

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Requirements to Implement Parking Committee Recommendations

Memo No: 2025-M-088

Date: April 10, 2025

Attachment: Appendix A – 2025-M-069 - LTAR Ad Hoc Parking Committee Recommendation

Appendix B – 2025-M-074 - Implementation Requirements for Recommendations
of LTAR Ad Hoc Parking Committee

Prepared By: Laala Jahanshahloo - CAO/Treasurer

Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-088, including Appendix A and Appendix B, which are hereby made part of this report as presented.

AND FURTHER THAT Council will select and approve the Lake Temagami Access Road Ad Hoc Parking Committee recommendations from the following categories:

- Regulatory
- Operational & Administrative
- Infrastructure & Capital
- Enforcement & Compliance
- Community Engagement
- Technology & Digital

Note

This report is a combination of Reports 2025-M-069 and 2025-M-074, which were deferred during the Council Working Session held on March 27, 2025.events.

Appendix A - 2025-M-088

Subject: Lake Temagami Access Road Ad Hoc Parking Committee Recommendation

Memo No: 2025-M-069

Date: March 27, 2025

Attachment: None

Prepared By: Deb Larochelle – Infrastructure and Services Coordinator

Recommendation

BE IT RESOLVED THAT the Council receives Memo 2025-M-069 as presented.

Contents

1. Background	1
2. Parking Stall Administration - Parking Rules	2
3. Parking Stall Administration - Waitlist Rules.....	4
4. Parking Stall Administration - Additional Recommendations.....	7

1. Background

In October 2023, Council established the Advisory Committee to evaluate and improve the management of the Lake Temagami Access Road parking stalls.

The Committee reviewed current operations and developed recommendations to improve accessibility, fairness, and organization for permanent and seasonal residents, contractors, business owners, and visitors.

The key objectives of the Ad Hoc Committee include:

- Enhancing accessibility and fair allocation of parking stalls.

- Streamlining registration and fee structures.
- Improving stall identification and maintenance.
- Addressing overflow parking and day-use needs.
- Establishing clear renewal processes and waitlist procedures.

This report contains the recommendations from the Lake Temagami Access Road Ad Hoc Parking Committee to Council, noting that these rules do not apply to the Temagami First Nation parking lot or accessible parking.

2. Parking Stall Administration - Parking Rules

2.1. General Rules

2.1.1. Maintenance of the site is the responsibility of the Municipality of Temagami.

Anyone found removing trees or enlarging a stall will be in contravention of these rules and will forfeit their parking stall.

2.1.2. Municipal parking stalls will only be available to property owners and permanent residents of Lake Temagami and Bear Island.

2.1.3. Municipal parking stalls are only for the use of the registered user, including their guests and family, as well as other registered users to whom they have specifically given permission to use the stall.

2.1.4. Permanent residents will receive first priority for either plugin or non-plugin spots.

2.1.5. Parking stalls are for the parking of motor vehicles, motorized snow vehicles, or ATV's. A loaded or unloaded trailer no longer than 25 feet in total length is permitted.

2.1.6. The size of the parking stalls is 13' x 25' which is not to be exceeded.

2.1.7. No vehicle shall be parked in a manner that obstructs another parking stall or the flow of traffic on the main road.

2.1.8. The stall does not belong to the property; it belongs to the individual who is leasing the spot. However, should the leaseholder sell the property or become deceased, the

parking stall will revert back to the municipality and be offered to the next person on the waitlist.

2.1.9. Anyone with a lease with two reserved spots will be grandfathered in.

2.1.10. Anyone with more than two reserved parking spots will have their additional spots reviewed at the discretion of the municipality.

2.1.11. If you wish to switch spots with another lessee, you must contact the Municipality to formalize the change. Both parties must agree to the switch.

2.1.12. If a lease is in arrears with parking stall payments, the individual will lose their parking spot.

2.1.13. Municipal staff will only remove snow from parking stalls if time and equipment permit, and they will not plow within one stall width of a parked vehicle or any object stored in a stall.

2.1.14. Snow removal from stalls is the responsibility of the lease and shall not impact neighboring stalls or the traveled portion of the roadway.

