

**AGENDA FOR THE COUNCIL MEETING OF
THE CORPORATION OF THE TOWNSHIP OF RED ROCK
FOR THE 927th REGULAR MEETING OF MAY 3rd, 2021 AT 7:00 P.M.**

1. Preliminary Matters:
 - Item 1.1 Call to Order
 - Item 1.2 Amendments to/Acceptance of Agenda
 - Item 1.3 Request/Receive Disclosures of Interest
2. Presentations or Deputations (none registered for this meeting)
3. Minutes of Previous Council Meeting(s)
 - Item 3.1 April 19, 2021 – Regular Meeting, Open Session
 - Item 3.2 April 26, 2021 – Special Meeting
4. Correspondence
 - Item 4.1: Resolutions from other Municipalities for approval/consideration
 - Item 4.2: Resident – April 28, 2021
 - Item 4.3: MMAH – Strengthening Accountability for Municipal Council Members – April 27, 2021
5. Reports from Committees, Boards or Agencies (none received for this meeting)
6. Reports from Administration
 - Item 6.1: Report from Director of Operations Regarding Beavers at the Marina
 - Item 6.2: Report from Fire Chief Regarding Appointment of Firefighter
 - Item 6.3: Report on Administrative Activity
 - Item 6.4: Report Regarding Scheduling of Special Council Meeting
 - Item 6.5: Report Regarding Surplus Property Declaration/Write-off of Taxes
 - Item 6.6: Report Regarding “Great Lakes Marine Sounding”
 - Item 6.7: Report Regarding Marina Operations
 - Item 6.8: Report re Re-Visiting CAO Job Description
7. By-laws (none presented for this meeting)
8. New Business
9. Closed Session
 - Item 9.1: Resolution to enter Closed Session
Authorized by the Municipal Act, 2001
Such paragraphs as set out in the minutes, for the purpose of approval of the Closed Session minutes of the meeting held on April 19, 2021 (Item 9.2);
Paragraphs 239(2) (b) and (d) (personal matters about identifiable individuals and labour relations/employee negotiations), regarding Item 9.3; and
Paragraph 239(2)(c) (proposed or pending acquisition or disposition of land by the municipality), regarding Item 9.4; and
Paragraphs 239(2)(e) and (f) (potential litigation & advice that is subject to

- solicitor-client privilege), regarding Item 9.5.
- Item 9.2: Minutes of the Closed Session portion of the Regular Council Meeting held April 19, 2021
- Item 9.3: Report regarding Personnel Matters, including Recruitment
- Item 9.4: Report regarding Property Matters
- Item 9.5: Report regarding Legal Matters
- Item 9.6: Resolution to Rise from Closed Session and Report in Open Session

10. Report from Closed Session

11. Adjourn

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

925th REGULAR MEETING OF COUNCIL

APRIL 19th, 2021

Present:	Mayor:	D. Robinson
	Councillors:	G. Muir
		S. Park
		C. Todesco
		M. McDonald
	Acting Clerk:	S. Cameron
	Management Consultant:	R. Evans
	Director of Operations:	B. Westerman
	Fire Chief:	R. Pitre

Due to current COVID 19 Pandemic restrictions, this meeting was conducted virtually.

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

AMENDMENTS TO & APPROVAL OF THE AGENDA

Resolution #1

Moved by: Councillor Muir

Seconded by: Councillor Park

BE IT RESOLVED THAT this evening's agenda be amended to add Item 7.3, being a By-law to approve an agreement of purchase and sale;

AND, FURTHER, THAT the agenda, as so amended, be approved.

CARRIED

DISCLOSURES OF INTEREST

In response to Mayor Robinson's request for disclosures, no disclosures were brought forward.

PRESENTATIONS OR DEPUTATIONS

No presentations or deputations had been scheduled for this meeting.

MINUTES OF PREVIOUS COUNCIL MEETINGS

Resolution #2

Moved by: Councillor Todesco

Seconded by: Councillor McDonal

BE IT RESOLVED THAT the Open Session minutes of the 924th Regular meeting of Council, held on April 5th, 2021, be approved as presented at Item 3.1 of this evening's agenda;

AND, FURTHER, THAT the Closed Session minutes of the 924th Regular meeting of Council, held on April 5th, 2021, be approved as presented at Item 9.2 of this evening's agenda.

CARRIED

CORRESPONDENCE

Members of Council were asked whether there was interest in further discussion relating to the resolution brought forward by one other municipality, as listed in Item 4.1. No matters were raised.

Item 4.2, correspondence from Red Rock Golden Club, seeking financial support and/or a letter of support relating to its need to purchase a new vehicle, was reviewed.

Resolution #3

Moved by: Councillor Muir

Seconded by: Councillor Park

BE IT RESOLVED THAT the Red Rock Golden Club be advised the Township is not in a position to offer financial assistance at this point, however, a letter of support will be provided;

AND, FURTHER, THAT Administration is directed to provide the letter of support.

CARRIED

Item 4.3, correspondence from CP Rail, advising of its annual vegetation control program, was reviewed. No resolution was passed.

REPORTS OF COMMITTEES, BOARDS OR AGENCIES

Item 5.1, the Minutes of the meeting of the Red Rock Public Library Board held on March 23, 2021, were reviewed.

Resolution #4

Moved by: Councillor Muir

Seconded by: Councillor Park

BE IT RESOLVED THAT the minutes of the March 23, 2021 meeting of the Red Rock Public Library Board be received.

