



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI**

**REGULAR COUNCIL MEETING**

**MINUTES**

**Thursday, December 12, 2024, 6:30 P.M.  
Main Level Chambers**

**PRESENT:** J. Koistinen, M. Youngs, J. Platts, W. Gustavson, C. Lowery, B. Koski

**ABSENT:** D. O'Mara

**STAFF:** L. Jahanshahloo, S. Pandolfo, B. Turcotte, N. Claveau, J. Shymko, P. Christie, J. Sanderson, D. Bell

**CALL TO ORDER AND ROLL CALL / ANNOUNCEMENTS & STATEMENTS FROM MEMBERS**

Deputy Mayor Koistinen called the meeting to order at 6:32 pm.

There were 2 people in the audience and 11 members of the public via zoom. The Deputy Mayor called the Roll.

Councillor Lowery announced that Deborah Kitts is retiring from the Library and Ashley Bailey will be filling the Library CAO position.

**ADOPTION OF THE AGENDA**

**24-568**

MOVED BY: B. Koski

SECONDED BY: J. Platts

BE IT RESOLVED THAT the Regular Council Agenda dated December 12, 2024 be adopted as presented.

**CARRIED**

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

The Deputy Mayor requested disclosure of pecuniary interest. Administration reported that 1 was received prior to the meeting. There were no other disclosures made.

Councillor Lowery - Item 8.2.1

**REPORT FROM CLOSED SESSIONS**

**ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**November 14, 2024 - Regular Council Meeting - Minutes DRAFT**

**24-569**

MOVED BY: W. Gustavson

SECONDED BY: B. Koski

BE IT RESOLVED THAT Council hereby adopts the Regular Council Meeting minutes from November 14, 2024, as presented.

**CARRIED**

**November 28, 2024 - Council Working Session - Minutes DRAFT**

**24-570**

MOVED BY: C. Lowery

SECONDED BY: J. Platts

BE IT RESOLVED THAT Council hereby adopts the Council Working Session minutes from November 28, 2024, as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**DELEGATIONS/PRESENTATIONS**

**Registered Delegations - With Presentations**

**Temagami Lakes Association (TLA)**

Presentation by Nicole Brooker

TLA representative, Nicole Brooker, made a presentation to Council.

**24-571**

MOVED BY: W. Gustavson

SECONDED BY: J. Platts

BE IT RESOLVED THAT That Council receive the registered delegation by Nicole Brooker.

**CARRIED**

**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**

**24-572**

MOVED BY: B. Koski

SECONDED BY: W. Gustavson

BE IT RESOLVED THAT Council adopt the consent agenda items, as presented;

8.8.1 Staff Reports for Information

8.8.2 Correspondence for Information

8.8.3 Minutes of Local Boards & Committees.

**CARRIED**

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

**2024-M-205 - Temagami South Drinking Water System Inspection Report - 2024**

**2024-M-206 - Desludging the Temagami South Lagoon Using Geotube Technology**

**2024-M-207 - Cybersecurity Compliance for Municipal Water Systems**

**2024-M-208 - 2025 Ontario Municipal Partnership Fund Allocation**

**2024-M-209 - Ontario Provincial Police Cost Offset Proposal**

**2024-M-210 - Delegation Submission for ROMA 2025 Conference**

**2024-M-211 - Temagami Fire Department Report - November 2024**

**2024-M-212 - Update on Collaboration with TFN and TAA on the Official Plan**

**2024-M-213 - MLEO Report October-November 2024**

**2024-M-214 - Public Works Report for October - November 2024**

**2024-M-215 - Chalet Renovation Project Update and Strategic Vision**

### **Correspondence for Information:**

*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.*

**Ministry of Natural Resources - Correspondence**

**Temagami Forestry Management Group - Correspondence**

**BMP Managing GH Nighttime Light Emissions**

**Voluntary Merger Confirmation PHU-THU English Media Release**

**Temagami DWS - MR Minutes 2024 12 05**

**Minutes of Local Boards & Committee:**

**Au Chateau Board - October 16, 2024 - Minutes**

**Temiskaming Municipal Association (TMA) - October 24, 2024 - Minutes**

**TEAM Highway 11 North - October 30, 2024 - Minutes**

**November 14, 2024 - Approved CEMPC Meeting - Minutes**

**November 22, 2024 - Approved CEMPC Meeting - Minutes**

**STAFF REPORTS**

**2024-M-216 - Canada Summer Job 2025**

**24-573**

MOVED BY: M. Youngs

SECONDED BY: J. Platts

BE IT RESOLVED THAT Council receives Memo 2024-M-216 as presented;

AND FURTHER BE IT RESOLVED THAT Council approves the submission of an application for six student positions under the Canada Summer Jobs 2025 program;

AND FURTHER BE IT RESOLVED THAT Council authorizes the CAO/Treasurer to execute all necessary agreements, accept funding, and oversee expenditures in alignment with the terms and conditions of the Canada Summer Jobs 2025 program.

