

**Minutes of the Operational Review Committee  
Meeting Held  
Tuesday, February 27, 2018**

**Present:**

Councillor Maroosis, Committee Chair  
Mayor McDonald, Committee Member  
Councillor King, Committee Member  
Councillor Serran, Committee Member  
Councillor Bain, Committee Member  
Councillor Mayne  
Keith Robicheau, Chief Administrative Officer  
Lea Janisse, Managing Director Corporate Services  
Margaret Karpenko, Chief Financial Officer  
Jason Whitely, Fire Chief  
David Euler, Managing Director Engineering, Environmental and Works  
John Severino, Managing Director Community Services (5:21-5:33 p.m.; 6:13-6:20 p.m.)  
Peter Leckie, City Solicitor  
Ron Melnyk, By-Law Enforcement Coordinator

**Regrets:**

Councillor Anthony, 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 5:21 p.m.

1. Adoption of Minutes:  
The Minutes of February 13, 2018 were approved and will be presented to Council on March 13, 2018.
2. Business Arising from Minutes:
  - 1) The Chief Administrative Officer will meet with the Senior Management Team and provide a status report of the action items to the committee.
  - 2) The Chief Administrative Officer will bring forward information regarding Economic Development and Invest North Bay. The Tourism North Bay Officer has vacated the position and an official announcement regarding his replacement is expected on February 28, 2018. This announcement will be made by Invest North Bay.
  - 3) Transient Accommodation Tax: The Chief Administrative Officer will bring more information regarding the proposed tax from Tourism North Bay.
    - o Who sits on the Tourism North Bay Board?

- Tanya Bedard sits on the Board representing the City of North Bay.
    - Does Tanya provide updates regarding Tourism North Bay?
      - Yes. Tanya provides these updates as available to the Managing Director of Community Services.
3. Legal Services:
- Solicitor Client-Privilege: Advice given and steps taken in addition to administrative information including fees and disbursements is solicitor-client privileged information.
    - When you say “waive privilege”, what do you mean by that?
      - This means that the litigator can see information which may provide insight into tactic and request additional paperwork.
  - Insuring Agreements: Defense Settlement and Supplementary Payments
    - What are the risks for Councillors out in the community sitting on Boards such as the Nipissing Mattawa Conservation Authority, etc.?
      - We in general require those bodies to indemnify those who sit on those boards. Municipalities typically have their own coverage and Boards typically have their own coverage.
    - Are you concerned about outstanding liabilities?
      - There is currently no forum to share challenges regarding Agencies, Boards and Commissions with Council. A change must be made to the Procedural By-Law to provide a format for Council to receive updates. Regarding financial risks and legal risks: your exposure is to the limits of the deductible for the insured items. For uninsured items this is brought to Council.
    - Perhaps Council might benefit from a presentation reviewing legal obligations.
    - From a liability standpoint, are we at risk if someone fell into the water by the Treatment Plant because of no railing in this area?
      - I will look into it and would be happy to brief Council in an in-camera forum.
  - Staffing Levels in the Department: An update was provided regarding the changes in the Legal department and the new hire, Cathy Thompson, who replaced Linda Cook. (Linda was named as the Executive Assistance to the Mayor and Chief Administrative Officer.)
  - Part III Transfer: This transfers responsibility for certain prosecutions currently prosecuted by the Ministry's Criminal Law Division. Some examples of the transfer include: offences like driving while suspended and driving with no insurance. This transfer will happen over the next two years in some municipalities.
    - Is there funding for these changes?
      - This will be a question put forward when the transfers of Part III trials move forward.

- As far as Provincial Offences and the use of Chambers is that still flowing well as a revenue stream?
  - Yes. This continues to operate well and afford us with a revenue source.
- Is there security within the building?
  - We were paying for it but not any longer. I have not heard of any complaints. City of North Bay Police is in attendance.
- There is a lot changing in the Municipal Act and the Public will now have an opportunity to comment. Have you been working with the Clerk's department to help prepare Council for these changes?
  - The Clerk's office does prepare a Council Orientation series for new members of Council and will include the changes to the Municipal Act in the session. Fred Dean does offer courses online that will explain what these changes are and how the world of Municipal Council will change. Such items as the implementation of an Integrity Commissioner, Transparency, Conflict of Interest, and the Information and Privacy Commissioner to name a few.
- How will this be made available to the Public?
  - Organizations like the Association of Municipalities of Ontario, AMCTO and Fred Dean from Amberley Gavel provide webinars for anyone considering running for Municipal Council.

4. Action Items: None listed.

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

Agenda Item:

1. Presentation from the 911 Committee.

Meeting adjourned at 6:20 p.m.

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Councillor George Maroosis  
Chair Operational Review Committee

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Judy Bechard  
Deputy City Clerk