CARRIED

REPORTS OF MUNICIPAL OFFICERS

Item 6.1, the Report from the Director of Operations, was reviewed. Councillor Muir expressed his appreciation for the training outlined in the report.

Resolution #5

Moved by: Councillor Muir

Seconded by: Councillor Park

BE IT RESOLVED THAT the Director of Operations' report be received.

CARRIED

Item 6.2, the Report from the Fire Chief, was reviewed. Chief Pitre was complimented on the new letterhead. Chief Pitre responded to members' questions.

Resolution #6

Moved by: Councillor Muir

Seconded by: Councillor Todesco

BE IT RESOLVED THAT the Fire Chief's report be received.

CARRIED

Item 6.3, the Report from the Management Consultant relating to Administrative Activity, was reviewed. There were no questions or comments.

Resolution #7

Moved by: Councillor Park

Seconded by: Councillor Muir

BE IT RESOLVED THAT the Management Consultant's report be received.

CARRIED

Item 6.4, the Report regarding the need for a special meeting of Council to be scheduled, was reviewed. Members discussed availability.

Resolution #8

Moved by: Councillor Park

Seconded by: Councillor Muir

BE IT RESOLVED THAT a special meeting of Council be scheduled for Monday, April 26th, at 4:00 p.m.

CARRIED

Item 6.5, the Report relating to a parcel of land owned by the Township, was reviewed.

Resolution #9

Moved by: Councillor Muir
Seconded by: Councillor Todesco

BE IT RESOLVED THAT the property municipally known as “4 Baker Road”, and legally described as:

Part of Lot 308, Plan 780, Township of Red Rock, District of Thunder Bay
Be declared surplus to municipal needs for the purposes of sale to a third party.

CARRIED

Item 6.6, the Report regarding the upcoming NOMA conference, was reviewed. Members discussed their availability to attend.

Resolution #10

Moved by: Councillor Muir
Seconded by: Councillor Park

BE IT RESOLVED THAT Mayor Robinson and Councillor McDonald be registered to attend the conference.

CARRIED

Item 6.7, the Report regarding a revision of the job description for the CAO, was reviewed. The Management Consultant responded to questions.

Resolution #11

Moved by: Councillor Todesco
Seconded by: Councillor Park

BE IT RESOLVED THAT the revised job description for the position of CAO/Clerk, be approved.

CARRIED

Item 6.8, the Report relating to the need to work with neighbouring municipalities and First Nations for a proposal for a detachment Police Service Board, was reviewed.

Resolution #12

Moved by: Councillor McDonald
Seconded by: Councillor Park

BE IT RESOLVED THAT the Management Consultant’s report be received.

CARRIED

BY-LAWS

Item 7.1, By-law 2021-1231, was presented for Council’s consideration. The Management Consultant advised that both this by-law and the next need an amendment in order to allow

for minor changes to the contracts appended prior to execution. She responded to related questions.

Resolution #13

Moved by: Councillor Park
Seconded by: Councillor McDonald

BE IT RESOLVED THAT By-law 2021-1231, a by-law to provide for the execution of the funding agreement between the Federal Government (Minister of Infrastructure) and the Township, relating to the “Investing in Canada Infrastructure Program (Green)” funding, be amended to insert the words “substantively in the form” between the word “Agreement” and the word “appended” in Section 1 of the By-law;
AND, FURTHER, THAT the by-law, as so amended, be passed.

CARRIED

Item 7.2, By-law 2021-1232, was presented for Council’s consideration.

Resolution #14

Moved by: Councillor Todesco
Seconded by: Councillor Muir

BE IT RESOLVED THAT By-law 2021-1232, a by-law to provide for the execution of the funding agreement between the Provincial Government (Office of the Fire Marshal), relating to the “Fire Safety Grant” funding, be amended to insert the words “substantively in the form” between the word “Agreement” and the word “appended” in Section 1 of the By-law;
AND, FURTHER, THAT the by-law, as so amended, be passed.

CARRIED

Item 7.3, By-law 2021-1233, was presented for Council’s consideration. Council members requested that a map of the property be circulated.

Resolution #15

Moved by: Councillor Park
Seconded by: Councillor Muir

BE IT RESOLVED THAT By-law 2021-1233, a by-law to provide for the execution of an Agreement of Purchase and Sale between the Township (as purchaser) and Norampac Inc. and Cascades Canada ULC (jointly, as vendor), be passed.

CARRIED

UNFINISHED BUSINESS

No matters of unfinished business had been scheduled for this meeting.

NEW BUSINESS

No matters of new business were raised by members present or Administration.

CLOSED SESSION

Resolution #16

Moved by: Councillor McDonald

Seconded by: Councillor Muir

BE IT RESOLVED THAT, the time being 7:24 p.m., Council resolve into Closed Session, under the authority of the following paragraphs of the Municipal Act, 2001:

- (a) Paragraph 239(2)(b) and (d), in order to discuss Item 9.3, involving personal matters about identifiable individuals and employee negotiations;
- (b) Paragraph 239(2)(c), in order to discuss Item 9.4, involving proposed or pending acquisition or disposition of land by the municipality; and
- (c) Paragraph 239(2)(e) and (f), in order to discuss Item 9.5, involving information subject to solicitor-client privilege and pending litigation.

CARRIED

Item 9.2 having already been approved in open session (Resolution #2), Council proceeded, in Closed Session, to discuss Items 9.3 through 9.6 as set out in the Agenda.

