



Council

Agenda

**Regular Meeting of Council
July 15, 2013
at 7:00 p.m.**

MEETINGS

**FOR THE WEEK OF
JULY 15TH, 2013**

Monday, July 15, 2013

6:00 p.m.

Committee Meeting of Council
Council Chambers, 2nd Floor

7:00 p.m.

Regular Meeting of Council
Council Chambers, 2nd Floor

Tuesday, July 16, 2013

6:00 p.m.

Special Committee Meeting
of Council
Council Chambers, 2nd Floor
City Hall

**THE CORPORATION OF THE CITY OF NORTH BAY
REGULAR MEETING OF COUNCIL HELD
MONDAY, JULY 15TH, 2013**

PUBLIC PRESENTATIONS:

Don Curry

re Municipal Elections

PUBLIC MEETING MINUTES:

Tuesday, July 2, 2013

COMMITTEE REPORTS:

Community Services Committee Report No. 2013-17

Community Services Committee Report No. 2013-18

CORRESPONDENCE:

1. Rezoning application by Neil and Wendy Luxton – 165 Hughes Road (D14/2013/LUXTN/HUGHES).
2. Report from Catherine Conrad dated July 8, 2013 re 2014 Council and Standing Committees Meeting Schedule (C00/2014/COU/MEETINGS).
3. Report from Paul Valenti dated July 8, 2013 re Request for Proposal 2013-34, Decorative Street Light Fixtures (F05/2013/ROADS/6110RD).
4. Report from Margaret Karpenko dated July 9, 2013 re Process Review – Capital Expenditure By-laws (F05/2013/CAPBU/GENERAL).
5. Report from Jerry Knox dated July 10, 2013 re KPMG Fleet Review (V01/2013/KPMG/FLEET).
6. Report from Peter Chirico dated July 10, 2013 re North Bay Jack Garland Airport Expansion (F05/2011/NBJGA3112AT).

General Government - First, second and third readings:

By-Law No. 2013-169 to confirm proceedings of the Meeting of Council on July 2, 2013.

By-Law No. 2013-172 to amend By-Law No. 2012-97, being a By-Law to regulate Smoking in Public Places and Workplaces.

Community Services – First and second readings:

By-Law No. 2013-170 to amend Zoning By-Law No. 28-80 (2190372 Ontario Inc. & 1340791 Ontario Ltd. – Johnston Road).

By-Law No. 2013-173 to rezone certain lands on Sunset Boulevard (1794504 Ontario Inc. – 2 Sunset Boulevard).

Community Services – First, second and third readings:

By-Law No. 2013-171 to designate a Site Plan Control Area on certain lands on Johnston Road (2190372 Ontario Inc. & 1340791 Ontario Ltd. – Johnston Road).

By-Law No. 2013-174 to designate a Site Plan Control Area on certain lands on Sunset Boulevard (1794504 Ontario Inc. – 2 Sunset Boulevard).

Community Services – Third readings:

By-Law No. 2013-141 to rezone certain lands in the Highland Woods Subdivision (899430 Ontario Inc. & 2142727 Ontario Inc. – Highland Woods).

MOTIONS:

MOTION TO ADJOURN IN-CAMERA:

IN-CAMERA CORRESPONDENCE:

MOTION TO RECONVENE:

MOTION FOR RECONSIDERATION:

GIVING NOTICE:

ADJOURNMENT:

**MINUTES OF THE COMMITTEE MEETING
OF CITY COUNCIL
HELD TUESDAY, JULY 2ND, 2013**

PRESENT: Mayor McDonald, Councillors Lawlor, Anthony, Bain, Maroosis, Vaillancourt, Mendicino, Campbell, Koziol.

COMMUNITY SERVICES COMMITTEE:

The following Items were dealt with:

CS-2013-12 Public Meeting held under the *Planning Act*

Report from Peter Carello dated April 8, 2013 re: Rezoning Application by Miller & Urso Surveying Inc. on behalf of 1794504 Ontario Inc. – 2 Sunset Blvd.

Councillor Mendicino explained the purpose of the Public Meeting.

The City Clerk advised that notice of the meeting was given by prepaid first class mail on the 10th day of June, 2013 to all owners of property within 120 metres of the subject property and by the posting of a placard on the subject property.

Peter Carello explained the purpose of the rezoning application.

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

Rick Miller, OLS
Agent for the Applicant

- "Revetment" is a means of protecting the shoreline from erosion (not a problem in this area); commonly done by way of a retaining wall in the centre of the property.
- All openings must be above the 100 year flood level.
- Drainage - would prefer to do sheet drainage.
- Parking exceeds the City's requirements for on-site parking.

Direction: Committee Report to be brought forward to Council

CS-2013-15 Public Meeting held under the *Planning Act*

Report from Peter Carello dated May 8, 2013 re Rezoning Application by Tunnock consulting Ltd. on behalf of 2190372 Ontario Inc. and 1340791 Ontario Ltd. – Johnston Road

The City Clerk advised that notice of the meeting was given by prepaid first class mail on the 10th day of June, 2013 to all owners of property within 120 metres of the subject property and by the posting of a placard on the subject property.

Peter Carello explained the purpose of the rezoning application.

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

1. Glenn Tunnock
Agent for the Applicant

- Proposal – commercial mix.
- Proposal in line with City's vision and will improve parcel of land.

July 2nd, 2013

- Proposal optimizes use of existing infrastructure.
 - Agrees with addition of postal outlet to list of permitted uses.
2. Chuck Erven
- Represents Lindsay Street multi-residential (mostly seniors) residents.
 - Lobbying City for sidewalks down Lindsay Street to Giroux Street.

Direction: Committee Report to be brought forward to Council

ENGINEERING & WORKS COMMITTEE:

No Items dealt with.

GENERAL GOVERNMENT COMMITTEE:

No Items dealt with.

cc Committee Meeting of Council adjourned at 6:57 p.m.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

**MINUTES OF THE REGULAR MEETING
OF CITY COUNCIL
HELD TUESDAY, JULY 2ND, 2013**

PRESENT: Mayor McDonald, Councillors Lawlor, Anthony, Bain, Maroosis, Vaillancourt, Mendicino, Campbell, Koziol

PUBLIC PRESENTATIONS:

Andrew Lane / Debbie Marsden re North Bay Relay for Life

CORRESPONDENCE:

Cecil's Eatery & Beer Society re Noise By-Law Exemption (400)
North Bay Regional Health Centre re Enforce Smoking By-Law on NBRHC property (399)

REPORTS FROM OFFICERS:

Carello, P. re Deeming By-Law application by
Blanchfield Roofing Company Limited -
1235 Brookes Street (404)
Karpenko, M. re 2012 Consolidated Financial Statements (403)
Melnyk, R. re Smoking By-Law - "Inspector" Definition
Amendment (399)
Melnyk, R. re Appointing Contract Commissionaires as
By-Law Enforcement Officers (401)
Severino, J. re Request for Exemption to Noise By-Law (400)
Vaughan, E. re 2013 Summer in the Park Festival (402)

Res. #2013-395: Moved by Councillor Maroosis, seconded by Councillor Bain
That minutes for the public meetings held on:

- Monday, June 17, 2013

be adopted and presented.

"CARRIED"

Res. #2013-396: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt
That Community Services Committee Report No. 2013-15 relating to:

- Rezoning application by Richard and Laura Gushulak - 528 Front
Street

be adopted and presented.

"CARRIED"

COMMUNITY SERVICES COMMITTEE REPORT NO. 2013-15

July 2, 2013

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2013-15 and
recommends:

1. That the proposed Zoning By-law Amendment application by Richard and Laura Gushulak, 528 Front Street in the City of North Bay to rezone the property legally described as Part of Lot 1, Plan 46, Part 1, Reference Plan No. 36R8713, PIN 49156-0468 (LT) from a "Neighbourhood Commercial (C5)" zone to a "Residential Third Density (R3)" zone be approved.

All of which is respectfully submitted.

<u>ASSENTS</u>	<u>DISSENTS</u>
MENDICINO	
VAILLANCOURT	
MAYOR MCDONALD	

Res. #2013-397: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt That Community Services Committee Report No. 2013-16 relating to:

- Rezoning application, Redline Amendment to Draft Plan of Condominium & Plan of Subdivision by 899430 Ontario Inc. & 2142727 Ontario Inc. – Highland Woods Subdivision

be adopted as presented.

"CARRIED"

COMMUNITY SERVICES COMMITTEE REPORT NO. 2013-16

July 2, 2013

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2013-16 and recommends:

1. That
 - a) the proposed Zoning By-law Amendment by Miller & Urso Surveying Inc. on behalf of 899430 Ontario Inc. and 2142727 Ontario Inc. to rezone certain lands legally described as Concession B, Part of Lot 18 W/F, Bain Drive, Airport Road and Golf Club Road in the City of North Bay from a "Residential Third Density (R3)" zone to a "Residential Multiple Second Density Special Zone (RM2 Sp.)" as shown on Schedule "A" attached hereto, be approved; and
 - b) the proposed Redline Amendment to the Draft Approved Plan of Condominium (File #48CDM-08102) and Plan of Subdivision (File #48T-08106) by Miller & Urso Surveying Inc. on behalf of 899430 Ontario Inc. and 2142727 Ontario Inc. for Concession B, Part of Lot 18, in the former Township of Widdifield, being Lots 50 to 63, Lots 33 to 38 and Blocks 64 and 75, Freehold Condominium Units 1 to 39 and Vacant Land Condominium Units 1 to 32 and 39 to 51 as shown on the Draft Plan prepared by Rick Miller, OLS, dated May 14, 2013 attached hereto as Schedule "B", and changes to the Conditions of Approval of the Subdivision and Condominium, be approved.

All of which is respectfully submitted.

<u>ASSENTS</u>	<u>DISSENTS</u>
MENDICINO	
VAILLANCOURT	
MAYOR MCDONALD	

Res. #2013-398: Moved by Councillor Lawlor, seconded by Councillor Anthony
That accounts totaling \$11,826,417.26 for May 2013, be approved.

"CARRIED"

Res. #2013-399: Moved by Councillor Lawlor, seconded by Councillor Bain
That City Council pass a resolution that the Smoking By-Law No. 2012-97 definition of "Inspector" be amended to allow security guards designated by the North Bay Regional Health Centre (NBRHC), and authorized by the City, to act as agents of the City for the purpose of enforcing the Smoking By-Law on NBRHC property, as listed in Schedule "B", attached to Report to Council CORP 2013-69 dated June 21, 2013.

"CARRIED"

Res. #2013-400: Moved by Councillor Koziol, seconded by Councillor Campbell
That 1) Cecil's Eatery & Beer Society, 300 Wyld Street, be granted an exemption to Noise By-Law No. 142-76 pursuant to the terms and conditions outlined by Section 5 of the by-law, as requested for the following dates:

Friday, August 02, 2013 9pm until 2am of the following day
Saturday, August 03, 2013 9pm until 2am of the following day
Sunday, August 04, 2013 9pm until 12am midnight;

- 2) the exemption be conditional to monitoring and recording of sound levels in compliance with the by-law;
- 3) a copy of the monitoring information be forwarded to the City Clerk within 10 (ten) days of the event; and
- 4) a copy of Report EESW 2013-046 be forwarded to the North Bay Police Services for information.

"CARRIED"

Res. #2013-401: Moved by Councillor Lawlor, seconded by Councillor Anthony
That 1) Council appoint all contract Commissionaires-Ottawa parking enforcement officers as by-law enforcement officers for the purpose of enforcing all City by-laws; and

- 2) By-Law 2013-166 be given three (3) readings at the Regular Meeting of Council on July 2nd, 2013.

"CARRIED"

Res. #2013-402: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt
That 1) the Event Committee of North Bay Summer in the Park Festival be granted permission to hold the 2013 event in and about Lee Park from Monday, July 29th, to Tuesday, August 6th, 2013, both inclusive, with subsidiary activities as outlined in Report to Council CSBU 2013-71;

- 2) the event is therefore confirmed to be exempt from the noise control provisions contained in Noise By-Law 142-76, as amended, pursuant to the operation of Section 6 and Schedule 3 thereof;
- 3) North Bay Summer in the Park Festival Committee be granted exclusive use for the areas outlined in Report to Council CSBU 2013-71;

- 4) the Kate Pace Way be closed as outlined in Report to Council CSBU 2013-71;
- 5) temporary road closures be approved as outlined in Report to Council CSBU 2013-71;
- 6) prohibited parking be established as outlined in Report to Council CSBU 2013-71;
- 7) the Summer in the Park Committee be granted permission to utilize Municipal Parking Lot #2 as a paid parking lot, as outlined in Report to Council 2013-71; and
- 8) a temporary exemption to Regulation 5B of the Municipal Alcohol Policy (Attachment #5) be approved, allowing the establishment of licensed areas to serve alcohol on August 2nd, 2013 and August 3rd, 2013, between the hours of 4:00 p.m. and 12:00 am at the locations to be identified within the concert area as defined in Attachment #5, attached to Report to Council CSBU 2013-71.

"CARRIED"

- Res. #2013-403: Moved by Councillor Lawlor, seconded by Councillor Anthony
That 1) the 2012 Consolidated Financial Statements be received;
and
- 2) the Mayor and Chief Financial Officer of the City of North Bay be authorized to approve the 2012 Consolidated Financial Statements.

"CARRIED"

- Res. #2013-404: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt
That Council adopts a Deeming By-Law to deem Lots 47, 48, 49 & 50 on Registered Plan No. 75, not to be separate lots on a Registered Plan of Subdivision.

"CARRIED"

- Res. #2013-405: Moved by Councillor Lawlor, seconded by Councillor Anthony
That the following by-laws be read a first and second time:
- By-Law No. 2013-158 to confirm proceedings of the Meeting of Council on June 17, 2013.
- By-Law No. 2013-159 to authorize the Asphalt Resurfacing Program.
- By-Law No. 2013-166 to appoint Contract Commissionaires as By-Law Enforcement Officers.

"CARRIED"

- Res. #2013-406: Moved by Councillor Lawlor, seconded by Councillor Anthony
That the following by-laws be read a third time and passed:
- By-Law No. 2013-158 to confirm proceedings of the Meeting of Council on June 17, 2013.
- By-Law No. 2013-159 to authorize the Asphalt Resurfacing Program.

By-Law No. 2013-166 to appoint Contract Commissionaires as By-Law Enforcement Officers.

"CARRIED"

Res. #2013-407: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt That the following by-law be read a first and second time:

By-Law No. 2013-141 to rezone certain lands in the Highland Woods Subdivision (899430 Ontario Inc. & 2142727 Ontario Inc. – Highland Woods).

"CARRIED"

Res. #2013-408: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt That the following by-laws be read a first and second time:

By-Law No. 2013-114 to rezone certain lands on 528 Front Street (Richard & Laura Gushulak – 528 Front Street).

By-Law No. 2013-161 to authorize the execution of an agreement with K.J. Allen Investments Inc. for Construction Management Services relating to the Memorial Gardens Project.

By-Law No. 2013-162 to authorize the execution of an agreement with M. Sullivan & Son Limited relating to renovations and addition to Memorial Gardens.

By-Law No. 2013-163 to authorize the execution of an agreement with SNC-Lavalin Inc. for the preparation of an Air Study Update for the Jack Garland Airport.

"CARRIED"

Res. #2013-409: Moved by Councillor Mendicino, seconded by Councillor Vaillancourt That the following by-laws be read a third time and passed:

By-Law No. 2013-114 to rezone certain lands on 528 Front Street (Richard & Laura Gushulak – 528 Front Street).

By-Law No. 2013-161 to authorize the execution of an agreement with K.J. Allen Investments Inc. for Construction Management Services relating to the Memorial Gardens Project.

By-Law No. 2013-162 to authorize the execution of an agreement with M. Sullivan & Son Limited relating to renovations and addition to Memorial Gardens.

By-Law No. 2013-163 to authorize the execution of an agreement with SNC-Lavalin Inc. for the preparation of an Air Study Update for the Jack Garland Airport.

"CARRIED"

Res. #2013-410: Moved by Councillor Koziol, seconded by Councillor Campbell That the following by-laws be read a first and second time:

By-Law No. 2013-160 to authorize connections to a Sewermain and Watermain and impose a Sewer and Water Connection Charge along Surrey Drive in the City of North Bay.

By-Law No. 2013-164 to authorize the execution of an agreement with Battano Construction Ltd. relating to Curb and Sidewalk Replacements.

By-Law No. 2013-167 to authorize the execution of an agreement with Lafarge Canada Inc. relating to the Supply of Ready Mix Concrete.

By-Law No. 2013-168 to authorize the execution of an agreement with Miller Paving North Bay, a division of Miller Paving Limited relating to Asphalt Concrete Pavement Patching.

"CARRIED"

Res. #2013-411: Moved by Councillor Koziol, seconded by Councillor Campbell
That the following by-laws be read a third time and passed:

By-Law No. 2013-160 to authorize connections to a Sewermain and Watermain and impose a Sewer and Water Connection Charge along Surrey Drive in the City of North Bay.

By-Law No. 2013-164 to authorize the execution of an agreement with Battano Construction Ltd. relating to Curb and Sidewalk Replacements.

By-Law No. 2013-167 to authorize the execution of an agreement with Lafarge Canada Inc. relating to the Supply of Ready Mix Concrete.

By-Law No. 2013-168 to authorize the execution of an agreement with Miller Paving North Bay, a division of Miller Paving Limited relating to Asphalt Concrete Pavement Patching.

"CARRIED"

Res. #2013-412: Moved by Councillor Lawlor, seconded by Councillor Anthony
That Council adjourn in-camera pursuant to section 239.(2) of the *Municipal Act, 2001*, as amended, at 7:38 p.m. for the following reason: Item 8, being the potential disposition of lands by the Municipality.

"CARRIED"

Res. #2013-413: Moved by Councillor Lawlor, seconded by Councillor Anthony
That Council reconvene at 7:47 p.m.

"CARRIED"

Res. #2013-414: Moved by Councillor Maroosis, seconded by Councillor Bain
That this Regular Meeting of Council do now adjourn at 7:48 p.m.

"CARRIED"

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

COMMUNITY SERVICES COMMITTEE REPORT NO. 2013-17

July 15, 2013

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2013-17 and recommends:

- "That
- 1) the proposed Zoning By-law Amendment by Miller & Urso Surveying Inc. on behalf of 1794504 Ontario Inc. to rezone lands at 2 Sunset Boulevard from a "Tourist Commercial (C7)" zone to a "Residential Multiple Third Density (RM3)" zone, be approved; and
 - 2) the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended."

