



To: Council
From: Loriann Harbers
Date of Meeting: May 11, 2022
Reporting Month: April 2022
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

- Preparation of reports and correspondence related to Council meetings (Regular, Special and Committee of the Whole Council Meetings and Committee of Adjustment Meetings)
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions and by-law
- Issuing marriage licenses/lottery licence
- Modernization Funding Reporting
- Submission of Information and Privacy Report
- Closure of one FOI appeal file
- Review of lease and tower agreements
- Day to day IT issues and requests
- There were 88 Access E11 requests responded to in the month of March
- Deputy Clerk completed Municipal Clerks Institute Level 2 training

Work in Progress:

- Multiple Vendor meetings and contract negotiations to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 and Intake #3 Funding
- Preparations for 2020 Municipal Elections
- Raisin River Heritage Centre – Heritage Designation
- Willy Allan Road transfer project
- Coordination of marriage license / officiants
- On-going activity Freedom of Information files (6); training and support secured through Planning and Building departments
- Maintenance of legal files
- Support to Lot Grading project implementation
- Mobile phone planning overview
- Maintenance of data control projects (PSD)
- Business Continuity and IT Governance project meetings
- Cloudpermit meetings (import project; outstanding issues/requests)
- ICO / Vadim integration (volunteer firefighter payroll)
- Questica / Vadim integration
- Network upgrades at Garage and Station 4
- ProWare export / Cloudpermit import of old permit data
- SIEM implementation
- Disposition of decommissioned IT hardware from WTP/WWTPs
- Corporate Services student orientation and training