

Senior Management Team

Corporate Services - Update

Presented by: Michael Tolensky, CFOO

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Corporate Services Reorganization

- Improve efficiencies
- Improve/Strengthen Communications
- Better service the organization
- Enhance reporting structures
- Leverage TRCA staff to support the TRCF

New Business Units:

- Clerk's Office *
- Finance
- Information Technology and Records Management *
- Marketing and Events *
- Project Management Office
- Property and Risk Management
- Strategic Business Planning and Performance

*Denotes a change in the business unit name

Summary of Key Changes (CFOO and Clerk's Office)

- Lisa Peng now reports to me as Administrative Assistant.
- Following a competitive recruitment process, Alisa Mahrova has accepted the role of Clerk and Manager, Policy and Alisa will lead the newly formed Clerk's Office business unit.
- Alisa's former role has been converted to that of Deputy Clerk and Analyst, Policy. A competitive recruitment process for this position will commence shortly.
- The Records team now reports to Chris J. Moore, to allow for enhanced synergies between TRCA records management and information technology management.
- Rea Lingo-Santaguida has been transferred to the Property and Risk Management business unit, Property Maintenance and Leases team to perform much-needed office services responsibilities.

Summary of Key Changes (Finance)

- The vacant Senior Manager, Financial Planning and Reporting will be repurposed to Manager, Finance. The Manager, Finance, under Pamela's direction, will lead Financial Analysis, Procurement, Payroll, Accounting Services and a newly created Project Accounting stream. A competitive recruitment process for the Manager, Finance will commence in the near future.
- A Project Accounting unit has been formed to increase governance over the organization's finance function. As such R&I will fund a new Supervisor, Project Accounting, which will lead the Project Accounting team, consisting of Jordan Budway, Laura Jackson, Janet Telfer, Terri Ann McIntosh and Nataliya Marchak. The team will split their time between the Boyd Field Office and Head Office, in order to best serve the organization.

Summary of Key Changes (M&E)

- On an interim basis both Sabrina Minnella, Manager, Events and Karin Micheelsen, Manager, Marketing Services will report directly to me.
- On an interim basis Jess Harris, Media Relations Specialist, will join the CEO's Office, reporting to Michelle Sirizzotti, Senior Manager, Strategy and Business Operations.
- Chris G. Moore, Manager, Digital Media and Fahad Tariq, Web Developer, CRM/Ecommerce will join the Information Technology and Records Management business unit, under a new 'Digital Media' function, with the goal of strengthening the organization's web presence focusing on functionality and security.
- Laura Vanderluit and Stephanie Brown, Project Manager, Marketing, will both report directly to Karin Micheelsen.

Summary of Key Changes (TRCF)

- Judith Reda is reporting to Sabrina Minnella in Events
- Deborah Porkornik, Natasha Bowes and James Allen are reporting to Kim Krawczyk in Strategic Business Planning and Performance
- Better integration of campaign initiatives, through pooling of resources

Summary of Key Changes (ITRM)

- Enterprise Applications & Business Systems, led by Dan Clayton, Manager. Reporting to Dan will be Ming Guo and Jamie Duncan. Reporting to Jamie is Michael Ellis and Carmen Lazar.
- Business Intelligence & Data Analytics, led by Jason Tam, Manager, with all TRCA GIS Specialists, GIS Technologists and GIS Technicians reporting to Jason, including Colleen Gibson, who will be making the move from the Restoration and Infrastructure division, which is expected to increase collaboration within the organization.
- IT Operations, led by Kevvy Weng, Manager, with direct reports Roger Hua and Justin Sienes.
- IT Infrastructure, led by James Dong, Manager with direct reports Sherrill Bao and Asif Shah.
- As previously noted, Digital Media, led by Chris G. Moore, Manager and Records, led by Jason Ramharry, Supervisor.

Summary of Key Changes (PMO/P&RM/SBPP)

- In order to better serve the needs of our stakeholders, the entire Special Projects and Design Services team and Wei Pang, Project Landscape Designer, has been transferred to the Restoration and Infrastructure division as part of their new Professional Services Business Unit.
- Major Contracts and Construction led by Aaron D'Souza, Senior Manager and Project Management Services led by Lisa Turnbull, Senior Manager, will continue to report to me. We will be working to better tier staff in these units for improved span of control and enabled collaboration.
- Krystal Williams, Receptionist (Head Office) will now report to Lori Colussi in Property Maintenance and Leases. This will align the administrative function of reception and offices services, with the above noted announcement of Rea Lingo-Santaguida joining the business unit.
- As TRCA's financial systems evolve through modernization efforts, the goal remains for SBPP to rejoin Finance at a later date, to establish a complete business unit providing performance measurement for the organization.

Corporate Services – Priorities

- Continued support on the clean up of the 2020 budget
- Funding Strategy for Digital Transformation Road Map
- Procurement procedures are currently going through the internal approval process and will be available in the new year

Corporate Services – Required Cooperation

- Annual report and metrics / business synopsis and rationale update
- Staff who need support preparing journal entries should reach out to Finance (Svitlana Zinina), rather than Senior Coordinators on the SBPP team going forward.
- Finance banking policies approved and effective Jan 1. Includes policy and procedures re: cheque issuance and cash receipts to highlight a couple relevant to all staff. Communication to follow - please encourage staff to read and reach out to Finance with any questions.
- 2019-year end timelines for all reporting available on the Hub. Reminder email going out next week. All deadlines are in January. Please reach out to your vendors and stakeholders now to invoice now if possible. For work ending Dec 31, need invoices within first 2 weeks of January. Cannot receive invoices in Feb for Dec work. All 2019 deadlines are linked to 2020 budget dates as well. 2020 budget dates have moved up.

Corporate Services – Heads Up

- Year end CPR reporting and tweaking of 2020 deliverables (operating and special) need to be completed prior to the holidays
- New funding and grant coordinator – Max Smith
- Upcoming meetings with Business Unit Heads regarding developing the Divisional Digital Transformation Road Maps
- Vacation balances for your staff can be viewed in Dayforce. Report also available for managers to view balances for all their staff.

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