All of which is respectfully submitted.

	ASSENTS	DISSENTS
MENDICINO (CHAIR)	_____	_____
MAYNE	_____	_____
VAILLANCOURT	_____	_____
MAYOR McDONALD	_____	_____

COMMUNITY SERVICES COMMITTEE REPORT NO. 2013-18

July 15, 2013

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

Your Worship and Councillors:

The Community Services Committee presents Report No. 2013-18 and recommends:

- "That
- 1) the proposed Zoning By-law Amendment by Tunnock Consulting Ltd. on behalf of 2190372 Ontario Inc. and 1340791 Ontario Ltd. to rezone lands on Johnston Road from a "Neighbourhood Commercial Special 31A (C5 Sp.31A)" zone to an amended "Neighbourhood Commercial Special 31A (C5 Sp.31A)" zone, be approved; and
 - 2) the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended."

All of which is respectfully submitted.

	ASSENTS	DISSENTS
MENDICINO (CHAIR)	_____	_____
MAYNE	_____	_____
VAILLANCOURT	_____	_____
MAYOR McDONALD	_____	_____



The Corporation of the
City of North Bay

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Canada P1B 8H8
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Planning Services 5th Floor, City Hall
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Fax: (705) 474-5928
Watts: 1-800-465-1882
Email: peter.carello@cityofnorthbay.ca
Web: www.cityofnorthbay.ca

July 5, 2013

Neil and Wendy Luxton
721 Queen Street
North Bay, ON P1A 2T8

Dear Mr. & Mrs. Luxton,

Re: Proposed Zoning By-law Amendment by Neil and Wendy Luxton for Part of the North Half of Lot 16, Concession C, Parts 1 & 3 36R11960, Subject to Easement in Gross Over Part 1 36R11960 as in BS33155, PIN No. 49144-0253 (LT) – 165 Hughes Road, City of North Bay

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

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

We will commence processing of the application immediately. Should you require any additional information, please feel free to contact me at (705) 474-0400 (x. 2409).

Sincerely,

Peter Carello
Senior Planner, Current Operations

CITY OF NORTH BAY
REPORT TO COUNCIL

RECEIVED
CITY OF NORTH BAY

JUL 10 2013

CLERK'S DEPT.

Report No: CORP 2013-74

Date: July 8, 2013

Originator: Catherine Conrad, City Clerk

Subject: 2014 Council and Standing Committees Meeting Schedule

RECOMMENDATION

That City Council adopt the "2014 Council and Standing Committees Meeting Schedule" attached to Report to Council No. CORP 2013-74, dated July 8, 2013.

BACKGROUND

A schedule for Regular Meetings of Council and its Standing Committees has been adopted and followed annually since 1997. The Schedule has been found to be of benefit to the members of Council, the City administration and to the public in planning the presentation of matters to and the consideration of matters by both Council and its Committees.

In the past, Council has had combined meetings (Committee and Council) for the months of July and August. Since 2009 the combined meeting schedule has been extended to include the month of June.

ANALYSIS / OPTIONS

The adoption of an annual schedule would not restrict the ability of Council or its Committees to meet as needed when they deem it appropriate (subject to the provisions of the City's Procedural By-law and the statutes). The attached schedule is essentially the same as the 2013 schedule except where calendar variations (e.g., five-Monday months) require adjustments and with respect to the time period between the 2014 Municipal Election and the Inaugural Meeting.

The proposed Schedule provides for the usual regular bi-weekly Monday meetings, except as follows:

1. Any meeting that would otherwise be held on a holiday (or a day upon which a holiday is to be observed) has been re-scheduled to the next

available weekday.

2. No meetings are scheduled for:
 - May 26, June 9, June 23, July 7, July 21, August 5 and August 18 (summer schedule);
 - The month of November (period of time between Voting Day and the Inaugural meeting); or
 - December 22 and December 29 (holiday season).
 3. The meeting that would normally be held on Monday, June 30 has been rescheduled for Wednesday, July 2 (as Tuesday, July 1st is a holiday).
 4. The May 20, June 2, June 16, July 2, July 14, July 28, August 11 and August 25 meetings would be "combined meetings" of Committees (beginning at 6:00 p.m.) and Council (beginning at 7:00 p.m.).
-

Option 1 – Adopt the Meeting Schedule as Proposed

Adopting the proposed meeting schedule would enable the members of Council to plan their time and will enable the public and the City administration to plan the presentation of matters to (and the consideration of matters by) both Council and Committees. This schedule is essentially the same as those used for the last sixteen years, with the exception of the expanded summer schedule. The previous schedules have been well-accepted by both Council and the public.

Option 2 – Adopt a Different Meeting Schedule

Adopting a different meeting schedule would still enable the members of Council to plan their time, and enable the public and the City administration to plan presentations to both Council and the Committees. Depending upon the number and nature of any changes, we may need to undertake a communication plan and/or adjust the scheduling of some presentations.

Option 3 – Do Not Adopt a Meeting Schedule

Declining to adopt a meeting schedule at this time would require Council to pass resolutions from time to time throughout the year to set the dates of its regular Council and Standing Committee meetings. This would affect the long-range planning of presentations and submissions, and, depending upon the number and nature of such resolutions, may require a communication plan.

RECOMMENDED OPTION / FINANCIAL IMPLICATIONS

Option 1 ("adopt the meeting schedule as proposed") is recommended. Adopting the Meeting Schedule will meet the needs of the members of Council, the public and the City administration in planning City-related business, in accordance with established practice.

There are no financial implications to the approval of this recommendation.

Respectfully submitted,



Catherine Conrad
City Clerk

Attachment – Proposed Meeting Schedule

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We concur in this report and recommendation.



Managing Director of Corporate
Services – Lea Janisse



Chief Administrative Officer –
Jerry D. Knox

Person designated for continuance: Catherine Conrad, City Clerk

Attachment: Proposed 2014 Council and Standing Committees Meeting Schedule

2014 Council and Standing Committees Meeting Schedule

Monday, January 6	Council	<u>Wednesday</u> , July 2	Committees / Council
Monday, January 13	Committees	Monday, July 7	No meeting
Monday, January 20	Council	Monday, July 14	Committees / Council
Monday, January 27	Committees	Monday, July 21	No meeting
		Monday, July 28	Committees / Council
Monday, February 3	Council	<u>Tuesday</u> , August 5	No Meeting
Monday, February 10	Committees	Monday, August 11	Committees / Council
<u>Tuesday</u> , February 18	Council	Monday, August 18	No meeting (AMO)
Monday, February 24	Committees	Monday, August 25	Committees / Council
Monday, March 3	Council	<u>Tuesday</u> , September 2	Committees
Monday, March 10	Committees	Monday, September 8	Council
Monday, March 17	Council	Monday, September 15	Committees
Monday, March 24	Committees	Monday, September 22	Council
Monday, March 31	Council	Monday, September 29	Committees
Monday, April 7	Committees	Monday, October 6	Council
Monday, April 14	Council	<u>Tuesday</u> , October 14	Committees
<u>Tuesday</u> , April 22	Committees	Monday, October 20	Council
Monday, April 28	Council	Monday, October 27	VOTING DAY
Monday, May 5	Committees	Monday, November 3	No Meeting
Monday, May 12	Council	Monday, November 10	No Meeting
<u>Tuesday</u> , May 20	Committees / Council	Monday, November 17	No Meeting
Monday, May 26	No meeting	Monday, November 24	No Meeting
Monday, June 2	Committees / Council	Monday, December 1	INAUGURAL MEETING
Monday, June 9	No meeting	Monday, December 8	Council
Monday, June 16	Committees / Council	Monday, December 15	Committees
Monday, June 23	No meeting	Monday, December 22	No meeting
		Monday, December 29	No meeting

CITY OF NORTH BAY**REPORT TO COUNCIL**

Report No: CORP 2013-73

July 8, 2013

Originator: Paul Valenti

Subject: Request for Proposal 2013-34 Decorative Street Light Fixtures

RECOMMENDATION:

That Council approves the award of a contract to Nedco a division of Rexel Canada Electrical Inc. in the amount of \$96,800.00 (HST extra) for the supply of 80 Decorative Street Light Fixtures.

BACKGROUND:

The City of North Bay owns the municipal decorative street light system. The system is maintained and operated by North Bay Hydro for the City. North Bay Public Works also completes maintenance on the system. Approximately 80 decorative street lights are reaching the end of their service life. The City has investigated and has determined that a new system based on new technology can realize a significant reduction in hydro consumption and maintenance costs over the full life of the new fixtures. In addition to these costs, replacement of the street lights supports the City's energy conservation efforts. The lighting levels within the downtown core will significantly improve which is fully supported by the downtown merchants and the Downtown Improvement Area.

A Request for Proposal (RFP) was publicly advertised in accordance with the Purchasing By-law. The RFP closed on May 29, 2013 with eight proposals being received. The proposals were evaluated by a selection committee consisting of the Manager of Purchasing, the Manager of Environmental Services, the Manager of Accounting and Budgets, the Supervisor of Roads and Traffic, and the Roads Traffic Technician. In addition to the capital cost, the evaluation considered ongoing maintenance costs, electricity costs, energy efficiency, photometric, and product durability.

The results are as follows:

Proponent	Rank	Total Score	Pricing (HST extra)
Nedco a division of Rexel Canada Electrical Inc.	1	96.0	\$96,800.00
HD Supply Canada Inc.	2	95.1	\$100,000.00
Lumca Inc.	3	76.9	\$102,320.00
Dixon Electric	4	76.7	\$105,200.00
Guillevin International Co.	5	76.5	\$106,240.00
Westburne Ruddy Electric	6	76.4	\$106,560.00
Gerrie Electric Wholesale Ltd.	7	75.8	\$110,187.20
Wesco Distribution Canada LP	8	75.7	\$111,039.20

In the opinion of the selection committee the proposal provided by Nedco ranked the highest, provides the best overall value, and is considered fair and reasonable.

ANALYSIS / OPTIONS:

1. Award a contract to Nedco a division of Rexel Canada Electrical Inc.
 2. Do not award a contract. This option is not recommended. If the City chooses not to replace the lights it will face mounting maintenance costs and higher electricity costs to operate the current fixtures versus new high efficiency LED fixtures. The lighting levels within the downtown core will not improve.
-

RECOMMENDED OPTION / FINANCIAL IMPACTS:

Option 1 is recommended as follows:

That Council approves the award of a contract to Nedco a division of Rexel Canada Electrical Inc. in the amount of \$96,800.00 (HST extra) for the supply of 80 Decorative Street Light Fixtures.

The City anticipates an approximate 65% energy savings on a per unit basis.

Sufficient funding is available in the following Engineering, Environmental Services and Works Capital Budgets:

- 2011 Project No. 6012RD – Downtown Roads Maintenance; authorized with By-law No.2011-49 dated March 21, 2011.

-
- 2013 Project No. 6110 RD – Downtown Roads Maintenance; authorized with By-law No. 2013-146 dated June 17, 2013.
-

Respectfully submitted,

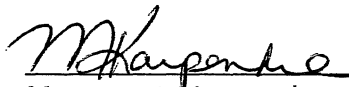


Paul Valenti
Manager of Purchasing

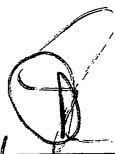
We concur in this report and recommendation.



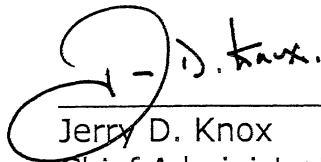
Laura Boissonneault, CGA
Supervisor of Budgets & Financial
Reporting



Margaret Karpenko, CMA
Chief Financial Officer/Treasurer



for/ Alan Korell
Managing Director of Engineering,
Environmental Services and Works



Jerry D. Knox
Chief Administrative Officer

Personnel designated for continuance: Supervisor, Roads and Traffic

Attachments: RFPs

CITY OF NORTH BAY**REPORT TO COUNCIL**

Report No: CORP 2013-75

Date: July 09, 2013

Originator: Margaret Karpenko

Subject: Process Review - Capital Expenditure By-laws

RECOMMENDATIONS:

- 1) That the report on Process Review – Capital Expenditure By-laws be referred to General Government Committee.
-

BACKGROUND:

The annual Capital Budget process includes the following supporting documentation:

- a list of capital projects to be undertaken in the year by department
- individual project sheets including project description and scope
- grants and other funding sources
- annual capital levy included in the Operating Budget
- required long term debenture debt
- Federal Gas Tax funding per the agreement with the federal government
- future 10-year forecast

Initially, the Capital Budget document is tabled for Council to review and ask questions on projects. An overall capital presentation is conducted by the Chief Financial Officer to provide an overview of the plan. After passing the overall Capital Budget, the next step in the process is for the project managers to provide Council with expenditure by-law reports that reiterate the details of the projects as submitted within the original Capital Budget document and request that an expenditure by-law be prepared. Finally, Council approves individual projects and expenditures for projects a third time when the award of tender report is presented to Council.

Currently, the second step in Capital Budget Project approval process includes a Report to Council outlining specific project details, a request for expenditure by-laws and granting debenture authorization. Outlining specific project details should be addressed in the initial step of the Capital Budget approval process. Regarding grant debenture authorization, only 5% of those put through the current expenditure by-law approval process are in fact debentured.

Requesting individual expenditure by-laws is redundant since all applicable information is already provided in the initial capital budget document. For 2013, approximately 80 capital expenditure reports and resulting by-laws were presented to council.

A process review of individual expenditure by-law reports revealed the estimated time and effort and paper materials as follows:

- 20 to 30 minutes of staff time to prepare
- 5 additional approving signatures with corresponding review time
- 3 to 4 pages of background information, timelines, recommendations and other supporting documentations
- copies included in over 20 Council Agenda packages
- 80 resultant by-laws prepared, copied and read 3 times
- Council time to review and approve

ANALYSIS / OPTIONS:

- 1) To discontinue the practice of preparing and presenting capital expenditure by-law reports and resulting by-laws for each project approved in the annual Capital Budget, adopting the practice and, Presenting one all encompassing report and by-law for approved projects contained in the annual Capital Budget at the time the annual Capital Budget is approved by Council.
- 2) Continue the current practice of preparing and presenting capital expenditure by-law reports and resulting by-laws for each approved capital project contained in the approved annual Capital Budget.

RECOMMENDED OPTION / FINANCIAL IMPACTS:

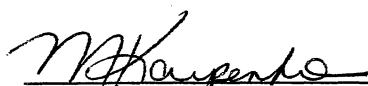
- 1) That the report on Process Review – Capital Expenditure By-laws be referred to General Government Committee.

Staff is always looking for workplace efficiencies. Although this efficiency is hard to quantify in terms of dollars, there are time efficiencies and process improvements associated with this suggestion. This recommendation is being put forward for Council's consideration to be more efficient in our administrative process.

Overall the benefits that can be seen from this suggestion are:

- Increased time spent on the Capital Budget deliberation. Should the recommendation be approved, Council will be provided with a more comprehensive Capital Budget presentation. In addition to the Chief Financial Officer's Capital Budget presentation, each Managing Director is committed to a presentation of the strategic projects presented within their business unit. The concept of the entire plan tying strategically together will allow the public to see the bigger vision as well as understand how the community will be transformed by the Capital Budget plan. This comprehensive view was diminished by the individual project approach.
- Reduce staff and Council time spent on information that is presented multiple times. Council will always have the authority to question projects at the time of establishing the Capital Budget and even stop a project at the award of tender stage.
- Consultation with the City's lawyers, tasked with the City's debenture issuing process, identified that a majority of their municipal clients have discontinued the issuance of individual expenditure by-laws and moved to the recommendation contained within this report. The lawyers are comfortable with the passing of the Capital Budget by a budget by-law or a confirming by-law in respect of the Council meeting at which the relevant capital budget was presented and that includes a list of capital projects and the total amount of funding from each funding source which would include long-term financing. Therefore, the City's Capital Budget Summary reports would, in their opinion, constitute sufficient authority for the City of North Bay to issue debenture debt.

Respectfully submitted,



Margaret Karpenko, C.M.A.
Chief Financial Officer

I concur in this report and recommendations.



Jerry Knox

Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer

City of North Bay

Report to Council

RECEIVED
CITY OF NORTH BAY

JUL 11 2013

CLERK'S DEPT.

Report No: CAO 2013-06

Date: July 10, 2013

Originator: Jerry Knox
Chief Administrative Officer

Subject: KPMG's Fleet Review

RECOMMENDATIONS

- 1) That Council accept KPMG's review of the City's Fleet Operation and direct staff to proceed with implementing the recommendations; and
- 2) That Council authorizes staff to utilize 2013 capital dedicated to vehicle replacement for the hiring of a third party expert to assist with a formal assessment of vehicle and equipment requirements and the development of a comprehensive Corporate Fleet Management Process.

BACKGROUND

As part of the audit process for the 2012 fiscal year, KPMG, the City's auditor, committed to undertake a review of the City's Fleet operation. As a result of this review, several courses of action have been identified that could be considered by the City in order to enhance the efficiency of the fleet management administrative processes, strengthen internal controls over fuel usage, achieve greater fairness and long term sustainability through changes to the rate structure charged to departments for vehicles usage, improve vehicle utilization levels, and potentially reduce the overall size of the fleet.

Working closely with staff, the Auditor's report, draft attached, has provided 12 recommendations for consideration. These recommendations cover the following areas:

- Internal controls over fuel inventories
- Centralized planning for fleet requirements
- Reassess vehicle and equipment requirements
- Streamlined administrative functions
- Revised rate structure for fleet usage
- Redistribution of lower value administrative tasks
- Enhancement management control and performance monitoring of fleet activities
- Integration with other municipal organizations

Following is an overview of the recommendations presented in KPMG's June 11 draft report.

Recommendation #1 & 2: Fuel Inventories:

For an extended period of time, the fuel cardlock system was inoperable and functioning essentially on an "honour" system. This system was repaired in June 2013; however, the report identifies a discrepancy of some 32,621 liters of fuel; (diesel fuel). Although staff suspects the majority of this discrepancy is related to things such as updating fuel system for receipts and usage, and system issues, there was the opportunity for outright theft. However, given the discrepancy is in diesel fuel and the limited use of this fuel, it is suggested this amount is limited. Staff has already implemented these recommendations.

