



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** 9/8/2017

**Report Number:** [SRCFS.17.998]

**Department:** Corporate and Financial Services

**Division:** Legislative Services

**Subject:** **Staff Report SRCFS.17.998 – Job Description for Council/Committee Coordinators**

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### **Purpose:**

To provide information.

### **Recommendation(s):**

That the updated job description for the Council/Committee Coordinator position be received.

### **Contact Person:**

XXXX

Submitted by: Mary-Anne Dempster, Commissioner of Corporate and Financial Services

Approved by: Neil Garbe, Chief Administrative Officer

### **Report Approval:**

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

### **Background:**

XXXX

### **Subheading**

XXXX

### **Financial/Staffing/Other Implications:**

XXXX

## **Subheading**

XXXX

## **Relationship to the Strategic Plan:**

XXXX

## **Conclusion:**

XXXX

## **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- XXXX
- XXXX
- XXXX