



**Council**

**Agenda**

**Regular Meeting of Council  
July 4, 2011  
at 7:00 p.m.**

# MEETINGS

**FOR THE WEEK OF  
JULY 4<sup>TH</sup>, 2011**

Monday, July 4, 2011

5:00 p.m.

Special Closed Meeting of Council  
Council will adjourn in-camera  
for training and educational  
purposes  
5<sup>th</sup> Floor Boardroom

6:00 p.m.

Committee Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor

**cancelled**

7:00 p.m.

Regular Meeting of Council  
Council Chambers, 2<sup>nd</sup> Floor

**THE CORPORATION OF THE CITY OF NORTH BAY  
REGULAR MEETING OF COUNCIL HELD  
MONDAY, JULY 4, 2011**

**PUBLIC PRESENTATIONS:**

Andy Mitchell, CAW

re Ontario Northland Transportation Commission

**PUBLIC MEETING MINUTES:**

Monday, June 20, 2011

**CLOSED MEETING MINUTES (available for Council viewing in the Clerk's Office):**

Monday, June 20, 2011

**COMMITTEE REPORTS:**

Community Services Committee Report No. 2011-16  
Community Services Committee Report No. 2011-17  
Engineering & Works Committee Report No. 2011-05

**CORRESPONDENCE:**

1. Accounts for May 2011 (F14/2011/EOIR/GENERAL).
2. Accounts for Royal Bank for May 2011 (F14/2011/EOIR/GENERAL).
3. Report from P. Carello dated June 22, 2011 re Extension of the Brownfield Community Improvement Plan (D18/2011/BCIP/GENERAL).
4. Official Plan Amendment and Rezoning applications by Miller & Urso Surveying Inc. on behalf of Belisle Investments Ltd. - 1781 Cassells Street (D09/D14/2011/BELIS/CASSELLS).
5. Report from R. Mimee / J. Severino dated June 21, 2011 re RFP 2011-38, Supply of street light fixtures (F05/2011/PUBWO/3013SL).
6. Report from A. Lang dated June 24, 2011 re Tender No. 2011-72, Supply of new single drum roller/compactor (F05/2011/PUBWO/6002SSWS).
7. Report from M. Karpenko dated June 23, 2011 re Asset Management Study update (F05/2011/ENVIR/2937WSSS).
8. Report from A. Lang dated June 24, 2011 re Agreement for Banking Services with The Toronto-Dominion Bank (F18/2011/RFP/BANKSRVS).
9. Report from C.M. Conrad dated June 28, 2011 re Records Management Policy (A09/2011/CNB/RMPOLICY) (C00/2011/BYLAW/RETENT).

10. Report from A. Korell dated June 28, 2011 re John Street Chippewa Creek Rehabilitation Project (F05/2011/ROADS/3107RD) (F05/2011/ROADS/3300RD).
11. Rezoning application by Miller & Urso Surveying Inc. on behalf of 2277111 Ontario Inc. - 489 McIntyre Street West (D14/2011/22771/489MCINW).
12. Report from A. Lang dated June 28, 2011 re RFP 2011-61, Parking and Security Services (L04/2011/CCOC/GENERAL).
13. Report from A. Lang dated June 28, 2011 re Tender No. 2011-68, Main Street East Reconstruction Program (F05/2011/PUBWO/3105WSSS).
14. Report from S. Kitlar dated June 29, 2011 re 2011 North Bay Summer in the Park (M02/2011/GENER/SUMPARK).

**BY-LAWS FOR CONSIDERATION:**

**General Government - First and second readings:**

By-Law No. 2011-150 to stop up, close and convey a portion of the laneway in a block bounded by Lakeshore Drive, MacDonald Avenue, Lee Avenue and Charles Street.

**General Government - First, second and third readings:**

By-Law No. 2011-159 to authorize the Memorial Gardens Rehabilitation Program.

By-Law No. 2011-160 to execute a Demand Operating Facility Agreement and a Business Banking and Service Agreement with The Toronto-Dominion Bank relating to Banking Services.

By-Law No. 2011-161 to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2011.

By-Law No. 2011-163 to execute an Agreement with Questica Inc. relating to the supply and installation of a Capital / Operating Budget Software System.

**General Government - Third reading:**

By-Law No. 2011-148 to stop up, close and convey a portion of the laneway in a block bounded by Morin Street, Lorne Avenue, Douglas Street and Lansdowne Avenue.

**Community Services - First and second readings:**

By-Law No. 2011-138 to rezone certain lands on Front Street (Nipissing-Parry Sound Catholic District School Board - 1140 Front Street).

**Community Services - First, second and third readings:**

By-Law No. 2011-139 to designate a Site Plan Control Area on certain lands on Front Street (Nipissing-Parry Sound Catholic District School Board - 1140 Front Street).

By-Law No. 2011-156 to regulate Fire Safety Plan Lock Boxes.

By-Law No. 2011-157 to amend By-Law No. 2007-07 to regulate the administration of building permits.

By-Law No. 2011-158 to appoint Municipal Law Enforcement Officers as authorized under the provisions of the *Police Services Act*.

**Engineering & Works - First, second and third readings:**

By-Law No. 2011-162 to execute an Agreement with Pioneer Construction Inc. relating to the supply of aggregate materials.

By-Law No. 2011-164 to execute an Agreement with Pioneer Construction Inc. relating to the 2011 Asphalt Resurfacing Program.

By-Law No. 2011-165 to execute an Agreement with 2212880 Ontario Limited relating to sludge hauling to the Merrick Landfill Site.

By-Law No. 2011-166 to execute an Agreement with 2212880 Ontario Limited relating to Landscaping Services.

**MOTIONS:**

Councillor Vaillancourt	re	Election Campaign Signs
Councillor Mendicino	re	Go Transit Refurbishment Program

**MOTION TO ADJOURN IN-CAMERA:**

**IN-CAMERA CORRESPONDENCE:**

15. ***Confidential*** report from M.B. Burke dated June 22, 2011 re Property matter.
16. ***Confidential*** report from M.B. Burke dated June 27, 2011 re Property matter.
17. ***Confidential*** report from D.G. Linkie dated June 29, 2011 re Personnel matter.
18. ***Confidential*** report from L. Janisse dated June 28, 2011 re Employee negotiations.

**MOTION TO RECONVENE:**

**MOTION FOR RECONSIDERATION:**

**GIVING NOTICE:**

**ADJOURNMENT:**

**MINUTES OF THE PUBLIC MEETING OF  
CITY COUNCIL HELD UNDER THE *PLANNING ACT*  
HELD MONDAY, JUNE 20<sup>TH</sup>, 2011**

**PRESENT:** Mayor McDonald, Councillors Chirico, Koziol, Anthony, Maroosis, Bain, Mayne, Vrebosch-Merry, Vaillancourt, Mendicino, Lawlor

1. Nipissing-Parry Sound Catholic District School Board - 1140 Front Street

Councillor Mendicino explained the purpose of the meeting.

The Deputy City Clerk advised that notice of the meeting was given by prepaid first class mail on the 31<sup>st</sup> day of May, 2011 to all owners of property within 120 metres of the subject property and by the posting of a placard on the subject property.

Beverley Hillier explained the purpose of the rezoning application.

Councillor Mendicino asked for public presentations in support of or objecting to the rezoning.

No presentations were made.

Councillor Lawlor declared a conflict of interest as a potential purchaser of the property is a client.

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MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

**MINUTES OF THE PUBLIC MEETING OF  
CITY COUNCIL HELD UNDER THE *PLANNING ACT*  
HELD MONDAY, JUNE 20<sup>TH</sup>, 2011**

**PRESENT:** Mayor McDonald, Councillors Chirico, Koziol, Anthony, Maroósis, Bain, Mayne, Vrebosch-Merry, Vaillancourt, Mendicino, Lawlor

1. City of North Bay - North Bay Jack Garland Airport

Councillor Lawlor explained the purpose of the meeting.

The Deputy City Clerk advised that notice of the meeting was given by prepaid first class mail on the 31<sup>st</sup> day of May, 2011 to all owners of property within 120 metres of the subject property and by the posting of a placard on the subject property.

Beverley Hillier explained the purpose of the Plan of Subdivision.

Councillor Lawlor asked for public presentations in support of or objecting to the proposed Plan of Subdivision.

Marilyn Horton, 1298 Airport Road

- lives beside airport
- will the corner lot (beside her), be developed? (Staff - there is a potential for future development)

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

**MINUTES OF THE REGULAR MEETING  
OF CITY COUNCIL  
HELD MONDAY, JUNE 20<sup>TH</sup>, 2011**

**PRESENT:** Mayor McDonald, Councillors Chirico, Koziol, Anthony, Maroosis, Bain, Mayne, Vrebosch-Merry, Vaillancourt, Mendicino, Lawlor

**PUBLIC PRESENTATION:**

Kelly Anne Smith	re Public Parkland Trails
David Barker	re Capitol Centre Update
B.J. Szabicot	re Annual General Meeting – Near North Media Lab
Julie-Ann Smrke	re Asking for Council's Assistance

**CORRESPONDENCE:**

Cecil's Eatery and Beer Society	re Noise By-Law Exemption	(452)
North Bay Youth Soccer Club	re Field Lease Agreement	(480)

**REPORTS FROM OFFICERS:**

Burke, M.	re Nipissing University – Cedar Heights Booster Pumping Station	(461)
Burke, M.	re McKeown Avenue Road Allowance	(481)
Conrad, C.	re Amendment to Procedural By-Law	(456)
Euler, D.	re Supply/Installation of Septage Receiving/Water Dispensing System	(458)
Euler, D.	re Improvements to Laurentian Avenue at Trout Lake Road	(459)
Euler, D.	re North Bay Water Treatment Plant & Distribution System Operational Plan	(460)
Karpenko, M.	re Tender No. 2011-21, Landscaping Services	(464)
Karpenko, M.	re Water/Wastewater Chemical Purchases & Sludge Hauling	(465)
Kilgour, I.	re Memorial Gardens Rehabilitation Program	(463)
Killins, S.	re By-Law Amendment – Enforcement Officers in Building Services	(454)
Killins, S.	re By-Law Amendment – Municipal By-Law Enforcement Officers in Building Services	(455)
Lang, A.	re Tender No. 2011-46, Supply of Backhoe Loader	(453)
Lang, A.	re Tender No. 2011-64, Sidewalk Replacement Program	(462)
Leckie, P.	re North Bay Youth Soccer – Field Lease Agreement	(480)
Severino, J.	re Cecil's Eatery and Beer Society – Noise By-Law Exemption	(452)
Tomek, A.	re 3R's Maximization Plan- Merrick Landfill Certificate of Approval	(457)

**Res. #2011-449:** Moved by Councillor Vaillancourt, seconded by Councillor Maroosis That minutes for the public meeting held on:

- Monday, June 6, 2011

be adopted as presented.

"CARRIED"



Res. #2011-450: Moved by Councillor Vaillancourt, seconded by Councillor Maroosis  
That minutes for the closed meeting held on:

- Monday, June 6, 2011

be adopted as presented.

"CARRIED"

Res. #2011-451: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That Community Services Committee Report No. 2011-15 relating to:

- Fire Safety Plans and Lock Boxes

be adopted as presented.

Councillor Koziol declared a conflict as her property management business will be directly affected.

"CARRIED"

**COMMUNITY SERVICES COMMITTEE REPORT NO. 2011-15**

June 20, 2011

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Committee presents Report No. 2011-15 and recommends:

1. That
  - a) the City Clerk be directed to bring forward a by-law to regulate the contents and location of Fire Safety Plans and Lock Boxes for occupancies regulated by Part IV of the Fire Code; and
  - b) the effective date of the by-law be January 1, 2012.

All of which is respectfully submitted.

ASSENTS  
LAWLOR  
MENDICINO  
VAILLANCOURT  
McDONALD

DISSENTS

Res. #2011-452: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That 1) Cecil's Eatery & Beer Society, 300 Wyld Street, be granted an exemption from North Bay Noise By-Law No. 1976-142, pursuant to Section 5, as requested by John Lechlitrner for the following dates and times:

<u>Date</u>	<u>Time of Exemption Requested</u>
Friday, July 29, 2011	9 pm until 2 am of the following day
Saturday, July 30, 2011	9 pm until 2 am of the following day
Sunday, July 31, 2011	9 pm until 12 am midnight

- 2) the exemption be conditional to monitoring and recording of sound levels in compliance with the By-Law;

- 3) a copy of the monitoring information be forwarded to the City within 10 days of the event; and
- 4) a copy of Report EESW 2011-62 be forwarded to the North Bay Police for information.

"CARRIED"

Res. #2011-453: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That City Council approve a contract be issued to NORTRAX Canada Inc. in the amount of \$79,563.30 (net of trade-in and including HST), for the supply of one (1) backhoe loader with extendable dipperstick attachment and four wheel drive.

"CARRIED"

Res. #2011-454: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That Council directs the City Clerk to prepare a new appointment schedule for enforcement officers to amend Schedule "E" of By-Law 2007-07, being a by-law to Regulate the Administration of Building Permits.

"CARRIED"

Res. #2011-455: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That Council directs the City Clerk to prepare an amendment to By-Law 2004-188, being a by-law to appoint Municipal Law Enforcement Officers as authorized under the provisions of the *Police Services Act*.

"CARRIED"

Res. #2011-456: Moved by Councillor Chirico, seconded by Councillor Koziol  
That 1) Council receive Report to Council CORP 2011-93 dated June 7, 2011 from Catherine Conrad; and  
2) the matter be referred to the General Government Committee for a Public Meeting under the *Municipal Act*.

"CARRIED"

Res. #2011-457: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That 1) the Recycling and Communication Plan prepared by Engineering Environmental Services be adopted; and  
2) a copy be forwarded to the Ministry of the Environment in compliance with Environmental Assessment Conditions of Approval for the Merrick Landfill site.

"CARRIED"

Res. #2011-458: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That City Council approve a contract to be awarded to Metcon Sales and Engineering Limited, in the amount of \$157,675.00 (not including HST), for the supply and installation of a Septage Receiving and Water Dispensing System.

"CARRIED"

Res. #2011-459: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That Council not consider any changes to Laurentian Avenue at the Trout Lake Road intersection, since the recommended plan for the North Bay Expressway calls for considerable changes to the Laurentian Avenue Intersection.

Councillor Koziol declared a conflict of interest as she owns property in the subject area.

"CARRIED"

Res. #2011-460: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That City Council endorse the North Bay Drinking Water System Operational Plans.

"CARRIED"

Res. #2011-461: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That 1) Council approve an Easement Agreement to acquire easement rights for a water pumping station from Nipissing University in return for construction of a 4 meter wide, paved walkway within the College Drive Road Allowance; and

2) the Execution By-Law authorizing the Easement Agreement be presented to Council for three (3) readings at the June 20, 2011 Regular Meeting of Council.

Mayor McDonald declared a conflict of interest as he owns property in the subject area.

Councillor Anthony declared a conflict of interest as certain departments of Nipissing University are clients of his employer.

"CARRIED"

Res. #2011-462: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That City Council approve a contract be awarded to Battano Construction in the estimated amount of \$132,775.00 (HST included), to replace sidewalks on a requested basis from the date of contract to October 31, 2011.

"CARRIED"

Res. #2011-463: Moved by Councillor Lawlor, seconded by Councillor Mendicino That a Capital Expenditure By-Law be prepared for the consideration of City Council to authorize the Memorial Gardens Rehabilitation Program, being 2011 Community Services Capital Budget Project Line No. 83, Project No. 6016RF, at a net debenture cost of \$245,000.00.

Mayor McDonald declared a conflict of interest as he is involved with a local hockey team that uses Memorial Gardens.

"CARRIED"

Res. #2011-464: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That 1) City Council terminate services with 2252466 Ontario Ltd. o/a The Grounds Guys relating to Landscaping Services; and

2) Council approve a contract be awarded to 2212880 Ontario Limited o/a Canor in the estimated amount of \$123,108.00 (HST extra), for Landscaping Services. The service shall be performed on an as and when requested basis from the date of contract to October 31, 2012, with the provision of a one (1) year option if mutually agreeable to both parties.

Councillor Chirico declared a conflict of interest as 2212880 Ontario Limited is a client of his employer.

"CARRIED"

Res. #2011-465: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That City Council contract with the suppliers listed in Appendix "A" attached to Report to Council CORP 2011-117 dated June 15, 2011 for chemical purchases and sludge hauling for a period of up to twelve (12) months.

"CARRIED"

Res. #2011-466: Moved by Councillor Chirico, seconded by Councillor Koziol  
That the following by-laws be read a first and second time:

By-Law No. 2011-148 to stop up, close and convey a portion of the laneway in a block bounded by Morin Street, Lorne Avenue, Douglas Street and Lansdowne Avenue.

By-Law No. 2011-152 to stop up, close and convey a portion of the Water Street Road Allowance.

"CARRIED"

Res. #2011-467: Moved by Councillor Chirico, seconded by Councillor Koziol  
That the following by-law be read a first and second time:

By-Law No. 2011-147 to appoint the Managing Director of Corporate Services.

"CARRIED"

Res. #2011-468: Moved by Councillor Chirico, seconded by Councillor Koziol  
That the following by-law be read a third time and passed:

By-Law No. 2011-147 to appoint the Managing Director of Corporate Services.

"CARRIED"

Res. #2011-469: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That the following by-law be read a first and second time:

By-Law No. 2011-155 to execute an agreement with Darren Davies, operating as D.S. Contracting relating to West Ferris Arena Lobby Washroom Upgrades.

"CARRIED"

Res. #2011-470: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That the following by-law be read a third time and passed:

By-Law No. 2011-155 to execute an agreement with Darren Davies, operating as D.S. Contracting relating to West Ferris Arena Lobby Washroom Upgrades.

"CARRIED"

Res. #2011-471: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-laws be read a first and second time:

By-Law No. 2011-135 to amend By-Law No. 2002-133, being a by-law to confirm the roads and streets maintained by the City of North Bay.

By-Law No. 2011-153 to execute an agreement with The Corporation of the Municipality of Callander relating to the use of the Merrick Landfill Site.

"CARRIED"

Res. #2011-472: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-laws be read a third time and passed:

By-Law No. 2011-135 to amend By-Law No. 2002-133, being a by-law to confirm the roads and streets maintained by the City of North Bay.

By-Law No. 2011-153 to execute an agreement with The Corporation of the Municipality of Callander relating to the use of the Merrick Landfill Site.

"CARRIED"

Res. #2011-473: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-law be read a first and second time:

By-Law No. 2011-149 to repeal By-Law No. 2011-111, being a by-law to authorize the execution of an agreement with 2212880 Ontario Ltd. relating to the supply of aggregate materials.

Councillor Chirico declared a conflict of interest as 2212880 Ontario Ltd. is a client of his employer.

"CARRIED"

Res. #2011-474: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-law be read a third time and passed:

By-Law No. 2011-149 to repeal By-Law No. 2011-111, being a by-law to authorize the execution of an agreement with 2212880 Ontario Ltd. relating to the supply of aggregate materials.

Councillor Chirico declared a conflict of interest as 2212880 Ontario Ltd. is a client of his employer.

"CARRIED"

Res. 2011-475: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-law be read a first and second time:

By-Law No. 2011-154 to execute an agreement with Nipissing University relating to the use of the Water Pumping Station.

Mayor McDonald declared a conflict of interest as he owns property in the subject area.

Councillor Anthony declared a conflict of interest as certain departments of Nipissing University are clients of his employer.

"CARRIED"

Res. 2011-476: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne  
That the following by-law be read a third time and passed:

By-Law No. 2011-154 to execute an agreement with Nipissing University relating to the use of the Water Pumping Station.

Mayor McDonald declared a conflict of interest as he owns property in the subject area.

Councillor Anthony declared a conflict of interest as certain departments of Nipissing University are clients of his employer

"CARRIED"

Res. #2011-477: Moved by Councillor Anthony, seconded by Councillor Vaillancourt  
WHEREAS the introduction of the Harmonized Sales Tax (H.S.T.) on July 1, 2010, and its application to gasoline and diesel sales will result in new revenue for the Government of Ontario;

AND WHEREAS based on 2010 average price levels of gasoline and diesel, and 2009 average consumption levels in Ontario, the Government of Ontario's projected new revenue will be approximately \$1.53 billion annually;

AND WHEREAS the Provincial-Municipal Fiscal and Service Delivery Review identified a transportation infrastructure investment gap between the Government of Ontario and Ontario's municipalities of approximately \$3.8 billion;

AND WHEREAS a lack of sufficient funding for essential transportation infrastructure construction, maintenance and rehabilitation has created a situation where many of Ontario's municipalities do not have the financial capacity to construct new transportation infrastructure and conduct the maintenance and rehabilitation needed to sustain existing transportation infrastructure;

BE IT THEREFORE RESOLVED THAT the Council of the City of North Bay request that the Government of Ontario consider directing a portion of the revenue derived from H.S.T. charged on gasoline and diesel sales to a new predictable funding mechanism that will allow Ontario's municipalities to make the critical investments needed to be effective stewards of transportation infrastructure;

AND FURTHER THAT a copy of this resolution be forwarded to Premier Dalton McGuinty; Hon. Dwight Duncan, Minister of Finance; Hon. Kathleen Wynne, Minister of Transportation; Hon. Bob Chiarelli, Minister of Infrastructure; Provincial Leaders of the Opposition Parties; the Ontario Good Roads Association; CAA Ontario; the Association of Municipalities of Ontario; the Federation of Northern Ontario Municipalities; the North Bay & District Chamber of Commerce; Jay Aspin, MP for Nipissing-Temiskaming; Hon. Monique Smith, MPP for Nipissing; Hon. Jim Flaherty, Federal Minister of Finance; Prime Minister Stephen Harper and to the Federal Leaders of the Opposition Parties.

Record of Vote (*Upon Request of Councillor Anthony*)

Yeas: Councillors Anthony, Vrebosch-Merry, Koziol, Mendicino, Chirico, Lawlor, Vaillancourt, Marosis, Mayne, Mayor McDonald

Nays : Councillor Bain

"CARRIED"

Res. #2011-478: Moved by Councillor Chirico, seconded by Councillor Koziol  
That Council adjourn *in-camera* pursuant to section 239.(2) of the *Municipal Act, 2001*, as amended, at 8:14 p.m. for the following reasons: Item #15, being a personal matter about identifiable individuals; Item #16, being a matter that includes advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Item #17, being a proposed acquisition of lands by the Municipality; and Item #18, being a proposed disposition of lands by the Municipality.

"CARRIED"

Res. #2011-479: Moved by Councillor Chirico, seconded by Councillor Koziol  
That Council reconvene at 9:18 p.m.

"CARRIED"

Res. #2011-480: Moved by Councillor Lawlor, seconded by Councillor Mendicino  
That Council agree to and authorize a three (3) year extension to the Field Lease Agreement with North Bay Youth Soccer Club from May 1, 2022 to May 1, 2025, on the provision all other terms and conditions of the agreement shall remain the same.

"CARRIED"

Res. #2011-481: Moved by Councillor Chirico, seconded by Councillor Koziol  
That 1) City Council accept transfers of the McKeown Avenue Road Allowance as presented in Report to Council CORP 2011-111; and  
2) Council approve a by-law to formally recognize the McKeown Avenue Road Allowance on certain lands to which the City does not have paper title.

"CARRIED"

Res. #2011-482: Moved by Councillor Vaillancourt, seconded by Councillor Maroosis  
That this Regular Meeting of Council do now adjourn at 9:20 p.m.

"CARRIED"

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

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**COMMUNITY SERVICES COMMITTEE REPORT NO. 2011-16**

July 4, 2011

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Community Services Committee presents Report No. 2011-16 and recommends:

1. That a) the proposed Zoning By-Law Amendment from a "Residential Third Density (R3)" zone to a "General Commercial Outer Core Special Zone No. 79 (C2 Sp.79)", by Miller & Urso Surveying Inc. on behalf of the Nipissing-Parry Sound Catholic District School Board for the property legally described as Plan M-28, Lots 361 to 363, Lots 452 to 454, Part of Lots 364 & 461, Part Lane, in the former Township of Widdifield, known locally as 1140 Front Street in the City of North Bay, be approved; and  
  
b) the subject property be placed under Site Plan Control pursuant to Section 41 of the *Planning Act, R.S.O. 1990*, as amended, in order to regulate building massing, parking, lighting, landscaping, storm water, drainage, ingress and egress and fencing as required.

All of which is respectfully submitted.

	ASSENTS	DISSENTS
LAWLOR (CHAIRMAN)	_____	_____
MENDICINO	_____	_____
VAILLANCOURT	_____	_____
MAYOR McDONALD	_____	_____



**COMMUNITY SERVICES COMMITTEE REPORT NO. 2011-17**

July 4, 2011

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Community Services Committee presents Report No. 2011-17 and recommends:

1. That the proposed Plan of Subdivision (City File #48T-09104) by Miller & Urso Surveying Inc. on behalf of The Corporation of the City of North Bay for certain lands at the North Bay Jack Garland Airport, as shown on Schedule "A" attached to Report No. CSBU 2011-60, be given Draft Approval subject to the conditions in Appendix "A" to Report to Council CSBU 2011-60 dated June 8, 2011.

All of which is respectfully submitted.

	ASSENTS	DISSENTS
LAWLOR (CHAIRMAN)	_____	_____
MENDICINO	_____	_____
VAILLANCOURT	_____	_____
MAYOR McDONALD	_____	_____

**ENGINEERING & WORKS COMMITTEE REPORT NO. 2011-05**

July 4, 2011

TO THE COUNCIL  
OF THE CORPORATION  
OF THE CITY OF NORTH BAY

Your Worship and Councillors:

The Engineering & Works Committee presents Report No. 2011-04 and recommends:

1. That North Bay City Council approve a contract be issued to Joe Johnson Equipment Inc. in the amount of \$68,588.74 (HST included), for the supply of one (1) S2400 Igloo Epoke.

All of which is respectfully submitted.