2.1.15. Sub leasing or renting of parking stalls is not permitted

2.1.16. Every person leasing a parking stall from the Municipality must sign a copy of the rules and return the signed copy to the Municipality.

2.1.17. Any contravention of these rules may result in the forfeiture of the parking stall.

2.1.18. Any fraudulent information given to the Municipality will result in the loss of the parking stall.

2.2. Electrical Outlets

2.2.1. Outlets are designated for winter block heaters only.

2.2.2. EVs are not permitted to use these outlets for charging.

2.3. Enforcement

2.3.1. Ticketing and Towing: Unauthorized vehicles will only be towed or ticketed upon a complaint from the registered lessee.

2.3.2. Complaint Process: Complainants must verify their stall ownership before enforcement is initiated.

2.4. Payment

2.4.1. Parking stalls are leased annually, with payment due by December 31.

2.4.2. Invoices are issued early in the new year, preferably via email.

2.4.3. Fees are determined per the Municipality's User Fee By-Law.

2.4.4. Payments not received within 30 days incur a \$50 penalty; stalls are forfeited after 60 days of non-payment.

2.4.5. Proof of permanent residency (e.g., driver's license) is required for lease applications.

2.5. Allocation

2.5.1. Stalls will be reassigned as they become available.

2.5.2. Stalls leased by lodges will be transferred to new property owners only through the Municipality.

2.5.3. Stall swaps require written approval from the Municipality.

2.5.4. Stalls may be reallocated due to:

- Non-payment of fees.
- Incomplete lease documentation.
- Non-compliance with parking rules.

3. Parking Stall Administration - Waitlist Rules

An overview of the current status of the reserved parking spaces at Mine Landing:

We have a total of 109 reserved spaces, excluding the Temagami First Nation parking lot.

Please note that these rules do not apply to the Temagami First Nation parking lot or accessible parking.

3.1. Mine Landing Reserved Parking

3.1.1. 63 spaces are equipped with hydro plug-ins.

3.1.2. 46 spaces do not have hydro plug-ins.

3.1.3. Accessibility parking is not reserved; there are approximately 20 spaces available on a first-come, first-served basis with no time limit.

3.1.4. Accessibility for Ontarians with Disabilities Act (AODA) requirements regarding parking spaces. According to AODA guidelines:

- 4% of the total parking spots must be designated as accessible.
- Individuals using these accessible parking spots are required to display a valid accessible parking permit or sticker.

3.2. Temagami First Nation Parking

The parking lot agreement between the Municipality of Temagami and the Temagami First Nation (TFN) establishes that TFN has a reserved parking lot with 44 spots exclusively for TFN community members. The agreement stipulates that these spaces will remain reserved for TFN use for a maximum term of 10 years, starting from the date of completion, March 31, 2011. The lot is subject to municipal by-law No. 11-977, which governs parking spaces. This matter is currently being reviewed by the joint committee, Temagami Region Economic Development Corporation (TREDCO) and will be acted upon in the future.

3.3. Waitlist Procedures and Requirements

3.3.1. Parking stalls will only be available to property owners and permanent residents of Lake Temagami.

3.3.2. Permanent residents will receive first priority for either plugin or non-plugin spots.

3.3.3. Seasonal residents should be considered next, but only for non-plugin spots unless there are only plugin spots left and no permanent residents want them.

3.3.4. No one family, property, or business may have more than one spot unless there is no one on the waitlist.

3.3.5. Family, property, or business is defined by lake address, municipal tax roll number, and some form of government ID.

3.3.6. The waitlist will be managed on a first-come, first-served basis by the date received by staff, with a copy provided to the resident.

3.3.7. Administration may move someone from a non-plugin spot to a plugin spot if requested, depending on where they fall on the waitlist.

3.3.8. Municipal staff will administer the waitlist based on criteria that is approved by Council By-Law.

3.3.9. A new parking request form will be required for anyone wanting a spot. It should include:

- Name of applicant or business (To qualify for reserved parking, permanent residents would be required to provide proof of residency. This could include a driver's license or another form of government-issued ID showing their permanent address on the lake).
- Lake address
- Municipal tax roll number
- Contact information
- Type of spot requested (electrical plugin or non-electrical plugin)
- Date request received
- Date of property ownership or residence
- If renting, name of property owner and their contact information

- Signature of person making request
- Signature of staff person receiving request
- Copy of request goes to the person making the request

4. Parking Stall Administration - Additional Recommendations

Included are some additional recommendations that the committee would like to bring to Council's attention. While we understand that this matter is currently under review by the Joint Committee, Temagami Region Economic Development Corporation (TREDCO), we believe these recommendations may be helpful to the ongoing discussions and could provide valuable insights to the Joint Committee as they continue their review.

