



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
REGULAR COUNCIL MEETING
AGENDA**

**Thursday, January 30, 2020, 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. **CALL TO ORDER AND ROLL CALL**
2. **ADOPTION OF THE AGENDA**
Draft Motion:
BE IT RESOLVED THAT the Regular Council Agenda dated January 30, 2020 be adopted as presented/amended.
3. **DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
4. **REPORT FROM CLOSED SESSIONS**
5. **ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**
- 5.1 **DRAFT Regular Council Meeting - January 09, 2020**
Draft Motion:
BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on January 09, 2020 be adopted as presented/amended.
6. **BUSINESS ARISING FROM THE MINUTES**
7. **DELEGATIONS/PRESENTATIONS**
- 7.1 **Registered Delegations - With Presentations**
 1. **Staff Recognition**
- 7.2 **Invited Presentations**
- 7.3 **Registered Delegations - Without Presentations**
- 7.4 **Unregistered Delegations**
** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**
8. **CONSENT AGENDA ITEMS**
Draft Motion:
BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.
- 8.1 **Staff Report(s) for Information:**
- 8.2 **Correspondence for Information:**

1

Hard copies of all correspondence for information is available at the Municipal office on request. The information items have been circulated to Council prior to the meeting.

Draft Motion:

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.6 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;

1. **Solicitor General** 8
RE: Letter from Honorable Sylvia Jones, Solicitor General of Ontario
2. **Ministry of Municipal Affairs and Housing** 10
RE: Letter from Honorable Steve Clark, Minister of Municipal Affairs and Housing
3. **Temagami Community Foundation** 11
RE: A Presentation Of The Temagami Community Foundation - April 23,2020
4. **Temiskaming Hospital** 12
RE: Improving transitions of care for patients with Mental Health and Addictions
5. **Hydro One Networks Inc.** 14
RE: Vegetation Maintenance Program within Gillies Limit, Best Strathy and Cassels Townships
6. **Kimberly and Richard Corbett** 16
RE: Letter from Kimberly Corbett regarding Guppy Road
- 8.3 **Minutes of Local Boards & Committee:**
Draft Motion:
BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.
1. **Management of Au Château Board Minutes - December 2019** 18
9. **STAFF REPORTS**
- 9.1 **Marten River Department Report - December 2019** 22
Draft Motion:
BE IT RESOLVED THAT Council receive the monthly report from Marten River Fire Department for information.
- 9.2 **Memo 2020-M-004 Donation Policy** 24
Draft Motion:
BE IT RESOLVED THAT Council approved the amended donation policy;

AND FURTHER THAT Staff be directed to prepare a By-Law to entrench the amended policy for Council's consideration at the next regular meeting.
- 9.3 **Memo 2020-M-005 Temagami North Drinking Water Inspection Report** 29
Draft Motion:
BE IT RESOLVED THAT Council receive the Inspection Report for the Temagami North Drinking Water System as completed by the Ministry of Environment, Conservation and Parks.
- 9.4 **Memo 2020-M-012 Temagami South Drinking Water Inspection Report** 53
Draft Motion:
BE IT RESOLVED THAT Council receive the Inspection Report for the Temagami South

Drinking Water System as completed by the Ministry of Environment, Conservation and Parks.

9.5 Memo 2020-M-006 Rabbit Lake Retaining Wall 76

Draft Motion:

BE IT RESOLVED THAT Council approve the Rabbit Lake Retaining Wall project in the amount of \$30,000;

AND FURTHER THAT Staff be directed to place this project in the 2020 Capital Budget.

9.6 Memo 2020-M-007 Temagami Winter Carnival - Shiverfest 77

Draft Motion:

BE IT RESOLVED THAT Council receive Memo 2020-M-007 regarding Shiverfest;

AND FURTHER THAT Council accept the invitation to host the Shiverfest community barbeque on Sunday February 16th, 2020 from 12:00pm - 2:00pm as in years past.

9.7 Memo 2020-M-008 OPA and Zoning 78

Draft Motion:

BE IT RESOLVED THAT Council directs Staff to make the necessary arrangements to hold Statutory Public Meetings for the Official Plan Amendment (Secondary Units) and the Zoning By-Law Amendment (Home Occupation/Home Industry) on March 12, 2020 with the proposed final wording being available after February 18, 2020.

9.8 Memo 2020-M-009 Public Works F-350 Truck 79

Draft Motion:

BE IT RESOLVED THAT Council received the update on the replacement of the F250 as approved with Resolution 19-487;

AND FURTHER THAT Council refers this purchase to the 2020 budget.

9.9 Memo 2020-M-010 Procedural By-Law 81

Draft Motion:

BE IT RESOLVED THAT Council approved the amended Procedural By-Law;

AND FURTHER THAT Council Direct Staff to prepare a By-Law to repeal and replace By-Law 19-1478 for consideration at the next Regular Council Meeting.

9.10 Memo 2020-M-011 Country Christmas 128

Draft Motion:

BE IT RESOLVED THAT Council directs the Recreation Events Committee to schedule a meeting with those involved in Country Christmas to discuss the 2020 event and report back to Council at the Regular Meeting scheduled for April 23, 2020.

9.11 Memo 2020-M-013 Treasurer Administrator Report 129

Draft Motion:

BE IT RESOLVED THAT Council receives the Report from the Treasurer Administrator.

10. COUNCIL COMMITTEE REPORTS

11. ANNOUNCEMENTS - MAYOR AND COUNCIL

12. CORRESPONDENCE

12.1 Action Correspondence

12.2 Resolution from Other Municipalities

13. BY-LAWS

13.1 20-1497 Code of Conduct Municipality Facilities By-Law

131

Draft Motion:

BE IT RESOLVED THAT By-law 20-1497, being a by-law to adopt a Code of Conduct for Municipal Facilities Policy, providing the public with the rules and regulations at Municipal Facilities and gives direction to Municipal Representatives in the performance of their duties and responsibilities, be taken as read a first, second and third time and finally passed this 30th day of January, 2020;

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

14. COMMITTEE MEETINGS

15. UNFINISHED BUSINESS

16. NEW BUSINESS

17. NOTICE OF MOTION

18. QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA

19. CONFIRMATION BY-LAW

136

Draft Motion:

BE IT RESOLVED THAT By-law 19-1498, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 30 day of January 2020;

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

20. ADJOURNMENT

Draft Motion:

BE IT RESOLVED THAT this meeting adjourn at x:xx p.m.



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

**REGULAR COUNCIL MEETING
DRAFT MINUTES**

**Thursday, January 9, 2020, 6:30 P.M.
Main Level Chambers**

PRESENT: D. O'Mara, C. Dwyer, B. Leudke, J. Harding, M. Youngs, J. Shymko, J. Koistinen

STAFF: C. Davidson, S. Fournier, D. Bell, B. Turcotte

CALL TO ORDER AND ROLL CALL

Mayor O'Mara called the meeting to order at 6:38 pm.
There were 7 people in the audience. The Mayor called the Roll.

ADOPTION OF THE AGENDA

20-003

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED THAT the Regular Council Agenda dated January 9, 2020 be adopted as presented.

CARRIED

DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Mayor requested disclosure of pecuniary interest. Administration reported that none were received prior to the meeting. There were no other disclosure made.

REPORT FROM CLOSED SESSIONS

Mayor O'Mara reported that during the closed sessions Council discussed Labour Relations, Council Procedures and Economic Development Opportunity and that staff were instructed accordingly.

ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS

DRAFT Regular Council Meeting - December 19, 2019

20-004

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on December 19, 2019 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

DELEGATIONS/PRESENTATIONS

Registered Delegations - With Presentations

Barry Graham

RE: Retail Opportunity

Presenter; B. Graham and K. Fenkell, presented to Council a proposal of a retail opportunity and answered questions from Council.

Invited Presentations

Amedeo Bernardi Consulting Inc.

RE: Broadband Fund | CRTC

Presenter; Amedeo Bernardi, presented to Council broadband fund (CRTC) opportunity and answered questions from Council.

Temagami First Nation

RE: Comments | Encroachment By-Law

It was noted that Temagami First Nation (TFN) has been invited to our Regular Council Meeting regarding the proposed Encroachment By-Law of the Municipality of Temagami in the interest of receiving comments from them. They were unable to participate but an email was received today from TFN highlighting some of their concerns.

Registered Delegations - Without Presentations

Unregistered Delegations

** 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations**

CONSENT AGENDA ITEMS

20-005

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.

CARRIED

Staff Report(s) for Information:

Correspondence for Information:

20-005 B

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.5 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this

meeting;

CARRIED

8.2.1 Timiskaming Home Support/Soutien à Domicile

RE: Seniors Centre Without Walls

8.2.2 Ministry of Children, Community and Social Services

RE: Letter from Minister Smith regarding the next Poverty Reduction Strategy

8.2.3 Ministry of Municipal Affairs and Housing

RE: Letter from Minister Clark regarding Building Code Services Transformation

8.2.4 Ministry of Natural Resources and Forestry

RE: Letter from Director Barnes regarding invitation to Draft Forest Sector Strategy

8.2.5 Ministry of Energy; MNDM and Associate Minister of Energy

RE: Letter from the Minister of Energy, Northern Development and Mines and Associate Minister of Energy regarding Natural Gas

Minutes of Local Boards & Committee:

20-005 C

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.

CARRIED

8.3.1 District of Nipissing Social Services Administration Board Minutes - Nov 2019

STAFF REPORTS

Marten River Department Report - November 2019

20-006

MOVED BY: J. Koistinen

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive the monthly report from Marten River Fire Department for information.

CARRIED

Temagami Fire Department Report - December 2019

20-007

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive the monthly report from Temagami Fire Department for information.

CARRIED

Public Works Report - December 2019

20-008

MOVED BY: J. Koistinen
SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the monthly report from Public Works Department for information.

CARRIED

Memo 2020-M-001 Donation Policy

20-009

MOVED BY: C. Dwyer
SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council receive Memo 2020-M-001, possible amendment to the donation policy;

AND FURTHER THAT Council direct Staff to prepare an amendment to the donation policy for Council's consideration that includes provisions for the Municipality to act as a Qualified Donee for unincorporated Community Groups.

CARRIED

Memo 2020-M-002 Living Temagami Qualified Donee Request

20-010

MOVED BY: C. Dwyer
SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council approve the request to be a flow through qualified donee for Living Temagami if successful in their application to the Temagami Community Foundation to participate in the development of the 20 tourism experiences;

AND FURTHER THAT all requirements associated with the application will be the responsibility of Living Temagami.

CARRIED

Memo 2020-M-003 Code of Conduct Municipal Facilities Policy

20-011

MOVED BY: J. Koistinen
SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive Memo 2020-M-003;

AND FURTHER THAT Council approve the Code of Conduct for Municipal Facilities and Public Recreation Areas Policy;

AND FURTHER THAT Council direct Staff to prepare a by-law to entrench the Code of Conduct for Municipal Facilities and Public Recreation Areas Policy 2.9.1 for Council's consideration at their next meeting.

CARRIED

COUNCIL COMMITTEE REPORTS

ANNOUNCEMENTS - MAYOR AND COUNCIL

Councillor Leudke reported on the Emergency Management Plan training.

Mayor O'Mara reported on his attendance with a local paper and have provided an update on the Strategic and Broadband Plan.

Mayor O'Mara would like to thanks the team of the Municipality of Temagami of their work and look forward to a productive year.

CORRESPONDENCE

Action Correspondence

Memorandum from the Compliance Audit Committee

20-012

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive the report from the Memorandum from the Compliance Audit Committee regarding a complaint investigation.

CARRIED

Resolution from Other Municipalities

BY-LAWS

20-1493 Annual Borrowing By-Law for 2020

20-013

MOVED BY: J. Koistinen

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 20-1493, being a by-law to provide for annual borrowing from the Bank of Nova Scotia, be taken as read a first, second and third time and finally passed this 9th day of January, 2020;

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

CARRIED

20-1494 Interim Tax By-Law for 2020

20-014

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 20-1494, being a by-law to provide for an interim tax levy, be taken as read a first, second and third time and finally passed this 9th day of January, 2020;

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

CARRIED

20-1495 Proactive Enforcement By-Law

20-015

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 20-1495, being a by-law to adopt a Proactive Enforcement Policy for the enforcement of the Municipal By-Laws, giving direction to Municipal Law Enforcement Officers in the performance of their duties and responsibilities, be taken as read a first, second and third time and finally passed this 9th day of January, 2020;

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

CARRIED**19-1485 Encroachment By-Law**

20-016

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 19-1485, being a by-law to establish the Encroachment By-Law, be taken as read a third time and finally passed this 9th day of January, 2020;

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

DEFERRED

20-017

MOVED BY: B. Leudke

SECONDED BY: M. Youngs

THAT Council defer the item to April 2nd, 2020, Regular Council Meeting.

CARRIED**COMMITTEE MEETINGS****UNFINISHED BUSINESS****NEW BUSINESS****Memo 2019-M-154 Retail Cannabis**

20-018

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVE THAT Council discuss resolution 19-361.

CARRIED

19-361

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive Memo 2019-M-154;

AND FURTHER THAT Council direct Staff to advise the Alcohol and Gaming Control Commission of Ontario that the Municipality of Temagami has decided to opt in as it relates to retail cannabis in the Province of Ontario.

CARRIED

Broadband

20-019

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IR RESOLVED THAT Council Authorize Mayor O'Mara to work with NeoNet to organize a meeting with potential interested partners.

CARRIED

NOTICE OF MOTION

QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA

CONFIRMATION BY-LAW

20-020

MOVED BY: C. Dwyer

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 20-1496, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 9th day of January 2020;

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

CARRIED

ADJOURNMENT

20-021

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT this meeting adjourn at 7:55 p.m.

CARRIED

Mayor

Clerk

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la solliciteure générale

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél.: 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2019-3184

By e-mail

January 15, 2020

Dear Mayor:

As you may know, on March 26, 2019, Ontario passed the *Comprehensive Ontario Police Services Act, 2019* (Bill 68), which established the *Community Safety and Policing Act, 2019* (CSPA, 2019). The CSPA, 2019 supports our government's commitment to:

- Modernize Ontario's police service delivery framework;
- Strengthen public confidence in policing; and
- Improve governance, training, and transparency.

I am writing to update you on the work that is currently underway to bring the CSPA, 2019 into force in 2021, and inform you of upcoming engagement opportunities.

We are engaging a number of our stakeholders, to develop more than 50 required matters for regulation. These include several Ontario Provincial Police (OPP) related matters for regulation such as:

- Establishing OPP governance-related regulations, including the composition of OPP detachment boards and the OPP Governance Advisory Council;
- Developing an approach to determine when it is appropriate to have more than one OPP detachment board for a detachment of the OPP that provides policing to municipalities or First Nations;
- Aligning the existing OPP billing framework with the CSPA, 2019.

