



## Municipality of Wawa

### MONTHLY REPORT – NOVEMBER & DECEMBER 2023

Maury O'Neill, CAO-Clerk

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<b>Agenda Date: January 16, 2024</b>	<b>File No: C11</b>

#### **PURPOSE**

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

#### **CAO MATTERS**

- The CAO continued negotiations with Department of Fisheries and Ocean for transfer of the Marina water lot. The Municipality is waiting for an executed agreement from Michipicoten First Nation (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 Services Review Committee held a meeting in December to review completed sections of the Fire Services Review report on record keeping, training and the Fire Hall. Staff continued to provide information and review the draft Master Fire Plan which will be presented to Council at a Special Meeting on January 24<sup>th</sup> at 6:30 p.m. A meeting for the Fire Review Committee to provide input on the draft is scheduled for January 15<sup>th</sup>. The Master Fire Plan is scheduled for Council Adoption and staff implementation in February 2024.
- The CAO responded to correspondence received from the Solicitor General on the enactment of the new Policing Act which will make Regional Detachment Boards come into effect on April 1, 2024. The CAO met with the Ministry, Wawa Police Board Chair and surrounding CAO's to share information and attended training sessions. A report will come forward to Council in the New Year although information on the transition and Board is still not fully known.
- Land and planning matters attended to during the period included:
  - Minor Variance Application
  - MNR land purchase notice
  - Purchase of Industrial Park Lot
  - Encroachment Agreement
  - Marina Easement Agreement for MFN

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- The CAO continued to work with Mayor Pilon to bring forward a request for a review of the apportionment model used by ADSAB.
  - Oversight and work continued on the development of the 2024-2027 Operating and Capital budget which was presented to Council on December 5<sup>th</sup>.
  - Working with the Acting Director of Infrastructure: an airport operational review was completed on the Wawa Airport operations. Several recommendations were made by the LOOMEX Group to improve operational practices which are under development. A meeting with the Consultant is scheduled for January 17, 2024.
  - As a follow-up to the Municipal Accommodation Tax (MAT) Open House on November 2<sup>nd</sup>, a business dinner meeting was arranged for December. The meeting was cancelled and will be rescheduled.
  - Delegation requests were submitted to the Ministry of Community and Social Service and Ministry of Infrastructure for consideration during the Mayor and CAO's attendance at ROMA in January to discuss the ADSAB apportionment model and broadband funding.
  - An application for \$4,000.00 in funding from Madawaska Power for recreation equipment was submitted.
  - Correspondence was sent to Infrastructure Ontario and the Ontario Provincial Police (OPP) confirming Council's decision to provide land beside the Tourist Information Centre for a future Detachment.
  - The Mayor and CAO hosted the Wawa Scouts at the Town Hall on December 13<sup>th</sup> for a tour and discussion regarding the community and municipal government.
  - Annual performance appraisals for all management were completed.
  - The CAO and Councillor Hatfield attended the Chadwic Home Shine the Light flag raising on November 15<sup>th</sup>.
  - The CAO continued to respond to a variety of citizen and Council inquiries.

### **CLERK MATTERS**

- Three Regular Council Meetings and one Special Meeting was held during the period and Resolutions, By-laws, Minutes and Reports prepared.
- Staff regularly updated the information and notices on the municipal website and social media regarding council matters.
- Reciprocal Agreements with White River and Hornepayne were completed to provide support during emergencies.
- The 2024 Council meeting schedule was developed and approved.

- The 2023 Accessibility Report was completed and shared with Council and posted on-line in December. A mandatory compliance report was submitted to the Ministry at year-end. The Five-Year Municipal Accessibility Plan expires in 2024 and will be updated by the end of the year.
- A new Policy to cover Fire Personnel attendance at events and reimbursement was drafted and approved by Council.

### **Emergency Management Planning**

- Staff entered into an agreement with Voyent Emergency Alert System, after Council approval to proceed. The Administrators received training and the system will be launched in early 2024.
- An application for funding was prepared and submitted for \$50,000 to be put towards the Fire Hall renovations and furniture under the emergency grant program on November 30, 2023. The plan to purchase and install a back-up generator at the Town Hall was estimated at \$350,000 and was not pursued with this funding.
- Staff submitted the annual compliance form due December to Emergency Management Ontario (EMO) and it was approved demonstrating the Municipality was in full compliance with legislation.

### **GIS/IT Services**

- The staff spent considerable time digitizing and mapping out the snow plow, sanding and sidewalk clearing routes for Infrastructure Services. Other requests for service included sewer infrastructure and property mapping. A two-day training course was attended on the latest version of the municipal ArcGIS program which will be shared with surrounding communities in 2024.
- Hornepayne critical infrastructure list was received and mapping for their emergency management plan was undertaken and completed. Requests for property mapping were responded to with most GIS work spent on mapping Dubreuilville and White River's critical infrastructure.
- Anders Dereski organized staff training on VOYENT, the new emergency notification system, in December. Additional staff training will occur in January with a public launch set for February 2024.
- Other activity included completing the Airport firewall installation which now sits securely behind the municipal IT network and regular updates and posting of public notices on the municipal website were done during the period.

**ECONOMIC DEVELOPMENT/PLANNING****Downtown Wawa Community Improvement Plan (CIP)**

- Considerable time was spent on this project during the period which included working with the Consultant to provide background information and to develop a suite of potential incentive programs for consideration to spur growth in the downtown.
- The draft Downtown Community Improvement Plan was completed and reviewed in December. A public information session is scheduled for January 25<sup>th</sup> and a public meeting on the Plan set for February 20, 2024.
- Staff contacted the Ministry to request a change to the funding agreement so that monies not spent on the CIP could be put forward to new banners in 2024.
- Urban Design Guidelines were developed by the Consultant with recommendations on recommended public infrastructure improvements to the Downtown which are under review.

**Short-Term Accommodations**

- To make existing Short-Term Accommodations in Wawa legal provided they meet safety standards and local regulations, the proposed amendment to the Wawa Zoning By-Law and Official Plan was prepared and will be shared with Council in January. A public meeting will be scheduled for February 2024.

**Other**

- One EDTAC Committee Meetings was held.
- An application for funding for an Economic Development Officer for three-years for \$300,000 from the FedNor CIINO program was completed and submitted in December.
- Staff completed the bi-monthly Council Newsletter in November and top Ten Monthly Things To Do poster.
- Several inquiries were responded to from businesses and persons looking for available commercial land or office space.

**UPCOMING FOR JANUARY/FEBRURAY 2024**

- Tuesday, January 16, 2024, 6:30 p.m. Regular Council Meeting – Approval of 2024 Budget
- Wednesday, January 24, 2024, 6:30 p.m. Special Council Meeting – Receive Fire Review Report
- Mayor and CAO Attendance at ROMA – January 20 – 23, 2024
- Thursday, January 25, 2024 – Public Open House on Downtown CIP
- Tuesday, February 6, 2024 – Regular Council Meeting including Public Meeting on Zoning Changes for Short-Term Accommodations
- February 20, 2024 – Regular Council including approval of Downtown CIP
- UPCOMING - OPP Detachment Boards – Report on Changes to Police Board

**RECOMMENDATION**

That Council receive CAO-Clerk Monthly Report for November and December 2023.

Maury O'Neill  
CAO-Clerk