



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk  
**Date:** 2022-03-10  
**Subject:** Administration Monthly Update – February 2022

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#### **Recommendation:**

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administration Monthly Report for February 2022 for information purposes

#### **Purpose:**

The purpose of this report is to provide Council with an update on Administration activities for the month of February 2022.

#### **Background:**

##### **Municipal Office Operations:**

Staff have been meeting with the Laserfiche people about building the automation for the Accounts Payable process as part of the Phase 3 Municipal Modernization Grant.

Job postings went out for an Administrative Assistant/Accounting Clerk and Administrative and Records Management Clerk, with the job postings closing on March 9.

Elgin County Clerks met on February 4 for their quarterly meeting, the main topic of discussion is the election in 2022.

Water bills were printed and sent out February 9 with the due date of February 23.

Staff are continuing with updating CityWide and training staff on the asset management portions of the program.

##### **Service Ontario:**

Appointments: 27

Walk-ins (includes same day appointments): 99

Total Customers (11 days): 126

Service Ontario operated at 41% capacity

##### **Vital Statistics:**

Marriage Licenses –2

Registered Deaths – 30

Marriage Ceremonies Performed – 0

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of February. 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 February.