



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

**Thursday, February 11, 2021, 9:30 A.M.**

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.

	<b>Pages</b>
1. <b><u>CALL TO ORDER AND ROLL CALL</u></b>	
2. <b><u>ADOPTION OF THE AGENDA</u></b>	
Draft Motion: BE IT RESOLVED THAT the Regular Council Agenda dated February 11, 2021 be adopted as presented/amended.	
3. <b><u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u></b>	
4. <b><u>REPORT FROM CLOSED SESSIONS</u></b>	
5. <b><u>ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS</u></b>	
5.1. <b>DRAFT Regular Council Meeting - January 21, 2021</b>	1
Draft Motion: BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on January 21st, 2021 be adopted as presented/amended.	
5.2. <b>DRAFT Special Council Meeting - January 27, 2021</b>	9
Draft Motion: BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on January 27th, 2021 be adopted as presented/amended.	
6. <b><u>BUSINESS ARISING FROM THE MINUTES</u></b>	
7. <b><u>DELEGATIONS/PRESENTATIONS</u></b>	
7.1. <b>Registered Delegations - With Presentations</b>	
7.2. <b>Invited Presentations</b>	
7.3. <b>Registered Delegations - Without Presentations</b>	
7.4. <b>Unregistered Delegations</b>	
<i>* 5 minutes per each presenter for a Maximum of 15 Minutes in total for all unregistered presentations*</i>	
8. <b><u>CONSENT AGENDA ITEMS</u></b>	
Draft Motion: BE IT RESOLVED THAT Council adopt the consent agenda motions presented on the agenda.	

8.1.	<b>Staff Report(s) for Information:</b>	
8.2.	<b>Correspondence for Information:</b> <i>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.</i>	
	Draft Motion: BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.3 on this agenda be received by Council for information and be noted, filed, and recorded in the minutes of this meeting;	
1.	<b>Ministry of Energy, Northern Development and Mines</b> RE: Letter from the Honourable Greg Rickford and Bill Walker	11
2.	<b>Ministry of Municipal Affairs and Housing</b> RE: Letter from Honourable Steve Clerk	13
3.	<b>2021 Census</b>	15
8.3.	<b>Minutes of Local Boards &amp; Committee:</b> Draft Motion: BE IT RESOLVED THAT Council receive Minutes of Local Board and Committee Meetings for Information.	
1.	<b>Board of Management of AuChâteau - December 2020 Minutes</b>	18
2.	<b>DNSSAB Regular Board - December 2020 Minutes</b>	23
9.	<b><u>STAFF REPORTS</u></b>	
9.1.	<b>Temagami Fire Department - January Report</b> Draft Motion: BE IT RESOLVED THAT Council receive the report from Temagami Fire Department for the month of January, 2021.	30
9.2.	<b>Treasurer Administrator - Report</b> Draft Motion: BE IT RESOLVED THAT Council receive report from Treasurer/Administrator dated February 11, 2021.	31
9.3.	<b>2021-M-008 Remuneration Report</b> Draft Motion: BE IT RESOLVED THAT Council receive the Statement of the Treasurer on Remuneration paid.	32
9.4.	<b>2021-M-009 Water Financial Plan</b> Draft Motion: BE IT RESOLVED THAT Council approve the 6 year financial plan provided to OCWA for the purposes of the licence renewals for the Temagami Water Systems.	34
9.5.	<b>2021-M-010 Temagami North Water Inspection</b> Draft Motion: BE IT RESOLVED THAT Council invite appropriate representatives of OCWA to the next Council meeting to discuss the need for a water conservation by-law or if assurances that the maximum rates capacity will not be exceeded can be achieved in	36

other methods.

**9.6. 2021-M-011 User Charges 2021** 61

Draft Motion:

BE IT RESOLVED THAT Council maintain 2021 user charges at the 2020 level due to the economic uncertainty caused by the COVID-19 Pandemic;

AND FURTHER THAT the construction waste delivered to transfer stations by boat would have the one cubic meter fee of \$7.00 applied to each boat load.

**9.7. 2021-M-013 Fire Department Establishing & Regulating Bylaw** 62

Draft Motion:

BE IT RESOLVED THAT Council receive the draft Establishing & Regulating By-law for Fire Departments, to replace current Fire Department E&R Bylaws, as recommended by Fire Chiefs from the Marten River and Temagami Fire Departments;

AND FURTHER THAT Council consider the draft E&R By-Law for first reading, for approval at the February Council meeting.

**9.8. 2021-M-017 MFIPPA Legislation** 77

Draft Motion:

That that the following motions be passed in support of a request to review and reform of the Municipal Freedom of Information and Protection of Privacy Act:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Temagami, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone

other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments;

AND FURTHER THAT The Corporation of Temagami send a letter to Premier of Ontario Doug Ford, Honourable Lisa Thompson, Minister of Government and Consumer Services , Honourable Steve Clark, Minister of Municipal Affairs and Housing, Patricia Kosseim, Information and Privacy Commissioner of Ontario, Gradon Smith, President, Association of Municipalities of Ontario, AMCTO Legislative and Policy Advisory Committee and Local MPP's Office acknowledging the need for a review and change of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

10. **COUNCIL COMMITTEE REPORTS**
11. **ANNOUNCEMENTS - MAYOR AND COUNCIL**
12. **CORRESPONDENCE**

12.1.	<b>Action Correspondence</b>	
1.	<b>2021-M-016 Ombudsman Final Report</b>	113
	Draft Motion: BE IT RESOLVED THAT Council receive the report from the Ombudsman dated February 2021;  AND FURTHER THAT Council direct Staff to prepare a report addressing the recommendations made by the Ombudsman.	
12.2.	<b>Resolution from Other Municipalities</b>	
1.	<b>2021-M-018 Municipality of Charlton and Dack Resolution</b>	128
	Draft Motion: BE IT RESOLVED THAT Council support Resolution from December 18th, 2021 of the Municipality of Charlton and Dack.	
2.	<b>2021-M-019 City of North Bay Resolution</b>	131
	Draft Motion: BE IT RESOLVED THAT Council support Resolution No. 2021-28 (a) & (b) from January 26, 2021 of the City of North Bay.	
3.	<b>2021-M-020 Township of Matachewan Resolution</b>	133
	Draft Motion: BE IT RESOLVED THAT Council receive and file Resolution 20-257 from Township of Matachewan.	
4.	<b>2021-M-021 Town of Mattawa Resolution</b>	136
	Draft Motion: BE IT RESOLVED THAT Council receive and file Resolution 21-06 from Town of Mattawa.	
13.	<b><u>BY-LAWS</u></b>	
14.	<b><u>COMMITTEE MEETINGS</u></b>	
15.	<b><u>UNFINISHED BUSINESS</u></b>	
15.1.	<b>2021-M-022 Temagami Memorial Park Proposal</b>	139
	Draft Motion: BE IT RESOLVED THAT Council direct Staff to set aside part of the land located at 26 Lakeshore Drive for the future development of the proposed Temagami Memorial Park;  AND FURTHER THAT Staff draft a lease agreement for this parcel, which will contain the conditions/use of the property, to be reviewed at the next regular council meeting.	
15.2.	<b>2021-M-023 Waste Management Master Plan</b>	141
	RE: Waste Management Plan is available on the Municipal Website <a href="http://www.temagami.ca">www.temagami.ca</a>  Draft Motion: BE IT RESOLVED THAT Council receive the Waste Management Master Plan from Tulloch Engineering;	

AND FURTHER THAT Council direct Staff to create an review and implementation plan for Council's consideration.

16. **NEW BUSINESS**
- 16.1. **2021-M-012 Arena Discussion** 142  
Draft Motion:  
Council's opportunity to discuss the future use of the arena. We have blank resolution forms as the need arises should Council want different studies and/or public input as this is being discussed.
- 16.2. **2021-M-014 Notice of Motion - Civil Union** 164  
Draft Motion:  
BE IT RESOLVED THAT Council direct Staff to prepare a report on the potential economic benefits to local businesses of training and certifying appropriate municipal employees to perform civil unions.
- 16.3. **2021-M-015 Notice of Motion - Winter Equipment** 165  
Draft Motion:  
BE IT RESOLVED THAT Council direct Staff to cost analysis of offering a skate/snowshoe/Nordic ski/ toboggan subsidy in lieu of hosting Shiverfest in 2021.
17. **NOTICE OF MOTION**
18. **QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**
19. **CONFIRMATION BY-LAW** 166  
Draft Motion:  
BE IT RESOLVED THAT By-law 21-1542, 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 11 day of February 2021;  
  
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 21, 2021, 6:30 P.M.**

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

**STAFF:** C. Davidson, S. Fournier, S. Pandolfo, B. Turcotte, D. Bell, P. Elliott  
J. Sanderson, K. Hearn

**CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 6:30 pm.  
There were 6 people in the audience. The Mayor called the Roll.

**ADOPTION OF THE AGENDA**

**21-001**

**MOVED BY:** J. Shymko

**SECONDED BY:** M. Youngs

**BE IT RESOLVED THAT** the Regular Council Agenda dated January 21st, 2021 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**

Treasurer/Administrator Davidson reported that during the December 23rd, 2020 closed session with members of Temagami First Nation in attendance, an update was received regarding the Northern Ontario Residential Broadband Program.

**ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**DRAFT Regular Council Meeting - December 10, 2020**

**21-002**

**MOVED BY:** J. Shymko

**SECONDED BY:** C. Dwyer

**BE IT RESOLVED THAT** the Minutes of the Regular Council Meeting held on December 10th, 2020 be adopted as presented.

**CARRIED**

**DRAFT Special Council Meeting - December 23, 2020**

**21-003**

MOVED BY: M. Youngs

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Minutes of the Special Council Meeting held on December 23rd, 2020 be adopted as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**DELEGATIONS/PRESENTATIONS**

**Registered Delegations - With Presentations**

**Staff Recognition**

C. Davidson presented the standing years of service recognition with the Municipality to Shane Taylor and Jonathan Parcher.

C. Davidson gave a brief background of time with the Municipality for each recipient.

**Invited Presentations**

**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**

**21-004**

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

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

**CARRIED**

**Staff Report(s) for Information:**

**Correspondence for Information:**

**21-004 B**

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

BE IT RESOLVED THAT correspondence items numbered: 8.2.1 to 8.2.7 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 District of Nipissing Social Services Administration Board**

RE: DNSSAB Explores Potential for Direct Delivery of EMS Services



**8.2.2 Ministry of Energy, Northern Development and Mines**

RE: Letter from the Honourable Greg Rickford and the Honourable Bill Walker

**8.2.3 Ministry of Agriculture Food and Rural Affairs**

RE: Letter from the Honourable Ernie Hardeman

**8.2.4 Solicitor General**

RE: Letter from the Solicitor General Sylvia General

**8.2.5 Ministry of Municipal Affairs and Housing**

RE: Letter from the Honourable Steve Clerk

**8.2.6 Ministry of Transportation**

RE: Letter from the Honourable Caroline Mulroney

**8.2.7 Ministry of Children, Community and Social Services**

RE: Letter from the Honourable Todd Smith

**Minutes of Local Boards & Committee:**

**21-004 C**

MOVED BY: J. Koistinen

SECONDED BY: J. Shymko

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

**CARRIED**

**8.3.1 Board of Management of AuChâteau - November 2020 Minutes**

**8.3.2 DNSSAB Finance and Administration Committee - November 2020 Minutes**

**8.3.3 DNSSAB Regular Board - November 2020 Minutes**

**STAFF REPORTS**

**Temagami Fire Department - December 2020 Report**

**21-005**

MOVED BY: J. Harding

SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the report from Temagami Fire Department for the month of December, 2020.

**CARRIED**

**Marten River Fire Department - December 2020 Report**

**21-006**

MOVED BY: C. Dwyer

SECONDED BY: J. Harding

BE IT RESOLVED THAT Council receive the report from Marten River Fire Department for the month of December, 2020.

**CARRIED**

**Public Works Department - December 2020 Report  
21-007**

MOVED BY: J. Shymko  
SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive the report from Public Works Department for the month of December, 2020.

**CARRIED**

**Facility Recreation Department – Report  
21-008**

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

BE IT RESOLVED THAT Council receive report from Facility Recreation Department dated January 21, 2021.

**CARRIED**

**Treasurer Administrator – Report  
21-009**

MOVED BY: J. Shymko  
SECONDED BY: B. Leudke

BE IT RESOLVED THAT Council receive report from Treasurer/Administrator dated January 21, 2021.

**CARRIED**

**2021-M-001 MMAH Financial Review  
21-010**

MOVED BY: M. Youngs  
SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council receive the Financial Indicators from the Ministry of Municipal Affairs and Housing for 2019.

**CARRIED**

**2021-M-002 TAX AR Summary  
21-011**

MOVED BY: B. Leudke  
SECONDED BY: J. Shymko

BE IT RESOLVED THAT Council receive the taxes receivable summary for 2020.

**CARRIED**

**2021-M-003 Au Chateau Report  
21-012**

MOVED BY: C. Dwyer  
SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council direct Staff to organize a special meeting with appropriate counsel invited to review options related to Au Chateau projected budget increases.

**CARRIED**

**2021-M-004 Air Compressor Agreement with the City of Temiskaming Shores**

**21-013**

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council direct Staff to draft a By-Law to renew the joint maintenance of the breathable air compressor with the City of Temiskaming Shores.

**CARRIED**

**2021-M-005 Provincial Offences Act Advisory Committee**

**21-014**

MOVED BY: J. Koistinen

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT Council endorses the appointment of Councillor Mathew Johnson, Town of Cobalt in being our collective's representative for the Provincial Offences Act Advisory Committee.

**CARRIED**

**2021-M-006 Citizen Awards**

**21-015**

MOVED BY: M. Youngs

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council approve the recommendation of the Ad Hoc Committee that;

The 2020 Citizen of the Year be presented to Gerald Stroud;

The 2020 Lifetime Achievement Award be presented to Lorne Pacey, Niki Plumstead and Jim Kitts;

The 2020 Posthumous Lifetime Achievement Award be presented to Marcello Bernardo and Gary Potts;

AND FURTHER THAT Council direct staff to organize the presentation of the awards including the purchase a small gift of recognition.

**CARRIED**

**2021-M-007 Proposed Amendments to the Building By-Law**

**21-016**

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT Council consider approving an amendment to the Building By-law 08-782, as amended, that notification of inspection is not deemed effective till it has actually been received by the CBO;

AND FURTHER THAT Council consider approving an amendment to the Building By-law 08-782. As amended, to require photos of the building project which satisfy the requirements of the

building inspector the when inspections cannot be completed due to the seasonal concerns of Temagami;

AND FURTHERMORE should Council approve amending the Building By-law 08-782, as amended, staff be directed to prepare an amended Building By-law to be brought forward to the next Council Meeting for Council's consideration.

**CARRIED**

## **COUNCIL COMMITTEE REPORTS**

### **ANNOUNCEMENTS - MAYOR AND COUNCIL**

Councillor B. Leudke reported on the COVID-19 situation.

Mayor O'Mara reported on Premier Ford meeting with the Mayors across the province, Forest Tenure, his attendance to AuChâteau and DNSSAB meetings.

**Stay Home ~ Stay Safe ~ Save Lives**

### **CORRESPONDENCE**

**Action Correspondence:**

**Resolution from Other Municipalities:**

### **BY-LAWS**

#### **20-1527 Temagami Retention By-Law**

**21-017**

MOVED BY: B. Leudke

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 20-1527, being a by-law to authorize and provide a Schedule of Retention Periods for the records of the Municipality of Temagami and to repeal By-Law 93-303, be taken as third and finally passed on this 21st day of January, 2021;

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

**CARRIED**

#### **21-1537 Annual Borrowing By-Law for 2021**

**21-018**

MOVED BY: B. Leudke

SECONDED BY: J. Shymko

BE IT RESOLVED THAT By-law 21-1537, 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 21st day of January, 2021;

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

**CARRIED**

**21-1538 Interim tax By-Law for 2021**

**21-019**

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 21-1538, 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 21st day of January, 2021;

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

**CARRIED**

**21-1539 Amendment to the Human Resources Policies and Procedures By-law**

**21-020**

MOVED BY: J. Shymko

SECONDED BY: B. Leudke

BE IT RESOLVED THAT By-law 21-1539, being a by-law to amend Appendix "G" of Bylaw 09-887, a bylaw to establish human Resources Policies and Procedures for the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 21st day of January, 2021;

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

**CARRIED**

**21-1540 Air Compressor Agreement with the City of Temiskaming Shores**

**21-021**

MOVED BY: J. Harding

SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 21-1540, being a by-law to enter into a Maintenance Agreement between the Municipality of Temagami and the City of Temiskaming Shores for the joint maintenance of a breathable air compressor, be taken as read a first, second and third time and finally passed this 21st day of January, 2021;

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

**CARRIED**

**COMMITTEE MEETINGS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**NOTICE OF MOTION**

Councilor Shymko provided a notice of motion to have staff to prepare a cost analysis of offering skates, snowshoes, Nordic skis, toboggans subsidy in lieu of hosting Shiverfest this year;

And further that provided a notice of motion to have staff to prepare a report on the economic potential and benefits to local businesses of training and certifying a municipality employee to perform civil unions.

### **QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA**

Mr. Hyde brought forward concerns regarding the retention by-law and regarding correspondence from the Ministry of Municipal Affairs and Housing Section 8.2.5.

Mrs. Lowery brought forward a suggestion to invite the Executive Director Jacques Dupuis from AuChâteau at a future meeting.

### **CONFIRMATION BY-LAW**

**21-022**

MOVED BY: J. Shymko

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT By-law 21-1541, 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 21st day of January 21, 2021;

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

**CARRIED**

### **ADJOURNMENT**

**21-023**

MOVED BY: M. Youngs

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this meeting adjourn at 8:47 p.m.

**CARRIED**

---

Mayor

---

Clerk



## **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

### **SPECIAL COUNCIL MEETING**

#### **DRAFT MINUTES**

**Wednesday, January 27, 2021, 5:30 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, B. Turcotte, D. Larochelle

#### **PURPOSE OF THIS SPECIAL MEETING**

A Special Meeting of Council to be held on January 27th at 5:30 p.m. by Electronic Participation is to meet with our Waste Management Plan Consultants to receive initial information and discuss next steps.

#### **CALL TO ORDER AND ROLL CALL**

Mayor O'Mara called the meeting to order at 5:30 p.m.  
There were 1 people in the audience. The Mayor called the Roll.

#### **ADOPTION OF THE AGENDA**

##### **21-024**

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT the Special Council Agenda dated January 27, 2021 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.

#### **DELEGATIONS/ PRESENTATIONS**

##### **Waste Management Plan**

RE: Draft Waste Management Plan is available on the Municipal Website [www.temagami.ca](http://www.temagami.ca)

Presenters; Phillipa Cryderman from Tulloch, Blair Shoniker from GHD, presented to Council the Waste Management Master Plan and answered questions from Council.

##### **21-025**

MOVED BY: J. Shymko

SECONDED BY: M. Youngs

BE IT RESOLVED THAT Council receive the Waste Management Master Plan presentation.  
**CARRIED**

**ADJOURNMENT**

**21-026**

MOVED BY: C. Dwyer

SECONDED BY: J. Koistinen

BE IT RESOLVED THAT this meeting adjourn at 7:41p.m.

**CARRIED**

---

Mayor

---

Clerk



**Ministry of Energy,  
Northern Development  
and Mines**

Office of the Minister

Office of the Associate Minister  
of Energy

77 Grenville Street, 10<sup>th</sup> Floor  
Toronto ON M7A 2C1  
Tel.: 416-327-6758

**Ministère de l'Énergie,  
du Développement du Nord  
et des Mines**

Bureau du ministre

Bureau du ministre associé  
de l'Énergie

77, rue Grenville, 10<sup>e</sup> étage  
Toronto ON M7A 2C1  
Tél. : 416 327-6758



January 28, 2021

Dear Stakeholder:

We are writing today to inform you that our government is now soliciting feedback on Ontario's long-term energy planning framework through the Environmental Registry of Ontario (ERO). This posting will be open to comments for a period of 90 days, closing on April 27, and can be found at <https://ero.ontario.ca/notice/019-3007>.

Last year, we took the first step forward in our plan to reform Ontario's long-term energy planning process by revoking O. Reg. 311/17, the regulation that outlined timing requirements for publishing Long-Term Energy Plans. Now we are building on our commitment to promote transparency, accountability and effectiveness of energy planning and decision-making in order to increase investment certainty and to ensure the interests of ratepayers are protected.

A desired outcome of the new planning framework would be to empower expert technical planners, such as the Independent Electricity System Operator (IESO), to plan the most reliable and cost-effective system. To achieve this objective, the Ministry of Energy, Northern Development and Mines (ENDM) is considering revoking the provisions of the *Electricity Act, 1998* related to Long-Term Energy Plans, implementation directives and implementation plans.

ENDM is also considering whether the IESO and the Ontario Energy Board (OEB) have the appropriate mandates and authorities to undertake an expanded planning and resource acquisition role. This could include the development of a new approval process for certain types of policy-driven decisions.

As part of the ERO posting, and listed below, you will find an inexhaustive set of questions intended to help guide your feedback:

- How can we promote transparency, accountability and effectiveness of energy planning and decision-making under a new planning framework?
- What overarching goals and objectives should be recognized in a renewed planning framework?
- What respective roles should each of the government, IESO, and OEB hold in energy decision-making and long-term planning?

.../cont'd

- What kinds of decisions should be made by technical planners at the IESO and the OEB as regulators?
- What types of decisions should require government direction or approval?
- Are there gaps in the IESO and OEB's mandates and objectives that limit their ability to effectively lead long-term planning?
- Should certain planning processes or decisions by the IESO, OEB, or the government receive additional scrutiny, for example through legislative oversight or review by an expert committee?
- How often and in what form should government provide policy guidance and direction to facilitate effective long-term energy planning?
- How do we ensure effective and meaningful Indigenous participation in energy sector decision-making?

As we develop this new framework, we invite you and fellow energy sector participants, experts, Indigenous communities, and Ontario businesses and residents, to share your expertise, experience and ideas about how we can maximize transparency and accountability in our energy planning process.

This new framework, with your support, will ensure that future decisions are made with an eye to cost, and in the best interest of Ontario's electricity customers.

Our government, through ENDM, is committed to building a transparent long-term energy planning framework that is free from future political interference and prioritizes Ontario's energy consumers. With your support, we are confident we will achieve this.

Sincerely,



The Honourable Greg Rickford  
Minister of Energy, Northern  
Development and Mines



The Honourable Bill Walker  
Associate Minister of Energy

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-344

January 26, 2021

Dear Head of Council:

Our government is committed to improving local service delivery and better respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

Today at the Rural Ontario Municipal Association (ROMA) conference, I announced the launch of the second intake under the Municipal Modernization Program. Modern, efficient municipal services that are financially sustainable are more important than ever in light of the COVID-19 pandemic. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The second intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. I also want to encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario (TPON) system by **March 15, 2021**. To get started, visit [www.Ontario.ca/getfunding](http://www.Ontario.ca/getfunding).

If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your [Municipal Services Office](#) or e-mail [municipal.programs@ontario.ca](mailto:municipal.programs@ontario.ca).

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark  
Minister

c. Chief Administrative Officers and Treasurers

**From:** [Suzie Fournier](#)  
**To:** [Suzie Fournier](#)  
**Subject:** FW: 2021 Census of Population / Recensement de la population de 2021  
**Date:** Wednesday, February 3, 2021 1:00:50 PM

---

**From:** "Do Not Reply / Ne Pas Répondre (statcan/statcan)" <[statcan.DoNotReply-NePasRepondre.statcan@canada.ca](mailto:statcan.DoNotReply-NePasRepondre.statcan@canada.ca)>  
**Date:** January 13, 2021 at 10:10:51 AM EST  
**To:** Dan Omara <[dan.omara@temagami.ca](mailto:dan.omara@temagami.ca)>  
**Subject:** 2021 Census of Population / Recensement de la population de 2021  
**Reply-To:** [statcan.census-recensement.statcan@canada.ca](mailto:statcan.census-recensement.statcan@canada.ca)

*(La version française suit.)*

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada

---

Bonjour,

J'ai le plaisir de vous informer que le prochain recensement se déroulera en mai 2021. Par la présente, je sollicite votre appui afin de mieux faire connaître le recensement aux résidents de votre collectivité.

Depuis plus d'un siècle, la population canadienne s'appuie sur les données du recensement pour se renseigner sur l'évolution du pays et sur ce qui compte pour elle. Nous nous fions tous aux tendances socioéconomiques clés et à l'analyse des données du recensement pour prendre d'importantes décisions qui ont une incidence directe sur nos familles, nos quartiers et nos entreprises. En réponse à la pandémie de COVID-19, Statistique Canada s'est adapté afin de veiller à ce que le Recensement de la population de 2021 soit mené partout au pays de la meilleure façon possible, au moyen d'une approche sécuritaire.

Statistique Canada [embauchera environ 32 000 personnes](#) partout au pays pour aider à la collecte des données du recensement. Nous aimerions travailler avec vous et votre municipalité afin que les résidents de votre collectivité soient avisés et informés de ces possibilités d'emplois.

De plus, vos efforts pour encourager les résidents de votre municipalité à remplir leur questionnaire du recensement auront une incidence directe sur la collecte des données nécessaires pour planifier, élaborer et évaluer des programmes et des services tels que les écoles, les garderies, les services à la famille, le logement, les services d'urgence, les routes, les transports publics et la formation pour acquérir des compétences nécessaires à l'emploi.

Si vous souhaitez exprimer le soutien de votre municipalité au recensement, veuillez communiquer aux résidents le texte de résolution du conseil municipal suivant :

Qu'il soit résolu que :

Le Conseil de la Corporation de (NOM DE LA VILLE OU DE LA MUNICIPALITÉ) appuie le Recensement de 2021 et encourage tous les résidents à remplir leur questionnaire du recensement en ligne au [www.recensement.gc.ca](http://www.recensement.gc.ca). Des données du recensement exactes et complètes soutiennent des programmes et des services qui profitent à

notre collectivité.

Au cours des prochaines semaines, un membre de notre équipe des communications pourrait communiquer avec vous afin de discuter des façons de travailler ensemble. Si vous avez des questions, n'hésitez pas à communiquer avec nous au [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Je vous remercie à l'avance de votre appui au Recensement de 2021.

Je vous prie d'accepter mes sincères salutations.

Geoff Bowlby  
Directeur général, Bureau de gestion du recensement  
Statistique Canada / Gouvernement du Canada

**Minutes of the Regular Meeting  
of the Board of Management of Au Château  
held by conference call  
on December 16, 2020 at 12:00 noon**

---

PRESENT: MEMBERS :    Lise Senécal                      Chair  
                                 Yvon Duhaime  
                                 Jacques Dupuis           Administrator / Secretary  
                                 Léo Malette               Vice-Chair  
                                 Catherine Neddow       Provincial Appointee  
                                 Joanne Savage  
                                 Nicole Janson            Recording Secretary

REGRETS:                      Dan O'Mara

---

*Due to COVID-19, the meeting was held by conference call and presided by Administrator in the physical absence of the Chair.*

**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. 59

Moved by        : Léo Malette  
Seconded by    : Catherine Neddow

BE IT RESOLVED THAT the Agenda of the Regular Meeting on December 16, 2020 be approved as presented at 12:00 pm.

Carried



**04. Adoption of Minutes**

Resolution No. 60

Moved by : Joanne Savage

Seconded by : Léo Malette

BE IT RESOLVED THAT the Minutes of the Regular Meeting held November 18, 2020 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. 61

Moved by : Yvon Duhaime

Seconded by : Joanne Savage

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

Carried

**b) Insurance Update**

In response to the Board's inquiry in terms of their liability in case of a lawsuit due to COVID-19 or any other communicable diseases, Administrator advised that Directors and Officers will no longer be covered and therefore is recommending two options to get indemnification, as provided in the memo, which will be discussed further in the January meeting.

**c) COVID Funding & Expenses Update**

Administrator summarized the report and further advised that funding will be forthcoming to cover PPE and the pandemic pay.

d) **Staffing Analysis Update**

The Board was informed that in November the Home was in deficit but the first week of December we were balanced again. Administrator further advised that he is considering other options to lighten the workload for staff. This is currently being looked into and further details will be brought to the Board for further discussion.

e) **Ministry of Long-Term Care Inspection Report**

Discussion was held regarding the report whereas no order was issued due to our past history, nonetheless, the concerns raised were dealt with accordingly.

f) **Attending Nurse Practitioner Application**

The Ministry is awarding three Nurse Practitioners in the district and therefore with the support of the Medical Director and Attending physicians of the Home, Administrator sent in an application whereas this would be beneficial to the Home especially for those residents affected by Huntington disease amongst others.

g) **Strategic Planning – Letters to Municipalities**

Administrator informed the Board that the Home will make every effort to minimize the impact on municipalities as much as possible but cannot cut where it will be affecting the care of the residents.

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. 62

Moved by : Léo Malette

Seconded by : Joanne Savage

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. 63

Moved by : Yvon Duhaime  
Seconded by : Catherine Neddow

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

Carried

*Prior to proceeding with the remainder of the meeting Administrator requested attestation from Board members that they were alone and did not have anyone else present at their location due to the scheduled In-camera session. Confirmation received by all members.*

**07. In-Camera Session**

Resolution No. 64

Moved by : Joanne Savage  
Seconded by : Léo Malette

BE IT RESOLVED THAT the Board go in-camera to discuss matters regarding Labour Matters at 1:00 pm.

Carried

**a) Labour Matters**

Administrator updated the Board on two matters relating to ONA, being letter of demands and the current negotiations.

Resolution No. 65

Moved by : Yvon Duhaime  
Seconded by : Catherine Neddow

BE IT RESOLVED THAT the Board returns to its Regular Meeting at 1:05 pm.

Carried

08. **Other Business / Information Items**

a) **Next Meeting**

The next meeting is scheduled for January 20<sup>th</sup>, 2021 at 12:00 noon.

b) **Information Items**

None provided.

09. **Adjournment**

Resolution No. 66

Moved by : Catherine Neddow

Seconded by : Léo Malette

BE IT RESOLVED THAT the meeting now adjourns at 1:15 pm.