Recommendation #3, 4, 5, 6 and 9: Fleet Composition and Utilization:

These recommendations deal with the composition and utilization of the entire fleet. Recommendation # 3, suggests the City consider establishing a committee to oversee and plan for fleet requirements and the implementation of operational enhancements.

Currently each department defines fleet requirements based on their respective service levels and operational requirements. The work of this committee would include a centralized fleet management planning process to assist in determining the appropriate composition of the City's entire fleet, as well as, facilitate the sharing and optimization of vehicles across the organization.

Recommendations #3 and #4 include the use of contract arrangements where there is equipment needs on a highly seasonal or low usage basis and suggests the City undertake a formal assessment of vehicle and equipment requirements utilizing a third party advisor with experience in fleet evaluation and analysis. This third party could assist the internal committee in establishing a comprehensive fleet management system which would also address recommendations #6 and #9 involving fleet administrative processes.

Recommendation #7 and 8: Fleet Rate Structure:

The report identifies 29 full-time employees are employed within the fleet department, a fleet of some 153 vehicles, total 2012 operating costs of \$3.99 M, departmental charges and other revenues totally \$4.77 M, resulting in a surplus of \$779,311.

In order to fund expenses, the Fleet Department charges vehicle users in two ways:

- Excluding fire and transit, each department is charged an hourly rate for hours used.
- Fire and Transit are charged actual costs for maintaining and fueling their respective vehicles.

The report identifies the charges to departments for maintaining the fleet has surpassed the actual costs resulting in a surplus. KPMG suggest that it appears the allocation of Fleet Department causes both an increased operating cost to the functional departments and negative budget variances in these functional departments. As a result, the recommendation is for the City to consider revising its pooled rate structure for fleet usage to reflect both an operating and capital component.

Recommendation # 10 and 11: Management Control and Performance Monitoring:

The report identifies limited performance management, a reliance on individuals and a paper or Excel system with limited capacity to generate useful reports. These recommendations could be addressed by the internal working group with the assistance of a third party expert.

Recommendation # 12: Integration with other Organizations

With the City's affiliation with other Agencies, Boards and Commissions, KPMG has identified the opportunity to consider a single fleet management function. Currently the City works closely with the North Bay Jack Garland Airport in servicing vehicles. Additionally, Public Works and North Bay Hydro are reviewing some vehicle utilization opportunities that may result in revenues for the City.

Given the nature of the more significant opportunities identified by this report, it would be suggested by staff to focus on those recommendations before considering integration with other organizations.

Current State:

As staff were involved with the Auditors as they undertook this review and have received the draft report, a number of actions have taken place.

- 1) Fuel Card System has been repaired and staff is developing a reconciliation process.
- 2) The purchase of any further vehicle replacements under the 2013 capital budget has been placed on hold. Recognizing some vehicles may be critical to maintain services and operational requirements, departments will be required to provide specific justification for any new purchase.
- 3) As a result of this process, the need to purchase a new grader in 2013 has been reviewed and cancelled.

ANALYSIS / OPTIONS

KMPG's report identifies an opportunity to improve the operation and efficiencies of the City's Fleet Management Process across the entire organization.

Given the fact the purchasing of vehicles rests with each department, it needs to be noted the City's Fleet Department, working within the Public Works Division, really provides a fleet maintenance function and although it is looked to for advice, has not been expected to act in a Corporate Fleet Management capacity.

Essentially, KMPG is recommending a fulsome overhaul on how the City defines fleet requirements and manages its fleet on a corporate wide basis. This undertaking will require the dedication of both financial and human resources. Page 17 of the KPMG report provides a suggested implementation plan.

Option 1:

Accept the report and direct staff to implement the recommendation.

Realistically, in order to implement a long term solution, KPMG's recommendation of utilizing third party expertise is sound. The cost associated to this ranges from \$50,000 to \$100,000. Given the cancelation of the purchase of a grader in 2013, these capital funds could be utilized to cover the cost of this consultant.

Pursuing this option will also include recognizing it as a priority, which will require the allocation of specific staff resources with the potential need to implement specific systems and processes.

Option 2:

Not accept the report of KPMG.

Recommendation:

- 1) That Council accept KPMG's review of the City's Fleet Operation and direct staff to proceed with implementing the recommendations; and
- 2) That Council authorizes staff to utilize 2013 capital dedicated to vehicle replacement for the hiring of a third party expert to assist with a formal assessment of vehicle and equipment requirements and the development of a comprehensive Corporate Fleet Management Process.

Respectfully submitted,



Jerry D. Knox
Chief Administrative Officer

Personnel designated for continuance: Jerry Knox -Chief Administrative Officer



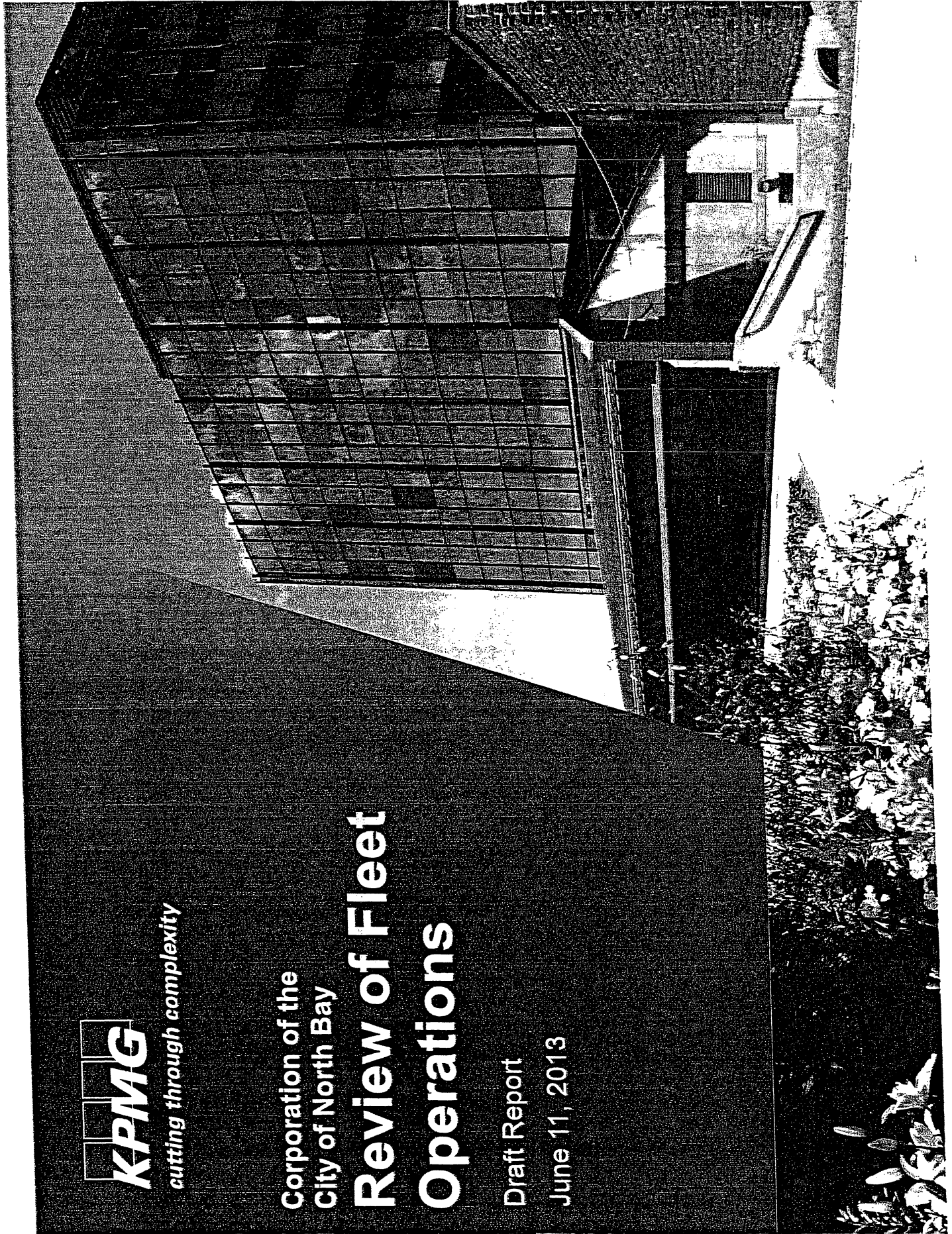
cutting through complexity

Corporation of the
City of North Bay

Review of Fleet Operations

Draft Report

June 11, 2013





Review of Fleet Operations Executive Summary

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

KPMG currently serves as external auditors to the City of North Bay (the 'City'). As part of our audit process, we undertake so-called 'elements of unpredictability' which are focused on items that are not necessarily material to the City's financial statements but which may pose an element of reputational risk to the City and/or represent an area for potential enhancements to internal controls or operational efficiencies.

In connection with the audit of the City's financial statements for the 2012 fiscal year, our focus for the element of unpredictability is the City's fleet operations. The City currently maintains a fleet of more than 300 vehicles and pieces of major equipment, serviced by a staff of 30 full-time employees. On an annual basis, the City's fleet department incurs almost \$4 million in expenditures, which are recovered through charges to functional departments within the City, including public works, parks and facilities, transit and fire services.

As a result of our review, we noted several potential courses of action that could be considered by the City in order to enhance the efficiency of administrative processes relating to the management of its fleet, strengthen internal controls over fuel usage, achieve greater fairness and long-term sustainability through changes to its rate structure for vehicle and equipment usage and potentially reduce the overall size of its fleet. It should be recognized, however, that the City's fleet is an adjunct to its functional departments, with service levels and operating requirements of the functional departments determining the size of the City's fleet, not visa versa. Accordingly, any changes to the City's fleet, both in terms of the number and type of vehicles, should be made in consultation with the functional determinations and with consideration to the impact on service levels and delivery models.

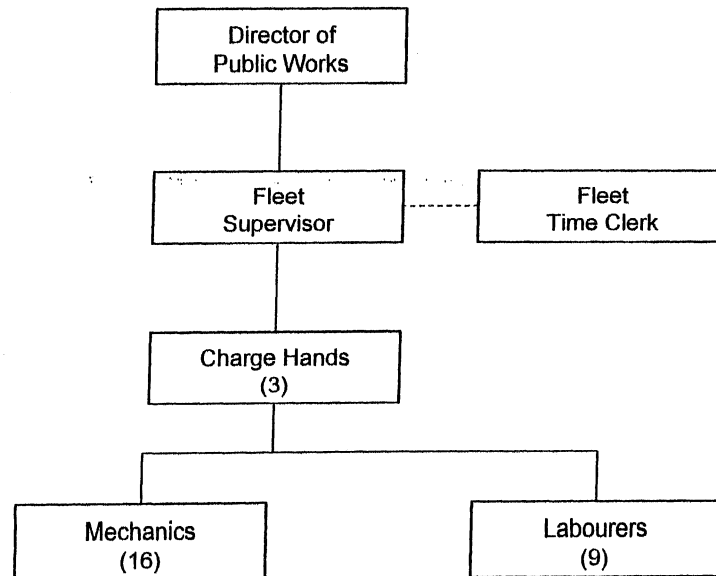
We would like to acknowledge the cooperation of City staff with the preparation of this report.



Review of Fleet Operations Organizational Structure

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

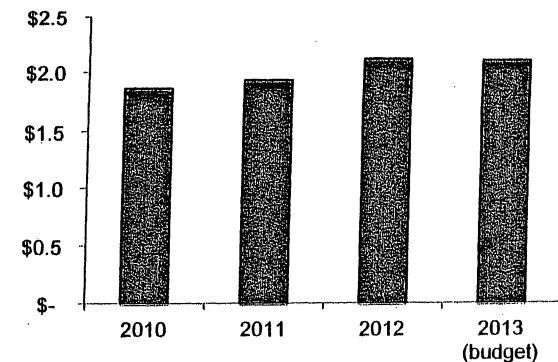
The Fleet Department represents a component of the City's Public Works and Services Division and falls under the mandate of the Director of Public Works. The Fleet Department currently employs 29 full-time employee, all but one of which (Fleet Supervisor) is unionized. The City's Fleet Time Clerk provides support services to the Fleet Department, including the processing of fuel transactions, the entering of payroll hours for fleet employees and other transaction processing. While the Fleet Time Clerk does not report to the Fleet Supervisor (but rather the Manager of Finance and Administration for the Division), we have considered this position to be fleet-related for the purposes of our report.



The Fleet Department schedules employees based on a staggered shift schedule that provides seven day a week coverage. While the Fleet Department's hours of operation range from 4:00 am to 2:30 am, the majority of staff work Monday to Friday, 7:30 am to 4:00 pm.

The Fleet Department is budgeted to incur a total of \$2.12 million in personnel costs during 2013. Since 2010, personnel costs for the Fleet Department have increased by an average of 4% per year, primarily due to increased benefits, overtime and sick leave costs. Notwithstanding these historical increases, budgeted personnel costs for 2013 are lower than 2012 levels.

Fleet Personnel Costs (in millions)





Review of Fleet Operations Fleet Composition

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Based on a listing of insured vehicles and excluding police service vehicles, the City currently maintains a fleet of 153 vehicles for use by a number of different departments, with more than half of the City's fleet comprised of light vehicles (two tons or less). Excluding specialty vehicles such as transit buses and fire vehicles, the largest component of the City's fleet resides within the roads and sewer and water departments, which collectively account for 45% of all City vehicles (excluding police).

	Light Vehicles	Heavy Vehicles	Transit Vehicles	Fire Vehicles	Total Vehicles
Roads	14	23	–	–	37
Sewer and water	23	10	–	–	33
Garage	2	–	–	–	2
Plants	4	–	–	–	4
Landfill	2	–	–	–	2
Survey	6	–	–	–	6
Transit	1	–	29	–	30
Parks and facilities	16	1	–	–	17
Parking	3	–	–	–	3
Fire	9	–	–	10	19
Total vehicles	80	34	29	10	153

In addition to vehicles, the City includes a range of equipment in its fleet, including graders, backhoes, trailers, pumps, saws, drillers and snowplow blades.

We note that the number of vehicles in the City's fleet will vary depending on the source of the information. Specifically, the City maintains at least three different listing of vehicles (insurance listing, HTE system and tangible capital asset listings), each of which provide different figures as to the number, type and distribution by department of vehicles.



Review of Fleet Operations Financial Performance

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

During 2012, the Fleet Department incurred a total of \$3.988 million in expenses related to the City's fleet, \$2.135 million of which related to personnel costs. Since 2010, fleet expenditures have increased by almost \$400,000 or an average of 5.5% per year, with almost half this increase (\$183,000) related to higher gasoline prices. Overall personnel costs increased by \$270,000 or 7.2% per year on average, due in large part to increased overtime, sick time and fringe benefits.

	2010	2012	Change	Average Annual Increase
Regular wages	\$1,082,528	\$1,156,249	\$73,721	3.4%
Overtime and standby	\$97,021	\$124,897	\$27,876	14.4%
Vacation	\$106,857	\$124,406	\$17,549	8.2%
Sick time	\$41,001	\$80,554	\$39,553	48.2%
Other salaries	\$153,343	\$173,056	\$19,713	6.4%
Fringe benefits	\$386,856	\$476,111	\$89,255	11.5%
Total personnel costs	\$1,867,606	\$2,135,273	\$267,667	7.2%
Gasoline	\$432,664	\$615,194	\$182,530	21.1%
Repair parts, lubricants, tires	\$881,854	\$933,836	\$51,982	2.9%
Insurance	\$114,611	\$129,178	\$14,567	6.4%
Other costs	\$226,236	\$174,866	(\$51,370)	(11.4%)
Total costs	\$3,522,971	\$3,988,347	\$389,764	5.5%
Departmental charges	\$4,028,470	\$4,557,025	\$528,555	6.6%
Other revenue	\$133,078	\$210,632	\$77,554	29.1%
Total revenue	\$4,161,548	\$4,767,657	\$606,109	7.3%
Net surplus (deficit)	\$638,577	\$779,311	\$140,734	11.0%



Review of Fleet Operations Financial Performance

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

In order to fund its expenses, the Fleet Department charges users of the City fleet in two ways:

- All City departments with the exception of fire and transit are charged through the so-called 'pooled' method, whereby each piece of equipment is assigned an hourly rate that is charged to the department based on hours used. We understand that the hourly rate is adjusted annually to reflect inflation but has not been subject to a detailed examination for some time.
- Fire and transit services are charged for the actual costs incurred to operate and maintain their vehicles, including hourly rates for mechanics and actual costs for parts and fuels. The rate charged for mechanic time is not equal to the actual pay rate of the employees but rather a shop rate that we understand is higher than the actual rate of pay. As with the pooled rates, we understand that the rate for mechanic time has been adjusted for inflation on an annual basis.

As noted on the previous page, the Fleet Department generates a surplus on an annual basis and the amount of this surplus has increased since 2010. While operating costs have increased by \$390,000 between 2010 and 2012, the amounts charged to City departments has increased by \$530,000. Additionally, in each of 2011 and 2012 the actual amounts charged to City departments exceeded the annual budget by \$240,000 and \$443,000 respectively, despite the fact that Fleet Department operating costs were consistent with or lower than budget. As a result, it appears that the allocation of Fleet Department causes both (i) increased operating costs of the functional departments using City vehicles; and (ii) negative (and artificial) budget variances in the functional departments.



Review of Fleet Operations Opportunities for Consideration

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Based on the results of our review, we have provided recommendations with respect to the following areas that could be considered by the City:

- Internal controls over fuel inventories
- Centralized planning for fleet requirements
- Reassess vehicle and equipment requirements
- Streamlined administrative functions
- Revised rate structure for fleet usage
- Redistribution of lower value administrative tasks
- Enhancement management control and performance monitoring of fleet activities
- Integration with other municipal organizations

We have discussed each of these recommendations in further detail on the following pages.



Review of Fleet Operations Internal Controls Over Fuel Inventories

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 1 –
The City consider implementing a cardlock system for fuel distribution as soon as possible in order to ensure sufficient controls over fuel inventories.

Recommendation No. 2 –
The City implement periodic reconciliations between fuel on hand and its perpetual inventory system and undertake appropriate investigation of significant differences.

The City currently maintains four inventories of fuel at its public works depot which include unleaded gasoline, coloured diesel, truck (regular) diesel and bus diesel. While the City has in the past had a cardlock system in place whereby employees were required to input their employee number and vehicle number in order to obtain fuel, we understand that this system has not functioned for a number of months for all fuel inventories excluding bus diesel. While the City's current policy requires employees to record their employee number and vehicle number on a log sheet when obtaining fuel, this effectively represents an 'honour system' for fuel usage and does not provide reasonable protection against errors or misappropriation of fuel for personal use by City employees and other parties.

