



Council

Agenda

**Regular Meeting of Council
August 15, 2011
at 7:00 p.m.**

MEETINGS

**FOR THE WEEK OF
AUGUST 15, 2011**

Monday, August 15, 2011

6:00 p.m.

Committee Meeting of Council
Council Chambers, 2nd Floor
cancelled

7:00 p.m.

Regular Meeting of Council
Council Chambers, 2nd Floor

**THE CORPORATION OF THE CITY OF NORTH BAY
REGULAR MEETING OF COUNCIL HELD
MONDAY, AUGUST 15, 2011**

PUBLIC PRESENTATIONS:

Dale Lalonde re Waterline rupture at 757 Galt Street

PUBLIC MEETING MINUTES:

Tuesday, August 2, 2011

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

Tuesday, August 2, 2011

COMMITTEE REPORTS:

General Government Committee Report No. 2011-16
Community Services Committee Report No. 2011-18
Community Services Committee Report No. 2011-19

CORRESPONDENCE:

1. Report from C.M. Conrad dated August 2, 2011 re Election campaign signs (C07/2011/ELECT/GENERAL).
2. Letter from The Salvation Army dated August 3, 2011 re Christmas Kettle Campaign 2011 (M02/2011/SPECI/GENERAL).
3. Report from P.E.G. Leckie dated August 10, 2011 re Dominion Lending Centres canopy (D16/2011/DLC/205MAINE).
4. Report from L. Rochefort dated August 8, 2011 re Petty Cash Fund and Cash Floats (C00/2011/BYLAW/PETTYCASH).
5. Report from P. Valenti dated August 10, 2011 re Tender No. 2011-81, City Hall Financial Services Interior Upgrades (F05/2011/CNB/3115GG).
6. Report from P. Valenti dated August 9, 2011 re Tender No. 2011-70, Surrey Drive to Airport Road overflow storm sewer system (F05/2008/PUBWO/PR31WS).
7. Report from S. Bradford dated August 10, 2011 re 2011 Information Systems Technology Capital Project (F05/2011/IS/6035GG).
8. Report from I.G. Kilgour dated August 11, 2011 re Paid Parking in Lot No. 8 - City Hall (T02/2011/PARKI/PARLO).

BY-LAWS FOR CONSIDERATION:

General Government - First, second and third readings:

By-Law No. 2011-187 to confirm proceedings of the Meeting of Council on August 2, 2011.

By-Law No. 2011-189 to establish a Records Management Policy and to provide a schedule or retention periods for the records of the City of North Bay.

By-Law No. 2011-191 to execute an Agreement with Campus Development Corp., The Board of Governors of the Canadore College of Applied Arts and Technology and Nipissing University relating to the exemption of Development Charges for the new six (6) storey student residence.

Community Services - First, second and third readings:

By-Law No. 2011-183 to amend By-Law No. 1996-35) being a by-law to regulate the use of public parks within the City of North Bay) (Part II - Conduct).

By-Law No. 2011-185 to establish standards respecting exterior property maintenance and grass control on residential lands.

Community Services - Third reading:

By-Law No. 2010-08 to rezone certain lands on Fisher Street and Second Avenue East (John & Judith O'Rourke - 719 Fisher Street and 414 & 420 Second Avenue East).

Engineering & Works - First, second and third readings:

By-Law No. 2011-190 to execute an Agreement with Lafarge Canada Inc. relating to the supply of ready mix concrete.

MOTIONS:

Councillor Bain	re	Poet Laureate
Councillor Mendicino	re	GO Transit Refurbishment Program

MOTION TO ADJOURN IN-CAMERA:

IN-CAMERA CORRESPONDENCE:

MOTION TO RECONVENE:

MOTION FOR RECONSIDERATION:

GIVING NOTICE:

ADJOURNMENT:

**MINUTES OF THE PUBLIC MEETING OF
CITY COUNCIL HELD UNDER THE *MUNICIPAL ACT*
HELD TUESDAY, AUGUST 2, 2011**

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

1. Procedural By-Law

Councillor Chirico explained the purpose of the meeting.

The City Clerk advised that notice of the meeting was given by advertisements in the Nugget on July 2, 2011 and July 9, 2011.

Councillor Chirico asked for public presentations relating to proposed changes to the by-law.

No presentations were made.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

**MINUTES OF THE REGULAR MEETING
OF CITY COUNCIL
HELD TUESDAY, AUGUST 2ND, 2011**

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

PUBLIC PRESENTATION:

Jeannette Mayotte re Hwy 11 North Transit Service

CORRESPONDENCE:

North Bay Jack Garland Airport re Appointment to Board of Directors (552)
Carol Coleman re Fence Variance – 99 Tweedsmuir Drive (560)
Jeannette Mayotte re Hwy 11 North Transit Service Petition (555)

REPORTS FROM OFFICERS:

Carvell, D. re Hwy 11 North Transit Service Petition (555)
Karpenko, M. re Tender No. 2011-74, Pete Palangio
Arenas Dehumidification (562)
Kilgour, I. re Smoking Prohibition at Steve Omischl
Sports Complex (556)
Killins, S. re Fence Variance – 99 Tweedsmuir Drive (560)
Killins, S. re Clean Yard By-Law (565)
Knox, J. re Agreement with MNDM – Small Business
Enterprise Centre Program (561)
Marshall, R. re EA Assessment – Seymour Street &
Highway 11/17 By-Pass (564)
McArthur, S. re Part Lot Control By-Law – Algonquin Ave.
- Ann/Galt/Front/Cedar/McLaren Streets (553)
McArthur, S. re Draft Plan of Subdivision – 873342
Ontario Inc. – Phase II, Trillium Woods
Subdivision - Booth Road (554)
McArthur, S. re Laneway closure – Pauline & Edward
Costante – 921 Douglas Street (558)
McArthur, S. re Laneway closure – Jocelyn & Janet
Bouchard – 312 Norwood Avenue (559)
Valenti, P. re RFP 2011-75, King's Landing Wharf
Inspection (557)
Valenti, P. re Tender No. 2011-73, Supply of Rubber
Tire Excavator (563)

Res. #2011-551: Moved by Councillor Vaillancourt, seconded by Councillor Maroosis
That minutes for the public meeting held on:

- Monday, July 18, 2011

be adopted as presented.

"CARRIED"

Res. #2011-552: Moved by Councillor Chirico, seconded by Councillor Koziol
That the appointment of Mr. Kevin Donnelly for a three (3) year term
to the Board of Directors for the North Bay Jack Garland Airport
Corporation be confirmed.

"CARRIED"

- Res. #2011-553: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That 1) Council authorize a Part Lot Control Exemption By-Law to deem Part Lots 5, 6, 7 and 23, 24, 25, 26, Plan 23, and Part Lots 167, 168, 169, 170, 171, 172, Plan M32, and Part Block 1, Plan M5 and Parts of Ann Street, Galt Street and Cedar Street in the City of North Bay, District of Nipissing being lots fronting on Ann Street, Galt Street and Front Street as shown on Schedule "A" attached to Report to Council CSBU 2011-80, as not being subject to Part Lot Control pursuant to Section 50(7) of the *Planning Act*; and
- 2) the Part Lot Control Exemption By-Law be presented to Council for three (3) readings at the Regular Meeting of Council on August 2, 2011.

"CARRIED"

- Res. #2011-554: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That the Draft Plan of Subdivision by Miller & Urso Surveying Inc. on behalf of 873342 Ontario Inc. (Kenalex Development Inc.) – Phase II, Trillium Woods Subdivision (Booth Road) be referred to the Community Services Committee and for a Public Meeting.

"CARRIED"

- Res. #2011-555: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That Council not implement Transit and Taxi services beyond the Bay Truck Stop on Highway 11 North.

"CARRIED"

- Res. #2011-556a: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That 1) smoking be prohibited anywhere on the grounds of the Steve Omischl Sports Complex, including all fields, buildings, parking lots and all other passive recreational areas within the park boundaries;
- 2) Parks By-Law No. 35-96 be amended accordingly; and
- 3) Staff be directed to undertake a review of smoking at all City facilities in consultation with the North Bay Parry Sound District Health Unit and report to Council regarding their findings.

"CARRIED AS AMENDED"

- Res. #2011-556b: Moved by Councillor Vaillancourt, seconded by Councillor Chirico
That Item #3 be amended to include "commercial establishments patios" as follows:

- 3) Staff be directed to undertake a review of smoking at all City facilities and commercial establishment patios in consultation with the North Bay Parry Sound District Health Unit and report to Council regarding their findings.

"CARRIED"

- Res. #2011-557: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That North Bay City Council approves the award of a contract to Engineered Management Systems Inc. in the amount of \$55,630.00 (HST not included), for the inspection of King's Landing and subsequent drawings, tendering and contract administration for rehabilitation of the wharf.

"CARRIED"

- Res. #2011-558: Moved by Councillor Chirico, seconded by Councillor Koziol
That 1) the application by Pauline and Edward Costante to close a portion of the laneway in the block bounded by Douglas Street, Lorne Avenue, Galt Street and Lansdowne Avenue, legally described as Plan No. 32, abutting Lots 9 and 13 – 15, as shown on Schedule “A” attached to Report to Council CSBU 2011-76, be approved;
- 2) the closure of the laneway be subject to the granting of any required easements; and
 - 3) the Chief Administrative Officer be authorized by Council to initiate normal closure procedures for the subject laneway.

“CARRIED”

- Res. #2011-559: Moved by Councillor Chirico, seconded by Councillor Koziol
That 1) the application by Jocelyn and Janet Bouchard to close a portion of the laneway in the block bounded by Beattie Street, Burns Street, Greenwood Avenue and Norwood Avenue, legally described as Plan No. 86, abutting Lots 115-120, and Lots 192 and 193, adjacent to 312 Norwood Avenue and as shown on Schedule “A” attached to Report to Council CSBU 2011-75, be approved;
- 2) the closure of the laneway be subject to the granting of any required easements; and
 - 3) the Chief Administrative Officer be authorized by Council to initiate normal closure procedures for the subject laneway.

“CARRIED”

- Res. #2011-560: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That 1) Council denies the request for a variance to Fence By-Law No. 2002-105 to increase the height of a fence located in the rear yard from the permitted 6’0” to 12’9”; and
- 2) Council approves the request for a variance to Fence By-Law No. 2002-105 to construct a fence in the rear yard without the required 25% openings for passage of air and light.

“CARRIED”

- Res. #2011-561: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That 1) the Mayor and City Clerk be authorized to sign the agreement with the Minister of Northern Development, Mines and Forestry and The Business Centre Nipissing Parry Sound Inc. for the Small Business Enterprise Centre Program; and
- 2) the Execution By-Law be presented to Council for three (3) readings on August 2, 2011.

“CARRIED”

- Res. #2011-562: Moved by Councillor Lawlor, seconded by Councillor Mendicino
That North Bay City Council approve the award of a contract to Metal-Air Mechanical Systems Ltd. in the amount of \$155,629.23 (HST not included), for the supply and installation of dehumidification systems for Pete Palangio Arenas.

“CARRIED”

Res. #2011-563: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That North Bay City Council approve a contract be issued to Strongco Limited Partnership in the amount of \$307,699.00 (HST included), for the supply of one (1) rubber tire excavator.

"CARRIED"

Res. #2011-564: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne That 1) the Mayor and City Clerk be authorized to sign the updated agreement for Professional Consulting Services with J.L. Richards & Associates Limited related to the Environmental Assessment (EA) of proposed intersection improvements at the Seymour Street and Highway 11/17 By-Pass; and

2) the Execution By-Law be presented to Council for three (3) readings at the Regular Meeting of Council on August 2, 2011.

"CARRIED"

Res. #2011-565: Moved by Councillor Lawlor, seconded by Councillor Mendicino That the proposed Clean Yard By-Law attached to Report to Council CSBU 2011-68 to establish standards to exterior property maintenance and grass control on residential lands, be presented to Council for three (3) readings.

"CARRIED"

Res. #2011-566: Moved by Councillor Chirico, seconded by Councillor Koziol That the following by-laws be read a first and second time:

By-Law No. 2011-172 to authorize the 2011 Transit Coach Replacement Program.

By-Law No. 2011-178 to confirm proceedings of the Meeting of Council on July 18, 2011.

"CARRIED"

Res. #2011-567: Moved by Councillor Chirico, seconded by Councillor Koziol That the following by-laws be read a third time and passed:

By-Law No. 2011-172 to authorize the 2011 Transit Coach Replacement Program.

By-Law No. 2011-178 to confirm proceedings of the Meeting of Council on July 18, 2011.

"CARRIED"

Res. #2011-568: Moved by Councillor Lawlor, seconded by Councillor Mendicino That the following by-laws be read a first and second time:

By-Law No. 2011-173 to amend By-Law No. 2011-139 (being a by-law to regulate open air burning in the City of North Bay).

By-Law No. 2011-176 to deem Plan 23, Part Lots 5 to 7, 23 to 26 and Plan M32, Part Lots 167 to 172, and Plan M5, Part Block 1 and Part of Ann Street, Galt Street and Cedar Street as not being subject to part lot control pursuant to Section 50(7) of the *Planning Act* (Algonquin Avenue, Ann Street, Galt Street, Front Street, Cedar Street and McLaren Street).

By-Law No. 2011-180 to execute an Amending Agreement with North Bay Youth Soccer Club relating to funding contributions for the Outdoor Sports Complex.

By-Law No. 2011-182 to execute an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines and Forestry and The Business Centre Nipissing Parry Sound Inc. relating to the Small Business Enterprise Centre Program.

"CARRIED"

Res. #2011-569: Moved by Councillor Lawlor, seconded by Councillor Mendicino That the following by-laws be read a third time and passed:

By-Law No. 2011-173 to amend By-Law No. 2011-139 (being a by-law to regulate open air burning in the City of North Bay).

By-Law No. 2011-176 to deem Plan 23, Part Lots 5 to 7, 23 to 26 and Plan M32, Part Lots 167 to 172, and Plan M5, Part Block 1 and Part of Ann Street, Galt Street and Cedar Street as not being subject to part lot control pursuant to Section 50(7) of the *Planning Act* (Algonquin Avenue, Ann Street, Galt Street, Front Street, Cedar Street and McLaren Street).

By-Law No. 2011-180 to execute an Amending Agreement with North Bay Youth Soccer Club relating to funding contributions for the Outdoor Sports Complex.

By-Law No. 2011-182 to execute an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development, Mines and Forestry and The Business Centre Nipissing Parry Sound Inc. relating to the Small Business Enterprise Centre Program.

