



## MUNICIPALITY OF **West Elgin**

### Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk  
**Date:** 2021-09-09  
**Subject:** Administration Monthly Update for August 2021

---

#### **Recommendation:**

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

#### **Purpose:**

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

#### **Background:**

##### Vital Statistics:

Marriage Licenses – 4

Registered Deaths – 27

Marriage Ceremonies Performed – 0

##### Municipal Office Operations:

Water Bills were mailed out Aug 12 and the staff had a busy month with property changes for both water and tax purposes.

Staff on the technical advisory committee for the Official Plan were busy attending meetings with regards to the Background Study for the new Official Plan. With Council's permission staff would like to set 3 pm on October 5<sup>th</sup> as a Committee of the Whole meeting for the presentation of the background study for the Official Plan. This meeting will be a hybrid meeting.

Staff had a virtual tender opening for the one property up for Tax Sale on August 25, receiving 13 tenders.

The Clerk and Community Services & Operations Coordinator attended a webinar regarding applying for the next round of Trillium Community Fund – Capital Stream Grant. Staff will be applying for this grant to be able to purchase a dehumidifier for the Arena.

Staff were busy collecting information for and developing the Fall Tax Bill insert newsletter. This newsletter is sent out with the final tax installment bills in September.

The Elections survey was sent out as unaddressed ad mail to all residents in West Elgin, with a few being addressed in order to ensure we got them to the residents that get mail from other post offices, such as Wardsville and Murkirk.

Service Ontario:

Service Ontario was busy in August with 93 appointments and 220 walk ins (walk ins include appointments booked same day by office). The Province announced that by February 28, 2022 all stickers and license renewals will need to be brought up to date and according to the latest update from Service Ontario there are approximately

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of August. There is an additional report that list the Total Service Requests Dealt with in August. This report lists the issues that were dealt with in some way in August. An example would be the request was entered the end of July, but not closed until August or is an ongoing issue, where a note was made in the file regarding the issue.