

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 ☒

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.

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 3rd.

Financial/Legal Implications

There are no financial or legal implications.

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.

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.

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.

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