"CARRIED"

Res. #2011-570: Moved by Councillor Lawlor, seconded by Councillor Mendicino That the following by-law be read a first and second time:

By-Law No. 2011-181 to execute a Condominium Agreement with Saturnia Real Estate Holdings Inc. and the Royal Bank of Canada relating to Premier Road Condominiums.

Councillor Chirico declared a conflict of interest as he is employed by the Royal Bank of Canada.

"CARRIED"

Res. 2011-571: Moved by Councillor Lawlor, seconded by Councillor Mendicino That the following by-law be read a third time and passed:

By-Law No. 2011-181 to execute a Condominium Agreement with Saturnia Real Estate Holdings Inc. and the Royal Bank of Canada relating to Premier Road Condominiums.

Councillor Chirico declared a conflict of interest as he is employed by the Royal Bank of Canada.

"CARRIED"

Res. #2011-572: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt That the following by-law be read a third time and passed:

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

Councillor Lawlor declared a conflict of interest as his client is interested in purchasing the property.

"CARRIED"

Res. #2011-573: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne
That the following by-laws be read a first and second time:

By-Law No. 2011-174 to execute an Agreement with Miller Paving North Bay, a division of Miller Paving Limited relating to the supply and placement of plant cold recycled asphalt pavement.

By-Law No. 2011-177 to execute an Agreement with Battano Construction Limited relating to the Sidewalk Replacement Program.

By-Law No. 2011-179 to execute an Agreement with J.L. Richards & Associates Limited relating to intersection improvements at the Seymour Street and Highway 11/17 By-Pass.

"CARRIED"

Res. #2011-574: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne
That the following by-laws be read a third time and passed:

By-Law No. 2011-174 to execute an Agreement with Miller Paving North Bay, a division of Miller Paving Limited relating to the supply and placement of plant cold recycled asphalt pavement.

By-Law No. 2011-177 to execute an Agreement with Battano Construction Limited relating to the Sidewalk Replacement Program.

By-Law No. 2011-179 to execute an Agreement with J.L. Richards & Associates Limited relating to intersection improvements at the Seymour Street and Highway 11/17 By-Pass.

"CARRIED"

Res. #2011-575: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne
That the following by-law be read a first and second time:

By-Law No. 2011-175 to execute an Agreement with Monteith Building Group Ltd. relating to the design and construction of the building extension of the Public Works Maintenance Garage.

Mayor McDonald declared a conflict of interest as the contractor is a tenant in property owned by the Mayor.

"CARRIED"

Res. #2011-576: Moved by Councillor Vrebosch-Merry, seconded by Councillor Mayne
That the following by-law be read a third time and passed:

By-Law No. 2011-175 to execute an Agreement with Monteith Building Group Ltd. relating to the design and construction of the building extension of the Public Works Maintenance Garage.

Mayor McDonald declared a conflict of interest as the contractor is a tenant in property owned by the Mayor.

"CARRIED"

Res. #2011-577: Moved by Councillor Maroosis, seconded by Councillor Anthony
WHEREAS arbitrarily setting social assistance rates does not ensure that people receive adequate incomes to meet the basic necessities of life;

AND WHEREAS inadequate levels lead to monthly cycles of chronic hunger among recipients creating health consequences with both personal and economic costs to us all;

AND WHEREAS it is important that there be accountability for providing or failing to provide adequate income supports for people who must be on social assistance;

AND WHEREAS the basics of food and shelter are out of reach on current assistance levels, forcing people who are on assistance to make impossible choices between paying rent and buying food;

AND WHEREAS the purchasing power of social assistance benefits is now 60% of what it was 15 years ago, when social assistance for individuals was reduced by 22% and the cost of nutritious eating has continued to increase every year since then;

AND WHEREAS the increasing number of people relying on social assistance and food banks has grown as a result of the current economic crisis;

AND WHEREAS the existence of widespread food insecurity and chronic illness related to poor nutrition is the result of public policy choices, not the responsibility of people living on inadequate incomes;

NOW BE IT THEREFORE RESOLVED THAT the City of North Bay supports a clear and transparent process to set social assistance rates – rates that are set on the real cost of living a healthy, dignified life in Ontario; and calls on the Government of Ontario to immediately introduce and fully fund a \$100.00 per month Healthy Food Supplement for all adults on social assistance as a first step towards meeting basic needs;

AND THAT a copy of this resolution be forwarded to the Premier of Ontario; The Honourable Dwight Duncan, Minister of Finance; the Honourable Madeleine Meilleur, the Minister of Community and Social Services; the Honourable Deb Mathews, Minister of Health; Monique Smith, MPP for Nipissing; and to the Leaders of the Provincial Opposition;

AND FURTHER THAT a copy of this resolution be forwarded to the Association of Municipalities of Ontario; the Ontario Municipal Social Services Association; the District of Nipissing Social Services Administration Board and its member municipalities, requesting their support and endorsement of the \$100.00 Healthy Food Supplement.

“CARRIED”

Res. #2011-578: Moved by Councillor Vaillancourt, seconded by Councillor Bain
That this Regular Meeting of Council do now adjourn at 7:44 p.m.

“CARRIED”

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

GENERAL GOVERNMENT COMMITTEE REPORT NO. 2011-16

August 15, 2011

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

Your Worship and Councillors:

The General Government Committee presents Report No. 2011-16 and recommends:

1. That the amended Procedural By-Law be presented to Council for three (3) readings

All of which is respectfully submitted.

	ASSENTS	DISSENTS
CHIRICO (CHAIRMAN)	_____	_____
KOZIOL	_____	_____
ANTHONY	_____	_____
MAROOSIS	_____	_____
MAYOR McDONALD	_____	_____

COMMUNITY SERVICES COMMITTEE REPORT NO. 2011-18

August 15, 2011

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2011-18 and recommends:

1. That
 - a) the Residential Rental Housing Licensing By-Law as described in Report to Council CSBU 2011-74 and attached as Appendix A, be approved;
 - b) the Residential Rental Housing Licensing By-Law be made effective January 1, 2012 for the first licenses to be issued from May 1, 2012 to May 1, 2014;
 - c) Traffic & Parking By-Law No. 2002-001, Schedule 18 (No Parking Areas At Any Times) Section 28, be amended as follows:

<u>Road</u>	<u>Side</u>	<u>From</u>	<u>To</u>
<u>SECTION N</u>			
Nancy Drive	south & east	Champlain Street	Oakdale Road
<u>SECTION O</u>			
Oakdale Road	north	Champlain Street	Cartier Street
<u>SECTION P</u>			
Paul Street	north	Nancy Drive	Champlain Street
<u>SECTION S</u>			
Sherryl Crescent	even	McNamara Street	McNamara Street

- d) the Set Fines and Short Form Wording attached to Report to Council CSBU 2011-74 as Appendix B, for front yard parking and other Zoning By-Law parking offences be adopted to enhance enforcement.”

All of which is respectfully submitted.

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

COMMUNITY SERVICES COMMITTEE REPORT NO. 2011-19

August 15, 2011

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2011-19 and recommends:

1. That Report to Council CSBU 2010-63 dated September 14, 2010 relating to an Annual Heritage Advocacy Award, be noted and filed.

All of which is respectfully submitted.

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

CITY OF NORTH BAY**REPORT TO COUNCIL**

Report No: CORP 2011-136

Date: August 2, 2011

Originator: Catherine Conrad

Subject: Election Campaign Signs

RECOMMENDATION

That the City Clerk be directed to prepare a by-law regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136 dated August 2, 2011.

BACKGROUND

At its Regular Meeting held on Monday, July 4, 2011 Council directed staff to prepare a report restricting election campaign signs on any municipal property.

The City's By-law No. 2006-143 (being a by-law to restrict and regulate signs) defines an "election sign" as a temporary sign used to advertise a name involved in the current political Municipal, Provincial or Federal election. The by-law exempts election signs from requiring a permit. Notwithstanding the provision that temporary signs are not allowed on municipal property, the past practice has been to allow election signs.

The City does not have a by-law that specifically regulates election signs (municipal, provincial and/or federal). Many municipalities have adopted by-laws that specifically regulate the use of election campaign signs on public road allowances for the purpose of preventing hazards to vehicles and pedestrians and to further regulate the erection and removal dates for the signs. Other municipalities have adopted by-laws that restrict election signs from public road allowances and all lands under the jurisdiction of the municipality.

In addition, the City does not have a policy or by-law that designates the time period that election signs may be displayed or erected. Those municipalities that have adopted by-laws restricting election signs have also restricted the time period during which campaign signs can be erected or displayed, as follows:

- Election signs shall not be erected or displayed prior to the close of Nomination Day before a municipal election.

- Election signs shall not be erected or displayed for a federal or provincial election until the day that the writ of elections is issued.
- Despite the above, election signs may be erected or displayed at campaign offices once the candidate has filed his or her nomination paper.
- All election signs shall be removed no later than seven (7) days following the Voting Day of the election for which the signs were erected, installed or displayed. The candidate shall be responsible for the removal of his or her election signs within the prescribed time period.

The only restriction that the City has adopted is included in the "Use of Corporate Resources for Election Purposes" Policy. This policy which was approved by Council on November 1, 2005 (Resolution No. 2005-738) includes the following:

"After Nomination Day Members of Council and all other certified candidates for office, may use the following parks for the display of election signs:

1. Lee Park – from Judge Avenue to James Street.
2. Thomson Park – beside Fisher Street.
3. Main Street East Overpass – from Oak Street East to Judge Avenue."

Proposed Policy:

The proposed policy implements best practices for the future. It is the municipality's responsibility to regulate signs within its municipality for candidates to follow. The best practice is to be consistent in applying the restrictions to all three levels of election candidates. A consistent and consolidated approach for the placement of election signs will be of benefit to the candidates, their volunteers and workers, and to the public. It will also ensure that there is not a proliferation of election signs on municipal property.

Each election, we receive numerous complaints from residents regarding the number of signs in parks and along road allowances. In addition, complaints are received regarding the erection of signs on a resident's property, without consent.

The proposed policy would not apply to the MTO corridors (Highways 11, 17 and 63). The MTO has their own directive regarding election signs. A copy of this directive is provided to all candidates when they file their municipal nomination papers.

The proposed policy recommends the following:

1. Election signs shall not be erected or displayed on any road allowances or public property under the jurisdiction of The Corporation of the City of North Bay (billboards on leased lands would be excluded).
2. Election signs shall not be erected or displayed on a public utility pole, light pole, bridge, official sign or overhanging a public highway.
3. The use of the municipal logo on any election signs, brochures or other election

materials is prohibited.

4. Election signs shall not be erected or displayed on any premise used as a Voting Place for elections.
5. Election signs shall not be placed in or on a vehicle that is parked on any premises used as a Voting Place for elections or within 100 metres of a Voting Place.
6. Election signs are permitted on private property only with the consent of the property owner and provided that the signs do not interfere with the safe operation of vehicular traffic or impair the safety of pedestrians. Signs that constitute a safety hazard shall be immediately removed.
7. Election signs shall not be erected or displayed prior to the close of Nomination Day before a municipal election. ("Nomination Day" is the last day that a candidate may file their Nomination Paper. For a regular municipal election it is the second Friday in September in the year of the election).
8. Election signs shall not be erected or displayed for a federal or provincial election until the day that the writ of elections is issued.
9. All elections signs shall be removed within seven (7) after the completion of voting on Voting Day. The candidate shall be responsible for the removal of his or her signs within the prescribed time.
10. If a sign is erected or displayed in violation of the policy, it will be removed, at the candidate's expense at the following rates:

Sign	Fees
Retrieval of Election Sign erected prior to Nomination Day (Municipal Elections) or the day that the Writ of Elections has been issued (Federal and Provincial Elections)	\$50 per sign
Retrieval of Election Sign erected or displayed in violation of the policy	\$50 per sign
Retrieval of Election Sign after Voting Day (7 day grace period)	\$50 per sign

11. Any signs not claimed and retrieved by the candidate within thirty (30) days of the election will be destroyed without compensation to the sign owner.
12. The costs incurred by the municipality to remove election signs and restoration of the site, if applicable, shall have priority status under the *Municipal Act, 2001*, as amended, and may be added to the Tax Collector's Roll.

OPTIONS ANALYSIS

Option # 1: To adopt a policy regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136
This is the recommended option.

Option # 2: To adopt an alternate policy regulating the display and erection of election signs.

Option # 3: To maintain the status quo.

RECOMMENDED OPTION

That the City Clerk be directed to prepare a by-law regulating the display and erection of election signs, as recommended in Report to Council CORP 2011-136.

Respectfully submitted,

C. Conrad

Catherine Conrad
City Clerk

W:\CLERK\RMS\C07\2011\ELECT\GENERAL\0003.doc

We concur in this report and recommendation.

Lea Janisse

Managing Director of Corporate
Services – Lea Janisse

David Linkie

Chief Administrative Officer –
David Linkie

Personnel designated for continuance: City Clerk



The Salvation Army

#2

NORTH BAY CORPS

"His faithfulness continues. . ."

August 3, 2011

CORPS OFFICE
134 McIntyre St. E.
(705) 474-7859

FAMILY SERVICES
134 McIntyre St. E.
(705) 474-7859

THRIFT STORES
126 McIntyre St. E.
(705) 474-7859

390 Lakeshore Drive
(705) 474-4312

Fax
(705) 474-4857

Cathy Conrad, City Clerk
City of North Bay
P.O. Box 360
North Bay, ON P1B 8H8

RECEIVED
CITY OF NORTH BAY

AUG - 5 2011

CLERK'S DEPT.

Dear Mrs. Conrad

Re: Christmas Kettle Campaign 2011

The time of year has come again when we seek permission to place our Christmas Kettles at various locations throughout the city of North Bay.

The Christmas Kettle Campaign is a highly visible means for us to raise funds as a part of our Christmas Appeal and Winter Relief. **Funds that are raised from the Christmas Appeal provide emergency assistance to those in need at Christmas and throughout the year.**

The Kettle Campaign will commence on the 17th of November and run daily to December 24th, 2011 (except Sundays).

We thank you for your support and look forward to your response. If you have any questions or concerns please contact **Malorie Monette (Community and Family Service Worker) at 474-7859.**

Sincerely,

Malorie Monette
Community and Family Service Worker
The Salvation Army North Bay Corps

City of North Bay

Report to Council

Report No: CORP 2011-139

Date: August 10, 2011

Originator: Peter E.G. Leckie

Subject: Dominion Lending Centres – 205 Main Street East, North Bay
(Corner of Main Street East and Wyld Street)

RECOMMENDATIONS

That Council approve a 35 foot canopy fronting on Main Street and a 21 foot canopy fronting Wyld Street located at 205 Main Street East, on the corner of Main Street East and Wyld Street.

