

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: December 13, 2023
Reporting Month: November 2023
Subject: Monthly Activity Summary - Director of Corporate Services/Clerk

Work Completed:

- Regular meetings with Deputy Clerk, IT Business Systems Coordinator and Administrative Assistant
- 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
- Hosted SDG Clerk's Meeting
- Attend Government Relations Seminar (SDG Counties)
- Completed legislated reporting to Emergency Management Ontario
- Emergency Management notification process (Voyant Alert)
- Presentation of Multi-Year Accessibility Plan to SDG Accessibility Committee
- Reporting in response to Modernization Intake #3 funding
- Submission of application for funding through the Community Emergency Preparedness Grant
- Closed meeting protocol updated
- 39 cases were logged for Public Works and 4 for By-law Enforcement into the Township's tracking systems in November, 2023

Delegated Authority Items:

- Submitted grant application: Community Emergency Preparedness Grant (\$28,200)

Work in Progress:

- Registration and training associated with Permanent Register of Electors and Voters' List implementation
- Trillium Landfill expropriation project
- Records Management Project meetings to develop department SharePoint sites and site security/permissions
- Issuing marriage and lottery licences
- Transfer of lottery licence oversight to Finance
- Website accessibility enhancements
- Donations / Donations of Lands and/or Buildings Policies
- Support to Cornwall Handgun Club mediation
- Development of IT Oversight Committee

Information Technology

Work Completed:

- Deployed new Microsoft Teams Room system and TV in the boardroom (complete).
- Completed IT setup/onboarding for three new-hires, and deactivated one former employee's IT accounts
- Assisted with office renovations (relocated IT equipment to new offices)
- AP Workflow project with Avocette (ongoing)
- Configured new mobile device management / enrollment process for corporate iPhones
- Continued working on ProWare/Cloudpermit data import project as time permitted
- Day to day IT support, including 23 new IT tickets logged in November

Work in Progress:

- IT support for records management project
- ICO / Vadim integration (volunteer firefighter payroll)
- ProWare export / Cloudpermit import of old permit data
- SIEM implementation
- Business Continuity and IT Governance project meetings
- Finance department accounts payable workflow automation project
- HRIS implementation of timesheet opportunities