

**Minutes of the Operational Review Committee
Meeting Held
Monday, February 22, 2016**

Present:

Councillor Maroosis, Committee Chair
Councillor Bain, Committee Member
Councillor Serran, Committee Member
Councillor King, Committee Member
Councillor Anthony, Committee Member
Councillor Mayne
Jerry Knox, Chief Administrative Officer
Lea Janisse, Managing Director of Corporate Services
Margaret Karpenko, Chief Financial Officer
Grant Love, Fire Chief
Karen McIsaac, City Clerk
John Severino, Managing Director of Community Services
G. Mulcahey, Executive Member North Bay Professional Firefighters' Association

Regrets:

Mayor McDonald, Committee Member
Councillor Bain, Committee Member
David Euler, Managing Director of Engineering, Environmental Services and Works
Brian Phillips, President Local 122 CUPE

Special Review Committee Chair, George Maroosis, called the meeting to order at 5:15 p.m.

1. Review and adoption of Minutes of February 16, 2016.
 - Minor changes to the Minutes they will presented at the February 29th, 2016 meeting for approval of the Committee.
2. Discussion of format of Minutes.
 - Action Items should be included as a section in the Minutes.
 - Minutes are to be prepared on 8½ x 11 paper.
 - Include a Regrets section.
3. The following additions were provided for the Operational Review Committee Binder:
 - Priorities and Challenges
 - Services Level Changes
 - Fire Services Organizational Chart
 - Water and Sewer Department
4. Operational Review of Community Services Business Unit.
 - John Severino presented the Community Services Business Unit.
 - Provided overview of Community Services Business Unit.
 - **Planning Department**
 - Provided copy of presentations to Committee.
 - Staff Overview:
 - ❖ Senior Researcher – no longer exists within the department, this now falls to each individual department.
 - ❖ Intern – funded for specific projects – NOHFC help fund the Intern for the Comprehensive Zoning By-Law.
 - Operational – What We Do Day to Day:
 - ❖ Rezoning – is there a guideline that is available to the public as to the process?
 - ❖ Official Plan – reached out to the community to help develop the new Official Plan.
 - ❖ A complete review of the Official Plan needs to be done every 25 years and an update needs to be completed every 10 years.

- ❖ Property Standards only deal with Sign By-Law Building would deal with other Property Standards issues.
- ❖ Developed a five year working plan on issues that Planning needs to undertake.
- ❖ Applications for DCIP – the DCIP reviews the applications and helps fund developments that may not be able to take place due to the lack of funding – the benefit is the increased assessment.
- Committees:
 - ❖ Municipal Heritage Committee – established by way of By-Law
 - ❖ Municipal Accessibility Advisory Committee – prescribed by Legislation.
 - ❖ Planning Advisory Committee and Committee of Adjustment are optional under the Planning Act.
 - ❖ An example of the work of the Developer’s Liaison Advisory Committee (DLAC) undertakes:
 - ❖ Developers addressing challenges when working with North Bay Hydro.
 - ❖ Developers now have better understanding of the priorities and the turnaround time needed by Hydro.
 - ❖ North Bay Hydro has committed to new turnaround times.
 - ❖ Conservation Authority has attended this year’s meeting to provide education and exchange information.
 - ❖ Developers have a significantly better understanding of the regulations governing the Conservation Authority.
- Why We Do It Because it Helps:
 - ❖ Guides developers and builders as to the zoning and what type of development will happen in the future.
 - ❖ When purchasing a new home in a subdivision, individuals are not surprised as to what will be happening in the area.
 - ❖ Provides guidelines on the zoning and what uses are permitted.
 - ❖ Does Planning do studies regarding demographics?
 - ❖ The Planning department does not - relies on studies prepared by DSSAB.
 - ❖ Does the Planning Department know how many homes are empty in the City, how many vacant lots the City has? Do other municipalities keep this information?
 - ❖ The Planning department does have not this data.
 - ❖ How can you plan without this information?
 - ❖ Someone needs to be consolidating this information as it can be used by various departments.
- Organizational and Departmental Initiatives:
 - ❖ The City of North Bay developed in-house the City’s Official Plan.
 - ❖ This was a cost savings of approximately \$200,000.00.
 - ❖ Outward facing Zoning tool was developed so that individuals can go onto the City’s website to look up information regarding properties.
 - ❖ Downtown Waterfront Land Use and Urban Design Plan is a significant undertaking. This will take 6 to 9 months and the City is engaging partners such as the DIA, Heritage North Bay, Invest North Bay and the Rotary Club.
- Future Plans and Initiatives:
 - ❖ There will be a fee review in 2016 together with the Building Department to reduce the gap.
 - ❖ Trout Lake Policy Review will be completed this year – looking at partner(s) to share the costs of the study.
 - ❖ Community Improvement Plan Update will be looked at with the possibility of expanding the Plan.
- Operational Efficiencies – Enhancements (5 to 10 years):

