



Committee Agenda

Committee Meeting of Council
March 14, 2011
at 7:00 p.m.

COMMUNITY SERVICES COMMITTEE

Monday, March 14, 2011

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Chairperson: Councillor Lawlor
Vice-Chair: Councillor Mendicino
Member: Councillor Vaillancourt
Ex-Officio: Mayor McDonald

- CS-2001-35 Rezoning applications by Consolidated Homes Ltd. – Golf Club Road (D14/2001/CHLTD/GOLFCLUB).
- CS-2003-37 Condominium application by Rick Miller on behalf of New Era Homes Ltd. - McKeown Avenue (D07/2003/NEHL/ MCKEOWN).
- CS-2004-29 Rezoning and Plan of Subdivision applications by Rick Miller on behalf of Grand Sierra Investments Ltd. - Sage Road (D12/D14/2003/GSIL/ SAGERD).
- CS-2010-10 Amendment to User Fee By-Law for variance to Sign By-Law (C00/2009/ BYLAW/SIGNAGE).
- CS-2010-24 Report from S. McArthur dated September 14, 2010 re Municipal Heritage Committee - Annual Award Proposal (R01/2010/ NBMHC/GENERAL).
- **CS-2010-27 Report from S. McArthur dated November 26, 2010 re 2010 Municipal Heritage Committee Annual Report (R01/2010/ NBMHC/GENERAL).**
- CS-2011-02 Report from M.B. Burke dated January 6, 2011 re Fire Safety Plan Lock Boxes By-Law (C00/2011/BYLAW/LOCKBOX).
- CS-2011-04 Motion moved by Councillor Mayne on January 24, 2011 re Designated Off-Leash Dog Area (R00/2011/PARKS/DOGPARK).
- CS-2011-06 Rezoning application by Goodridge Planning & Surveying on behalf of Carlo Guido & Tim Falconi - 228 & 232 Francis Avenue (D14/2011/GUIFA/FRANCIS).
- CS-2011-07 Rezoning and Plan of Subdivision applications by Miller & Urso Surveying Inc. on behalf of 2221864 Ontario Inc. - 482 Lakeshore Drive (D14/S12/2011/22218/KARLALOV).
- **CS-2011-08 Report from M.B. Burke / B. Hillier dated February 28, 2011 re Rental Housing Licensing By-Law (C00/2011/BYLAW/ RENTHOUS).**

CS-2010-27

Draft recommendation:

- "That a) the Municipal Heritage Committee be thanked for their work; and
b) the 2010 Municipal Heritage Committee Annual Report be noted and filed."

City of North Bay

Report to Council

Report: CSBU 2010 – 110

Date: November 26, 2010

Originator: Steve McArthur, Secretary-Treasurer – Municipal Heritage Committee

Subject: 2010 Municipal Heritage Committee (MHC) Annual Report

RECOMMENDATION

That the 2010 Municipal Heritage Committee Annual Report be received and referred to Committee.

BACKGROUND

Attached, is the Annual Report of the Municipal Heritage Committee (MHC). The Annual Report was adopted by the Municipal Heritage Committee at their regular meeting held on November 25th, 2010 and describes the activities of the Committee over the past year.

Through the commitment of the Municipal Heritage Committee volunteers towards the preservation and enhancement of heritage buildings and sites, we have been able to accomplish a great number of tasks over the past year. The MHC has evaluated several properties this past year and facilitated the installation of Heritage Site Plaques at five (5) sites in 2010.

Some of this work has provided a foundation to continue education efforts, including the updating of a detailed list and further research regarding evaluated heritage buildings and sites and the on-going preservation and enhancement of heritage in our community.

Respectfully submitted,



Steve McArthur, Secretary-Treasurer
Municipal Heritage Committee



Beverley Hillier
Manager, Planning Services

SM/dlb

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attach.

We concur with this report and recommendations.



Jerry D. Knox
Managing Director, Community Services

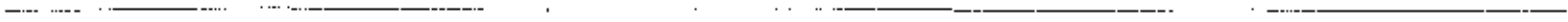


David G. Linkie
Chief Administrative Officer

Personnel designated for continuance: Secretary-Treasurer, Municipal Heritage Committee

**THE CITY OF NORTH BAY
MUNICIPAL HERITAGE COMMITTEE (MHC)**

2010 ANNUAL REPORT



**CITY OF NORTH BAY
MUNICIPAL HERITAGE COMMITTEE (MHC)**

2010 ANNUAL REPORT

a) **INTRODUCTION**

This report to City Council is submitted pursuant to Clause 6(g) of By-law No. 38-96, as amended, of The Corporation of the City of North Bay (The MHC By-law).

b) **BACKGROUND**

This report reflects activities undertaken by the North Bay MHC during 2010 and plans for 2011.

c) **SUMMARY OF ACTIVITIES – YEAR 2010**

a) **Committee Membership – 2010**

Mr. Peter Handley, Chair (Community Representative)
Mr. Andrew Bruce-Payne (North Bay Society of Architects)
Mrs. Jennifer Bueil (North Bay Museum)
Mr. Dale Barker (Community Representative)
Dr. Robin Gendron (Community Representative)
Mrs. Amy Bennett (Community Representative)
Councillor Judy Koziol (City Council Representative)
Ex-officio: Mr. Paul Walker (North Bay and Area Public Library)
Ex-officio: Ms. Caroline Loiselle (Ministry of Citizenship and Culture)
Staff: Mr. Peter Carello, Secretary-Treasurer (Senior Planner)
Mr. Steve McArthur, Secretary-Treasurer (Senior Planner)

Due to re-organization within the Planning Services Department, Steve McArthur (Senior Policy Planner) took over the Secretary-Treasurer role from Peter Carello (Senior Planner – Current Operations) in April of 2010.

Mrs. Jennifer Bueil was hired by Nipissing University in May of 2010. Jennifer continued on the MHC for the remainder of the year and the Committee has been in contact with the new Executive Director of the Museum (Lindsey Voisin) and is looking forward to her representation on the MHC in 2011.

b) **Meetings of the Committee**

A total of ten (10) meetings of the Committee were held during 2010. Meetings generally take place on the third Thursday of the month during business hours at North Bay City Hall.

c) **Year 2010 Property Evaluations**

The Committee continued its examination of properties with potential heritage significance in 2010. As part of this program, the Committee performed evaluations of the Gateway Arch, Stanley Street Bridge, Ethel Street Sand Dunes, Cornack Block and the John Bourke home.

d) Plaque Presentations and Installation

The Committee worked with the Public Works department to have a glass plaque installed at the Gateway Arch. A media event was held on-site on September 9th, 2010 with Mayor Vic Fedeli and several Councilors in attendance. Representatives from the Associated Canadian Travelers, or A.C.T., were also in attendance as they were the organization responsible for the donation of the Gateway Arch a century ago. The event resulted in some positive press coverage for the Municipal Heritage Committee. A.C.T. representatives stated that they were pleased with the event and the recognition from the Committee.

e) Heritage Site Plaque Recognition Program

In 2008, the Committee began to examine the possibility and feasibility of developing a "Heritage Site Recognition Program". This program would be consistent with Section 6 D) of By-Law No. 38-96, which states that the MHC is "to implement programs and activities to increase public awareness and knowledge of heritage conservation issues". The proposed program would not only highlight sites of historic interest in the City, it would also fit in with any planned historic walking tours of the City. Council authorized this program as part of the 2009 budget.

In partnership with the Parks, Recreation & Leisure Services Department, the Heritage Committee installed five (5) Heritage Site Plaques in 2010. The MHC worked with TWG Communications to design the plaques. They are visually appealing and informative, capturing the story, through text and photographs of buildings and sites that once existed in the chosen locations.

The five (5) sites recognized by the installation of these Heritage Site Plaques included the former Town Hall site at McIntyre & Ferguson Streets, the North Bay Courthouse, the former Royal Theatre and Opera House on Main Street West, the CPR Rail Yards and site of the former Ferguson Building at Main & Fraser Streets.

Design and content for each of the signs had been approved by the property owners and permission for the installation of each plaque was granted. The official unveilings occurred on Thursday, July 15th at the Ferguson Block Parkette (corner of Fraser and Main Streets). Local media, staff from TWG Communications and property owners/operators were invited. MHC members and City Councilors made short speeches to mark the occasion.

