

**AGENDA FOR THE COUNCIL MEETING OF  
THE CORPORATION OF THE TOWNSHIP OF RED ROCK  
FOR THE 972<sup>nd</sup> REGULAR MEETING ON DECEMBER 19<sup>th</sup>, 2022 AT 6:30 P.M.**

1. Closed Session (6:30pm)
  - 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 December 5, 2022 (Item 1.2); and Closed Session minutes of the meeting held on December 12, 2022 (Item 1.3); and Paragraph 239(2)(b) (identifiable individual), regarding Item 1.4; and Paragraph 239(2)(e) (potential litigation), regarding Item 1.5 RES
  - Item 1.2: Minutes of the Closed Session portion of the Council Meeting held December 5, 2022 RES
  - Item 1.3: Minutes of the Closed Session portion of the Special Council Meeting held December 12, 2022 RES
  - Item 1.4: Report on Personnel Matters
  - Item 1.5: Report on Legal Matters
  - Item 1.6: 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: Traditional Territory Acknowledgement & Moment of Silence
  - Item 3.3: Amendments to/Acceptance of Agenda RES
  - Item 3.4: Request/Receive Disclosures of Interest
  
4. Presentations or Deputations
  - Item 4.1: Superior Country – 2021/2022 Annual Report RES
  
5. Minutes of Previous Council Meeting(s)
  - Item 5.1: Minutes of the December 5, 2022 Council Meeting (Open Session) RES
  - Item 5.2: Minutes of the December 12, 2022 Special Council Meeting (Open Session) RES
  
6. Correspondence
  - Item 6.1: NOMA – 2023 Conference & AGM
  - Item 6.2: Ontario News Release – Mining Jobs in the North
  - Item 6.3: Ministry of Infrastructure – OCIF Agreement
  - Item 6.4: Thunder Bay District Health Unit – Public Health Levy
  
7. Reports from Committees, Boards or Agencies
  - Item 7.1: Red Rock Public Library Board Meeting – November 8, 2022 Minutes RES
  
8. Reports from Administration
  - Item 8.1: Report from Director of Operations RES
  - Item 8.2: Report from Community Development Office RES (2)
  - Item 8.3: Report on Administrative Activity RES
  - Item 8.4: Report on Council Appointments RES
  - Item 8.5: Report on Cancellation of January 2<sup>nd</sup> Meeting of Council RES
  - Item 8.6: Report on National Wall of Remembrance RES
  - Item 8.7: Report on Sales Agreement for Backhoe RES

9. By-laws

Item 9.1: By-law Number 2022-1305 – to formulate an Emergency Plan (amended) RES

10. New Business

11. Unfinished Business

Item 11.1: Council Committees/Appointments

Item 11.2: EMS Consolidation

Item 11.3: Taxation

Item 11.4: Strategic Plan Implementation

Item 11.5: 2023 Fee Schedule

12. Closed Session (if required)

13. Report from Closed Session

14. Confirming By-law (#2022-1306)

RES

15. Adjournment



December 15, 2022

**Superior Country**

Re – Superior Country Annual Report & “The Copper Thunderbird”

To: Mayor & Council

Ontario’s Superior Country recently held its 46<sup>th</sup> Annual General Meeting on November 21, 2022, in Thunder Bay. The organization reported on several key performance indicators while showcasing examples of its marketing and product development initiatives over the past year. As part of the meeting an Annual Report was developed and distributed to the membership. As many community councils cannot attend in person the Annual Report has been sent to all the communities that hold a membership with Superior Country.

Please note that for security purposes the Annual Financial Statements have not been included in your package. However, members of Superior Country can request hard copies of the financial statements at anytime. A hard copy of the Annual Report, which includes our financial statements, has been supplied to your Community Development Officer, Ashley Davis. Ontario’s Superior Country is also extremely overjoyed to announced that Ashley has been elected as Chair of the organization.

Superior Country has recently completed a North Shore Group of Seven and Indigenous Group of Seven Strategy. The strategy made it clear that opportunities to expand on the Group of Seven Easels were limited. Realizing this Superior Country began focusing on ways to bring awareness and to promote Norval Morrisseau, a local to the region and an Indigenous Group of Seven Artist. As a young boy Morrisseau was inspired by pictographs surrounding Sand Point First Nation which played a crucial role in the development of his artistic style.

The organization has worked closely with both the Morrisseau estate and Sand Point First Nation to move forward with this project. It is our hope to partner with the Township of Red Rock to erect the “Copper Thunder Bird” along the board walk located at the Red Rock Marina. Interpretation will be in English, French, and Ojibway while calling attention to the Pictographs on the Nipigon River and to an original Norval Morrissau piece on display in the Nipigon Public Library. These are preliminary conversations and Superior Country intends to cover most costs in the development of this attraction. It is the organizations hope that the Township may be able to cover the costs of developing the board walk extension where the Copper Thunder Bird would be placed.

