



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: July 13, 2022
Reporting Month: June 2022
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

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 and lottery licences
- Preparation of Municipal Election related communication
- Contracts and procedures surrounding Municipal Elections
- Questica / Vadim integration
- Day to day IT issues and requests
- Records management project (ongoing)
 - Parks and Recreation site deployed to Department staff
 - DRCs provided with overview of the first live site/project update
- AMCTO Conference
- Students participated in the FAM tour hosted by the Counties

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
- 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

- Mobile Device Policy
- Municipal Asset Recognition Policy
- Video Surveillance Policy
- Maintenance of legal files
- Business Continuity and IT Governance project meetings
- Cloudpermit meetings (import project; outstanding issues/requests)
- ICO / Vadim integration (volunteer firefighter payroll)
- 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

Other Updates:

- An agreement with Optimus SBR has been signed to secure on-going support under Intake #3 of the Modernization Project. The contract secures IT project support and integration specialization through to the end of 2022 with the potential to be extended to February 2023 within the existing funding.
- As a result of an RFQ, staff are in the process of negotiating an agreement with JL Richards to support the development of a Master Municipal Lot Grading GIS Layer.
- The Township of South Stormont has entered into an agreement with Intelivote Systems Inc. (ISI) to manage the 2022 Municipal Elections. As part of the election process, ISI will be producing the Voter Instruction Letters and will be working with the Municipal Property Assessment Corporation (MPAC) throughout. As a result, an agreement outlining the use of the Township's elector information during the election has been signed and executed.
- There were a total of 122 cases logged in the customer service tracking system in the month of June.
- Our Corporate Services students have been working on organizing the file room, preparing and listing documents to be scanned or shredded. They have also been drafting various policies, assisting at the front desk by answering phone calls and taking payments, as well as helping to mail out water and tax bills.

In addition to the in-house scanning taking place by the students:
 67 (approx.) bankers boxes were sent away for scanning
 137 boxes were shredded