

**Minutes of the Operational Review Committee
Meeting Held
Tuesday, February 16, 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 (5:30 to 6:40 p.m.)
Councillor Vrebosch (5:55 to 6:40 p.m.)
Jerry Knox, Chief Administrative Officer
David Euler, Managing Director of Engineering, Environmental Services and Works
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
B. Phillips, President Local 122 CUPE

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

1. Introduction of members.
2. Chair's Opening Remarks:
 - o All members of Council are welcome to attend meetings and participate.
 - o The Committee will be the voting members.
3. Committee Mandate:
 - o The Chair advised that the Committee has been established to carefully consider every service.
 - o Save money through efficiencies but may also have to spend money.
 - o This is an in-house review of the City services.
 - o If the Committee wishes to zero in on a particular area then they can do so and can consider bringing in outside expertise.
 - o Involve front line staff.
 - o It was suggested that the recommendations that were made by Senior Management during the budget process be provided to the Committee.
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4. Committee Work Plan:
 - o The Chief Administrative Officer (CAO) provided a binder entitled "2016 Operational Review Committee".
 - o The CAO advised as to the layout of the binder.
 - o Meeting Schedule will be Monday nights at 5:15 p.m. unless there is a C.A.O. Briefing.
 - o A member enquired as to whether or not if there would be an opportunity to look at goals for the next 5 to 10 years.
 - o The CAO advised we would be able to put targets for the next 5 years.
 - o The Chair advised that the Corporation does not have an up-to-date Strategic Plan.
 - o Sewer and Water Department was not included in the Binder.
 - o Handouts would be provided in advance when applicable.
5. Current Business Plan:
 - o The CAO took the Committee through the 2016 Operating Business Plan.
 - o This has to be unified approach.

- Business units get caught up in day-to-day issues which distracts from the long range goals.
- At the 2012 Council Planning Session, Council had six priorities:
 - ❖ Economic and Community Development
 - ❖ Human Resources Management
 - ❖ Vibrant Healthy Community
 - ❖ Fiscal Responsibility
 - ❖ Risk Management
 - ❖ Communication and Technology
- Everything we do should fit into these priorities.
- Trying to get the organization to go in the same direction.
- Chamber of Commerce is working with Invest North Bay
- The City has reduced 28 full time positions – 25 through attrition
- The City has saved thousands of dollars by leasing equipment
- Need to promote and advance the community
- The 2012 priorities are evolving continuously
- Council gives direction re: priorities and staff must set these priorities within their business unit.
- Invest North Bay will be focusing on bringing new business to the community. Council and senior staff have a role to play in business retention and expansion.
- Focus needs to be kept on the priorities – if there are good reasons to change the priorities that is okay.
- The CAO went through Priorities and Challenges

6. **ACTION ITEMS:**

- (i) Prepare additional Operational Review Committee Binder.
- (ii) Process for engaging staff.
- (iii) Provide Service Level Changes.
- (iv) Add Sewer and Water Section to Binder.

7. Next meeting - February 22, 2016 – 5:15 p.m.
Agenda Items: Community Services Operations – John Severino
Grant Love if time permits.

Meeting adjourned at 6:40 p.m.

Councillor George Maroosis
Chair Operational Review Committee

City Clerk Karen McIsaac