

APPENDIX "E"
CITY OF VAUGHAN
REPORT NO. 6 OF THE
OPERATIONAL REVIEW COMMITTEE

*For consideration by the Council
of the City of Vaughan
on June 24, 2002*

The Operational Review Committee met at 2:10 p.m., on June 20, 2002.

Present: Councillor Mario Ferri, Chair
Mayor Michael Di Biase
Regional Councillor Gino Rosati
Councillor Mario G. Racco (3:06 p.m. – 4:20 p.m.)

Also present: Regional Councillor Joyce Frustaglio (2:49 p.m. – 4:20 p.m.)
Councillor Bernie Di Vona (2:44 p.m. – 4:20 p.m.)
Councillor Linda Jackson
Councillor Susan Kadis (2:22 p.m. – 4:20 p.m.)

The Operational Review Committee recessed at 4:20 p.m. and reconvened at 4:45 p.m. with the following members present:

Present: Councillor Mario Ferri, Chair
Mayor Michael Di Biase
Regional Councillor Gino Rosati
Councillor Mario G. Racco (4:50 p.m. – 5:35 p.m.)

Also present: Regional Councillor Joyce Frustaglio
Councillor Bernie Di Vona
Councillor Susan Kadis (4:45 – 5:35)

PRESENTATION: Telus Mobility - Pino De Miglio, Manager of Corporate Sales; James Kennedy, Manager, Real Estate and Government Affairs; Albert Wong, Sr. Corporate Account Manager, Wireless Enterprise Solutions and Jeff McCarley, Manager, RF Engineering - conducted a presentation to Members of Council with respect to Telus Mobility cellular phones.

The following items were dealt with:

1 **REVIEW OF CITY MANAGER'S BY-LAW**

The Operational Review Committee recommends that the confidential recommendation of the Operational Review Committee be approved.

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CORPORATE COMMUNICATIONS REVIEW

The Operational Review Committee recommends:

- 1) That Clauses 1, 2, 3, 5, 7 and 8 contained within the following report of the Commissioner of Economic/Technology Development and Communications, dated June 20, 2002, be approved;
- 2) That Clause 4 be approved subject to deleting the word "Finance" in Clause 4 a) and inserting the word "Clerk's";
- 3) That Clause 6 be approved subject to deleting the word "Contingency" and inserting the phrase "current Operating Budget";
- 4) That Clauses 9, 10, and 11 be referred to the Budget Sub Committee; and
- 5) That Staff be directed to bring a report forward by the end of September 2002, on the most appropriate timing with respect to the move of the Communication Accounts Specialist (Community and Corporate Relations).

Recommendation

The Commissioner of Economic/Technology Development and Communications, in consultation with the Director of Corporate Communications and Carmela Succi, CVS Consulting, recommends:

- 1) That the proposed structure and phased implementation (attachment 1), be adopted and staff directed to prepare and conduct evaluations for job descriptions for the positions identified;
- 2) That a comprehensive Corporate Communications Strategic Plan be developed, aligned with the draft Vaughan Strategic Plan;
- 3) That staff report back in September with a detailed implementation plan and work plan;
- 4) That the non-core functions of Council Budget and Administrative Support Management currently performed by the Director be reassigned, effective immediately, as follows:
 - a) Council Budget transferred to the Finance Department;
 - b) Council Administrative Support Management be transferred to Clerk's Department;
- 5) That Ted Hallas be appointed as Communications Account Specialist (Media Relations and Web), effective immediately, to be funded from the Corporate Communications 2002 Budget;
- 6) That recruitment commence immediately for the new Communications Account Specialist (Internal/Public Relations), and funds be allocated from Contingency funds;
- 7) That recruitment commence immediately for the new Communications Account Specialist (Hydro) to be funded from the budget of Hydro Vaughan Distribution Inc.;
- 8) That the Information Desk Attendant, currently reporting to the Clerk's Department be transferred to Corporate Communications and the corresponding budget for salary and benefits be reallocated to Corporate Communications;
- 9) That effective 2003, the Communications Account Specialist (Community and Corporate Relations) be retained, with budget funds allocated in the 2003 budget;

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- 10) That effective 2003, the Communications Account Specialist (Creative Services) be retained with budget funds allocated in the 2003 budget; and
- 11) That based on the approval of the above structure and resources, that appropriate funds be allocated, based on the implementation and work plan, to assist with implementation throughout the remainder of 2002.

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The meeting adjourned at 5: 35 p.m.

Respectfully submitted,

Councillor Ferri, Chair