Carried

Chair

Administrator / Secretary

District of Nipissing  
Social Services  
Administration Board



Conseil d'administration  
des services sociaux  
du district de Nipissing

## MINUTES OF PROCEEDINGS

### REGULAR BOARD MEETING – DECEMBER 16, 2020

12:00 PM VIA ZOOM (or directly following the Finance and Administration Committee)

#### **MEMBERS PRESENT:**

Councillor Mac Bain – (North Bay)  
Councillor Terry Kelly (East Ferris)  
**Councillor Mark King - Chair (North Bay)**  
Councillor Chris Mayne (North Bay)  
Councillor Dave Mendicino (North Bay)  
Mayor Dan O'Mara (Temagami)  
**Councillor Dan Roveda Vice Chair (West Nipissing)**  
Councillor Scott Robertson (North Bay)  
Councillor Bill Vrebosch (North Bay)  
Mayor Jane Dumas (South Algonquin)

#### **REGRETS:**

Mayor Dean Backer (East Nipissing)  
Representative Amanda Smith (Unincorporated)

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
David Plumstead – Manager Planning, Outcomes & Analytics  
Justin Avery, Manager of Finance  
Stacey Cyopeck, Manager, Housing Programs  
Pierre Guenette, Manager, Housing Operations  
Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment

Dawn Carlyle, Project Manager  
Saxon Yanta, Contract and Purchasing Specialist

**CALL TO ORDER**

**Resolution No. 2020-130**

**Moved by:** Dave Mendicino

**Seconded by:** Dan O'Mara

**Resolved THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of December 16, 2020 at 1:59 PM.**

The regular Board Meeting was called to order at 1:59 PM by Chair Mark King.

***Carried.***

**DECLARATION OF CONFLICTS OF INTEREST**

Bill Vrebosch declared a conflict of interest in the Budget discussion as this item may involve a family member (daughter) who is on staff. Mac Bain declared a conflict in the Budget discussion as his employer receives funding for Indigent funerals.

**CHAIR'S REMARKS**

The Chair welcomed everyone to the last Board meeting of 2020 and reflected on the challenges posed by the Covid-19 pandemic, which showed how resilient members and staff have proven to be. He thanked everyone for their contributions. He noted the challenges, in particular relating to sheltering homeless people, and partnerships with Nipissing Mental Health and Housing Services and North Bay Indigenous Friendship Centre for providing warmth and services to this vulnerable population. He commended staff for developing a realistic budget, and noted he looks forward to the upcoming new year.

**ADOPTION OF THE AGENDA**

**Resolution No. 2020-131**

**Moved by:** Dan Roveda

**Seconded by:** Scott Robertson

**That the Board accepts the agenda for the Regular Board meeting of December 16, 2020.**

*Carried.*

**APPROVAL OF MINUTES**

**Resolution No. 2020-132-A**

**Moved by:** Jane Dumas

**Seconded by:** Mac Bain

**THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of November 25, 2020.**

*Carried.*

**Resolution No. 2020-132-B**

**Moved by:** Dan O'Mara

**Seconded by:** Dan Roveda

**Resolved THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of November 25, 2020.**

*Carried.*

**DELEGATIONS**

There were no delegations.

**CAO VERBAL UPDATE**

**Resolution No. 2020-133**

**Moved by:** Terry Kelly

**Seconded by:** Dan O'Mara

**That the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for December 16, 2020.**

CAO Catherine Matheson thanked Chairs and members for their support through a tough year. She talked briefly about the budget, indicating she also looks forward to strategic planning in 2021 and setting the vision for the next 20 years. She talked about ongoing projects, noting the mental health and addictions needs in the community, housing development as a priority of the Board, and the Community Safety and Well Being Plan being prepared for the City of North Bay to be delivered in 2021. She also noted that in 2021 OW modernization will be closely monitored.

*Carried.*

**CONSENT AGENDA**

**MOTION: #2020-134**

**Moved by:** Jane Dumas

**Seconded by:** Bill Vrebosch

**THAT the Board receives for information purposes Consent Agenda items 7.1 to 7.4.**

**7.1 B25-20 Rural Ontario Municipalities Association (ROMA) Virtual Conference 2021**

**7.2 EMS05-20 Community Paramedicine Funding**

**7.3 EMS06-20 Paramedic Bell**

**7.4 HS40-20 Shelter Statistics**

***Carried***

**MANAGER'S REPORTS**

**FA17-20 2021 Proposed Budget – (As Approved at Finance and Administration Committee)**

**RESOLUTION: #2020-135**

**Moved by:** Dave Mendicino

**Seconded by:** Dan Roveda

**Resolved THAT the Board of Directors accepts the 2021 Proposed Budget report FA17-20, as previously approved through resolutions FA #2020-18-A, FA #2020-18-B, FA #2020-18-C, and FA #2020-18-D.**

Conflicts for Bill Vrebosch (FA #2020-18-A) and Mac Bain (FA #2020-18-B) were noted once again.

There was discussion about the current lack of operational dollars for the low barrier shelter and the need to contribute to housing reserves.

***Carried***

**B27-20 Strategic Plan – Mission, Values and Goals**

**RESOLUTION: #2020-136**

**Moved by:** Scott Robertson

**Seconded by:** Chris Mayne



---

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the first draft of the strategic plan for approval, including the vision, mission, values, and goals.**

Dave Plumstead Dave provided members with an overview of his report and asked for approval to move ahead based on this foundation which is based on input from the board and other stakeholders. He highlighted the Vision and the focus on the Mission Statement which speaks to sustainability and core services. The Goals are new and include seamless access and continuous learning. Dave informed the Board the next step is setting the Board priorities and strategic areas of focus. A finished version of the plan will be ready early in the new year.

*Carried*

**B26-20 Approval of NDHC By Laws**

**RESOLUTION: #2020-137**

**Moved by:** Dave Mendicino

**Seconded by:** Chris Mayne

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the NDHC Board By-law #1 and By-law #2 amendments by resolution; as Service Manager and Shareholder of the Nipissing District Housing Corporation (NDHC).**

*Carried*

**Move in Camera**

**RESOLUTION: #2020-138**

**Moved by:** Dan Roveda

**Seconded by:** Mac Bain

**THAT the District of Nipissing Social Services Administrative Board (DNSSAB) moves in-camera at 2:25 PM to discuss matters involving Labour Relations and instruction to be applied to a negotiation.**

*Carried.*

**IN CAMERA MINUTES ARE FILED SEPARATELY**

**Adjourn In Camera**

**RESOLUTION: #2020-139**

**Moved by:** Dan O'Mara

**Seconded by:** Jane Dumas

**That the District of Nipissing Social Services Administrative Board (DNSSAB) adjourns in-camera at 2:57 PM.**

*Carried.*

**Approve in Camera**

**RESOLUTION: #2020-140**

**Moved by:** Chris Mayne

**Seconded by:** Scott Robertson

**That the District of Nipissing Social Services Administrative Board (DNSSAB) approves the action/direction agreed to in-camera.**

*Carried.*

#### **NEW BUSINESS**

**Meeting Calendar 2021**

**RESOLUTION: #2020-141**

**Moved by:** Terry Kelly

**Seconded by:** Jane Dumas

**That the Board approves the potential meeting dates as noted in the 2021 Board Meeting Calendar as per Section C; 14.5 of the DNSSAB By Laws.**

#### **NEXT MEETING DATE**

Wednesday, January 27, 2020 directly following the adjournment of the Community Service Committee.

#### **ADJOURNMENT**

**Resolution No. 2020-142**

**Moved by:** Bill Vrebosch

**Seconded by:** Terry Kelly

---

**RESOLVED** that the Board meeting be adjourned at 3:00 PM.

***Carried.***

---

**MARK KING  
CHAIR OF THE BOARD**

---

**CATHERINE MATHESON  
SECRETARY OF THE BOARD**

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

*Temagami Fire Department*  
*Monthly Report of Activities*  
for the month of: *January 2021*

---

## **0 Activations**

### **Training:**

- 3 meetings – all on the Zoom platform – Emergency vehicle driver theory training review, Operational Guidelines reviewed/ revised as required, discussed modifications during lockdown, promoting recruit training; firefighters completed individual protective equipment donning/doffing drill

### **Fire Prevention:**

- Review of Fire Safety Plans ongoing

### **Fire Education:**

- Regular radio “fire safety” announcements on CJTT
- Monthly community newsletter

### **Other:**

- Yearly summary for forest fire response (Appendix G) completed & sent to MNRF
- Training schedule modified to reflect current “Stay at Home” orders
- Officers meeting to finalize 2021 budget submissions;
- Proposed Capital & Operational budgets submitted January 15<sup>th</sup>
- Bunker gear send for annual cleaning & inspection
- Chief attended 3 Municipal Emergency Management, COVID-19 Zoom meeting
- Chief attended on-line /Zoom January 21<sup>st</sup> Council meeting
- Chief attended Web-ex meeting with the Ontario Fire Marshal, January 12<sup>th</sup>
- No report yet from engineer’s evaluation of the fire hall roof (anticipating mid-February)
- Renewing / updating firefighter recruiting messages
- 1 member on limited duty

*Jim Sanderson*  
Fire Chief, Temagami Fire Department

Date: *February 2, 2021*



## Corporation of the Municipality of Temagami

### Memorandum to Council

**Subject:** Report from Treasurer/Administrator

**Agenda Date:** February 11, 2021

**Attachments:**

#### **RECOMMENDATION**

BE IT RESOLVED THAT Council receive report from Treasurer/Administrator dated February 11, 2021.

#### **INFORMATION**

##### Asset Management

As noted in the last report, Ontario regulation 588/17 created a time frame for asset management plan enhancement. We did complete and public an asset management policy in July 2019 and the next step is enhanced asset management plans for core infrastructure assets to be completed by July 1, 2021. Even with the pandemic, the Province has yet to alter this date.

A key focus of asset management planning is level of service. Level of service, from an asset perspective, is how the assets perform from a ride comfort perspective for roads, number of breaks or service disruption and how critical the asset is. For example, if a bridge is able to have reasonable detours, or accessing properties that would normally be services by the bridge, then having restrictions on the bridge would not be as critical as a bridge where there is no reasonable detour.

Staff has attended workshops on this topic this week. Level of service, combined with the condition assessment that has been completed over the past 18 months, will allow Staff to prepare draft asset management plans for core infrastructure assets for Council's consideration this spring.

While ideally the asset management plan would guide capital investments, for this year, the plan will not be updated in advance of the timing of the budget creation. As noted above, we are working to have this completed in June. It should also be noted that a well-developed asset management plan will have the effect of removing politics from asset management but, rather, be focused on the needs of the assets.

##### Year-end and budget

We are closing in on having the year end accounting completed. While the audit is not scheduled for a couple of months, having the year end completed will provide information required for the budget.

While we are still waiting for information from our Boards, the information from our departments has been received and is being compiled into a budget. We are not expecting to hear what the expectation from Au Chateau is regarding the 2021 levy until after their February meeting.

##### Service Delivery

After a seasonal pause, Marina and I are working on the report for Council regarding organizational structure. The idea presently is to have a special meeting of Council when this and the budget are ready for initial conversations.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



Corporation of the Municipality of Temagami

**Memo No.**  
2019-M-008

**Memorandum to Council**

**Subject:** Statement from Treasurer

**Agenda Date:** February 11, 2021

**Attachments:** Statement from Treasurer

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Statement of the Treasurer on Remuneration paid.

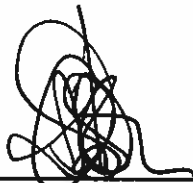
**INFORMATION**

Section 284 of the Municipal Act requires the Treasurer to provide an itemized statement of remuneration and expenses paid to Members of Council and individual appointed by Council to Local Boards.

Amounts paid by associated boards such as Au Chateau and the Nipissing DSSAB are also included in this statement.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

Statement of Treasurer				
2020 Remuneration and Expenses Paid				
Name	Source	Honorarium	Other	Total
Dan O'Mara	Total All Sources	\$ 25,475.99	\$ 3,725.35	\$ 29,201.34
John Harding	Municipality	\$ 8,387.79		\$ 8,387.79
Cathy Dwyer	Municipality	\$ 10,784.29	\$ 1,845.93	\$ 12,630.22
Margaret Youngs	Municipality	\$ 10,430.94	\$ 597.55	\$ 11,028.49
John Shymko	Municipality	\$ 10,784.29	\$ -	\$ 10,784.29
Barret Leudke	Municipality	\$ 10,784.29	\$ -	\$ 10,784.29
Jamie Koistinen	Municipality	\$ 10,784.29	\$ -	\$ 10,784.29
Penny St. Germain	Police Services Board	\$ 100.00		\$ 100.00
Gerry Stroud	Police Services Board	\$ 100.00		\$ 100.00
Total All Sources		\$ 87,631.88	\$ 6,168.83	\$ 93,800.71



Craig Davidson, Treasurer

01 Feb 21

Date

**Note:** Amounts above including amounts from other sources are summarized as:

D O'Mara	Municipality	\$ 18,531.38	\$ 3,115.07	\$ 21,646.45
	DSSAB	\$ 5,194.61	\$ 412.28	\$ 5,606.89
	Au Chateau	\$ 1,650.00	\$ 198.00	\$ 1,848.00
	Police Services Board	\$ 100.00		\$ 100.00



**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-009

**Memorandum to Council**

<b>Subject:</b>	Water Financial Plan
<b>Agenda Date:</b>	<b>February 11, 2021</b>
<b>Attachments:</b>	Water Future Financial Plan

**RECOMMENDATION**

BE IT RESOLVED THAT Council approve the 6 year financial plan provided to OCWA for the purposes of the licence renewals for the Temagami Water Systems.

**INFORMATION**

OCWA is in the process of applying for, on our behalf, licence renewals for both the Temagami North and Temagami South Drinking Water Systems. Part of the renewal process is a financial plan for the next 6 years.

Earlier in 2020, Council considered and applied for long-term financing for certain water and wastewater projects. Part of the information that was supplied to Council at that time was a projection of future budgets and what rates could look like as Council was considering the application for financing.

For the purposes of the application, the figures that were supplied to Council when considering the financing application have been repurposed and supplied to OCWA as they are applying for the licence renewal. A copy of this is attached to this report.

Council should be aware that these are projections and would not alter the requirement to review water budgets annually.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**







**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-010

**Memorandum to Council**

<b>Subject:</b>	Temagami North Water Inspection
<b>Agenda Date:</b>	<b>February 11, 2021</b>
<b>Attachments:</b>	TEM North Inspection; OCWA Response

**RECOMMENDATION**

BE IT RESOLVED THAT Council invite appropriate representatives of OCWA to the next Council meeting to discuss the need for a water conservation by-law or if assurances that the maximum rates capacity will not be exceeded can be achieved in other methods.

**INFORMATION**

On January 15, 2021, we received the Inspection report for the Temagami North Water System. This report is attached to this report. Page 11 of the inspection report outlines areas of non-compliance and requests responses by February 15<sup>th</sup>. OCWA's response is also attached to this report.

The first comment is that given the relatively short time frame, governmentally speaking, perhaps the Ministry could be asked to consider a two month turn around for future inspection reports rather than the present one month to ensure Council has appropriate time to review and consider responses prior to the responses being deemed the appropriate course of action.

OCWA's response for item two is an accurate reflection of what is presently happening. We have spent considerable time and effort over the past couple of years to ensure that the pumps and monitors at our water treatment facilities are operational and upgraded where necessary. One of the upgrades was to the PLC panels that are to provide the capabilities of managing certain aspects of the plants at a distance.

OCWA's response to item one may be an item Council may wish to get further information. During the review of records at the plant, it was noted that there were four days where the maximum daily intake of 328 cubic meters was exceeded. One of these days was due to water main flushing and was deemed to be acceptable under the operational restrictions. The other days where the maximum was exceeded were on June 18<sup>th</sup> 340 cubic meters, July 4<sup>th</sup> 329 cubic meters, and July 5<sup>th</sup> also 329 cubic meters. The water treatment and distribution system in Temagami North includes treatment capacity of 259.6 cubic meters and a water standpipe (tower) with a capacity of 732 cubic meters.

Prior to starting work on a water conservation by-law there does appear to be some questions that should be answered. First, the largest overage that has been blamed on usage during warm weather is 24 cubic meters. Given that our water taking and treatment operations can be controlled at a distance, is it not possible to reduce the intake and use some of the stored capacity in the tower to smooth out those time where demand is elevated? A second, related question, would be capacity of storage of water that has been pumped from Net Lake prior to treatment as it appears that the water taking on June 18<sup>th</sup> exceeded treatment capacity by over 100 cubic meters.

If indeed a water conservation by-law is required we can set to work on bringing examples to Council for their consideration, however, it may be possible to achieve the desired effect with more explicit instructions to our operators of the system.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

Ministry of the Environment,  
Conservation and Parks

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

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

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 15, 2021

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-OIOH8

On October 27, 2020, I conducted the annual inspection of the Temagami North Drinking Water System. The unannounced focused inspection included a physical assessment of the water treatment plant as well as a document review for the period of December 3, 2019 to October 27, 2020. The resulting inspection report is attached.

Two sections of the report, namely, "*Actions Required*" and "*Recommended Actions*" identify aspects of the drinking water system's operation with the potential for improvement.

Please note that "*Actions Required*" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the Ministry's Investigations and Enforcement Branch.

"*Recommended Actions*" convey information that the owner and operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers and conformance with existing and emerging industrial standards. Please note items which appear as 'recommended actions' do not, in themselves, constitute violations.

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](http://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  
Angela Whiteley, Acting Supervisor, Safe Drinking Water Branch – Timmins/North Bay, MECP



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

**TEMAGAMI NORTH DRINKING WATER SYSTEM**  
**Inspection Report**

<b>Site Number:</b>	220000433
<b>Inspection Number:</b>	1-OIOH8
<b>Date of Inspection:</b>	Oct 27, 2020
<b>Inspected By:</b>	Lori Duquette

## **Table of Contents**

---

Owner & Contact Information	2
Inspection Details & Drinking Water System Components Description	3
Inspection Summary	4
▪ Introduction	4
▪ Source	4
▪ Capacity Assessment	4
▪ Treatment Processes	5
▪ Treatment Process Monitoring	6
▪ Operations Manuals	7
▪ Logbooks	8
▪ Security	8
▪ Certificate and Training	8
▪ Water Quality Monitoring	9
▪ Water Quality Assessment	10
▪ Reporting and Corrective Actions	10
Non-Compliance with Regulatory Requirements and Actions Required	11
Summary of Best Practice Issues and Recommendations	13
Signatures	14

## **Appendices**

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

## OWNER INFORMATION:

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

## CONTACT INFORMATION

<b>Type:</b>	Owner	<b>Name:</b>	Craig Davidson
<b>Phone:</b>	(705) 569-3421	<b>Fax:</b>	
<b>Email:</b>	craig.d@temagami.ca		
<b>Title:</b>	Treasurer/Administrator for the Municipality of Temagami		
<b>Type:</b>	Owner	<b>Name:</b>	Barry Turcotte
<b>Phone:</b>	(705) 569-3272	<b>Fax:</b>	(705) 569-2834
<b>Email:</b>	publicworks@temagami.ca		
<b>Title:</b>	Superintendent, Public Works, Municipality of Temagami		
<b>Type:</b>	Operating Authority	<b>Name:</b>	Victor Legault
<b>Phone:</b>	(705) 672-5549	<b>Fax:</b>	(705) 672-2534
<b>Email:</b>	vlegault@ocwa.com		
<b>Title:</b>	Senior Operations Manager, OCWA		
<b>Type:</b>	OCWA	<b>Name:</b>	Bryce Logan
<b>Phone:</b>	(705) 648-4082	<b>Fax:</b>	
<b>Email:</b>	blogan@ocwa.com		
<b>Title:</b>	Overall Responsible Operator Temagami North and South, OCWA		
<b>Type:</b>	Operating Authority	<b>Name:</b>	Rebecca Marshall
<b>Phone:</b>	(705) 672-5549	<b>Fax:</b>	(705) 672-2534
<b>Email:</b>	rmarshall@ocwa.com		
<b>Title:</b>	Process and Compliance Technician - OCWA		
<b>Type:</b>	MECP	<b>Name:</b>	Angela Whiteley
<b>Phone:</b>	(705) 491-0406	<b>Fax:</b>	(705) 497-6866
<b>Email:</b>	angela.whiteley@ontario.ca		
<b>Title:</b>	A/Water Compliance Supervisor, Ministry of Environment, Conservation and Parks, Timmins/North Bay		
<b>Type:</b>	Timiskaming Health Unit	<b>Name:</b>	Ryan Peters
<b>Phone:</b>	(705) 647-4305 x2250	<b>Fax:</b>	(705) 647-5779
<b>Email:</b>	petersr@timiskaminghu.com		
<b>Title:</b>	Program Manager, Timiskaming Health Unit		

## 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:** Unannounced  
**Inspection Number:** 1-OIOH8  
**Date of Inspection:** Oct 27, 2020  
**Date of Previous Inspection:** Dec 03, 2019

## 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 Chris Barkhouse, 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 October 27, 2020. Additional information relating to the inspection was provided by OCWA personnel Bryce Logan, Overall Responsible Operator (ORO) and Rebecca Marshall, Process Compliance Technician. 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 October 27, 2020 and a document review for the period from December 3, 2019 until October 27, 2020. This period is referred to as the "inspection period" in this report.

### Source

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

### 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 not 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.

Condition 1.0 of Schedule C of the Municipal Drinking Water Licence (MDWL) identifies the rated capacity for the Temagami North Water Treatment Plant (WTP) as 328 m<sup>3</sup>/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 was exceeded on June 11 due to watermain flushing program (342 m<sup>3</sup>/day) and on June 18 (340 m<sup>3</sup>/day), July 4 (329 m<sup>3</sup>/day) and July 5 (329 m<sup>3</sup>/day) due to increased water usage in the community as a result of warm weather. The MDWL allows for temporary exceedance of the above noted rated capacity for the purpose of fighting a large fire or for maintenance of the DWS. The flow exceedances which occurred on June 18, July 4 and 5, 2020 which were caused by an increase in demand do not meet the above criteria and is a non-compliance with the requirements of condition 1.0 of Schedule C to the MDWL.

Failure to ensure that the WTP is operated in a manner to ensure that the rated capacity is not exceeded is a violation of the MDWL and section 31 (1)(b) of the Safe Drinking Water Act.

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

### 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.**  
It should be noted that one of the two coagulant chemical dosage pumps located at the Temagami North WTP failed on August 19, 2020 and needs to be replaced. The DWWP indicates that the coagulant system has both a duty and a standby chemical pump. At the time of the inspection, it was indicated that a new pump is being ordered and that there are other standby chemical pumps on-site that can be quickly installed if the coagulant duty pump were to fail.
- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**
- **Records did not indicate 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.

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 most of the duration of this inspection period, the above noted conventional filtration criteria were met. However, for the period of time from approximately 12:30 am on August 19 to 9:30 am on August 20, 2020 coagulant was only being dosed on every second pump cycle as one of the pumps stopped working and failed to alarm. Therefore, for that period of time the filter failed to meet item 1 of the conventional filtration criteria noted above and did not receive log removal credits.

Failure to meet the log removal/inactivation credit assignment criteria identified in Schedule E of Municipal Drinking Water Licence (MDWL) No. 201-102 issue no. 2 is a violation of the Safe Drinking Water Act.

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

- **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.**

Based on information provided for this inspection period, the lowest free chlorine residual noted in the distribution system was 0.12 mg/L in April 2020.

- **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.**

### Treatment Process Monitoring

- Continuous monitoring of each filter effluent line was being performed for turbidity.
- The secondary disinfectant residual was 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 met for the duration of this inspection period.

- Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.

Subsection 6-5(1)3 of Schedule 6 to O. Reg. 170/03 requires that test results recorded by continuous monitoring equipment for sampling and testing required by this regulation or under drinking water works permit and licence be examined within 72 hours by a certified operator. The legislative requirement to review the continuous data is intended to ensure that operators have examined the trends and verified that the continuous monitoring equipment was working properly and that the water treatment equipment achieved the log removal requirements for primary disinfection.

Based on a review of records for this inspection period, the operators have been examining the continuous data within the required timeframe and recording information related to the trends reviewed on the log sheet entitled "Temagami North DWS – Wonderware Data Review Sheet".

Please note that at the time of the inspection it was observed that if an error occurs when recording the information that the operators have been writing the new value overtop of the original record rather than striking a line through it and recording the correction beside it. It is recommended that in the future, the operators strike a line through the information to be corrected and record the new information near it.

- 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 not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.

With the exception of a few short periods, the continuous monitoring equipment monitored and recorded the required free chlorine residual and filter effluent turbidity data in accordance with the requirements of section 6-5 of

### **Treatment Process Monitoring**

Schedule 6 to O. Reg. 170/03. However, based on a review of the documentation provided during the inspection, there were two short periods of time on April 8, 2020 (i.e. 51 minutes and 52 minutes) when the free chlorine residual value was not being continuously recorded and water was being distributed. The incident occurred due to a problem with the chlorination system which caused a spike in the free chlorine residual level in the treated water above the upper range for the free chlorine residual analyzer (i.e. 5.0 mg/L). During this time the free chlorine residual trend flatlined at 5.0 mg/L with the exact test result value not been recorded until the free chlorine level in the water dropped and was within the analyzer range (i.e. 0.00-5.00 mg/L).

Failure to ensure that the continuous monitoring equipment records the result of every test is a violation of section 6-5(1)(ii) of Schedule 6 to O. Reg. 170/03.

Please refer to the section entitled "Non-Compliance with Regulatory Requirements and Actions Required located on page # 11 of this report.

- **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
- 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 (HPC).

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 HPC.

Based on a review of the documentation provided during this inspection period, the above noted requirements have been met.

- **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 7, 2019 and October 5, 2020.

- **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 7, 2019 and October 5, 2020.

- **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.

The Ontario Drinking Water Standard for HAA's came into effect January 1, 2020. The standard is 80 µg/L and is expressed as a RAA.

During this inspection period samples for HAA were collected by the operating authority on January 13, April 14, July 13 and October 5, 2020. The running annual average (RAA) was 28.5 µg/L.

- **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.

### Water Quality Monitoring

During this inspection period samples for THM were collected by the operating authority on January 13, April 14, July 13 and October 5, 2020. The running annual average (RAA) for THM as of October 2020 was 55.8 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 January 13, April 14, July 13 and October 5, 2020.

- **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 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

- **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, there was only one adverse water quality incident. The loss of coagulant was reported on August 20, 2020 as a report of improperly disinfected water being directed to users. On August 20, 2020, the operator discovered that for the period from approximately 12:30 am on August 19 until 9:30 am on August 20, coagulant was only being added every other pump cycle as one of the chemical pumps had stopped working. The operator reviewed the filter effluent turbidity trends for the period of time noted above and confirmed that there were no turbidity spikes above 0.40 NTU. Corrective action was taken to restore coagulant and the distribution system was flushed and microbiological samples were collected as requested by the health unit.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **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 was not 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.**

Condition 1.0 of Schedule C of the MDWL identifies the rated capacity for the Temagami North DWS as 328 m<sup>3</sup>/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 was exceeded on June 11 due to watermain flushing program (342 m<sup>3</sup>/day) and on June 18 (340 m<sup>3</sup>/day), July 4 (329 m<sup>3</sup>/day) and July 5 (329 m<sup>3</sup>/day) due to increased usage in the community due to warm weather. The MDWL allows for temporary exceedance of the above noted rated capacity for the purpose of fighting a large fire or for maintenance of the DWS. Therefore, only the flow exceedances which occurred on June 18, July 4 and 5, 2020 were not permitted and are a non-compliance with condition 1.0 of Schedule C to the MDWL.

Failure to ensure that the WTP is operated in a manner to ensure that the rated capacity is not exceeded is a violation of the MDWL and section 31 (1)(b) of the Safe Drinking Water Act.

### Action(s) Required:

By no later than February 15, 2021, the owner and/or operating authority shall provide written documentation to Provincial Officer/Water Inspector Lori Duquette of the North Bay Office outlining the steps that will be taken to ensure that the maximum rated capacity is not exceeded in the future as a result of increase consumer demand during warm weather.

2. **Records did not indicate 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.**

For the period of time from 12:30 am on August 19 to 9:30 am on August 20, 2020 coagulant was only being dosed on every second pump cycle as one of the pumps stopped working. Therefore, for that period of time the filters failed to meet item 1 of the conventional filtration criteria noted above and did not receive log removal credits.

Failure to meet the log removal/inactivation credit assignment criteria identified in Schedule E of MDWL No. 201-102 issue no. 2 is a violation of the SDWA.

### Action(s) Required:

By no later than February 15, 2021, the owner and/or operating authority shall provide written documentation to Provincial Officer/Water Inspector Lori Duquette identifying the action that will be taken to ensure the following:

- that the broken chemical dosing pump is replaced; and
- steps are taken to prevent a similar situation from occurring again in the future.

3. **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format.**

With the exception of a few short periods, the continuous monitoring equipment monitored and recorded the required free chlorine residual and filter effluent turbidity data in accordance with the requirements of section 6-5 of Schedule 6 to O. Reg. 170/03.



However, based on a review of the documentation provided during the inspection, there were two short periods of time on April 8, 2020 (i.e. 51 minutes and 52 minutes) when the free chlorine residual value was not being continuously recorded and water was being distributed. The incident occurred due to a problem with the chlorination system causing a spike in the free chlorine residual level in the treated water above the upper range for the continuous monitoring equipment (i.e. 5.0 mg/L). During this time the free chlorine residual trend flatlined at 5.0 mg/L with the exact free chlorine residual test result not been recorded until the residual value was within the analyzer range (i.e. 0.00-5.00 mg/L).

Failure to ensure that the continuous monitoring equipment records the result of every test is a violation of section 6-5(1)1(ii) of Schedule 6 to O. Reg. 170/03.

**Action(s) Required:**

No further action is required as the following actions were taken by the operating authority:

- On November 12, 2020, a high level free chlorine residual alarm set point of 4.0 mg/L was programmed and will trigger a plant shutdown if activated.
- The standard operating procedure for responding to a free chlorine residual alarm was amended to include the requirement for the operator to manually test and record the free chlorine residual in treated water every 5 minutes if the level is above the alarm set point of 4.0 mg/L and water is being sent to the distribution system.

