



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk  
**Date:** 2022-10-20  
**Subject:** Administration Activity Report – September 2022

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### **Recommendation:**

That West Elgin Council hereby receives the report from Administration re: Administration Activity Report for September 2022

### **Purpose:**

The purpose of this report is to provide Council with an update on the activities of the Administration staff for September 2022

### **Municipal Office Operations:**

Tax bills were mailed out on September 1, 2022, with the due date of September 30, 2022.

Reports were prepared and submitted for the Modernization Grants – Intake 2 and 3. The report for Intake 2 was the final report on the projects assigned (asset management software and payroll software) and Intake 3 was the preliminary report on the projects (Laserfiche software and automation of routine business processes).

Clerk attended a presentation from the London Humane Society on their submission for Animal Control Services, to the joint procurement process. In a subsequent meeting detailed information was provided on the services that West Elgin requires, mainly pound keeping as animal control and investigations are being handled by the current by-law enforcement officers.

Finance staff worked with Ricoh on the second phase of the Accounts Payable workflow for the final approvals of the payment registers. This new work flow will be operational in October and will fully automate the accounts payable system from beginning to end.

Staff have been busy scanning documents, adding metadata and adding this to Laserfiche data management system. The digitization of files is progressing steadily.

CAO/Treasurer and other staff met with the leader of the Youth Task Team to see about coordinating initiatives with the Youth Task Team and to see if any members were interested in being trained to lead instructional programs for the municipality.

Staff worked with Dutton Dunwich to prepare and host the National Day for Truth and Reconciliation commemoration at 1 pm on September 30<sup>th</sup>.

**Election:**

Early September was all about Voter List management and getting the list as good as we could prior to the preparation of the Voter Information Letters. Letters were mailed out the last week of September, with many not getting letters due to all voting areas being acclaimed.

Voter's list were prepared for candidates that wished to receive them along with certificates of maximum expenses for all candidates.

Staff have been working on preparing the orientation binder and presentations for the incoming council.

**Vital Statistics:**

Registered Deaths – 25

Marriage Licenses – 3

Marriage Ceremonies Performed – 0

**Service Ontario:**

<b>Month</b>	<b>Total Served</b>	<b>Capacity Percentage</b>
September	187	55%

The first two weeks of September Service Ontario operated at 115% capacity and these number can be contributed to the push by the province to get people to renew their licence plates.

**Service Requests (CityWide):**

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