



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2025-04-10  
**Subject:** Monthly Community Services & Administration Report, March 2025

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### **Recommendation:**

That West Elgin Council hereby receives the Monthly report, March 2025, from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes.

### **Purpose:**

The purpose of this report is to provide an update to Council and residents on community services and administrative activities, for the month of March 2025.

### **Background:**

#### **Recreation department activities for the month of March include:**

- Normal operations at the arena with additional rentals during March break.
- Removal of ice on March 31.
- Regular cleaning and setup for evening programs at Rec Center.
- Shop and equipment maintenance.
- Removal of holiday lights in business area of both towns.
- Installation of Canada flag banners on light poles.

#### **By-law**

- Open files: 17
- Closed this month: 6 (2 parking, 3 animal control (2 additional dog collections))

#### **Administration**

- Regular bi-weekly meetings continue in office to ensure staff are up to date, and inter-department collaboration.
- Manager of Community Services (Clerk) and all department Supervisors completed March Leadership training, with 2 more sessions in April and May.
- Tax Mailings, completed without issue.

**Financial Implications:**

N/A

**Policies/Legislation:**

N/A

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc  
Manager of Community Services/Clerk

## Report Approval Details

Document Title:	Monthly Update, Community Services, March 2025 - 2025-09-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 4, 2025

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall