

**AGENDA FOR THE ELECTRONIC COUNCIL MEETING OF  
THE CORPORATION OF THE TOWNSHIP OF RED ROCK  
FOR THE 903<sup>rd</sup> REGULAR MEETING OF MAY 19<sup>th</sup>, 2020 AT 7:00PM**

<u>ITEM</u>	<u>ACTION TAKEN</u>
1. Additions to Agenda	
2. Disclosure of Interest	
3. Presentation	
4. Minutes of Previous Council Meeting	
a) Monday, May 4, 2020	RES
5. By-Laws	
6. Correspondence	
7. Reports of Municipal Officers	
a) Chief Administrative Officer Monthly Report Payment Vouchers	RES
b) Co-Public Works Superintendents Monthly Reports	
c) Fire Chief Monthly Report	
8. Reports of Committees	
a) Thunder Bay Municipal League – April 18, 2020	
9. Unfinished Business	
10. New Business	
a) Economic Development Officer Position	RES
b) JML Engineering – Deck-Post Tensioning Tenders	RES
11. In-Camera	
12. Out of In-Camera	
13. Report from In-Camera	
14. Adjournment	RES

**THE CORPORATION OF THE TOWNSHIP OF RED ROCK**

**902<sup>nd</sup> REGULAR ELECTRONIC MEETING OF COUNCIL**

**MAY 4<sup>th</sup>, 2020**

Electronically Present: Mayor G. Nelson  
Councillors: D. Robinson  
S. Park  
G. Muir  
C. Todesco  
Chief Administrative Officer: A. Headrick

Mayor Nelson called the meeting to order at 7:00 p.m.

**ADDITIONS TO THE AGENDA**

None

**DISCLOSURES OF INTEREST**

None

**PRESENTATION**

None

**MINUTES OF PREVIOUS COUNCIL MEETING**

The minutes of the Monday, April 27<sup>th</sup>, 2020 special electronic meeting of Council were approved as presented.

**BY-LAWS**

The following by-laws received three readings and were adopted:

- By-law 2020-1213 – To adopt estimates of all sums required for 2020
- By-law 2020-1214 – To establish Tax Ratios for Prescribed Property Classes
- By-law 2020-1215 – To establish Decrease Limits for Certain Property Classes
- By-law 2020-1216 – To Set and Levy the Rates of Taxation for the year 2020
- By-law 2020-1217 – To adopt Optional Tools for the Township of Red Rock

**RESOLUTIONS**

- Res. #1: Moved by S. Park, seconded by G. Muir  
Be it resolved that the minutes of the Monday, April 27, 2020 special electronic meeting of Council be approved as presented.  
Carried
- Res. #2: Moved by C. Todesco, seconded by S. Park  
Be it resolved that a by-law be introduced, being a by-law to adopt estimates of all sums required for 2020 for general purposes be read a first and second time.  
Carried
- Res. #3: Moved by G. Muir, seconded by C. Todesco  
Be it resolved that the bylaw be introduced, being a bylaw to adopt the estimates of all sums required for the year 2020 for general purposes be read a third time, finally passed, numbered 2020-1213 and the seal of the Municipality placed thereon.  
Carried

- Res. #4: Moved by G. Muir, seconded by S. Park  
Be it resolved that a by-law be introduced, being a by-law to establish tax ratios for prescribed property classes be read a first and second time.  
Carried
- Res. #5: Moved by C. Todesco, seconded by S. Park  
Be it resolved that a by-law be introduced, being a by-law to establish tax ratios for prescribed property classes be read a third time, finally passed, numbered 2020-1214 and the seal of the Municipality placed thereon.  
Carried
- Res. #6: Moved by S. Park, seconded by G. Muir  
Be it resolved that a by-law be introduced, being a bylaw to establish decrease limits for certain property classes be read a first and second time.  
Carried
- Res. #7: Moved by D. Robinson, seconded by S. Park  
Be it resolved that the by-law be introduced, being a by-law to establish decrease limits for certain property classes be read a third time, finally passed, numbered 2020-1215 and the seal of the Municipality placed thereon.  
Carried
- Res. #8: Moved by S. Park, seconded by C. Todesco  
Be it resolved that a by-law be introduced, being a by-law to set and levy the rates of taxation for the year 2020 be read a first and second time.  
Carried
- Res. #9: Moved by S. Park, seconded by D. Robinson  
Be it resolved that the by-law be introduced, being a by-law to set and levy the rates of taxation for the year 2020 be read a third time, finally passed, numbered 2020-1216 and the seal of the Municipality placed thereon.  
Carried
- Res. #10: Moved by C. Todesco, seconded by S. Park  
Be it resolved that a by-law be introduced, being a by-law to adopt optional tools for the Township of Red Rock be read a first and second time.  
Carried
- Res. #11: Moved by D. Robinson, seconded by G. Muir  
Be it resolved that the by-law be introduced, being a by-law to adopt optional tools for the Township of Red Rock be read a third time, finally passed, numbered 2020-1217 and the seal of the Municipality placed thereon.  
Carried

