



Municipality of Wawa

MONTHLY REPORT – SEPTEMBER & OCTOBER 2023

Maury O'Neill, CAO-Clerk

Prepared By: Maury O'Neill	Report No: CAO 2023-11
Agenda Date: November 21, 2023	File No: C11

PURPOSE

This report provides Council with a brief summary of key activities of CAO-Clerk Department undertaken during the months of September and October 2023. The Department includes Corporate Services, Human Resources, Economic Development, Planning/Building and GIS/IT Services.

CAO MATTERS

- A Council Orientation Refresh Training session was organized and held September 5, 2023, with Integrity Commissioner Antoinette Blunt in attendance.
- CAO continued negotiations with Department of Fisheries and Ocean and Michipicoten First Nation (MFN) for transfer of the Marina water lot. The Municipality is waiting for an executed agreement from MFN on proposed agreements and is following up regularly with MFN. Staff is developing an easement agreement for MFN to have guaranteed access to the water lot across municipal lands.
- The Fire Advisory Committee held meetings in September and October and the LOOMEX Group reviewed the draft Fire Community Risk Assessment with Council and the Committee. Work continued on the Master Fire Plan to be presented to Council by the end of December.
- The CAO provided health and safety training to the Volunteer Firefighters on October 16, 2023, including the annual review of policies including Harassment and Code of Conduct.
- Staff continued research into the building of a new O.P.P. Regional Detachment. Discussions were held with Infrastructure Ontario and O.P.P. to obtain accurate costs estimates and background to the matter. A report from the Treasurer was provided to Council in November.
- The Department continued to support SEED Homes who made a presentation to Council in September. Investigations into funding programs to support servicing of land on Algoma Street was undertaken.

- A Council Housing Pledge was developed by the CAO and approved by Council in November, along with the Housing Action Plan.
- A variety of land issues were dealt with during the period including a request for an encroachment agreement, land sale transactions including the parking lot at 96 Broadway Avenue, preparation of site plan agreements for new developments, approval of business licences, recommending land be declared surplus by Council and responding to zoning and land inquiries.
- The CAO worked with Planner Bob Lehman to prepare a planning report for Council on regulating short-term accommodations in Wawa. The report was presented in October and a proposed amendment to the Zoning By-Law and Official Plan will come forward for Council's consideration by year-end.
- A meeting was held with Ministry of Transportation regarding a new highway rest-stop planned in the area and highway ditch maintenance near the Tourist Information Centre. MTO indicated it would review the request and respond.
- The CAO and Councillor Hoffman attended a meeting with members of the Ontario Health Team and local health staff to discuss senior's needs in Wawa for physical fitness programming.
- Staff arranged for Algoma Health Unit to present an overview on their programs and benefits of fluoride to Council in September.
- Staff attended training on the new system being used for the election voter's list. MPAC is no longer responsible for maintenance of the voter's list.
- Notice was received that NOHFC approved funding for the Wawa Golf Course. The final NOHFC application for the Wawa Airport renovations was submitted and a response expected in December with work to be undertaken in the Spring of 2024.
- Investigations into the establishment of a new regional O.P.P. Detachment Board continued and correspondence was received from the Solicitor General on the Board composition. The CAO shared information with regional partners including Michipicoten first Nation and Hornepayne First Nation and signed up for training sessions to be held in November. The existing contract for services with the O.P.P. was extended for an additional two-years.
- The CAO continued working with Mayor Pilon to bring forward the Municipal request for a review of the apportionment model used by Algoma District Social Administration Board (ADSAB). A request was formulated and sent to the Board's September meeting. The Board directed the ADSAB CEO work with Wawa to prepare a report.
- Work continued on the 2024-2027 Capital Budget and it was presented to Council on September 26, 2023. Development of the 2024-2027 Operating Budget began with development of staff guidelines by the CAO.

- The CAO engaged the Loomex Group to undertake an airport operational review to ensure the Municipality is following regulations and to support management in understanding best practices. A report will be completed by end of the year with recommendations.
- The CAO supported staff to arrange for an open house to share background on the Municipal Accommodation Tax. Discussions were held on the proposed process to achieve implementation after the Short-Term Accommodation issue was finalized and approval by Council in early 2024.
- The land-use agreement with the Masonic Lodge was finalized and approved to use Magpie Road and it was treated with reground in September.
- The CAO continued to respond to a wide variety of citizen inquiries and concerns and between Council and staff on a variety of matters, reporting to Mayor and Council when necessary. A review of the Strategic Plan accomplishments to-date will be provided at the December Council Meeting.

CLERK MATTERS

- Four Regular Council Meetings and two Special Meetings were held during the period and Resolutions, By-laws, Minutes and Reports prepared.
- Draft policies were developed including travel loss of wages for firefighters and mental health developed and circulated to staff for comment.
- Two Freedom of Information Requests remain active and one FOI currently in the appeal process. One lawsuit regarding municipal liability in delivering public protection services is actively current.
- The Clerk prepared a Community Safety Zone flyer for mail distribution to approximately 1200 local addresses in September which included information on proper use of crosswalks.
- Staff regularly updated the information and notices on the municipal website and social media regarding council matters.
- Jessie Labonte completed the September Council Bi-Monthly newsletter and distributed paper and e-copies throughout the community. She also developed the monthly top ten things to do in Wawa.
- Administrative Assistant updated the Municipal Policy Compendium and Review Date list and worked with staff to update by-laws that expire at year-end.
- Policies under review and consideration include a mental health policy, keeping youth safe policy, recognition and hiring policy.