## **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)



Reviewed &amp; Approved By:

Angela Whiteley

Signature: (Supervisor)



Review &amp; Approval Date:

January 15, 2021

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 - 2020-2021)

**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:** October 27, 2020  
**Ministry Office:** North Bay Area Office

**Maximum Question Rating:** 506

Inspection Module	Non-Compliance Rating
Capacity Assessment	16 / 30
Treatment Processes	21 / 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
<b>TOTAL</b>	<b>58 / 506</b>

**Inspection Risk Rating** 11.46%

**FINAL INSPECTION RATING:** 88.54%

**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2020-2021)**

<b>DWS Name:</b>	TEMAGAMI NORTH DRINKING WATER SYSTEM
<b>DWS Number:</b>	220000433
<b>DWS Owner:</b>	Temagami, The Corporation Of The Municipality Of
<b>Municipal Location:</b>	Temagami
<b>Regulation:</b>	O.REG 170/03
<b>Category:</b>	Large Municipal Residential System
<b>Type Of Inspection:</b>	Focused
<b>Inspection Date:</b>	October 27, 2020
<b>Ministry Office:</b>	North Bay Area Office

Non-compliant Question(s)	Question Rating
<b>Capacity Assessment</b>	
Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA?	16
<b>Treatment Process Monitoring</b>	
Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements 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?	21
<b>Treatment Processes</b>	
Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?	21
<b>TOTAL QUESTION RATING</b>	<b>58</b>

**Maximum Question Rating: 506**

<b>Inspection Risk Rating</b>	<b>11.46%</b>
-------------------------------	---------------

<b>FINAL INSPECTION RATING:</b>	<b>88.54%</b>
---------------------------------	---------------

**APPENDIX B**

**KEY REFERENCE AND GUIDANCE MATERIAL FOR  
STAKEHOLDERS**

# 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](mailto: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](http://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



# 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](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b>	
Drinking Water System Profile Information	012-2149E
Laboratory Services Notification	012-2148E
Adverse Test Result Notification	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

Good Afternoon Lori,

Please see the responses to the Non Compliance Items with Required Actions from the 2020 Inspection of the Temagami North Drinking Water System.

**Non Compliance 1.**

**Required Action:** The owner and/or operating authority shall provide written documentation to Provincial Officer/Water Inspector Lori Duquette of the North Bay Office outlining the steps that will be taken to ensure that the maximum rated capacity is not exceeded in the future as a result of increase consumer demand during warm weather.

**Response:** The owner will work at creating a water conservation by-law for days when temperature is high and/or when there is a risk of the WTP flows exceeding the limit.

**Non Compliance 2.**

**Required Action:** The owner and/or operating authority shall provide written documentation to Provincial Officer/Water Inspector Lori Duquette identifying the action that will be taken to ensure the following:

- that the broken chemical dosing pump is replaced; and
- steps are taken to prevent a similar situation from occurring

**Response:** OCWA, with the Owners approval, is in the process of replacing the existing ALUM pumps with a new chemical panel that includes two new pumps with the functionality of alarming and shutting the system down. There is a plan in place to replace all chemical pumps over the next few years to all have the same functionality preventing the same issue from happening.

Regards,

**Rebecca Marshall**

Process and Compliance Technician | Ontario Clean Water Agency | North Eastern Ontario Hub | Tel: 705-648-4267 | Fax: 705-567-7974 | Email: [rmarshall@ocwa.com](mailto:rmarshall@ocwa.com)



This electronic message (email) contains confidential information only for the use of the Addressee(s) named above. If you are not the intended recipient of the email or the employee or agent responsible for delivering it to the intended recipient(s), you are hereby notified that any dissemination or copying of this email and/or any attachment files is strictly prohibited. If you have received this email in error, please immediately notify the sender and arrange for the return of any and all copies and the permanent deletion of this email and any attachments



Corporation of the Municipality of Temagami

**Memo No.**  
2019-M-011

**Memorandum to Council**

**Subject:** User Charges - 2021

**Agenda Date:** February 11, 2021

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council maintain 2021 user charges at the 2020 level due to the economic uncertainty caused by the COVID-19 Pandemic;

AND FURTHER THAT the construction waste delivered to transfer stations by boat would have the one cubic meter fee of \$7.00 applied to each boat load.

**INFORMATION**

The response to the COVID-19 pandemic has caused fluctuations in what we normally place a great deal of confidence in, such as the rate of inflation. Given that, and given that the 2020 User Charges were adopted by Council in June, Staff is proposing that these rate be maintained for 2021 as well.

There was some discussion regarding construction waste that is taken to the landing. Presently, it appears there are no fees collected for this although construction waste is billed at the rate of \$7 per cubic meter at other waste disposal sites of the Municipality. Given that it is estimated that a half ton truck would contain 3 cubic meters and therefore carry a charge of \$21.00, it may be reasonable to assume that waste transported by boat would contain one cubic meter and, therefore, should be charged \$7.00 per load.

Presently, regardless where the waste is deposited, there is no charge for residential waste up to three cubic meters per week. Staff is not proposing this change but, rather, that construction waste be charged equally throughout the municipality.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



Corporation of the Municipality of Temagami

Memo No  
2020-M-013

Memorandum to Council

☒ Staff

Subject:

Fire Department Establishing & Regulating By-laws

Agenda Date:

Attachments:

Draft Fire Department Establishing & Regulating By-Law

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the draft Establishing & Regulating By-law for Fire Departments, to replace current Fire Department E&R Bylaws, as recommended by Fire Chiefs from the Marten River and Temagami Fire Departments;

AND FURTHER THAT Council consider the draft E&R By-Law for first reading, for approval at the February Council meeting.

**INFORMATION**

The Current Establishing & Regulating Bylaws for Fire departments (#99-460, #99-466) are over 20 years old, and the by-law authorizing participation in Mutual Aid (# ) has never been updated. A committee comprising of the Fire Chiefs for Marten River and Temagami, the former CAO and former Mayor worked towards developing a single E&R Bylaw since 2010. The draft bylaw is the outcome of many meetings, review of several Fire Department E&R Bylaws and final revisions by Fire Chiefs to reflect the department's existing ability to provide Municipal Fire services (& reducing Municipal risk exposures).

The 2018 provincial Mutual Aid Plan (MAP) specifies under Minimum Conditions for Participation, that Council is aware of the Fire Department's (Municipalities) ability to meet the "Minimum requirement" for participation in Mutual Aid. (Province of Ontario Mutual Aid Plan – Final V 2018-10-23)

- A by-law/alternative authorization must be passed by council authorizing its fire department's participation in the MAP after a significant revision or change to the MAP or as requested by the OFM. Participating fire departments must be established and regulated by a municipal by-law and must have sufficient resources to meet the approved level of service within their own jurisdiction.

Major differences between existing & proposed draft by-law include:

- Combining the two bylaws into a single by-law
- Updated wording regarding authorization to participate in Mutual Aid
- Created sections/headings in the bylaw – ease of locating relevant information
- Volunteer Firefighter Rate of Pay includes the annual increase, per resolution by previous council
- Moved Fire Department Divisions responsibilities from Appendix A to the body of the by-law
- Identifies Fire Service areas & service limitations - geography or manpower resources,
- States the Municipality does not accept liability due to limitations in providing services
- Introduces road standards required by Fire Apparatus for accessing properties (Appendix D)
- Strengthens (improves) the Municipalities ability for cost collection for Fire Department actions
- Updates Core Services provided (Temagami Fire lowered to Exterior attack/exposure protection)

Prepared by:

Reviewed by:

Paul Elliott  
Marten River Fire Chief

Jim Sanderson  
Temagami Fire Chief

Name, Position

ESTABLISHING AND REGULATING BYLAW  
CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

By law No.

Being a Bylaw to Establish Fire Departments for areas within the Municipality of Temagami.

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the *Municipal Act* provides that sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

**WHEREAS** the *Municipal Act, 2001, S.O.2001, C25* and the *Fire Protection and Prevention Act, 1997, S.O. 1996, c4 ("FPPA")* permit Council to enact a by-law to establish and regulate a fire department

**AND WHEREAS** section 2 of the *FPPA* requires that every municipality establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide other fire protection services as it determines may be necessary and in accordance with its needs and circumstances;

**AND WHEREAS** the *FPPA* requires a municipality that establishes a Fire Department to appoint a Fire Chief;

**AND WHEREAS** the *FPPA* authorizes a council of a municipality to pass by-laws under the *FPPA* to regulate fire prevention, to regulate the setting of open-air fires and to designate private roads as fire routes.

**AND WHEREAS** section 5(0.1) of the *FPPA* states that a council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

**BE IT THEREFORE ENACTED** by the Municipal Council of the Corporation of the Municipality of Temagami as follows:

**1) In this by-law, unless the context otherwise requires,**

- a) **approved** means approved by council
- b) **"Automatic Aid"** means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department is capable of responding more quickly than any fire department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality

- c) **Chief Administrative Officer (CAO)** means the person appointed by *council* to act as the most senior administrative officer for the *corporation*,
- d) **“Chief Fire Official”** shall mean the Assistant to the Fire Marshal who is the **Fire Chief** or a member or members of the **Fire Department** appointed by the **Fire Chief** under the **FPPA** or a person appointed by the Fire Marshal under the **FPPA**;
- e) **corporation** means the Corporation of the Municipality of Temagami,
- f) **Council** means the Council of the *Corporation* of the Municipality of Temagami,
- g) **Deputy Chief** means the person(s) appointed by *council* to act in the place of each *Fire Chief* in the case of an absence or a vacancy in the office of *Fire Chief*. The deputy Fire Chief has the same authority and responsibilities as the *Fire Chief* and shall perform all the duties of the *Fire Chief* in the Fire Chief’s absence,
- h) **Fire Chief** means the person(s) appointed under subsections 6(1), (20 or (4) of the Fire Protection and Prevention Act and is ultimately responsible to council for delivery of fire protection services as defined within this Act,
- i) **Fire Department** means the Marten River Fire Department and the Temagami Fire Department,
- j) **Firefighter** means any person employed in, or appointed to, a *fire department* and assigned to undertake *fire protection services*, and includes a *volunteer fire fighter*,
- k) **“Fire Protection Agreement”** is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
- l) **“Fire Coordinator”** means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to coordinate the mutual aid plan, or the person appointed by the Fire Marshal to act in the absence of the Fire Coordinator;
- m) **fire protection services** means a range of programs designed to protect the lives and property of the inhabitants and public at-large within the fire department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions created by man or nature and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services,
- n) **Fire Prevention Officer** means a person that is appointed as an Assistant to the Fire Marshall under the Fire Protection and Prevention Act and works at the direction of the Fire Chief. This position is responsible for fire inspections, fire investigations and public education
- o) **Interior structural firefighting** means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the *incipient stage*.
- p) **Incipient stage fire** is defined as a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.
- q) **Limited Service** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote and/or island properties, private roadways, lanes and drives, and/or insufficient *Volunteer Firefighters* responding to a call to safely perform the necessary services required,
- r) **Member**, means any defined Firefighter or employee of the department,

- s) **Mutual Aid** means the Province of Ontario Mutual Aid Plan, including the county, regional and district plans developed under the authority of the Fire Protection and Prevention Act, 1997 and the direction of the Fire Marshal and Chief, Emergency Management to facilitate provisions of fire protection services to the residents of the county, district or region under a coordinated and cooperative provincial plan.
- t) **Volunteer firefighter** means a Part Time firefighter who provides *fire protection services* for a nominal consideration, honorarium, training or activity allowance.

## **Scope**

This By-law shall apply to both the Marten River Fire Department and the Temagami Fire Department unless otherwise specified.

## **2) Fire Department Establishment**

- a) *Fire departments* for the Corporation of Municipality of Temagami are to be known as the Marten River Fire Department and the Temagami Fire Department are hereby continued
- b) The head of each *fire department* shall be known as the *Fire Chief*.
- c) The *fire departments* shall be structured in conformance with the Organizational Chart, **Appendix A**, forming part of this by-law.
- d) The goals of the *fire departments* shall be as those contained in **Appendix B**, forming part of this by-law.
- e) The core *fire protection services* provided by the *fire departments*, as approved by Council, shall be those contained in **Appendix C**, forming part of this by-law.

## **3) Fire Department's Administrative Areas**

- a) The Marten River Fire Department shall provide fire department administrative, prevention & education services within: the Townships of Sisk, Olive, Milne, and portions of Law & Askin Township lying South of the Rabbit Lake Access Road at HWY 11 and 695 Wilson Lake Road.
- b) The Temagami Fire Department shall provide fire department administrative, prevention & education services to all areas with-in the Municipality of Temagami, excluding parts assigned to the Marten River Fire Department.

## **4) Fire Department's Emergency Response Areas:**

- a) The Marten River Fire Department emergency response area includes:
  - i) All areas **accessible by fire department vehicles** with-in the department's administrative area
  - ii) Properties accessible by fire department vehicles, having an approved fire protection agreement with the Municipality, located in the Unincorporated Townships of McCallum, Thistle, McLaren, Gladman & Kenny,
  - iii) Highway response coverage, as identified in the Rescue Support Plan for the Nipissing East Parry Sound Mutual Aid includes: Highway 11, from Rabbit Lake Road to the Tomiko River Bridge / Tilden Lake; Highway 64 from Hwy 11 to the Temagami River Road
  - iv) Heavy Rescue Support within the highway response areas of both departments
- b) Temagami Fire Department emergency response area includes:
  - i) All areas **accessible by fire department vehicles** with-in the department's administrative area.

- ii) Highway response coverage is from the Municipal northern Boundary, to and including, the Rabbit Lake Access Road.
- c) Departments may respond to calls outside their emergency response area if the incident commander believes immediate action is necessary to preserve life (with-in the department's "trained and equipped capabilities).

## 5) Fire Department Personnel Management

- a) In addition to the *Fire Chiefs*, the *council* shall appoint a *deputy chief* for each *department* and such numbers of other officers, and *members*, as may be deemed necessary by *Council*.
- b) Each fire department is permitted a maximum complement of 20 members. The strength of a department shall not fall below the minimum staffing requirements as per the Mutual Aid System Plan.
- c) The *Fire Chiefs* may recommend to the *Council* the appointment of any qualified person as a member of the *fire department*, subject to the *approved* hiring policies of the Corporation of the Municipality of Temagami.
- d) Persons appointed as a *member* of the *fire department* to provide *fire protection services* shall be on probation for a period of 12 months during which period they shall take such special training and examinations as may be required by their *Fire Chief*.
- e) If a probationary *member* appointed to provide *fire protection services* fails any such examinations, the *Fire Chief* may extend the probation period, or recommend to the *council* that he/she be dismissed.
- f) If a medical examiner finds a *member* is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the *fire department*, *council* may retire him/her.
- g) The *Fire Chief* may reprimand, suspend or recommend dismissal of any member for infraction of any provisions of this by-law, policies, general orders and departmental rules that, in the opinion of the *Fire Chief*, would be detrimental to discipline, health, safety, or efficiency of the *fire department*.
  - (1) Following the suspension of any *member*, the *Fire Chief* shall immediately report, in writing, the suspension and recommendation to *the chief administrative officer* and *council*
  - (2) A *volunteer fire fighter* shall not be dismissed without the opportunity for a review of termination, if he/she makes a written request for such a review to the CAO within seven (7) working days after receiving notification of the proposed dismissal. The CAO shall conduct the review.

## 6) Fire Department Volunteer Firefighter Rates of Pay

- a) The remuneration of volunteer firefighters shall be as determined by council
- b) The hourly rates of pay for all *fire department members*, as set out by council, will be increased each year with the percentage of increase commensurate to full time employees of the Municipality.
- c) The honorarium rates for officers over and above the hourly rates to compensate for supervisory functions, as set out by council shall also be increased yearly with the percentage of increase commensurate to full time employees of the Municipality.
- d) Payroll shall be funded through the annual fire department operating budget.

## 7) Fire Chief General Responsibilities



- a) The *Fire Chiefs* are ultimately responsible to *Council*
- b) The Fire Chiefs are responsible to council, through the *Chief Administrative Officer*, for the proper administration and operation of the fire department, including the delivery of fire protection services. The Fire Chief is under the general direction of the CAO.
- c) The *Fire Chiefs* shall implement all *approved* policies and shall develop such operating procedures and guidelines, general orders and departmental rules as may be necessary to implement the *approved* policies and to ensure the appropriate care and protection of all *fire department* personnel and *fire department* equipment.
- d) The *Fire Chiefs* shall review periodically all policies, orders, rules and operating procedures and guidelines of the *fire department* and may establish an advisory committee consisting of such *members* of the *fire department* as the *Fire Chief* may determine from time to time to assist in these duties.
- e) The *Fire Chiefs* shall submit to the *Chief Administrative Officer* and *Council* for approval, the annual budget estimates for the *fire department*; an annual report and any other specific reports requested by the *Chief Administrative Officer* or *Council*.
- f) Each division of the *fire department* is the responsibility of the *Fire Chief* and is under the direction of the *Fire Chief* or a *member* designated by the *Fire Chief*. Designated *members* shall report to the *Fire Chief* on divisions and activities under their supervision and shall carry out all orders of the *Fire Chief*.
- g) Where the *Fire Chief* designates a *member* to act in the position of an officer, in the *fire department*, such *member*, when so acting, has all of the powers and shall perform all duties of the officer replaced.
- h) The *Fire Chief* shall take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property, and shall exercise all powers mandated by the Fire Protection and Prevention Act, and the *Fire Chief* shall be empowered to authorize:
  - i) pulling down or demolishing any building or structure to prevent the spread of fire,
  - ii) all necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner
  - iii) recovery of expenses incurred by such necessary actions for the *corporation* in the manner provided through the Municipal Act and the Fire Prevention and Protection Act
- i) Recovery of Costs – Additional Expenses
  - i) The Fire Chief may require property owners, corporations or persons within or outside the municipality to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Municipality of Temagami Users Fees By-law in-force.
  - ii) If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or his/her designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus, or use more materials than are carried on a fire apparatus (the “Additional Service”) in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make “safe” an incident or property, the owner of the property requiring or causing the need for the

Additional Service or expense shall be charged the full costs to provide the Additional Service including all applicable taxes. Property shall mean personal and real property.

- j) The *Fire Chief* shall have all powers, rights, and duties assigned to a Fire Chief under the *FPPA* including, without limitation, the authority to enforce compliance with the Fire Code. Further, the *Fire Chief* shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal by-laws respecting fire prevention.

## **8) Deputy Fire Chief General Responsibilities**

- a) The Deputy Fire Chief is responsible to the Fire Chief and
- b) In the Fire Chiefs absence, the Deputy Fire Chief has the same authority and responsibilities as the Fire Chief and shall perform all the duties of the Fire Chief.

## **9) Firefighter & Member Responsibilities**

- a) All members shall act in a professional manner as representatives of the Fire Department
- b) Each member shall conduct themselves in accordance with general orders, policies, procedures, guidelines, rules and regulations made by their Fire Chief, or Council and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to them to the best of their ability in accordance with the FPPA and any other written agreement that may be applicable.

## **10) Fire Departments level of Service**

- a) The Municipality of Temagami Fire Departments are committed to protecting life, property and the environment from fire, hazardous materials, natural disasters and other emergencies. The Fire Departments shall provide such services through the different divisions as set out below
- b) Due to the reliance upon volunteer firefighters, the topographic and geographic configuration of the Municipality, the level and amount of equipment at Fire departments disposal and other budgetary constraints the services listed below in sections 11, 12, 13, 14 and 15, may be provided as *limited services* as defined in Section 1 of this Bylaw.
- c) Emergency response services may be delayed, limited or not provided to areas where access roads are not maintained to allow safe access & egress for large emergency response vehicles (Road Standards - Appendix D).
- d) The Municipality of Temagami accepts no liability for the delay or inability to supply the services set out in the section of this By-law due to the provision of its approved services as limited services or due to the existence of unsafe conditions encountered enroute, impeded access to property, lack of volunteer firefighters available to respond, and /or for environmental factors/constraints

## **11) Administration and Support Services**

- a) Prepare the departmental budget and exercise control of the budget;

- b) Prepare the payroll of the department and initiate requisitions for materials and services and certify all accounts of the department;
- c) Maintain personal records in accordance with the policy of the corporation;
- d) Arrange for the provision of medical services in the event of fire fighter(s) injury at department responses or training sessions;
- e) Make recommendations for the construction of new buildings, or renovations, as approved;
- f) Provide liaison with associations i.e. the local fire fighters association, mutual aid association;
- g) Prepare monthly and annual reports of the department;
- h) Carry out the general administrative duties of the department;
- i) Maintain & Monitor emergency dispatching agreement
- j) Provide liaison with the District fire coordinator, and District Mutual Aid coordinator
- k) Advise senior management on any matters with respect to the Fire Protection and Prevention Act

## **12) Fire Prevention & Public Education**

- a) Implement the approved fire prevention, fire safety and public education policy,
- b) Carry out the duties and activities of the fire prevention, fire safety and public education and inspections and enforcement policy.
- c) Maintain fire loss records, which shall include structural fire cause determination.
- d) Follow all directives issued by the OFMEM

## **13) Emergency Operations:**

- a) Prevent, control and extinguish fires in areas accessible by all fire department vehicles;
- b) Conduct investigations of fires actioned by the department in order to determine cause, origin, and where required, to request appropriate agencies to assist with the investigation;
- c) Respond and assist at such emergencies as may be deemed necessary by the Fire Chief
- d) Perform pre-emergency planning for those areas accessible by fire department vehicles,
- e) Liaison with the North Bay office of the Ministry of Natural as per the Forest Fire Protection Agreement with the Ministry of Natural Resources.

## **14) Emergency Operations Outside of Municipal Boundaries**

- a) The *fire department* shall not respond to a call with respect to a fire or emergency outside the limits of the municipality except with respect to a fire or emergency:
  - i) That in the opinion of the *Fire Chief*, or designate of the *fire department*, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality,
  - ii) in a municipality with which an *approved* agreement has been entered into to provide *fire protection services* which may include automatic aid
  - iii) on property with which an *approved* agreement has been entered into with any person or corporation to provide *fire protection services*
  - iv) at the discretion of the fire chief or designate and under the direction of the Nipissing East Parry Sound Fire coordinator to respond to calls for assistance from other fire

departments authorized to participate in the District Mutual Aid Plan or any other County, District or Regional Mutual Aid Plan.

- v) on property beyond the municipality boundary where the *Fire Chief* or designate determines that immediate action is necessary to preserve life or property and where applicable the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the *Fire Chief* or designate
- b) Providing assistance under a mutual aid request shall prevail over provision of service identified under other authorized fire protection agreements.

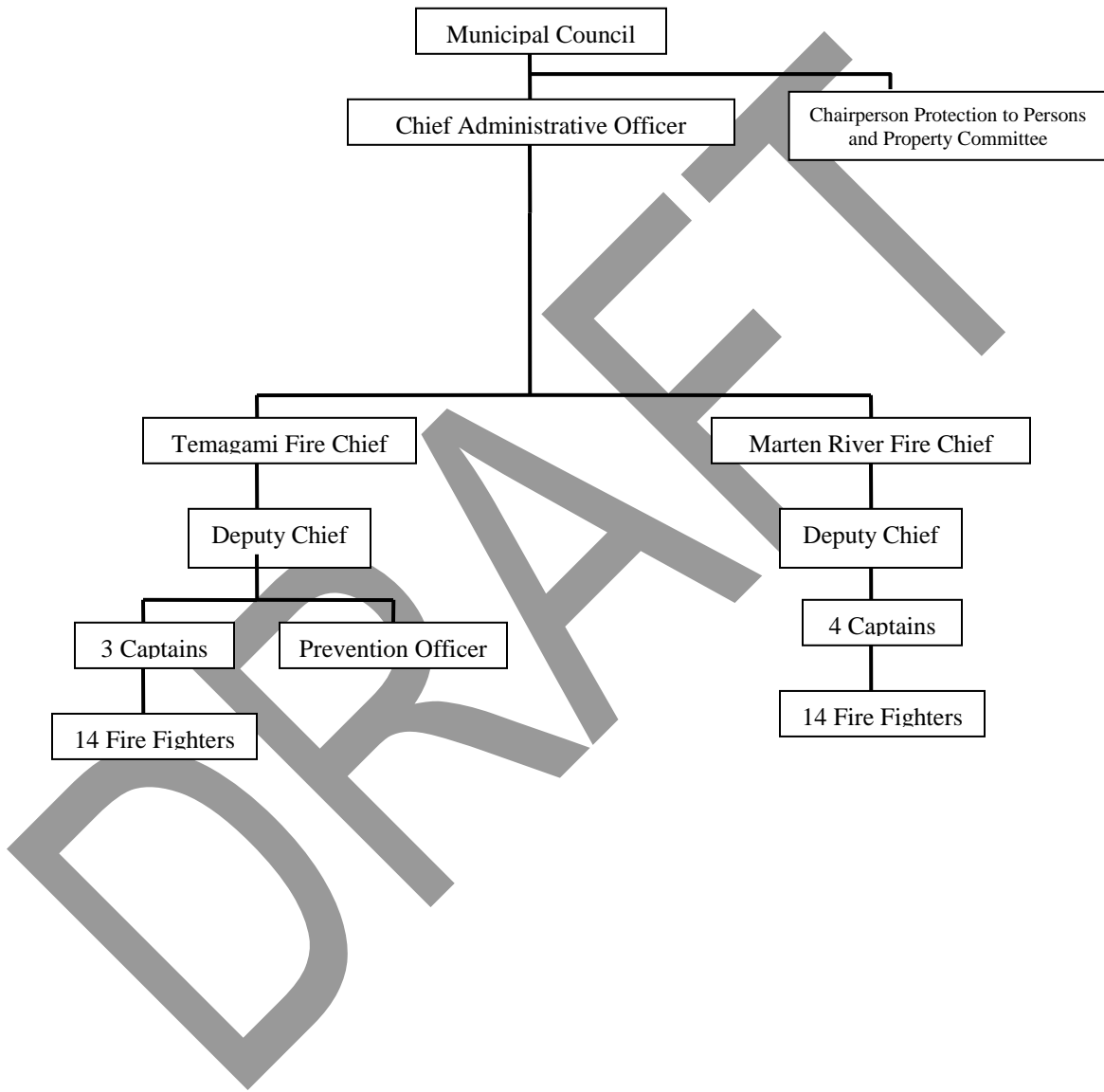
## 15) Training and Staff Development

- a) The fire department shall provide such training and staff development activities as are necessary for the efficient operation of all divisions. The Ontario Firefighters Curriculum, International Fire Service Training Association (IFSTA), National Fire Protection Association (NFPA) Professional Qualifications Standards and other related industry training standards and reference materials may be used as reference guides for fire department training as approved by the Fire Chief.
- b) Members may be required to attend the Ontario Fire College or any other recognized training venue as designated by the Fire Chief in order to acquire or maintain the necessary knowledge, skills and abilities to perform their job function.

## 16) Maintenance

- a) Prepare specifications for the purchase of apparatus and equipment;
  - b) Maintain and keep in repair all existing buildings, apparatus and equipment of the department;
  - c) Perform apparatus maintenance and cleaning duties; and
  - d) Authorize for "outside repair" of equipment, that in the opinion of the Fire Chief, cannot be obtained within the municipality.
  - e) Maintain records pertaining to apparatus, equipment and communications.
- 17) If any part of this by-law is found to be illegal or beyond the power or jurisdiction of the Municipality, such section or part shall be deemed to be severable and all other sections or parts of this by-law shall be deemed to be separate and independent there from and to enacted as such.
- 18) This By-law shall be known as the ***"Fire Department Establishing and Regulating By-Law"***.
- 19) *This by-law comes into effect the day it is passed by council, in the manner appropriate to the municipality*
- 20) That By-law No. 84-120, By-law No. 99-460 as amended, and By-law No. 99-466 as amended be the same are hereby repealed.
- 21) That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to this by-law and schedules, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read a first, second and third time and finally passed this      day of      2021.



## APPENDIX 'B'

The goal of the fire department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by man or nature; first to their municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third to those municipalities/agencies which are provided fire protection by the fire department via authorized agreement.

Primary objectives of the fire department:

In order to achieve the goal of the Fire Department, necessary funding must be in place and the following objectives met:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that firefighting equipment and available personnel respond to a citizen's call within a reasonable length of time.
4. Provide departmental training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting, and control of emergency situations and to cooperate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all fire protection apparatus, including allied equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - a. Ensure, through fire code inspections, compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations;
  - b. Reducing and/or eliminating fire hazards.
7. May develop and maintain an effective public information system and educational program, with particular emphasis on school children & seniors fire safety programs.
8. Ensure that, in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with federal, provincial, and municipal departments, utilities and agencies, related to the protection of life and property.
10. Develop and maintain a Forest Fire Protection Agreement with the Ministry of Natural Resources and Forestry.
11. Interact with other municipal departments respecting the aspects of fire on any given program.
12. Ensure these objectives are not in conflict with any other municipal departments.

## APPENDIX 'C'

### Fire Department CORE SERVICES PROVIDED Municipality of Temagami

#### Fire Prevention & Education

Fire Departments shall provide, within their administrative areas, fire prevention and public fire safety education services as outlined in the Municipal Fire Prevention Policy, Smoke Alarm Policy, Open Air Burning By-Law and the Forest Fire Protection Agreement and comply with all directives issued by the OFMEM under the authority of the Fire Prevention and Protection Act.

#### Emergency Response Services

Unless otherwise specified, emergency response services shall be provided a single department response, within that department's emergency response area. A multi-department response will be provided, if requested by the home department. For responses outside the municipality, the assisting department shall retain (unless otherwise requested) minimal capacity to respond to a second activation within the municipality.

Emergency response services may be delayed, limited or not provided to areas where access roads are not maintained to allow safe access & egress for large emergency response vehicles (Road Standards - Appendix D).

1. Structure Firefighting
  - Exterior attack/exposure protection; *no interior structural firefighting* operations; no expected rescue
  - Multi-department response to confirmed structure fires
2. Grass, Brush, Forestry Firefighting
  - Fire department response based on the Forest Fire Management Agreement.
  - MNRF provides this service for 99.5% of the Municipality – provides values protection (lives & property) through suppression of forest fires; NO suppression of structure fires; Temagami Fire is the lead department for the Municipal Protection Area
3. Vehicle Collisions, Extrication, Firefighting
  - Emergency response services provided, as per the Rescue Support Plan for the Nipissing East Parry Sound Mutual Aid
  - Daytime duel (multi-department) response may be provided, if required, to address low daytime availability of volunteer firefighters
4. Transportation incidents involving vehicles, aircraft
5. Water & Ice Rescue – Shore Based
  - On waterways/lakes accessible by fire department vehicles.
  - **Departments are not authorized to do in-water or ice-water rescue**
6. Off-Road Rescue:
  - Marten River Fire Department provides limited off-road rescue assistance to EMS & OPP (snowmobile, rescue sleigh, and UTV) within their response area
  - Off-road rescue vehicles may be used, where legally permitted, to support existing services being provided, not intended to be used as a fire suppression vehicle
  - Not provided by Temagami Fire Department
7. Ambulance Assistance
  - Fire Departments may ONLY be activated by ambulance services (EMS)

- Marten River Fire Department: as per the tiered response agreement; provide advanced medical assist, Emergency First Aid, AED, and Oxygen therapy.
  - Temagami Fire Department: assist ambulance services at major incidents, and provides Emergency First Aid and CPR when ambulance services are unavailable for life-threatening emergencies
8. Awareness Level Hazardous Materials
    - Provide a defensive style response until specialized HAZ-MAT team arrives.
    - May provide spill control/containment for minor vehicle fuel/fluids spills/leaks
  9. CO Awareness
    - Respond to alarms / attempt to determine CO levels / ~~locate the source~~; provide safety information to occupants.
  10. Mutual Aid
  11. Police Assistance
  12. Public Utilities Assistance
  13. Public Assistance
    - Subject to the approval of Fire Chief, and the availability of trained fire department members, the department may provide manpower and/or equipment, as long as, in the opinion of the Fire Chief, the ability to provide emergency response is not compromised. Fees for services provided may be requested.
    - PET RESUSCITATOR - Made available at a fire incident for property/pet owner to administer oxygen to pets experiencing breathing difficulties due to smoke inhalation. A department member may assist only if sufficient manpower is available (not assigned to the fire incident) on scene
  14. Community Emergency Plan Participation
  15. Other:
    - EMERGENCY: The departments will respond to other such emergencies (within the department's "trained and equipped" capabilities) as may be deemed necessary by the Fire Chief or designate where immediate action is necessary to preserve and protect life and property.