### **CORRESPONDENCE**

Mayor Nelson reviewed the correspondence with Council.

Council received a copy of a letter that the Town of Oakville sent to the Federal and Provincial Government regarding the food services industry and the impact of Covid-19.

An update from the Day of Action on Litter was mentioned; Mayor Nelson noted that the official date had been postponed until October.

No other business arose from the correspondence.

### **REPORTS OF OFFICERS**

None

### **REPORTS OF COMMITTEES**

None



**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Council had a brief discussion on the options going forward with the various grant applications that have been submitted prior to the ongoing pandemic. Mayor Nelson expressed that it might be beneficial to talk to the local Ministers in the NWO Region, like Minister Rickford in the Rainy River District. United, Council agreed to a proactive approach to the submissions.

**IN-CAMERA**

Council did not go In-Camera

**REPORT FROM IN-CAMERA**

None

Res. #12: Moved by D. Robinson, seconded by G. Muir  
Be it resolved that this meeting be adjourned at 7:30pm.

Carried

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Mayor

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Chief Administrative Officer/Clerk



## **Chief Administrative Officer Report**

**Period: May 4 to May 19 2020**

### **ACTION FROM PREVIOUS MINUTES:**

### **OUTSTANDING ITEMS PERTAINING TO THIS OFFICE:**

- a) Entrance sign installation completed (Installation of Solar Lights)

### **GENERAL INFORMATION**

- b) CAO and Mayor have reached out to Nipigon, Dorion to explore opportunities for future regional shared services. (discussion went well). Nothing to report. Will continue to explore for future.
- c) With COVID-19 staff and departments continue to practice self-distancing, and following workplace precautionary measures implemented for staff. Weekly conference calls are conducted.
- d) The second phase of the Corporate/Workplace Review will begin remotely with more in-depth interviews with staff and council. Will be exploring ways for engagement with complete community. (Survey mailed out and on line) public engagement will follow pending COVID-19 requirements.
- e) River Edge Development has been legally severed and court action filed for outstanding back taxes owing the community. COVID-19 has hindered the court system.
- f) Still engaged with legal counsel and Ministry of Environment to ensure River Edge Development fulfill their commitment on mill site clean-up. COVID-19 has hampered our endeavors.
- g) Northern Planning has provided information in relation to amendment of our Official Plan and Zoning by-law in relation to process and approvals remaining. One which may be difficult is a public engagement. Developer is still committed in relation to residential development.
- h) CAO, Administration staff, CPA consultant will be involved with the implementation of MuniSoft from our present Asyst software in order to streamline our internal report analysis to council and simplify process.

- i) Have engaged MTO to meet and review all the related Trout Creek Bridge repairs, requirements, and the associated costs. However, have not received and reply on when a conference call will occur. Have reached out on several occasions.
- j) In conversation with Walter Flasz BDO auditor on Financial Information Report and 2019 Township Audit. He. That they have received all the necessary documentation for staff. The intention is that the FIR will be up-loaded to Municipal Affairs on or before May 31, 2020 and the Audit presented to council shortly after.
- k) Still actively involved with Legal, MPAC on re-assessment of mill industrial property and community taxation affects in the future.
- L) Have continued to engaged and be in contact with Provincial and Federal elected representatives and Ministries on capital grant submissions with no resolve and or approvals due to COVID-19.
- M) Engaging OCWA in relation to costing of Water/Wastewater operations, costing of chemicals, joint purchasing and should receive a report shortly.
- N) Still engaged in discussions with Federal and Provincial counterparts, OCWA Project Manager and Hatch our consulting Engineer in relation to SCDA system for Water Treatment Plan. Expect a proposal shortly from Hatch to bring forward.
- O) Have not received a formal reply from our last meeting with MPP Gravelle Office and or Minister MP Patti Hajdu office in relation to the status of their involvement in the EDO and RV Park grant proposals rejected by the Federal Government.
- P) Our Administrative Secretary Whitney Odahl will be looking after the IT Electronic Zoom support for future Council meetings and public streamlining. Micro Age will still be retained when and as required.
- Q) Logistics have been but in place for the 2020 Marina season. Some could be modified in the near future pending approval of student employment submissions. To date we have reached out on several occasions but have not received a confirmation prior to the completion of this report.
- R) CAO will continue to review and work with staff in relation to operational costing and efficiencies identified earlier by departmental operational breakdown by our CPA, CMA, BA, Econ, Financial Consultant and preliminary report from Sage.

