

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: MECP Contingency Planning – Water & Wastewater Staffing

Memo No: 2025-M-105

Date: May 8, 2025

Attachment: None

Prepared By: Laala Jahanshahloo - CAO/Treasurer

Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-105 as presented.

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1. Executive Summary

Conservation and Parks (MECP)'s directive on contingency planning for staffing shortages affecting municipal water and wastewater systems. OCWA, the Municipality's contracted operating authority, has confirmed full compliance with these requirements and provided supporting documentation. No additional action is required from the Municipality at this time.

2. Background

On April 9, 2025, MECP issued a memo directing system owners and operating authorities to ensure contingency planning is in place to address potential staffing shortages, including those caused by labour disruptions or emergency events. The Ministry emphasized the continued need for certified personnel under Ontario Regulations 128/04 and 129/04 and encouraged proactive planning to avoid non-compliance.

This report confirms that OCWA, as the operating authority for Temagami's water and wastewater systems, maintains current and compliant contingency procedures aligned with MECP expectations. The Municipality contacted OCWA to verify preparedness and determine whether any additional actions were required on the part of the Municipality. The response received affirms that all necessary planning, staffing protocols, and regulatory relief procedures are in place under OCWA's scope of service.

3. OCWA Response and Documentation Review

3.1. Contingency Plan (CP-03 – Critical Shortage of Staff)

OCWA confirmed that it maintains a fully updated contingency plan (Rev. 4, dated April 8, 2025), which outlines protocols for addressing staffing shortages at Temagami's water and wastewater systems. The plan includes triggers, staffing reallocation procedures, escalation protocols, and documentation requirements.

3.2. Labour Disruption Coverage

As an essential service, OCWA is obligated to continue operations during a labour disruption. OCWA confirmed that service to Temagami would not be interrupted, and that certified staff coverage is ensured through its regional hub.

3.3. Municipal Role

No changes are required from the Municipality. OCWA manages all contingency planning and regulatory notifications under the current service agreement. The Municipality's role remains focused on regular coordination, communication, and oversight.

4. Temporary Regulatory Relief Procedures (SOP)

OCWA's Standard Operating Procedure (SOP) – Temporary Regulatory Relief During Emergencies (Rev. 0, April 8, 2025) details the process for requesting exemptions from regulatory requirements during emergencies, including the use and qualifications of Emergency Substitute Operators (ESOs) and notification procedures.

5. Conclusion

OCWA has confirmed that contingency planning for water and wastewater staffing shortages is fully compliant with MECP expectations. All plans and procedures are up to date, with no additional responsibilities required from the Municipality of Temagami. Staff will continue to monitor any future directives and coordinate with OCWA accordingly.