	ASSENTS	DISSENTS
VREBOSCH-MERRY (CHAIRMAN)	_____	_____
MAYNE	_____	_____
BAIN	_____	_____
MAYOR McDONALD	_____	_____

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North Bay, ON

July 4, 2011

Subject: Elected Official Invoice Register

File No. F14/2011/EOIR/GENERAL

Res. 2011 - \_\_\_\_\_

Moved by Councillor: \_\_\_\_\_

Seconded by Councillor: \_\_\_\_\_

That accounts totaling \$8,468,309.57 for May 2011 be approved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Carried

Carried as amended

Lost

Conflict \_\_\_\_\_ Endorsement of Chair \_\_\_\_\_  
\_\_\_\_\_

Record of Vote (Upon Request of Councillor \_\_\_\_\_)

Yeas	_____	_____	Nays	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____

Signature of Clerk \_\_\_\_\_

2

North Bay, ON

July 4, 2011

Subject: Royal Bank

File No. F14/2011/EOIR/GENERAL

Res. 2011 - \_\_\_\_\_

Moved by Councillor: \_\_\_\_\_

Seconded by Councillor: \_\_\_\_\_

That accounts for Royal Bank totaling \$2,125.28 for May 2011 be approved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Carried

Carried as amended

Lost

Conflict \_\_\_\_\_ Endorsement of Chair \_\_\_\_\_  
\_\_\_\_\_

Record of Vote (Upon Request of Councillor \_\_\_\_\_)

Yeas	_____	_____	Nays	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____

Signature of Clerk \_\_\_\_\_

Report to Council

Report No.: CSBU 2011 - 53

Date: June 22, 2011

Originator: Peter Carello, Senior Policy Planner

Subject: Extension of the Brownfield Community Improvement Plan

---

**RECOMMENDATIONS**

1. That Council extends the term of the Brownfield Community Improvement Plan by three (3) years from the date of the passing of this resolution.
  2. Should Council elect to extend BCIP, that City staff provides Council with a comprehensive status report at the conclusion of the new term of the BCIP to determine if an additional extension of the program is required.
- 

**BACKGROUND**

The Brownfield Community Improvement Plan was adopted by Council by By-law No. 2008-62, passed on February 19<sup>th</sup>, 2008. The intent of the BCIP was to provide financial incentives to offset the incremental costs of developing brownfield sites in comparison to "greenfield" sites. The incentives offered by BCIP include rebate of municipal permit fees, reduction in tipping fees and tax incentives. Funding allocated by the Council of the day is held in a reserve that all three Community Improvement Plans draw from (the other two plans being the Downtown and Airport Community Improvement Plans).

The Brownfield Community Improvement Plan has a term of three years from the date of its passing, meaning the program expired on February 19<sup>th</sup>, 2011.

The redevelopment of a brownfield site is a complex endeavour, requiring technical studies and engineered remediation plans prior to construction. Staff has had discussions with several prospective investors to discuss potential developments and the related applications to BCIP. To date, one application has been approved. This property has since changed ownership and there does not appear to be a timetable for the advancement of this initiative. As a result, the City has not yet disbursed any funding under the BCIP program.

Staff expects to receive several applications in the near future, including the municipally-owned former Kenroc site. However, with the program expiring on February 19<sup>th</sup>, 2011, the municipality is presently not in a position to offer incentives for the redevelopment of subject properties.

If Council chooses, it can extend the term of the Brownfield Community Improvement Plan. This would allow the City to continue to offer incentives to property owners considering investing in rehabilitating and redeveloping brownfields identified in the BCIP.

BCIP is currently funded by monies set aside into a reserve. As a result, extending the BCIP would not require any new funding to be allocated to the program.

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## ANALYSIS / OPTIONS

### Option #1:

Extend the term of the Brownfield Community Improvement Plan by three (3) years from the date of the passing of this resolution. Should Council select this option, City staff will provide Council with a comprehensive status report at the conclusion of the new term of the BCIP to determine if an additional extension of the program is required.

The program was previously funded by Council and money remains in reserve until such a time a project is approved. As a result, there are no new financial implications for this option.

This option is recommended.

### Option #2:

Extend the term of the BCIP by removing the expiration date entirely. This option would instill a sense that the program will remain in perpetuity. This option is not recommended.

There are also no new financial implications for this option.

### Option #3:

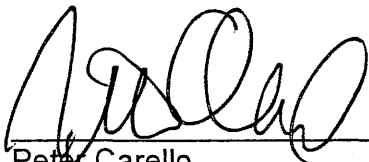
Not extend the BCIP. This would eliminate the program. This option is not recommended, as it would preclude the City from providing any financial incentives towards the redevelopment of the lands identified under BCIP.

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## RECOMMENDED OPTION / FINANCIAL IMPLICATION

Option #1, is the recommended option.

Respectfully submitted,

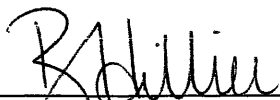


Peter Carello  
Senior Policy Planner

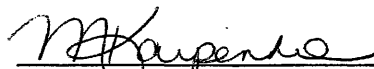
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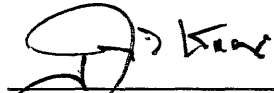
We concur with this report and recommendations.



Beyerley Hillier, MCIP, RPP  
Manager, Planning Services



Margaret Karpenko, CMA  
Chief Financial Officer / Treasurer



---

Jerry D. Knox  
Managing Director, Community Services



---

David G. Linkie  
Chief Administrative Officer



The Corporation of the  
City of North Bay

200 McIntyre St. East  
P.O. Box 360  
North Bay, Ontario  
Canada P1B 8H8  
Tel: (705) 474-0400

**#4**

Planning Services: 5<sup>th</sup> Floor, City Hall  
Direct Line: (705) 474-0626, Ext. 2409  
Facsimile: (705) 474-5928  
Watts: 1-800-465-1882  
Email: [steve.mcarthur@cityofnorthbay.ca](mailto:steve.mcarthur@cityofnorthbay.ca)  
Website: [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)

June 28, 2011

Miller & Urso Surveying Inc.  
c/o Mr. Rick Miller  
1501 Seymour Street  
North Bay, On P1B 8G4

Re: Proposed Official Plan Amendment and Zoning By-law Amendment by Miller & Urso Surveying Inc. on behalf of Belisle Investments Ltd. – 1781 Cassells Street in the City of North Bay.

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Please accept this letter as our acknowledgement of receipt of the above-noted applications to amend the City of North Bay's Official Plan and Zoning By-law No. 28-80

We have reviewed the applications and have deemed them to satisfy the requirements of a "complete" application as of this date. In the event that further information is required as a result of a circulated agency request, it will be requested at that time.

Should you require any additional information, please feel free to contact the undersigned at 705-474-0626 ext. 2409.

Sincerely,

Steve McArthur, MCIP, RPP  
Senior Planner, Current Operations

SM/dib



**CITY OF NORTH BAY****REPORT TO COUNCIL**

Report No: CORP 2011-119

June 21, 2011

Originator: Ron Mimee / John Severino

Subject: Request for Proposal No. 2011-38 – Supply of Street Light Fixtures

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**RECOMMENDATION:**

That North Bay City Council approve a contract be issued to HD Supply Utilities / Philips Lumec in the amount of \$1,877,796 plus HST for the supply of 5,567 LED Street Cobra head light fixtures manufactured by Philips Lumec contingent on the successful completion of the scaled field evaluation to confirm technical performance criteria.

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**BACKGROUND:**

The municipal street light system is owned by the City of North Bay with any required maintenance performed by North Bay Hydro. Approximately 5,567 street light fixtures have reached the end of their service life and are in need of replacement.

The City of North Bay and North Bay Hydro, with the services of an independent light consulting firm, evaluated several technologies and a number of different light fixtures over the past 2 years. A number of pilot projects were completed. The City of North Bay is requiring any new system to realize a reduction in hydro consumption and maintenance costs over the full life of the project and is expecting the capital costs of the installation to be recovered in a reasonable time frame from energy and maintenance savings.

A light study was completed and a performance specification developed. The light consultants, through a rigorous technical and financial pre qualification process, helped the City identify several qualified manufacturers that would meet our predetermined objectives. In the spring of 2011, a request for proposal to replace the High Pressure Sodium Cobra Head street lights with LED Cobra Head fixtures was issued.

Request for Proposal No. 2011-38 was advertised publicly as per the City of North Bay Purchasing Policy. The RFP closed on May 18, 2011 and eight (8) responsive proposals to supply new LED light fixtures were received. In order to minimize costs to the City, the scope of work included the supply only of new LED Cobra Head fixtures meeting minimum specifications and performance criteria.

The RFP evaluation team included City Engineering, Environmental Services and Financial Services representatives and North Bay Hydro personnel. The proposals were evaluated with both merit and price being considered as specified in the RFP document. The results of the evaluation are as follows:

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<u>Firm</u>	<u>Total Proposal</u> (HST Excluded)	<u>Total Points</u>	<u>Ratio</u>
HD Supply Utilities / Philips Lumec	\$1,877,796	910	.0004846
Westburne Ruddy Electric (LED Roadway Lighting)	\$2,811,858	899	.0003197
Ruud Lighting Canada	\$2,126,017	852	.0004008
Nedco / N. Monnette Lighting (Cooper Lighting)	\$2,547,955	847	.0003324
Nedco / Guillevin International (GE Lighting Solutions)	\$2,254,993	826	.0003587
Westburne Ruddy Electric (Holophane-Acuity Brand)	\$3,298,529	800	.0002425
Guillevin International Co. (Holophane-Acuity Brand)	\$3,795,590	788	.0002076
Valuelight (1626187 Ontario Limited)	\$2,038,549	782	.0003836

The price is considered fair and reasonable. The renewal of the City of North Bay's light population will improve urban lighting, lighting dependability and energy efficiencies.

Based on 2011 hydro electric rates and assuming no new increases in hydro rates, the new fixtures are expected to save the City \$181,978 per year in energy costs beginning in 2012. Depending on replacement progress, the City will also realize savings in 2011. The replacement project's 24% decrease in hydro costs will help offset the capital cost of the supply and installation of the new street lights. The simple return is estimated to be 13.6 years.

The installation will be done under a separate tender that will be issued once the City confirms the supply of the light fixtures. Since the work will be progressively performed to replace all street lights on all the urban and rural streets in the City of North Bay, the supply will take place over the course of 12 to 18 months. Prices are guaranteed during this period as specified in the RFP document.

Award of the final contract will be dependent on the completion of a scaled field trial that will be scheduled with the successful firm to confirm that all performance parameters are met. The goal is to complete the scaled field trial in less than one week in July.

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**ANALYSIS / OPTIONS:**

1. Approve a contract be issued to the qualified successful firm to replace the City's current High Pressure Sodium Cobra Head light fixtures with new LED Cobra Head street light fixtures pending successful completion of a scaled field trial to confirm technical performance criteria.
2. Do not approve a contract for new LED Cobra Head street light fixtures and continue to replace High Pressure Sodium Cobra heads as they burn out. Following this option will result in significant escalating maintenance costs as North Bay Hydro replaces lamps as they burn out throughout the City. The City will have to replace ancillary components (fuses and fuse boxes) as they reach the end of their life. In addition, the City will not realize any electricity consumption reduction in a rising hydro electricity market.

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**RECOMMENDED OPTION / FINANCIAL IMPACTS:**


Option 1 is recommended:

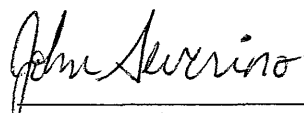
That North Bay City Council approve a contract be issued to HD Supply Utilities / Philips Lumec in the amount of \$1,877,796 plus HST for the supply of 5,567 LED Street Cobra head light fixtures manufactured by Philips Lumec contingent on the successful completion of the scaled field evaluation to confirm technical performance criteria.

A total project amount of \$2,400,000 has been allocated to Project No. 3013SL in the 2010 and 2011 Engineering, Environmental Services and Works Capital Budgets. By-Law No. 2010-115, dated May 10, 2010 in the amount of \$800,000 and By-Law No. 2011-95 dated April 4, 2011 in the amount of \$1,600,000 approved the capital expenditure. The remaining capital dollars will be used to offset the installation costs of the new street lighting system. The installation cost will come before Council at a later date under a separate tender.

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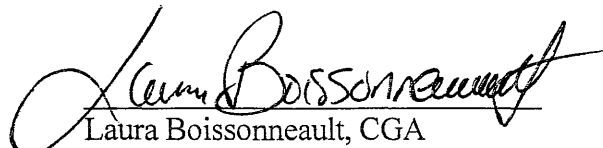
Respectfully submitted,

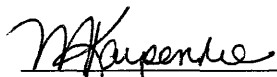
  
\_\_\_\_\_  
Ron Mimeo  
Manager of Accounting and Budgets

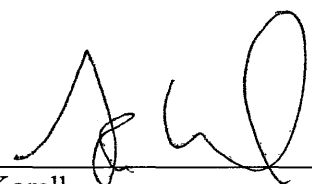
  
\_\_\_\_\_  
John Severino P Eng., F.E.C., M.B.A.  
Manager – Environmental Services


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We concur in this report and recommendation.

  
\_\_\_\_\_  
Laura Boissonneault, CGA  
Supervisor of Budgets & Financial Reporting

  
\_\_\_\_\_  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
\_\_\_\_\_  
Alan Korell  
Managing Director of Engineering,  
Environmental Services and Works

  
\_\_\_\_\_  
David Linkie,  
Chief Administrative Officer

Personnel designated for continuance: Manager – Environmental Services

Attachments: Proposals

## CITY OF NORTH BAY REPORT TO COUNCIL

Report No: CORP 2011-122

June 24, 2011

Originator: Al Lang

Subject: Tender No. 2011-72 – Supply of One (1) New Single Drum Roller / Compactor

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### RECOMMENDATION:

That North Bay City Council approve a contract be issued to NORTRAX Canada Inc. in the amount of \$57,065.00 (HST included) for the supply of one (1) new single drum roller / compactor.

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### BACKGROUND:

The tender was advertised publicly as per the City of North Bay Purchasing Policy. The Purchasing Manager distributed six (6) tender packages. The tender closed on June 15, 2011 and one (1) responsive tender was received. Another tender was received but did not contain the required deposit and could not be considered as per the tender document. The Fleet Supervisor evaluated the tender and determined that the one responsive tender complied with the mandatory items and has met all specifications outlined in the tender document. The Director of Financial Services has reviewed the recommendation with the Fleet Supervisor. The equipment is a new addition to the Water and Sewer Department within Public Works and will be used for ongoing capital works projects. The results of the evaluation are:

<u>Firm</u>	<u>Total Bid Price</u>
NORTRAX Canada Inc..	\$57,065.00 (including HST)
Battlefield Equipment.	\$72,176.83 (including HST) (Deposit not Included)

The price is considered fair and reasonable.

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### ANALYSIS / OPTIONS:

1. Purchase the recommended equipment at the tendered price.
  2. Do not purchase the equipment. This option is not recommended. If this equipment is not purchased, capital infrastructure projects would be negatively impacted.
-

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**RECOMMENDED OPTION / FINANCIAL IMPACTS:**

Option 1 is recommended:

That North Bay City Council approve a contract be issued to NORTRAX Canada Inc. in the amount of \$57,065.00 (HST included) for the supply of one (1) new single drum roller / compactor.

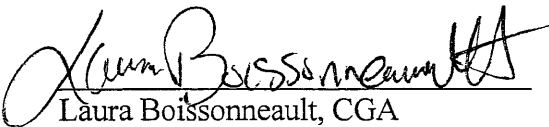
An amount of \$800,000 has been allocated in the 2011 Engineering, Environmental Services and Works Water & Sanitary Sewer Capital Budget, Line No. W42 Project No. 6002SS-WS – Public Works Vehicle & Equipment Replacement Program. By-Law No. 2011-40 was passed by City Council on March 7, 2011 authorizing the expenditure of \$800,000. The cost of this vehicle, charged to Project No. 6002SS-WS, net of the HST rebate will be \$51,388.91. As of the signing of this report, Project No. 6002SS-WS has sufficient funds for this purchase.

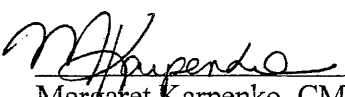
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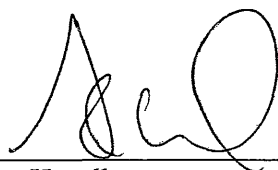
Respectfully submitted,

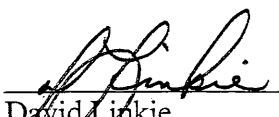
  
Al Lang, CGA  
Director of Financial Services

We concur in this report and recommendation.

  
Laura Boissonneault, CGA  
Supervisor of Budgets & Financial Reporting

  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
Alan Korell  
Managing Director of Engineering,  
Environmental Services and Works

  
David Linkie,  
Chief Administrative Officer

Personnel designated for continuance: Fleet Supervisor

Attachments: Tenders

**CITY OF NORTH BAY****REPORT TO COUNCIL**

Report No: CORP 2011- 121

June 23, 2011

Originator: Margaret Karpenko

Subject: Asset Management Study Update

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**RECOMMENDATION:**

That North Bay City Council approve a contract be issued to Stantec Consultants Ltd., in the amount of \$163,980.00 (HST extra), to provide the update of Infrastructure Asset Management data.

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**BACKGROUND:**

In 2007, Stantec Consultants Ltd. was retained to implement the City's asset management program. Inspections were conducted, guided by Stantec's asset management methodology and were presented in the form of Stantec's unique "State of the Infrastructure Report". This report summarized study findings and forecasted funding requirements related to the groups of assets included. The assets reviewed included water, wastewater and roads.

The original asset management study represented the commencement of the City's new asset management philosophy. The proprietary reports and associated software systems received in 2007 require updates at a minimum of every 5 years in order to achieve a fully matured asset management program.

Administration is requesting that this service be sole sourced on the basis of representing the best value for the City from both a financial and resource perspective. Continuing with Stantec's methodology will require less time and resources than beginning the process again. A consistent approach provides the ability to quantify if the assets are degrading at the anticipated rate and if the funding plan is sufficient to maintain and improved the overall condition of the City's infrastructure. Further, the costs associated with updating the current asset management system is far less than building a new process. Lastly, the city already utilizes Stantec's Road Matrix Pavement management system to manage the vast amount of roads data. This system is unique to Stantec and would require replacement should another firm do the work.

The expectation of updating infrastructure data is to ensure capital works are prioritized and aligned with corporate objectives as well as asset condition. The proposed review would include the previous assets as well as water, wastewater facilities such as treatment plants, pumping/booster stations and reservoirs, storm water assets and street signs.

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The proposal from Stantec includes the following:

	<b>Amount</b>
State of the Infrastructure Report Update – 2011	69,500.00
Pavement Performance and Digital Video Data Collection 2011	68,480.00
Software upgrade to Stantec’s RoadMatrix pavement management system.	26,000.00
Total	<u>\$163,980.00</u>

This price has been substantiated and is fair and reasonable.

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**ANALYSIS / OPTIONS:**

**Option #1**

That North Bay City Council approve a contract be issued to Stantec Consultants Ltd., in the amount of \$163,980.00 (HST extra), to provide the update of Infrastructure Asset Management data.

**Option #2**

Do not award a contract with Stantec Consultants Ltd. The cost of duplication and purchase of new software may have the potential of increasing the cost of the project substantially.

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**RECOMMENDED OPTION / FINANCIAL IMPACTS:**

Option 1 is recommended as follows:

That North Bay City Council approve a contract be issued to Stantec Consultants Ltd., in the amount of \$163,980.00 (HST extra), to provide the update of Infrastructure Asset Management data.

Project No 2937WS-SS	\$69,500
Project No 3102RD	94,480
Total	<u>\$163,980</u>

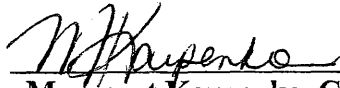
At the time of authorizing this report the identified projects have proper expenditure by-laws in place and sufficient funds for this project.

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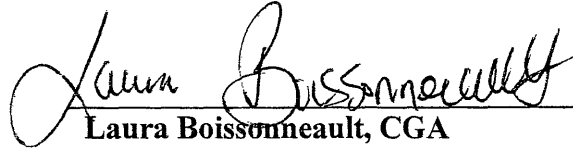
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Respectfully submitted,



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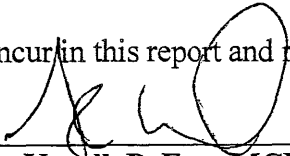
**Margaret Karpenko, CMA**  
Chief Financial Officer / Treasurer



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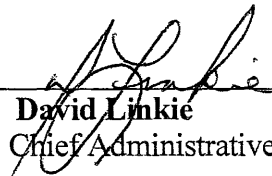
**Laura Boissonneault, CGA**  
Supervisor Budgets & financial Reporting

I concur in this report and recommendation.



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**Alan Korell, P. Eng, MCIP**  
Managing Director of Engineering,  
Environmental & Public Works



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**David Linkie**  
Chief Administrative Officer

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**CITY OF NORTH BAY****REPORT TO COUNCIL**

Report No: CORP 2011-120

June 24, 2011

Originator: Al Lang

Subject: Agreement for Banking Services with the Toronto-Dominion Bank

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**RECOMMENDATIONS:**

1. That City Council approve the Business Banking and Services Agreement with the Toronto-Dominion Bank, and;
2. That City Council authorize temporary borrowing of the amounts that the municipality considers necessary to meet expenses of the municipality for the year, and;
3. That the Mayor, Deputy Mayor, Chief Financial Officer/Treasurer, Deputy Treasurer and Clerk be authorized to sign the banking documents as required by the Toronto-Dominion Bank, and;
4. That By-Law No. 2011-160 be presented for three readings on July 4, 2011 authorizing the execution of all banking agreements required with the Toronto-Dominion Bank, and;
5. That By-Law No. 2011-161 be presented for three readings on July 4, 2011 authorizing temporary borrowing to meet expenses of the municipality as required by the municipality for the fiscal year ending December 31, 2011.

---

**BACKGROUND:**

City Council passed Resolution No. 2011-230 on March 21, 2011 approving the award of banking services to the Toronto-Dominion Bank subject to the negotiation of a successful contract and authorizing the CFO and City Solicitor to prepare an agreement with the bank. The bank has provided the City with a series of standard banking documents and agreements respecting the services they are to provide to the City. These agreements cover the services that were included in their response to the proposal for banking services.

The City Solicitor has reviewed the documents and has advised us of no issues to prevent the City from entering into the banking agreements. The Director of Financial Services has met with Toronto-Dominion Bank officials and is satisfied that the services as identified in the agreements are in line with the services as proposed in their response to the city's RFP for banking services. It would be in order for the designated City officials to sign the agreements where indicated. Once these documents are signed, the City can begin the implementation of the transition plan.

Section 407 of the Ontario Municipal Act provides for a municipality to temporarily borrow funds to cover operating expenses if and when needed. One of the banking agreements is a Demand

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Operating Facility Agreement that is required in the event the City needed to borrow funds. A temporary borrowing by-law will provide the authority on which any temporary borrowings can be accessed if required. The City has had an operating line for several years and has not used it. Cash flow is currently very strong and it is not anticipated that these temporary funds will be required. It is good practice to have such documentation in place should a need arise.

The banking services are to be provided over a three year period with two option extensions of one year each.

---

**ANALYSIS / OPTIONS:**

1. Not to approve the signing of the agreements and execution of the by-laws. This option is not recommended as the banking arrangement with the current banker expires at the end of July 2011.
2. Sign the agreements and approve the execution of the by-laws. The documents form the basis of the City's relationship with the Toronto-Dominion Bank and set out the fees and charges as proposed in their response to the City's banking RFP. By approving this option, the City will have authority to begin to process transactions through the new bank accounts.

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**RECOMMENDED OPTION / FINANCIAL IMPACTS:**

Option #2 is recommended:


1. That City Council approve the Business Banking and Services Agreement with the Toronto-Dominion Bank, and;
  2. That City Council authorize temporary borrowing of the amounts that the municipality considers necessary to meet expenses of the municipality for the year, and;
  3. That the Mayor, Deputy Mayor, Chief Financial Officer/Treasurer, Deputy Treasurer and Clerk be authorized to sign the banking documents as required by the Toronto-Dominion Bank, and;
  4. That By-Law No. 2011-160 be presented for three readings on July 4, 2011 authorizing the execution of all banking agreements required with the Toronto-Dominion Bank, and;
  5. That By-Law No. 2011-161 be presented for three readings on July 4, 2011 authorizing temporary borrowing to meet expenses of the municipality as required by the municipality for the fiscal year ending December 31, 2011.
-


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Respectfully submitted,

  
\_\_\_\_\_  
Al Lang, CGA  
Director of Financial Services

We concur in this report and recommendation.

  
\_\_\_\_\_  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
\_\_\_\_\_  
Peter Leckie  
City Solicitor

  
\_\_\_\_\_  
David Linkie  
Chief Administrative Officer

Personnel designated for continuance: Director of Financial Services

Attachments - Agreements

## REPORT TO COUNCIL

Report No. CORP 2011-126

Date: June 28, 2011

Originator: Catherine Conrad

Subject: Records Management Policy

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**RECOMMENDATION**

That Council:

1. adopt the "City of North Bay Records Management Policy" attached to CORP Report 2011-126 dated June 28, 2011; and
  2. approve the proposed Records Retention By-law attached to CORP Report 2011-126, subject to the approval of the City's Auditor.
- 

**BACKGROUND**

Section 254.(1) of *The Municipal Act 2001*, S.O. 2001, c.25 as amended, (the "Act") provides that a municipality retain and preserve its records in a secure and accessible manner.

Section 255.(2) of the *Act* provides that a municipality's records may be destroyed if a retention period for the record has been established. Section 255(3) of the *Act* provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved. By establishing retention periods for its records by by-law and having the City's auditor approve such by-law, the municipality will meet the requirements of the *Act*.

A review of the City's Retention By-law No. 2000-94 has been completed. The existing Schedules of records are limited and in many cases current records are not included.

The City of North Bay has used The Ontario Municipal Records Management System (TOMRMS) since 1990. TOMRMS, a complete file classification system for managing paper records, has been used by hundreds of Ontario municipalities since it was developed in 1990 by Arenburg Consultants in conjunction with the Association of Municipal Clerks and Treasurers of Ontario ("AMCTO"). The system was developed with municipal records in mind and requires that all records be organized solely on the basis of their subject matter.

The primary components of TOMRMS include:

- Classification / Indexing System
- Retention Schedule = Current Legislation
- Policies for Records Management
- Procedures for Records Management

Every year municipalities using TOMRMS receive updated classifications and retentions through a subscription service provided by "The Information Professionals" to ensure that retention periods that are assigned to respective classifications are up-to-date with current legislation.

