

**SPECIAL ASSISTANT – COMMUNICATION MANAGEMENT, OFFICE OF THE MAYOR**  
**PRE-BUDGET APPROVAL**

**Recommendation**

The Commissioner of Legal and Administrative Services in consultation with the City Manager and the City Clerk recommends:

That pre-budget approval be given to hire a Special Assistant – Communication Management on a contract basis;

That the salary range be determined through the job evaluation process;

That the City Clerk be directed to provide notice of an intention to adopt a part of budget and schedule a Council meeting for the purpose of approving the recommended position as required by the Municipal Act and By-law 394-2002; and

That the newly-created position be included as part of the Clerk's Department staff complement.

**Purpose**

To recommend hiring a Special Assistant - Communication Management on a contract basis to assist the Mayor.

**Background - Analysis and Options**

There is an immediate need to create the position of Special Assistant – Communication Management to assist the Mayor in the performance of the duties of the Office of the Mayor. Over the past decade the City has experienced phenomenal growth and the operation of the City has become increasingly complex requiring the Mayor's effective participation in City, Regional and Provincial issues. To address this need, it is being recommended that a full-time Special Assistant be hired to assume responsibility for scheduling all meetings involving the Mayor, communications and speech writing (job description attached). It is further recommended that the position be filled on a contract basis concurrent with the term of office of the Mayor subject to renewal as may be appropriate.

The Mayor's Executive Assistant would continue to provide internal and administrative support to the Mayor and co-ordinate the City's business with the Special Assistant. The Executive Assistant position is administrative in nature and does not possess the necessary expertise required of a Special Assistant – Communications expert.

**Relationship to Vaughan Vision 2007**

The creation of the new position is consistent with and will assist in achieving Vaughan Vision 6.1.2 to "expand and strengthen the level of communication services in support of the Mayor, Members of Council, Office of the City Manager, Departments, and Council-Appointed Committees".

**Conclusion**

The hiring of a full-time Special Assistant – Communication Management for the Office of the Mayor should significantly enhance communications and issues management in the Office of the Mayor.

**Attachments**

1. Job Description (MEMBERS OF COUNCIL ONLY)

**Report prepared by:**

John D. Leach, City Clerk

Respectfully submitted,

Robert Swayze,  
Commissioner of Legal and Administrative Services