

**Minutes of the Operational Review Committee
Meeting Held
Monday, April 4, 2016**

Present:

Councillor Maroosis, Committee Chair
Councillor Serran, Committee Member
Councillor King, Committee Member
Councillor Anthony, Committee Member
Councillor Vrebosch
Councillor Mayne
Councillor Forgette
Councillor Shogren
Mayor McDonald, Committee Member
Jerry Knox, Chief Administrative Officer
Lea Janisse, Managing Director Corporate Services
John Severino, Managing Director Community Services
Margaret Karpenko, Chief Financial Officer
Domenic Schiavone, Director of Public Works
Peter Leckie, City Solicitor
Jeff Miners, North Bay Professional Firefighters' Association
Beverley Hillier, Manager of Planning (5:15 p.m. to 6:00 p.m.)
Peter Carello, Senior Planner (5:15 p.m. to 6:00 p.m.)

Regrets:

Councillor Bain, Committee Member
David Euler, Managing Director Engineering, Environmental Services and Works
Grant Love, Fire Chief
Gord Mulcahey, Executive Member North Bay Professional Firefighters' Association
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 March 29, 2016 Minutes were approved by the Committee and will be presented to Council on April 18th, 2016.
2. Development Application Review Team (DART) Process:
John Severino, Beverley Hillier and Peter Carello presented information regarding the DART process. A copy of the presentation was provided to the Committee.
 - Prior to the Operational Review discussions were held to receive comments from the groups involved in the DART process.
 - All of the internal and external departments meet with the developers bi-weekly to discuss new applications.
 - Each member that attends brings with them their own area of expertise.
 - The Chairperson is the point of contact for DART.
 - Dart Docs is a program that has been created in-house which encompasses:
 - Every project that is currently on the go
 - Post Files
 - Allows all members to post comments regarding application
 - The Applicant is welcome to attend the meeting or the Chair will present the application on their behalf.
 - The timeline depends on the complexity of the application and at what stage the project is at when the applicant comes in.
 - The Applicant is provided with a list of all of the information that is required to deal with the application.

- DART does not have formal minutes. The Chair takes notes and puts them in the Dart Docs program.
- Feedback from local proponents and agents are that the process saves money and time.
- Action Items are sent to the applicant.
- The process works well for a first time applicant; provides them with clearer communication and what their role is in the process.
- The rules govern development in the community and this approach provides consistent applications; which makes it fair for all.
- It would not be beneficial to have the Senior Managers at the DART meetings as they may not have all of the information that is required and would have to go back to staff.
- The City does not have jurisdiction over the rules and regulations from outside agencies, i.e. the Conservation Authority.
- The process can be longer than 4 to 6 weeks if studies such as Stormwater Management Plans need to be provided.
- If someone comes into the City is it possible for the Chair to delay the process; no as all of the information is put into DART Docs.

3. Operational Review of Corporate Services.

- Lea Janisse presented information from Corporate Services. A copy of the presentation was provided to the Committee.
- Continuous Improvement
 - Policy Review Committee has been in place for over a year; this came into place after the Work Well Audit.
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4. **ACTION ITEMS:**

- (i) Look at establishing a Committee like DART for Community Events where the coordinator of the event can speak to all departments that need to be involved at one time (i.e., Parks and Engineering).

5. Next Meeting – Monday, April 11, 2016 – 5:15 p.m. Agenda Items:

Meeting adjourned at 6:40 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Karen McIsaac
City Clerk