



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk  
**Date:** 2021-07-22  
**Subject:** Administrative Updates

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### **Recommendation:**

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administrative Updates for information purposes

### **Purpose:**

The purpose of this report is to provide Council with information on administrative operations and on-going projects.

### **Background:**

- **Vital Statistics:** West Elgin is a division registrar for the Province and as part of that responsibility registers deaths, issues burial permits and marriage license as long with performing civil marriage ceremonies. As of July 15 the Vital Statistics issued are:
  - Marriage Licenses – 17
  - Registered Deaths – 198
  - Marriage Ceremonies Performed – 4 (6 more booked in the coming months)
- **Laserfiche:** Council approved the purchase of a licensing agreement for Laserfiche document management system as part of the 2021 Budget, through the Efficiencies Grant. The Clerk has built the records management files and retentions into the folder structure of this cloud-based system and is currently working with IT and staff to build the automated workflows to realize efficiencies as well as moving electronic records and assigning metadata to each record. This is a time consuming process to ensure that proper metadata tags are assigned to make future searches for Corporate Records much simpler. Once more of the automation and documents have been moved over, staff training will commence to get all staff set up in Laserfiche. It is anticipated that staff will be using this in September, with more automation hopefully to come.
- **Photos for Website:** Council approved a grant of \$3,000 to have photos done for the municipal website. A contract has been signed with Jodie Aldred Photography. Staff have met with the photographer to create a basic shot list and agreed to be in contact with her when events and projects are taking place in order for her to attend and get some photos. The contract lasts until December 31, 2021 and includes an unlimited number of shots.

- Election Survey: The survey ad campaign will launch on July 30, 2021, with a paper version of the survey being included in the tax bills to be mailed out in late August. The survey will be available until September 30, 2021.
- Community Garden: An agreement has been completed and signed with the West Elgin Community Health Centre for their community Garden in Rodney. WECHC has had the fencing installed and are awaiting the delivery of soil (weather permitting).
- Tax Sales: On February 24, 2021 staff held a virtual opening for Tax Sale. There were two properties sold via this Tax Sale. There is another Tax Sale scheduled for August 25.
- Blue Box transition: Staff have been participating in Webinars and planning sessions for the transition to full producer responsibility for Blue Box as part of the Circular Economy Act.
- Hybrid Meeting Audio Components: Clerk and IT staff met with companies in March to layout components required for hybrid meetings in the West Lorne Complex. Equipment was ordered from Dynamix. The equipment has been delayed to due parts shortages, but the anticipation is it should be installed by August, with committee and other type meetings held as test events prior to Council being run in this manner.
- Hazardous Waste Agreement: Resident access to the St Thomas Community Recycling Centre started June 1 and the City of St Thomas expanded hours started June 9 now Wednesdays and Saturdays. We haven't received statistics of users yet.
- City Wide: The Asset Management Software is now operational. All municipal assets have been uploaded into this program as well as Tri-County assets. Staff then did training on Maintenance Manager, which is how requests for service and by-law complaints are now submitted. The public portal has been implemented on the municipal website so that inquires are tracked and assigned to appropriate municipal staff and all notes are placed in this system so that staff taking calls can see where service requests are in the process. The Work Order module has also been activated and work orders are all being done through this system now.
- Office Renovations: Staff have been working with L360 to obtain engineered drawings and the most optimum layout for the required accessible public washroom and layout of the municipal office. L360 will be preparing the tender documents for the office once the drawings have been completed.
- Grants: Staff have applied for the Municipal Modernization Program and received a grant of \$79,200 towards Asset Tracking, Payroll and Timesheet Processes. Staff are currently working on applying for Enabling Accessibility Fund – Midsize projects to upgrade all municipal public washrooms. Staff recently received communications about a new ICIP stream related to water infrastructure and are gathering information to apply for the Municipality as well as Tri-County Water Board. Staff have also been monitoring grants available for the breakwater project at the Marina and others as information is released.
- IT Upgrades: Cell phone signal booster has been installed in the Arena in West Lorne to ensure cell service is available in the ice surface area. This was completed in time to be

able to facilitate the first COVID-19 Vaccine Clinic being held there in May. Point to point internet was installed in the Rodney Pool and Parks and Recreation Shop also in May.

- Waterline Sub -Agreement: staff working on updating an agreement with Southwest Middlesex for use of SWM infrastructure to get municipal water to Beattie Manor and other residents on Beattie Line.
- Waterline Interconnections with Dutton Dunwich: there are 3 points where West Elgin water system interconnects with Dutton Dunwich, dating from the 1960s onwards. Staff of the two municipalities have met once to go over the interconnections and possible solutions for this problem. A report detailing information on this will come forward once more investigation into these interconnections have been completed.
- Official Plan Review: The technical committee for the Official Plan Review has met several times with the consultant to prepare the Background Study. With the Province passing a number of Acts that apply to the Official Plan as well as the County Official Plan Review, West Elgin's has been delayed ensuring that these changes are encompassed and therefore refrain from having to amend the Official Plan as soon as it is adopted. Staff are completing a review of this study and it will be coming to a future Committee of the Whole meeting to be presented.
- Municipal Office: As of Monday July 19, 2021 all staff have returned to working in the office. The office is open to the public by appointment or ringing of the doorbell. Service Ontario is open by appointment only.
- COVID-19: Staff are attending weekly briefings on COVID-19 in the County and SW Public Health region. Staff have updated the work plan guidelines as required for each new step and are modifying work assignments and bookings with the ever changing landscape as well as communicating to residents what information we can.
- Trailer Park: staff prepared and distributed the contracts and invoices for the 2021 Seasonal Campers at Port Glasgow Trailer Park. There have been 13 trailers/lots change ownership since these contract have been sent out.