



The St. John Council for Ontario

Memorandum

To: Branches, RCSCs, Council for Ontario Staff
From: Terry Wardrop
Subject: XBS
Date: April 11, 2006

Council for Ontario has enjoyed a successful partnership with Xerox for the past five years. As of April 15th, 2006 our contract with Xerox reaches its fulfillment.

Over the past several months, we have done an extensive review of the services and costs associated with having on-site third party service for Graphics, Stores and Mailroom functions. After much deliberation, and purely for economic reasons, we have elected not to renew a contract with Xerox.

Geoff Li will continue in his current role of providing graphics and operations support. Effective April 16th, 2006, Geoff will become a St. John Council for Ontario employee reporting to Gail Opaleychuk who is responsible for our Facilities Management. He will be a welcome addition to our group and we are pleased that he has agreed to join the family of St. John. Geoff will continue to provide you with excellent service for your graphics and print needs.

Nelson Raposo and Cameron Herman are moving on to other Xerox locations. We thank them for their service to us and wish them well in their new endeavours.

This change means that Council for Ontario will be hiring a new person to manage our Stores operation. We have been actively recruiting for this role, but have not found the ideal candidate as yet. We ask for your patience during our search.

It is my goal to make this transition as seamless as possible with minimal interruption to your needs. To that end, we will have an interim person on site to handle all Stores orders.

Effective April 18th, please use the following process to place orders with our Stores department. We ask that you please not phone orders in.

Email requests to stores@on.sja.ca
Fax requests to (416) 923-4856

To speak directly with Stores personnel, continue as you have in the past by dialing our phone number and keying in extension 234. For additional support, questions or comments please don't hesitate to contact Gail directly - (gopaleychuk@on.sja.ca) (416) 923-8411 x242.

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