During Closed Session, the following procedural resolution was passed:

Resolution #17

Moved by: Councillor McDonald

Seconded by: Councillor Todesco

BE IT RESOLVED THAT, the time being 7:50 p.m., Council rise from Closed Session and report in Open Session.

CARRIED

The Open Session resumed.

REPORT FROM CLOSED SESSION

Resolution #18

Moved by: Councillor Todesco

Seconded by: Councillor Muir

BE IT RESOLVED THAT Administration is authorized to proceed as directed in Closed Session.

CARRIED

ADJOURNMENT

As there were no further items of business, Mayor Robinson declared the meeting adjourned at 7:58 p.m.

DRAFT

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

926th SPECIAL MEETING OF COUNCIL

APRIL 26th, 2021

Present:	Mayor:	D. Robinson
	Councillors:	G. Muir
		S. Park
		C. Todesco
		M. McDonald
	Acting Clerk:	S. Cameron
	Management Consultant:	R. Evans
	Treasurer:	N. Kukkee
	Community Development Officer:	A. Davis

Due to current COVID 19 Pandemic restrictions, this meeting was conducted virtually.

PRELIMINARY MATTERS

Mayor Robinson called the meeting to order at 4:00 p.m.

In response to Mayor Robinson's request for disclosures, no disclosures were brought forward.

REPORTS FROM ADMINISTRATION

Item 2.1, the memorandum outlining Administration's conclusions and recommendation relating to review and evaluation of five proposals received in response to the Request for Proposal for an engineering contractor for the upcoming infrastructure project, was reviewed. The Treasurer, the Management Consultant and the Community Development Officer responded to members' questions.

Resolution #1
Moved by: Councillor Todesco
Seconded by: Councillor Park

BE IT RESOLVED THAT Administration's recommendation to award the Contract for Engineering and Project Management for the ICIP Green – Red Rock Newton, Frost, Stadler and Brompton Water & Wastewater Rehabilitation and Replacement Infrastructure Project to JML Engineering, be approved;
AND, FURTHER, THAT Administration is authorized to prepare the necessary documentation;
AND, FURTHER, THAT the Mayor and Acting Clerk are authorized to execute the documentation.

CARRIED

Item 2.2, the memorandum outlining Administration's recommendation to schedule an education session, was reviewed. .

Resolution #2

Moved by: Councillor Muir

Seconded by: Councillor McDonald

BE IT RESOLVED THAT a special education session meeting of Council be scheduled for May 4th at 4:00 p.m., for the purpose of hearing a presentation from Limestone Partners.

CARRIED

ADJOURNMENT

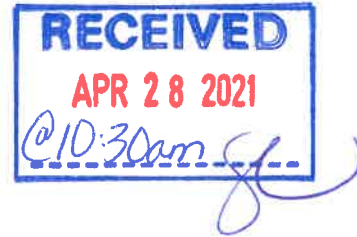
There being no further business to conduct, Mayor Robinson declared the meeting adjourned at 4:13 p.m.

Requests for Resolution Support from Other Municipalities

The following subject-matter resolutions not previously considered by Council, have been received:

No.	Date	Municipality	Subject Matter
1.	April 6, 2021	Town of Marathon	Provincial government to create an approach for all Northern rural municipalities to enable mass vaccination of adult populations or vulnerable populations, wherever communities have the capacity to provide the service.
2.	April 19, 2021	Northwestern Ontario Municipal Association	Resolution in opposition to the decision made by the Provincial government to dissolve the partnership between the Northern Ontario School of Medicine (NOSM) and Lakehead and Laurentian Universities.
3.	April 20, 2021	Town of Plympton-Wyoming	Resolution endorsing the 988 (3-digit) suicide crisis/prevention line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The Township of Red Rock
Mayor and Council
42 Salls Street
Box 447
Red Rock, Ontario
P0T 2P0



April 28, 2021

Dear Mayor and Town Councilors:

Re: The Submerged Beavers Traps at the Red Rock Waterfront in Red Rock

This letter has been sent to summarize and pull together my concerns about the beaver traps at the Red Rock Marina.

Up to this point I have messaged the Mayor as well as sent emails to the Mayor, the Township of Red Rock and all of the Town Councilors. To date I have received responses from the Mayor, two town councilors and the Management Consultant on this matter.

While I appreciate the beginning of a dialogue about this very important matter, I would like my concerns and letter to be read into the record at the Town Council Meeting on Monday, May 3, 2021 that begins at 7 pm. I would also respectfully request that any other letters and correspondence on this matter also be read into the record.

While on my usual morning walk to the Marina with my dogs on Sunday, April 24, 2021, I noticed a road block structure and caution tape to beware of submerged beaver traps. I was very concerned and shocked to see this.

I messaged the Mayor on that very same day and wrote an email to the Township of Red Rock. On Monday I emailed the Mayor again and Town Council.

I was very surprised to learn that the Mayor and Town Council was not aware of this practice.

I am very concerned about the way this is being handled. These submerged traps are killing the beavers. It is very cruel and unnecessary and the trapped beaver is being drowned. It is my understanding through reading, that beaver's mate for life and they are currently in their breeding season.

There are definitely other much better and more humane methods of dealing with their nuisance behavior. The most logical way is to wrap the trees with wire fencing to discourage them from taking down the trees we wish to have remain at the Waterfront. We can also do the same with other infrastructure we want to protect. This practice has been very successful in other municipalities including large cities like Calgary, Alberta that have a Provincial Park that runs through the city.

I am totally open to the concept of live traps and relocation but the beavers will just keep coming back. Our Waterfront is prime real estate to wildlife. It will create a never -ending cycling of trapping and killing which is way more costly.