A Heritage Site walking tour was established and maps were created by the Information Technology and Parks, Recreation & Leisure Services Departments. These maps were distributed to the Museum, Library, Chamber of Commerce and the Downtown Improvement Area office and were made available online for download from the City of North Bay's website.

This program has been very successful and will be expanded upon in 2011.

f) Operating Budget

The 2010 operating budget was \$2,600. Spending to date has totaled \$1,425.69.



g) Participation in Community Heritage Ontario (CHO)

The North Bay MHC is a member of this province-wide organization which provides information and advice to heritage groups. CHO's mission is to "be an advocate for heritage in Ontario, to encourage the development of municipally-appointed heritage advisory committees and to further the identification, preservation, interpretation and wise use of community heritage locally, provincially and nationally."

h) 2010 Summary of Activities

1. Developed, designed and installed five (5) heritage site plaques commemorating former buildings and sites with local heritage significance.
2. Worked with the Parks, Recreation & Leisure Services Department to establish a Heritage Walking Tour.
3. Completed the evaluation and preparation of a report and recommendation regarding the Stanley Street bridge.
4. Prepared a report and recommendation regarding the Ethel Street Sand Dunes.
5. Completed the evaluation and glass plaque installation at the Gateway Arch.
6. Completed the evaluation and presentation of a Level II certificate to Cecil's Eatery & Beer Society.
7. Toured the Nipissing Junction railway site with Mr. Deryk Hagar and provided a letter of support regarding his initiative to have the site Provincially recognized.
8. Toured and evaluated the Cormack Block at 150 to 168 Main Street West.
9. Toured and evaluated the John Bourke home at 663 McIntyre Street West.
10. Passed a resolution to establish an Annual Heritage Advocacy Award.
11. Produced and distributed a newsletter in October 2010.

k) 2011 Work Program

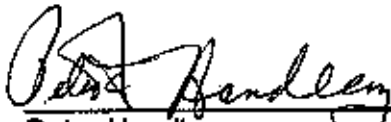
The Committee and staff are preparing a formal work program for 2011. This program may include, but not be limited to, the following:

1. The identification of worthy additional buildings, sites and structures for evaluation and re-evaluation.
2. Continue work with Parks, Recreation & Leisure Services staff to install signage at properties with identified heritage significance.
3. Install three (3) new Heritage Site Plaques at the Old Post Office site, the Mackey House site and the Manitou Islands.
4. Update the MHC Illustrative Guide.
5. Participate in Heritage Awareness Week.
6. Produce a heritage newsletter next fall, with an enhanced distribution, both electronically and hard copy.
7. Continue to receive appropriate heritage training, when available and applicable.



8. Participate in applicable heritage recognition programs.
9. Review of the available Provincial and Federal financial assistance programs in conjunction with the GAP Officer/Development Planner.
10. Review of planning applications from a heritage perspective.
11. Work with Parks, Recreation & Leisure Services Department, @Discovery North Bay (North Bay Museum) and the Downtown Improvement Area to expand the heritage walking tour in the downtown core.
12. Establish an annual Heritage Advocacy Award and present the award during Heritage Awareness Week or at an appropriate time.

Respectfully submitted,



Peter Handley
Chair, Municipal Heritage Committee

PC/SM/dlb

CS-2011-08

No draft recommendation.

City of North Bay

Report to Council

Report No: CSBU 2011 - 36

Date: February 28, 2011

Originator: Michael B. Burke, City Solicitor
Beverley Hillier, Manager, Planning Services

Subject: Rental Housing Licensing By-law

RECOMMENDATION

1. That City Council receive Report to Council CSBU 2011- 36 for information purposes; and
 2. That Staff prepare a supplemental report and final By-law for Council's consideration subsequent to public consultation as outlined in to Report to Council CSBU 2011 – 36.
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BACKGROUND

The City of North Bay has recognized a need within the community to deal with various rental housing issues occurring within the City of North Bay. This comes from a variety of complaints that have been received over many years regarding conflict around, and resolutions to, students and non-student issues in residential neighbourhoods in the City.

Complaints regarding rental housing generally are with respect to neighbourhood nuisance issues such as property standards, noise, parking, waste management, and life safety issues such as the number of tenants, use of rental units and construction within rental units without a permit.

As a result of the complaints received, the City has had preliminary consultation with Nipissing University, Canadore College, staff, students, local residents and landlords. These meetings have set the stage for the development and implementation of a Rental Housing Licensing By-law which will license rental housing within the area shown on Schedule B. Staff has prepared a Draft Rental Housing Licensing By-law (attached as Schedule A).

In summary the By-law will:

- limit the number of tenants per rental unit to four (4);
- apply to single detached, semi-detached and duplex dwelling units;
- will not apply to owner occupied rental units where no more than two (2) bedrooms are rented to tenants;
- as part of the license renewal process annual inspections will be required to ensure the rental units comply with the Ontario Building Code, the Ontario Fire Code, the City's Property Standards By-law, the City's Zoning By-law, the City's Waste Management By-law and the Electrical Safety Code;
- require landlords/owners of rental properties to acquire and renew their license on a yearly basis
- impose an annual licensing fee of \$300 plus an initial ESA inspection fee; and
- be presented for Council consideration by May 2, 2011 and proposed to be effective on September 1, 2011.

City Staff has done a significant amount of research regarding rental housing issues within other communities. We recognize the need for rental accommodation within the community and have attempted to develop a Rental Housing Licensing By-law that would license rental units, help to ensure safe living accommodations and also balance the character, enjoyment and amenities of existing residential neighbourhoods.

With the completion of the Draft By-law, Staff will be conducting consultation with Nipissing University, Canadore College, local residents and landlords in March 2011. Through this consultation Staff will receive input and comments on the Draft By-law. The By-law will be revised and brought back for Council's consideration together with a supplemental report outlining the comments received. In addition to consultation with stakeholders, a public meeting will be held in front of Council for broad community input on 20 days notice in mid-April 2011. It is anticipated the By-law would be passed by City Council on May 3, 2011 and come in to effect on September 1, 2011. Fire, Building and Planning Services will start conducting inspections in May 2011 for licenses to be issued under the By-law.

OPTIONS ANALYSIS

Option 1:

Do not proceed with the Draft Rental Housing Licensing By-law or associated public consultation.

Option 2:

Consult with the public regarding the Draft Rental Housing Licensing By-law and report back to Council.

RECOMMENDED OPTION

Option 2 is the recommended option.

The Draft Rental Housing Licensing By-law will attempt to regulate rental housing within the area shown on Schedule B. This is being completed based on concerns raised from local residents, landlords, Nipissing University and Canadore College.

Respectfully submitted,



Michael B. Burke
City Solicitor

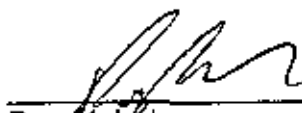


Beverley Hillier, MCIP, RPP
Manager, Planning Services

MBB/BH/dlb

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Ron Melnyk
By-law Enforcement Coordinator



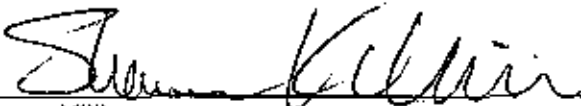
Elizabeth Courville, ACST
Zoning Administrator



Catherine Conrad
City Clerk

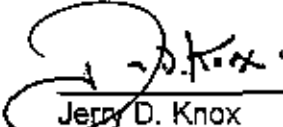


for Grant Love
Fire Chief



Shawn Killins
Chief Building Official

We concur in this report and recommendation.



