

**Minutes of the Operational Review Committee
Meeting Held
Tuesday, August 14, 2018**

Present:

Councillor Maroosis, Committee Chair
Councillor Anthony, Committee Member
Councillor Bain, Committee Member
Councillor King, Committee Member
Mayor McDonald, Committee Member
Councillor Mayne
Councillor Forgette
Keith Robicheau, Chief Administrative Officer
David Euler, Managing Director Engineering, Environmental and Works
Lea Janisse, Managing Director, Corporate Services
Margaret Karpenko, Chief Financial Officer
Jason Whitely, Fire Chief

Regrets:

Councillor Serran, Committee Member
John Severino, Managing Director, Community Services
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 5:17 p.m.

1. Adoption of Minutes:
The Minutes of July 3, 2018 were approved and will be presented to Council on September 4, 2018.
2. Business Arising from Minutes:
 - External Service Review:
 - The CAO had the opportunity to discuss with the City Manager of Owen Sound their review process.
 - The City Manager advised that Owen Sound did not have an external service review.
 - The Fire Department did have an external service review conducted.
 - The CAO has provided all of the members of the Committee with a copy of the email that he received from the City Manager at the City of Owen Sound.
 - There are examples of Municipalities that did undertake external service reviews. If the Committee would like the CAO to contact those Municipalities he is willing to do so.
 - DNSSAB has recently conducted an external service review and they would be happy to share the necessary information.
 - Invest North Bay:
 - Appreciated the presentation from Invest North Bay.
 - Would like to know how Invest North Bay is going to use the monies that were allocated to them.
 - Invest North Bay Board Members and the Council Representatives need to bring information to the entire Council before saying no to any type of business that wishes to come to North Bay.
 - There are some restrictions such as zoning that Council would have to look at.
 - Enterprise Resource Planning (ERP):
 - The City of Fredericton is working with Deloitte in relation to their ERP. Due to holiday schedules the CAO and CFO did not get an opportunity to contact the City of Fredericton for information regarding their ERP process.

3. Review of Draft Report:

- Please include in the Report the number of meetings that the Committee has had.
- If the Marina loses money on a yearly basis then shouldn't the City be looking at a P3 partnership?
 - The deficit is fully funded from reserves. There is enough in reserves for the next 3 to 4 years. An immediate decision does not have to be made.
- Include in the Report that Councillor Bain was the Chair of the Sub 911 Committee.
- Include the Recommendations from the Sub 911 Committee in the Report.
- New members of Council should receive a copy of this Report upon being sworn into office.
- The Council can also look at mandated core services – is the City over providing in these services – if so reduce those mandated core services to the minimum standard.
- If you are planning on having an external service review you would typically need 3 to 4 individuals only working on the outcomes of the review – otherwise the experience is that they never get off the ground.
- The section of the Report that refers to the ERP under Whitby item 12 states "Review tiered response protocols for fire services". Could you please explain what is meant by this?
 - What this would typically mean is that all three services are responding to emergency calls, even though they may not need the fire department. It is usually one of the three sister agencies that can respond to the emergency the fastest that will attend.
- A further recommendation should be to have senior staff attend Committee meetings to bring Council up-to-date on their business units.

The CAO and City Clerk will work on the Report to Council and provide a draft of the Report to the Committee by the end of the week for comments.

Meeting adjourned at 6:25 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Karen McIsaac
City Clerk