



**The Corporation of the
Municipality of Wawa**

Policy Manual Committee Meeting Agenda

**Tuesday, June 25, 2013
Council Chambers**

7:00 p.m.

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- (1) CALL TO ORDER & NOTE MEMBERS PRESENT**
 - (2) REVIEW OF ADDENDUM / APPROVAL OF AGENDA**
 - 2.1 Approval of Agenda
 - (3) ANNOUNCEMENTS / DEPUTATIONS**
 - (4) DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
 - (5) APPROVAL OF MINUTES**
 - 5.1 Approval of Minutes - Policy Manual Committee Meetings
 - May 28, 2013
 - April 23, 2013
 - (6) OLD BUSINESS**
 - (7) NEW BUSINESS**
 - 7.1 Wawa BIA 2013 Budget
 - 7.2 Strategic Plan Steering Committee - Membership and Attendance
 - 7.3 Policy HR-015 - Part-Time Employees
 - 7.4 Water and Sewer Rates
 - (8) IN-CAMERA SESSION**
 - (9) NEXT MEETING DATE**
 - (10) MEETING CLOSE**
 - 10.1 Close of Meeting

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The Corporation of the
Municipality of Wawa
Policy Manual Committee
Meeting
Tuesday, May 28, 2013
Council Chambers
7:00 PM

MINUTES

(1) CALL TO ORDER & NOTE MEMBERS PRESENT

The meeting was called to order at 7:00 p.m., and Councillor Chiasson welcomed everyone to the meeting.

Present:

Councillor Bill Chiasson, Chair

Members:

Mayor Linda Nowicki
Councillor Yvan Besner
Councillor Ron Rody

Staff:

Cathy Cyr, Deputy Clerk
Brian Sheridan, Director of Infrastructure Services
Paul Parisé, Chief Building Official
Jason Morrison, Director Information Technology and Innovation
Sylvain Montpellier, Assistant Director of Community Services & Tourism

Public: 1 Person

News Media: 1 Person

Guest: None.

Absent: Councillor Holly Morrison-Smith

(2) REVIEW OF ADDENDUM / APPROVAL OF AGENDA

2.1 Approval of Agenda

Moved by: L. Nowicki **R. Verbal**

Seconded by: Y. Besner

RESOLVED THAT the Agenda for the Policy Manual Committee Meeting scheduled for Tuesday, May 28, 2013, be approved, as presented.

CARRIED.

(3) ANNOUNCEMENTS / DEPUTATIONS

None.

28-May-2013

(4) **DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

(5) **APPROVAL OF MINUTES**

None.

(6) **OLD BUSINESS**

6.1 Draft Resolutions - Distribution

Councillor Morrison-Smith asked Staff to notify the media when there's been a change. Resolutions are distributed as proposed.

Action:

None.

6.2 Michipicoten River Village Street Signs

There is concern that emergency vehicles cannot read the signs. Staff advised the cost is approximately \$1,300.00 to replace all the signs. This will be addressed at the budget meeting.

Action:

Item to be discussed with the budget.

(7) **NEW BUSINESS**

7.1 EDC Social Media Policy

For information.

7.2 Ice Huts on Wawa Lake

This issue has come to the table many times. It was determined that the MNR is responsible for Wawa Lake and the Municipality has no jurisdiction. Registration for ice huts has not been brought this far north. The Municipality can't license and fine if it's not our jurisdiction. Similarly, there is nothing the Municipality can do about noise from seadoos. Council requested a date be set yearly for ice hut removal.

Action:

Staff to prepare letters to petition Minister Orazetti, O.P.P., AMO, Mike Mantha, and the Ministers of Environment and Natural Resources.

7.3 NWCAC Policy - Media Communications

For information. The policy addresses who speaks to the media. Two members are assigned to speak on behalf of the Committee. This policy is specific to Wawa, not the NWMO.

Action:

Policy to be received at next Regular Council Meeting for resolution.

7.4 Pic Mobert First Nation Evacuees

The Chair requested the Municipality send a letter to Pic Mobert Chief and Council explaining our situation. Council had already advised EMO that the Municipality was not in a position to accept evacuees this year.

