The Corporation of the City of Sault Ste. Marie

Accessibility Advisory Committee

Agenda, September 9, 2026, 2:00 – 4:00 pm

Northern Community Centre – Steelton Room

Link to Join Zoom Meeting

Meeting ID: 836 2497 2816

Passcode: 280622

One tap mobile Canada +12042727920,,83624972816#

Canada Toll-free 855 703 8985

YouTube livestream link

1. Meeting called to order

1.1. Land Acknowledgement: I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation and the Historic Sault Ste. Marie Métis Council.

1.2. Member introductions

2. Chair's comments

3. Approval of Minutes

3.1. June 17, 2026 AAC Minutes

4. Declaration of Conflict of Interest

5. New Business

5.1. Follow up Elections discussion

6. Old Business

6.1. Accessible Document Training update

6.2. Accessibility and Transit Open House – September 23, 2026

7. Barrier Removal Updates

7.1. Parks Accessibility updates

7.2. Civic Address Signs

7.3. Plaza Railings

7.4. Bathroom updates

7.5. Autism Training for staff – Oct 6th

8. Site Plan Sub-Committee Report

8.1. No Site Plan Report

9. Adjournment

Next meeting October 14, 2026, in-person and via Zoom, 2:00 to 4:00 pm

The Corporation of the City of Sault Ste. Marie

Accessibility Advisory Committee

Minutes, June 17, 2026

Meetings may be viewed on the City's YouTube Channel

Present: Carol Magnan, Don McConnell, Derrick Lavallee, Craig Kohler, Diana Gerhart, Leslie Sawchyn (Interpreter)

Absent: Councillor Lisa Vezeau-Allen, Councillor Sandra Hollingsworth, Kerri Tuckett, Wayne Scharfenberg.

Officials: Diane Morrell, Dan Perri, Peter Tonazzo, Emma Diamond, Summer Student

Guest: Gabrielle Nicolson, Madison Zuppa (City Clerks)

1. Meeting called to order

1.1. Land Acknowledgement

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation and the Historic Sault Ste. Marie Métis Council.

2. Chair's Comments

2.1. None

3. Approval of Minutes – May 13, 2026

Moved by: Carol Magnan

Seconded by: Craig Kohler

All in favor.

4. Declaration of Conflict of Interest

4.1. None

5. New Business

5.1. Community member request to address AAC – Jim Mills

5.1.1. Looking to sponsor accessibility events

5.1.2. If there's anyone interested - City staff or public for volunteer to assist.

5.1.3. Carol Magnan wants to participate in volunteering

5.2. Election Accessibility – Madison Zuppa, Gabrielle Nicolson

5.2.1. Discussing pre-planning side of things ahead of election.

5.2.2. Any kind of ideas or suggestions are welcome.

5.2.3. Various voting methods are still same – home visit voting, who are eligible to vote can call to City Clerks and makes arrangements.

