



**Special Committee Meeting  
AGENDA**

**Tuesday, June 3, 2025, 5:30 p.m.**

**Council Chambers**

**City Hall - 200 McIntyre Street East, North Bay, ON**

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## Community Services Committee

**Chair:** Councillor Mallah

**Vice-Chair:** Councillor King

### Public Meetings Pursuant to the Planning Act

**CS 2025-02: Report from Peter Carello dated May 22, 2025 re: Proposed Official Plan Amendment & Zoning By-Law Amendment - 668 Lakeshore Drive**

**CS 2025-03: Report from Peter Carello dated May 9, 2025 re: Zoning By-Law Amendments by Goodridge Goulet Planning & Surveying Ltd. on behalf of 9739041 Canada Corporation - 331 Pinewood Park Drive**

## General Government Committee

**Chair:** Councillor Horsfield

**Vice-Chair:** Councillor Inch

### Item(s) to be Addressed:

**GG 2025-04: Report from Peter Leckie & Karen McIsaac dated May 21, 2025 re: City of North Bay Procedural By-Law Amendments**

## **Infrastructure and Operations Committee**

**Chair:** Councillor Mitchell

**Vice Chair:** Councillor Mayne

No Items to be Addressed.

## **Matters Remaining on Various Committees**

# CS 2025-02

## Draft Recommendation:

1. "That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 by Peter Carello dated May 22, 2025 to amend the Official Plan Designation from "Tourist Commercial" to "Residential" be approved; and
2. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 by Peter Carello dated May 22, 2025 to rezone the property from a "Tourist Commercial (C7)" zone to a "Residential Multiple First Density Special No. 154 (RM1 Sp.154)" zone be approved."

## **City of North Bay Report to Council**

Report No: CSBU-2025-031

Date: May 22, 2025

Originator: Peter Carello, Senior Planner – Current Operations

Business Unit:

Department:

Community Services

Planning & Building Department

Subject: Proposed Official Plan Amendment & Zoning By-law Amendment –  
668 Lakeshore Drive

Closed Session: yes ☐ no ☒

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### **Recommendation**

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to amend the Official Plan Designation from “Tourist Commercial” to “Residential” be approved; and
2. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to rezone the property from a “Tourist Commercial (C7)” zone to a “Residential Multiple First Density Special No. 154 (RM1 Sp.154)” zone be approved.

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### **Background**

#### **Site Information**

#### **Legal Description:**

See Appendix A

#### **Site Description:**

The subject property is an existing lot of record on Lakeshore Drive. It is located just east of the intersection of Sunset Boulevard and Lakeshore

Drive and directly adjacent to Jessups Creek, as shown below and on attached Schedule A.

It is designated "Tourist Commercial" by the Official Plan and is zoned "Tourist Commercial (C7)" under the City's Zoning By-law No. 2015-30.

**Figure 1: Map of Subject Property and Surrounding Area**



The property has an existing lot area of 700 square metres (0.07 hectares) and lot frontage of 17.3 metres on Lakeshore Drive, as shown on attached Schedule B.

The site is currently occupied by a five-unit residential building, a use that is not permitted under the existing 'Tourist Commercial (C7)' zoning designation

### **Surrounding Land Uses:**

The subject property abuts Jessups Creek, and the surrounding area comprises a diverse mix of land uses:

- Commercial and Tourist Commercial Uses: Several hotels, motels, and restaurants are located along Lakeshore Drive and including four hotel/motels east of the subject property.
- Residential Uses: Low-density residential dwellings are prevalent throughout the area, with some medium-density townhouse developments also present.
- Institutional and Public Uses: A church is located a short distance to the west, along with Sunset Park and several public lake access points that serve the broader community.
- Industrial Uses: Industrial developments are located further east, beyond the immediate vicinity of the subject site.

## **Proposal**

Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc., has submitted concurrent Official Plan and Zoning By-law Amendment applications for a property located at 668 Lakeshore Drive.

The Official Plan amendment would change the property's Official Plan designation from "Tourist Commercial" to "Residential".

The proposed Zoning By-law amendment would rezone the property from a "Tourist Commercial (C7)" zone to a "Residential Multiple First Density Special (RM1 Sp.)" zone.

The requested Special Zone provisions are as follows:

- Reduce the minimum Lot Frontage from the required 30 metres to the proposed 17 metres;
- Reduce the minimum Interior Side Yard Setback (northeastern property line) from the required 6 metres to the proposed 1.0 metres;
- Reduce the minimum Rear Yard Setback from the required 7 metres to the proposed 4.5 metres;
- Reduce the minimum Landscaping Buffer from the required 1.5 metres to the proposed 1.0 metres; and
- Reduce the minimum Usable Open Space (% of Gross Floor Area) from the required 50% to the proposed 35%.

The purpose of the proposed applications is to permit the use of the property as a five-unit apartment building.

As will be discussed in this report, the request from the applicant has been modified to limit the total number of units to the existing five units.

## **Summary**

The subject property is situated on the west side of Jessups Creek. Historically, it was associated with a tourist cabin operation located on the east side of the creek, which included a convenience store and administrative functions. At that time, the building also contained two residential units.

Subsequently, the original use was discontinued, and the building was converted into five apartment units. This conversion occurred without the necessary permits from the City, and as a result, there are no official records or confirmed timelines documenting the alterations.

The application before City Council would legalize the existing five-unit apartment building under the Zoning By-law. The property owner is required



to obtain a Building Permit from the City's Building Department to complete the legalization process.

Both the Government of Ontario's Provincial Policy Statement and the City's Official Plan contain policies that encourage the development of new housing units. These same policy documents also encourage the placement of increased levels of density within a community's Settlement Area. As discussed in further detail throughout this report, the proposed development is consistent with these two broad objectives.

The subject property is located in a mixed-use neighbourhood characterized by a blend of tourist commercial and residential uses. The existing built form is well suited for residential occupancy, and similar residential uses are found in the immediate vicinity, including directly across the street on the south side of Lakeshore Drive. It is my opinion that the use of the property for residential purposes would be compatible with the character of the area.

The North Bay Mattawa Conservation Authority has expressed concerns regarding the location of the proposed residential development and its proximity to Jessups Creek. They have requested that the number of uses not increase beyond the existing five units. Planning Staff consulted with the agent for the applicant. They expressed no concerns with the Zoning By-law Amendment limiting the number of units to five.

There were no responses or objections from any member of the public regarding the proposed Official Plan and Zoning By-law amendment applications.

It is my professional opinion that the proposed Zoning By-law Amendment is in conformity with the Official Plan and the Growth Plan for Northern Ontario (GPNO 2011) and the end use is consistent with the Provincial Planning Statement (PPS 2024).

## **Provincial Policy**

### **Growth Plan for Northern Ontario (GPNO 2011)**

The Growth Plan for Northern Ontario (GPNO 2011) was introduced on March 3rd, 2011. All Planning Applications must consider this Plan as part of the evaluation process. Section 3(5)(b) of the Planning Act requires that decisions made under the Planning Act need to conform to the Provincial Plan or shall not conflict with it, as the case may be.

The GPNO 2011 is broad in scope and is aimed at shaping development in Northern Ontario over the next 25 years. It outlines strategies that deal with economic development, education, community planning, transportation/infrastructure, environment, and Aboriginal peoples. This Plan is primarily an economic development tool that encourages growth in Northern Ontario. Specific Planning related policies, including regional

economic planning, the identification of strategic core areas, and targets for intensification have not yet been defined by the Province or incorporated into the Official Plan.

Section 4 of the GPNO (Communities) deals with land use planning matters. This Section speaks to creating a vision for a community's future. The City of North Bay achieves this through the implementation of the Official Plan. As discussed in greater detail later in the report, it is my opinion the proposed development conforms with the City's Official Plan.

In my professional opinion, the proposed Official Plan Amendment and Zoning By-law Amendment applications conform with the policies and direction provided by the Growth Plan for Northern Ontario (GPNO 2011).

### **Provincial Planning Statement (PPS 2024)**

A new Provincial Planning Statement (PPS 2024) was recently issued by the Provincial Government. The new PPS 2024 is applicable to all decisions made on planning matters on or after October 20, 2024. This proposal has been reviewed in the context of the Provincial Planning Statement (PPS 2024).

Excerpts of the Provincial Planning Statement (PPS 2024) applicable to this application are outlined below.

The new Provincial Planning Statement prioritizes the development of new housing units and directs municipalities to plan for and support development that increases the housing supply across Ontario. It emphasizes the need to build more homes where they are needed, particularly within Settlement Areas, to accommodate current and future population growth. There are several sections and policies from within the PPS 2024 that provide this direction, as cited below:

2.1.6 Planning authorities should support the achievement of *complete communities* by:

a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

2.2.1 Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* by:

...

- b) permitting and facilitating:
  - 1. all *housing options* required to meet the social, health, economic and wellbeing requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and employment opportunities; and
  - 2. all types of residential *intensification*, including the *development* and *redevelopment* of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new *housing options* within previously developed areas, and *redevelopment*, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use of *active transportation*;

To provide additional perspective of the above referenced policies of the PPS 2024, Housing Options is defined as:

*Means a range of housing types such as, but not limited to single-detached, semidetached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses and multi-residential buildings, including low-and mid-rise apartments. The term can also refer to a variety of housing arrangements and forms such as, but not limited to, life lease housing, co-ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, additional needs housing, multi-generational housing, student housing, farm worker housing, culturally appropriate housing, supportive, community and transitional housing and housing related to employment, educational, or institutional uses, such as long-term care homes.*

In addition to these Housing policies, the PPS 2024 encourages the densification of development within the Settlement Area. This is a longstanding objective of land use policies, including previous iterations of the PPS. Section 2.3.1 of the PPS 2024 (Settlement Area) are referenced below:

- 1. *Settlement areas* shall be the focus of growth and development. Within *settlement areas*, growth should be focused in, where applicable, *strategic growth areas*, including *major transit station areas*.