We recognize the significant implications these regulatory changes will have on communities that receive direct and/or supplemental services from the OPP.

Given these impacts, my ministry will engage communities through regional roundtable sessions. The regional roundtables will be an opportunity for the ministry to provide an overview of upcoming regulatory changes related to OPP services and for communities to identify pertinent local issues and provide feedback on OPP-related policy proposals.

.../2

The regional roundtables will take place in the following locations:

OPP Region	Regional Roundtable Locations
North West	<ul style="list-style-type: none">• Kenora• Thunder Bay
North East	<ul style="list-style-type: none">• Sudbury• Timmins
West	<ul style="list-style-type: none">• London
East	<ul style="list-style-type: none">• Brockville
Central	<ul style="list-style-type: none">• Orillia

Ministry staff will reach out to you with additional information regarding the regional roundtable sessions in the coming weeks.

We look forward to continuing our work with you to better understand local priorities, examine strategies to improve community safety and ensure the transparent and effective governance of OPP services across the province.

Should you have any questions, please contact Mr. Derwin Remedios, Team Lead, Strategic Policy, Research and Innovation, by e-mail at: Derwin.Remedios@ontario.ca.

Sincerely,



Sylvia Jones
Solicitor General

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000
Téléc. : 416 585-6470



Ontario

JAN 09 2020

234-2019-105

Your Worship
Mayor Dan O'Mara
Municipality of Temagami
dan.omara@temagami.ca

Dear Mayor O'Mara:

A handwritten signature in blue ink that reads "Dan", written over the name "Mayor O'Mara" in the address block.

Thank you for your request for a delegation meeting at the 2020 ROMA Conference. Your request to discuss DSSAB affiliation has been re-directed to the Minister of Children, Community and Social Services.

I understand that you met with my Parliamentary Assistant Jim McDonell at last year's conference to discuss your commitment to update your official plan and challenges you were facing as well as your work with my ministry's regional office to recover overdue payments in lieu of taxes on provincially owned and tenanted lands.

I appreciate your interest in discussing regulations concerning long-term care facilities, however; I regret that I am unable to meet with you personally during the conference, as my schedule is heavily committed.

If you would like to discuss this matter further, my Senior Policy Advisor for Municipal Affairs, Stephanie DiNucci, is available to speak with you. She can be reached at stephanie.dinucci@ontario.ca to arrange a time that is mutually convenient.

You can also contact Kathy Horgan, Manager of Local Government and Housing in my ministry's Municipal Services Office North, in Sudbury. She can be reached at kathy.horgan@ontario.ca, or by phone at 705-564-6851.

Once again, thank you for your request.

Sincerely,

A handwritten signature in blue ink that appears to read "Steve Clark", written over the printed name and title.

Steve Clark
Minister



TEMAGAMI
Comes To The City



TEMAGAMI
COMMUNITY FOUNDATION

A Presentation Of The **Temagami Community Foundation.**

Talented musicians and world-renowned indigenous dance
featuring Red Sky Performance

- FUN PHOTO BOOTH

- LIVE & SILENT AUCTIONS

- PRE-SEASON SOCIAL EVENT

***Special TCF Rate for
Toronto Hotel Rooms.***

All proceeds to the Temagami Community
Foundation. (partial tax receipts available on request).

APRIL 23, 2020



Parkview Manor, 55 Barber Greene Rd, Don Mills

Tickets can be purchased by

Calling TCF Office: (705) - 569 - 3737 Payment: Credit cards or eTransfer

Email: info@temagamicommunityfoundation.com or clicking "Buy Now" below
for online payments.

Early Bird

\$150 / Per Person. Until February 15, 2020

\$1400 / Per Table of 10. Until January 31, 2020

\$175 / Per Person.

\$1500 / Per Table of 10.

Sponsored by:  **Scotia Wealth Management™**

BUY NOW



FOR IMMEDIATE RELEASE – Improving transitions of care for patients with Mental Health and Addictions

Temiskaming Shores, ON, January 10, 2020 – The Canadian Mental Health Association (CMHA) - Cochrane Timiskaming, Temiskaming Hospital, and the Ontario Provincial Police (OPP) - Temiskaming Detachment have been working collaboratively to identify improvement and integration opportunities to better serve patients living with mental health concerns and/or addictions.

We are pleased to announce that Temiskaming Hospital the CMHA and the OPP have partnered to implement an Integrated Mental Health and Addictions System Navigator role, located within the Hospital. The position, commenced December 2, 2019, is focused on improving transitions of care for patients with Mental Health and Addictions from hospital to the community setting.

Keys roles and responsibilities of the System Navigator position will include:

- Support for patients with mental health and addiction conditions presenting in the Emergency Department in an effort to redirect and connect (where appropriate) to community based resources/supports as an alternative to hospital admission.
- Support assessment and discharge planning for admitted patients improving transitions of care.
- Develop common care/communication/intervention plans for high risk/high use individuals.
- Provide follow up phone calls for patient discharged from hospital and high risk patients presenting to the Emergency Department.
- Promote community based services and access.
- Further Rapid Access to Addiction Medicine (RAAM) strategies and pathways for those most in need of rapid access to addiction medicine both at the hospital and in the community.
- Make recommendation and assist in defining/develop proactive joint response with OPP, as a second phase of initiative.

The System Navigator will focus on the most vulnerable, high risk and repeat Emergency Department users. It's hoped this approach and partnership will reduce Emergency Department visits while supporting a more community based recovery model.

“This new Integrated position is a great example of three organisations coming together to address a growing need in our community” stated Mike Baker, President and CEO of the Temiskaming Hospital. “This will benefit patients by providing faster and more comprehensive access to care and will help the already crowded hospital by reducing the number of admissions we receive.” “Thank you to Erin Montgomery and her team for their work in pulling this together.”

“The System Navigator role is an essential part in coordinating services to ensure clients have the best experiences possible. When services are coordinated early and effectively, the outcomes for our shared clients are significantly better” stated Paul Jalbert, Executive Director of CMHA Cochrane Timiskaming Branch. “This initiative has been a collaborative project that would not have been possible without our partners at the Temiskaming Hospital.”

“The Ontario Provincial Police launched a mental health strategy back in 2015 and recognized the need for community partnerships in relation to mental health and addictions. The OPP continue to work diligently with the Temiskaming Hospital and the Canadian Mental Health Association who have been fantastic in engaging on this joint venture. This new position is an excellent opportunity for all agencies to work together and respond in a collaborative and efficient way that best addresses client’s needs. The impact of this new service will be significant for our community and we are very excited to continue to work with the Canadian Mental Health Association and Temiskaming Hospital to improve on the services we provide to our mental health clients” stated Adam Devost, Detective Sergeant, Area Crime Supervisor, Ontario Provincial Police, Temiskaming Detachments.

For further information, contact:

Carla Scott, Executive Assistant to the President & CEO and Board Liaison
705.647.1088 extension 2220 or cscott@temiskaming-hospital.com



First Quarter 2020

Dear Resident:

Re: Vegetation Maintenance Program within Gillies Limit, Best, Strathy and Cassels Townships.

I am writing to inform you that Hydro One is scheduled to complete vegetation maintenance on the right-of-way in your community in 2020.

Hydro One performs routine maintenance to ensure the safety and reliability of our power lines. This work is essential to prevent unnecessary service interruptions, allow easy and safe access for our crews to perform emergency repairs on the power lines and to keep the right-of-way safe for public use.

The work on the right-of-way in your community will include the removal of incompatible vegetation, including brush (vegetation less than four inches in diameter) and dead, diseased or hazardous trees. Vegetation that requires removal will be marked with orange paint/tape and the vegetation that requires trimming will be marked with blue paint/tape. If trees are removed from your property, all wood will be left on-site. In areas where there is a higher density of brush, mechanical equipment may be used.

If you have any questions regarding the planned work, please contact Anthony Dénommé at 705-648-1265 or by email at Anthony.Denomme@HydroOne.com. If you are a tenant, we ask that you forward this letter to the property owner.

Thank you for your co-operation as we complete this important work.

Sincerely,

Anthony Dénommé

Area Forestry Technician/Arborist
Forestry Services
New Liskeard/Kirkland lake and Area



GILLES LIMIT

Temagami DS F2
No Species Threatened or Endangered Within 30 Meters
No need to register

BEST

RED SQUIRREL RD

ROOSEVELT RD

ROOSEVELT RD

ROOSEVELT RD

CEMETERY RD

New Liskeard+Kirkland Lake

SOUTH LORRAIN

GUPPY RD

STRATHY

KANICHEE MINE RD

HIGHWAY 11

CASSELS

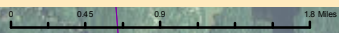
Temagami
TEMAGAMI DS
412

Legend

- Primary Overhead Conductor
- 6N55AR
- HSE.WellheadProtectionArea
- HSE.IntakeProtectionZone
- LANDBASE.DMCM_RDS_LIN
- MNR.Geographic_Township_Poly
- LANDBASE.H1_DISTRIBUTIONOPAREA_POLY
- <all other values>

ZONE

- 1
- 2
- 3A
- 3B
- 4
- 5
- 6
- 7



Suzie Fournier

From: Kim Corbett <stitch757@yahoo.ca>
Sent: Wednesday, January 8, 2020 9:33 PM
To: Suzie Fournier
Subject: Re: Guppy road

Thank you for keeping me updated however no such study was done on pozniak road even though the time of year council made decisions gave ample time for one to be done. I believe there is a double standard happening here n I'm not happy about it. Please forward to council...

Sent from Yahoo Mail on Android

On Wed., 8 Jan. 2020 at 2:01 p.m., Suzie Fournier
<Suzie.f@temagami.ca> wrote:

Good afternoon Kimberly and Richard,

Thank you for your correspondence , regarding Guppy Road.

This was considered at the December 19, 2019 at the Regular Council Meeting, the following resolution was passed:

19-503
Memo 2019-M-218
MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

That Council defer the item to spring for a better analysis.

If you have any further questions please do not hesitate to contact me.

Sincerely,

Suzie Fournier

MUNICIPAL CLERK

Municipality of Temagami
7 Lakeshore Drive P.O. Box 220

Temagami, Ontario P0H 2H0

Tel 705.569.3421 ext.208

Fax 705.569.2834

From: Kim Corbett [<mailto:stitch757@yahoo.ca>]

Sent: Friday, December 20, 2019 9:34 AM

To: craig.d <craig.d@temagami.ca>

Subject: Guppy road

Good morning Craig.

So very sorry I missed council meeting last night. My mom was ill and I couldn't get away...I will send a more formal letter regarding decision when I have a moment. Have a great xmas

Sent from Yahoo Mail on Android

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held in Au Château's Boardroom
on December 18, 2019 at 12:00 noon**

PRESENT: MEMBERS : Lise Senécal Chair
 Yvon Duhaime
 Jacques Dupuis Administrator / Secretary
 Léo Malette
 Joanne Savage
 Nicole Janson Recording Secretary

REGRETS: Dan O'Mara

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest declared.

03. Adoption of Agenda

Resolution No. 68

Moved by : Léo Malette
Seconded by : Joanne Savage

BE IT RESOLVED THAT the Agenda of the Regular Meeting on December 18, 2019 be approved as amended at 4:05 pm.

Carried

04. Adoption of Minutes

Resolution No. 69

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Minutes of the Regular Meeting held November 20, 2019 be approved as presented.

Carried

05. New Business:

a) Health & Safety Committee Meeting Minutes

The Health and Safety Committee Meeting Minutes were accepted as presented and the following resolution was adopted:

Resolution No. 70

Moved by : Léo Malette

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Minutes of the Joint Health and Safety Committee have been received.

Carried

b) Auditor General Report – Food & Nutrition Update

Administrator highlighted the challenges regarding the food and nutrition requirements which translates into a shortfall of funding and staffing. Recommendations were also highlighted and supported to ensure that the Home can continue to provide the best food and nutrition to the residents.

c) Outbreak 5 year Analysis

The Board was apprised on the outbreak analysis which in conclusion show the same trends as other homes in the regions.

d) **Advantage Ontario Submission to the Standing Committee: Bill 138**

The report concluded that the main goal when developing a supply chain management system is to reduce the overall cost for all health sector without compromising the quality of care of residents and choice of products and services received.

e) **Strategic Plan**

No new developments.

06. **Unfinished Business:**

a) **Financial Report**

After clarification of a few items, the Financial Report was accepted as presented and the following resolution was adopted:

Resolution No. 71

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Financial Report be accepted as presented.

Carried

b) **Administrative Report**

There being no further discussion other than what was presented on the report, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 72

Moved by : Léo Malette Joanne Savage

Seconded by : Joanne Savage

BE IT RESOLVED THAT the Administrator's Report be accepted as presented.

Carried

07. In-Camera Session

None

08. Other Business / Information Items

a) Next Meeting

The next meeting is scheduled for January 15th, 2020 at 12:00 noon.

b) Information Items

AdvantAge Ontario – Executive report December 10, 2019

AdvantAge Ontario – Action Update November, 2019

09. Adjournment

Resolution No. 73

Moved by : Léo Malette

Seconded by : Joanne Savage

BE IT RESOLVED THAT the meeting now adjourn at 1:36 pm.

Carried


Chairperson


Administrator / Secretary



MARTEN RIVER VOLUNTEER FIRE DEPARTMENT

Fire Chief Paul Elliott
2877 Highway 11 North
Marten River, ON
POH 1T0
mrfire@temagami.ca

DECEMBER 2019 MONTHLY REPORT

INCIDENTS

- Dec 10th The fire department was dispatched to a MVC involving the postal truck on Highway 11 north of Richfield Road. No action was required.
- Dec 12th Members were called to a single vehicle in the ditch on Highway 11 south on Bidwell Road. There were no injuries to the driver. Fire fighters directed traffic at the request of OPP until the tow vehicle arrived.
- Dec 14th Fire fighters responded to a 2 vehicle collision on Highway 64 at Pozniak Road. Rescue trucks were stood down by OPP.

TRAINING

- Dec 2nd Deputy Chief/Trainer Siegner instructed the team on **Rescue 100 Retriever Operations** (using Kellhobby Industries training Video), **Rescue Sled Safe Operations** (using video) and **Emergency Helmet Removal** (using Ministry of Health Power Point) Practical exercises and discussion followed.
- Dec 9th Members continue the orientation for the operation of the **Spartan Triple Combo 1050 GPM pumper** (Pumper4) by watching the operations video.