Jerry D. Knox
Managing Director, Community Services



David G. Linkie
Chief Administrative Officer

Personnel designated for continuance: City Solicitor
Manager, Planning Services
Chief Building Official
Fire Chief
By-law Enforcement Coordinator

THE CORPORATION OF THE CITY OF NORTH BAY

By-law No. 2011-_____

RENTAL HOUSING LICENSING BY-LAW

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THE CORPORATION OF THE CITY OF NORTH BAY

By-law No. 2011-__

BEING A BY-LAW TO PROVIDE FOR THE LICENSING AND REGULATION OF RENTAL UNITS IN THE CITY OF NORTH BAY

WHEREAS subsection 5(3) of the Municipal Act, 2001 S.O. 2001, c.25 provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS subsection 10(1) of the Municipal Act, 2001 provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting: in paragraph 5, Economic, social and environmental well-being of the municipality; in paragraph 6, Health, safety and wellbeing of persons; in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, Protection of persons and property; in paragraph 11 Business Licensing;

AND WHEREAS subsection 151(1) of the Municipal Act, 2001 provides that, without limiting sections 9 and 10 of the Act, a municipality may: provide for a system of licenses with respect to a business;

AND WHEREAS subsection 151(5) of the Municipal Act, 2001 provides that subsection 151(1) applies necessary modifications to a system of licenses with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 as if it were a system of licenses with respect to a business;

AND WHEREAS the Council for the Corporation of the City of North Bay considers it necessary and desirable for the public to regulate the renting of residential premises for the purpose of protecting the health and safety of the persons residing in residential rental premises by ensuring that the certain regulations are met, that the required essentials such as plumbing, heating and water are provided, for ensuring that the residential rental premises do not create a nuisance to the surrounding properties and neighbourhood and to protect the residential amenity, character and stability of residential areas;

AND WHEREAS section 23.2 of the Municipal Act, 2001 permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS subsection 391(1) of the Municipal Act, 2001 provides that a municipality may impose fees and charges on persons for services or activities provided or done by or on behalf of it

AND WHEREAS section 444 of the Municipal Act, 2001 provides that the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity, and any person who contravenes such an order is guilty of an offence;

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

AND WHEREAS the Council of the Corporation of the City of North Bay passed a resolution on _____, 2011, to approve the adoption of a by-law to provide for the licensing and regulation of Rental Units in the City of North Bay;

AND WHEREAS it is deemed expedient to pass this by-law;

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

1 INTERPRETATION

1.1 For the purposes of this By-law:

"Apartment Building" means a building consisting of four or more dwelling units, which units have a common entrance from the street level and the occupants of which have the right to use, in common, halls, stairs, elevators, yards or any combination of the above;

"Applicant" means a person applying for a license under this By-law;

"Bedroom" means a room or area within a Rental Unit used, designed, equipped or intended for sleeping;

"Building" means any structure, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons, animals or chattels, other than a lawful boundary wall or fence, and shall include any structure, loading dock, staging gallery, wall, excavation, storage tank, gasoline pump, pump island, bleacher, fence, swimming pool, grandstand, tent, awning, bin, bunker or platform, vessel or vehicle used for any of the said purposes is deemed a building;

"By-law Enforcement Coordinator" means the By-law Enforcement Coordinator of the City or a person delegated by him or her for the purposes of this By-law;

"Chief Building Official" means the Chief Building Official as appointed by Council pursuant to the Building Code Act;

"City" means The Corporation of the City of North Bay;

"City Clerk" means the Clerk of The Corporation of the City of North Bay or a person delegated by him or her for the purposes of this By-law.

"Converted Dwelling" means a building which has been altered by the creation of more dwelling units than existed originally, with each dwelling unit having its own sanitary facilities and cooking facilities;

"Council" means the Municipal Council of The Corporation of the City of North Bay;

"Dwelling Unit" means a suite of habitable rooms which:

- i) is in a building;
- ii) is used or intended to be used by one or more persons as a single, independent and separate household unit;
- iii) contains food preparation and sanitary facilities for the exclusive common use of the occupants; and;
- iv) has a means of egress directly to the outside of the building or structure in which it is located, which may be a means of shared egress with another residential unit.

"Fire Chief" means the Chief of North Bay Fire & Emergency Services of the City or a person delegated by him or her for the purposes of this By-law;

"Gross Floor Area" means the sum of all floor areas above grade, except in the case of an apartment building where part of the area of the basement is used for a dwelling unit(s), in which case the said area constitutes part of the gross floor area measured between the internal faces of the exterior walls of the building at the level of each floor, including any part of the building above grade used for the storage or parking of motor

vehicles, locker storage and laundry facilities, but excluding any part of the building used for mechanical purposes which are an integral part of the building;

“Hearings Officer” means a person or body that has been delegated the power or duty to hold a hearing or provide an opportunity to be heard for the purpose of this Bylaw;

“Inspectors” means:

- i) a member of the Fire Prevention Division of the Fire & Emergency Services of the City and includes the Fire Chief and any other member of the Fire & Emergency Services designated by the Fire Chief;
- ii) Chief Building Official;
- iii) Building Inspectors;
- iv) Property Standards Inspectors;
- v) Zoning Administrator; or
- vi) By-law Enforcement Coordinator and any By-law Enforcement Officers designated by the By-law Enforcement Coordinator.

“Issuer of Licenses” means a person appointed by the Council to issue the licenses as set out in this By-law;

“Landlord” includes:

- i) each owner of a Rental Unit; and,
- ii) each person who permits occupancy of a Rental Unit.

“Licensee” means any person, corporation or partnership licensed under this By-law;

“Lot” means any parcel of land with frontage on a road which is a separate parcel of record or is shown as a whole lot on a registered Plan of Subdivision, including any part of which is subject to an easement or right-of-way. (Section 44, By-law No. 165-80);

“Medical Officer of Health” means the Medical Officer of Health for the North Bay Parry Sound District Health Unit or a person delegated by him or her for the purposes of this By-law;

“Municipality” means the land within the geographic limit of the City of North Bay;

“Owner” includes:

- i) each person owner of a Rental Unit; and,
- ii) each person who permits occupancy of a Rental Unit.

“Person” includes:

- i) individuals;
- ii) corporations; and
- iii) partnerships.

“Rent” includes the amount of any consideration paid or required to be paid or given by or on behalf of a Tenant to a Landlord or the Landlord’s agent for the right to occupy a Rental Unit and for any privilege, accommodation or thing that the Landlord provides for the Tenant in respect of the occupancy of the Rental Unit;

“Rental Area” means each Lot as depicted in Schedule “B” of this By-law;

“Rental Property” includes each Building containing a Rental Unit and the Lot on which the Rental Unit is situate.

“Rental Unit” means a Building or part of a Building:

- i) consisting of one or more rooms;
- ii) containing toilet and cooking facilities;

- iii) designed for use as a single housekeeping establishment; and
- (iv) used or intended for use as a rented residential premises.

“Tenant” includes a person who pays rent or provides services in lieu of paying rent, in return for the right to occupy a Rental Unit.

“Zoning Administrator” means the Zoning Administrator of the City or a person delegated by him or her for the purposes of this By-law;

2 PROHIBITIONS

- 2.1 No person shall operate a Rental Unit without holding a current valid license issued under the provisions of this By-law.
- 2.2 No person shall hold himself, herself or itself out to be licensed under this By-law if they are not.
- 2.3 No person shall contravene or fail to comply with a term or condition of his, her or its license imposed under this By-law.
- 2.4 No person shall operate a Rental Unit while the license issued under this By-law is under suspension.

3 SCOPE

- 3.1 This By-law applies to the specified geographical area as depicted in Schedule “B” of this By-law for those properties that are zoned “Residential First Density (R1)”, “Residential Second Density (R2)”, “Residential Third Density (R3)”, “Residential Multiple First Density (RM1)”, “Residential Multiple Second Density (RM2)”, or have a legal non-conforming R1, R2, R3, RM1 or RM2 property according to the City’s Comprehensive Zoning By-law, no. 28-80, as amended.
- 3.2 This By-law does not apply to:
 - 3.2.1 a “Housing project” as that term is defined in the *Social Housing Reform Act, 2000*, S.O. 2000, c.27;
 - 3.2.2 an Apartment Building;

3.2.3 a Rental Unit that is occupied by one (1) Tenant, in which no more than one (1) other Bedroom is occupied by a Tenant; or to

3.2.4 a Rental Unit that is occupied by the owner of the Rental Unit as their sole residence and in which no more than two (2) bedrooms are occupied by Tenants.

4 ADMINISTRATION

4.1 The administration of this By-law is assigned to the City Clerk who shall generally perform all of the administrative functions conferred upon him or her by this By-law and without limitation may:

4.1.1 receive and process all applications for all licenses and renewals of licenses under this By-law;

4.1.2 issue licenses in accordance with the provisions of this By-law;

4.1.3 impose terms and conditions on licenses in accordance with this By-law; and,

4.1.4 refuse to issue or renew a license or revoke or suspend a license in accordance with this By-law.

