

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Proposed Acquisition of Fourth Flagpole for Municipal Office

Memo No: 2025-M-094

Date: April 24, 2025

Attachment: None

Prepared By: Laala Jahanshahloo - CAO/Treasurer

Recommendation

BE IT RESOLVED THAT Council receive Memo 2025-M-094 as presented;

AND FURTHER, BE IT RESOLVED THAT Council direct that any purchase related to the fourth flagpole proceed only if external grant funding is confirmed;

AND FURTHER, BE IT RESOLVED THAT staff be directed to explore and apply for available grant opportunities that may support the proposed acquisition and associated site work.

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1. Executive Summary

This report addresses a motion from Councillor C.L. to acquire a fourth flagpole for the Municipal Office. A quotation of approximately \$9,000 has been received from Flag Outlet Ltd., the same supplier of the existing flagpoles, ensuring consistency in design and functionality. The acquisition is contingent on securing grant funding, and the project will follow the Municipal Procurement Policy. If funding is not secured, the project will be deferred until such time that funding becomes available.

2. Background

A Notice of Motion to acquire a fourth flagpole for the Municipal Office was brought forward by Carol Lowery. A formal quotation was received from Flag Outlet Ltd., the same supplier from which the Municipality purchased its three existing flagpoles in 2013. This ensures compatibility and consistency in appearance and performance.

3. Quotation Summary

Item	Details	Cost
35' Cone Taper Flagpole (1-pc)	Aluminum, anodized finish, internal halyard system	\$6,654.00
Wood Packaging	Crating for shipping	\$300.00
Shipping & Insurance	—	\$650.00
Total (Including plus 13% HST)	Excluding installation fees	\$8,592.52
Estimated Installation & Prep	Site preparation, concrete base, staff time	~\$400.00
Total Estimated Project Cost	—	~\$9,000.00

Note:

- The proposed flagpole is identical to the three existing municipal flagpoles, matching height, design, and finish.
- The above figures represent non-binding estimates provided for preliminary planning purposes. Final costs could vary slightly upon formal procurement. Estimates are subject to final procurement process.

4. Consideration for Council

- The proposed fourth flagpole is identical to current installations, ensuring visual consistency and compatibility with existing infrastructure.
- The product features an internal halyard system, a secure tilt base, and carries a 2-year limited warranty, extendable if municipal flags are consistently purchased from the same supplier.
- The total estimated project cost is approximately \$9,000, including purchase, shipping, taxes, and site preparation.
- Acquisition is dependent entirely upon securing external grant funding, as municipal funds are not recommended for allocation to this non-essential project.
- If grant funding cannot be secured, the recommendation is to defer this acquisition indefinitely and prioritize available municipal resources towards more pressing operational and infrastructure needs.

5. Conclusion

The proposal for a fourth flagpole at the Municipal Office addresses visual consistency and uniformity with existing structures. The estimated total project cost is approximately \$9,000. Council may wish to evaluate this proposed expenditure relative to other municipal priorities and consider deferring the acquisition unless external grant funding fully covers the associated expenses.