MAINTENANCE

- Dec 14th Members completed maintenance tasks including: Torqueing wheel nuts on Rescues 5 and 3, Changing the illuminated sign to a Holiday Safety message, Sweeping fire hall floor, and moving the 4X4 side by side to make room in the hall for the decommissioned Engine 4, while waiting for OPP to complete their investigation using the fire hall meeting room.
- Dec 15th Fire Chief Elliott & Fire fighter N. Malbrecht moved Engine 4 into the fire hall so that equipment could be removed for use on Pumper 4.
- Dec 16th
- Work continued in removing items from Engine 4 including the hose reel and its controls, the radio head set, hose holders and various brackets and tool hangers and the foam was off loaded.

- Battery tenders were installed on the Rescue Snowmobile and on the 4X4 side by side ATV.
- A wall plug was installed for the auto- ejects cord for Pumper 4.
- Rescue 5, Rescue3 and Pumper 4 were washed to remove road salt.
- Lights were set up in new helmets
- The AED, Oxygen, trauma bags etc. were removed from Rescue 5 so that it could be sent for its annual inspection.
- Fire department emails and correspondence was shared with members.

Dec 17th

Rescue 5 was taken to True Centre Auto Service in North Bay for its annual safety inspection and filter/oil change and grease. Thanks to FF's N & T Malbrecht for picking up the vehicle on completion and re loading the equipment.



OTHER

- Four members attended the North Bay Central Ambulance Communications Center's 10th Anniversary open house and lunch.
- Fire Chief Elliott attended the December 20th Municipality of Temagami Community Emergency Management Program Committee meeting.
- Four members attended the Municipality of Temagami staff pot luck lunch on December 20th.
- 17 new European Style firefighting XF1 fire helmet w/ lights were ordered and received from Safedesign Apparel Ltd.



- **Happy New Year and all the Best for 2020**



Corporation of the Municipality of Temagami

Memo No.
2020-M-004

Memorandum to Council

Subject:	Donation Policy
Agenda Date:	January 28, 2020
Attachments:	Amended Donation Policy

RECOMMENDATION

BE IT RESOLVED THAT Council approved the amended donation policy;

AND FURTHER THAT Staff be directed to prepare a By-Law to entrench the amended policy for Council's consideration at the next regular meeting.

INFORMATION

As directed at the last Regular Council meeting, an amended Donation Policy is attached to and forms part of this report.

There is a new section added called 'Sponsored Applications' and a paragraph added under 'Budget Considerations'.

In essence, adopting this policy would require Community Organizations to receive approval to include the Municipality as a sponsoring organization prior to applying for funds. While these applications would ultimately be approved by the granting agency, the Municipality would be able to reject the request for any application that does not meet our eligibility requirements or work contrary to municipal priorities. By having the permission received before the application is submitted will result in better planning and reduce the times where decisions may be made without Council first having a clear understanding of the possible effects of approving such requests.

From a budget perspective, the amended policy provides for the netting of the funds coming in and going out which will not have an effect on other municipal direct donations.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: ADMINISTRATION
SUB-SECTION: FINANCE
POLICY TITLE: **COUNCIL DONATION POLICY**
SCHEDULE A TO BY-LAW 19-1471
POLICY NO: 1.3.1

PURPOSE

The purpose of this policy is to establish guidelines regarding the process of approval and of remitting of municipal donations to non-profit groups, associations and organizations.

GUIDELINES ELIGIBILITY

Municipal donations are available to groups, associations and organizations that are not for profit.

Preference will be given to non-profit groups, associations or organizations that are based in The Municipality of Temagami and to events that will be held within its boundaries. Council may consider and remit donations to groups or activities that are held outside of his boundaries at their discretion.

Applicants can make only ONE request for the year (either for one event or for the years' events).

INELIGIBILITY

Municipal donations will not be given to the following:

- Individuals;
- Organizations or activities of a political nature;
- Activities benefitting board members only;
- If an activity is deemed discriminatory, contrary to municipal policies and values, or unlawful;
- School bursaries.

FUNDS

The municipal donations given are not intended to be the sole source of financial support for the non-profit group, association, organization, nor for the event.

Amounts will be included in the annual budget for cash contributions and "In-Kind" contributions. The total of these two budget amount shall not exceed 1% of the municipal tax levy.

SPONSORED APPLICATIONS

From time to time, Community Organizations are able to access grants from other funding agencies although most require these grants flow through a Sponsoring Organization if the Community Organization is not qualified to receive these funds. Grant eligibility and qualifications required to receive these funds are the responsibility of the granting agency.

Should a Community Organization wish to make application for such funds, permission to list the Municipality of Temagami as a Sponsoring Organization should be received by Council resolution prior to the application being made. Eligibility requirements shall be consistent to ensure funds are not used in an inappropriate manner as determined by the Municipality.

APPLICATION PROCESS

Applicants must fully and legibly complete the application Form – see Annex “A”.

The Municipality will accept applications for support twice each calendar year, April 30th and October 31st. Applications received at times other than these two intake periods would either be held to be considered at the next application date or, at Council’s sole discretion, be considered by when received.

Past recipients shall report on how the donation was used and the impact the donation had on the organization, event, and ongoing operations. This donation report shall be received prior to the organization’s application for support being considered. Organization shall also include a financial statement of their activities where possible.

APPROVAL PROCESS

Requests for Municipal Donations will be received by the Office.

In the month following an application intake period, staff will prepare a report summarizing requests received. Included in this report will be the value of any cash and “in-kind” contributions requested as well as any previously approved requests and the approved budget for donations.

Council will review the report and make their decision in the form of a resolution.

Requests made outside the application intake periods where Council has decided to consider the request as it is received, will be presented to Council through a Staff report. The report will include the value of the contribution requested, other contributions approved by Council in the fiscal year as well as the budget approved for donations. Again, Council will review the report and make their decision in the form of a resolution.

AFTER APPROVAL AND REPORTING

Applicants must recognize the Municipality of Temagami contribution (for example a banner or sign at their event with the Municipality logo).

If a municipal contribution of more than \$500.00 is approved, a report detailing how the funds were spent must be sent to The Municipality Council within 60 days following the event or events.

Staff will track the value of ‘In Kind’ donations and add this amount to the financial donation made.

BUDGET CONSIDERATIONS

If an organization has received funding for three years for the same project, Council will be asked during the budget guideline stage whether this should be included as a line item outside of the Municipal Donations.

At their discretion, Council could provide direction to Staff to include further requests in the Municipal Donation budget, include further requests in a separate area of the budget, or direct Staff to inform the potential applicant that their event will no longer be supported.

Any funds flowed through the Municipality via Sponsored Applications will have no budget effect and the inflow and outflow will be netted against each other.

REQUIREMENTS

If a donation request is received from the same organization for the same purpose on a yearly basis a secondary review will be done in the fourth year.

CANCELLATION

If your event is cancelled or if the non-profit group, association or organization is disbanded and funds have been received, a full refund must be made to The Municipality of Temagami within 30 days of the notice of cancellation or closure.

Approval Date:	August 8, 2019	By-Law #:	19-1471
Amendment Date:	January 30, 2020	Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

ANNEX A

SECTION A – ORGANIZATION'S INFORMATION

Name of organization:

Mailing Address:

Telephone number:

Fax or Email:

Contact Person Name:

Contact Telephone Number:

Email:

SECTION B – APPLICATION SUMMARY

Is your request for: ☐ 1 activity / Event

Note that only one donation will be given per application / organization per year.

Amount Requested: \$

Name of activity or list of activities:

Description of activity / activities' summary:

Start date / End date of activity / List of dates:

Location of activity / activities:

Is admission free? ☐ Yes/☐ No, the admission fee is: \$

Describe how the Municipality will be recognized during your event(s):

If the amount given to the organization is more than \$500.00, they are required to submit a report of how the money was spent.

If applicable, the organization consents to sending a report to The Municipality of Temagami Council:

☐ Yes/☐ No,

Signature of applicant

Date



Corporation of the Municipality of Temagami

Memo No
2020-M-205

Memorandum to Council

Subject: Temagami North Drinking Water Inspection Report

Agenda Date: January 30, 2020

Attachments: Inspection report from MECP

RECOMMENDATION

BE IT RESOLVED THAT Council receive the Inspection Report for the Temagami North Drinking Water System as completed by the Ministry of Environment, Conservation and Parks.

INFORMATION

The inspection report completed by the MECP for their inspection of the Temagami North Drinking Water System on December 3, 2019 has been received and is attached to and forms part of this report.

The only area where there were concerns noted as in the documentation and forms that should have been filed as the PLC upgrade was being completed. The overall rating for the system was 95.06%.

Respectfully Submitted

Craig Davidson
Treasurer/Administrator

**Ministry of the Environment,
Conservation and Parks**

Drinking Water and Environmental
Compliance Division, Northern Region
Timmins District, North Bay Office
191 Booth Road, unit 16-17
North Bay ON P1A 4K3
Tel.: 705 497-6865
Fax: 705 497-6866

**Ministère de l'Environnement, de la Protection de
la nature et des Parcs**

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord
District de Timmins, Bureau de North Bay
191, rue Booth, Unité 16-17
North Bay ON P1A 4K3
Tél. : 705 497-6865
Téléc. : 705 497-6866

January 23, 2020

Mr. Craig Davidson
Treasurer/ Administrator
The Corporation of the Municipality of Temagami
P.O. Box 220
Temagami, Ontario
P0H 2H0

Dear Mr. Davidson:

Re: Inspection Report for the Temagami North Drinking Water System - Inspection #1-L0ALQ

On December 3, 2019, I conducted the annual inspection of the Temagami North Drinking Water System. The focused inspection included a physical assessment of the water treatment plant as well as a document review for the period of August 1, 2018 to December 3, 2019. The resulting inspection report is attached.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

To measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix A of the inspection report, provides a summarized, quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please review the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in the inspection report.

In accordance with the Ministry's Drinking Water Inspection Protocol, electronic copies of this report have been forwarded to the Timiskaming Health Unit and the Ministry of Natural Resources North Bay Office.

If you have any questions or comments regarding this inspection, please feel free to contact me at (705) 845-1917.

Yours truly,



Lori Duquette
Water Inspector/Provincial Officer
Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
North Bay Area Office

Cc: Barry Turcotte, Municipality of Temagami, Public Works Superintendent
Victor Legault, OCWA Northeastern Region, Operations Manager
Bryce Logan, OCWA Northeastern Region, ORO Temagami North and South WTP
Rebecca Marshall, OCWA Northeastern Region, Process & Compliance Technician (PCT)
Yvan Rondeau, OCWA Northeastern Region, PCT Manager
Ryan Peters, Timiskaming Health Unit, Program Manager
Mitch Baldwin, Ministry of Natural Resources, District Manager of North Bay District Office
Sherry Ilersich, Supervisor, Safe Drinking Water Branch – Timmins/North Bay, MECP



Ministry of the Environment, Conservation and Parks

**TEMAGAMI NORTH DRINKING WATER SYSTEM
Inspection Report**

Site Number:	220000433
Inspection Number:	1-L0ALQ
Date of Inspection:	Dec 03, 2019
Inspected By:	Lori Duquette

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Appendices

- A. Ministry Inspection Rating Record (IRR)
- B. Key Reference and Guidance Material for Municipal Residential DWS

OWNER INFORMATION:

Company Name:	TEMAGAMI, THE CORPORATION OF THE MUNICIPALITY OF	Unit Identifier:	P.O. Box 220
Street Number:	7		
Street Name:	LAKESHORE Dr		
City:	TEMAGAMI		
Province:	ON	Postal Code:	P0H 2H0

CONTACT INFORMATION

Type:	Owner	Name:	Craig Davidson
Phone:	(705) 569-3421	Fax:	
Email:	craig.d@temagami.ca		
Title:	Treasurer/Administrator for the Municipality of Temagami		

Type:	Owner	Name:	Barry Turcotte
Phone:	(705) 569-3272	Fax:	(705) 569-2834
Email:	publicworks@temagami.ca		
Title:	Superintendent, Public Works, Municipality of Temagami		

Type:	Operating Authority	Name:	Victor Legault
Phone:	(705) 672-5549	Fax:	(705) 672-2534
Email:	vlegault@ocwa.com		
Title:	Senior Operations Manager, OCWA		

Type:	OCWA	Name:	Bryce Logan
Phone:	(705) 648-4082	Fax:	
Email:	blogan@ocwa.com		
Title:	Overall Responsible Operator Temagami North and South, OCWA		

Type:	Operating Authority	Name:	Rebecca Marshall
Phone:	(705) 672-5549	Fax:	(705) 672-2534
Email:	rmarshall@ocwa.com		
Title:	Process and Compliance Technician - OCWA		

Type:	Health Unit	Name:	Ryan Peters
Phone:	(705) 647-4305	Fax:	(705) 647-5779
Email:	petersr@timiskaminghu.com		
Title:	Program Manager, Timiskaming Health Unit		

Type:	MECP	Name:	Sherry Ilersich
Phone:	(705) 845-1544	Fax:	(705) 497-6866
Email:	sherry.ilersich@ontario.ca		
Title:	Water Compliance Supervisor, Timmins/North Bay - Ministry of the Environment, Conservation and Parks (MECP)		

Type:	MNR North Bay District	Name:	Mitch Baldwin
Phone:	(705) 475-5550	Fax:	(705) 475-5550
Email:	mitch.baldwin@ontario.ca		

Title: District Manager, Ministry of Natural Resources and Forestry - North Bay District

INSPECTION DETAILS:

Site Name: TEMAGAMI NORTH DRINKING WATER SYSTEM
Site Address: 5 CEDAR Avenue South TEMAGAMI ON P0H 2H0
County/District: TEMAGAMI
MECP District/Area Office: North Bay Area Office
Health Unit: TIMISKAMING HEALTH UNIT
Conservation Authority:
MNR Office: North Bay Regional Office
Category: Large Municipal Residential
Site Number: 220000433
Inspection Type: Announced
Inspection Number: 1-L0ALQ
Date of Inspection: Dec 03, 2019
Date of Previous Inspection: Aug 01, 2018

COMPONENTS DESCRIPTION

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point
Sub Type:

Site (Name): Net Lake
Type: Source
Sub Type: Surface Water

Comments:
 The intake facility for the Temagami North Water Treatment Plant (WTP) is located approximately 165 m off the west shore of Net Lake at 10 m below the low water level of the lake. The raw water is directed by gravity via a 222 metre 250 mm diameter intake pipe to a low lift pumping station consisting of a wet well and two submersible low lift pumps, each rated at 3.8 L/second (328 m³/day). These pumps are controlled by the system PLC (Programmable Logic Controller) and discharge to the two "BCA" water treatment package plants located within the WTP.

