



Municipality of Wawa

MONTHLY REPORT – JULY/AUGUST 2023

Office of the CAO-Clerk

Prepared By: Maury O'Neill	Report No: CAO 2023-09
Agenda Date: September 19, 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 months of July and August 2023. The Department includes Corporate Services, Human Resources, Economic Development, Planning and GIS/IT Services.

CAO

- The final Wawa Strategic Plan 2023-2026 refresh was completed, and presentation provided to Council on August 15, 2023.
- Arranged for Council Orientation Refresh with Integrity Commissioner and held session on September 5, 2023.
- Correspondence was prepared, and meetings held with Mayor and consultants regarding ADSAB apportionment issue and presentation to the ADSAB Board in September 2023. Requested updated apportionment impact from Consultant Peter Frise which was received August 15th.
- Negotiations with Department of Fisheries and Ocean and MFN continued for use of Marina lands. Awaiting response from MFN on proposed agreements required by due date of October 31, 2023.
- The Fire Advisory Committee met August 21st with The LOOMEX Group Consultants. LOOMEX met with Chief, firefighters and various stakeholders in developing a draft Community Risk Assessment. Background data was provided to Consultants.
- Community Fire Survey was held and ended on August 18 with over 140 respondents and prizes were issued in late August.
- Met with West Nipissing CAO and discussed O.P.P. detachment building options in late July. A financial report is under development for presentation by staff in October. Awaiting further information from the O.P.P. on costs.
- Staff met with the COGEN SEED Homes owners to prepare for a presentation to Council and the community in early September. Information on land, zoning and other data was provided to the company.
- Various land issues were dealt with including access issues, property standards, informational and zoning. Discussions with the MNR to purchase land in the Mission were held and process established to move forward.

- Negotiations continued with the members of Woodland Masonic Hall members to resolve the road ownership issue affecting homeowners on Magpie Avenue, so the street could be treated. A resolution was agreed upon and presented to Council for a by-law on September 19, 2023.
- The Stage 2 NOHFC application was completed and submitted with updates to the budgets, including a new Council Resolution of support.
- The RFP for the Downtown Community Improvement Plan was issued and grant from OMAFRA confirmed for 50% of the cost.
- Completed the Stage 2 NOHFC application for improvements at the Golf Course included new decking, roof and irrigation system.
- Continued to develop report for Council with Planner Bob Lehman on short-term accommodations. Report to be presented in October.
- Met with several Councillors regarding various concerns.
- Held successful Annual Golf Tournament August 25th.

CLERK

- Two Council Meetings were held, and Resolutions, By-laws and Reports prepared. From January to the end of July, 68 by-laws were processed and approved by Council.
- Staff reports were prepared for 18 matters and 4 in-camera items included in July and August Council Meetings. From January to July, 88 staff reports were provided for 30 Council meetings held during the first half of 2023.
- Policies developed and approved during the period included Succession Planning and Fire Fighter Funeral Protocols. Draft of Mental Health Policy prepared and circulated to staff for comments.
- Two Freedom of Information Requests remain active. One FOI currently in the appeal process.
- Extended court agreement for use of 40 Broadway Avenue for an additional two-year term with increase in rate.
- Prepared Community Safety Zone flyer for mail distribution to about 1200 local addresses. Included information on proper use of crosswalks.

Communications:

- 1) Article prepared for Mayor appointment to AMO Diversity Committee.
- 2) Article prepared for Mayor's Attendance at AMO - Video arranged for Mayor to showcase at AMO Conference August 23, 2023.
- 3) Flyer prepared and distributed in mail boxes on Community Safety Zones.
- 4) Notices posted on facebook and website between January and July 2023 included: 546 documents (website); 194 images (website) and 73 Facebook Posts.

GIS/IT – Anders Dereski, IT/GIS Coordinator

Over the months of July and August, work was done for White River, Dubreuilville and Hornepayne that the Department provides GIS services to. In July, staff was in Dubreuilville to assist with training on their new sub meter GPS system and in White River to provide training to staff on updating their GIS data and provide them with their new imagery. Many mapping requests for both communities were requested and completed during the period. In July and August, work continued on keeping the municipal website current, fixing technical issues, working with the IT Contractor to resolve issues and creating edits to data to ensure accuracy. A summary of work completed during the period included:

- several website updates including adding municipal newsletter and various articles and updated other information on the website.
- permissions for record management purposes was concluded.
- staff worked with the water plant staff on learning new remote access security software.
- installed new computers in the Wawa Public Library.
- GIS work was done for White River, assisting with zoning maps for their municipality. Hornepayne had new data installed, and new maps highlighting property boundaries.
- assisted new financial software vendor for town suite with data requests.
- staff fixed a sever issue causing issues.

ECONOMIC DEVELOPMENT

With the assistance of Jessie Labonte, Economic Development Assistant, several activities were undertaken.

- Working with Reseau Du Nord and the Northern Ontario Francophone Immigration Program a French Immigration Lunch and Learn was scheduled for September 20, 2023 at 11:30 a.m.
- In partnership with Millworks, Sault Innovation Centre, and Superior East CFDC, a small business session was held on August 29 from 12-3 p.m. that included a guest accountant and a social media marketing expert.
- Staff were successful in their application to phase one of the CIINO FEDNOR program and are now working on submitting phase two.

Draft Wawa Housing Action Plan

Jessie Labonte drafted a Housing Action Plan to serve as a framework when considering the need and demand for housing in Wawa. The Plan outlined five housing goals with corresponding actions and has been shared with the community for input during August and September.

Downtown Wawa Community Improvement Plan - OMAFRA RED Funding

A Request for Proposals to hire a consultant interested in updating the Downtown CIP which was issued on Wednesday, August 23 and closed on Wednesday, September 13, 2023. The selected consultant will work with municipal staff and ED-Tourism Committee to develop an updated Community Improvement Plan for the Downtown CIP Improvement Area. The project timeline will consist of project initiation in October 2023 and a Final Plan and Report to Council by February 2024.

SEED Homes - CEGEN Environmental Group

Mr. Steve Morgan, CEO and Mr. David Blanchet, Business Development, presented their business plan at the Special Meeting of Council on Thursday, September 7, 2023. Staff continues to work with the company to ensure the homes are suitable for use in Ontario according to building code and zoning regulations.

Municipal Accommodation Tax (MAT)

Staff continue to explore the implementation of a MAT in Wawa in 2024 and engage with local accommodation stakeholders regarding the proposed 4% MAT program and will report back to Council in the Fall with a recommendation.

UPCOMING FOR SEPTEMBER AND OCTOBER

Tuesday September 26 - Special Capital Budget Meeting

Friday September 29th – All municipal offices closed for National Day for Truth and Reconciliation holiday held on September 30th.

October 3rd Council – A presentation from Paula Valois, Chadwic, and Terry Gervais from the LOOMEX Group regarding the completed Wawa Fire Risk Assessment will take place.

October 17th Council – A presentation is planned from Bob Lehman regarding Short-Term Accommodations in Wawa.

RECOMMENDATION

That Council acknowledges receipt of CAO-Clerk Monthly Report for July and August 2023 dated September 19, 2023.

Submitted by:
Maury O'Neill
CAO-Clerk

