

## Attachment 1

### Illustrative Overview of Corporate Services Task Categorization\*

| Human Resources                                                                                                   |                                                                              |                                                                              |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| • Recruiting and onboarding of new hires                                                                          | • Preparing and updating annual workforce plans                              | • Drafting job descriptions and postings                                     |
| • Conducting departmental staff meetings                                                                          | • Meeting weekly with direct reports                                         | • Discussing other HR-related and Collective Agreement matters               |
| Records Management                                                                                                |                                                                              |                                                                              |
| • Training internal staff                                                                                         | • Auditing program areas                                                     | • Managing departmental files                                                |
| • Managing individual email and files                                                                             | • Managing the corporate record life cycles                                  | • Coordinating the corporate records and information management program      |
| • Supporting TabFusion                                                                                            | • Providing guidance to municipal departments                                | • Liaising with the offsite storage provider                                 |
| Meeting Support                                                                                                   |                                                                              |                                                                              |
| • Preparing and publishing agendas                                                                                | • Coordinating late agenda items                                             | • Transcribing minutes                                                       |
| • Attending meetings                                                                                              | • Preparing action reports                                                   | • Tracking council resolutions                                               |
| • Publishing meeting videos                                                                                       | • Completing required Council directions                                     | • Preparing correspondence                                                   |
| • 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 communications                       | • Accessioning and digitizing archival materials                             |
| • E-filing LTSA documents                                                                                         | • Preparing annual statutory notices (Schedule of Meetings, Annual Report)   | • Updating departmental web content                                          |
| Reports/Documents/Presentations                                                                                   |                                                                              |                                                                              |
| Drafting, developing, disseminating, and tracking of:                                                             |                                                                              |                                                                              |
| • Staff reports                                                                                                   | • Memoranda                                                                  | • Bylaws                                                                     |
| • Policies                                                                                                        | • Guidance documents                                                         | • Presentations                                                              |
| Miscellaneous                                                                                                     |                                                                              |                                                                              |
| • Conducting special projects                                                                                     | • Training and professional development of departmental staff                | • Completing other extraordinary tasks not falling within another category   |
| FOI & Privacy                                                                                                     |                                                                              |                                                                              |
| • Providing internal staff training                                                                               | • Developing and implementing policies and procedures                        | • Assisting departments with FOI & privacy matters                           |
| • Auditing program areas                                                                                          | • Coordinating and responding to formal access to information (FOI) requests | • Administering the Township's Privacy Management Program                    |
| Customer Service - Internal                                                                                       |                                                                              |                                                                              |
| Responding to requests for assistance from municipal departments, CAO, Council, or internal committees including: |                                                                              |                                                                              |
| • Researching meeting minutes                                                                                     | • Locating and retrieving historical staff reports                           | • Aggregating historical background information                              |
| • Providing technical and procedural guidance                                                                     | • Reviewing draft bylaws and policies                                        | • Certifying municipal documents and Council resolutions                     |
| Customer Service – External                                                                                       |                                                                              |                                                                              |
| • Providing service to members of the public, external groups, or organizations                                   | • Completing or assisting with research requests to the Archives             | • Commissioning documents (foreign pensions and proof of life) for residents |

\* Tasks listed are illustrative of the task types associated with each category.