

**AGENDA FOR THE COUNCIL MEETING OF  
THE CORPORATION OF THE TOWNSHIP OF RED ROCK  
FOR THE 938<sup>th</sup> REGULAR MEETING OF SEPTEMBER 20<sup>th</sup>, 2021 AT 6:30 P.M.**

1. Closed Session
  - Item 1.1: Resolution to enter Closed Session, as 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 September 7, 2021 (Item 1.2); and Paragraph 239(2)(b) (personal matters about an identifiable individual), regarding Item 1.3; and Paragraph 239((2)(e) (litigation or potential litigation), regarding Item 1.4 RES
  - Item 1.2: Minutes of the Closed Session portion of the Regular Council Meeting held September 7, 2021
  - Item 1.3: Report on Personnel Matters
  - Item 1.4: Report on Potential Litigation
  - Item 1.5: Resolution to Rise from Closed Session and Report in Open Session RES
  
2. Report from Closed Session
  
3. Preliminary Matters:
  - Item 3.1: Call to Order (7:00pm)
  - Item 3.2: Amendments to/Acceptance of Agenda RES
  - Item 3.3: Request/Receive Disclosures of Interest
  
4. Presentations or Deputations
  - Item 4.1: Ontario Clean Water Agency
  
5. Minutes of Previous Council Meeting(s)
  - Item 5.1: Minutes of the September 7<sup>th</sup>, 2021 Regular Meeting of Council RES
  
6. Correspondence
  - Item 6.1: Resolutions from other Municipalities for approval/consideration
  - Item 6.2: Letter from Jim Dampier RES
  - Item 6.3: Letter from Live From the Rock RES
  
7. Reports from Committees, Boards or Agencies
  - Item 7.1: Minutes of the June 8, 2021 Red Rock Public Library Board Meeting RES
  
8. Reports from Administration
  - Item 8.1: Report from Director of Operations RES
  - Item 8.2: Report from Fire Chief RES
  - Item 8.3: Report from Community Development Officer RES
  - Item 8.4: Report on Administrative Activity RES
  - Item 8.5: Report on Payment Vouchers RES
  - Item 8.6: Report on New Statutory Holiday RES
  - Item 8.7: Report on Requests from Councillor
  
9. By-laws
  
10. New Business

- 11. Unfinished Business
  - Item 11.1: Recreation Centre Arena Ice RES
- 12. Closed Session (continued, if required)
- 13. Report from Closed Session
- 14. Confirming By-law (#2021-1252) RES
- 15. Adjournment



Your Total Water  
Solutions Provider



# Township of Red Rock Water/Wastewater Operations

Presented September 20, 2021

# Meeting Agenda



## New Wastewater Plant

- Agreement Change Order



## SIP Project

- Financial Plan
- Rate Study



# Red Rock Wastewater Treatment Facility

## Current Wastewater Treatment Facility

- Sewage Works Approval # 2-0317-73-751731
- Primary treatment plant providing screening grit removal, primary settling, single stage anaerobic sludge digestion and chlorination;
- 21 inch diameter concrete pipe inlet sewer, a weir is constructed in Manhole No. 1 at elevation to provide for emergency overflow;

## New Wastewater Treatment Facility

- Environmental Compliance Approval # 4605-AKRQDU
- Biological Treatment Unit with three (3) Rotating Biological Contactors (RBCs), one (1) submersible secondary scum pump, one (1) RBC effluent chamber;
- One (1) submersible pumping station;
- One (1) wet well, one (1) magnetic flow meter, two (2) submersible sewage pumps, two (2) additional submersible sewage pumps;

# Red Rock Wastewater Treatment Facility

## Current Wastewater Treatment Facility

- two (2) flow channels;
- two (2) grit channels with hydraulic capacity;
- three (3) raw sewage pumps;
- two (2) primary sedimentation tanks;
- one (1) chlorine contact chamber, one (1) vacuum chlorinator;
- one (1) sludge digestion tank;
- 150ft outfall sewer
- one (1) standby diesel generator, 6 cylinder Cummins

## New Wastewater Treatment Facility

- One (1) concrete inlet chamber, one (1) screening channel, one (1) screen channel with a manual bar screen and one (1) screening washer/compactor, One (1) vortex grit chamber, One (1) grit slurry pump, One (1) grit classifier;
- One (1) effluent chamber, two (2) primary circular clarifiers, one (1) submersible primary scum pump, (2) rotary lobe primary sludge pumps;
- One (1) disinfection channel equipped with two (2) Ultraviolet (UV) disinfection banks;

