

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

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**Subject:** Staffing and Training Update

**Memo No:** 2025-M-025

**Date:** February 13, 2025

**Attachment:** None

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## Recommendation

BE IT RESOLVED THAT Council receives this staffing update for information purposes.

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## Executive Summary

Temagami continues to have a great municipal team across all departments, with staff working hard and assisting where needed. There have been several staffing developments, including new hires, ongoing training, and department reorganizations to improve efficiency and service delivery. This memorandum provides an update on recent staffing changes and initiatives.

## Rationale & Background

### New Staffing Additions

Deb Morrow has been hired as a Casual Office Assistant to assist with various administrative tasks, including customer service, electronic filing, clerical work for the Building Department, and front counter/reception duties. Her contributions have been invaluable to the team.

### Community Centre Support

The Arena Assistant continues to support The Recreation Department at the Temagami Community Centre, which has seen an increase in rentals and events. The Recreation Coordinator has successfully completed his Playground Inspection Course and Arena Refrigeration Level 1 and is preparing for Level 2.

### Training and Development

Staff are engaged in various training programs, including:

- Payroll time-tracking system implementation – HRIS My Way.
- Setup of a new municipal bank account.
- Self-serve booking system rollout – Sports Key.
- Cloud document management system implementation - Nimble.
- TOMRMS Records Retention and File Management.
- New municipal website development - Loop.
- Emergency management training for various staff members.
- ComTrack, Mr. Compliance – Work order tracking system – Integrated with Asset Mgmt.
- Cloud Permit – For Building Permits
- Balance and RFAM Webinars – Asset Management System
- Trimble – GPS Coordination of Municipal Infrastructure

### Asset Management and Technology Enhancements

The Public Works Clerk is undergoing continuous training in asset management, focusing on replacement costs, current market value assessments, and levels of service. This remains an extensive and detailed task that requires a vast time commitment.

The implementation of ComTrack has started, with Public Works (PW) staff utilizing it for tracking work orders from call-ins and inspections.

The Public Works Clerk continues to have meetings and communicate with Circular Materials to gathering information for Council on whether to opt in or out of depot stations for recycling materials, with a report to be presented at a later date.

### New Intern Hire

Kashev Singh has been hired as the NOHFC-funded GIS/Asset Management Intern. He will support asset management projects and digital mapping efforts. His skills and experience are expected to be a great asset to the team.

### Administrative and Operational Improvements

The CAO continues to take courses through AMCTO and Emergency Management to enhance municipal governance, reduce liability, and improve policies and processes.

The Public Works Superintendent and PW Clerk are now housed in the municipal office, improving interdepartmental communication.

The Public Works team is actively training on various equipment and utilizing the Comtrack system to streamline operations.

Staff collaborated to send out interim tax bills and are diligently working on departmental budgets.

## **Legal Compliance and Relevant Acts**

All staffing changes and training initiatives comply with relevant municipal policies, employment standards, and provincial regulations.

## **Implementation Plan**

- Continued support for staff training and professional development.
- Ongoing evaluation of the new system and other new technologies to enhance efficiency.
- Monitoring the progress of new hires and interns to ensure smooth integration into the team.
- Further assessment of recycling depot station participation for Council decision-making.

## Conclusion

Temagami's municipal team remains committed to continuous improvement and professional development. With ongoing staffing adjustments, technological upgrades, and enhanced training, the Municipality is well-positioned to provide effective services to the community. The collaborative efforts of all departments demonstrate a strong commitment to efficiency, service delivery, and municipal growth.