item** – Chester to investigate caption companion & try to set up a test/demo for September meeting<br>• **Action Item** – MAAC budget discussion at September meeting<br>• Johanne – Audio quality during Council meetings has been an issue; Better voice projection & slower speaking needed (Sarah to discuss with Clerk)<br>  ○ Barb suggests that Sarah work with Don and Johanne on this<br>  ○ Johanne suggests this as being a MAAC moment<br>• **Action Item –** Sarah, Don & Johanne to meet and prepare letter concerning improved communication during Council meetings & publish as a MAAC moment<br>• **Action Item –** Chester to investigate audio settings for council and any improvements that could be made. |
| 6.2 | Tour of the new community and recreation center | Tour of new community and recreation center<br>• Preferred date: August 14th (1PM)<br>• Backup date: August 17th (11AM)<br>• Possible MAAC moment<br><br>**Action item -** Adam to confirm that MAAC will still meet during the lame duck period |
| **7** | **Previous Action Items** | None for this Meeting. |
| **8** | **Correspondence** | None for this Meeting. |
| **9** | **Next Meeting** | Next meeting scheduled for September 10th, 2026, from 12:00–1:00 p.m. in the Mayor's Boardroom (5th Floor, City Hall) |

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| **10** | **Adjournment** | Meeting adjourned at 12:50 p.m.<br>**Moved by:** Andrew<br>**Seconded by:** Robert<br>**Carried/Defeated:** Carried |

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