Respectfully,

Albert Headrick  
CAO/Clerk





## Public Works Monthly Report April 2020

### RECREATION CENTER

1. Public Works four standby generators were routinely inspected and operated on a weekly basis to ensure their dependability.

### MARINA/MARINA CENTRE

1. Public works staff continue to perform weekly inspections of the Marina Building while it is closed.
2. The primary recirculation pump has been ordered and awaiting arrival.
3. One of the projection cameras which displays interpretive actions on the floor entrance has failed its' interactive display function This unit is quite costly. Options for repair are still being considered.
4. The marina docks/slips required numerous repairs due to ice damage this winter. Many aluminum welding repairs were performed.
5. The Marina Centre /Splash pad will remain closed this summer and for the time being, only the boat launch and boat slips rentals will be made available to the public.
6. The water lines supplying the marina kiosk and docks still require servicing before it is placed into service.
7. All public outhouses(washroom) in the park and the marina areas have been serviced, cleaned, and hand sanitizers mounted. Covid-19 signage has been mounted throughout the area.
8. The end of the fueling peninsula experienced severe shoreline erosion around the marina entrance beacon lights. Several loads of course gravel was purchased to repair the damage.
9. It is the Townships intent to offer full service at the marina this summer once the Provincial Covid-19 restrictions have been removed. Hours of operation will be dependent on the amount of revenue acquired through slip rentals and provincial/federal funding for students.
10. Park Rd access and the boardwalk have been opened to the public.
11. The kayak boat dock will be installed shortly and the washroom there will also be put not service. The kayak storage bins have been assembled and placed in location for use.



## HEALTH AND SAFETY

1. During the month of April one safety meeting was held on April 21/20.
2. Under capital expenditures, safety harnesses, lanyards and a tripod self retracting lifeline has been ordered for the Public Works employees in order for them to perform safe vessel entries.
3. **Working at heights** training for all staff is required and a course will be arranged in the future. Three training providers have been contacted. With the Covid-19 restrictions in place any group training and meetings will be postponed.

## GENERAL

1. The Public Works Dept of the Township of Red Rock is continuing to take additional precautionary measures to ensure the safety of its employees due to the covid-19 outbreak.

## **RED ROCK 2019 JML NOVEMBER 2019 #1 BRIDGE STATUS**

1. The bridge load capacity has been lowered from 25/40/55 tonnes to **18/32/45** tonnes until the bridge post-tension rods have been repaired.  
JML, has received four quotes for the bridge repairs and has recommended one contractor with the lowest bid. Agreement documents are being prepared with the contractor. The post tensioning work may be broken down to only one tensioning occasion. If a second tensioning is required, then an additional cost will be incurred and is identified in the contract. Work is scheduled to begin the last week in May.

The evaluation of the Bulk Haul provision in the Bridge Code was made, and an engineered stamped letter was submitted to the Township increasing the bridge load level to **20/36/50** for Level 3/Level 2/Level 1, respectively. They have indicated that increasing the Level 2 load rating from 32 tonnes to 36 tonnes will allow them to run full concrete trucks over the bridge.

Gerald Sarrasin



# WATER & WASTEWATER MONTHLY REPORT

May 18<sup>th</sup>, 2020.

