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**To:** Council  
**From:** Loriann Harbers  
**Date of Meeting:** November 10, 2021  
**Reporting Month:** October 2021  
**Subject:** Monthly Activity Summary-Director of Corporate Services/Clerk

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## **Work Completed:**

### Corporate Services

- 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, by-law and miscellaneous Covid-19 related inquiries.
- Assist with other cemetery reporting / inquiries – Union and Waterdown
- eScribe webinar (usability/upcoming enhancements) and eScribe training and support for Planning / COA meeting
- Issuing marriage licences and meeting with happy couples
- Clerk's Forum
- Submission of Municipal Modernization Intake #3 Grant Application
- Corporate Services multi-year budget
- Day to day IT issues and requests

### Information Technology

- ProWare export / Cloudpermit import of old permit data
- Cell booster installation at WTP/WWTPs
- Cloudpermit / ProWare import

## **Work in Progress:**

### Corporate Services

- Compilation of Cemetery Grant applications – 4 have been received
- Accessibility plan update in advance of presenting to SDG Accessibility Committee
- Multiple Vendor meetings to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 Funding
  - Asset Management
  - Work Order System
  - Human Resource Information System
  - Electronic Time Sheets
  - Planning Software

- Fuel System
  - Parks and Recreation Software
  - Records Management System
- Preparations for 2020 Municipal Elections
  - Raisin River Heritage Centre Project
  - Delegation of Authority Review
  - Noise / Nuisance by-law research
  - Firearms by-law research and meetings
  - Signage by-law review
  - Fire and Rescue Establishing by-law
  - Closed meeting investigator contract
  - Willy Allan Road transfer project
  - Coordination of marriage license / officiants
  - On-going activity Freedom of Information files (2)
  - Land Sale activities (6 files underway)
  - Maintenance of legal files
  - Personnel related meeting(s)
  - Business Continuity and IT Governance project meetings
  - Cloudpermit meetings (import project; outstanding issues/requests)

#### Information Technology

- ICO / Vadim integration (volunteer firefighter payroll)
- Questica / Vadim integration
- 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