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Action:
None.

7.5 Bicycle By-Law

This by-law was passed in 1994 and received short wording approval. In 1996 the by-law was amended to change the amount of the fine but was not sent to the Province for short wording. Staff feel it's time to update and revise the by-law as it is outdated.

Action:

Staff to contact other communities for samples and revise the by-law.

7.6 Policy Manual Revision - HR-006 Recognition of Municipal Employees

This policy was changed last year to state awards are to be presented at Council meetings. Many employees prefer to receive their award with their peers. Policy to be revised to reflect that awards will be presented at annual staff appreciation event and awards to be presented by CAO and Mayor or their designate.

Action:

Revised Policy to be forwarded to next Regular Council meeting.

(8) IN-CAMERA SESSION

None.

(9) NEXT MEETING DATE

None.

(10) MEETING CLOSE

10.1 Close of Meeting

Moved by: R. Rody

R. Verbal

RESOLVED THAT the meeting close at 7:32 p.m.

CARRIED.

BILL CHIASSON,
CHAIR

CATHY CYR,
DEPUTY CLERK

28-May-2013



The Corporation of the
Municipality of Wawa
Policy Manual Committee
Meeting
Council Chambers
Tuesday, April 23, 2013
7:00 PM

MINUTES

(1) **CALL TO ORDER & NOTE MEMBERS PRESENT**

The meeting was called to order at 7:00 p.m., and Councillor Chiasson welcomed everyone to the meeting.

Present:

Councillor Bill Chiasson, Chair

Members:

Mayor Linda Nowicki
Councillor Yvan Besner
Councillor Holly Morrison-Smith

Staff:

Cathy Cyr, Deputy Clerk
Doreen Pavlic, Deputy Treasurer
Lori Johnson, Director of Community Services and Tourism
Sylvain Montpellier, Assistant Director of Community Services and Tourism
Mark Toffner, Assistant Director of Infrastructure Services
Jason Morrison, Director Information Technology and Innovation
Chris Benka, IT & T Programmer, Designer and Analyst
Amber Evans, Administrative Assistant

Public: 3 People.

News Media: 2 People.

Guest: None.

Absent: Councillor Ron Rody (Personal Leave)

(2) **REVIEW OF ADDENDUM / APPROVAL OF AGENDA**

2.1 Approval of Agenda

Moved by: Y. Besner **R.** Verbal

RESOLVED THAT the Agenda for the Policy Manual Committee Meeting scheduled for Tuesday, April 23, 2013, be approved, as amended.

CARRIED.

(3) **ANNOUNCEMENTS / DEPUTATIONS**

None.

23-Apr-2013

(4) **DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

(5) **APPROVAL OF MINUTES**

5.1 March 26, 2013 - Policy Manual Meeting

Moved by: Y. Besner **R. Verbal**

Seconded by: L. Nowicki

RESOLVED THAT the following Minutes for the Policy Manual Committee Meeting be adopted, as presented.

Minutes of Policy Manual Committee Meeting held on Tuesday, March 26, 2013, as contained on Pages 1-5, inclusive of the Minute Book.

CARRIED.

Action:

Minutes to be signed and filed in the vault.

(6) **OLD BUSINESS**

None.

(7) **NEW BUSINESS**

7.1 Municipal Website

C. Benka went over some of the features of the new Municipal website. The website is expected to be release next week. The site will have the same overall feel as the current site, with updates occurring overtime as users become familiar with the new model. The new site is wider and conforms to the current standards. Staff are confident residents will be able to access to more content at a faster rate than the current website.

The new website's home page contains a notification bar at the top allowing for announcements to be delivered to residents visiting the site. Key highlights for the site, including a Municipal calendar, community events, online payments and public notices, are also offered on the home page. The Municipal calendar will include meeting schedules, payment due dates and special events. Community events will be posted in a different area and will include sessions and classes scheduled at the Community Centre.

C. Benka is working with Tourism staff to incorporate a comprehensive tourism component that will be linked to the website. C. Benka went over various other pages available on the new website.

Action:

Article to be included in the next Municipal newsletter regarding the new website format. Director of Information Technology and Innovation to forward template for Council section to the Councillors.

