

BY-LAW NO. 2100

BEING A BY-LAW of the Municipal Corporation of the City of North Bay to provide for the adoption of certain policy matters.

WHEREAS each year at the first or subsequent meeting of City Council to re-enact by resolution the many policies of Council.

AND WHEREAS to give continuing effect to such policies, the Council of the City of North Bay deems it essential to provide for such policies by a by-law.

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

1. Attendance at meetings of Boards and Commissions by members appointed by City Council.

That all boards and commissions, the members of which are appointed by City Council, institute an attendance provision whereby if a member misses three (3) consecutive meetings, or has an attendance record of less than 60%, such board or commission must report such attendance failure immediately to City Council, at which time a replacement will be made after consideration of any facts or evidence surrounding the case in question.

That annually, and before December 31st of each year, a report by the secretary of each board or commission be submitted, stating the number of meetings held by the board or commission, both regular and special, and the names of the members and the number of meetings of each category each member attended.

2. Christmas tree pick-up and Disposal

That the City Engineer be authorized to set a date for the pick-up and disposal of Christmas trees by the Sanitation & Waste Department and that the public be notified through the local press, and the trees be deposited on City owned lands to be destroyed by fire on the second Friday of January each year at 7.30 p.m. under the supervision of the Fire Chief and the staff of the Fire Department.

3. City Manager's Special Fund

That a special fund, not exceeding \$50.00 be made available to and at the disposal of the City Manager for the purpose of special entertainment, on each occasion.

4. Convention delegates subsidy

That a subsidy of 50 cents per each out-of-town delegate be paid to all conventions held in accordance with Schedule "A" attached to and forming part of this by-law and that adequate provision be made annually for this expense in the budget.

5. Council pictures

That immediately following each inaugural meeting of a new Council, the City Clerk procure framed pictures of such Council in such numbers as will provide one copy for each person in the picture, and one additional copy for municipal record.

6. Fire Department - new employees

That as a condition of employment, each new employee of the North Bay Fire Department must have a St. John's Ambulance Certificate or submit to in-service training during the period of probation.

7. Officers signing for Registered Mail

That the City Manager, the Deputy City Clerk, the Tax Collector and the City Treasurer be the municipal officials authorized to accept and sign for registered mail addressed to the municipality and the Postmaster be advised annually of the names of the above mentioned officers.

8. Purchase of locally manufactured materials

That this Council approve of the use of materials manufactured locally on all City of North Bay projects where quality and price is competitive and all departments of the City, Contractors and Architects concerned be informed before any project is undertaken.

9. Purchase of materials from local merchants.

That all purchases of material and supplies by the purchasing agent for the municipality be on a competitive basis and local merchants assessed and paying business tax, be given a preference.

10. Roll Call at Council Meetings

That the roll call for Council meetings be from right to left, rather than in order of election.

11. Sale of City owned Lands

That the policy of selling City owned lands be that any lands when so requested and not otherwise reserved for City use and considered fit for sale, be valued by the Real Estate Committee comprised of the Chairman of General Government and the Vice-Chairman, the City Manager, and the Assessment Commissioner, and their valuations (reserve bid) be submitted to City Council for their approval. That when approval has been received from City Council, the City Manager will advertise same, once only, in the local press with the valuation (reserve bid) shown, and stating that sealed tenders will be received, and that all lands so offered be subject to the reserve bid.

12. Secretarial Fees of Boards and Commissions

That all monthly Secretarial Fees of Boards and Commissions when authorized by the respective Boards and Commissions, be approved for payment by the City Manager to the limits of the budget appropriation of such Board or Commission.

13. Travelling expenses of Members of City Council and City Officials

That so authorized, the travelling expenses for City business and convention trips be established as follows:

For the Mayor, Aldermen and City Manager	\$25.00 per diem
For other Department Heads and other authorized employees	20.00 per diem
Transportation, by car	10¢ per mile
by railroad)	Actual full fare
by air)	inc. reservations

That where extenuating conditions exist, actual expenses over the above schedule will be considered for payment

14. Authority to distribute Council Matters

That all matters referred by a former Council to the new Council taking office or matters otherwise remaining on a Committee file of a former Council be distributed to the appropriate Committees of the new Council by the City Manager.

15. Closed Committee Meetings

That all committee meetings be closed. This applies to all Committee meetings, whether Committee of the Whole or meetings both special and regular of any or all Standing Committees, except to one member of the local press and local Radio-TV and any person requested to be present for the purpose of discussing matters already before Committee. The Press and Radio-TV to be present only for the purpose of obtaining background information, and with the permission of the Committee Chairman concerned, may publish matters of public interest prior to formal adoption of such committee report at the following Council meeting.

16. Respecting the use of the Council Chambers

Respecting the use of the Council Chambers by Clubs, Associations and Organizations when not required by the Council or any Committee of the Council for the conduct of City business. That the City Manager be the person authorized to allocate the use of the Chambers, excepting to religious or political groups who are not permitted the use at any time.

17. Respecting the sale of lands resulting from the closure of streets or lanes

That henceforth the policy of the Council of the City of North Bay where any street or lane that is closed and is to be sold or transferred to adjacent property owners, that before such action is taken, City Engineer will be required to report on any easement reservation to be made out of the title of such street or lane closed, in order to protect the City where future sewer or water main or utility installation would be required.

18. Re Personnel Policy respecting certain Fire Department employees.

Henceforth the policy of City Council will be that the personnel policy respecting Fire Department employees who are close to retirement age and being those persons who on the normal retirement age of sixty years would normally retire between January 1st 1965 and August 1st of 1971 will now retire at the age of sixty-five years, but that their contributions toward the pension plan shall be on a like basis to those who would normally retire at sixty and being at the rate of 6½% of their annual salary.

19. Re Committee of Adjustment


That the remuneration to be paid to authorized members of the Committee of Adjustment approved by the Minister of Planning shall be at the rate of \$150.00 per annum for each member of the Committee.


20. That this by-law shall become effective on the date of the final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL THIS 18TH DAY OF MARCH 1963.

READ A SECOND TIME IN OPEN COUNCIL THIS 18TH DAY OF MARCH 1963.

RULES OF ORDER WERE SUSPENDED AND BY-LAW READ A THIRD TIME AND PASSED THIS 18TH DAY OF MARCH 1963.


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MAYOR


.....
CITY CLERK

2100

SCHEDULE "A"
to
BY-LAW #2100

CONVENTION SUBSIDY POLICY

1. Convention must be for two full days duration.
2. There must be at least 50 qualified delegates registered upon which the subsidy would be paid.
3. City of North Bay "Delegate Registration Cards" must be used.
4. Each delegate must sign in his or her own handwriting giving full information as to -
 - (1) Address, No. Street and City
 - (2) Name of local hotel or motel or other place where registered
 - (3) The date and duration of Conference or Convention
 - (4) The name of the Association or Organization.
5. That the Conference or Convention is one which is held within the limits of the City of North Bay. That all dinners and functions in connection with such Conference or Convention use North Bay facilities or institutions.
6. That delegates to the Conference or Convention use North Bay Hotel and Motel accommodation to its capacity.
7. That delegates from North Bay, Widdifield, East and West Ferris and North Himsworth Townships are not eligible to qualify for subsidy.