



Municipality of Wawa

MONTHLY REPORT – JUNE 2023

Office of the CAO-Clerk

Prepared By: Maury O'Neill	Report No: CAO 2023-08
Agenda Date: July 11, 2023	File No: C11

PURPOSE

The purpose of this report is to provide Council with a brief summary of key activities of CAO-Clerk Department undertaken during the month of June 2023. The Department includes Corporate Services, Economic Development, Planning and GIS/IT services as well as Emergency Management.

CAO-CLERK

- A Council Meeting was held with Wayfinders on Saturday, June 10, to update the Wawa Strategic Plan. A draft updated plan will be presented in to Council on August 15, 2023. The agenda and minutes completed.
- A community strategic planning priorities survey was prepared, and input sought from the public from June 15 – 30, 2023. Staff prepared and advertised the survey in a variety of ways including website, facebook and sharing printed versions with groups such as the Wawa Goose Club.
- A meeting of the Fire Advisory Committee was held on June 20, 2023. The agenda and minutes were completed.
- A draft Policy to outline the protocol for a firefighter's funeral service was drafted and circulated for comment.
- Arrangements were made for Council to travel to Marathon to visit the O.P.P. Detachment on June 15, 2023.
- Staff continued to research and develop a financial analysis of the options available to it to support and build a new Superior East O.P.P. Detachment in Wawa. Discussions on-going with stakeholders.
- Three Council Meetings were held in June on the 6th, 10th and 20th and reports provided including;
 - ✓ Citizen Complaint Policy and Procedure shared (July 11th By-Law).
 - ✓ Draft Succession Policy shared (Aug. 15th By-Law).
 - ✓ Three (3) delegations in June including overview of Community Fire Assessment and Review Study from LOOMEX.
 - ✓ One (1) Minor Variance (COA) application processed and Committee meeting held.
 - ✓ Five (5) in-camera items discussed.
 - ✓ Eight (8) By-Laws passed.

- Worked with the Masonic Lodge to resolve the Magpie Avenue road ownership and use.
- Met with Councillors regarding various concerns and complaints and toured facilities and responded to several issues. Future complaints will be tracked and shared with Council beginning July 1, 2023.
- Prepared report to Council to support NOHFC application for funding for repairs to deck, roof and irrigation system of golf course. Completed application, attended meeting and worked with Golf Club Directors to obtain quotes and funding contribution. Submitted Stage 1 application and received approval to proceed to Stage 2.
- Continued to prepare NOHFC Stage 2 application to NOHFC for Airport renovations. Awaiting quotes and to be submitted by July 17, 2023.
- Held Management Meeting June 12, 2023, to review project status, upcoming 2023 budget deadlines and Fall program plans.
- Began development of municipal communication newsletter.
- Attended two-day conference in Sudbury June 16-27th on attraction of trained immigrants to region with Dubreuilville.
- Reviewed 2022 audit and financial situation with Auditor.
- Arranged with AHU to have Dr. Loo speak to Council on September 15th which will include fluoride background.
- Continued to review staffing needs and MMCC with Director to develop plan for the Fall.
- Met with staff to develop strategy and plan to implement MAT tax in 2024.
- Developed draft MOU for resident for use of building wall for mural on Broadway. Referred to Director of CST for further action.
- Continued preparing letter and strategy for Mayor to bring to ADSAB regarding apportionment matter.
- Drafted job description for CAO-Clerk for Council consideration. Other confidential staffing matters were dealt with.
- Met with Councillor regrading complaint and ensured purchase of donated playground equipment at Marina approved by Resolution to begin.
- Continued to deal with two Freedom of Information requests in appeal.
- EMO – The Emergency Control Group were on stand-by to support White River due to the extreme fire situation. It was recommended to cancel fireworks for July 1st.
- EMO – Finalized agreement with Dubreuilville for shared services during emergency and approved by Council June 20th.

GIS/IT

- New satellite imagery has been received from 2022 data and is a major update from our previous version from 2008.
- GIS work was completed on projects such as property mapping, zoning, minor variances, and asset management for White River. More work for

Dubreuilville was done, assisting with mapping for their by-law portal for residents.

- On the IT side of work, work was being done on the records management trying to ensure proper permissions. Other IT work included many website updates and general computer related issues.
- Backups of all municipal on-line documents were done daily. Network monitoring is always being watched to ensure safety from outside threats.

ECONOMIC DEVELOPMENT

- EDTAC Meeting held on June 26th at the TIC Centre and reviewed several items such as the draft housing plan and Fall business dinner events. Agenda, minutes and other meeting requirements prepared.
- Supported one business start-up with licensing.
- Submitted funding application to the Bloomberg Philanthropies - Asphalt Art Initiative on June 12.
- One inquiry received for land for business.
- Continued to develop a Wawa Housing Action Plan in preparation for potential CHMC application for funding.
- Participated in Municipal Accommodation Tax (MAT) research, best practices and attended staff meetings to develop timelines and action plan.
- Met with CTV North and participated in funded labour attraction video aired on evening news <https://northernontario.ctvnews.ca/wawa-ont-the-perfect-place-for-work-life-balance-1.6437756>
- Conditional approval of grant application to OMAFRA Rural Economic Development Program received for updated Downtown Community Improvement Plan. Awaiting final approval.

RECOMMENDATION

That Council acknowledge receipt of CAO-Clerk June Monthly Report submitted by Maury O'Neill and dated July 7, 2023, for information.

Submitted by:



Maury O'Neill
CAO-Clerk