



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk
Date: 2021-11-18
Subject: Administration Monthly Update – October 2021

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura and Jana Nethercott re: Administration Monthly Update for October 2021 for information purposes.

Purpose:

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

Background:

Municipal Office Operations:

Staff have now settled into the temporary office at the Recreation Centre as well as working remotely.

Staff prepared the proposed Fees and Charges for 2022 and held internal meetings to go over suggested fees and changes to existing fees.

The Clerk worked in conjunction with Elgin County Accessibility Coordinator and other Elgin County Clerks to develop the Elgin County Multi Year Accessibility Plan. This plan will be presented at County Council in late November and then sent to each lower tier municipality for adoption in December.

Staff completed the Municipal Modernization Intake 3 Grant application. West Elgin chose to apply for the Implementation Stream to fund the Service Modernization and Digital Transformation Project, which includes Budgeting software, increased automation in Laserfiche and the hiring of a staff member to scan and digitize paper files and then upload documents into Laserfiche, assigning appropriate meta data tags to aide in searching.

Preparations are underway for the 2022 Municipal and School Board Election. The Clerk has started the project plan and communications plan for this event and the CAO/Treasurer and Clerk have attended some webinars around planning for the election.

Staff are currently working on expanding maintenance manager module, staff is busy building inspection check list as well as preventative maintenance schedules for all municipal equipment.

Service Ontario:

Appointments: 47

Walk-ins (includes same day appointments): 189

Service Ontario is operating at 77% capacity on average since May.

Vital Statistics:

Marriage Licenses – 3

Registered Deaths – 28

Marriage Ceremonies Performed – 4

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of October. All Open requests are either waiting for parts to complete the job or require more follow up. There is an additional report that list the Total Service Requests Dealt with in October.