Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services

To:	Council
From:	Loriann Harbers
Date of Meeting:	December 15, 2021
Reporting Month:	November 2021
Subject:	Monthly Activity Summary-Director of Corporate Services/Clerk

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.
- eScribe webinar (usability/upcoming enhancements) and eScribe training and support for Planning / COA meeting
- Issuing marriage licences and meeting with happy couples
- Compilation of Cemetery Grant applications – 4 have been received
- Accessibility plan update
- Submission of Resilient Communities Grant Application (secure funding to upgrade Chambers audio visual and furniture)
- Closed meeting investigator transfer to Ombudsmen's office effective January, 2022; as a result, updates to the website are underway
- AMCTO zone meetings
- Day to day IT issues and requests

Work in Progress:

Corporate Services
- Multiple Vendor meetings and contract negotiations to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 Funding
- Preparations for 2020 Municipal Elections
- Raisin River Heritage Centre Project
- Delegation of Authority Review
- Firearms by-law research and meetings
- Signage by-law review
- 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

2022 Municipal Election Update:
In conjunction with SDG Clerks, the contract for election services, i.e. online voting has been awarded to Intelivote at a base cost of $1.10 per elector.

There were 3 proposals received and based on established criteria, including price, Intelivote was the successful vendor. Intelivote was also the successful vendor in 2018.