Site (Name): Treatment Plant
Type: Treated Water POE
Sub Type: Treatment Facility

Comments:
 The system is centred on two "BCA" Pre-Fabricated Water Treatment Plants and their associated treatment and process control components. These treatment trains, their controls and chemical dosing equipment produce filtered water which is directed to three clear wells which have a combined working volume of 259.6 m³. Further chemical treatment for disinfection and pH adjustment is undertaken as the filtered water enters the clear wells and is pumped by the high lift pumps to the distribution subsystem. The plant is equipped with an automated monitoring system which records various component operations, system flows and chemical treatment dosages. The plant operates on a distribution demand basis controlled by water level signals fed back from the water tower. All process and floor drain wastes are directed to waste sumps for pumping to the municipal sewage collection system.

Site (Name): Distribution
Type: Other
Sub Type: Other

Comments:
 Temagami North is classified as a Large Municipal Residential Drinking Water System and has 218 service connections serving an estimated population of 300 residents. The distribution system is equipped with a standpipe known as the "North Tower" which has a storage capacity of 732 m³ and assists with maintaining water pressure in

the system.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Ontario Clean Water Agency (OCWA) personnel Josh Dubois, Operator accompanied Lori Duquette, Water Inspector/Provincial Officer with the Ministry of the Environment, Conservation and Parks during the inspection of the Temagami North Drinking Water System (DWS) on December 3, 2019. OCWA operates the Temagami North DWS on behalf of the municipality.

The drinking-water system inspection included a physical assessment of the treatment works on December 3, 2019 and a document review for the period from August 1, 2018 until December 3, 2019. This period is referred to as the "inspection period" in this report.

Source

- The owner had a harmful algal bloom monitoring plan in place.

The operating authority have a standard operating procedure relating to harmful algal bloom entitled "Responding to a Blue Green Algae Bloom" dated May 23, 2016.

Capacity Assessment

- There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.
- The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

The Licence identifies the rated capacity for the Temagami North DWS as 328 m³/day of total flow into the distribution system on any given calendar day.

A review of plant records for this inspection period indicated that the rated capacity noted above was complied with

Capacity Assessment

as the maximum flow was only exceeded during distribution flushing in July with a maximum flow rate of 332 m³/day. The next highest maximum flow rate was 308 m³/day in December 2018.

Note: Condition 1.3 of the Drinking Water Licence allows a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate for the purposes of fighting a large fire or for the maintenance of the drinking water system.

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**
- **The owner/operating authority was not in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

At the time of the inspection, it was noted that the Form 2 for the upgrade to the PLC was not created until the requirement for documentation for such work identified as part of the inspection. Condition 4.0 of Drinking Water Works Permit # 201-202 identifies replacement of instrumentation and controls as a minor modification requiring the completion of a Form 2.

Failure to ensure that the required verifications and documentation is completed prior to the completion of a minor modification of the drinking water system is a violation of the Municipal Drinking Water Works Permit.

Please refer to the section entitled "Non-Compliance with Regulatory Requirements and Actions Required" located on page 12 for further information.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

In accordance with O. Reg. 170/03, Schedule 1-2(2)3, surface water systems must consist of chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log 99% removal/inactivation of *Cryptosporidium* oocysts, a 3-log 99.9% removal/inactivation of *Giardia* cysts, and a 4-log 99.99% removal/inactivation of viruses by the time the water is delivered to the first consumer.

The Temagami North WTP is designed to achieve the above performance criteria using conventional filtration followed by chlorination for primary disinfection. The municipal drinking water licence (MDWL) identifies log removal/inactivation credits assigned to the two processes as the following:

- Conventional Filtration receives 2- log for *Cryptosporidium* oocysts, 2.5- log for *Giardia* cysts and 2- log for viruses;
- Chlorination receives 0.5+ log *Giardia* cysts and 2+ log viruses.

Note: In order to receive full log credits the treatment process must be fully operational and the credit assignment criteria met.

Chlorination

The CT calculation verified by the Ministry included the following worst-case operating conditions

- Treated water flow rate = 9.58 L/s
- Clear well level = 1.4 m
- Water temperature = 0.5 °C
- pH of water = 8.5
- minimum free chlorine residual after contact time of 0.82 mg/L

Treatment Processes

However, at the time of the inspection the following operational CT parameter values were being used to set alarms to ensure CT was met at all times:

Treated water flow rate = 19 L/s

- Clear well level = 1.75 m
- Water temperature = 0.5 °C
- pH of water = 8.0
- minimum free chlorine residual after contact time of 0.85 mg/L.

Conventional Filtration

In order to receive the full log removal credits assigned to conventional filtration the filtration process must meet the following criteria which are listed in the Municipal Drinking Water Licence No. 201-102, Issue No. 2, in Schedule E;

1. A chemical coagulant shall be used at all times when the treatment plant is in operation,
2. Chemical dosages shall be monitored and adjusted in response to variation in raw water quality,
3. Effective backwash procedures shall be maintained including filter to waste or an equivalent procedure during filter ripening to ensure that the effluent turbidity requirements are met all times,
4. Filtrate turbidity is continuously monitored from each filter, and
5. The plant is operated to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month for each filter.

Based on a review of the continuous trends for the above noted parameters and a review of the alarm logs and CT calculations performed when operating outside of the above range, CT and the conventional filtration log removal credit requirements were met for the duration of this inspection period.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**
- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**
- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
- **The secondary disinfectant residual was not measured as required for the distribution system.**

Subsection 7-2(3) of Schedule 7 to O. Reg. 170/03 required the owner and operating authority for the system to ensure at least seven (7) water samples were collected weekly from locations in the distribution system and tested for free chlorine residual. Additionally, the required sampling must be conducted in accordance with the rules prescribed by subsection 7-2(4) of Schedule 7 of O. Reg. 170/03. The rules stipulate the following:

- At least four (4) of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
- At least three (3) of the samples must be taken on a second day of the week, at least 48 hours after the last sample taken on the day noted above.
- When more than one sample is taken on the same day of the week under the paragraphs noted above, each

Treatment Process Monitoring

sample must be taken from a different location.

The above noted sampling requirements were complied with during this inspection period except for one week in November 2018. During the week of November 18th to 24, 2018, four (4) samples were collected on one day (i.e. November 19), however, only two (2) sample was collected on the second day (i.e. November 21) with the last sample collected on a third day (i.e. November 23). This is a violation of subsection 7-2(3) as three (3) samples were not collected on the same day at least 48 hours after the last sample.

Please refer to the section entitled "Non-Compliance with Regulatory Requirements and Actions Required" located on page 12 for further information.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

The free chlorine residual low level alarm after primary disinfection was set at 0.85 mg/L. This alarm set point immediately shutdown the plant and called the on-call staff.

The filter effluent turbidity alarm set point was set at 1.0 NTU and triggered an on-site audible alarm, filter shutdown and calls the on-call staff.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Security

- **The owner had provided security measures to protect components of the drinking water system.**

Current security measures provided for the Temagami North DWS include the following:

- Locked doors on all buildings (i.e. water treatment plant and water tower);
- An intruder alarm system at the water treatment plant; and

Security

- Frequent visits by operational staff.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**
Bryce Logan was the Overall Responsible Operator (ORO) for the Temagami North DWS.
- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**
Section 10-2 of Schedule 10 of O. Reg. 170/03 required the owner and operating authority for the system to ensure that at least eight (8) water samples were collected monthly from the distribution system sites (based on estimated population of 300). Samples must be tested for E.coli, total coliforms and 25% of those samples tested for general background population expressed as colony counts on a heterotrophic plate count.

Based on a review of the documentation provided during this inspection period, a minimum of two (2) samples were collected weekly from the distribution system. Of the eight to ten samples collected monthly over 25% of them were tested for HPC as required by section 10-2 of O. Reg. 170/03.
- **All microbiological water quality monitoring requirements for treated samples were being met.**
Section 10-3 of Schedule 10 of O. Reg. 170/03 required the owner and the operating authority for the system to ensure that at least one sample of treated water was collected weekly and tested for E.coli, total coliforms and general background population expressed as colony counts on a heterotrophic plate count.
- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Section 13-2 of Schedule 13 of O. Reg. 170/03 requires the owner and operating authority of the system to ensure that at least one sample of treated water was collected every 12 months and tested for every parameter set out in Schedule 23. The most recent samples were collected on October 9, 2018 and October 7, 2019.
- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**
Section 13-4 of Schedule 13 of O. Reg. 170/03 requires the owner and operating authority of the system to ensure that at least one sample of treated water is collected every 12 months and tested for every parameter set out in Schedule 24. The most recent samples were collected on October 9, 2018 and October 7, 2019.
- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**
- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**
Section 13-6 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one water sample was collected every calendar quarter from points in the distribution system

Water Quality Monitoring

(including connected plumbing) likely to have an elevated potential for the formation of trihalomethanes (THM). The operating authority completed the sampling in accordance with the regulatory requirements.

During this inspection period samples for THM were collected by the operating authority on October 9, 2018, January 8, April 8, July 8 and October 7, 2019. The running annual average (RAA) for THM as of October 2019 was 47.50 µg/L.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Section 13-7 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every three months and tested for nitrate and nitrite.

During this inspection period samples were collected on October 9, 2018, January 8, April 8, July 8 and October 7, 2019.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-8 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for sodium. The most recent samples were collected in October 2017. Two samples were collected, the first exceeded the maximum acceptable concentration (MAC) of 20 mg/L with a result of 26.5 mg/L, and the resample was 23.7 mg/L.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-9 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for fluoride. The most recent sample was collected on October 10, 2017.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

During this inspection period, the Temagami North DWS had one exceedance of the total coliform (TC of 1) in a treated water sample collected on November 12, 2019. The maximum acceptable concentration for total coliforms is zero. Corrective action was taken and resamples came back with no total coliforms present.

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

During this inspection period, the operating authority of the system reported one (1) adverse water quality incident (AWQI) to the Medical Officer of Health (MOH) and the Ministry. A total coliform count of one (1) was detected in the treated water sample collected at the Temagami North WTP on November 12, 2019. The appropriate number of resamples were collected and all requirements of the health unit were followed. All of the resamples came back with no total coliforms present.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

Reporting & Corrective Actions

- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. The owner/operating authority was not in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.

At the time of the inspection, it was noted that the Form 2 for the upgrade to the PLC was not created until the requirement for a documentation for such work identified as part of the inspection. Condition 4.0 of Drinking Water Works Permit # 201-202 identifies replacement of instrumentation and controls as a minor modification requiring the completion of a Form 2.

Action(s) Required:

The owner and operating authority must ensure that minor modifications to the drinking water system are verified and documented in accordance with condition 4.0 of Schedule B of Drinking Water Works Permit No. 201-202.

No further action is required at this time as the operating authority created a Form 2 for the PLC upgrade on December 18, 2019.

2. The secondary disinfectant residual was not measured as required for the distribution system.

Subsection 7-2(3) of Schedule 7 to O. Reg. 170/03 required the owner and operating authority for the system to ensure at least seven (7) water samples were collected weekly from locations in the distribution system and tested for free chlorine residual. Additionally, the required sampling must be conducted in accordance with the rules prescribed by subsection 7-2(4) of Schedule 7 of O. Reg. 170/03. The rules stipulate the following:

- At least four (4) of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
- At least three (3) of the samples must be taken on a second day of the week, at least 48 hours after the last sample taken on the day noted above.
- When more than one sample is taken on the same day of the week under the paragraphs noted above, each sample must be taken from a different location.

The above noted sampling requirements were complied with during this inspection period except for one week in November 2018. During the week of November 18th to 24, 2018, four (4) samples were collected on one day (i.e. November 19), however, only two (2) sample was collected on the second day (i.e. November 21) with the last sample collected on a third day (i.e. November 23).

Action(s) Required:

No further action is required for this non-compliance item since on December 17, 2019, the operating authority provided training to all operational staff working at the Temagami North DWS on the secondary disinfection monitoring requirements identified in subsection 7-2(3) of schedule 7 to O. Reg. 170/03.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

Lori Duquette

Signature: (Provincial Officer)

Lori Duquette

Reviewed & Approved By:

Sherry Ilersich

Signature: (Supervisor)

Sherry A Ilersich

Review & Approval Date:

January 23, 2020

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

APPENDIX A

INSPECTION RATING RECORD (IRR)

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)

DWS Name: TEMAGAMI NORTH DRINKING WATER SYSTEM
DWS Number: 220000433
DWS Owner: Temagami, The Corporation Of The Municipality Of
Municipal Location: Temagami

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: December 3, 2019
Ministry Office: North Bay Area Office

Maximum Question Rating: 506

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	4 / 81
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 66
Treatment Process Monitoring	21 / 133
TOTAL	25 / 506

Inspection Risk Rating 4.94%

FINAL INSPECTION RATING: 95.06%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

DWS Name:	TEMAGAMI NORTH DRINKING WATER SYSTEM
DWS Number:	220000433
DWS Owner:	Temagami, The Corporation Of The Municipality Of
Municipal Location:	Temagami
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	December 3, 2019
Ministry Office:	North Bay Area Office

Non-compliant Question(s)	Question Rating
Treatment Process Monitoring	
Is the secondary disinfectant residual measured as required for the distribution system?	21
Treatment Processes	
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit?	4
TOTAL QUESTION RATING	25

Maximum Question Rating: 506

Inspection Risk Rating	4.94%
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FINAL INSPECTION RATING:	95.06%
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APPENDIX B

**KEY REFERENCE AND GUIDANCE MATERIAL FOR
STAKEHOLDERS**

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web



Corporation of the Municipality of Temagami

Memo No
2020-M-012

Memorandum to Council

Subject: Temagami South Drinking Water Inspection Report

Agenda Date: January 30, 2020

Attachments: Inspection report from MECP

RECOMMENDATION

BE IT RESOLVED THAT Council receive the Inspection Report for the Temagami South Drinking Water System as completed by the Ministry of Environment, Conservation and Parks.

INFORMATION

The inspection report completed by the MECP for their inspection of the Temagami North Drinking Water System on December 17, 2019 has been received and is attached to and forms part of this report.

The only area where there were concerns noted as in the documentation and forms that should have been filed as the PLC upgrade was being completed. The overall rating for the system was 99.13%.