In addition to the absence of effective controls at the point of distribution for fuel (excluding bus diesel), we also understand that the City does not perform regular reconciliations of the amount of fuel on hand to its perpetual inventory system. As a result, the City is unable to identify potential losses in fuel on a timely basis. At the time of our review, we requested that City personnel undertake an inventory of fuel on hand and compared this amount to the City's perpetual inventory records. As noted below, the results of this procedure identified significant differences in the amount of fuel inventory.

(in litres)	Unleaded gasoline	Coloured diesel	Truck diesel	Bus diesel	Total
Inventory on hand	14,220	14,734	29,147	33,243	91,344
Inventory as per inventory system	27,443	48,689	1,983	45,850	123,965
Difference	(13,223)	(33,955)	27,164	(12,607)	(32,621)

Through discussions with City personnel, we were advised that these differences could be due to timing issues (e.g. updating fuel system for receipts and usage) or system issues, including the potential for fuel transactions to be priced at no cost. Staff were of the view that the majority of the difference was due to issues with the City's HTE system as opposed to the outright theft of fuel, particularly given that diesel fuel would have limited use by individuals.

We understand that the City has implemented new controls over fuel distribution since our initial findings.



Review of Fleet Operations Centralized Planning for Fleet Requirements

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 3 –
The City consider establishing a committee to oversee and plan for fleet requirements and the implementation of operational enhancements, comprised of representatives of functional departments, Fleet Department, Procurement Function and Finance. The City may also wish to considering selecting the Chair from a functional department that is not heavily involved with the City's fleet so as to avoid potential concerns over conflict of interest.

As noted later in our report, our review has identified indicators of potential excess capacity within the City's fleet. However, the determination of the long-term fleet requirements necessitates additional analysis and consideration of the impact on service levels and costs. We understand that individual departments are currently responsible for determining their own fleet requirements, with no centralized fleet management planning activities undertaken. The development of a centralized planning committee may assist the City in determining the appropriate composition of its fleet (both in terms of type and number), as well as facilitate the sharing of vehicles between departments with highly seasonal requirements.

In addition, a centralized planning committee could act as the lead organization for the implementation of other opportunities identified during the course of our review that would affect the operational aspects of the City's fleet management.



Review of Fleet Operations Reassess Vehicle and Equipment Requirements

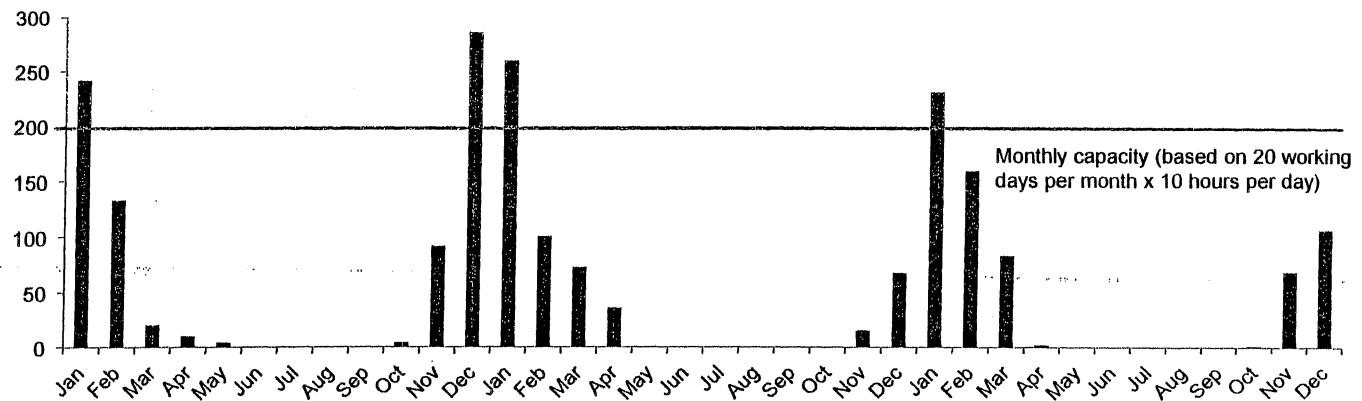
DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 4 –
The City consider utilizing contracting arrangements for equipment that is highly seasonal in nature and/or low use. Procurement decisions with respect to these types of equipment should be determine in conjunction with the functional department(s) in question.

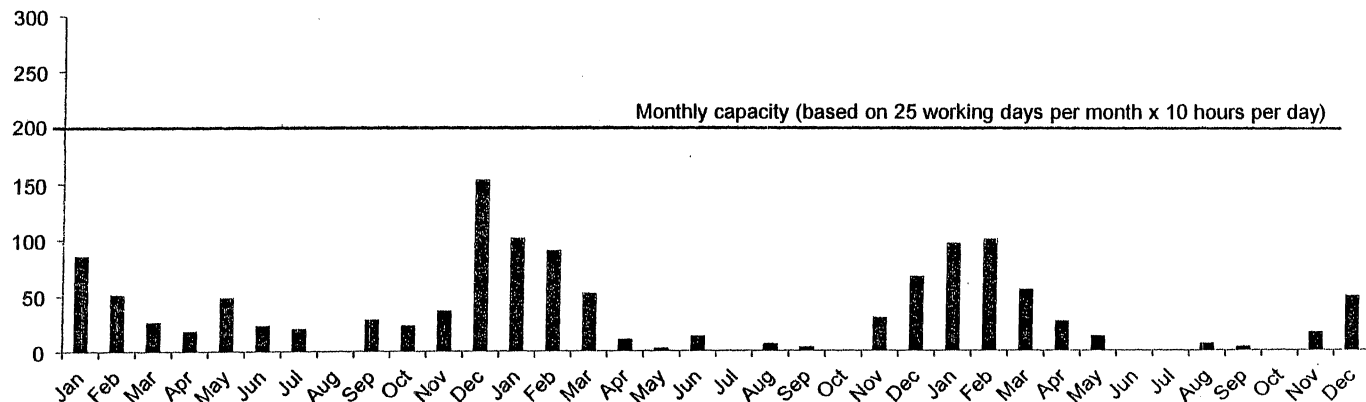
Recommendation No. 5 –
The City consider undertaking a formal assessment of its vehicle and equipment requirements as part of an asset management plan for fleet. In order to assist with this analysis, the City may wish to consider retaining a third party advisor with experience in fleet evaluation and analysis.

As a result of our review and as summarized below, we note that the usage of certain equipment is highly seasonal in nature, with significant periods of underutilization throughout the year.

UB 6 Ton Sander (hours by month – 2010 to 2012)



Volvo Grader (hours by month - 2010 to 2012)

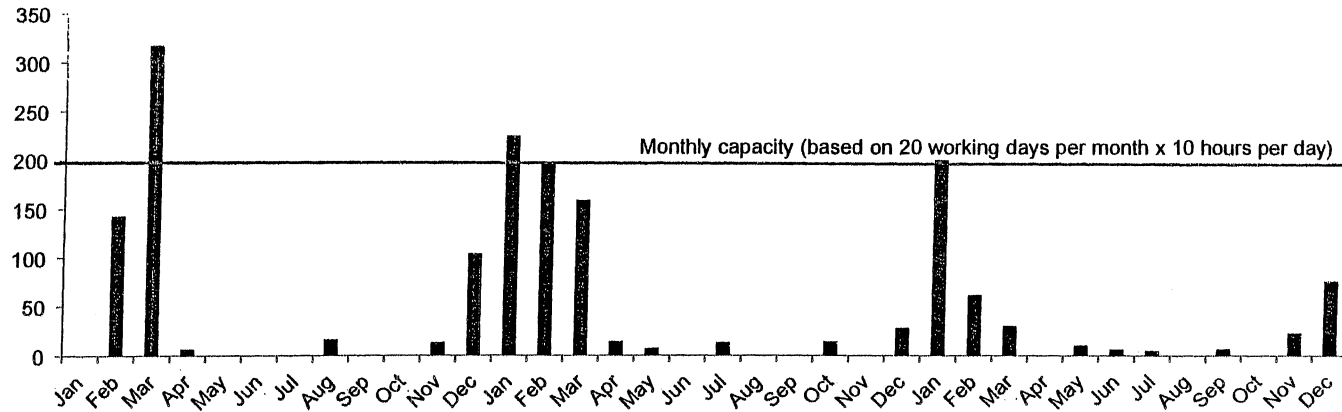




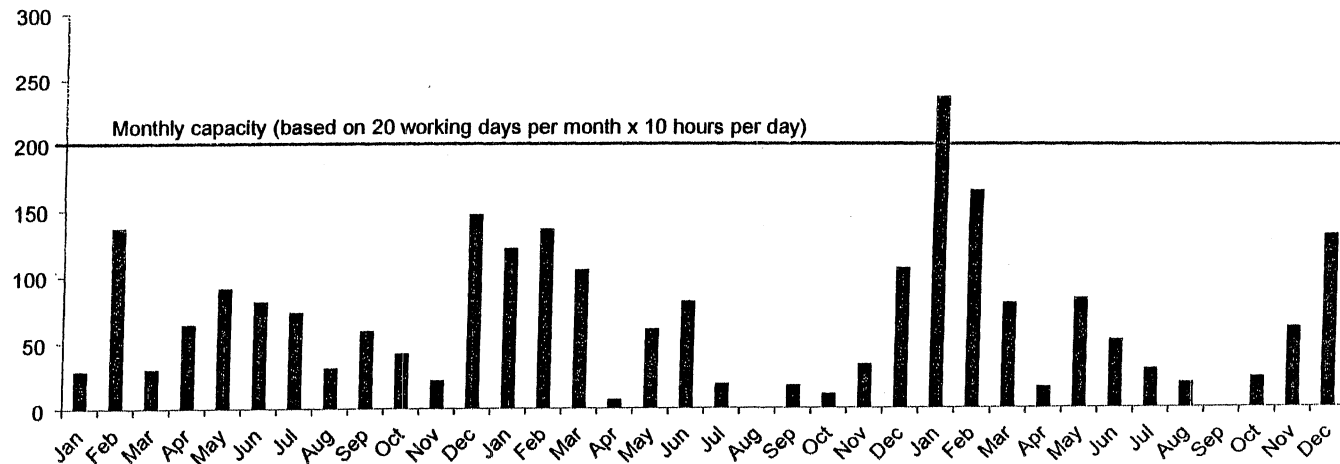
Review of Fleet Operations Reassess Vehicle and Equipment Requirements

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Skid Steer Loader (hours per month - 2010 to 2012)



6 Ton Tandem Plow/Sand/Dump (hours per month - 2010 to 2012)





Review of Fleet Operations Reassess Vehicle and Equipment Requirements

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

In addition, an analysis of equipment utilization records also indicates varying levels of utilization of equipment, which while not necessarily seasonal in nature, is significantly below effective capacity.

Vehicle/Equipment	Number of Vehicles	Hours (2012)			Utilization (20 days per month x 10 hours per day x 12 months per year)		
		Average	Low	High	Average	Low	High
6 Ton Tandem Plow/Sand/Dump	7	1,286	519	2,255	54%	22%	94%
Backhoes	7	1,064	389	1,473	44%	16%	61%
1 Ton Crew Cab Utility	4	1,253	750	1,632	52%	31%	68%
Graders	2	656	374	938	27%	16%	39%

Given the seasonality in the City's use of equipment and vehicles and the apparent underutilization of certain pieces of equipment, the City may be able to reduce its overall costs (capital and operating) through the contracting of equipment as opposed to direct purchase. It is important to recognize, however, that equipment availability can impact on service levels and that contracting arrangements will often entail standby provisions that will increase the overall rate per hour of utilization.

In the event that the City chooses to assess its equipment and vehicle requirements (as well as how those requirements are met – e.g. purchase vs. own), it may wish to consider retaining third party advisors with experience in fleet reviews to assist in the analysis, the outcome of which could be an asset management plan for the City's fleet.



Review of Fleet Operations Streamlined Administrative Functions

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 6 –
The City consider undertaking a detailed review of Fleet Department processes to eliminate duplication of efforts, including both transaction processing and internal controls, and realign its staff responsibilities accordingly.

Based on our review, we would characterize the administrative functions associated with the Fleet Department, including payroll processing and parts purchasing, to be overly control-oriented. Specifically, our review noted the following:

- Multiple reviews of timecards for Fleet Department personnel
- Duplicate reconciliation of timecards to the HTE system
- Duplicate data input of payroll hours into different modules of the HTE system
- Multiple individuals involved in the issuance of purchase orders for routine purchases

While appropriate internal controls are necessary to prevent and detect fraud and other errors, the presence of duplicate controls provides minimal benefit while requiring time from senior City personnel. Additionally, the duplicate entry of the same data on multiple occasions requires administrative staff time while providing no additional value. In the event that the City can streamline its administrative processes, staff resources can be redirected towards other uses.

We understand the City is in the process of integrating aspects of the Division's administrative functions (and personnel) with its Finance Department and is currently examining potential changes to processes and internal controls.



Review of Fleet Operations Revised Rate Structure for Fleet Usage

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 7 –
The City consider revising its pooled rate structure for fleet usage to reflect an operating component (based on actual maintenance and fuel costs) and a capital component (based on the estimated replacement value of the equipment in question). Where surpluses are generated by the Fleet Division, these could be transferred to reserves to fund future capital replacement of the fleet and offset unanticipated deficits in the Fleet Department.

Recommendation No. 8 –
The City consider revising its flow-through rate charged to transit and fire to reflect the actual cost of labour for fire and transit services.

As noted earlier in our report, the current rate structure for the Fleet Department results in artificially elevated costs for functional departments under both the pooled and flow-through recovery structure. As a means of ensuring that fleet costs reflect the true cost of vehicle and equipment operation and maintenance, as well as provide for long-term sustainability, consideration could be given to setting fleet recovery rates based on:

- An operating component, which reflects the budgeted operating costs associated with the Fleet Department's activities; and
- A capital replacement component, which provides a source of funding for ongoing fleet replacement.

Assuming that the Fleet Department manages its operating costs effectively and achieves budgeted results, the associated surplus would represent the capital replacement component, which would then be transferred to a fleet replacement reserve. Surpluses or deficits associated with the Fleet Department's operations would also be transferred to/from the reserve, effectively providing a stabilization reserve for fleet operations.

Based on the Fleet Department's financial results for 2010 to 2012, the adoption of the above-noted structure for operating costs only (excluding the capital component) would have resulted in an overall decrease in the amount charged to functional departments of between 7.1% and 22.4%, recognizing that rates would need to increase to reflect the capital replacement component (although functional departments may be able to reduce their capital contributions as an offset).

	2010	2011	2012	2013
Total costs	\$3,522,971	\$3,682,437	\$3,988,347	\$4,053,340
Other revenue	(\$133,078)	(\$146,785)	(\$210,632)	(\$136,250)
Operational component	\$3,389,893	\$3,535,652	\$3,777,715	\$3,917,090
Actual departmental charges	\$4,028,470	\$4,557,025	\$4,557,025	\$4,214,985
Overall rate reduction	-15.9%	-22.4%	-17.1%	-7.1%



Review of Fleet Operations Redistribution of Lower Value Administrative Tasks

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 9 –
The City consider restructuring the Fleet Department to provide an additional management position to assume lower value tasks from the Fleet Supervisor. Ideally, the restructuring would involve a corresponding reduction in the number of chargehands.

During the course of our review, we noted that the responsibilities of the Fleet Supervisor include the management of warranty services, purchasing of parts and supplies, time card approvals and following up on outstanding part orders. While these functions are required for the effective management of the fleet, we would not consider them to be higher value activities. The requirement for the Fleet Supervisor to undertake these activities precludes him/her from performing higher value activities, including procurement planning and performance management of the Fleet Department.



Review of Fleet Operations Enhancement Management Control and Performance Monitoring

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 10 –
The City consider changes to its current information technology system (HTE) to provide enhanced functionality for performance monitoring of fleet activities.

As a result of our review, we noted that limited performance management appears to be occurring with respect to the Fleet Department. Where management oversight is provided, we understand that this is based on the knowledge and recollection of the Fleet Supervisor and often involves paper files or MS Excel spreadsheets as opposed to system generated reports. In the event of a transition in the Fleet Supervisor position, the existing management control processes and analysis are at risk of being lost.

Additionally, we noted that the level of knowledge of the HTE system, specifically its report writing capabilities, is inconsistent among City personnel. As a result, different users are unable to access the same information, which in some cases requires the manual limits the use/accumulation of reports generated by the HTE system as opposed to obtaining a consolidated data file. Ultimately, this iness of the HTE system, resulting in (i) increased administrative time to accumulate data for management decision-making; and/or (ii) decision-making based on incomplete or incorrect data; and/or (iii) the absence of effective management oversight.

Recommendation No. 11 –
The City consider enhanced training for report writing to ensure that personnel are able to fully utilize the capabilities of its information technology systems.



Review of Fleet Operations Integration With Other Municipal Organizations

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

Recommendation No. 12 –
The City consider evaluating the potential benefits of establishing a single fleet management function that incorporates all municipal bodies, including police, utility, conservation authority, airport and potentially land ambulance.

As noted earlier in our report, the definition of the City's fleet for the purposes of our review has been limited to certain functional departments and does not include other municipal entities such as police services, utility, airport or conservation area. As increased size can result in efficiencies through economies of scale, the City may wish to consider assessing the potential for integration of fleet management, planning and maintenance functions with other municipal entities.



Review of Fleet Operations Suggested Implementation Plan

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

To the extent that the City wishes to consider the recommendations stemming from our review, we have provided below a suggested implementation plan.

