



Municipality of Wawa

MONTHLY REPORT – JANUARY & FEBRAURY 2024

Maury O'Neill, CAO-Clerk

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PURPOSE

This report provides Council with a brief summary of key activities of CAO-Clerk Department undertaken during the months of January and February 2024. The Department includes Corporate Services, Human Resources, Economic Development, Planning/Land and GIS/IT Services.

CAO MATTERS

- The CAO continued negotiations with Michipicoten First Nation (MFN) and Department of Fisheries and Ocean (DFO) for transfer of the Marina water lot. The Municipality received the executed agreement from MFN to permit a municipal marina to operate for a minimum of five years after the property is transferred by the DFO to MFN. A series of meetings was held to provide access to the property through an easement or new road allowance. The By-law to enter into a funding agreement with the DFO was forwarded to the March 19th meeting.
- All Directors and Managers completed Annual Department Operational Plans setting out work and project goals with timelines for the year. A future meeting with Council will be held to review the Plans.
- During the period, the 2024-2027 operational budget was prepared, presented to Council and was approved.
- The CAO met with the Infrastructure Department to develop a plan to provide services that would support the building of new residential dwellings in Wawa. After a review of options, the servicing of Tamarack was chosen as the most effective way to increase the supply of ready-serviced lots and Kresin Engineering was hired to complete a plan and application to the Housing Enabling Fund.
- The Fire Services Review Committee held meetings in January and February and reviewed the final Fire Services Review which was approved at a Special Meeting on January 24th. In February, the CAO prepared a one-year Action Plan for implementation of the recommendations contained in the Fire Services Report and a new Establishing and Regulating By-Law, in consultation with the Fire Chief. A number of actions are being implemented and the Establishing By-law is under review for forwarding to Council for adoption on April 16th.

- The CAO coordinated the requirements to start-up the new Superior East Detachment Board with surrounding communities and responded to correspondence from the Solicitor General. A process to appoint the two community representatives was prepared and ads shared in the region. A joint meeting was coordinated and held on February 14th, 2024, for training of all regional partners. The Wawa Police Services Board officially disbands on March 31st.
- The CAO and Mayor attended ROMA Conference from January 20-23rd, 2024. A delegation with the Ministry of Social and Community Services was held. A later delegation with the Ministry of Infrastructure regarding Broadband funding was in February.
- Several land and planning matters were coordinated during the period including the sale and stop-up and close by-law required for the Beck Avenue road allowance sale and proposed industrial park lot sale.
- Working with the Acting Director of Infrastructure, an airport operational review was completed on the Wawa Airport operations and reviewed on January 17th, 2024. Implementation of the recommendations, including hiring a full-time airport staff to manage the airport is currently in process and a report to Council will be on the March 19th agenda.
- A meeting with user groups was held March 6th, 2024, and a presentation prepared. A draft By-law to license short-term accommodations was developed and is currently under review. Future meetings will be held with the public to provide full opportunity to provide input into the drafting of the Municipal Accommodation Tax (MAT) By-law, proposed to be introduced to Council in the Fall.
- An application for \$4,000 in funding from Madawaska Power for recreation equipment was submitted and approved for arena equipment.
- Work continued to support Infrastructure Ontario and the OPP confirming to build a new detachment on municipal land beside the Tourist Centre.
- Staff co-ordinated Council travel to FONOM in May in Sudbury.
- Public communications completed during the period included; three press releases which included a thank you to Harvey West for the Marina Park donation, two editions of the municipal newsletter, and seven public notices.
- The building at 3 Maple Street continues to be prepared for leasing and/or selling and repairs undertaken to the flooring. Elections Canada viewed the site for possible use in an election.
- The CAO continued to respond to a variety of citizen and Council inquiries.

CLERK MATTERS

- Four Regular Council Meetings and two Special Meetings were held during the period and Resolutions, By-laws, Minutes and Reports prepared.
- Annual reports required and submitted included:
 - 2023 Council and Board Annual Remuneration Report
 - 2023 Freedom of Information Report
 - 2023 Disclosure of Salaries Report (>\$100,000)
- Three land-use agreements and by-laws were updated and approved.