**CARRIED**

**2024-M-217 - Request for Proposal for External Audit Services (2024–2029)**

**24-574**

MOVED BY: B. Koski

SECONDED BY: W. Gustavson

BE IT RESOLVED THAT Council receives Memo 2024-M-217, including Schedule A, hereby being part of the memo, as presented;

AND FURTHER BE IT RESOLVED THAT Council approves the RFP for External Audit Services, including the scope of services, proposal submission requirements, and evaluation criteria.

AND FURTHER BE IT RESOLVED THAT Council authorizes the CAO/Treasurer to finalize the issue date, post the RFP, and take all necessary actions to execute the RFP process, including distribution, review of received proposals, and bringing the results to Council for final review and decision.

**CARRIED**

**2024-M-218 - Ad Hoc Budget Committee**

**24-575**

MOVED BY: C. Lowery

SECONDED BY: J. Platts

BE IT RESOLVED THAT Council receives Memo 2024-M-218 as presented;

AND BE IT RESOLVED THAT Council hereby creates an Ad Hoc Budget Committee for the purpose of assisting with the 2025 Municipal Budget for the Municipality of Temagami, as per the Terms of Reference outlined in Memo 2024-M-218;

AND FURTHER THAT Council appoint Councillor Koski and Deputy Mayor Koistinen to be members of the Committee.

**CARRIED**

**2024-M-219 - Temagami North Wastewater Treatment Lagoon UV Change order Proposal**

**24-576**

MOVED BY: M. Youngs

SECONDED BY: B. Koski

BE IT RESOLVED THAT Council receives Memo 2024-M-219, including Schedule here by forming part of the memo, as presented;

AND FURTHER BE IT RESOLVED THAT Council approves 2019-2028 Change Order No. and authorizes the CAO/Treasurer to execute the changes.

**CARRIED**

**2024-M-220 - Proposal for Modernizing Document Management System**

**24-577**

MOVED BY: J. Platts

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council accepts Memo 2024-M-220, including Schedule A here by forming part of the memo, as presented;

NOW, THEREFORE, BE IT RESOLVED that the Municipality adopts the SmartCloud Document Management System as the official platform for municipal document management, incorporating associated costs into the 2025 financial plan;

AND FURTHER BE IT RESOLVED THAT the CAO is authorized to execute all necessary agreements and documentation for the implementation of the SmartCloud Document Management System from Nimble.

**CARRIED**

**2024-M-221- Authorization Request for RBC Banking Platform & Commercial Card Access**

8:15pm - The Deputy Mayor called a 10-minute break

8:25pm - The Deputy Mayor called the meeting back to order

**24-578**

MOVED BY: M. Youngs

SECONDED BY: W. Gustavson

BE IT RESOLVED THAT Council receives Memo 2024-M-221 as presented;

NOW THEREFORE BE IT RESOLVED THAT the following access levels are implemented for the RBC Express Banking Platform:

- Level 1 (Full Authorization): Laala Jahanshahloo (CAO/Treasurer) and Sabrina Pandolfo (Clerk).
- Level 2 (Administrative Authorization): Chantal Kramer (Accounting Clerk) and Cathy LaPerriere (Acting Deputy Treasurer)
- Level 3 (View Only): Councillor Gustavson, Councillor Platts, Councillor Youngs and Lowery.

AND FURTHER BE IT RESOLVED THAT the Visa NextLogic system is managed with the Laala Jahanshahloo (CAO/Treasurer) and Sabrina Pandolfo (Clerk) as the Lead Program Administrators and the Chantal Kramer (Accounting Clerk) and Cathy LaPerriere (Acting Deputy Treasurer) as Secondary Administrators.

**CARRIED**

**2024-M-222 - Proposal for Modernizing Municipal Facilities Scheduling and Event Management**

**24-579**

MOVED BY: J. Platts

SECONDED BY: W. Gustavson

BE IT RESOLVED THAT Council accepts Memo 2024-M-222, including Schedule A here by forming part of the memo, as presented;

NOW THEREFORE BE IT RESOLVED THAT the Municipality adopts SportsKey as the official platform for municipal facility scheduling and event management and includes the associated costs in the 2025 financial planning process;

AND FURTHER BE IT RESOLVED THAT the CAO is authorized to execute all necessary agreements and documentation required to implement SportsKey.