## **APPENDIX "D"**

### **Private Road Standards**

#### **1. Purpose/Application**

The purpose of this policy is to provide information to property owners on private or un-assumed roads as to the standard that private roads shall be maintained in order to receive Municipal Fire Services to their property

**Private roads not maintained to the standards established herein may have emergency response services withdrawn, or receive a significantly delayed and diminished level of response.**

#### **2. Definitions**

Private Road – means any crown or private road, lane, ramp, un-assumed Municipal road allowance, or other means of vehicle access to or from a building or structure and may include part of a parking lot.

Dead-end-driveways are defined as dead-end roads over 150 feet in length serving a single residence.

#### **3. Private Road Standards**

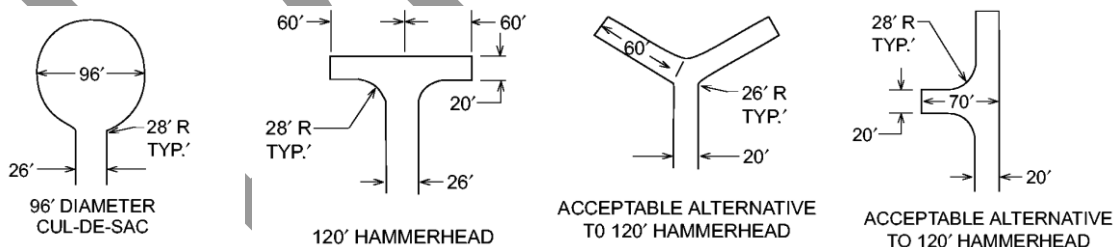
The private road standard must meet the following requirements:

- a. Have a clear width of not less than 6m (19'8")
- b. Have an overhead clearance of not less than 4 meters (13'6")
- c. Have a minimum curve radius of 14 m (45') on all curves in the roadway
- d. Have a turnaround facility for any dead end road that allows for the parking and turning around of two 30' fire vehicles.
- e. Dead end driveways exceeding 90m (295') from a public thoroughfare shall be provided with a turn around facility sufficient to allow for turning around of fire department vehicles
- f. Driveways and Single lane roads that are in excess of 120 meters (400') shall provide 6m (20') wide by 12m (40') long turnouts at a maximum spacing of ½ the driveway length or 150m (500'), whichever is less. Wherever visibility is limited, these distances should be reduced appropriately.
- g. Have a change in gradient of not more than 1 in 12.5 over a minimum distance of fifteen (15) meters.
- h. The average road grade shall not exceed 12% and no grade shall exceed 15% gradient
- i. Have an unobstructed path of travel for the firefighter from the vehicle to the principal entrance or entrances which shall not exceed sixty (60) meters.
- j. Be designed to support the expected loads imposed by firefighting apparatus and be surfaced with material designed to permit accessibility under all climate conditions. The structural section of the road shall be designed to support 50,000 pounds of vehicle weight.

- k. Bridges on private roads must be engineered to withstand the weight of the aforementioned apparatus and must be inspected by an engineer every ten years to certify the weight allowance.
- l. Private roads are to be maintained free of pot holes, snow, ice, and foreign debris. Appropriate cross drainage shall be provided to prevent ponding on the road.
- m. Private roads that provide access to more than one property cannot be obstructed by a fence or other mechanism that may impede through traffic.
- n. Damage to emergency service vehicles resulting from the lack of adherence to this policy will result in the owner being liable for all vehicle towing and/or repair costs. Notwithstanding, if the owner does not pay forthwith, the associated costs may be incorporated into their annual property taxes.
- o. Have the Civic Address prominently displayed in accordance with Municipal Bylaw

#### 4. Turnaround Facilities

- a. Turnarounds must be of sufficient size to permit the parking of a single Fire truck (30') with sufficient area remaining to permit the entry and turning around of a second (30') Fire truck /water supply vehicle.
- b. Turnarounds must not exceed 5% in slope
- c. Sample designs for turnaround facilities:
  - All lengths are the minimum acceptable length and widths to permit an optimal fire response of a single fire attack vehicle with sufficient room to allow for water supply vehicles to support fire suppression.
  - Sizes shown are for optimal emergency fire service delivery and have very limited provisions for resident parking
  - Cul-de-sac may reduced to 80' diameter with NO parking provisions





**Corporation of the Municipality of Temagami  
Memorandum to Council**

**Memo No.**  
2021-M-017

**Subject:** Advocacy for Reform - MFIPPA Legislation

**Agenda Date:** February 11, 2021

**Attachments:**

**RECOMMENDATION**

That that the following motions be passed in support of a request to review and reform of the Municipal Freedom of Information and Protection of Privacy Act:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Temagami, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

AND FURTHER THAT The Corporation of Temagami send a letter to Premier of Ontario Doug Ford, Honourable Lisa Thompson, Minister of Government and Consumer Services , Honourable Steve Clark, Minister of Municipal Affairs and Housing, Patricia Kosseim, Information and Privacy Commissioner of Ontario, Gradon Smith, President, Association of Municipalities of Ontario, AMCTO Legislative and Policy Advisory Committee and Local MPP's Office acknowledging the need for a review and change of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### **INFORMATION**

Many clerks across Ontario have been expressing their frustrations and remarking on their experiences with MFIPPA legislation over the years, and have been looking for a mechanism to affect change.

A meeting was held with the Information and Privacy Commissioner (IPC) Senior Management Team to understand their successes and appreciate their challenges, and in September of 2019, a committee formed with the support of the Simcoe County Clerks & Treasurer's Association (SCCTA). The committee determined a mandate to seek changes to MFIPPA, improve interactions with the Information and Privacy Commissioner's Office, and improve public education on the legislation.

The members of the committee include:

Pam Fettes, Director, Legislative Services/Clerk, Township of Clearview  
John Daly, Director, Statutory Services/Clerk, County of Simcoe  
Dina Lundy, Director, Legislative Services/Clerk, Town of Wasaga Beach  
Karen Way, Clerk, Township of Georgian Bay

This committee has worked diligently over the past 14 months to examine the legislation, identify the problems that are faced by administrators and taxpayers, and come up with recommendations for reform. A presentation of our findings was developed and delivered before the Honourable Lisa Thompson, Minister of Government and Consumer Services in early October. The presentation was positively accepted, and we were encouraged to continue our advocacy locally and through other agencies and associations.

Throughout the past two months, the presentation has been delivered to the Association of Municipal Clerks and Treasurers (AMCTO) Legislative and Policy Committee, and several municipalities and Counties across Ontario. As we continue to deliver the presentation, we continue to gain support, and hear of further experiences and frustrations that confirm our findings.

## **DISCUSSION**

The legislation dates back 30 years, and in this time we have seen drastic changes in government operations, public expectations, accountability and transparency measures, technology, and other legislations. MFIPPA has not been revised to keep up with the progressions that have occurred over the years.

The committee is advocating for the following changes:

1. Create a Communication Portal to provide a connection between the IPC and institutions to enhance communication, facilitate requests for documentation, process enquiries, and track status of appeals. (similar to those of the Local Planning Appeal Tribunal and the Municipal Property Assessment Corporation).
2. Designate the Clerk as the 'head' under the Act. Few municipalities do not have the clerk designated. It makes sense that the statutory officer responsible for the municipality's records, is also the person that would make determinations on access based on the legislation. In our research, PEI and Nova Scotia have already made this change.
3. Create a Stakeholder Advisory Committee representing different interest groups to provide advice to the Information and Privacy Commissioner on public education, policy and identifying emerging issues affecting access and privacy.
4. Require Routine Disclosure Policies be adopted, and develop a template through coordination of the IPC office, and AMCTO to share collective expertise, allowing for a level of consistency across the province.
5. Update the threshold for frivolous and vexatious actions and take in to consideration the community and available resources, as well as that the anonymity of requestors, their abusive nature and language to ensure protection from harassment as provided for in the Occupational Health and Safety Act.
6. The application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process. Currently there are only two steps in the process that are recoverable – searching and preparing records for disclosure. Appeals can be lengthy and costly and yet those costs are not recoverable.
7. The regulation be updated to address current and emerging technologies. Most computers do not support CD-ROMs.
8. The administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized.

## **CONCLUSION**

Modernization of the legislation, with open and transparent processes, resources for administrators and requestors, communication and technology improvements, administrative practice improvements, and respect and accountability for the taxpayer are desperately needed. The Time for Change is now. Should Council adopt the recommendation put before you today, it will be circulated to clerks across the province, local MPPs, the Minister of Consumer Services, the Minister of Municipal Affairs and Housing, the Information and Privacy Commissioner of Ontario, the Association of Municipalities of Ontario (AMO), and the Association of Clerks and Treasurers of Ontario (AMCTO).

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**



CLEARVIEW



# Time for Change

**Municipal Freedom of Information  
and Protection of Privacy Act**



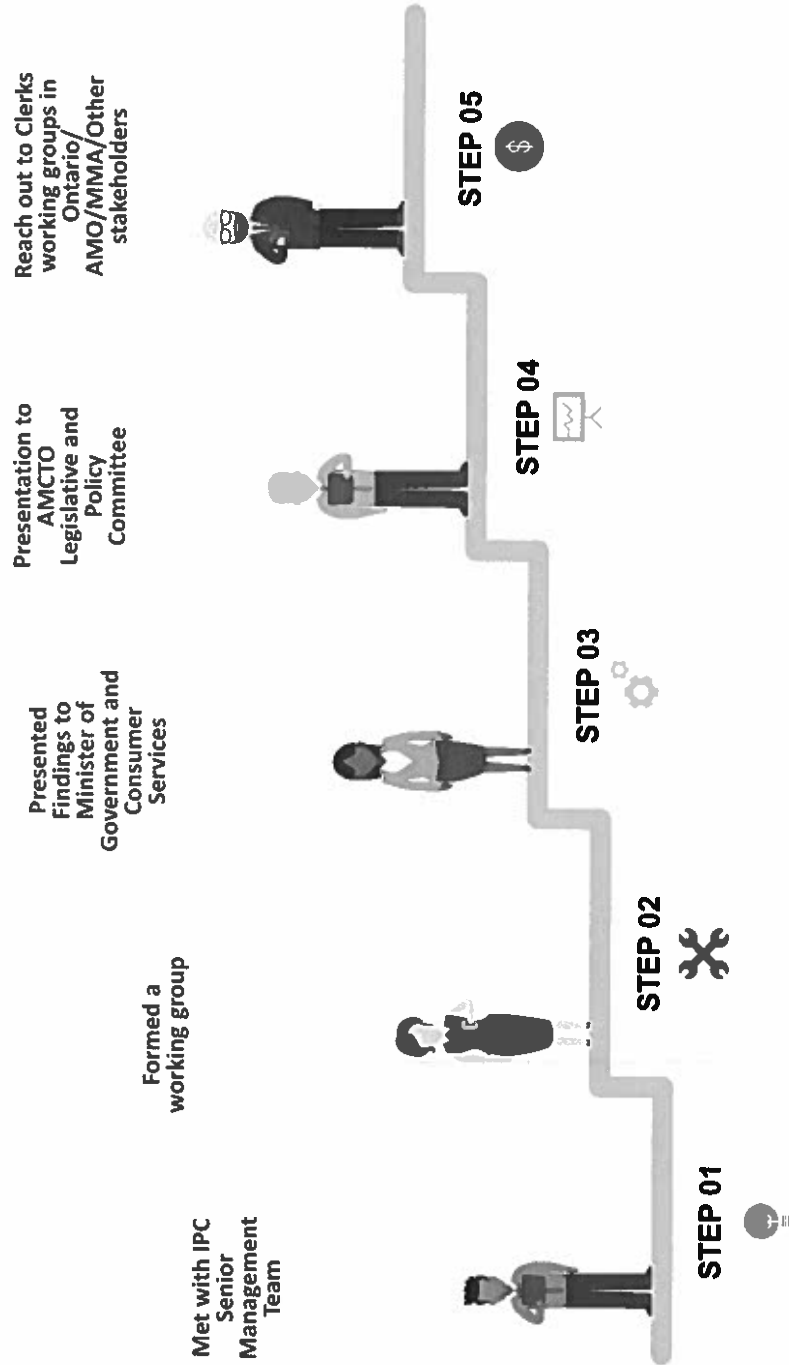
# Committee Members

---

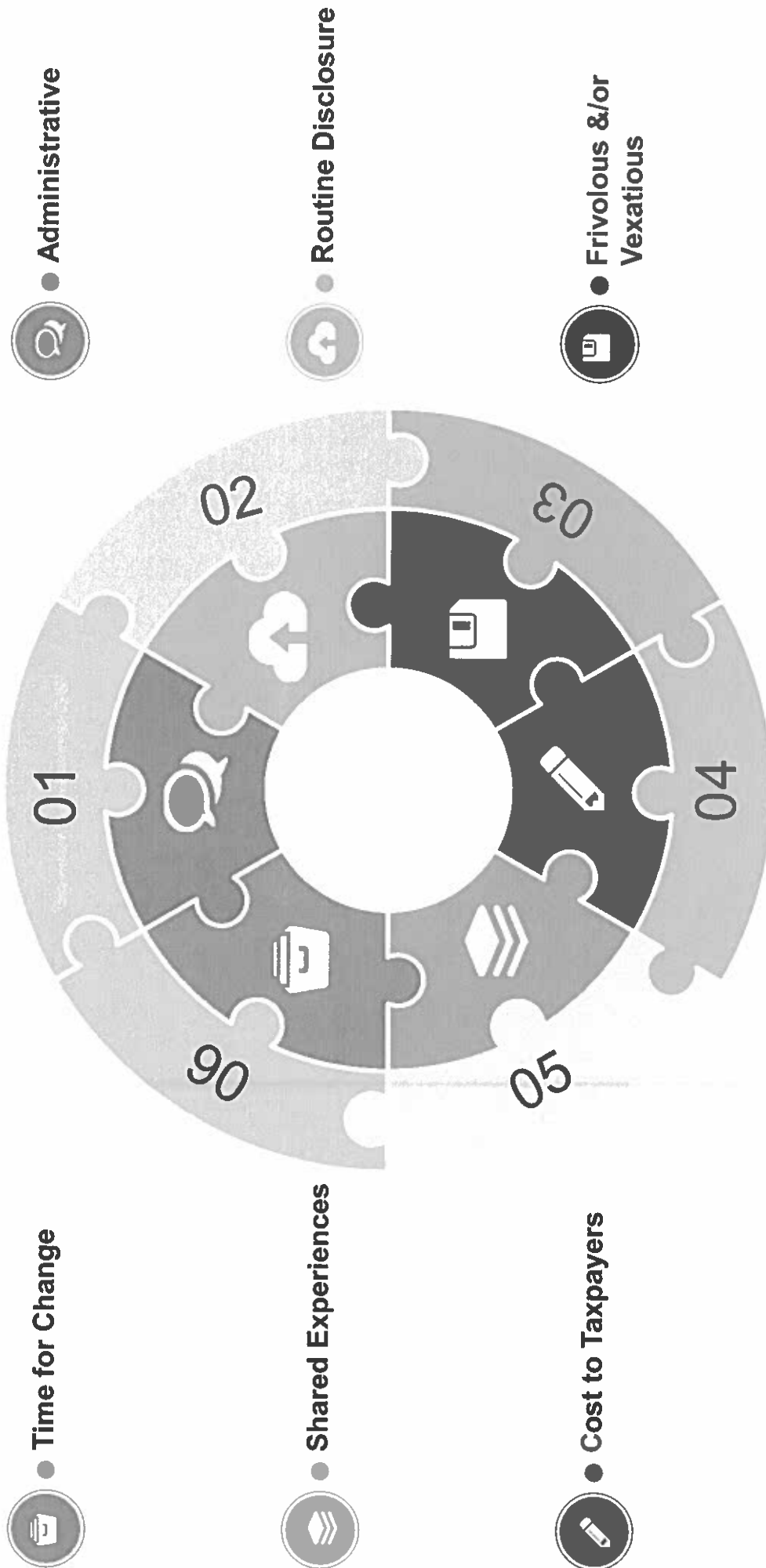
- **John Daly, Director, Statutory Services/Clerk**
  - County of Simcoe
- **Pamela Fettes, Director, Legislative Services/Clerk**
  - Township of Clearview
- **Dina Lundy, Director, Legislative Services/Clerk**
  - Town of Wasaga Beach
- **Karen Way, Clerk**
  - Township of Georgian Bay



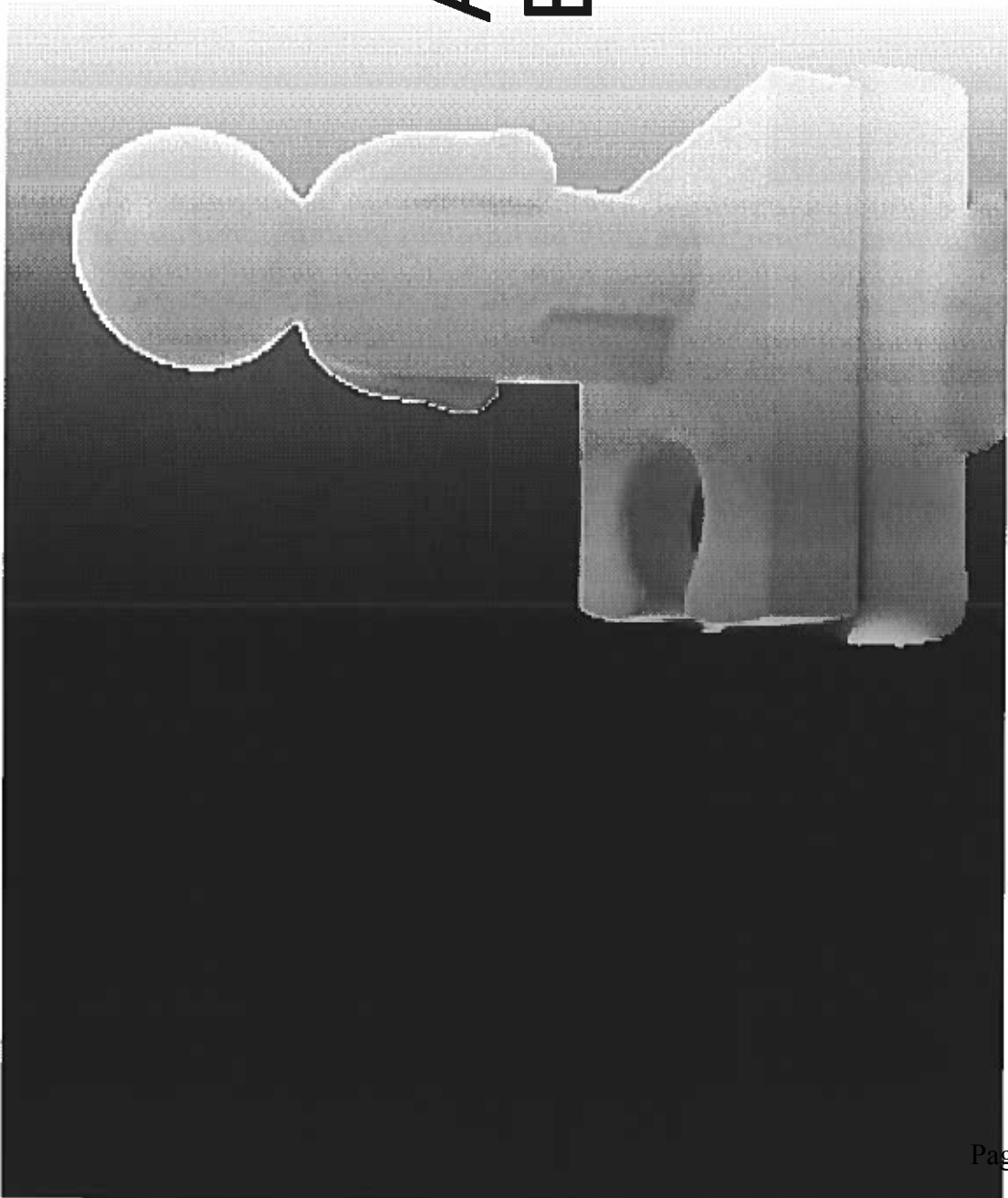
## How did we get here?



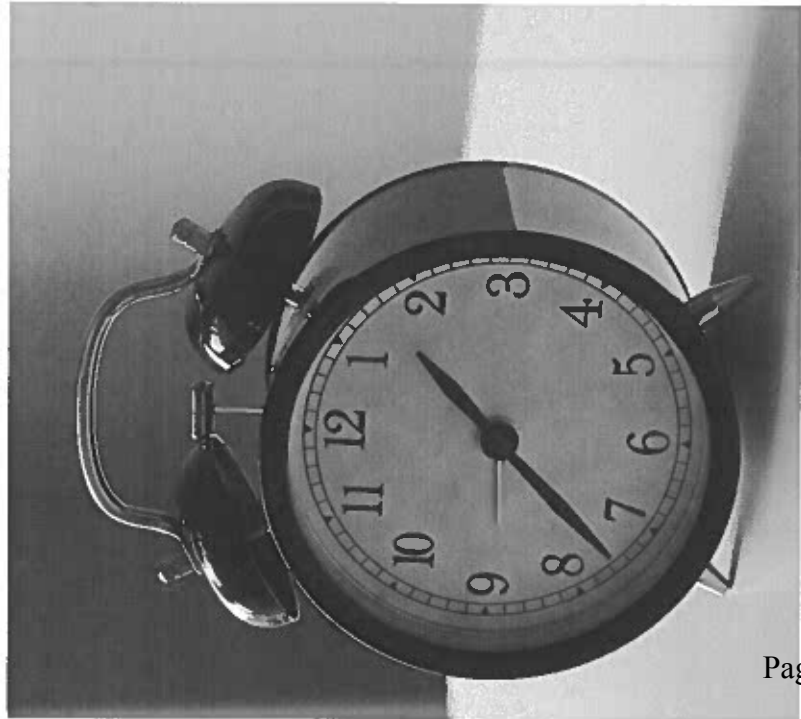




# Administrative Efficiencies

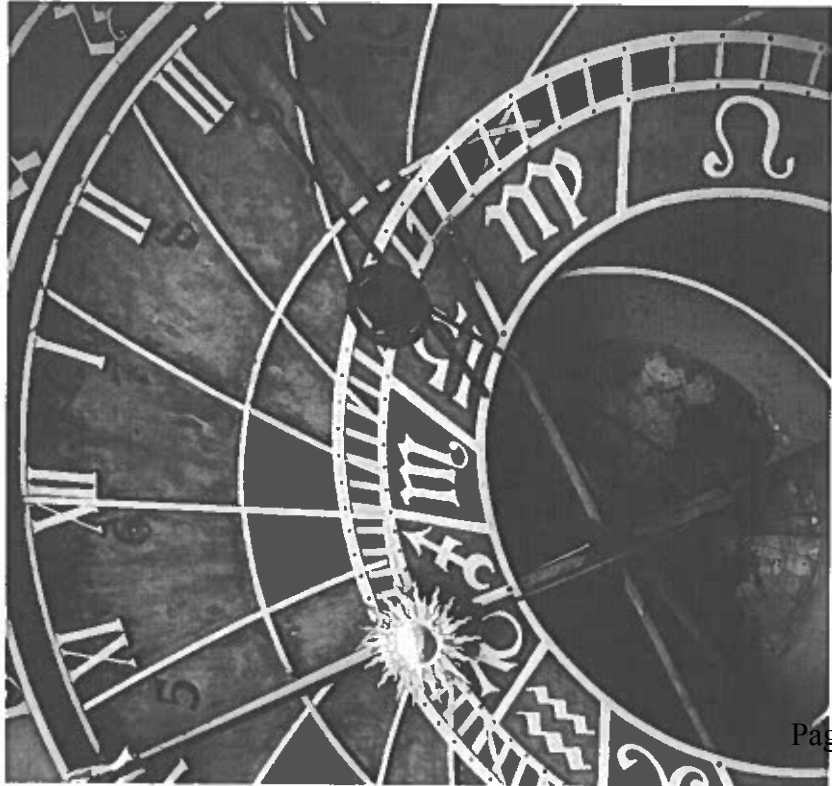


# Age of Legislation – Time for Review



- Inception of legislation dates back 30 years.
- Government operations, public expectations and legislative parameters for accountability and transparency mandates have dramatically changed.
- The creation, storage and utilization of records has changed significantly.
- Reform is needed to address societal and technological changes in addition to global privacy concerns.

# Forms and Communications



- **IPC Forms need to be updated:**
- Update form to include email address, preferred method of contact and include the fees charges outlined in Regulation 823.
- Requirement to fill out institution's designated form to ensure accuracy of all information including contact information.
- Update communication methods between all parties

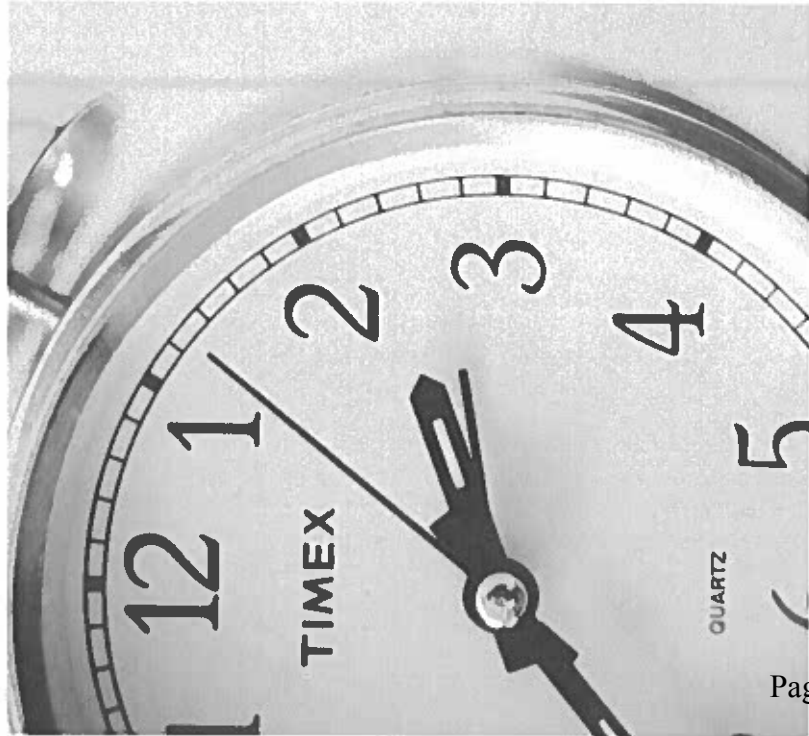
# Communication Portal

- Current means of communication – telephone, fax or mail.
- Create a portal – Find out the status of your file! (similar to LPAT and MPAC)

Institution Name	Request Number	Appeal Number	Status	Assigned IPC Staff	Documents

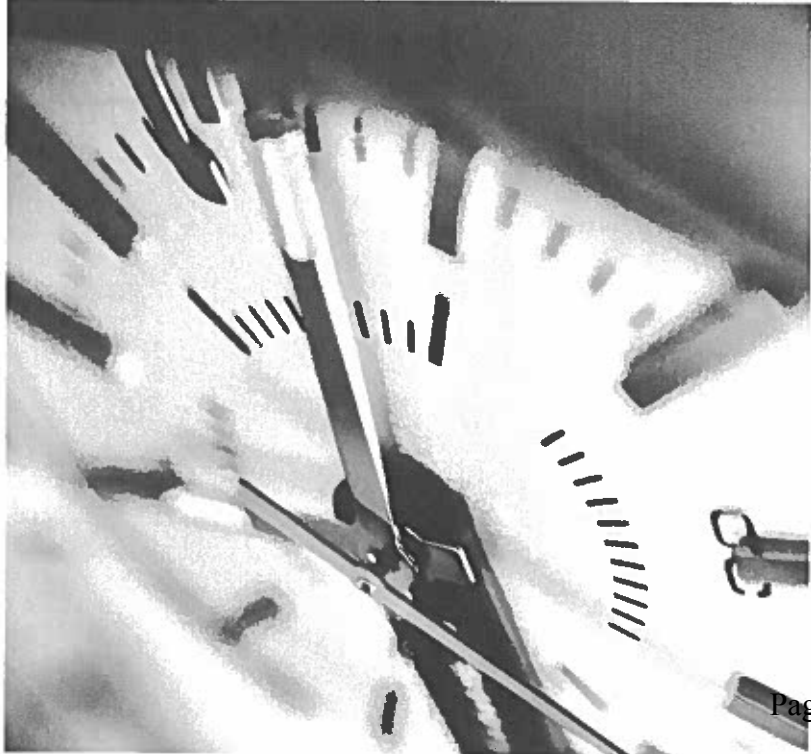
- Ease of access
- Continuity of service delivery
- Transfer files through encryption
- Determine status of various appeals
- Access documents sent by the IPC Office
- Save postage costs
- Modernization of government services

# Head under the Act



- Under section 253(1) of the Municipal Act, 2001, as amended, the Clerk is responsible for all corporate records and public access to them.
- Municipal Clerk serves as a Corporate Officer and the responsibilities associated with the Corporate Officer position.
- Other provincial jurisdictions such as PEI and Nova Scotia, the role of “Head” rests with Officers of the corporation rather than the elected level.
- Removing the “political” reference to head reflects the nature of access to information from political to administrative.