Recommendation***	Timing	Responsibility
3 Establish fleet planning committee comprised of representatives of fleet users, procurement and finance.	Immediate	CAO
4,5 Consider alternatives to procurement for lower user and seasonal equipment as part of an overall analysis of vehicle and equipment requirements for the City. As part of this analysis, the City may wish to consider retaining a third party advisor to assist in the analysis of vehicle requirements and associated asset management activities.	September 30, 2013	Committee
6 Streamline administrative functions for fleet activities	September 30, 2013	Finance
7,8 Revise rate structure for fleet usage	Prior to 2014 budget finalization	Committee
9 Adjust Fleet Department staff to reallocate lower value administrative functions	Prior to 2014 budget finalization	Committee
10,11 Enhancement management control and performance monitoring of fleet activities	As part of Hanson system enhancements	Committee
12 Evaluate potential integration opportunities with other fleet functions	+2014	Committee

*** Recommendations 1 and 2 relate to the City's fuel inventory and have been addressed by the City.



cutting through complexity

DRAFT
FOR INTERNAL DISCUSSION PURPOSES ONLY

KPMG CONFIDENTIAL

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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City of North Bay**Report to Council****Report No:** CSBU 2013- 73**Date:** July 10, 2013**Originator:** Peter Chirico, Managing Director, Community Services**Subject:** North Bay Jack Garland Airport Expansion

RECOMMENDATIONS

That a Capital Expenditure By-law be prepared for the consideration of City Council to authorize the North Bay Jack Garland Airport being a pre-commitment to the 2014 Community Services Capital Budget, Project No. 3112AT at a net debenture cost of \$500,000.

BACKGROUND

By way of Resolution No. 2012-317 dated May 15, 2012, the Mayor and Council approved a Capital Expenditure Bylaw approval in the amount of \$500,000.00 (Capital Budget Project # 3112AT) for the expansion of the terminal at North Bay Jack Garland Airport. The project has been in development stage up until this point however, the project is set to move forward.

Originally it was expected that the project would be in the \$1.5Million dollar range and the budget has now been refined that the expansion will be costing between \$1.8 - \$2,000,000.00. The Airport Board has agreed to contribute \$200,000.00 to the project and application to NOHFC in the amount of \$800,000.00 has been submitted. It is expected that the design work will be completed in the next few months and tender for construction immediately following that.

Council has provided direction through its Strategic Planning Session (Sept./2012) that Economic Development is a high priority for the City of North Bay. Attraction of additional air passenger carriers has been linked to our continuing investment in this Council priority. Our business community both individually and collectively through the North Bay and District Chamber of Commerce has supported this attraction effort and we are continuing with our Air Study Update for the Jack Garland Airport (passed by Council on May 21/13). In partnership with the President of the Chamber of Commerce, the Mayor is working on a plan to develop a broader passenger air service to meet regional demands.

The project will see an expansion of the facility of approximately 3800 sq. ft. and will provide increased counter space for additional carriers, increased security screening area for separate baggage handling and security checks, creation of additional 90 passenger holding area and washroom facilities within the holding area, additional airside gate for passenger loading and unloading and expanded operations area.

The end result of the expansion will see better traffic flow, more efficient operations given less security checks as passengers in hold area will have washroom facilities and space available for new air carriers.

Their expansion will contribute to the communities ability to sustain/grow charter flights, retain and attract broader passenger service, as well as be recognized for the ability to accommodate large aircraft being diverted from other airports.

The additional \$500,000.00 being requested will be pre-committed to the 2014 Capital Budget if passed. Margaret Karpenko, Chief Financial Officer as well as other Senior Manager have been consulted in regards to this project and will make the necessary adjustments to the 2014 Capital Budget process to include this project if approved.

The schedule to the proposed By-law is submitted for consideration of Council:

Estimated Project Costs	\$1,875,000.00
Financing Costs	<u>\$ 125,000.00</u>
Total Project Costs	\$2,000,000.00
Less - Other Funding Sources	(\$1,000,000.00)
- By-law 2012-139	<u>(\$ 500,000.00)</u>
Net Debenture Cost	\$ 500,000.00

ANALYSIS / OPTIONS

Option 1:

That a Capital Expenditure By-law be prepared for the consideration of City Council to authorize the additional \$500,000.00 for the expansion of North Bay Jack Garland Airport representing the pre-commitment of \$500,000.00 of the 2014 Capital Budget.

This will place the Airport in a position to better attract additional carriers and support the strategic direction of City Council as identified in September of 2012.

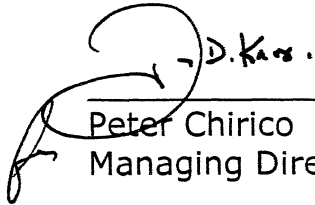
Option 2:

Not approve expansion with increase as requested.

RECOMMENDED OPTION / FINANCIAL IMPLICATIONS

That a Capital Expenditure By-law be prepared for the consideration of City Council to authorize the North Bay Jack Garland Airport being a pre-commitment to the 2014 Community Services Capital Budget, Project No. 3112AT at a net debenture cost of \$500,000.

Respectfully submitted,



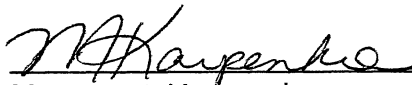
P. Chirico

Peter Chirico
Managing Director Community Services

PC/dlb

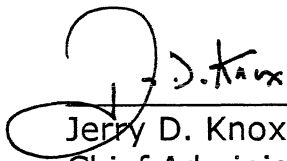
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We concur with this report and recommendations.



M. Karpenko

Margaret Karpenko
Chief Financial Officer / Treasurer



J. Knox

Jerry D. Knox
Chief Administrative Officer

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-169

**BEING A BY-LAW TO CONFIRM PROCEEDINGS
OF THE MEETING OF COUNCIL ON
JULY 2, 2013**

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 July 2, 2013 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 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 JULY, 2013.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF JULY, 2013.

cc
READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS THIS 15TH DAY OF JULY, 2013.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

PL.

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-172

**BEING A BY-LAW TO AMEND BY-LAW NO. 2012-97
(BEING A BY-LAW TO REGULATE SMOKING
IN PUBLIC PLACES AND WORKPLACES)**

WHEREAS section 115 of the *Municipal Act*, 2001, S.O. 2001, c. 25 (as amended), authorizes the Council of a local municipality to pass a by-law to prohibit or regulate the smoking of tobacco in public places and workplaces within the municipality;

AND WHEREAS section 10(2) of the *Municipal Act* authorizes a municipality to pass by-laws respecting health, safety, and well-being of persons;

AND WHEREAS section 12 of the *Smoke-Free Ontario Act* permits municipalities to enact smoking by-laws that are more restrictive than sections 9 and 10 of the Act;

AND WHEREAS Council has been asked by the North Bay Regional Health Centre (NBRHC) to amend the Smoking By-Law 2012-97;

AND WHEREAS Council passed Resolution No. 2013-399 at its Regular Meeting held Tuesday, July 2, 2013 to authorize an amendment to the Smoking By-Law 2012-97 definition of "Inspector";

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE CITY OF NORTH BAY ENACT AS FOLLOWS:

1. That Section 1.7 of By-Law 2012-97 is hereby deleted and the following inserted in lieu of:

1.7 "*inspector*" means:

- (a) any employee or class of employee of the North Bay Parry Sound District Health Unit authorized by the Medical Officer of Health to carry out an inspection under and to enforce the provisions of this by-law, or
- (b) a person or class of person appointed by Council of the City as a by-law enforcement officer to enforce this by-law, or
- (c) a security guard designated by the North Bay Regional Health Centre (NBRHC), and authorized by the City, to act as an agent of the City for the purpose of enforcing the Smoking By-Law 2012-97 on NBRHC property, as listed in Schedule "B"

2. This By-Law comes into force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 15TH DAY OF JULY, 2013.

READ A SECOND TIME IN OPEN COUNCIL THIS 15TH DAY OF JULY, 2013.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 15TH DAY OF JULY, 2013.

MAYOR ALLAN McDONALD

CITY CLERK CATHERINE CONRAD

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-170

**A BY-LAW TO AMEND ZONING BY-LAW NO. 28-80 TO AMEND THE
"NEIGHBOURHOOD COMMERCIAL SPECIAL NO. 31A
(C5 Sp.31A)" ZONE**

(2190372 Ontario Inc. and 1340791 Ontario Ltd. – Johnston Road)

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

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

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule "B-45" 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 July 15, 2013 to approve this rezoning.

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

- 1) Schedule "B-45" of By-law No. 28-80 is amended by changing the zoning regulations of the property shown on Schedule "A" attached hereto (which property is more particularly described as Concession C, Registered Plan No. M-85, Part of Lots 19-32 and Part of Lindsay Street in the City of North Bay), shown as hatched on Schedule A.
- 2) All buildings or structures erected or altered and the use of land in such "Neighbourhood Commercial Special No. 31A (C5 Sp.31A)" 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 replacing section 11.2.31A with the following:
 - "11.2.31 "Neighbourhood Commercial Special Zone No. 31 A (C5 Sp. 31A)"
 - 11.2.31.1 The property description of this "Neighbourhood Commercial Special Zone No. 31 A (C5 Sp. 31A)" is Concession C, Registered Plan No. M-85, Part of Lots 19-32 and Part of Lindsay Street along Johnston Road in the City of North Bay as shown on the attached Schedule and on Schedule "B-45".

11.2.31.2 (a) No person shall use land, or use, erect, or construct any building or structure in this "Neighbourhood Commercial Special Zone No. 31A (C5 Sp. 31A)" except for the following uses:

- day nursery;
- dry cleaning depots;
- local retail stores;
- personal service establishments;
- professional offices & business offices;
- restaurants;
- satellite postal outlet
- dwelling units connected to and forming an integral part of the commercial building provided that they do not exceed the floor area of the commercial portion of the use and the access to the dwelling units is separate from the access to the commercial portion of the building, and the dwelling units are located above or at the rear of the business premises; and
- All other uses permitted in a standard "Neighbourhood Commercial (C5)" zone.

11.2.31.2(b) The regulations for this "Neighbourhood Commercial Special Zone No. 31A (C5 Sp. 31A)" are as follows:

- i) The maximum lot coverage shall be 25%;
- ii) The minimum front yard setback shall be six (6) metres from Johnston Road;
- iii) The minimum interior side yard setback shall be three (3) metres from City owned property at the corner of Johnston Road and Giroux Street; and
- iv) The minimum rear yard setback shall be three (3) metres from Trout Lake Road.

11.2.31.3 The use of land or building in this "Neighbourhood Commercial Special Zone No. 31A (C5 Sp. 31A)" 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. 31A (C5 Sp. 31A)" as shown on Schedule "B" to this By-law.
- 5) a) Notice of this By-law shall be given by the Clerk in the manner and form and to the persons prescribed by Section 6 of O. Reg. 545/06 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 15TH DAY OF JULY, 2013.

READ A SECOND TIME IN OPEN COUNCIL THE 15TH DAY OF JULY, 2013.

**READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS DAY OF
2013.**

Mayor, Allan McDonald

City Clerk, Catherine Conrad

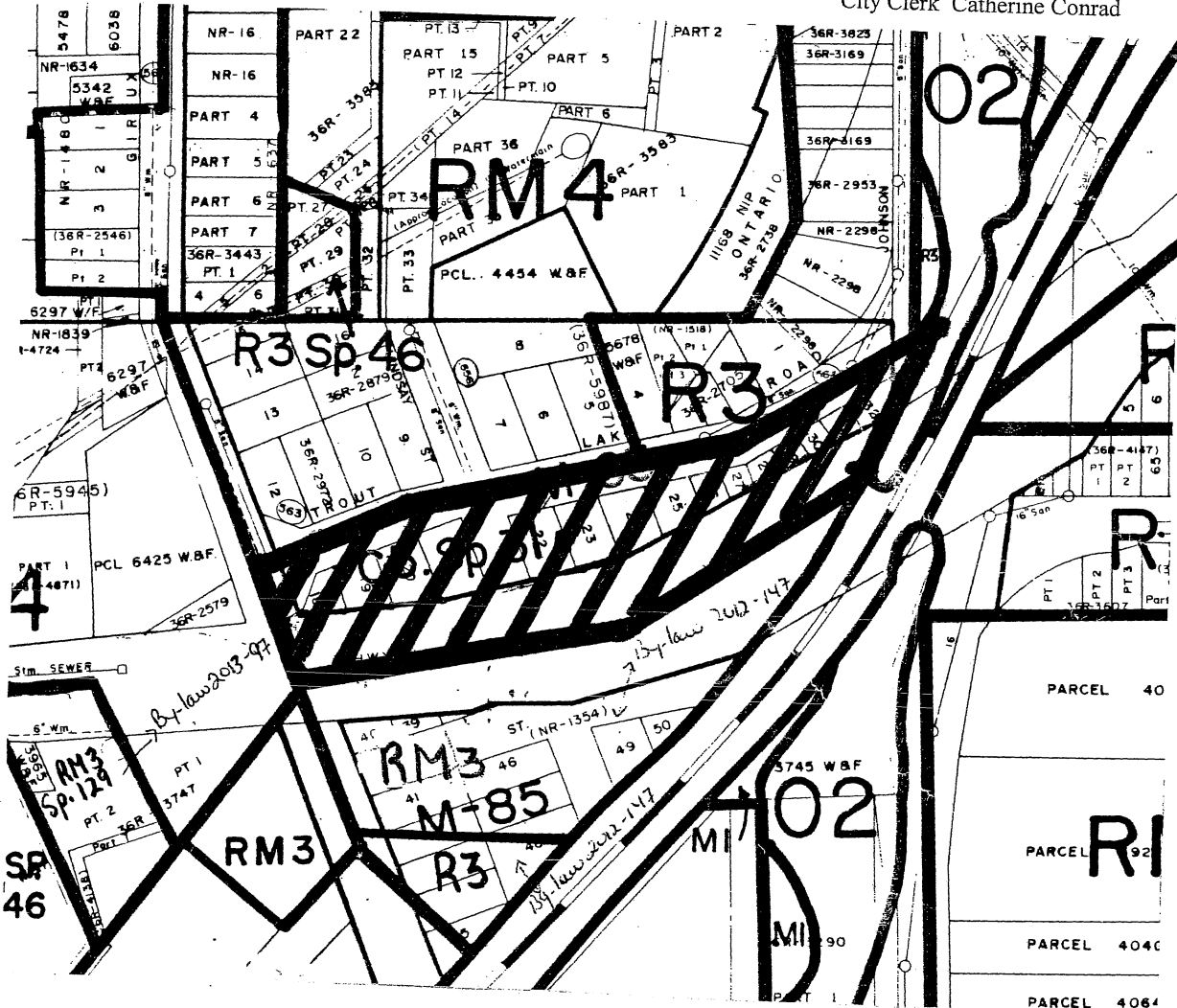
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To By-law No. 2013-170

Passed the ___ day of _____ 2013

Mayor Allan McDonald

City Clerk Catherine Conrad

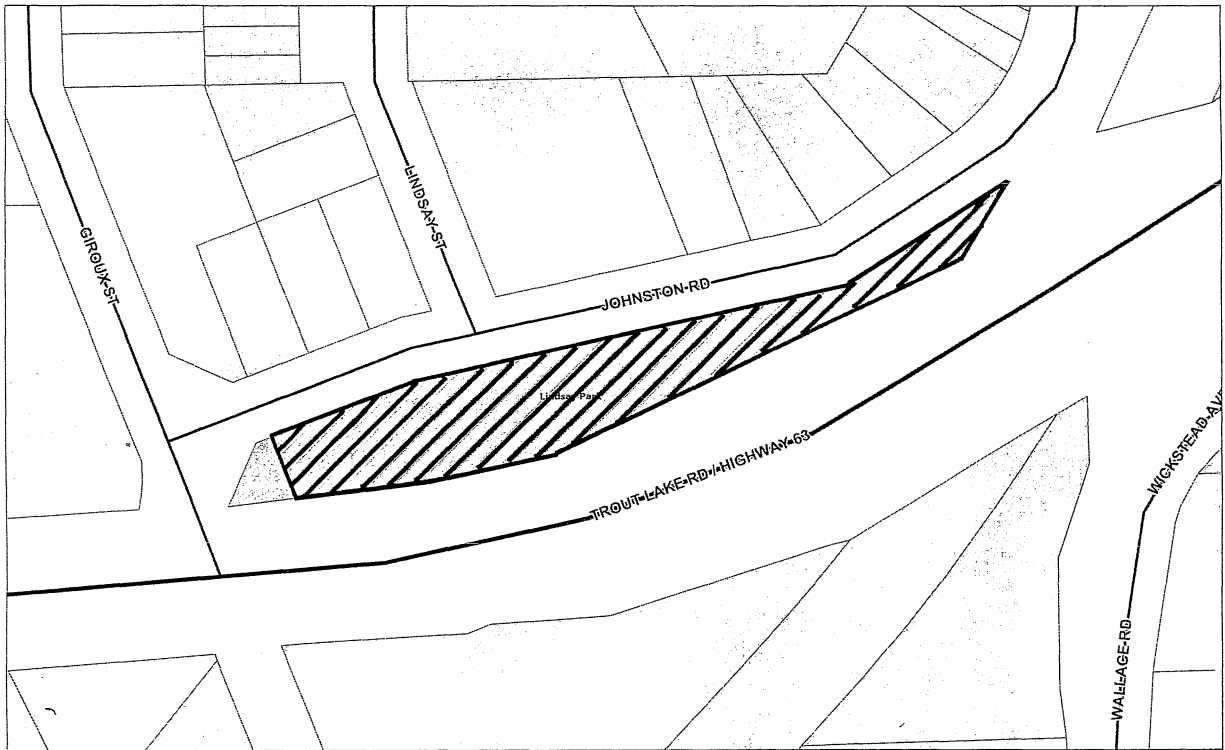


 Zoning By-law Amendment
 From: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"
 To: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"

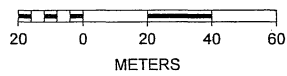
Passed the ___ day of _____ 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



SCALE 1 : 1,806



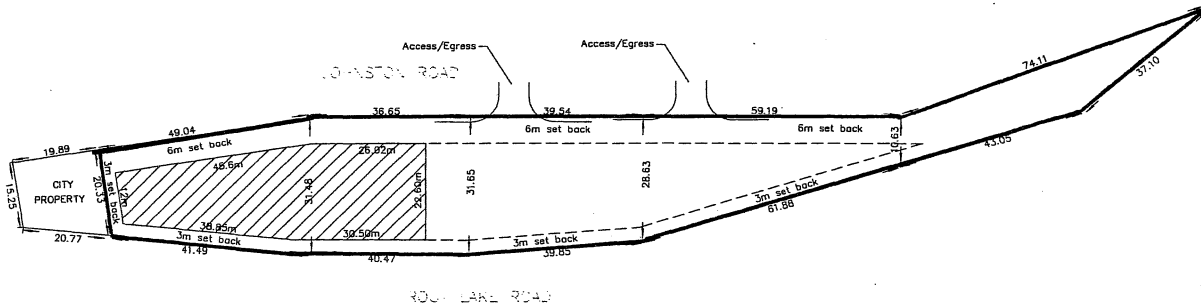
 Zoning By-law Amendment
From: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"
To: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"

Mayor Allan McDonald

City Clerk Catherine Conrad



SKETCH FOR PROPOSED LOTS
PART OF LOTS 19-32 AND PART OF LINDSAY STREET
REGISTERED PLAN M-85
CITY OF NORTH BAY



COMMERCIAL BLOCK

Site Total Area = 5,420 sq.m
25% (of 5,420 sq.m) = 1,355 sq.m
Site Building Area (inside setbacks) = 2,500 sq.m
West Building Hatch = 1,355 sq.m

REVISED: JAN.
exp - REA

Zoning By-law Amendment
From: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"
To: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"

a

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-173

**A BY-LAW TO AMEND ZONING BY-LAW NO. 28-80 TO REZONE
CERTAIN LANDS ON SUNSET BOULEVARD FROM A "TOURIST COMMERCIAL
(C7)" ZONE
TO A "RESIDENTIAL MULTIPLE THRID DENSITY (RM3)" ZONE**

(1794504 Ontario Inc. - 2 Sunset Boulevard)

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

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

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule "B-80" 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 15 July, 2013 to approve this rezoning.