BACKGROUND

Paulsons Investments, the registered owner of the property is requesting permission to have a 35 foot canopy fronting on Main Street and a 21 foot canopy fronting Wyld Street located at 205 Main Street East, on the corner of Main Street and Wyld Street. The dimensions of the sign are 35 feet x 4 feet high, 21 feet x 4 feet high, and the total sign area is 224 square feet. The proposed sign complies with the Sign By-Law 2006-143, as amended.

Pursuant to our Sign By-Law, Paulsons Investments will execute an Encroachment Agreement with the City and they will be required to obtain Third Party Liability Insurance in the amount of \$2,000,000.00 naming the City of North Bay as an additional named insured.

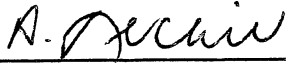
ANALYSIS/OPTIONS

- Option 1 –** Approve the request to install the 35 foot canopy fronting Main Street and the 21 foot canopy fronting Wyld Street located at 205 Main Street East, on the corner of Main Street East and Wyld Street.
- Option 2 –** Deny the request to install the 35 foot canopy fronting Main Street and the 21 foot canopy fronting Wyld Street located at 205 Main Street East, on the corner of Main Street East and Wyld Street.
-

RECOMMENDED OPTION

That Council approves the request from Paulsons Investments to install the 35 foot canopy fronting Main Street and the 21 foot canopy fronting Wyld Street located at 205 Main Street East, on the corner of Main Street East and Wyld Street.

Respectfully submitted,



Peter Leckie, City Solicitor

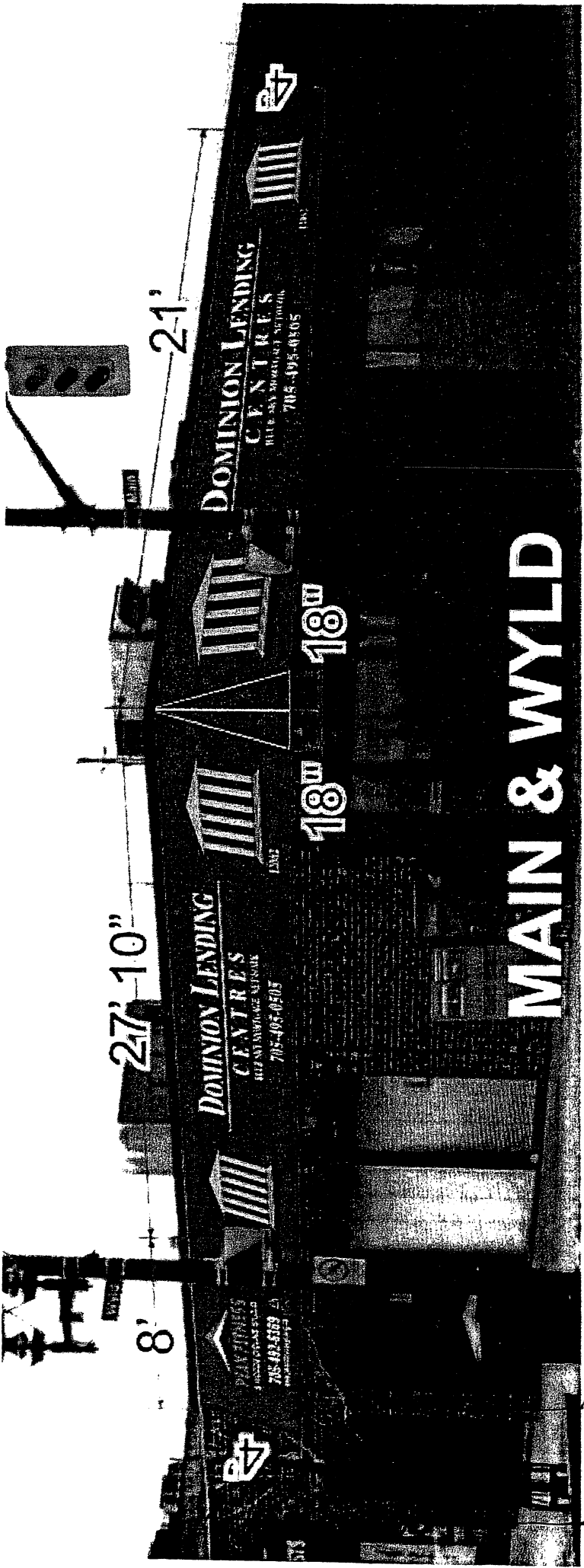
I concur with this report and recommendations.



David G. Linkie
Chief Administrative Officer

Personnel designated for continuance: Peter Leckie, City Solicitor

Attachments: Sketch



8'

27' 10"

21'



DOMINION LENDING CENTRES
705-495-5189



DOMINION LENDING CENTRES
705-495-0505



18"



18"



DOMINION LENDING CENTRES
705-495-0805

MAIN & WYLD

CITY OF NORTH BAY
REPORT TO COUNCIL

#4

Report No: CORP 2011-135

August 8, 2011

Originator: Lorraine Rochefort

Subject: Petty Cash Fund and Cash Floats

RECOMMENDATION:

That a by-law be presented to authorize the Treasurer to establish and maintain a Petty Cash Fund and Cash Floats and that the by-law be given three (3) readings on August 29, 2011; and further that By-Law 2009-95 be repealed.

BACKGROUND:

As part of the annual Financial Services audit process, we are required to have departmental petty cash and cash float allotments verified and documented by each department's immediate Supervisor or Manager.

It is the responsibility of the Supervisor of Revenues & Taxation to monitor and review the funds annually and report to the Treasurer. The attached schedule outlines the Petty Cash Fund and Cash Float allotments for the Corporation as at July 27, 2011. This schedule is updated at year end to reflect the actual balance as at December 31st and is reconciled to the general ledger. The schedule is provided to the auditors for the year-end auditing purposes.

By-Law 2009-95, being a by-law to authorize the establishment and maintenance of a Petty Cash Fund and Cash Floats for the Corporation is active, however outdated. A schedule similar to the attached is part of the by-law, however, due to the fact that the funds fluctuate regularly throughout the year we propose to set an upset limit and maintain the funds internally rather than bringing a by-law to Council annually. The by-law would only be amended if the upset limit had to be increased or decreased. An upset limit of \$20,000.00 has been recommended by the Chief Financial Officer.

A new by-law will be brought forward to the August 29th Council Meeting for Council's consideration which will rescind By-Law 2009-95.

ANALYSIS/OPTIONS:

Option #1 – Council could choose not to enact a new by-law. The existing by-law would continue to be active and permit the Treasurer to establish and maintain Petty Cash Funds and Cash Floats; however, the Schedule is outdated and does not meet the current audit requirements.

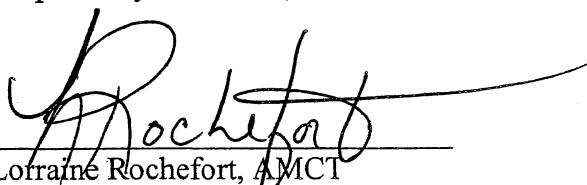
Option #2 – That a by-law be brought forward to the August 29th Council Meeting authorizing the Treasurer to establish and maintain a Petty Cash Fund and Cash Floats with an upset aggregate limit of \$20,000.00. This by-law would repeal By-Law 2009-95 and alleviate the necessity to bring a by-law forward annually to Council because of the fluctuating dollar values. It is an administrative function which is closely monitored by the Supervisor of Revenues & Taxation, reported to the Treasurer and audited by the municipal auditors at year end.

Option 2 is the recommended option.

RECOMMENDED OPTION:

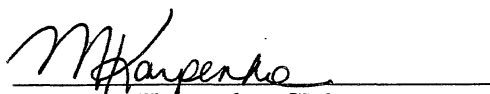
That a by-law be presented to authorize the Treasurer to establish and maintain a Petty Cash Fund and Cash Floats and that the by-law be given three (3) readings on August 29, 2011; and further that By-Law 2009-95 be repealed.

Respectfully submitted,

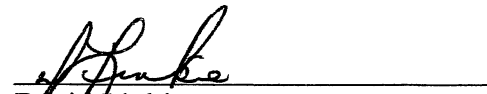


Lorraine Rochefort, AMCT
Manager of Revenues & Taxation

We concur in this report and recommendation.



Margaret Karpenko, CMA
Chief Financial Officer/Treasurer



David Linkie
Chief Administrative Officer

Personnel designated for continuance: Manager of Revenues & Taxation

Attach. Summary of Petty Cash Fund and Cash Float Allocations

**City of North Bay
Petty Cash Funds and Cash Floats
001-0000-012-0100
As at July 27, 2011**

By-law # 2009-95

Tourism, Parks & Recreation

Petty Cash - S. Moffat	\$ 250.00	
Key Refund Float	\$ 400.00	
Class Float	\$ 100.00	\$ 750.00

Mayor's Office

Petty Cash - A. Dibenedetto	\$ 200.00	\$ 200.00
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Financial Services

Petty Cash - Sandra Boulanger	\$ 100.00	
Cashiers (4 @ \$150)	\$ 600.00	
Change Fund	\$ 700.00	\$ 1,400.00

Corporate Support Services (Dupty clerk)

Cashier - H. Hawn	\$ 50.00	
Cashier - L. Wood	\$ 100.00	
Parking (Sherri - 1 @ \$100)	\$ 100.00	
Parking Division - (5 @ \$125. Manned lots)	\$ 625.00	\$ 875.00

Solicitor

Cash Float	\$ 100.00	\$ 100.00
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Provincial Offences

Cashier (1 @ \$100)	\$ 100.00	
Witness Fee	\$ 500.00	\$ 600.00

Memorial Gardens

Petty Cash	\$ 200.00	
Hall of Fame bar floats/Marina (3 @ \$200)	\$ 600.00	
Box office floats (3 @ \$200.)	\$ 600.00	
Change float	\$ 2,800.00	
Class float	\$ 100.00	\$ 4,300.00

West Ferris Arena

Petty Cash	\$ 300.00	\$ 300.00
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Pete Palanqio Arena

Petty Cash	\$ 200.00	
Box Office float	\$ 100.00	
Figure Skating Float	\$ 100.00	
Change Fund	\$ 1,200.00	\$ 1,600.00

Fire Department

Fire & Emergency Services	\$ 300.00	
Fire Prevention & Life Safety Division	\$ 100.00	

Engineering

Petty Cash	\$ 200.00	
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Council Secretariat

Petty Cash - Cathy C.	\$ 100.00	
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Transportation & Works

Petty Cash - Lee Park Office	\$ 50.00	
Petty Cash - Public Works Administration	\$ 200.00	
Petty Cash - Transportation Dispatch	\$ 100.00	\$ 350.00

Human Resources

Petty Cash	\$ 100.00	
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Landfill Site

Float (4 @ \$100.)	\$ 400.00	
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Transit

Bus Pass	\$ 200.00	
Change Float	\$ 500.00	
Petty Cash	\$ 300.00	

\$12,675.00

Governed by by-law 2009-095

Quarterly holders of Petty Cash will reconcile individual holdings

In December each year all individual Petty Cash holdings will be confirmed by the treasury department

CITY OF NORTH BAY

REPORT TO COUNCIL

Report No: CORP 2011-138

August 10, 2011

Originator: Paul Valenti

Subject: Tender No. 2011-81, City Hall Financial Services Department Interior Upgrades

RECOMMENDATION:

That North Bay City Council approves the award of a contract to Kenalex Construction Company Limited in the amount of 261,200.00 (plus HST) for interior renovations to the Financial Services Department, First Floor, City Hall.

BACKGROUND:

The renovations are required to improve functionality of the work areas and increase cross training opportunities within the Finance Department.

The tender was publicly advertised in accordance with the City of North Bay Purchasing Policy. Ten (10) tender packages were distributed. The tender closed on August 3, 2011. Two (2) responses were received and evaluated for compliance by the Purchasing Manager and the architectural consultant, Evans Bertrand Hill & Wheeler. The results are as follows with Kenalex Construction Limited providing the lowest bid:

	<u>Bid Total (plus HST)</u>
Kenalex Construction Company Limited	\$261,200.00
Bradanic Construction Services Inc.	\$319,400.00

The price is considered fair and reasonable. The net cost of the contract will be \$265,797.65 including HST, less HST rebate.

ANALYSIS / OPTIONS:

1. That North Bay City Council approves the award of a contract to Kenalex Construction Company Limited in the amount of 261,200.00 (plus HST) for interior renovations to the Financial Services Department, First Floor, City Hall.
 2. Do not award a contract and maintain the existing functionality and operations of the Finance Department. This option is not recommended.
-

RECOMMENDED OPTION / FINANCIAL IMPACTS:

Option 1 is recommended as follows:

That North Bay City Council approve the award of a contract to Kenalex Construction Company Limited in the amount of 261,200.00 (plus HST) for interior renovations to the Financial Services Department, First Floor, City Hall.

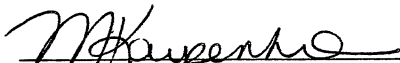
An amount of \$250,000 has been allocated in the 2011 Corporate Services Capital Budget Line No. 101, Project No. 3115GG, First Floor Renovations, authorized with By-Law No. 2011-66. An additional amount of \$40,000 has been allocated to this project from Project No. 3103RD, Public Works Admin Building Roof Repairs, authorized with By-Law No. 2011-91. The total amount of \$290,000 will be sufficient to fund the construction, architectural and temporary financing costs for this project.

Respectfully submitted,



Paul Valenti,
Purchasing Manager

We concur in this report and recommendation.



Margaret Katpenko, CMA
Chief Financial Officer/Treasurer



Laura Boissonneault, CGA
Supervisor of Budgets & Financial
Reporting



David Linkie,
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer/Treasurer

CITY OF NORTH BAY

REPORT TO COUNCIL

Report No: CORP 2011-134

August 9, 2011

Originator: Paul Valenti

Subject: Tender 2011-70, Surrey Drive to Airport Road Overflow Storm Sewer System

RECOMMENDATION:

That North Bay City Council approve the award of a contract to MX Constructors Inc. in the amount of \$706,713.80 (plus HST) for the construction of an overflow storm sewer system.

