Attachment 1 Illustrative Overview of Corporate Services Task Categorization* **Human Resources** Recruiting and onboarding of new Preparing and updating annual Drafting job descriptions and workforce plans postings Conducting departmental staff Meeting weekly with direct reports Discussing other HR-related and Collective Agreement matters meetings **Records Management** Training internal staff Auditing program areas Managing departmental files Managing individual email and files Managing the corporate record life Coordinating the corporate records and information management program Supporting TabFusion Providing guidance to municipal Liaising with the offsite storage departments provider **Meeting Support** Preparing and publishing agendas Coordinating late agenda items Transcribing minutes Tracking council resolutions Attending meetings Preparing action reports Publishing meeting videos Completing required Council Preparing correspondence directions Scheduling business items Managing online meeting calendars Setting and clearing meeting spaces and equipment Administration Managing correspondence Managing invoices Preparing and overseeing annual budgets Managing staff attendance Lowering/raising of flags and related Accessioning and digitizing archival communications materials E-filing LTSA documents Preparing annual statutory notices Updating departmental web content (Schedule of Meetings, Annual Report) Reports/Documents/Presentations Drafting, developing, disseminating, and tracking of: Bylaws Staff reports Memoranda Policies Guidance documents Presentations Miscellaneous Training and professional Completing other extraordinary Conducting special projects development of departmental staff tasks not falling within another category FOI & Privacy

Customer Service - Internal Responding to requests for assistance from municipal departments, CAO, Council, or internal committees including:

requests

guidance

Customer Service - External

Developing and implementing

Coordinating and responding to

formal access to information (FOI)

policies and procedures

Providing service to members of the public, external groups, or organizations

Providing internal staff training

Auditing program areas

Completing or assisting with research requests to the Archives

Commissioning documents (foreign pensions and proof of life) for residents

Assisting departments with FOI &

Administering the Township's

Privacy Management Program

privacy matters

Researching meeting minutes Locating and retrieving historical Aggregating historical background staff reports Providing technical and procedural Reviewing draft bylaws and policies Certifying municipal documents and Council resolutions

^{*} Tasks listed are illustrative of the task types associated with each category.