The purpose of this report is to adopt an updated Records Retention By-law which accurately reflects the records that are maintained by the City in order to carry on its business and maintain its records to ensure compliance with all applicable legislation.

"Records" are documents, data or other recorded information, in all media and forms, created, received, and maintained as evidence and information by an organization, of its legal obligations or transacted business. This definition of "records" is consistent with the definition used in the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") and covers records that have been created on all media and formats including but not limited to paper, electronic documents, email, photographs, film, audio, video tapes, USB key, and laptops.

There are basically four reasons for retaining records:

- (i) **Administrative value** – records have value to the municipality if it assists in the performance of current or future activities. Normally these records lose their value shortly after completion of its activity and therefore few would be retained.
- (ii) **Legal value** – the value of these types of documents usually do not diminish over a period of time. These documents are usually required by legislation. By-laws, minutes and land transactions are examples of this type of record.
- (iii) **Fiscal value** – these records relate to financial transactions, such as, financial ledgers, debenture records, audit files, budget files, expenditure files, etc.
- (iv) **Research/Historical value** – records that may contain information on persons, places and events as they relate to major milestones, history, or development of the municipality and its citizens.

The proposed Records Retention By-law complies with the principles of MFIPPA. Under MFIPPA, individuals can request, and have a right to, access any record in the custody or under the control of a municipality (subject to specific mandatory and discretionary exemptions). Good records management is essential to support the Freedom of Information process to properly document municipal programs and activities. Municipal institutions must ensure that reasonable measures are defined, documented and put in place to protect records from inadvertent destruction or damage and to maintain records in a well-organized manner to allow members of the public a reasonable opportunity to exercise their Freedom of Information rights.

The Provincial Offences Office is required under the Memorandum of Understanding with the Ministry of the Attorney General to retain its records on site and in a secure manner until the documents have reached the expiration of their retention period. The proposed retention by-law includes a "Justice" section for records regarding the *Provincial Offences Act* and Court activities. The proposed retention periods within the proposed by-law exceed the Ministry's recommended retention periods.

The proposed Records Retention By-law has been prepared with input from departments and has been updated and formatted in conjunction with MFIPPA and the TOMRMS classification system. If approved, it will be reviewed on an ongoing basis in conjunction with the annual TOMRMS updates. Accordingly, any amendments to the classification or retention periods will be presented to Council as an amendment to the by-law.

The proposed Records Retention policy and by-law have been forwarded to the City's Auditor for review and comment.

From a Records Management perspective, the proposed policy will provide for the establishment of active records and maintain the integrity of information and authenticity of City records. It will ensure the preservation and protection of information that is vital to the essential functions of the City during an emergency or that is essential to the legal rights and interests of the City, its residents and stakeholders.

The procedures will also promote the application of a system that will provide for the efficient organization and maintenance of records to facilitate retrieval and use, the creation and capture of records within the established records keeping system and prevent the creation of unnecessary records in any type of media, the storage of records and provide access to records while meeting the legislative requirements of MFIPPA.

The AMCTO's Records Management Training estimates that 30% of our clerical staff time it spent looking for lost documents. This represents a huge loss in productivity. By adopting a Records Management Policy all employees will use a uniform file classification system to manage corporate information. While increasing productivity within a department it also allows for an easy transition between departments.

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## OPTIONS ANALYSIS

Option # 1: Council adopt the "City of North Bay Records Management Policy" attached to CORP Report 2011-126 and approve the proposed Records Retention By-law subject to the approval of the City's Auditor.

This is the recommended action.

Option # 2: Retain the current Records Retention By-law (status quo).

This is not the recommended action.

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**RECOMMENDED OPTION**

Option # 1: Council adopt the "City of North Bay Records Management Policy" attached to CORP Report 2011-126 and approve the proposed Records Retention By-law subject to the approval of the City's Auditor.

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Respectfully submitted,

*C. Conrad*

Catherine Conrad  
City Clerk

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We concur in this report and recommendation.

*S. J. Bradford*  
\_\_\_\_\_  
Director of Information Services -  
S. J. Bradford

*M. B. Burke*  
\_\_\_\_\_  
Managing Director of Corporate  
Services - M. B. Burke

*D. G. Linkie*  
\_\_\_\_\_  
Chief Administrative Officer -  
D. G. Linkie

Personnel designated for continuance: Catherine Conrad, City Clerk



# The Corporation of The City of North Bay

<b>POLICIES AND PROCEDURES</b>	<b>APPROVED: XXXXXXXXXX, 2011</b>
	<b>SUBJECT:  RECORDS MANAGEMENT POLICY</b>

## POLICY

This policy is intended to provide a corporate-wide Records Management Program to maintain, protect, preserve and dispose of records in accordance with government regulations, legal requirements, and historical/archival needs and to maintain a high degree of customer service.

## DEFINITIONS

- (i) “**Records**” are documents, data or other recorded information, in all media and forms, created, received, and maintained as evidence and information by an organization, of its legal obligations or transacted business. [This definition of “records” is consistent with the definition used in the *Municipal Freedom of Information and Protection of Privacy Act* and covers records that have been created on all media and formats including but not limited to paper, electronic documents, email, photographs, film, audio, video tapes, USB key, and laptops.]

## PURPOSE

The purpose of this policy is to outline provisions for the management of information within the City of North Bay in a legislatively compliant manner thereby, ensuring economy and efficiency in the creation, maintenance, retrieval, storage and disposition of records while providing for the coordination of activities required to support records management services in our offices.

The City is responsible for ensuring that records are created and managed to meet its legal, business and accountability requirements. Good records management practices help to ensure that the information needed to support the mandate and business functions of an organization remains available, understandable and useable for as long as it is needed.

## SCOPE

This policy applies to all records within the City of North Bay, including those produced or received by the City.

## **ADMINISTRATION**

The City Clerk is responsible for the ongoing administration of the Records Management Program.

Managing Directors and/or their delegates shall have overall responsibility for the management of records generated by their departments' activities, in accordance with this policy to ensure that the records created, received and controlled are managed in a way which meets the goals of the Records Management Program.

All City employees are responsible for managing the records they own or control and must adhere to this policy and the associated procedures.

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THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NUMBER 2011-<>

**BEING A BY-LAW TO ESTABLISH A RECORDS  
MANAGEMENT POLICY AND TO PROVIDE  
A SCHEDULE OF RETENTION PERIODS  
FOR THE RECORDS OF THE CITY OF NORTH BAY**

**WHEREAS** Section 254.(1) of *The Municipal Act 2001*, S.O. 2001, c.25 as amended, (the "Act") provides that a municipality retain and preserve its records in a secure and accessible manner;

**AND WHEREAS** Section 255.(2) of the *Act* provides that a municipality's records may be destroyed if a retention period for the record has been established;

**AND WHEREAS** Section 255(3) of the *Act* provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

**AND WHEREAS** Council passed Resolution No. 2011-<> at its Regular Meeting held on Monday, <>, 2011 to adopt the Corporate Records Management Policy and to approve the retention periods for municipal records by enactment of this by-law;

**NOW THEREFORE** the Council of The Corporation of the City of North Bay hereby enacts as follows:

**1.0 DEFINITIONS**

1. "**Auditor**" shall mean the person or firm appointed by the City from time to time to perform the annual audit of the records of the City;
2. "**Classification** (as in records classification)" shall mean the systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme;
3. "**Destroy**" shall mean the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;
4. "**Disposition with Respect to Records**" shall mean a range of processes associated with implementing records retention, destruction, loss, or transfer decisions or ownership that are documented in disposition authorities or other instruments;
5. "**Electronic Document/Record**" shall mean a set of recorded information that is recorded or stored on any medium in or by a computer system or similar device and that can be read, perceived by a person or a computer system or other similar device and maintained as evidence by the City, in pursuance of legal obligations or in the transaction of City business;
6. "**Legal Hold**" shall mean the process for preserving information and records that may be important to resolving a dispute;
7. "**Litigation Hold**" shall mean an affirmative action to prevent the destruction of documents, including physical documents on paper as well as electronically stored information (commonly referred to as ESI), which are relevant to a lawsuit or governmental investigation;
8. "**Official for Electronic Records**" shall mean the Director of Information Systems of The Corporation of the City of North Bay;

9. **"Official for Paper Records"** shall mean the City Clerk of The Corporation of the City of North Bay, who shall be responsible for the implementation of this by-law;
10. **"Records"** shall mean any recorded information, however recorded whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, video tapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, including "official records" and "transitory records";
11. **"Records Management"** shall mean the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records;
12. **"Retention Period"** shall mean the period of time that records are kept to meet operational, legal, regulatory, fiscal or other requirements by the City before they may be disposed of;
13. **"Retention Schedule"** shall mean a document that describes the City's records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal value, and on a continuing basis, authorizes the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the City's records;
14. **"Transitory Records"** shall mean records kept solely for convenience of reference and of limited value in documenting the planning or implementation of City policy or programs, such as:
  - i. retained solely for convenience of reference;
  - ii. required solely for completion of a routine action, or preparation of another record;
  - iii. of insignificant or no value in documenting City business transactions;
  - iv. not an integral part of a City record;
  - v. not filed regularly with records or filing systems;
  - vi. copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
  - vii. information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
  - viii. preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
  - ix. duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
  - x. voice-mail messages;
  - xi. e-mail messages and other communications that do not relate to City business;
  - xii. copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
  - xiii. duplicate stocks of obsolete publications, pamphlets or blank forms;
  - xiv. unsolicited advertising materials, including brochures, company profiles and price lists.

## 2.0 RETENTION SCHEDULE

- a) The records retention schedule attached hereto as Schedule "A" form part of this By-law.

- b) The City Clerk shall administer this By-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the retention periods for any records, the City Clerk shall consider, in consultation with other City employees where appropriate:
  - i. the operational nature of the records, including the period of time during which the City uses the records to perform its functions;
  - ii. the legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation hold;
  - iii. the fiscal nature of the records, including the period of time necessary for audit or tax purposes; and,
  - iv. the historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the City.

### **3.0 EMPLOYEE RESPONSIBILITIES**

All City employees who create, work with or manage records shall:

- a) Comply with the retention periods as specified in Schedule "A" attached hereto;
- b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and,
- c) Ensure that transitory records in their custody or control are destroyed when they are no longer needed.

### **4.0 CITY CLERK**

The City Clerk shall:

- a) develop and administer policies and establish and administer procedures for the City's Records Management Program;
- b) periodically review and make recommendations with respect to this by-law, including Schedule "A" attached hereto;
- c) ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto; and,
- d) ensure that all disposition notices prepared pursuant to Subsection (a) of Section 6 of this by-law and all certificates of disposition prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

### **5.0 DISCRETION**

- a) The Official of Paper Records shall always have the discretion to retain paper records longer than the period provided by this By-Law and shall do so where he/she deems it appropriate;
- b) The Official of Electronic Records shall always have the discretion to retain electronic records longer than the period provided by this By-Law and shall do so where he/she deems it appropriate

### **6.0 DISPOSITIONS OF RECORDS**

- a) The Managing Director of the business unit shall notify the City Clerk in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason why such further retention is necessary;
- b) Prior to destruction of Paper Records, the City Clerk shall keep an index or metadata of:
  - i. Details of classification of the paper records, retention periods where appropriate.

- ii. Paper records destroyed and date destroyed.
- c) Where paper records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the City Clerk.
- d) Prior to destruction of electronic records from an information database the following documents are required:
  - i. the title of the application/system;
  - ii. the identification of the business unit responsible for the creation or use of the data;
  - iii. a brief description of the system's purpose;
  - iv. where possible a content list of the information together with the retention period attached to such records;
  - v. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
  - vi. an index data or metadata of the records destroyed be kept.
- e) For disposition of paper records after conversion to electronic images the Official of Electronic Records shall ensure that the following standards are applied during the conversion period and for maintenance of electronic records;
  - i. CAN/CGSB 72.11.00 – Microfilm and Electronic Images as Documentary Evidence
  - ii. CAN/CGSB 72.34-2005 – Electronic Records as Documentary Evidence
- f) When official records have been disposed of pursuant to this By-Law, the Official for Paper Records shall obtain written confirmation of such disposition and maintain this record as part of the disposition policy.

## **7.0 PRESERVATION OF ELECTRONIC RECORDS**

For the preservation of electronic records to meet the retention periods, the Official of the Electronic Records shall ensure:

- i. that the records are backed up daily/weekly and store backup tape on a weekly basis, and necessary controls towards the restore of data be maintained;
- ii. as required, the process of migration from one form of media or system to another be performed;
- iii. that when a long-term preservation of electronic records are required, the technology, the process of ingest of long-term records, and the appropriate media be maintained for the balance of retention period; or the data be transferred to paper record.
- iv.

## **8.0 PRINCIPLES GOVERNING THE DESTRUCTION OF OFFICIAL RECORDS**

- a) The following principles govern the destruction of official records:
  - i. When there are no further business or legal reasons for retaining official records, they shall be destroyed as appropriate;
  - ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
  - iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
- b) Official records in the custody or control of the City shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to Subsection (a) of Section 6 of this by-law.
- c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

**9.0 APPROVAL OF BY-LAW**

This By-Law shall not take effect until the auditor of the City has approved this By-Law by endorsing its name at the end thereof.

**10.0 REPEAL**

Upon this by-law taking effect, the previous Records Retention By-laws are hereby repealed: By-law No. 2000-94, 1990-85 and 1970-122.

**11.0** This by-law may be cited as the "Records Retention By-law".

READ A FIRST TIME IN OPEN COUNCIL THIS \_\_ DAY OF \_\_, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS \_\_ DAY OF \_\_, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS \_\_ DAY OF \_\_, 2011.

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

We have reviewed By-law No. 2011-<> and hereby endorse it.  
Dated at North Bay, Ontario this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Auditor

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## RECORDS RETENTION

### Type of File Plan:

The standardized filing system is Functional. The system consists of three levels of hierarchical structure:

- **Primary**  
The Primary Headings are indicated by an alphabetic character. Primary Headings are **functional, not organizational** or departmental; e.g., although the Community Services Department may use more files with the character "R" (Recreation and Culture), they would also use other Primary Headings as they pertain to specific functions. Conversely, other departments may have files dealing with recreation matters and these would be filed in this "R" Primary.
- **Secondary**  
Secondary Headings are indicated by a two digit number. The codes are assigned according to municipal needs by the City Clerk.
- **Tertiary**  
The Tertiary subjects or file titles are assigned by the User Department. They are typed on a plain or colour coded label and affixed to the folder. Alphabetic labels or numeric labels can also be affixed to the folder to aid in retrieval.

The system has the following 13 **Primary** Subjects:

Administration .....	A
Council, Boards and By-Laws .....	C
Development and Planning.....	D
Environmental Services .....	E
Finance and Accounting .....	F
Human Resources .....	H
Justice.....	J
Legal Affairs.....	L
Media and Public Relations .....	M
Protection and Enforcement Services.....	P
Recreation and Culture .....	R
Social and Health Care Services .....	S
Transportation Services.....	T
Vehicles and Equipment .....	V



ADMINISTRATION - A		COUNCIL, BOARDS AND BY-LAWS - C	
Administration, General	A00	Council, Boards & By-Laws – General	C00
Associations and Organizations	A01	By-Laws	C01
Staff Committees and Meetings	A02	By-Laws - Other Municipalities	C02
Computer/Information Systems	A03	Council Agenda	C03
Conferences and Seminars	A04	Council Minutes	C04
Consultants	A05	Standing Committee Agenda	C05
Inventory Control	A06	Standing Committee Minutes	C06
Office Equipment and Furniture	A07	Elections	C07
Office Services	A08	Goals & Objectives	C08
Policies & Procedures	A09	Motions & Resolutions	C09
Records Management	A10	Motions & Resolutions - Other Municipalities	C10
Records Disposition	A11	Reports to Council & Standing Committees	C11
Telecommunications Systems	A12	Appointments to ABC's	C12
Travel & Accommodation	A13		
Uniforms and Clothing	A14		
Vendors and Suppliers	A15		
Intergovernmental Relations	A16		
Accessibility of Records (FOI)	A17		
Security	A18		
Facilities Construction & Renovations	A19		
Building & Property Maintenance	A20		
Facilities Bookings	A21		
Accessibility of Buildings	A22		

DEVELOPMENT & PLANNING - D		ENVIRONMENTAL SERVICES - E	
Development & Planning - General	D00	Environmental Services - General	E00
Demographic Studies	D01	Sanitary Sewers	E01
Economic Development	D02	Storm Sewers	E02
Environment Planning	D03	Treatment Plants	E03
Residential Development	D04	Trees	E04
Natural Resources	D05	Air Quality Monitoring	E05
Tourism Development	D06	Utilities	E06
Condominium Plans	D07	Waste Management	E07
Official Plans	D08	Water Works	E08
Official Plan Amendment Applications	D09	Drains	E09
Severances	D10	Pits & Quarries	E10
Site Plan Control	D11	Nutrient Management	E11
Subdivision Plans	D12	Private Sewage Disposal Systems	E12
Variances	D13	Water Monitoring	E13
Zoning	D14	Water Sampling	E14
Easements	D15	Chemical Sampling of Water	E15
Encroachments	D16	Backflow Prevention & Cross Connection Control	E16
Annexation/Amalgamation	D17		
Community Improvement Projects	D18		
Municipal Addressing	D19		
Reference Plans	D20		
Industrial/Commercial Development	D21		
Digital Mapping	D22		
Agricultural Development	D23		
Background Reports for Official Plan	D24		
Secondary Plans	D25		

FINANCE & ACCOUNTING - F		HUMAN RESOURCES - H	
Finance & Accounting - General	F00	Human Resources - General	H00
Accounts Payable	F01	Attendance & Scheduling	H01
Accounts Receivable	F02	Benefits	H02
Audits	F03	Employee Records	H03
Banking	F04	Health & Safety	H04
Budgets & Estimates	F05	Human Resource Planning	H05
Assets	F06	Job Descriptions	H06
Cheques	F07	Labour Relations	H07
Debentures & Bonds	F08	Organization	H08
Employee & Council Expenses	F09	Salary Planning	H09
Financial Statements	F10	Pension Records	H10
Grants & Loans	F11	Recruitment	H11
Investments	F12	Training & Development	H12
Journal Vouchers	F13	Claims	H13
Subsidiary Ledgers, Registers & Journals	F14	Grievances	H14
General Ledgers & Journals	F15	Harassment & Violence	H15
Payroll	F16		
Purchase Orders & Requisitions	F17		
Quotations & Tenders	F18		
Receipts	F19		
Reserve Funds	F20		
Revenues	F21		
Tax Rolls & Records	F22		
Write-Offs	F23		
Trust Funds	F24		
Security Deposits	F25		
Working Papers	F26		
Capital Projects	F27		
HST	F28		

<b>JUSTICE – J</b>		<b>LEGAL AFFAIRS – L</b>	
Justice – General	J00	Legal Affairs - General	L00
Certificates of Offence (Part 1)	J01	Appeals & Hearings	L01
Control Lists Information (Part 3)	J02	Claims against the Municipality	L02
Control List	J03	Claims by the Municipality	L03
Court Dockets	J04	Contracts & Agreements - Under Seal	L04
Transcripts & Records of Court Proceedings	J05	Insurance Appraisals	L05
Enforcements & Suspensions	J06	Insurance Policies	L06
Appeals & Transfers	J07	Land Acquisition & Sale	L07
Statistics (RICO Reports)	J08	Opinions & Briefs	L08
Disclosure	J09	Precedents	L09
		Federal Legislation	L10
		Provincial Legislation	L11
		Vital Statistics	L12
		Prosecutions	L13
		Contracts & Agreements - Simple	L14
<b>MEDIA &amp; PUBLIC RELATIONS - M</b>		<b>PROTECTION &amp; ENFORCEMENT - P</b>	
Media & Public Relations - General	M00	Protection & Enforcement Services-General	P00
Advertising	M01	By-Law Enforcement	P01
Ceremonies & Events	M02	Daily Occurrence Logs	P02
Charitable Campaigns/Fund Raising	M03	Emergency Planning	P03
Complaints, Commendations & Inquiries	M04	Hazardous Materials	P04
News Clippings	M05	Incident/Accident Reports	P05
News Releases	M06	Building & Structural Inspections	P06
Publications	M07	Health Inspections	P07
Speeches & Presentations	M08	Investigations	P08
Visual Identity & Insignia	M09	Licenses	P09
		Building Permits	P10
		Permits, Other	P11
		Animal Control	P14
		Community Protection Programs	P15
		Emergency Services	P16

<b>RECREATION &amp; CULTURE - R</b>		<b>SOCIAL &amp; HEALTH CARE SERVICES - S</b>	
Recreation & Culture - General	R00	Social & Health Care Services - General	S00
Heritage Preservation	R01	Cemetery Records	S09
Parks & Trails Management	R04		
Recreational Facilities	R05		
Recreational Programming	R06		
Community & Sports Groups	R07		
<b>TRANSPORTATION - T</b>		<b>VEHICLES &amp; EQUIPMENT - V</b>	
Transportation - General	T00	Vehicles & Equipment - General	V00
Illumination	T01	Fleet Management	V01
Parking	T02	Mobile Equipment	V02
Public Transit	T03	Transportable Equipment	V03
Road Construction	T04	Protective Equipment	V04
Road Design & Planning	T05		
Road Maintenance	T06		
Signs & Signals	T07		
Traffic	T08		
Roads & Lane Closures	T09		
Field Survey/Road Survey Books	T10		
Bridges	T11		
Pedestrian Cross-overs	T12		
Sidewalks & Walkways	T13		

## LENGTH OF TIME TO KEEP RECORDS, OR RETENTION OF RECORDS

The Records Retention Schedule is based on the record series identified in the classification schedule. The Retention limits have been assigned based on the **legislation and regulations** which apply, as well as the administrative value of the records. The Clerk's Office will retain the original list of sources consulted (Acts and Legislations) and citations to support the number of years indicated.

All retention limits indicated begin after the current year. The Records Retention Schedule is divided into six columns as follows:

- **Class Code** - The assigned primary and secondary code for the record series.
- **Secondary Heading** - The heading associated with the file code.
- **Responsible Department** - This column indicates the department responsible for keeping the master copy of the record. Departments generally only request their own department's records.
- **Keep Department** - This column indicates the total length of time the record is to be kept in the Department. It is equivalent to the record's "active life". This can be based on fiscal or calendar years.
- **Off-Site** - This column indicates the total length of time the record is to be kept inactive or in storage.
- **Total Retention** - This column indicates the total length of time the record is to be kept (i.e. sum of Keep Department and Off-Site).
- **Legend** - is found at the bottom of each Schedule page. It provides definitions for abbreviations used in the Schedule.

### Abbreviations Used

- **P** - Represents "Permanent". A file with this retention limit is never destroyed.
- **S** - Represents "Superseded". A file with this retention limit is transferred or destroyed when it has been replaced.
- **T** - Represents "Terminated". A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way. For example, an employee file is terminated when an employee leaves the organization, etc. An insurance policy file is terminated upon expiry of the policy.
- **\*** represents "Maximum Copy Retention". Records of any subject of which copies are retained by other departments, have a total retention limit of no greater than the "Responsible Department's", "Keep in Department" value.
- **\*\*** represents "Subject to Archival Selection". Certain records have been designated as having potential historical and research value to the municipality when their other values have been exceeded. These records may be set aside for review and culling by the City Clerk prior to their destruction.

All numbers in retention columns refer to years unless otherwise specified.

### Processing Inactive Records

Inactive records and records which have fulfilled their retention requirements should be purged or removed from the files. Purging should take place at least once a year in all departments.