# Red Rock Wastewater Treatment Facility

## New Wastewater Treatment Facility

- Two (2) alum storage tanks, three (3) positive displacement pumps, two (2) sodium hydroxide storage tanks, two (2) positive displacement pumps;
- One (1) aerobic digester with two (2) cells;
- One (1) sludge transfer pump, one (1) sludge loading pump, three (3) positive displacement blowers (two duty, one standby), one supernatant holding tank equipped with one (1) supernatant pump to discharge supernatant to the headwork's and two (2) multistage centrifugal pumps
- An automatic sampler and flow meter for Final Effluent downstream of Disinfection, one (1) 600 mm outfall sewer extending into Nipigon Bay including all other controls, electrical equipment, instrumentation, piping, pumps, valves and appurtenances

# Red Rock Wastewater Treatment Facility

## Staffing Change Order

- Current staff compliment is 1.6 Full Time Equivalent for direct on site operations at both the Water Treatment Plant and Wastewater Treatment Plant.
- The **new** Wastewater Plant requires additional labour to operate compliantly; increased maintenance required with new equipment, responsibilities with sample collection, laboratory sampling, analysis and reports, inspection of process control equipment to ensure proper operation of pumps, valves, uv system inspection and maintenance and removal of grit and screening;
- → increase of 0.4 FTE at a cost of \$57,225 per year includes training and certification, vehicle, uniform, safety supplies.





# Red Rock Wastewater Treatment Facility

## **new** Wastewater Facility Costs

- The new Wastewater Facility will require Chemical, Sampling and Sludge Hauling services not currently captured in the services agreement and annual fixed pricing
- The costs for the new operational requirements will take up to 12 months to stabilize and optimize for efficiency
- OCWA can recoup costs incurred by billing the Township on an as required/as needed basis
- Over the course of 12 months, an accurate projection of price can be determined and presented to Council for inclusion in the agreement



## Strategic Infrastructure Planning

- Strategic Infrastructure Planning (SIP) utilizes a bottom up, condition-based approach to capital planning.
- It is a comprehensive and ongoing assessment of a municipality's water and wastewater assets.
- Using a Strategic Infrastructure Plan (SIP), OCWA can identify "hot spot" system issues such as coloured water complaints, Inflow and Infiltration, and capacity issues, and provide engineering support of solutions.



## Strategic Infrastructure Planning

- In 2021, the OCWA and the Township of Red Rock entered into agreement to operate the Red Rock's Water & Wastewater Facilities and to utilize OCWA's SIP Program to complete the Township Water System Financial Plan and Rate Study, requirements for the Municipal Drinking Water Licence Renewal.
- The SIP Program financial spend was requested for \$23,500 with no interest payback over the 10 year agreement in monthly installments.

→ For council consideration:

1. Formalize the agreement for the SIP Program and use the \$23,500 spend towards the cost of the Financial Plan and Rate Study? \$174 per month for 135 months, or
2. Direct pay for the engineering services at a final cost of \$13,500

# Thank you

We welcome any questions you have

Johanna Kirkbride, Business Development Manager

Patrick Albert, Senior Operations Manager

Jeff St. Pierre, Regional Manager

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

**937<sup>th</sup> REGULAR MEETING OF COUNCIL**

**SEPTEMBER 7<sup>th</sup>, 2021**

Present: Mayor: D. Robinson  
Councillors: S. Park  
G. Muir  
C. Todesco  
M. McDonald  
Chief Administrative Officer: M. Figliomeni

**ONE: PRELIMINARY MATTERS**

1.1 Call to Order

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

1.2 Acceptance of the Agenda

Resolution #1

Moved by: Councillor Muir  
Seconded by: Councillor Park

BE IT RESOLVED THAT the Agenda for this evening's meeting be approved, as circulated.

**CARRIED**

1.3 Disclosures of Interest

In response to Mayor Robinson's request, no members disclosed interests in matters before council this evening.

**TWO: PRESENTATIONS OR DEPUTATIONS**

Sylvio Di Gregorio from Bruno's Contracting presented to Council an update on the planned Residential Development. Sylvio explained as part of the preliminary planning, a survey of the land was conducted and determined that a large portion of the land that they had intended to purchase for the development was not owned by the Township, but owned by CN Rail. Sylvio presented a variety of options to Council on moving forward with the project. Council requested Sylvio to move forward with the project, and contact CN Rail for a possible purchase of lands.

Marcel Jean from the Red Rock Fish and Game Club came to Council requesting support on the restocking of lake trout in the Nipigon Bay. Marcel explained that they have received support from other neighbouring communities along the North Shore, but are still

experiencing a wall when trying to contact the Government Ministries. Council passed the following resolution in support of this endeavour:

Resolution #2

Moved by: Councillor McDonald

Seconded by: Councillor Todesco

BE IT RESOLVED THAT the Township of Red Rock sends a letter of support to the Red Rock Fish & Game Club and the Association to pursue the MNR in the restocking of lake trout in Nipigon Bay.

