

## **Schedule 1 – Corporate Services Standing Committee**

### **Mandate of the Committee**

The Corporate Services Standing Committee will be receiving reports regarding Legal, Human Resources, By-law, IT, Clerks, Fire, and the CAO's departmental matters. Meetings will be called on an ad-hoc basis by the Chair and/or Town Clerk. If no meeting is held, minutes will be forwarded to the next Council meeting for approval. The Town Clerk shall direct the following general matters to the Corporate Services Standing Committee for consideration and report to Council:

- a) Appointments to or resignations from Advisory Committees after the initial appointments at the commencement of a Council term;
- b) Corporate communications;
- c) By-law enforcement matters;
- d) Fire services matters;
- e) Council support services;
- f) Remuneration By-law;
- g) Customer service (corporate plans and policies);
- h) Human resources matters such as: Corporate training, benefits and compensation; employment policies, health and safety, labour relations, human rights; recruitment; and payroll matters;
- i) Information technology;
- j) Intergovernmental matters;
- k) Legal services;
- l) Legislative services;
- m) Municipal elections;
- n) All matters of a confidential nature (as prescribed in The Municipal Act; Section 239).

The Committee may consider other matters referred to it by Town Council. This Committee's goal is to ensure financial sustainability, accountability and transparency, and always manage risk to the Corporation by taking into consideration the best interests of the Town of Grimsby.

### **Committee Composition**

- Up to 4 members of Council
- Staff lead is the Chief Administrative Officer (CAO)
- The Mayor is a member of this committee
- A member of Council will Chair this committee

### **Committee Term**

- The term of Town Council

### **Advisory Committees reporting to Corporate Services Standing Committee**

- The Grimsby Downtown Improvement Area
- Joint Fire Services Advisory Committee
- Joint Accessibility Advisory Committee

The meetings of this Standing Committee may be live streamed.