# Stakeholder Advisory Committee

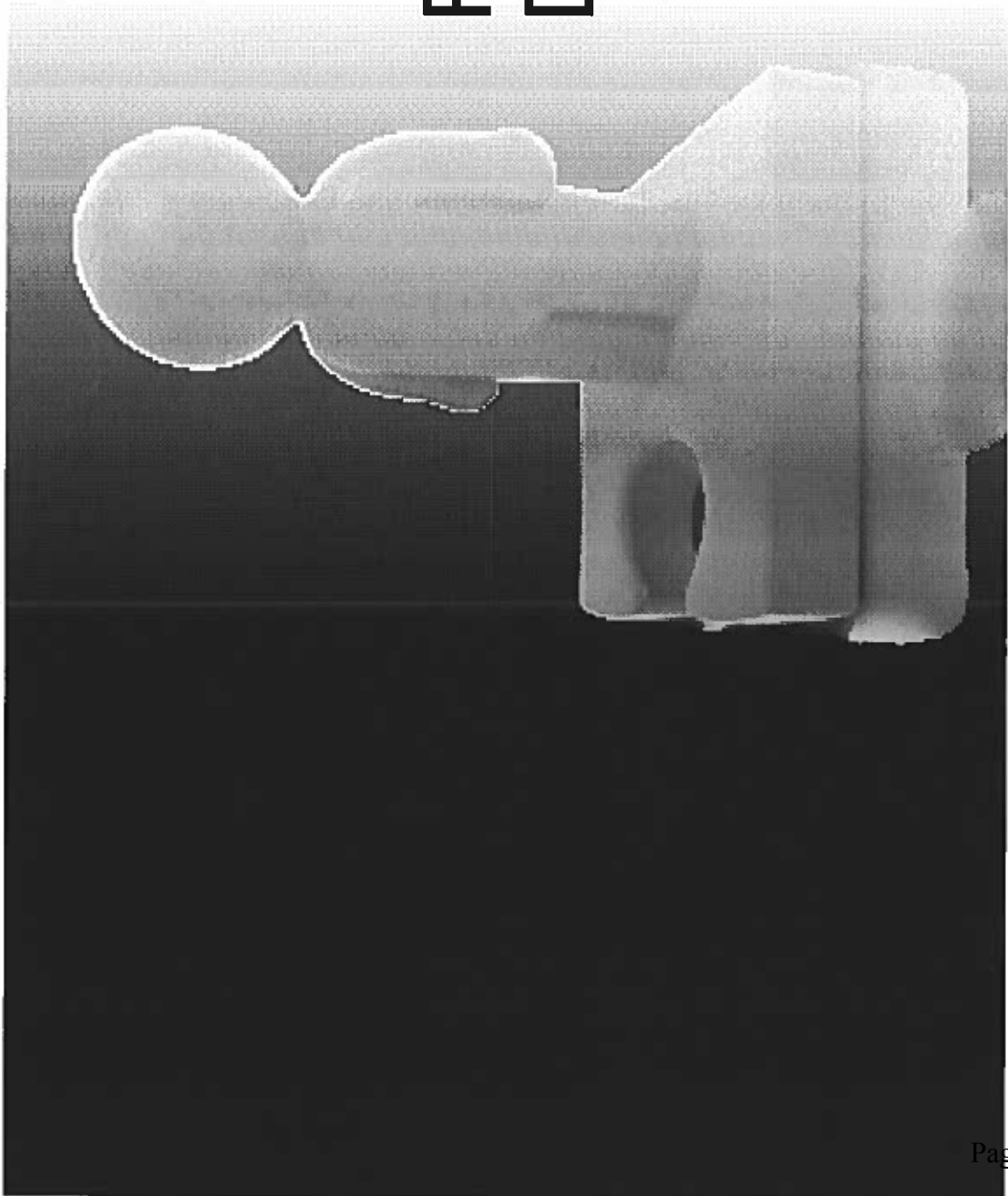


- Advisory board/committee be formed representing different interest groups to provide advice to the Commissioner on public education, policy and identifying any emerging issues affecting access and privacy.

## **Benefits:**

- Offers different perspectives
- Act as ambassadors for IPC Office
- Serve as a viable connection between public institutions, interest bodies and IPC.

# Routine Disclosures





# Routine Disclosure

Many municipalities have developed their own routine disclosure policies.

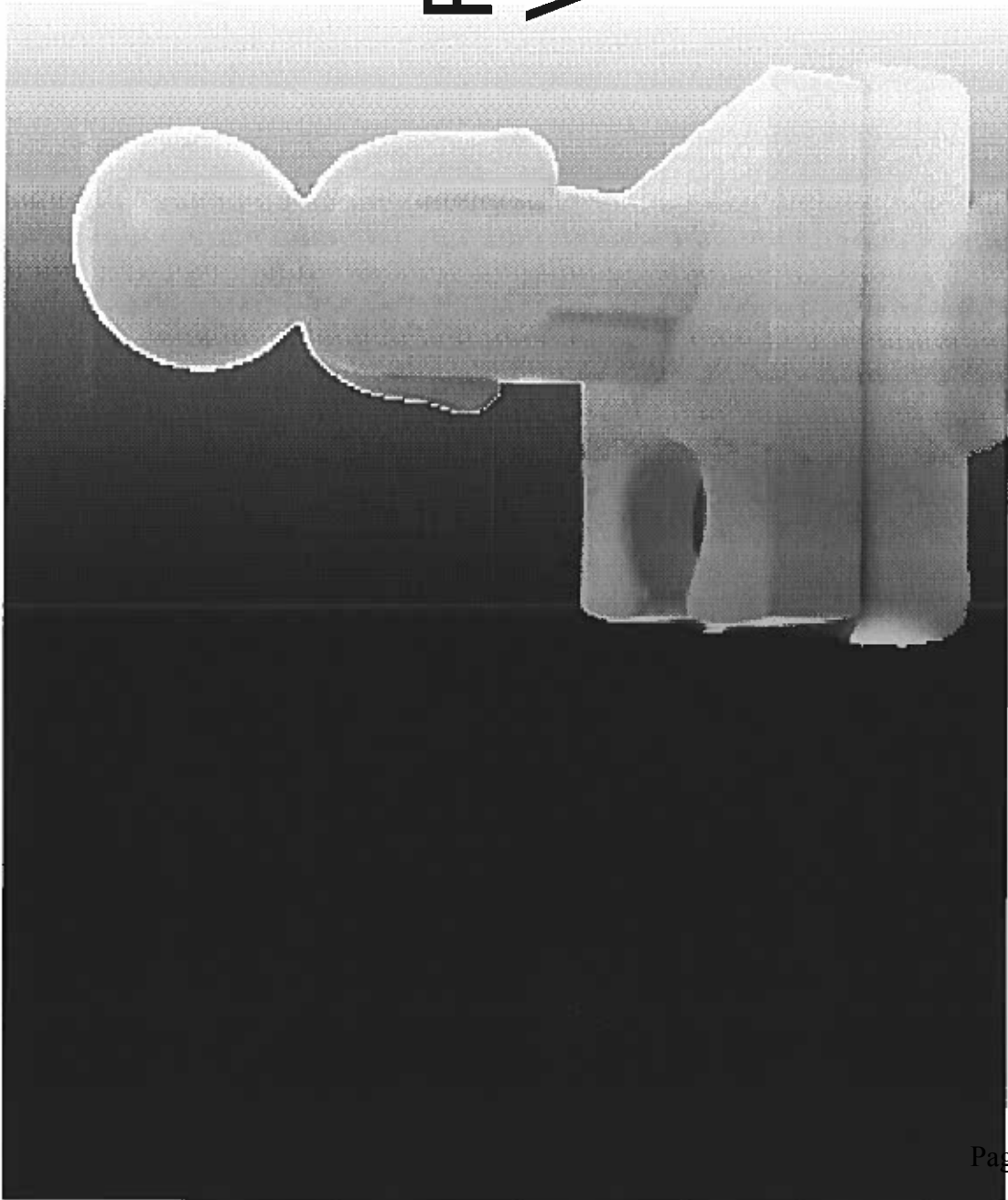
It is time for routine disclosure policies to exist in all municipalities across Ontario.

Encourage the IPC Office to work with AMCTO to offer a template of routine disclosure policy based on shared collective experience between both offices.

Better user experience

Transparent and accountable to all ratepayers across the Province

# Frivolous and/or Vexatious



# Frivolous and/or Vexatious - Threshold

- The threshold used to establish frivolous and vexatious is set out in M-850 and MO-2488. In the last case, the requester sent over 300 emails within a 6-month period in addition to submitting 54 requests with 372 parts over a two-year period. The requester submitted his access requests to the City of Vaughan.
- Requests similar in scope, even by division of  $\frac{1}{2}$  or  $\frac{1}{3}$  would place substantial strain or hardship on municipal operations.
- Disadvantages other requesters access to records and municipal operations.
- Specify a new reasonable threshold based on the municipal legislative framework.

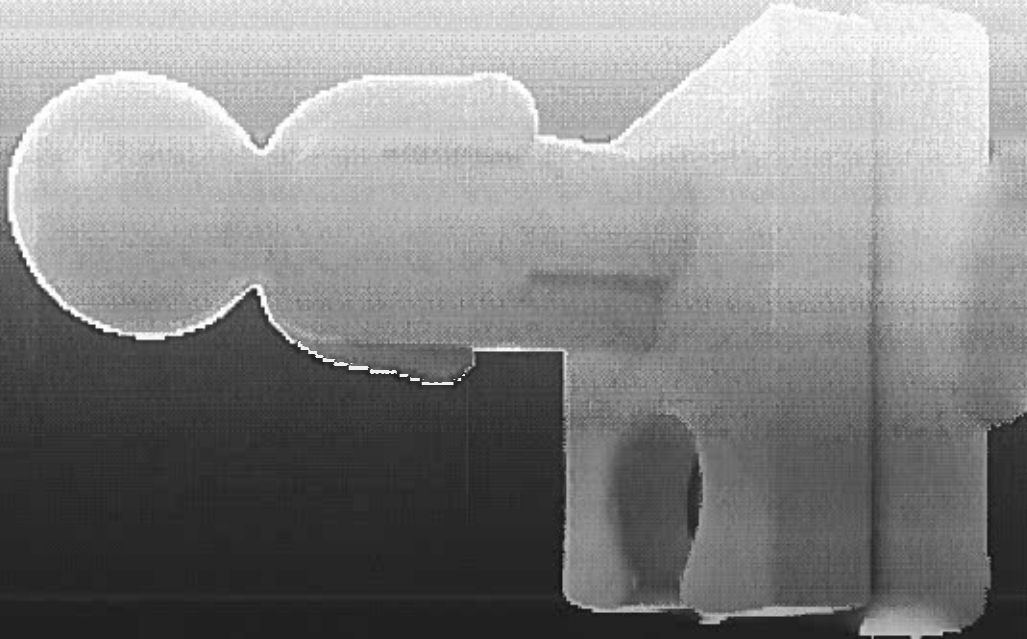
# Frivolous and/or Vexatious – Appeal Process

- In Ontario, when a request is deemed frivolous and/or vexatious, the municipality is required to provide reasons for this designation.
- It is at the sole discretion of the requester to appeal the decision. Appeals can be labour intensive and costly to all taxpayers.
- In Alberta, Newfoundland and Quebec, the public body may apply directly to the “IPC office” to disregard a request made in bad faith or that would unreasonably interfere with the operations of the public body for various reasons.

# Frivolous and/or Vexatious - Harassment

- Using requests to harass employee(s) performances.
- Contradicts anti-harassment and safe workplace legislation.
- If public institution does not process request based on the wording of the request, upon appeal it would be treated as a deemed refusal.
- In these circumstances, the municipality needs to make a decision to either support the staff person or process the request.

# Costs to Taxpayers



# FOI Request Process – Basic Request

## **Steps to Respond**

- Acknowledgement Letter
- Notifies Relevant Staff
- Cursory Search
- Provide Fee Estimate
- Conduct Full Search
- Review for Personal Information
- Label and Number Records
- Responsive Documents List (index)
- Redact and Copy Records
- Notice of Decision
- Release

## **Steps with Recoverable Fees**

- Acknowledgement Letter
- Notifies Relevant Staff
- Cursory Search
- Provide Fee Estimate
- Conduct Full Search
- Review for Personal Information
- Label and Number Records
- Responsive Documents List
- Redact and Copy Records
- Notice of Decision
- Release

\* Does not include third party notification or appeal.

# Unaccounted Fees and Charges

---



Length of process  
and closure of files



Secondary  
searches of records  
from IPC



Allocation of staff  
resources



Legal Fees



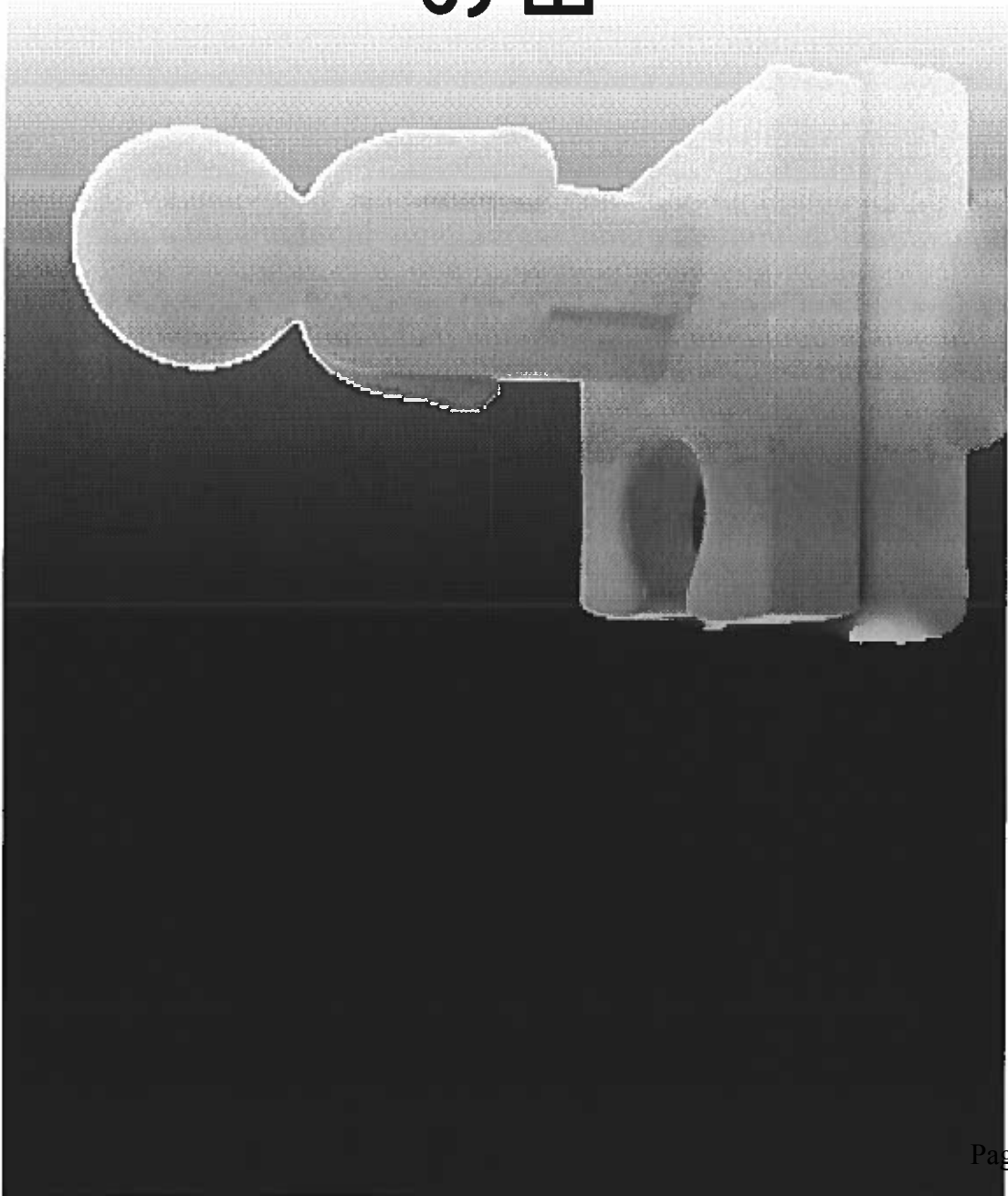
Records for future  
litigation



Limited fee structure  
places burden on  
collective tax base



# Shared Experiences



## Length of Time to Resolve Appeals

- Case MA15-632 – Concerns Contentious and Heavily Litigated matter in the municipality.
- Between Staff time, Resources and Legal expenses, the Municipality has spent **\$25,000 +**
- The Township collected **\$1,035.00** (34.5 hours).
- The Appeal is yet to be resolved.
- No further fees can be collected through the appeal process.

# Frivolous and/or Vexatious Requesters

- One Requester has asked for 790 since 2011 through the FOI Process.

Year	Requests	Collective items requested
2011	2	27
2012	2	46
2013	3	48
2014	8	124
2015	8	198
2016	2	25
2017	8	103
2018	7	56
2019	4	50
2020	11	113

# Harassment

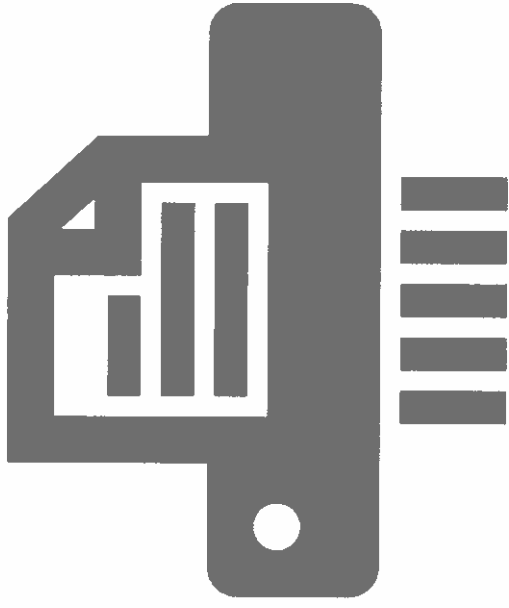
- Uses colourful language to provide his opinion of staff's intelligence, competency, professionalism and integrity.
- States there will be legal repercussions if we don't do the following....
- Has accused one of our staff of using his snow plow as a "weapon"
- In one FOI went to the staff directory and listed everyone from the CAO to public works employees requesting their Law Society of Upper Canada Registration Number.
- Has submitted costs for his time and effort to put together FOI's to submit.
- Follow up correspondence from Requests to staff, council, media, etc. suggests further complaints will be filed or have been filed with Attorney General, OPP, Minister of Municipal Affairs, etc. for "privacy issues and/or breaches" he alleges occurred by the Clerk or other staff/council members.

**Madam – you are a disgrace to this community and to the civil service as a whole, it's no wonder that people have no respect for the staff at Clearview.**

Have a great weekend

# Is it Procedural or Procedural?

- Wanted a copy of the “Procedural by-law” not a copy of the “Procedure by-law”
- Explained it was the same document through mediation.
- Provided examples of how the terms are used interchangeably
- Provided an email where the appellant had called the “Procedural by-law” the “Procedural By-law” and quoted sections.
- The Appellant provided an email from the Clerk calling it the “Procedural By-law”
- Conclusion – did not meet the frivolous and/or vexatious test.

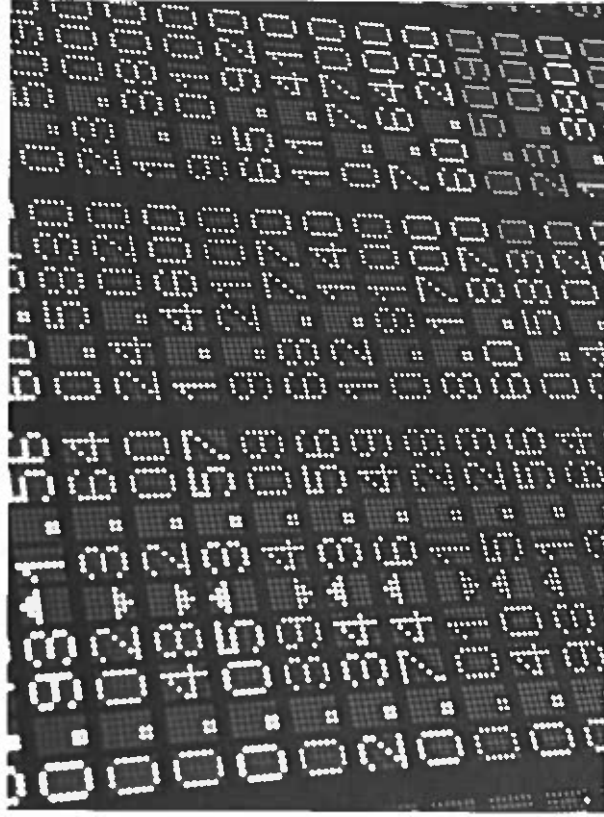


## Private Investigation of Head

- Appellant conducted a substantial background check on Clerk
- Included information not easily obtained by a google search
- IPC accepted information
- Much of the information was inaccurate
- To defend the integrity of the Head, legal counsel was hired at the expense of other taxpayers to defend the Clerk and the integrity of their position as Head of MFIPPA to the IPC Office.

## Appellant Decision to close the file

- Filed an appeal
- Municipality has done 3 searches
- Reverification of documents (no cost recovery)
- Per search 10-15 hours

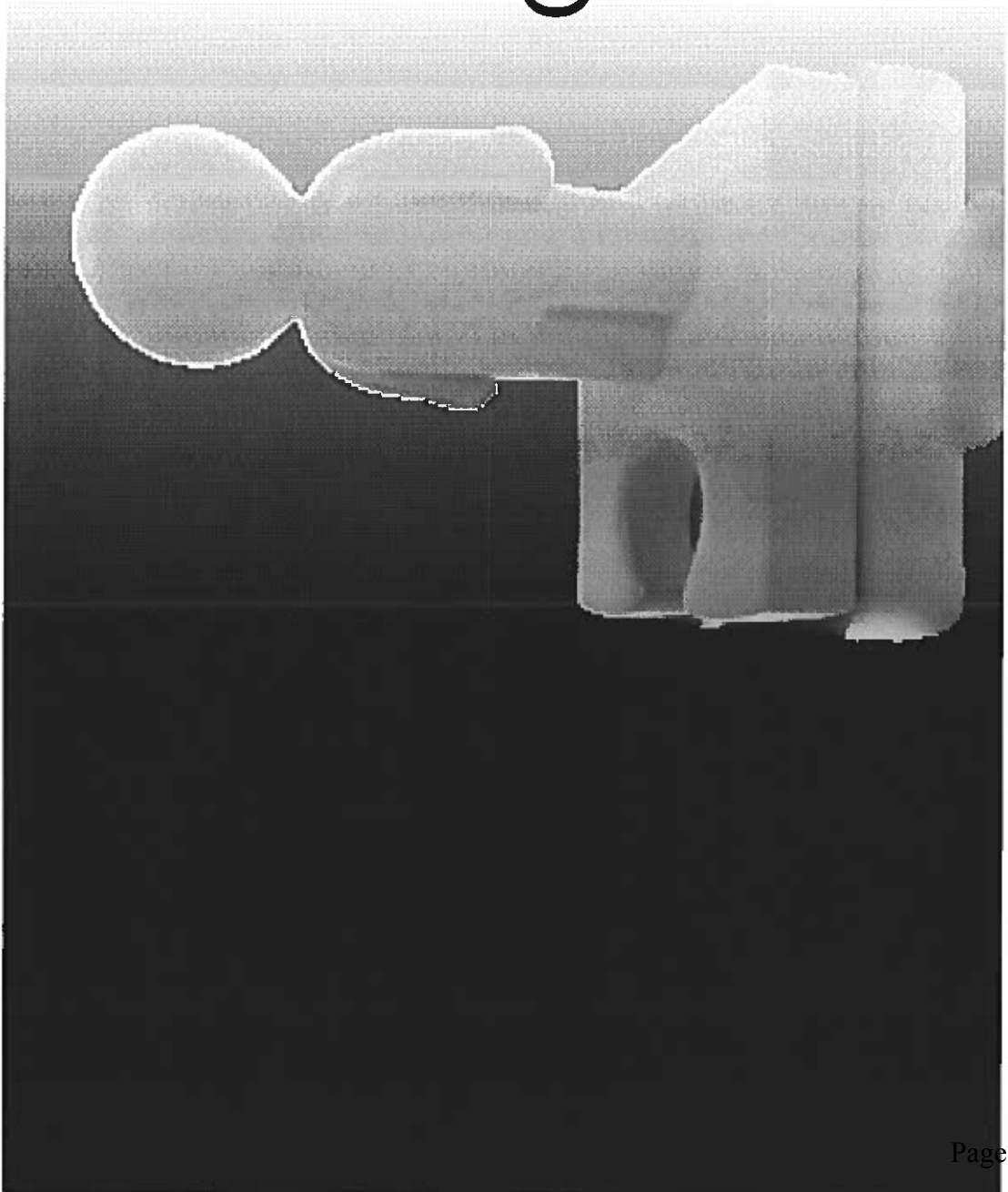




## Risk to Public Safety

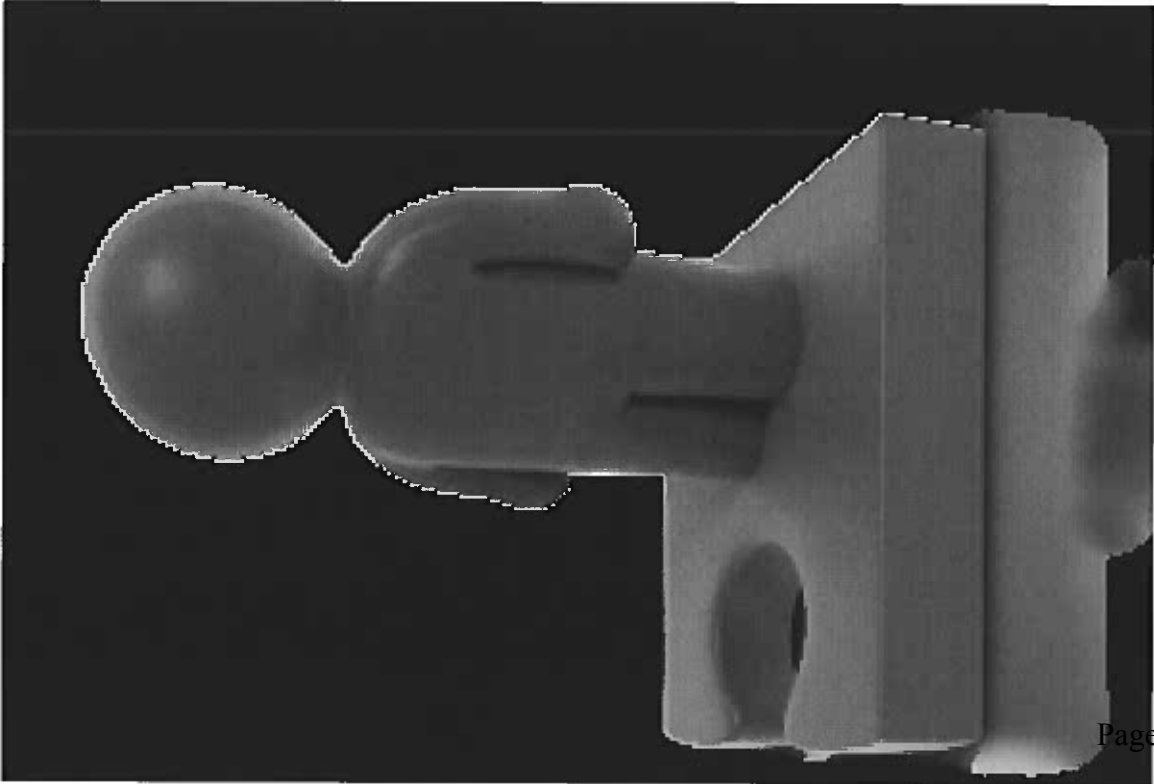
- Request for design of house of another resident
- Clerk denied based on security of the property
- Requester appealed decision and IPC wanted to release document
- No immediate or known threat to releasing floor plan of house due to no written threats but there was a history of conflict and confrontation between the two parties.
- Cannot always be imaginary and fanciful
- Under legislation could not release who was requesting the documents.

# Further Considerations



## Further Consideration s


- Requester name should be public when asking for general records to match other legislation.
- IPC decisions that impact other legislation should be addressed across all Ministries.
- If a record has been destroyed in accordance with the retention policies should not be required to do additional searches of servers, etc for the record.



# Time for Change

---

- The Province needs to hear from local Clerks directly. Please consider writing a letter of support to request a Provincial Review of this legislation.
- Ministry of Government and Consumer Services
- Ministry of Municipal Affairs
- Ministry of the Attorney General
- AMO
- AMCTO

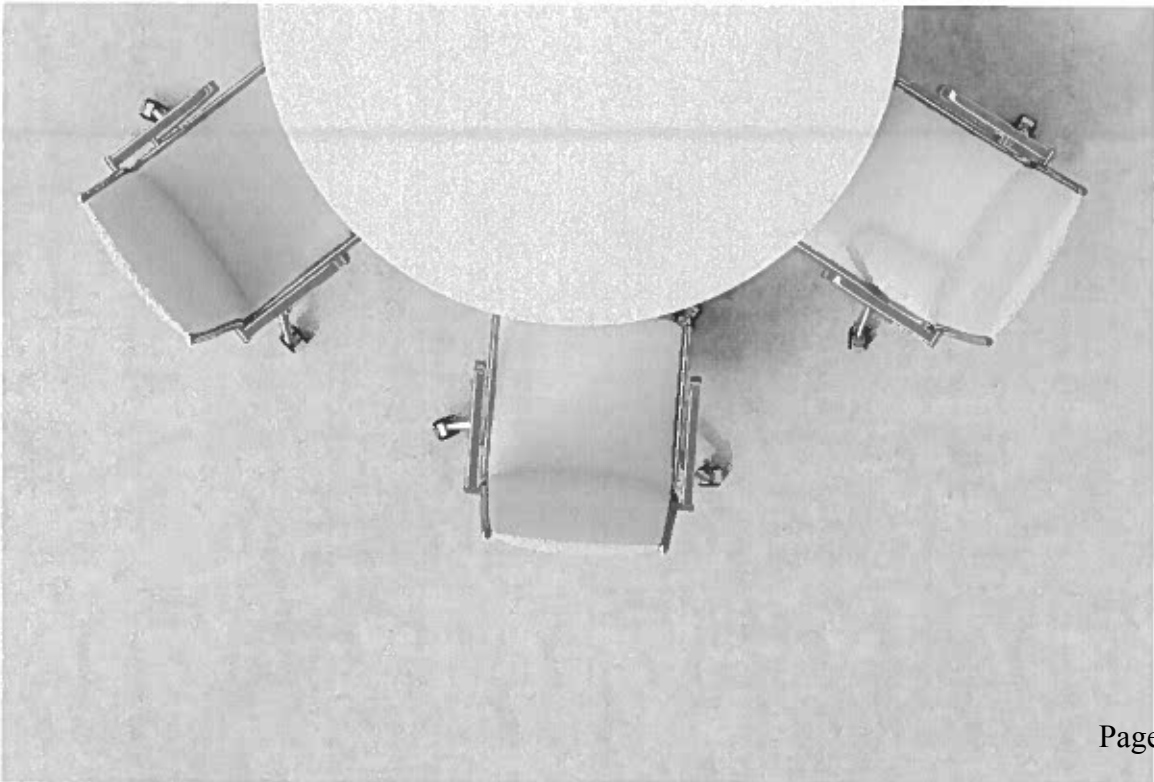


**Change  
happens when  
enough people  
speak up in the  
same voice.**

# Committee Members

---

- **John Daly, Director, Statutory Services/Clerk**
  - County of Simcoe
- **Pamela Fettes, Director, Legislative Services/Clerk**
  - Township of Clearview
- **Dina Lundy, Director, Legislative Services/Clerk**
  - Town of Wasaga Beach
- **Karen Way, Clerk**
  - Township of Georgian Bay





**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-016

**Memorandum to Council**

**Subject:** Ombudsman Report

**Agenda Date:** **February 11, 2021**

**Attachments:** Ombudsman Report

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the report from the Ombudsman dated February 2021;

AND FURTHER THAT Council direct Staff to prepare a report addressing the recommendations made by the Ombudsman.