I would like to highlight and inquire about one of the reasons given for the trapping. I was told that the destruction of trees effects the Wind Break at the Waterfront. Can you please specifically describe what that means and can trees be replanted and protected and can other infrastructure also be used for a Wind Break.

I am respectfully asking, pleading, and trying to get your attention to pull the submerged traps immediately while alternatives are looked at. This has been going on for a long time and asking for more time will not hurt as long it is dealt with right away.

The Red Rock Waterfront and Pul-a-Long Park is a park. A place to enjoy on the pristine shores of Lake Superior. If we truly want to progress and grow our tourism and population, I would say that this is not the way to go. It will likely deter people.

I am not an expert but I am a concerned citizen, taxpayer, and animal lover and activist. I plan to do more research on my own and I have and will reach out to the experts that can help me become more informed.

This August will mark 26 years that I moved her to raise my family. I have also spent that same amount of time as the Red Rock Correspondent for The Chronicle-Journal. My columns are always positive and I constantly brag about this beautiful community. I cannot bring myself to keep doing this and lie to the reading public if this is how we do things. I have not gone to the press about this because I would prefer to deal with this amongst ourselves and avoid bad press.

There is another matter that is quite obvious and has been triggered by the concern of the beaver traps, and that is the Mayor and Town Council was unaware of the submerged beaver traps. In addition to this, the community was

totally unaware of this and not consulted. The taxpayers are entitled to an explanation as to why. I understand not every moment of every worker is micro managed but this is a serious matter.

Please come up with a more effective way to communicate with the taxpayers. Many people do not have the technological equipment or skills to join Zoom so some other method needs to happen.

The Pandemic has made it very difficult to gather in person for meetings and Town Hall meetings but can Town Council please find a way to communicate with the community and offer a platform for us to speak our minds, have an input, ask questions and be well informed of what is happening in our community.

I do know that the Township works hard and I thank you for that. I appreciate the work that is done. It is however, very important to take the time to include the community and give us a say on how we would like things to be handled in our community. For me it is not just about money and taxes, it is about having a very healthy and happy community to live in.

Can you please send me the link and information to attend the Town Council Meeting on May 3, 2021.

Thank you for your time and attention on this matter.

Respectfully Submitted.

Kathy Chappell

A handwritten signature in cursive script that reads "K. Chappell". The signature is written in black ink and is positioned to the right of the printed name "Kathy Chappell".

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



April 27, 2021

Dear Head of Council,

As you may be aware, the Ontario government is consulting on how to strengthen accountability for municipal council members. We want to ensure that councillors and heads of council maintain a safe and respectful workplace and carry out their duties as elected officials ethically and responsibly. More information on the scope of consultations can be found at [Ontario.ca](https://www.ontario.ca).

As part of this work, my colleague Jill Dunlop, Associate Minister for Children and Women's Issues will be seeking input from members of council representing each of Ontario's municipalities through one of two hour-long telephone townhall sessions with municipal representatives from Northern Ontario's municipalities on June 10, 2021 at 11:15 AM EDT.

This session will provide participants with the opportunity to share their valuable feedback on:

- what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations;
- how to effectively enforce these codes
- whether a broader range of penalties for violations of the codes of conduct are needed; and
- the circumstances in which these potential penalties could be applied.

Please identify one member of your council to participate in the session. Once chosen, the one identified member of your council should register via [Eventbrite](https://www.eventbrite.com) by Thursday, May 6, 2021. The registered member will receive instructions about how to participate in the session prior to the meeting.

We have also launched an online survey to seek input on ways to strengthen accountability mechanisms for municipal council members. I encourage members of council and municipal staff to provide their input on this important topic through the online survey: [Consultation: Strengthening accountability for municipal council members | Ontario.ca](https://www.ontario.ca). This online survey will be available until July 15, 2021. Please share this link with your municipal staff.

I hope you will accept this invitation to participate in this session, as we look forward to hearing your feedback on how to strengthen accountability for municipal council members.

Sincerely,



Steve Clark

Minister of Municipal Affairs and Housing

- c: Clerk and Chief Administrative Officers
Jill Dunlop, Associate Minister of Children and Women's Issues
Kate Manson-Smith Deputy Minister, Ministry of Municipal Affairs and Housing
Marie-Lison Fougère, Deputy Minister Responsible for Women's Issues

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)

To: Mayor and Council

Subject: Beaver Activity/Trapping at the Waterfront
File Number: TBD

Submitted by: Blair Westerman, Director of Operations

RECOMMENDATION:

This report is prepared for Council's information.

BACKGROUND:

Council has received complaints relating to the trapping of beavers at the waterfront. This report is prepared to address the matter from Administration's point of view.

DISCUSSION:

Over the course of the last year, leading into 2021, the increasing beaver population within the Township limits has become quite evident. Beaver can potentially pose a threat to municipal infrastructure from plugged culverts, erosion of bridge foundations, damage to roads and drainage systems. The Township has managed these types of issues caused from beaver by hiring a local trapper to harvest nuisance animals, and to my understanding, this has been done as a past practice for many years within the municipality.

