



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI  
SPECIAL COUNCIL MEETING  
AGENDA

Tuesday, October 24, 2023, 6:30 P.M.

Main Level Chambers

---

An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government. As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting.

---

Pages

1. **PURPOSE OF THIS SPECIAL MEETING**

The purpose of this Special meeting of Council is to

- Receive a presentation from the Ontario Clean Water Agency;
- Receive a presentation from Broker Link on the Municipal Insurance renewal;
- Receive a report on the Public Works Service Delivery Review;
- Receive a report on Public Works Recommendations for continuation of Services or alternate service arrangements; and
- To discuss items in Closed Session as permitted by Section 239 (3) of the Municipal Act, 2001, as amended, in order to address matters pertaining to:

(a) request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;

2. **CALL TO ORDER AND ROLL CALL**

3. **ADOPTION OF THE AGENDA**

Draft Motion:

BE IT RESOLVED THAT the Special Council Meeting Agenda dated October 26, 2023 be adopted as presented / amended.

4. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

5. **DELEGATIONS/ PRESENTATIONS**

5.1 **Ontario Clean Water Agency - Various Water and Wastewater Updates and Information**

Draft Motion:

BE IT RESOLVED THAT Council receive the delegation and update from OCWA.

5.2 **Insurance Renewal Documents - Broker Link**

Draft Motion:

BE IT RESOLVED THAT Council receive the delegation and update from Broker Link regarding Insurance Renewal.

1

**6. STAFF REPORTS**

**6.1 2023-M-207 - Service Delivery Review - Public Works 11**

Draft Motion:

BE IT RESOLVED THAT Council receive report 2023-M-207 on the Public works service delivery recommendations from BDO's 2020 report.

**6.2 2023-M-208 - Alternate Service Recommendations - Public Works 23**

Draft Motion:

BE IT RESOLVED THAT Council receive this report for information and Discussion

**7. BY-LAWS**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**10. CLOSED SESSION**

Draft Motion:

BE IT RESOLVED THAT this Regular / Special Council meeting proceed in camera at p.m., as permitted by Section 239 (3) of the Municipal Act. 2001, as amended, in order to address matters pertaining to:

(a) request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;

**11. CONFIRMATION BY-LAW 24**

Draft Motion:

BE IT RESOLVED THAT By-law 23-1700, being a By-law to confirm the proceedings of Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time finally passed this 24th day of October 2023.

AND FURTHER THAT the said By-law be signed by the Mayor and Clerk and recorded in the By-law book.

**12. ADJOURNMENT**

Draft Motion:

BE IT RESOLVED THAT this Special Meeting of Council date October 24, 2023 adjourn at p.m.

Ontario Clean Water Agency  
Northeastern Ontario Hub  
P.O. Box 513  
1 Browning Street  
Haileybury, ON P0J 1K0  
Tel: 705-672-5549  
Fax: 705-672-2534

September 26, 2023

Town of Temagami  
P.O. Box 220,  
7 Lakeshore Drive  
Temagami, ON  
P0H 2H0

Attention: Sabrina Pandolfo

Dear Sabrina,

As per the current Fixed Price Agreement with the Ontario Clean Water Agency, we are giving notice of possible annual maintenance expenditures for 2024. They were arrived at through consultation with operations staff. They require your careful consideration and approval before they will be incurred. OCWA would be pleased to quote on any of this work or the supply of the identified repair or component.

Many of these items are a carryover from previous years and require careful consideration. A proactive approach to repair in the long run, saves the municipality costs that can be incurred when work has to proceed on an emergency basis.

I would be happy to attend a council meeting and discuss and prioritize the issues identified in this letter.

The estimated “Capital Letter” for 2024 are as follows:

**Temagami North Water Plants**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Reporting Package	\$15,000	There is no reporting Package and if your Data Logger fails you will loose all your Required Historical Data
Replace Raw PH Meter	\$10,000	The Current Meter is showing signs of failure and due to be replaced
Tie In Filter PH to PLC	\$10,000	This will help with process Optimization

**Temagami North Sewage Treatment Facilities**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Sludge Clean Out	75,000	Sludge should be regularly removed to optimize treatment and reduce on chemical costs
VFD’s for sewage pumps to reduce hydro Costs	TBD	IESO Rebates available

**Temagami North Sewage Pumping Systems**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Data Logger	\$15,000.00	As Per the ECA we are required to record the total Raw flow being treated therefor a Data logger is require for recording this data to maintain Compliance.
Data Logger	\$15,000.00	Will Assist with Calculating amount of flow comes from Trailer Park

### Temagami South Water Treatment Plant

Proposed Expenditure	Estimated Cost	Rational
External 3 <sup>rd</sup> party QMS Audit On Site	\$ 2,600.00	SAI annual 3 <sup>rd</sup> party audit on the QMS system. On Site
Waste Pit Float Repair	\$8,500.00	Replace all the Faults in the Waste Pit ( 5 Floats and Confined space to do Job)
Reporting Package	\$15,000	There is no reporting Package and if your Data Logger fails you will loose all your Required Historical Data
Replace Chemical Panel	45,000	Current Panels are failing continuously and are obsolete and in need of replacement
New WTP Train	TBD	We only have one operational treatment train and if it were to fail there would be no water for the town. Need redundancy

### Temagami South Lagoon

Proposed Expenditure	Estimated Cost	Rational
Sludge Removal	60,000	Removal of sludge to improve effluent Quality and reduce Chemical Costs
Data Logger	15,000	Required to record Raw flow into the lagoon. Also will help with recording ferric usage per day for trending and optimization.

