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**To:** Council  
**From:** Loriann Harbers  
**Date of Meeting:** June 8, 2022  
**Reporting Month:** May 2022  
**Subject:** Monthly Activity Summary-Director of Corporate Services/Clerk

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**Work Completed:**

- Regular meetings with Deputy Clerk and IT Business Systems Coordinator
- Regular Directors meetings
- 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
- Meeting with Watson & Associates regarding Fees and Charges review
- Hosted SDG interested Candidates Information Session
- Support to Development Charges Information Session for Key Stakeholders
- Preparation of Municipal Election related communication
- Contracts and procedures surrounding Municipal Elections
- Support to South Nation Conservation/Raisin Region Conservation Authority Free Tree Giveaway
- Corporate Services student interviews - we are pleased to advise that Jessica Barkley and Anna McFarlane will be joining us for the 2022 season
- Administrative Assistant, Tyler Jones joined us on May 24, 2022. We are pleased to have him and look forward his input to the Corporate Services team
- Unopened Road Allowance Policy
- Day to day IT issues and requests

**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
  - Work Order software implementation
  - Asset Management software implementation
  - Records Management policy and software re-development and implementation
  - Human Resource software implementation
- Administrative Assistant orientation and training is on-going
- Information Technology Integration Strategy
- Preparations for 2020 Municipal Elections (South Stormont hosts SDG Election(s) meetings)

- Master Municipal Lot Grading GIS Program and RFQ
- Lease of Property Policy
- Delegation of Authority Review
- Willy Allan Road transfer project
- Coordination of marriage license / officiants
- On-going activity Freedom of Information files (6); two appeals have been received
- Maintenance of legal files
- 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