BACKGROUND:

Currently, minor rain fall events collect at a low point on Surrey Drive between Airport Road and Francis Street and outlet to Airport Road through a storm sewer on Francis Street. The major flows that exceed the capacity of the storm sewer system collect at the same point on Surrey Drive flooding the road. During a large enough storm it would overflow between two private residences and could potentially cause structural damage in addition to rear yard damage to multiple properties in the vicinity.

The construction of the overflow storm sewer would mitigate flooding damage by accommodating the larger rain fall events and redirect flows to Airport Road.

The tender was publicly advertised in accordance with the City of North Bay Purchasing Policy. Sixteen (16) tender packages were distributed directly to vendors. Tenders closed on July 13, 2011. Five (5) tenders were received. The tenders were evaluated by EXP Services Inc., in conjunction with the Capital Works Engineer and Supervisor, Engineering Services. In evaluating the pricing component of the MX Constructors Inc. bid, the unit price in four (4) subsections was incorrectly extended. As stated in the tender documents, the unit price shall prevail which resulted in the low bid of \$706,713.80 plus HST. MX Constructors has provided written confirmation to complete the work at that cost. The results of the evaluation are as follows:

	<u>Bid Total (plus HST)</u>
MX Constructors Inc.	\$ 706,713.80
Kenalex Construction Company Limited	\$ 858,261.50
Gap Construction Co. Ltd.	\$ 982,334.00
RM Belanger Limited	\$ 1,135,835.00
Bruman Construction Inc.	\$ 1,622,220.00

The price is considered fair and reasonable. The net cost of the construction contract will be \$719,152 inclusive of HST, less HST rebate.

ANALYSIS / OPTIONS:

Option 1

That North Bay City Council approve the award of a contract to MX Constructors Inc. in the amount of \$706,713.80 (plus HST) for the construction of an overflow storm sewer system.

Option 2

Do not award a contract and maintain existing conditions. This option is not recommended as ongoing risk for flooding and damage will continue.

RECOMMENDED OPTION / FINANCIAL IMPACTS:

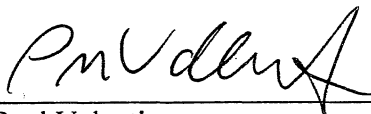
Option 1 is recommended as follows:

That North Bay City Council approve the award of a contract to MX Constructors Inc. in the amount of \$706,713.80 (plus HST) for the construction of an overflow storm sewer system.

Construction costs will be charged to Project # 2831ST and funds will be transferred from the two other projects listed below.

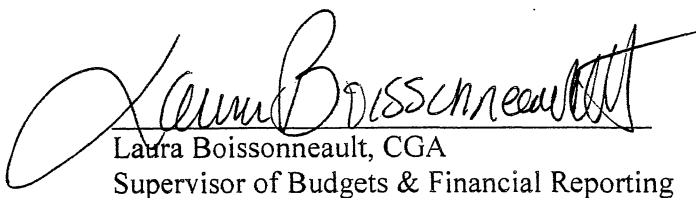
Project	Funds Available	By-Law Approval
Francis Street Storm Outlet, 2831ST	\$497,261	2008-132 2008-234 2009-259
City Share Development Costs, 6001RD	\$175,000	2011-44
Rural Road Culvert Program, 6007RD	\$110,000	2011-38

Respectfully submitted,




Paul Valenti
Purchasing Manager

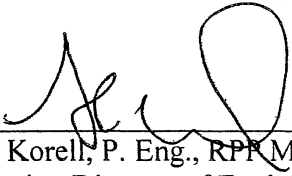
We concur in this report and recommendation.



Laura Boissonneault, CGA
Supervisor of Budgets & Financial Reporting



Margaret Karpenko, CMA
Chief Financial Officer / Treasurer



Alan Korell, P. Eng., RPP MCIP
Managing Director of Engineering,
Environmental Services and Works



David Linkie
Chief Administrative Officer

Personnel designated for continuance: Managing Director of Engineering,
Environmental Services and Works

**CITY OF NORTH BAY
REPORT TO COUNCIL**

Report No: CORP 2011- 140

Date: August 10, 2011

Originator: SCOTT BRADFORD

Subject: 2011 INFORMATION SYSTEMS TECHNOLOGY CAPITAL PROJECT

RECOMMENDATION

That a capital Expenditure By-Law be prepared for the consideration of City Council to authorize the 2011 Information Systems Technology Capital Project and the Water and Sanitary Sewer Capital Budget Project at a combined net debenture cost of \$660,000.

BACKGROUND

The 2011 Capital Budget was passed by City Council Resolution No. 2011-79(a) at its regular meeting held on Monday, February 7, 2011.

Included in the 2011 budget was the amount of \$567,000 for the 2011 Information Systems Technology program. The 2011 Water and Sanitary Sewer budget also includes \$93,000 for an Information Systems Technology program.

The 2011 program can be summarized as follows:

Corporate Priorities	\$467,000
Departmental Priorities	\$ 75,000
Financing and Contingency	<u>\$25,000</u>
Net Debenture Cost	\$567,000
Water and Sanitary Sewer Priorities	<u>\$93,000</u>
Combined Net Debenture Cost	<u>\$660,000</u>

The detailed program for 2011 is as follows:

Server Replacements	\$ 60,000
Workstations	\$ 90,000
Information Systems- Infrastructure / Network	\$ 70,000
Telephony & Remote Access	\$ 11,000
Printer Replacement	\$ 25,000
Security/Access	\$ 52,000
Sungard Public Sector Enhancements	\$ 10,000
Software Licensing	\$ 45,000
Corporate Document Management	\$100,000
Corporate Priorities	\$ 39,000
AV Boardrooms	\$ 40,000
Water and Sanitary Sewer Priorities	\$ 93,000
Financing and Contingencies	<u>\$ 25,000</u>
Total Expenditures	<u>\$660,000</u>

OPTIONS ANALYSIS

Option 1: To authorize the Capital Budget as approved in the 2011 capital budgets.

Option # 2: Not to approve part or all of the program.

The servers and workstations are at the end of their useful life and will impact operating efficiency if not replaced.

The remaining items, other than financing, are identified corporate and business unit requirements and represent some improvement of efficiencies in the proper deployment of the system.

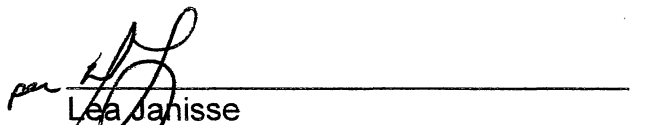
RECOMMENDED OPTION

That a capital Expenditure By-Law be prepared for the consideration of City Council to authorize the 2011 Information Systems Technology Capital Project, and the Water and Sanitary Sewer Capital Budget at a combined net debenture cost of \$660,000.

Respectfully submitted,

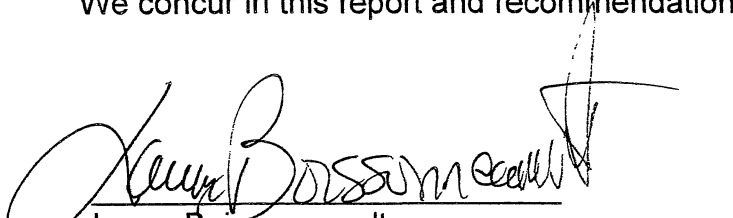


Scott Bradford
Director of Information Systems



Lea Janisse
Managing Director of Corporate Services

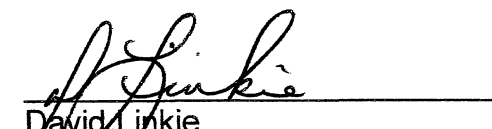
We concur in this report and recommendation.



Laura Boissonneault
Supervisor of Budgets & Financial Reporting



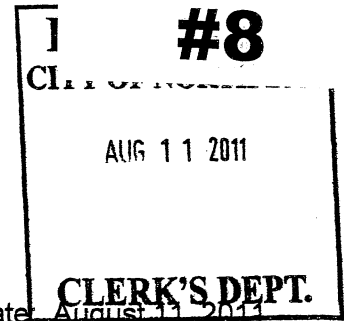
Margaret Karpenko
Chief Financial Officer



David Linkie
Chief Administrative Office

Personnel designated for continuance: Scott Bradford

City of North Bay
Report to Council



Report No: CSBU 2011-83

Date: August 11, 2011

Originator: Ian Kilgour
Director of Parks, Recreation and Leisure Services

Subject: Paid Parking Lot No. 8 – City Hall Administration Short Term Parking

RECOMMENDATION

1) That Parking Lot No. 8, beside City Hall become paid parking for the purposes of improving parking availability to City Hall visitors by charging for a parking space where the visitor is in the building longer than fifteen minutes by way of "Pay and Display" machine, excluding accessible parking spaces which will remain 2 hour free parking; and

2) that By-law No. 2007-90, being by-law to regulate parking in Municipal Parking Lots, be amended accordingly.

BACKGROUND

The possibility of charging for parking at Lot 8/City Hall was raised during 2011 budget deliberations.

At present, visitors to City Hall can park for free for 1 hour after this amount of time they can be ticketed. It has been determined this is a heavy handed way to encourage City Hall visitor parking availability. By providing free parking for 15 minutes and charging for every additional 15 minutes, it will encourage quicker visits, thereby improving parking space availability.

The cost of the installation of the "Pay and Display" machine will be approximately \$20k. This amount includes, base construction, power, and signage. The revenue to be realized from Lot 8 should be approximately \$7-10k. This estimate is based on 260 days that City Hall is open multiplied by 7 hours of daily operation, multiplied by 29 available spaces at \$0.25 ½ hour resulting in revenue of \$13,195.

However, the amount of revenue will be determined by the type of customer usage. If there is a big uptake in the 15 minutes free parking, this will reduce revenue. Therefore, this would result in a 2-3 year pay back period.

Two accessible parking spaces will remain 2 hour free parking. This is consistent with all other accessible parking spaces at municipal parking lots and on street.

ANALYSIS / OPTIONS

Option 1

Charge for parking at Lot 8/ City Hall Parking – First 15 minutes are free. If the customer wants to stay longer they can purchase additional time. The pay back is approximately 2-3 years on the "Pay and Display" machine installation. Excluding accessible parking spaces which will remain 2 hour free parking.

Option 2

Do not charge for parking at City Hall Lot No. 8 – this option will not generate additional parking availability at City Hall.

RECOMMENDED OPTION / FINANCIAL IMPLICATIONS

Charge for parking at Lot 8/ City Hall Parking – First 15 minutes are free. If the customer wants to stay longer they can purchase additional time. The pay back is approximately 2-3 years on the “Pay and Display” machine. Accessible parking will remain 2 hour free parking.

Respectfully submitted,




Ian Kilgour
Director of Parks, Recreation and Leisure Services

I concur in this report and recommendation.



Jerry Knox
Managing Director Community Services



Dave Linkie
Chief Administrative Officer

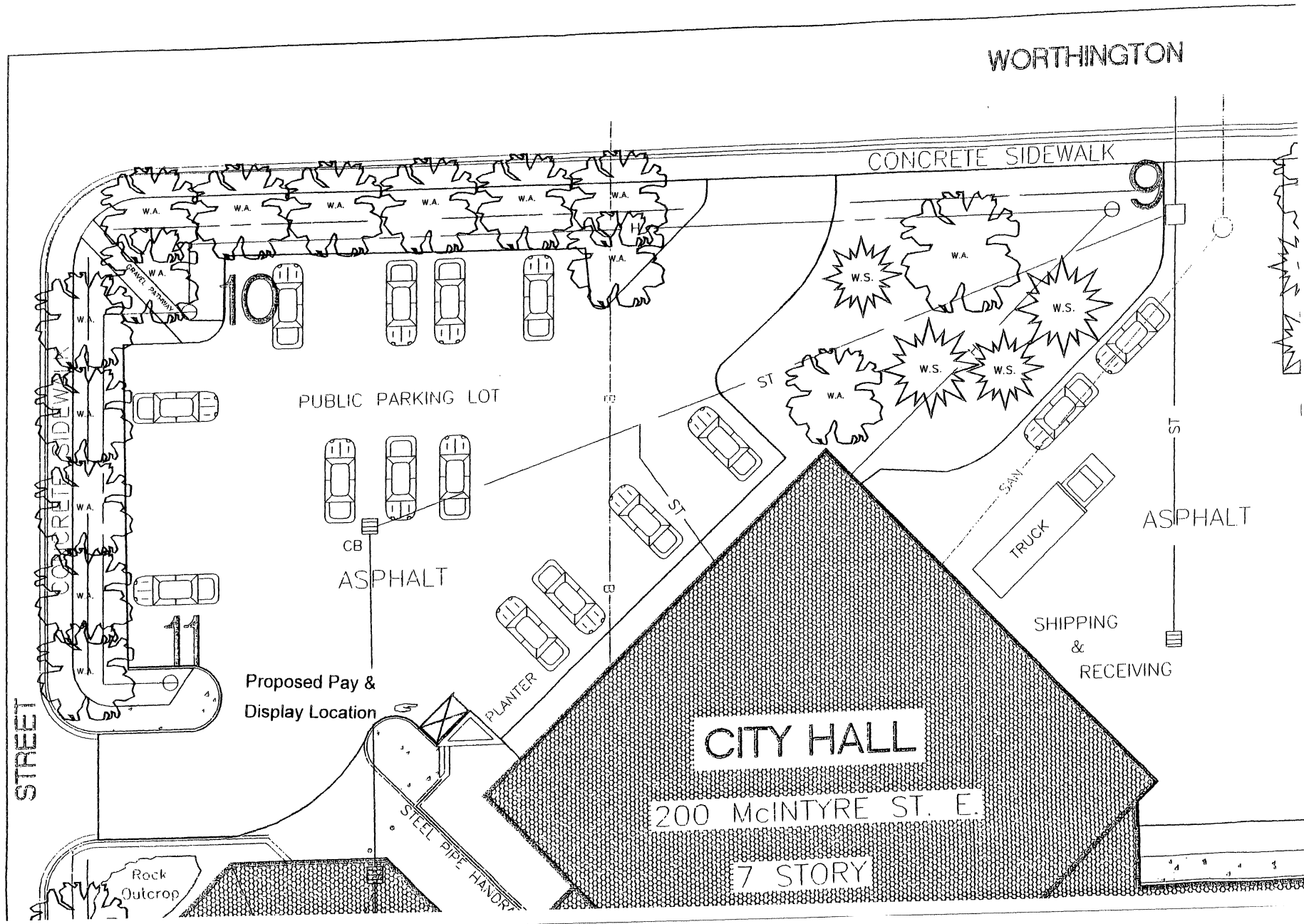
Person designated for continuance:

Attachments:

Schedule A - Map

CAO

SCHEDULE A



THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-187

**BEING A BY-LAW TO CONFIRM PROCEEDINGS
OF THE MEETING OF COUNCIL ON
AUGUST 2, 2011**

WHEREAS the *Municipal Act, R.S.O. 2001*, Chapter 25, (the "Act") Section 5(1), provides that the powers of a municipal corporation shall be exercised by Council;

AND WHEREAS Section 5 (3) of the Act provides a municipal power, including a municipality's capacity, rights, powers and privileges under section 9 of the Act, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise and any of the matters shall be implemented by the exercise of the natural person powers;

AND WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

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

1. That the actions of the Council of The Corporation of the City of North Bay at its meeting held on August 2, 2011 in respect of each motion, resolution and other action passed and taken by the Council at its said Meeting is, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed.
2. That where no individual by-law has been passed with respect to the taking of any action authorized in or by the Council mentioned in Section 1 hereof or with respect to the exercise of any powers of the Council, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing the taking of any action authorized therein or thereby required for the exercise of any powers therein by Council.
3. That the Mayor and the proper officers of The Corporation of the City of North Bay are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the corporate seal to all such documents as required.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NUMBER 2011-189

**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 retains and preserves 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. 2011-498 at its Regular Meeting held on Monday, July 4, 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
- iv. the data be transferred to paper record.