## WATER TREATMENT & DISTRIBUTION

1. **QMS DWS UPDATE:** The DWS ORO will begin the application process for the Red Rock Drinking Water System's Municipal License and Permit renewals before the end of May. These applications are due to be submitted to the MOECC by Sept 10<sup>th</sup>.
2. Automation Now has been requested to make a service trip for the purpose of testing pressure switches for chlorinators at the water plant. The pressure switches activate alarms to notify operators of chlorinator malfunction and will also shut down plant operation in response to these alarms.
3. A new chlorine regulator has been ordered for the water plant. A spare regulator will allow for system redundancy in case of malfunction and easier maintenance servicing.
4. Weekly water samples were collected and sent to ALS Laboratory from April 20<sup>th</sup> to May 15<sup>th</sup>. No adverse test results were received from any samples submitted.
5. Water meter readings were done for the month of April on May 1<sup>st</sup>.
6. UV sensor verifications were performed for the WTP in April.
7. Standby power was tested at the WTP for the month of April.

## WASTEWATER COLLECTION & TREATMENT

1. One load of screenings was hauled to the landfill over the course of this reporting period.
2. Seasonal chlorination for sewage effluent at the wastewater plant began on April 15<sup>th</sup>.
3. Standby power for the plant was tested for the month of April.

# RRFD Monthly Report to Council

Prepared May 14, 2020 for Council May 19, 2020

## Training Meetings

No Training for the months of March and April Due to Covid 19

## Call Outs

March 3/2020  
30 Taylor Ave  
Smoke Alarm/Smoke in Building  
Due to Unattended Cooking

March 20/2020  
1km From Nipigon  
MVA  
Called Off

March 28/2020  
41 Salls Street  
Natural Gas Odor

April 19/2020  
RR#1  
Grass/Brush Fire

April /2020  
11 White BLVD  
Carbon Monoxide Alarm

Total Calls to Date 8

## Special Training

6 Members Completed the Legislation Online Course  
6 Members Completed the NFPA 1072 Hazmat Awareness Online Course  
6 Members Completes the IMS 100 Online Course

## Fire Prevention and Protection

Nothing to Report

## Public Relations

Nothing to Report

## Personnel

Regular Department Strength: 26

Present Strength: 25

Comm. Desk Operators: 2 (included in present strength)

Fire Prevention Officer: 1 (included in present strength)

Junior Fire Fighter: 3 (included in present strength)

CEMC: 1 (included in present strength)

### **CFO Activity**

- \* Mail, Email and Phone Calls
- \* Vehicle/Equipment and hall monthly maintenance.
- \* Weekly updates to the OFMEM regarding PPE, and Department Strength.
- \* Continues contact with Tim Beebe from OFMEM regarding Training.
- \* Weekly meeting for 2020 Fire Con Planning Committee.
- \* Conversation with OFMEM regarding standards Community Risk Assessment
- \* Bi-Weekly Captains Meetings.
- \* Updating members files, and added training they have completed to file
- \* Preparing training for the Fire Dept from outside sources for when we get back to regular training nights.
- \* Get quotes for equipment for the Capital budget.
- \* Looking at online training for the members and setting up WHMIS training and Traffic Control.
- \* Weekly Emergency Control Group Meetings.
- \* The Fire Dept has started their part of the Community Risk Assessment to determine the Level of Service we provide.
- \* Updating and changing protocols and procedures during this pandemic.

### Recommendations to Council

The Fire Dept want to clear out the area beside the salt shed at the Fire Hall/Public Works building to make a training grounds for the Dept.

Please see attached Fire Dept 2020 Capital Budget

Chief and members recommend purchase a computer software system for the Fire Dept and will have to put into the 2020 Operational Budget.

Start Up Cost \$8019.61

Yearly Annual Fee \$2500.00



# RED ROCK VOLUNTEER FIRE DEPARTMENT

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## 2020 CAPITAL BUDGET

8 GREEN LIGHT \$3,500.00

8 LENGTHS OF HOSE \$5,000.00

DECALS FOR THE FIRE DEPT DOORS \$6,000.00

TRAINING MATERIAL \$5,000.00

ACCOUNTABILITY BOARD \$2,000.00

20FT C-CAN \$4,000.00

5 NEW RADIO'S WITH CHARGING TOWER \$8000.00

TOTAL CAPITAL EXPENSES \$ 33,500

Thunder Bay District Municipal League  
Minutes of the Board Meeting

Saturday, April 18, 2020  
Videoconference

**1. Call to order**

The meeting was called to order at 12 noon by the President, Rick Dumas

Present:

Rick Dumas	Mayor	Town of Marathon
Wendy Wright	Reeve	Township of Gillies
Rebecca Johnson	Councillor	City of Thunder Bay
Irwin Butikofer	Mayor	Municipality of Neebing
Bernie Kamphof	Councillor	Municipality of Oliver Paipoonge
Duff Stewart	Councillor	Municipality of Shuniah
Bob Beatty	Deputy Reeve	Township of Dorion
Belinda Kistemaker	Councillor	Township of Hornepayne
John MacEachern	Mayor	Township of Manitouwadge
Richard Harvey	Mayor	Township of Nipigon
Jim Vezina	Mayor	Township of O'Connor
Gary Nelson	Mayor	Township of Red Rock
Dave Hamilton	Mayor	Township of Schreiber
Bert Johnson	Councillor	Township of Terrace Bay
Beth Stewart	Secretary	

Regrets:

Jon Peroff	Councillor	Township of Hornepayne
Jerry Loan	Councillor	Township of O'Connor

The meeting began with a quick review of where member municipalities were at with reference to the Covid crisis. The Public Health Unit's reporting of cases in the district, was mentioned as a problem. Municipalities not being informed of cases relating their particular community, making it difficult for Council to assess the risk and also giving the false impression that visiting the "country" is safe.

Most Municipalities are holding virtual meetings and those who are still meeting are using distancing to provide some safety.

Local farmers are noting difficulty in obtaining some supplies and the importance of being able to maintain and support local food producers was expressed. With the shut down of meat processing plants that has occurred recently in Alberta, food supply could easily be the next issue.

Thunder Bay District Municipal League  
Minutes of the Board Meeting

Most Municipalities reported staggering/rotating essential staff, such as road crews and office staff. Most municipalities have laid off staff working in the areas of recreation or cultural activities.

Rick Dumas noted that the Town of Marathon recently issued two \$750 fines related to social distancing. He encouraged all municipalities with bylaw officers to consider putting a Bylaw in place. He also mentioned that Municipalities should investigate the government funding available to keep people employed.

Duff Stewart noted that Mayor and CAO in a municipality can issue tickets.

Rebecca Johnson reported that there has been an increase in alcohol-related and domestic abuse situations in her community.

**2. Approval of the Agenda**

**MOTION:**

Made by: Duff Stewart

Seconded by Bernie Kamphof

THAT the agenda be approved as printed.

CARRIED

**3. Minutes of Board meeting**

Errors in names/titles were noted.

**MOTION**

Made by: Bert Johnson

Seconded by: Rebecca Johnson

THAT the minutes of the Board meeting of October 24, 2019 be approved, as corrected

CARRIED

**4. Business Arising from the Minutes**

None

**5. Financial Matters**

**(a) Financial Statements**

**(i) 102<sup>nd</sup> Conference Revenue & Expenses**

**MOTION**

Made by: John McEachern

Seconded by: Jim Vezina

THAT the Oct 24/25, 2019 Conference Revenue & Expenses statement indicating a profit of \$4,498.89 be received.

CARRIED

**(ii) Income Statement**

**MOTION**

Made by: Irwin Butikofer



Thunder Bay District Municipal League  
Minutes of the Board Meeting

Seconded by: John McEachern

THAT the Income Statement to March 30, 2020 indicating a net income of \$2,092.11 be received. CARRIED

(iii) Balance Sheet

**MOTION**

Made by: Duff Stewart

Seconded by: Dave Hamilton

THAT the Balance sheet to March 30, 2020 indicating Assets of \$35,161.93 be received. CARRIED

**6. Ongoing Business**

None

**7. New Business**

(a) Ways & Means Report, 2019 Conference

**MOTION**

Made by: Wendy Wright

Seconded by: Irwin Butikofer

THAT the Ways & Means Report for the 2019 Conference be received. CARRIED

(b) 103rd Conference

There was discussion as to whether a conference in 2020 was feasible. The decision was made to continuing planning for 2020

(i) Date of Conference

Thursday afternoon/all day Friday, October 22/23, 2020

The Executive Director suggested that the Board meeting which usually happens the evening before, could be held a few days ahead by videoconferencing.

