



## Municipality of Wawa

### MONTHLY REPORT – December 2023

#### Department of Community Services and Tourism

<b>Prepared By: Alex Patterson</b>	<b>Report No: AP 2024-02</b>
<b>Agenda Date: January 16, 2024</b>	<b>File No: C11</b>

### **PURPOSE**

The purpose of this report is to provide Council with an overview of the Department of Community Services and Tourism's work completed during the month of December 2023, and activities planned for the following month.

### **BACKGROUND**

Key activities in December:

- Successfully implemented all holiday special events
- Wrote all RFP's for the upcoming NOHFC 2024 MMCC projects

### **CAPITAL PROJECTS**

- 2024 MMCC Modernization NOHFC Grant
  - Drafted all required RFP's for capital projects
  - Scheduled RFP delivery for January
- 2024 MMCC HVAC NOHFC Grant
  - Coordinated receipt of CANOE pricing and contract from CIMCO
  - Prepared additional information and drawings for contractor

### **PARKS AND FACILITIES**

#### **MMCC Bookings**

- All programming at MMCC in full swing
- Various organization's meetings
- Hamper Fund – 6 days
- Sir James Dunn Spaghetti Fundraiser
- DMD Showcases
- Red Pine Christmas Curling Party
- Drive Test
- NOHA Hockey Camp
- Birthday Parties (4)

**RECREATION AND EVENTS****Special Events**

- Holiday events included
  - Bundle up markets – multiple sessions with over 20 vendors
  - Festival of lights – over 20 homes participating and over 170 votes
  - Santa Claus parade – largest ever with 36 floats registered
  - Hot Chocolate with Mayor and Council – over 450 served

**TOURISM****Tourism Marketing**

- Put out notice for High Falls Road name change
- Designed fitness facility renovation survey
- Designed advertisements for Carnival of Lights and Santa Claus Parade
- Photographed winning Carnival of Lights houses and announced winners
- Photographed Santa Claus Parade, both from the ground and with a drone
  - Shared photos with community via social media
- Winter Carnival Preparation
  - Decided on Carnival theme
  - Designed and ordered Carnival buttons
- Made adjustments to municipal website content

**MONTH AHEAD**

## Operations:

- Operate MMCC's winter schedule
- Complete operational tasks for special events
- Prepare SOP updates and WSIB Health and Safety Exemplary Program

## Recreation:

- Prepare Winter Carnival
- Prepare Wawa Ice Fishing Derby
- Plan March Special Events (Bonspiels & Tournaments)

## Tourism:

- Host second tourism dinner (Mid - February)
- Complete funding applications – events and staffing
- Complete tourism work plan 2024

## Administration:

- Issue RFP's for 2024 MMCC NOHFC projects
- Complete reporting for 2023 Capital funded projects
- Complete Department work plans for 2024

**RECOMMENDATION**

That Council acknowledges receipt of Community Services and Tourism Monthly Report AP 2024-02 submitted by Alex Patterson dated January 16, 2024 for information.

*Respectfully submitted by:*



Alex Patterson, Director of Community Services and Tourism