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 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.

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

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

Auditor's letter dated August 8, 2011 attached.

W:\CLERK\RMSIC00\2011\BYLAWRETENT\0003.docx

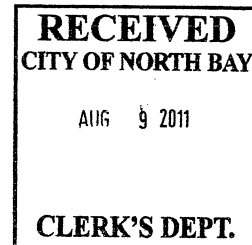


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Toll-free: 800 461 6324
www.bdo.ca

BDO Canada LLP
142 Main Street W
North Bay ON P1B 2T5 Canada

August 8, 2011

The Corporation of the City of North Bay
Attention Catherine Conrad - City Clerk
200 McIntyre Street East
PO Box 360
North Bay ON
P1B 8H8



Dear Catherine,

We have reviewed section 255 of the Municipal Act with regards to the Municipality's ability to establish policies of record retention periods. In addition, we have reviewed your correspondence (including attachments) to our firm dated May 18, 2011 and July 6, 2011 with regards to the City of North Bay Records Management Policy.

Based on our reading of these documents nothing significant has come to our attention that would impact our annual audit (for example there are no retention periods of less than 2 years which is the typical period records are subject to annual audit testing).

Please note that we act in the capacity of the City's external auditor and as such our comments are limited to those which would have an impact on the conduct of the annual external audit.

We would also bring to your attention that there is a normal period of 7 years for certain financial records that might be subject to examination by taxation authorities such as Canada Revenue Agency. These would typically include payroll records, sales tax returns and supporting documentation.

We would recommend that the City consult a lawyer who is familiar with the Municipal Act and related legislative requirements regarding retention of records as an additional safeguard around sound retention policies.

Should you require anything further or wish to discuss the above do not hesitate to contact myself.

Yours truly

Dean N Decaire CA
Partner
BDO Canada LLP
Chartered Accountants, Licensed Public Accountants

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		

JUSTICE – J		LEGAL AFFAIRS – L	
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
MEDIA & PUBLIC RELATIONS - M		PROTECTION & ENFORCEMENT - P	
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

RECREATION & CULTURE - R		SOCIAL & HEALTH CARE SERVICES – S	
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		
TRANSPORTATION – T		VEHICLES & EQUIPMENT - V	
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>Administration – General</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>Associations & Organizations</p> <p>Includes correspondence, minutes, agenda, notices and reports regarding organizations and associations to which staff belongs 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"> • Membership Fees - see Accounts Payable – see F01. 	Originating	1	-	1
A02	<p>Staff Committees & Meetings</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"> • Council Minutes and Agenda - see C03-C04. • Standing Committees - see C05-C06. 	Originating	1	3	4**
A03	<p>Computer Systems & Architecture Information</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"> • Reports - file by subject. • Acquisitions - see Quotations & Tenders – see F18. 	Originating	S	6	S+6
A04	<p>Conferences & Seminars</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"> • Speeches & Presentations - see M08. • Employee & Council Expenses - see F09. • Ceremonies & Events - see M02. • Invoices - see F01. • Rental Agreements - see L14 	Originating	1	-	1**

A05	<p>Consultants</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"> • Reports - file by subject. • Quotations & Tenders - see F18. • Invoices - see F01. 	Originating	2	-	2**
A06	<p>Inventory Control</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"> • Assets - see F06. 	Originating	1	5	6
A07	<p>Office Equipment & Furniture</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"> • Computer Hardware and Software - see Computer/Information Systems - see A03 • Service Agreements - see Contracts and Agreements – Simple – see L14. 	Originating E=Disposal of asset Ⓢ	E	-	E
A08	<p>Office Services</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>Policies & Procedures</p> <p>Includes policy and procedure manuals, guidelines and directives.</p>	Originating	S	P	P**
A10	<p>Records Management</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"> • Retention By-Law - see C01. • Policies and Procedures - see A09. • Records Disposition - see A11. 	Clerk's	S	-	S
A11	<p>Records Disposition</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>Telecommunications Systems</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"> • Licenses - see P09. • Assets - see F06. • Long Distance Call Records - see Accounts Payable, F01. • Agreements - see Contracts and Agreements, L04 or L14. 	Originating	S	-	S
A13	<p>Travel & Accommodation</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"> • Employee and Council expenses – see F09 	Originating	1	-	1
A14	<p>Uniforms & Clothing</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>Vendors & Suppliers</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"> • Purchase Orders and Requisitions - see F17. • Office Equipment - owned and leased - see A07. • Fleet Management - see V01. 	Originating	2	-	2
A16	<p>Intergovernmental Relations</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><i>Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence.</i></p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Legislation – see L10/11. 	Originating	1	4	5**
A17	<p>Accessibility of Records (Freedom of Information – FOI)</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"> • Copies of the Act - see L11. • Complaints and Inquiries - see M04. 	Clerk's	1	-	1

A18	Security 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"> • Vandalism Reports - see Incident/Reports, P05. • Computer Security - see Computer/Information Systems, A03. 	Originating	2	3	5
A19	Facilities Construction & Renovations 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	Building & Property Maintenance 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"> • Parks Management - see R04 • Recreational Facilities - see R05. 	Originating	2	3	5
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	Originating	1	-	1
A22	Accessibility of Buildings Includes records relating to the accessibility of municipal buildings and information to disabled persons.	Clerk's	2	3	5
C00	Council & By-Laws – General 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	By-Laws 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"> • Background information - file by subject. 	Clerk's	P	-	P**
C02	By-Laws - Other Municipalities Includes final versions of by-laws of other municipalities which are of interest.	Clerk's	S	-	S
C03	Council Agenda 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	Council Minutes Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. <u>Excludes:</u> • Standing Committees - see C05, C06. • Reports to Council - see C11.	Clerk's	P	-	P**
C05	Standing Committee Agenda 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	Standing Committee Minutes 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	Elections 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	Goals and Objectives Includes records concerning strategic planning, goals and objectives, and mission statements.	Originating	S	-	S**
C09	Motions and Resolutions Includes final signed versions of resolutions and motions of Council.	Clerk's	P	-	P**
C10	Motions and Resolutions - Other Municipalities Includes final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	S	-	S
C11	Reports to Council and Standing Committees Includes all reports to Council. Filed by subject.	Clerk's	1	P	P**
C12	Appointments to Boards and Committees Includes records regarding appointments by Council of citizens and Council members.	Clerk's	1	P	P**
D00	Development and Planning – General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1

D01	Demographic Studies 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. <u>Excludes:</u> • Vital Statistics - see L12	Planning	5	5	10**
D02	Economic Development Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. <u>Excludes:</u> • Demographic Studies - see D01. • Residential Development - see D04. • Tourism Development - see D06 • Industrial/Commercial Development - see D21	Planning	5	5	10**
D03	Environment Planning 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. <u>Excludes:</u> • Environmental Monitoring - see E05 • Waste Management - see E07	Planning Engineering E=later of: date of offence first came to attention of person appointed under s.5 of the <i>Environmental Assessment Act.</i>	E+2	-	E+2**
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc	Planning	5	5	10**
D05	Natural Resources 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	Planning Engineering	2	-	2**
D06	Tourism Development 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.	Economic Development	5	5	10**
D07	Condominium Plans Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	Planning	5	P	P
		Applications can be destroyed 2 years after final decision.			

D08	<p>Official Plans</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Official Plan Amendment Applications - see D09 • Background Reports – see D24 	Planning	S	P	P**
D09	<p>Official Plan Amendment Applications</p> <p>Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.</p>	Planning E=Final Decision	E+1	4	E+5
D10	<p>Severances</p> <p>Includes records regarding the granting of severances to parcels of land including application for severance</p>	Planning E=Final Decision	E+1	4	E+5
D11	<p>Site Plan Control</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Systems for Servicing Land - see relevant subject • Site Plan Agreements - see Contracts and Agreements, L04 	Planning	5	P	P
D12	<p>Subdivision Plans</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Subdivision Agreements - see Contracts and Agreements, L04. 	Planning	5	P	P
D13	<p>Variances</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Budget Variances - see F05. 	Planning E=Final Decision	E+2	P	P
D14	<p>Zoning</p> <p>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.</p> <p><u>Excludes :</u></p> <ul style="list-style-type: none"> • Zoning By-Laws - see C01 • Variances - see D13 	Planning E=Final Decision	E+2	-	E+2

D15	<p>Easements</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"> Original Agreements - see Contracts and Agreements, L04 	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D16	<p>Encroachments</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"> Original Agreements - See Contracts and Agreements, L04 Original Encroachment By-Laws - see C01 	<p>Planning Engineering</p> <p>E= Termination of right</p>	E+1	5	E+6**
D17	<p>Annexation/Amalgamation</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>Community Improvement Projects</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"> Economic Development - see D02. 	<p>Planning</p> <p>E= Completion of Project</p>	E+1	5	E+6**
D19	<p>Municipal Addressing</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>Reference Plans</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"> Property Survey Plans - see Property/Roll file. 	<p>Planning; Engineering</p>	S	P	P
D21	<p>Industrial/Commercial Development</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"> Agricultural Development – see D23 	Planning	5	5	10**
D22	<p>Digital Mapping</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	Agricultural Development Includes all records regarding development of agricultural growth.	Planning	5	5	10**
D24	Background Reports for Official Plan Includes reports pertaining to amendments and changes to the Official Plan.	Planning E=Final Decision	E+1	4	E+5
D25	Secondary Plans Includes reports pertaining to Secondary Plans and Part Lot Control.	Planning; Engineering	E+5	P	P
E00	Environmental Services Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
E01	Sanitary Sewers Includes records regarding the design, construction and maintenance of sanitary sewers. <u>Excludes:</u> <ul style="list-style-type: none"> • Waste Management - see E07. • Storm Sewers - see E02 • Treatment Plants - see E03 	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	Storm Sewers 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	Treatment Plants Includes records regarding the operation of treatment and pumping stations and lagoons. <u>Excludes:</u> <ul style="list-style-type: none"> • Private Sewage Disposal Systems – see E12. 	Engineering Specs are kept permanently	2	-	2
E04	Trees Includes records of tree removal, planting, trimming, pruning and preservation.	Originating	2	3	5

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

E11	Nutrient Management 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.	Originating	2	3	5**
E12	Private Sewage Disposal Systems Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems.	Engineering Specs held permanently	2	3	5**
E13	Water Monitoring 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. <u>Excludes:</u> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05. • By-law Enforcement – see P01. • Complaints & Inquiries – see M04. 	Engineering	2	13	15
E14	Water Sampling Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notice to Ministry – Spills Action Centre and local Health Unit. <u>Excludes:</u> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05. • By-law Enforcement – see P01. • Complaints & Inquiries – see M04. 	Engineering	2	13	15
E15	Chemical Sampling of Water 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. <u>Excludes:</u> <ul style="list-style-type: none"> • Air Quality Monitoring – see E05. • By-law Enforcement – see P01. • Complaints & Inquiries – see M04. 	Engineering	2	13	15
E16	Backflow Prevention & Cross Connection Control Includes records relating to backflow prevention and cross connection control program. Records will included: 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.	Engineering	2	13	15

F00	Finance and Accounting – General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available. Do not file accounting records for tax purposes.	Originating	1	-	1
F01	Accounts Payable 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"> Cancelled Cheques – see F07. Employee & Council expenses – see F09. 	Financial Services E=Last taxation year	E+1	6	E+7
F02	Accounts Receivable 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"> Write-offs - see F23 Tax Assessments, Rolls and Tax Arrears - see F22. 	Financial Services E=Last taxation year	E+1	6	E+7
F03	Audits Includes records regarding internal and external financial audits of accounts. <u>Excludes:</u> <ul style="list-style-type: none"> Operation audits - see relevant subject. Audited Financial Statements - see F10 	Financial Services	1	5	6
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. <u>Excludes:</u> <ul style="list-style-type: none"> Banking Statements - see F07 	Financial Services	1	5	6
F05	Budgets & Estimates 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	Assets 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"> Land Acquisition and Sale - see L07. 	Financial Services E=Disposal of asset	E+1	5	E+6**

F07	<p>Cheques</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"> Banking - see F04. 	Financial Services	1	5	6
F08	<p>Debentures & Bonds</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"> Debenture Registers - see Subsidiary Ledgers, Registers and Journals, F14. 	Financial Services E= Debentures surrendered for exchange/ cancellation	E+1	5	E+6
F09	<p>Employee & Council Expenses</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"> Attendance - see H01. 	Financial Services	E+1	6	E+7
F10	<p>Financial Statements</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"> All working notes, calculations and background documentation, see F26. 	Financial Services	2	P	P**
F11	<p>Grants & Loans</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>Investments</p> <p>Includes records regarding the municipality's investments, term deposits, and promissory notes.</p>	Financial Services E=Closure of account	E+1	6	E+7
F13	<p>Journal Vouchers</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>Subsidiary Ledgers, Registers & Journals</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"> Documents and vouchers used to support entries - see relevant subject in this Primary. 	Financial Services	E+1	6	E+7

