



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting

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

Date: 2022-09-22

Subject: Administration Activity Report – June, July & August 2022

Recommendation:

That West Elgin Council hereby receives the report from Administration re: Administration Activity Report for June, July and August 2022

Purpose:

The purpose of this report is to provide Council with an update on the activities of the Administration staff for the months of June, July and August 2022

Municipal Office Operations:

In June staff finalized the automation of the Accounts Payable process within Laserfiche document management system and beta tested this system. Finance staff and the Clerk training the rest of the staff on this process by the end of June, with full implementation of the automation taking place as of July 1. This process was part of the Modernization Grant from the Province. Phase two of the process, final approvals by the Treasurer and Deputy Mayor is being developed currently.

Staff partnered with React Now Training out of Newbury to host the Babysitters Course and Home Alone Course on June 30, 2022. Both of these courses sold out quickly and staff have booked more of these on upcoming PD days (October 24, January 20, March 13 and June 2).

Staff developed and issued a request for proposal for the supply of a new Transit Bus for the Four Counties Transit System and reviewed the responses.

Staff worked in July to launch the Recycle Coach App. To date we have a total of 290 users signed up for the App. Staff will be continuing to market the use of this app.

Staff started working with Dutton Dunwich to plan the two commemorative ceremonies for the National Day for Truth and Reconciliation on September 30. West Elgin's ceremony would be at 1 pm at the West Lorne Arena.

Staff brought on board a new Janitorial Company, Giles Janitorial started cleaning municipal offices and buildings as of August 1.

Water Bills were produced and mailed out in the first week of August

Staff gathered information for the Final Tax Bill insert

Election:

West Elgin partnered with Dutton Dunwich and Southwold to host a Ministry of Municipal Affairs and Housing workshop for those interested in running for Council on June 27, 2022. This session was held with virtual, in person attendance as well as streamed live on the West Elgin YouTube channel. Recordings of this session were also made available on the municipal website.

August was a busy month for Elections, with the upload of the Voter's List, to update and review for duplications and corrections. Accepting of Nomination paperwork, approvals of the Voter Information Letters and certifying of the Nominations and Acclimations.

Vital Statistics:

Registered Deaths – 90

Marriage Licenses – 20

Marriage Ceremonies Performed – 3

Brittany Jessome was approved as a Deputy Registrar and able to issue Marriage Licenses and Register Deaths on behalf of the Municipality.

Service Ontario:

Month	Total Served	Capacity Percentage
June	283	77%
July	154	69%***
August	331	87%

*** July Numbers are lower due to staff vacation time.

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the months of June, July and August. 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.