

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Lake Temagami Access Point Transfer Station – Staffing Options for 2025 Operating Hours

Memo No: 2025-M-098

Date: April 24, 2025

Attachment: None

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-098 as presented;

AND FURTHER BE IT RESOLVED THAT Council adopts the recommended hours of operation for the Lake Temagami Access Point Transfer Station as outlined in this report;

AND FURTHER BE IT RESOLVED THAT Council selects a preferred staffing model from the two options presented by the Lake Temagami Access Point Waste Transfer Station Ad Hoc Committee;

AND FURTHER BE IT RESOLVED THAT Council authorizes staff to execute the selected staffing model and implement the necessary actions to support the approved 2025 operating schedule.

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1. Executive Summary

The Lake Temagami Access Point Waste Transfer Station Ad Hoc Committee was established by Council in October 2023 to review and recommend improvements to the operations of the transfer station. Although the committee's work is ongoing, it is prioritizing a recommendation for the 2025 hours of operation.

This report presents a proposed schedule of operating hours for 2025, alongside two staffing models for Council's consideration:

- **Option One** maintains the current staffing structure.
- **Option Two** introduces a part-time floater position to enhance service, support contractors, and maintain the site.

The committee will address additional aspects of its mandate—such as signage, maintenance, and alternative waste collection methods—in a subsequent report.

2. Background

In October 2023, Council established an Advisory Committee to evaluate and improve the administration of the Lake Temagami Access Point Waste Transfer Station. Key areas of review include:

- **User needs:** Evaluating usage by permanent/seasonal residents, contractors, businesses, and visitors.
- **Signage improvements:** Developing clear and effective informational signage.
- **Care and maintenance:** Enhancing safety and sustainability at the site.
- **Alternative collection methods:** Exploring different models for waste handling and access.

This interim report focuses on immediate improvements to operating hours and staffing, with a full set of recommendations to follow later in 2025.

3. Proposed Hours of Operation and Staffing Options

3.1. Proposed Hours of Operation (Applicable to Both Options)

The following schedule addresses current service gaps, especially Friday closures that have created issues for residents and contractors:

- Summer Hours (Canada Day Weekend to Labour Day): 7:30 am to 4:00 pm, seven days a week
- Winter Hours (Post-Labour Day to Last Week of June):
 - Sundays and Tuesdays: 10:30 am to 4:30 pm
 - Fridays: 8:00 am to 12:00 pm
- Special Weekend Hours (May Long Weekend & Thanksgiving): Friday to Monday, 7:30 am to 4:00 pm

3.2. Option One – Standard Staffing Model

This option maintains one full-time staff member during the winter and two in the summer, similar to current practice:

- Summer Hours (2 staff): 536 hours, \$17,573.29
- Winter Hours (1 staff): 688 hours, \$22,637.13
- Special Weekend Hours: 68 hours, \$2,049.72
- **Total Annual Cost: \$42,260.14** (compared to the 2024 total of \$39,446.70; an increase of \$2,813.44).

3.3. Option Two – Enhanced Staffing with Floater Support

This model includes the same base hours as Option One but adds a part-time floater staff member to:

- Support contractors and manage bin use.

- Maintain site cleanliness (e.g., litter pickup, whipper-snipping).
- Rotate between the transfer station and Briggs landfill during peak periods.
- **Summer Hours (2 staff):** 536 hours, \$17,573.29
- **Part-Time Floater:** 261 hours, \$8,458.38
- **Winter Hours (1 staff):** 688 hours, \$22,637.13
- **Total Annual Cost: \$48,668.80**

This model also optimizes Briggs Landfill staffing by eliminating 9.5 underutilized hours per week. It is recommended that the part-time position be filled locally to avoid transportation issues, as there is no dedicated vehicle for this role.

3.4. Cost Comparison and Analysis

| Cost Category | Option One | Option Two | Difference |
|-----------------------|--------------------|--------------------|--------------------|
| Summer Staffing | \$17,573.29 | \$17,573.29 | \$0.00 |
| Winter Staffing | \$22,637.13 | \$22,637.13 | \$0.00 |
| Special Weekend Hours | \$2,049.72 | Included Above | \$0.00 |
| Floater Staff | N/A | \$8,458.38 | +\$8,458.38 |
| Total Cost | \$42,260.14 | \$48,668.80 | +\$6,408.66 |

4. Conclusion

The proposed 2025 operating schedule improves service delivery and addresses existing user concerns, particularly around Friday closures and holiday weekends. Council is asked to:

- Approve the recommended hours of operation.
- Select either Option One (Standard Staffing) or Option Two (Enhanced Staffing with Floater Support) based on service priorities and budget considerations.

The Advisory Committee will continue its review of remaining topics and report back with final recommendations later this year.