

**Minutes of the Operational Review Committee
Meeting Held
Tuesday, January 30, 2018**

Present:

Councillor Maroosis, Committee Chair
Mayor McDonald, Committee Member
Councillor King, Committee Member
Councillor Anthony, Committee Member
Councillor Forgette
Councillor Mayne
Keith Robicheau, Chief Administrative Officer
Lea Janisse, Managing Director Corporate Services
Margaret Karpenko, Chief Financial Officer
Greg Saunders, Deputy Fire Chief Operations
David Euler, Managing Director Engineering, Environmental and Works
John Severino, Managing Director Community Services

Regrets:

Councillor Serran, Committee Member
Councillor Bain, Committee Member
Gord Mulcahey, Executive Member North Bay Professional Firefighters'
Association
Marti Gerbasi, President CUPE Local 122

Special Review Committee Chair, George Maroosis, called the meeting to order at 5:13 p.m.

The Committee recessed at 5:13 pm.

The Committee Chair called the meeting to order at 5:15 pm.

1. Adoption of Minutes:
The Minutes of October 17, 2017 were approved and will be presented to Council on February 13, 2018.
2. Business Arising from Minutes: None
3. Chief Administrative Officer's Observations of City Operations in 2017 and suggestions for future priorities. Keith Robicheau, Chief Administrative Officer. A copy of the PowerPoint Presentation will be emailed to all members of Council.
 - Strategic Plan Implementation and Reporting
 - Implement New Economic Development Strategy
 - Is Invest North Bay aware that we may want to meet with them?

- The Economic Development department is involved with Invest North Bay. This group will be contacted and advised of this.
- The new Economic Development Strategic Plan will soon be released.
- The Fire Department currently reports to me and the Economic Development Department will soon report to me as well.
- What is the best way to have the Economic Development Department present and inform Council on current plans?
 - Coordinate a time for the Economic Development present here at the Operational Review Committee.
 - The North Bay Economic Development Department is preparing a report, the 2017 Year in Review of Economic Development Department activities. The draft report will be emailed to all Council for information purposes.
- What do you see as the timeline for this report to be published?
 - The documents are still in draft form and awaiting the input of Invest North Bay. The CAO will bring forward information regarding Economic Development and Invest North Bay at the February 13, 2018 meeting.
- Official Plan Review, Downtown Waterfront MP
- New Asset Management Regulation Compliance/Implementation of New Fleet Management System:
 - Do we have staff in-house to support the implementation of the new Fleet Management System?
 - This is being done in-house with an additional resource.
 - Is the Asset Management position a permanent or temporary position?
 - This is a permanent position moving forward as this position will be funded through the Capital Budget.
 - Where is this position located?
 - They will be located in the Engineering Department and will work closely with the Finance Department.
 - Are we looking at hiring a new position out of our current staff and replacing them?
 - This will be an external posting and will be advertised.

- This is going to be a new funded Senior Position in the organization? Are there opportunities to streamline some of the duties within the organization?
 - To get the Asset Management to the level required we will need this person with expertise to keep the work up-to-date. This position will still rely on the core experts in-house to provide the information needed to manage the data. The benefits of the outcomes will be the development of the service outcomes. The reporting from this system will be useful to identify gaps in assets. This is a new generation to match the bar raised by the Province in asset management.
 - It is critical to keep the funding flowing to establish this. The bulk of our efforts will be over 18 months. By the end of 2018 we hope to have a Policy approved by Council. By 2020 all assets will be recorded in the asset management program.
 - Action Item: Provide information regarding the new Asset Management Regulation and compliance standards.
- Is the purchase of new Enterprise Resource Planning computer software in the plan?
 - The objectives of an ERP are the right information at the right time to support right decisions. There are many moving parts involved in the implementation of an ERP and we are unable to take this on at this time.
- It doesn't appear that we are getting pickup trucks. Do we need those trucks?
 - This is something to be discussed in a closed session.
 - I would commend Public Works staff and Operational Staff to manage the equipment currently while we determine how to move forward.
- Smart Cities Challenge
- Implement National Standard for Psychological Health and Safety in the Workplace
 - The National Standard for Psychological Health and Safety in the Workplace is about the impact that workplace processes, policies and interactions have on the psychological health & safety of all employees.
 - Our workplace has an established committee representing all business units that will be implementing the National Standard. The Standard is a continuous improvement management system intended to create a careful workplace. The intent was

for council to hear a presentation on this initiative in December 2017 but there was not sufficient time to cover this topic.

- Action: A date will be scheduled for Council to attend an information session on The National Standard for Psychological Health and Safety in the Workplace.
- Can you and the Senior Management Team create a list of opportunities given that there are many experts on staff? Without worrying about cost, what would be the best thing for this organization?
 - Action: The Chief Administrative Officer will meet with the Senior Management Team and provide a list of opportunities to the committee.
- There was some talk of retaining the services of a consultant to determine if savings could be discovered. For example the town of Orillia was able to realize considerable savings through this process. Where are we at in this process?
 - There have been changes and service improvements which also equate to savings. The Chief Administrative Officer will meet with the Senior Management Team to come up with the list of savings achieved to date.
- Let's consider the opportunity to have an external party review. The evaluation completed to date could at the very least be added to an RFP.
- The Chief Administrative Officer will meet with the Senior Management Team and evaluate the current Organization Structure. What is the right number of Committees?

4. Action Items:

1. The CAO will bring forward information regarding Economic Development and Invest North Bay at the February 13, 2018 meeting.
2. Provide information regarding the new Asset Management Regulation and compliance standards.
3. Schedule a date for Council to attend an information session on The National Standard for Psychological Health and Safety in the Workplace.
4. The Chief Administrative Officer will meet with the Senior Management Team and provide a list of opportunities to the committee.
5. The Chief Administrative Officer will meet with the Senior Management Team to come up with the list of savings achieved to date.

6. The Chief Administrative Officer will meet with the Senior Management Team and evaluate the current Organization Structure.

Next Meeting: Tuesday, February 13, 2018 @ 5:15 p.m.

Agenda Item: The continuation of the Chief Administrative Officer's Observations of City Operations in 2017 and suggestions for future priorities.

Meeting adjourned at 6:17 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Judy Bechard
Deputy City Clerk