

**Minutes of the Operational Review Committee  
Meeting Held  
Tuesday, June 5, 2018**

**Present:**

Councillor Maroosis, Committee Chair  
Mayor McDonald, Committee Member  
Councillor King, Committee Member  
Councillor Bain, Committee Member  
Councillor Anthony, Committee Member  
Councillor Serran, Committee Member  
Keith Robicheau, Chief Administrative Officer  
Lea Janisse, Managing Director, Corporate Services  
Margaret Karpenko, Chief Financial Officer  
John Severino, Managing Director Community Services  
Domenic Schiavone, Director Public Works

**Regrets:**

David Euler, Managing Director Engineering, Environmental and Works  
Jason Whitely, Fire Chief  
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 5:15 p.m.

1. Adoption of Minutes:  
The Minutes of May 22, 2018 were approved and will be presented to Council on June 19, 2018.
2. Business Arising from Minutes:
  - 2.1. Implement the new Council Report template to include referencing the Strategic Plan in all Council Reports.
  - 2.2. Prepare a status report of the first year's progress of the Strategic Plan.
  - 2.3. Post the City's mission statement on the overhead screens in the Council Chambers.
  - 2.4. Distribute a copy of the Economic Development Presentation and the Invest North Bay Report
    - o When would it be possible to have an update provided including a financial report from Invest North Bay?
      - Invest North Bay may be in a position to present soon. We do not have a firm date but will get back to you.
    - o Would the report be presented at a Council or Committee Meeting?
      - The presentation would be at a Council Meeting.
    - o Given that we have very few meetings left of this Council, when would you expect that Invest North Bay would present?
      - There is an Invest North Bay meeting in June and we will know more after this meeting.
    - o What is the Calendar year of Invest North Bay?
      - January to December 31. It is the same as the City of North Bay.
      - Once the Board adopts the Strategic Plan it will be forwarded to Council. Invest North Bay will be posting the results of the TWG research and recommendations on the Invest in North Bay website.
3. Status Report of Action Items  
Keith Robicheau, Chief Administrative Officer, provided a presentation regarding the Status of the Operational Review Action Items. Copies of the presentation will be provided to all Council members electronically.

- Key Operational Review Initiatives and Outcomes
    - A. Community Services Business Unit
      - I. Co-location of the Planning and Building Departments in June 2017 and merger in April 2018
      - II. Development Applications Review Team Committee Review
      - III. Event Hosting Review
      - o How did this happen? Who drove these changes to make this work?
        - When you have a strong continuous improvement process and initiative of the Senior Managers and Directors it makes the change easy. The Community Services Business Unit took the discussions to heart and implemented the changes. Regarding the Planning Advisory Committee (PAC), we brought the recommendations to the Operational Review Committee to get feedback prior to bringing it to Council. This was a team effort.
        - We have many events (Sports & Non-Sports) that our City Hosts. Event Tourism has been successful
      - IV. Transit System Improvements
    - B. Environmental, Engineering and Works Business Unit
      - I. GPS Tracking System (AVL Implementation) for Public Works vehicles and equipment.
      - II. New Fueling System
      - III. Innovative Attachments for Loaders
    - C. North Bay Fire and Emergency Services
      - I. Staff reductions
      - II. Fire Capital Projects
      - III. Administration and Training
    - D. Corporate Services Business Unit
      - I. Improved Technology and Technology enhancements – Burn permit program; Public Information Display in the lobby; Lottery and Business Licences Technology; Employee Information Portal; garbage Website and mobile app; GIS internal and zoning portals; Expanded WiFi
      - II. Reductions in Commissionaire hours
      - III. North Bay Proud Employee Engagement Program
      - IV. Promoting Healthy Minds @ Work – Implementation of the Psychological Health & Safety Standard.
      - V. Comprehensive financial reporting
      - o Why do we still have Commissionaires ticketing until 6:00 pm when no one is using the parking lot?
        - This may be language associated to the By Law.
4. Action Items:
- 4.1. Recommend that a marketing plan be brought forward to Council.

Next Meeting: Tuesday, June 19 @ 5:15 p.m.

Agenda Item:

1. Review of Operational Review Initiatives and Outcomes
2. Transit Accommodation Tax

Meeting adjourned at 6:15 p.m.

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Councillor George Maroosis  
Chair Operational Review Committee

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Judy Bechard  
Deputy City Clerk