Damage to trees within the marina park started to become noticeable last Spring closer to the mouth of Trout Creek and along the boardwalk shoreline. Most of the trees taken by beaver were smaller sized Poplar, Alder and Birch, although there is evidence of some mature trees that were also lost. By the fall of 2020, damage to trees was starting to show up on the marina break wall. A handful of mature Poplar were lost at the beginning of the break wall. One of these trees fell across the power supply line for the break wall lights. Public works staff were able to remove the tree before the cable was downed. The cable for the break wall lighting was replaced in 2019 at a considerable cost. It was at this point that a local trapper was contacted for help to manage the beaver. Beaver was not yet in season for trapping, so it was decided to wait until this Spring before dealing with the issue. Trapping season for beaver runs from Oct 5th to May 15th.

The MRNF was contacted the week of April 19th to notify them of the escalating issue with beaver activity within the marina area. It was suggested that a local trapper should be used to trap the beaver at the marina site. The trapper was contacted, and they investigated the situation at the marina. It was determined that beaver had started a den under one of the fish habitat platforms on the inside of the marina break wall. The site

was barricaded and posted with warning signs notifying of submerged traps in the location.

If the situation is left unmanaged, it could mean losing more of the mature deciduous trees on the break wall. These trees provide a wind break for the marina and anchor the soil from erosion, not to mention, add to the beauty of the park. Many of the trees were planted at a cost during the construction of the break wall. The tree growth has taken 25 years to get to this point, giving some of these mature trees a considerable amount of value, both monetarily and aesthetically.

To date, 2 mature beaver have been trapped at the posted location in the marina. There are thought to be at least 4 more in the immediate area that are using the marina park. The one trap set that was being used, was removed April 29th. The barricade and notices have also been removed at this time.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Not applicable

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)
To: Mayor and Council
Subject: Appoint new Fire Fighter
File Number: TBD
Submitted by: Ryan Pitre, Fire Chief

RECOMMENDATION:

Administration recommends that Council appoint Kyle Arps as a volunteer fire fighter to join the Volunteer Fire Department.

BACKGROUND:

Chief Pitre brings to Council's attention, for appointment by resolution, from time to time, new recruits to the Volunteer Fire Department.

DISCUSSION:

Mr. Kyle Arps has applied to join the Department, and is considered a worthy applicant. The Fire Chief recommends his appointment by Council Resolution.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Not applicable

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)
To: Mayor and Council
Subject: Administrative Activity Report
File Number: TBD
Submitted by: Rosalie Evans, Management Consultant

RECOMMENDATION:

Generally speaking, this Report is prepared for Council's information.

Should a Council member wish to be appointed to the North Shore Lake Superior Tourism Strategy Steering Committee, Administration requires direction, and Council should pass a resolution to appoint the interested member of Council.

BACKGROUND:

Mrs. Evans has been retained (March 18th) to provide non-Treasury assistance to the Township during this time when the CAO position is vacant (part time).

Mrs. Kukkee has been retained to provide Treasury and financial assistance (part time).

Ms. Davis has been retained as community development officer (part time).

Ms. Cameron is Council's Acting Clerk.

DISCUSSION:

General Administration:

Since the report delivered at the last Council meeting, Mrs. Evans has completed the following:

- Continued (as possible; on site) sorting the CAO email in-box and paper files in the CAO office. Some monitoring of CAO in-box remotely.
- Interviewed (with Council's sub-committee) a further candidate for the CAO vacancy (with another scheduled for this evening. Handled an internal personnel matter.
- Prepared reports for the May 3rd agenda, including this one.
- Worked on signs, notices, etc. for the severance application – worked on training materials for the Committee of Adjustment.
- Provided direction to Administrative staff on a variety of subject matters
- Worked on (but have not yet responded to) the request previously received under the Municipal Freedom of Information and Protection of Privacy Act relating to tax sale information.

- Spoke again by telephone with a concerned citizen relating to historic correspondence to Council.
- Spoke by telephone with a property owner with development ideas and tax arrears issues, including litigation.
- Continued to “come across”, and also gather, information relevant to 2021 budget and forward same to Treasurer.
- Undertook further work on application to court to have money “paid in” returned to the Township (not yet completed).
- Liaised with external legal counsel on litigation matters.
- Delivered property purchase documents to legal counsel in Thunder Bay.
- Reviewed 5 Engineering proposal responses and met with the review team to rate/score the proposals; provided further guidance by email regarding clarification questions to 2 proponents; met again with the review team to analyze whether the clarifications impacted scoring, etc.

It remains a priority to retain a full time CAO, as a part-time commitment cannot possibly remain ‘on top of’ everything that needs to be undertaken.

The Acting Clerk continues to monitor and manage the office on a day to day basis.

The Acting Clerk has spent a significant amount of time working with Realtax to finalize the tax sales conducted in March, vesting of properties and the next steps with registered properties.

The Acting Clerk has been working with Ms. Evans to schedule a Consent Hearing with the Committee of Adjustment and prepare for an education session with the Committee on Consent Hearings. We are in the process of preparing all necessary documentation and notifications required to go out.

The Acting Clerk is working cooperatively with the Auditors to finalize the 2020 Audited Financial Statement Requirements.

The Acting Clerk has received a number of student applications for summer employment and has them set aside for the hiring committee. Administration was notified this week that our summer student grant (subsidy) was approved.

The Acting Clerk has been fielding a number of calls related to zoning compliance, property standards and building permit application questions. There have been a number of property standard inspections completed for complaints received. Follow-up inspections are to be completed shortly.

Community Development Officer:

Ms. Davis’ time over the last two weeks has been largely taken up with the issued RFP (just awarded on April 26th), including responding to questions from potential proponents, accepting proposals, reviewing same, etc., as well as further work preparing the next RFP.

Administration anticipates release of the RFP in relatively short order.