**INFORMATION**

A report has been received from the Ombudsman following complaints related to closed sessions of Council. Council is required to receive this report in open session and by doing so, the report is treated as public information. This means that the report is included in the agenda package of this meeting which is available to the Public. Should a member of the Public wish a printed copy, our normal photocopy rates would apply.

The Ombudsman makes 6 recommendations in this report. Staff can prepare a report, for Council's consideration, on how these recommendations will be addressed.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



## **Ombudsman Report**

Investigation into complaints about  
closed meetings held by the Municipality  
of Temagami

**Paul Dubé**  
**Ombudsman of Ontario**  
**February 2021**



## Complaints

- 1 My Office received complaints that council for the Municipality of Temagami (the “Municipality”) held meetings on June 13 and November 7, 2019 that did not fit within the closed meeting exceptions in the *Municipal Act, 2001*<sup>1</sup> (the “Act”). The complaint about the June 13 closed session alleged that council’s discussion about a harassment complaint did not fit within the exceptions. The complaint about the November 7 meeting alleged that council’s discussion about an integrity commissioner investigation did not fit within the exceptions.
- 2 My Office also received a complaint that seven council meetings in 2019 and 2020 did not adhere to the open meeting rules. The meetings took place on June 13, August 8, October 17, November 7, and November 28, 2019, and January 28 and March 12, 2020. In particular, the complaint alleged that notice for the meetings was insufficient and that the meeting minutes were incomplete.

## Ombudsman jurisdiction

- 3 Under the *Municipal Act*, all meetings of council, local boards, and committees of council must be open to the public, unless they fall within prescribed exceptions.
- 4 As of January 1, 2008, the Act gives citizens the right to request an investigation into whether a municipality has complied with the Act in closing a meeting to the public. Municipalities may appoint their own investigator. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 5 The Ombudsman is the closed meeting investigator for the Municipality of Temagami.
- 6 In investigating closed meeting complaints, we consider whether the open meeting requirements of the Act and the municipality’s governing procedures have been observed.
- 7 Our Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was

---

<sup>1</sup> SO 2001, c 25.

created to provide easy access to the Ombudsman's decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be discussed in closed session, as well as issues related to open meeting procedure. Summaries of the Ombudsman's previous decisions can be found in the digest:  
[www.ombudsman.on.ca/digest](http://www.ombudsman.on.ca/digest).

## Investigative process

- 8 On November 26, 2019, we advised the Municipality of our intent to investigate the November 7, 2019 meeting, which was a special meeting of council. On February 26, 2020, we advised the Municipality of our intent to investigate the June 13, 2019 meeting. On October 22, 2020, we advised the Municipality of our intent to investigate the meetings on August 8, October 17, and November 28, 2019, as well as on January 28 and March 12, 2020.
- 9 Members of my Office's open meeting team reviewed relevant portions of the Municipality's by-laws and policies, and the Act. We reviewed the meeting records from the meetings in question. We interviewed members of council, the Clerk, and the Treasurer/Administrator.
- 10 The Municipality audio records its open and closed council meetings. We obtained and reviewed the recordings of the meetings, which greatly assisted in our investigation. We commend the Municipality of Temagami for its practice of audio recording closed meetings, as this provides investigators with an accurate and complete meeting record.
- 11 My Office received full co-operation in this matter.

## June 13, 2019 closed meeting of council

- 12 Council held a regular meeting on June 13, 2019. According to the meeting agenda, a closed session was scheduled to occur prior to the meeting's open session.
- 13 The audio recording of the meeting does not capture council's resolution to proceed *in camera*. In addition, the open session minutes do not record the resolution to move *in camera*, but state that "having passed the appropriate resolution in open session, Mayor O'Mara called the closed session to order".

- 14 The closed session minutes record that council discussed two items under the “personal matters” and “litigation or potential litigation” exceptions to the open meeting rules. One of the items discussed was a staff report titled “Harassment Claims Update”. The Clerk told our Office that the exception for litigation or potential litigation applied to the agenda item “Update on Freedom of Information Process”, while the exception for personal matters about an identifiable individual applied to the item “Harassment Claims Update”.
- 15 The audio recording of the closed meeting captured council’s discussion regarding the harassment claims update. The Mayor informed council that the Municipality had received a workplace harassment complaint and the complaint would be referred to an external investigator. The Mayor indicated that the nature of the complaint and the identity of the individuals involved were confidential. He stated that he could not provide any further information to council in order to protect the integrity of the complaint process.
- 16 The discussion also included a brief period of questions from council members. One council member asked about potential costs associated with an external investigation. Another council member asked about the status of other ongoing investigations into harassment complaints. The Mayor and staff responded to the questions.
- 17 The identities of the persons involved in the harassment complaint were not disclosed during the closed session. However, five individuals we interviewed told us that they knew who was involved, including who made the complaint. Some of the people we interviewed said they were already aware of the facts surrounding the complaint, and others told us they were able to “read between the lines” of the Mayor’s comments. Two interviewees had no knowledge of the nature of the harassment complaint or who was involved.
- 18 After returning to open session, council reported that it had received an update on a harassment claim while *in camera*.

### Applicability of the “personal matters” exception

- 19 The Municipality cited s. 239(2)(b), personal matters about an identifiable individual, when it moved into closed session to discuss the harassment complaint on June 13, 2019.

- 20 The Information and Privacy Commissioner (IPC) has found that information will only qualify as personal for the purposes of the Act if it pertains to an individual in their personal capacity, rather than their professional capacity. However, information about a person in their professional capacity may still qualify if it reveals something personal about the individual.<sup>2</sup> Discussions about an individual's conduct will generally be considered personal.<sup>3</sup>
- 21 In a report to the Town of Amherstburg, my Office found that a discussion about a harassment complaint involving two employees fit within the personal matters exception. In that case, the closed session discussion included named individuals involved in the complaint and specific information about the harassment allegations, such as concerns about the individuals' working environment.
- 22 In this case, council's discussion did not involve personal information about identifiable individuals. The identity of individuals involved in the harassment complaint and details about the complaint were kept confidential during the *in camera* discussion. The discussion focused on the fact that a complaint had been made and would be referred to an external investigator. Although some members of council were either already aware of or had strong suspicions about the nature of the harassment complaint, that information did not form part of the discussion. Further, it is not reasonable to expect that the individuals involved in the complaint would be identifiable if council's discussion, in the manner it was conducted, had been held in public.
- 23 Accordingly, council's closed session discussion did not fit within the personal matters exception.

## November 7, 2019 special council meeting

- 24 Council held a special meeting on November 7, 2019. The meeting agenda contained one item for closed session consideration: "Harassment Investigation Procedure/Integrity Commissioner Complaint".
- 25 According to the audio recording of the open session, the Clerk delegated her responsibility to record meeting minutes to the Municipality's Integrity Commissioner for the closed session. At 7:03 p.m., council passed a resolution to proceed into closed session under the exception for advice

---

<sup>2</sup> *Aylmer (Town) (Re)*, 2007 CanLII 30462 (ON IPC), online: <<https://canlii.ca/t/1scqh>>

<sup>3</sup> *Madawaska Valley (Township) (Re)*, 2010 CanLII 24619 (ON IPC), online: <<https://canlii.ca/t/29p2h>>

subject to solicitor-client privilege. The resolution is recorded in the open session minutes. In addition to members of council, the Integrity Commissioner, the Municipality's solicitor, and an investigator from the Integrity Commissioner's office were present at the closed session.

- 26 The audio recording of the closed meeting captured council's discussion. The Integrity Commissioner and the investigator provided council with a detailed report on the findings of three investigations. One of the investigations involved a code of conduct complaint against all of council. The other two investigations involved harassment complaints concerning members of the public and municipal employees. Council discussed the investigations and asked detailed questions about the findings. The Integrity Commissioner and the investigator answered these questions and provided advice to council.
- 27 Throughout the discussion, council sought legal advice from the Municipality's solicitor. Council members asked for the solicitor's opinion on the investigations and asked for advice with respect to the Municipality's response to the findings. The solicitor provided council with legal advice and answered questions about that advice.
- 28 At one point during the *in camera* session, council sought advice regarding the Municipality's meeting practices. The municipal solicitor provided legal advice to council on this topic.
- 29 Council adjourned the closed session at 10:08 p.m.

#### Applicability of the "personal matters" exception

- 30 The personal matters exception applies to discussions that reveal personal information about an identifiable individual. In order to qualify as "personal information" it must be reasonable to expect that an individual could be identified if the information were disclosed publicly.
- 31 Council did not cite the personal matters exception when it moved *in camera* to discuss the investigations and findings. However, our review indicates that some of the information discussed during the closed session related to the conduct of members of the public and municipal employees who were the subject of the investigations. This discussion involved personal information and was appropriate for consideration in closed session under the personal matters exception.
- 32 I have found previously that information relating to a council member in their official capacity does not qualify as personal information. For example, in a

letter to the Town of Fort Erie, council met *in camera* to discuss a code of conduct complaint made against a member of council.<sup>4</sup> In that case, the subject matter involved the member of council in his professional capacity and did not include any personal information about the individual.

- 33 In this case, part of council's *in camera* discussion was about the Integrity Commissioner's investigation and findings related to a code of conduct complaint against all of council. The discussion related to council members in their professional capacity and did not reveal anything inherently personal about them. Accordingly, this portion of the discussion did not fit within the personal matters exception.

### Applicability of the exception for advice subject to solicitor-client privilege

- 34 The Municipality cited s. 239(2)(f), advice subject to solicitor-client privilege, when it moved into closed session to discuss the Integrity Commissioner's report and findings with respect to three complaints.
- 35 Section 239(2)(f) of the Act allows a municipality to proceed *in camera* to discuss "advice subject to solicitor-client privilege, including communications necessary for that purpose." This closed meeting exception applies to discussions between a municipality and its solicitor while seeking or receiving legal advice intended to be confidential.<sup>5</sup>
- 36 The Supreme Court of Canada has found that solicitor-client privilege extends when three pre-conditions are met: (1) there is a communication between a lawyer and a client; (2) which entails the seeking or giving of legal advice; and (3) which is considered to be confidential by the parties.<sup>6</sup>
- 37 The November 7 closed session was almost three hours long and council's discussion primarily involved the investigations and findings into the code of conduct and harassment complaints. At one point, council briefly discussed its meeting practices. Our review of the audio recording of the closed session indicates that the advice provided by the Municipality's solicitor was interspersed throughout the meeting. This advice meets the test for solicitor-client privilege set out above because the communication involved

---

<sup>4</sup> Letter from the Ombudsman of Ontario to the Town of Fort Erie (May 9, 2013), online: <<https://www.ombudsman.on.ca/resources/reports-and-case-summaries/municipal-meetings/2013/town-of-fort-erie>>

<sup>5</sup> *Timmins (City of) (Re)*, 2017 ONOMBUD 4, online : <<http://canlii.ca/t/h4rwt>>

<sup>6</sup> *Solosky v. The Queen*, 1979 CanLII 9 (SCC), online: <<https://canlii.ca/t/1mjtq>>



confidential legal advice between the Municipality's solicitor and council. Accordingly, this advice fits within the exception for solicitor-client privilege.

- 38 The Integrity Commissioner and the investigator extensively reported to council on their findings and provided information to council regarding the investigations. This information was not provided by a lawyer and does not qualify as legal advice.
- 39 My Office has previously found that in some cases, topics that on their own do not fit within a closed meeting exception may be discussed *in camera*. In *St. Catharines v. IPCO, 2011*, the Divisional Court found that it is unrealistic to expect municipal councils to split up discussions to ensure that nothing which can be discussed in open session is ever discussed in a closed meeting. This applies to discussion on a single topic, where splitting the information would require interrupting the conversation.<sup>7</sup>
- 40 In this case, the information supplied by the Integrity Commissioner and the investigator is not legal advice. However, the information was received in relation to council seeking legal guidance on how to respond to the Integrity Commissioner's findings. The information was necessary for council to discuss the issues with the municipal solicitor in a meaningful way.
- 41 Accordingly, council's closed session discussion fits within the exception for advice subject to solicitor-client privilege.

## Procedural matters

- 42 My Office received a complaint about the Municipality's meeting notice practices and record-keeping practices. The complaint pointed to several 2019 and 2020 council meetings as examples.
- 43 My Office also identified issues with the resolutions to proceed *in camera* adopted by council during the June 13 and November 7, 2019 meetings.

## Resolution to proceed *in camera*

- 44 Section 239(4)(a) of the Act provides that before moving into closed session, a municipality must state by resolution that a closed meeting will be held and the general nature of the matter to be considered. In *Farber v. Kingston (City)* (2007 ONCA 173), the Ontario Court of Appeal determined that the resolution to go into a closed meeting should provide a general

---

<sup>7</sup> *St. Catharines (City) v. IPCO*, 2011 ONSC 2346, online: <<https://canlii.ca/t/fkqfr>>

description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.<sup>8</sup> My Office has also stated that the resolution should include a brief description of the subject matter to be considered in closed session in addition to the specific exceptions being relied upon to go into closed session.<sup>9</sup>

- 45 Both the June 13 and November 7 resolutions to proceed *in camera* reference the exceptions relied upon by council, but do not include a general description of the matters to be discussed.
- 46 In future, the Municipality should ensure that its resolutions to proceed *in camera* provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public. As a best practice, the Municipality should continue to also include the exception relied upon to discuss each matter.

## Meeting minutes

- 47 My Office received a complaint that the Municipality failed to record the fact of a closed session in the open session minutes during meetings in 2019 and 2020: June 13, August 8, October 17, November 7, and November 28, 2019, as well as January 28 and March 12, 2020.
- 48 Section 239(7) of the Act requires that all resolutions, decisions and other proceedings that take place during a meeting be recorded without note or comment. This requirement applies whether the meeting is open or closed.
- 49 The records from these meetings demonstrate that the Municipality has an inconsistent practice of recording resolutions to proceed into closed session. We were told by the Clerk that whenever a council meeting starts with a closed session, council holds a brief open session and passes a resolution to move *in camera*. If any members of the public are present during the open session, they are asked to leave.
- 50 The open session minutes for council's meetings on June 10, August 8, September 30, and November 7, 2019, and January 28 and March 12, 2020 do record a resolution indicating that council moved *in camera*.

---

<sup>8</sup> *Farber v. Kingston (City)*, 2007 ONCA 173 (CanLII), online: <<https://canlii.ca/t/1qtzl>>

<sup>9</sup> *Niagara (District Airport Commission) (Re)*, 2016 ONOMBUD 22 (CanLII), online: <<https://canlii.ca/t/h2stf>>



- 51 The resolution to proceed into closed session during the June 13 meeting is not recorded in any publicly available document. It is not captured by either the open session minutes or the audio recording of the open session, which only includes council's discussion after returning from the closed meeting.
- 52 The open session minutes for council's meetings on October 17, November 7, and November 28, 2019 record a report out from a closed session held on a previous date. However, according to the Municipality, council did not hold a closed session on those dates.
- 53 While it is the general practice of the Municipality to pass a resolution to proceed into closed session in public, there is no record of that occurring on June 13. In future, the Municipality should ensure that a resolution to proceed *in camera* is recorded in the open session minutes for the meeting. It is imperative that meeting minutes are complete and accurate to ensure that the meeting takes place in accordance with the open meeting rules. As my Office's June 2017 letter to the Township of Tehkummah notes:

Keeping complete and accurate minutes of closed session meetings ensures that members of the public feel confident that matters dealt with in closed session were appropriate for *in camera* discussion and that requirements of the *Municipal Act* and local by-laws have been followed.<sup>10</sup>

## Meeting notice

- 54 My Office received a complaint that the Municipality provides insufficient notice of its council meetings and pointed to the following meetings as examples: June 13, August 8, October 17, November 7, and November 28, 2019, and January 28 and March 12, 2020. The complaint alleged that notices for those meetings stated that a closed meeting would be held by council, but failed to indicate that an open session would precede the closed meeting. The complainant told my Office that by wording the notice in such a manner, the public is unaware that they could have attended the open session before council closed the meeting.
- 55 The *Municipal Act* does not specify what the public meeting notice should say. In previous reports, my Office has suggested that, as a best practice,

---

<sup>10</sup> Letter from the Ombudsman of Ontario to Township of Tehkummah, "*Complaint received by the Ontario Ombudsman regarding closed meetings in the Township*", (June 16, 2017), online: <<https://www.ombudsman.on.ca/resources/reports-and-case-summaries/municipal-meetings/2017/township-of-tehkummah>>

public notice should include the date, time, and place of the meeting, as well as the meeting's agenda.

- 56 Section 238(2.1) of the Act requires that a municipality provide for public notice in its procedure by-law. The Municipality of Temagami's procedural by-law does not have any requirements with respect to the contents of public meeting notice.
- 57 As stated above, when a council meeting begins with a closed session, council holds a short open session, which the public is entitled to attend. As a best practice, the Municipality should craft the meeting notice to alert members of the public that an open meeting will occur prior to a closed session.

### Audio recording

- 58 The Municipality should be commended for adopting the practice of audio recording its council meetings, including closed sessions. Audio recordings provide the most accurate and complete record of a meeting.
- 59 As noted above, the Municipality does not begin to audio record its council meetings until after council has commenced in closed session – despite holding a brief open session before proceeding *in camera*. As a result, council's resolution to proceed *in camera* is not captured by the audio recording. The Municipality should consider amending its audio recording practices in order to capture council's open session resolution to move into closed session.

### Opinion

- 60 My investigation found that council for the Municipality of Temagami did not contravene the *Municipal Act, 2001* when it went *in camera* on November 7, 2019 to discuss the findings of the Integrity Commissioner and harassment investigations. The discussion fit within the closed meeting exceptions for "advice subject to solicitor-client privilege" and "personal matters".
- 61 However, council violated the *Municipal Act* on June 13, 2019 when it discussed a harassment complaint in closed session. The discussion did not fit within the exception cited under the *Municipal Act* for "personal matters", or any other exception to the closed meeting rules.
- 62 Council for the Municipality of Temagami contravened the requirements of section 239(4)(a) of the *Municipal Act*, by failing to state by resolution the

general nature of the matters to be considered *in camera* on June 13 and November 7, 2019.

- 63 In addition, council failed to ensure that the resolution to move *in camera* was recorded in the meeting minutes on June 13, 2019.
- 64 Council should consider including the open session held prior to the closed meeting in its audio recording to ensure that the resolution to move *in camera* is captured by the recording.

## Recommendations

- 65 I make the following recommendations to assist council in fulfilling its obligations under the Act and enhancing the transparency of its meetings.

### Recommendation 1

All members of council for the Municipality of Temagami should be vigilant in adhering to their individual and collective obligation to ensure that council complies with its responsibilities under the *Municipal Act, 2001* and its own procedure by-law.

### Recommendation 2

The Municipality of Temagami should ensure that no subject is discussed in closed session unless it clearly comes within one of the statutory exceptions to the open meeting requirements.

### Recommendation 3

The Municipality of Temagami should ensure that meeting records are complete and accurately reflect all of the substantive and procedural items that were discussed, as well as all votes and resolutions.

### Recommendation 4

The Municipality of Temagami should ensure that its resolution to proceed *in camera* provides a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.

### Recommendation 5

The Municipality of Temagami should ensure that its resolution to proceed *in camera* is passed during an open session, recorded in the meeting minutes, and captured by the audio recording of the meeting.

### Recommendation 6

The Municipality of Temagami should ensure that it provides notice of its meetings, including open sessions that precede *in camera* meetings.

## Report

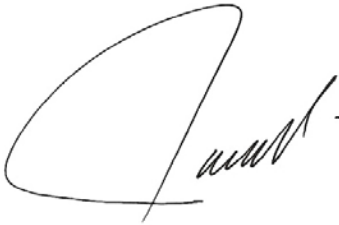
- 66 The Municipality was given the opportunity to review a preliminary version of this report and provide comments to our Office. We received comments from council and from the Municipality's Mayor. Comments received were considered in the preparation of this final report.
- 67 In its response, council for the Municipality of Temagami accepted my Office's recommendations and stated that it would endeavor to meet these expectations going forward. Council agreed to record each open session held prior to a closed meeting and to review its meeting notice practices contained in the procedure by-law. I commend council for these steps.
- 68 Mayor O'Mara provided comments to my Office about the June 13, 2019 closed meeting. The Mayor indicated that the Municipality's harassment policies require that details about harassment complaints be kept confidential. He submitted that he believed that the Municipality's obligations under the open meeting rules are, in this instance, incompatible with its obligations with respect to its harassment policies. The Mayor stated that the meeting could not have been held in public since "everyone" knew the identity of the complainant.
- 69 The exceptions in the *Municipal Act* are paramount to municipal by-laws and policies, and are to be interpreted and applied narrowly, to maximize the information discussed in public. The exceptions do not extend to discussions about sensitive information, or to information that might lead the public to speculate about otherwise confidential information. As stated in my Office's 2014 report about the City of Welland:

Although there may have been a desire to maintain confidentiality in order to protect various interests of the city, I must emphasize again that council cannot bring a matter *in camera* simply because it is considered sensitive or confidential or potentially against the city's interests to discuss it publicly. Matters can only be discussed *in camera* if they fit squarely within the exceptions to the open meeting requirements.<sup>11</sup>

---

<sup>11</sup> *Welland (City of) (Re)*, 2014 ONOMBUD 7 (CanLII), online: <<http://canlii.ca/t/gtmhx>>

- 70 As noted above, my investigation concluded that the closed session on June 13, 2019 did not include any personal information about an identifiable individual and only some council members were aware of the nature of the harassment complaint, including the identities of those involved. The information conveyed during the closed session was limited to basic facts that a harassment complaint was made and that the complaint would be referred to an external investigator. As such, the personal matters exception was not applicable to the discussion.
- 71 My report should be shared with council and made available to the public as soon as possible, and no later than the next council meeting. In accordance with s.239.2(12) of the *Municipal Act, 2001*, council should pass a resolution stating how it intends to address this report.



---

Paul Dubé  
Ombudsman of Ontario



**Corporation of the Municipality of Temagami**

**Memo No.**  
2021-M-018

**Memorandum to Council**

<b>Subject:</b>	Resolution from Municipality of Charlton and Dack
<b>Agenda Date:</b>	<b>November 19, 2020</b>
<b>Attachments:</b>	Resolution dated December 18th, 2021

**RECOMMENDATION**

BE IT RESOLVED THAT Council support Resolution from December 18th, 2021 of the Municipality of Charlton and Dack.

**INFORMATION**

This resolution supports a resolution of the Municipality of Charlton and Dack regarding the request that the Province Ontario consider the recommendations to address insurance issues and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID-19 delays, as insurance premiums will soon be out of reach for many communities.

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**



## MUNICIPALITY OF CHARLTON AND DACK

TEL: (705)-544-7525  
FAX: (705)-544-2369  
info@charltonanddack.com  
[www.charltonanddack.com](http://www.charltonanddack.com)

January 7<sup>th</sup>, 2021

The Honourable Doug Ford  
Premier of Ontario

Sent by email: doug.fordco@pc.ola.org

**RE: MOTION REGARDING - Insurance**

The following resolution was passed by the Council for the Municipality of Charlton and Dack on December 18<sup>th</sup>, 2020:

*WHEREAS the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021.*

*AND WHEREAS Joint and Several Liability continues to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimum fault;*

*AND WHEREAS these increases are unsustainable and unfair and eat at critical municipal services;*

*AND WHEREAS the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:*

- 1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.*
- 2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10 day rule on slip and fall cases given recent judicial interpretations and whether a 1 year limitation period may be beneficial.*
- 3. Implement a cap for economic loss awards.*
- 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third party liability coverage to \$2 million in government regulated automobile insurance plans.*
- 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non profit insurance reciprocals.*
- 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims and deductible limit changes which support its*



*and municipal arguments as to the fiscal impact of joint and several liability.*

7. *Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.*

*THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Charlton and Dack call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities.*

*AND FURTHER BE IT RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Rod Phillips, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable John Vanthof, MPP for Timiskaming- Cochrane, and all Ontario municipalities.*

Yours Truly,

**Dan Thibeault**  
**Clerk Treasurer CAO**  
**Municipality of Charlton and Dack**

**CC:** Honourable Peter Bethlenfalvy, Minister of Finance  
Honourable Doug Downey, Attorney General of Ontario  
Honourable John Vanthof, MPP for Timiskaming- Cochrane  
All Ontario Municipalities





**Corporation of the Municipality of Temagami**

**Memo No.**  
2021-M-019

**Memorandum to Council**

<b>Subject:</b>	Resolution from the City of North Bay
<b>Agenda Date:</b>	<b>November 19, 2020</b>
<b>Attachments:</b>	Resolution dated January 26th, 2021

**RECOMMENDATION**

BE IT RESOLVED THAT Council support Resolution No. 2021-28 (a) & (b) from January 26, 2021 of the City of North Bay.

**INFORMATION**

This resolution supports a resolution of the City of North Bay regarding the return of the Northlander Passenger Train operated by the Ontario Northland Transportation Commission (ONTC) between Toronto and Cochrane.

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**

January 27, 2021

The Honourable Doug Ford  
Premier of Ontario  
Queen's Park  
Legislative Building  
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

This is Resolution No. 2021-28(a)&(b) which was unanimously passed by Council at its Regular Meeting held Tuesday, January 26, 2021.

Resolution No. 2021-28(a)&(b):

"WHEREAS the Northlander Passenger Train operated by the Ontario Northland Transportation Commission (ONTC) between Toronto and Cochrane was discontinued in 2012;

AND WHEREAS reliable and affordable passenger rail transportation in our area and other areas of the north is essential infrastructure for economic development of our resource-based industries, tourism, and access to health care;

AND WHEREAS Premier Ford made a campaign pledge during the 2018 Provincial Election to restore the Northlander;

AND WHEREAS the Province released the Northern Ontario Transportation Plan on Thursday December 10<sup>th</sup>, 2020, which referred to the return of the Northlander, but does not include a timeline for the resumption of service.

THEREFORE BE IT RESOLVED that The Corporation of the City of North Bay ask Premier Ford and the Honourable Caroline Mulroney, Minister of Transportation to restore passage rail prior to the 2022 Provincial Election.

AND FURTHER that a copy of this resolution be forwarded to the Federation of Northern Ontario Municipalities, MP Anthony Rota and MPP Victor Fedeli for their endorsement and support;

AND FURTHER the City of North Bay ask the Federal Government to assist in funding the annual expenses of the Northlander and the Polar Bear Express as they provide a valuable connection to the James Bay Coast.

Yours truly,

Karen McIsaac  
City Clerk

KM/ck  
C09

cc: Hon. Omar Alghabra, Minister of Transportation  
Hon. Caroline Mulroney, Minister of Transportation  
Federation of Northern Ontario Municipalities  
Anthony Rota, MP  
Victor Fedeli, MPP



**Corporation of the Municipality of Temagami**

**Memo No.**  
2021-M-020

**Memorandum to Council**

**Subject:** Resolution from the Township of Matachewan

**Agenda Date:** **November 19, 2020**

**Attachments:** Resolution dated November 25, 2020

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive and file Resolution 20-257 from Township of Matachewan.

**INFORMATION**

Correspondence was received from the Township of Matachewan regarding the request that application deadline on any further grants have a longer turnaround time.

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**



**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark  
Office of the Minister  
Minister of Municipal Affairs and Housing  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Knauth", is written over a large, stylized circular flourish.

Barbara Knauth  
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)  
Federation of Northern Ontario Municipalities (F.O.N.O.M.)  
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON P0K 1M0  
[deputyclerktreasurer@matachewan.ca](mailto:deputyclerktreasurer@matachewan.ca)  
[www.matachewan.com](http://www.matachewan.com)

Phone: 705-565-2274  
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN  
P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: November 25, 2020

RESOLUTION #: 2020-267

Moved by:

*N. Durand*

Seconded by:

*Greg Dubé*

WHEREAS we have been getting numerous announcements of available grants; and

WHEREAS we are very appreciative of the opportunity to apply for these grants; however, the turn around time for applications is very short and restrictive for small municipalities with few employees;

NOW THEREFORE we, the Corporation of the Township of Matachewan, send a letter to the Hon. Steve Clarke, Minister of Municipal Affairs and Housing acknowledging the appreciation of the grants but requesting that the application deadline on any further grants have a longer turn around time; and

FURTHER THAT a copy of this resolution be forwarded to A.M.O., F.O.N.O.M. and all municipalities in Ontario.

	COUNCILLOR	YEA	NAY	PID
CARRIED	✓ Ms. A. Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dubé Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A. Durand Councillor			

Certified to be a true  
copy of the original.

*[Signature]*

*Anne Commando-Dubé*

Anne Commando-Dubé  
Mayor

*Janet Gore*

Janet Gore  
Clerk



**Corporation of the Municipality of Temagami**

**Memo No.**  
2021-M-021

**Memorandum to Council**

**Subject:** Resolution from Town of Mattawa

**Agenda Date:** **November 19, 2020**

**Attachments:** Resolution dated January 25, 2021

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive and file Resolution 21-06 from Town of Mattawa.