5 APPLICATION FOR AND RENEWAL OF A LICENSE

5.1 Every application for a license and renewal license shall be made to the Issuer of Licenses on the forms provided by the Issuer of Licenses.

5.2 Without limitation, every application for a license or a renewal shall include the following information:

5.2.1 the name, municipal address and telephone number of each Landlord;

5.2.2 the municipal address and legal description of the Rental Unit;

5.2.3 if a Landlord is a corporation, the name, address and telephone number of each director and officer; and shareholder;

5.2.4 if a Landlord is a partnership, the name address and telephone number of each partner;

5.2.5 the number of bedrooms;

- 5.2.6 a statement by each Landlord certifying the accuracy, truthfulness and completeness of the application; and
- 5.2.7 each Landlord's signature or of any duly authorized Landlord's agents that would bind the Landlord.
- 5.3 Every person applying for a license or renewal of a license shall provide in full at the time the application is submitted all of the information requested on the application form as well as:
- 5.3.1 payment of the prescribed fee as set out in Schedule "A" of this By-law;
 - 5.3.2 a copy of the transfer/deed evidencing a Landlord's ownership;
 - 5.3.3 if a Landlord is a corporation, a copy of:
 - 5.3.3.1 the Landlord's articles of incorporation; and
 - 5.3.3.2 a corporate profile report issued by the Ontario Ministry of Consumer and Business Services;
 - 5.3.4 a floor plan of the Rental Unit, including, for each room, its dimensions and its proposed use;
 - 5.3.5 a maintenance plan identifying measures that the Landlord will implement for the purpose of complying with the City's Waste Management and Property Standards By-laws;
 - 5.3.6 a parking plan that complies with the City's Zoning By-law, as amended, and that shows the location and dimensions of all parking spaces for vehicles on the Rental Property;
 - 5.3.7 proof of Placement of insurance that:
 - 5.3.7.1 includes a limit of liability of not less than \$2,000,000.00 (two million dollars) per occurrence for property damage and bodily injury;
 - 5.3.7.2 identifies the proposed use as residential rental; and that

- 5.3.7.3 requires that the Issuer of Licenses be notified of any intended cancellation by the insurer no fewer than fifteen (15) days prior to such cancellation;
- 5.3.8 a statement from or on behalf of the City's Fire Chief confirming that the Rental Property and its proposed use comply with the *Fire Protection and Prevention Act, 1997* (Ontario) and its regulations;
- 5.3.9 an initial certificate issued by the Electrical Safety Authority (ESA) confirming that the Rental Property and its proposed use comply with the *Electrical Safety Code, O. Reg. 64/99*, and such further certificates as may be required by an inspector;
- 5.3.10 a statement from or on behalf of the City's Chief Building Official confirming that the Rental Property and its proposed use comply with the *Building Code Act, 1992* (Ontario) and its regulations;
- 5.3.11 a statement from or on behalf of the City's Zoning Administrator confirming that the subject property is in conformity and compliance with the City's Zoning By-law;
- 5.3.12 a statement from or on behalf of the By-law Enforcement Coordinator as to any noise by-law convictions during the previous year at this location and comments thereon; and
- 5.3.13 proof of payment of any fine, fee or property taxes owed to the City by any Landlord respecting any Rental Property; and
- 5.4 All documents and information required by sections 5.2 and 5.3 must be submitted at the time of the application for or renewal of a license under this By-law.
- 5.5 The Issuer of Licenses may refuse an application for a license or its renewal where any of the documents required by sections 5.2 and 5.3 of this By-law are incomplete or lacking in any way.
- 5.6 The Issuer of Licenses may also refuse to accept an application for a license where any of the documents required by clause 5.3.3 and by paragraphs 5.3.7, 5.3.8, 5.3.9 and 5.3.10 of this By-law was issued prior to the sixtieth (60th) day preceding the date on which the application is submitted.

6 LICENSE ISSUANCE

- 6.1 Each license shall include the following:

- 6.1.1 The license number;
- 6.1.2 Date the license was issued and the date it expires;
- 6.1.3 The municipal address of the Rental Unit;
- 6.1.4 The name, address and telephone number of each Landlord;
- 6.1.5 Where a Landlord is a corporation, the name address and telephone number of each director and each officer of the Landlord or of their duly authorized agent; and
- 6.1.6 Where a Landlord is a partnership, the name, address and telephone number of each partner.
- 6.2 A license issued under this By-law shall be valid only for the period of time for which it was issued.
- 6.3 The issuance of a license or renewal thereof under this By-law is not intended and shall not be construed as permission or consent by the City for the Licensee to contravene or fail to observe or comply with any law of Canada, Ontario or any by-law of the City.
- 6.4 Every license, at all times, is owned by and is the property of the City and is valid only in respect of the person and for the Rental Unit on the Rental Property named therein. A separate license shall be required for each Rental Property.
- 6.5 No license issued under this By-law may be sold, purchased, leased, mortgaged, charged, assigned, pledged, transferred, seized, distrained or otherwise dealt with.
- 6.6 The Licensee shall notify the City Clerk of any change in ownership of the Rental Unit or Rental Property within seventy-two (72) hours of the completion of such change in ownership.
- 6.7 Within seventy-two (72) hours of a change in ownership for a Dwelling Unit, the new owner shall provide the following information and documentation to the City Clerk in order to have a license reissued:
- 6.7.1 the name, municipal address and telephone number of each Landlord;
- 6.7.2 a copy of the transfer/deed evidencing the new ownership;

- 6.7.3 proof of Placement of insurance according to section 5.3.7 of this By-law;
- 6.7.4 a statement by each Landlord certifying no changes have been made to documents submitted according to sections 5.3.4, 5.3.5 and 5.3.6 of this By-law;
- 6.7.5 a statement by each Landlord certifying the Rental Unit conforms with section 7 of this By-law; and
- 6.7.6 each Landlord's signature or of any duly authorized Landlord's agent that would bind the Landlord.
- 6.8 Following a change in ownership, a reissued license under this By-law shall be valid only for the period of time for which it was originally issued.
- 6.9 Following a change in ownership of a Dwelling Unit, no fee shall be required to reissue a license under this By-law.
- 6.10 All license fees paid under this By-law are non-refundable.

7 LICENSE CONDITIONS

- 7.1 No Landlord shall permit Rent to be collected except for a Rental Unit in respect of which a license has been issued pursuant to this By-law and except pursuant to the following conditions, each of which is a condition as a requirement of continuing to hold the license.
- 7.1.1 Subject to paragraph 7.1.2, 7.1.3 and 7.1.4 of this By-law, the number of Bedrooms occupied by Tenants of the Rental Unit does not exceed four (4);
- 7.1.2 No more than 40% of the Rental Unit's Gross Floor Area – Residential below the average elevation of the finished surface of the ground where it meets the exterior of the Building may be comprised of Bedrooms provided that each such Bedroom must have been constructed in accordance with and must comply with all applicable law;
- 7.1.3 No room within the Rental Unit is used as a Bedroom except a Bedroom depicted in the license;
- 7.1.4 No more than 40% of the Gross Floor Area – Residential of the Rental Unit's ground floor may be comprised of Bedrooms;

- 7.1.5 Each Tenant is a party to a written tenancy agreement with a Landlord;
- 7.1.6 A Landlord does not directly or indirectly require or cause a Tenant to refuse or consent to lawful entry and inspection of a Rental Unit for the purpose of determining compliance with this By-law;
- 7.1.7 A Landlord notifies the Issuer of Licenses in writing within two (2) days of any change to any information provided pursuant to section 5 and 6 of this By-law;
- 7.1.8 A legible copy of the license is posted and maintained prominently and visibly within one (1) meter of the interior of the Rental Unit's main entrance door;
- 7.1.9 A Landlord maintains insurance respecting the Rental Unit that:
- 7.1.9.1 includes a limit of liability of not less than \$2,000,000.00 (two million dollars) per occurrence for property damage and bodily injury;
 - 7.1.9.2 identifies the use as residential rental; and that
 - 7.1.9.3 requires that the Issuer of Licenses be notified of any intended cancellation by the insurer no less than fifteen (15) days prior to such cancellation;
- 7.1.10 The Landlord and the Rental Property comply with all applicable law including:
- 7.1.10.1 the *Health Protection and Promotion Act* (Ontario) and its regulations, as amended;
 - 7.1.10.2 the *Fire Protection and Prevention Act, 1997* (Ontario) and its regulations, as amended;
 - 7.1.10.3 the *Electrical Safety Code, O. Reg. 164/99*, as amended;

- 7.1.10.4 the *Building Code Act, 1992* (Ontario) and its regulations, as amended;
- 7.1.10.5 the City's *Carbon Monoxide Alarm By-law*, as amended;
- 7.1.10.6 the City's *Zoning By-law*, as amended;
- 7.1.10.7 the City's *Property Standards By-law*, as amended; and
- 7.1.10.8 the City's *Waste Management By-law*, as amended.
- 7.1.11 No fine, administrative penalty or fees is owed to the City by any Landlord;
- 7.1.12 The Landlord and the Rental Property comply with the maintenance plan submitted pursuant to section 5.3.5 of this By-law; and
- 7.1.13 No vehicle may be stopped or parked on any part of the Rental Property except within a parking space identified on the parking plan submitted pursuant to section 5.3.6 of this By-law.