Thank you,

Dan Bevilacqua, Executive Director, Superior Country

SUPERIOR COUNTRY

# Annual Report

2021-22



[SuperiorCountry.ca](http://SuperiorCountry.ca)

# Table of Contents

About Superior Country .....	<b>2</b>	Marketing .....	<b>7</b>
Message from Executive Director .....	<b>3</b>	Superior Services .....	<b>20</b>
Superior Country Team .....	<b>4</b>	Lake Superior North Shore Tourism .....	<b>24</b>
Board of Directors.....	<b>6</b>	Unaudited Financial Statements.....	<b>28</b>





# Welcome to Ontario's Superior Country

## OUR MISSION

Superior Country's mission is to build and sustain a world class tourism destination for visitors by marketing the region, fostering relationships with members, and collaborating with partners.

## OUR VISION

Our vision is to increase visitation to the region by being a leader in the tourism industry with innovative approaches that allow for heightened awareness about superior products and experiences.

## BACKGROUND

Ontario's Superior Country was first incorporated as a non-profit destination marketing organization in 1976. The organization is dependent on membership and advertising revenue to operate. The official boundaries of Superior Country is from English River in the west to White River in the east and up North to include both Armstrong and Greenstone. Our diverse membership includes a variety of stakeholder partners including Indigenous communities, small and large municipalities, motels, full-service hotels, fishing/hunting lodges and guides, cottage rentals, bed & breakfasts, retail businesses, attractions, and more.

Superior Country markets the region within marketing pillars that were selected to align with our two largest partners, Destination Northern Ontario, and Destination Ontario. These pillars include Fish & Hunt, Touring, Nature & Adventure and Culture & Heritage. Multiple marketing tactics are utilized in each pillar including digital advertising, consumer touch (sport shows), print, television, and more. The organization is best known for its efforts in touring marketing through the development and promotion of the Lake Superior Circle Tour Adventure Guide.

Superior Country is currently operating from its headquarters in the Red Rock Marina Interpretive Centre along the North Shore of Lake Superior. The organization sets an operational budget prior to the beginning of each fiscal year and works within several marketing key performance indicators all of which are tied to the Superior Country 5-Year Strategic Plan.

# Message from Executive Director



Without a doubt the 2021-22 year was challenging for the industry. The impacts of COVID-19 have been felt throughout the year and will continue to be felt moving forward. Superior Country, as your non-profit destination marketing organization, managed to remain financially stable throughout the pandemic due to the supports of our members, advertisers, and partners. I thank every one of you. It is through your continued support that we can market this region as a Superior destination.

Superior Country continues to operate within its strategic plan while promoting the region through four main product pillars – fish/hunt, touring, nature/adventure, and culture/heritage. The organization also continues to align its marketing efforts with both Destination Northern Ontario and Destination Ontario. Through this alignment we can take part in several different marketing initiatives to further promote the region.

During this past summer we moved our office from the Nipigon Tourist Information Centre to the Red Rock Marina Interpretive Centre. The organization remains well grounded and can interact with travelers daily. The ability to speak to travelers is a substantial strength of the organization as it keeps our team connected to those we advertise to.

An exciting new development for the organization has been our expansion into product development. This all stemmed through the Lake Superior North Shore Tourism Project. This 3-year, \$500,000 project has seen a strong partnership form between Dorion, Red Rock, Nipigon, Red Rock Indian Band, Schreiber, Terrace Bay, Marathon, Manitouwadge, Parks Canada National Marina Conservation Area, Superior North CFDC, and Superior Country. In addition to the product development taking part directly within this project Superior Country has begun taking on project management roles throughout the region. This has allowed the organization to further build revenues while contributing to the growth and stability of the tourism economy. This includes our efforts in attracting cruise ships to the region which is quickly becoming a very exciting endeavour.

The Lake Superior Circle Tour continues to be one of the organization's largest projects. However, both the board of directors and staff have made it a priority to view it as such – a project. The revenues generated through Circle Tour advertising can be directly injected into the operational budget of the organization allowing it to serve not only those on the Tour but all our stakeholders within the region. The Circle Tour continues to make up a very large portion of our operating revenue. The launching of the new Lake Superior Circle Tour Website and Mobile Application was a massive success. Superior Country continues to see record breaking key performance indicators year over year since their launch.

Fishing and Hunting remains one of our largest product pillar focus areas and continues to consume the largest amounts of our advertising budgets. During the pandemic we couldn't attend sport shows, so we instead reinvested those dollars toward digital advertising campaigns. We also invested into further building and enhancing our digital databases. Several videos were created and used to attract visitation and interest in the region as a Superior fishing destination.

Stakeholder partnerships make everything we do a possibility. As we move forward Superior Country will continually market the region as a Superior destination. We look forward to further growing the organization and increasing our abilities to market our regions communities, businesses, and organizations.