Shown by the volume of traffic during long weekends, fish tournament events and varied use in general, improvements to the Temagami Access Road Municipal Parking areas are indicated.

4.1. Parking, Infrastructure, and Management Enhancement

4.1.1. Propose that council consider creating pull-through parking spaces. This design can enhance accessibility and ease of parking for both cars and trucks with trailers. As we implement these pull-through spots, it's important to ensure that we leave a minimum number of trees to maintain the area's natural aesthetics.

4.1.2. Take steps to remove the derelict vehicles currently occupying our parking lots.

4.1.3. Explore funding opportunities to expand lots 3, 4, 5, and 6 in accordance with the KMK plan.

4.1.4. Explore the creation of the commercial/contractor and storage parking as per the KMK plan.

4.1.5. Confirm the boundaries for the land use permit.

4.1.6. Designating one side of the parking lot - currently referred to as contractor parking - as reserved parking for permanent residents.

4.1.7. Wait list rules post on website

4.1.8. Parking Stall rules posted on website

4.1.9. Staff conduct an audit for those that currently have a spot and revoke and re assign as necessary.

4.1.10. Investigate the steps to increase electric vehicle services.

4.1.11. Review 10-year agreement with Temagami First Nation.

4.1.12. The placement of clear, informative signs at each parking lot within the parking lots to improve communication and assist in parking management.

4.1.13. Signage:

- Provide Clear Guidelines: Signage can help clarify parking rules.
- Enhance Enforcement: Proper signage can assist with parking enforcement by making it clear what is and isn't allowed, helping to avoid confusion and ensuring compliance with parking rules.
- Direct Information: Signage can also direct lessees or visitors to important contact information, reporting procedures for illegal parking, or procedures for filing complaints.
- “No Parking Reserved’ at each leased spot.
- Post reserved parking lot sign.
- Council develop a plan for signage
- Numbering all parking lots moving forward and will discontinue the use of lot names (e.g. “Contractor Parking”). Instead adopt the numbering system that KMK proposed
- Post location (e.g. Mine Landing, Manitou Landing).
- Post a large billboard sign that will be clearly marked to indicate the following designated parking areas – commercial, public, reserved, handicap and trailer parking.

4.2. Reserved parking, wait lists and review

4.2.1. There is permanent and seasonal parking, which the committee discussed and mapped out (insert draft copies of lease agreement, rules, etc.) We recommend better signage of individual reserved spots and the adoption of the rules, forms/agreements attached.

4.2.2. We recommend the Municipality establish a scheduled review of access uses and needs to facilitate better planning, current and future ratios, trends and services for Municipal parking. The wait lists need review, the development agreement for the lot built between the garbage bins and the Manitou Landing should be completed. If more reserved spots are warranted, could other existing areas be designated? Manitou Landing Road (south side?) or Contractor (either side?)

4.3. Non-Vehicular parking

4.3.1. Identification of abandoned or derelict boats, trailers and vehicles is a small but unsightly problem. We recommend the Municipality develop a “Notification Tag” system (with deadlines) to motivate owners to contact municipal staff.

4.3.2. The designated trailer parking area seems to be working somewhat for seasonal and semi-permanent trailer storage. Identification of and communication with owners is problematic. Perhaps a locking system and tag number that secures the trailer to the wire cable that seems to surround the designated trailer parking lot could be considered. We would recommend a respectful long-term approach as opposed to a punitive attitude. There are different categories of trailers and varying circumstances that need to be identified and dealt with accordingly.

4.4. Electrical service

We recommend the Municipality investigate:

4.4.1. Block heaters – status quo/ future need

4.4.2. EV charging – an issue now/ future need

4.4.3. Hydro service capacity – accurate transparent information

4.5. Commercial Landing

4.5.1. We recommend the area presently known as the Contractor area be more accurately designated Commercial Landing. Deliveries of goods, contractor staging and so on should be directed that way to relieve congestion around the Mine Landing docks.