F15	General Ledgers & Journals Includes all records in the Books of Original Entry.	Financial Services	1	P	P
F16	Payroll 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"> Payroll Registers - Subsidiary Ledgers, Registers and Journals - see F14. 	Financial Services	1	5	6
F17	Purchase Orders & Requisitions 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"> Quotations and Tenders - see F18. 	Financial Services	E+1	6	E+7
F18	Quotations & Tenders 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"> Successful quotations and tenders - see Contracts and Agreements, L04. 	Financial Services	1	5	6**
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes.	Financial Services	1	5	6
F20	Reserve Funds 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	Revenues Includes records regarding the generation of revenues other than taxes such as development charges. <u>Excludes:</u> <ul style="list-style-type: none"> Accounts Receivable - see F02. Tax Rolls - see F22. 	Financial Services *Records related to mortgages must be kept for 10 years.	1	5	6*
F22	Taxes & Records 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"> Accounts Receivable - see F02. Mortgage Companies - see F02 Correspondence related to tax issues that are not of a long term importance - see F02. 	Financial Services	S	P	P

F23	Write Offs 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	Trust Funds 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	Security Deposit 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	Working Papers 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	Capital Projects Includes projects funded from capital expenditures.	Financial Services	E+1	6	E+7
F28	HST Includes information related to HST filing, revenues, costs.	Financial Services	E+1	6	E+7
H00	Human Resources – General Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
H01	Attendance & Scheduling 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	Benefits 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	Employee Records 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	<p>Health & Safety</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Accidents of the Public - see Incident/Accident Reports, P05. • Lost-time reports and claims – see H13. 	Human Resources	1	6	7
H05	<p>Human Resource Planning</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Employee Records - see H03. 	Human Resources	1	-	1**
H06	<p>Job Descriptions</p> <p>Includes job descriptions and specifications as well as background information used in their preparation or amendment.</p>	Human Resources	S	-	S**
H07	<p>Labour Relations</p> <p>Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Collective Agreement – see L04. 	Human Resources E=Expiry of contract period	E	10	E+10**
H08	<p>Organization</p> <p>Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Job Descriptions - see H06 	Originating	S	-	S**
H09	<p>Salary Planning</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Employee Records - see H03. 	Human Resources	5	-	5
H10	<p>Pension Records</p> <p>Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Deductions for pensions – see F16 • General information on pension plans - H02 • Payments made to OMERS - F01. 	Human Resources E=Termination of employee/beneficiary	E+6	-	E+6
H11	<p>Recruitment</p> <p>Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications.</p>	Human Resources	1	-	1**

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

J05	Transcripts & Records of Court Proceedings Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	Originating	2	6	8
J06	Enforcements & Suspensions 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	Appeals & Transfers 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	Statistics 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	Disclosure Includes information requested by individuals in preparation for court cases.	Originating	2	4	6
L00	Legal Affairs – General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
L01	Appeals & Hearings 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	Claims Against the Municipality 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	Claims By the Municipality 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	<p>Contracts & Agreements - Under Seal</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Office Equipment Maintenance Agmts - see L14. • Contracts regarding Land - see L07. • Insurance Policies - see L06. 	Clerk's E= Termination of agreement	E+2	13	E+15**
L05	<p>Insurance Appraisals</p> <p>Includes appraisals of municipal property for insurance purposes.</p>	Corporate Services	E+1	-	E+15
L06	<p>Insurance Policies</p> <p>Includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Employee Group Insurance - see Benefits, H02. • Third Party Contracts - see Contracts & Agreements, L04. 	Corporate Services E=Expiry of policy	E+1	14	E+15
L07	<p>Land Acquisition and Sale</p> <p>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.</p>	Originating E= Property disposition	E	10	E+10**
L08	<p>Opinions and Briefs</p> <p>Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p>	Originating	S	-	S**
L09	<p>Precedents</p> <p>Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.</p>	Originating	S	-	S**
L10	<p>Federal Legislation</p> <p>Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality</p>	Originating	S	-	S
L11	<p>Provincial Legislation</p> <p>Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.</p>	Originating	S	-	S
L12	<p>Vital Statistics</p> <p>Includes registers of births, deaths and marriages.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Population Statistics - see Demographic Studies - D01. 	Clerk's	2	P	P

L13	Prosecutions Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. <u>Excludes:</u> <ul style="list-style-type: none"> • Bylaw Enforcement - see P01. • Appeals and Hearings - see L01. 	Originating E=delivery of judgement	E	7	E+7
L14	Contracts and Agreements – Simple 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	Media and Public Relations – General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. <u>Excludes:</u> <ul style="list-style-type: none"> • News Releases - see M06. • Recruitment - see H11. • Elections - see C07. 	Originating	1	-	1**
M02	Ceremonies & Events 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	Charitable Campaigns/Fund Raising 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"> • Receipts - see F19. 	Originating	1	-	1
M04	Complaints, Commendations & Inquiries 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"> • Accessibility of Records (FOI) - see A17. • Specific Complaints - see appropriate subject. 	Originating	1	-	1**
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. <u>Excludes:</u> <ul style="list-style-type: none"> • Clippings used as reference material - see relevant subject. 	Originating	1	-	1**
M06	News Releases Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	Originating	1	-	1**

M07	Publications 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	Speeches and Presentations 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"> Media coverage of speeches/ presentations - see M05. News Releases - see M06. 	Originating	1	2	3**
M09	Visual Identity and Insignia 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	Protection & Enforcement Services – General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
P01	By-law Enforcement 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"> Environmental Monitoring - see E05. Prosecutions - see L13. 	Originating	2	4	6**
P02	Daily Occurrence Logs Includes logs maintained of daily occurrences logs maintained by the Chief Building Official and Municipal Law Enforcement Officers.	Originating	1	4	5**
P03	Emergency Planning Includes records regarding the planning and rehearsal of emergency measures	Originating	S	-	S**
P04	Hazardous Materials 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"> Staff Safety Training - see Health & Safety, H04. 	Originating	S	-	S

P05	Incident/Accident Reports 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"> • Security - see A18. • Accidents of Municipal Staff - see Health & Safety, H04. • Vehicle Accidents - see L02 or L03. 	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	Building & Structural Inspections Includes inspection reports such as building, plumbing, fire prevention, and other structural inspections. <u>Excludes:</u> <ul style="list-style-type: none"> • By-law Enforcement – see P01. 	Originating E+2 for inspections, maintenance and testing related to the Fire Code.	S	-	S
P07	Health Inspections 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	Investigations Includes records of investigation pertaining to law enforcement, traffic accidents, ambulance and fire fighting activities. <u>Excludes:</u> <ul style="list-style-type: none"> • Bylaw Enforcement – see P01 	Originating	2	8	10**
P09	Licences 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"> • Marriage Licences - see Vital Statistics - L12. 	Clerk's E=Expiry of License	E	2	E+2
P10	Building Permits Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. <u>Excludes :</u> <ul style="list-style-type: none"> • All other permits - see P11. 	Building	2	P	P
P11	Permits, Other 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"> • Building Permits - see P10. • Encroachment Permits - see D16. • Burial Permits - see S09. 	Originating E=Expiry of permit	E	-	E+2

P14	Animal Control 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	Community Protection Programs 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	Emergency Services Includes records regarding fire and rescue services.	Originating	S	2	S+2
R00	Recreation and Culture – General Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
R01	Heritage Preservation 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	Parks & Trails Management 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	Recreational Facilities 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	Recreational Programming 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	Community / Recreation Groups Includes sports groups, non-profit organizations.	Community Services	2	3	5**

S00	Social and Health Care Services – General 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	Cemetery Records 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	Transportation – General Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1
T01	Illumination 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	Parking 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	Public Transit 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	Road Construction 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	Road Design and Planning 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	Road Maintenance 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	Signs & Signals 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	Traffic 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	Roads & Lanes Closures 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	Field Survey/Road Survey Books Includes engineering field survey notes as well as books.	Engineering E= Completion of project	E	1	E+1
T11	Bridges 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	Pedestrian Crossovers 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	Sidewalks & Walkways 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	Vehicles & Equipment – General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	Originating	1	-	1

V01	<p>Fleet Management</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Insurance Policies - see L06 • Accident Claims - see L02, L03. • Leases/Contracts - see L14. 	<p>Originating</p> <p>E= Disposition of item/ termination of lease.</p>	E+1	-	E+1
V02	<p>Mobile Equipment</p> <p>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.</p>	<p>Originating</p> <p>E= As long as the device is in service</p>	E+1	5	E+6
V03	<p>Transportable Equipment</p> <p>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.</p>	<p>Originating</p> <p>E= As long as the device is in service</p>	E+1	5	E+6
V04	<p>Protective Equipment</p> <p>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.</p> <p><u>Excludes:</u></p> <ul style="list-style-type: none"> • Uniforms and Clothing - see A14. 	<p>Originating</p> <p>E= disposition of item</p>	E+1	5	E+6

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-191

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION
OF AN AGREEMENT WITH CAMPUS
DEVELOPMENT CORP. AND THE BOARD OF
GOVERNORS OF THE CANADORE COLLEGE OF
APPLIED ARTS AND TECHNOLOGY AND NIPISSING
UNIVERSITY RELATING TO THE EXEMPTION OF
DEVELOPMENT CHARGES FOR THE NEW SIX (6)
STOREY STUDENT RESIDENCE**

WHEREAS the Agreement with Campus Development Corp. and The Board of Governors of the Canadore College of Applied Arts and Technology and Nipissing University for the exemption of Development Charges for the new six (6) storey student residence was approved by Resolution No. 2011-355 passed by Council on the 16th 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 13th day of July, 2011 with Campus Development Corp. and The Board of Governors of the Canadore College of Applied Arts and Technology and Nipissing University relating to the exemption of Development Charges for the new six (6) storey student residence.
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 Campus Development Corp. and The Board of Governors of the Canadore College of Applied Arts and Technology and Nipissing University and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

cc READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-183

**BEING A BY-LAW TO AMEND BY-LAW NO. 1996-35
(BEING A BY-LAW TO REGULATE THE USE OF PUBLIC
PARKS WITHIN THE CITY OF NORTH BAY)
(PART II – CONDUCT)**

WHEREAS by Resolution No. 2011-556(a) passed by Council at its Regular Meeting held on Tuesday, August 2, 2011, Council authorized that smoking be prohibited at the Outdoor Sports Complex;

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

1. That Part II – Conduct to By-Law No. 1996-35 is hereby amended by adding the following:

"PART II - CONDUCT

CONDUCT

- 3.1 No person shall smoke on the grounds of the Outdoor Sports Complex including all fields, buildings, parking lots and all other passive recreational areas within the park boundaries."
2. This By-Law comes into effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

cc READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

AK.

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-185

**BEING A BY-LAW TO ESTABLISH STANDARDS RESPECTING
EXTERIOR PROPERTY MAINTENANCE AND GRASS
CONTROL ON RESIDENTIAL LANDS**

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 Section 127 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may require the owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings and for regulating when and how such matters shall be done and for defining "refuse";

AND WHEREAS Section 128 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Section 131 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

AND WHEREAS Section 425 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws providing that any person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

AND WHEREAS Section 435 of the *Municipal Act, 2001*, S.O. 2001, c.25 provides conditions governing the exercise of a power of entry for municipalities to enter onto lands to inspect for the purposes of this by-law;

AND WHEREAS Section 436 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may enter on land at any reasonable time for the purpose of carrying out inspections to determine compliance with a by-law or an order under a by-law;

AND WHEREAS Section 446 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws directing or requiring that a matter or thing be done and that in default of it being done by the person directed or required to do it, such matter or thing shall be done at the person's expense. Section 446(2) provides that a municipality may enter upon land at any reasonable times for the above purpose and Section 446(3) provides that a municipality may recover the cost of doing a thing or matter required above and may recover the costs by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

AND WHEREAS the Council of The Corporation of the City of North Bay passed Resolution No. 2011-565 at its Regular Meeting on the 2nd day of August, 2011, authorizing the establishment of standards for exterior property maintenance and grass control on residential lands 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:

PART 1 – DEFINITIONS

1. For the purposes of this By-law, the following definitions and interpretations shall govern:
 - 1) **“By-law Enforcement Coordinator”** shall mean the By-law Enforcement Coordinator of the City or a person delegated by him for the purposes of this By-law;
 - 2) **“Chief Building Official”** shall mean the Chief Building Official appointed by Council under Section 3 of the *Building Code Act*;
 - 3) **“Chief Property Standards Officer”** shall mean the Chief Property Standards Officer appointed by Council under Section 15.1 of the *Building Code Act*;
 - 4) **“City”** shall mean The Corporation of the City of North Bay;
 - 5) **“Compost”** shall mean discarded organic material commonly referred to as compost and includes leaves, grass clippings and kitchen waste;
 - 6) **“Council”** shall mean the Municipal Council of The Corporation of the City of North Bay;
 - 7) **“Clean or cleared”** shall include the removal of Debris and Refuse, Grass as defined and the removal of stock piles of soil or other aggregate material not required to complete the grading of the lot on which the stock pile is located;
 - 8) **“Debris”** shall mean the same as Domestic Waste and Refuse;
 - 9) **“Domestic Waste”** shall mean any Debris, Refuse or rubbish, garbage, article, thing, matter or any effluent belonging to or associated with a residence, household or dwelling unit and includes but is not limited to the following:
 - a) grass clippings, weeds, tree and garden cuttings, brush, leaves and garden refuse except as may be placed in a composting container or piled on site in conformance with the Waste Management By-law;
 - b) all organic waste, of animal or vegetable origin resulting from the preparation or consumption of food except as may be placed in a composting container or piled on site in conformance with the Waste Management By-law;
 - c) paper, cardboard, clothing, fabrics or carpets, except as may be placed in a recycling container for regular pickup;
 - d) cans, glass, plastic containers, except as may be placed in a recycling container for regular pickup;
 - e) used material resulting from or once used for the purpose of the construction, alteration, repair or demolition of any building or structure;
 - f) discarded or abandoned refrigerators, freezers, stoves or any other appliance or furniture or parts thereof;
 - g) discarded or abandoned furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
 - h) Inoperative Motor Vehicles, vehicle parts and accessories, vehicle tires mounted or unmounted on rims, mechanical equipment, discarded bicycles, tricycles and their parts and accessories;
 - i) fill, sand, soil, rock or rubble, including concrete, bricks, asphalt, patio or sidewalk slabs;
 - j) Grasses and ground cover which exceeds 20 centimeters (8 inches) in height;

- k) any article, thing, matter, substance or effluent that is or appears to be cast aside, discharged or abandoned, discarded from its usual and intended use, used up in whole or in part or is expended or worn out in whole or in part.
- 10) **“Grass”** shall mean cultivated vegetation consisting of typically short various plants with long narrow leaves growing on lawns;
- 11) **“Inoperative Motor Vehicle”** shall mean a licensed or unlicensed vehicle having missing, damaged, deteriorated, or removed parts of, including but not limited to, wheels, motor transmissions, doors, glass or other parts or mechanical equipment necessary for its safe operation and includes a motor vehicle that is not licensed for the current year;
- 12) **“Motor Vehicle”** shall mean an automobile, truck, motorcycle, snowmobile, trailer, recreational vehicle and any other vehicle propelled or driven by other than muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running solely upon rails, or a traction engine, farm tractor, self-propelled implement of husbandry or road building machine within the meaning of the *Highway Traffic Act*, 1990, c.H.8 as amended;
- 13) **“Officer”** shall mean the Chief Building Official, Chief Property Standards Officer, By-Law Enforcement Coordinator a municipal law enforcement officer, and a Property Standards Officer or other person appointed or employed by the City for enforcement of by-laws;
- 14) **“Owner”** shall mean a registered owner, tenant, beneficial owner, lessee or occupant or another person having an interest in real property within the geographical boundaries of the City;
- 15) **“Perennial Gardens”** shall mean a yard or a portion of a yard containing an area deliberately implemented to produce ground cover, including wild flowers, shrubs, perennials ornamental grasses or combinations of them;
- 16) **“Refuse”** shall mean the same as Domestic Waste and Debris;
- 17) **“Residential Land”** shall include any private property, grounds, yards, driveways, areas beneath carports, areas on open decks, porches and verandahs and vacant lots designated as residential by the City’s Zoning By-law 28-80;
- 18) **“Waste Management By-law”** shall mean the Corporation of the City of North Bay Waste Management By-law No. 2010-108, being a By-law to regulate the disposal of garbage by way of landfill bans, recycling and home composting systems;
- 19) **“Weed”** shall mean any uncultivated, undesirable plant growing and competing with grass on lawns;
- 20) **“Zoning By-Law”** shall mean The Corporation of the City of North Bay Zoning By-Law No. 28-80 being a By-Law to regulate the use of Land, and the character, location and use of the buildings and structures in the City of North Bay.