2. *Land use patterns within settlement areas should be based on densities and a mix of land uses which:*
  - a) *efficiently use land and resources;*
  - b) *optimize existing and planned infrastructure and public service facilities;...*
3. *Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.*

Taken together, the PPS 2024's Housing Policies and the Settlement Area policies have the effect of encouraging new housing development, particularly within the Settlement Area.

The proposed Official Plan and Zoning By-law amendment applications would recognize and permit the existing five residential units. This would help achieve the goals of the PPS 2024.

It is my professional opinion that the end use of the proposed Official Plan Amendment and Zoning By-law Amendment applications are consistent with the Provincial Planning Statement (PPS 2024).

### **Official Plan**

The property is currently designated "Tourist Commercial" in the City of North Bay's Official Plan. The proposed applications would amend the property's Official Plan designation to "Residential".

One of the primary goals of the Official Plan is to concentrate increased levels of development and density within the City's Urban Area. This is a general objective that applies citywide and across most Official Plan designations. Official Plan policies relevant to this application are cited below:

#### **1.4.2 Guiding Principles**

*North Bay endorses the principles of "smart growth" by concentrating growth within the Settlement Area in a manner that new development has easy access to employment lands, commercial lands, residential lands, parks, trails and public transit. North Bay continue the practice of concentrating growth within the Settlement Area in a manner that allows new development to have easy and efficient access to employment, residential, commercial and park areas.*

...

*Environmental sustainability will be achieved by concentrating urban built form within the Settlement Area and through infilling, intensification, and reclamation of brownfields.*

## 2.1 Settlement Area Policies

*It is the objective of this Plan to concentrate new growth and redevelopment within the Settlement Area and to develop new land for residential, employment area, commercial, park & open space and institutional uses.*

*2.1.1 Infill and intensification developments will be primarily encouraged in the Central Business District (CBD) and surrounding neighbourhoods, where appropriate, and where adequate municipal services, facilities, and transit routes exist. Infilling and intensification will also be promoted in other areas of the City where there is appropriate infrastructure and new development or redevelopment is compatible with surrounding land uses.*

The intent of concentrating development within the Settlement Area in this manner is to optimize use of public services that are available. It also reduces the amount of land utilized to provide housing to residents.

The proposed development of five residential units on a lot measuring approximately 0.07 hectares with 17.3 metres of frontage represents an efficient and optimal use of the land. This level of density is well-suited to the property's size and context, maximizing its residential potential while remaining compatible with the surrounding built form.

The City of North Bay's Official Plan includes specific policies aimed at supporting housing development. Its overarching vision is to ensure the provision of a diverse range of housing options, enabling residents of varying needs, incomes, and life stages to access suitable and affordable housing within the community.

Specific Housing policies relevant to this application are cited below:

### *2.1.11 Housing Policies*

*It is the general intent of this Plan to encourage the development and maintenance of an efficient and pleasant environment for all lifestyles. In providing for these demands, the objective is an appropriate mixture of densities and an arrangement that will minimize conflicts between different forms of housing.*

...

*2.1.11.2 The following general policies are intended to assist the City in its determination of housing requirements for the various special need groups in the City:*

*a) To encourage the existence of an adequate supply and diversity of residential accommodation by type and tenure to satisfy the social and economic requirements to the population;*

...

*2.1.11.3 In the development of new residential neighbourhoods, and*

*as far as possible in the infilling of those already established, or in redevelopment in older neighbourhoods, high standards of residential amenity will be encouraged through the use of the following design principles:*

*...*

*b) Varieties of residential types will not be mixed indiscriminately, but will be arranged in a gradation so that higher density developments will complement those of a lower density, with sufficient spacing between tall apartments and lower row houses and single detached houses to maintain privacy, amenity and value;*

North Bay's Official Plan includes policies specifically pertaining to housing. The overall intent of these policies is to encourage the development of new housing and to create neighbourhoods made up of a variety of different forms of housing. Relevant housing policies are cited below:

#### *2.1.11 Housing Policies*

*It is the general intent of this Plan to encourage the development and maintenance of an efficient and pleasant environment for all lifestyles. In providing for these demands, the objective is an appropriate mixture of densities and an arrangement that will minimize conflicts between different forms of housing.*

*...*

*2.1.11.2 The following general policies are intended to assist the City in its determination of housing requirements for the various special needs groups in the City:*

*a) To encourage the existence of an adequate supply and diversity of residential accommodation by type and tenure to satisfy the social and economic requirements to the population;*

*...*

*2.1.11.3 In the development of new residential neighbourhoods, and as far as possible in the infilling of those already established, or in redevelopment in older neighbourhoods, high standards of residential amenity will be encouraged through the use of the following design principles:*

*...*

*b) Varieties of residential types will not be mixed indiscriminately, but will be arranged in a gradation so that higher density developments will complement those of a lower density, with sufficient spacing between tall apartments and lower row houses and single detached houses to maintain privacy, amenity and value;*

*c) Sufficient land is to be assembled for residential developments to eliminate isolated parcels that would be difficult to develop or redevelop at a later date;*

*d) Prior to any zoning changes to permit residential development it*

*shall be established that schools, parks and all other services are adequate according to the standards in this Plan, and that access points to multiple family accommodations are adequate and safe;*

The proposed use of the subject property as an apartment building is consistent with these policies. The neighbourhood is largely comprised of residential and commercial uses. The majority of the residential uses are low density, with some townhouse uses. There does not appear to be any apartment uses in the near vicinity of the property.

The Official Plan includes more specific policy that provides direction towards the placement of high-density residential housing within the City, as identified below:

- 2.1.12.2 High and medium density developments should include common facilities, such as parks or open space.*
- 2.1.12.3 High density developments will be encouraged to locate in suitable areas including:
  - a) the Central Business District and its immediate vicinity, or*
  - b) in close proximity to major shopping areas, community facilities, open space and recreational facilities, or*
  - c) in peripheral locations around residential neighbourhoods with access to major collector or arterial roads, or*
  - d) when designed as an integral part of a new Plan of Subdivision.**
- 2.1.12.4 Apartment buildings shall be sited so that they:
  - a) enhance the visual image of the City;*
  - b) create focal points that emphasize important locations in the City;*
  - c) do not unduly overshadow or interfere with visual amenities of lower density residential areas by reason of their bulk; and*
  - d) relate compatibly with existing buildings and with the character of the immediate area, and do not constitute an intrusion into an established area of lesser density.**
- 2.1.12.7 In the development of new apartment buildings, the City may require that a minimum amount of the land, or an equivalent amount of cash, be dedicated for park or open space purposes.*
- 2.1.12.8 In considering applications for higher density residential uses, it shall be clearly demonstrated to the satisfaction of the City that no undue pressure will result on:*

- a) arterial or collector roads;
- b) parks, open space and recreational facilities;
- c) schools; and
- d) sewers and water mains.

- 2.1.12.9 *Apartments shall not be approved where major traffic flows will result on local streets serving low density residential development.*
- 2.1.12.10 *Apartment buildings shall be separated from adjacent dwellings by a distance sufficient to maintain adequate privacy, amenity and the value of surrounding property.*
- 2.1.12.11 *The City shall ensure that existing and future low density residential uses shall be protected from future high density residential development through the use of adequate setbacks and buffering.*
- 2.1.12.12 *There shall be no development of high density residential units except by site plan control, as provided for in the Planning Act.*

The subject applications pertain to an existing development on an existing parcel of record. While this property is not in the primary areas encouraged for apartments as specified by Section 2.1.12.3, it does meet a lot of the other criteria identified by the Official Plan.

The development is a low-profile building that does not overshadow any of the neighbouring properties. The property is located directly on a major four-laned arterial, therefore will not have any negative effect on local roads. The proposed use will not place any undue pressure on any public service.

It is my professional opinion that the proposed Official Plan and Zoning By-law Amendment applications are appropriate and conforms to the City of North Bay's Official Plan.

### **Zoning By-Law No. 2015-30**

The subject property is presently zoned "Tourist Commercial (C7)". The existing C7 zone permits the following uses:

- Brewery, Micro;
- Camping Establishment;
- Convenience Store;
- Distillery, Micro;
- Efficiency Unit;
- Financial Institution;
- Flea Market;



- Hotel;
- Marina;
- Non-Principal Dwelling Unit Short-Term Rental;
- Park, Public;
- Parking Area;
- Personal Service Establishment;
- Pet Grooming;
- Places of Entertainment;
- Places of Worship;
- Recreational Vehicle and Equipment Sales, Service, and Leasing;
- Restaurant;
- Retail Store;
- Retail Store, Local; and
- Tourist Cabin

The applicant is proposing amending the property's Zoning to a "Residential Multiple First Density Special (RM1 Sp.)" zone.

The proposed RM1 Sp. zone would permit the following uses:

- Apartment Dwellings;
- Boarding, Lodging or Rooming House;
- Group Home Type 2;
- Parks, Playgrounds and Non-profit uses;
- Day Nursery;
- Institutional Uses; and
- Principal Dwelling Unit Short-Term Rental.

The requested Special Zone provisions are as follows:

- Reduce the minimum Lot Frontage from the required 30 metres to the proposed 17 metres;
- Reduce the minimum Interior Side Yard Setback (northeastern property line) from the required 6 metres to the proposed 1.0 metres;
- Reduce the minimum Rear Yard Setback from the required 7 metres to the proposed 4.5 metres;
- Reduce the minimum Landscaping Buffer from the required 1.5 metres to the proposed 1.0 metres; and
- Reduce the minimum Usable Open Space (% of Gross Floor Area) from the required 50% to the proposed 35%.

The subject property is able to meet all other regulations of the Zoning By-law.

## **Correspondence**

This proposal was circulated to property owners within 120 metres (400 feet) of the subject lands, as well as to several municipal departments and agencies that may have an interest in the application. In terms of correspondence received from these departments and agencies, the Planning Department received the following comments:

Of the agencies that provided comments, the Building Department, North Bay Hydro and the Ministry of Transportation, each offered no concerns or objections.

