

**CITY OF VAUGHAN**  
**REPORT NO. 5 OF THE**  
**AUDIT AND OPERATIONAL REVIEW COMMITTEE**

*For consideration by the Council  
of the City of Vaughan  
on July 13, 2010*

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The Audit and Operational Review Committee met at 10:20 a.m., on July 5, 2010.

Present:                      Regional Councillor Gino Rosati, Chair  
                                 Regional Councillor Mario F. Ferri  
                                 Councillor Bernie Di Vona  
                                 Councillor Sandra Yeung Racco

The following items were dealt with:

**1                                      CORPORATE EVENTS FUNCTION**

**The Audit and Operational Review Committee recommends:**

- 1)        That the responsibility of Special Events functions be transferred to Community Services;**
- 2)        That appropriate staff be re-assigned from the Corporate Communications Department;**
- 3)        That staff report back to the Audit and Operational Review Committee, if required, outlining the implementation of the subject transfer;**
- 4)        That the Corporate Communications Department focus on the City's corporate image and promotion as originally intended;**
- 5)        That the corporate structure review be initiated with an outside consultant hired to work with the City Manager, Members of Council and the Senior Management Team and a report be brought back to the Audit and Operational Review Committee;**
- 6)        That any additional resources required be addressed through the Budget Committee; and**
- 7)        That the following report of the City Manager and the Director of Corporate Communications, dated July 5, 2010, be received.**

**Recommendation**

The City Manager and the Director of Corporate Communications, in consultation with the Commissioner of Community Services and the Director of Corporate Communications and the Director of Recreation & Cultural Services recommend:

That the Action Steps as noted in the following report be approved.

**2                    DRAFT POLICY FOR EMPLOYEE BUSINESS RELATED EXPENDITURES**

**The Audit and Operational Review Committee recommends approval of the recommendation contained in the following report of the Commissioner of Finance/City Treasurer and the Director of Financial Services, dated July 5, 2010 and that staff take into consideration the Committee's comments:**

**Recommendation**

The Commissioner of Finance/City Treasurer and the Director of Financial Services in consultation with the Senior Management Team and the Internal Auditor recommends:

- 1) That the attached draft policy for Employee Reimbursement for Business Related Expenditures and Advances be approved, with the effective date of October 1, 2010; and
- 2) That staff training take place during the transition period to the October 1, 2010 effective date of the new policy; and
- 3) That the adopted policy for Employee Reimbursement for Business Related Expenditures and Advances replace the current Attendance at Conferences and Seminars Policy No. 03.03.

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The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Regional Councillor Gino Rosati, Chair