### Temagami N& S CLI ECA

Proposed Expenditure	Estimated Cost	Rational
Significant DW Threat Assessment	2,000.00	CLI ECA Deliverable Due October 17 2024 This is required for both the North and South Sewage facilities

## Marten River Fire Hall

Proposed Expenditure	Estimated Cost	Rational
Replace UV System	\$ 10,000.00	It was recommended by the Health unit that the town installs a UV system with a shutdown feature in case of UV issues

### DWQMS and Response Required

In regards to the recently implemented Drinking Water Quality Management System (DWQMS), a written response to this correspondence has become mandatory. Please provide your response to this letter at your earliest convenience, and if any decision is to be deferred to a later date, please advise as to the dates and particulars so that we can maintain the records as required by the province.

I hope that the above supplies you with an accurate estimate of capital requirements for 2024. However, despite best maintenance practices, unexpected equipment failures can occur as your facility ages. A contingency fund for such an event can make it much less painful.

Sincerely,

Bryce Logan  
Operations Supervisor  
Northeastern Ontario Hub,  
Ontario Clean Water Agency

Ontario Clean Water Agency  
Northeastern Ontario Hub  
P.O. Box 513  
1 Browning Street  
Haileybury, ON P0J 1K0  
Tel: 705-672-5549  
Fax: 705-672-2534

September 26, 2023

Town of Temagami  
P.O. Box 220,  
7 Lakeshore Drive  
Temagami, ON  
P0H 2H0

Attention: Sabrina Pandolfo

Dear Sabrina,

As per the current Fixed Price Agreement with the Ontario Clean Water Agency, we are giving notice of possible annual maintenance expenditures for 2024. They were arrived at through consultation with operations staff. They require your careful consideration and approval before they will be incurred. OCWA would be pleased to quote on any of this work or the supply of the identified repair or component.

Many of these items are a carryover from previous years and require careful consideration. A proactive approach to repair in the long run, saves the municipality costs that can be incurred when work has to proceed on an emergency basis.

I would be happy to attend a council meeting and discuss and prioritize the issues identified in this letter.

The estimated “Annual Maintenance” for 2024 are as follows:

**Temagami North Water Plants**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Tempered Water system	\$ 650.00	The Tempered water system should be serviced on a regular interval
Chemical Pump Parts	\$ 2,000.00	Chemical pump parts for existing pumps.
DWQMS On Site Audit	\$ 2,600.00	SAI annual 3 <sup>rd</sup> party audit on the QMS system. On Site
Backup Generator Service	\$ 1000.00	Annual 3 <sup>rd</sup> Party service
Spare Portable PH Probe	\$1,000.00	Used for manual verification of online instruments

**Temagami North Sewage Treatment Facilities**

<b>Proposed Expenditure</b>	<b>Estimated Cost</b>	<b>Rational</b>
Ferric feed line	\$ 300.00	Ferric feed line should be replaced on an annual basis
Ferric pump head and chemical Tubing	\$ 800.00	Due to the nature of the chemical, the head needs replacing at least once/yr. The chemical feed lines also need replacing once per year.
Fence Repair	Town	The fence on the North East side of the Lagoon is broken/ Missing and Needs repair for security and safety Reasons
Dissolved Oxygen Probe	650.00	Net Lake DO required Annually by the ECA



### Temagami North Sewage Pumping Systems

Proposed Expenditure	Estimated Cost	Rational
Back-up generator service	\$ 1000.00	Annual 3rd Party service
Spruce drive wet well clean out	\$ 3,500.00	The wet well needs a clean out on a regular basis to save pump wear and failure from grit.
Auto dialer	\$ 1,000.00	Dialers are an integral part of operations. There should be spare units to change out when there is a complete failure.

### Temagami South Water Treatment Plant

Proposed Expenditure	Estimated Cost	Rational
Tempered Water system	\$ 650.00	The Tempered water system should be serviced annually
Chemical Pump Parts	\$ 2,000.00	Chemical pump parts for existing pumps.
Annual Backup Generator Service	\$ 1000.00	Annual 3 <sup>rd</sup> party Service
DWQMS On Site Audit	\$ 2,600.00	SAI annual 3 <sup>rd</sup> party audit on the QMS system. On Site
Spare Portable PH Probe	\$1,000.00	Used for manual verification of online instruments

### Marten River Fire Hall

Proposed Expenditure	Estimated Cost	Rational
Spare UV bulbs	\$ 1,000.00	Spare bulbs should be on hand to save labor costs and ease of return to normal operations when a bulb burns out.

## **DWQMS and Response Required**

In regards to the recently implemented Drinking Water Quality Management System (DWQMS), a written response to this correspondence has become mandatory. Please provide your response to this letter at your earliest convenience, and if any decision is to be deferred to a later date, please advise as to the dates and particulars so that we can maintain the records as required by the province.

I hope that the above supplies you with an accurate estimate of capital requirements for 2024. However, despite best maintenance practices, unexpected equipment failures can occur as your facility ages. A contingency fund for such an event can make it much less painful.