The North Bay Mattawa Conservation Authority (NBMCA) expressed concerns regarding residential units within the floodway of Jessups Creek. The NBMCA recommended not increasing the number of residential units on this property, however, offered no objection to maintaining the existing five (5) residential units.

Planning staff consulted with the Agent for the property owner. They did not have any concerns with this approach. If approved by City Council, the By-law implementing the Zoning By-law Amendment would include a special zone provision limiting the number of units to five.

No correspondence from any member of the public was received regarding this application.

A complete copy of this correspondence is attached to this Report as Appendix B.

No other correspondence was received on this file.

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## **Financial/Legal Implications**

None to the City of North Bay

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## **Corporate Strategic Plan**

- |  |   |
|--|---|
| <input type="checkbox"/> Natural North and Near                | <input checked="" type="checkbox"/> Economic Prosperity     |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input checked="" type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government |   |

## **Specific Objectives**

- Promote and support public and private sector investment
- Facilitate the development of housing options to service the entire community, with consideration to socio-economic characteristics of the community
- Facilitate the development of housing options to service the needs of the community

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## Options Analysis

### Option 1:

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to amend the Official Plan Designation from "Tourist Commercial" to "Residential" be approved; and
2. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to rezone the property from a "Tourist Commercial (C7)" zone to a "Residential Multiple First Density Special No. 154 (RM1 Sp.154)" zone be approved.

### Option 2:

To deny the proposed applications. This option is not recommended.

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## Recommended Option

Option 1 is the recommended option.

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to amend the Official Plan Designation from "Tourist Commercial" to "Residential" be approved; and
  2. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd. on behalf of the property owner, 2839528 Ontario Inc. for the property known locally as 668 Lakeshore Drive in the City of North Bay and as legally described in Appendix A to Report to Council No. CSBU 2025-031 to rezone the property from a "Tourist Commercial (C7)" zone to a "Residential Multiple First Density Special No. 154 (RM1 Sp.154)" zone be approved.
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Respectfully submitted,

Name: Peter Carello, MCIP, RPP  
Title: Senior Planner, Current Operations

**We concur with this report and recommendation.**

Name Beverley Hillier, MCIP, RPP  
Title: Manager, Planning & Building Services

Name: Ian Kilgour, MCIP. RPP  
Title: Director, Community Services

Name: John Severino, P.Eng., MBA  
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Peter Carello, MCIP, RPP  
Title: Senior Planner, Current Operations

W:\PLAN\Planning\Reports to Committees & Council (C11)\to Council\2025\CSBU 2025-031 –  
Proposed Official Plan and Zoning By-law Amendment applications – 668 Lakeshore Drive

## **Appendix A**

### **PIN 49175-0088 (LT)**

PCL 2388 SEC WF; Firstly LT 292 PL M203 West Ferris; LT 293 PL M203 West Ferris; LT 294 PL M203 West Ferris; Secondly PT LT 39 CON 15 West Ferris; PT LT 40 CON 15 West Ferris as in LT49351 Except LT80240 & PT 4, 6 & 9, 36R6475; S/T LT95916 as amended by LT319115; S/T LT236352; North Bay ; District of Nipissing

## Appendix B – Correspondence

### Building Services

**Member:** Carly Price

**Status:** Approved

No concerns

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### Planning

**Member:** Sasha Fredette

**Status:** Approved

Please see attached Zoning Analysis Sheet for a detailed review of the proposal's compliance with Zoning By-law regulations

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### Public Works

**Member:** Scott Franks

**Status:** Approved

Roads and Traffic

- Entrance must comply with the CNB Private Approach ByLaw

<https://www.northbay.ca/media/ifwkps0p/by-law-no-2017-72-private-approach.pdf> and must fill out a Private Approach application <https://www.northbay.ca/media/kcrpqrox/private-approach-permit-application-fillable-2022.pdf>

- Any work done on CNB property will require a street work permit

<https://www.northbay.ca/media/oknin5oe/street-work-permit-2022.pdf>

- If work on CNB property takes place restoration costs will be calculated and used as security until all work is completed. Compaction testing by a third party is also required if work on CNB property takes place.

- Snow from private driveway and parking must be stored on private property as per 2019-85 and not on CNB right of way

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### Hydro

**Member:** Roch Pilon, NB Hydro

**Status:** Approved

Distribution service is available at the property up to 1MVA. The extension shall be fed from the existing electrical service. If an increased service is required, the developer shall advise North Bay Hydro.

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## Ministry of Transportation

**Member:** Gabriel Nimoh

**Status:** Approved

Thank you for circulating this application regarding the property at 670 Lakeshore Drive to the Ministry of Transportation (MTO). The MTO has reviewed the proposal, and I can confirm that the subject lands are located outside the MTO's permit control area (PCA). Therefore, we have no comments to provide at this time. Please do not hesitate to contact me if you have any questions or concerns.

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## NBMCA

**Member:** Hannah Wolfram

**Status:** Approved

The subject lands are located within the regulated floodway for Jessups Creek. Increases in land use risk are not recommended in flood prone areas. NBMCA also regulates development within and adjacent hazard lands under O. Reg 41/24. Where alterations, reconstruction, and/or removal of existing development on the property are proposed, pre-consultation with NBMCA is highly recommended and authorization will likely be required.

Where assurances of no future increase in land use risk or to the existing living density can be demonstrated and confirmed, NBMCA would recommend the approval of the proposed rezoning and OP amendment for 670 Lakeshore Drive.

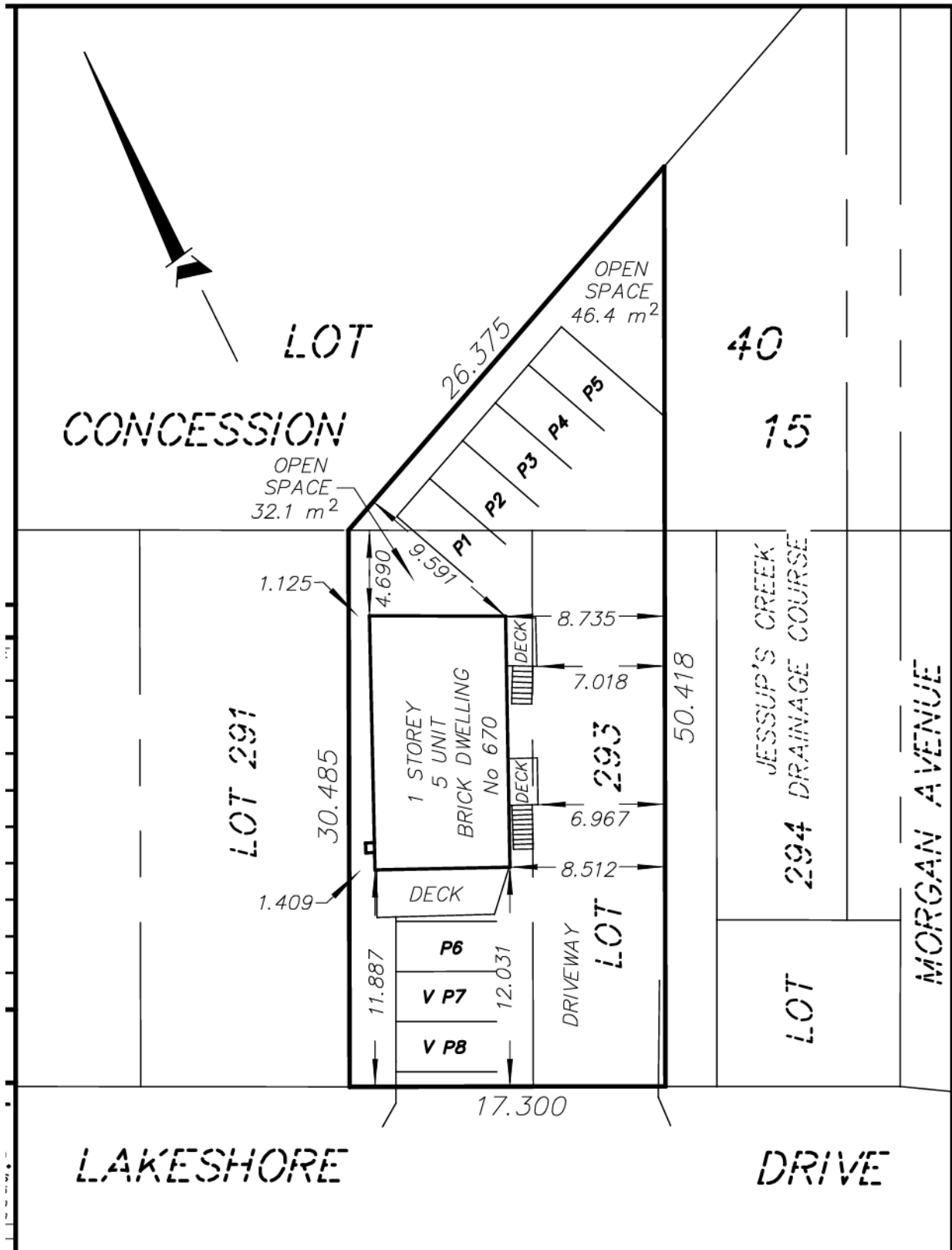
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## Schedule A





# Schedule B



# CS 2025-03

## Draft Recommendation:

1. "That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation for property located at 331 Pinewood Park Drive in the City of North Bay to amend Schedule 1 of the Official Plan to extend the Settlement Boundary to encompass the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 by Peter Carello dated May 9, 2025 be approved;
2. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation for property located at 331 Pinewood Park Drive in the City of North Bay to amend the Official Plan Designation from "Rural" to "Arterial Commercial" for the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 by Peter Carello dated May 9, 2025 be approved;
3. That the proposed Zoning By-Law Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation for property located at 331 Pinewood Park Drive in the City of North Bay to rezone the property from a "Rural General (A)" zone to a "Arterial Commercial (C6)" zone for the property legally described in Appendix A to Report to Council No. CSBU 2025-030 by Peter Carello dated May 9, 2025 be approved; and

4. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended."