8 POWERS OF THE ISSUER OF LICENSES

- 8.1 The power and authority to issue or renew a license, refuse to issue or refuse to renew a license, to cancel, revoke or suspend a license, to impose terms and conditions, including special conditions, on a license, are delegated to the City Clerk.
- 8.2 The City Clerk shall issue a license or renew a license where the requirements or conditions of this By-law have been met.
- 8.3 The City Clerk may refuse to issue, refuse to renew or revoke or suspend a license or impose a term or condition on a license on the following grounds:

- 8.3.1 the conduct of the Applicant or Licensee, or any partner, officer, director, employee or agent of the Applicant or Licensee, affords reasonable cause to believe that the Applicant or Licensee will not carry on or engage in the operation of the Rental Unit in accordance with the law or with honesty or integrity;
- 8.3.2 there are reasonable grounds to believe that an application or other documents provided to the City Clerk by or on behalf of the Applicant or a Licensee contains a false statement;
- 8.3.3 an Applicant or Licensee is carrying on activities that are in contravention of this By-law; or,
- 8.3.4 an Applicant or Licensee does not meet all of the requirements of this By-law or that the Rental Unit or Rental Property does not comply with the provisions of this By-law.
- 8.4 Notwithstanding any other provision of this By-law, the City Clerk may impose terms and conditions on any license at issuance, renewal or any time during the term of the license, including special conditions, as are necessary in the opinion of the City Clerk to give effect to this By-law.
- 8.5 Where the City Clerk is of the opinion that:
- 8.5.1 an application for a license or renewal of a license should be refused;
 - 8.5.2 a reinstatement should not be made;
 - 8.5.3 a license should be revoked;
 - 8.5.4 a license should be suspended, or,
 - 8.5.5 a term or condition of a license should be imposed; the City Clerk shall make that decision.
- 8.6 Where the City Clerk has made a decision under subsection 8.5, the City Clerk's written notice of that decision shall be given to the Applicant or the Licensee by regular mail to the last known address of that person and shall be deemed to have been given on the third day after it is mailed. Service on a corporation can be affected by registered mail to the address of the corporation's registered head office.
- 8.7 The written notice to be given under subsection 8.6 shall:

- 8.7.1 set out the grounds for the decision;
- 8.7.2 give reasonable particulars of the grounds;
- 8.7.3 be signed by the City Clerk; and,
- 8.7.4 state that the Applicant or Licensee is entitled to a hearing by the Hearings Officer if the Applicant or Licensee delivers to the City Clerk, within ten (10) days after the notice in subsection 8.6 is served, and the appeal fee as set out in Schedule "A" of this By-law.

- 8.8 Where no appeal is registered within the required time period, the decision of the City Clerk shall be final.
- 8.9 Despite subsection 8.7 where a license is voluntarily surrendered by the Licensee for revocation, the City Clerk may revoke the license without notice to the Licensee.

9 HEARINGS BEFORE THE HEARINGS OFFICER

- 9.1 The power and authority to conduct hearings of appeals under this By-law are hereby delegated to the Hearings Officer.
- 9.2 The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, except sections 17, 17.1 and 19, applies to all hearings conducted by the Hearings Officer under this By-law.
- 9.3 When the Applicant or Licensee, who has been given written notice of the hearing, does not attend at the appointed time and place, the Hearings Officer may proceed with the hearing in his or her absence and the Applicant or Licensee shall not be entitled to any further notice of the proceeding.
- 9.4 At the conclusion of the hearing, the Hearings Officer may give its decision orally or in writing, but in each case it shall provide its decision in writing, with reasons, within thirty (30) days of the hearing to the Applicant or Licensee and the Issuer of Licenses.
- 9.5 The Hearings Officer may uphold or vary the decision of the Issuer of Licenses or make any decision that the Issuer of Licenses was entitled to make in the first instance.
- 9.6 The decision of the Hearings Officer is final.
- 9.7 Notwithstanding anything in this By-law to the contrary, where an Applicant or Licensee appeals against or requests a review of a decision concerning a

Rental Housing license, no decision in the appeal or review shall be made unless each Owner of a Lot situated within thirty (30) meters of the Rental Property subject of the appeal or review has been given no fewer than seven (7) days notice of the hearing of the appeal or review and has been given an opportunity to be heard at the hearing of the appeal or review which hearing shall be open to the public.

10 ENFORCEMENT

- 10.1 Inspectors, acting under the Fire Chief's, Chief Building Official's, Zoning Administrator's or By-law Enforcement Coordinator's instructions, may enforce this By-law.
- 10.2 Subject to section 437 of the *Municipal Act, 2001*, as to entry of dwelling units, the Inspector may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not:
- 10.2.1 this By-law is being complied with;
 - 10.2.2 a direction or order of the City made pursuant to the *Municipal Act, 2001*, or any successor thereof or made pursuant to a By-law of the City is being complied with;
 - 10.2.3 a condition of a license issued under a by-law of the City is being complied with; or
 - 10.2.4 an order made pursuant to Section 431 of the *Municipal Act, 2001*, which prohibits the continuation or repetition of an offence is being complied with.
- 10.3 An Inspector may for the purpose of an inspection:
- 10.3.1 require the production for inspection of documents or things relevant to the inspection;
 - 10.3.2 inspect or remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - 10.3.3 acquire information from any person concerning a matter related to the inspection ; and
 - 10.3.4 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take test samples or photographs necessary for the purpose of the inspection.

10.4 The Inspector may undertake inspections pursuant to orders which are made pursuant to section 438(2) of the *Municipal Act, 2001*.

10.5 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this By-law, including carrying out an inspection.

11 PENALTIES

11.1 Any person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine, penalty or order as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, or in the *Municipal Act, 2001*, S.O. 2001, c.25, as amended or any successor thereof.

11.2 A director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law is guilty of an offence.

11.3 A person convicted under this By-law is liable to a maximum fine of \$25,000.00 upon a first conviction and a maximum fine of \$50,000.00 for any subsequent conviction.

11.4 Despite section 11.3, where the person convicted is a corporation, the corporation is liable to a maximum fine of \$50,000.00 upon a first conviction and a maximum fine of \$100,000.00 for any subsequent conviction.

11.5 If this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by this By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order,

11.5.1 prohibiting the continuation or repetition of the offence by the person convicted; and,

11.5.2 requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

12 ADMINISTRATIVE PENALTIES

12.1 Each person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with this section 12, be liable to pay to the City an administrative penalty in the amount of \$250.

12.2 An Officer who finds that a person has contravened any provision of this By-law may issue a penalty notice addressed to the person.

12.3 The penalty notice shall be given to the person to whom or to which it is addressed as soon as is reasonably practicable and shall include the following information:

12.3.1 Particulars of the contravention;

12.3.2 The amount of the administrative penalty;

12.3.3 Information respecting the process by which the person may exercise the person's right to request a review of the administrative penalty; and

12.3.4 A statement advising that an administrative penalty will, unless cancelled or reduced pursuant to the review process, constitute a debt of the person to the City.

12.4 No Officer may accept payment of an administrative penalty.

12.5 A person who receives a penalty notice may request a review of the administrative penalty by the Hearings Officer in accordance with this paragraph 12.5.

12.5.1 The person's right to request a review expires on the tenth (10th) day after the penalty notice is given to the person.