Sincerely,

Bryce Logan  
Operations Supervisor  
Northeastern Ontario Hub,  
Ontario Clean Water Agency

## Town of Temagami

### (6-Year Recommended Capital/Major Maintenance from 2024 to 2029)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome *	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2024	2025	2026	2027	2028	2029									
<b>Temagami South Water Treatment Plant</b>																
1	Spare Portable PH Probe	\$1,000		\$1,000		\$1,000		X				X		X		Process Verification by operator Manually
2	Chemical Pump Kits	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000							X		To have on hand for when Parts Fail on Wet end of the Pump Due to Chemicals
3	Replacement Chemical Panel	\$45,000		\$45,000		\$45,000					X	X				the existing pump panels are obsolete and need to be renewed including pumps
4	Reporting Package	\$15,000						X				X				There is no reporting Package and if your Data Logger fails you loose all your Required Historical Data
<b>Total Estimate - Recommended Capital</b>		<b>\$63,000</b>	<b>\$2,000</b>	<b>\$48,000</b>	<b>\$2,000</b>	<b>\$48,000</b>	<b>\$2,000</b>									
<b>Temagami North Water Treatment Plant</b>																
1	Reporting Package	\$15,000						X				X				There is no reporting Package and if your Data Logger fails you loose all your Required Historical Data
2	Spare Portable PH Probe	\$1,000		\$1,000		\$1,000		X			X		X			Process Verification by operator Manually
3	Replace Raw PH Analyzer	\$10,000						X	X		X	X				Replace Failing Raw PH Analyzer for Plant operation
4	Tie In Process PH into Scada PLC	\$10,000							X			X				Improve Process Monitoring and online trending.
5	Chemical Pump Kits	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	X	X		X		X			To have on hand for when Parts Fail on Wet end of the Pump Due to Corrosive Chemicals
<b>Total Estimate - Recommended Capital</b>		<b>\$38,000</b>	<b>\$2,000</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$3,000</b>	<b>\$2,000</b>									
<b>Temagami North Wastewater Lagoon</b>																
1	Dissolved Oxygen Probe	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	X			X					The Sensor Cap has a Life span of 6 months, Therefore needs Replacing annually for ECA requirements
4	Sludge Maintenance (Major Maintenance)	\$75,000.00			\$75,000.00						X		X			Sludge maintainance should be Completed regularly for optimizing Lagoon effluent
<b>Total Estimate - Recommended Capital</b>		<b>\$75,650</b>	<b>\$650</b>	<b>\$650</b>	<b>\$75,650</b>	<b>\$650</b>	<b>\$650</b>									
<b>Temagami North Pumping Stations</b>																
	Auto Dialer ( Cedar)	1,000.00			1,000.00			X				X	X			Current Dialers are Old and hard to reprogram
	Data Logger (cedar)	15,000.00						X				X				Required for Pump, Level and Flow Trending
	Data Logger (Spruce)	15,000.00						X				X				Required for Pump, Level and Flow Trending
4	Auto Dialer ( Spruce)		\$1,000.00			\$1,000.00		X				X	X			Current Dialers are Old and hard to reprogram
<b>Total Estimate - Recommended Capital</b>		<b>\$31,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>									
<b>Temagami South Wastewater Lagoon</b>																
1	Auto Dialer ( Temagami Shores)	\$1,000			\$1,000			X				X	X			Current Dialers are Old and hard to reprogram
2	Sludge Maintenance (Major Maintenance)	\$60,000		\$60,000		\$60,000				X						Sludge maintainance should be Completed regularly for optimizing Lagoon effluent
3	Data Logger	\$15,000														Flow Recording and Ferric Level recording
<b>Total Estimate - Recommended Capital</b>		<b>\$76,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$1,000</b>	<b>\$60,000</b>	<b>\$0</b>									

## Town of Temagami

### (6-Year Recommended Capital/Major Maintenance from 2024 to 2029)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	Cost Estimate						Compliance	DWQMS RA Outcome *	Health & Safety	Repair/Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
		2024	2025	2026	2027	2028	2029									
<b>Marten River Fire Hall</b>																
2	UV System	\$10,000						X			X	X				The existing unit is a residential unit and MOH recommended upgrading to something with a lock out. Plan to replace
<b>Total Estimate - Recommended Capital</b>		<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Temagami North and South Water treatment Plants</b>																
1																
2																
<b>Total Estimate - Recommended Capital</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
<b>Total Capital Estimate</b>		<b>\$293,650</b>	<b>\$5,650</b>	<b>\$111,650</b>	<b>\$81,650</b>	<b>\$112,650</b>	<b>\$4,650</b>									

2022 Recommended Capital Presented by: Victor Legault

Legend:  
 CR = Compliance Risk   H&SR = Health & Safety Risk   R/M = Repair/Maintenance   LR = Lifecycle Replacement   I = Improvement   SPI = Spare Parts Inventory  
■ High priority recommended to be completed in upcoming year  
■ Medium priority recommended to be completed in 1 to 3 years  
■ Low priority recommended to be completed in years 4 to 5



Corporation of the Municipality of Temagami

Memo No.  
2023-M-207

**Memorandum to Council**

<b>Subject:</b>	<b>Temagami Public Works Service Delivery Review Recommendations</b>
<b>Agenda Date:</b>	
<b>Attachments:</b>	BDO Recommendations for Public Works Service Delivery Review

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive report 2023-M-207 on the Public works service delivery recommendations from BDO's 2020 report.

**INFORMATION**

In September of 2020 A service delivery review was completed by BDO for the Municipality of Temagami. There were many key recommendations outlined in the report for Economic Development, Recreation, Fire, Human Resource Practices and Public Works.

The recommendations for Public Works focused on roads and waste management. For roads, the recommendations were to focus more attention on fixing and maintaining roads, bringing roads to a higher classification and standard, developing a tracking matrix for maintenance activities, updating condition ratings and investigating engineering requirements and costing.