PART 2 – GENERAL PROVISIONS AND ADMINISTRATIVE MATTERS

2.1 Administration of the By-law:

This By-law shall be administrated by an Officer.

2.2 Application of By-law:

This By-law shall apply to each Owner within the geographic boundaries of The City.

PART 3 – CLEAN AND CLEAR RESIDENTIAL LANDS

3.1 Domestic Waste:

Every Owner shall ensure that their Residential Lands are kept free of Domestic Waste at all times.

3.2 Grass and Weeds:

Every owner shall ensure that Grass and Weeds are trimmed or cut to a height of 20 centimeters (8 inches) or less at all times on Residential Lands.

Provisions relating to the trimming of Grass and Weeds above do not apply to Perennial Gardens as defined.

3.3 Inoperative Motor Vehicles:

3.3.1 Storing of Inoperative Motor Vehicles:

An Owner shall not keep an Inoperative Motor Vehicle or parts thereof upon their Residential Land. Vehicles lacking current valid licence plates shall be parked or stored only within a private garage or other building and in accordance with the Zoning By-law.

3.3.2 Motor Vehicle Salvage Prohibited:

An Owner shall not use any Residential Land in the City for storing an Inoperative Motor Vehicle for the purpose of wrecking or dismantling them or salvaging parts thereof for sale or other disposal including for purposes of repairing other vehicles except in accordance with the Zoning By-law.

3.3.3 Exceptions:

Articles 3.3.1 and 3.3.2 of Part 3 do not apply if the Zoning By-law permits the Land to be so used and the Owner holds a current and valid licence issued by the City for the Residential Land, permitting motor vehicle salvage or storage. Articles 3.3.1 and 3.3.2 of Part 3 do not apply to agricultural farm equipment upon Land that is a farm property falling within the definition of "agricultural operation" under the *Farming and Food Protection Act*, S.O. 1998, c.1, as amended.

3.4 Large Appliance Safety:

3.4.1 Large Appliances – Remove or Secure Door:

If a refrigerator, freezer, stove, washer, dryer or any other large appliance is Domestic Waste and has been set out on Residential Land pending immediate removal and disposal, the door of such appliance shall be removed or secured in such a way as to prevent the door from being open and shut so as to prevent any person from being trapped in such appliance.

PART 4 – ENFORCEMENT AND PENALTIES

4.1 Right to Enforce By-law:

An officer is authorized to enforce this by-law pursuant to the provisions hereof, the *Municipal Act, 2001*, S.O., c.25, Section 9, as amended or any successor

thereof, and the *Provincial Offences Act*, R.S.O. 1990 c. P. 33, as amended or any successor thereof.

4.2 Entry onto Land to Inspect:

Pursuant to section 436 of the *Municipal Act, 2001*, an Officer may enter onto Residential Land at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- a) this by-law is being complied with;
- b) 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; or
- c) an order made pursuant to Section 431 of the *Municipal Act, 2001* which prohibits the continuation of repetition of an offence is being complied with.

4.3. Non-Obstruction of city employee or agent:

Pursuant to section 426 (1) of the *Municipal Act 2001*, no Owner or person shall hinder or obstruct an Officer employed to enforce this by-law from carrying out an inspection of Residential Land nor shall any Owner or person obstruct any employee or agent authorized by the City to carry out any work under authority of this by-law.

4.4 Entry to remedy:

Pursuant to section 446(1) and 446(2) of the *Municipal Act 2001*, where the City proceeds with action under this By-law, an Officer appointed by the City may enter onto the Residential Land accompanied by any person(s) under his or her direction and with the appropriate equipment as required to bring the Residential Land into compliance with this by-law.

4.5 Offence:

An owner 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.25, Section 426(a) as amended or any successor thereof.

4.6 Non-Compliance with Direction or Order:

Pursuant to section 446(1) and (2) of the *Municipal Act 2001*, if an Owner fails to comply with an Officer's direction or order within five (5) days, the City;

- a) without further notice to the Owner shall have the right to remedy the contraventions at the Owner's expense and for this purpose the City with its servants and agents from time to time, to enter in and upon the Residential Land;
- b) shall not be liable to compensate the Owner of the Residential Land by reason of anything done by or on behalf of the City; and
- c) the matter or thing shall be done at the Owner's expense.

4.7 Recovery of Expenses:

4.7.1 Pursuant to section 446(3) of the *Municipal Act 2001*, if the City takes action under Section 4.6(a) hereof to correct the contraventions, the costs of such action may be added to the tax roll and collected in the same manner as municipal property taxes.

4.7.2 If the City undertakes the work to correct the contraventions, the Owner will be charged 100% of the cost of the necessary work, plus an administrative cost in the amount of 25% of the cost of doing the work.

PART 5 – SEVERABILITY

- 5.1 Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the court makes an order to the contrary.

PART 6 – MISCELLANEOUS

- 6.1 This By-law may be referred to as the “Clean Yard By-law”.
- 6.2 If there is a provision in this By-law and a provision of any other City by-law, the provision that establishes the higher standard shall apply.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

W:\CLERK\RMS\IC00\2011\BYLAW\CLNYARD\0002.doc

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2010-008

A BY-LAW TO AMEND ZONING BY-LAW NO. 28-80 TO REZONE CERTAIN LANDS ON FISHER STREET AND SECOND AVENUE EAST FROM A "RESIDENTIAL THIRD DENSITY (R3)" ZONE AND A "COMMERCIAL SPECIAL ZONE NO. 8 (C SP.8)" TO A "NEIGHBOURHOOD COMMERCIAL SPECIAL ZONE NO. 78 (C5 SP.78)"

(O'ROURKE – FISHER STREET & SECOND AVENUE EAST)

WHEREAS the Owner of the subject properties 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-51" of By-law No. 28-80 pursuant to Section 34 of the Planning Act R.S.O. 1990, as amended.

AND WHEREAS Council passed a resolution on February 8th, 2010 to approve this rezoning.

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

- 1) Schedule "B-51" of By-law No. 28-80 is amended by changing the zoning designation of the properties shown on Schedule "A" attached hereto (which properties are more particularly described as Registered Plans 20 & 21, Part of Lots 29 & 30 and Lot 560, known locally as 414 to 420 Second Avenue East and 719 Fisher Street in the City of North Bay, shown as hatched on Schedule "B" attached hereto) from a "Residential Third Density (R3)" zone and a "Commercial Special Zone No. 8 (C Sp.8)" to a "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)".
- 2) All buildings or structures erected or altered and the use of land in such "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)" zone shall conform to all applicable provisions of By-law No. 28-80 of the Corporation of the City of North Bay.
- 3) Section 11 of By-law No. 28-80 is amended by inserting at the end thereof the following
 - 11.3.78 Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)
 - 11.3.78.1 The property description of this "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)" is: Registered Plans 20 & 21, Part of Lots 29 & 30 and Lot 560 – 414 to 420 Second Avenue East and 719 Fisher Street in the City of North Bay as shown on the attached Schedules and Schedule "B-51"
 - 11.3.78.2 The regulations for this "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)" zone are as follows:
 - i) The minimum front yard setback shall not be less than 2.0 metres;
 - ii) The minimum rear yard setback shall not be less than 4.5 metres;
 - iii) The minimum exterior side yard setback shall be 0.5 metres; and
 - 11.3.78.3 The permitted uses in this "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)" zone are as follows:

- Convenience Stores
- Day Nursery
- Dry Cleaning Depots
- Laundromat
- Local Retail Stores
- Personal Service Establishments
- Professional Offices & Business Offices
- Wholesale Uses
- Restaurants
- Public & Private Parking Areas

11.3.78.4 The use of land or buildings in this "Neighbourhood Commercial Special Zone No.78 (C5 Sp.78)" zone shall conform to all other regulations of this By-law, except as hereby expressly varied.

- 4) Section 11 of By-law No. 28-80 is further amended by inserting "Neighbourhood Commercial Special Zone No. 78 (C5 Sp.78)" as Schedule "C" to this By-law.
- 5) Pursuant to Section 41 of the Planning Act, R.S.O. 1990 as amended, those lands shown as hatched on Schedule "A" attached hereto are hereby designated as a Site Plan Control Area.
- 6)
 - 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 O. 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 8TH DAY OF FEBRUARY, 2010.

READ A SECOND TIME IN OPEN COUNCIL THE 8TH DAY OF FEBRUARY, 2010.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15TH DAY OF AUGUST, 2011.

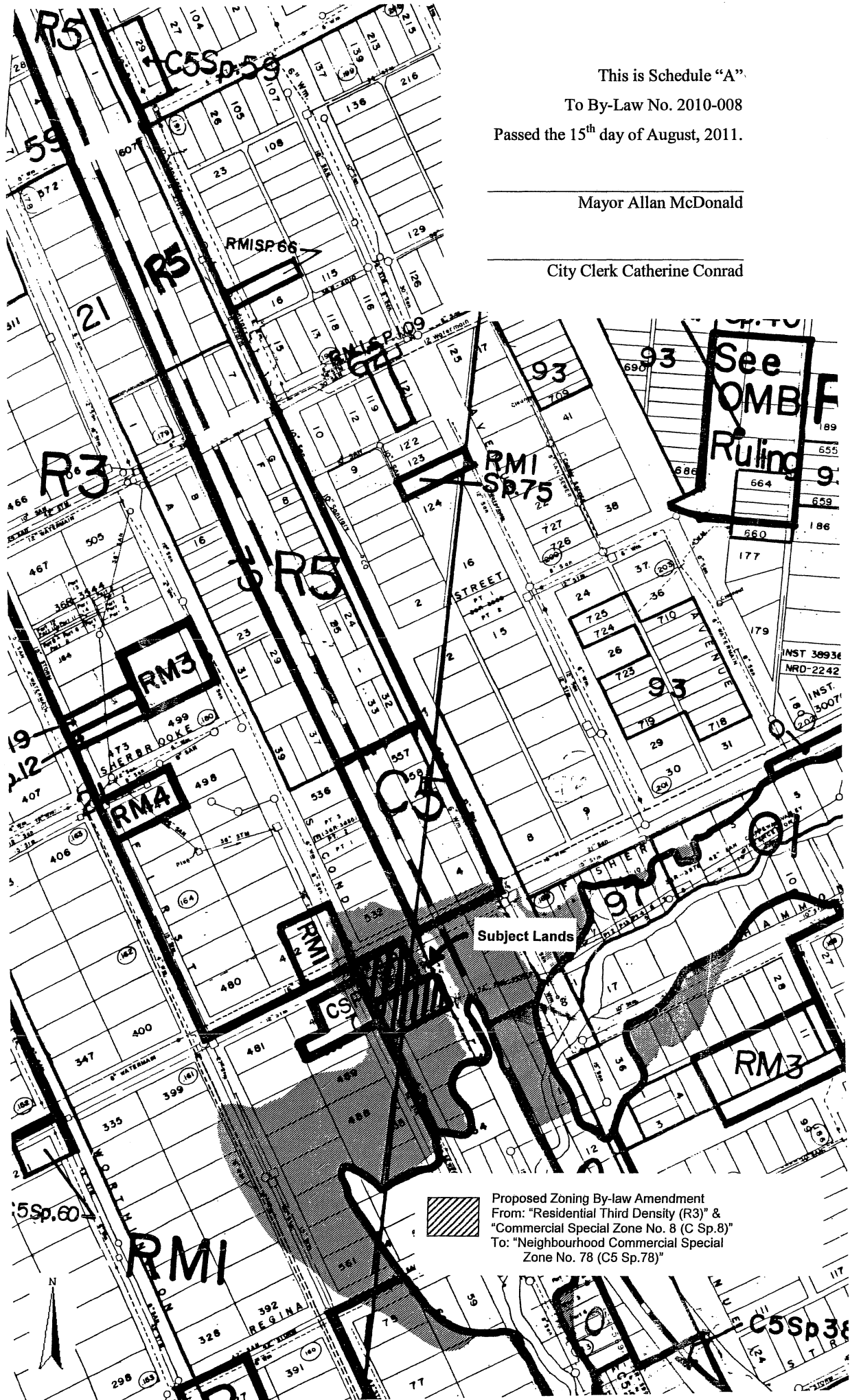
MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

This is Schedule "A"
To By-Law No. 2010-008
Passed the 15th day of August, 2011.

