

MONTHLY ACTIVITY SUMMARY

CAO

November 15, 2021

WORK COMPLETED:

- October 19th, 2021 – EOWC CAO's planning meeting
- October 13th, 20th, and 27th, 2021 – Annual Ontario Professional Planners Institute conference
- October 26th, 2021 – Annual Cunningham Swan employment and labour law seminar
- October 26th and November 9th, 2021 – Bi-weekly Covid-19 updates with Dr. Paul of the EOHU
- October 26th, 2021 – Meeting with Education working group to finalize Executive Summary document
- November 2nd, 2021 – Meeting with waste management consultant and staff working group
- November 2nd, 2021 – EOWC CAO's meeting
- November 9th, 2021 – Service Manager Joint Liaison Committee 2022 budget meeting
- November 12th, 2021 – EOWC CAO's planning meeting
- Education report
- Mandatory vaccination policy implementation

WORK IN PROGRESS:

- 2022 County budget preparation
- Personnel Policy Manual review
- Recruiting for various positions
 - Administrative Assistant – Planning
 - Administrative Assistant – Finance
 - Various library services positions
- Preparation for Warden's breakfast event (November)
- Preparation for Warden's inauguration (December)



MONTHLY ACTIVITY SUMMARY

Corporate Services

November 15, 2021

WORK COMPLETED:

- Attended weekly Director's meetings
- Attended weekly Corporate Services staff meetings
- Attended various meetings with eSCRIBE re: implementation of new meeting and agenda management system.
- Assisted with the recruitment for the Planning Administrative Assistant position
- Assembled and circulated October 27th Accessibility Advisory Committee agenda
- Assembled and circulated November 15th Council meeting agenda
- Various meetings and planning for Warden's Business Breakfast event
- AMCTO Zone 6 Fall Meeting (virtual) – November 5th
- MFIPPA/FOI Request duties
- Prepared various meeting minutes, reviewed staff reports
- Continued research re: Corporate Records Management systems and best practices. Request for Information development with Director of IT Services
- Scanning/filing records

WORK IN PROGRESS:

- Ongoing planning for Warden's Business Breakfast event – November 19th
- Ongoing planning for Inaugural Meeting – December 17th
- Agenda preparation for November Committee of the Whole meeting, December Budget meetings, December Council meeting, and Police Services Board meeting



MONTHLY ACTIVITY SUMMARY

Financial Services

November 15, 2021

WORK COMPLETED:

- Weekly Management Team meetings
- Meeting with Regional Senior Justice of the Peace, Oct. 15, 2021
- Eastern Ontario Treasurers meeting, Oct. 19, 2021
- Education Committee meetings (POA), Oct. 19, 26, 2021
- MCMA Conference, Oct. 20-21, 2021
- AMCTO HST Audit Webinar, Oct. 21, 2021
- Staff Engagement Meeting, Oct. 21, 2021
- Cunningham Swan Labour and Employment Seminar, Oct. 26, 2021
- Canada Community Building Fund (Federal Gas Tax) webinar, Oct. 28, 2021
- Meeting with MAG PIII Crown, Oct. 26, 29, 2021
- Bill 177 Implementation (Court Services), Nov. 1, 2021
- AMCTO Municipal Forum, Nov. 4, 2021
- Joint Liaison Meeting, Nov. 9, 2021
- Federal Gas Tax Audit Complete

WORK IN PROGRESS:

- Courtroom enhancements for Zoom Court
- Asset Management Planning
- Budget 2022
- Vadim Online Timesheets
- Paymentus for Library Services
- GIS/PSD Asset Integration
- Review of MPAC Appeals/RFR's
- Part III Transfer – Ministry of the Attorney General
- Recruitment – Financial Services



MONTHLY ACTIVITY SUMMARY

Transportation Services

November 15, 2021

WORK COMPLETED:

Transportation

- Attended EOLC Working Group Meeting (Intelligent Transportation)
- Submitted a funding application for the Municipal Modernization Fund on behalf of the Eastern Ontario Leadership Council (Integrated One-Window Permitting)
- Issued a variety of permits (entrance, sign, road cut)
- Issued the 2022 Road Building Equipment Hourly Rate quotation
- Worked on a variety of Human Resource Issues
- Started Winter 'Night Shift'
- Reviewed and commented on various development plans/ drawings
- McPhee Bridge
- Salt Delivery
- Patrol Yard Paving
- Martintown Reconstruction
- St. Andrew's West Rehabilitation
- Biennial Bridge Inspections and Asset Management Report
- Submission of Draft Budget
- Provided comments and attended meetings for numerous planning applications (subdivisions, severances, pre-severances)
- Boundary Road Bridge
- Meeting with Warden-Elect to discuss issues and strategic direction in 2022

GIS

- Created Business District maps for North Glengarry Economic Development.
- Updated North Stormont zoning and Schedules.
- Set up South Dundas for water/sewer network asset management updates in ArcOnline.
- Updates to North Dundas road segment ID data.
- Provided CloudPermit GIS data for the new Planning Application
- Snowmobile Trail Maps (Crossings at County Roads)
- Mapping of collision data (ARIS)
- Updated County Snow Plow Maps for upcoming season.