Respectfully Submitted

Craig Davidson
Treasurer/Administrator

**Ministry of the Environment,
Conservation and Parks**

Drinking Water and Environmental
Compliance Division, Northern Region
Timmins District, North Bay Office
191 Booth Road, unit 16-17
North Bay ON P1A 4K3
Tel.: 705 497-6865
Fax: 705 497-6866

**Ministère de l'Environnement, de la Protection de
la nature et des Parcs**

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord
District de Timmins, Bureau de North Bay
191, rue Booth, Unité 16-17
North Bay ON P1A 4K3
Tél. : 705 497-6865
Téléc. : 705 497-6866

January 24, 2020

Mr. Craig Davidson
Treasurer/ Administrator
The Corporation of the Municipality of Temagami
P.O. Box 220
Temagami, Ontario
P0H 2H0

Dear Mr. Davidson:

Re: Inspection Report for the Temagami South Drinking Water System - Inspection #1-L0AMI

On December 17, 2019, I conducted the annual inspection of the Temagami South Drinking Water System. The focused inspection included a physical assessment of the water treatment plant as well as a document review for the period of December 1, 2018 to December 17, 2019. The resulting inspection report is attached.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

To measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix A of the inspection report, provides a summarized, quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please review the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in the inspection report.

In accordance with the Ministry's Drinking Water Inspection Protocol, electronic copies of this report have been forwarded to the Timiskaming Health Unit and the Ministry of Natural Resources North Bay Office.

If you have any questions or comments regarding this inspection, please feel free to contact me at (705) 845-1917.

Yours truly,



Lori Duquette
Water Inspector/Provincial Officer
Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
North Bay Area Office

Cc: Barry Turcotte, Municipality of Temagami, Public Works Superintendent
Victor Legault, OCWA Northeastern Region, Operations Manager
Bryce Logan, OCWA Northeastern Region, ORO Temagami North and South WTP
Rebecca Marshall, OCWA Northeastern Region, Process & Compliance Technician (PCT)
Yvan Rondeau, OCWA Northeastern Region, PCT Manager
Ryan Peters, Timiskaming Health Unit, Program Manager
Mitch Baldwin, Ministry of Natural Resources, District Manager of North Bay District Office
Sherry Ilersich, Water Compliance Supervisor – Timmins/North Bay, MECP



Ministry of the Environment, Conservation and Parks

**TEMAGAMI SOUTH DRINKING WATER SYSTEM
Inspection Report**

Site Number:	220000424
Inspection Number:	1-LOAMI
Date of Inspection:	Dec 17, 2019
Inspected By:	Lori Duquette

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Appendices

- A. Ministry Inspection Rating Record (IRR)
- B. Key Reference and Guidance Material for Municipal Residential DWS

OWNER INFORMATION:

Company Name:	TEMAGAMI, THE CORPORATION OF THE MUNICIPALITY OF	Unit Identifier:	P.O. Box 220
Street Number:	7		
Street Name:	LAKESHORE Dr		
City:	TEMAGAMI		
Province:	ON	Postal Code:	P0H 2H0

CONTACT INFORMATION

Type:	Owner	Name:	Craig Davidson
Phone:	(705) 569-3421	Fax:	
Email:	craig.d@temagami.ca		
Title:	Treasurer/Administrator for the Municipality of Temagami		
Type:	Owner	Name:	Barry Turcotte
Phone:	(705) 569-3272	Fax:	(705) 569-2834
Email:	publicworks@temagami.ca		
Title:	Superintendent, Public Works, Municipality of Temagami		
Type:	Operating Authority	Name:	Victor Legault
Phone:	(705) 672-5549	Fax:	(705) 672-2534
Email:	vlegault@ocwa.com		
Title:	Senior Operations Manager, OCWA		
Type:	OCWA	Name:	Bryce Logan
Phone:	(705) 648-4082	Fax:	
Email:	blogan@ocwa.com		
Title:	Overall Responsible Operator Temagami North and South, OCWA		
Type:	OCWA	Name:	Rebecca Marshall
Phone:	(705) 648-4267	Fax:	(705) 567-7974
Email:	rmarshall@ocwa.com		
Title:	Process & Compliance Technician		
Type:	MECP	Name:	Sherry Ilersich
Phone:	(705) 845-1544	Fax:	(705) 497-6866
Email:	sherry.ilersich@ontario.ca		
Title:	Water Compliance Supervisor, Timmins/North Bay - Ministry of the Environment, Conservation and Parks (MECP)		
Type:	Timiskaming Health Unit	Name:	Ryan Peters
Phone:	(705) 647-4305 x2250	Fax:	(705) 647-5779
Email:	petersr@timiskaminghu.com		
Title:	Program Manager, Timiskaming Health Unit		
Type:	MNRF North Bay District	Name:	Mitch Baldwin
Phone:	(705) 475-5550	Fax:	(705) 475-5500
Email:	mitch.baldwin@ontario.ca		

Title: District Manager, Ministry of Natural Resources and Forestry - North Bay District

INSPECTION DETAILS:

Site Name: TEMAGAMI SOUTH DRINKING WATER SYSTEM
Site Address: 39 LAKESHORE Drive East TEMAGAMI ON P0H 2H0
County/District: TEMAGAMI
MECP District/Area Office: North Bay Area Office
Health Unit: TIMISKAMING HEALTH UNIT
Conservation Authority:
MNR Office: North Bay Regional Office
Category: Large Municipal Residential
Site Number: 220000424
Inspection Type: Announced
Inspection Number: 1-L0AMI
Date of Inspection: Dec 17, 2019
Date of Previous Inspection: Dec 06, 2018

COMPONENTS DESCRIPTION

Site (Name): MOE DWS Mapping
Type: DWS Mapping Point

Sub Type:

Site (Name): Lake Temagami
Type: Source

Sub Type: Surface Water

Comments:

The Temagami South Water Treatment Plant (WTP) draws its raw water from Lake Temagami through a 1524 mm diameter by 1220 mm high intake structure located on the lake bottom at a depth of 5.7 m. The intake pipe is 200 mm in diameter, 20 m long and directs water by gravity to a low lift pumping station consisting of a wet well and two submersible low lift pumps, each rated at 11 L/s (950 m³/day). These pumps are controlled by the treatments system PLC and discharge to the two package plants located within the WTP.

Site (Name): Treatment Plant
Type: Treated Water POE

Sub Type: Treatment Facility

Comments:

The upgrade design of the Temagami South WTP consists of two (2) pre-fabricated treatment trains. The treatment is centred on a BCA Pre-Fabricated package treatment plant and upgrades to the already existing Neptune Microfloc "Trident" package treatment plant, along with their associated treatment and process control components. The plants and their respective control and chemical dosing equipment, direct filtered water to two (2) clear wells having a combined working volume of 280.68 m³. Further chemical treatment for disinfection and pH adjustment is undertaken as the filtered water enters the clear wells and as it is pumped by the high lift pumps to the distribution subsystem. The plant is equipped with an automated monitoring system which records various component operations, system flow rates and chemical treatment dosages. The plants operate on a distribution demand basis controlled by water level signals fed back from the storage standpipe. All process and floor drain wastes are directed to waste sumps for pumping to the municipal sanitary collection system.

Site (Name): Distribution
Type: Other

Sub Type: Reservoir

Comments:

The drinking water system (DWS) supplying water to Temagami South is classified as a large municipal residential

DWS and has 182 service connections serving an estimated population of 350 residents. The distribution system is equipped with an elevated storage reservoir known as the "South Tower" which has a working storage capacity of 570 m³ and assists with maintaining water pressure in the system.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Ontario Clean Water Agency (OCWA) personnel Rebecca Marshall, Process and Compliance Technician and Bryce Logan, Senior Operator and Overall Responsible Operator (ORO) for the Temagami South Drinking Water System (DWS) accompanied Lori Duquette, Water Inspector/Provincial Officer with the Ministry of the Environment, Conservation and Parks during the inspection of the Temagami North DWS on December 17, 2019. OCWA operates the Temagami South DWS on behalf of the municipality.

The drinking-water system inspection included a physical assessment of the treatment works on December 17, 2019 and a document review for the period from December 1, 2018 until December 17, 2019. This period is referred to as the "inspection period" in this report.

Source

- **The owner had a harmful algal bloom monitoring plan in place.**

The operating authority have a standard operating procedure relating to harmful algal bloom entitled "Responding to a Blue Green Algae Bloom" dated May 23, 2016.

Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**
- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

The Licence identifies the rated capacity for the Temagami South DWS as 950 m³/day of total flow into the distribution system on any given calendar day.

Capacity Assessment

A review of plant records for this inspection period indicated that the rated capacity noted above was complied with. The maximum daily flow into the distribution system was 302 m³/day in July 2019.

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**
- **The owner/operating authority was not in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

At the time of the inspection, it was noted that the Form 2 for the upgrade to the PLC was not created until the requirement for documentation for such work identified as part of the inspection. Condition 4.0 of Drinking Water Works Permit # 201-201 identifies replacement of instrumentation and controls as a minor modification requiring the completion of a Form 2.

Failure to ensure that the required verifications and documentation is completed prior to the completion of a minor modification of the drinking water system is a violation of the Municipal Drinking Water Works Permit.

Please refer to the section entitled "Non-Compliance with Regulatory Requirements and Actions Required" located on page 11 for further information.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

In accordance with O. Reg. 170/03, Schedule 1-2(2)3, surface water systems must consist of chemically assisted filtration and disinfection and achieve an overall performance of at least a 2-log 99% removal/inactivation of *Cryptosporidium* oocysts, a 3-log 99.9% removal/inactivation of *Giardia* cysts, and a 4-log 99.99% removal/inactivation of viruses by the time the water is delivered to the first consumer.

The Temagami South WTP is designed to achieve the above performance criteria using conventional filtration followed by chlorination for primary disinfection. The municipal drinking water licence (MDWL) identifies log removal/inactivation credits assigned to the two processes as the following:

- Conventional Filtration receives 2-log for *Cryptosporidium* oocysts, 2.5-log for *Giardia* cysts and 2-log for viruses;
- Chlorination receives 0.5+ log *Giardia* cysts and 2+ log viruses.

Note: In order to receive full log credits the treatment process must be fully operational and the credit assignment criteria met.

Chlorination

The CT calculation verified by the Ministry included the following worst-case operating conditions

- Treated water flow rate = 11 L/s
- Clear well level = 1.5 m
- Water temperature = 0.5 °C
- pH of water = 8.0
- minimum free chlorine residual after contact time of 0.90 mg/L

However, at the time of the inspection the following operational CT parameter values were being used to set alarms to ensure CT was met at all times:

- Treated water flow rate = 20 L/s
- Clear well level = 2.2 m
- Water temperature = 3.0 °C

Treatment Processes

- pH of water = 7.8
- minimum free chlorine residual after contact time of 1.0 mg/L

Based on a review of the continuous trends for the above noted parameters and a review of the alarm logs and CT calculations performed when operating outside of the above range, CT was met for the duration of this inspection period.

Conventional Filtration

In order to receive the full log removal credits assigned to conventional filtration the filtration process must meet the following criteria which are listed in the Municipal Drinking Water Licence No. 201-102, Issue No. 2, in Schedule E;

1. A chemical coagulant shall be used at all times when the treatment plant is in operation,
2. Chemical dosages shall be monitored and adjusted in response to variation in raw water quality,
3. Effective backwash procedures shall be maintained including filter to waste or an equivalent procedure during filter ripening to ensure that the effluent turbidity requirements are met all times,
4. Filtrate turbidity is continuously monitored from each filter, and
5. The plant is operated to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month for each filter.

Based on a review of the filter effluent turbidity trends and operational information provided, for the duration of this inspection period, the above noted conventional filtration criteria were met.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**
- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

It is recommended that the operating authority keep a copy of the ministry's procedure "Water Disinfection Procedure, effective January 25, 2017" on-site at the WTP to ensure the operators have access to it if needed.

Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**
- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
- **The secondary disinfectant residual was measured as required for the distribution system.**
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

Subsection 6-5(1)5 of Schedule 6 to O. Reg. 170/03 requires continuous monitoring equipment to be designed and operated such that either an alarm must sound immediately at the location where the equipment conducts tests and

Treatment Process Monitoring

at a location where a person is present, if a person is not always present at the location where the equipment conducts tests or ensure that no water is directed to users, if the equipment malfunctions or loses power or a test result for a parameter is above or below the alarm standard.

The free chlorine residual low level alarm after primary disinfection was set at 1.0 mg/L. This alarm set point immediately shutdown the plant and called the on-call staff.

Additionally, the filter effluent turbidity alarm set point was set at 1.0 NTU and triggers an automatic BCA plant shutdown and call the on-call staff. The filter is also set to filter to waste if filter effluent turbidity goes above 0.70 NTU and continue until the value goes below 0.30 NTU .

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**
- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Security

- **The owner had provided security measures to protect components of the drinking water system.**

Current security measures provided for the Temagami South DWS include the following:

- Locked doors on all buildings (i.e. water treatment plant and water tower);
- An intruder alarm system at the water treatment plant; and
- Frequent visits by operational staff.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**
Bryce Logan was the Overall Responsible Operator (ORO) for the Temagami South DWS.
- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

Certification and Training

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

Section 10-2 of Schedule 10 of O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least eight water samples were collected monthly from distribution system sites (based on estimated population of 350). Samples must be tested for E.coli, total coliforms and 25% of those samples tested for general background population expressed as colony counts on a heterotrophic plate count.

Based on a review of the documentation provided during this inspection period, a minimum of two (2) samples were collected weekly from the distribution system. Of the eight to ten samples collected monthly over 25% of them were tested for HPC as required by section 10-2 of O. Reg. 170/03.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Section 10-3 of Schedule 10 of O. Reg. 170/03 required the owner and the operating authority for the system to ensure that at least one sample of treated water was collected weekly and tested for E.coli, total coliforms and general background population expressed as colony counts on a heterotrophic plate count.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-2 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one sample of treated water was collected every 12 months and tested for every parameter set out in Schedule 23. During this inspection period, samples were collected on October 7, 2019.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-4 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one sample of treated water was collected every 12 months and tested for every parameter set out in Schedule 24. During this inspection period, samples were collected on October 7, 2019.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

Section 13-6.1 of Schedule 13 to O. Reg. 170/03 requires the owner and operating authority for the system to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids (HAA), and have them tested for HAA.

During this inspection period samples for HAA were collected by the operating authority on January 8, April 8, July 8 and October 7, 2019.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

Section 13-6 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one water sample was collected every calendar quarter from points in the distribution system (including connected plumbing) likely to have an elevated potential for the formation of trihalomethanes (THM). The operating authority completed the sampling in accordance with the regulatory requirements.

During this inspection period samples for THM were collected by the operating authority on January 8, April 8, July 8 and October 7, 2019. The running annual average (RAA) for THM as of October 2018 was 48.7 µg/L.