Ms. Davis also liaised with Limestone Partners to schedule a meeting for project updates.

Ms. Davis continues to co-ordinate other successful and pending funding projects.

Ms. Davis is completing the Township's "Energy Usage Reporting" for 2019. This is one of those "mandatory" reports that the Province requires.

Ms. Davis completed the application for Trans Canada Trail Spring Cleanup which assists with the costs of annual trail maintenance and clearing of windfalls on the Red Rock Mountain Trail.

Ms. Davis is exploring whether the Trans Canada Trail Capital Investment Program is available for assistance with improved trailhead for the Red Rock Mountain Trail. We are seeking an updated trailhead sign, installation of garbage cans, a picnic table, a load of gravel to improve the parking area, as well as improving access to the washroom at the Canoe/Kayak launch.

Ms. Davis is corresponding with Nipigon regarding the "Land of the Nipigon Waterways Development Association" and ongoing management of the Nipigon River Recreation Trail.

Ms. Davis received an invitation from Superior Country to reprise her role as Red Rock's representative on the North Shore Lake Superior Tourism Strategy Steering Committee. She has been providing information to Superior Country, who is managing this project. She has received an invitation to have a Council representative sit on the steering committee (which meets quarterly). The next meeting is on Monday May 10, at 10:00 a.m. via Zoom. Ms. Davis will be attending.

Treasurer:

Mrs. Kukkee continues to receive data to inform the 2021 budget as Administration receives/finds and forwards it. Mrs. Kukkee continues to be on track to report to Council relating to the 2021 budget on May 17th.

Outstanding Matters:

Administration is still researching COVID leave policies from other jurisdictions and will report back to Council when information is complete.

Administration is still researching the potential sale of unused lanes in the municipality and will report back to Council when information is complete.

Re-posting of the Animal Control Officer vacancy (with revised job description) remains outstanding.

ATTACHMENTS: None

AVAILABLE UPON REQUEST: Review notes, correspondence

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)
To: Mayor and Council
Subject: Request for Special Council Meeting
File Number: TBD
Submitted by: Nadia Kukkee, Treasurer

RECOMMENDATION:

Administration recommends that Council schedule a special meeting, for education purposes, on Saturday, May 15th, 2021 for presentations relating to financial statements and budget preparation.

Administration also recommends that Council select a start time for the meeting.

BACKGROUND:

Mrs. Kukkee was appointed Treasurer for the Township at Council's meeting on April 5th. She is planning to present the 2021 budget to Council at its meeting on May 17th.

DISCUSSION:

As a new Treasurer, she requested an opportunity to meet with Council for a better understanding of Council members' financial literacies and financial information report presentation formats, etc.

While Saturday the 15th has been selected as the date, and it is suggested that a 2-3 hour session will work, no time has as yet been selected.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Not applicable

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)
To: Mayor and Council
Subject: 19 Rankin Street
Vesting; Surplus Declaration; Tax Write-off
File Number: Roll #5841-000-000-18100-0000
Submitted by: Rosalie Evans, Management Consultant

RECOMMENDATION:

Administration recommends that its property at 19 Rankin Street be declared surplus to municipal needs for the purposes of sale on the open market.

Administration also recommends that tax arrears in the amount of \$16,193.24, be written off.

Administration requires Council's direction in terms of notice, preparation for, and method of sale of the property.

BACKGROUND:

At Council's meeting on April 19th, Administration reported on the failed tax sale for the property at 19 Rankin Street. No purchase bids had been received on the tax sale. Options were presented to Council.

Council opted to vest title to the property in the Township's name for the purposes of re-sale, there having been some expressions of interest in the property, however, not at the reserved bid price (equating to tax arrears).

Red Rock Township now owns the property. In order to prepare for sale, the property needs to be declared surplus, and historic tax arrears need to be written off.

(When tax arrears are written off, the Township applies to the relevant Board of Education to obtain a refund of the education portion of the tax arrears. Repayment of some of this refund may be required, depending on how long it takes to sell the property, and the eventual sale price.)

DISCUSSION:

As the Township is now the registered owner of the land, no new tax arrears will be accumulating.

As at the date that the property was vested to the Township, the tax arrears (including related tax sale costs) totaled \$16,193.24.

Historic tax arrears need to be written off. These will either be fully or partially recovered when the property is eventually sold.

Council's land sale policy requires that the property be declared "surplus to municipal needs" prior to its being advertised for sale.

Mrs. Evans has reviewed Council's land sale policy, and finds it to be overly restrictive. Should Council wish to adhere to the existing policy, the following are the next steps:

1. Obtain an appraisal (although the policy contains contradictory language in this regard);
2. Provide the public with 5 days' notice prior to any listing; and
3. List the property with a realtor.

Alternatively, Council may "sit" on its property while current Administration reviews the land sale policy and makes recommendations to council for amendment and/or adoption of a new policy.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Land Sale Policy; information on the property; information on the tax sale

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)

To: Mayor and Council

Subject: Request for a Letter of Support
FEDNOR Application to fund Great Lakes “Marine Sounding”
Lead by the Town of Northeastern Manitoulin & the Islands

File Number: TBD

Submitted by: Rosalie Evans, Management Consultant

RECOMMENDATION:

Administration recommends that Council support the Town of Northeastern Manitoulin & the Islands by sending the requested letter of support for its FEDNOR application. Should Council approve, Administration will alter the wording of the letter somewhat so that it does not appear to be a “form” letter.