For waste the recommendations were to bring the contracted landfill services in house, decrease frequency of pick up in the off season, look into buying specialized equipment for compaction, complete an updated waste management master plan, charge per bag or bin, instituting a recycling program, look at contracting out pick up services, and instituting financial penalties for those illegally dumping.

Please see the exert from the organizational review attached.

Many of the waste recommendations have been implemented and we are working towards updating condition ratings and replacement costs of roads in the asset management master plan.

The Public Works Superintendent has various suggestions on alternate service delivery arrangements in a forthcoming report.

**Respectfully Submitted**  
**Sabrina Pandolfo**

# *RECOMMENDATIONS*

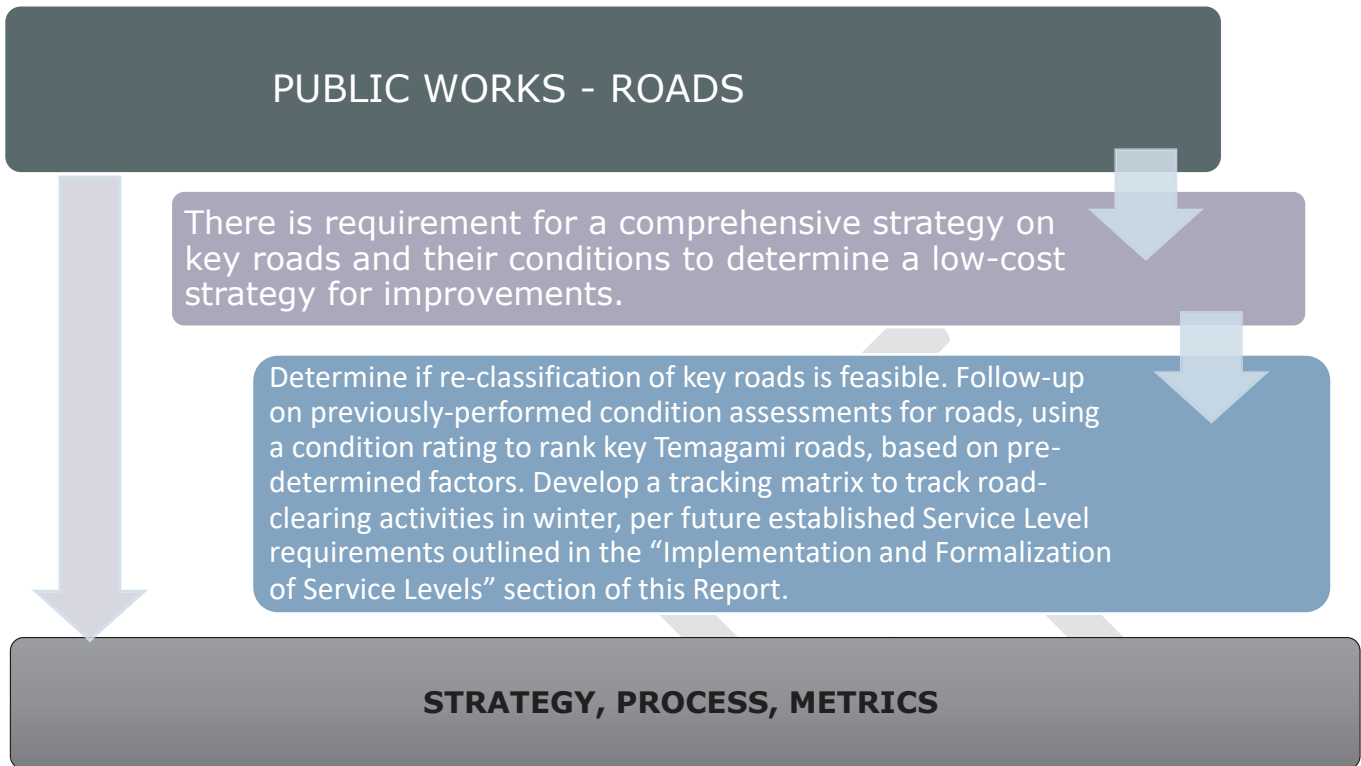


## *PUBLIC WORKS - ROADS*

*Municipality of Temagami*

*Final Report – Service Delivery Review*





### **KEY FINDINGS**

*The Public Works Department is responsible for the maintenance of all Municipal roads. Though, some of the roads are in a satisfactory condition, the Municipality has a higher percentage of roads requiring additional maintenance. One of such roads is Lake Temagami Access Road, identified as one of the key points of access to Lake Temagami from Highway 11, outside of the hamlet of Temagami. Lake Temagami Access Road runs parallel to the NE Arm of the Lake and ends at the public landing in what is commonly called "the Hub," at the center of the Lake.*

*Sound decision-making and preventive maintenance are essential to managing municipal roads-related infrastructure cost effectively. Municipal roads and sidewalks Best Practices address two priorities: front-end planning and decision-making to identify and manage pavement infrastructures as a component of the infrastructure system; and a preventive approach to slow the deterioration of existing roadways.*

*Investing in road improvements and improving access, as part of key infrastructure portfolio of initiatives, is one of the priority items identified through out consultations with key Temagami stakeholders. Percentage-wise, "Roads" represents one of the largest categories of Temagami's infrastructure investment requirements. In addition, Temagami's roads replacement value is the highest, dollar-wise of all other assets' replacement values, as illustrated below:*

Replacement value by type of asset (in millions)