5.2.4. There will be an option to vote by mail.

5.3. Staff Accessibility Event June 23, 2026

5.3.1. It will be scheduled for June 23, 2026 at Downtown Plaza from 10:00 a.m. to 12:00 p.m.

5.3.2. The event will feature two interactive activities

5.3.2.1. Vision Loss Experience

5.3.2.2. Mobility Device Experience

6. Old Business

6.1. APS spring update

6.1.1. Inspections began on April 20th and were completed on May 11th

6.1.2. A total of 23 deficiencies were identified following the winter season

6.1.3. As of May 25th , all 23 deficiencies had been completed

6.1.4. If any additional deficiencies are identified, please contact Public Works at pwt@cityssm.on.ca or 705-759-5201

6.2. Traffic Calming Assessment update

6.2.1. An online Traffic Concern Form is available for community members to report any traffic-related concerns

6.3. Rick Hansen Barrier Buster Grant success

6.3.1. Its $40,000 Grant to support improvements at Manzo Park and the installation of accessible equipment

6.4. Kal-tire Grant success

6.4.1. This Grant for rubber surfacing at Kiwanis Park

6.5. Manzo playground update

6.5.1. An accessible pool ramp with railings, including threshold ramps will be installed

6.5.2. The accessible pathway around the pool will be widened and extended

6.5.3. Two accessible tables with a shade structure will be installed

6.5.4. A water wheelchair will be available at Manzo pool

6.5.5. Two youth change tables have been installed in the accessible cabana at Manzo Park

6.5.6. A launch event potentially in August

6.5.7. Anyone interested in participating in the launch event is encouraged to contact Diane

7. Barrier Removal Updates

7.1. Accessible Document Training update

7.1.1. Its scheduled for Fall 2026

7.2. Barrier Removal Assessment Group update

7.3. JRRC Arena 2 - Accessible Viewing Platform update

8. Site Plan Sub-Committee Report

8.1. None

9. Adjournment

Next meeting September 9th 2026 In-person and via Zoom, 2:00 to 4:00 pm

Park Updates 2025-2026

Kiwanis Park

Kiwanis Park - Wide view

Kiwanis Park Standalone Structure

Kiwanis Park Standalone Game

Kiwanis Park
Standalone Musical Instruments

Kiwanis Park
Standalone Saucer Swing

Kiwanis Park Accessible Zipline

Kiwanis Park
Accessible Merry-Go-Round

Kiwanis Park
Three-Point Harness Swing

Kiwanis Park
Toddler and Inter-Generation Swing

Kiwanis Park
Standalone Play Features

Kiwanis Park Standalone Play Features 2

Kiwanis Park Communication Board and Standalone Features

Wilcox Park

Wilcox Park – Wide View

Wilcox Park – Alternate Wide View

Wilcox Park - Play Features

Wilcox Park – Standalone Game

Wilcox Park Swings

Wilcox Park
Standalone Play Feature

Wilcox Park
Standalone Tool Bench

Westwood Park

Westwood Park – Wide View

Westwood Park
Alternate Wide View

Westwood Park Swings

Manitou Park

Manitou Park – Wide View

Manitou Park – Other Wide View

Manitou Park Standalone Game

Manitou Park Swings

Manitou Park Communication Board

Parkland Park

Parkland Park – Wide View

Parkland Park- Other Wide View

Parkland Park Swings

Parkland Park Swings 2

Parkland Park Saucer Swing

Parkland Park Features

Manzo Park

Manzo Park Benches with Shade

Manzo Park
Accessible Tables with Shade

Manzo Park Youth Splash Pad Chair

Manzo Park
Youth Change Table closed

Manzo Park
Youth Change Table open

Manzo Park Playground…
To Be Continued

Updated playground to be completed spring 2027.

Downtown Civic Address Signs Funding Program

The City of Sault Ste. Marie's Accessibility Advisory Committee has identified Civic Address signs as an important way to improve accessibility in the downtown area, particularly for pedestrians with vision loss.

This voluntary program provides funding to eligible downtown businesses for the purchase and installation of Civic Address signs where no sign currently exists, or where an existing sign is not effective due to its location, size, style, or visibility.

Funding is available up to a maximum of $500 per business and will be paid directly to the sign vendor selected by the business. If the total cost exceeds $500, the business is responsible for the remaining balance. If the total cost is less than $500, the City will only pay the actual amount. A total of $5,000 is available for this program on a first-come, first-served basis.

Applications must include a draft sign design that follows the guidelines below, along with a quote from the selected sign vendor. Applications will be reviewed monthly, and applicants will be notified by email whether their Civic Address Sign has been approved.

1. Accessibility Principles

Civic Address signs should be consistent, predictable, and easy to locate.

2. Sign Material

The sign must be durable, weather proof and, installed to be resistant to vandalism and theft.

3. Sign Size

Preferred sign size is **11" x 17"**

Where space constraints exist, as large as possible with prior approval from the Accessibility Coordinator.

Where a sign is placed on a glass door, it may be **8.5" x 11"** and must have:

- A frosted background; and
- No patterned background

4. Font Size and Type

- Numbers must be as large as possible to fill the space appropriately
- Sans serif font must be used
- No patterned background

5. Colour Contrast

Signs must use either dark blue or black font on a white background, or white font on dark blue or black background. See attached samples for colour, font and sizes.

6. Sign Placement

Signs should be placed immediately beside the door on the latch side, where possible.

If that location is not possible, the sign should be placed in the most suitable location beside the door on the latch side.

If the sign is to be placed on a glass door, the background must be frosted and the preferred locations are:

1) Upper middle of the door
2) Upper latch side of the door
3) Above the handle on the latch side

7. Questions or Unique Circumstances?

If you are unable to meet these guidelines due to unique circumstances, please contact:

Diane Morrell
Accessibility Coordinator
City of Sault Ste. Marie
d.morrell@cityssm.on.ca
705-541-7310

Application Requirements

Please submit the following information:

Name of business:

Name of owner(s):

Email address:

Phone number:

Photo showing where the sign will be installed (attach photo):

Draft design of the sign, including (attach draft):

- Dimension of sign:
- Dimension of numbers:

Name of sign vendor

Cost estimate, including installation (attach quote):