



## MUNICIPALITY OF **West Elgin**

### Staff Report

---

**Report To: Council Meeting**

**From: Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk**

**Date: 2022-06-09**

**Subject: Administration Monthly Update – April and May 2022**

---

#### **Recommendation:**

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

#### **Purpose:**

The purpose of this report is to provide Council with an update on Administration activities for the months of April and May 2022.

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

Staff were busy in April with PGTP seasonal campers returning contracts and remitting their seasonal fees.

Hanging Basket sponsorships were offered for both villages. There are 14 baskets in Rodney and 12 in West Lorne. Currently, all baskets in Rodney have been sponsored with a waiting list for next year and 5 baskets sponsored in West Lorne.

Staff were busy preparing for the Auditors who were in the office on May 5.

Laserfiche Accounts Payable workflow is about 85% complete, with staff attending regular meetings to provide information and input. Beta testing should start shortly.

CAO/Treasurer and Clerk attended the Virtual Zone 1 AMTCO meetings

CAO/Treasurer and Clerk attended Girardin depot in Brantford to tour some of the Transit Bus options for the Four Counties Transit System. Staff have been working on developing the RFP for the new bus.

Interim tax bills were due on March 31. Next interim tax payment is due June 30.

Staff developed some promotional information and attended the Service Club Showcase hosted by the Elgin International Club on May 1.

Staff worked with the West Lorne Lawn Bowling Club to develop a page on the Municipal website for them to post information and showcase the Club.

Two new staff members were welcomed, on April 20 Brittany Jessome started as the Records Management and Administrative Assistant and Theresa Richards started on May 2<sup>nd</sup> as Accounts Payable and Administrative Assistant.

As of May 2 the Municipal Office is fully staffed. Helen Tedford was helping on temporary assignment from November 2021 to middle of May and will be returning on an as needed basis in July to assist with the Election.

### **Election:**

Staff worked to prepare the Candidate Packages and all the required forms and have them available online and in paper format at the office.

“So You Want To Run For Council?” workshop was held in Dutton on March 20. This workshop was held in conjunction with the Municipality of Dutton Dunwich and Township of Southwold. There were approximately 30 people from all three municipalities in attendance.

Nominations for Council and School Board Trustees open on May 2. At this point there has been no candidates submit the nomination forms. Typically, this is the case as many don't start thinking of the Municipal Election until after the Provincial Election is completed.

### **Service Ontario:**

	<b><u>April</u></b>	<b><u>May</u></b>
Users	155	210
Capacity %	65%	60%

### **Vital Statistics (April & May):**

Registered Deaths – 53

Marriage Licenses – 9

Marriage Ceremonies Performed – 1

### **Service Requests (CityWide):**

Attached please find a summary of Open and Closed Calls for the months of April and May. 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.