12.5.2 The person's right to request that the Hearings Officer extend the time to request a review expires on the twentieth (20th) day after the penalty notice is given to the person at which time the administrative penalty shall be deemed to be affirmed.

12.5.3 The person shall be given seven (7) days notice of the date, time and place of the hearing of a review request under clause 12.5.1 or an extension request under clause 12.5.2.

12.5.4 The Hearings Officer shall not make a determination with respect to a review request under clause 12.5.1 or an extension request under clause 12.5.2 unless the Hearings Officer has given to the Licensee, the Issuer of Licenses and the Officer who issued the penalty notice an opportunity to be heard.

12.5.5 The Hearings Officer may affirm the administrative penalty or extend the time to request a review of an administrative penalty.

12.5.6 The Hearings Officer may cancel or reduce the administrative penalty or may extend the time for payment of the administrative penalty only where the Hearings Officer is satisfied that doing so would maintain the general intent and purpose of this By-law and that

12.5.6.1 there is reason to doubt that the person contravened this By-law;

12.5.6.2 the person took all reasonable steps to prevent the contravention; or that

12.5.6.3 the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.

12.5.7 The decision of a Hearings Officer is final and not subject to review including review by any Court.

12.5.8 The Issuer of Licenses may at any time cancel, reduce or extend the time for payment of an administrative penalty, including any late payment fee imposed pursuant to Schedule "A" of this By-law..

12.5.9 An administrative penalty that is deemed to be affirmed pursuant to clause 12.5.2 or that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to clause 12.5.5 or paragraph 12.6 constitutes a debt to the City of each person to whom or to which the penalty notice was given.

12.5.10 Where a person has paid an administrative penalty that is then cancelled or reduced pursuant to clause 12.5.5 or paragraph 12.6, the City shall refund the amount cancelled or reduced.

12.5.11 Where an administrative penalty is paid within fifteen (15) days after the date that it becomes due and payable, no person to whom the penalty notice was given shall be liable for an offence in respect of the contravention described in the penalty notice.

12.5.12 Where an administrative penalty is not paid within fifteen (15) days after the date that it becomes due and payable, each person to whom the penalty notice was given shall pay to the City a

late payment administrative fee pursuant to Schedule "A" of this By-law.

13 MISCELLANEOUS

- 13.1 This by-law may be referred to as the "Residential Rental Housing Licensing Bylaw".
- 13.2 This By-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the City or by any governmental authority having jurisdiction to make such restrictions or regulations.
- 13.3 If there is a conflict between a provision of this By-law and a provision of any other City By-law, the provision that establishes the higher standard shall apply.
- 13.4 This by-law shall come into force and effect on September 1, 2011.

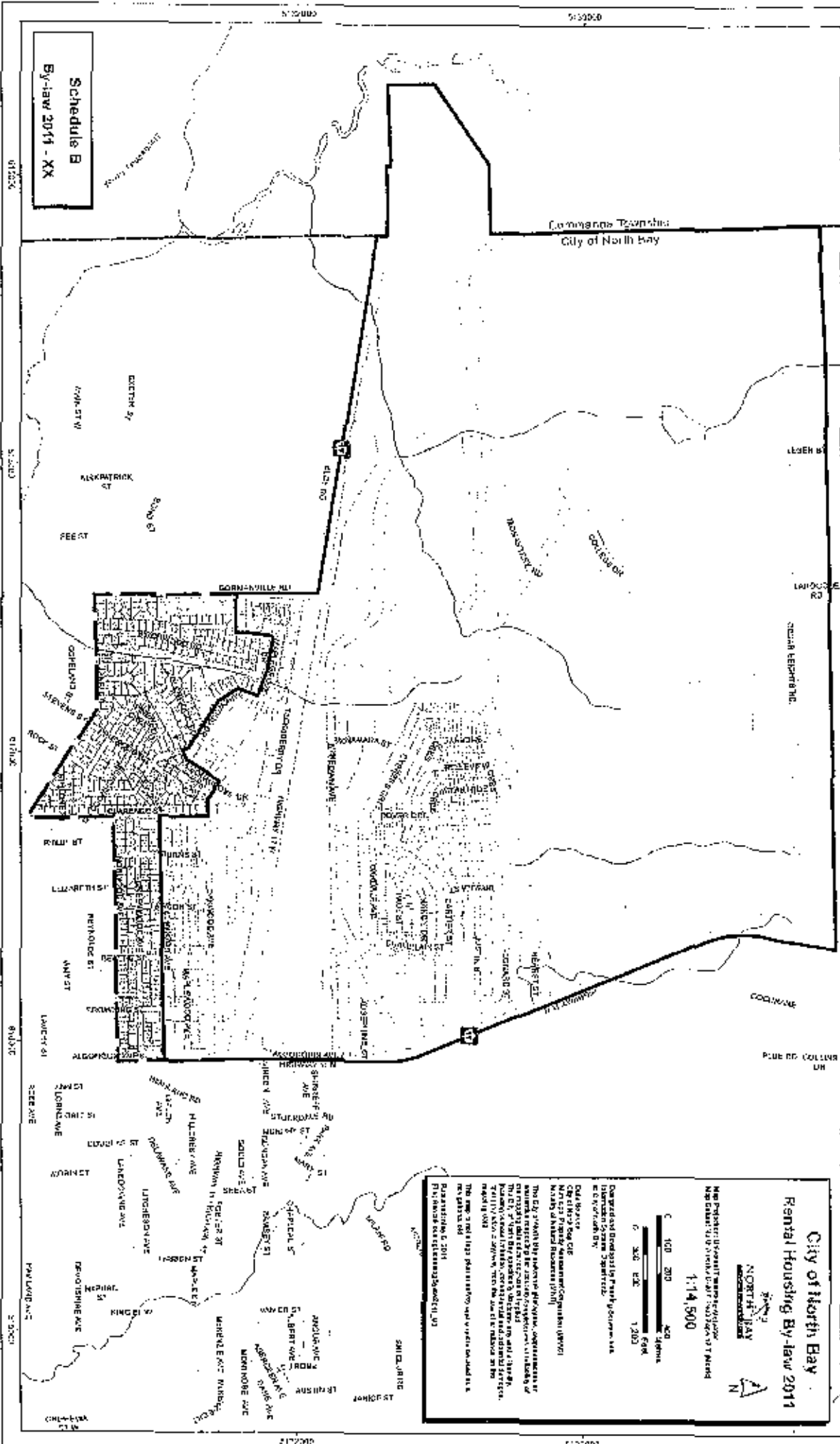
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SCHEDULE "A"

FEES

| | |
|--|-----------|
| License Fee for a license for each Rental Property | \$ 300.00 |
| License Renewal Fee for each license renewed under this By-law | \$ 300.00 |
| Late Payment Fee | \$ 25.00 |
| Appeal Fee | \$50.00 |

DRAFT



Schedule B
By-law 2011 - XX

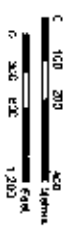
Common Townships
City of North Bay

City of North Bay
Rental Housing By-law 2011

NORTH BAY
ONTARIO



1:14,500



Map Prepared: December 2011
Map Date: 12/20/11

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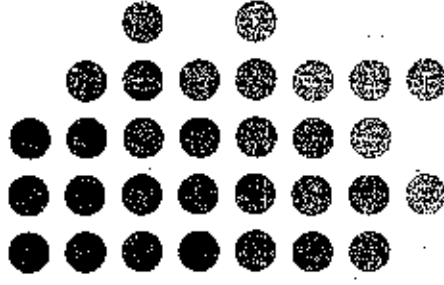
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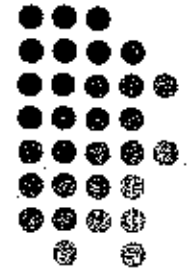
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Rental Housing Licensing By-law

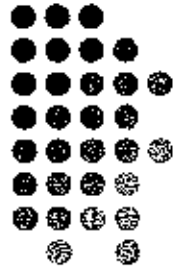
Information Session – March 9, 2011



Introduction & Agenda



- Purpose of this Meeting
- Background Information
- Draft By-law Review
- Case Law
- Next Steps
- Q & A

