

BUDGET COMMITTEE

APRIL 16, 2004

**COMMUNICATION COORDINATOR FOR THE MAYOR AND MEMBERS OF COUNCIL
PRE-BUDGET APPROVAL**

(Referred from the Budget Committee Meeting of March 31, 2004)

The Budget Committee at its meeting of March 31, 2004 recommended:

- 1) That this matter be referred to the Budget Committee meeting of April 8, 2004;
- 2) That the title for the position be changed to "Communication Coordinator for the Mayor and Members of Council"; and
- 3) That the memorandum from the City Clerk, dated March 30, 2004, be received.

The Budget Committee at its meeting of March 12, 2004 recommended:

- 1) That this matter be referred to the next Budget Committee meeting.

The Budget Committee at its meeting of March 5, 2004 recommended:

- 1) That this matter be referred to the next Budget Committee meeting.

The Budget Committee at its meeting of February 27, 2004 recommended:

- 1) That this matter be referred to the next Budget Committee meeting; and
- 2) That the deputation of Mr. Paul De Buono, Vaughan Watch, P.O. Box 5126, Vaughan, L6A 1R6, be received.

Report of the Commissioner of Legal and Administrative Services dated February 27, 2004

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 Communication Coordinator for the Mayor and Members of Council 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 Communication Coordinator on a contract basis to assist the Mayor.

Background - Analysis and Options

There is an immediate need to create the position of Communication Coordinator 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 Communication Coordinator 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 Communication Coordinator. The Executive Assistant position is administrative in nature and does not possess the necessary expertise required of a Communication Coordinator 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 Communication Coordinator for the Mayor and Members of Council should significantly enhance communications and issues management in the Office of the Mayor.

Attachments

1. Job Description (MEMBERS OF COUNCIL ONLY)
2. Memorandum from the City Clerk, dated March 30, 2004

Report prepared by:

John D. Leach, City Clerk

March 30, 2004

To the Chair and Members of
the Budget Committee

**Re: Item 7
Special Assistant – Communication Management, Office of the Mayor
Pre-Budget Approval**

This is to advise the Budget Committee that there have been changes to the title, job functions and job description relating to the above position. The title for the position is COMMUNICATION MANAGEMENT ASSISTANT, OFFICE OF THE MAYOR. The position has been created to assist the Mayor in "handling communications". This position is separate to that of Executive Assistant to the Mayor.

Staff is recommending the following:

- 1) That the title for Item 7 on the Budget Committee agenda be changed to:
COMMUNICATION MANAGEMENT ASSISTANT, OFFICE OF THE MAYOR
PRE-BUDGET-APPROVAL; and
- 2) That any reference to "Special Assistant – Communication Management, Office of the Mayor be changed to the new title.

Attached, is a revised Job Description for the position of Communication Management Assistant.

Respectfully submitted,


John D. Leach
City Clerk

Attachment: Job Description (Members of Council Only)

memorandum