Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services

To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: May 10, 2023
Reporting Month: April 2023
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)
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions and by-law
- Emergency Management training
- 120 cases were logged into the Township's tracking system in April, 2023

Work in Progress:
- Multiple Vendor meetings to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 and Intake #3 Funding
- By-law Enforcement Software
- Master Municipal Lot Grading GIS Program and RFQ
- Lease of Property Policy
- Delegation of Authority Review
- Records Management Project meetings to develop department SharePoint sites and site security/permissions
- Issuing marriage and lottery licences
- Website accessibility enhancements
- Emergency Management Program development
- Reception safety procedures
- Review of live phone reception options

Information Technology
Work Completed:
- 39 day to day IT tickets tracked in April, 2023
- Deployed replacement laptops for staff (2)
- Prepared laptops and IT access for summer students (10)
- Installation of urgent security updates on Township computers

Work in Progress:
- Technology enhancements to boardroom (TV, virtual meeting hardware etc.)
- Deployment of replacement laptops
- Deployment of new shared iPads
- Training for Voyent Alert software
- ICO / Vadim integration (volunteer firefighter payroll)

- ProWare export / Cloudpermit import of old permit data
- SIEM implementation
- Business Continuity and IT Governance project meetings

Notes:

1. The Student Bursary Program requires submission be received by April 30. By inadvertence, the advertising for submissions has not occurred and as such, staff propose extending the deadline to June 9. It is anticipated that the committee will review and bring a recommendation late June.
2. Corporate Services is pleased to welcome Anna MacFarlane back this spring/summer season as our Student Administrative Assistant. Anna will be supporting front counter reception, in addition to records management and policy development projects.