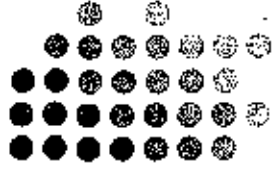
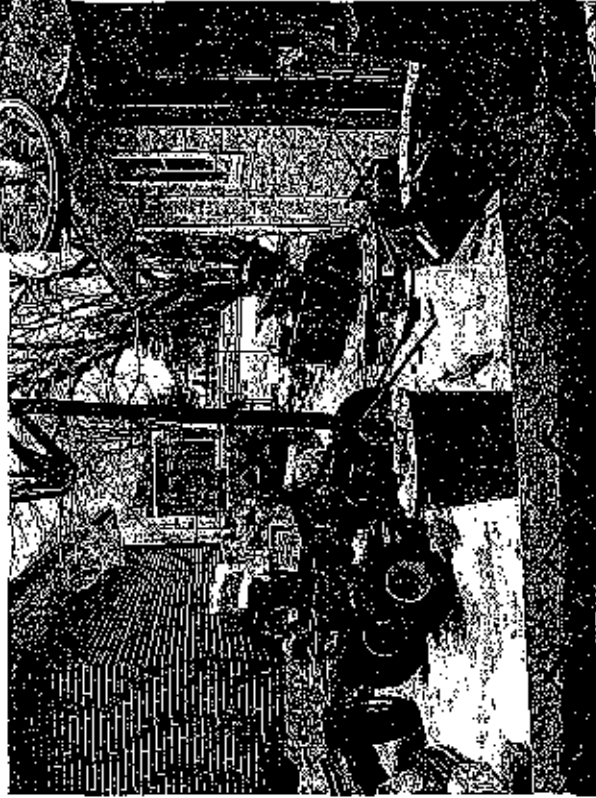
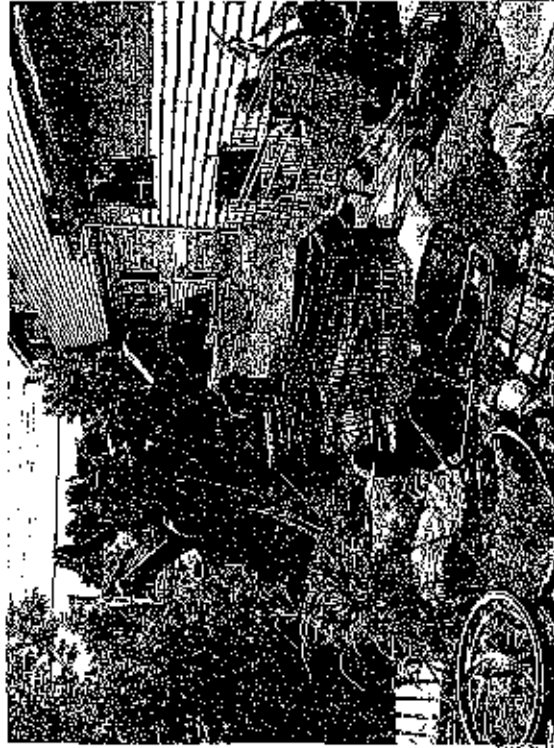


Background

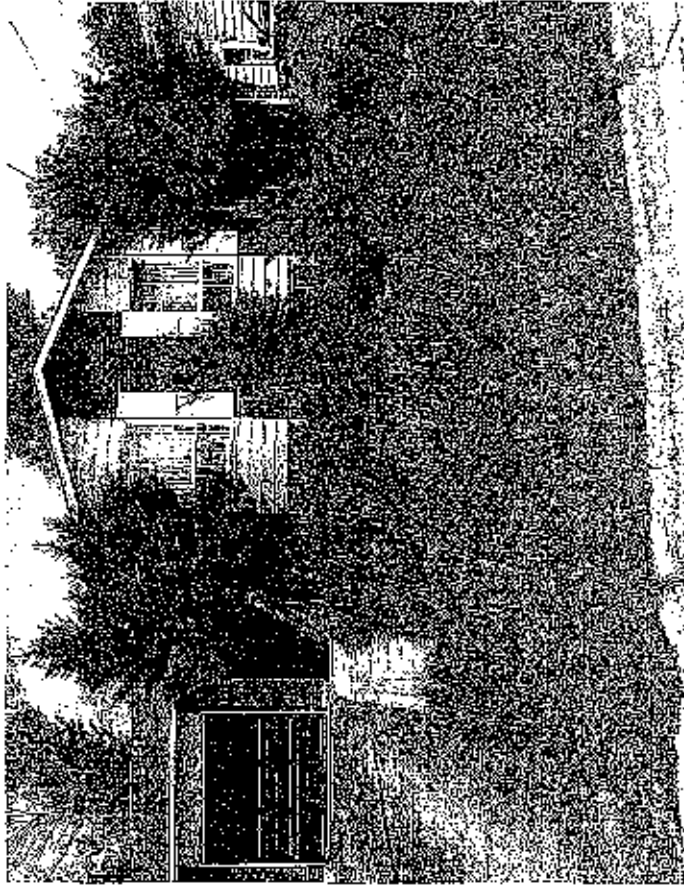
- The City has recognized the need to deal with various rental housing issues within the community.
- Issues surrounding rental housing include:
 - Fire, Building and Life Safety issues
 - Property Standards, Waste Management, Parking, Noise
 - Rising number of complaints

Complaint Examples...

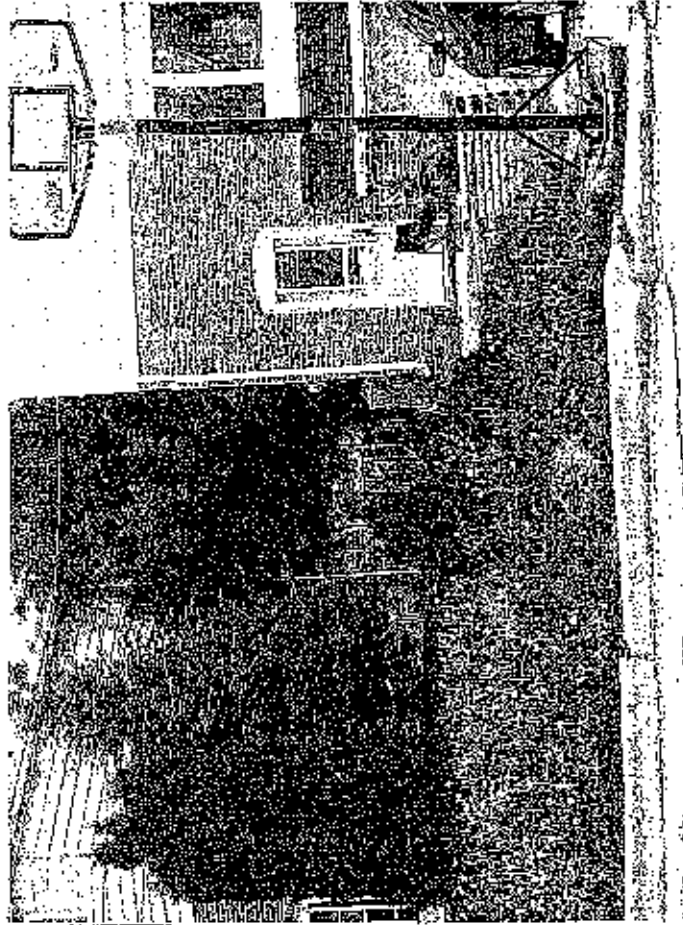
Waste Management



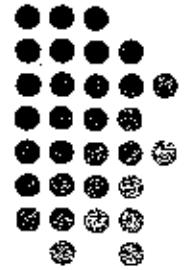
Complaint Examples...



Lawn Maintenance /
Property Standards

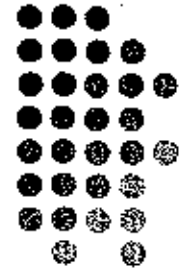


Background



- Staff have consulted with:
 - Landlords
 - Students
 - Nipissing University & Canadore College
 - Neighbourhood Residents
- A draft by-law has been developed to license/regulate the use of rental housing.
- Starting with Northwest section of the City
- At this point, groups have generally offered support for the draft by-law and for the licensing of rental housing.

