

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: January 12, 2022
Reporting Month: December 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.
- Issuing marriage licenses
- Corporate Services fees and charges review
- Accessibility Plan reporting to Accessibility Directorate of Ontario
- 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 pre-hearing consultation and info gathering
- Delegation of Authority Review
- Firearms by-law research and meetings
- Signage by-law review
- Willy Allan Road transfer project
- Coordination of marriage license / officiants
- On-going activity Freedom of Information files (2); an appeal has been received
- 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)
- 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