Water Quality Monitoring

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Section 13-7 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every three months and tested for nitrate and nitrite.

During this inspection period samples were collected on authority on January 8, April 8, July 8 and October 7, 2019.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-8 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for sodium. The most recent sample was collected on October 10, 2017 with a sample result of 23.1 mg/L. A resample was collected on October 18, 2017 19.4 mg/L.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-9 of Schedule 13 of O. Reg. 170/03 requires the owner and the operating authority for the system to ensure that at least one treated water sample was collected every 60 months and tested for fluoride. The most recent sample was collected on October 10, 2017.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Reporting & Corrective Actions

- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

Other Inspection Findings

- **The following issues were also noted during the inspection:**

At the time of the inspection, it was noted that when dealing with a problem with the chlorination system, the operators have lowered the free chlorine residual alarm set point after completing a CT calculation to ensure CT was met to allow water to be distributed.

Please refer to the section entitled "Summary of Recommendations and Best Practice Issues" located on page 12 of this report.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. **The owner/operating authority was not in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

At the time of the inspection, it was noted that the Form 2 for the upgrade to the PLC was not created until the requirement for a documentation for such work identified as part of the inspection. Condition 4.0 of Drinking Water Works Permit # 201-201 identifies replacement of instrumentation and controls as a minor modification requiring the completion of a Form 2.

Action(s) Required:

The owner and operating authority must ensure that minor modifications to the drinking water system are verified and documented in accordance with condition 4.0 of Schedule B of Drinking Water Works Permit No. 201-201.

No further action is required at this time as the operating authority created a Form 2 for the PLC upgrade on December 18, 2019.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. The following issues were also noted during the inspection:

At the time of the inspection, it was noted that when dealing with a problem with the chlorination system, the operators have lowered the free chlorine residual alarm set point after completing a CT calculation to ensure CT was met to allow water to be distributed.

Recommendation:

It is recommended that if the operator plans to lower the free chlorine alarm set point that they first complete a second CT calculation verifying that CT would continue to be met if the flow rate, pH and clearwell level were to reach their alarm set point. Additionally, the logbook should contain not only information on when the alarm set point was lowered but also when it was restored (i.e. date/time and set point value) and a copy of the CT verification using alarm set points for flow, pH, clearwell level with the temporary lower free chlorine residual alarm value.

It is also recommended that a standard operating procedure be developed relating to adjusting the free chlorine residual alarm to ensure that the action and records noted above are taken in the future.

SIGNATURES

Inspected By:

Lori Duquette

Signature: (Provincial Officer)



Reviewed & Approved By:

Sherry Ilersich

Signature: (Supervisor)



Review & Approval Date:

January 24, 2020

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

APPENDIX A

INSPECTION RATING RECORD (IRR)

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)

DWS Name: TEMAGAMI SOUTH DRINKING WATER SYSTEM
DWS Number: 220000424
DWS Owner: Temagami, The Corporation Of The Municipality Of
Municipal Location: Temagami

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: December 17, 2019
Ministry Office: North Bay Area Office

Maximum Question Rating: 461

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	4 / 81
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 133
TOTAL	4 / 461

Inspection Risk Rating 0.87%

FINAL INSPECTION RATING: 99.13%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

DWS Name:	TEMAGAMI SOUTH DRINKING WATER SYSTEM
DWS Number:	220000424
DWS Owner:	Temagami, The Corporation Of The Municipality Of
Municipal Location:	Temagami
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	December 17, 2019
Ministry Office:	North Bay Area Office

Non-compliant Question(s)	Question Rating
Treatment Processes	
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit?	4
TOTAL QUESTION RATING	4

Maximum Question Rating: 461

Inspection Risk Rating	0.87%
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FINAL INSPECTION RATING:	99.13%
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APPENDIX B

**KEY REFERENCE AND GUIDANCE MATERIAL FOR
STAKEHOLDERS**

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web



Corporation of the Municipality of Temagami

Memo No
2020-M-006

Memorandum to Council

Subject: Rabbit Lake Retaining Wall

Agenda Date: January 30, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council approve the Rabbit Lake Retaining Wall project in the amount of \$30,000;

AND FURTHER THAT Staff be directed to place this project in the 2020 Capital Budget.

INFORMATION

This project has been proposed previously although has been removed during the budget process. The reality is now that the retaining wall at Rabbit Lake is in dire need of replacement as it is close to the point where collapsing is a real concern and poses a significant safety concern. Presently there is a weight restriction in areas around the retaining wall to ease this concern.

Permits have been received from MNRF which will allow the work to be completed outside of the normal guidelines. This is necessary as the work needs to be completed based on water levels and during the guideline period the level of the lake is too high to complete the work.

Should Council pass the recommendation Public Works will request bids for this project. The end product could be entirely completed by a Contractor or could be combined with Public Works and a Contractor depending on price and schedules.

Prepared by: Barry Turcotte

Reviewed by: Craig Davidson



Corporation of the Municipality of Temagami

Memo No.
2020-M-007

Memorandum to Council

Subject: Shiverfest – Temagami Winter Carnival

Agenda Date: January 30, 2019

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receive Memo 2020-M-007 regarding Shiverfest;

AND FURTHER THAT Council accept the invitation to host the Shiverfest community barbeque on Sunday February 16th, 2020 from 12:00pm - 2:00pm as in years past.

INFORMATION

Temagami's Shiverfest celebrations will again be held on Family Day weekend. The weekend will commence with the Temagami First Nation Winter Carnival, on Saturday, ending after dinner. Randy Becker has organized to have a Band at the arena hall, age of majority only (19+) with the Legion hosting the bar.

The Municipality will commence their activities on Sunday morning starting with a pancake breakfast. We will then host activities, such as, human ice bowling, money in the hay, donut eating competition, sleigh making and sliding competition, relay races, arts and crafts, BBQ, and family dance.

In previous years, Council has volunteered to host the BBQ, as their involvement in this community event. We would like to invite Mayor & Council to attend the various Shiverfest activities and host the annual BBQ lunch again this year.

We are currently finalizing the numerous community activities and will soon be posting updates on the municipal Facebook page and website. We will be sure to forward the schedule to Mayor & Council when complete.

Prepared by:

Sabrina Pandolfo
Special Projects Coordinator

Reviewed by:

On behalf of:

The Shiverfest Planning Group



Corporation of the Municipality of Temagami

Memo No
2020-M-008

Memorandum to Council

Subject: Completion of Planning Processes

Agenda Date: January 30, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council directs Staff to make the necessary arrangements to hold Statutory Public Meetings for the Official Plan Amendment (Secondary Units) and the Zoning By-Law Amendment (Home Occupation/Home Industry) on March 12, 2020 with the proposed final wording being available after February 18, 2020.

INFORMATION

The following was received from MHBC regarding the Secondary Units Official Plan Amendment and the Home Industry/Home Occupation Zoning By-Law Amendment pending for the Municipality of Temagami.

Purpose

The purpose of this report is to update Council on two initiatives being the Secondary Unit OPA and the Home Industry and Home Occupation Official Plan Amendment and Zoning By-law Amendment.

Recommendation

It is recommended that Council resolve to direct Staff to schedule a public meeting to consider the Secondary Unit and Home Occupation/Home Industry planning initiatives.

Background

The following paragraphs summarize the history of the two planning initiatives.

Secondary Units Official Plan Amendment

A Planning Report and draft Official Plan Amendment were prepared on April 25, 2019 and presented to Council for review. An Open House meeting held on August 6, 2019 to obtain comments from the public. The comments received, and their responses will be summarize in a Staff Report that is provided to Council at the Public Meeting.

Home Industry and Home Occupation Zoning By-law Amendment

A Planning Report and draft Official Plan Amendment were prepared on November 8, 2018 and presented to Council for review. An Open House meeting held on August 6, 2019 to obtain comments from the public. The comments received, and their responses will be summarize in a Staff Report that is provided to Council at the Public Meeting.

It is recommended that Council direct staff to schedule the statutory Public Meeting on both planning initiatives.

Statutory Public Meetings can be held on the same day as a Council meeting. Given the notice required in the Planning Act for these meetings and based on the timing provided by MHBC when the final wording of the amendments will be ready, the recommendation is to schedule the Public Meetings for March 12, 2020 with the proposed wording of the amendments being available on February 18, 2020.

Respectfully Submitted

Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Report No.
2020-M-009

Subject: New 2020 F-350 Truck

Agenda Date: January 30th 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council received the update on the replacement of the F250 as approved with Resolution 19-487;
AND FURTHER THAT Council refers this purchase to the 2020 budget.

ANALYSIS

Further to the approval given with Resolution 19-487 to order the appropriate replacement vehicle for the present F250 with a 2020 delivery date, Public Works reports as follows.

With any truck purchase, a new BOSS Plow with a cost of \$12,200 is added.

Quotes were received for the following:

¾ Ton Gas Truck	Bill Mathews Motors	\$44,999
	Stockfish	\$46,085
	Hopper	\$48,688
	Wilson	\$51,968
	Farquhar	\$50,661
¾ Ton Diesel	Mathews	\$53,999
	Stockfish	\$55,289
	Hopper	\$53,333
	Wilson	\$61,293
	Farquhar	\$58,477
1 Ton Gas	Mathews	\$47,499
	Stockfish	\$48,541
	Hopper	\$48,416
	Wilson	\$53,728
	Farquhar	\$50,545
1 Ton Diesel	Mathews	\$56,699
	Stockfish	\$57,745
	Hopper	\$56,543
	Wilson	\$63,293
	Farquhar	\$58,661

Other considerations that formed part of the selection is the lower operating cost we experience with a diesel engine through bulk fuel purchasing rather than paying the pump price. Typically this saves between 20 to 25 cents per litre.

Also, at times the present F250 experienced significant decreased fuel efficiency (44L/100km) which suggest that the truck is undersized in some of the jobs we require it to do.

Those two reasons made considering a 1 Ton diesel the better option. This is further solidified as a better option when the ¾ Ton diesel price is compared to the 1 Ton diesel price. In most cases, the difference in price is under \$3,000.

The last consideration was the makeup of our present fleet. Predominately, our small trucks are Ford and as the Ford from Mathews was only \$156 higher than the Hopper GM option, the decision is to purchase the 1 Ton diesel from Mathews at a cost of \$68,899 plus applicable taxes which includes the truck and a new plow.

Prepared By:

**Reviewed and
Submitted by:**

**Accepted for Council
consideration by:**

**Barry Turcotte
Public Works Superintendent**

**Craig Davidson
Treasurer/Administrator**

**Name
Position**

**Name
Position**

**Name
Position**



Corporation of the Municipality of Temagami

Memo No.
2020-M-010

Memorandum to Council

Subject:	Procedural By-Law
Agenda Date:	January 28, 2020
Attachments:	Amended Procedural By-Law

RECOMMENDATION

BE IT RESOLVED THAT Council approved the amended Procedural By-Law;

AND FURTHER THAT Council Direct Staff to prepare a By-Law to repeal and replace By-Law 19-1478 for consideration at the next Regular Council Meeting.

INFORMATION

As directed by previous Council resolutions and guided by Council discussions there are proposed changes in our Procedural By-Law. Most of these are related to the use of electronic devices and the unauthorized recording of Council meetings.

These changes are contained in Section 2.14 of the Procedural By-Law which sets out expected conduct for Members and others during Council meetings. A summary of the changes is that in addition to the devices being silenced during open sessions that devices, other than Municipal supplied computers will be set aside during Open Session and actually be placed in the Council mail area during Closed Sessions.

Section 2.14 amended Procedural By-Law is attached to and forms part of this report.

Respectfully Submitted:
Suzie Fournier
Municipal Clerk



Council Procedural By-Law

Municipality of Temagami

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The Corporation of the Municipality of Temagami

By-Law Number 19-1478

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act*, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

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

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act*, 2001
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct, By-Law 13-1138
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Workplace Harassment/Workplace Violence Policy, By-Law No. 15-1226
- Staff Council Relations Policy
- Social Media Policy, By-Law No. 14-1202
- *Planning Act*
- Accountability and Transparency By-Law, No. 10-939
- Travel Expenses Policy, By-Law 14-1215

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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1. Definitions

In this By-Law:

1.1 Ad-Hoc Committee.

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

1.2 Agenda.

“Agenda” means the list of business to be conducted at a Meeting.

1.3 Chair.

“Chair” means the person presiding at a Meeting.

1.4 Clerk.

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

1.5 Committee of the Whole.

“Committee of the Whole” means a Committee of all Members of Council.

1.6 Consent Agenda.

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

1.7 Council.

“Council” means the elected Members of the Municipal Council.

1.8 Council Package.

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

1.9 Closed Meeting.

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

1.10 Deputy Mayor.

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

1.11 Electronic Meeting.

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

1.12 Emergency Meeting.

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

1.13 Ex Officio.

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

1.14 Head of Council.

“Head of Council” means the Mayor or, in the absence of the Mayor, the Deputy Mayor.

1.15 Local Board.

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

1.16 Meeting.

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

1.17 Member.

“Member” means a Member of Council, Local Board or Committee.

1.18 Motion.

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

1.19 Motion to Amend.

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

1.20 *Municipal Act.*

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

1.21 Municipality.

“Municipality” means the Municipal Corporation of the Municipality of Temagami.

1.22 Notice of Motion

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

1.23 Officers.

“Officer(s)” means a person, such as the Treasurer/Administrator, Clerk, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

1.24 Order of Business.

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

1.25 Point of Procedure.

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

1.26 Presentation.

“Presentation” means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

1.27 Quorum.

“Quorum” means a majority of Members of Council or Committee.

1.28 Recorded Vote.

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

1.29 Regular Meeting.

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

1.30 Report.

“Report” means a written or other Report from the Treasurer/Administrator, Clerk, Department Heads, Staff or Committee which is approved by the Treasurer/Administrator or Clerk.

1.31 Resolution.

“Resolution” means a Motion that has been approved by Council.

1.32 Special Meeting.

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

1.33 Standing Committee.

“Standing Committee” means a Committee comprised solely of Members of Council.

1.34 Unfinished Business.

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

1.35 Treasurer/Administrator

“Treasurer/Administrator” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

1.36 Urgent.

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

2. General Meeting Rules

2.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

2.2 Suspending Procedural By-Law

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

2.3 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

2.4 Absence of Mayor

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

2.5 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

2.6 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Temagami Welcome Centre, located at 7 Lakeshore Dr, Temagami, Ontario, Canada.

2.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

2.8 Quorum

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

2.9 Minutes

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

2.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

2.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Treasurer/Administrator or Clerk.