GIS/IT Services

- Anders Dereski organized staff training on VOYENT, the new emergency notification system for staff. The system went live at the end of January, and as of February 29th, there were 159 residents registered.
- Computer upgrades continue to be completed and four new computers were installed for staff members.
- During January and February, Hornepayne and Dubreuilville emergency management mapping was completed. Hornepayne requested a map outlining snow removal routes for roads and sidewalks, and work was done for Dubreuilville for several minor variances.
- Mapping and information for minor variances were processed and data management was also done for Wawa, updating past work done on the Mission Road connecting link.
- Support was provided during the period to other departments, including the Airport operations and new web pages for the CIP and FoodCycler.

ECONOMIC DEVELOPMENT/PLANNING

Downtown Wawa Community Improvement Plan (CIP)

- Considerable time was spent on this project during the period which included working with the CIP Consultant to provide background information, review the draft Plan and Public Meeting and develop the incentive programs to be included in the Plan. A series of meetings were held to obtain public input.
- The draft Downtown Community Improvement Plan was completed in draft and a public information session held January 25th and a public meeting held February 20th, 2024.
- Staff contacted the Ministry of Agriculture to request a change to the funding agreement, so unspent funds could be put towards a marketing plan.
- Urban Design Guidelines were developed and reviewed by staff including 3-D computer models of a section of a Broadway intersection.

Short-Term Accommodations

- A Public Meeting was held on February 24th where the proposed amendments to the Zoning By-law and Official Plan were shared for comments. The CAO drafted a report and draft by-laws to be considered by Council for approval to permit short-term rentals in residential zones on March 19th, 2024.
- A Report and draft Short-Term Rental (STR) Business License By-law was prepared and presented to Council for comments and review on February 2nd, 2024.
- A period of public input, including sharing the draft at the MAT meeting on March 2nd, will take place in April with a proposed Council adoption date of May 7th, 2024.

Wawa FoodCycler Program

- Wawa FoodCycler campaign to sell 100 units began on Saturday, February 17th, 2024 with a booth at the Wawa Winter Carnival where a staff member promoted the Foodcycler Program by having a unit for viewing and provided information on how residents could participate. Promotions undertaken included radio ads, websites, posters and a mail-out flyer. Staff also developed a webpage and created an application for resident participation. As of March, there are 62 units sold of the 100 units and the sale of units has been extended from the original closing date of Friday, March 8th, 2024, to until all units are sold.

Royal Canadian Legion Cenotaph

- Jessie Labonte, EDC Assistant, worked with the Wawa Legion Executive to prepare an application to the War Memorial Fund for the relocation and replacement of the Wawa Cenotaph. The Legion have received a donation for the foundation work from Mike Moore Contracting Ltd. Mr. Mike Moore is also seeking more companies to donate towards the Cenotaph, including engineer.

Other

- Two EDTAC Committee Meetings were held and coordinated.
- An application for funding for an economic development officer for three-years for \$300,000 was approved in principle (awaiting confirmation).
- Staff completed the bi-monthly Council Newsletter for January and March and February Top Ten poster.
- The Mayor and CAO met with the Mine Manager of Argonaut Gold Mines for an update on the project.

UPCOMING FOR MARCH AND APRIL

- Budget and Financial Training for Council – Monthly Meetings on March 13th, April 10th and May 10th and 11th, 2024.

- Approval of Downtown Wawa CIP and appeal period ending April 12th, 2024. Development of the financial incentives, applications and marketing materials to be completed by end of March for launch of programs by June 2024.
- A Council Public Meeting for comment into the MAT tax will be scheduled during the month of May or June.
- One Council Meeting scheduled for April 16th (only).

RECOMMENDATION

That Council receive CAO-Clerk Monthly Report for January and February 2024.

Maury O'Neill
CAO-Clerk