**CARRIED**

**2024-M-223- Emergency Snow Clearing Assistance for TNPHC**

**24-580**

MOVED BY: B. Koski

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council accepts Memo 2024-M-223 as presented;

NOW THEREFORE BE IT RESOLVED THAT the Municipality will provide emergency snow-clearing services for TNPHC, subject to TNPHC naming the Municipality as an "Additional Insured" on its insurance policy for these services, until Council decides otherwise;

AND FURTHER BE IT RESOLVED THAT the Council directs staff to proceed according to their decision by selecting one of the following options:

1. Implement a cost recovery model for the emergency snow-clearing services, ensuring that the Municipality recovers costs associated with providing the service.
2. Waive the fees for emergency snow-clearing services, treating it as a donation-in-kind to support TNPHC and affordable housing initiatives in Temagami.

AND FURTHER BE IT RESOLVED THAT the Council decision is numbered as 2 and authorizes staff to execute the necessary steps related to the selected option, which will be recorded in the minutes of this meeting for the public record.

**CARRIED**

#### **2024-M-224 - Donation Request for Farewell Event**

**24-581**

MOVED BY: W. Gustavson

SECONDED BY: J. Platts

WHEREAS the requested donation to support a farewell event does not meet the eligibility requirements according to By-Law No. 20-1499;

BE IT RESOLVED THAT Council accepts Memo 2024-M-224 as presented;

NOW THEREFORE BE IT RESOLVED THAT Council does not grant approval for the donation request; AND BE IT FURTHER RESOLVED THAT Council extends its support by offering non-monetary assistance, such as promoting the event through municipal communication channels, to acknowledge the community's appreciation for the pharmacist's contributions.

**CARRIED**

#### **CORRESPONDENCE**

**Action Correspondence**

**Resolution from Other Municipalities**

#### **BY-LAWS**

**By-law 24-1782 - Delegation of Powers and Duties**

**24-582**

MOVED BY: C. Lowery  
SECONDED BY: J. Platts

BE IT RESOLVED THAT By-law 24-1782, being a by-law to confirm the Delegation of Powers and Duties of the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 12th day of December 2024;  
AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**By-law 24-1787 - Records Retention Policy**

**24-583**

MOVED BY: J. Platts  
SECONDED BY: M. Youngs

BE IT RESOLVED THAT By-law 24-1787, being a by-law to adopt a Records Retention Policy for the Municipality of Temagami, be taken as read a first, second and third time and finally passed this 12th day of December 2024;  
AND FURTHER THAT the said by-law be signed by the Mayor and Clerk and recorded in the by-law book.

**CARRIED**

**UNFINISHED BUSINESS**

**DRAFT New Procedural By-law**

**24-584**

MOVED BY: B. Koski  
SECONDED BY: J. Platts

BE IT RESOLVED THAT Council defer this item until the January 9, 2025 Regular Council Meeting.

**CARRIED**

**NEW BUSINESS**

**Board of Health (BOH) - Municipal Appointee's**

**24-585**

MOVED BY: W. Gustavson  
SECONDED BY: J. Platts

BE IT RESOLVED THAT Council confirm their support for the appointment of Carol Lowery as the Rural South municipal appointee on the new merged Board of Health, as she was previously the appointee for the Timiskaming Health Unit.



**CARRIED**

**2025 FONOM Registration**

**24-586**

MOVED BY: W. Gustavson

SECONDED BY: C. Lowery

BE IT RESOLVED THAT Council receive notice of the 2025 FONOM Conference and approve 3 members of Council and 1 Staff member to attend.

**CARRIED**

**NOTICE OF MOTION**

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

Biff Lowery - Records Retention

**24-587**

MOVED BY: B. Koski

SECONDED BY: C. Lowery

BE IT RESOLVED THAT this meeting be extended until 9:45pm.

**CARRIED**

**CONFIRMATION BY-LAW**

Confirmation By-Law 24-1788

**24-588**

MOVED BY: C. Lowery

SECONDED BY: B. Koski

BE IT RESOLVED THAT By-law 24-1788, 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 12th day of December 2024;

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

**CARRIED**

**ADJOURNMENT**

**24-589**

MOVED BY: B. Koski

SECONDED BY: C. Lowery

BE IT RESOLVED THAT this meeting adjourn at 9:33 p.m.

**CARRIED**

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Mayor

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Clerk