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Emergency Management Planning

- Both the CAO/Clerk and the IT/GIS Technician, Anders Dereski, attended mandatory emergency management training and became fully certified as Emergency Management Coordinators. This involved successfully passing four courses on incident and emergency management through on-line and in-person courses in Sault Ste. Marie.
- Anders Dereski agreed to serve as the Alternate Community Emergency Management Coordinator and the CAO as the primary. A review of the Wawa Emergency Management Plan began and the annual training requirement was organized for November 2, 2023. The annual training exercise focused on reviewing procedures and individual responsibilities of members of the Municipal Emergency Control Group in the event of a power outage, in cold weather. From the exercise, staff identified the need to install a back-up generator at the Municipal Town Hall which serves as the Emergency Operations Centre.
- An application for funding will be prepared in November to the newly announced emergency grant program, with applications due November 30, 2023. An updated Emergency Pan will be presented to Council in November to approve and remain compliant with legislation.
- Staff updated the Province on changes to the emergency management personnel and contact information to ensure annual compliance, a form must be submitted verifying compliance by the end of December.

GIS/IT Services

Work continued to support Hornepayne, Dubreuilville and White River with GIS matters. GIS services for Wawa during the period included fire coverage, property identification and data management, where many GIS layers were edited to provide accurate information. Additional work included securing municipal back-up systems. The municipal website was continuously updated with events, news and notifications.

ECONOMIC DEVELOPMENT/PLANNING

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

Downtown Wawa Community Improvement Plan (CIP)

- Considerable time was spent on this project including receiving eight responses to the RFP issued to consultants on September 13th. An RFP Evaluation Committee reviewed and evaluated all the proposals and WSP Canada Inc. was awarded the contract.
- The first meeting with the Consultant was held October 11th and the project approach, workplan and budget was finalized. A contract agreement was prepared and approved by Council by-law.
- A walking tour of Broadway Avenue was held October 24th with members of Council, staff, the Consultant and local community members, including members of the Wawa Goose Nest attending. A Downtown public visioning workshop was held the same day with 10 people were in attendance.
- The CIP Business and Community Surveys were drafted to gain feedback regarding the downtown area and incentives that should be included in the Plan. Marketing materials were developed including posters, radio advertisement, social media posts and information placed on the municipal website.
- A meeting was held with Alex Marquis, Michipicoten First Nation Planner, to discuss MFN input and participation in the development of the Plan.

OTHER

- Working with Dubreuilville and Reseau Du Nord, a French Immigration Lunch and Learn was held September 20th. Two representatives from Reseau Du Nord were in attendance along with an Employability Advisor from the Société Économique de l'Ontario to discuss immigration programs.
- Two EDTAC Committee Meetings were organized and held on September 25th and October 30th. The Committee held its first Tourism Business Dinner Date and several businesses were invited to provide input into tourism projects and activities planned.
- Two Age Friendly Committee Meetings were organized and held September 19th and October 25th. The Municipality received notice that its grant application for a senior's Age-Friendly Coordinator and bulletin board was rejected.
- Two Regional Economic Development Officer Meetings were held September 27th and October 25th. The group is planning to support Wakhatowin with a Spring Housing Symposium.

- Staff and Council members attended virtual training on the Teeny Tiny Summit Program (OMAFRA) on September 26th.
- A meeting was held with Food Cycle Science on October 17th to discuss a pilot project on food composting and diversion in Wawa for up to 50 households. A presentation to Council will take place on November 21st, 2023.
- A meeting was held with FedNor to discuss funding programs available for economic development and tourism from the federal government. Work continued on the application for funding for an economic development officer.
- The Economic Development Assistant (EDA) submitted a Resilient Communities Trillium grant application for a local “Youth Cultural Initiative”. The application supports an arts and cultural based program that would provide opportunity for the Municipality to develop a drop-in space where youth could participate in programming specific to Wawa’s culture including Indigenous cooking, arts and music classes, along with workshops geared towards youth mental wellness, leadership and volunteerism.
- Staff provided a variety of support to the SEED housing developer and a presentation was provided to Council on September 7th and a collaborative Letter of Intent was drafted and signed committing to work together to support new housing development in Wawa.
- Several inquiries were responded to from interested businesses considering Wawa for offices and available rental locations and a potential developer with tourism statistics for a possible business.

UPCOMING FOR NOVEMBER AND DECEMBER

- Tuesday, December 5, 2023, 6:30 p.m. Special Operating Budget Meeting
- Tuesday, December 12, 2023, 6:30 p.m. Regular Council Meeting
- Town Hall Offices closed from Saturday, December 23 to Tuesday, January 2, 2024. No Council Meeting scheduled for January 2, 2024.
- Annual AODA Compliance Report Due December 31, 2023
- OPP Detachment Boards – Report on Upcoming Changes to Council
- ADSAB – Report on Apportionment Review and Collaborative Process
- Delegations to Ministers at ROMA – Report in December

RECOMMENDATION

That Council receive CAO-Clerk Monthly Report for the months of September and October 2023.

Maury O’Neill
CAO-Clerk