**CARRIED**

### **THREE: MINUTES OF PREVIOUS COUNCIL MEETINGS**

Items 3.1 and 10.2 were dealt with in a single resolution. Item 3.2 was also passed by resolution. No errors or omissions in any of the minutes were raised.

3.1 Minutes of the August 16<sup>th</sup>, 2021 Regular meeting of Council (Open Session)

3.2 Minutes of the September 1<sup>st</sup> Special meeting of Council (Open Session)

10.2 Minutes of the August 16<sup>th</sup>, 2021 Regular meeting of Council (Closed Session)

Resolution #3

Moved by: Councillor McDonald

Seconded by: Councillor Muir

BE IT RESOLVED THAT Council approves the Open and Closed Session minutes for the August 16, 2021 Council Meeting.

**CARRIED**

Resolution #4

Moved by: Councillor Todesco

Seconded by: Councillor McDonald

BE IT RESOLVED THAT Council approves the Open Session minutes for the September 1, 2021 Special Meeting of Council.

**CARRIED**

### **FOUR: CORRESPONDENCE**

4.1 Town of Alberton – Drought Impact

Councillor Muir asked for this resolution to be brought back in detail from the previous Council Meeting. Council passed the following resolution in support:

Resolution #5

Moved by: Councillor Muir

Seconded by: Councillor McDonald

BE IT RESOLVED THAT Red Rock Council supports Alberton Council's resolution seeking action to address drought impact in the Rainy Lake District and Northwestern Ontario area.

**CARRIED**

#### 4.3 Letter from Elaine Belisle

Council discussed the letter written in regards to a resident's driveway curbing. Council agreed that they would stand by their previous decision on no longer providing the curb cutting service through the Public Works Dept. It was restated that anyone wanting to have their curb cut would have to go through the process of applying for a permit through the Public Works Dept. and then contract the work out themselves.

### **FIVE: REPORTS FROM COMMITTEES, BOARDS OR AGENCIES**

#### 5.1 Minutes of the July 27, 2021 Environmental Committee Meeting

Council posed no questions to Administration on this matter.

Resolution #6

Moved by: Councillor Muir

Seconded by: Councillor Todesco

BE IT RESOLVED THAT Cindy Poulin and Terri Landry be appointed to the Environmental Committee, and

That the minutes of the Environmental Committee Meeting held on July 27, 2021, be received.

**CARRIED**

### **SIX: REPORTS FROM ADMINISTRATION**

#### 6.1 Report on Administrative Activity

Council posed no questions to Administration on this report.

Resolution #7

Moved by: Councillor Park

Seconded by: Councillor Muir

BE IT RESOLVED THAT the report from Administration be received.

**CARRIED**

#### 6.2 Report on 2021 Fee Schedule

Mr. Figliomeni responded to questions from members of Council. Council discussed the current fees and decided to lower the rental rates for the gymnasium and gymnasium lounge to \$10/hr for the season. The fees and rates by-law will go back to the next meeting for passing.

### 6.3 Report regarding OCWA Financial Plan

Mr. Figliomeni submitted the report for Council's information and approval.

Resolution #8

Moved by: Councillor Todesco

Seconded by: Councillor Muir

BE IT RESOLVED THAT Plan No. #280-301 20212027 Drinking Water System Financial Plan prepared by Ontario Clean Water Agency (OCWA) be received; and

That Council accept the attached Drinking Water System Financial Plan & the Water and Sewage Treatment System Rate Study as prepared; and

That Council approve for the attached Drinking Water System Financial Plan be submitted to the MECP for the purpose of the Townships Municipal Drinking Water License Renewal.

**CARRIED**

### 6.4 Report on Recreation Centre Re-Opening

Mr. Figliomeni submitted the report for discussion. Council approved the re-opening of the building for the season, starting on September 13, 2021. After much conversation, Council decided to defer the arena ice decision until the next meeting and requested more information and costs involved with installing ice this season.

### **SEVEN: BY-LAWS**

No by-laws were introduced at this meeting.

### **EIGHT: NEW BUSINESS**

No items of new business were raised by members of Council.

### **NINE: UNFINISHED BUSINESS**

#### 9.1 Signature Financial Services

Mr. Figliomeni re-submitted the report to Council after it was deferred at the previous meeting. Councillor Todesco expressed his concerns regarding the decision. Mayor Robinson explained that obligations were not being met; therefore the CAO terminated the contract.