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

- 1) Schedule "B-80" of By-law No. 28-80 is amended by changing the zoning designation of the property shown on Schedule "A" attached hereto (which property is more particularly described as Registered Plan No. M-203, Lots 88-94 & 101-107, PINs #49175-0308 (LT), 49175-0307 (LT) and 49175-0306 (LT) in the City of North Bay), shown as hatched on Schedule A attached hereto from a "Tourist Commercial (C7)" zone to a "Residential Multiple Third Density (RM3)" zone.
- 2) All buildings or structures erected or altered and the use of land in such "Residential Multiple Third Density (RM3)" zone shall conform to all applicable provisions of By-law No. 28-80 of The Corporation of the City of North Bay.
- 3) a) Notice of this By-law shall be given by the Clerk in the manner and form and to the persons prescribed by Section 6 of O. Reg. 545/06 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 15 DAY OF JULY 2013.

READ A SECOND TIME IN OPEN COUNCIL THE 15 DAY OF JULY 2013.

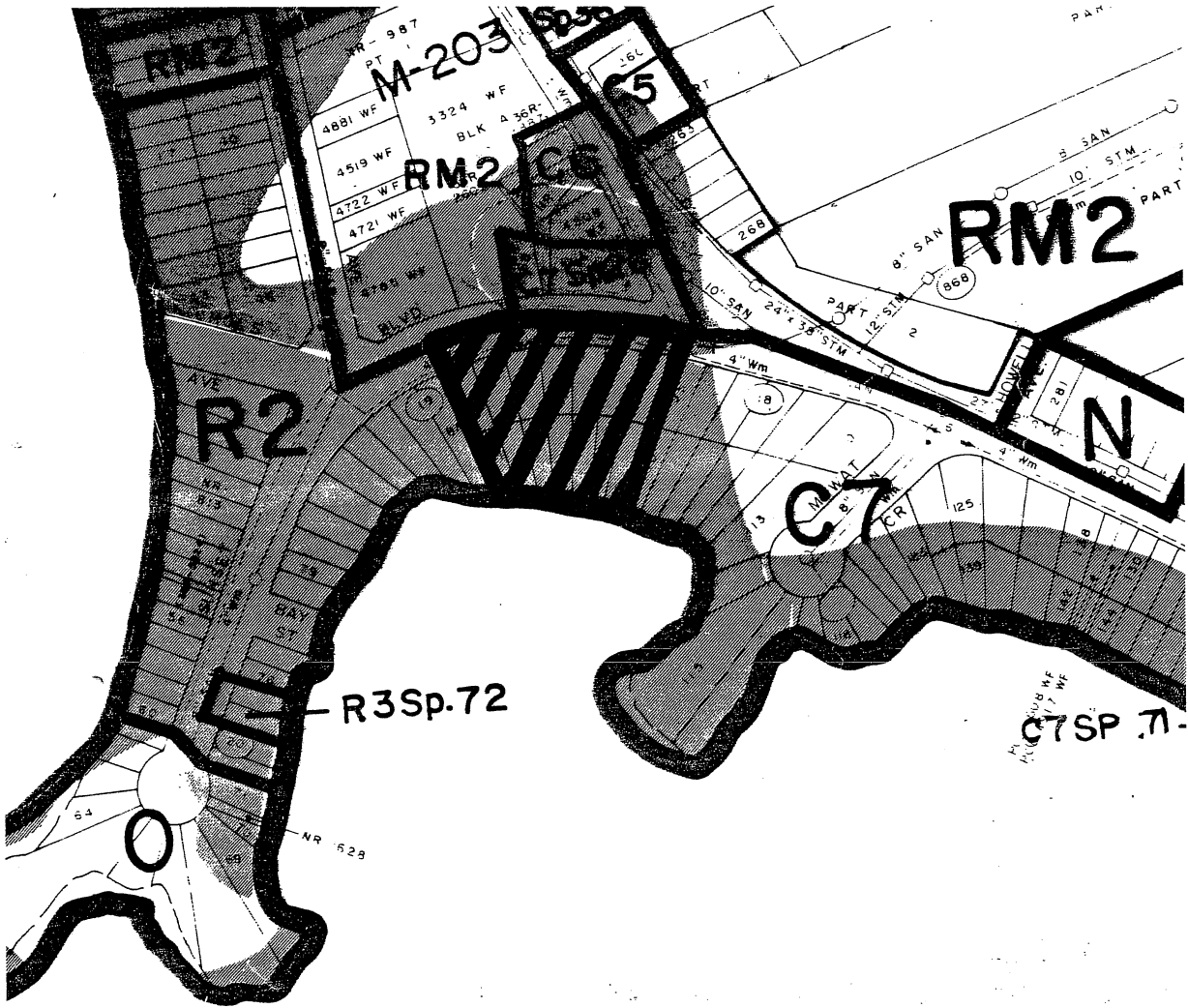
**READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS DAY OF
2013.**


Mayor, Allan McDonald

City Clerk, Catherine Conrad

Mayor Allan McDonald

City Clerk Catherine Conrad



 Zoning By-law Amendment
 From: "Tourist Commercial (C7)"
 To: "Residential Multiple Third Density (RM3)"

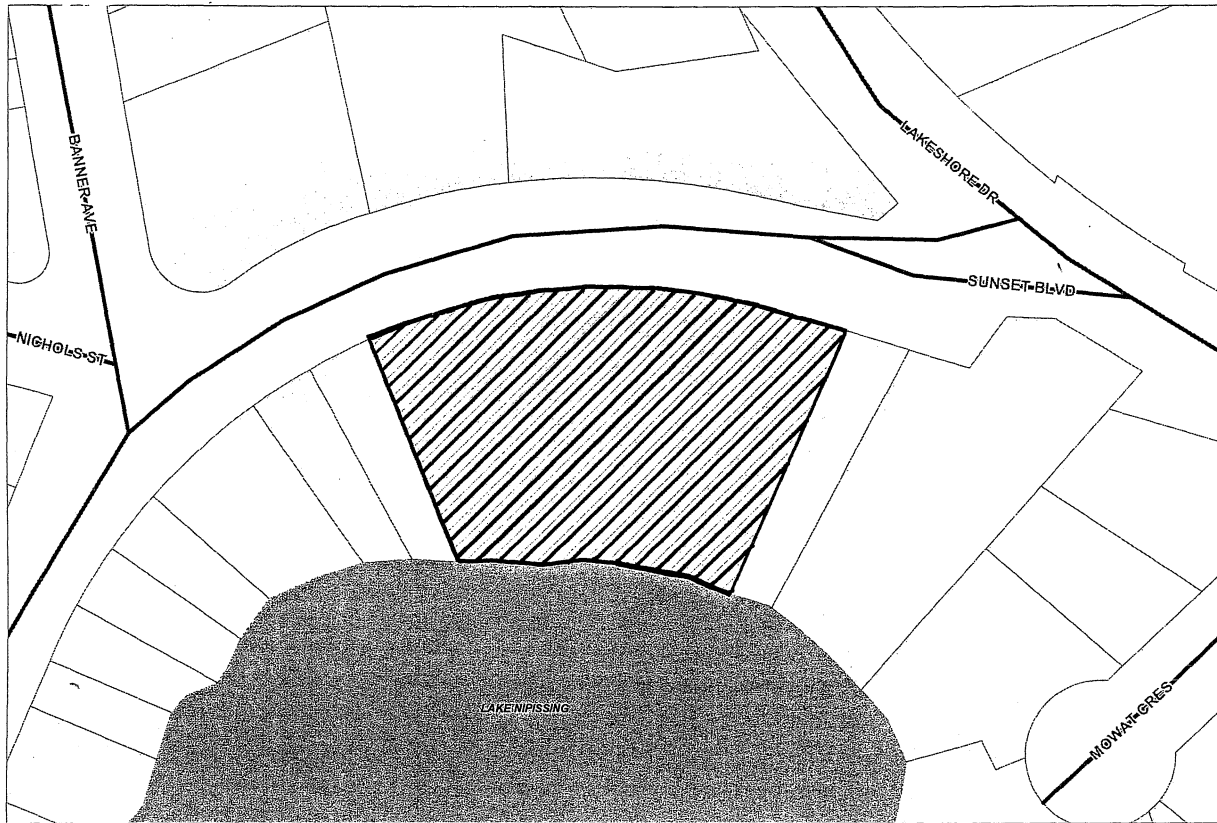
This is Schedule "B"

To By-law No. 2013-173

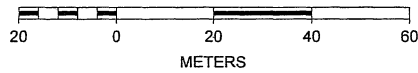
Passed the ___ day of _____ 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



SCALE 1 : 1,194



Zoning By-law Amendment
From: "Tourist Commercial (C7)"
To: "Residential Multiple Third Density (RM3)"

THE CORPORATION OF THE CITY OF NORTH BAY**BY-LAW NO. 2013-171****A BY-LAW TO DESIGNATE A SITE PLAN CONTROL
AREA ON CERTAIN LANDS ON JOHNSTON ROAD
(2190372 Ontario Inc. and 1340791 Ontario Ltd. – Johnston Road)**

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

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

AND WHEREAS Council intends to pass By-law No. 2013-170 to rezone the subject lands to a 'Neighbourhood Commercial Special No. 31A (C5 Sp.31A)' zone in order to permit the development of a commercial building.

AND WHEREAS Council passed a resolution on July 15, 2013 to approve this rezoning.

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

- 1) That certain parcel of land composed of Concession C, Registered Plan No. M-85, Part of Lots 19-32 and Part of Lindsay Street in the City of North Bay, (which lands are more particularly described on Schedule "A" attached hereto), is hereby designated as a Site Plan Control Area.
- 2) No building or structure shall be erected, constructed or placed on the said Site Plan Control Area except in accordance with the location, massing and conceptual design of the buildings and structures set out as on Schedule "B" attached hereto.
- 3) As a condition of approval, all buildings or structures and parking facilities shall be provided and maintained in a location that is satisfactory to the City of North Bay.
- 4) As a condition of approval the owner agrees to provide adequate water for firefighting purposes to the satisfaction of, and at no expense to, the City of North Bay.
- 5) As a condition of approval the owner agrees to provide a storm water management plan which shall include a lot grading plan for the subject property.

Said storm water management plan and any resulting alteration to the subject lands shall occur to the satisfaction of the City Engineer and at no expense to the City of North Bay.

- 6) As a condition of approval of buildings and structures referred to in Section 2 hereof, no building or structure shall be erected, constructed, or placed on said Site Plan Control Area until the owner of the Site Plan Control Area has entered into an agreement with The Corporation of the City of North Bay respecting the provisions, to the satisfaction of and at no expense to the City of the following matters:
 - a) parking facilities, both covered and uncovered, and access driveways and the surfacing of such areas and driveways;
 - b) walkways and the surfacing thereof;
 - c) facilities for lighting, including floodlighting;
 - d) walls, fences, hedges, trees or shrubs, or other groundcover or facilities for the landscaping of the lands;
 - e) collection areas and other facilities and enclosures for the storage of garbage and other waste material;
 - f) grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
 - g) adequate water supply for fire fighting purposes.
7.
 - a) The Chief Administrative Officer is hereby authorized to enter into, under Corporate Seal, one or more agreements on behalf of The Corporation of the City of North Bay with the owner of the subject lands herein to ensure the provision of all the facilities mentioned in this By-law, and to impose a fee to be determined at the time of construction upon the owner for preparation.
 - b) The said Agreement may be registered against the lands to which it applies and the City may enforce the provisions of the Registry Act or any successor legislation thereto and The Land Titles Act or any successor legislation thereto against any and all subsequent owners of the land.

- 8) a) The said Agreement shall be binding on the owner, its successors, assigns and heirs.
- b) The owner shall authorize the City to exercise the provisions of Section 446 of The Municipal Act, 2001 (S.O. 2001, c.25), as amended or any successor legislation thereto in the event of a breach by the owner of a condition of this agreement.
- 9) This By-law comes into force and effect upon being finally passed.

READ A FIRST TIME IN OPEN COUNCIL THE 15TH DAY OF JULY, 2013.

READ A SECOND TIME IN OPEN COUNCIL THE 15TH DAY OF JULY, 2013.

READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15th DAY OF JULY, 2013.

Mayor, Allan McDonald

City Clerk, Catherine Conrad

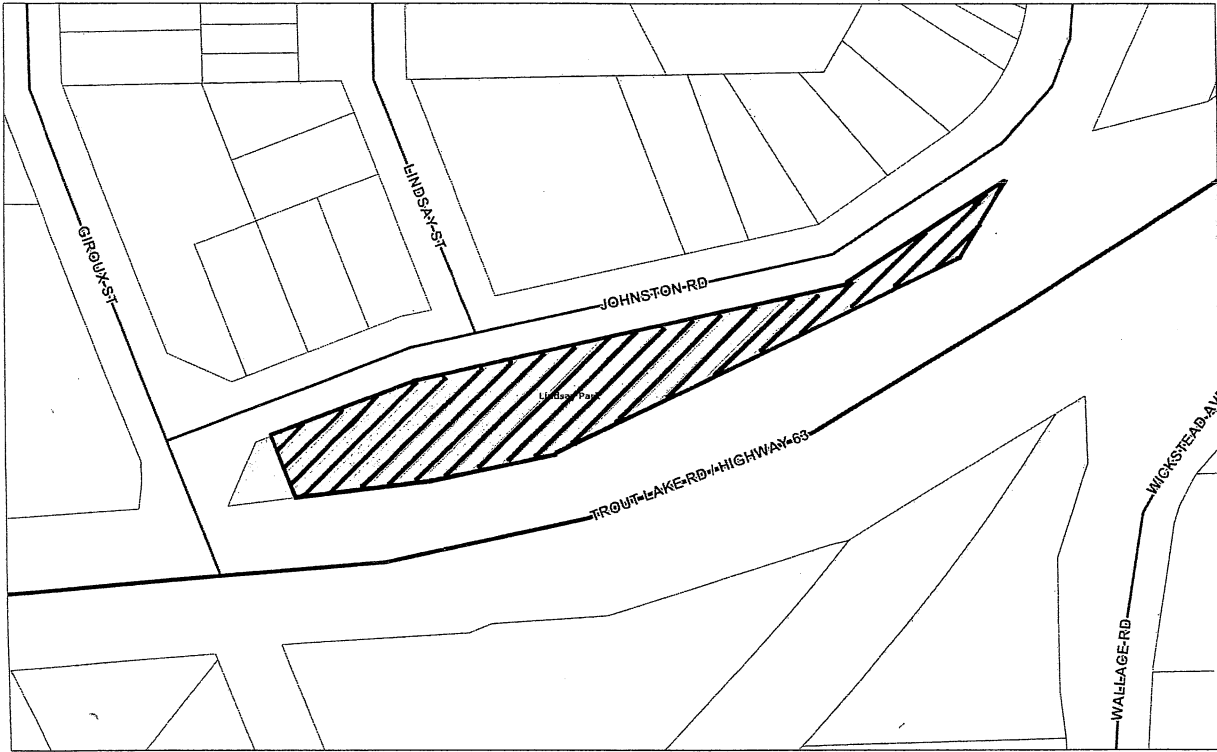
This is Schedule "A"

To By-law No. 2013-171

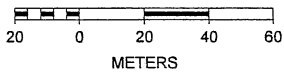
Passed the 15th day of JULY 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



SCALE 1 : 1,806



Zoning By-law Amendment
From: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"
To: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"

This is Schedule "B"

To By-law No. 2013-171

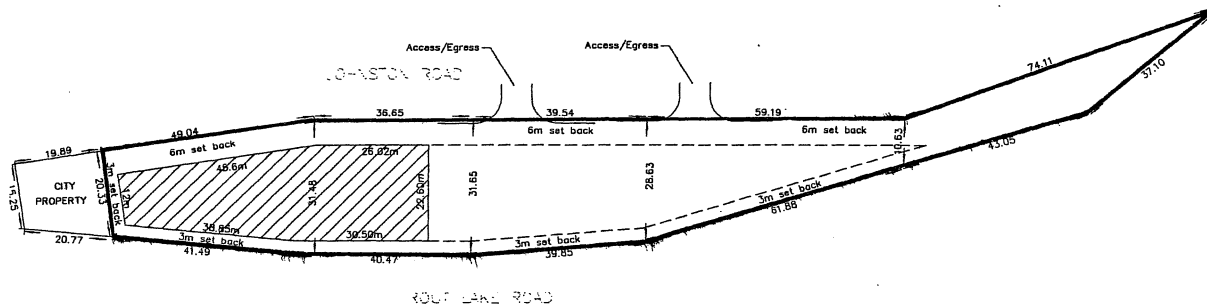
Passed the 15th day of JULY 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



SKETCH FOR PROPOSED LOTS
PART OF LOTS 19-32 AND PART OF LINDSAY STREET
REGISTERED PLAN M-85
CITY OF NORTH BAY



COMMERCIAL BLOCK

Site Total Area = 5,420 sq.m
25% (of 5,420 sq.m) = 1,355 sq.m
Site Building Area (inside setbacks) = 2,500 sq.m
West Building Match = 1,355 sq.m

REVISED: JAN. 1
exp - REA

 Zoning By-law Amendment
From: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"
To: "Neighbourhood Commercial Special No. 31A (C5 Sp. 31A)"

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-174

**A BY-LAW TO DESIGNATE A SITE PLAN CONTROL
AREA ON CERTAIN LANDS ON SUNSET BOULEVARD
(1794504 Ontario Inc. - 2 Sunset Boulevard)**

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

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

AND WHEREAS Council intends to pass By-law No. 2013-173 to rezone the subject lands to a "Residential Multiple Third Density (RM3)" zone in order to permit the construction of 3, 6-unit residential buildings.

