

COMMITTEE OF THE WHOLE SEPTEMBER 3, 2002

**EXISTING STAFF COMPLEMENT APPROVAL – COMMUNITY
BUSINESS DEVELOPMENT COORDINATOR
(ITEM 7, BUDGET SUB-COMMITTEE MEETING OF AUGUST 22, 2002)**

Recommendation

The Budget Sub-Committee recommends:

That the recommendation contained in the following report of the Commissioner of Economic /Technology Development and Communications, dated August 22, 2002, be approved.

**Report of the Commissioner of Economic/Technology
Development and Communications**

The Commissioner of Economic/Technology Development and Communications recommends:

THAT the position of Community Business Development Coordinator be approved as a replacement for the "Development Services Communications Coordinator" position which has been shifted to Corporate Communications.

Purpose

The Community Business Development Coordinator shall enhance the City's business development efforts by providing the staff resource to supplement current levels of Economic Development activity, specifically within the local business community.

Background - Analysis and Options

The Economic and Technology Development department is committed to executing its function with the highest level of quality service delivery.

Currently, staff resources are strained, particularly given the departure of the Communications coordinator (to Corporate Communications) as well as the significantly increased Foreign Business Development activities over the past 18 months. Furthermore, the City currently has but one Senior Economic Developer, severely limiting the scope of activity that can be addressed at any one time.

These factors combine to create very few opportunities for remaining staff to develop new initiatives and little time for business retention initiatives.

The position staff proposes is that of a junior business development coordinator, dedicated to liaising with the business community. The individual shall assist the Manager of Business Development with retention efforts as well as International Partnership projects and shall work with the Senior Economic Developer to attract new business to the City.

This position would remain unchanged from its current grade and salary range as the "Development Services Communications Coordinator". It would be a Full time, Permanent position, graded at level 5 carrying an annual salary of \$ 46, 278 (start rate) plus benefits, according the 2001 Management Salary chart.

Conclusion

The inclusion of this resource within the Business/ Economic development group will assist significantly with our departmental efforts to implement the goals set forth in the City's *Vaughan Vision 2007* document.

Specifically, Strategic Priorities One, Two and Six, as identified in our Vaughan Vision statement, state that excellent service delivery, strong Economic/ Business development and sustained Public Relations efforts must be considered fundamental to our normal course of City business.

Staff is recommending that filling this position with a resource to further business development efforts will augment the effectiveness of the City's Economic/ Business development function.

Attachments

none

Report prepared by:

Emilia Valentini, Manager of Business Development

Respectfully submitted,

Councillor Bernie Di Vona, Chair