(ii) Suggested Topics & speakers:

a. Elizabeth Fry Society of NW Ontario

TOPIC: Linkages on Housing Insecurity and Criminal Justice Involvement in relation to women in the Thunder Bay region.

b. Discussion period, 2 hours on what went right in Covid crisis and what the Municipality might do differently in similar circumstances.

c. Health Unit

d. Emergency Measures

e. Graham Saunders

f. Ontario Age Friendly Community, focusing on shut-in's

g. How do we recover. Suggested speaker Olivia Di Matteo from Lakehead University

h. North Policy Institute

(iii) Charity contribution in lieu of speaker honorarium

Thunder Bay District Municipal League  
Minutes of the Board Meeting

MOTION

Made by: Bert Johnson

Seconded by: Belinda Kistemaker

THAT in lieu of payment to speakers, a donation of \$25 per speaker will be made to the Regional Food Distribution Association. CARRIED

**8. Correspondence**

None

**9. Discussions**

- (a) Irwin Butikofer felt that the Health Unit should be reinforcing that social distancing applies in rural municipalities. His municipality is experiencing a number of city visitors out on trails and social distancing is not being upheld. Dave Hamilton, a member of the Public Health Unit board, will bring that issue to the next board meeting.

Richard Harvey suggested that the Public Health Unit message needs to confirm that social distancing is not to prevent the individual from getting infected but should be focused on the impact of one individual – the mask will prevent YOU from spreading disease to others.

- (b) Bernie Kamphof asked if any Municipality had declared a State of Emergency. The Towns of Hornepayne, Marathon and Nipigon, as well as the Townships of Schreiber and Manitouwadge have declared a State of Emergency

Richard Harvey noted that a declaration has advantages, such as the ability to assign job duties to remaining staff which are outside those listed in the union agreement. There are also financial advantages in the future related to government funding.

Rick Dumas noted that it also allows Emergency Management Control teams to put more directions in place.

**10. Committee Reports**

- |     |   |                           |
|-----|---|---------------------------|
| (a) | North Superior Workforce Training Board | Forwarded with the agenda |
| (b) | Constitution & Bylaws Committee         | (Deferred)                |

**11. Next meeting: June 13, 2020 (Location: TBA)**

**12. Adjourn**

MOTION

Made by: John McEachern

Seconded by: Bert Johnson

THAT we do now adjourn at 12:54 p.m.

# Experienced Economic Development Officer

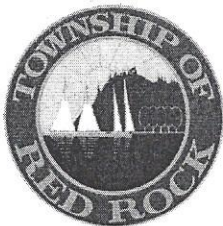
## For the Township of Red Rock

(Senior Management Position)

### SALARY RANGE:

(75,000 to 90,000 based on qualifications and experience)

Along with an attractive benefits pkg.



**STARTING DATE: July 2020**

**HOURS OF WORK: 8:30 a.m. to 4:00 p.m. Monday to Friday**

(evening meetings as required, additional hours may be required from time to time)

Under the general direction of the CAO/Clerk/Director of Economic Development, the Economic Development Officer will be responsible for assisting key personnel in the coordination of delivery and oversight of economic development activities with the intent of making Red Rock investment ready, updating municipal plans, attracting new business, encouraging investment opportunities and identifying opportunities for sustainable growth and development by promoting and marketing Red Rock as a great place to live, visit and do business. This inspirational leadership position shall give consideration to the Strategic direction and development of the Municipality and will actively lead and support business retention and expansion activities that will increase local employment in the community and region along with growth and prosperity.

**QUALIFICATIONS:** The preferred candidate will have:

- Post-secondary education in Commerce, Economics, Planning, Community Economic Development or Marketing (equivalent combination of education and work experience in the field will be considered);
- Certificate in Economic Development designation (or be working towards);
- Demonstrated communication skills, proficient in both oral and written English;
- Proficiency in Windows and all aspects of Microsoft Office including word-processing, spreadsheet, presentations as well as the internet and email with knowledge in database software related GIS and mapping applications;
- Exemplary presentation and analytical skills;
- Proven experience in promoting a culture of high performance and continuous improvement that values learning and a commitment to quality;
- Project management skills would be an asset;
- Previous experience in a municipal government environment would be an asset

### **REQUIREMENTS:**

- Strong personal initiative;
- Effective negotiation and facilitation skills;
- In depth knowledge of Economic Development practices, and 3P partnerships.
- Ability to multi-task, work both independently and as a team and to meet deadlines;
- Exceptional organizational, communication, customer service and time management skills;
- Exceptional report writing skills;
- Valid Class "G" driver's license in good standing;
- Availability to travel and to attend evening and/or weekend meetings as required;
- Must be bondable and proven track record of successful results on previous community/regional initiatives.
- Will be required to sign a Confidentiality Agreement;

Interested applicants are requested to submit a cover letter and resume outlining your ability and track record in this field by Friday June 5, 2020 to [cao@shawbiz.ca](mailto:cao@shawbiz.ca) (Personal & Confidential) A criminal clear record check would be required prior to the employment offer. We thank all applicants for their interest; however only those selected for an interview will be contacted.