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.
A00	<p><b>Administration – General</b></p> <p>Includes administrative records which cannot be classified elsewhere including general correspondence, quarterly reports. Use only if no other heading is available.</p>	Originating	1	-	1
A01	<p><b>Associations &amp; Organizations</b></p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMO, FCM, AMCTO, MISA, etc. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Membership Fees - see Accounts Payable – see F01.</li> </ul>	Originating	1	-	1
A02	<p><b>Staff Committees &amp; Meetings</b></p> <p>Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Council Minutes and Agenda - see C03-C04.</li> <li>• Standing Committees - see C05-C06.</li> </ul>	Originating	1	3	4**
A03	<p><b>Computer Systems &amp; Architecture Information</b></p> <p>Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant fixes and upgrades. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Reports - file by subject.</li> <li>• Acquisitions - see Quotations &amp; Tenders – see F18.</li> </ul>	Originating	S	6	S+6
A04	<p><b>Conferences &amp; Seminars</b></p> <p>Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality as well as travel arrangements, accommodation, itineraries, reservations, confirmation of reservations, hotel brochures related to the conference, restaurants, convention sites etc. <u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Speeches &amp; Presentations - see M08.</li> <li>• Employee &amp; Council Expenses - see F09.</li> <li>• Ceremonies &amp; Events - see M02.</li> <li>• Invoices - see F01.</li> <li>• Rental Agreements - see L14</li> </ul>	Originating	1	-	1**

A05	<p><b>Consultants</b></p> <p>Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants. May include similar records regarding legal solicitors and engineering firms.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Reports - file by subject.</li> <li>• Quotations &amp; Tenders - see F18.</li> <li>• Invoices - see F01.</li> </ul>	Originating	2	-	2**
A06	<p><b>Inventory Control</b></p> <p>Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and small equipment stock levels.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Assets - see F06.</li> </ul>	Originating	1	5	6
A07	<p><b>Office Equipment &amp; Furniture</b></p> <p>Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, microfiche readers, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Computer Hardware and Software - see Computer/Information Systems - see A03</li> <li>• Service Agreements - see Contracts and Agreements – Simple – see L14.</li> </ul>	Originating E=Disposal of asset	E	-	E
A08	<p><b>Office Services</b></p> <p>Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and word-processing services.</p>	Originating	1	-	1
A09	<p><b>Policies &amp; Procedures</b></p> <p>Includes policy and procedure manuals, guidelines and directives.</p>	Originating	S	P	P**
A10	<p><b>Records Management</b></p> <p>Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, feasibility studies, and records centre operations.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Retention By-Law - see C01.</li> <li>• Policies and Procedures - see A09.</li> <li>• Records Disposition - see A11.</li> </ul>	Clerk's	S	-	S
A11	<p><b>Records Disposition</b></p> <p>Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.</p>	Clerk's	P	-	P



A12	<p><b>Telecommunications Systems</b></p> <p>Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Licenses - see P09.</li> <li>• Assets - see F06.</li> <li>• Long Distance Call Records - see Accounts Payable, F01.</li> <li>• Agreements - see Contracts and Agreements, L04 or L14.</li> </ul>	Originating	S	-	S
A13	<p><b>Travel &amp; Accommodation</b></p> <p>Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Employee and Council expenses – see F09</li> </ul>	Originating	1	-	1
A14	<p><b>Uniforms &amp; Clothing</b></p> <p>Includes records regarding uniforms and special clothing used by municipal staff members, such as transit uniforms, fire fighters' clothing and safety clothing used by operating departments.</p>	Originating	S	-	S**
A15	<p><b>Vendors &amp; Suppliers</b></p> <p>Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders' information sheets.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Purchase Orders and Requisitions - see F17.</li> <li>• Office Equipment - owned and leased - see A07.</li> <li>• Fleet Management - see V01.</li> </ul>	Originating	2	-	2
A16	<p><b>Intergovernmental Relations</b></p> <p>Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names, etc.). May include correspondence to and from Boards and Commissions.</p> <p><b>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</b></p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Legislation – see L10/11.</li> </ul>	Originating	1	4	5**
A17	<p><b>Accessibility of Records (Freedom of Information – FOI)</b></p> <p>Includes documents regarding the municipality's responsibilities under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, and records regarding the handling of requests under the Act.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Copies of the Act - see L11.</li> <li>• Complaints and Inquiries - see M04.</li> </ul>	Clerk's	1	-	1

A18	<b>Security</b> Includes reports, requests, logs, and other records regarding the security of offices/facilities and properties such as security passes and control of keys. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Vandalism Reports - see Incident/Reports, P05.</li> <li>• Computer Security - see Computer/Information Systems, A03.</li> </ul>	Originating	2	3	5
A19	<b>Facilities Construction &amp; Renovations</b> Includes records for the planning and construction of municipal facilities such as fire stations, pools and buildings. Includes site meetings, consultant's reports, and cost reports. Also includes architectural and engineering drawings.	Originating  E= Completion of project. Specs Permanent	E	1	E+1**
A20	<b>Building &amp; Property Maintenance</b> Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages and office buildings. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Parks Management - see R04</li> <li>• Recreational Facilities - see R05.</li> </ul>	Originating	2	3	5
A21	<b>Facilities Bookings</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	-	1
A22	<b>Accessibility of Buildings</b> Includes records relating to the accessibility of municipal buildings and information to disabled persons.	Clerk's	2	3	5
C00	<b>Council &amp; By-Laws – General</b> Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
C01	<b>By-Laws</b> Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Background information - file by subject.</li> </ul>	Clerk's	P	-	P**
C02	<b>By-Laws - Other Municipalities</b> Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	S	-	S
C03	<b>Council Agenda</b> Includes notices of meetings and agenda of Council meetings as well as working notes used in agenda preparation.	Clerk's	S	5	S+5

C04	<b>Council Minutes</b>  Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Standing Committees - see C05, C06.</li> <li>• Reports to Council - see C11.</li> </ul>	Clerk's	P	-	P**
C05	<b>Standing Committee Agenda</b>  Includes notices of meetings and agenda for the Standing Committees of Council as well as working notes used in agenda preparation.	Clerk's	S	-	S
C06	<b>Standing Committee Minutes</b>  Includes minutes of the Standing Committees of Council and copies of Local Board Minutes that members of Council belong to. Also includes all reports presented to Council and referenced in the minutes.	Clerk's	6	-	6**
C07	<b>Elections</b>  Includes returned notices, ballots, lists of officials, voters' lists, nominations, election results, preliminary voters lists, oaths taken by council members, etc. Includes advertising.	Clerk's E=Day action took effect or Voting Day  Ballots E = 120 days after voting or resolution of recount	E+4	-	E+4
C08	<b>Goals and Objectives</b>  Includes records concerning strategic planning, goals and objectives, and mission statements.	Originating	S	-	S**
C09	<b>Motions and Resolutions</b>  Includes final signed versions of resolutions and motions of Council.	Clerk's	P	-	P**
C10	<b>Motions and Resolutions - Other Municipalities</b>  Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	S	-	S
C11	<b>Reports to Council and Standing Committees</b>  Includes all reports to Council. Filed by subject.	Clerk's	1	P	P**
C12	<b>Appointments to Boards and Committees</b>  Includes records regarding appointments by Council of citizens and Council members.	Clerk's	1	P	P**
D00	<b>Development and Planning – General</b>  Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1

D01	<p><b>Demographic Studies</b></p> <p>Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Vital Statistics - see L12</li> </ul>	Planning	5	5	10**
D02	<p><b>Economic Development</b></p> <p>Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Demographic Studies - see D01.</li> <li>• Residential Development - see D04.</li> <li>• Tourism Development - see D06</li> <li>• Industrial/Commercial Development - see D21</li> </ul>	Planning	5	5	10**
D03	<p><b>Environment Planning</b></p> <p>Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage and flood control planning, parks and open spaces planning, and waste management planning.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05</li> <li>• Waste Management - see E07</li> </ul>	<p>Planning Engineering</p> <p>E=later of: date of offence first came to attention of person appointed under s.5 of the <i>Environmental Assessment Act.</i></p>	E+2	-	E+2**
D04	<p><b>Residential Development</b></p> <p>Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc</p>	Planning	5	5	10**
D05	<p><b>Natural Resources</b></p> <p>Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information</p>	<p>Planning Engineering</p>	2	-	2**
D06	<p><b>Tourism Development</b></p> <p>Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.</p>	Economic Development	5	5	10**
D07	<p><b>Condominium Plans</b></p> <p>Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.</p>	Planning	5	P	P
		Applications can be destroyed 2 years after final decision.			

D08	<b>Official Plans</b>  Includes the Official Plan and amendments to the Official Plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Official Plan Amendment Applications - see D09</li> <li>• Background Reports – see D24</li> </ul>	Planning	S	P	P**
D09	<b>Official Plan Amendment Applications</b>  Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	Planning  E=Final Decision	E+1	4	E+5
D10	<b>Severances</b>  Includes records regarding the granting of severances to parcels of land including application for severance	Planning  E=Final Decision	E+1	4	E+5
D11	<b>Site Plan Control</b>  Includes records regarding the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Systems for Servicing Land - see relevant subject</li> <li>• Site Plan Agreements - see Contracts and Agreements, L04</li> </ul>	Planning	5	P	P
D12	<b>Subdivision Plans</b>  Includes records regarding the approval of plans of subdivisions (residential and commercial / industrial). Includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, and changes to approved plans. Includes house numbering map, schedule of approval, official notice of registration. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Subdivision Agreements - see Contracts and Agreements, L04.</li> </ul>	Planning	5	P	P
D13	<b>Variances</b>  Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. Includes Part Lot Control Exemptions, and Pre-Consultations. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Budget Variances - see F05.</li> </ul>	Planning  E=Final Decision	E+2	P	P
D14	<b>Zoning</b>  Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Includes Holding Provisions and Temporary Use. <u>Excludes :</u> <ul style="list-style-type: none"> <li>• Zoning By-Laws - see C01</li> <li>• Variances - see D13</li> </ul>	Planning  E=Final Decision	E+2	-	E+2

D15	<p><b>Easements</b></p> <p>Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Original Agreements - see Contracts and Agreements, L04</li> </ul>	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D16	<p><b>Encroachments</b></p> <p>Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Original Agreements - See Contracts and Agreements, L04</li> <li>Original Encroachment By-Laws - see C01</li> </ul>	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D17	<p><b>Annexation/Amalgamation</b></p> <p>Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. May include studies on restructuring.</p>	Clerk's	1	P	P**
D18	<p><b>Community Improvement Projects</b></p> <p>Includes records, studies, statistics and any required background information on community development programs. Examples include Community Area Improvement Programs, BIA, etc. May also include records on housing rehabilitation programs, i.e. RRAP, CMHC.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Economic Development - see D02.</li> </ul>	<p>Planning</p> <p>E= Completion of Project</p>	E+1	5	E+6**
D19	<p><b>Municipal Addressing</b></p> <p>Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related by-laws.</p>	Planning	S	10	S+10**
D20	<p><b>Reference Plans</b></p> <p>Includes Registered Deposit (R Plans), site plans, property survey plans as received from Registry Office. May include correspondence</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Property Survey Plans - see Property/Roll file.</li> </ul>	<p>Planning; Engineering</p>	S	P	P
D21	<p><b>Industrial/Commercial Development</b></p> <p>Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, monthly and quarterly reports, etc.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Agricultural Development – see D23</li> </ul>	Planning	5	5	10**
D22	<p><b>Digital Mapping</b></p> <p>Includes all records used to produce maps and updates in a digital format.</p>	<p>Planning; Information Services; Engineering</p>	S	-	S

D23	<b>Agricultural Development</b> Includes all records regarding development of agricultural growth.	Planning	5	5	10**
D24	<b>Background Reports for Official Plan</b> Includes reports pertaining to amendments and changes to the Official Plan.	Planning E=Final Decision	E+1	4	E+5
D25	<b>Secondary Plans</b> Includes reports pertaining to Secondary Plans and Part Lot Control.	Planning; Engineering	E+5	P	P
E00	<b>Environmental Services</b> Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
E01	<b>Sanitary Sewers</b> Includes records regarding the design, construction and maintenance of sanitary sewers. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Waste Management - see E07.</li> <li>• Storm Sewers - see E02</li> <li>• Treatment Plants - see E03</li> </ul>	Engineering E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specs are kept permanently	E+1	-	E+1
E02	<b>Storm Sewers</b> Includes records regarding the design, construction and maintenance of storm sewers.	Engineering E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specs are kept permanently	E+1	-	E+1
E03	<b>Treatment Plants</b> Includes records regarding the operation of treatment and pumping stations and lagoons. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Private Sewage Disposal Systems – see E12.</li> </ul>	Engineering Specs are kept permanently	2	-	2
E04	<b>Trees</b> Includes records of tree removal, planting, trimming, pruning and preservation.	Originating	2	3	5

E05	<b>Environmental Monitoring</b>  Includes records regarding the routine monitoring of water quality, water quantity and air quality as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• By-Law Enforcement - see P01</li> <li>• Complaints and Inquiries - see M04</li> </ul>	Originating  E=Last record made	E+2	38	E+40**
E06	<b>Utilities</b>  Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Site Plans - see D11</li> </ul>	Originating	2	3	5**
E07	<b>Waste Management</b>  Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Sanitary Sewers - see E01</li> <li>• Environment Planning - see D03.</li> <li>• Private Sewage Disposal Systems – see E12</li> </ul>	Originating	2	8	10**
E08	<b>Water Works</b>  Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines and related facilities and equipment. Includes water meter registration numbers.	Engineering  Specs are kept permanently	1	14	15
E09	<b>Drains</b>  Includes records regarding the design, construction and maintenance of rural drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, bylaws and grants.	Engineering  E= Submission of the written report or for such longer period as the Director notifies the licensee in writing.  Specs are kept permanently	E+1	-	E+1**
E10	<b>Pits and Quarries</b>  Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, assessment reports, general specifications and correspondence. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• License/permits – see P09</li> </ul>	Originating	2	3	5**



E11	<p><b>Nutrient Management</b></p> <p>Includes records regarding the management of livestock and/or crop planning and regulations pertaining to the operations. Control of storing/spreading /using liquid manure on land, near waterways, runoff etc.</p>	Originating	2	3	5**
E12	<p><b>Private Sewage Disposal Systems</b></p> <p>Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.</p>	Engineering Specs held permanently	2	3	5**
E13	<p><b>Water Monitoring</b></p> <p>Includes records regarding the routine monitoring of water quantity, water quality, annual reports, and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or quantity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E14	<p><b>Water Sampling</b></p> <p>Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custody, report of analysis – adverse samples, notice to Ministry – Spills Action Centre and local Health Unit.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E15	<p><b>Chemical Sampling of Water</b></p> <p>Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation reports.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>• Air Quality Monitoring – see E05.</li> <li>• By-law Enforcement – see P01.</li> <li>• Complaints &amp; Inquiries – see M04.</li> </ul>	Engineering	2	13	15
E16	<p><b>Backflow Prevention &amp; Cross Connection Control</b></p> <p>Includes records relating to backflow prevention and cross connection control program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics, correspondence, forms, copies of work orders, job reports, copies of invoices, fee structures and any other type of media related directly to backflow prevention and cross connection control.</p>	Engineering	2	13	15

F00	<b>Finance and Accounting – General</b>  Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available. <b>Do not file accounting records for tax purposes.</b>	Originating	1	-	1
F01	<b>Accounts Payable</b>  Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills, membership fees, employee and council expenses. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Cancelled Cheques – see F07.</li> <li>Employee &amp; Council expenses – see F09.</li> </ul>	Financial Services  E=Last taxation year	E+1	6	E+7
F02	<b>Accounts Receivable</b>  Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to collection tax and supporting documentation. Includes credit card (VISA) information. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Write-offs - see F23</li> <li>Tax Assessments, Rolls and Tax Arrears - see F22.</li> </ul>	Financial Services  E=Last taxation year	E+1	6	E+7
F03	<b>Audits</b>  Includes records regarding internal and external financial audits of accounts. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Operation audits - see relevant subject.</li> <li>Audited Financial Statements - see F10</li> </ul>	Financial Services	1	5	6
F04	<b>Banking</b>  Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Banking Statements - see F07</li> </ul>	Financial Services	1	5	6
F05	<b>Budgets &amp; Estimates</b>  Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	Financial Services	1	5	6**
F06	<b>Assets</b>  Includes records regarding current and fixed assets. Includes inventories as well as records of initial expenditure, depreciation, amortization, and disposal. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Land Acquisition and Sale - see L07.</li> </ul>	Financial Services  E=Disposal of asset	E+1	5	E+6**

F07	<p><b>Cheques</b></p> <p>Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Banking - see F04.</li> </ul>	Financial Services	1	5	6
F08	<p><b>Debentures &amp; Bonds</b></p> <p>Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14.</li> </ul>	Financial Services	E+1	5	E+6
F09	<p><b>Employee &amp; Council Expenses</b></p> <p>Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. This is a separate file, organized by Name. Expenses could also be held under F01</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Attendance - see H01.</li> </ul>	Financial Services	E+1	6	E+7
F10	<p><b>Financial Statements</b></p> <p>Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>All working notes, calculations and background documentation, see F26.</li> </ul>	Financial Services	2	P	P**
F11	<p><b>Grants &amp; Loans</b></p> <p>Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, Community Fund and subsidies. Also includes submissions, acknowledgements, and reports. Such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc.</p>	Financial Services	E+1	6	E+7
F12	<p><b>Investments</b></p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	Financial Services	E+1	6	E+7
F13	<p><b>Journal Vouchers</b></p> <p>Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.</p>	Financial Services	E+1	6	E+7
F14	<p><b>Subsidiary Ledgers, Registers &amp; Journals</b></p> <p>Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> <li>Documents and vouchers used to support entries - see relevant subject in this Primary.</li> </ul>	Financial Services	E+1	6	E+7

F15	<b>General Ledgers &amp; Journals</b> Includes all records in the Books of Original Entry.	Financial Services	1	P	P
F16	<b>Payroll</b> Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, Blue Cross reconciliations, T4 Slips and Statistics Canada reports. Also includes honoraria and fees to Council. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14.</li> </ul>	Financial Services	1	5	6
F17	<b>Purchase Orders &amp; Requisitions</b> Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Quotations and Tenders - see F18.</li> </ul>	Financial Services	E+1	6	E+7
F18	<b>Quotations &amp; Tenders</b> Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Successful quotations and tenders - see Contracts and Agreements, L04.</li> </ul>	Financial Services	1	5	6**
F19	<b>Receipts</b> Includes receipts issued for payment of items such as licenses, rentals and taxes.	Financial Services	1	5	6
F20	<b>Reserve Funds</b> Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	Financial Services	1	5	6
F21	<b>Revenues</b> Includes records regarding the generation of revenues other than taxes such as development charges. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> <li>Tax Rolls - see F22.</li> </ul>	Financial Services *Records related to mortgages must be kept for 10 years.	1	5	6*
F22	<b>Taxes &amp; Records</b> Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. <u>Excludes :</u> <ul style="list-style-type: none"> <li>Accounts Receivable - see F02.</li> <li>Mortgage Companies - see F02</li> <li>Correspondence related to tax issues that are not of a long term importance - see F02.</li> </ul>	Financial Services	S	P	P

F23	<b>Write Offs</b>  Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. <u>Excludes:</u> • Accounts Receivable - see F02.	Financial Services	1	5	6
F24	<b>Trust Funds</b>  Includes records regarding funds established by the municipality for money held in trust, such as bequests and Ontario Home Renewal Program.	Financial Services  E=Closure of account	E	6	E+6
F25	<b>Security Deposit</b>  Includes development deposits, letters of credit, proof of insurance when required and records of monies held as security (i.e. bonds).	Financial Services  E=Closure of account	E	6	E+6
F26	<b>Working Papers</b>  Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. <u>Excludes:</u> • Financial Statements - see F10.	Financial Services  E= Completion of audit	E+1	-	E+1
F27	<b>Capital Projects</b>  Includes projects funded from capital expenditures.	Financial Services	E+1	6	E+7
F28	<b>HST</b>  Includes information related to HST filing, revenues, costs.	Financial Services	E+1	6	E+7
H00	<b>Human Resources – General</b>  Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
H01	<b>Attendance &amp; Scheduling</b>  Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, leave of absences, etc. <u>Excludes:</u> • Individual Time Sheets - see F16.	Human Resources	2	-	2**
H02	<b>Benefits</b>  Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EHT. <u>Excludes:</u> • Payroll - see F16.	Human Resources	S	-	S
H03	<b>Employee Records</b>  Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time and student employees. <u>Excludes:</u> • Grievances – see H14.	Human Resources  E=date employee ceased to be employed by the employer	E+3	-	E+3**

H04	<b>Health &amp; Safety</b>  Includes records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports, and information on health and safety programs for staff. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Accidents of the Public - see Incident/Accident Reports, P05.</li> <li>Lost-time reports and claims – see H13.</li> </ul>	Human Resources	1	6	7
H05	<b>Human Resource Planning</b>  Includes records of succession planning, executive placement, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul>	Human Resources	1	-	1**
H06	<b>Job Descriptions</b>  Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	S	-	S**
H07	<b>Labour Relations</b>  Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Collective Agreement – see L04.</li> </ul>	Human Resources  E=Expiry of contract period	E	10	E+10**
H08	<b>Organization</b>  Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Job Descriptions - see H06</li> </ul>	Originating	S	-	S**
H09	<b>Salary Planning</b>  Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul>	Human Resources	5	-	5
H10	<b>Pension Records</b>  Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Deductions for pensions – see F16</li> <li>General information on pension plans - H02</li> <li>Payments made to OMERS - F01.</li> </ul>	Human Resources  E=Termination of employee/beneficiary	E+6	-	E+6
H11	<b>Recruitment</b>  Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.	Human Resources	1	-	1**

H12	<b>Training &amp; Development</b> Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation materials. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Employee Records - see H03.</li> </ul> Only courses developed and presented by the Municipality are subject to archival selection.	Human Resources	E+2	-	E+2**
H13	<b>Claims</b> Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Non lost-time incidents or accidents - See H04</li> <li>Self-insured STD – See H01.</li> </ul>	Human Resources  E=resolution of claim.	E+1	6	E+7
H14	<b>Grievances</b> Includes records dealing with grievance complaints filed against the City such as the initial complaint, investigation, reports and final resolution.	Human Resources  E=resolution of claim	E+1	6	E+7
H15	<b>Harassment &amp; Violence</b> Includes records dealing with harassment and violence complaints filed against the City.	Human Resources	1	2	3
J00	<b>Justice General</b> Includes Court & POA Records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	2	2	4
J01	<b>Certificates Of Offence (Part I)</b> Includes Court and POA records including Part 1 Certificates of Offence. <u>Excludes:</u> <ul style="list-style-type: none"> <li>Part 1 accident and careless driving matters - see J02.</li> </ul>	Originating	3	5	8
J02	<b>Information Part III</b> Includes Court and POA records including all Part 3 Informations and Part 1 Certificates of Offence relating to accident and careless driving matters only.	Originating	3	5	8
J03	<b>Control Lists</b> Includes reports from Municipal and Provincial agencies such as Police, M.T.O. and M.N.R. etc.	Originating	2	2	4
J04	<b>Court Dockets</b> Includes registers of court activity including POA (trial) dockets, Fail To Respond (FTR) dockets and Walk In Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	Originating	2	6	8

J05	<b>Transcripts &amp; Records of Court Proceedings</b>  Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Originating	2	6	8
J06	<b>Enforcements &amp; Suspensions</b>  Includes records regarding the suspension of licences issued by Provincial Government agencies and fine collection efforts. Also includes audit reports provided by the provincial database.	Originating	2	6	8
J07	<b>Appeals &amp; Transfers</b>  Includes records of appeals and of transfers to and from other Courts. <u>Excludes:</u> • Appeals & Hearings (Municipal) – see L01.	Originating	3	4	7
J08	<b>Statistics</b>  Includes reports and other statistical data, including all RICO reports (including ISCUS/Courtroom Utilization Reports). Also includes financial reports regarding write-offs	Originating	2	6	8
J09	<b>Disclosure</b>  Includes information requested by individuals in preparation for court cases.	Originating	2	4	6
L00	<b>Legal Affairs – General</b>  Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
L01	<b>Appeals &amp; Hearings</b>  Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, Ontario Municipal Board appeals and Committee of Adjustment appeals. Also includes orders issued by regulatory bodies and boards. <u>Excludes:</u> • Litigation - see Claims - L02-L03.	Clerk's  E=resolution of appeal	E	P	P
L02	<b>Claims Against the Municipality</b>  Includes all litigation made by other parties against the municipality. <u>Excludes:</u> • Appeals and Hearings - see L01.	Clerk's  E=resolution of claims and all appeals	E	1	E+1
L03	<b>Claims By the Municipality</b>  Includes all litigation made against other parties by the municipality. <u>Excludes:</u> • Appeals and Hearings - see L01.	Clerk's  E=resolution of claims and all appeals	E	1	E+1



L04	<b>Contracts &amp; Agreements - Under Seal</b>  Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, and subdivision agreements. Also includes agreements regarding easements, encroachments, area ways and laneways. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Office Equipment Maintenance Agmts - see L14.</li> <li>• Contracts regarding Land - see L07.</li> <li>• Insurance Policies - see L06.</li> </ul>	Clerk's  E= Termination of agreement	E+2	13	E+15**
L05	<b>Insurance Appraisals</b>  Includes appraisals of municipal property for insurance purposes.	Corporate Services	E+1	-	E+15
L06	<b>Insurance Policies</b>  Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Employee Group Insurance - see Benefits, H02.</li> <li>• Third Party Contracts - see Contracts &amp; Agreements, L04.</li> </ul>	Corporate Services  E=Expiry of policy	E+1	14	E+15
L07	<b>Land Acquisition and Sale</b>  Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.	Originating  E= Property disposition	E	10	E+10**
L08	<b>Opinions and Briefs</b>  Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	Originating	S	-	S**
L09	<b>Precedents</b>  Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	Originating	S	-	S**
L10	<b>Federal Legislation</b>  Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality	Originating	S	-	S
L11	<b>Provincial Legislation</b>  Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	Originating	S	-	S
L12	<b>Vital Statistics</b>  Includes registers of births, deaths and marriages. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Population Statistics - see Demographic Studies - D01.</li> </ul>	Clerk's	2	P	P

L13	<b>Prosecutions</b> Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Bylaw Enforcement - see P01.</li> <li>• Appeals and Hearings - see L01.</li> </ul>	Originating  E=delivery of judgement	E	7	E+7
L14	<b>Contracts and Agreements – Simple</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental and service contracts and vehicle lease and purchase agreements.	Clerk's  E=Expiry of contract	E+1	1	E+1**
M00	<b>Media and Public Relations – General</b> Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
M01	<b>Advertising</b> Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• News Releases - see M06.</li> <li>• Recruitment - see H11.</li> <li>• Elections - see C07.</li> </ul>	Originating	1	-	1**
M02	<b>Ceremonies &amp; Events</b> Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day. Also includes records regarding the set-up and running of special events.	Originating	1	4	5**
M03	<b>Charitable Campaigns/Fund Raising</b> For municipally run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Receipts - see F19.</li> </ul>	Originating	1	-	1
M04	<b>Complaints, Commendations &amp; Inquiries</b> Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about Council proceedings and congratulatory letters. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Accessibility of Records (FOI) - see A17.</li> <li>• Specific Complaints - see appropriate subject.</li> </ul>	Originating	1	-	1**
M05	<b>News Clippings</b> Includes clippings from newspapers, information from journals and other printed media. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Clippings used as reference material - see relevant subject.</li> </ul>	Originating	1	-	1**
M06	<b>News Releases</b> Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1	-	1**

M07	<b>Publications</b>  Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature, Community Service guides and newsletters.	Originating	S	-	S**
M08	<b>Speeches and Presentations</b>  Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Media coverage of speeches/ presentations - see M05.</li> <li>• News Releases - see M06.</li> </ul>	Originating	1	2	3**
M09	<b>Visual Identity and Insignia</b>  Includes records regarding the standards which apply to graphic designs in the interest of establishing a Visual Identity Program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	Clerk's	S	5	S+5**
P00	<b>Protection &amp; Enforcement Services – General</b>  Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
P01	<b>By-law Enforcement</b>  Includes records of municipal efforts to enforce bylaws such as order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Environmental Monitoring - see E05.</li> <li>• Prosecutions - see L13.</li> </ul>	Originating	2	4	6**
P02	<b>Daily Occurrence Logs</b>  Includes logs maintained of daily occurrences logs maintained by the Chief Building Official and Municipal Law Enforcement Officers.	Originating	1	4	5**
P03	<b>Emergency Planning</b>  Includes records regarding the planning and rehearsal of emergency measures	Originating	S	-	S**
P04	<b>Hazardous Materials</b>  Includes information and reports on chemicals and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Staff Safety Training - see Health &amp; Safety, H04.</li> </ul>	Originating	S	-	S

