

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: 2025 Temagami Community Market – Permit and Coordination Requirements

Memo No: 2025-M-163

Date: June 26, 2025

Attachment: Appendix A – Letter from the Temagami & District Chamber of Commerce

Prepared By: Laala Jahanshahloo - CAO/Treasurer

Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-163 as presented;

AND FURTHER THAT Council supports any organization that may coordinate and operate the 2025 Temagami Community Market, provided the following conditions are met:

1. Proof of liability insurance is submitted in the minimum amount of \$2 million, naming the Municipality of Temagami as an additional insured; and
2. All applicable municipal permits and approvals are obtained based on the selected location, including:
 - 2.1. For the Temagami Train Station parking lot: a Vendor Permit and, depending on layout, a Temporary Road Closure Permit, along with required coordination with Public Works and the Ministry of Transportation (MTO);
 - 2.2. For the Lake Temagami Boardwalk/gazebo area: a Vendor Permit and coordination with the Municipality regarding site use and setup.

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1. Executive Summary

This memorandum provides Council with an update regarding the 2025 Temagami Community Market. The Temagami & District Chamber of Commerce has submitted a request to coordinate the market for the upcoming season. While the Chamber has proposed using the Temagami Train Station parking lot—as in previous years—ongoing construction by Ontario Northland may preclude use of that site in 2025. As an alternative, the Lake Temagami Boardwalk and gazebo area is suggested due to fewer logistical constraints.

The memo outlines the applicable municipal permit and coordination requirements for both potential sites and confirms that staff are available to assist the selected organizer in ensuring a compliant and successful event.

2. Background

On June 17, 2025, the Municipality received a request from the Temagami & District Chamber of Commerce to organize and operate the Temagami Community Market for the 2025 season. The proposal includes hosting the market on Saturdays from July 5 through Labour Day weekend—September 1, 2025—using the parking lot of the Temagami Train Station.

The Chamber noted that repeated outreach to the prior organizer, Living Temagami, has gone unanswered, and there has been no public communication about the upcoming season. In response to vendor inquiries and community interest, the Chamber is offering to assume full coordination responsibilities, including vendor communication, site logistics, and securing required insurance coverage.

3. Municipal Context

The Municipality has consistently supported the continuation of the Community Market, regardless of which organization acts as the event organizer. While the Municipality does not determine who manages the event, any use of municipal property or public right-of-way must comply with the relevant permit and insurance requirements.

These include submission of a vendor permit application, proof of liability insurance naming the Municipality as an additional insured, and coordination regarding road closures or external agency approvals, where applicable. Municipal staff are available to support the process and confirm specific requirements based on the selected site and event format.

4. Site Considerations – Temagami Train Station Parking Lot

The Train Station has served as the market's traditional location in past years. However, the site is currently affected by active construction led by Ontario Northland. As a result, hosting the market at this location for the 2025 season would require significant coordination to avoid conflicts with construction access, contractor operations, and safety perimeters.

A Temporary Road Closure Permit may be required depending on the layout, and coordination with the Ministry of Transportation is required if operations impact adjacent highways or visibility. Given current conditions, relocation of the market may be necessary this year to maintain public safety and operational feasibility.

5. Alternate Location – Lake Temagami Boardwalk (Gazebo Area)

As an alternative, the Municipality suggests consideration of the Lake Temagami Boardwalk near the waterfront gazebo. This area is not affected by construction and does not require a road closure. It has existing pedestrian access and strong visibility, particularly during the summer tourism season.

This location may offer a lower logistical burden for organizers and remains available for consideration pending final coordination with municipal staff.

6. Conclusion

The Temagami Community Market remains a valued seasonal event. While the Temagami & District Chamber of Commerce has stepped forward to facilitate the 2025 season, construction activity at the Train Station may require relocation to an alternative site.

With appropriate planning, permitting, and coordination, the market can continue successfully at a location such as the Lake Temagami Boardwalk. Municipal staff remain available to assist organizers in meeting all requirements and finalizing arrangements based on the selected site.

June 17, 2025

Attn: Temagami Municipal Council
7 Lakeshore Drive
Temagami, ON P0H 2H0

Dear Mayor and Members of Council,

We are writing to formally request permission to operate the Temagami Community Market in the parking lot of the Temagami Train Station on Saturdays from July 5 through Labour Day weekend.

Since April, we have made repeated efforts to contact Living Temagami with offers of administrative support to help ensure the continued operation of the Temagami Community Market in the downtown core. These offers have gone unanswered. In addition, we have received more than a dozen inquiries from vendors seeking information about the market, most of whom indicated they have also not received a response from Living Temagami.

To date, there has been no advertising or public communication by Living Temagami or the Market regarding the 2025 season. As you may be aware, they have not reopened since August of 2024. All of our attempts to assist with outreach, promotion, and logistical planning have similarly gone unanswered.

We do not want to see the market disappear from the train station location, as it has become both a valued seasonal tradition and a significant economic driver for the community during the summer months. Given the continued lack of response and clarity regarding market operations, we are prepared to assume the responsibility of hosting and managing the market to ensure its continuation.

We have secured appropriate liability insurance coverage for the market. Vendors will be required to provide their own tents, tables, and display materials, as the equipment previously used remains in the possession of Living Temagami. We respectfully request that Council initiate the return of all Municipally purchased equipment for continued public use.

All logistical needs, including site maintenance and post-event clean-up, will be managed by our organizing team. Our objective is to ensure the Temagami Community Market remains a well-coordinated and accessible venue for local artisans, growers, and small businesses throughout the 2025 summer season.

We would be pleased to provide additional documentation or attend a meeting to discuss this request further.

Thank you for your time and consideration.

Sincerely,
The Board of Directors
Temagami & District Chamber of Commerce