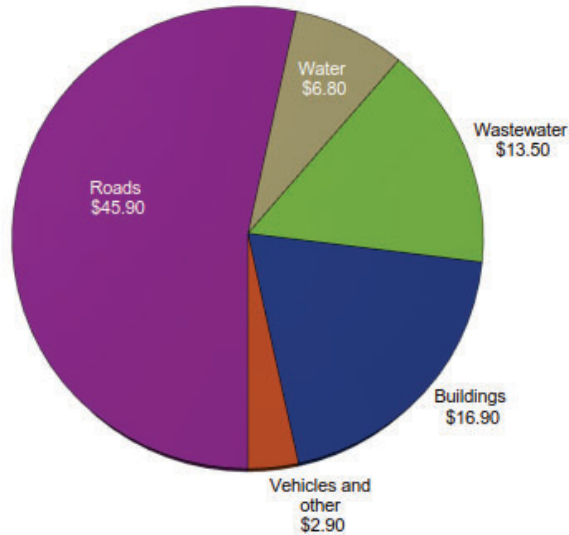


Figure 12. Roads replacement value compared to other assets

The Lake Temagami Access Road is a topic of many conversations related to the quality of key Temagami roadways. The Road, as several other key infrastructure-related components of the Review, requires several levels of maintenance, as it changes, depending on weather condition. This maintenance includes, to swamp or marshy areas, drainage, rock ditching, along the road, road grading, potholes, shallow ruts and soft shoulders.

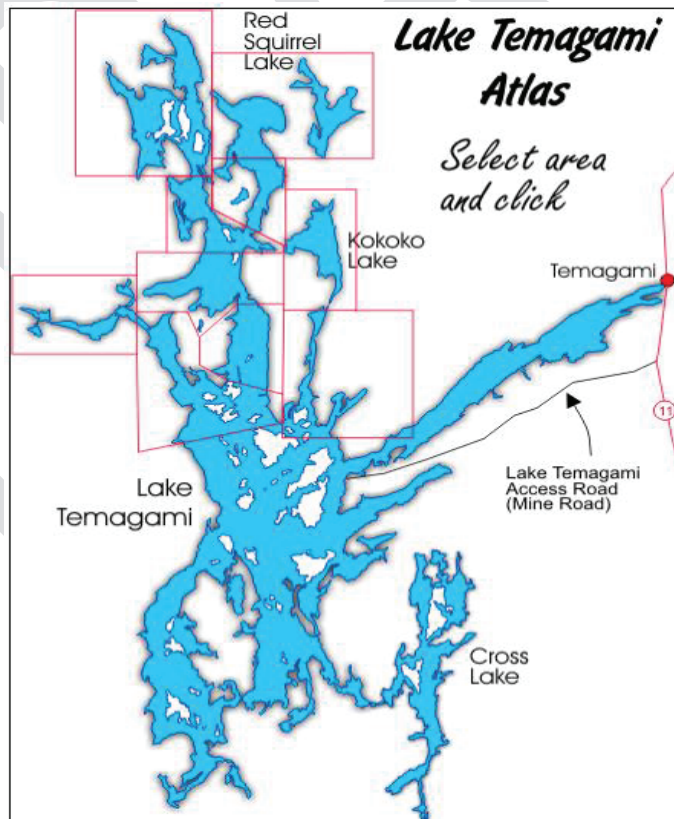


Figure 11. Temagami Roads Network



The root causes of such poor road conditions can be traced to several factors. Within the Ontario Municipal Act and, in particular, the Minimum Maintenance Standards for Municipal Highways, every highway under the jurisdiction of a municipality in Ontario is to be classified according to specific criteria based on the applicable speed limit and the average annual daily traffic. Within the Municipality of Temagami, traffic volumes were deemed not to meet the set criteria for Highway Classes 1, 2, 3, 4 and 5. Instead, the Temagami roads are classified as Highway Class 6 roads.

This means that none of the following minimum standards apply for the following maintenance activities:

- *Patrolling Frequency*
- *Snow Accumulation*
- *Ice Formation Prevention and,*
- *Treating Icy Roadways*

As the Municipality regularly exceed the minimum standards, the Municipality should seek a reclassification of key Temagami roads from Highway Class 6 to Highway Class 5, which would greatly contribute in the implementation of Temagami road improvement plans.

We also observed a requirement for the expansion of road maintenance activities for Lake Temagami Road. There are four other Roads that have been identified as priority by the Municipality that require maintenance:

PRIORITY	ROADS	MAINTENANCE
1	FOX RUN	Ditching, brushing, culvert replacement, line of site and resurface
2	WILSON/TONOMO	Ditching, brushing, culvert replacement, line of sight and bridge repairs
3	GOWARD AVE/HILLCREST DR.	Ditching, manhole replacement, resurface and culvert installation
4	SUNSET CRESCENT	Ditching, culvert replacement, re construction of road base and resurface

The development of targeted recommendations to address the strategy for the Road improvements is a critical component in the Municipality's overall strategy to improve its key pieces of municipal infrastructure, improve access and road conditions for the Community and encourage visitation into the Town of Temagami.