7.2 Policy Manual Headings - Community Services Department

There are currently four (4) Policy categories pertaining to the Community Services and Tourism Department, staff are recommending this be reduced to three (3) categories. The three suggested policy categories include Municipal Programs, Municipal Facilities and Parks, and Tourism.

Action:

Policy headings to be revised as policies are reviewed and updated.

7.3 Policy Manual Revision - TO - Tourism TO-001: Retail Sales at Visitor Centre

Staff confirmed the changes to the policy were minor. Changes include incorporating the titles of Director and Assistant Director into the policy. The tourism log's name was also generalized to ensure sustainability over time.

Action:

Policy to be forwarded to the next Council Meeting for approval.

7.4 Policy Manual Revision - TO - Tourism LST-003: Volunteer Participation Trade Shows/Events

This policy was updated to reflect the current policy format. No provisions were included in the policy above what is already included in the budget.

When volunteers attend an event in representation of Wawa it is expected that they spend a minimum of 50% of their time participating in the booth. Fuel and parking costs are incorporated into the policy.

Action:

Policy to be forwarded to the next Council Meeting for approval.

7.5 Policy Manual Revision - SH - Social and Health Services SH-001: Combatting Hate Activity

Staff confirmed minor changes were made to the policy including the Corporations current name, references to other policies and review dates. Y. Besner asked if the paragraph contained under 1.0.0 could be reviewed to ensure it is up-to-date and the policy brought back to a future meeting.

Council noted that the use of social media is referenced in the section pertaining to related policies.

Action:

Policy to be forwarded to the next Policy Manual Committee meeting with revised first paragraph.

7.6 By-Law No. 2675-13 - to authorize the Municipality of Wawa to enter into a Memorandum of Understanding with the Michipicoten Volunteer Firefighters Association for assisting and hosting the Northern National Drag Race event to be held at the Wawa Municipal Airport.

Item eleven (11) has been updated from last year's agreement. Item three (3) was made more general in the reference to who would be participating.

Mayor Nowicki requested a more detailed analysis of the budget and a

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comparison to last year's event. Detailed budget not to be included in the by-law but to be made available for consideration.

Action:

Policy to be forwarded to the next Council Meeting for approval. Director of Community Services and Tourism to email detailed budget to Council or forward to the next management meeting.

7.7 Draft Resolutions - Distribution

H. Morrison-Smith requested a discussion regarding whether it is appropriate for the media to receive the draft resolutions of a meeting prior to the meeting or if the confirmed resolutions should be shared following the meeting completion. H. Morrison-Smith suggested a policy concerning meeting packages should be developed.

Staff confirmed that some communities do not provide meeting resolutions to the media prior to meetings however other communities such as the Cities of Sudbury and Sault Ste. Marie do.

Action:

Policy to be drafted or included in procedural by-law. Draft resolution distribution to be further discussed at the next Policy Manual Committee meeting. Current practice to continue until further discussion.

7.8 Michipicoten River Village Street Signs

The Chair suggested emergency personnel have a concern regarding the faded street signs located in the Michipicoten River Village.

Staff confirmed this item is not currently included in the 2013 budget. Staff are looking at two possible sign providers. The signs would match those in the Town Site.

Action:

Assistant Director of Infrastructure Services to provide costing to Council at a future Policy Manual or Corporate Planning Committee meeting.

7.9 Wawa Creek and Magpie River Bridges

The Director of Infrastructure Services has responded to the letter. Staff hope to have the bridges repaired by the fall. The tender for the bridges will go out once surveys can be completed. Engineering is planned to be included in the tender.

Action:

None.

(8) IN-CAMERA SESSION

None.

(9) NEXT MEETING DATE

None.

23-Apr-2013

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(10) **MEETING CLOSE**

10.1 Close of Meeting

Moved by: L. Nowicki **R.** Verbal

RESOLVED THAT the meeting close at 7:57 p.m.

CARRIED.

