

City of North Bay Report to Council

Report No: CORP-2025-093

Date: August 22, 2025

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

Business Unit:

Department:

Corporate Services

Clerks Department

Subject: Supplemental Report – Amendments to City of North Bay Procedural By-Law 2019-80

Closed Session: yes ☐ no ☒

Recommendation

That Council repeal By-Law 2019-80 being a By-Law Governing the Calling, Place and Proceeding of Meetings (Procedural By-Law) and authorize the City Clerk to bring forward a new Procedural By-Law as set out in Report to Council CORP 2025-093 dated August 22, 2025 from Karen McIsaac and Peter Leckie.

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. On June 3, 2025, a public meeting was held to allow members of the public to provide comments in relation to the proposed amendments. There were no presentations made at the public meeting.

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:

Citizen Member shall mean a 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.

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 and that has been approved by the City Liaison.

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.

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:

We have received a request from a Member of Council to include the following for closed session meetings of Council.

7.3 Reports - Closed Session:

Members of Council will receive all closed session reports, in paper, at the start of the closed session and all reports are to be returned to the Clerk, or their designate at the conclusion of the closed portion of the meeting.

7.11 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 shall participate in an Emergency Meeting by Electronic Participation only.

Section 10:

Will be renamed from Town Hall Meeting to Hybrid Meetings and the following inserted:

10.1 Local Boards may hold Hybrid Meetings in accordance with Schedule "G" attached hereto.

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 37 – Agenda:

The Order of the Agenda Items has been amended to include a section for Land Acknowledgement.

37.1 Order of Agenda Items:

(ii) Land Acknowledgement to be delivered by the Presiding Officer

The City's Community Safety and Well Being Planner is working in conjunction with the City's Communications Officer in consultation with local Indigenous groups on proposed wording for the Land Acknowledgement.

Section 38 – Presentations:

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

- (a) Presentations received by the City Clerk or their designate 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. The presenter may not be scheduled on a date that the presenter has requested.

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.

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 48.10 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 together with a timeframe of when the matter will be heard.

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.

Financial/Legal Implications

There are no financial or legal obligations.

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 Council repeal By-Law 2019-80 being a By-Law Governing the Calling, Place and Proceeding of Meetings (Procedural By-Law) and authorize the City Clerk to bring forward a new Procedural By-Law as set out in Report to Council CORP 2025-093 dated August 22, 2025 from Karen McIsaac and Peter Leckie.

This is the recommended option.

Option 2: That this matter remain on the General Government Committee.

This is not the recommended option.

Recommended Option

That Council repeal By-Law 2019-80 being a By-Law Governing the Calling, Place and Proceeding of Meetings (Procedural By-Law) and authorize the City Clerk to bring forward a new Procedural By-Law as set out in Report to Council CORP 2025-093 dated August 22, 2025 from Karen McIsaac and Peter Leckie.

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