## **RECOMMENDATIONS**

- *Review the Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.*

- Investigate the reclassification of Temagami Roads, resulting in tiered maintenance, from Highway Class 6 to Highway Class 5, as described above.
- Follow-up on previously-performed condition assessments for roads (paved, surface-treated and gravel), using a condition rating to rank key Temagami roads (Lake Temagami Access Road, Fox Run and Wilson/Tonomo), based on pre-determined factors (roughness, rutting and structural and non-structure cracking).
- Develop a tracking matrix to track road-clearing activities in winter, per future established Service Level requirements outlined in the "Implementation and Formalization of Service Levels" section of this Report.
- Revisit the existing scale to describe and categorize conditions of each of the distress areas for above-named roads.
- Add road signage in high traffic areas, and in areas where significant improvements are required or, are underway.
- Consider adding a small Road Maintenance Support Service group to the existing Municipal organization.
- Review potential service improvement integration opportunities related to Temagami roads-related projects. These opportunities include integrating roads-related capital projects with water / wastewater and storm sewer replacement projects, are often the most cost-effective ways to approach roads-related projects.
- Determine which locations require horizontal or vertical re-alignments to bring up to the standards of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.
- Conduct environmental investigations and assessments, as well as existing aerial assessments from recent engineering studies.
- Determine the requirements for engineering design, utility and geotechnical relocations.
- Obtain updated (from previous studies) estimates for the work required to be performed.

# *RECOMMENDATIONS*

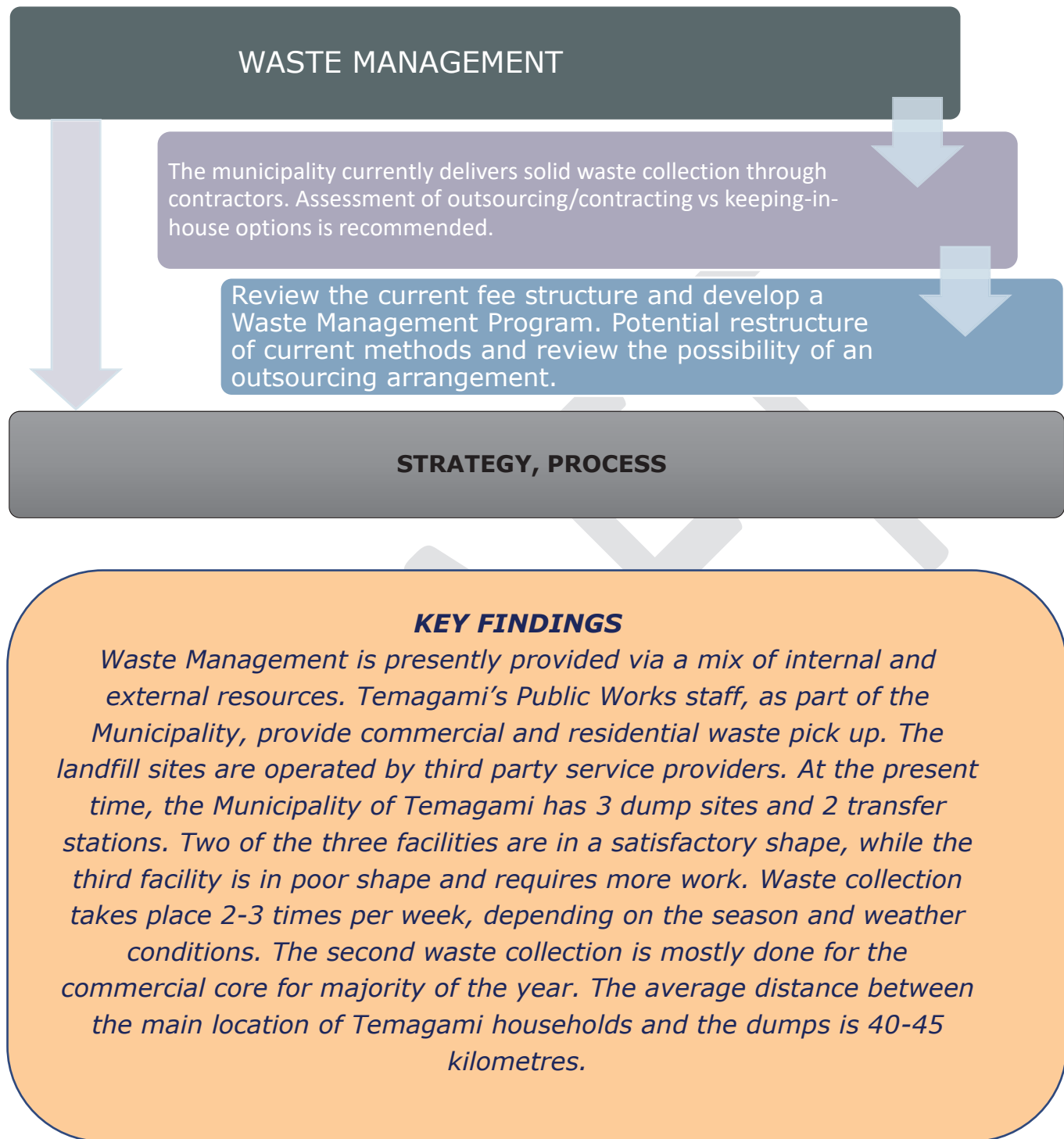


## *PUBLIC WORKS - WASTE MANAGEMENT*

*Municipality of Temagami*

*Final Report – Service Delivery Review*





*Management of solid waste, including the diversion of recyclable materials, is a key responsibility of municipal governments in Ontario. The factors that facilitate or hinder effective municipal waste management can vary greatly and depend on the size of the municipality, geographic location, and industrial or commercial activity.*

*Traditionally, the key drivers that lead municipalities to develop Waste Management Plans include:*

- *Regulatory requirements*
- *Changing population and demand*
- *Rapidly diminishing waste disposal capacity, and*
- *A desire to continually improve efficiencies.*