P05	<b>Incident/Accident Reports</b>  Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Security - see A18.</li> <li>• Accidents of Municipal Staff - see Health &amp; Safety, H04.</li> <li>• Vehicle Accidents - see L02 or L03.</li> </ul>	Originating  E=One year or such longer period as is necessary to ensure that the most recent reports are on file.	E	1	E+1
P06	<b>Building &amp; Structural Inspections</b>  Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• By-law Enforcement – see P01.</li> </ul>	Originating  E+2 for inspections, maintenance and testing related to the Fire Code.	S	-	S
P07	<b>Health Inspections</b>  Includes health inspection reports conducted or performed by Health & Safety Committee on private, public and commercial properties and Fire Marshall's Inspections.	Originating	S	-	S
P08	<b>Investigations</b>  Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting activities. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Bylaw Enforcement – see P01</li> </ul>	Originating	2	8	10**
P09	<b>Licences</b>  Includes records regarding licenses administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, businesses, lotteries, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Marriage Licences - see Vital Statistics - L12.</li> </ul>	Clerk's  E=Expiry of License	E	2	E+2
P10	<b>Building Permits</b>  Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. <u>Excludes :</u> <ul style="list-style-type: none"> <li>• All other permits - see P11.</li> </ul>	Building	2	P	P
P11	<b>Permits, Other</b>  Includes applications and copies of permits issued by other government bodies within the City as well as permits issued giving permission to hold special events, burn permits, facility rentals, transport oversize loads, erect signs, park on the street, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Building Permits - see P10.</li> <li>• Encroachment Permits - see D16.</li> <li>• Burial Permits - see S09.</li> </ul>	Originating  E=Expiry of permit	E	-	E+2

P14	<b>Animal Control</b>  Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. <u>Excludes:</u> • Dog Licenses - see P09.	Originating	E+2	-	E+2
P15	<b>Community Protection Programs</b>  Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighborhood Watch, and Fire Training Programs. Records include correspondence and brochures.	Originating	S	2	S+2**
P16	<b>Emergency Services</b>  Includes records regarding fire and rescue services.	Originating	S	2	S+2
R00	<b>Recreation and Culture – General</b>  Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
R01	<b>Heritage Preservation</b>  Includes records regarding heritage and historical development, including designations of buildings, districts, and cemeteries. <u>Excludes:</u> • Original By-Laws - see By-Laws, C01.	Clerk's  E=Removal of designation	E	-	E**
R04	<b>Parks &amp; Trails Management</b>  Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans <u>Excludes:</u> • Building and Property Maintenance – see A20	Community Services	2	3	5**
R05	<b>Recreational Facilities</b>  Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, halls, schools, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. <u>Excludes:</u> • Facilities Construction - see A19. • Building and Property Maintenance - see A20.	Community Services	2	3	5
R06	<b>Recreational Programming</b>  Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Community Services	1	-	1**
R07	<b>Community / Recreation Groups</b>  Includes sports groups, non-profit organizations.	Community Services	2	3	5**

S00	<b>Social and Health Care Services – General</b>  Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
S09	<b>Cemetery Records</b>  Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.  <u>Excludes:</u> • Building and Property Maintenance - see A20.	Clerk's	2	P	P**
T00	<b>Transportation – General</b>  Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
T01	<b>Illumination</b>  Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	Engineering  E=completion of project.  Specs are kept permanently.	E	6	E+6
T02	<b>Parking</b>  Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	Community Services  E=Closure of lot or space.	E	6	E+6
T03	<b>Public Transit</b>  Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records regarding the construction of bus shelters and similar facilities, route administration and planning, fare policies, intergovernmental transit co-ordination and access for the disabled.	Transit  E=Closure of route/shelter/stop.	E	1	E+1**
T04	<b>Road Construction</b>  Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, etc. <u>Excludes:</u> • Design and Planning - see T05. • Routine maintenance and minor improvements to road systems	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**
T05	<b>Road Design and Planning</b>  Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**

T06	<b>Road Maintenance</b>  Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Also includes grading, ploughing and sanding of roads, and snow removal and cleaning.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1	
T07	<b>Signs &amp; Signals</b>  Includes records and studies regarding the manufacture and installation of signs and signals. <u>Excludes:</u> • Visual Identity Program - see M09.	Engineering  E=removal of sign/signal	E	1	E+1	
T08	<b>Traffic</b>  Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes temporary road closures for special events.	Engineering  E=completion of project.  Temporary road closures – 2 years	E	1	E+1**	
T09	<b>Roads &amp; Lanes Closures</b>  Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. <u>Excludes:</u> • Temporary road closures - see Traffic, T08. • Land Sales - see Land Acquisition and Sale, L07. • Road Closing By-Laws - see C01.	Engineering	E	1	E+1**	
T10	<b>Field Survey/Road Survey Books</b>  Includes engineering field survey notes as well as books.	Engineering  E= Completion of project	E	1	E+1	
T11	<b>Bridges</b>  Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1	
T12	<b>Pedestrian Crossovers</b>  Includes estimates, studies and other records regarding projects specifically for pedestrian crossovers.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**	
T13	<b>Sidewalks &amp; Walkways</b>  Includes estimates, studies and other records regarding projects specifically for sidewalk and walkways construction and maintenance.	Engineering  E=completion of project.  Specs are kept permanently.	E	1	E+1**	
V00	<b>Vehicles &amp; Equipment – General</b>  Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating		1	-	1

V01	<b>Fleet Management</b>  Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, and vehicle maintenance, registration and disposal. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Insurance Policies - see L06</li> <li>• Accident Claims - see L02, L03.</li> <li>• Leases/Contracts - see L14.</li> </ul>	Originating  E= Disposition of item/ termination of lease.	E+1	-	E+1
V02	<b>Mobile Equipment</b>  Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	Originating  E= As long as the device is in service	E+1	5	E+6
V03	<b>Transportable Equipment</b>  Includes records regarding transportable equipment used by the municipality. Also includes maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	Originating  E= As long as the device is in service	E+1	5	E+6
V04	<b>Protective Equipment</b>  Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as breathing apparatus, breathing tanks, down alarms, etc. <u>Excludes:</u> <ul style="list-style-type: none"> <li>• Uniforms and Clothing - see A14.</li> </ul>	Originating  E= disposition of item	E+1	5	E+6



## CITY OF NORTH BAY

### REPORT TO COUNCIL

REPORT NO: EESW-2011-068

DATE: June 28, 2011

ORIGINATOR: Alan Korell, P. Eng., Managing Director of Engineering,  
Environmental Services & Works

SUBJECT: Chippewa Creek Rehabilitation between  
Regina Street and John Street

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#### RECOMMENDATION:

1. That North Bay City Council rescind Expenditure by-law No. 2011-94 to authorize the Trout lake Road Reconstruction program – Connaught Avenue to Giroux Street project No. 3107RD and 3107SS/WW.
2. That a capital expenditure by-law be prepared for the consideration of City Council to authorize the John Street Chippewa Creek Rehabilitation Project being a 2013 Capital Budget Project No. 3300RD, line item 21, at a net debenture cost of \$565,000, including the Water Erosion Control Infrastructure Program matching 50% funds, received by the Mattawa Conservation Authority.

#### BACKGROUND:

The 2011 capital budget plan was to reconstruct Trout Lake Road (3107RD) in the amount of \$2,700,000 less MTO funding of 1,950,000 and developers contributions of 300,000 for a net amount of 750,000. Due to the delay in MTO funding it is our recommendation to use the 2011 Trout Lake Road allocation of funds to do the Chippewa Creek project this year.

North Bay Mattawa Conservation Authority applied for and received funding under the Province's Water Erosion Control Infrastructure Program in the amount of \$565,000 for the \$1,130,000 Chippewa Creek Project (part of the City's John Street Bridge Project (3300RD)).

The project must be started in 2011 to be eligible for funding and the City's share is \$565,000. In the City's Capital Budget Forecast 2011, the John Street Project work was to be started in 2013, this report is request a reprioritization of project funding to match the known funding sources.

The Capital Budget for 2012 will then give priority to the funding of the, Trout Lake Road project.

A schedule to the proposed by-law is submitted for consideration of City Council.

Construction Costs 3300RD	\$1,130,000
Less: Water Erosion Control Infrastructure Funding from Mattawa Conservation Authority	(565,000)
Net Debenture Costs	<u>565,000</u>

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## **OPTIONS/ANALYSIS:**

### **OPTION 1**

That the North Bay City Council authorize the funding of the Chippewa Creek Project through the reallocation of funds in 2011 for the Trout Lake Road Reconstruction Project. This option is recommended.

### **OPTION 2**

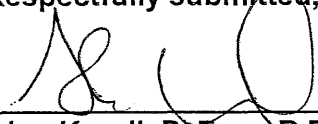
Not to reallocate the funds to the Chippewa Creek Project from the 2011 Trout Lake Road Capital Budget would mean that the Chippewa Creek project could not proceed and the funds from the Province in the amount of \$565,000 would have to be returned. This option is not recommended.

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## **RECOMMENDED OPTION:**

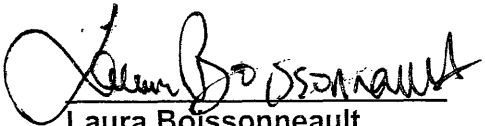
1. That North Bay City Council rescind Expenditure by-law No. 2011-94 to authorize the Trout lake Road Reconstruction program – Connaught Avenue to Giroux Street project No. 3107RD and 3107SS/WW.
  2. That a capital expenditure by-law be prepared for the consideration of City Council to authorize the John Street Chippewa Creek Rehabilitation Project being a 2013 Capital Budget Project No. 3300RD, line item 21, at a net debenture cost of \$565,000, Water Erosion Control Infrastructure Program being 50% matching funds received by the Mattawa Conservation Authority.
-

Respectfully submitted,

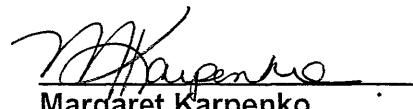


Alan Korell, P. Eng., R.P.P., M.C.I.P.  
Managing Director of Engineering,  
Environmental Services & Works

We concur with this report and recommendation.



Laura Boissonneault  
Supervisor of Budgets &  
Financial Reporting



Margaret Karpenko  
Chief Financial Officer



David Linkie  
Chief Administrative Officer

Person designated for continuance: Alan Korell

Copy for: C. Conrad, City Clerk  
Brian Taylor, NBMCA

Wpd/engin/eak/eak129 – Chippewa Creek Rehabilitation between Regina & John



The Corporation of the  
City of North Bay  
200 McIntyre St. East  
P.O. Box 360  
North Bay, Ontario  
Canada P1B 8H8  
Tel: (705) 474-0400

**#11**

Planning Services: 5<sup>th</sup> Floor, North  
Direct Line: (705) 474-0626, Ext. 2409  
Fax: (705) 474-5928  
Watts: 1-800-465-1882  
E-mail: [steve.mcarthur@cityofnorthbay.ca](mailto:steve.mcarthur@cityofnorthbay.ca)  
Web: <http://www.cityofnorthbay.ca>

June 29, 2011

Rick Miller  
Miller & Urso Surveying Inc.  
1501 Seymour Street  
North Bay, On PIB 8G4

Dear Mr. Miller:

Re: Proposed Zoning By-law Amendment by Miller & Urso Surveying Inc. on behalf of 2277111 Ontario Inc. for the property legally described as Registered Plan No. 13, N. Pt. Lot 104, PIN #49162-0416(LT) in the former City of North Bay – 489 McIntyre Street West.

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Please accept this letter as our acknowledgement of receipt of the above-noted application to amend Zoning By-law No. 28-80.

We have reviewed the application and have deemed it to satisfy the requirements of a "complete" application as of this date. In the event that further information is required as a result of a circulated agency request, it will be requested at that time.

We will commence processing of the application immediately.

Should you require any additional information, please feel free to contact me at (705) 474-0400 (ext. 2409).

Sincerely,

Steve McArthur, MCIP, RPP  
Senior Planner, Current Operations

SM/ dlb

W:\PLAN\RMS\D14\2011\2277111\MCINT\0001-CmpltApp-#817.doc

Copy: C. Conrad, City Clerk

## REPORT TO COUNCIL

Report No: CORP 2011-127

Date: June 28, 2011

Originator: Al Lang

Subject: Request for Proposal No. 2011-61 - Parking and Security Services

**RECOMMENDATION:**

That North Bay City Council approve a contract be awarded to Commissionaires Ottawa in the amount of \$785,617.86 (HST included) to perform Parking and Security Services from August 1, 2011 to July 31, 2014, inclusive, with the provision of a two year option if mutually agreeable to both parties.

**BACKGROUND:**

The scope of work includes the provision of parking attendants / cashiers at the City's manned parking lots, enforcement officers for parking regulation compliance, building security at City Hall, security outside the POA courtroom as required and a by-law enforcement supervisor.

The Request for Proposal was advertised publicly as per the City of North Bay Purchasing Policy. The Purchasing Manager distributed seven proposal packages. Proposals closed on June 27, 2011. Three proposals were received. One proposal was deemed non-responsive for failure to meet the financial security requirements of the Proposal. The Coordinator, By-Law Enforcement and the Director of Financial Services evaluated the proposals. The ratio reflects the total points, divided by the cost. The results are:

Firm	Total Price	Points	Ratio
Commissionaires Ottawa	\$785,617.86	1700	.00216
Securitas Canada Limited	\$863,343.37	1310	.00152
McLaren Security Inc.	Non-responsive		

The price is considered fair and reasonable.

**ANALYSIS / OPTIONS:**

1. Award the contract to the bidder, who offers best value to the City as per the City of North Bay Purchasing Policy.
2. Do not award a contract. This option is not recommended. If a contract is not offered, these services would have to be provided at a much higher cost to the City.

**RECOMMENDED OPTION/FINANCIAL IMPACTS:**

Option 1 is recommended:


That North Bay City Council approve a contract be awarded to Commissionaires Ottawa in the amount of \$785,617.86 (HST included) to perform Parking and Security Services from August 1, 2011 to July 31, 2014, inclusive, with the provision of a two year option if mutually agreeable to both parties.

The City 2011 operating budget for parking and security includes the following allocations:

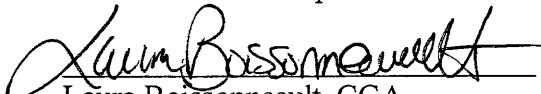
Community Services	Parking	Account 001-3801-573.34-50	\$ 87,000
Corporate Services	By-Law Enforcement	Account 001-1610-451.34-50	\$115,000
Corporate Services	Council Secretariat	Account 001-1001-451.34-50	<u>\$ 13,600</u>
Total			\$215,600

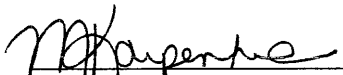
The 2011 budget will be sufficient to cover the cost of parking and security services. Costs incurred up to July 31, 2011 under the existing contract will be approximately \$110,000, From August 1 until December 31, 2011, under the new contract, the cost is estimated to be \$102,000 for a total estimated expense for 2011 of \$212,000.


Respectfully submitted,

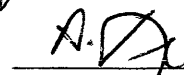
  
\_\_\_\_\_  
Al Lang, CGA  
Director of Financial Services

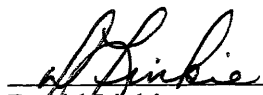
We concur in this report and recommendation.

  
\_\_\_\_\_  
Laura Boissonneault, CGA  
Supervisor of Budgets & Financial Reporting

  
\_\_\_\_\_  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
\_\_\_\_\_  
Ron Melnyk  
Coordinator, By-Law Enforcement

  
\_\_\_\_\_  
Peter Leckie  
City Solicitor

  
\_\_\_\_\_  
David Linkie,  
Chief Administrative Officer

Personnel designated for continuance: Coordinator, By-Law Enforcement

Attachments: Proposals

## REPORT TO COUNCIL

Report No: CORP 2011-124

June 28, 2011

Originator: Al Lang

Subject: Tender 2011-68 – Main Street East Reconstruction

**RECOMMENDATIONS:**

1. That North Bay City Council approve a contract be awarded to Bruman Construction Inc. based on the low bid price of \$6,260,694.77 (HST included) for Main Street East Reconstruction, provided that Provisional Item A of \$615,149.34 not be awarded at this time.
2. That the 2012 Capital Budget forecast for Main Street East Reconstruction in the amount of \$1,900,000 (\$1,500,000 – Capital, \$400,000 - Water and Sewer Capital) be approved to bring the total authorized amount for the project to \$4,700,000.
3. That a Capital Expenditure By-Law be prepared for the consideration of City Council to amend By-Law No. 2011-83 to reflect the inclusion of the 2012 Main Street Reconstruction Capital Project, being Engineering, Environmental and Works Capital Budget, Line No. 16, Capital Project No. 3105RD and Water and Sanitary Sewer Capital Budget, Line No. W10, Capital Project No. 3105WS, at a revised total net debentured cost of \$4,700,000.

**BACKGROUND:**

The scope of work involves reconstruction of Main Street East between Fisher Street and Chippewa Creek. The works include road reconstruction and removals, storm sewer and appurtenances, sanitary sewer and appurtenances watermains and appurtenances and electrical. Also included was provisional item A, being Fisher Street to Sherbrooke Street reconstruction and removals.

The tender was advertised publicly as per the City of North Bay Purchasing Policy. The Purchasing Manager distributed fourteen (14) tender packages. The tender closed on June 22, 2011 and four (4) tenders were received. The Infrastructure Engineer and an engineer from the consulting firm, J.L. Richards, evaluated the tenders. The Director of Financial Services reviewed the evaluation. The results are:

<u>Firm</u>	<u>Bid Price (Including HST)</u>
Bruman Construction Inc.	\$6,260,694.77
GAP Construction Co. Ltd.	\$6,592,051.34
R.M. Belanger Limited	\$7,073,127.65
Kenalex Construction Company Limited	\$7,291,807.51

The bid by Bruman Construction Inc. contained several extension errors that resulted in an increase of \$35,894.54 over the amount read at the public opening. The cost is considered fair and reasonable.

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The 2011 Capital Budget and Capital Forecast for 2012 to 2020 included an amount of \$2,800,000 in 2011 and \$1,900,000 in 2012 for the Main Street East Reconstruction project for a total project cost of \$4,700,000. City Council passed By-Law No. 2011-83 authorizing the reconstruction of Main Street (Sherbrooke to Overpass) in the debentured amount of \$2,800,000 on April 4, 2011. To move forward with this project we recommend that a revised Capital Expenditure By-Law authorize the full amount of the capital budget allocation. This represents a pre-commitment to the 2012 capital budget and should be considered a priority of Council.

The tendered amounts included Provisional Item A, being reconstruction of Main Street between Sherbrooke Street and Fisher Street. This section of Main Street will not be done in this contract. Removing this item will reduce the cost of the project to \$5,011,983.00 net of HST rebates. In addition there is \$781,757.78 in base contract provisional items that will be monitored. The intention is to award the contract with the exception of Provisional Item A and re-evaluate the project budget at the end of the construction season, all the while monitoring costs to stay within the budget. Bruman Construction Inc. is still the low bid without Provisional Item A.

A revised schedule to the proposed by-law is submitted for consideration of City Council.

Construction Costs 3105RD	\$2,565,000
Construction Costs 3105SS-WS	\$1,900,000
Financing Costs	<u>\$ 235,000</u>
Net amount to be Debentured	\$4,700,000

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#### **ANALYSIS / OPTIONS:**

1. Award the contract to the lowest bidder.
  2. Not award the contract. This is not recommended. The infrastructure in this section of Main Street is very old and both underground services and above ground infrastructure are in desperate need of replacement.
- 

#### **RECOMMENDED OPTION / FINANCIAL IMPACTS:**

Option 1 is recommended:

1. That North Bay City Council approve a contract be awarded to Bruman Construction Inc. in the amount of \$6,260,694.77 (HST included) for Main Street East Reconstruction.
2. That the 2012 Capital Budget forecast for Main Street East Reconstruction in the amount of \$1,900,000 (\$1,500,000 – Capital, \$400,000 - Water and Sewer Capital) be approved to bring the total authorized amount for the project to \$4,700,000.
3. That a Capital Expenditure By-Law be prepared for the consideration of City Council to amend By-Law No. 2011-83 to reflect the inclusion of the 2012 Main Street Reconstruction Capital Project, being Engineering, Environmental and Works Capital Budget, Line No. 16, Capital Project No. 3105RD and Water and Sanitary Sewer Capital Budget, Line No. W10, Capital Project No. 3105WS, at a revised total net debentured cost of \$4,700,000.



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The tender amount with the removal of Provisional Item A and after the HST rebate will be \$5,011,983. The project will be closely monitored as to the base contract provisional items and managed within the authorized amount of \$4,700,000. Administration will bring any budgetary issues and concerns, should they arise, to Council's attention.

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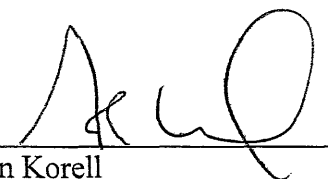
Respectfully submitted,

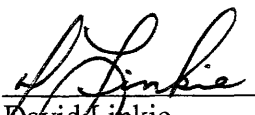
  
\_\_\_\_\_  
Al Lang  
Director of Financial Services

We concur in this report and recommendations.

  
\_\_\_\_\_  
Laura Boissonneault, CGA  
Supervisor of Budgets & Financial Reporting

  
\_\_\_\_\_  
Margaret Karpenko, CMA  
Chief Financial Officer/Treasurer

  
\_\_\_\_\_  
Alan Korell  
Managing Director of Engineering  
Environmental Services and Works

  
\_\_\_\_\_  
David Linkie,  
Chief Administrative Officer

Personnel designated for continuance: Infrastructure Engineer

Attachments: Tenders

## City of North Bay

### Report to Council

Report No: CSBU 2011 - 69

Date: June 29, 2011

Originator: Sharon Kitlar, Manager Recreation and Leisure Services

Subject: **2011 Summer in the Park Festival**

- Request for Permission to Hold Event
  - Noise By-Law Exemption
  - Exclusivity of Use of Parkland and other Lands
  - Street, Pathway and Parking Lot Closures
  - Exemption from Municipal Alcohol Policy, section D, Reg. 3B
- 

#### RECOMMENDATIONS

1. That the Event Committee of North Bay Summer in the Park Festival be granted permission to hold the 2011 Summer in the Park Festival in and about Lee Park & the Waterfront Park from Friday, July 29 to Sunday July 31, 2011 both inclusive, with subsidiary activities occurring from Monday July 25, 2011 until Tuesday, August 2, 2011, both inclusive.
  - (a) The Summer in the Park Festival Committee as the presenters of the festival, has hereby been granted permission by City Council to hold the public celebration and concerts known as the 2011 Summer in the Park Festival; that the event is therefore confirmed to be exempt from the noise control provisions contained in By-law 142-76 (Noise By-law), as amended, pursuant to the operation of section 6 and Schedule 3 thereof. (Attachment 1)
2. That, in order to facilitate the undertaking of the 2011 Summer in the Park Festival the following requests be approved:
  - (a) The Summer in the Park Festival Committee be granted exclusivity from Monday July 25, 2011 until Tuesday, August 2, 2011 both inclusive, in, on and over the City owned or controlled lands within the area defined as extending from, and inclusive of both sides of Memorial Drive from the Uniroc Site to Judge Avenue including Lee Park; Veterans Soccer and Ball Fields; ONR Soccer Field; and Amelia Park; CP Rail lands, Lakeshore Drive roadway and the associated sidewalks extending from the north boundary of Lee Park (Overpass) to 100 metres south of the Judge Avenue/Lakeshore Drive intersection, and Judge Avenue roadway and the associated sidewalks from Leask Avenue to Lee Avenue. (Attachment 2)
  - (b) The Kate Pace Way is closed from the Uniroc site along Memorial Drive through Lee Park to Lee Avenue along the ONR Soccer Field 8:00 am on Monday July 25, 2011 until 4:00 pm on Tuesday, August 2, 2011 subject to the erection of appropriate signage and barricades by the North Bay Summer in the Park Festival Committee. (Attachment 3)
  - (c) The following streets are closed temporarily on Friday July 29 2011 from 8:00 am until 12:00 am and on Saturday July 30<sup>th</sup> from 12:00 pm until 12:00 am.
    - i Memorial Drive between Oak Street West and Monk Street;

- (d) The following streets be closed temporarily from 8:00 a.m. on Thursday, July 28 2011, until 9:00 a.m. on Tuesday, August 2, 2011:

- ii Memorial Drive between Monk Street and Judge Avenue;
- iii Monk Street between Stanley Street and Memorial Drive;
- iv Stanley Street between Memorial Drive and Regina Street,
- v Beth Street at Memorial Drive
- vi Colgan Street at Memorial Drive
- vii James Street at Memorial Drive

Subject to the provision of access passes and information to businesses and residents in the affected area, and the erection of appropriate signage, barricades and control gates by the City of North Bay. (Attachment 3)

- (e) Parking be prohibited from 9:00 a.m. on Friday, July 29, 2011, until 11:00 p.m. on Sunday, July 31, 2011 on the odd numbered sides of Amelia Street, Beth Street, Bunyan Avenue, Colgan Avenue, George Street, Gladstone Avenue (100 block only), James Avenue, Judge Avenue, Leask Avenue, Lee Avenue (100 block only), Pollard Avenue, Shore Acres, Whitney Avenue, Campbell Avenue, Fodor Avenue, Nelson Avenue, Queen Street, and Rowe Avenue, subject to the installation of appropriate signage by the Summer in the Park Festival Committee; (Attachment 3)
- (f) The Waterfront Parking Lots be closed from 8:00 a.m. on Friday, July 29, 2011 until 12:00 a.m. on Sunday July 31, 2011 subject to the provision of an alternate parking location for marina tenants, Heritage Company and Chief Commanda II.
- (g) A temporary exemption to Regulation 5B of the Municipal Alcohol Policy (Attachment 4) be approved, allowing the establishment of licensed areas to serve alcohol on July 29, and July 30 2011 between the hours of 4:00 p.m. to 12:00 am at locations to be identified within the concert area as defined in Attachment 4.

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## BACKGROUND

On February 7, 2011 through Council Resolution Number 2011 -85 (Attachment 5) the Summer in the Park Festival Committee was granted permission to expanded the 2011 Summer in the Park Festival in and about Lee Park and other areas of the Waterfront from Friday, July 29, 2011 to Sunday, July 31, 2011 inclusive..

