



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: March 8, 2023
Reporting Month: February 2023
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
- 70 cases were logged into the Township's tracking system in February, 2023
- 32 day to day IT tickets tracked in February, 2023
- IT onboarding for new employees (3)
- Installation and configuration of new document scanner for record digitization
- Replacement of main server at Township Office

Work in Progress:

- Vendor meetings to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 and Intake #3 Funding
- By-law Enforcement Software implementation
- Master Municipal Lot Grading GIS Program (Phase 2)
- Municipal Elections Reporting
- Lease of Property Policy
- Delegation of Authority Review
- Meetings association with the Raisin River Heritage Centre
- Coordination of marriage license / officiants
- Municipal Asset Recognition Policy
- Council Compensation and Expense Policy
- Vehicle and Mileage Policy
- Business Continuity and IT Governance project meetings
- Records Management Project (SharePoint migration)
- Configuration and deployment of replacement laptops
- Deployment and testing of new shared iPads
- ICO / Vadim integration (volunteer firefighter payroll)
- ProWare export / Cloudpermit import of old permit data
- SIEM implementation
- Internet upgrade at Fire Station 3
- 2023 Budget and Project List
- Website accessibility enhancements
- Freedom of Information request
- Annual reporting (IPC, Accessibility etc.)
- Trillium Road Groundwater Easement Expropriation