



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk & Magda Badura, CAO/Treasurer  
**Date:** 2021-08-19  
**Subject:** Administration Monthly Report for July 2021

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#### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk and Magda Badura CAO/Treasurer re: Administration Monthly Report for July 2021 for information purposes.

#### **Purpose:**

The purpose of this report is to provide Council with an update on Administration for the month of July 2021.

#### **Background:**

##### Vital Statistics:

Marriage Licenses – 6  
Registered Deaths – 41  
Marriage Ceremonies Performed – 3

##### Municipal Office Operations:

Once Ontario was fully into Step 3 of the Re-Opening, staff at the municipal office were able to switch to passive screening of customers, where only names and phone numbers are required, instead of the full questionnaire as previously required.

COVID-19: Staff updated the COVID-19 employee screening questions as there new version was released by the Province on July 20, 2021. Staff continue to attend weekly Southwestern Public Health Unit briefings and keep the website and user groups up to date with the most up to date guidelines issued by Public Health.

Grants: staff prepared and submitted a grant application for the Enabling Accessibility Fund – Midsized projects. Staff submitted for just shy of \$500,000 worth of renovation upgrades to various municipal buildings to increase accessibility and provide better access to facilities for all citizens.

Office Renovations: The municipal office roof has been replaced and the contractor is just finishing up a few final details. The tender has been sent out and placed on the municipal website for the interior renovations to municipal office. This tender closes on August 31, 2021.

Hybrid Meeting Equipment: hybrid meeting equipment was installed on July 29, 2021. The funding for this equipment was taken out of the Municipal Modernization Grant to Improve Service Delivery.

Service Ontario: Service Ontario had a busy month in July with a total of 90 appointments booked and 176 walk ins served. As the month went on more appointments were scheduled.

City Wide Calls: Attached please find the summary of service requests up to July 31, 2021. A total of 239 calls were received since staff began using this system in April. Currently there 42 open calls, the majority of which are on going by-law enforcement issues. The other open calls have had notes put into the file and are ongoing issues that won't be marked closed until the work needed is done or the work done has solved the issues, such as a hot asphalt mix patch that is needed and will be done on August 30.