The expanded event to include:

- A variety of activities and attractions similar to previous Summer in the Park events held in and around Lee Park. The majority of these activities are offered at no charge to the public with some such as the midway and helicopter rides charging an admission fee.
- The addition of the Country Open singing competition to free activities hosted in Lee Park
- The addition of music concerts presented at a waterfront stage location. The purchase of a \$20 wristband will be required to attend the concerts.

Plans for the event are well underway with a variety of activities and musical entertainment booked. (Attachment 5 event poster)

### **Permission to hold the Event**

Council is being asked for specific permission to permit The Summer in the Park Festival Committee to hold the Festival pursuant to By-law 12-94, and, in addition, to provide a basis for the requests that follow.

### **Exemption from the Noise Bylaw**

The activities of the event are scheduled to end by 11:00 pm. Summer in the Park Festival wishes to plan for events beyond their control such as inclement weather or equipment breakdown. Exemption from the noise bylaw will allow for re-scheduling of activities to a later time if required.

If City Council grants permission to the Summer in the Park Festival committee to hold the 2011 Summer in the Park Festival, the event is automatically exempt from the noise control provisions contained in the City's Noise By-law (By-law 142-76), pursuant to section 6 and Schedule 3 thereof.

### **Exclusivity**

The set up for 2011 event (involving tents, fencing, cables, electricity, etc.) require that the set-up procedures at the concert site begin several days prior to the concert date. Site exclusivity provides a clear and safe access for the work crews and other contractors to set up the equipment required for the event.

Site exclusivity also enables Summer in the Park Festival to control patron admission and participant access to the event (in the latter case enabling the issuance of vendor permits and the monitoring of products sold on site).

### **Street, Pathway and Parking Lot Closures**

General traffic congestion, in addition to the movement of larger vehicles and work crews along Memorial Drive and in parklands makes set-up difficult and potentially hazardous.

Road closures enable the control of vehicular traffic in areas that are subject to heavy vehicular and pedestrian traffic and allow for controlled access to work and other areas. During the event it allows for safe movement of concert attendees to, from and around the event site.

The Kate Pace Way runs through the event site area. Closure allows for use of the area for the event structures and activities. Closure also prevents potential injury possible to pathway users and attendees at the event should it remain open. Appropriate signage and barricades will be erected as notification to Pace Way users. No recommended alternate route will be available.

Parking lots are within an area that must be controlled to ensure the safety of event organizers, as well as attendees. Access to the parking lots will be controlled over the time of set up; during the concert and related activities and event take down. Accommodations will be made for businesses and marina tenants which will allow access to parking areas during designated times outside of event peak hours.

For the closure of Memorial Drive and feeder streets and parking areas, appropriate signage,

barricades and control gates will be erected as required. Access passes and information will be circulated to appropriate businesses and tenants in the affected area in advance of the closures.

### **Parking**

The Summer in the Park Festival Committee has met with Municipal parking authorities regarding the development of an event parking plan.

The proposed parking prohibitions provide a similar safety and facilitation function as the road closures—ensuring the free flow of pedestrian, vehicular (and, if necessary, emergency) traffic through nearby residential areas, not only for the benefit of the Event, but also for residents and their visitors during this high traffic period. The Parking Authority and the North Bay Police Force are advised of these restrictions and they work with the organizing committee to enforce them for the duration of the event. (Attachment 3 -Map of closures and restricted parking)

### **Exemption from Municipal Alcohol Policy**

The temporary exclusion from the Municipal Alcohol Policy will facilitate designated licensed beverage sections within the concert area. A large crowd is anticipated for the 2011 event based on the headliners secured. The planned attendance for the 2011 event is 10,000. The licensed areas are planned to include a licensed area for the concert attendees with the approximate capacity of 2,500; a back stage area to fulfill rider requirements for entertainers and smaller licensed areas to accommodate specific beverage sponsors of the events.

These sections will be in contained areas in accordance with the Municipal Alcohol Policy guidelines. The care and control of these beverage areas will be strictly regulated to ensure that the requirements of the Alcohol and Gaming Commission are met as well as those of the City of North Bay Municipal Alcohol Policy. Adequate security personnel and local police support through paid off duty police officers will be provided to ensure that public safety is monitored and maintained.

---

## **ANALYSIS / OPTIONS**

There are three apparent options for City Council in this matter.

### Option 1 – Approve the requests as presented

If Council is satisfied with the requests as presented, Council should grant them, by approving Recommendations 1 and 2.

### Option 2 – Grant the requests in an amended form

If Council is not satisfied with the requests as presented, but wants the event to proceed, Council could grant the request for permission to hold the event by approving Recommendation 1, and amend Recommendation 2 to suit its concerns. Depending upon the amendments made, Summer in the Park Festival may need to review its methodology for the undertaking of the event.

Option 3 – Refuse to grant the requests as presented

If Council is not satisfied with the requests as presented, Council could refuse to grant them. A refusal to grant the requests would result in the event not taking place.

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**RECOMMENDED OPTION / FINANCIAL IMPLICATIONS**

Option 1 – Approve the requests as presented

There are no financial implications related to these requests.

---

Submitted by,

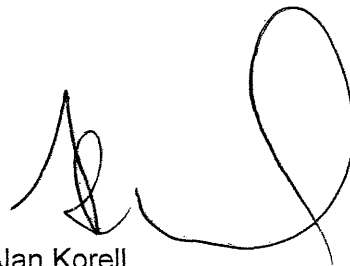


Sharon Kitlar  
Manager Recreation and Leisure Services

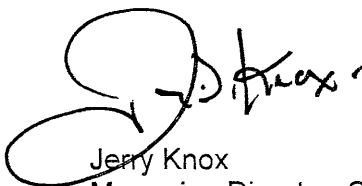
We concur with this report and recommendations.



Ian Kilgour  
Director Parks, Recreation and Leisure Services



Alan Korell  
Managing Director Public Works and Services



Jerry Knox  
Managing Director, Community Services



Dave Linkie  
Chief Administrative Officer

1. Extracts from Noise By-law (By-law 142-76), as amended
2. Proposed area of exclusivity
3. Proposed Kate Pace Way, street and parking lot closures
4. Municipal Alcohol Policy Regulation 5B
5. Event poster

Copy for: Chief Administrative Officer  
Managing Director, Community Services  
Managing Director, Corporate Services  
Managing Director, Public Works and Services  
City Clerk  
City Engineer  
Fire Chief  
Manager, Recreation and Leisure Services  
Manager, Transit  
Police Chief

**Extracts from Noise By-law  
(By-law 142-76) as amended**

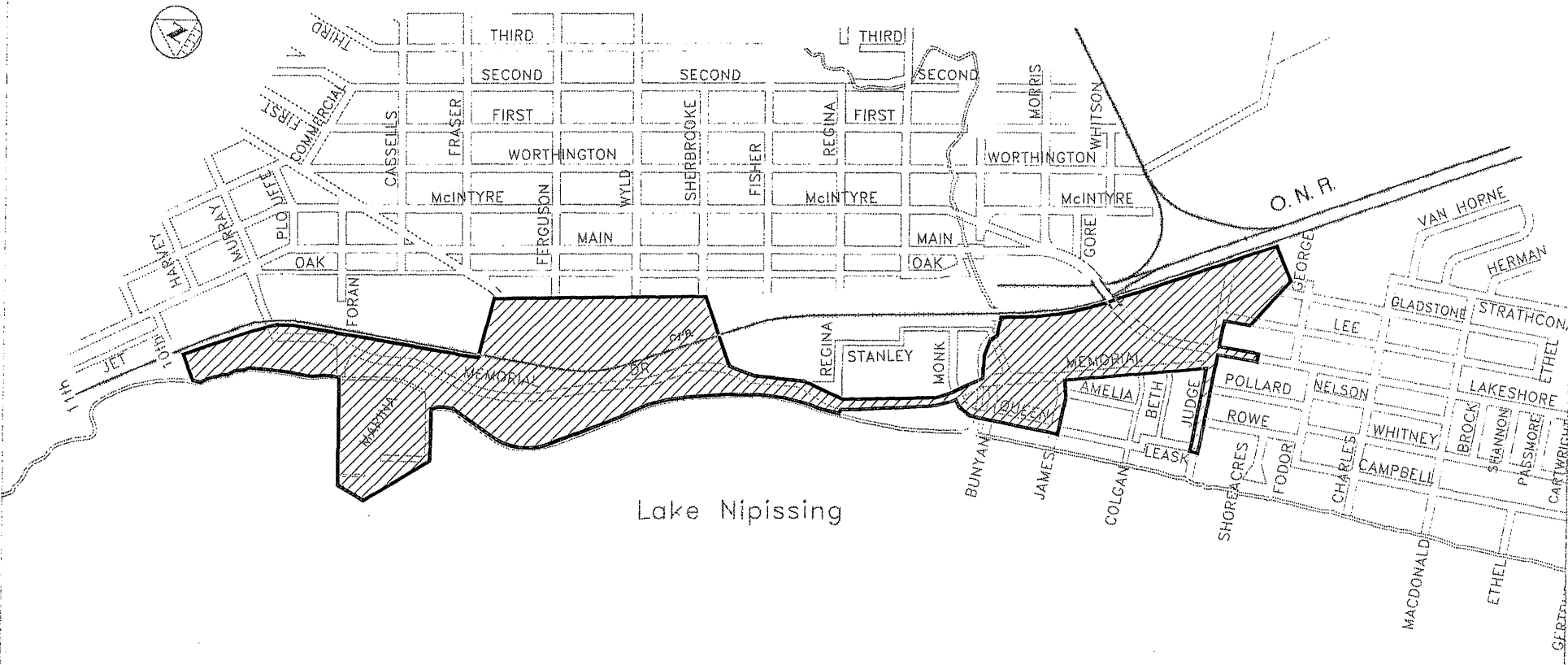
6. **Exemption of Traditional, Festive or Religious Activities**  
Notwithstanding any other provision of this by-law, this by-law does not apply to a person who emits or causes or permits the emission of sound or vibration in connection with any of the traditional, festive, religious and other activities listed in Schedule 3.
7. **Severability**  
If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.
8. **Penalty**  
Every person who contravenes any of the provisions of this by-law is guilty of an offence and shall, upon conviction thereof, forfeit and pay a penalty of not less than \$50.00 nor more than \$1,000.00 for a first offence and not less than \$100.00 and not more than \$1,000.00 for a second or subsequent offence, exclusive of costs and every such fine is recoverable under The Summary Convictions Act.

**SCHEDULE 3**


**Activities to Which the By-law Does Not Apply**

1. The use in a reasonable manner of an apparatus or mechanism for the amplification of the human voice or of music in a public park or recreational area under the control and management of the City of North Bay in connection with any public election meeting, public celebration or other lawful gathering, provided that written permission of Council to hold such meeting, celebration or gathering has been first obtained under any applicable by-law of the Corporation of the City of North Bay.
2. Any band or parade, provided that written permission of Council to operate such band or hold such parade has been first obtained under any applicable by-law of the Corporation of the City of North Bay.



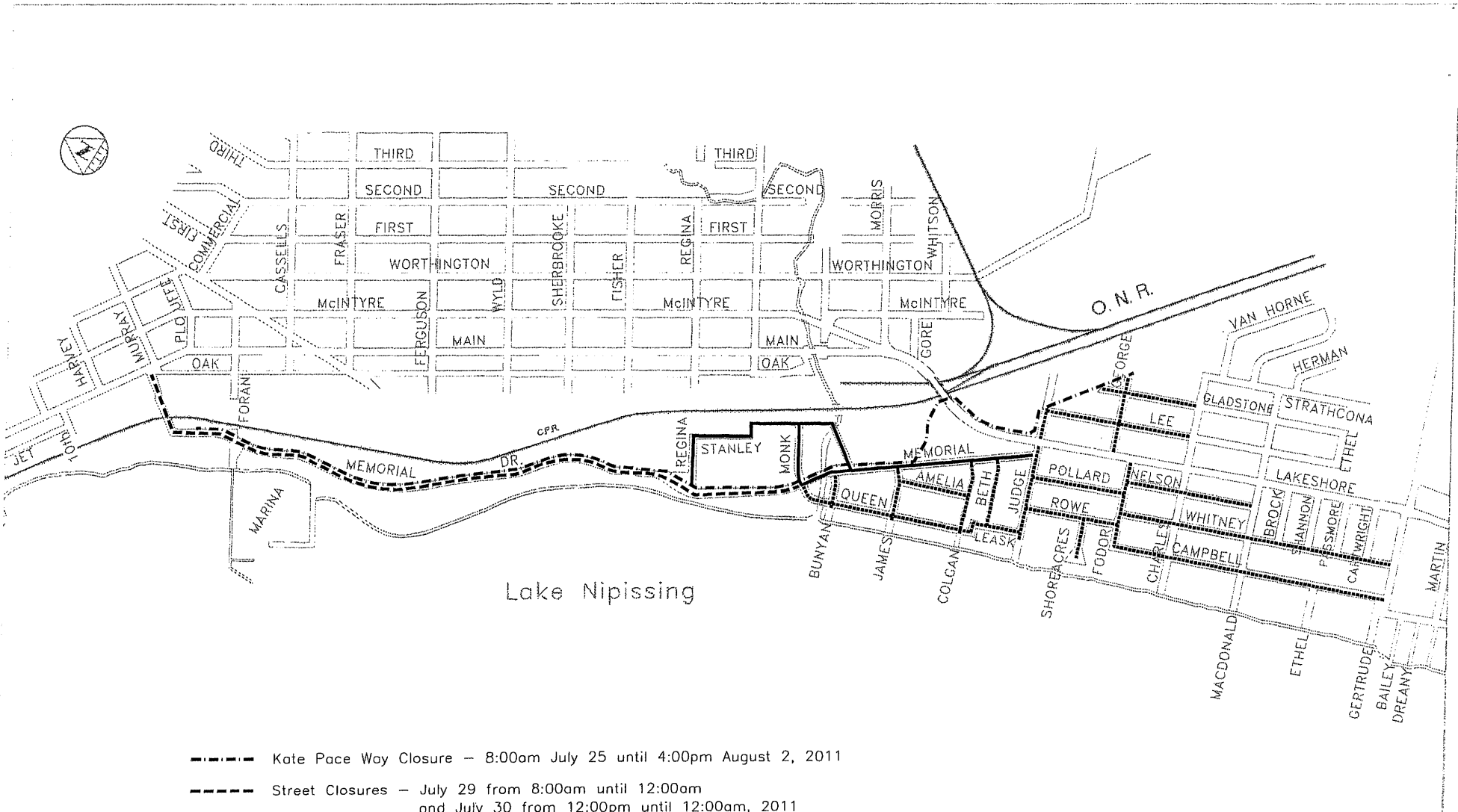


Lake Nipissing

 Area of Exclusivity

<b>CITY OF NORTH BAY</b>			
Engineering And Environmental Services			
Summer in the Park Festival 2011			
Area of Exclusivity			
Drawn By:	G.W.C.	Scale:	1" = 50'
File No.:	E.V.	Date:	July 26, 2011
		Drawing No.:	Attachment 2

Attachment 2



- Kate Pace Way Closure - 8:00am July 25 until 4:00pm August 2, 2011
- - - - - Street Closures - July 29 from 8:00am until 12:00am  
and July 30 from 12:00pm until 12:00am, 2011
- Street Closures - From 8:00am July 28 until 9:00am August 2, 2011
- ..... Parking Prohibited - From 9:00am July 29 until 11:00pm July 31, 2011  
Odd Numbered Sides of Marked Streets

**CITY OF NORTH BAY**  
Engineering And Environmental Services

Summer in the Park Festival 2011  
Road Closures - Parking Prohibited

Drawn by:	G.W.C.	Scale:	N.T.S.	Drawing No.:
Checked by:	E.V.	Date:	July 28, 2011	Attachment:

Attachment 3

**City of North Bay**

**Extracts from Municipal Alcohol Policy:**

**REGULATION NO. 2: FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS**

The following lists facilities that are considered eligible for licensing under a Special Occasion Permit. Granting permission for an SOP function is at the discretion of the Facility Manager depending on the nature of the function, other activities occurring in the facility and a demonstration that the sponsoring organization can manage the function effectively.

**REGULATION NO. 3: MUNICIPAL FACILITIES ELIGIBLE FOR LICENSING**

**SECTION A: WEST FERRIS CENTENNIAL COMMUNITY CENTRE (WFCCC)**

- A. That the hall of the West Ferris Community centre (WFCCC) be designated as a suitable facility for licensed functions.
- B. That the arena floor surface of the WFCCC is designated as a suitable facility for licensed functions when the ice surface is covered or removed.
- C. That the boardroom of the West Ferris Arena is designated as a suitable area for licensed functions.

**SECTION B: PETE PALANGIO ARENA**

- A. That the lounge of the Pete Palangio arena be designated as a suitable area for licensed functions only when both ice surfaces have been rented by adult groups.
- B. That the boardroom of the Pete Palangio arena is designated as a suitable area for licensed functions.

**SECTION C: MEMORIAL GARDENS**

Memorial Gardens holds a permanent liquor license. As a result, the following areas may be licensed under a Special Occasion Permit; however, this requires notification to the Alcohol and Gaming Commission of Ontario and a request to temporarily suspend the permanent license. This is at the discretion of the Facility Manager.

- A. That the Hall of Fame room be designated as a suitable area for SOP licensed functions.
- B. That the Super Suite be designated as a suitable area for SOP licensed functions.
- C. That the West lobby area be designated as a suitable area for SOP licensed functions.
- D. That the arena floor area be designated as a suitable area for SOP licensed functions.

**SECTION D: THOMSON PARK AND LEE PARK**

- A. That the picnic shelter area of Thomson Park and Lee Park are designated as areas suitable for outdoor licensed functions.

**REGULATION NO. 5: FACILITIES AND PARKS NOT SUITABLE FOR LICENSED EVENTS**

**SECTION B: OTHER FACILITIES NOT MENTIONED**

That all other parks, ball fields, play areas and facilities, beaches and green spaces owned and operated by the City of North Bay be designated as areas not suitable for alcohol consumption and licensed events.

SUMMER IN THE PARK BROUGHT TO YOU BY



# SUMMER IN THE PARK WATERFRONT CONCERTS

WRISTBANDS - \$20 - STARTING JULY 1<sup>ST</sup> - \$30

JULY 29<sup>TH</sup>

city and colour



JULY 30<sup>TH</sup>



BUY YOUR WRISTBANDS online at [www.northbaysummerinthepark.ca](http://www.northbaysummerinthepark.ca) or at TD Bank Locations, City Hall, Memorial Gardens, The Capitol Centre, Transit Terminal, Marina & The North Bay & District Chamber of Commerce. For More Information Visit [www.northbaysummerinthepark.ca](http://www.northbaysummerinthepark.ca) Or Call 705-474-0626 Ext 2329 Or 2335



## WORLD'S FINEST SHOW MIDWAY: July 27th - August 1st

**LEE PARK July 29<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> 10am - 11pm**

Northern Ontario Open Country Singing Contest • Art in the Park • Outdoor Movie in the Park featuring "How To Train Your Dragon" • Air Force Displays • Petting Zoo • Little Ray's Reptile Zoo - Snakes of the World • Children's Performers: Mystic Drumz & Groovin' Toons • Inflatable Land • Community Groups • Food & Product Vendors • Secure Bike Zone • Face Painting • RV Displays • Rotary Bingo • Theater Groups



AND THANK YOU TO OUR MANY OTHER SPONSORS & DONORS!

Attachment 5

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-150**

**BEING A BY-LAW TO STOP UP, CLOSE AND CONVEY  
A PORTION OF THE LANEWAY LOCATED IN A BLOCK BOUNDED BY  
LAKESHORE DRIVE, MACDONALD AVENUE,  
LEE AVENUE AND CHARLES STREET  
IN THE CITY OF NORTH BAY**

**WHEREAS** it is deemed expedient and in the interest of The Corporation of the City of North Bay that part of the laneway abutting Lots 151, 152, 153, 160, 161 and 162, Plan 83 be closed, stopped up and sold to the abutting owners;

**AND WHEREAS** by Resolution No. 2006-60 passed on the 30<sup>th</sup> day of January, 2006, Council approved the closure of the laneway;

**AND WHEREAS** the laneway abutting Lots 151, 152, 153, 160, 161 and 162, Plan 83 is hereby declared to be surplus;

**AND WHEREAS** notice of this by-law was published once a week for two consecutive weeks in the North Bay Nugget, published in the City of North Bay;

**AND WHEREAS** no person has claimed that his lands will be prejudicially affected by the passing of this by-law nor applied to be heard in person or by his counsel, solicitor, or agent, the Council of the City nor a Committee of said Council;

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That certain part of the laneway abutting Lots 151, 152, 153, 160, 161 and 162, Plan 83 designated as Part 1 on Reference Plan 36R-12886 is hereby closed, stopped up and conveyed.
2. The City shall transfer Part 1, Plan 36R-12886 to the owners of the lands abutting on the Lakeshore Drive side of the lane, their successors or assigns, subject to the prior receipt of a Transfer of a ten (10) foot wide strip of land designated as Part 2 on Reference Plan 36R-12886 to The Corporation of the City of North Bay for the purpose of a road widening along Lakeshore Drive.
3. This by-law comes into force and effect upon a certified copy of the by-law being registered in the Land Titles Office for the District of Nipissing.
4. This by-law comes into force and effect upon a certified copy of the by-law being registered in the Land Titles Office for the District of Nipissing.

READ A FIRST TIME IN OPEN COUNCIL THE 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THE 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THE 18<sup>TH</sup> DAY OF JULY, 2011.

*AK*

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

## LANE CLOSING BY-LAW

The Council of The Corporation of the City of North Bay will consider and, if approved, will pass and enact at its meeting to be held on the 18<sup>th</sup> day of July, 2011, at the hour of 7:00 o'clock in the evening at the Council Chambers, City Hall, 200 McIntyre Street East, a by-law to close a portion of the **laneway located in a block bounded by Lakeshore Drive, MacDonald Avenue, Lee Avenue and Charles Street**, located in the City of North Bay as shown on the key map below and described as follows:

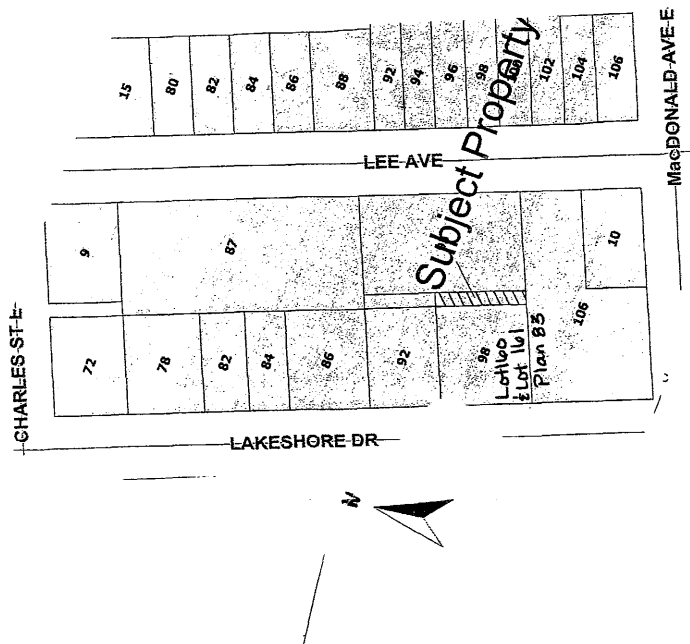
That portion of the **laneway located in a block bounded by Lakeshore Drive, MacDonald Avenue, Lee Avenue and Charles Street**, and bounded on the west by Lots 160, 161 and 162, and on the east by Lots 151, 152 and 153, Registered Plan 83, designated as Part 1, on Reference Plan 36R-12886, in the City of North Bay, in the Land Titles Division of Nipissing is to be closed, stopped up and conveyed to the owners of lands abutting the said laneway.

The appropriate plan may be examined at the Office of the City Clerk at the City Hall, 200 McIntyre Street East, North Bay, Ontario.

The Council will, at the said meeting hear in person or by his Counsel, Solicitor or Agent, any person who claims that his or her lands will be prejudicially affected by the by-law and who applies to be heard.

Dated and first published at the City of North Bay this 18<sup>th</sup> day of June, 2011.

Catherine Conrad  
City Clerk



**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-159**

**A BY-LAW TO AUTHORIZE THE  
MEMORIAL GARDENS REHABILITATION PROGRAM**

**WHEREAS** the *Municipal Act, 2001* (S.O. 2001, c-25), Section 326 authorizes the Council to pass a by-law for the purposes therein stated;

**AND WHEREAS** the *Municipal Act, 2001* (S.O. 2001, c-25), Section 401 authorizes the Council to pass a by-law for the purposes herein stated;

**AND WHEREAS** the Council passed Resolution 2011-463 at its Meeting held Monday, June 20, 2011, authorizing the Memorial Gardens Rehabilitation Program, being 2011 Community Services' Capital Budget Line No. 83 (Project No. 6016RF), with a net debenture cost of \$245,000.00;

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That the expenditure of \$245,000.00 for the Memorial Gardens Rehabilitation Program be hereby authorized:

Memorial Gardens Rehabilitation Costs	\$190,000.00
Pete Palangio Compressor	40,000.00
Financing Costs	<u>15,000.00</u>
Net Amount to be Debentured	\$245,000.00

2. That the Treasurer of the City of North Bay is hereby authorized to borrow from time to time from any bank or person by way of promissory note or notes temporary advances of money to meet the cost of work as aforesaid pending the completion thereof and pending the issue and sale of the debentures hereinafter referred to but in no event shall the aggregate of such borrowings exceed the amount of \$245,000.00 limited in this by-law.
3. Any promissory note or notes issued pursuant to paragraph 2 hereof shall be sealed with the seal of The Corporation of the City of North Bay and signed by the Mayor or Deputy Mayor and the Treasurer of the City of North Bay.
4. That the debentures to be issued to pay for the cost of such work shall bear interest at such rate as the Council may determine and shall be made payable within ten (10) years.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>th</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>th</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>th</sup> DAY OF JULY, 2011.

AG.

