



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk
Date: 2022-01-13
Subject: Administration Monthly Update -

Recommendation:

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

Purpose:

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

Background:

Municipal Office Operations:

December started off with a bang, with the Rodney Night Market on December 4. Staff assisted in set up and promotion of this event, which was a huge success. Elgin County Tourism attempted to use electronic phone tracking to gather attendance, but due to spotty internet was not able to get an accurate attendance count, however they were able to plot some attendee locations and it appears the Market drew visitors from places such as Sarnia, Woodstock, Windsor, London and various places in between.

Finance department welcomed James Blackmore as the new Tax Collector/Financial Analyst on December 15.

Water bills were prepared and mailed out for December 10.

Interviews were completed and Lisa Jones was hired as a new cleaner for weekly cleaning of the Municipal Office, Public Works lunchroom, Rodney Library, West Lorne Complex and monthly cleaning of the Fire Hall training room and washroom.

Electronic Sign installation was completed and Magda was trained in programming the signs just in time for Christmas Closure.

New payroll software was implemented for the final week of December, which co-insides with the first pay period of 2022.

Service Ontario:

Appointments: 45

Walk-ins (includes same day appointments): 89

Service Ontario operated at 45% capacity in December

Vital Statistics:

Marriage Licenses –3

Registered Deaths – 21

Marriage Ceremonies Performed – 2

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of December. 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 worked on with in December.