

**Minutes of the Operational Review Committee
Meeting Held
Monday, June 27, 2016**

Present:

Councillor Maroosis, Committee Chair
Councillor Anthony, Committee Member
Councillor King, Committee Member
Councillor Serran, Committee Member
Mayor McDonald, Committee Member
Councillor Mayne
Councillor Forgette
Councillor Vrebosch (4:50 p.m. to 5:44 p.m.)
Councillor Shogren (5:00 p.m. to 5:44 p.m.)
Lea Janisse, Acting Chief Administrative Officer
David Euler, Managing Director of Engineering, Environmental Services and Works
Margaret Karpenko, Chief Financial Officer
Peter Leckie, City Solicitor
Gord Mulcahey, Executive Member North Bay Professional Firefighters' Association
Jaclyn Bucik, Communications Officer
Beverley Hillier, Manager of Planning
Rachelle Marquardt, Provincial Offences Manager

Regrets:

Councillor Bain, Committee Member
John Severino, Managing Director Community Services
Grant Love, Fire Chief
Brian Phillips, President CUPE Local 122

Special Review Committee Chair, George Maroosis, called the meeting to order at 4:25 p.m.

1. Adoption of Minutes:
The Closed Minutes of June 6, 2016 and the Regular Minutes of June 6, 2016 were approved by the Committee and will be presented to Council on July 11, 2016.

2. Business Arising from Minutes:
Summer Meeting Schedule:
 - There are currently only two Operational Review Committee meetings scheduled for the summer.
 - After discussion the Committee decided that the next meeting will be on July 25th, 2016.
 - The Committee will not be meeting when there is no scheduled Council meeting.
 - In the Fall the meetings will have to be suspended due to the budget.
 - The next matter to be heard is Human Resources.
 - All of the Action Items will have to be looked at in the Fall.

- It was decided that if a matter arises that needs to be dealt with the Chair can call a meeting.
3. Operational Review of Corporate Services.
- Peter Leckie presented information re: Provincial Offences. Copies of the presentations were provided to the Committee.
 - The City has entered into four agreements with the Province regarding the transfer of Provincial Offences:
 - Memorandum of Understanding:
 - Outlines the transfer of functions to the Municipality
 - Part I and II are the less serious offences.
 - Services that are required to be provided.
 - Revenue –collection of fines.
 - Local Side Agreement:
 - Dealt with the use of a courtroom at the court house – no longer in effect.
 - Inter-municipal Services Agreement:
 - This agreement sets out the Municipal Partners.
 - Sets out the apportionment of revenue to the Partners.
 - Advisory committee – meets once a year
 - How is the revenue divided to the Partners?
 - Per capita.
 - Memorandum of Understanding – Lease of Space at City Hall:
 - Sets out the details of the lease of the Council Chambers as a courtroom for Provincial Offences.
 - Provincial Offences Staff
 - All staff are cross-trained.
 - Why can't tickets be paid at Customer Service Centre (CSC)
 - Once the conviction is registered – they had 45 days to pay – automatically convicted – cannot be paid at CSC
 - Are the staff in POA employed by the City or the Province.
 - They are employed by the City.
 - All staffing expenses are shared by the municipal partners.
 - Collection of Outstanding POA Fines:
 - The City is using IQOR as our collection agency.
 - The City's Finance Department figures regarding outstanding fines and the Province's figures will be different. The City uses the amounts paid to IQOR only. The Province uses figures of the fines that have also been paid to other agencies, i.e. fine was paid at the court not to IQOR.
 - The number of 15 million changes daily – some added/paid – we are not the only municipality that has this problem.
 - If someone is an habitual offender are there any avenues that can be taken?

- Bill 31 issue of plate renewals – there are some things coming forward that will help but we are a long way from all the tools that we need.
- The By-Law Enforcement office can ticket re: trailer as much as he likes – trailer licenses do not need to be renewed.
- One of the things with larger fines to put anything title to the property – you have to own the property in your name alone – very limited range of things that we can do. We have put larger fines on taxes – where we know that the individual is the sole owner.
- If you have a trailer that is not attached to a vehicle –can a by-law be passed that states that you are not allowed to have a trailer on City Property without it being attached to a vehicle?
 - This is an Action Item that we will be looking at.
- The Province has been hesitant to allow for garnishment of income tax or registration of a lien on property when it is in dual ownership.
- Why does the City write off outstanding fines?
 - The collection clerks are trying there are a lot that are not collectible, i.e. deceased – the City passed a write-off policy in 2011 so that outstanding fines can be taken off the books – if the fine is paid the fine can be input back in to the system – cannot dispose of the actual hard copy information – that is why POA and Financial Services figures do not match – statements are not recorded in the same fashion.
- Challenges:
 - The Province has advised of increased POA court costs.
 - The Province cannot afford – the agreement states that more notice must
 - Our costs are increasing the fines are decreasing – costing the municipality more.
 - Councillor Bain was going to prepare a motion to the Province regarding these issues.
 - AMO is calling for a phased in fee increase.

4. **ACTION ITEMS:**

- (i) Investigate systems for tracking time.

Moved by Councillor Anthony, Seconded by Councillor King
That the Operational Review Committee adjourn in-camera pursuant to section 239(2) of the *Municipal Act, 2001*, as amended, at 5:10 p.m. regarding a personal matter about an identifiable individual.

Moved by Councillor Anthony, Seconded by Councillor King
That the Operational Review Committee meeting reconvene at 5:44 p.m.

Next Meeting – Monday, July 25, 2016– 4:15 p.m.
Agenda Item: Human Resources

Meeting adjourned at 5:44 p.m.

Councillor George Maroosis
Chair Operational Review Committee

Karen McIsaac
City Clerk