Mayor Allan McDonald

City Clerk Catherine Conrad

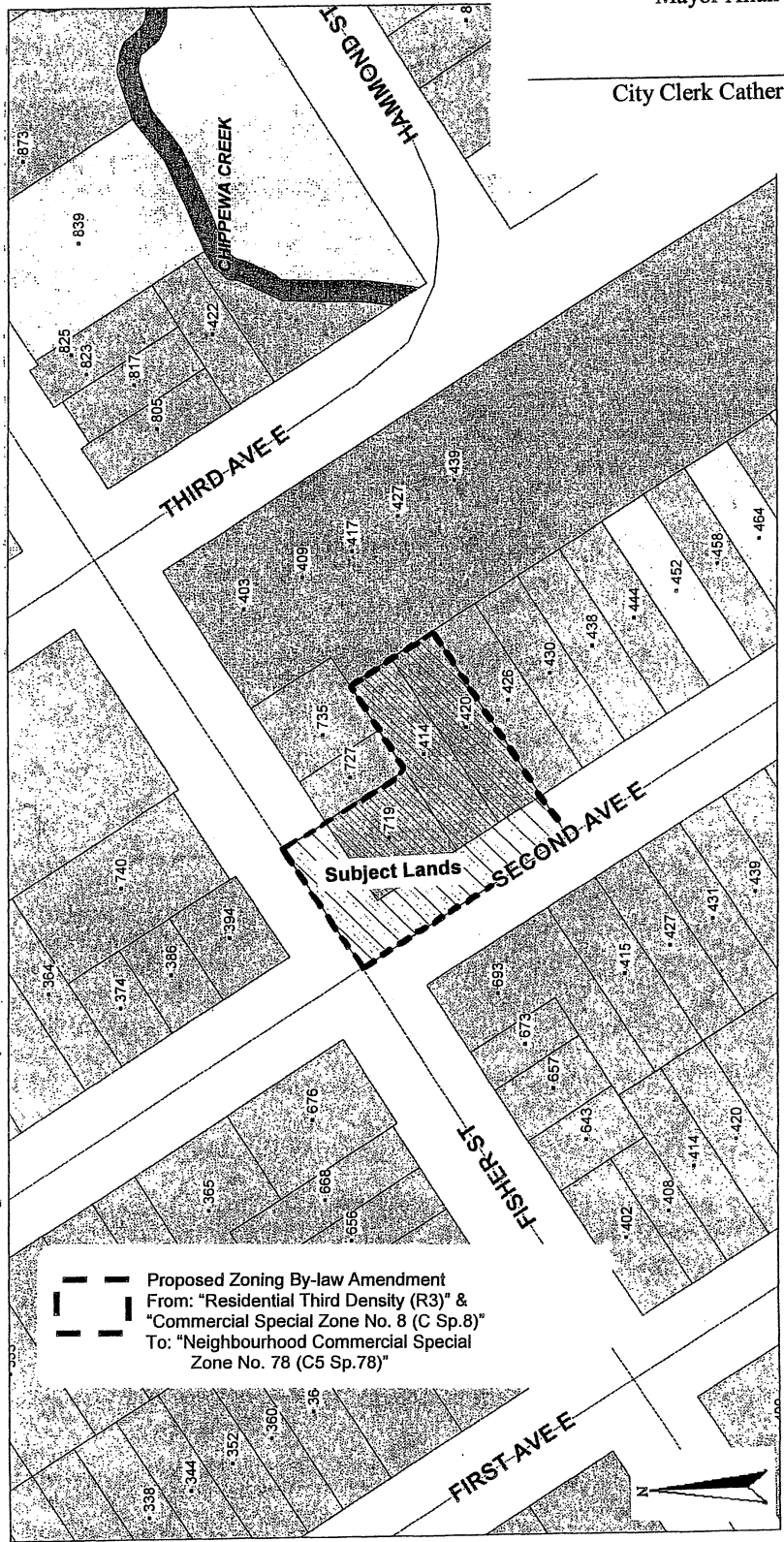


Proposed Zoning By-law Amendment
From: "Residential Third Density (R3)" &
"Commercial Special Zone No. 8 (C Sp.8)"
To: "Neighbourhood Commercial Special
Zone No. 78 (C5 Sp.78)"

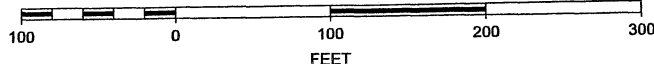
This is Schedule "B"
To By-Law No. 2010-008
Passed the 15th day of August, 2011.

Mayor Allan McDonald

City Clerk Catherine Conrad

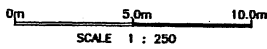


SCALE 1 : 1,150



SITE PLAN OF
**ALL OF LOT 30 AND PART OF LOT
 REGISTERED PLAN 20, AND
 PART OF LOT 560 REGISTERED PL**
CITY OF NORTH BAY
 DISTRICT OF NIPISSING

This is Schedule "C"
 To By-Law No. 2010-008
 Passed the 15th day of August, 2011.



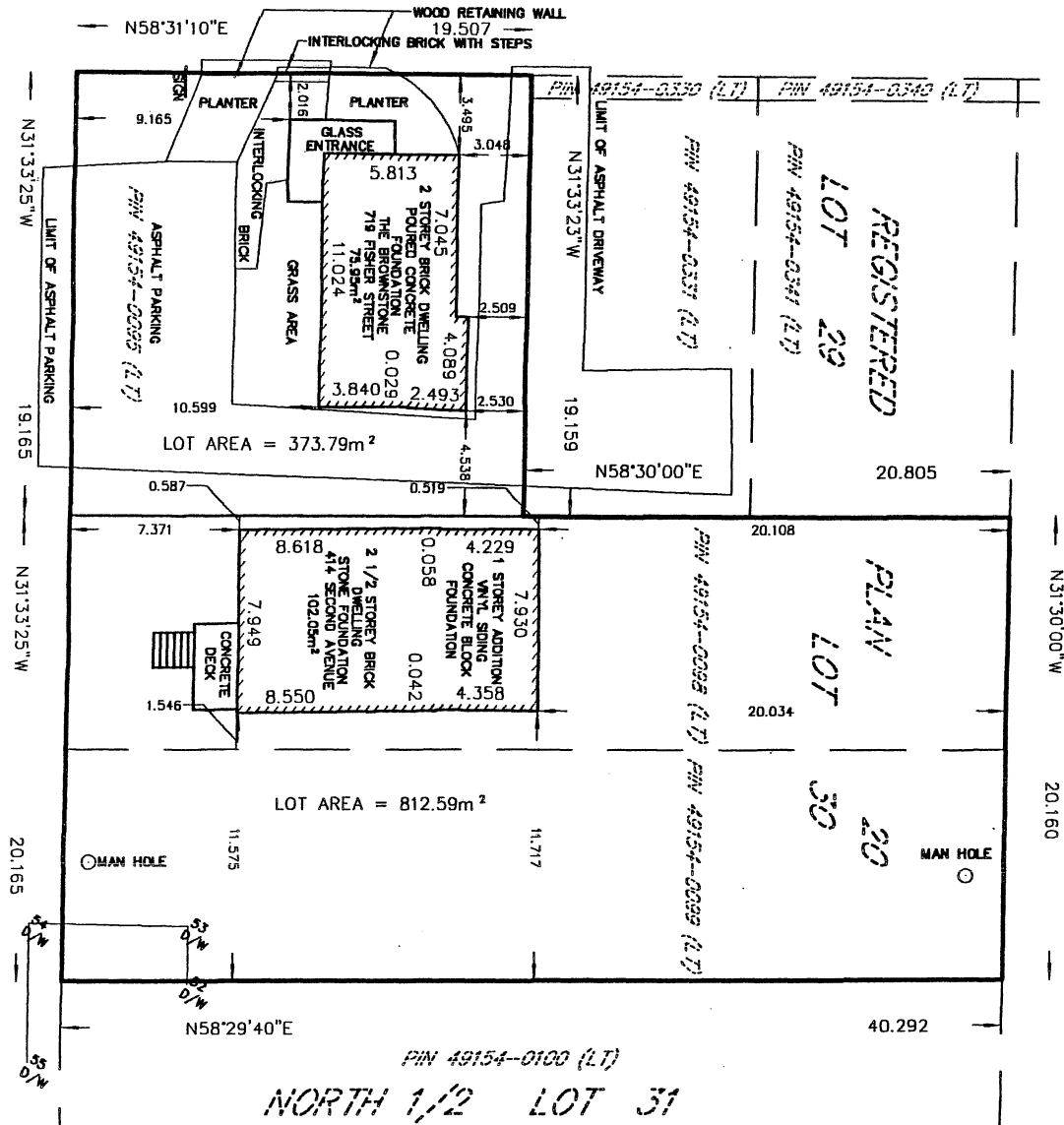
Miller & Urso Surveying Inc.

Mayor Allan McDonald

City Clerk Catherine Conrad

METRIC
 DISTANCES SHOWN ON THIS PLAN ARE IN
 METRES AND CAN BE CONVERTED TO FEET
 BY DIVIDING BY 0.3048.

Proposed Zoning By-law Amendment
 From: "Residential Third Density (R3)" &
 "Commercial Special Zone No. 8 (C Sp.8)"
 To: "Neighbourhood Commercial Special
 Zone No. 78 (C5 Sp.78)"



NORTH 1/2 LOT 31

Miller & Urso Surveying Inc.
 Ontario Land Surveyors ♦ Canada Land Surveyors
 Planning Consultants
 1501 SEYMOUR STREET, NORTH BAY, ON P1B 8G4
 TEL: (705) 474-1210
 FAX: (705) 474-1783

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2011-190

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION
OF AN AGREEMENT WITH LAFARGE CANADA INC.
RELATING TO THE SUPPLY OF READY MIX
CONCRETE**

WHEREAS the Agreement with Lafarge Canada Inc. for the supply of ready mix concrete was approved by Resolution No. 2011-262 passed by Council on the 4th day of April, 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 15th day of August, 2011 with Lafarge Canada Inc. relating to the supply of ready mix concrete.

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 Lafarge Canada Inc. and to affix thereto the Corporate seal.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF AUGUST, 2011.

cc READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 15TH DAY OF AUGUST, 2011.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

MOTION

North Bay, Ontario August 15, 2011

Subject: Poet Laureate

File No.

Res. No. 2011-_____

Moved by Councillor: Bain

Seconded by Councillor: _____

WHEREAS several communities in Canada, large and small, have created a honorary position of Poet Laureate;

AND WHEREAS members of the North Bay poetry, language and arts community wish to have an advocate;

BE IT THEREFORE RESOLVED THAT the City of North Bay establish an Ad Hoc Committee for the selection of a Poet Laureate on the following terms:

- (a) Mandate – to select a Poet Laureate who will serve as the City's literary ambassador and as an advocate for poetry, language and the arts. This will be an unpaid volunteer position. He or she will attend events across the city to promote and attract people to the literary world. The term of the Poet Laureate will be for the term of Council;
- (b) Membership – the Ad Hoc Committee shall be comprised of three (3) members;
- (c) Composition – the Ad Hoc Committee will be composed of one member from the North Bay Public Library, one member from the Capitol Centre and Mayor McDonald;
- (d) Reporting relationship – the Ad Hoc Committee will report their recommendation to Council;
- (e) Staff and other resources to be made available – the Clerk's Department will provide administrative and clerical resources;
- (f) Start and finish date – three (3) months. A recommendation to be made to Council by not later than November 30, 2011. The Committee's term will end on November 30, 2011.

Carried

Carried as amended

Lost

Conflict

Endorsement of Chair

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

Signature of Clerk _____

MOTION

North Bay, Ontario August 15, 2011

Subject: GO Transit Refurbishment Program

File No. T10/2011/ONTC/GOTRANSIT

Res. No. 2011-_____

Moved by Councillor: Mendicino

Seconded by Councillor: Bain

WHEREAS there are still significant unanswered questions regarding the process in which the contract from Metrolinx was awarded to CAD;

AND WHEREAS the Auditor General has advised the City of North Bay that the *Auditor General's Act*, Section 17 does permit the Auditor General to undertake special assignments BUT ONLY if they are formally requested by the Assembly, the Standing Committee on Public Accounts, or by a Minister of the Crown;

AND WHEREAS under the Ontario Ministry of Finance's Supply Chain Code of Ethics it states, "contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money";

BE IT THEREFORE RESOLVED THAT the City of North Bay request that our MPP Monique Smith request the Auditor General to review the awarding of the contract to CAD to determine if the Province followed its own procurement policies.

AND FURTHER THAT a copy of this resolution be sent to all affected Northern Ontario communities; Association of Municipalities of Ontario; the Federation of Northern Ontario Municipalities; Premier Dalton McGuinty; Hon. Michael Gravelle, Minister of Northern Development, Mines and Forestry; Hon. Kathleen Wynn, Minister of Transportation; Leaders of the Opposition Parties; Metrolinx; the City of Toronto and the District Municipalities.

Carried

Carried as amended

Lost

Conflict _____

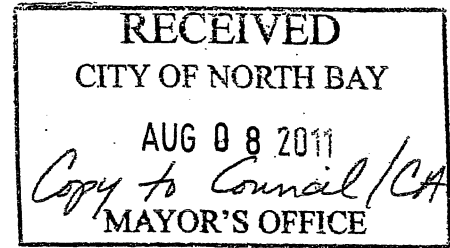
Endorsement of Chair _____

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

Signature of Clerk _____

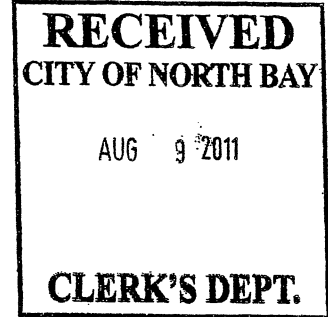


Office of the Auditor General of Ontario
Bureau du vérificateur général de l'Ontario



August 5, 2011

Mayor Al McDonald
City of North Bay
200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
P1B 8H8



Dear Mayor McDonald:

I am writing to you in response to your letter of July 22, 2011 wherein you requested that my Office undertake a review of the tendering process regarding the awarding of a contract between Metrolinx and Canadian Allied Diesel Railway Industries.

The vast majority of the work of my Office is self-initiated under the authority of the *Auditor General Act*. Section 17 of the Act does permit the Auditor General to undertake special assignments but only if they are formally requested by the Assembly, the Standing Committee on Public Accounts, or by a Minister of the Crown.

Accordingly, I am unable to comply with your request for a review of this contract. However, I can assure you that we do consider such requests when planning our future self-initiated audit activities.

I appreciate you bringing the Council's concerns to my attention.

Sincerely,

Jim McCarter
Auditor General

Box 105, 15th Floor
20 Dundas Street West
Toronto, Ontario
M5G 2C2
416-327-2381
fax 416-326-3812

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télécopieur 416-326-3812