Resolution #9

Moved by: Councillor Park

Seconded by: Councillor McDonald

BE IT RESOLVED THAT the contract between the Corporation of the Township of Red Rock and Signature Financial Services be terminated, effective August 4, 2021.

**CARRIED**



## 9.2 Sale of Municipal Property

Mr. Figliomeni updated Council on the discussions regarding the interested purchase of Municipal property. Council directed the CAO to return to the interested party to accept the tentative offer.

## 9.3 Quarterly Utility Billing

Mr. Figliomeni re-submitted the report to Council as discussed in the previous Council Meeting. Council approved the change to quarterly Utility Billing.

Resolution #10

Moved by: Councillor McDonald

Seconded by: Councillor Todesco

BE IT RESOLVED THAT the Township of Red Rock move from monthly utility billing to quarterly billing, effective October 1, 2021.

**CARRIED**

## 9.4 Closed Session Trial Run

Mr. Figliomeni re-submitted the report to Council, who approved starting the Closed Session portion of the Council Meeting to 6:30pm.

Resolution #11

Moved by: Councillor Park

Seconded by: Councillor Muir

BE IT RESOLVED THAT the Closed Session portion of the Council Meetings be moved to 6:30pm on a trial run basis, effective September 20, 2021.

**CARRIED**

## **TEN: CLOSED SESSION**

### 10.1 Resolution to Close the Meeting

Resolution #12

Moved by: Councillor Muir

Seconded by: Councillor Park

BE IT RESOLVED THAT Council move into Closed Session at 8:25pm under the authorities as printed in the Agenda.

**CARRIED**

Council entered closed session. During the Closed Session meeting, the following procedural resolution was passed:

Resolution #13

Moved by: Councillor Park

Seconded by: Councillor McDonald

BE IT RESOLVED THAT, the time being 8:32p.m., Council rise from closed session and report in open session.

**CARRIED**

The open session re-convened at 8:33p.m.

**ELEVEN: REPORT FROM CLOSED SESSION**

Item 10.2, the Closed Session minutes of the Regular Council meeting held on August 16<sup>th</sup>, 2021, had been dealt with earlier in the meeting (Resolution #3).

**TWELVE: CONFIRMING BY-LAW**

Resolution #14

Moved by: Councillor Park

Seconded by: Councillor McDonald

BE IT RESOLVED THAT By-law 2021-1250, to confirm the proceedings of this Council Meeting held on September 7, 2021, be passed as circulated.

**CARRIED**

**THIRTEEN: ADJOURNMENT**

There being no further business to conduct, Mayor Robinson declared the meeting adjourned at 8:34p.m.

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Mayor



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Chief Administrative Officer/Clerk

## Requests for Resolution Support from Other Municipalities

Council Meeting September 20, 2021

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

No.	Date	Municipality (or Municipalities)	Subject Matter
1.	September 9, 2021	Trent Lakes	Requesting that the Provincial Government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services
2.	August 27, 2021	City of Stratford	Petitioning the Provincial Government to immediately take steps to replace gas powered electrical generation with non-carbon-based sustainable alternatives.
3.	August 27, 2021	Tay Valley Township	Requesting Staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations

To Mayor & Council,

I, Jim Dampier, will give a sum of \$1,200 to remove and keep for my use the plug in rails and everything to do with the electrical in the parking lots at the mill outside the gate.

Thank you,

Jim Dampier

887-3625

A handwritten checkmark in black ink, located on the right side of the page.

To Mayor & Council,

Live from the Rock presents “*Heavy Rotation*”. The concept is a fall outdoor live music rotation (or rotating mini-festival). Two cohorts of performers (four acts in each) will be playing for the audiences at the two locations. The cohorts will switch locations on the second day so the audience is staying put but they actually get to see all eight acts over the two days. All performers and volunteers will be required to be fully vaccinated or produce a negative Covid test. Ticket holders must answer screening questions at the gate.

As you know, the Township has always been our biggest partner and sponsor for the festival and has been gracious enough to provide us with free use of the park and lend us your amazing staff for the event each summer. Because Heavy Rotation will obviously be much smaller in scale (only 100 tickets available for purchase), the entire scope and site footprint will also be much smaller than the festival. In past years we have been required to pay the full rental price for use of the multipurpose room, which we use as our Dockside Stage for daytime performances.

We are unfortunately operating on a very tight budget and do not have any revenue from the 2020 or 2021 festivals to put into this event. As such, we are requesting use of the marina building, surrounding grounds and some logistical support from Public Works as a sponsorship.