*Temagami's Waste Management services are presently provided via a mix of internal and external resources. Temagami's Public Works staff, as part of the Municipality, provide commercial and residential waste pick up. The landfill sites are operated by third party service providers, whereas residential waste pick-up is performed by Municipal staff. At the present time, the Municipality of Temagami has 3 dump sites (Strathy, Briggs and Sisk landfills) and two transfer stations (Mine Landing and Waterfront) to manage. For a total number of 375 households, the number is very high. There is one person working at the dump site or transfer station, resulting in less effective management of each site. One of the transfer stations is open 24 hours a day, 7 days a week, however, it is not staffed to accommodate this schedule. Waste collection takes place 2-3 times per week by Public Works staff, depending on the season and weather conditions. The average distance between the main location of Temagami households and the dumps is 40-45 km.*

*Virtually every household in Temagami utilizes grinder pumps – waste management devices that turn on automatically, grind the waste and force it into the sewage system. There are over 150 grinder pumps in the Community. Household waste flows through the home's pipes into the grinder pump's holding tank. Once the waste inside the tank reaches a specific level, the pump will turn on, grind the waste into a fine slurry, and pump it to the municipal sewer system. Grinder pump systems are prone to grease build-up, which could lead to pump failure. Regular pump maintenance is highly recommended. Due to this reason, the municipality services these grinder pumps. Staff does so by removing these pumps from underneath residents' houses in order to fix them. On-call service is required in order to perform this function. Pick-up of blow garbage, gate, corner post and dump wagon maintenance is also performed.*

*As part of our Consultation process, as well as Community Survey, when asked which areas Temagami residents would most like to see improvements in, an overwhelming majority of answers revealed that Waste and Solid Waste and Recycling Services is the one area of improvement that the citizens of Temagami would most like to see improvements in.*

# FUTURE IMPROVEMENTS & GROWTH

Which areas would you most like to see improvements in?

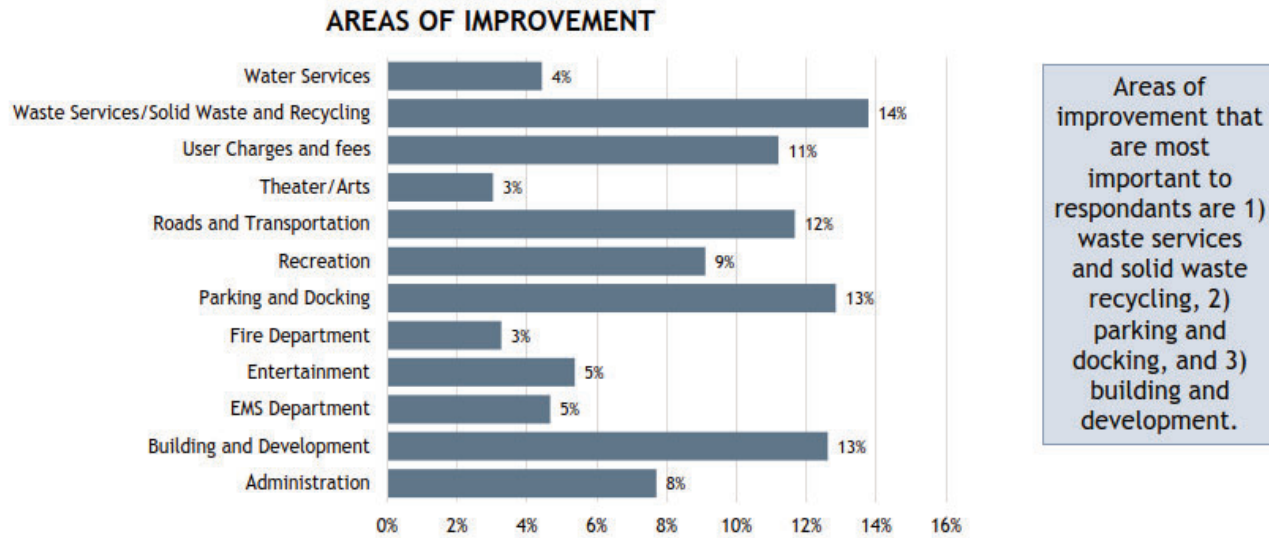


Figure 5 Temagami Citizen Survey

## RECOMMENDATIONS

- *Improve operations at waste disposal sites – the Municipality of Temagami should arrange for improved compaction of its sites, either by purchasing specialized landfill compaction equipment or by contracting for this service.*
- The payback on this cost has longer lifespans, which will defer the cost of capping a site and applications for expansion.*
- *Develop and finalize a Municipal Waste Management Master Plan.*
  - *Review the possibility of Contract Dump Attendants becoming municipal staff, and compare to current rates the contract is charging for identical roles and responsibilities. The resulting comparison conclusion may be that the costs are greater to have 2 contract dump attendants compared to having two full time employees with benefits.*
  - *Review the frequency of curbside collection –moving away from twice weekly collection to once a week in the off season is recommended.*

- *Review the possibility of introducing a Waste Reduction Program in the Community. The Program would be aimed at reducing household waste via charging user fees for waste generation – for example, the more garbage a household generates, the more it pays for garbage disposal (operating on a per bag or per bin basis).*
- *As part of the Waste Reduction Program, introduce a 3R system – “Reduce, Reuse, Recycle” into the Community, helping households reduce their waste collection costs. The more options households have to reduce their costs, the more effective a Waste Reduction Program will be.*
- *Consider offering a tiered level of service to households – those who produce minimum waste, pay reduced fees. Conversely, households producing higher amounts of waste pay higher fees, up to a maximum determined as part of Service Level Implementation and Formalization exercise.*

