



Municipality of Wawa

MONTHLY REPORT – MAY 2023

Office of the CAO-Clerk

Prepared By: Maury O'Neill	Report No: CAO 2023-07
Agenda Date: June 20, 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 May 2023. The Department includes Corporate Services, Economic Development, Planning and GIS/IT services.

CAO

- Staff met with Wayfinders and began Strategic Planning Refresh project. Work this month included setting out schedule for meetings with Council and staff and providing update on action status of existing plan.
- A report was drafted with Planner Bob Lehman on a review of short-term accommodations in Wawa with recommendations being formulated for a Council Report in August or September on the issue.
- Monthly Director's Meeting held.
- Correspondence and meetings with Consultants held to discuss ADSAB apportionment issue
- Marina.
- Reviewed the proposals for the Fire Services Review with staff and evaluation team and held a meeting of the Fire Advisory Committee and updated terms of reference for the Committee.
- Met with members of O.P.P. and Infrastructure Ontario to review options for building a new detachment in Wawa.
- Two Council Meetings were held and reports from the CAO provided on
- The annual staff training day to cover policies and health and safety procedures for all staff, including fire fighters and students was held on May 4, 2023. Alex Patterson coordinated a full day of training including a session on mental health awareness.
- Agreed to take on a co-op business student in April and May who updated the Wawa Business Directory.
- Staff met with the Masonic Lodge members to work to resolve the road ownership issue affecting homeowners on Magpie Avenue.
- Met with Councillors regarding concerns and citizen requests on May 25, 2023.
- Attached is update on actions and status of Wawa Strategic Plan initiatives.

CLERK

- Two Freedom of Information Requests in progress. One FOI currently in adjudication and a response to request for response drafted with legal.
- Complaint Policy drafted and shared with staff and Council for input. A tracking system was developed to begin July 1, 2023.
- A committee of Adjustment Hearing was held May 5, 2023.
- The municipal electronic records management system continued to be implemented and files transferred or destroyed according to the Retention By-Law.
- A by-law to enter into lease with owner of Goose Club property developed and approved by Council until end of year.

GIS/IT

Staff assisted to decommissioned the 3 Maple Street municipal building and have transformed the former OPP station at 40 Broadway into a newly renovated committee room with 2 offices. This space is available to rent or use for meetings with full technology available, similar to the Board Room at 3 Maple Street. Other key activity in May included:

- Moved the iCity accounting software off the last remaining virtual server to new ones ensuring greater safety from attacks.
- Upgraded the MMCC Wi-Fi system. MMCC Wi-Fi is now on the same network as Town Hall.
- Staff upgraded all the computers that were listed as end of life for some of our staff to new ones. This is in alignment with Asset Management Plan.
- The Wawa.cc website continued to be updated with the latest municipal news and community events.
- Backups of all municipal on-line documents were done daily. Network monitoring is always being watched to ensure safety from outside threats.
- All old paper maps were scanned them onto the network.
- Provided several maps for various zoning, community safety, minor variance, and property locates for departments and staff.
- Assisted White River with town mapping during their recent forest fire emergency.
- Worked with Hornepayne and updated all their ArcGIS program licencing and upgrades.
- Assisted Dubreuilville in purchasing a new sub-meter GPS system.

ECONOMIC DEVELOPMENT

- Partnered with SECFDC to host a PARO Small Business Session – May 9.
- Held an EDTAC Meeting on 18th and provided power point on overview of housing in Wawa and a tourism update.
- Developed Wawa Housing Action Plan in preparation for potential CHMC application to Housing Accelerator Fund.
- Attended Regional Economic Development Officer Meeting on May 31 where a possible Wahitowin Regional Housing Partnership opportunity was discussed.
- Worked with Millworks, Sault Ste. Marie, to host a business training session in August in-person.
- In consultation with the Age-Friendly Committee, submitted funding application to Inclusive Communities Grant Application for Senior's Age-Friendly Co-ordinator and Downtown Electronic Communication Board.
- Staff submitted Experience Ontario 2023 Grant Application for Wawa Canada Day celebrations.
- Researched Municipal Accommodation Tax best practices and attended two staff meetings to develop timelines and action plan. Developed list of current short-term accommodations.
- Responded to one inquiry from a housing developer.
- Completed draft application and workplan to FedNor CIINO program for funding support for three-year EDO.

EMERGENCY MANAGEMENT

- Ontario's Emergency Management Week was held May 17th and staff shared information with the public through posts on social media and the website to inform how people should be prepared.
- Liaised with partners regarding increase wild fires in region.

SPECIAL PROJECTS

- Applied and received approval from NOHFC to move to Stage 2 application process for renovations to municipal airport terminal and add a sand dome.
- Assisted and completed Stage 1 application for support for renovations to golf course including roof, deck and irrigation system. Approved to proceed to Stage 2 application.

RECOMMENDATION

That Council acknowledges receipt of CAO-Clerk Monthly Report for May submitted by Maury O’Neill dated June 20, 2023, for information.

Respectfully submitted by:

Maury O’Neill
CAO-Clerk