## **City of North Bay Report to Council**

Report No: CSBU-2025-030

Date: May 9, 2025

Originator: Peter Carello, Senior Planner – Current Operations

Business Unit:

Department:

Community Services

Planning & Building Department

Subject: Zoning By-law and Official Plan Amendments by Goodridge Goulet  
Planning & Surveying Ltd. on behalf of 9739041 Canada  
Corporation – 331 Pinewood Park Drive

Closed Session: yes ☐ no ☒

---

### **Recommendation**

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend Schedule 1 of the Official Plan to extend the Settlement Boundary to encompass the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
2. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend the Official Plan Designation from “Rural” to “Arterial Commercial” for the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
3. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to rezone the property from a “Rural General (A)” zone to a “Arterial Commercial (C6)” zone for the property legally described in Appendix A to Report to Council No. CSBU 2025-030 be approved; and
4. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended.

---

## Background

### Site Information

**Legal Description:** See Appendix A

**Site Description:** The subject property is an existing rural lot of record fronting on Decaire Road and Pinewood Park Drive, located across from Cascades/Gateways Casino, as shown below and on attached Schedule A.

The property located in the rural area and is outside of the Settlement Area as shown on Schedule 2 of the Official Plan. It is designated "Rural" by the Official Plan and is zoned "Rural General (A)" under the City's Zoning By-law No. 2015-30.

**Figure 1: Map of Subject Property and Surrounding Area**



The property has an existing lot area of 15.06 hectares and lot frontage of 269 metres on Decaire Road, as shown on attached Schedule B. The property is developed with one single detached dwelling.

### **Surrounding Land Uses:**

The subject property is in an area that is largely commercial in nature. All properties along Pinewood Park Drive north of the lands subject to this application are zoned "Arterial Commercial (C6)" and the uses are largely consistent with this zoning. This includes restaurants, a gas bar, a hotel and some small retail locations.

Pinewood Park Golf Course is just north of the subject property.

There are a number of vacant industrially zoned lands on the east side of Pinewood Park Drive to the southeast of the subject property.

There are also a number of residential units built to a rural residential

standard found throughout the area.

## **Proposal**

Goodridge Goulet Planning & Surveying Ltd. has submitted concurrent Official Plan Amendment and Zoning By-law applications on behalf of 9739041 Canada Corporation. The purpose of the Official Plan Amendment application is to bring the subject lands into the City's Settlement Area and to change the Official Plan designation from "Rural" to "Arterial Commercial". The purpose of the Zoning By-law Amendment application is to re-zone the subject property from a "Rural General (A)" zone to an "Arterial Commercial (C6)" zone.

The intent of the concurrent applications is to allow for the commercial development of the subject lands in the future at an urban density level. The applicant has also stated that it would be their intention to sever the subject lands into three commercial lots in the future.

The City of North Bay owns lands adjacent to the subject property, as shown on Schedule A. Considering that the application, if approved, would result in the City property being surrounded on all four property lines by lands within the Settlement Area, it is staff's recommendation that the City's property should be brought into the Settlement Area as well. The property's zoning, which controls what can be constructed on a site, would not be amended.

## **Summary**

The proposed Official Plan would bring the subject property into Settlement area and change the property's Official Plan designation from "Rural" to "Arterial Commercial". The concurrent Zoning By-law Amendment application would rezone the property to an "Arterial Commercial (C6)" zone. The combined purpose of these applications is to allow for the commercial development of the subject lands at an urban density.

If the Official Plan Amendment is approved by City Council, the subject lands and an adjacent parcel of municipally owned lands would be brought into the Settlement Area. This would allow the property to connect to municipal services, which are now available in the area. Development on full municipal services is considered encouraged by both the Provincial Planning Statement (PPS) and the City's Official Plan, meaning that this proposed change is generally desirable.

The Provincial Planning Statement also includes policies that provide parameters for adding new lands to the Settlement Area. As discussed in the PPS section of this report, the subject property is consistent with these policies.

The Zoning By-law Amendment would allow the subject property to be

developed with uses outlined in the City's "Arterial Commercial (C6)" zone. In reviewing the composition of the neighbourhood, the proposed C6 use is appropriate and consistent with other uses found in the area.

The City-owned property would not be rezoned. Any changes to the future use of the City property would be subject to a future rezoning application and to the direction of City Council.

There were no concerns expressed by any of the circulated agencies or departments. There were also no comments on the application from any member of the public.

It is my professional opinion that the proposed Official Plan Amendment and Zoning By-law Amendment is in conformity with the Official Plan and the Growth Plan for Northern Ontario (GPNO 2011) and the end use is consistent with the Provincial Policy Statement (PPS 2020).

## **Provincial Policy**

### **Growth Plan for Northern Ontario (GPNO 2011)**

The Growth Plan for Northern Ontario (GPNO 2011) was introduced on March 3rd, 2011. All Planning Applications must consider this Plan as part of the evaluation process. Section 3(5)(b) of the Planning Act requires that decisions made under the Planning Act need to conform to the Provincial Plan or shall not conflict with it, as the case may be.

The GPNO 2011 is broad in scope and is aimed at shaping development in Northern Ontario over the next 25 years. It outlines strategies that deal with economic development, education, community planning, transportation/infrastructure, environment, and Aboriginal peoples. This Plan is primarily an economic development tool that encourages growth in Northern Ontario. Specific Planning related policies, including regional economic planning, the identification of strategic core areas, and targets for intensification have not yet been defined by the Province or incorporated into the Official Plan.

Section 4 of the GPNO (Communities) deals with land use planning matters. This Section speaks to creating a vision for a community's future. The City of North Bay achieves this through the implementation of the Official Plan. As discussed in greater detail later in the report, it is my professional opinion that the proposed development conforms with the City's Official Plan.

In my professional opinion, the proposed Official Plan Amendment and Zoning By-law Amendment conforms with the policies and direction provided by the Growth Plan for Northern Ontario (GPNO 2011).

### **Provincial Planning Statement (PPS 2024)**

The current Provincial Planning Statement (PPS 2024) issued by the Provincial government came into effect on October 20, 2024. This proposal has been reviewed in the context of the Provincial Planning Statement (PPS 2024).

The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. Excerpts of the PPS 2024 applicable to this application are outlined below.

The PPS 2024 provides direction specifically related to the expansion of Settlement Areas. Section 2.3.2 (New Settlement Areas and Settlement Area Boundary Expansions) states the following:

- 1. In identifying a new settlement area or allowing a settlement area boundary expansion, planning authorities shall consider the following:*
  - a) the need to designate and plan for additional land to accommodate an appropriate range and mix of land uses;*
  - b) if there is sufficient capacity in existing or planned infrastructure and public service facilities;*
  - c) whether the applicable lands comprise specialty crop areas;*
  - d) the evaluation of alternative locations which avoid prime agricultural areas and, where avoidance is not possible, consider reasonable alternatives on lower priority agricultural lands in prime agricultural areas;*
  - e) whether the new or expanded settlement area complies with the minimum distance separation formulae;*
  - f) whether impacts on the agricultural system are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an agricultural impact assessment or equivalent analysis, based on provincial guidance; and*
  - g) the new or expanded settlement area provides for the phased progression of urban development.*
- 2. Notwithstanding policy 2.3.2.1.b), planning authorities may identify a new settlement area only where it has been demonstrated that the*



*infrastructure and public service facilities to support development are planned or available.*

The proposed Official Plan Amendment application to bring the subject property into the Settlement Area is generally consistent with these policies.

The area in question has undergone changes in recent years. The construction of a new casino has created a new demand generator in the Pinewood Park Drive area. This new use has created the opportunity for commercial uses that could both support and enhance existing developments in the area. The proposed applications would create new vacant commercial lands that could accommodate a number of uses that would be compatible with and complementary to those existing uses.

The area does not have any agricultural uses or livestock that would be impacted by the commercial development of these lands.

Planning staff consulted with the Engineering Department regarding service capacity in the area. The Engineering Department confirmed that there is sufficient capacity to accommodate the urban development of these lots.

The PPS 2024 does not provide policies specifically related to the development of new commercial lands. However, it does include policies pertaining to the development of the local economy. Section 2.8.1 of the PPS 2024 is as follows:

- 1. Planning authorities shall promote economic development and competitiveness by:*
  - a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*
  - b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
  - c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
  - d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and*
  - e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.*

The proposed applications and the developments that would eventually take place on the subject lands would support the above noted policies in that they would result in new investment and employment opportunities for the private sector.

The PPS 2024 encourages development to take place on public services whenever possible. Section 3.6.2 of the PPS 2024 is as follows:

*Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety.*

The proposed applications would result in the subject lands hooking into municipal sewer and water services, consistent with the above noted policies.

It is my professional opinion that the end use of the proposed Official Plan Amendment and Zoning By-law Amendment applications are consistent with the Provincial Planning Statement (PPS 2024).

### **Official Plan**

The property is currently designated "Rural" in the City of North Bay's Official Plan.

The proposed Official Plan Amendment seeks to bring the subject lands into the Settlement Area and redesignate them as "Arterial Commercial."

The Official Plan outlines specific policies for lands designated as Arterial Commercial. Section 2.2.1.4 provides historical context and a policy framework for these areas. Key policy excerpts include:

*Commercial uses along North Bay's arterial roads evolved as a result of the amalgamation of three communities. North Bay's original Official Plan attempted to manage the continued growth of these areas in a manner that would not compete with regional and district commercial areas. Their primary function was to service the needs of the traveling public. It is now contemplated that the permitted uses along Arterial roads should be made more flexible for these areas to achieve viability, while at the same time respecting the commercial hierarchy of this Plan.*

*This designation applies to limited areas fronting on certain arterial roads, as shown on Schedule "1", that because of location and accessibility are most suited to commercial uses relying on vehicular traffic for most of their business. Existing commercial uses located along arterial roads are primarily a result of the historical use of these roads as primary or secondary highways.*

*The intent of the Plan is to consolidate as much of this type of development as possible within present limits before allowing extensions into other areas to recognize existing uses and to provide limited flexibility to ensure viability.*

*Additional commercial uses beyond those designated on Schedule "1" will only be permitted by an amendment to the Official Plan. Such an amendment will only be considered if it has been adequately demonstrated by the developer and to the satisfaction of the City that it is not feasible to locate in other designated commercial areas and that the new commercial development will be compatible with surrounding land uses.*

The subject lands align with this vision. Historically, the property had frontage along a former highway (Highway 11N) and the proposed "Arterial Commercial (C6)" zoning is consistent with the existing uses in the area.