BACKGROUND:

Administration was contacted by Heidi Ferguson, the Economic Development Officer with the Town of Northeastern Manitoulin and the Islands (referred to as the “Town of NEMI”). She had previously been in touch with Mr. Headrick, who had previously been in touch with Bruce O’Hare of “Lakeshore Excursions”, regarding this project.

Mr. Headrick had advised her that he would put the matter before Council on March 15th, however, other events intervened. Ms. Ferguson was following up to see whether or not the letter of support she had requested had been approved.

She included a sample letter (Attachment One) but suggested that it could be altered for Red Rock’s particular needs.

The Town of NEMI is the lead applicant on the Great Lakes Marine Sounding funding application to FEDNOR. Mr. Headrick had advised Mr. O’Hare that Red Rock would support the project.

DISCUSSION:

A partnership of municipalities and private companies are seeking FEDNOR funding to obtain updated soundings in northern Ontario Great Lakes ports, to be carried out by the Canadian Hydrographic Society. Some of the existing sounding data available to mariners today is over 100 years old.

One favourable aspect of the project is that the organizers are not asking for any local municipal contributions. Some significant contributions are coming in from private corporations.

The Town of NEMI is making the application to FedNor on behalf of 5 communities. The technical lead on the project is Captain Seann O'Donoghue from the Great Lakes Pilots Association. Bruce O'Hare from Lakeshore Excursions, and Stephen Burnett from the Great Lakes Cruise Association are assisting. The focus of the project is to update nautical sounding data for passenger ships. The desired update in sounding data is equally relevant to recreational boating and commercial cargo shipping.

ATTACHMENTS:

Sample letter provided by Ms. Ferguson

AVAILABLE UPON REQUEST:

Email correspondence

ATTACHMENT ONE: Sample Letter Provided by Ms. Ferguson

Town of Northeastern Manitoulin and the Islands
PO. Box 608
Little Current, ON
P0P 1K0

(Date)

Dear Town of Northeastern Manitoulin and the Islands,

The (Name of Municipality) is pleased to partner with the Town of Northeastern Manitoulin and the Island's and provide a letter of support for their "Great Lakes Marine Sounding Project" funding application to FEDNOR.

We thank your municipality for taking on the role as the lead applicant to FEDNOR for this project and we are excited to be part of this collaboration of five communities across Northern Ontario, including the Town of Parry Sound, Municipality of Killarney, Town of Northeastern Manitoulin and the Islands, City of Sault Ste. Marie, and the Township of Rosspart, along with both Regional Tourism Organizations (RTO) 12 and 13.

All identified ports, either have no, very little or outdated marine soundings data currently available. Updated soundings for all five of the partnering communities will have a positive effect on the future development of cruise ship visits and commercial activity within these ports, will allow for marine agents and itinerary planners to ensure safe ship navigation when visiting and provide increased tourism and economic development opportunities and partnerships in the North.

Our community of Red Rock, along with our fellow Northshore of Lake Superior neighbors, Rosspart, Terrace Bay and Marathon, all have excellent potential and are well-positioned to grow as cruise ship destinations in the coming years. The focus of the expedition ships that are currently interested in our waters is providing wilderness cruising off the beaten path and away from urban centers. To successfully attract the cruise ship industry to our area, we require updated depth soundings of our ports. These updated soundings will allow for itinerary planners and marine agents to plan safe ship navigation in the waters of our communities. The increased ability for our municipality to host passenger ships will directly benefit and contribute to our tourism industry and local economy.

We hope that FEDNOR will seriously consider your application for funding for this significant and worthwhile initiative that will have positive and long-lasting impacts for not only our community, but other ports here in the North.

Sincerely,
(Name/Municipality Name)

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)
To: Mayor and Council
Subject: 2021 Marina Operations
File Number: TBD
Submitted by: Rosalie Evans, Management Consultant

RECOMMENDATION:

Administration requires Council's direction on seasonal marina operations this year.

BACKGROUND:

COVID-19 restrictions on many things, including gatherings, and related public health requirements, including increased sanitation & cleaning, remain in effect with no sign of abatement, despite increased rates of vaccination.

During 2020, because of the COVID restrictions, the only operation that the Township ran at the Marina, besides the docks, was the fuel kiosk.

DISCUSSION:

Shower facilities, laundry facilities, the café and the interpretive center remained closed during 2020 due to COVID.

2 students were hired to manage the fuel kiosk and docks.

Administration requires Council's directions on proceeding with marina operations in 2021. Given the current COVID climate, it may be best to proceed at this time with a plan to operate as was done in 2020, perhaps re-visiting this plan on a regular recurring basis (i.e. every-other-council-meeting) as developments unfold.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Not applicable

**The Corporation of the Township of Red Rock
Administrative Report**

Date: April 29, 2021 (For Meeting on May 3, 2021)

To: Mayor and Council

Subject: Revised CAO Job Description
File Number: TBD

Submitted by: Rosalie Evans, Management Consultant

RECOMMENDATION:

Councillor Muir requested that this matter be included in this evening's agenda in order to consider whether to add educational requirements to the job description.

BACKGROUND:

Recruitment for a new CAO is underway. The CAO job description on file was updated and presented to Council on April 19th. Council approved the revisions.

DISCUSSION:

Attachment One to this report is a recently approved job description.

Councillor Muir requested that the Council re-visit the matter and consider including educational requirements.