Specifically:

- Use of the outdoor deck for a covered stage area
- Grounds area around the building (we will be sectioning it off with snow fencing)
- Electrical hookup and power
- Use of the indoor washrooms
- Indoor space for a green room and hospitality area for our volunteers, work crew and musicians (if the restaurant seating area is available, that would be perfect. If there is fridge space so we don't need to use coolers to keep everything cold, that would be even more amazing)
- We usually have a First Aid trailer from Smith's RV donated for use for the weekend; however, if we can make use of additional space inside the building, that would be an ideal solution (maybe the multipurpose room?)
- Potential site set up assistance (tables and chairs from the Rec Centre and gating or snow fencing, which I believe our volunteers work with Public Works to set up? Blaire can confirm.)
- Garbage disposal following Sunday evening tear down

Some details:

- Live from the Rock Folk Festival Presents: *Heavy Rotation*
- 2 days, 2 locations, 8 acts
- Held at the Red Rock Marina Building and Mount Baldy Ski Resort
- October 16 & 17, 2021
- Site will only be open from 10 a.m. to 6 p.m. both days with music from 12 to 5 (or 6 depending on schedule and breaks in between acts)
- Limited tickets available (100 per location)
- On site food truck/booth (1 or 2) - required to apply with Health Unit like usual festival
- Covid screening, masks, hand sanitizer stations, social distancing and all other required Covid measures will be followed

Laura Foulds  
Live from the Rock

**Red Rock Public Library**  
**Regular Meeting**  
**June 8, 2021**

*The 404th regular meeting of the Red Rock Public Library Board was held on  
Tuesday June 8, 2021.*

Electronically Present:

Acting Chairperson:	Anne Lockwood
Board Members:	Cheryl Hendricken Denise Maidment Darquise Robinson
Secretary/Librarian:	Nancy Carrier
Absent with regrets:	Joanne Boudreau Marilyn Young

1. The meeting was called to order at 4:01 p.m.
2. The agenda was approved and there was no declaration of pecuniary interest.
3. The Minutes of the meeting held on May 11, 2021 were approved as revised.

Resolution #1:

Moved by: Cheryl Hendricken

Seconded by: Anne Lockwood

Be it resolved that: the minutes of the meeting held on May 11, 2021, be approved as revised.

CARRIED

Correspondence: none

Business arising from minutes:

- CEO provided a summary of attendance at a virtual Networking meeting on May 12, 2021. The meeting consisted of information from Ministry of Heritage, Sport, Tourism and Culture Industries, and the Ontario Library Service pertaining to grants etc. and resulted in discussions on a variety of library-led topics.

4. The Statement of Operations was not available for discussion. Cheque register for May 2021 was presented and discussed.

Resolution #2

Moved by: Darquise Robinson

Seconded by: Denise Maidment

Be it resolved that: Cheques numbered 1027 to 1033, and including cheque #12 in the amount of \$8,227.37 and dated June 7, 2021, be approved for payment.

CARRIED

5. The Librarian's report dated, June 11, 2021 and covering the month of May 2021 was presented and discussed.

New Business:

- CEO presented to Board the provincial directive outlining the 3 steps towards re-opening and the possible dates that this could happen by. A discussion on the variables involved with re-opening occurred. CEO will assess situation monthly and advise.
  - According to our RRPL personnel policy, every 2 years the CEO receives an evaluation. A date and time will be decided for evaluation to be completed by Denise Maidment and Anne Lockwood of CEO.
  - According to RRPL personnel policy, every 2 years the CEO completes an evaluation on staff, individually. These meetings will be scheduled and completed in June.
6. The next meeting date was discussed.  
Motion was made to adjourn the meeting.

Resolution #3

Moved by: Cheryl Hendricken

Seconded by: Denise Maidment

Be it resolved that: The meeting was adjourned at 4:28 p.m. and the next meeting will be held on September 14, 2021 at 5:00 p.m.

CARRIED

# PUBLIC WORKS MONTHLY REPORT

Sept 20<sup>th</sup>, 2021

## WATER DISTRIBUTION

1. Public Works was required to perform water main flushing for Newton St. after a complaint was made by a resident in the area. A bleeder line is being used on a hydrant at the end of Newton to help maintain stronger chlorine residuals in the area.
2. Public Works responded to two water customer complaints for sediment in water. In both cases the customer's water meters were removed and cleaned, as well as the service lines flushed. This remedied the issue in both cases.

## WASTEWATER COLLECTION

1. Public Works has been working to repair damaged catch basins within the collection system.

## RECREATION CENTER

1. The Rec Center was reopened for activities on Monday, Sept 13<sup>th</sup>. The facility was staffed through the weekend, including Monday to accommodate the Advanced Voting Polls for the Federal Election.
2. Hancharick Fire & Safety performed annual fire sprinkler checks for the entire facility on Sept 9<sup>th</sup>.
3. Trans Canada Safety performed an inspection to recertify the restaurant fire suppression system for the kitchen grill in August.