4.5.2. “Deliveries This Way” signage would help direct trucks to the southern end of the road. “Keep Clear” signage would facilitate the tight clockwise turn onto the Commercial Landing area.

4.6. Signage

4.6.1. We recommend an Overall Map be developed - available on line, possibly sent (with tax notices? parking stall lease agreements?) and on site (a billboard type at the beginning of the Access Road? one on the bus shelter?)

4.6.2. The Mine Landing, Manitou Landing and Commercial designations continue, but parking areas be identified by Number or Letter only.

4.6.3. The language used on our public signage be friendly and educational. We are a tourist destination. Our language should invite, not demand or intimidate.

4.7. Growth/ Expansion

4.7.1. There is no accommodation for “vehicles- with -attached- trailer” parking. This causes congestion for all other parking areas and creates a hazardous condition.

4.7.2. Can the northside area of the access road be developed (as per KMK plan)? Could those new lots be designed for “drive-thru” parking for vehicles with attached trailers which would accommodate day users like contractors, fishing parties, etc.

4.7.3. Is there room for angled parking to the south of the access road (under the hydro line) that might relieve some of the current congestion and safety problems during fishing events.

Appendix B - 2025-M-088

Subject: Implementation Requirements for Recommendations of Lake Temagami Access Road
Ad Hoc Parking Committee

Memo No: 2025-M-074

Date: March 27, 2025

Attachment: None

Prepared By: Laala Jahanshahloo – CAO/Treasurer

Recommendation

BE IT RESOLVED THAT the Council receives Memo 2025-M-074 as presented.

Contents

Recommendation.....	1
1. Executive Summary.....	2
2. Background	2
3. Categorization of Recommendations	3
3.1. Regulatory Recommendations (By-law and Policy Changes)	3
3.2. Operational & Administrative Recommendations.....	3
3.3. Infrastructure & Capital Improvement Recommendations.....	4
3.4. Financial Recommendations (Revenue & Cost Recovery)	4
3.5. Enforcement & Compliance Recommendations.....	4
3.6. Community & Stakeholder Engagement	5
3.7. Technology & Digital Transformation	5
4. Implementation Priorities	6
5. Conclusion.....	6

1. Executive Summary

This report outlines the recommendations from the Lake Temagami Access Road Ad Hoc Parking Committee, assessing their feasibility for implementation. Recommendations are categorized by regulatory, operational, infrastructure, financial, enforcement, community engagement, and technological considerations. Each category is analyzed for its financial, legal, administrative, and technological requirements.

Key priorities include:

- Regulatory Updates: Amend by-laws to improve enforcement and waitlist policies.
- Operational Improvements: Implement digital tracking for payments and leases.
- Infrastructure Investments: Expand parking lots, introduce EV infrastructure, and improve signage.
- Enforcement Strengthening: Enhance ticketing, towing procedures, and compliance audits.
- Community Engagement: Improve signage and online accessibility of parking regulations.
- Technological Enhancements: Develop digital mapping, online permit systems, and GIS tracking.

This feasibility report provides a structured approach for the Municipality to implement sustainable and efficient parking management solutions while ensuring regulatory compliance and fiscal responsibility.

2. Background

The Lake Temagami Access Road Ad Hoc Parking Committee was established to evaluate and enhance parking stall administration. With the Council's receipt of memo 2025-M-069, this report categorizes the recommendations based on their implementation requirements. Additionally, it serves as a feasibility assessment, helping the Council determine which

recommendations to adopt, the associated commitments, and the resources needed for full implementation.

