

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: January 13, 2021
Reporting Month: December 2020
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

- Preparation of reports and correspondence related to December Council meetings (Public, Regular and Special Council Meetings, Committee of Adjustment, Waterfront Development)
- Vendor meetings to co-ordinate pet licensing (DocuPet), building (Cloudpermit), fire (ICO) and budget (Questica) software
- IT prep for new staff, upgrades and installation of software, mobile devices and laptops
- Conducted program review of complaint tracking system (AccessE11)
- Human Resource training webinars (Cunningham Swan)
- CUPE / South Stormont job evaluation for pay equity review
- POA Panel Meeting
- Processed 74 boxes of files (scan, quality check and shred)
- Prepared and delivered 98 boxes of building permit files, from former Townships of Cornwall and Osnabruck to 2018 South Stormont for professional scanning.
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions, by-law and miscellaneous Covid-19 related inquiries.

Work in Progress:

- 2021 budget, goals and objectives
- Online Business Directory enhancement – addition of photos
- Fire Department Software and Establishment By-law
- IT Managed Services project / EM+S Project
- Governance Review (closed meeting, procedural by-law and agenda management)
- Stats review and analysis – implementation of AccessE11 in other departments
- Department support meetings (AccessE11, user account identification, records management)