2.12 Declarations of Conflicts of Interest

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule A**;
2. Will vacate Council Chambers while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.3)

2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair. (2.13.5)

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken. (2.13.6)

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member;
- c. To explain comments which the Member believes have been misunderstood; or,
- d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken. (2.13.9)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.10)

Motions and amendments to a Motion must be moved and seconded by the mover and seconder. (2.13.11)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;
- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

2.14 Conduct

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate unless raising a point of privilege or procedure;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question; and
- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.14.1)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.14.2)

Electronic devices must be silenced and set a side during meeting and must not be used to disrupt a Meeting.

Electronic devices must be turned off and placed in the member's mailbox during Closed Council Meeting.

No unauthorized recording by member's, staff or the public is permitted during any meeting. (2.14.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.14.4)

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair. (2.14.5)

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.

Members of the Public may not be recognized unless it is to ask a question during Question Period. (2.14.6)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.14.7)

2.15 Questions during Debate

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

2.16 Points of Procedure

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure. (2.16.2)

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

2.17 Voting - General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request made me made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

2.18 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion.

2.20 Amendments

The following rules shall apply to amendments to Motions:

- a. A “Motion Amendment” is a change to the question asked in the Motion;
- b. an “amendment to an amendment” is a change to the proposed Motion Amendment;
- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d. when an amendment has been decided upon, another may be introduced;
- e. the order of voting shall be:
 - i. an amendment to an amendment shall be voted upon;
 - ii. A Motion Amendment shall be voted upon next, and
 - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council’s approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.

- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.
- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council. (2.21.3)

3. Roles and Responsibilities

3.1 Head of Council. (*Municipal Act, s.225*)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

3.3 Deputy Head of Council. (*Municipal Acts.242*)

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

3.4 Council. (*Municipal Act, s.224*)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

3.5 Clerk. (*Municipal Act, s.228*)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

3.6 Staff. (*Municipal Act*, s. 227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

3.7 Treasurer/Administrator (as Chief Administrative Officer. (*Municipal Act*, s. 229))

It is the duty of the Treasurer/Administrator to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

3.8 Members of the Public.

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).
- d.

4. Meetings

4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held within the first 31 days of the term and preferably on the second Thursday in December. (4.1.1)

At the First Meeting, the Clerk or shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (4.1.2)

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (4.2.3)

4.2 Regular Meetings

421 Time and Place. Regular Meetings shall be held on the second and fourth Thursdays of each month at 6:30 P.M. Regular Meetings shall be preceded, when required, by a Closed Session starting no earlier than 3:00 P.M. A report of the Closed Session will be made at the appropriate time during the Regular Meeting.

422 Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

423 Summer and December. During the months of July, August and December, there shall only be one Meeting of Council will shall be held on the date and time and in such a location as is chosen by the Clerk.

4.3 Special Meetings

431 A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

432 The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

433 Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

434 The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

435 Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.4 Emergency Meetings

4.4.1 An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

4.4.3 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

4.4.4. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

4.4.5 Quorum is still required at an Emergency Meeting.

4.4.6 These provisions shall apply, with necessary modifications, to Committees and Local Boards.

4.5 Closed Meetings

4.5.1 A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

4.5.2. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

4.5.3 After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

4.5.4 Permissive Closed Meetings. A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;

- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

4.5.5 Mandatory Closed Meeting. A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. 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*;

- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

4.6 Cancelled Meetings

461 A Meeting may be cancelled by the Head of Council, in consultation with the Treasurer/Administrator and/or Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

462 For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

463 The Clerk will attempt to notify all Members, Treasurer/Administrator and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

5. Notice of Meetings

5.1 Annual Schedule of Meetings

5.1.1 The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

5.1.2. The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

5.1.3 Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

5.1.4 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

5.1.5 The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings.

5.1.6 Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

5.1.7 Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

5.1.8 Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Agenda

6.1 Agenda

6.1.1 It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor and Treasurer/Administrator. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

6.1.2 All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule B**.

613 The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

614 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under “Unfinished Business” unless set to a subsequent Meeting by Resolution of the Members present.

615 All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than eight (8) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

616 Reports to Council shall be in the standard form set out in **Schedule C**.

617 Members wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

618 Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with their matter, the deadline for submissions being the Wednesday of the week before Council Meetings.

619 The Clerk, Mayor and Treasurer/Administrator may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;

- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

6.2 Closed Meeting Agenda

621 In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

6.3 Adjournment

631 A Motion to adjourn does not need a seconding Member.

632 A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

633 If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

6.4 Curfew

Meetings shall be automatically adjourned at 10:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

6.5 Committees/Appointments

651 Committees and Appointments will be governed as per **Policy/Schedule D**.

6.6 Electronic Participation
6.6.1 Policy/Schedule E

6.7. Amendment

6.7.1. Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

6.8. Mandatory Review

6.8.1 This By-Law shall have a mandatory review in one year following the date of approval.

6.9. Repeal – Enactment

6.9.1 That By-Law 17-1337 and amendments thereto be and are hereby repealed.

6.9.2 This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this ____ day of _____, 2019.

Read a third and final time and enacted and passed this ____ day of _____ 2019.

7. Schedules to the By-Law

Schedule A – Conflict of Interest

Schedule B – Agenda and Consent Agenda

Schedule C – Reports

Schedule D – List of Committees/Appointments

Schedule E – Electronic Participation

Schedule F – Delegations/Presentation

Schedule G – Audio Recording Policy

Schedules A - Conflict of Interest

THE CORPORATION OF THE MUNICIPALITY OF TEMGAMI

DECLARATION OF CONFLICT OR PECUNIARY INTEREST FORM

The declaration is to be read aloud in the meeting and then forwarded to the Clerk

I declare that I have a pecuniary interest in item(s)_____on this agenda, which is (are)

(description of the item(s) on the agenda)

Because_____
(general nature of that interest – MUST be included EXCEPT for Closed Session items)

Name of Member _____ *Date of Meeting* _____

Note: When a declaration of interest is made in closed session, for an item on the closed session agenda, the declaration, not including the general nature, shall be recorded in the minutes of the next meeting that is open to the public.

Excerpt from the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50

Duty of Member

When present at meeting at which matter considered

5. (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).


Schedules B – Agenda and Conflict Agenda


The Agenda will shall be prepared by the Clerk using the following headings:

- 1. Call to Order and Roll Call**
- 2. Adoption of the Agenda**
- 3. Declaration of Conflict of Pecuniary Interest and the General Nature thereof**
- 4. Report from Closed Sessions**
- 5. Adoption of the Minutes of previous meetings**
- 6. Business Arising from Minutes**
- 7. Delegations/Presentations**
 - 7.1 Registered Delegations – With Presentations
 - 7.2 Invited Presentations
 - 7.3 Registered Delegations – Without Presentations
 - 7.4 Unregistered Delegations
- 8. Consent Agenda Items**
 - 8.1 Staff Reports for Information
 - 8.2 Correspondence for Information
 - 8.3 Minutes of Local Boards & Committees
- 9. Staff Reports**
- 10. Council Committee Reports**
- 11. Announcements – Mayor and Council**
- 12. Correspondence**
 - 12.1 Action Correspondence
 - 12.2 Resolutions from Other Municipalities
- 13. By-Laws**
- 14. Committee Minutes**
- 15. Unfinished Business**
- 16. New Business**
- 17. Notice of Motion**
- 18. Questions from Public – Items on the Agenda**
- 19. Confirmation By-Law**
- 20. Adjournment**

Schedules C – Administrative Report Template and Memo to Council

29

	<h2 style="margin: 0;">Corporation of the Municipality of Temagami</h2>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Report No.</div> <div style="padding-top: 5px;">File No.</div>								
Subject:										
Agenda Date:										
Attachments:										
<p><u>RECOMMENDATION</u></p> <p><u>BACKGROUND</u></p> <p><u>ANALYSIS</u></p> <p><u>FINANCIAL/STAFFING IMPLICATIONS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">This item has been approved in the current budget:</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No</td> <td style="width: 30%;">N/A</td> </tr> <tr> <td>This item is within the approved budgeted amount:</td> <td>Yes</td> <td>No</td> <td>N/</td> </tr> </table> <p><u>ALTERNATIVES</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Prepared By:</p> <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Name Position </div> </div> <div style="width: 30%;"> <p>Reviewed and submitted by:</p> <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Name Position </div> </div> <div style="width: 30%;"> <p>Accepted for Council consideration by:</p> <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Name Position </div> </div> </div>			This item has been approved in the current budget:	Yes	No	N/A	This item is within the approved budgeted amount:	Yes	No	N/
This item has been approved in the current budget:	Yes	No	N/A							
This item is within the approved budgeted amount:	Yes	No	N/							

	<p align="center">Corporation of the Municipality of Temagami</p> <p align="center">Memorandum to Council</p>	<p align="center">Memo No.</p>
		<p><input checked="" type="checkbox"/> Staff</p> <p><input checked="" type="checkbox"/> Committee</p>
<p>Subject:</p>		
<p>Agenda Date:</p>		
<p>Attachments:</p>		
<p><u>RECOMMENDATION</u></p> <p>This memorandum is:</p> <p><input checked="" type="checkbox"/> To be received for information</p> <p><u>INFORMATION</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Prepared by:</p> <p align="center">Name, Position</p> </div> <div style="width: 45%;"> <p>Reviewed by:</p> <p align="center">Name, Position</p> </div> </div> <div style="margin-top: 20px;"> <p>On behalf of:</p> <p align="center">Name of committee if applicable</p> </div>		

Schedules D – List of Committees/Appointments

Resolution Number: 19-01
Title: A resolution of the appointment of Council Members
Date: 12/05/2018

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council of the Municipality of Temagami make the following appointments and direct Staff to prepare By-Laws for Council's consideration where required.

Dan O'Mara	Police Services Board, Nipissing DSSAB, Au Chateau & Memorandum of Understanding Committee
Cathy Dwyer	Deputy Mayor and Committee of Adjustment
Barret Leudke	CEMC-Emergency Management Committee, Memorandum of Understanding Committee and Lake Temagami Access Point Planning Group
John Harding	Memorandum of Understanding Committee and Lake Temagami Access Point Planning Group
Margaret Youngs	Cemetery Board and Temagami Family Health Team
Jamie (N.E.) Koistinen	Administrator Review Committee and Emergency Management Program Committee
John Shymko	Library Board and Parks and Recreation Event Planning Committee

CARRIED

Schedules E – Electronic Participation

The Municipal Act, under Section 238 (2), permits electronic participation. Municipalities are able to permit and provide the extent and manner of this participation.

- Members may participate electronically by phone or internet. Other forms of electronic communication may be permitted at the time by Council resolution. The Municipality shall pay costs associated with conference calling required for electronic participation. In the event there is a service interruption, the Chair may call one recess for ten (10) minutes to rectify the situation.
- Members participating through electronic means shall declare any Conflicts as may arise through notice filed with the Clerk's office.
- There is no restriction to the number of meetings that an individual Member of Council may participate through electronic means.
- Electronic participation is permitted for any Open Session of Council.
- Electronic participation is NOT permitted for any Closed Session of Council.
- Members participating in the meeting by electronic means are not included when determining quorum. Accordingly, a maximum of three Members may participate by electronic means provided that the rest of Council is present in Council Chambers. Members wishing to participate electronically shall advise the Clerk. Once three requests have been received the Clerk shall advise Council that the limit for electronic participation has been met. Requests should be received by noon on the business day preceding the meeting.
- The Chair of the meeting shall be physically present. When the Head of Council, or Chair of the Committee as the case may be, is participating electronically, the Chair for the meeting will be determined as set out in the Procedural By-Law.
- The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each questions as they would have been given if present in Council Chambers.
- Members participating electronically shall be permitted to vote through verbal means.
- Members participating electronically shall have the same privileges related to 'rising on a point of order' or moving amendments verbally.

Schedules F – Delegations/Presentation

Delegations/Presentations

The general rules of conduct shall apply to all delegations and presentations received by Council

Registered Delegations – With Presentations

1. Council may hear a maximum of two registered delegations at each Regular Council Meeting. Staff may schedule delegations for later meetings with respect to this guideline.
2. Any person wishing to register as a delegation shall submit to the Clerk a written request including their name and contact information by Wednesday at 4:30 pm, eight days prior to the regular meeting at which the person wishes to be heard. This request should include the full content of the delegation. Staff will respond in the appropriate format to advise if Council will hear the presentation and outline details that may be necessary.
3. Delegations are not allowed to appear on an issue that has already been heard by Council unless there is new information.
4. Prior to a delegation being heard at Council, Staff shall prepare reports that may be necessary.
5. Those addressing Council shall confine their remarks to the business stated in their request.
6. Delegations shall limit their presentations to not more than ten (10) minutes except where delegations consisting of more than two (2) people, delegations shall be limited to two (2) speakers and limited to speaking not more than fifteen (15) minutes in total.
7. Council shall receive the delegation by resolution.
8. Council shall, as a matter of course, defer decisions arising from the delegation until the next regular session of Council.

Registered Delegations – No Presentation

1. Delegations wishing to appear before Council but without a formal presentation shall, within the time prescribed above, make a request to appear with the Clerk.
2. The request shall include the person's name and the general nature and the general nature of the topic they wish to discuss.
3. The guidelines for Delegations stated above apply.

Invited Presentations

1. Persons or groups invited by Council to make a special presentation on a specific subject shall not be constrained by the time limits set out for other delegations. Sufficient time will be allowed as required to present their information and respond to questions from Council as necessary. In consultation with the Mayor and the Treasurer/Administrator,

the Clerk shall determine whether invited presentations will count towards the maximum delegations permitted at any meeting.

2. Council may choose to receive invited presentations at a Special meeting called for that purpose or to alter the start time of the regular session based on the needs of the needs and nature of the presentation.

Unregistered Delegations

1. At regular sessions of Council, following Registered Delegations and Invited Presentations, Council shall allow a further fifteen (15) minutes (maximum) to hear unregistered delegations.
2. Unregistered Delegations shall confine their remarks to items on the current agenda adopted by Council.
3. The Minutes of the meeting shall list only the name of the presenter and the agenda topic they spoke to.
4. Each presenter shall be limited to a maximum of five (5) minutes and shall be heard in the order designated by the Chair.
5. Once the maximum of fifteen (15) minutes in total has been reached, no further unregistered delegations shall be heard.
6. Unregistered delegations shall not be permitted to address matters related to statutory public meetings or items related to hearing or tribunals that may be on the agenda. Those wishing to comment relative to a statutory public meeting will be asked to save their remarks for the appropriate time during the statutory public meeting.

Schedules G – Audio Recording Policy

1. PURPOSE

As stated in the Municipality of Temagami's Accountability and Transparency Policy: "The Council of The Corporation of the Municipality of Temagami acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner ... Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders."