## MARINA CENTRE & PARK

1. The Marina Interpretive Centre final day of operation was August 31<sup>st</sup>.



# PUBLIC WORKS MONTHLY REPORT

Sept 20<sup>th</sup>, 2021

2. The Marina Fuel Kiosk & Docks hours of operation were altered for the final month of September. Marina services are provided from the Public Works Dept. Monday to Wednesday, and then staffed by an attendant Thursday to Sunday.
3. The Splash Pad was shut down for the season on Sept 9<sup>th</sup>.

## GENERAL

1. The Public Works Superintendent was able to meet with JML Engineering for an onsite meeting at Bridge #1 on Friday, Sept 10<sup>th</sup>. A temporary solution was discussed to prevent further rotation of the bent at the north end of bridge. JML is currently preparing a summarized report for this proposal.
2. The Public Works Superintendent has been able to attend a couple of sessions for commissioning training while the plant process engineer has been on site at the new wastewater facility during the week of Sept 6<sup>th</sup>.
3. The 2017 Chevy Silverado 1 ton underwent service work to correct an issue with the vehicle's DEF System from Spadoni Motors.
4. New front tires were ordered and installed on the John Deere backhoe.
5. New tires are being quoted for the Bobcat, these will be needed before winter.
6. Street light repairs for five streetlights was done from Over-All-Electric on Sept 13<sup>th</sup>.
7. Stand-by generators for the Public Works facility as well as Rec Center, continue to be tested monthly by staff.
8. Public Works would like to express their appreciation for the all the hard work summer students put into grounds work and help with facility operations over the summer season. It was a pleasure to work with such a great group of kids.

# RED ROCK VOLUNTEER FIRE DEPARTMENT

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## RRFD Monthly Report to Council Prepared September 14, 2021 for Council September 20, 2021

### Training Meetings

No training for the months of July and August

### Call Outs

July 6/2021  
Salls and White BLVD  
MVA

July 10/2021  
65 Rankin Street  
Natural Gas Leak

July 20/2021  
74 Timmins Street  
Natural Gas Leak

Aug 12/2021  
Hwy 628  
MVA

August 29/2021  
58 Brompton RD  
Medical Call/Lift Assist

August 30/2021  
HWY 11/17 and Valley RD  
MVA

Total Calls to Date 14

### Special Training

8 members participated and completed a Chainsaw Course  
2 members participated in the Legislation and NFPA 1072 Hazmat Awareness courses held virtually

## **Fire Prevention and Protection**

Nothing to Report

## **Public Relations**

Nothing to Report

## **Personnel**

Regular Department Strength: 26

Present Strength: 26

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

Fire Prevention Officer: 1 (included in present strength)

Junior Fire Fighter: 3 (included in present strength)

## **CFO Activity**

- Mail, Email and Phone Calls
- Vehicle/Equipment and hall monthly maintenance
- Weekly updates to the OFMEM regarding PPE, Department Strength and supplies
- Continue to work on completing the course requirements for the CEMC
- Continue working with Sharon Bak from the OFMEM and trying to get our Municipality in compliance
- Letters have been sent out to members regarding their attendance and training over the last 6 months
- Monitoring the weekly Duty Crew
- Working on new Standard Operational Procedures for the Fire Department
- Continue to work on service medals for the members who have served ten years or more on the Fire Department
- Working on training schedule for the rest of the year
- Continuing online training and setting members up for online courses
- Starting to get information together to perform the Community Risk Assessment that has to be completed January 2024

## **Recommendations/Comments for Council**

Chief, Deputy Chief and Officers recommend Kale Appelkvist be appointed probationary Fire Fighter, effective September 23, 2021.



# Township of Red Rock

## Community Development Office

42 Salls Street  
Red Rock ON P0T 2P0  
cdo@redrocktownship.com  
(807) 886-2704

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### September 20, 2021 CDO Activity Summary

#### Grants and Projects

- a) ICIP Green – Red Rock Newton, Frost, Stadler and Brompton Water and Wastewater Rehabilitation and Replacement Project

Continuing with project management activities and coordination with funders, JML Engineering and Director of Operations on various components of the project. The Relining portion has gone for tender and is in the irrevocable period for negotiations. Have received 50% drawings for the water, sewer and storm portion. Both portions of the project are expected to be completed in the spring and summer 2022. There will be information placards available for public viewing both online and in the community.