Draft By-law Summary



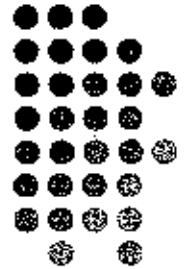
- limit the number of bedrooms per rental unit to four (4).
- apply to single detached, semi-detached, duplex and townhouse dwelling units.
- will not apply to owner occupied rental units where no more than two (2) bedrooms are rented to tenants.
- Maximum of one (1) cooking facility/kitchen with range and outlet.
- Hot plates prohibited in rental units.
- Microwaves, small fridges permitted with ESA's approval.



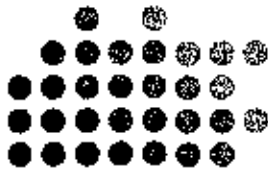
Draft By-law Summary

- Door locks on units permitted/max 4 units.
- License and renewal requires application with deed, floor plan, parking plan, insurance certificate and payment.
- Inspection checklist will be provided upon request.

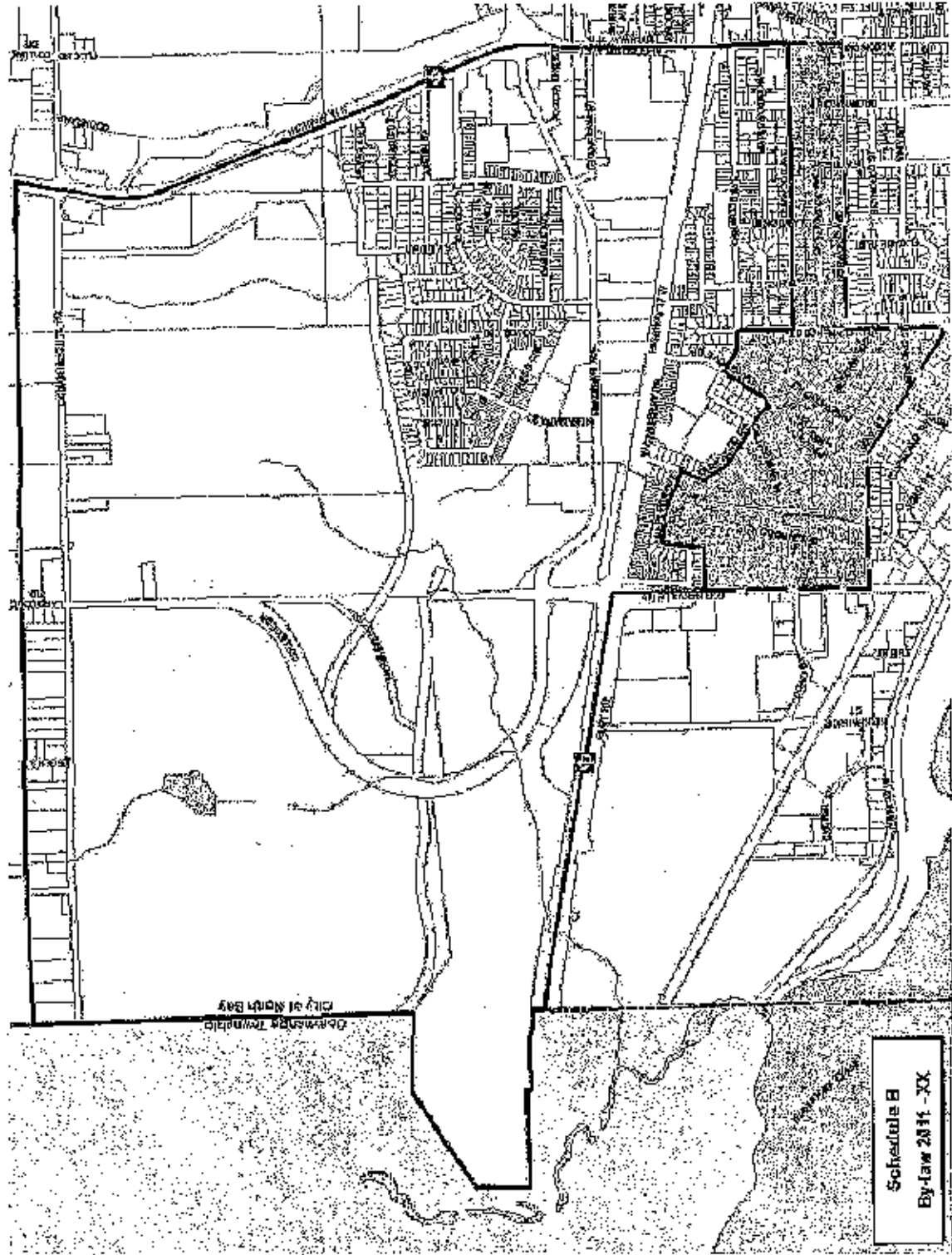
Draft By-law Summary



- as part of the license renewal process, propose annual inspections to ensure the rental units comply with the Ontario Building Code, the Ontario Fire Code, the City's Property Standards By-law, the City's Zoning By-law, the City's Waste Management By-law and the Electrical Safety Code.
- require landlords/owners of rental properties to acquire and renew their license on a yearly basis.
- Proposed annual licensing fee of \$300 plus an initial ESA inspection fee.

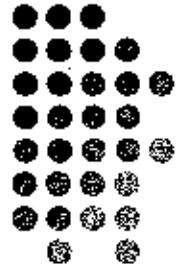


Draft By-law - Proposed Affected Area

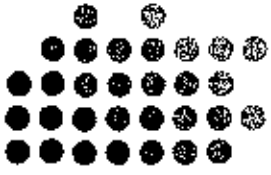


Schedule B
By-law 2011 - XX

Penalties & Fines



- City wants to work towards compliance rather than enforcement.
- Proposed penalties/fines
 - 1st offence max \$25,000 individual, \$50,000 Corporate
 - 2nd offence max \$50,000 individual, \$100,000 Corporate
 - Administrative penalty \$250 per occurrence.



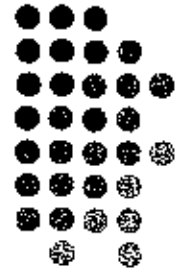
Case Law

- Oshawa Licensing By-law



Next Steps

- Council has received a copy of the draft by-law
 - Have referred it to Committee for a March 14th meeting date
 - Staff will provide Council with an update on the process, consultation and feedback
- Continuing to consult with the Neighbourhood, Nipissing University and Canadore College
- Additional meetings if required.

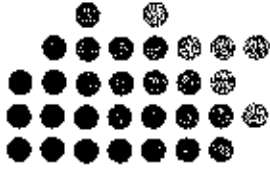


Next Steps Con't...

- Public Meeting May 2 (tentative)
- Anticipate Council passing By-law in May of 2011
- Effective Date – September 1, 2011

Other activities:

- Communication/Awareness ;neighbours, community, students, property owners
- Working with Nipissing and Canadore
- Enforcement



Thank You

- Questions & Comments

ENGINEERING & WORKS COMMITTEE

Monday, March 14, 2011

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Chairperson: Councillor Vrebosch-Merry
Vice-Chair: Councillor Mayne
Member: Councillor Bain
Ex-Officio: Mayor McDonald

EW-2010-03 Report from A. Korell/J. Houston dated March 26, 2010 re Kate Pace Way west end bike route connection between Memorial Drive and Gormanville Road (R05/2010/KPWTR/WESTENDR).

GENERAL GOVERNMENT COMMITTEE

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Chairperson: Councillor Chirico
Vice-Chair: Councillor Koziol
Members: Councillors Anthony, Maroosis
Ex-Officio: Mayor McDonald

- GG-2011-03 Report from L.M. Scully dated December 9, 2010 re Open Air Burning By-Law and User Fees (C00/2011/BYLAW/OPENAIR).
- GG-2011-04 Motion from Councillor Anthony dated January 10, 2011 re Council remuneration (F16/2011/CNB/COUNCIL).
- GG-2011-07 Letter from the North Bay General Hospital dated December 31, 2010 and report from M.B. Burke dated January 18, 2011 re New Hospital Smoking By-Law request (C00/2011/BYLAW/SMOKING).
- GG-2011-09 Motion from Councillor Chirico dated February 22, 2011 re Procedural By-Law Amendment (C00/2011/BYLAW/PROCEDUR).
- GG-2011-11 Report from M.B. Burke dated March 2, 2011 re *Provincial Offences Act* - Collections (P16/2011/POA/GENERAL).