*This tiered service, in its simplest form, can be tracked and measured by a “charge-by-bag” model. In its more advanced model, carts can be tracked by a Radio Frequency Identification tag (RFID), which links customer cart sizes to the customer account.*

*The most common other tracking mechanisms of Municipal Waste Management tiered programs are:*

- **Variable Cart Number/Size:** *In this system, residents select a specific size and/ or number of containers for their standard collection period.*
- **'Bag and/or Tag-a-Bag':** *Customers purchase bags, either at convenience or grocery stores and / or at Municipal facilities, that are customised with a municipality's or hauler's logo or tags for their garbage bags.*
- **Hybrid Programs:** *Customers only pay for waste if they exceed a specified 'base' set-out volume (typically a first cart and/or bag of garbage). Any waste additional to this fixed fee amount is charged on a per cart/bag/tag system, as described above. (This system is a “hybrid” between historical garbage programs and the new incentive-based approach, and minimizes billing and collection changes.)*

- **Weight-Based:** *With this method, disposal cans or carts are weighed by retrofitted collection trucks, and the customer is charged based on the weight of waste collected. This system is more equitable, and tends to provide a strong diversion incentive. Some studies have shown that weight-based systems can decrease waste disposed by up to 20% more than volume-based.*
  - **Set-Out Systems:** *Customers only set-out their carts when they have waste/recycling/composting that needs to be picked-up. They are charged a set fee for pick-up only if they set-out their cart or bag for collection.*
  - **Other Variations:** *Waste drop-off programs, charging by the bag, punch cards or other customer tracking systems are also being used in some communities, particularly rural areas.*
- *Institute financial penalties for the illegal dumping of waste, as a mitigating factor, in the event waste generation user fees are introduced.*
- *Review the possibility of contracting out garbage collection to a third party:*
- *Through consultations, and recommendations outlined in the "Establishment and Formalization of Service Levels" section in this Report, determine what level of service is required from a third-party provider*
  - *Seek out competitive bids (via a formal RFP process), based on pre-established requirements criteria*
  - *Select a provider and prepare a case for Council on whether or not to contract out*





Corporation of the Municipality of Temagami

Memo No.  
2023-M-208

Memorandum to Council

<b>Subject:</b>	Public Works Staffing and Workload
<b>Agenda Date:</b>	
<b>Attachments:</b>	N/A

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive this report for information and Discussion

**INFORMATION**

Public Works has been struggling to keep staff for about 6 years or so now but it's been more prevalent in the last couple years. There have been a lot of meetings with Staff and discussions, but a plan has not been implemented. The BDO report has been completed but not all recommendations were put into action.

Public Works has always prided itself on being above our standards on anything the department completes but in the last few months this has really taken its toll on the department. We have had staff of 25yrs, 15yrs, and 6yrs leave our department to go work in the mines, where the wages are higher. Public Works staff does a multitude of task every day, and that combined with knowledge & experience separates us from other Municipalities that only do certain jobs repeatably.

Staff were asked to provide some alternate suggestions on how services could be offered. Some of the recommendations include the Municipality could look into having a contractor start changing out our grinder pumps since they all ready have to be there for any Water/Sewer shut off. Public Works could train the staff on changing grinder pumps and then if council chooses we could train them on repairs or Public Work can repair them when time permits. I have spoken to OCWA about this because they are already being paid to look after our Water/Sewer and have to be on sight any time we have water/sewer breaks or any shut off that need turned on or off.

Another thought is to have a company do curbside residential pick up along with all the recycling for residents and Commercial, including the Provincial Parks in Temagami and Martin River. The Municipality of Temagami can issue and RFT for this contract.

Public Works can try and fill the positions we still have outstanding and if not then we might have to resort back to hiring labourers with a G licence to assist in day to day work with the senior staff and then pay for them to get a DZ.

I believe that the Public Works crew should stay involved with all road works including grading, plowing/sanding, culvert installs, brushing and ditching. We could also do the Maintenance of Dumps which includes pushing covering and Burning of Wood piles.

These are all preliminary ideas and further investigation should go into these suggestions before a decision of Council is made.

**Respectfully Submitted:**  
**Barry Turcotte**

**THE CORPORATION OF THE  
MUNICIPALITY OF TEMAGAMI**

**BY-LAW NO. 23-1700**

---

**Being a By-Law to confirm the proceedings of Council of the Corporation of the  
Municipality of Temagami**

---

**WHEREAS** pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, shall be exercised by By-Law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Temagami at this Session be confirmed and adopted by By-Law.

**NOW THEREFORE** the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. **THAT** the actions of the Council of The Corporation of the Municipality of Temagami in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all actions passed and taken by the Council of the Corporation of the Municipality of Temagami, documents and transactions entered into during the October 24, 2023 Special meeting of Council are hereby adopted and confirmed, as if the same were expressly embodied in this By-Law.
2. **THAT** the Mayor and proper officials of The Corporation of the Municipality of Temagami are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Municipality of Temagami during the said meetings referred to in paragraph 1 of this By-Law.
3. **THAT** the Mayor and the Municipal Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-Law and to affix the Corporate Seal of The Corporation of the Municipality of Temagami to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 24<sup>th</sup> day of October, 2023.

---

Mayor

---

Clerk