



**The Corporation of the Municipality of Wawa  
Staff Report**

**Office of the Director of Community Services and Tourism**

<b>Prepared For: Corporate Planning.</b>	<b>Report No.: AP 2022-02</b>
<b>Agenda Date: March 1, 2022</b>	<b>File No.: 9.45.2</b>

**Subject**

This report provides Council, Marina Committee members and the public with the results of the Municipal operation of the Marina during the 2021 season.

**Summary of the Recommendation**

This report is for information only – no recommendation is provided.

**Summary of the Issues**

This report reviews the operation of the Marina in 2021. It provides information regarding operations, projects completed, expenses and revenues collected at the facility. It also provides an update on the status of the divestiture of the facility.

**List of Stakeholders**

- Municipal Council
- Marina Users

**Purpose of Report**

This report has been created to ensure that Council and the community has transparent access to the operations of Municipal facilities, as well as understands the changes that occurred at the facility in 2021 and the effect that this had had on users and ratepayers. It provides information for Council to make informed decisions on current and future service levels of the facility, and users with the results of facility operations from a staff perspective.

<b>Respectfully Submitted By:</b> 	<b>Prepared By:</b> <b>Alex Patterson, Director,</b> <b>Community Services and Tourism</b>
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## Analysis

### 2021 Operational Changes

At the beginning of the 2021 season, the Municipality was advised by the previous marina operator that they did not wish to continue with their role in the provision of services at the facility. This prompted staff to review and consolidate the system for marina slip bookings created in 2020, and the Department became the sole source for bookings at the facility. This was done on a very short timeline, and while there were some difficulties in implementing the system at first, by mid-season most of the issues had been solved by staff and most users reported a smooth process to book slips. We recorded 3 issues over the 101 total bookings received in the 2021 season.

Additional operational changes included increased frequency of inspections of the facility based on user feedback, completion of staff and volunteer projects as discussed below, and the addition of a small kiosk system for daily boat launch rentals. These changes saw mixed success, with positive user feedback on the projects completed, mostly positive feedback on staff inspections and maintenance of the facility, and some but less than expected use of the kiosk system.

### 2021 Projects

Staff have planned one operational project per year to improve infrastructure at the Marina. At the start of the season, we renovated the fish cleaning shack. This facility was in need of significant repairs as water damage over years had caused significant mould growth. The facility was painted, and drywall removed and replaced with easy to clean and sanitize puck board. Stainless steel sinks and tables were installed for their ease of maintenance, and new plumbing to service the area was installed. This project was completed by staff in the springtime. We received positive feedback on the project from users.



Staff also worked with a volunteer group of users to create a boat launch in the marina basin. Volunteers lead and funded this project, with staff providing support to ensure that the regulatory and environmental portions of the project were in place. As the existing launch is being affected by sedimentation and is deteriorating, this launch will not face the same issues due to its location in the more stable basin of the facility. This project will be completed in 2022 with the volunteer installation of a dock alongside the launch as well as additional signage.



### **Small Craft Harbours Divestiture**

In 2021, staff worked through the Divestiture process with SCH. This culminated in the fall with the submission of a preliminary proposal to SCH. Through ongoing contact and negotiation with SCH, staff have been informed that funds have been set aside in the 2022 fiscal budget of SCH (ending Mar 31, 2023) for the Michipicoten facility. SCH has also started their Indigenous consultation period as required under federal guidelines for the divestiture of facilities such as ours. The next steps for divestiture include the submission of a more detailed proposal to SCH for their assets / property, which include areas of the basin and slips, as well as the Federal dock separate from the Marina property. Staff will continue to pursue the divestiture, with the goal of a written agreement approved by Council and SCH before the end of 2022.

*For additional information on the Divestiture Process, please refer to:*

AP 2017-10: Marina Divestiture Initial Report

AP 2020-13: Establish Marina Advisory Committee

AP 2021-07: Marina Operations 2021

## 2022 Plans

In 2022, staff have additional operational projects as well as strategic goals to implement at the Marina. There are 2 operational projects for the 2022 season, planned to be in the spring: the installation of signage purchased in 2021 (delivered later in the season due to supply issues), and the construction of lighter ramps for each slip with different rails and wheels to make the facility safer and more accessible for staff and users. Smaller operations projects, such as the installation of new chain and repairs to dock cable systems will also be completed in the spring. The 2022 capital budget also includes the provision for the purchase of a washroom trailer to replace the rental unit that has been used for the past 2 years.

Staff will also work with the Marina Committee to complete a final proposal to Council, and to SCH pending Council approval for the divestiture of the facility. Staff have been sourcing quotations from engineering firms for the development of a proposal in 2 phases as follows:

- Phase 1: SCH Divestiture
  - Update pricing for SCH infrastructure replacement
  - Determine the suitability of the break wall and the estimated lifespan
  - Distribute wharf cost estimates based on property lines
- Phase 2: Funding for Marina Revitalization
  - Determine suitability of marina location based on water flow predictions
  - Proposal of a more permanent solution to channel dredging
  - Determine facilities required for economic sustainability
  - Class D costing of all items recommended to be ready for funding

## Financial/Staffing Implications

### 2021 Revenues

In 2021 the Municipality captured 100% of the revenues for the facility, as there was no longer an agreement in place with the Operator. Therefore, an increase in revenue was attributed to this change. In 2020, the Municipality received \$13,720 in revenue from sales at the facility. In 2021, the Municipality received \$ 21,007 in revenue. This is similar to what was expected, as the total 2020 pre-tax revenue was \$23,550. A small decline can be attributed to the reduction in boat launch pass sales. Total revenue for the facility (including solar) was \$25,438 for the 2021 season. Note that this figure does not include a \$2,346 charge based on a 2020 account that is present in the 2021 accounting figures.

## 2021 Facility Bookings

In 2021, the facility hosted a total of 101 bookings, with the following breakdown:

Passes	Resident	Non-resident	Total
Seasonal	32	0	32
Monthly	11	10	21
Weekly	2	17	19
Daily	3	26	29
<b>Grand Total</b>	<b>48</b>	<b>53</b>	<b>101</b>

## 2021 Expenses

In 2021, staff time costs totalled \$9,262. This includes time for maintenance, projects, administration, and supervision of the facility.

Maintenance costs for the facility were \$12,332. This includes the supplies to renovate the fish cleaning shack (a \$5,000 project), as well as miscellaneous repairs. Classed in this cost centre as well are advertising costs for the facility, totalling \$750 for the season.

Electrical costs totalled \$4,416 and include lighting and electricity to the pedestals. This is down significantly from previous years due to the closure of the old washroom facility as well as a shutdown procedure that includes turning all facility power off at the breakers.

Insurance costs are one of the higher items at the facility, totalling \$9,859.

Other miscellaneous costs include transfers to reserves and debentures, total \$10,378.

Total costs, including transfers to reserves as well as debentures, are \$46,249. This includes staff costs.

### Policies Affecting Proposal

None.

### Comments from Relevant Departments/Community and Corporate Partners

None.

**Alternatives**

N/A

**Conclusion**

The 2021 season was a challenging one for staff, as the short notice to booking changes as well as the ongoing pandemic affected the operation of the facility. However, staff continue to review and implement changes that we believe will have a positive impact on the users of the facility. The goal for the upcoming season is to continue learning, making changes to better serve the users, and complete the divestiture agreement with SCH to fund critical infrastructure upgrades for the Marina.

**Recommendation**

This report is for information only – no recommendation is provided.

**Attachments**

None.

End of Report.