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD



**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-160**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A DEMAND OPERATING FACILITY AGREEMENT AND A BUSINESS BANKING AND SERVICE AGREEMENT WITH THE TORONTO-DOMINION BANK RELATING TO BANKING SERVICES**

**WHEREAS** the Agreements with The Toronto-Dominion Bank for Banking Services were approved by Resolution No. 2011-230 passed by Council on the 21<sup>st</sup> day of March, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into a Demand Operating Facility Agreement dated the 11<sup>th</sup> day of April, 2011 and a Business Banking and Service Agreement dated the 4<sup>th</sup> day of July, 2011 with The Toronto-Dominion Bank relating to Banking Services.
2. That the Mayor, Deputy Mayor, Chief Financial Officer/Treasurer, Deputy Treasurer and City Clerk of The Corporation of the City of North Bay are hereby authorized and directed to execute those certain Agreements between The Corporation of the City of North Bay and The Toronto-Dominion Bank and to affix thereto the Corporate seal.
3. The Mayor, Deputy Mayor, Chief Financial Officer/Treasurer, Deputy Treasurer and City Clerk are hereby authorized and directed to execute any such further and other documents as may be reasonably required.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.



\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-161**

**BEING A BY-LAW TO AUTHORIZE TEMPORARY  
BORROWING FROM TIME TO TIME TO MEET  
CURRENT EXPENDITURES DURING THE FISCAL  
YEAR ENDING DECEMBER 31, 2011**

**WHEREAS** the *Municipal Act*, S.O. 2001, Chapter M.25, Section 407, provides authority for a municipality to authorize the Head of Council and the Treasurer to borrow from time to time, such sums as the Council considers necessary to meet, until the taxes are collected and other revenues are received, the current expenditures of the Municipality for the year;

**AND WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the *Municipal Act*;

**AND WHEREAS** the Council of The Corporation of the City of North Bay authorized the Treasurer to borrow from time to time to meet current expenditures by Resolution No. 2011-\_\_\_\_\_ passed on the 4<sup>th</sup> day of July, 2011.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY ENACTS AS FOLLOWS:**

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year) such sums as may be necessary to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the current year.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **The Toronto-Dominion Bank** and such other lender(s) as may be determined from time to time by by-law of Council.
3. The total amount which may be borrowed at any one time under this by-law plus any outstanding amounts of principal borrowed and accrued interest under Section 407 together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and from October 1<sup>st</sup> to December 31<sup>st</sup> of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year or \$12,000,000.00, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the *Municipal Act* that have not been repaid.
5. For purposes of this by-law the estimated revenues referred to in section 3 and 4 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
6. The Treasurer be and is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.

AK.

7. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the Head of the Council or conform to the Treasurer or both of them.
8. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.
9. This by-law shall take effect on the final day of passing.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-163**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION  
OF AN AGREEMENT WITH QUESTICA INC.  
RELATING TO THE SUPPLY AND INSTALLATION OF  
A CAPITAL / OPERATING BUDGET SOFTWARE  
SYSTEM**

**WHEREAS** the Agreement with Questica Inc. for the supply and installation of a Capital / Operating Budget Software System was approved by Resolution No. 2011-386 passed by Council on the 24<sup>th</sup> day of May, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into an Agreement dated the 2<sup>nd</sup> day of June, 2011 with Questica Inc. relating to the supply and installation of a Capital / Operating Budget Software System.
  
2. That the Mayor and Clerk of The Corporation of the City of North Bay are hereby authorized to execute that certain Agreement between The Corporation of the City of North Bay and Questica Inc. and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

*AK*

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-148

**BEING A BY-LAW TO STOP UP, CLOSE AND CONVEY  
A PORTION OF THE LANEWAY LOCATED IN A BLOCK BOUNDED BY MORIN  
STREET, LORNE AVENUE, DOUGLAS STREET AND LANSDOWNE AVENUE  
IN THE CITY OF NORTH BAY**

**WHEREAS** it is deemed expedient and in the interest of The Corporation of the City of North Bay that part of the laneway abutting Lots 1 and 2, Plan M-164, Lots 19 and 20, Plan M-164 and Lots 230 to 234, both inclusive, Plan M-177, be closed, stopped up and sold to the abutting owners;

**AND WHEREAS** by Resolution No. 2011-105 passed on the 22<sup>nd</sup> day of February, 2011, Council approved the closure of the laneway;

**AND WHEREAS** the laneway abutting Lots 1 and 2, Plan M-164, Lots 19 and 20, Plan M-164 and Lots 230 to 234, both inclusive, Plan M-177 is hereby declared to be surplus;

**AND WHEREAS** notice of this by-law was published once a week for two consecutive weeks in the North Bay Nugget, published in the City of North Bay;

**AND WHEREAS** no person has claimed that his lands will be prejudicially affected by the passing of this by-law nor applied to be heard in person or by his counsel, solicitor, or agent, the Council of the City nor a Committee of said Council;

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That certain part of the laneway abutting Lots 1 and 2, Plan M-164, Lots 19 and 20, Plan M-164 and Lots 230 to 234, both inclusive, Plan M-177 designated as Parts 1 and 2 on Reference Plan 36R-13079 is hereby closed, stopped up and conveyed.
2. The City shall transfer Parts 1 and 2, Plan 36R-13079 to the owners of the lands abutting thereon, their successors or assigns, upon receipt of the consent in writing of the abutting registered owner, if the transfer is to be to a person other than the abutting registered owner.
- 3.(a) Subject to paragraph (b), in the event that an abutting owner to the said laneway does not consent to the disposition of the laneway within 60 days of the date of the passing of this by-law, then the clerk shall, upon request of an abutting owner of the opposite side of the laneway, give 30 days notice by prepaid registered mail to the abutting owner of the laneway to the effect that if the abutting owner does not agree to purchase one-half of the abutting laneway at a pro-rata share of the survey, legal, advertising costs and purchase price incurred in the laneway closing, then the said one-half of the laneway may be transferred to the opposite owner for the same cost.  
  
(b) Upon receipt of an Irrevocable Consent of the disposition of the laneway from the adjacent owner then that portion of the laneway may be transferred upon registration of the by-law.
4. This by-law comes into force and effect upon a certified copy of the by-law being registered in the Land Titles Office for the District of Nipissing.

READ A FIRST TIME IN OPEN COUNCIL THE 20<sup>TH</sup> DAY OF JUNE, 2011.

READ A SECOND TIME IN OPEN COUNCIL THE 20<sup>TH</sup> DAY OF JUNE, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THE 4<sup>TH</sup> DAY OF JULY, 2011.

*AK*

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

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## LANE CLOSING BY-LAW

The Council of The Corporation of the City of North Bay will consider and, if approved, will pass and enact at its meeting to be held on the 4<sup>th</sup> day of July, 2011, at the hour of 7:00 o'clock in the evening at the Council Chambers, City Hall, 200 McIntyre Street East, a by-law to close a portion of the laneway located in a block bounded by Morin Street, Lorne Avenue, Douglas Street and Lansdowne Avenue, located in the City of North Bay as shown on the key map below and described as follows:

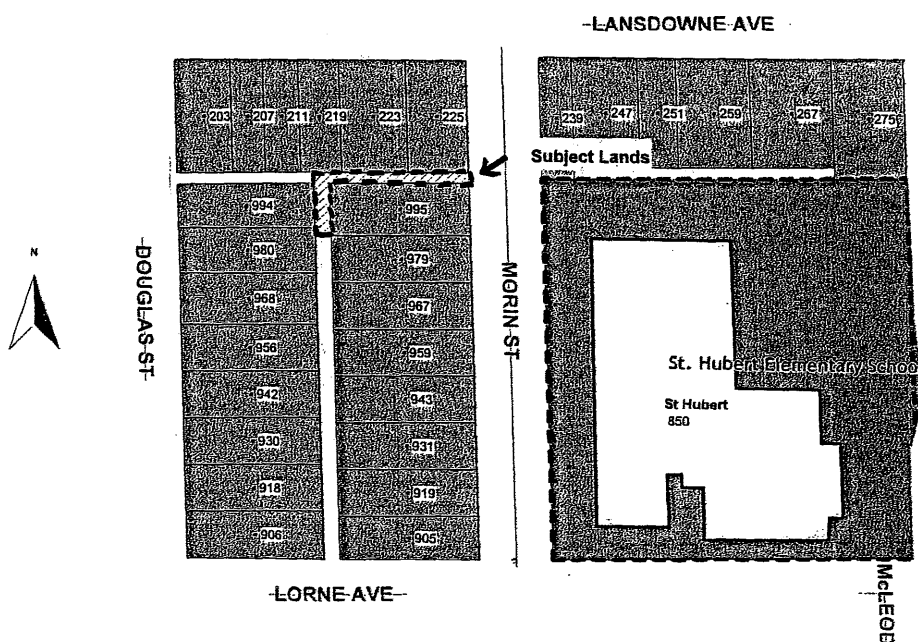
That portion of the laneway located in a block bounded by Morin Street, Lorne Avenue, Douglas Street and Lansdowne Avenue, and bounded on the west by Lots 1 and 2, Plan M-164, on the east by Lots 19 and 20, Plan M-164 and on the north by Lots 230 to 234, both inclusive, Plan M-177, designated as Parts 1 and 2, on Reference Plan 36R-13079, in the City of North Bay, in the Land Titles Division of Nipissing is to be closed, stopped up and conveyed to the owners of lands abutting the said laneway.

The appropriate plan may be examined at the Office of the City Clerk at the City Hall, 200 McIntyre Street East, North Bay, Ontario.

The Council will, at the said meeting hear in person or by his Counsel, Solicitor or Agent, any person who claims that his or her lands will be prejudicially affected by the by-law and who applies to be heard.

Dated and first published at the City of North Bay this 11<sup>th</sup> day of June, 2011.

Catherine Conrad  
City Clerk



THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-138

A BY-LAW TO AMEND ZONING BY-LAW NO. 28-80  
TO REZONE CERTAIN LANDS ON FRONT STREET  
FROM A "RESIDENTIAL THIRD DENSITY (R3)" ZONE  
TO A "GENERAL COMMERCIAL OUTER CORE SPECIAL ZONE NO. 79 (C2 Sp. 79)"

(NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD – 1140 FRONT STREET)

WHEREAS the owner of the subject property has initiated an amendment to the Zoning By-law;

AND WHEREAS the Council of The Corporation of the City of North Bay has ensured that adequate information has been made available to the public, and has held at least one public meeting after due notice for the purpose of informing the public of this By-law;

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule "B-43" of By-law Number 28-80 pursuant to Section 34 of the Planning Act R.S.O. 1990, as amended.

AND WHEREAS Council passed a resolution on July 4<sup>th</sup>, 2011 to approve this rezoning.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

1) Schedule "B-43" of By-law Number 28-80 is amended by changing the zoning designation of the property shown on Schedule "A" attached hereto (more particularly known as Plan M-28, Lots 361 to 363, Lots 452 to 454, Parts Lots 364 & 451, Part Lane in the former Township of Widdifield - 1140 Front Street in the City of North Bay) from a "Residential Third Density (R3)" zone to a "General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79)".

2) Section 11 of the By-law Number 28-80 is amended by inserting at the end thereof the following Section 11.3.79:

"11.3.79 General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79)

11.3.79.1 The property description of this General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79) is Plan M-28, Lots 361 to 363, Lots 452 to 454, Parts Lots 364 & 451, Part Lane in the former Township of Widdifield - 1140 Front Street in the City of North Bay, as shown on the attached Schedule "A" and on Schedule "B-43".

11.3.79.2 The regulations for this General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79) are as follows:

i) The permitted uses shall be limited to the following:

- animal hospitals;
- apartment dwellings;
- automobile sales, service and leasing establishments;
- boarding and rooming houses;
- broadcast studios or newsrooms;

*d*

- business offices;
- converted dwellings;
- data processing firms;
- day nursery;
- double duplex dwellings;
- duplex dwellings;
- dwelling groups;
- farmer's market;
- financial institutions;
- funeral homes;
- group home type 2;
- homes for the aged;
- local retail stores;
- maisonette dwellings;
- multiple dwellings;
- nursing homes;
- personal service establishments;
- pet day care facility;
- professional offices;
- public and private parks;
- public and private parking areas;
- retirement homes/residences;
- retail stores;
- townhouse dwellings;
- semi-detached dwellings;
- single detached dwellings;
- service establishments that are not obnoxious;
- triplex dwellings;
- wholesale uses; and
- institutional uses such as:
  - places of worship;
  - public hospitals or private hospitals; and
  - private schools.

11.3.79.3 The use of land or building in this General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79) shall conform to all other regulations of this By-law except as hereby expressly varied.”



- 3) Section 11 of By-law Number 28-80 is further amended by inserting "General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79)" as shown on Schedule "B" to this By-law.
- 4) Pursuant to Section 41 of the Planning Act, R.S.O, 1990 as amended, those lands shown as hatched on Schedule "B" attached hereto are hereby designated a Site Plan Control Area.
- 5)
  - a) Notice of this By-law shall be given by the Clerk in the manner and form and to the persons prescribed by Section 4 of Reg. 254/06, as amended.
  - b) Where no notice of appeal is filed with the Clerk of The Corporation of the City of North Bay within twenty (20) days after the day that the giving of written notice as required by the Act is completed, then this By-law shall be deemed to have come into force on the day it was passed.
  - c) Where one or more notices of appeal are filed with the Clerk of The Corporation of the City of North Bay within twenty (20) days after the day that the giving of written notice as required by the Act is completed, setting out the objection to the By-law and the reasons in support of the objection, then this By-law shall not come into force until all appeals have been finally disposed of, whereupon the By-law shall be deemed to have come into force on the day it was passed.

READ A FIRST TIME IN OPEN COUNCIL THE 4TH DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THE 4TH DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 18TH DAY OF JULY 2011.

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MAYOR ALLAN MCDONALD

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CITY CLERK CATHERINE CONRAD

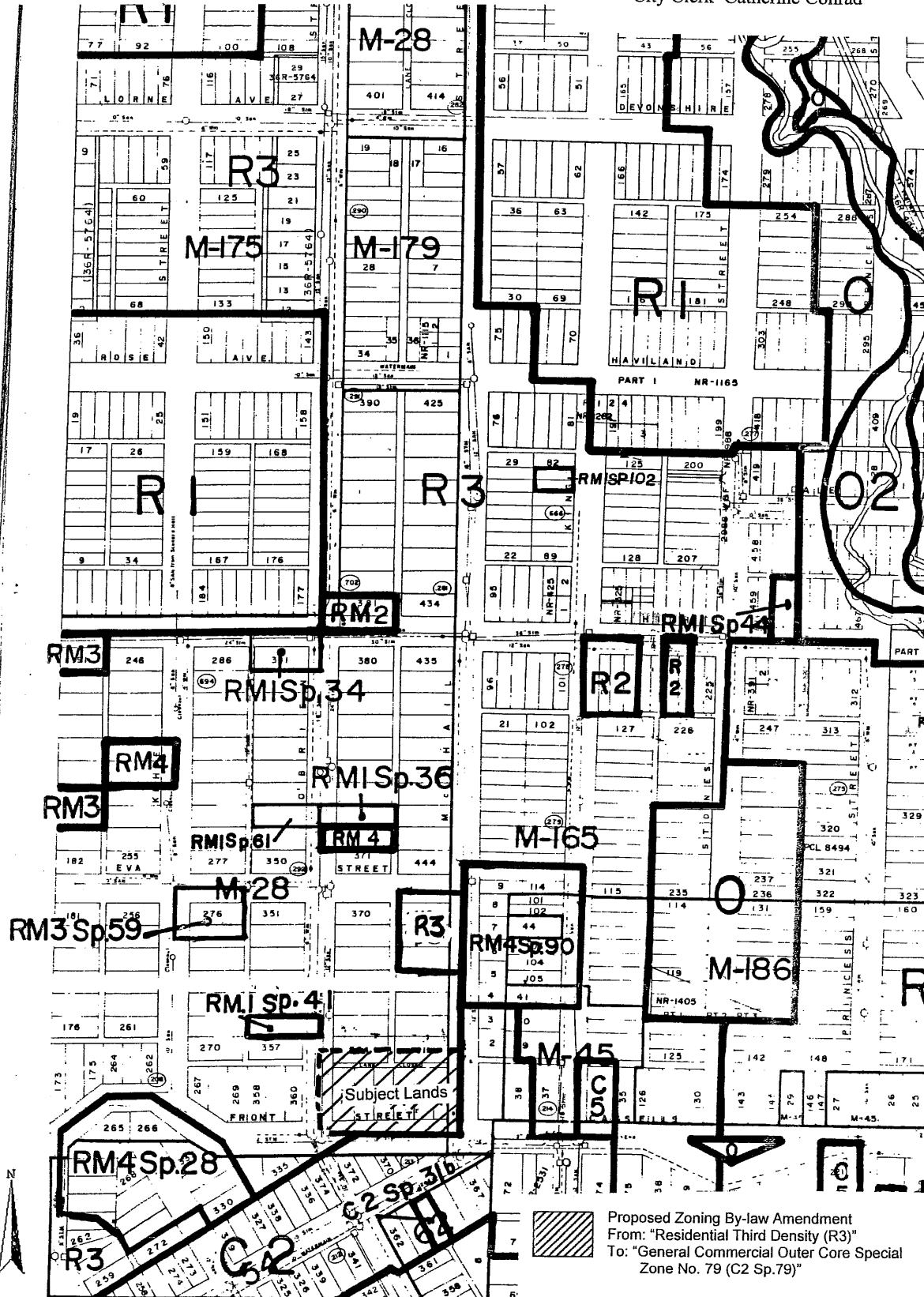
This is Schedule "A"

To By-law No. 2011-138

Passed the \_\_\_ day of \_\_\_\_\_ 2011

Mayor Allan McDonald

City Clerk Catherine Conrad



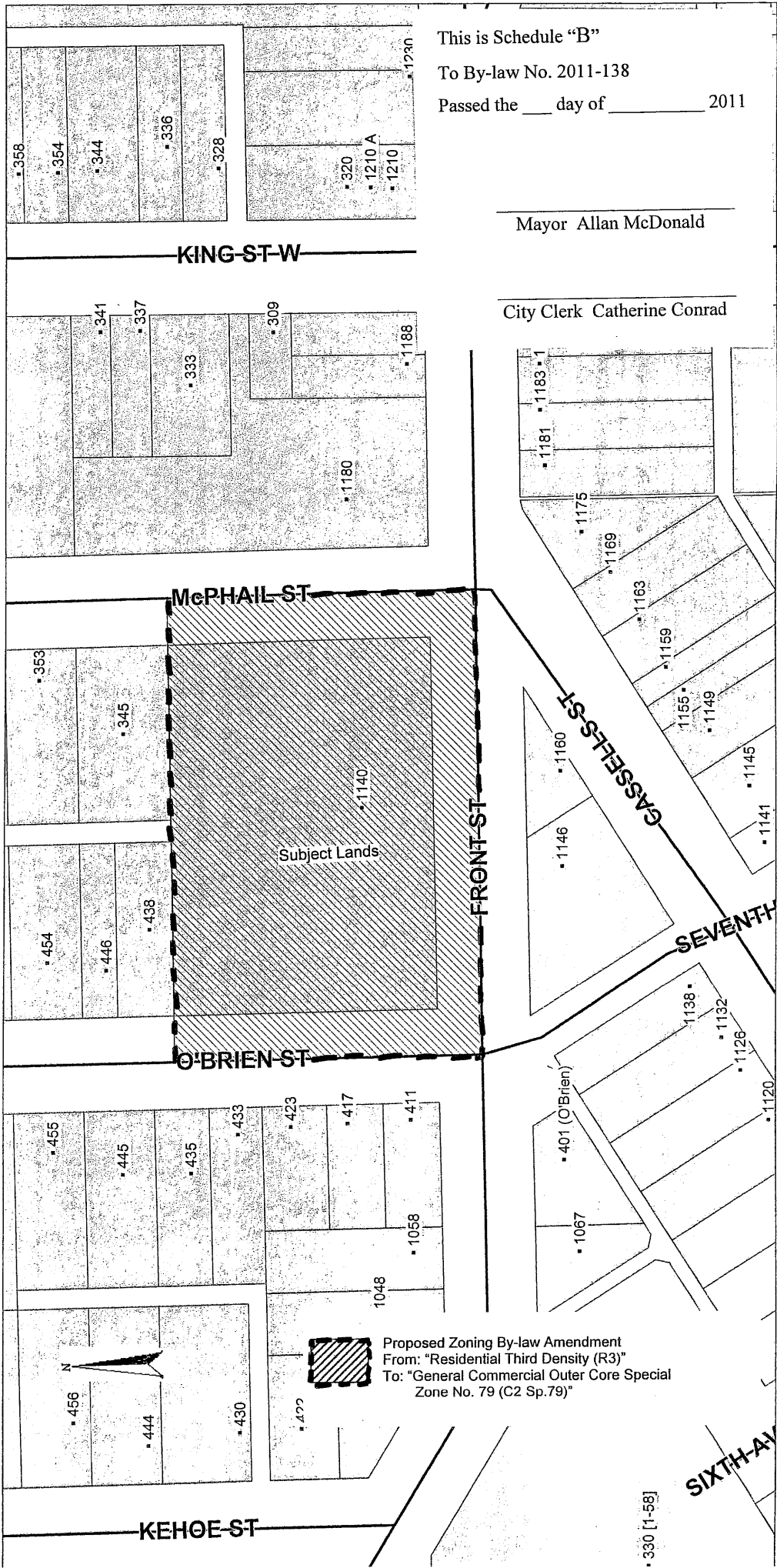
This is Schedule "B"

To By-law No. 2011-138

Passed the \_\_\_ day of \_\_\_\_\_ 2011

Mayor Allan McDonald

City Clerk Catherine Conrad



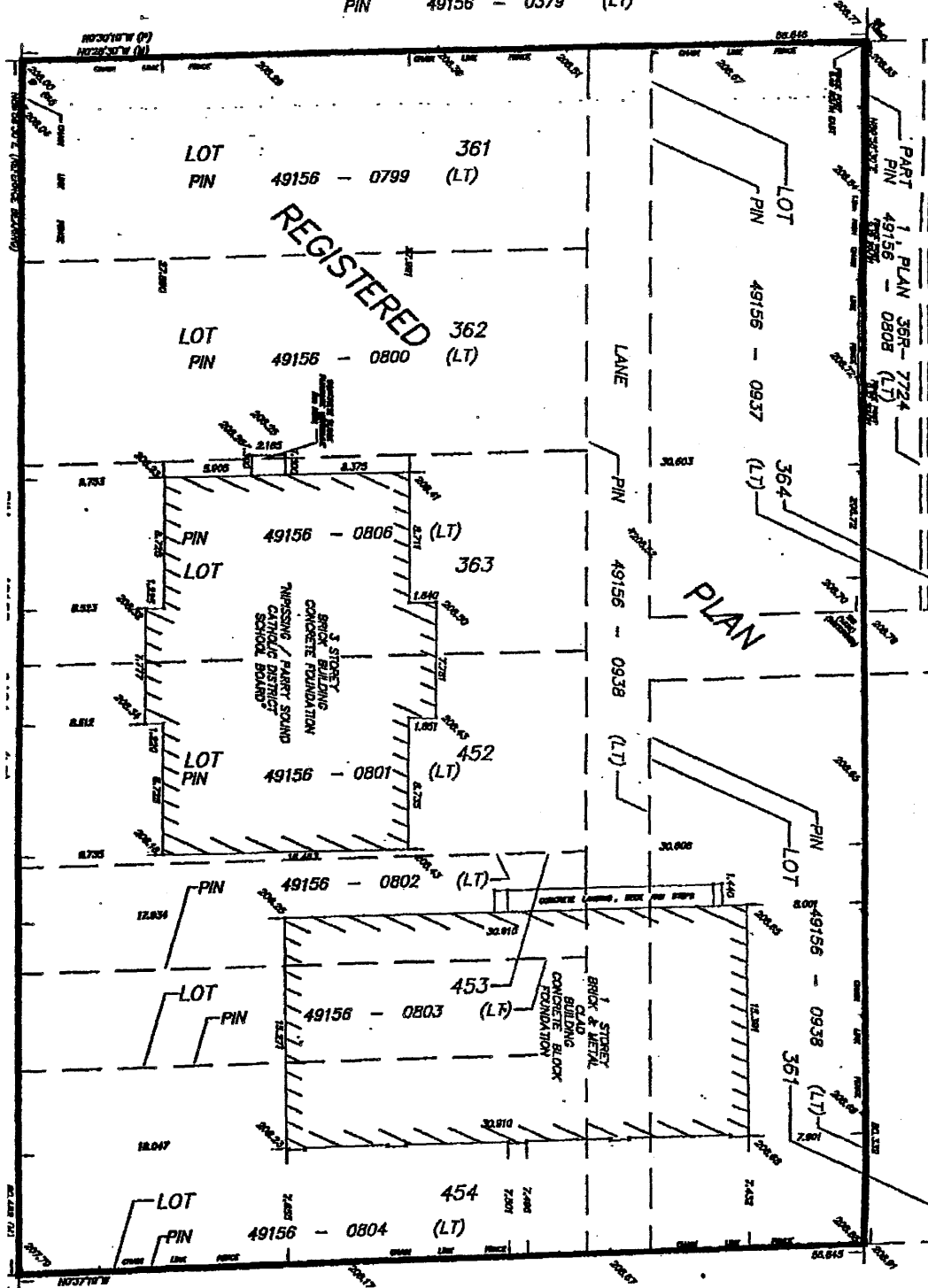
Mayor Allan McDonald

City Clerk Catherine Conrad

O'BRIEN

STREET

REGISTERED PLAN M-28  
PIN 49156 - 0379 (LT)



THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-139

BY-LAW TO DESIGNATE A SITE PLAN CONTROL  
AREA ON CERTAIN LANDS ON FRONT STREET

(NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD – 1140 FRONT STREET)

WHEREAS the Council of The Corporation of the City of North Bay, hereinafter referred to as the "City", deems it desirable to designate a Site Plan Control Area in the City of North Bay pursuant to Section 41 of the Planning Act R.S.O. 1990 as amended;

AND WHEREAS the Council deems it desirable to delegate to the Chief Administrative Officer the authority to enter into an agreement respecting the matters referred to herein;

AND WHEREAS Council intends to pass By-law No. 2011-138 to rezone the subject property to a "General Commercial Outer Core Special Zone No. 79 (C2 Sp. 79)" to permit the continued use of the property as business and professional offices.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:

- 1) That certain parcel of land composed of Plan M-28, Lots 361 to 363, Lots 452 to 454, Parts Lots 364 & 451, Part Lane in the former Township of Widdifield - 1140 Front Street in the City of North Bay, which lands are more particularly described on Schedule "A" attached hereto, is hereby designated as a Site Plan Control Area.
- 2) As a condition approval, all buildings or structures and parking facilities shall be provided and maintained in a location that is satisfactory to the City of North Bay.
- 3) As a condition of approval of buildings and structures referred to in Section 2 hereof, no buildings or structures shall be erected, constructed, or placed on said Site Plan Control Area until the owner of the Site Plan Control Area has entered into an agreement with The Corporation of the City of North Bay respecting the provisions, to the satisfaction of and at no expense to the City of the following matters:
  - a) Parking facilities and access driveways and the surfacing of such areas and driveways;
  - b) Walkways and the surfacing thereof;
  - c) Facilities for lighting, including floodlighting;
  - d) Walls, fences, hedges, trees or shrubs, or other groundcover or facilities for the landscaping of the lands;
  - e) Collection areas and other facilities and enclosures for the storage of garbage and other waste material;
  - f) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;  
and
  - g) Adequate water supply for fire fighting purposes;

- 4) a) The Chief Administrative Officer is hereby authorized to enter into, under Corporate Seal, one or more agreements on behalf of The Corporation of the City of North Bay with the owner of the subject lands herein to ensure the provision of all the facilities mentioned in this By-law, and to impose a fee of \$1,450 upon the owner for preparation.
- b) The said Agreement may be registered against the lands to which it applies and the City may enforce the provisions of the Registry Act or any successor legislation thereto and The Land Titles Act or any successor legislation thereto against any and all subsequent owners of the land.
- 5) a) The said Agreement shall be binding on the owner, its successors, assigns and heirs.
- b) The owner shall authorize the City to exercise the provisions of Section 427 of The Municipal Act, 2001 (S.O. 2001, c.25), as amended or any successor legislation thereto in the event of a breach by the owner of a condition of this agreement.
- 6) This By-law comes into force and effect upon being finally passed.