**INFORMATION**

Correspondence was received from the Town of Mattawa regarding the support of Amber Eight Light System on all school buses for the safety of all student buses as a safe access to and from schools.

**Respectfully Submitted:**  
**Suzie Fournier**  
**Municipal Clerk**



# Corporation of the Town of Mattawa

☎ (705) 744-5611 • 📠 (705) 744-0104

160 Water Street — P.O. Box 390

MATTAWA, ONTARIO P0H 1V0

✉ info@mattawa.ca

January 28, 2021

Honourable Mike Harris Jr.  
MPP of Kitchener-Conestoga  
63 Arthur St S, Unit 3  
Elmira ON N3B 2M6

Dear Mr. Harris Jr.:

Council of the Town of Mattawa, at their regular meeting of January 25, 2021 approved Page No. 15 of Resolution Number 21-06, which stated:

***"BE IT RESOLVED THAT Council of the Corporation of the Town of Mattawa fully supports and strongly advocates the province of Ontario to implement the Amber Eight Light System on all school buses for the safety of all students utilizing school buses as a safe access to and from schools.***

***BE IT FURTHER RESOLVED THAT the Town of Mattawa forward this resolution to MPP Mike Harris, Jr., the Minister of Transportation, the Association of Municipalities of Ontario, the Federation of Northeastern Ontario Municipalities and all municipalities in the District of Nipissing."***

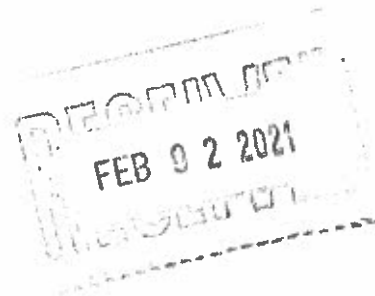
Trusting this is acceptable.

Sincerely,

Francine Desormeau  
CAO/Clerk/Treasurer

FD/al

c.c. Hon. Caroline Mulroney, Minister of Transportation  
Association of Municipalities of Ontario  
Federation of Northeastern Ontario Municipalities  
Township of Bonfield  
Municipality of Calvin



Township of Chisholm  
Municipality of East Ferris  
Municipality of Mattawan  
City of North Bay  
Township of Papineau-Cameron  
Township of South Algonquin  
Municipality of Temagami  
Municipality of West Nipissing  
Let's Remember Adam Campaign





# The Corporation of the Municipality of Temagami

**Memo No.**

2021-M-022

**Subject:** Temagami Memorial Park Proposal

**Agenda Date:** February 11, 2021

**Attachments:** Map of Proposed Park Location

## **RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to set aside part of the land located at 26 Lakeshore Drive for the future development of the proposed Temagami Memorial Park.

AND FURTHER THAT Staff draft a lease agreement for this parcel, which will contain the conditions/use of the property, to be reviewed at the next regular council meeting.

## **INFORMATION**

At the November 19, 2020 Council meeting, Council received a delegation from Susanne Daneault, a resident of Temagami, requesting a commitment to the lands between the skate park and the Family Health Team to develop a memorial park. Mrs. Daneault has received interest from a third party wanting to donate, in memory of a loved one, to a playground in the town core.

The land that has been requested is currently being used as an overnight Municipal Parking lot and is typically quite full in the summer months. The use of the parking area is without payment and is not well laid out (no parking stall lines, so vehicles park how they see fit). There have been some discussions internally, in line with the service delivery review, to further develop our parking areas and start collecting fees for the use.

Currently we do not have a public play area in the town core of Temagami. The Seniors Home Support and Non Profit Housing complex have a small playground between the two buildings. We have two public play areas in Temagami North, Spruce Park and The Temagami Community Centre (which the Municipality has been trying to apply for funding to fix up).

Some of the locations that Municipal staff have considered and the reason for not recommending them are:

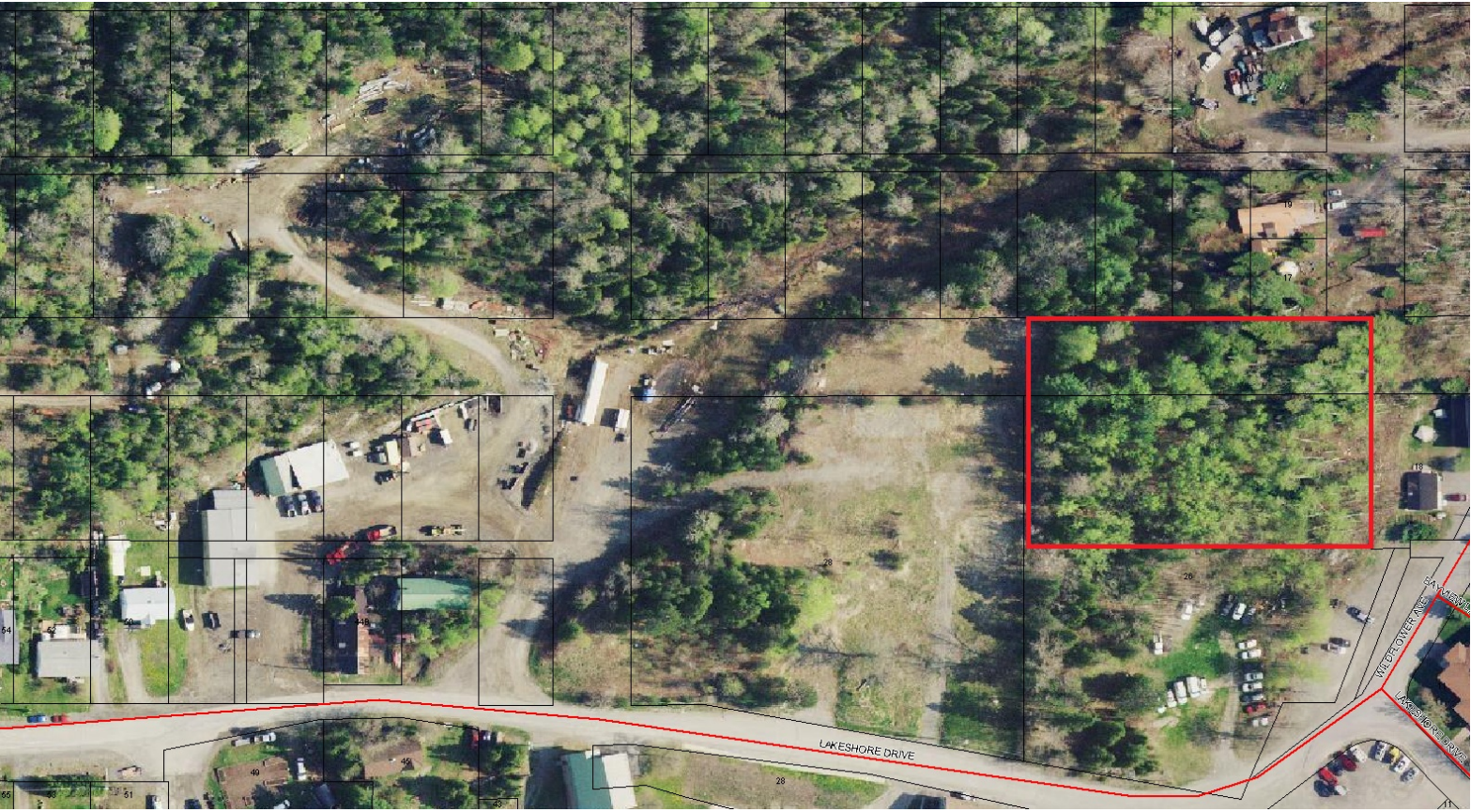
1. O'Connor overnight parking area – This would eliminate some of the well-used downtown parking.
2. Caribou Mountain – Distance from the town core would make it difficult for those with mobility issue.
3. Forestry Island (providing a water shuttle service in the summer months) – access would be limited to certain times of the day and only in the summer.
4. Private land north of the Ronnoco and Minawassi – Owner is not interested in selling at this time.
5. Temagami North Community Centre Complex – Not in the down town core.

Staff are recommending the north half of the land at 26 Lakeshore Drive (known as the Busby Property), be allocated for the Temagami Memorial Park. The area is adjacent to the Ronnoco and Minawassi property and the location would allow for future expansion projects to the north, as the Municipality owns a lot of the lands in behind. Please see the attached Map, the proposed area is approximately 200' X 300'.

Staff is recommending that a lease agreement be executed between the Temagami Memorial Park Team and the Municipality for the land for the sum of \$1.00 per year, outlining the conditions of the use and maintenance of the land.

**Submitted by:**

**Sabrina Pandolfo, Deputy Treasurer**





**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-023

**Memorandum to Council**

**Subject:** Waste Management Master Plan

**Agenda Date:** February 11, 2021

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive the Waste Management Master Plan from Tulloch Engineering;

AND FURTHER THAT Council direct Staff to create an review and implementation plan for Council's consideration.

**INFORMATION**

Further to the special meeting of Council held on January 27<sup>th</sup>, the final Waste Management Master Plan is attached to this report.

There are several recommendations as we work to implement this plan. Initially, information on the 2020 monitoring program, once received, can form the foundation of a meeting with the MECP to best develop future expansion plan and the acquisition of the waste sites for which we hold an ECA for.

Staff will work to develop an implementation plan based on the recommendations made. This plan will allow Council to review recommendations on a systematic basis that will form a good foundation for the future of waste management for the Municipality.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**





**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-012

**Memorandum to Council**

<b>Subject:</b>	Arena Discussion
<b>Agenda Date:</b>	<b>February 11, 2021</b>
<b>Attachments:</b>	Service Delivery Review – Recreation; Service Delivery Appendix C

**RECOMMENDATION**

Council's opportunity to discuss the future use of the arena. We have blank resolution forms as the need arises should Council want different studies and/or public input as this is being discussed.

**INFORMATION**

Part of the Service Delivery Review was a recommendation to develop a Recreation Strategy Plan. While we have a Community Recreation Committee (not fully active due to COVID) that could review, assess, and make recommendations to Council on what our Recreational picture could look like, a key item in this is the future of the arena. For Council's benefit, the portion of the Service Delivery Review dealing with this area, as well as the summary of community surveys, have been attached to this report to form a foundation for discussion and debate.

The information provided with the Service Delivery Review included an overview of our demographics. While there is a new census being conducted in 2021, this information is not typically available until the following year. What is known presently is that our youth population appears to be trending up. If you consider that we have about 20 kids in the school and compare that with 54 kids that signed up for virtual breakfast with Santa, support is given to this trend.

With an economic develop plan, assisted by increased internet capabilities, designed to attract those who can work remotely and are wanting to move to a more rural area (especially those with young families), this trend could be magnified to the point where we have more than public skating and hockey at the arena.

There are other, low impact, activities that could turn the arena into a 12 month a year recreation facility that would host indoor soccer, pickle ball, exercise classes, Zumba etc. What is important is that user fees be charged rather than donated. While have not had a great deal of rentals once Council adopted the donation policy, future donations in kind will also be tracked by recording the revenue and the corresponding donation rather than recording nothing.

Our consultants have provided three options and their recommended choice.

Council could also ask for a more pointed survey to be completed and sent to the community for their input. This should be done after discussion on what further information Council would like to have when making this decision.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

# *APPENDIX C*



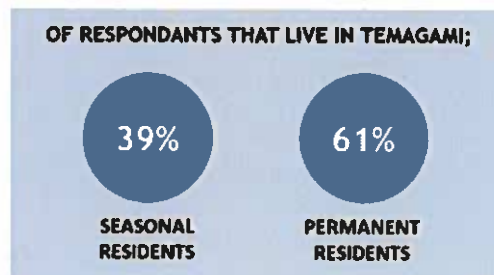
## *COMMUNITY SURVEY RESULTS*

*Municipality of Temagami*

*Final Report – Service Delivery Review*

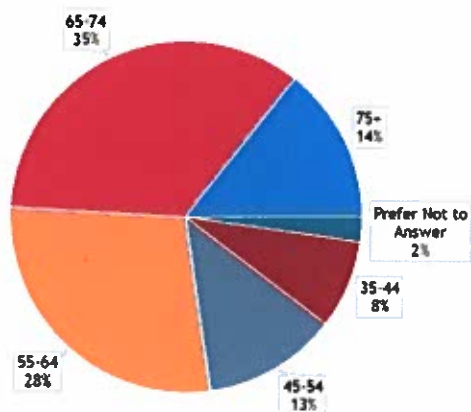


## DEMOGRAPHICS

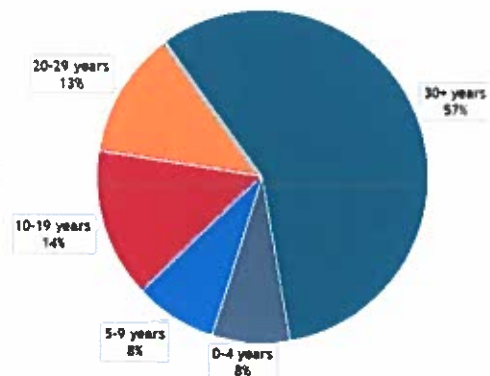


## DEMOGRAPHICS

AGE OF RESPONDANTS

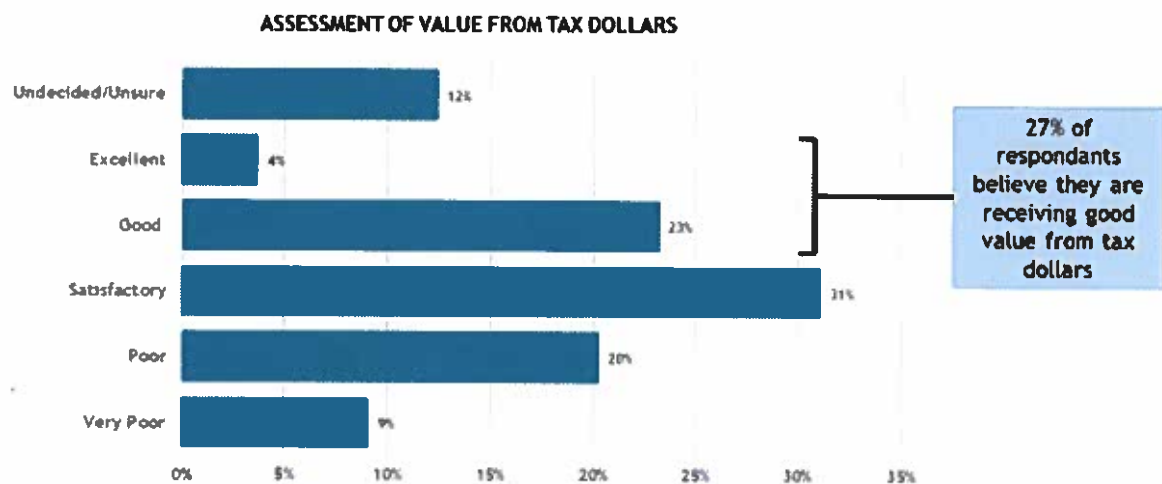


YEARS SPENT IN TEMAGAMI



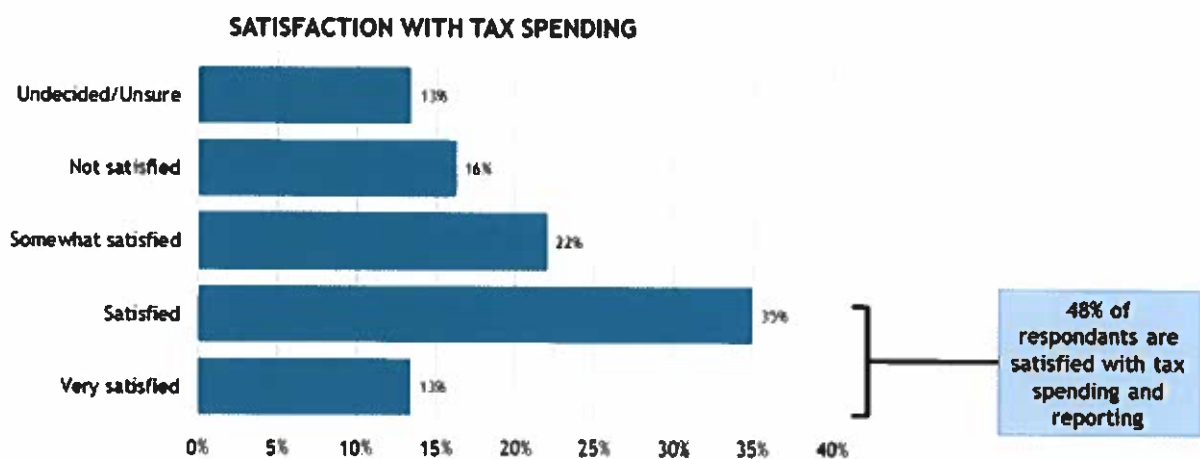
# TAX ASSESSMENT

*How would you rate the value you are receiving from your tax dollars, given the programs and services offered by the Municipality?*



## TAX ASSESSMENT

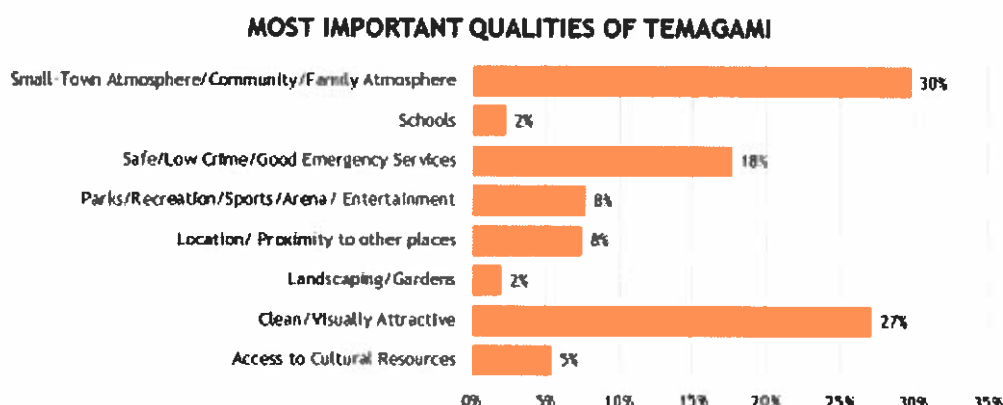
*How satisfied are you with the Municipality's reporting and how they spend your tax dollars?*





# QUALITY OF LIFE

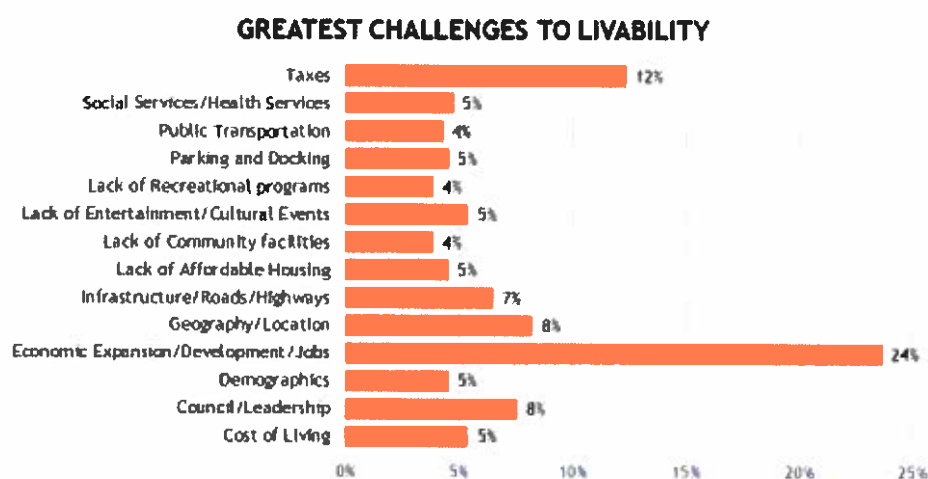
*What is the most important quality or feature of Temagami that makes it attractive to live in?*



Respondants found Temagami's Small-town, community atmosphere, and clean and visually attractive aesthetic to be important qualities that made the Municipality attractive to live in.

# QUALITY OF LIFE

*What is the greatest challenge that prevents the Municipality from being the most livable in the area?*

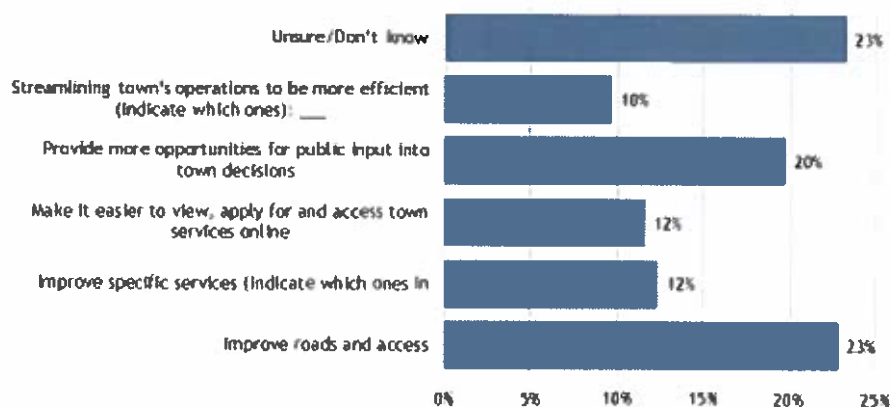


Economic Expansion and jobs, and level of taxes were found to be the greatest challenges preventing Temagami from improving livability.

## FUTURE IMPROVEMENTS & GROWTH

*When you think about the challenges of governing and managing the town, what do you consider to be the primary focus for future improvements?*

**FOCUS FOR FUTURE IMPROVEMENTS**

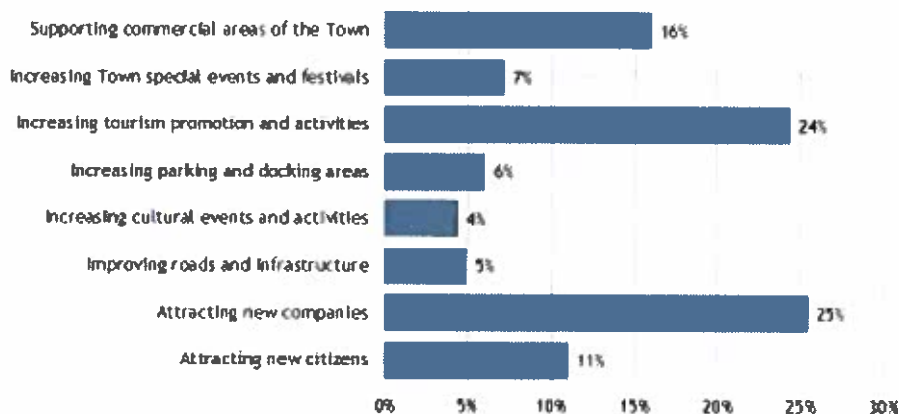


Respondants believe for future improvements, the Municipality should focus on improving roads and access, and in creating opportunities for public input regarding decisions.

## FUTURE IMPROVEMENTS & GROWTH

*When thinking about Temagami's growth, which of the following do you think should be the Town's top priority?*

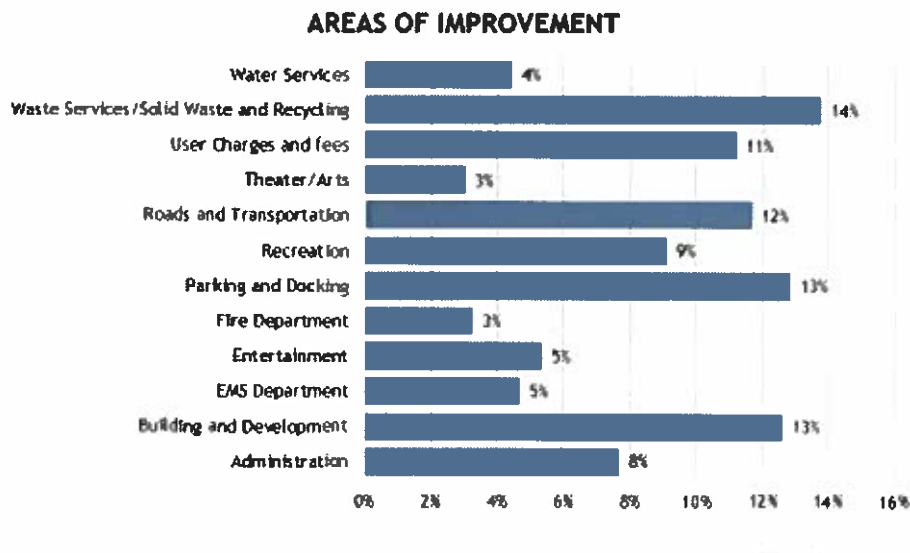
**TOP PRIORITY FOR GROWTH**



Respondants believe the top priority for future growth of the Municipality should be 1) attracting new companies, and 2) increasing tourism promotion and activities.

## FUTURE IMPROVEMENTS & GROWTH

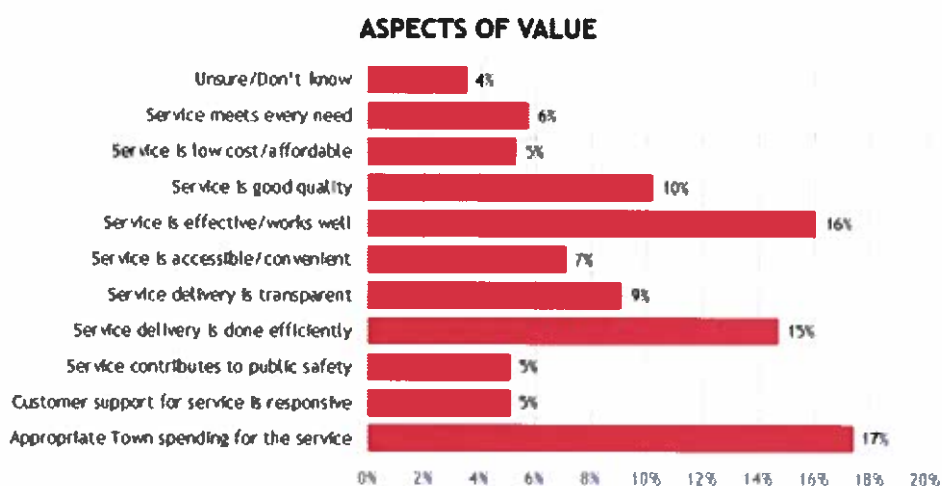
*Which areas would you most like to see improvements in?*



Areas of improvement that are most important to respondents are 1) waste services and solid waste recycling, 2) parking and docking, and 3) building and development.

## SERVICES ASSESSMENT

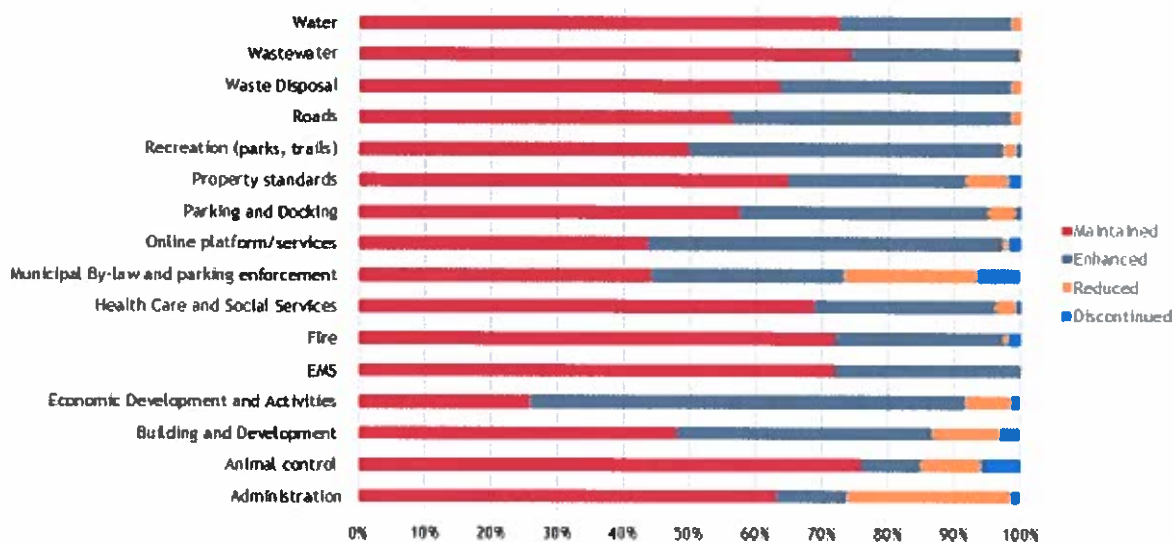
*When it comes to the services the Municipality provides, what does 'value' mean to you? In other words, if you say you're 'getting good value' for a service, what does that entail?*



Respondants believe that getting good value for a service means appropriate town spending for the service, having the service be effective, and be done efficiently.

## SERVICES ASSESSMENT

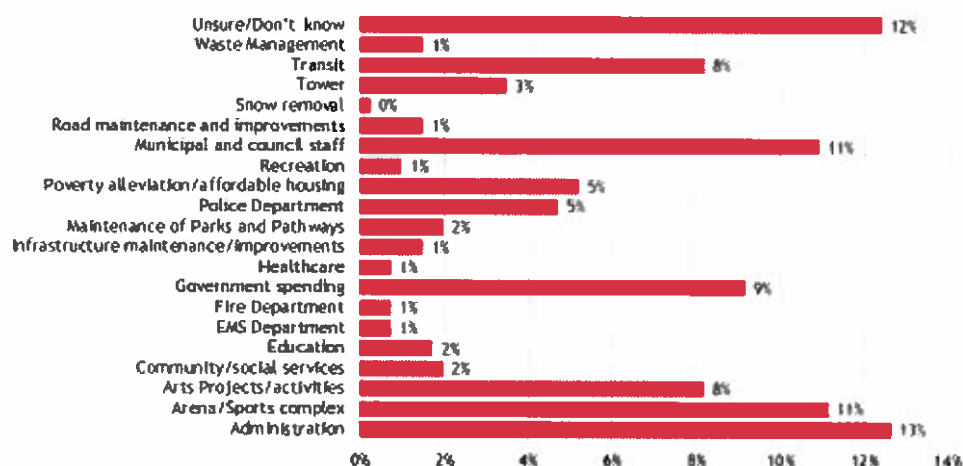
For each service below, please indicate whether you believe the service should be enhanced, maintained, reduced, or discontinued.



