

**Minutes of the Operational Review Committee
Meeting Held
Monday, March 14, 2016**

Present:

Councillor Maroosis, Committee Chair
Councillor Bain, Committee Member
Councillor Serran, Committee Member
Councillor King, Committee Member
Councillor Anthony, Committee Member
Mayor McDonald, Committee Member
Councillor Mayne
Councillor Shogren
Lea Janisse, Managing Director Corporate Services/Acting Deputy Clerk
David Euler, Managing Director Engineering, Environmental Services and Works
John Severino, Managing Director Community Services
Margaret Karpenko, Chief Financial Officer
Gord Mulcahey, Executive Member North Bay Professional Firefighters' Association

Regrets:

Jerry Knox, Chief Administrative Officer
Grant Love, Fire Chief
Brian Phillips, 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 February 29, 2016 Minutes were approved by the Committee and will be presented to Council on March 21, 2016.
2. A discussion was held regarding two actions items previously identified by the Committee.

DART

- The City is in the development period at this time; the DART process may affect growth for 2016; growth is a Council priority.
- DART Committee is currently reviewing the Terms of Reference to identify possible challenges associated and opportunities for improvement.
- Input for improvement to the process is being sought from developers.
- One of the challenges identified is the absence of key City decision makers; current Committee members may not have the authority to make decisions necessary to effectively move the process forward.
- The original intention of DART was to provide a preliminary review prior to submissions by developers.
- Need to streamline DART through reduced red tape to improve efficiency of the process to support growth.

Emergency Services

- During the committee meeting held on February 29, 2016 discussion was held regarding the Fire Department, tiered response, and 911.
- Police and EMS were not at the table for the discussion.
- The Committee determined this was an important discussion that warranted establishing a sub-committee.
- The Committee approved the establishment of a sub-committee that includes all relevant agencies.

3. Operational Review of Community Services Business Unit.
 - John Severino presented information from the Community Services Business Unit. A copy of the presentation was provided to the Committee.
 - **Facilities**
 - ❖ Demand continues to grow in parks and recreational facilities.
 - ❖ An agreement in principle is in place between the Aquatics Centre and the YMCA – 99 year lease for the building; approximately 50 years left on the lease; 10 year operating agreement on Aquatics side.
 - ❖ If the YMCA did not provide services and programs, it would fall to the City to do so.
 - ❖ We have two tenants in City Hall: DNSSAB and the Business Centre.
 - ❖ There is no business conducted in City Hall after 5-6 p.m. – do we need Commissionaires on staff after that time or are there potential savings?
 - ❖ A concern was raised that citizens must pay for parking when they are conducting business with the City at City Hall – Council addressed this issue during the last term of Council.
 - ❖ An option may be to charge a user fee for after-hours use of the City Hall or have users pay the costs of security.
 - ❖ The City does not own the Marina; we lease the land from Fisheries and Oceans Canada.
 - ❖ King's Landing condition assessment is complete.
 - ❖ On an annual basis the City can access funding for projects that meet the criteria of Fisheries and Oceans Canada.
 - ❖ The Marina is adding recreational storage service which will generate a small revenue stream.
 - ❖ The Marina operates as breakeven; deficits are covered by reserves.
 - ❖ The 2015 deficit was \$16,000; the reserve balance is \$280,000.
 - **Parking - Councillor Serran declared a conflict of interest related to the Parking discussion.**
 - ❖ Parking is enforced downtown between 8 a.m. and 6 p.m.; however most stores close between 5 and 5:30 p.m.
 - ❖ Discussion held regarding the feasibility of enforcing parking between 9 a.m. to 5 p.m.
 - ❖ Discussion was held regarding the sale of parking lots and the Marina.
 - ❖ Within the 10-year capital plan, there is \$1-2 million allocated for acquisition of lands; no purchases in the past 5-6 years.
 - **Recreation/Arenas**
 - ❖ These areas are focused on the areas of quality of life and economic development.
 - ❖ A brief discussion was held regarding the utilization of the West Ferris Auditorium during the winter months and the possibility of the North Bay. Farmer's Market using the space on weekends and Wednesdays.
 - ❖ 72 parks in the City, includes Kennedy Park.
 - ❖ Discussion took place regarding Parks plan that was mandated as part of the development of the Official Plan approximately 5 years ago.
 - ❖ The Parks plan will need to be revisited when the Official Plan is next reviewed – approximately 6 years from now.
 - ❖ The Parks plan is not an immediate challenge but must be considered for capital projects.

- ❖ Rogers Home Town cost up to 15k for in kind donations.
 - ❖ The City has 11 beaches, 3 with life guards.
 - ❖ Over the past several years, interest has been expressed regarding a life guarded beach in West Ferris.
 - ❖ Posting the appropriate signage addresses liability issues.
- **Initiatives**
 - ❖ The rink flooring at Memorial Gardens is event ready – a suitable used insulated floor was purchased, saving approximately \$100,000 in future capital costs.
 - ❖ The release of marketing materials for Memorial Gardens was timed for when the facility was event ready.
 - ❖ We have a commitment on one event but the announcement cannot be made at this time.
 - ❖ The Canada/Russia game has been announced and staff are working on another possible event.
- **Challenges**
 - ❖ Discussions regarding ice pads – would be based on Council’s decision if the City will partner with Canadore College; would provide operational efficiencies for both parties.
 - ❖ US Currency results in higher costs associated with performers resulting in less opportunities for concerts.
 - ❖ Have partnerships with promoters; however because we rent the space, it becomes more difficult for the promoters.
- **Questions/Comments**
 - ❖ Discussion that we should not be in the parking business but last time the issue was addressed, Chambers were full.
 - ❖ Marina – how do we lose money when we rent out slips?
- **Staffing**
 - ❖ 3 vacancies currently in PRLS – discussions have been held regarding the vacancies and all 3 will be filled this year.
 - ❖ A staffing review occurs every time there is a vacancy.

4. **ACTION ITEMS:**

- (i) In 2-3 weeks, John Severino will bring additional information to the Committee for follow discussion on the DART process.
- (ii) Establish a sub-committee to discuss tiered response and 911. A follow-up report regarding sub-committee membership and mandate will be provided to the Operational Review Committee at the next scheduled meeting.
- (iii) Follow up in Corporate Services review – what is the total revenue realized and what is the cost associated with enforcing parking from 8-9 a.m. and 5-6 p.m.
- (iv) John Severino to provide information regarding the number of spots available for the rental parking program.
- (v) Future discussion on acquisitions/sale of parking lots – should we be in the parking business?
- (vi) Future discuss on possible user fees for after-hours use of City Hall.
- (vii) John Severino will investigate the possibility of the North Bay Farmers’ Market using the West Ferris Auditorium during the winter months.
- (viii) Future discussion regarding how we lose money at the Marina; can another party do it?
- (ix) Future discussion regarding a better way to provide programming at the Aquatics Centre.

5. Next Meeting – March 21, 2016 – 5:15 p.m.
Agenda Items: Community Services Operations – John Severino

Meeting adjourned at 6:45 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Lea Janisse
Acting Deputy City Clerk