READ A FIRST TIME IN OPEN COUNCIL THE 4TH DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THE 4TH DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 4TH DAY OF JULY, 2011.

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MAYOR ALLAN MCDONALD

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CITY CLERK CATHERINE CONRAD

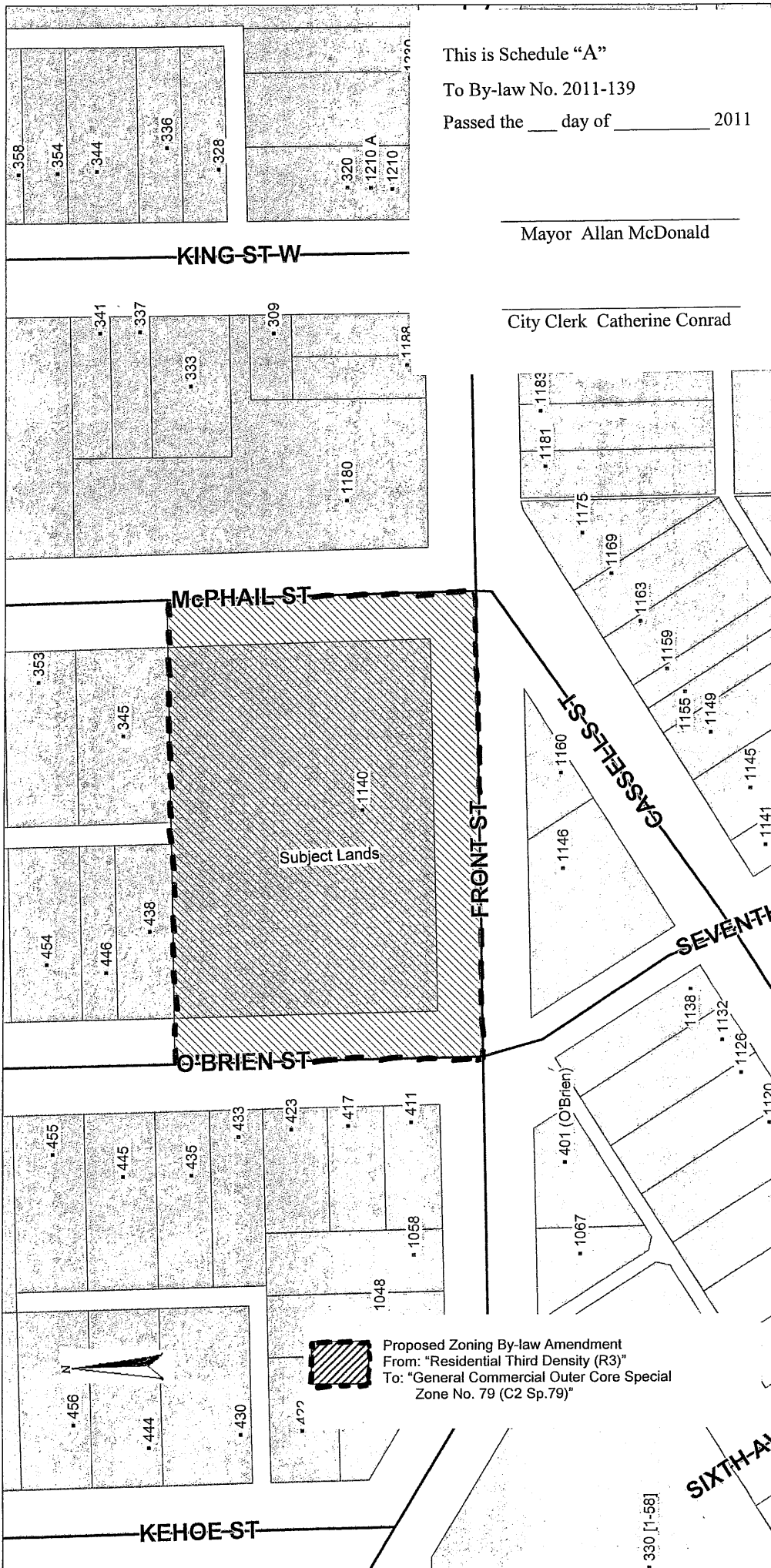
This is Schedule "A"

To By-law No. 2011-139

Passed the \_\_\_ day of \_\_\_\_\_ 2011

Mayor Allan McDonald

City Clerk Catherine Conrad







THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-156

**BEING A BY-LAW TO REGULATE FIRE  
SAFETY PLAN LOCK BOXES**

**WHEREAS** clause 7.1 (1)(a) of the *Fire Protection and Prevention Act, 1997* permits the council of a municipality to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

**AND WHEREAS** the *Fire Code* established under Part IV of the Act sets out requirements for the preparation, approval and implementation of Fire Safety Plans;

**AND WHEREAS**, under the *Fire Code*, Fire Safety Plans are to be kept in a location approved by the Chief Fire Official;

**AND WHEREAS** Subsection 7.1(4) of the *Fire Protection and Prevention Act, 1997* provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section 7.1 are being complied with;

**AND WHEREAS** subsection 6(3) of the *Fire Protection and Prevention Act, 1997* provides that a fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services;

**AND WHEREAS** Council adopted Community Services Committee Report No. 2011-15 at its Regular Meeting held on Monday, June 20, 2011 authorizing the Fire Safety Plan Lock Boxes By-law;

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. **In this By-law:**

- 1.1 "Act" means the *Fire Protection and Prevention Act, 1997*, S.O. C.4 as amended from time to time, or any successor thereof;
- 1.2 "Approved" means approved by the Chief Fire Official in writing, and "Approval" has a corresponding meaning;
- 1.3 "Chief Fire Official" means the Chief of North Bay Fire & Emergency Services, or his or her designate;
- 1.4 "Existing Fire Safety Plan Box" means a fire safety plan box in use prior to the enactment of this By-law;
- 1.5 "Fire Code" means O. Reg. 213/07 made under the Act, as amended from time to time, or any successor thereof;
- 1.6 "North Bay Fire & Emergency Services" means the Fire Department of The Corporation of the City of North Bay, established under Part II, subsection 5 (0.1) of the Act, as amended from time to time, or any successor thereof;
- 1.7 "Fire Safety Plan" means an emergency plan, including drawings, as described in Section 2.8 of Division B of the *Fire Code*, as amended from time to time, or any successor thereof, and approved by the Chief Fire Official;
- 1.8 "Fire Safety Plan Lock Box" means a white metal weather proof box identified with reflective and visible wording, as shown on Schedule "A" to this By-law;

- 1.9 "Hazardous Material" has the same meaning as in the *Occupational Health and Safety Act*;
  - 1.10 "Key Lock Box" means a SUPRA MAX key lock box, as shown on Schedule "A" to this By-law;
  - 1.11 "MSDS Sheet" means an unexpired material safety data sheet containing the information as prescribed under the *Occupational Health and Safety Act*;
  - 1.12 "*Occupational Health and Safety Act*" means the *Occupational Health and Safety Act*, R.S.O. 1990, C. 0.1, and the regulations thereto, as amended from time to time, or any successor thereof;
  - 1.13 "Officer" means the Chief Fire Official, any person employed by the City as a Fire Prevention Officer in North Bay Fire & Emergency Services, any person designated as an assistant to the Fire Marshal, and any other person appointed by City by-law from time to time for the purpose of enforcing this By-law; and
  - 1.14 "Owner" includes the registered owner, tenant, lessee or manager of the premises.
2. This By-law applies to those premises for which a Fire Safety Plan is required under the *Fire Code*, as specified in Schedule "B" to this By-law.
  3. The Chief Fire Official shall be responsible for the administration of this By-law.
  4.
    - 4.1 Any Officer may enter upon lands and into structures identified in Schedule "B" hereto at any reasonable time for the purposes of inspecting to determine whether this By-law is being complied with, and may for that purpose:
      - (a) access the Fire Safety Plan Lock Box or Approved Fire Safety Plan Box and inspect the box and its contents;
      - (b) require the production for inspection of documents or things relevant to the inspection;
      - (c) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
      - (d) require information from any person concerning a matter related to the inspection; and
      - (e) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
    - 4.2 In addition to and without limiting any other provision of this By-law, every Owner shall, upon request, provide an Officer with access to the Fire Safety Plan Lock Box or Approved Fire Safety Plan Box, and its contents, without delay, for purposes of an inspection to determine whether this By-law is being complied with.
5. **Fire Safety Plan Lock Box**

Every Owner of a premise to which this By-law applies shall install and maintain on the premise:

    - 5.1 A Fire Safety Plan Lock Box, along with a Key Lock Box; or
    - 5.2 A Fire Safety Plan Lock Box with a padlock which can be cut to gain access to the material within:

**6. Exception for Approved Existing Fire Safety Plan Boxes**

- 6.1 Notwithstanding section 5, the Owner may maintain an Approved Existing Fire Safety Plan Box.
- 6.2 Any Approval of an Existing Fire Safety Plan Box may contain conditions relating to the location and condition of the box, which may, if the Chief Fire Official determines appropriate, vary from the requirements of this By-law.
- 6.3 An Approval of an Existing Fire Safety Plan Box may be revoked by the Chief Fire Official by notice in writing to the Owner if, in his or her opinion, the Owner fails to comply with any of the conditions noted thereof.
- 6.4 If an Approval is revoked by the Chief Fire Official pursuant to subsection 6(3), the Owner will, as of the date of revocation, be required to comply with the requirements of section 5.
- 6.5 An Approval of an existing Fire Safety Plan Box shall not relieve the Owner from complying with any other provision of this By-law, except as may be specifically stated in any condition of the Approval.

**7. Location**

- 7.1 Every Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box is:
  - (a) Surface mounted within three meters of the main entrance of the premises at a height between 1.5 meters to 1.8 meters above ground; and
  - (b) Securely mounted to an exterior wall of the premises, or in another area approved in writing by the Chief Fire Official.
- 7.2 Every Owner shall ensure that, where a Key Lock Box is provided as required by subsection 5 (1) of this By-law, such box:
  - (a) Is, at all times, designed to allow access using the standard key held by North Bay Fire & Emergency Services.
  - (b) Is located within 0.3 meters of the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, or in another area approved in writing by the Chief Fire Official; and
  - (c) Contains a functioning key to the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, along with functioning master to the remainder of the building.

**8. Contents**

- 8.1 Every Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box at all times:
  - (a) Contains a true copy of the Fire Safety Plan(s) for the premises;
  - (b) Contains a true copy of all MSDS sheets required from time to time by the *Occupational Health and Safety Act* to be obtained or prepared in respect of hazardous Materials, or information where they are located on the premises;
  - (c) Contains a true copy of all other information as may be required from time to time to be provided to the Fire Department pursuant to the *Occupational Health and Safety Act*;

- (d) Contains an open replacement padlock capable of locking the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, if no Key Lock Box is provided; and
  - (e) Except as may be required by law from time to time, the Owner shall ensure that the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box contains only those documents required or permitted to be contained therein pursuant to this By-law.
- 8.2 An Owner may, with the consent of the Chief Fire Official, include in any Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, any information which is not required by this By-law to be contained therein, but which is relevant for fire prevention or fire safety purposes, including, where the consent of the affected person(s) has been obtained, any personal information relating to persons requiring assistance during a fire.
- 8.3 Every Owner shall ensure that the Fire Safety Plan Lock Box is a minimum of 13 " H x 13 " W x 4 " D and is at all times of sufficient size to hold all the contents required by this By-law.
- 8.4 Where there is an approved Existing Fire Safety Plan Box, every Owner shall ensure that such box is of sufficient size to hold all of the contents required by this By-law from time to time, and if the box is not of sufficient size at any time, this it is replaced with a Fire Safety Plan Lock Box meeting the requirements of this By-law.
9. **Conditions and Access**
- 9.1 The Owner shall maintain the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, as the case may be, in good repair at all times.
- 9.2 The Owner shall ensure that he or she at all times maintains and has access to a functioning key to the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box, to allow the information located within such box to be kept current.
- 9.3 The Owner shall ensure that:
- (a) All information in the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box is reviewed and updated at a minimum:
    - (i) every twelve (12) months, or
    - (ii) where reviews or updates are required pursuant to any statute or regulation, in accordance with the applicable statutory or regulatory requirements; and
  - (b) in addition to clause (a), the Fire Safety Plan Lock Box or Approved Existing Fire Safety Plan Box at all times contains the most up-to- date version of all documents.
10. The Owner shall ensure that, when responding to a call for assistance or alarm, North Bay Fire & Emergency Services is at all times permitted access to the Fire Safety Plan Lock Box or approved Existing Fire Safety Plan Box, and for this purpose, North Bay Fire & Emergency Services may use any means available to obtain access to or open same.
11. The Owner shall ensure that the Fire Safety Plan Lock Box or approved Existing Fire Safety Plan Box is kept locked at all times except where the North Bay Fire & Emergency Services requires access pursuant to this By-law, or for the purposes of updating the contents of such box.

12. **Tampering**

- 12.1 No person shall tamper or interfere with a Fire Safety Plan Lock Box, a Key Lock Box or an Approved Existing Fire Safety Plan Box, including without limitation, any tampering or interference that results in access to the North Bay Fire & Emergency Services being denied, or that results in contents required under this By-law being removed, or the security of the box being compromised.
- 12.2 No person shall use the contents of a Fire Safety Plan Lock Box, a Key Lock Box or an Approved Existing Fire Safety Plan Box for any purpose other than fire prevention or fire safety.

13. **Other Legislation**

This By-law shall be in addition to, and shall not detract from, the requirements of any other statute, regulation or by-law in effect from time to time.

14. **Offence**

Every person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and on conviction is liable to the penalty under applicable law.

15. **Effective Date**

This By-law shall come into force and effect on January 1, 2012.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

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FIRE SAFETY PLAN LOCK BOX



For the purposes of Section 2 of this By-law, the premises to which this By-law applies are those containing any of the following occupancies, as defined in the *Fire Code*:

1. Assembly occupancies;
2. Residential occupancies where the occupant load exceeds 10;
3. Business and personal service where the occupant load exceeds 300;
4. Mercantile occupancies where an occupant load exceeds 300;
5. High hazard industrial occupancies where the occupant load exceeds 25;
6. Medium hazard industrial occupancies where the occupant load exceeds 100;  
and
7. Low hazard industrial occupancies where the occupant load exceeds 300.

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-157**

**BEING A BY-LAW TO AMEND BY-LAW 2007-07  
(A BY-LAW TO REGULATE THE  
ADMINISTRATION OF BUILDING PERMITS)**

**WHEREAS** the Council passed Resolution 2011-454 at its Meeting held Monday, June 20, 2011, authorizing an amendment to the Schedule for enforcement officers.

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. Schedule "E" to By-law No. 2007-07 is hereby deleted and the attached Schedule "E" inserted in lieu thereof.
2. This By-law shall come into force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

*AK*

\_\_\_\_\_  
MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD



THIS IS SCHEDULE "E" TO BY-LAW NO. 2011-157 OF THE CORPORATION OF THE CITY OF NORTH BAY

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1. That the following persons be, and they are hereby appointed as enforcement officers under the *Building Code Act*, the *Property Standards & Vital Services By-law 1999-06*, and the *Provincial Offences Act*:

Shawn Killins: Chief Building Official, Building Inspector, Provincial Offences Officer, Property Standards Officer.

Danny Rodgers: Chief Plans Examiner, Building Inspector, Provincial Offences Officer, Property Standards Officer.

Doug Braund: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Rikki Parrish: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Marianne Speirs: Building Inspector, Provincial Offences Officer, Property Standards Officer.

Carly Sherritt: Building Inspector, Provincial Offences Officer, Property Standards Officer.

2. That the following persons be, and they are hereby appointed as Municipal Law Enforcement Officers under the *Police Services Act*:

Shawn Killins is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Building Official.

Danny Rodgers is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Plans Examiner.

Doug Braund is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Rikki Parrish is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.

Marianne Speirs is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as she continues to be employed by the City of North Bay in the capacity of Building Inspector.

Carly Sherritt is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as she continues to be employed by the City of North Bay in the capacity of Building Inspector.

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-158**

**A BY-LAW TO APPOINT MUNICIPAL LAW ENFORCEMENT OFFICERS  
AS AUTHORIZED UNDER THE PROVISIONS OF THE *POLICE SERVICES ACT***

**WHEREAS** pursuant to section 15 of the *Police Services Act*, the Council may appoint one or more persons to enforce the by-laws of the municipality, who shall be peace officers for the purpose of enforcing the by-laws of the municipality;

**AND WHEREAS** it is deemed desirable to vest the building inspectors with the authority and legislative protection of peace officers for such purpose;

**AND WHEREAS** by Resolution No. 2011-455 passed at its Regular Meeting held on Monday, June 20, 2011, Council authorized the appointment of Municipal Law Enforcement Officers.

**NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS THE FOLLOWING:**

1. Shawn Killins is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Building Official.
2. Danny Rodgers is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Chief Plans Examiner.
3. Doug Braund is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.
4. Rikki Parrish is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as she continues to be employed by the City of North Bay in the capacity of Building Inspector.
5. Carly Sherritt is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.
6. Marianne Speirs is hereby appointed as a Municipal Law Enforcement Officer to enforce the by-laws of the City of North Bay for so long as he continues to be employed by the City of North Bay in the capacity of Building Inspector.
7. By-law No. 2004-188 is hereby repealed.
8. This By-Law shall come into force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

*Act.*

\_\_\_\_\_  
MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-162**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF  
AN AGREEMENT WITH PIONEER CONSTRUCTION INC.  
RELATING TO THE SUPPLY OF AGGREGATE  
MATERIALS**

**WHEREAS** the Agreement with Pioneer Construction Inc. for the supply of aggregate materials was approved by Resolution No. 2011-430 passed by Council on the 6<sup>th</sup> day of June, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into an Agreement dated the 4<sup>th</sup> day of July, 2011 with Pioneer Construction Inc. relating to the supply of aggregate materials.
  
2. That the Mayor and Clerk of The Corporation of the City of North Bay are hereby authorized to execute that certain Agreement between The Corporation of the City of North Bay and Pioneer Construction Inc. and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-164**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION  
OF AN AGREEMENT WITH PIONEER  
CONSTRUCTION INC. RELATING TO THE 2011  
ASPHALT RESURFACING PROGRAM**

**WHEREAS** the Agreement with Pioneer Construction Inc. for the 2011 Asphalt Resurfacing Program was approved by Resolution No. 2011-390 passed by Council on the 24<sup>th</sup> day of May, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into an Agreement dated the 3<sup>rd</sup> day of June, 2011 with Pioneer Construction Inc. relating to the 2011 Asphalt Resurfacing Program.
2. That the Mayor and Clerk of The Corporation of the City of North Bay are hereby authorized to execute that certain Agreement between The Corporation of the City of North Bay and Pioneer Construction Inc. and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-165**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION  
OF AN AGREEMENT WITH 2212880 ONTARIO  
LIMITED RELATING TO SLUDGE HAULING TO THE  
MERRICK LANDFILL SITE**

**WHEREAS** the Agreement with 2212880 Ontario Limited for sludge hauling to the Merrick Landfill Site was approved by Resolution No. 2011-465 passed by Council on the 20<sup>th</sup> day of June, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into an Agreement dated the 29<sup>th</sup> day of June, 2011 with 2212880 Ontario Limited relating to sludge hauling to the Merrick Landfill Site.
2. That the Mayor and Clerk of The Corporation of the City of North Bay are hereby authorized to execute that certain Agreement between The Corporation of the City of North Bay and 2212880 Ontario Limited and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

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MAYOR ALLAN McDONALD

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CITY CLERK CATHERINE CONRAD

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2011-166**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION  
OF AN AGREEMENT WITH 2212880 ONTARIO  
LIMITED RELATING TO LANDSCAPING SERVICES**

**WHEREAS** the Agreement with 2212880 Ontario Limited for Landscaping Services was approved by Resolution No. 2011-464 passed by Council on the 20<sup>th</sup> day of June, 2011;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY HEREBY ENACTS AS FOLLOWS:**

1. That The Corporation of the City of North Bay enter into an Agreement dated the 29<sup>th</sup> day of June, 2011 with 2212880 Ontario Limited relating to Landscaping Services.
2. That the Mayor and Clerk of The Corporation of the City of North Bay are hereby authorized to execute that certain Agreement between The Corporation of the City of North Bay and 2212880 Ontario Limited and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 4<sup>TH</sup> DAY OF JULY, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 4<sup>TH</sup> DAY OF JULY, 2011.

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MAYOR ALLAN McDONALD

\_\_\_\_\_  
CITY CLERK CATHERINE CONRAD

# MOTION

North Bay, Ontario July 4, 2011

**Subject:** Election Campaign Signs

**File No.** \_\_\_\_\_

**Res. No.** 2011-\_\_\_\_\_

**Moved by Councillor:** VAILLANCOURT

**Seconded by Councillor:** CHIRICO

That staff be directed to prepare a report for Council's consideration restricting election campaign signs on any municipal property.

Carried

Carried as amended

Lost

Conflict \_\_\_\_\_ Endorsement of Chair \_\_\_\_\_  
\_\_\_\_\_

Record of Vote (*Upon Request of Councillor* \_\_\_\_\_)

Yeas		Nays	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Clerk \_\_\_\_\_

# MOTION

North Bay, Ontario July 4, 2011

**Subject:** Ontario Northland Transportation Commission - Go Transit Refurbishment Program

**File No.** \_\_\_\_\_ **Res. No.** 2011-\_\_\_\_\_

**Moved by Councillor:** Mendicino \_\_\_\_\_

**Seconded by Councillor:** Chirico \_\_\_\_\_

WHEREAS the Ontario Northland Transportation Commission has been the critical north south link in Northeastern Ontario for over 100 years; and

WHEREAS the Ontario Northland has been both a principal economic engine for Northern Ontario and the only land access for remote Northern communities; and

WHEREAS the Ontario Northland is attempting to strategically diversify its business in a prudent manner in order to ensure its future viability while offering much needed services to Northeastern Ontario; and

WHEREAS the Ontario Northland supports many northern communities with both services and stable employment opportunities; and

WHEREAS the Ontario Northland is currently completing a very successful refurbishment program on GO TRANSIT coaches and has been publicly acknowledged for the quality of workmanship and adherence to budget; and

WHEREAS both the Ontario Northland and Metrolinx are agencies of the Province of Ontario; and

WHEREAS Metrolinx has recently announced the award of a contract for additional coach refurbishment to a firm outside Ontario based solely on a low tender price with no consideration to the NET FINANCIAL BENEFIT to the Province of Ontario nor consideration to the economic impact to the affected communities in Northern Ontario; and

WHEREAS it appears this decision will result in a net negative impact of in excess of 6 million dollars to the Province of Ontario and yet to be quantified significant negative impact to those communities served by the Ontario Northland; and

WHEREAS the Province of Ontario has recently released a Growth Plan for Northern Ontario, which has been in the development stages for several years; and

WHEREAS despite requests from municipal representatives, the final Northern Growth Plan has not recognized the importance of the Ontario Northland Transportation Commission to the present and future economic success of Northern Ontario.

THEREFORE, BE IT RESOLVED THAT the City of North Bay requests that the Metrolinx award to an out-of-Province firm be immediately suspended pending a review of the option that would provide the best NET VALUE to North Bay, the Region, all of Northern Ontario and ultimately the taxpayers of Ontario;



# MOTION

AND FURTHER THAT Ontario Northland be identified and supported by the Province in its Northern Growth Plan as a key component in the transportation network required to grow and sustain the economy in Northern Ontario;

AND FURTHER THAT a copy of this resolution be sent to all affected Northern Ontario communities and MPPs; the Federation of Northern Ontario Municipalities; Premier Dalton McGuinty; Hon. Michael Gravelle, Minister of Northern Development, Mines and Forestry; Hon. Monique Smith, MPP Nipissing; Hon. Kathleen Wynn, Minister of Transportation; Leader of the Official Opposition; and Leader of all other Provincial parties seeking their support.

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Carried

Carried as amended

Lost

Conflict \_\_\_\_\_ Endorsement of Chair \_\_\_\_\_  
\_\_\_\_\_

Record of Vote (*Upon Request of Councillor* \_\_\_\_\_)

Yeas		Nays	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Clerk \_\_\_\_\_