



Municipality of Wawa

MONTHLY REPORT – MARCH & APRIL 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, Corporate Services, Human Resources, Economic Development, Planning/Land and GIS/IT Services for the month of March and April for information.

CAO – CORPORATE SERVICES

- Negotiations with the Department of Fisheries and Ocean (DFO) concluded for transfer of the Marina water lot conditional on a land survey and registration of a new public road allowance to the property. Council approved the By-law to enter into a funding agreement with the DFO on March 19th and funding is secured but dependant on the transfer of the site to the third party, expected to be completed by the end of 2024. The road allowance survey is scheduled to begin in late May.
- An application was sent to the Provincial Housing Enabling Fund to pay up to 70% of water and sewer servicing costs estimated at \$3.5 million along Tamarack with the support of Kresin and the Infrastructure Department in April. This project is in line with the Water and Sewer Master Plan and Housing Plan of Council and will potentially open 20+ residential lots for future development.
- An updated Fire Department Establishing and Regulating By-Law was adopted by Council on April 16th along with a new Fire Prevention By-Law. One meeting of the Fire Advisory Committee was held during the period.
- Staff continued to support the organizing of the OPP Superior East Detachment Board. Training requirements were set-out for the Board Members which must be completed prior to a Board Meeting, including a Records Check. Unfortunately, two members resigned so there is still a need for two (2) provincial appointees and one community member to be appointed.
- Considerable time was spent on reviewing potential building sites for the new O.P.P. Detachment and
- Several land and planning matters were coordinated during the period including the sale of a portion of Beck Avenue and an Industrial park lot sale. A Zoning Notice for temporary accommodations to continue for three years for Red Pine was processed as were planning notices for the approval of the Downtown

Community Improvement By-Law, Short-Term Accommodation Licensing By-Law and Committee of Adjustment requests.

- The agreement with the LOOMEX Group and hiring a full-time airport position to manage the airport was approved by Council in April. The CAO drafted a job description and employment contract and job advertisement which resulted in several candidates applying.
- Funding for the Airport Renovations including a sand dome, renovations to the terminal washroom and new furniture was approved by NOHFC and a donation of \$25,000 provided by Alamos to the project.
- Advertisements were sent to all known short-term accommodations to obtain an annual license as provided under a new approved licensing by-law of Council. An additional marketing effort to encourage operators to comply and obtain a license will be undertaken in May. There has been slow uptake in April.
- After a presentation from the Lady Dunn Recruiter, Council approved an agreement to support medical staff recruitment and continued financial support provided of \$22,500 for next three years.
- Arrangements were made to engage a consultant to host a team building exercise for management staff and council in May.
- The FedNor application (CIINO) funding an Economic Development Officer for three years (\$300,000) was approved. The job description and work plan were finalized, and job advertisement prepared. The posting closes on May 24, 2024.
- The CAO supported Council with responding to the loss of the Cancer Care Van from the community and a supporting Resolution drafted and shared.
- Preparations for USW negotiations to develop a new collective Agreement began. The USW current agreement ends July 31, 2024.

CLERK MATTERS

- Four Regular Council Meetings and two Special Meetings were held during the period and Resolutions, By-laws, Minutes and Reports prepared.

GIS/IT Services

During the month of March, work was completed for Hornepayne's database outlining snow removal routes for the roads and sidewalks. There were requests from Dubreuilville for mapping for tax sale properties and minor variance applications. For the Municipality, GIS work was done for minor variances, harvest areas and property look-ups. Data management was also done, editing the current water infrastructure to current locations. Time was

spent on website updates and creating of new pages, such as the short-term accommodation and the community improvement plan sites.

In April, GIS work included for minor variances and water and sewer infrastructure mapping. Time was spent updating the back-up server and work was done of the website, updating content of pages, and posting of new pages. Two new computers were also set up and installed for employees, while work was also done in the library to correct accessibility needs.

ECONOMIC DEVELOPMENT

Downtown Wawa Community Improvement Plan (CIP)

- Council approved the Downtown CIP By-Law and Plan on March 19, 2024. Staff are working on a report and request to fund and implement the recommended financial incentive programs.

Short-Term Accommodations

- Council for approval to permit short-term rentals in residential zones on March 19th, 2024.
- A Short-Term Rental Accommodation Licensing Program was developed and letter sent to STR operators notifying that Council had passed the Short-Term Rental Licensing Bylaw 3704-24 and that effective April 16, 2024 all persons who own, operate or offer a STR within the Municipality of Wawa must obtain a license to operate. The application package was drafted and is available on the municipal website or by obtaining a paper copy at the municipal office. A webpage was created on the Municipal website sharing all background information and the application required to obtain a license. Marketing material was also created and shared through the municipal website, and social media.

Wawa FoodCycler Program

- The Wawa FoodCycler Program has sold 77 units out of 100 thus far, with three large and twenty small units remaining. The participants are currently tracking the use of their FoodCyclers for the 12-week pilot program and will submit data for FoodCycle Science once completed. Staff are working to sell the remaining units and feedback from participants has been positive.

Royal Canadian Legion Cenotaph

- Jessie Labonte, EDC Assistant, worked with the Wawa Legion Executive to submit an application to the War Memorial Fund for the relocation and replacement of the Wawa Cenotaph.

Senior's Community Grant Program

Staff submitted a funding application to the Seniors Community Grant on March 28 in partnership with the Wawa Seniors Goose Club. The application requested \$22,300.00 to develop and offer the Wawa Seniors Skill Swap Program which is a comprehensive program designed to support seniors aged 55 and above. The initiative focuses on sharing practical skills and knowledge through six workshops, while fostering a strong sense of community to promote social inclusion and connectivity among seniors.

Other

- Staff completed the bi-monthly Council Newsletter for May and Monthly Top Ten poster.
- Meetings with three potential business investors were held and land and incentives discussed to Attract the business to the community.

UPCOMING FOR MAY and JUNE

- Approval of CIP financial incentives, applications and marketing materials to be completed by end of May for launch of programs by July 1, 2024.
- A Council Public Meeting for comment into the MAT tax will be scheduled during for June 4, 2024.

RECOMMENDATION

That Council receive CAO-Clerk Monthly Report for March and April 2024.

Maury O'Neill
CAO-Clerk