The remainder of this section of the Official Plan speaks to the manner in which the lands would be used. The list of permitted uses in a standard "Arterial Commercial (C6)" zone is consistent with these policies of the Official Plan. The applicant is not proposing to deviate from this list of permitted uses.

Historically, Pinewood Park Drive lacked access to municipal services. However, the extension of water and sewer infrastructure along this corridor has enabled urban-density development, including the recent construction of Gateway Casino south of Decaire Road.

Lands on the east side of Pinewood Park Drive south of Decaire Road are within the City's Settlement Area, meaning that services could be extended to these properties and allowing greater density of development.

Conversely, lands on the west side of Pinewood Park Drive south of Decaire Road are outside of the Settlement Area. Properties can only hook into City services when they are within the Settlement Area. This means that these properties can only be developed at a rural density, even if public services are available to them.

Bringing the lands in question into the Settlement Area would allow the property to connect to municipal services. This would eliminate the need for private services, support more efficient land use and allow for a greater density of development.

The City of North Bay owns a parcel of property that is surrounded by the subject property. To ensure that there is not a smaller portion of land unnecessarily excluded from the Settlement Area, it is recommended that the scope of the Official Plan Amendment application be extended to include this parcel of land in the Settlement Area with a matching Official Plan designation. This would represent good planning, while also ensuring that a

public process (via a rezoning application) be required before the potential use of the property is changed.

The Settlement Area boundary is a component of other Schedules within the City's Official Plan. For example, Schedule 9 is the City's Staging Plan, where all lands in the Settlement Area are provided a Stage when services are expected to be provided. If the subject property is within the Settlement Area, these other Schedules must be reconsidered to incorporate these lands into the City's overall vision.

The City is currently undertaking a comprehensive review of the Official Plan. The purpose of this review is to update the Plan based on actual changes within the community that have taken place since the adoption of the Official Plan in 2012. Further updates to these Schedules will take place during the comprehensive review.

It is my professional opinion that the proposed Official Plan Amendment and Zoning By-law Amendment applications are appropriate and conform to the City of North Bay's Official Plan.

### **Zoning By-Law No. 2015-30**

The subject property is presently zoned "Rural General (A)". Non residential uses currently permitted in the A zone include:

- Cemetery
- Commercial Agricultural Uses
- Conservation Area
- Golf Course
- Group Home Type 1
- Hobby Farm
- Kennel
- Recreational Facility, Rural
- Solar Farm
- Wind Farm

Residential uses currently permitted in the A zone include:

- Single Detached Dwelling
- Additional Rural Residential Dwelling
- Principal Unit Short-Term Rental

The applicant is proposing to rezone the property to an "Arterial Commercial (C6)" zone. A C6 zone permits the following uses:

- Automobile Sales, Service, and Leasing Establishment;
- Automobile Service Station;
- Automobile Washing Establishment;
- Body Shop;
- Brewery, Micro;
- Commercial Parking Lot;
- Convenience Store
- Day Nursery;
- Distillery, Micro;
- Dry Cleaning Depot;
- Dry Cleaning Establishment;
- Financial Institution;
- Flea Market;
- Funeral Home;
- Garden Centre;
- Gas Bar;
- Home Improvement Centre;

- Hotel;
- Industrial Equipment, Sales, Service, and Leasing Establishment;
- Non-Profit Use;
- Park, Public;
- Parking Area;
- Personal Service Establishment;
- Pet Daycare Facility;
- Pet Grooming;
- Pet Shop;
- Pharmacy;
- Places of Entertainment;
- Places of Worship;
- Production Studio;
- Recreational Facility;
- Recreational Vehicle and Equipment Sales, Service and Leasing;
- Restaurant;
- Transit Terminal;
- Transportation Terminal; and
- Veterinary Establishment.

The applicant is not proposing to vary any section of the Zoning By-law, meaning that in the absence of any future Planning Act application, the subject property be required to meet all other regulations of the Zoning By-law.

### **Correspondence**

This proposal was circulated to property owners within 120 metres (400 feet) of the subject lands, as well as to several municipal departments and agencies that may have an interest in the application. In terms of correspondence received from these departments and agencies, the Planning Department received the following comments:

Of the agencies that provided comments, the Building Department and Ministry of Transportation each offered no concerns or objections.

The North Bay Mattawa Conservation Authority offered no objections, however did advise that permits may be required from their office at the time of development.

The City's Engineering Department did not offer any objections. They did provide a list of requirements that will be required at the time of development. They also confirmed that the City's sanitary sewer and water systems in the area are adequately sized to accommodate development at an urban density.

There was no public correspondence received related to this application.

A complete copy of this correspondence is attached to this Report as Appendix C.

No other correspondence was received on this file.

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## Financial/Legal Implications

There are no financial or legal implications at this time.

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## Corporate Strategic Plan

- |   |   |
|---|---|
| <input type="checkbox"/> Natural North and Near                           | <input checked="" type="checkbox"/> Economic Prosperity |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community        |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |   |

## Specific Objectives

- Promote and support public and private sector investment
  - Diversify the tax base
- 

## Options Analysis

### Option 1:

To approve the proposed Official Plan Amendment and Zoning By-law Amendment applications as discussed throughout this report

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend Schedule 1 of the Official Plan to extend the Settlement Boundary to encompass the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
2. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend the Official Plan Designation from “Rural” to “Arterial Commercial” for the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
3. That the proposed Zoning By-Law Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to rezone the property from a “Rural General (A)” zone to a “Arterial Commercial (C6)” zone for the property legally described in Appendix A to Report to Council No. CSBU 2025-030 be approved; and
4. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended.

### Option 2:

To deny the proposed Official Plan Amendment and Zoning By-law Amendment applications.

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## **Recommended Option**

Option 1 is the recommended option.

1. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend Schedule 1 of the Official Plan to extend the Settlement Boundary to encompass the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
2. That the proposed Official Plan Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to amend the Official Plan Designation from “Rural” to “Arterial Commercial” for the property legally described in Appendix A and Appendix B to Report to Council No. CSBU 2025-030 be approved;
3. That the proposed Zoning By-law Amendment by Goodridge Goulet Planning & Surveying Ltd on behalf of 9739041 Canada Corporation – 331 Pinewood Park Drive in the City of North Bay to rezone the property from a “Rural General (A)” zone to a “Arterial Commercial (C6)” zone for the property legally described in Appendix A to Report to Council No. CSBU 2025-030 be approved; and
4. That the subject property be placed under Site Plan Control pursuant to Section 41 of the Planning Act, R.S.O., 1990 as amended.

---

Respectfully submitted,

Name: Peter Carello, MCIP, RPP  
Title: Senior Planner, Current Operations

## **We concur with this report and recommendation.**

Name Beverley Hillier, MCIP, RPP  
Title: Manager, Planning & Building Services

Name: Ian Kilgour, MCIP. RPP  
Title: Director, Community Services

Name John Severino, P.Eng., MBA  
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Peter Carello, MCIP, RPP  
Title: Senior Planner, Current Operations

W:\PLAN\Planning\Reports to Committees & Council (C11)\to Council\2025\ CSBU 2025-030 – ZBLA File #970 – Zoning By-law and Official Plan Amendment request – 331 Pinewood Park Drive

## **Appendix A Applicant-Owned Property**

### **PIN 49180-0220 (LT)**

PCL 7097 SEC WF; PT LT 32 CON 12 West Ferris as in LT84384 Except LT176746, LT207805, LT210537 & PT 2, 3, 4, 5 & 6, 36R5568; S/T LT72445 Amended By LT274364, LT300425, LT376199; North Bay; District of Nipissing



## **Appendix B – City-Owned Property**

### **PIN 49180-0223 (LT)**

PCL 3715 SEC WF; PT LT 32 CON 12 West Ferris AS IN LT60402, S/T PT 3, D188 Amended By LT306010; S/T LT63171; North Bay ; District of Nipissing

## Appendix C – Correspondence

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### Engineering Dept

**Member:** Jonathan Kapitanchuk

**Status:** Approved

Engineering has no concern with the proposed re-zoning application. Should the property develop in the future we would require the following:

1. We will require a stormwater management (SWM) report for the proposed development which meets our technical standards for quality and quantity control.
2. The following engineering civil plans/drawings are required:
  - a. Servicing Plan;
  - b. Grading Plan;
  - c. Pre and post development drainage plans;
  - d. Erosion and sediment control Plan.
3. All the drawings and SWM reports must be designed and stamped by a Professional Engineer licensed to practice in the province of Ontario. Documents must be sealed prior to being submitted to the City for review.
4. Private Approaches (entrance and exits) will need to meet the City's Private Approach By-Law 2017-72.
5. It will be the proponent's responsibility to confirm servicing requirements and conduct necessary testing.
6. The developer must enter into a Service Contract with the Engineering Department for any services, restoration work or work in general on City property.
7. A traffic impact study is required for this development including trip generation rates and any potential impacts/issues.

At this stage, these comments are very high level and upon receiving further information and detailed plans we will have additional comments to provide.

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In addition to my comments below, there is a 675mm dia. sanitary sewer and 400mm dia. watermain fronting the subject site within the Pinewood Park Drive right-of-way which should provide sufficient capacity for future development.

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### Building Services

**Member:** Carly Price

**Status:** Approved

As no development is proposed at this time, Building Services do not have any concerns with the proposed Official Plan and Zoning By-law Amendments.