AND WHEREAS Council passed a resolution on July 15, 2013 to approve this rezoning.

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

- 1) That certain parcel of land composed of Registered Plan No. M-203, Lots 88-94 & 101-107, PINs #49175-0308 (LT), 49175-0307 (LT) and 49175-0306 (LT) in the City of North Bay, (which lands are more particularly described on Schedule "A" attached hereto), is hereby designated as a Site Plan Control Area.
- 2) No building or structure shall be erected, constructed or placed on the said Site Plan Control Area except in accordance with the location, massing and conceptual design of the buildings and structures set out as on Schedule "B" attached hereto.
- 3) As a condition of approval, all buildings or structures and parking facilities shall be provided and maintained in a location that is satisfactory to the City of North Bay.
- 4) As a condition of approval the owner agrees to provide a lot grading plan, prepared by an Ontario Land Surveyor, which shall contain post and preconstruction geodetic elevations. Depending on the outcome of the survey a revetment may be required to protect the property and buildings from flooding and erosion from Lake Nipissing.

- 5) As a condition of approval the property owner(s) obtain a Development, Interference with Wetlands & Alterations to Shorelines & Watercourses (DIA) Permit from the North Bay-Mattawa Conservation Authority prior to undertaking any site alteration activities and/or any construction or renovation work on the subject property. Site alteration activities would include: the placement or removal of fill material of any kind, and/or the alteration of existing grades on the subject property; as well as alterations to the shoreline of Lake Nipissing.
- 6) As a condition of approval the owner agrees to provide adequate water for firefighting purposes to the satisfaction of, and at no expense to, the City of North Bay.
- 7) As a condition of approval of buildings and structures referred to in Section 2 hereof, no building or structure shall be erected, constructed, or placed on said Site Plan Control Area until the owner of the Site Plan Control Area has entered into an agreement with The Corporation of the City of North Bay respecting the provisions, to the satisfaction of and at no expense to the City of the following matters:
 - a) Parking facilities, both covered and uncovered, and access driveways and the surfacing of such areas and driveways;
 - b) walkways and the surfacing thereof;
 - c) facilities for lighting, including floodlighting;
 - d) walls, fences, hedges, trees or shrubs, or other groundcover or facilities for the landscaping of the lands;
 - e) collection areas and other facilities and enclosures for the storage of garbage and other waste material;
 - f) grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
 - g) adequate water supply for fire fighting purposes.

- 8) a) The Chief Administrative Officer is hereby authorized to enter into, under Corporate Seal, one or more agreements on behalf of The Corporation of the City of North Bay with the owner of the subject lands herein to ensure the provision of all the facilities mentioned in this By-law, and to impose the applicable fee upon the owner for preparation.
- b) The said Agreement may be registered against the lands to which it applies and the City may enforce the provisions of the Registry Act or any successor legislation thereto and The Land Titles Act or any successor legislation thereto against any and all subsequent owners of the land.
- 9) a) The said Agreement shall be binding on the owner, its successors, assigns and heirs.
- b) The owner shall authorize the City to exercise the provisions of Section 446 of The Municipal Act, 2001 (S.O. 2001, c.25), as amended or any successor legislation thereto in the event of a breach by the owner of a condition of this agreement.
- 10) This By-law comes into force and effect upon being finally passed.

READ A FIRST TIME IN OPEN COUNCIL THE 15 DAY OF JULY 2013.

READ A SECOND TIME IN OPEN COUNCIL THE 15 DAY OF JULY 2013.

**READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15th DAY OF
2013.**

Mayor, Allan McDonald

City Clerk, Catherine Conrad

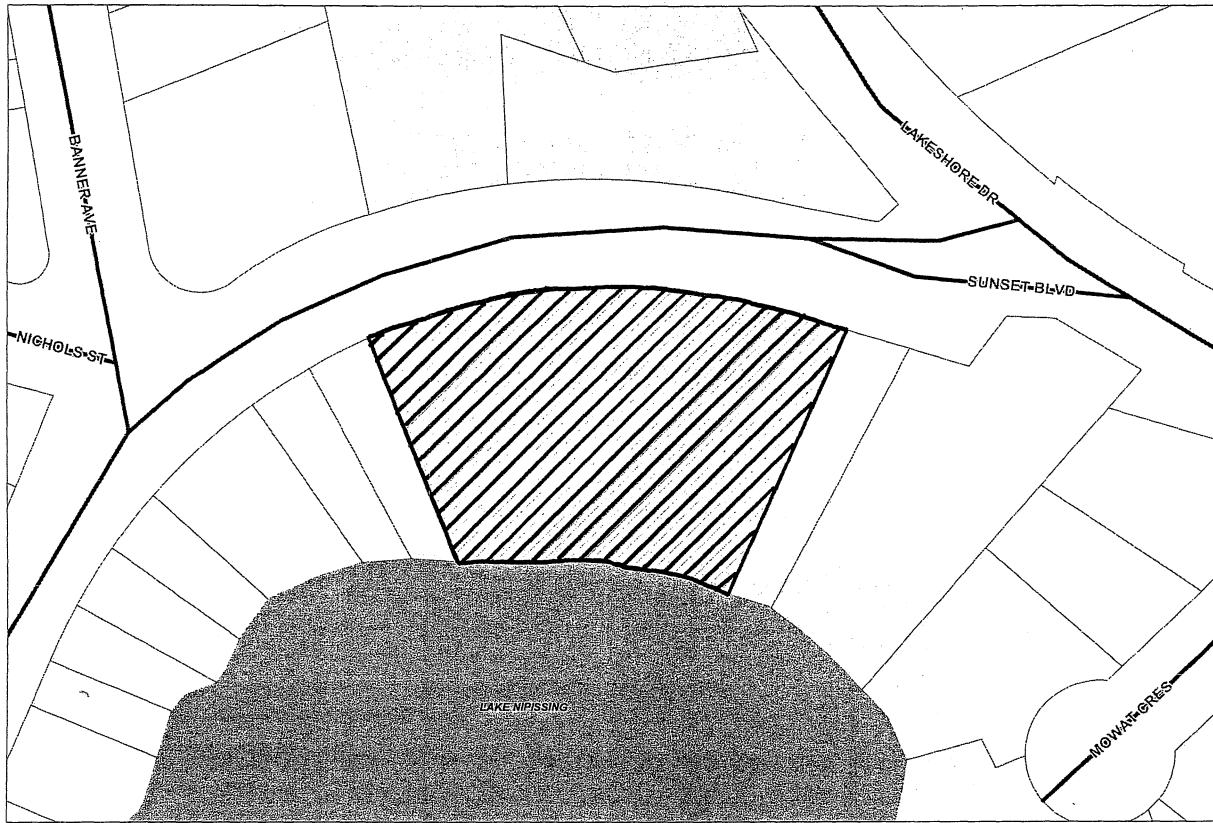
This is Schedule "A"

To By-law No. 2013-174

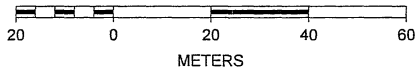
Passed the ___ day of _____ 2013


Mayor Allan McDonald

City Clerk Catherine Conrad



SCALE 1 : 1,194



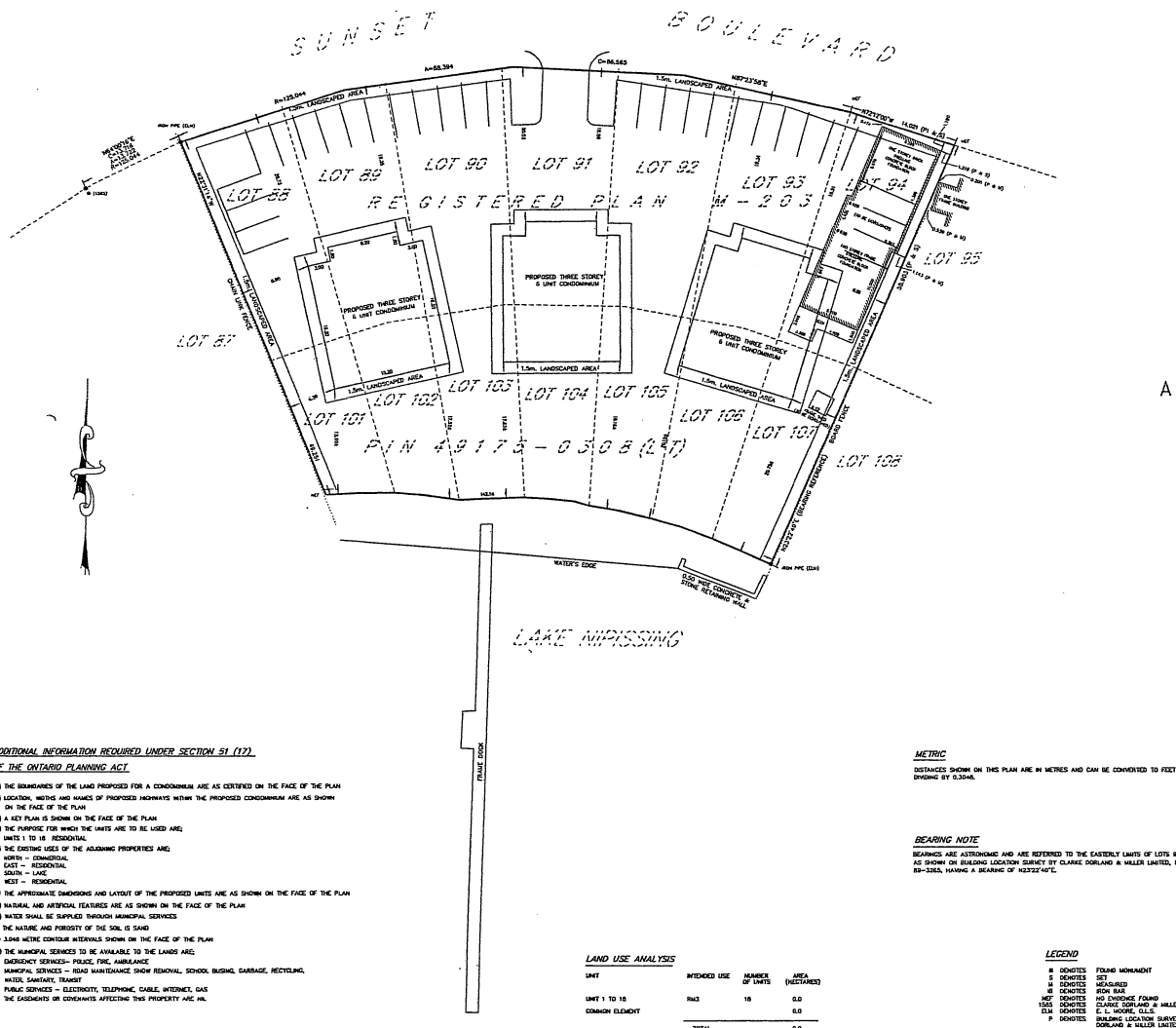
 Zoning By-law Amendment
From: "Tourist Commercial (C7)"
To: "Residential Multiple Third Density (RM3)"

This is Schedule "B"
 To By-law No. 2013-174

Passed the ___ day of _____ 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE ONTARIO PLANNING ACT.

- 1) THE BOUNDARIES OF THE LAND PROPOSED FOR A CONDOMINIUM ARE AS CERTIFIED ON THE FACE OF THE PLAN
- 2) LOCATION, WIDTHS AND NAMES OF PROPOSED HIGHWAYS WITHIN THE PROPOSED CONDOMINIUM ARE AS SHOWN ON THE FACE OF THE PLAN
- 3) A KEY PLAN IS SHOWN ON THE FACE OF THE PLAN
- 4) THE PURPOSE FOR WHICH THE UNITS ARE TO BE USED ARE UNITS 1 TO 18 RESIDENTIAL
- 5) THE EXISTING USES OF THE ADJOINING PROPERTIES ARE: NORTH - COMMERCIAL, EAST - RESIDENTIAL, SOUTH - LAKE, WEST - RESIDENTIAL
- 6) THE APPROXIMATE DIMENSIONS AND LAYOUT OF THE PROPOSED UNITS ARE AS SHOWN ON THE FACE OF THE PLAN
- 7) NATURAL AND ARTIFICIAL FEATURES ARE AS SHOWN ON THE FACE OF THE PLAN
- 8) WATERS SHALL BE SUPPLIED THROUGH MUNICIPAL SERVICES
- 9) THE NATURE AND FERTILITY OF THE SOIL IS SAND
- 10) 3.00M METRE CONTOUR INTERVALS SHOWN ON THE FACE OF THE PLAN
- 11) THE MUNICIPAL SERVICES TO BE AVAILABLE TO THE LANDS ARE: ESSENTIAL SERVICES - POLICE, FIRE, AMBULANCE, MUNICIPAL SERVICES - ROAD MAINTENANCE, SNOW REMOVAL, SCHOOL BUSING, GARBAGE, RECYCLING, WASTE SANITARY, TRASH
- 12) PUBLIC SERVICES - ELECTRICITY, TELEPHONE, CABLE, INTERNET, GAS
- 13) THE EASEMENTS OR CONDEMNATIONS AFFECTING THIS PROPERTY ARE NIL

LAND USE ANALYSIS

UNIT	INTENDED USE	NUMBER OF UNITS	AREA (HECTARES)
UNIT 1 TO 18	RMS	18	0.0
COMMON ELEMENT			0.0
TOTAL			0.0

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

BEARING NOTE
 BEARINGS ARE AZIMUTHIC AND ARE REFERRED TO THE EXTERIOR LIMITS OF LOTS AS SHOWN ON BUILDING LOCATION SURVEY BY CLARKE DONALD & MILLER LIMITED, 88-3262, HAVING A BEARING OF N63°22'40"E.

LEGEND

■	CONTRACT	FRANK MONUMENT
□	CONTRACT	SET
▨	CONTRACT	RECALCULATED
▩	CONTRACT	IRON BAR
▲	CONTRACT	NO CHANGE FOUND
△	CONTRACT	CHANGE FOUND & HELD
●	CONTRACT	E. L. MOORE, G.L.S.
○	CONTRACT	BUILDING LOCATION SURVEY
○	CONTRACT	SOUNDING BY MILLER LIMITED
○	CONTRACT	REGISTERED PLAN M-203

THE CORPORATION OF THE CITY OF NORTH BAY

BY-LAW NO. 2013-141

A BY-LAW TO AMEND ZONING BY-LAW NO. 28-80 TO REZONE CERTAIN LANDS IN THE HIGHLAND WOODS SUBDIVISION FROM A "RESIDENTIAL THIRD DENSITY (R3)" ZONE TO A "RESIDENTIAL MULTIPLE SECOND DENSITY SPECIAL NO. 132 (RM2 SP.132)" ZONE

(899430 Ontario Inc. & 2142727 Ontario Inc. – Highland Woods)

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

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

AND WHEREAS it is deemed desirable to amend the zone designation shown on Schedule "B-45" 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 July 2, 2013 to approve this rezoning.

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

- 1) Schedule "B-34" of By-law No. 28-80 is amended by changing the zoning designation of the property shown on Schedule "A" attached hereto (which property is legally described as Parcel 8435 WF, Part Lot 18 Concession B Widdifield, Part 2 on Plan NR776, Except Part 1 on Plan 36R6773, Part 1 on Plan NR897, PIN No. 49133-0552 (LT), North Bay, District of Nipissing), along Airport Road and Golf Club Road in the City of North Bay from a "Residential Third Density (R3)" zone to a "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" zone.
- 2) All buildings or structures erected or altered and the use of land in such "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" 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 Section 11.2.132:
 "11.2.132 "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)"

11.2.132.1 The property description of this "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" is Parcel 8435 Widdifield, Part Lot 18 Concession B Widdifield, Part 2 on Plan NR776, except Part 1 on Plan 36R6773 and Part 1 on Plan NR897, PIN No. 49133-0552 (LT), along Airport Road and Golf Club Road in the City of North Bay as shown on the attached Schedule and on Schedule "B-34".

11.2.132.2 The regulations for this "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" are as follows:

i) Minimum front yard setback shall be 4.5 metres

11.2.132.3 The use of land or building in this "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" 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 "Residential Multiple Second Density Special No. 132 (RM2 Sp.132)" as shown on Schedule "B" to this By-law.
- 5) a) Notice of this By-law shall be given by the Clerk in the manner and form and to the persons prescribed by Section 6 of O.Reg. 545/06 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 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 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 2ND DAY OF JULY 2013.

READ A SECOND TIME IN OPEN COUNCIL THE 2ND DAY OF JULY 2013.

