

APPENDIX "E"
CITY OF VAUGHAN
REPORT NO. 2 OF THE
OPERATIONAL REVIEW COMMITTEE

*For consideration by the Council
of the City of Vaughan
on June 25, 2001*

The Operational Review Committee met at 10:23 a.m., on June 21, 2001.

Present: Councillor Mario Ferri, Chair
 Regional Councillor Michael Di Biase
 Councillor Mario G. Racco
 Councillor Gino Rosati

The following items were dealt with:

1 TERMS OF REFERENCE
COMPENSATION REVIEW

The Operational Review Committee recommends:

- 1) That Clauses 1 and 2 of the recommendation contained in the following report of the Deputy City Manager, dated June 21, 2001 be approved,
- 2) That the Council remuneration review be undertaken as part of this initiative;
- 3) That the Terms of Reference be approved as amended; and
- 4) That the Compensation Review Report be brought back to Council through the Operational Review Committee.

Recommendation

The Deputy City Manager in consultation with Grant Thornton and the Director of Human Resources recommend:

- (1) That the attached Terms of Reference to undertake a review of non-union compensation, including consideration of market and/or economic adjustments, as well as the performance appraisal system be approved;
- (2) That the review be expanded to include union compensation as well;
- (3) And that Council direction be provided regarding whether the review should also be undertaken in respect of Council remuneration.

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2 **DIVISION OF FUNCTIONS AND RESPONSIBILITIES**
 BETWEEN URBAN DESIGN AND PARKS DEVELOPMENT

The Operational Review Committee recommends:

- 1) That Clause 2 of the recommendation contained in the following report of the Commissioner of Community Services and Commissioner of Planning, dated June 21, 2001, be approved;
- 2) That the Division of Staff, as shown on Appendix A and Division of Functions, as shown on Appendix B, be approved as amended;
- 3) That the positions of Secretary to the Director of Urban Design and Technical Co-ordinator – Capital Projects (Parks Development) be added to the full time complement and filled as soon as possible;
- 4) That the request for (2) Landscape Technicians and one (1) Landscape Architect be brought back as part of the 2002 Budget process; and
- 5) That the job descriptions for the Director of Urban Design and the Director of Parks be approved.

Recommendation

The Commissioner of Community Services and Commissioner of Planning recommend:

- 1) That the Division of Functions, as shown in Appendix A, BE APPROVED;
- 2) That the position of Senior Urban Designer be filled as soon as possible; and
- 3) That the following positions be added to the full-time complement: two (2) Landscape Technicians, one (1) Landscape Architect, Secretary to the Director of Urban Design, and one (1) Technical Co-ordinator – Capital Projects

3 **DIVISION OF RESPONSIBILITIES – PUBLIC WORKS**

The Operational Review Committee recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Community Services and the Commissioner of Development Services and Public Works, dated June 21, 2001, be approved; and
- 2) That boulevard supervision be undertaken by Parks staff.

Recommendation

The Commissioner of Community Services and the Commissioner of Development Services and Public Works recommend:

That the Winter Maintenance Program be the responsibility of the Public Works Department (Roads Section), with the exception of facility parking lots; and

That a Clerk Typist "C" position be approved for the Parks administration area.

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4 **REQUEST FOR STAFF IN FLEET**

The Operational Review Committee recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Community Services, dated June 21, 2001 be approved; and
- 2) That the confidential recommendation of the Operational Review Committee, dated June 21, 2001, be approved.

Recommendation

The Commissioner of Community Services recommends:

That the two positions requested in the 2001 Budget process for Fleet, a Fleet Co-ordinator and a Clerk Typist, be approved.

5 **COMMISSIONER RESTRUCTURED RESPONSIBILITIES**

The Operational Review Committee recommends:

- 1) That a report be provided by the Deputy City Manager respecting whether there should be any division of the City Clerk's Department responsibilities with the Commissioner of Corporate Services; and
- 2) That the verbal reports of the City Manager and Commissioners be received.

6 **CORPORATE COMMUNICATIONS REVIEW**

The Operational Review Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, dated June 21, 2001:

Recommendation

The Deputy City Manager recommends that, with the substantial completion of the Operational Review and the appropriate placement of functional areas reporting to senior staff, that it is timely to undertake the Corporate Communications Review that was directed by Council through the Budget Sub-Committee; and further that Grant Thornton be retained to complete and report on this Review, given their relationship to the Organization through the Operational Review Study and its reporting links to Council.

7 **STRATEGIC PLANNING INITIATIVES**

The Operational Review Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, dated June 21, 2001:

The Deputy City Manager recommends that:

- (1) The following Overview of the Strategic Planning Cycle be received; and further, that resources of Grant Thornton be authorized to assist in the development of the Agenda and the facilitation of the Strategic Planning Retreat scheduled for September/October, 2001; and

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- (2) Grant Thornton also be requested to provide a recommendation as to the staffing requirements for the ongoing work associated with strategic initiatives and policy.

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The meeting adjourned at 12:25 p.m.

Respectfully submitted,

Councillor Mario Ferri, Chair