ATTACHMENTS:

Recently approved CAO job description

AVAILABLE UPON REQUEST:

Prior description on file

ATTACHMENT ONE – Revised Job Description

Position Title: Chief Administrative Officer/ Clerk
Reporting Relationship: Reports to Council

Purpose and Scope:

- As Chief Administrative Officer – is Council’s lead employee and supervisor of all other staff, including full human resources responsibilities.
- Lead, direct and co-ordinate department heads of the Township in developing, implementing and administering the objectives, policies and programs as established and approved by Council in accordance with all applicable by-laws and regulations.
- Full Planning and Development and Economic Development responsibilities.
- Treasury/Finance roles have been segregated; however, the CAO/Clerk must have sufficient financial acumen to interpret financial reports and be able to account to Council regarding same. CAO/Clerk remains the administrative report for the Treasurer.
- As Clerk – act as corporate secretary to the Township, ensuring the accurate recording, preparation and distribution of the minutes, by-laws and policies of Council. Provide detailed, researched and supported reports to the Council on matters of municipal concern. Perform the duties of CAO and Clerk, as set out in the Municipal Act, the Municipal Elections Act, the Municipal Freedom of Information and Protection of Property Act, the Municipal Elections Act, and other relevant legislation.
- Be Council’s “number one” employee – responsible for all operational and managerial components of the Corporation.
- Ensure the efficient, economical and effective organization and administration of all Departments, Boards and Commissions as determined by the By-laws and policies of the Township and the direction of Council.
- Co-ordinate the development and implementation of both short-term and long-range operating plans and strategies for the Township.
- Direct the preparation and compilation of annual budget estimates of operating and capital revenues and expenditures. Primary responsibility for this is the Treasurer, however, the Treasurer reports to Council through the CAO.
- Present recommendations to Council relating to departmental operations and keeps Council current with respect to relevant legislation and regulations.
- Organize and supervise the effective and efficient implementation of Council’s policies and programs and ensures corporate compliance with all relevant statutory and regulatory requirements.

- Be responsible for all human resources matters, including: arranging for the employment, discipline, suspension or dismissal of employees, - while recognizing and observing the appropriate procedures specified for those employees covered by a Collective Bargaining Agreement.
- Keep abreast of all departmental operations through staff meetings – giving consideration to co-ordination of activities, recommendations concerning policies, plans, budgets and effective implementation of same.
- Communicate with, and interface with, the Mayor and Council and with the general public on all administrative matters.
- Establish liaisons and positive relationships with the community, including the media, and with other boards and authorities and other orders of government, and acts as spokesperson on behalf of the Township.
- Prepare and provide relevant reports for Council meeting agendas.
- Attend all meetings of Council, maintain appropriate records, including minutes, and act as Council's liaison with members of the public.
- Together with the Treasurer, advise Council, its committees, and local boards (if applicable) on Federal and Provincial grant structures, i.e. eligibility criteria, cost sharing arrangements and enabling legislation. Together with the Treasurer, discuss with appropriate Ministries and prepare necessary documentation to support grant funding applications.
- Ensure that Council's decisions are communicated to the public.
- Prepare all required by-laws for submission to Council for approval.
- Undertake records management responsibilities.
- Acts as a resource person to Council by advising members of meeting procedures and their responsibilities as elected members.
- Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Perform the duties of the Returning Officer in Municipal Elections in accordance with the requirements of the Municipal Elections Act.
- Prepare reports and minutes, make presentations to Council and its Committees and co-ordinate policy advice to present sound, practical recommendations to Council.
- Ensure the timely preparation and distribution of agendas, reports and background material for Council/Committee members prior to Council/Committee meetings.
- Perform other related duties as assigned by Council.

WORKING CONDITIONS

- Normal office hours for Administrative staff are 8:30am to 4:30pm. The CAO hours will vary and will frequently exceed these hours, as duty requires.

- Frequent requirement to work beyond normal office hours; evenings and weekends to attend council meetings, public meetings, seminars and meet deadlines in performance of duties.
- Uneven workflow – subject to constant interruptions.
- Work in full exposure/transparency to members of the public.

WORKING RELATIONSHIPS

A. With Mayor and Council

- Provides advice, assistance and guidance as required by statute and by the expectations of Council to support the policy-making process.

B. With Subordinate Staff

- Provides management, leadership, guidance and direction.
- Co-ordinates policy advice and its administration with other department heads.

C. With Public and the Media

- Provides information and advice regarding Township programs, policies and services.
- Always presents Council and the Township in a positive light.

D. With professionals, Provincial Officials, Officials of other orders of Government, including other municipalities:

- Maintains effective communication and co-operation to ensure that the Township's interests are protected and represented.
- Always represents Council decisions in a positive light.
- Maintains effective information exchange with the public.
- Courteous and co-operative.

KNOWLEDGE AND SKILL

- Formal training and a minimum of five (5) years' relevant experience in municipal administration and finance.
- Management experience and "people skills"
- Organizational skills and analytical ability
- Effective oral and written communication skills
- Judgement, tact, public relations and communications skills
- Good interpersonal skills
- Ability to establish and maintain effective working relationships inside and outside the Township
- Working knowledge of provincial legislation, regulations, and policies that affect local government.
- Understanding of the legal, planning, engineering and auditing processes.

IMPACT OF ERROR

- Errors in analysis and judgement could lead to ill-conceived decision-making by Council with possible serious, legal, financial and political consequences.
- Administrative errors could lead to confusion, wasted effort and extremely unfavourable public relations.
- Financial errors could lead to additional expenses, increased taxation and municipal supervision.

CONTROL

- Subject to Council policy direction
- Provincial legislation and regulations
- Annual audit process
- Accepted professional management techniques