## SERVICES ASSESSMENT

Of all the services you know of that are provided by the Municipality, select up to three services that you would propose to have a service reduction in order to save costs.

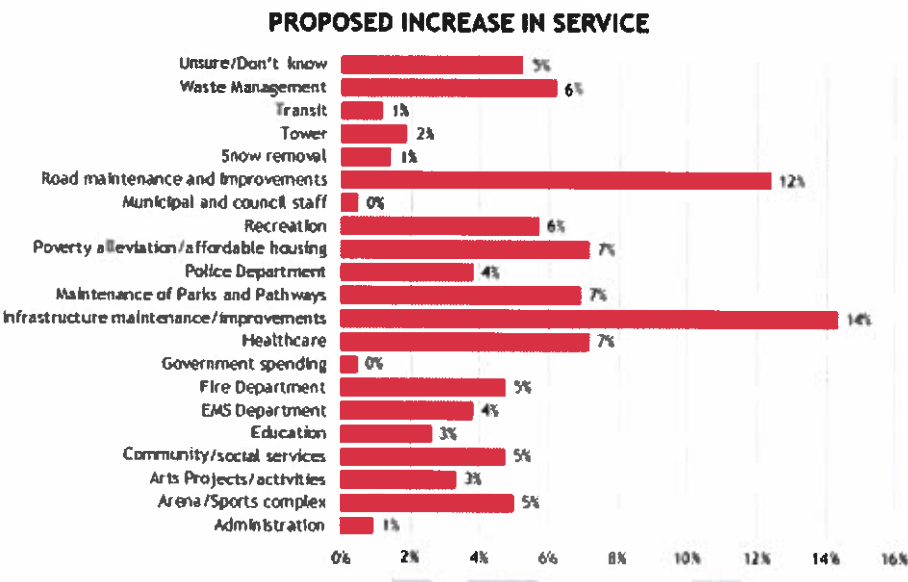
### PROPOSED SERVICE REDUCTIONS



Most respondents would propose for 1) administration, 2) municipal and council staff, and 3) arena/sports complex to receive service reductions in order to save costs.

# SERVICES ASSESSMENT

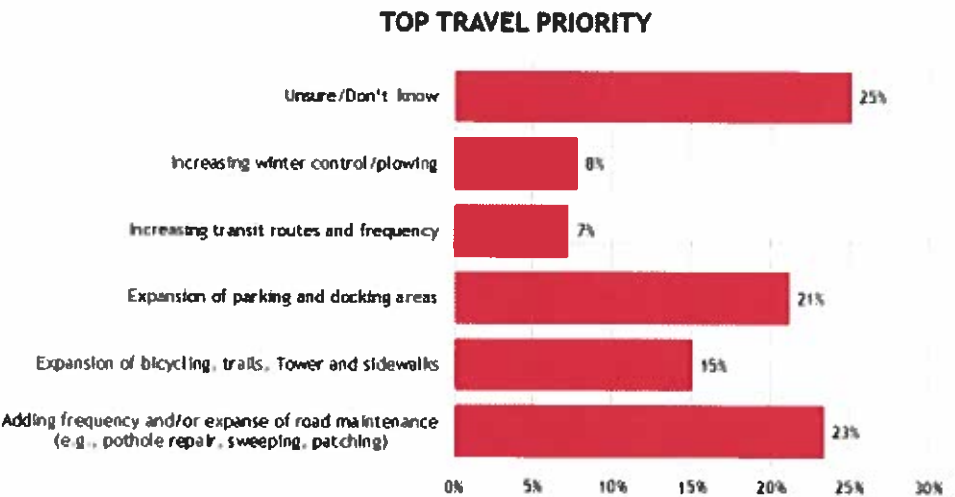
Name up to three services that you would propose to spend more on to receive an increase in service.



Most respondents would propose for 1) Infrastructure maintenance and improvements, and 2) road maintenance and improvements to receive an increase in spending to increase services.

# SERVICES ASSESSMENT - TRAVEL

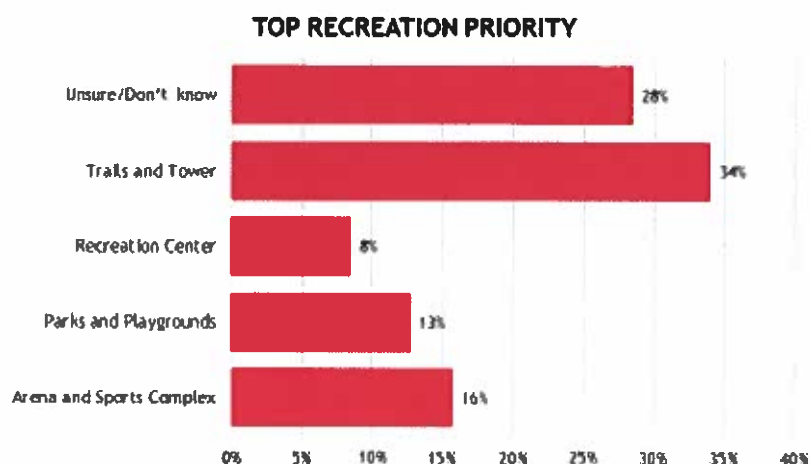
When thinking about the ease of travelling within Temagami, which of the following do you think should be the Town's top priority?



Most respondents believe that adding frequency of road maintenance and expansion of parking and docking should be the Municipality's top travel service priorities.

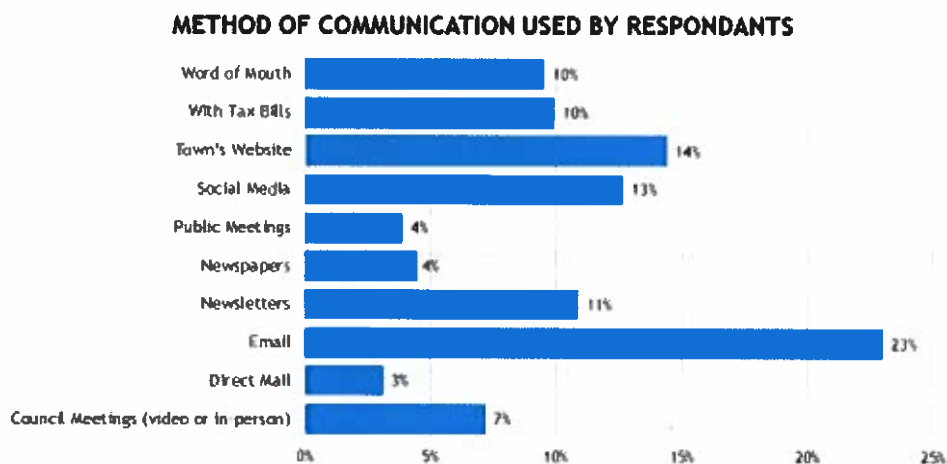
## SERVICES ASSESSMENT - RECREATION

*When thinking about recreation services, which of the following do you think should be the Town's top priority?*



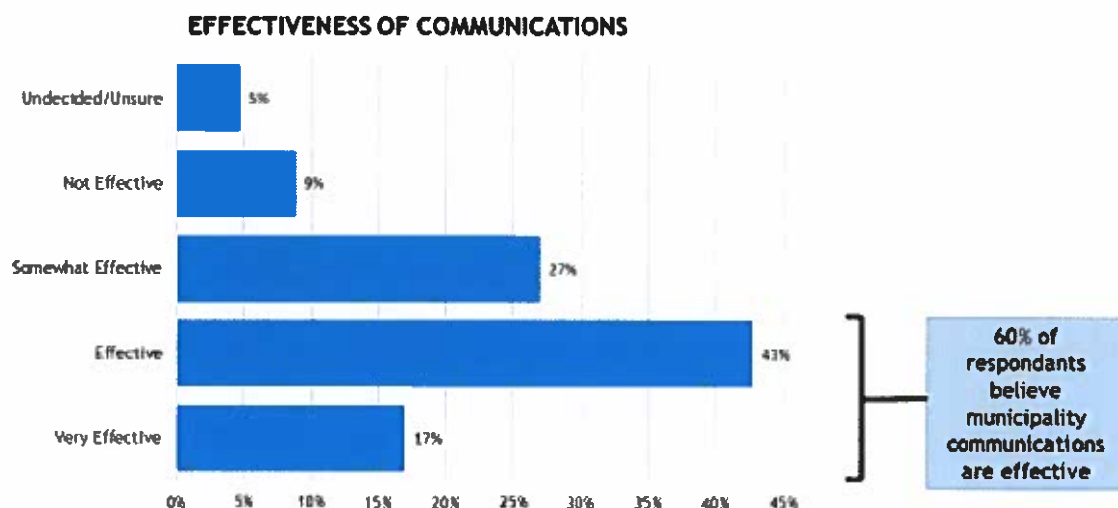
Most respondents believe that trails and towers followed by the arena and sports complex should be the Municipality's top recreation service priorities.

## STAKEHOLDER ENGAGEMENT

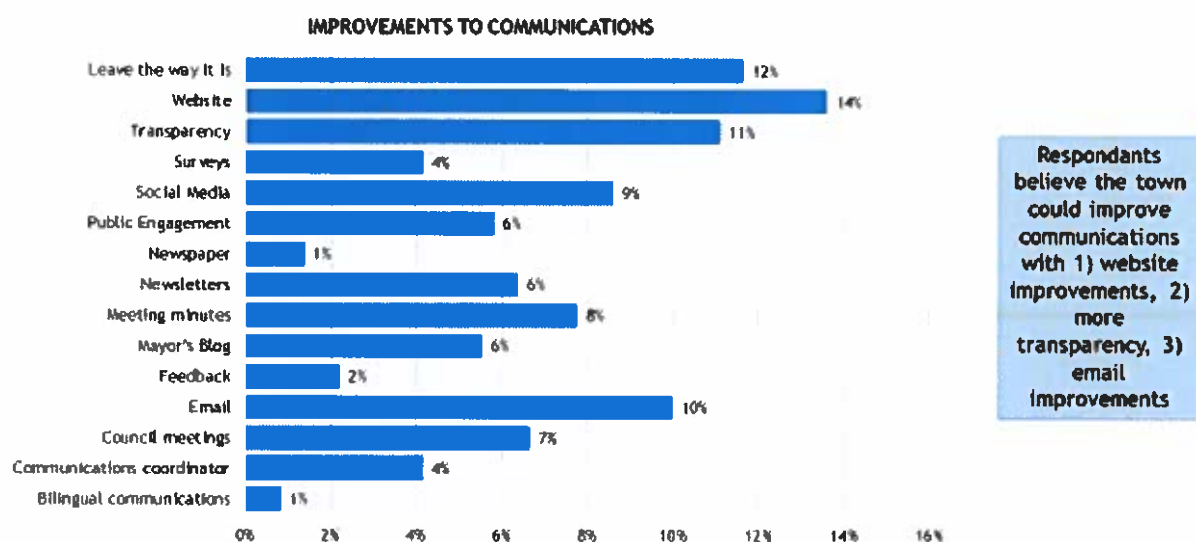


The most commonly accessed method of communication for respondents are 1) email, 2) town's website, and 3) social media.

## STAKEHOLDER ENGAGEMENT



## STAKEHOLDER ENGAGEMENT





# *RECOMMENDATIONS*



## *RECREATION (INCLUDING TEMAGAMI ARENA)*

*Municipality of Temagami*

*Final Report – Service Delivery Review*





## RECREATION INITIATIVES (including Arena)

Requirement for a Recreational Service Strategy (including the use of the Arena). Development of future Recreational and Leisure Master Plan for the Municipality. Requirement for a complete inventory of Temagami's recreational and leisure assets and provision of needed information and insight into how these assets are managed and co-managed on behalf of residents and visitors.

Establish a Recreation Strategy Plan and a Recreation Working Committee;  
Review the possibility of establishing a Youth Advisory Committee and involving youth community members.

## STRATEGY, PROCESS, PEOPLE

### KEY FINDINGS

*The median age of residents in Temagami is older than provincial and national averages (68% of the population is over 64 years of age). There are also slightly less people per household compared to the provincial average, suggesting a lower proportion of families. There are 20 children in Temagami's K-6 school. Temagami is about an hour away from other places that has organized minor sports. There is a community Arena containing an ice pad, which is a regular sized-rink. There is no minor hockey, but there is public skating four times a week. There is a rental hall and a kitchen. Rental hall does get rented often for weddings, summer-time meetings, ice time is not being used. Rentals have been sparse over the past few years outside of nightly public skating/pick up hockey.*

*Each municipality provides recreation and leisure opportunities differently. Some municipalities take a lead role in the delivery of programs, while others lend a supporting hand to community driven initiatives. Realistically, most municipalities provide these services in a combination of both methods. The following section shows an overview on how Temagami delivers these services.*

## COMMUNITY POPULATION TRENDS

The age profile of a community is an important indicator of its recreational demands, and offers guidance to the types of facilities that should be offered. For example, a community with a high proportion of children and youth may have higher demand for competitive sports such as hockey or skating, while a community with a higher proportion of older adults may require facilities that offer less intensive forms of exercise.

Temagami's 2016 Census population was listed as 801 and 2011 as 845. The Municipality has been experiencing a relatively significant population decline, having shrank by 4.5%. If this trends continues, the population will continuing declining. As a result, the proportion of children (ages 0-9) and youth (ages 10-19) has been steadily declining, while the population of older adults (50-64) has been increasing. Assuming these rates, while fluctuating, will still be on the decline, the youth ice market in Temagami will continue to decline. As 502 people in the Community are 40 years old and older and only 102 are people between 20 and 40. The aging population may create additional demand for some Recreation activities, particularly those related to the Arena, (i.e. old-timer leagues or specialized skating lessons), however, it will be fairly modest.

### Population

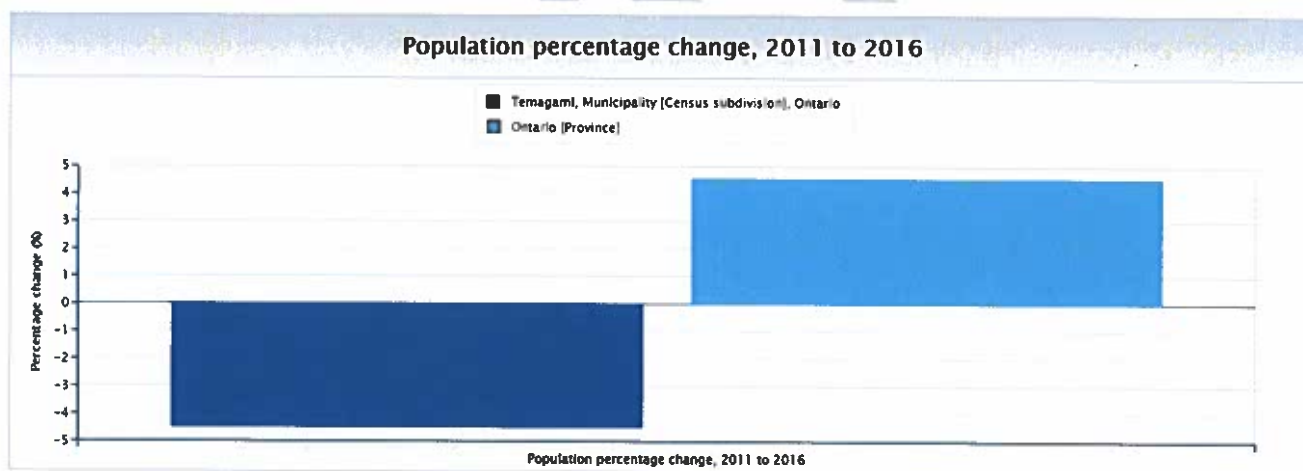


Figure 8. Temagami population trends relative to Ontario population trends

## Population Age Distribution

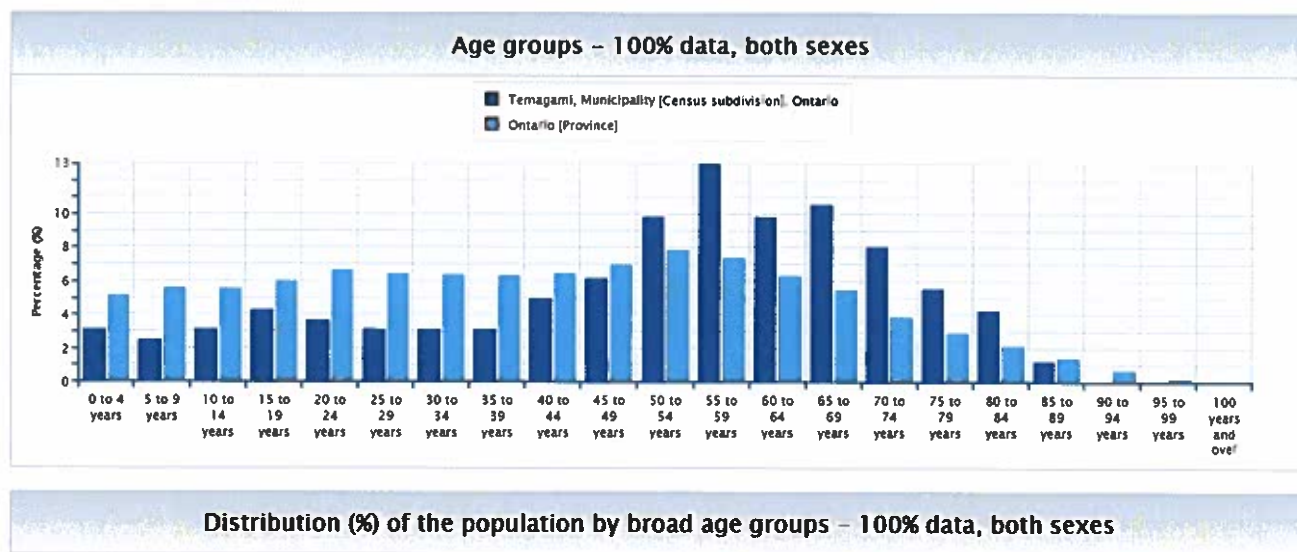


Figure 9. Temagami population trends relative to Ontario population trends (2019)

## Average Age of the Population

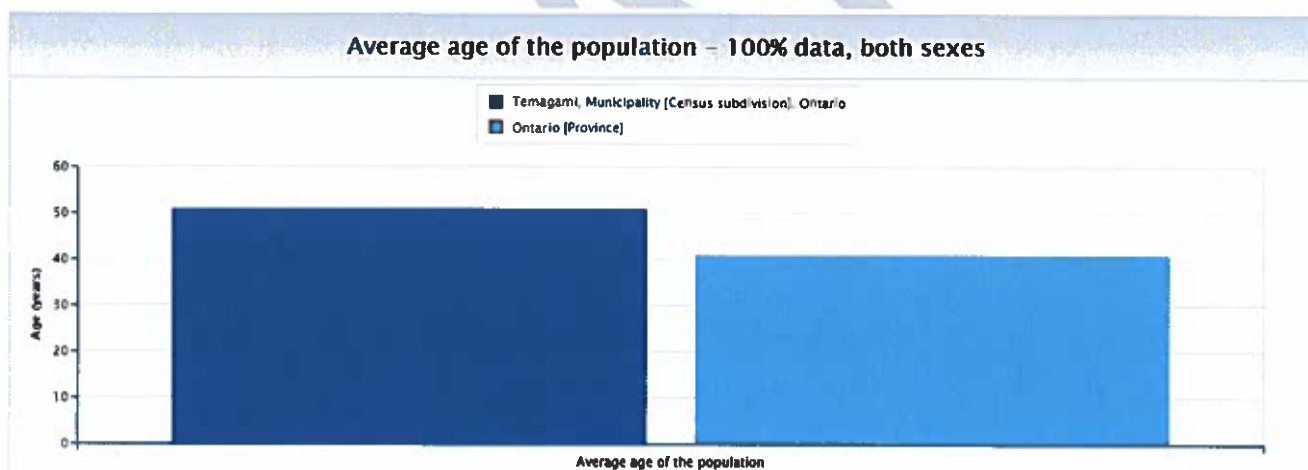


Figure 10. Temagami average age of population (2019)

We recommend that the Municipality invest into a Recreation Plan that would act as a tool that would inform Recreation-related decision-making and guide Temagami Administration action. The Plan would provide a common vision and path forward for all stakeholders. As such, it would enable creativity and foster ownership of administrative and front line actions.



## COMMUNITY TRENDS RELATED TO TEMAGAMI ARENA

One of the top topics of discussions with key stakeholders during our consultations was the Temagami Arena. The Arena is utilized for recreational hockey and minor hockey, figure skating, and public skating. The Arena is very rarely booked to capacity and is usually underutilized, even during the height of the regular season (October – March). The following table represents a sample of the Temagami Arena usage and the types of activities it hosts:

### Temagami Arena Events Sample

■ Lions Hockey Tournament - Jan 26 <sup>th</sup>	Lions Club
■ Baseball Tournament – June 7 <sup>th</sup>	Renaud's
■ Wild Game Dinner – November 16 <sup>th</sup>	Chamber of Commerce
■ Shiverfest – February 15 <sup>th</sup>	Town of Temagami
■ TFD Breakfast with Santa– December 8 <sup>th</sup>	TFD
■ Halloween Pumpkin Carvings – October 25 <sup>th</sup>	Town of Temagami
■ Lions Senior Christmas Dinner – December 1 <sup>st</sup>	Lions Club
■ Net Lake Winter classic Hockey – January 19 <sup>th</sup>	Poirier
■ Youth & Adult Hockey – (Seasonal)	Town of Temagami
■ Easter egg hunt – April 11 <sup>th</sup>	Town of Temagami
■ Santa Parade – December 7 <sup>th</sup>	Town of Temagami
■ Ducks Unlimited Dinner/Auction -	Ducks Unlimited
■ Night of murder mystery	Lions Club
■ Pow-wow – July 13 <sup>th</sup>	TFN - TAA
■ Lions Club Steak fry & Dance – July 18 <sup>th</sup>	Lions Club
■ Kids Sliding Day – March 21 <sup>st</sup>	Town of Temagami
■ Spaghetti Dinner	T.P.S
■ Community Yard Sale -	Town of Temagami
■ Canada Day – July 1 <sup>st</sup>	Town of Temagami
■ Halloween Dance	Legion
■ Curling	Curling Club
■ Movie Nights	Town of Temagami
■ Themed Events/Dances	Town of Temagami

Figure 9. Community events (highlighted) related to Arena rentals and usage

There are several issues associated with the maintenance and services related to the Arena. It generates close to \$9,000 in revenues, from the Arena Ice and Hall Rental fees, and it costs about \$106,000/year to maintain it. Arenas require a compressor – a refrigeration system (direct or indirect), which removes heat and creates cold. The compressor is the heart of a refrigeration system. It's the only active main component maintaining the flow of refrigerant.

The compressor found in Temagami's Arena is very expensive to operate and, with Arena use and attendance being limited to drop-in skating and hockey, (and very rarely, curling), and occasional community events (see Figure 9), the costs associated with keeping the Arena as is are very high, with very little revenue in return.

The Arena is also used occasionally for weddings and other events, however, it is also very expensive to heat up, due to its age (confirm how old it is) and poor insulation.

The following list represents the current Arena services and rates (as per 2020 fee updates):

<b>Services Offered</b>	<b>2020 Fees</b>
Arena Ice Rental/hr	\$100.00
Minor Hockey Ice Rate/hr	\$75.00
Public School Rental /hr	\$75.00
Adult Pick-up Hockey/person	\$7.00
Children's Pick-up Hockey/person	\$5.00
Public Skating/person	\$3.00
Arena Ice Rental/day	\$800.00
Arena Ice out Rental/hr	\$50.00
Arena Rental Ice out/day	\$500.00
Arena Weekend Rental - Ice Surface and Hall	\$2000.00
Arena Hall Rental/hr	\$40.00
Arena Hall Rental/day	\$350.00
Arena Hall for Fitness Class (\$1.00 per person max \$20.00)	\$20.00
Local Service Clubs/Lion Non Profit Rental/event	\$200.00
Kitchen Use	\$150.00
SoCan Fee	\$20.00
Set Up - Clean Up/hr	\$45.00
Ballfield Rental/weekend	\$200.00

## RECOMMENDATIONS

### Options for Future Arena Decisions



**Option 1: Renovate Arena with Expanded Options and Improvements****Pros:**

- Keep the Arena as a community center and a gathering place
- Closeness and connection to the community remains (particularly important as part of new Economic Development Strategy for citizen and business retention – consult **Section 3.3, section C7** of this Report)
- Fall-over emergency control center will not need a new location
- May increase attendance and revenues

**Cons:**

- Expensive to operate
- Pad may not withstand heavy objects (further research and analysis will be required)
- Does not pay for itself
- May not justify the expense

**Option 2: Convert Arena to a garage for Public Works and offices/facilities****Pros:**

- Substantial savings
- Better space utilization
- Retaining the dance hall
- Savings in heating and electricity
- Newer facility for public works garage
- Easy to justify in terms of savings and efficiencies,
- The Community Centre of the upstairs of the Arena upstairs can still be utilized (while repurposing the Arena for the Public Works garage)

**Cons:**

- Loss of public/community space, loss of hockey/skating area

**Option 3: Do nothing to the Arena and expand Recreation Programming only****Pros:**

- Sole emphasis of change will be dedicated to a new Recreation plan, along with staff and future strategy
- Improve promotional and new program activities
- The Arena will remain and continue being a gathering place for the Community

**Cons:**

- Continued financial burden until changes associated with Programming are realized
- Arena conditions will continue deteriorating
- Possibility of failure new Recreational Strategy and Programming – no changes will be realized

**RECOMMENDATION: Option 1**  
**Renovate Arena with Expanded Options and Improvements**

At the present time, it is our recommendation to proceed with Option #1. While this option is less disruptive than Option #2, it represents significant changes via a "meet-halfway" solution that may also positively indirectly contribute to the success of Economic Development, citizen & business retention, as well as Tourism strategies.

The following is a list of specific steps and considerations to proceed with this option:

- Replacing old compressors with more efficient ones will save a lot of energy and maintenance costs. Indirect refrigeration systems allow for safer control of potentially harmful refrigerants. Research into systems and cost-efficient innovative solutions will be a very important component of this step.
- Computer programs and applications give arena operator more control to schedule when compressors are powered on and powered off. Programming for shutdown at night, on holidays and during other downtimes allows for significant energy savings. New equipment will increase the cooling efficiency of the compressor.
- Introduce a community-wide initiative, engaging all interested community members in coming up with ideas and suggestions on organizing and planning various events at the Arena, and other Recreational events. Propose volunteer organizers and planners for these events, and consider adding some youth to the planner mix.
- Increase attendance by planning and organizing events related to hockey, addition of bowling isles, rented hourly; consider the addition of curling bonspiel.
- Increase Service rates as per following recommendations:
  - Arena Ice Rental/hr - \$185.00 (Canadian Municipal arena average rental rates - \$245/hr)
  - Arena Ice Rental/day - \$1,450.00 (Canadian Municipal arena average rental rate - \$1,860.00)



- *Arena Weekend Rental – Ice Surface and Hall - \$3,200.00*
- *We recommend increasing all other rates by 15-25%*
- *Develop programming based on a mix of Prime and Fringe time Arena use, as follows:*
  - Usual prime times for Arena use in most municipalities are:*
    - *Mon-Fri: 6:00 pm-10:00 pm*
    - *Weekend: 8:00 am-10:00 pm*
  - Usual fringe times for Arena use for most municipalities are:*
    - *Early Mornings: 6:00 am-8:00 am*
    - *Late Afternoons: 4:00 pm-6:00 pm*
    - *Late Evenings: 10:00 pm-12:00 am*
- *Introduce vendor and / or nominal admission fees to take part in the Temagami Community Market in the spring/summer months. Consider the introduction of a volunteer committee to come up with ideas and themes for various seasons and uses for the Market.*
- *Introduce skate rentals and skating lessons and / or classes.*
- *Create a specific mission for the Arena, (for example, "create and train skaters" and promote it within the Community.*
- *Schedule specific programs and schedules at convenient and logical times (e.g. evenings and weekends). Right scheduling is key!*
- *Consider the possibility of using volunteer instructors and add a basic curriculum in place; invite the community to participate.*
- *Emphasize all age participation to attract attendants of all ages.*
- *Review upgrades that may be required, (i.e. installation of larger doors, electrical, plumbing, windows, insulation, etc.) and determine their feasibility.*
- *Develop hockey camp programming - if you need more revenue, at the most basic level, you need more skaters on the ice.*
- *Open the Arena to Business/Corporate rentals. For example, make Monday nights into "Business Night", when businesses looking for a fun "teambuilding" activity for employees can rent the ice for a few hours or, the entire evening, depending on their needs.*
- *Review the possibility of using a synthetic ice pad.*
- *Purchase a cushioned floor covering and convert it to an inside recreation area for pickle ball, sports activities, jogging and / or other sports. The floor could*



*then be removed for special events, without disturbing the infrastructure, for occasions that require ice-time.*

- *For the public space connected to the Arena, review the feasibility of using it as:*
  - *Tennis or basketball courts*
  - *Baseball field*
  - *A Walking/Jogging track*
  - *A playground*
  - *Transport parking area*
- *Create a pleasant atmosphere (for example, background music, add some concessions and / or homemade "goodies" prepared by volunteers) - ensure it is not just a building with a sheet of ice!*

DRAFT



**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-014

**Memorandum to Council**

**Subject:** Notice of Motion – Civil Union

**Agenda Date:** February 11, 2021

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to prepare a report on the potential economic benefits to local businesses of training and certifying appropriate municipal employees to perform civil unions.

**INFORMATION**

Councillor Shymko provided a Notice of Motion during the regular session of January 21, 2021. Municipal Clerks (and deputies) if the appropriate training is completed are able to perform civil unions. This could lead to increase use of our accommodation and food services businesses.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**



**Corporation of the Municipality of Temagami**

**Memo No.**  
2019-M-015

**Memorandum to Council**

**Subject:** Notice of Motion – Winter Equipment

**Agenda Date:** February 11, 2021

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council direct Staff to cost analysis of offering a skate/snowshoe/Nordic ski/toboggan subsidy in lieu of hosting Shiverfest in 2021.

**INFORMATION**

Councillor Shymko provided a Notice of Motion during the regular session of January 21, 2021. As normal gatherings are not permissible given the present state of emergency declared by the province Shiverfest will not be occurring in its normal form this year. Councillor Shymko would like to explore the idea of offering a subsidy for winter sport/recreational equipment using funds normally used to host Shiverfest.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**

# **THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

## **BY-LAW NO. 21-1542**

---

### **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 February 11, 2021 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 11th day of February, 2021.

---

Mayor

---

Clerk