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## Planning

**Member:** Sasha Fredette

**Status:** Approved

Please see attached Zoning Analysis Sheet for a detailed review of the proposal's compliance with Zoning By-law regulations

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## Ministry of Transportation

**Member:** Gabriel Nimoh

**Status:** Approved

The subject location is not within the permit control area of the Ministry of Transportation, and as such the Ministry has no comments to provide.

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## NBMCA

**Member:** Hannah Wolfram

**Status:** Approved

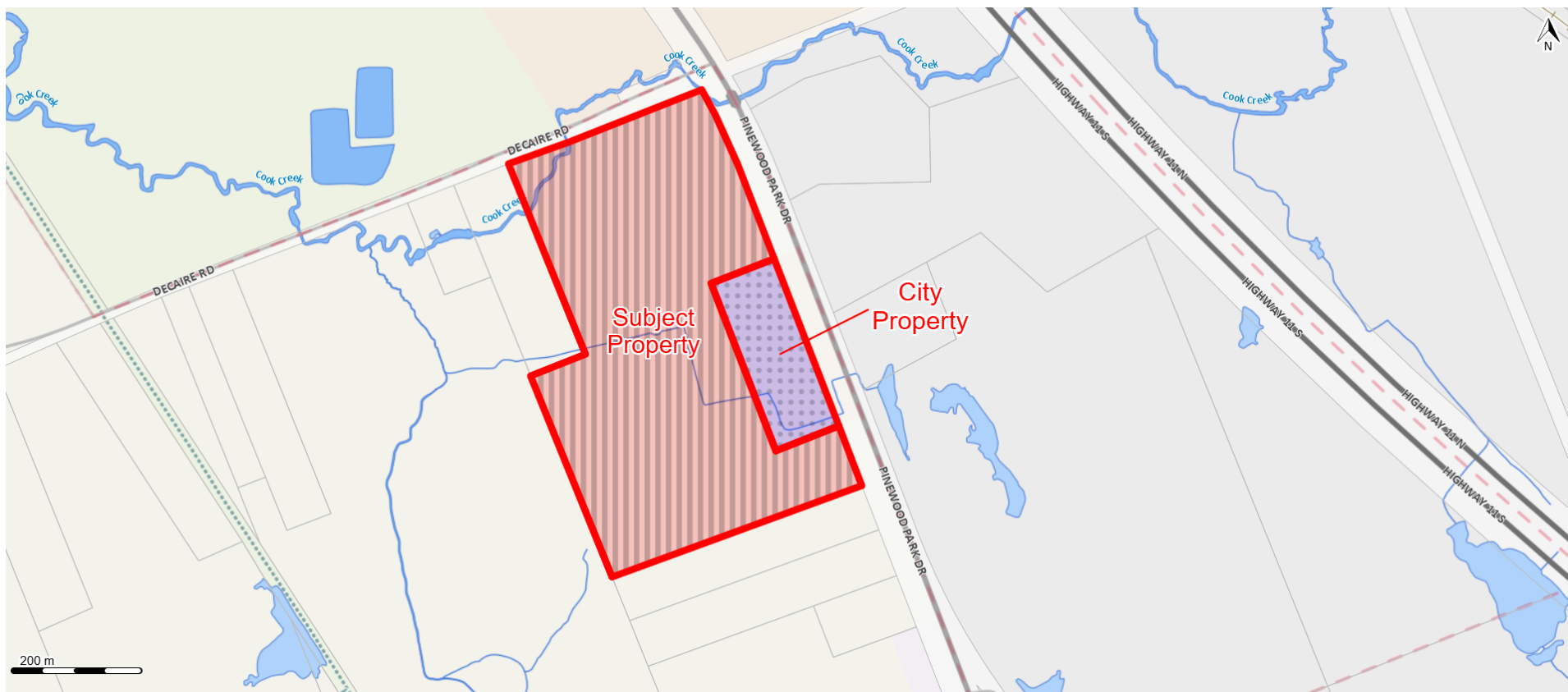
NBMCA regulates hazardous land, wetlands, and watercourses and adjacent lands under O. Reg 41/24. Development proposed within a regulated area may require a Section 28 permit. A feature or hazard does not have to be mapped to be regulated and the text contained within O. Reg. 41/24 supersedes any overview mapping.

Cooks Creek flows through the northeast corner of the property. Development within the flooding and erosion hazard limits of the creek and the adjacent lands are regulated by NBMCA. There appears to be smaller tributaries of Cooks Creek also present on the subject lands. With respect to O. Reg 41/24, only watercourses with a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs are regulated by NBMCA. Where tributaries meet the aforementioned definition of a watercourse, the area on the subject lands regulated by NBMCA will extend to include the flooding and erosion hazard limits and adjacent lands of these watercourses.

The site plan included with the applications submitted by Goodridge Goulet Planning & Surveying Ltd on behalf of the property owner has identified areas of the subject lands as "beaver meadow". Where land is seasonally or permanently covered by shallow water, directly contributes to the hydrological function of a watershed, and has hydric soils and vegetation dominated by water tolerant plants, the land as well as the adjacent 30m is considered to be regulated by NBMCA. The landowner may be required to supply confirmation of any wetland boundaries as part of a Section 28 Permit application where development is proposed within or adjacent to wetlands meeting the above criteria on the subject lands.

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## Schedule A



## Page 45 of 65



# **GG 2025-04**

Draft Recommendation:

"That the Procedural By-Law Amendments remain on the General Government Committee."

## **City of North Bay Report to Council**

Report No: CORP-2025-053

Date: May 21, 2025

Originator: Karen McIsaac, City Clerk and Peter Leckie, City Solicitor

Business Unit:

Department:

Corporate Services

Clerks Department

Subject: Procedural By-Law Amendments

Closed Session: yes ☐ no ☒

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### **Recommendation**

That this matter remain on the General Government Committee.

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### **Background**

At the March 24, 2025 and May 20, 2025, Committee Meetings, staff presented recommendations for amendments to the City of North Bay's Procedural By-Law.

The following recommendations were brought forward with respect to amendments or deletions to the By-Law:

#### **Section 1 – Definitions:**

The following definitions will be added:

**City Liaison** shall mean a member of staff that has been designated to act as a point of contact and facilitator between the City and the Local Board.

**Electronic Meeting Platform** shall mean an application or digital platform used to allow participants to attend a meeting via the internet, examples include Zoom and Microsoft Teams.

**Electronic Participation** shall mean the participation of a Member through an Electronic Meeting Platform.

**Hybrid Meeting** shall mean a Meeting where some Members participate through an Electronic Meeting Platform and some Members participate in-person.

**Member** shall mean,

- (i) a Member of Council, elected or appointed, in accordance with the *Municipal Elections Act, 1996, S.O. 1996, c.32*; and
- (ii) a citizen member of the public who has gone through a selection process, and has been appointed by Council to act in an advisory capacity to a Local Board (i.e. Municipal Accessibility Advisory Committee)

**Point of Privilege** shall mean a matter that a Member of Council considers to impugn the honour, dignity, character, rights, professionalism or integrity of the Council or the individual Members or the integrity of any other person.

**Strong Mayor's Act** shall mean *Strong Mayors, Building Homes Act, 2022, S.O. 2022, c. 18 – Bill 3* as amended and any successor legislation thereto.

Town Hall Meeting definition will be deleted.

#### **Section 7 – Closed Sessions:**

Section 7.10 the additional paragraph will be inserted:

All electronic devices shall be turned off during closed meetings with the exception of devices used by Members and staff to access electronic agendas or presentations for such meetings and for no other purpose.

#### **Section 9 – Emergency Meetings:**

Section 9.2 the additional paragraph to be inserted:

At the call of the Chair Members of Council shall participate in an Emergency Meeting by Electronic Participation only via an Electronic Meeting Platform.

#### **Section 10 – Town Hall Meetings:**

This section will be deleted and staff will bring forward an Open House Policy for Council's review and approval.



### **Section 30 – Privilege:**

Section 30.1 will be amended to add the words “or the integrity of any other person”.

A member may raise a Point of Privilege at any time if they consider that their integrity, the integrity of the Council as a whole, or the integrity of any other person has been impugned, whereupon the Presiding Officer shall...

### **Section 36 – Motion to Reconsider:**

Section 36.1(c) will be amended by deleting the word “Regular”.

After any question has been decided, any Member may, if the required notice has been given, move for reconsideration thereof at the next Meeting.

### **Section 38 – Presentations:**

Section 38.3(a) will be deleted and the following inserted in lieu thereof:

Presentations received by the City Clerk will be reviewed in consultation with the Chief Administrative Officer and the Presiding Officer for approval. All presentations must meet the criteria as set out in section 38.

Section 38.3 (l) will be amended by deleting the words “end of the Agenda of that meeting” and the following will be inserted in lieu thereof:

Public Presentations giving rise to a Motion by Council shall be considered by Council at the next Meeting of Council.

### **Section 41 – By-Laws:**

This section will be amended to read that By-Laws will be given all three readings under one Council Resolution.

### **Section 48 – Standing Committee Procedures:**

Section 48.2(b) change the wording from shall to may:

The Chair may provide a draft Recommendation on each matter by 4:00 p.m. of the Monday prior to a Committee Meeting ....

Section 48.5 will be deleted as this procedure is no longer required.

Section 48.11 the additional section be inserted:

Annually, at the last Committee Meeting scheduled for the year, staff shall bring forward a report to their respective Committee, listing all outstanding items.

**Strong Mayor's Act:**

Section 51 will be added as follows:

If the Mayor chooses to enact their Strong Mayor's Powers, any provisions contained within the By-Law may be superseded by the *Strong Mayors, Building Homes Act*, as amended.

**Schedules:**

Schedule "E" – Request Form for Presentations will be updated to include any request regarding accessibility.

Schedule "F" – Standing Committees will be updated to ensure that all business units are within the correct Standing Committee.

Schedule "G" will provide the procedures for Hybrid Meetings for Local Boards.