**READ A THIRD TIME IN OPEN COUNCIL AND PASSED THIS 15TH DAY OF
JULY 2013.**

Mayor, Allan McDonald

City Clerk, Catherine Conrad

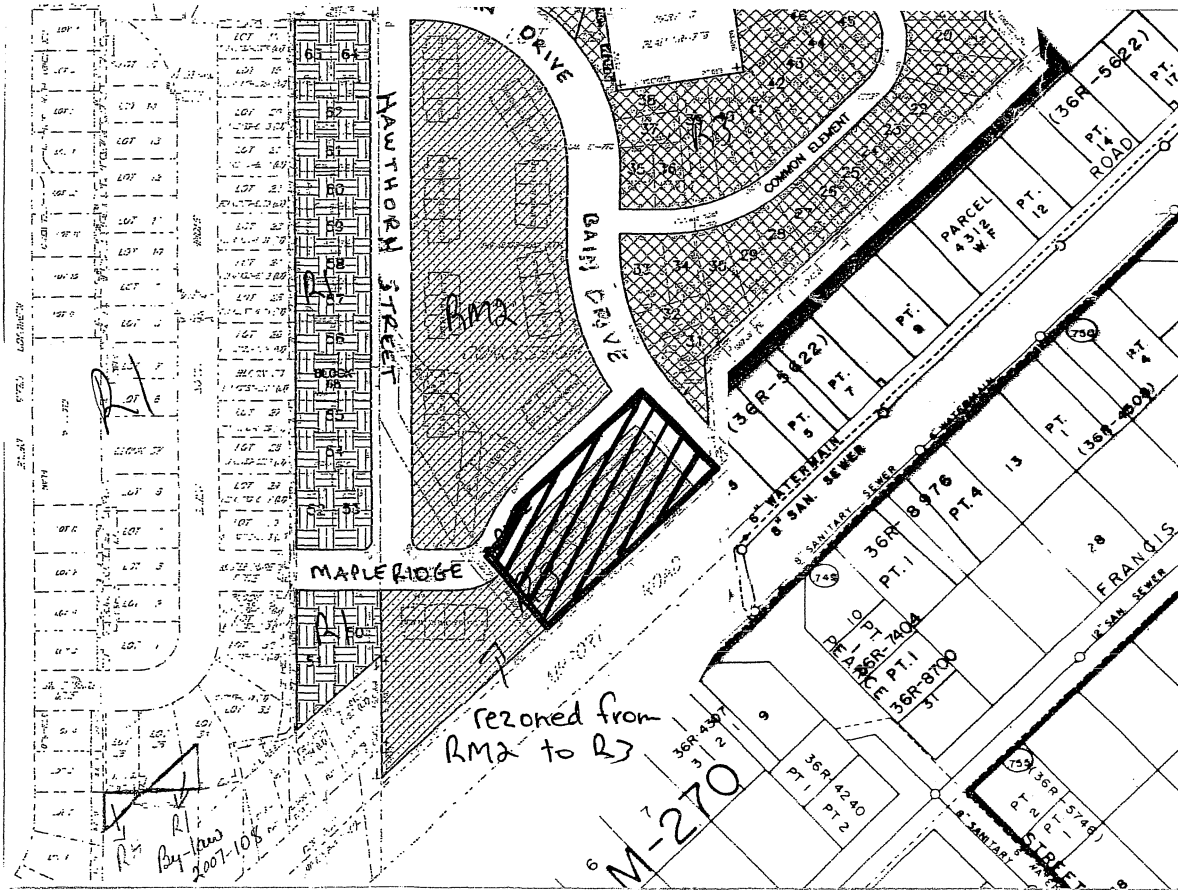
This is Schedule "A"


To By-law No. 2013-141

Passed the 15th day of JULY 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



 Zoning By-law Amendment
From: "Residential Third Density (R3)"
To: "Residential Multiple Second Density Special
No.132 (RM2 Sp. 132)"

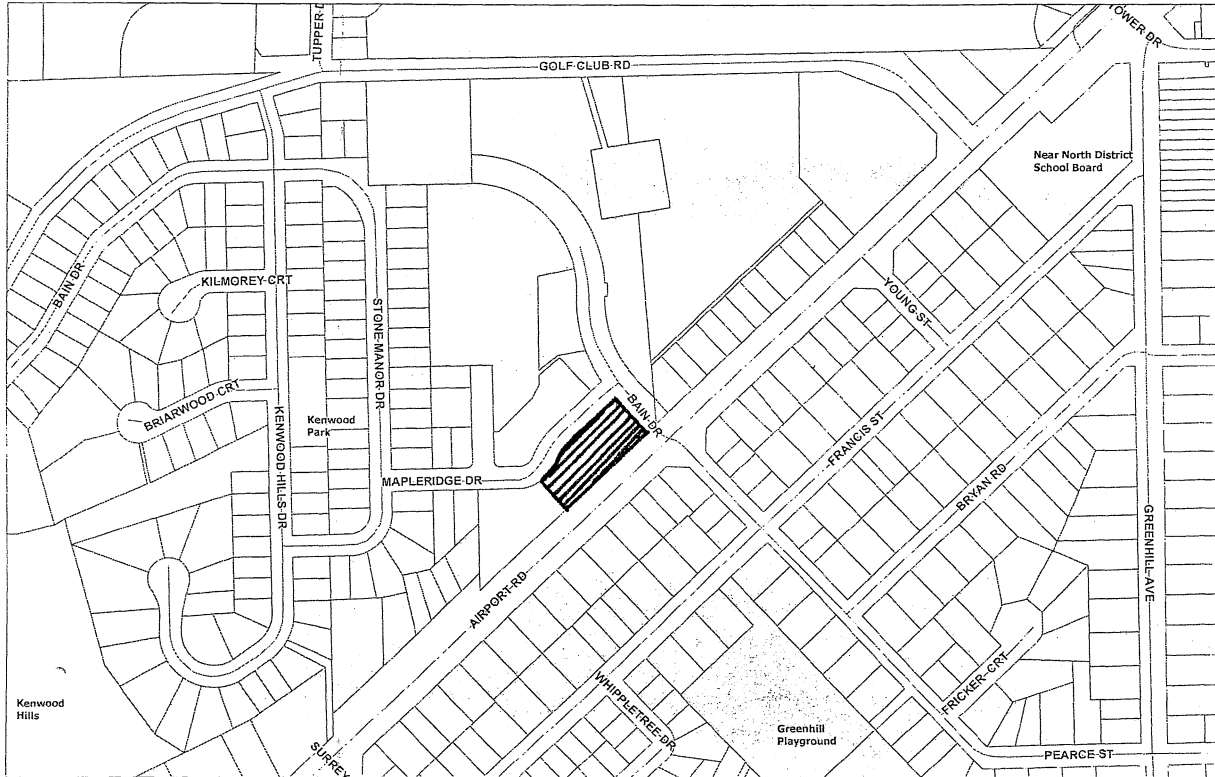
This is Schedule "B"

To By-law No. 2013-141

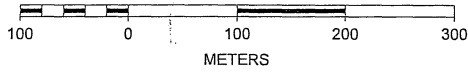
Passed the 15th day of JULY 2013

Mayor Allan McDonald

City Clerk Catherine Conrad



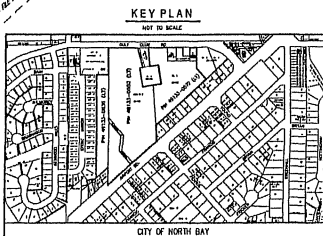
SCALE 1 : 5,344



Zoning By-law Amendment
From: "Residential Third Density (R3)"
To: "Residential Multiple Second Density Special
No. 132 (RM2 Sp. 132)"

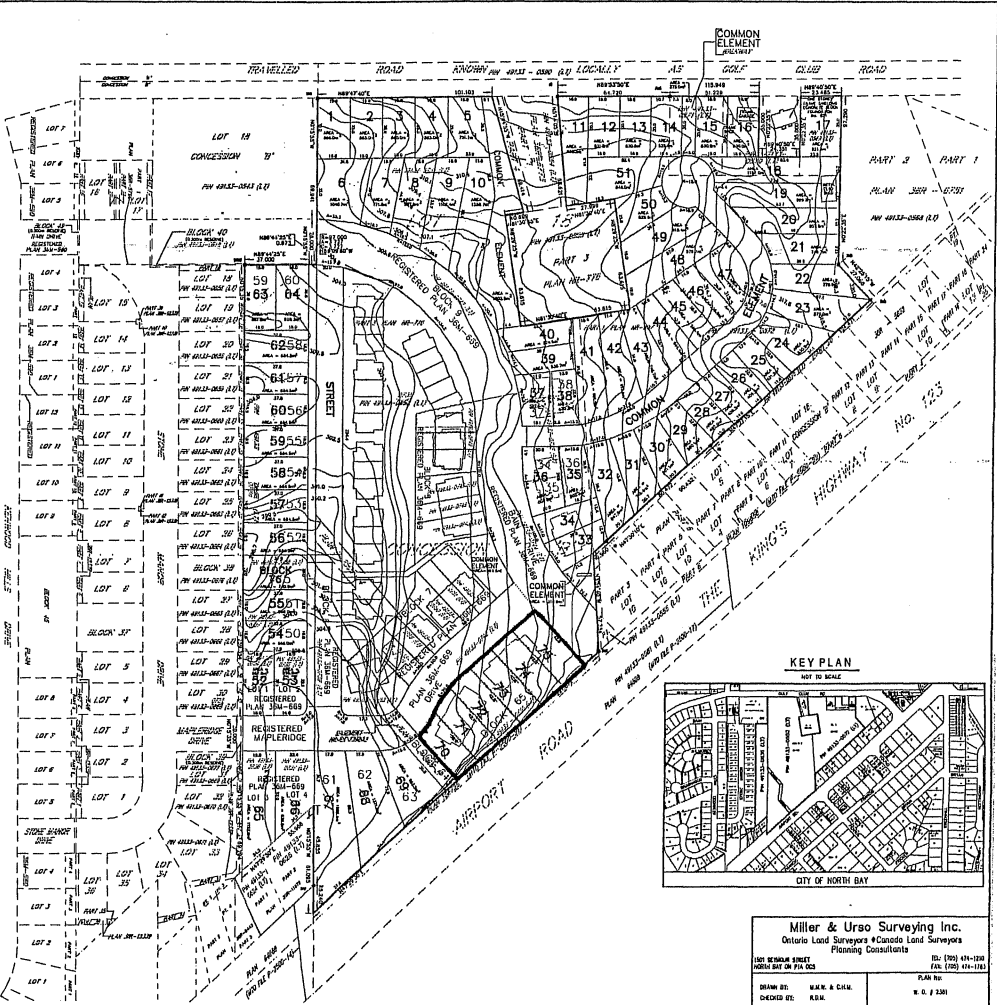
Mayor Allan McDonald

City Clerk Catherine Conrad



Miller & Urso Surveying Inc.
Ontario Land Surveyors / Geomatics Land Surveyors
Planning Consultants
101 STANLEY STREET, SUITE 201, NORTH BAY, ONT. N6B 1K5
TEL: (705) 476-1200 FAX: (705) 476-1212
DRAW BY: MARK & CHLOE
CHECKED BY: K.B.B. PLAN NO.: N. O. # 1331

© - C:\Users\1\Documents\Highland Woods\2013\2013-141 - July 11 May 2013 - 13.11



REDLINE AMENDMENT TO
DRAFT PLAN OF CONDOMINIUM AND OF SUBDIVISION OF
PART OF LOT 18 CONCESSION 'B'
TOWNSHIP OF WIDDIFIELD
CITY OF NORTH BAY
DISTRICT OF NIPISSING
Miller & Urso Surveying Inc

SCALE 1 : 1000
0m 25m 50m 75m

READING NOTES:
1. ALL DIMENSIONS ARE TO BE TAKEN TO THE NEXT WHOLE METRE UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS ARE TO BE TAKEN TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS ARE TO BE TAKEN TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE SPECIFIED.

METRIC
DIMENSIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERSION BY FEET BY DIVIDING BY 0.3048

OWNER'S CERTIFICATE
I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTEREST THEREIN AS SHOWN ON THE ORIGINAL SURVEY RECORDS.

OWNER'S CERTIFICATE
I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTEREST THEREIN AS SHOWN ON THE ORIGINAL SURVEY RECORDS.

OWNER'S CERTIFICATE
I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTEREST THEREIN AS SHOWN ON THE ORIGINAL SURVEY RECORDS.

OWNER'S CERTIFICATE
I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND CORRECT REPRESENTATION OF THE LAND AND THE INTEREST THEREIN AS SHOWN ON THE ORIGINAL SURVEY RECORDS.

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE DIMENSIONS OF THE LAND AS SHOWN ON THIS PLAN ARE CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE ONTARIO PLANNING ACT

- (1) THE DIMENSIONS OF THE LAND PROPOSED TO BE SUBDIVIDED ARE AS SHOWN ON THE FACE OF THE PLAN
- (2) THE LOCATION, WIDTH AND RANGES OF PROPOSED HIGHWAYS WITHIN THE PROPOSED SUBDIVISION ARE AS SHOWN ON THE FACE OF THE PLAN
- (3) A KEY PLAN IS SHOWN ON THE FACE OF THE PLAN
- (4) THE PROPOSED USES OF THE LAND ARE AS LISTED IN THE LAND USE ANALYSIS
- (5) THE EXISTING USES OF THE ADJACENT PROPERTIES ARE:
 - WEST - RESIDENTIAL
 - EAST - RESIDENTIAL
 - NORTH - RESIDENTIAL
 - SOUTH - RESIDENTIAL
- (6) THE APPROXIMATE DIMENSIONS AND LAYOUT OF THE PROPOSED LOTS ARE AS SHOWN ON THE FACE OF THE PLAN
- (7) THE MATERIALS AND METHODS, FEATURES ARE AS SHOWN ON THE FACE OF THE PLAN
- (8) THE MATERIALS TO BE USED FOR THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (9) THE NAME AND POSITION OF THE ROAD IS AS SHOWN AND DESCRIBED
- (10) ALL EXISTING ADJACENT PROPERTIES ON THE FACE OF THE PLAN
- (11) THE ADJACENT PROPERTIES TO BE AVAILABLE TO THE LANDS ARE:
 - RESIDENTIAL SERVICES - POLICE, FIRE, MAIL DELIVERY
 - RESIDENTIAL SERVICES - ROAD MAINTENANCE, SNOW REMOVAL, SCHOOL, PUBLIC SERVICES, RECREATION, HEALTH SERVICES - ELECTRICITY, TELEPHONE, CABLE, INTERNET, GAS
- (12) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (13) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (14) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (15) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (16) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (17) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (18) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (19) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (20) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
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- (31) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (32) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (33) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (34) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN
- (35) THE DIMENSIONS OF THE PROPOSED HIGHWAYS ARE AS SHOWN ON THE FACE OF THE PLAN

LAND USE ANALYSIS

UNAPPORTIONED	PROPOSED USE	NUMBER OF LOTS	AREA (SQUARE METRES)
LOTS 1 TO 6, RESIDENTIAL PLAN 300-885	ZONED R1 - RESIDENTIAL	6	6,375
BLOCK 1 AND 6, RESIDENTIAL PLAN 300-885	ZONED R2 - RESIDENTIAL	14	6,462
BLOCK 2 AND 6, RESIDENTIAL PLAN 300-885	ZONED R3 - RESIDENTIAL	14	6,462
BLOCK 3 AND 6, RESIDENTIAL PLAN 300-885	ZONED R4 - RESIDENTIAL	14	6,462
BLOCK 4 AND 6, RESIDENTIAL PLAN 300-885	ZONED R5 - RESIDENTIAL	14	6,462
BLOCK 5 AND 6, RESIDENTIAL PLAN 300-885	ZONED R6 - RESIDENTIAL	14	6,462
BLOCK 6 AND 6, RESIDENTIAL PLAN 300-885	ZONED R7 - RESIDENTIAL	14	6,462
BLOCK 7 AND 6, RESIDENTIAL PLAN 300-885	ZONED R8 - RESIDENTIAL	14	6,462
BLOCK 8 AND 6, RESIDENTIAL PLAN 300-885	ZONED R9 - RESIDENTIAL	14	6,462
BLOCK 9 AND 6, RESIDENTIAL PLAN 300-885	ZONED R10 - RESIDENTIAL	14	6,462
BLOCK 10 AND 6, RESIDENTIAL PLAN 300-885	ZONED R11 - RESIDENTIAL	14	6,462
BLOCK 11 AND 6, RESIDENTIAL PLAN 300-885	ZONED R12 - RESIDENTIAL	14	6,462
BLOCK 12 AND 6, RESIDENTIAL PLAN 300-885	ZONED R13 - RESIDENTIAL	14	6,462
BLOCK 13 AND 6, RESIDENTIAL PLAN 300-885	ZONED R14 - RESIDENTIAL	14	6,462
BLOCK 14 AND 6, RESIDENTIAL PLAN 300-885	ZONED R15 - RESIDENTIAL	14	6,462
BLOCK 15 AND 6, RESIDENTIAL PLAN 300-885	ZONED R16 - RESIDENTIAL	14	6,462
BLOCK 16 AND 6, RESIDENTIAL PLAN 300-885	ZONED R17 - RESIDENTIAL	14	6,462
BLOCK 17 AND 6, RESIDENTIAL PLAN 300-885	ZONED R18 - RESIDENTIAL	14	6,462
BLOCK 18 AND 6, RESIDENTIAL PLAN 300-885	ZONED R19 - RESIDENTIAL	14	6,462
BLOCK 19 AND 6, RESIDENTIAL PLAN 300-885	ZONED R20 - RESIDENTIAL	14	6,462
BLOCK 20 AND 6, RESIDENTIAL PLAN 300-885	ZONED R21 - RESIDENTIAL	14	6,462
BLOCK 21 AND 6, RESIDENTIAL PLAN 300-885	ZONED R22 - RESIDENTIAL	14	6,462
BLOCK 22 AND 6, RESIDENTIAL PLAN 300-885	ZONED R23 - RESIDENTIAL	14	6,462
BLOCK 23 AND 6, RESIDENTIAL PLAN 300-885	ZONED R24 - RESIDENTIAL	14	6,462
BLOCK 24 AND 6, RESIDENTIAL PLAN 300-885	ZONED R25 - RESIDENTIAL	14	6,462
BLOCK 25 AND 6, RESIDENTIAL PLAN 300-885	ZONED R26 - RESIDENTIAL	14	6,462
BLOCK 26 AND 6, RESIDENTIAL PLAN 300-885	ZONED R27 - RESIDENTIAL	14	6,462
BLOCK 27 AND 6, RESIDENTIAL PLAN 300-885	ZONED R28 - RESIDENTIAL	14	6,462
BLOCK 28 AND 6, RESIDENTIAL PLAN 300-885	ZONED R29 - RESIDENTIAL	14	6,462
BLOCK 29 AND 6, RESIDENTIAL PLAN 300-885	ZONED R30 - RESIDENTIAL	14	6,462
BLOCK 30 AND 6, RESIDENTIAL PLAN 300-885	ZONED R31 - RESIDENTIAL	14	6,462
BLOCK 31 AND 6, RESIDENTIAL PLAN 300-885	ZONED R32 - RESIDENTIAL	14	6,462
BLOCK 32 AND 6, RESIDENTIAL PLAN 300-885	ZONED R33 - RESIDENTIAL	14	6,462
BLOCK 33 AND 6, RESIDENTIAL PLAN 300-885	ZONED R34 - RESIDENTIAL	14	6,462
BLOCK 34 AND 6, RESIDENTIAL PLAN 300-885	ZONED R35 - RESIDENTIAL	14	6,462
BLOCK 35 AND 6, RESIDENTIAL PLAN 300-885	ZONED R36 - RESIDENTIAL	14	6,462
TOTAL		35	6,462

Zoning By-law Amendment
From: Residential Third Density (R3)
To: Residential Multiple Second Density Special
No. 132 (RM2 Sp. 132)