- Updates to civic address and road network and sent out data to Emergency Services. Sent out updates to 911 Map Guide and Street List
- Attended webinar for Teranet Imagery Partnership Program for informational purposes.

Forestry

- Finalizing Macaulay acquisition
- Dealing with various property issues / hunting conflicts
- Moving forward with Gallinger property acquisition
- Work at Howard Mitchel Forest in preparation of 2022 maple tapping
- Review of potential property acquisition in North Stormont

WORK IN PROGRESS:

- CP Winchester Bridge Rehabilitation
- Ditching and fall roadside clean-up
- Two-Way Radio Tower and equipment.
- County Road 8
- Morrisburg Roundabout and Streetscaping
- Warden's House
- 2022 Bridge capital planning
- Regional Waste Management Study
- 2022 Budget reports
- Update road and civic data for CAD Map Upgrade (fire response) – Cornwall Police.
- Specialty Paint Marking Inventory Checks
- Asset Management integration for South Stormont (GIS & Finance)
- Transfer various data to ArcGIS Server/Portal – on-going.
- Official Plan updates as needed.
- Covid Survey updates as needed (SDG, ND, SD)
- Update to ArcGIS Server in progress (version upgrade)
- Update to Python Script for Vadim Ownership Information with GIS (ESRI)
- Roads Needs Application – Updates needed
- Heritage Parkway Map (Tourism Dept)



MONTHLY ACTIVITY SUMMARY

Planning Services

November 15, 2021

WORK COMPLETED:

- Held SDG Planner's Group Meeting
- Attended SDG Economic Development Working Group
- Assisted North Dundas with Planner interviews
- Attended tree planting event in South Stormont
- Pre-Consultation for development proposals
- Attended Council meetings in North Stormont
- Public Meeting for:
 - Held: 01-SS-S-2021 John Chase Subdivision (Oct 27)
- Subdivision Draft Approval issued for:
 - 01-NS-S-2021 – Jen-Sub Developments (209 units)
- Severances:
 - 8 new applications processed since October 18, 2021.
 - Review day held October 28, 2021, upcoming review November 24, 2021.
 - 3 files deferred.
 - 10 severances granted since October 18, 2021.
 - 16 files completed since October 18, 2021.
 - 35 files awaiting circulation.

WORK IN PROGRESS:

- 2022 Budget
- Cloudpermit implementation
- Growth Management Study and Population Projection
- Planning Services in North Stormont and South Dundas
- Application for Municipal Modernization Fund (Subdivision Manual and Zoning By-law updates)
- Natural Heritage Study implementation
- Official Plan Ontario Land Tribunal Appeal: Meetings and communication with many of the appellants and participants. Next Case Management Conference scheduled for January 18, 2022.

MONTHLY ACTIVITY SUMMARY

IT Services

November 15, 2021

WORK COMPLETED:

- Weekly management meetings
- Weekly IT team meetings
- Council chambers video streaming
- POA improvements to video system for virtual court
- Labour and employment seminar
- South Glengarry council video system meetings
- EOITC meeting
- Meeting with Warden Elect Williams
- EMC meeting

WORK IN PROGRESS:

- Business continuity and DR planning and implementation
- Online timesheets deployment
- HR System integration
- Standardize Service Desk project
- Vadim Online modules for local municipalities
- Voice over IP (VoIP) system and services for South Glengarry, Library branches
- South Dundas web site hosting
- Records Management



MONTHLY ACTIVITY SUMMARY

Library Services

November 15, 2021

WORK COMPLETED:

- Collections Development: Adult fiction & non-fiction (print); replacements; French fiction & non-fiction (Adult & Juvenile); Teen graphic novels; Picture books
- Participation in weekly Directors' meetings
- Fall 2021 District meetings for front-line staff
- October 20 & 27: Meetings with T. Simpson, CAO
- October 21: Regular meeting of Library Board – held virtually
- October 27: Attendance at Ontario Library Service regional CEO (virtual) networking meeting
- October 28: Meeting with C. Williams, Warden-Elect, and M. MacDonald, Library Board Chair
- October 29: Suspension of inter-library lending service for remainder of 2021, due to pending staff shortage
- Recruitment of Cataloguing/Acquisitions Technician, Systems Librarian, and Library Service Assistants (2)
- Weekly meetings with (new) Community Librarian
- Air quality testing at designated branches
- Receipt of Provincial Library Operating Grant (PLOG)
- SDG Library's 50th Anniversary event: "A Conversation with Margaret Atwood" – Wednesday, November 17, 2021, 6:30pm (current SDG Library membership & event registration required – programs@sdglibrary.ca)

WORK IN PROGRESS:

- Collections Development: Adult fiction & non-fiction (digital); Winter 2022 new releases (print & digital); Juvenile fiction & non-fiction (print); A/V material
- Preparation of 2022 Library Services Budget presentation (to Council)
- Library Board (video) Storytime series (<https://bit.ly/SDGLibraryStorytimes>)
- November 25: Lancaster Branch Library Feasibility Study follow-up meeting
- Agenda preparations for (virtual) Regular meeting of Library Board – Thursday, December 9, 4:30pm – open to public via YouTube