- b) Continuing to prepare documentation, research various components costs for projects and RFP's, provide status reports to funders and monitor project timelines and budgets, final reporting to funders for completed projects (Fire Safety Grant, Trans Canada Trail Grants).
- c) Review previous reports for supporting documentation for current and future funding opportunities and attend webinars and information sessions on current funding opportunities to determine eligibility and feasibility (if the township has the required data or reports demonstrating need for projects)

- d) ICIP Culture – Recreation Centre Rehabilitation Project

Continued correspondence with funders regarding various components of the project and the pending Transfer Payment Agreement it is delayed due to the election.

- e) ICIP Covid- Resiliency – Recreation Centre Roof

Waiting for scope change approval to address the sections of roof between the main building and the curling club that leaks, as the arena roof replacement wasn't within our budget.

- f) Township now set up on Bids&Tenders online procurement platform. Free for the municipality.

- g) RFP's for the RV Park and Campground Market Focused Business Case as well as the Community Strategic Plan and Community Profile have both been posted on Bids&Tenders. As of September 16<sup>th</sup> 4 and 7 companies have taken the plans respectively. Responses are due October 1<sup>st</sup> and October 8<sup>th</sup>.
  
- h) Continued communication and collaboration with regional organizations for partnership opportunities, provide input and stakeholder relations.

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

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**Date:** September 20<sup>th</sup>, 2021  
**To:** Mayor and Council  
**Subject:** Activity Report – Office of the CAO  
**Submitted by:** Mark Figliomeni – CAO/Clerk

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**RECOMMENDATION:**

**This report is for information only and provides Council with an activity update from the office of the CAO. Please feel free to reach out at any time with any questions or concerns.**

**DISCUSSION:**

**Current Events / Activities**

**Things are still extremely busy on a daily basis and we continue to catch up on older clean up issues while also handing current and upcoming issues and tasks.**

**As a team we continue to meet bi-weekly internally to make sure we stay on the same page and continue to focus on improving policies and procedures moving forward.**

**Some CAO office duties include:**

**SNEMS Master Plan Discussions – Meeting is scheduled for October 5<sup>th</sup>, 2021.  
BDO meetings to finalize 2020 audit – Meeting date to present will be scheduled.  
Continue to meet with TBDHU – Covid updates for region.  
OCWA – Ongoing discussions relating to contract.  
AMCTO – Scheduled election training & fall Zone 9 meeting.  
Asset Management Plan – Process & bi-weekly meetings continue.  
Monitoring projects and claims.**

**We continue to monitor procedures around meeting structure and policies and the monitoring of all aspects of our day to day operations and future projects and goals.**



**The Corporation of the Township of Red Rock  
Payment Vouchers Report**

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**Date:** September 20<sup>th</sup>, 2021  
**To:** Mayor and Council  
**Subject:** Payment Vouchers  
**Submitted by:** Mark Figliomeni – CAO/Clerk

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**RECOMMENDATION:**

**This report is for approval of payment vouchers.**

**DISCUSSION:**

the following payments for approval:

**GENERAL  
PAYMENT**

DATE	CHEQUE NOS.	AMOUNT
03/17	4158 – 4186	\$ 87,865.50
03/26 – 04/08	4187 – 4236	\$ 73,823.35
04/22 – 05/05	4237 – 4300	\$ 136,433.46
05/18 – 06/02	4301 – 4351	\$ 56,504.12
06/22 – 07/12	4352 – 4417	\$ 315,145.56
07/29	4418 – 4447	\$ 108,549.27
08/11 – 09/08	4448 – 4514	\$ 105,688.15
09/14	4515	\$ 63.85
		<u>\$ 884,073.26</u>

**ELECTRONIC FUNDS TRANSFERS**

DATE	CHEQUE NOS.	AMOUNT
04/15 – 05/04	1 – 10	\$ 46,770.34
05/19 – 06/02	11 – 32	\$ 75,242.72
06/22 – 07/12	33 – 57	\$ 68,089.27
07/29	58 – 64	\$ 34,084.76
		<u>\$ 224,187.09</u>

**MANUAL CHEQUES**

DATE	CHEQUE NOS.	AMOUNT
03/01 – 03/31	6029 - 6045	\$ 63,784.87
04/01 – 06/01	1, 6046 – 6061	\$ 55,958.19
05/03 – 07/08	2, 6062 – 6077	\$ 54,604.06
06/01 – 06/30	6078 – 6092	\$ 49,705.28
07/01 – 08/31	3, 6093 – 6129	\$ 127,170.28
		<u>\$ 351,222.68</u>