A high percentage of Temagami's taxpaying population resides outside the physical land base of Temagami, making attendance at council meetings difficult for the majority, therefore Council has decided to provide audio recordings of the public sessions of Council meetings to enhance transparency and accountability by providing an additional means for its residents to be fully aware of council proceedings.

This document is to specify the policy for creating, storing, accessing and disposing of audio recordings of Council meetings.

2. SCOPE

This policy will apply to the recording of both open and closed sessions Council meetings.

3. DEFINITIONS

For the purposes of this Policy:

3.1. Council meeting – means a regular or special meeting of Council as provided for in the Procedural By-law.

3.2. Audio recording – means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by digital audio files and stored on a computer, or in any other format.

3.3. Official Record of a Meeting – means the written minutes of the proceedings of the meeting as prepared by the Municipal Clerk.

3.4. Transitory Record – for the purpose of this policy means a record, that has only a temporary value and is not required to meet statutory obligations, set policy, establish

guidelines or procedures, certify a transaction, become a receipt, or provide evidence of legal, financial, operational or other official decisions.

4. OFFICIAL RECORD

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded by the Clerk and approved minutes are the official record of the Municipality of Temagami meetings. The keeping of audio recordings of meetings in no way detracts or undermines the position of approved minutes as the official record of decisions and are considered to be transitory records.

5. PURPOSE OF RECORDINGS

Audio recordings of open sessions of Council meetings shall be for the primary purpose of making the recordings available to the public thorough the municipal website, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

Audio recordings of Closed Session meetings of Council shall be for the primary purpose of making the recordings available to an investigator from the Ombudsman's office (or other official closed meeting investigator appointed by Council in accordance with the Municipal Act) in the event of a formal investigation of a closed meeting complaint, and may also be used by the Clerk or designate for the purpose of reference when compiling the minutes of the meeting.

6. TECHNICAL DIFFICULTIES

The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing.

The Municipality shall not be liable for failing to publish or produce audio recordings of any meeting where recording the meeting was not viable due to technical difficulties.

Due to the nature of technical equipment, it is not guaranteed that audio recordings will be continuous or fault-free.

7. NOTICE

Notice shall be provided to ensure that presenters and members of the public are aware that the meeting proceedings are being audio recorded and made available through the municipal website.

The wording of the notice shall be as follows:

"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”.

The Notice shall be displayed/expressed in the following manner:

- On the agenda for the relevant meeting of Council
- On notices posted at the entry doors to the meeting room
- On the municipal website
- On the information sheet for delegations
- Verbally to phone-in delegations

8. TERMINATION OR SUSPENSION OF RECORDING

The recording of Council meetings shall begin at the commencement of the meeting and conclude at the adjournment of the meeting. The Chair has the authority to request termination or suspension of the recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This would include:

- Public disturbance or other suspension of the meeting
- Exclusion of the public and press
- Any other reason as agreed by Council.

9. RESPONSIBILITY

9.1. Municipal Clerk and/or Designate

Shall be responsible for:

- Audio recordings of all open sessions and closed sessions of Council.
- Ensuring that closed sessions are recorded in separate files from open session recordings.
- Publishing the audio recordings of all open sessions so that they are accessible through the municipal website (by means of storage on the municipal website or a link to an outside provider such as SoundCloud) without alterations to the original recording.
- Archiving and storing the audio recordings of Council meetings electronically.
- Ensuring the confidential storage of closed session recordings

9.2. Chair

Shall be responsible for:

- Clearly announcing all business before Council
- Maintaining order as outlined within the Procedural By-law, and acknowledging each member by name prior to him or her speaking.

9.3. Members of Council

Shall be responsible for:

- Ensuring that his or her microphone at the council table is turned on any and every time he or she has the floor to speak.
- Speaking directly into his or her microphone at the council table to ensure that his or her words are recorded.
- Refraining from speaking at the same time as another member is speaking to ensure that the member who has the floor is clearly recorded.

10. STORAGE AND RETENTION

Storage of audio recordings of Council meetings will be maintained by the Municipal Clerk. Archived audio meeting files will be maintained and disposed of in accordance with the Municipal Record Retention Schedule.

11. ACCESS TO RECORDINGS

Audio recordings of Open Council meetings can be accessed through the municipal website.

Audio recordings of Closed Council meetings can be accessed by Members of Council through a request filed with the Clerk. Once requested, a time to attend the Municipal Office and listen to the session will be arranged through mutual agreement between the Member and the Clerk. Copies of Closed Council meeting recordings shall not be made.

Any costs for reproduction of audio recordings, including the cost of the medium they are recorded on and staff time involved shall be the responsibility of the requester and must be paid before an audio recording is released. These costs shall be included in the annual Municipal User Fees By-law.

Copyright to the records of council meetings made available on the Municipal website is owned by the Municipality. No part of the recorded materials posted on the Municipal website may be reproduced except in accordance with the provisions of the Copyright Act, as may be amended or replaced from time to time or without the express written permission of the Municipality.

12. POLICY REVIEW

This policy shall be reviewed a minimum of once per Council term to ensure its effectiveness.



Corporation of the Municipality of Temagami

Memo No
2020-M-011

Memorandum to Council

Subject: Country Christmas

Agenda Date: January 30, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council directs the Recreation Events Committee to schedule a meeting with those involved in Country Christmas to discuss the 2020 event and report back to Council at the Regular Meeting scheduled for April 23, 2020.

INFORMATION

Following the Notice of Motion provided by Mayor O'Mara, the intention is believed to be early planning of next year's event and to determine the extent of Municipal involvement.

We have also recently started a Recreation Events Committee which has different people involved depending on the various events held throughout the year. In the initial meeting when the list of events was being discussed, Country Christmas was noted as a municipal event. In order to streamline the organization process of events, having the core of our Recreation Events Committee working with those who have been involved with the event in the past.

Discussions should centre around date, location, activities and the extent of municipal involvement.

Respectfully Submitted

Craig Davidson
Treasurer/Administrator



Corporation of the Municipality of Temagami

Memo No
2020-M-013

Memorandum to Council

Subject: Report from Treasurer Administrator

Agenda Date: January 30, 2020

Attachments:

RECOMMENDATION

BE IT RESOLVED THAT Council receives the Report from the Treasurer Administrator.

INFORMATION

Official Plan

A draft has been received from MHBC concerning the methodology, schedule and pricing for the review of the Official Plan. Some adjustments have been requested to ensure there is continual Council involvement. Most notably, after further consultation with the public and stakeholders, there would be a meeting with Council before text is drafted to ensure there is agreement and little wasted effort in drafting unneeded text. This updated plan should be available for the next meeting of Council.

OCWA

OCWA will be at our February 20th meeting to discuss the 2020 Capital letter. At that time we can also review the grant that was applied for to upgrade Temagami South Water as outlined in their letter. The options were reviewed with OCWA as the grant application was being completed. This will be presented to Council at the meeting of February 20th for ratification once Council has an opportunity to meet with OCWA.

Asset Management

One of the detractors for current asset management planning is ensuring our condition assessments remain current. If Council recalls when we were applying for road funds in the spring the condition assessments we had were from 2013. The municipality also has information in the Municipal Data Works (MDW) system. That information is also dated.

In order to update our information and then to ensure it remains current, Public Works has been charged with the task of maintaining this data base. While at ROMA, I did speak a little with an individual who knows the system well and still has a relationship with OGRA to provide support and training where required as we update our information.

Once current, MDW can be used to modelling and forecasting capital and life cycle needs well into the future which can then inform an updated Asset Management Plan.

Accounting Changes

Since 2009, there have been ongoing changes in accounting policies as prescribed by the Public Sector Accounting Board (PSAB). The latest of these is Asset Retirement Obligations which become effective in 2022. The Municipal Finance Officer's Association is sponsoring case studies to better understand the effect of this change. We have been selected as one of the case study municipalities.

Interim Tax Bills

Interim Tax Bills were mailed the week of January 12th. Due dates are February 24th and April 27th.

Engineering

Working with Tulloch Engineering, there will be an agreement for Council's consideration at the next meeting. As well, we are working to get an overview of methodology and price for the completion of a waste management master plan.

MOU Meeting

WE have been in contact via email and left a voice mail and will continue to try to arrange a time that is mutually agreeable for the next MOU meeting.

Year End Financial Update

At the next meeting we will have most of the year end balances solidified and be able to make recommendations on reserve transfers and unfinanced capital as well as reporting how we ended up in our taxes receivable.

Of note, we did send notices of unpaid taxes early in 2020 which resulting in a flurry of payments and calls which were researched and confirmed.

Process

We have started three processes. First, the Welcome Package – not only will it advise of balances owing in the tax account, it will also provide municipal and community information to new property owners. At the same time, it is nice to receive something from the Municipality as you become an owner.

Second, we have a database by which to track resolutions passed by Council and how they were acted on.

Third, we have a database on planning matters to allow us to track timing for the various planning processes that are ongoing at any point in time.

Respectfully Submitted

Craig Davidson
Treasurer/Administrator

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1497

Being a By-law to adopt a Code of Conduct for Municipal Facilities Policy, providing the public with the rules and regulations at Municipal Facilities and gives direction to Municipal Representatives in the performance of their duties and responsibilities.

WHEREAS, Section 8(1) of the Municipal Act, 2001, S.O. 2001, as amended, provides that 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, Section 10(2) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes that single tier municipalities may pass by-laws regarding accountability and transparency of the municipality and its operations;

AND WHEREAS, Section 426 of the Municipal Act, 2001, S.O. 2001, as amended, provides that no person shall hinder or obstruct any person who is exercising a power or performing a duty under the Municipal Act, 2001, S.O. 2001 or under a by-law passed under the Act;

AND WHEREAS, the Code of Conduct for Municipal Facilities ion Areas Policy sets the standard of conduct for all users of Municipal Facilities and Public Parks and sets the responsibilities for Municipal Representatives responsible for public functions:

1. To ensure that everyone who uses Municipal Facilities does so without fear of bullying, harassment or intimidation;
2. To ensure that everyone understands the rules when using the Municipal Facilities;
3. To ensure acceptable behavior when using Municipal Facilities;
4. To provide Municipal Representatives and staff with clear direction and outline their responsibilities in relation to the Code of Conduct at Municipal Facilities.

NOW THEREFORE BE IT RESOLVED, the Council of the Corporation of the Municipality of Temagami enacts as follows:

1. THAT this Council does hereby adopt the Code of Conduct for Municipal Facilities and Public Recreation Areas Policy as provided in Schedule "A";

2. That this By-Law shall come into full force and effect upon final passing thereof.

READ A FIRST time this 30th day of January 2020.

READ A SECOND AND THIRD time and finally passed this 30th day of January 2020.

Mayor

Clerk



MUNICIPALITY OF TEMAGAMI POLICY MANUAL
SECTION: Community Services
SUB-SECTION: Municipal Facilities/Public Parks
POLICY TITLE: Code of Conduct for Municipal Facilities and
Public Recreation Areas
POLICY NO: 2.9.1

PURPOSE:

This policy establishes standards of conduct for all people using any the Municipal Facilities/buildings and public recreation areas within the Municipality of Temagami

The goal of this policy is:

- a) To ensure that everyone who uses Municipal Facilities does so without fear of bullying, harassment or intimidation
- b) To ensure that everyone enjoys the use of Municipal Facilities.
- c) To ensure that everyone understands the rules when using the Municipal Facilities
- d) To ensure acceptable behavior when using Municipal Facilities.
- e) To provide Municipal Representatives and staff with clear direction and outline their responsibilities in relation to the Code of Conduct at Municipal Facilities.

DEFINITIONS:

Corporation: shall mean the Corporation of the Municipality of Temagami.

Municipal Facilities: shall mean any municipally owned or operated Facility, Building, Park, Recreation Land and all other Municipal Property.

Municipal Representatives: is any person who volunteers or is employed by the Corporation of the Municipality of Temagami and is the person appointed to be in charge of the Municipal Facility at the that time.

Stakeholders: any person using Municipal Facilities.

Policy:

All Municipal Representatives shall:

- 1) Make every effort to provide prompt, effective and courteous service.
- 2) Ensure the rules are applied fairly and professionally.
- 3) Respect all stakeholders.
- 4) All concerns and violations shall be reported to the Municipal Representative responsible for the facility and/or event immediately.
- 5) The Municipal Representative shall record the concern in a daily log book.
- 6) The Municipal Representative shall take appropriate action to resolve the matter and ensure all parties have been addressed without bias in accordance with the posted rules.
- 7) All actions taken shall be recorded in the daily log book.

All Stakeholders shall:

- 1) Maintain a positive environment.
- 2) Respect all individuals.
- 3) Refrain from making threats and using abusive or harassing language and behavior.

SCHEDULE 1

Signs shall be posted at all Municipal Facilities stating the rules and consequences:

Violent or abusive behaviours such as verbal threats and insults, attempts to intimidate as well as physical assault and battery have no place in the Municipality of Temagami Facilities. The Municipality of Temagami has a Code of Conduct Policy and failure to comply with this policy may result in revocation of user privileges and/or eviction from the facility.

SCHEDULE 2

Signs shall be posted at the arena with the public skating rules as follows:

RULES OF CONDUCT

For the safety and enjoyment of all patrons and skaters please respect the following Public Skating Rules. The following items are not permitted on the ice surface:

- No food or drink permitted on the ice surface
- No erratic/excessive speed skating
- No balls/pucks/chairs/pylons/strollers/sticks or any other item which might interfere with the safety of any skater while on the ice surface except with the permission and supervision of the Municipal Representative.
- No headsets, cell phones or hand held electronic devices are to be used while skating
- No carrying of children is to be permitted
- No sitting on the boards or loitering
- Skate with the direction of all skaters/no weaving in and out of other skaters
- Centre of ice is reserved for beginner/inexperienced skaters
- Please respect, listen to and follow instructions from the skate patrol and/or arena staff at all times.
- Respect other skaters
- Report all accidents or injuries to skate patrol or arena staff members immediately
- All participants must wear skates on the ice surface
- No unruly behaviour or profanity
- Consider the use of a helmet
- Wheelchairs are permitted on the ice providing the wheels are cleaned before use and that the operator of the wheelchair is wearing ice skates. Please keep the wheelchair next to the boards, away from skating traffic for the safety of the accessibility participant and other skaters.
- Any person under the influence of alcohol or drugs should not be permitted to participate in any public skating event.
- Violations should be reported to the person in charge of the event immediately.

Approval Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 20-1498

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 January 30, 2020 Regular 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 Treasurer/Administrator or 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 30th day of January, 2020.

Mayor

Clerk