



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2025-06-12
Subject: Monthly Report, April & May 2025

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update from administration, by-law and parks & recreation, for the months of April & May 2025.

Park & Recreation

April 2025:

- Ice removal and Arena cleanup. Cleaned main floor and all dressing rooms.
- Painting of dressing rooms and the warm room has started.
- Regular cleaning and setup for evening programs at Rec Center.
- Winter equipment has been cleaned up and put away for summer storage.
- Grass cutting equipment ready for the season
- Aeration and lawn rolling has been completed in Miller Park and grass cutting has begun.

May 2025:

- Summer students have started and are working out great.
- Grass cutting at all locations.
- Soccer fields have been measured out and painted. Both soccer and baseball are in full swing.
- Hanging of flower baskets in both towns.
- Daily watering of flowers has begun.
- Installation of the 5 Optimist banners on light poles.

By-Law Enforcement

April 2025:

April saw 4 closures:

- 2 animal

- 1 Property Standards
- 1 Boundary Fence.

There are currently 11 Property Standards. 6 Cleaning and Clearing, 2 chicken, 3 zoning, 1 fence, 1 parking, and 5 animals.

May 2025:

By-law Enforcement Officer Keeler has been away for reserve training, so there has been limited by-law enforcement. However, many complaints have been received recently, mostly yard & grass conditions. Tenant security was notified, who advised they would send a temporary officer, to fill in where they can. Officer Keeler is expected to be back in office early June for his 10 hours per week, as contracted.

Administration

Administration staff were busy with tax payments, water bill payments, creating newsletter and day to day assignments. A new meter reader was contracted through Olameter, and it was determined that with a new face around doing water reads, staff would prepare a notice to put on social media and the website, when the meter reader would be out.

Supervisor completed their leadership training, and graduated from the Mohawk College, Future Ready Leadership program.

Financial Implications:

None.

Policies/Legislation:

None.

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