**COMMUNITY CHEQUING**

DATE	CHEQUE NOS.	AMOUNT
01/22	6003 - 6004	\$ 261,401.26
02/22	45 - 46	\$ 814,756.74
03/16	47 - 48	\$ 97,862.36
03/30	49 - 50	\$ 264,853.76
04/21	51 - 52	\$ 291,462.49
05/15	53 - 54	\$ 199,244.48
06/22 - 06/23	55 - 58	\$ 152,778.80
07/15 - 07/27	59 - 62	\$ 125,892.44
08/24 - 09/13	63 - 66	<u>\$ 92,792.28</u>
		\$ 2,301,044.61

**PAYROLL**

DATE	CHEQUE NOS.	AMOUNT
03/19	900013 - 900024	\$ 7,255.11
03/25	98 - 113	\$ 16,496.19
04/08	114 - 137	\$ 21,490.76
04/22	138 - 152	\$ 17,048.37
05/06	153 - 174	\$ 19,062.75
05/20	175 - 190	\$ 17,411.01
06/03	191 - 216	\$ 25,319.61
06/17	217 - 235	\$ 21,389.68
07/01	236 - 259	\$ 22,520.44
07/15	260 - 292	\$ 30,753.05
07/29	293 - 317	\$ 26,488.20
08/12	318 - 349	\$ 30,479.45
08/26	350 - 374	\$ 26,812.53
09/09	375 - 403	<u>\$ 28,662.78</u>
		\$ 311,189.93

**TOTAL PAYMENTS****\$ 4,071,717.57**

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

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**Date:** September 20<sup>th</sup>, 2021

**To:** Mayor and Council

**Subject:** Federal Statutory Holiday – National Day for Truth and Reconciliation

**Submitted by:** Mark Figliomeni – CAO/Clerk

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**RECOMMENDATION:**

Administration is looking for direction of Council by resolution to implement this day as a statutory holiday for all staff within the Township of Red Rock.

**BACKGROUND:**

The Federal Government has recently passed legislation to make September 30<sup>th</sup> a federal statutory holiday called the National Day for Truth and Reconciliation.

**DISCUSSION:**

The Government of Canada is committed to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten.

Verbal discussion – Update from CAO

**ATTACHMENTS:**

None

**AVAILABLE UPON REQUEST:**

Verbal



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

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**Date:** September 20<sup>th</sup>, 2021

**To:** Mayor and Council

**Subject:** Requests for discussion – Councilor Muir

**Submitted by:** Mark Figliomeni – CAO/Clerk

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**Requested topics for discussion:**

- 1. Municipal Audit – Document for viewing prior to presentation.**
- 2. Progress report – Asset Management Plan.**
- 3. Assets & facilities – Maintenance Plan**
- 4. Economic Development – Plan.**
- 5. Financial – Treasurer Update.**

**DISCUSSION:**

**The Municipal audit process is basically completed and being finalized for presentation. A meeting of Council will be scheduled in the near future; my thought is to have a special meeting solely dedicated to the presentation of the audit. I have always found this to be the best approach, I will provide documents to Council prior to that discussion as per policy.**

**The Asset Management Plan is a detailed document and a work in progress. This is a process that takes time and unfortunately we found ourselves behind in this project due to various reasons. We continue to meet Bi-weekly with PSD Citywide on this and are hoping to have a final document in the not so distant future. I could, if requested, ask for a project status update from PSD for Council.**

**This discussion will happen and will be incorporated into the Asset Management Plan moving forward.**

**We continue to work daily on a plan. (Ashley will submit activity report outlining her activity)**

**We are working well within the structure of our current situation, although we continue to plan and look at long term solutions that will best serve the Township. Our current situation is temporary and a long term solution will continue to be worked on.**

**ATTACHMENTS:**

None

**AVAILABLE UPON REQUEST:**

Verbal Discussions with further explanations.

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

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**Date:** September 20<sup>th</sup>, 2021  
**To:** Mayor and Council  
**Subject:** Arena Ice  
**Submitted by:** Mark Figliomeni – CAO/Clerk

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**RECOMMENDATION:**

Administration is looking for further direction for installing ice for the 2021/2022 season.

**BACKGROUND:**

Council directed administration to provide cost estimates and further financial information for installing ice for the 2021/2022 season. Administration previously recommended installing ice for a period starting November 2021 and running through to March 2022.

**DISCUSSION:**

Costs to install the ice and run for the 2021/2022 season is inclusive of paint, installation of ice, natural gas, start-up/certification, hydro and propane. We estimate it would be between \$15,000 - \$20,000 to install and operate ice for the season. With our building being a multi-use facility this number is based on comparing costs from previous years. We can access Covid 19 funding based on a "Covid 19 Recovery Funding / Safe Restart" program to cover these costs for this season.

**ATTACHMENTS:**

None

**AVAILABLE UPON REQUEST:**

Verbal Updates – Discussion