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**Financial/Legal Implications**

There are no financial or legal obligations.

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**Corporate Strategic Plan**

- |   |  |
|---|--|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |  |

**Specific Objectives**

Ensure continuous improvement of governance and administration.

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**Options Analysis**

- Option 1: That this matter remain on the General Government Committee.  
This is the recommended option.
- Option 2: That this matter not remain on the General Government Committee.  
This is not the recommended option.

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**Recommended Option**

That this matter remain on the General Government Committee.

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Respectfully submitted,

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk

Name: Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

**I concur with this report and recommendation**

Name: John Severino, P.Eng., MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk

## City of North Bay Report to Council

Report No: CORP-2025-051

Date: May 9, 2025

Originator: Karen McIsaac, City Clerk

Business Unit:

Corporate Services

Department:

Clerks Department

Subject: Updates to City of North Bay Procedural By-Law

Closed Session: yes ☐ no ☒

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### Recommendation

That this matter remain on Committee to allow for a public meeting pursuant to the *Municipal Act* in relation to the Procedural By-Law amendments on June 3rd, 2025.

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### Background

On March 24, 2025, Members of Council provided input into potential amendments to the Procedural By-Law. From that input we have revised certain sections and are proposing the following amendments (in red):

### Town Hall Meetings:

- 10.1 Town Hall Meetings are not a statutory requirement of Council. Town Hall Meetings are offered as an added opportunity for the public to provide comment and input to Council. **These Meetings are led by Council and while staff may be present at the Town Hall Meeting, staff shall not participate in the Meeting.**
- 10.2 **Up to two (2)** Town Hall Meetings per year will be held at the call of the Presiding Officer. The Presiding Officer will determine the date, time and location of the Town Hall Meeting. Town Hall Meetings will be two (2) hours in length.
- 10.3 **A Town Hall Meeting may be scheduled at the request of a Member, by way of a Motion that is passed by Council at a Meeting, recommending a topic within the mandate and jurisdiction of the Council.**

- 10.4 Each Town Hall Meeting will be limited to one topic per Meeting. The topic of the Town Hall Meeting shall be scheduled in the order that it was passed by Council.
- 10.5 All questions from Participants shall be in relation to the topic as determined in section 10.3 above and shall be directed through the Chair and then to each Member of Council for comment as appropriate.
- 10.6 The rules of decorum as set out in Sections 13, 38.3 and 38.4 of this By-Law will apply to Town Hall Meetings.
- 10.7 The Presiding Officer will chair the Town Hall Meeting.
- 10.8 The proceedings of Town Hall Meetings will not be recorded and minutes will not be available.
- 10.9 Participants are not required to register.
- 10.10 Participants may speak for up to three (3) minutes and may not speak a second time to ensure that all Participants have had an equal opportunity to speak.
- 10.11 Town Hall Meetings will not take place within the year of a Municipal Election.
- 10.12 At least two (2) weeks' notice must be provided on the City's Website prior to the Town Hall Meeting being held.

### **Hybrid Meeting:**

Council directed staff to prepare a procedure for Local Boards to conduct meetings via an electronic meeting platform.

The procedure is in the development stage. The City Clerk and Deputy City Clerk are consulting with the City Liaisons from the Local Boards for their input and comments.

### **Section 9 - Emergency Meeting:**

It is being recommended that the following additional paragraph be added to section 9 - Emergency Meetings.

- 9.2 At the call of the Chair Members of Council shall participate in an Emergency Meeting by Electronic Participation only via an Electronic Meeting Platform.

This allows the Chair the latitude to call an Emergency Meeting and allow members of Council to attend virtually. This differs from Hybrid Meetings as Members may only attend virtually. The same procedure would be followed as was during COVID.

### **Section 36 – Motion to Reconsider:**

Staff had proposed an amendment to section 36.1(c) to change the first regular meeting to a Special or Regular Meeting of Council. The following is being proposed:

Amendment: After any question has been decided, any Member may, if the required notice has been given, at the ~~next Regular~~ Meeting held thereafter, move for reconsideration thereof.

Current Section 36.1 (c) – Motion to Reconsider: After any question has been decided, any Member may, if the required notice has been given, at the first regular Meeting held thereafter, move for reconsideration thereof.

### **Section 38 - Presentations:**

During the presentation to Council it was suggested that section 38.4 - Sanctions of the By-Law be amended to as follows:

Proposed Amendment: ~~The Presiding Officer~~ may, at ~~their~~ discretion, ~~or at the request of a Member of Council to the Presiding Officer~~, prohibit anyone from making Presentations for a period of time. ~~The Presiding Officer shall notify the Presenter in writing of the suspension, including the timeframe.~~

After further review it is recommended that section 38.4 of the Procedural By-Law remain status quo. Section 241.2 of the *Municipal Act* states that the Head of Council may expel any person for improper conduct at a meeting.

Status Quo: 38.4 Council may, as its discretion, prohibit anyone from making Presentations for a period of time.

At the Council Meeting held on April 22, 2025, it was requested that an amendment be made to Standing Committee Procedures the following additional paragraph is being proposed:

**48.11** ~~Annually, at the last Committee Meeting scheduled for the year, staff shall bring forward a report to their respective Committee, listing all outstanding items.~~

The next step in the procedure is to have a public meeting pursuant to the *Municipal Act*. It is proposed that the meeting take place on June 3<sup>rd</sup>.

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### **Financial/Legal Implications**

There are no financial or legal implications.

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## Corporate Strategic Plan

- |   |  |
|---|--|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |  |

## Specific Objectives

Ensure continuous improvement of governance and administration.

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## Options Analysis

Option 1: That this matter remain on Committee to allow for a public meeting pursuant to the Municipal Act in relation to the Procedural By-Law amendments on June 3rd, 2025.

This is the recommended option.

Option 2: That this matter remain on Committee to allow for a public meeting pursuant to the Municipal Act in relation to the Procedural By-Law amendments on June 3rd, 2025.

This is not the recommended option.

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## Recommended Option

That this matter remain on Committee to allow for a public meeting pursuant to the *Municipal Act* in relation to the Procedural By-Law amendments on June 3rd, 2025.

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Respectfully submitted,

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk

## I concur with this report and recommendation

Name: Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name: John Severino, P.Eng., MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk

## **City of North Bay Report to Council**

Report No: CORP-2025-010

Date: January 22, 2025

Originator: Peter Leckie, City Solicitor and Karen McIsaac, City Clerk

Business Unit:

Department:

Corporate Services

Clerks Department

Subject: City of North Bay Procedural By-Law Amendments

Closed Session: yes ☐ no ☒

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### **Recommendation**

That Council refer Report to Council CORP 2025-010 dated January 22, 2025, from Peter Leckie and Karen McIsaac to the General Government Committee.

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### **Background**

#### **Town Hall Meetings:**

The City's Procedural By-Law 2019-80, provides for Town Hall Meetings. Section 10 of the By-Law reads:

#### **10. Town Hall Meeting**

- 10.1 The purpose of a Town Hall Meeting is to allow Participants an opportunity to provide comment and input to Council as a whole. Town Hall Meetings are not a statutory requirement of Council and are offered as an added opportunity for dialogue with the community grounded in principles of transparency, responsiveness, participation, respect and collaboration.
- 10.2 The rules of decorum as set out in Sections 13, 38.3 and 38.4 of this By-Law will apply to Town Hall Meetings.
- 10.3 Two (2) Town Hall Meetings per year will be held at the call of the Presiding Officer. The Presiding Officer will determine the date, time and location of the Town Hall Meeting. Town Hall Meetings will be two (2) hours in length.
- 10.4 The Presiding Officer will chair the Town Hall Meeting.



- 10.5 The proceedings of Town Hall Meeting will not be recorded and minutes will not be available.
- 10.6 Participants may speak for up to three (3) minutes and may not speak a second time to ensure that all Participants have had an equal opportunity to speak.
- 10.7 Participants will be required to register by noon on the day preceding the Town Hall Meeting with the Clerk and provide a brief outline of their presentation.
- 10.8 Town Hall Meetings will not take place within six (6) months of a Municipal Election.
- 10.9 At least two (2) weeks' notice must be provided on the City's Website prior to the Town Hall Meeting being held.

The Procedural By-Law previous to the current Procedural By-Law 2019-80, had provided for an unlimited number of unscheduled five-minute presentations by the public. Procedural By-Law 2019-80 was peer reviewed by Fred Dean. It was Mr. Dean's suggestion, to the Council of the day, that unscheduled presentations put Council at risk of being ambushed and suggested Town Hall Meetings in the place and stead of those presentations. As Town Hall Meetings are set out in the Procedural By-Law they are governed by it, including the Rules of Decorum and the requirement for prior registration by the participants where they provide a brief outline of the presentation. At the time of the peer review Mr. Dean was a lawyer, with over two decades of municipal experience. Presently, Mr. Dean continues to work with Municipalities and Municipal Associations in Ontario including AMO where he has facilitated *Municipal Act*, 2001, training and the Effective Municipal Councillor Program, among making other significant contributions to that Organization.

In addition to the Town Hall Meetings, members of the public have the ability to contact Members of Council informally through regular mail, email, telephone, social media, in-person meetings and formally they may also present to Council at a Regular Council Meetings in accordance with Procedural By-Law 2019-80.

A Town Hall Meeting was scheduled for 6:00 p.m. on September 24, 2024, at the North Bay Public Library Auditorium. Pursuant to section 10.3 of the Procedural By-Law the location of Town Hall Meetings are determined by the Presiding Officer. While Council Chambers provide a more formal venue, the Presiding Officer together with the City Clerk look for City-related venues that are accessible and available at no cost to the City which provide a more relaxed atmosphere. The intent of which is to make participants feel more comfortable speaking publicly, and this is also why the meetings are not recorded or livestreamed.