BILL CHIASSON, CHAIR

CATHY CYR, DEPUTY CLERK

23-Apr-2013

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 2632-13

BEING A BY-LAW to establish and appoint a Strategic Plan Steering Committee for the Municipality of Wawa.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, Chapter 25, Section 8, provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the *Municipal Act, 2001*, Chapter 25, Section 10, provides that a single-tier municipality may provide for any service or thing that the municipality considers necessary or desirable for the public and it may pass by-laws respecting the economic, social and environmental well-being of the municipality;

AND WHEREAS the Council of the Municipality of Wawa considers it desirable to establish and appoint a Strategic Plan Steering Committee for the Municipality of Wawa;

NOWHEREFORE the Council of The Corporation of the Municipality of Wawa enacts the following as a By-Law:

1. **Background:**

The Strategic Plan Steering Committee will guide the development of the Community Strategic Plan to address the future sustainability of the community. The role of Strategic Plan Steering Committee is:

- (a) To provide guidance to the consulting firm conducting the community strategic plan process;
- (b) To represent sectors of the community at the Committee;
- (c) To help identify barriers to community and economic development in the community;
- (d) To identify community champions and partnerships to implement the action plan.

2. **Deliverables:**

The Strategic Plan Steering Committee will complete the expectations as contained in the Proposal to develop a Community Vision and Strategic Plan for

the Town of Wawa, a copy of which is attached hereto and marked as Schedule "A".

3. **Term of the Membership**

The Committee consists of a minimum of five (5) voting members, who serve without pay. Council shall appoint the members and determine the term of the appointment. The following are hereby appointed as members of the Strategic Plan Steering Committee for the Municipality of Wawa, with their respective terms as set out opposite their names:

APPOINTEE	TERM
Ron Rody	• January 15, 2013 to August 31, 2013
Bill Chiasson	• January 15, 2013 to August 31, 2013
Danette Mathias	• January 15, 2013 to August 31, 2013
Mary Anne Pearson	• January 15, 2013 to August 31, 2013
Gail V. Smith	• January 15, 2013 to August 31, 2013
Toni Rutland	• January 15, 2013 to August 31, 2013
John Morrison	• January 15, 2013 to August 31, 2013
Joan Brooks	• January 15, 2013 to August 31, 2013
Karry Anne Campbell	• January 15, 2013 to August 31, 2013
Russell Reid	• January 15, 2013 to August 31, 2013
Joel Cooper	• January 15, 2013 to August 31, 2013
Brian Sheridan	• January 15, 2013 to August 31, 2013
Lori Johnson	• January 15, 2013 to August 31, 2013
Jason Morrison	• January 15, 2013 to August 31, 2013

4. **Accountability**

The Committee operates in an advisory capacity to the Consulting Firm and the funding Municipality of Wawa. The Committee will provide a Report to Municipal Council.

5. **Meeting Frequency, Responsibilities and Attendance**

Members of the Steering Committee commit to the following:

- Attending at least three scheduled meetings to be held over the course of the project;
- Reading the prepared materials prior to each meeting so that they may contribute towards the discussion;
- Submitting agenda items at least one week in advance of the meeting;

- Responding to emails and/or telephone calls requesting confirmation of meeting attendance within three days of receipt.

The Consulting Firm, in consultation with the Committee Chair, will call and coordinate meetings and develop the agenda.

6. **Revision of the Terms of Reference**

If it becomes necessary to amend the Committee's Terms of Reference, such changes must be agreed upon by Municipal Council. This is to be carried out with active involvement of committee members to ensure that they understand the changes and continue to commit their membership under the changed conditions.

7. **Committee Exit Strategy**

The Committee will be active until August 31, 2013. Should the Committee members agree that it should continue to assist in the implementation of the Strategic Plan, it must revise the Terms of Reference and consider the following issues:

- Who will take over meeting coordination?
- What will be the new objectives of the committee?
- How will the change in scope affect accountability, meeting frequency, resources and governance?

8. **THAT** the Mayor and Deputy Clerk be and are hereby authorized to execute this by-law and to affix thereto the corporate seal of the corporation.

9. **THAT** this by-law shall come into force and effect immediately upon passage.

READ a first, second, and third time and be finally passed this 15th day of January, 2013.

LINDA NOWICKI, MAYOR

CATHY CYR, DEPUTY CLERK