
TO: GENERAL COMMITTEE

SUBJECT: AMENDMENT TO AUTHORIZED REQUESTER AGREEMENT WITH
MINISTRY OF TRANSPORTATION

WARD: ALL

PREPARED BY AND KEY CONTACT: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND
COURT SERVICES, EXT. #4421

SUBMITTED BY: D. MCALPINE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND
COURT SERVICES

GENERAL MANAGER APPROVAL: P. ELLIOTT-SPENCER, GENERAL MANAGER OF COMMUNITY AND
CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: C. LADD, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the City Clerk be authorized to execute the Amended Authorized Requester Agreement with the Ministry of Transportation for By-law Enforcement Purposes, to address electronic certified plate products for court purposes.
2. That the City Clerk be authorized to execute amendments to any Authorized Requester Agreement with the Ministry of Transportation where the amendments are in keeping with the general intent and purpose of the original agreement.

PURPOSE & BACKGROUND

3. The Ministry of Transportation maintains a computer database containing information pertaining to driver, vehicle and commercial motor carrier records. The Authorized Requester Information System (ARIS) is an electronic system used by the Ministry of Transportation to receive licensed information requests and send responses to authorized requesters as well as maintain client profiles.
4. An Authorized Requester Agreement is non-exclusive, non-assignable and non-transferable licence to access and use driver abstract information. Over the years, the City of Barrie has entered into several such agreements for the purpose of verifying employee driving records and maintaining driver safety program, motor vehicle accident invoicing and enforcement of various by-laws. The existing agreements have a provision for automatic renewal for subsequent terms of twelve months each, provided that:
 - Neither party advises the other in writing of its intent not to renew, at least 30 days before the expiry date.
 - If requested by the Ministry, the City signs any subsequent form of authorized requester agreement.
 - The City reviews and re-verifies information contained in its application for electronic data transfer including the list of authorized staff permitted to access driver abstract information.
 - The City satisfies any conditions stipulated by the Ministry of Transportation for the renewal of the agreement.

ANALYSIS

5. The Ministry has amended the standard ARIS agreement for by-law enforcement purposes to provide requesters with electronically certified plate information for court purposes. As an electronic certified plate product would be useful in court circumstances, it is recommended that the agreement be executed.
6. The Ministry may make similar amendments to the City of Barrie's other ARIS agreements to provide access to the electronic certified plate product. Paragraph 2 of the recommended motion would authorize the City Clerk to sign such amended agreements, should they be offered without the requirement for a separate staff report.
7. Paragraph 2 of the recommended motion would also authorize the Clerk to sign amendments to the agreement where the amendments are in keeping with the general intent of the agreement, without the requirement for a separate staff report each time. This authorization could include amendments related to the availability of additional products, specified terms regarding the authorized use of the products, maintaining confidentiality and security of information received from the Ministry, privacy provisions, security provisions, requirements of authorized users, auditing by the Ministry, etc.

ENVIRONMENTAL MATTERS

8. There are no environmental matters related to the recommended motion.

ALTERNATIVES

9. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could recommend that the amended agreement not be executed.

This alternative is not recommended as the City would not be able to receive electronically certified plate information for court purposes unless the amending agreement was executed.

Alternative #2

General Committee could recommend that the amended agreement be executed but not provide authority for the Clerk to execute any other amending agreements.

Although this alternative is available, it would require a separate staff report to be presented whenever the Ministry made a minor change to any of the ARIS agreements.

FINANCIAL

10. There are no direct financial implications for the Corporation resulting authorizing the City Clerk to execute an amended agreement.

LINKAGE TO 2014-2018 STRATEGIC PLAN

11. The recommendation(s) included in this Staff Report are not directly related to the goals identified in the 2014-2018 Strategic Plan.