May 13, 2020  
Ref. No. JML2020016

Township of Red Rock  
42 Salls Street  
Red Rock, ON P0T 2P0

Attention: Gerald Sarrasin  
Co-Public Works Superintendent

Reference: **Letter of Recommendation for Award of Tender  
Deck Post-Tensioning Red Rock Bridge No. 1**

Dear Gerald:

We have reviewed the tenders received on May 8, 2020 for the aforementioned project. A detailed tender comparison of the bids received is attached with this letter.

A summary of the bidders and bid results are as follows (HST excluded):

<b>Contractor</b>	<b>Lump Sum Price</b>	<b>Provisional Item 1 - (Additional Re-stressing)</b>	<b>Provisional Item 2 - (Temporary Traffic Protection)</b>
Tom Jones Corporation	\$ 57,700.00 + HST	\$ 38,704.25 + HST	\$ 3,390.00 + HST
KEM Construction	\$ 14,869.00 + HST	\$ 11,689.00 + HST	\$ 500.00 + HST
LH North	\$ 41,300.00 + HST	\$ 22,800.00 + HST	\$ 5,750.00 + HST

Since KEM Construction Inc. submitted the lowest tender, we have focused our evaluation on their tender.

It appears that their tender submission has been done in general conformance with the requirements outlined in the tender documents.

We had a discussion with Mr. Gord Williamson, Owner of KEM Construction Inc., to discuss their bid. Mr. Williamson explained that they currently have the manpower necessary to successfully complete the entire project within the schedule defined in the tender documents.

Gord Williamson will be designated as the on-site supervisor for the duration of construction.

Gord Williamson indicated KEM can commence work on site by the end of May 2020, with the targeted completion of the entire project by July 15, 2020 as identified in the tender documents.

Mr. Williamson commented they are comfortable with their pricing, they were satisfied that there were no errors or omissions in their pricing, and they do not foresee any obvious or significant 'extras' arising from the tender documents.

Based upon our review of the KEM Construction tender, our discussion with Gord Williamson, their bridge experience, their proposed manpower, and their commitment to schedule; we feel they can successfully complete the entire project by July 15, 2020. Therefore, we recommend KEM Construction be awarded the 'Deck Post-Tensioning Red Rock Bridge No. 1' project including the Provisional Item 1 – Additional Re-stressing of Existing Rods and Provisional Item 2 – Temporary Traffic Protection for both re-stressing operations for a Total Contract Price (including HST) of **\$ 31,140.54.**

We trust this letter is satisfactory. Please contact the undersigned if you have any comments or wish to further discuss our recommendation.

Best regards,

JML Engineering Ltd.

**CONFIDENTIAL**



Natalie Scalese, M.Eng., P.Eng.  
Project Engineer

:ns  
Encl.

P:\2020016 - Township of Red Rock - Deck Post-Tensioning Red Rock Bridge No. 1\Admin\Tender Documents\2020-05-13 Tender Recommendation.doc



**Tender Comparison**

Project: Deck Post-Tensioning Red Rock Bridge No. 1  
 JML Project #2020016

Closing Date : May 8, 2020 at 12:00 Noon local time

NO DEPOSIT REQUIRED

Time Submitted	Tenderer Name and Address	Stipulated Sum (before HST)	HST	Total Tender Price (with HST)	Provisional Item 1 - Additional Re-stressing of existing rods (excluding HST)	Provisional Item 2 - Provide temporary traffic protection (excluding HST)	Acknowledged receipt of Addenda 1 to 2	Proof of Insurance
10:46 AM	Tom Jones Corporation	\$57,700.00	\$7,501.00	\$65,201.00	\$38,704.25	\$3,000.00	X	X
11:07 AM	KEM Construction (Thunder Bay) Ltd.	\$14,869.00	\$1,932.97	\$16,801.97	\$11,689.00	\$500.00	X	X
11:55 AM	LH North Ltd.	\$41,300.00	\$5,369.00	\$46,669.00	\$22,800.00	\$5,750.00	X	X

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