- ❖ GIS – better storage of information – reduction in the amount of search time – this project was in conjunction with Information Services.
- Challenges and Opportunities:
 - ❖ Demands are focused on the day-to-day.
 - ❖ Long term goals under stress.
- There are currently no vacant positions in the Planning Department.
- Will be hiring an Intern on a two year contract.
- The Planning Department has shared employees with other departments such as Economic Development due to a maternity leave the person was 50% Planning and 50% EDD.
- The Building Department and Economic Development are the primary partners of Planning.
- There are currently no retirements scheduled within this department.
- **Building Department**
 - Provided copy of presentations to Committee.
 - Staff Overview:
 - ❖ Chief Building Official is a statutory position.
 - ❖ Chief Plan Examiner – provides technical expertise which helps expedite the process.
 - ❖ Junior Plans Examiner – is a position to grow into a building inspector.
 - ❖ There are currently two vacant positions in the Building Department.
 - ❖ One will be filled in the near future.
 - ❖ Does a Building Inspector have the authority to enforce the Fire Code.
 - ❖ A Building Inspector enforces the Code as the Building is being built and after occupancy has taken place the Fire Department enforces the Code.
 - Operating Budget:
 - ❖ This department is self-funding
 - ❖ This department is not to be a money maker.
 - ❖ Fee study was completed in 2006 using an external expert and included the direct costs to run the building department as well as the indirect costs.
 - ❖ Bill 124 stated that Municipalities can only recover the anticipated and reasonable costs to deliver the Building Code.
 - What We Do:
 - ❖ Property Standards are complaint driven.
 - ❖ City is not mandated to do property standards it would fall to the Province if the City did not.
 - ❖ Do other communities have the Province do this – not to our knowledge.
 - ❖ Clean Yards By-Law is also complaint driven.
 - Future Plans/Initiatives:
 - ❖ Currently the Municipality must be in compliance with the AODA – private industry does not have to be in compliance until 2025.
 - ❖ The Building Department is highlighting to the developers the changes that they will have to meet in 2025 and advise that it would be cost efficient to make the changes now while building instead of trying to retrofit.
 - ❖ Laptop to work with on-site to eliminate duplication in work.

- What department has the closest working relationship with the building department – Planning.
- These two departments are located on the second and fifth floors – this becomes an inefficiency.
- **Economic Development:**
 - Provided copy of presentation to Committee.
 - Economic Development Department:
 - ❖ Late 2015 Letters Patent Invest North Bay was incorporated.
 - ❖ The Invest North Bay focus is attracting new investment partnerships.
 - ❖ The new position of Business Development Officer will focus on investment attraction and work with Invest North Bay.
 - ❖ The Economic Development Administrative Assistant will support Invest North Bay.
 - ❖ The new organizational model (model) has not yet been finalized.
 - ❖ Currently the economic development staff has not been seconded to Invest North Bay.
 - ❖ Model will be presented to the Invest North Bay Board on February 26, 2016.
 - General Comments:
 - ❖ Once the new model has been approved the Operational Review Committee will review Economic Development.
 - ❖ The strength in Invest North Bay is in investment and new business.
 - ❖ Manager of Economic Development could potentially have two bosses.
 - ❖ The new model will have to come before Council.
 - ❖ Invest North Bay will be a line item under Community Services.
 - ❖ If the City sells a parcel of land some of these funds could be provided to Invest North Bay.
 - Reviewed Enhancements and Efficiencies.
 - Reviewed Challenges and Opportunities.

4. **ACTION ITEMS:**

Planning Department:

- (i) Provided electronic copy of presentations to Committee.
- (ii) Review the DART Committee Process– who is in the room and are they the right people. (Committee to review)
- (iii) Compile trends over 5 years of properties rezoned, lot development, growing/declining inventory.(Planning to prepare)
- (iv) Consider the need to compile and analyze specific information concerning demographics, population, home vacancies, trends in housing needs vs actual construction etc. construction.

Building Department:

- (i) Review the model and fees.
- (ii) Review location of the building department in conjunction with the planning department.

Economic Development:

- (i) Upon approval of the new organizational model this department will come back to the Committee for review.

4. Next meeting - February 29, 2016 – 5:15 p.m.
Agenda Items: Grant Love – Fire Department.

Meeting adjourned at 7:00 p.m.

Councillor George Maroosis
Chair Operational Review Committee

City Clerk Karen McIsaac