The meeting was advertised in accordance with the City's Procedural By-Law 2019-80, being advertised on the City of North Bay's website. The City's Communications Officer has advised that the meeting was also promoted for eighteen (18) days from September 6, 2024 to September 24, 2024 via the following means:

- City's social media channels including Facebook, Twitter, LinkedIn and Instagram, including paid advertising through Meta, reaching more than 4,500 accounts.
- A Public Service Announcement was shared with local media which was picked up by most local outlets and radio stations.

Despite all this advertising, the media reported that only sixteen (16) people attended the meeting, (which would have included the four (4) presenters). While Section 10.3 of the Procedural By-Law provides in part that Town Hall Meetings will be two (2) hours in length, this meeting adjourned after only approximately thirty (30) minutes.

At the conclusion of the Meeting two members of the public raised their concerns with respect to the format of the meeting. While the City Clerk, as of the date of this report, has not received any complaints with respect to the Town Hall Meeting, the following concerns have come to light through local media and social media, that included, format, forum, time of meeting, registration requirements, advertising, technology and amount of time allowed to speak.

Consequently, Council passed Resolution 2024-297, for staff to review Section 10 of the City's Procedural By-Law, as follows:

Whereas Section 10 of the City of North Bay's Procedure By-Law sets out the purpose and procedures for Town Hall Meetings.

Therefore Be It Resolved that Council direct the City Solicitor and City Clerk to review the procedures for Town Hall meetings and bring forward suggested changes to the procedures.

Staff have undertaken a review of Procedural By-Law 2019-80, which has included consulting with four (4) Municipalities and the review of sixty-four (64) Municipal Procedural By-Laws.

The four (4) Municipalities that were consulted, each have different procedures for Town Hall Meetings, as summarized below:

Municipality	Comments
City of Barrie	<ul style="list-style-type: none"> <li>• Not part of the Procedural By-Law.</li> <li>• Not Council Meetings.</li> <li>• Register in advance of or at the meeting.</li> <li>• Topic Specific.</li> </ul>
City of Sault Ste. Marie	<ul style="list-style-type: none"> <li>• Not Part of the Procedural By-Law.</li> <li>• Open Houses not run by Council.</li> </ul>
City of Timmins	<ul style="list-style-type: none"> <li>• Not part of the Procedural By-Law.</li> <li>• Mayor and the Councillor for the ward attend it is a meet and greet any member of the public can speak on any topic – Staff does not attend.</li> <li>• Also have Open Houses on specific topics (i.e. homelessness) this is driven by members of Council. No Staff present.</li> </ul>
Township of Mono	<ul style="list-style-type: none"> <li>• Not part of Procedural By-Law.</li> <li>• Topic specific.</li> <li>• Presentation from a consultant – 15 minutes in length.</li> <li>• Open floor question and answer period</li> </ul>

The sixty-four (64) Municipal Procedural By-Laws that were reviewed come from Municipalities whose Legal Departments are members of the Municipal Law Departments Association of Ontario. That review demonstrated that only three (3) Municipalities, Kingston, Kawartha Lakes and Stouffville, provide for Town Hall Meetings in their Procedural By-Laws.

### Recommendations:

- Option 1: Remain status quo.
- Option 2: Amend the Procedural By-Law to eliminate Town Hall Meetings.
- Option 3: Amend the Procedural By-Law to remove Town Hall Meetings from the By-Law and the City adopt a Policy for holding Open Houses that are topic specific.
- Option 4: Amend the Procedural By-Law to have Town Hall Meetings remain in the By-Law but the procedures be amended as follows:
- i) Be on a specific topic that is chosen from a survey of the citizens of the municipality.
  - ii) Questions from members of the public shall be in relation to the topic as determined in section (i) above and shall be directed to the Members of Council.
  - iii) No registration required.
  - iv) Town Hall Meetings will be held at the call of the Presiding Officer. The Presiding Officer will determine the date, time and location of the Town Hall Meeting. Town Hall Meetings will be two (2) hours in length.
  - v) All other procedures remain the same as set out in sections 10.2, 10.4, 10.5, 10.6, 10.8 and 10.9, of the City of North Bay Procedural By-Law 2019-80.

### **Hybrid Meetings - Electronic Participation:**

The City's Municipal Accessibility Advisory Committee (MAAC) is required to adhere to the City's Procedural By-Law. MAAC have requested that the Council make an amendment to Procedural By-Law 2019-80 to allow MAAC members the opportunity to attend meetings via electronic participation.

A hybrid meeting would be defined as a proceeding where some members participate virtually and some members participate in-person at Council and Committee meetings.

MAAC currently meets in the Mayor's Boardroom therefore there would be no costs associated with the holding of hybrid meetings.

If Council is interested in adopting hybrid meetings, we have had the opportunity to discuss upgrading the Council Chambers with the City's Information Services Department to determine what, if any costs, would be incurred. Information Services has provided the following preliminary fees:

Installation of cabling and the necessary equipment in the closed session room	@ \$30,000.00 + taxes
Upgrade of system in the Council Chambers (for 15 remote licenses)	@\$53,930.00 + taxes
Annual Licensing Fees for 15 remote licenses	@\$ 2,700.00 + taxes
Information Systems Overtime Costs	@\$ 250 (at time and a half for 2 hours)

We have reviewed numerous Procedural By-Laws from other Municipalities and each one differs significantly. If Council wishes to go forward with hybrid meetings/electronic participation, the following are preliminary recommendations or procedures to be put in place:

1. The City's Procedural By-Law setting out the rules and procedure must be observed by Members that are attending a hybrid meeting.
2. Inaugural Meetings of Council will only be held in-person. Hybrid Meetings will not be allowed.
3. Any Council member may attend up to four (4) meetings in a twelve (12) month period per Council Meeting or Committee Meeting of Council including Special Meetings, by electronic participation.
4. Meeting participation by the members of Agencies, Boards and Commissions (ABC's) that adhere to the City of North Bay's Procedural By-Law shall not be subject to the four (4) meeting maximum in a twelve-month period.
5. Members of Council or members of ABC's shall provide not less than forty-eight (48) hours' notice prior to a scheduled Meeting to the Clerk or City Liaison, as the case may be, if they will be attending the Meeting electronically.
6. Members of Council or member of ABC's may participate in open and closed sessions of the meeting and will be counted towards quorum.
7. If quorum cannot be maintained during a hybrid meeting, due to a loss of members electronic connection, the Clerk will advise the Mayor or Deputy Mayor that quorum is lost, and the meeting will be recessed for up to fifteen (15) minutes to allow for the member's electronic connection to be restored. If quorum cannot be restored within fifteen (15) minutes, the meeting will be adjourned and all matters on the Agenda that have not been addressed will be moved to the next Meeting of Committee of Council, Council or ABC Meeting.

8. Electronic Participation will be limited to video conferencing with internet access and conferencing software or programming. The Member of Council or the Member of the ABC attending virtually must ensure their video conferencing is capable of allowing the public to watch and hear, all Members participating electronically in the Meeting, except for any part of the Meeting that is closed to the public. The Members video must be on at all times during all Meetings.
9. The Clerk or City Liaison will provide the Member with an electronic participation link and, if applicable, a confidential password. The password and meeting ID are not to be shared.
10. Members of Council or ABC'S participating electronically shall be responsible for testing and ensuring the reliability of their connection using audio-visual communication prior to the start of the meeting.
11. Members participating electronically shall login to the electronic meeting within 15 minutes of the start of the meeting to test connectivity and audio and visual quality.
12. The City will not provide equipment or pay any associated costs that may be required for a Member who wishes to participate electronically.
13. In the event of a Closed Meeting, Member(s) participating electronically must ensure that the meeting discussion and materials are not accessible by individuals that are not subject to be part of the closed portion of the Meeting. Members must still respect their Oath and Council Code of Conduct regarding the protection of confidential information from unauthorized disclosure, release, publication or use. In addition, a Member shall be prohibited from recording any part of the closed meeting. The Chair may ask each Member participating electronically to confirm they are the only one present in the room or within hearing distance from the Member.
14. Members of Council or Committees participating electronically shall advise the Clerk or the City Liaison if they will be leaving the meeting early.
15. At the call of the Chair any Meeting may be held virtually for all Members in the case of an Emergency.

### **Housekeeping**

In addition to amendments as noted above, we will also be bringing forward in our presentation to Council housekeeping amendments to the By-Law.

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## Financial/Legal Implications

The cost to upgrade and install the electronic systems in the Council Chambers would be in the range of \$83,930 + taxes, together with the additional licensing fees of \$2,750.00 year and the overtime cost for the Information Services employee.

There are no legal implications.

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## Corporate Strategic Plan

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|---|--|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |  |

## Specific Objectives

Ensure continuous improvement of governance and administration.

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## Options Analysis

Option 1: That Council refer Report to Council CORP 2025-010 dated January 22, 2025 from Peter Leckie and Karen McIsaac to the General Government Committee.

This is the recommended option.

Option 2: That Council does not refer Report to Council CORP 2025-010 dated January 22, 2025 from Peter Leckie and Karen McIsaac to the General Government Committee.

This is not the recommended option.

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## Recommended Option

That Council refer Report to Council CORP 2025-010 dated January 22, 2025 from Peter Leckie and Karen McIsaac to the General Government Committee.

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Respectfully submitted,

Name: Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk

**I concur with this report and recommendation**

Name: John Severino, P.Eng., MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name: Karen McIsaac, Dipl. M.A.

Title: City Clerk



## **MATTERS REMAINING ON VARIOUS COMMITTEES**

### **General Government Committee:**

GG-2019-06	Motion - Smoking By-Law 2019-45
GG-2023-08	Motion - Castle Arms
GG-2025-04	Procedural By-Law Amendments

### **Community Services:**

CSBU-2017-13	North Bay Official Plan Review
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### **Infrastructure and Operations:**

EW-2010-03	Kate Pace Way west end bike route connection between Memorial Drive and Gormanville Road
EW-2018-01	Algonquin Avenue Traffic Study
IO-2024-02	Motion - Investigating future of West Ferris "Sam Jacks" Arena
IO-2025-02	Premier Road Sanitary Pumping Station Replacement Site Selection