3. Categorization of Recommendations

3.1. Regulatory Recommendations (By-law and Policy Changes)

3.1.1. Relevant Sections (From 2025-M-069):

- 2.1 General Parking Rules
- 2.2 Electrical Outlets
- 2.3 Enforcement (Ticketing & Complaints)
- 2.4 Payment (Lease Terms, Fees, Penalties)
- 2.5 Allocation (Eligibility & Transfers)
- 3.3 Waitlist Procedures & Requirements
- 4.2 Reserved Parking, Waitlist & Review

3.1.2. Implementation Requirements

Financial	Legal	Administrative	Technology
Minimal	High	High	Moderate

3.2. Operational & Administrative Recommendations

3.2.1. Relevant Sections (From 2025-M-069):

- 3.3.6 Waitlist Management System
- 4.1.9 Audit & Reassignment of Unused Stalls
- 5.6.1 Development of an Online Map for Parking

3.2.2. Implementation Requirements

Financial	Legal	Administrative	Technology
Medium	Low	High	High

3.3. Infrastructure & Capital Improvement Recommendations

3.3.1. Relevant Sections (From 2025-M-069):

- 4.1.1 Pull-through Parking Spaces
- 4.1.3 Lot Expansions (Lots 3, 4, 5, 6)
- 4.1.4 Commercial/Contractor Parking Creation
- 4.1.10 EV Service Expansions
- 4.1.12 Improved Signage
- 4.7 Growth & Expansion (Trailer Parking, Drive-thru, Angled Parking)

3.3.2. Implementation Requirements

Financial	Legal	Administrative	Technology
High	Medium	Medium	Moderate

3.4. Financial Recommendations (Revenue & Cost Recovery)

3.4.1. Relevant Sections (From 2025-M-069):

- 2.4 Payment Rules (Fees & Penalties)
- 4.1.3 Funding Opportunities for Expansion
- 4.1.10 Investigate EV Service Fees

3.4.2. Implementation Requirements

Financial	Legal	Administrative	Technology
High	Medium	Medium	High

3.5. Enforcement & Compliance Recommendations

3.5.1. Relevant Sections (From 2025-M-069):

- 2.3.1 Ticketing & Towing
- 2.3.2 Complaint Verification Process
- 4.1.9 Audit of Existing Stall Holders

3.5.2. Implementation Requirements

Financial	Legal	Administrative	Technology
Medium	High	High	High

3.6. Community & Stakeholder Engagement

3.6.1. Relevant Sections (From 2025-M-069):

- 4.1.7 Posting of Waitlist Rules Online
- 4.1.8 Posting of Parking Stall Rules Online
- 4.6.3 Tourist-Friendly Signage Language

3.6.2. Implementation Requirements

Financial	Legal	Administrative	Technology
Low	Low	Medium	High

3.7. Technology & Digital Transformation

3.7.1. Relevant Sections:

- 4.6.1 Development of a Digital Parking Map
- 3.3.6 Online Waitlist Tracking System
- 4.1.7-4.1.8 Online Rule Posting
- 4.1.10 EV Infrastructure Planning

3.7.2. Implementation Requirements

Financial	Legal	Administrative	Technology
Medium	Low	Medium	High

4. Implementation Priorities

- 4.1. Immediate Regulatory Updates: Amend by-laws to formalize eligibility, enforcement, and waitlist rules.
- 4.2. Operational Efficiency Improvements: Implement digital tracking systems for payments, leases, and complaints.
- 4.3. Capital Investments: Secure funding for lot expansions, EV infrastructure, and signage.
- 4.4. Enforcement Strengthening: Improve ticketing and towing protocols for unauthorized parking.
- 4.5. Public Communication Strategy: Enhance signage, website updates, and stakeholder engagement.

5. Conclusion

This Feasibility Report ensures that Council is fully informed about the scope, costs, and commitments required for implementation. Accepting a recommendation signifies a full commitment to its financial, legal, and operational requirements. By securing financial resources, adjusting legal frameworks, leveraging digital tools, and enhancing operational oversight, the Municipality can achieve more efficient and equitable parking management.

Summary of Implementation Needs by Recommendation Type

Recommendation Type	Financial Needs	Legal Needs	Administrative Needs	Technology Tools
Regulatory	Minimal	High	Medium	Legal Document Management
Operational	Medium	Low	High	Online Permit Systems
Infrastructure	High	Medium	High	GIS Mapping, Design Software
Financial	High	Medium	Medium	Accounting Software, Payment Portals
Enforcement	Medium	High	High	License Plate Recognition, Ticketing Systems
Community Engagement	Low	Low	Medium	Website CMS, Public Surveys
Technology	Medium	Low	High	Digital Maps, Permit Portals, EV Charging Apps