Thank you,

A handwritten signature in black ink, appearing to read 'Dan Bevilacqua', written over a white background.

Dan Bevilacqua



## Superior Country Team

### Dan Bevilacqua – Executive Director



Dan has served as the Executive Director of Superior Country since 2014. He is widely known for his passion and love for the region. Dan works tremendously hard to ensure that tourism stakeholders within the Superior Country region are well represented, advertised, and flourish as Superior Country members. In his free time Bevilacqua can be found fishing the Nipigon River, attending local events, or volunteering for many organizations, boards, and committees.

Dan came to the organization with an extensive background in customer services, sales, multi-media, and marketing. Specifically, from the private sector as a Marketing Associate within the Canadian office of a global water pump and circulator manufacturer where he was charged with marketing throughout the entirety of Canada.

### Vicki Banning – Executive Assistant



Vicki has been working with Superior Country since 2018. She has spent most of her professional career working in the tourism, accommodations and customer service sectors which have proven to be beneficial in her position. Born and raised in Nipigon, Vicki has an appreciation and knowledge of the region.

Vicki has been essential in the development of major projects during her time with Superior Country. Most notably the Lake Superior Circle Tour website and App. She has also been responsible for managing the summer students for the past four years.

### Suzanne Kukko – North Shore Tourism Coordinator



Suzanne has been part of the Superior Country team since 2020. Hired under the Lake Superior North Shore Tourism (LSNST) Project, her main responsibility is to oversee the implementation of the LSNST Strategy, which was developed in 2018 via Destination Northern Ontario and Parks Canada. Her duties include assisting and advising communities, businesses and organizations with tourism product expansion and modernization. She is also working to implement the Culinary and Group of Seven/Indigenous Group of Seven strategies, which were developed under the LSNST Project.

Prior to joining Superior Country, Suzanne spent six years as the Economic Development Officer for the Township of Nipigon. Before her return to Northern Ontario, she was a tv/video producer at Carleton Productions, an Ottawa-based multi-media company specializing in documentary, corporate and commercial work.





## **Linda Nervick – U.S. Sales Rep and Distributor**



Linda is the sales representative out of Duluth, Minnesota for the American ad sales for the Lake Superior Circle Tour Adventure Guide. Linda is also responsible for the distribution of the Lake Superior Circle Tour Adventure Guide in Minnesota, Wisconsin, and Michigan.

Linda started with the organization with a variety of experiences, most notably she has been selling advertising and building relationships within the tourism industry since 1996.

## **2021 – 2022 INTERNS**

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### **Shalane Sarrasin – Tourism Product Development Intern**



As the Tourism Product Development Intern, Shalane assisted the Lake Superior North Shore Tourism Coordinator with the implementation of the North Shore Tourism Strategy Project. Shalane took a very active role in the implementation of the North Shore Culinary plan through the Superior Picnic Program as well as implementing Tourism Excellence North community profiling.

Shalane joined the organization with a Fine Arts Bachelor Honors and a Bachelor of Education degree along with a combined 11 years of teaching experience. Shalane also worked at the Edge Arts Studio & Gallery in Nipigon as Program Coordinator for 1 year. Her experiences have her well versed to implement the educational and arts/culture components of the North Shore Tourism Strategy Project.

### **Brooke Russell – Marketing Coordinator**



Brooke worked as the Marketing Coordinator Intern for Superior Country. She was responsible for maintaining the organization's social media outlets. Brooke wrote, posted, and advertised articles for the Superior Country website, Lake Superior Circle Tour website and the Northern Ontario Travel Magazine website.

She also took part in the responsibility for Superior Country's Angling and Hunting marketing pillar. She came to the organization with a variety of expertise thanks to her past industry related experiences in angling/hunting and customer service.



## 2021-22 Board of Directors

**Paul Morralee** (Chair)  
Canadian Lighthouses of Lake Superior

**Levina Collins** (Vice Chair)  
PARO

**Tammy Kushnier** (Treasurer)  
Ole's Adventure Resort

**Stacy Moffat** (Secretary)  
Township of Terrace Bay

**Ashley Davis** (Member at Large)  
Township of Red Rock

**Tim Lukinuk** (Director/ Past Chair)  
Amethyst Mine Panorama

**Brent Henley** (Director)  
Municipality of Greenstone

**Kyle Vescio** (Director)  
Kashabowie River Resort

**Bruce Hyer** (Director)  
Wabakimi Outfitters

**Brain Kurikka** (Director)  
Municipality of Neebing

**Katie Law** (Director)  
Municipality of Manitouwadge

### EX-OFFICIO BOARD MEMBERS

**Sean Irwin**  
Northern Ontario Heritage Fund

**Manon Cuthbertson**  
Parks Canada – LSNMCA

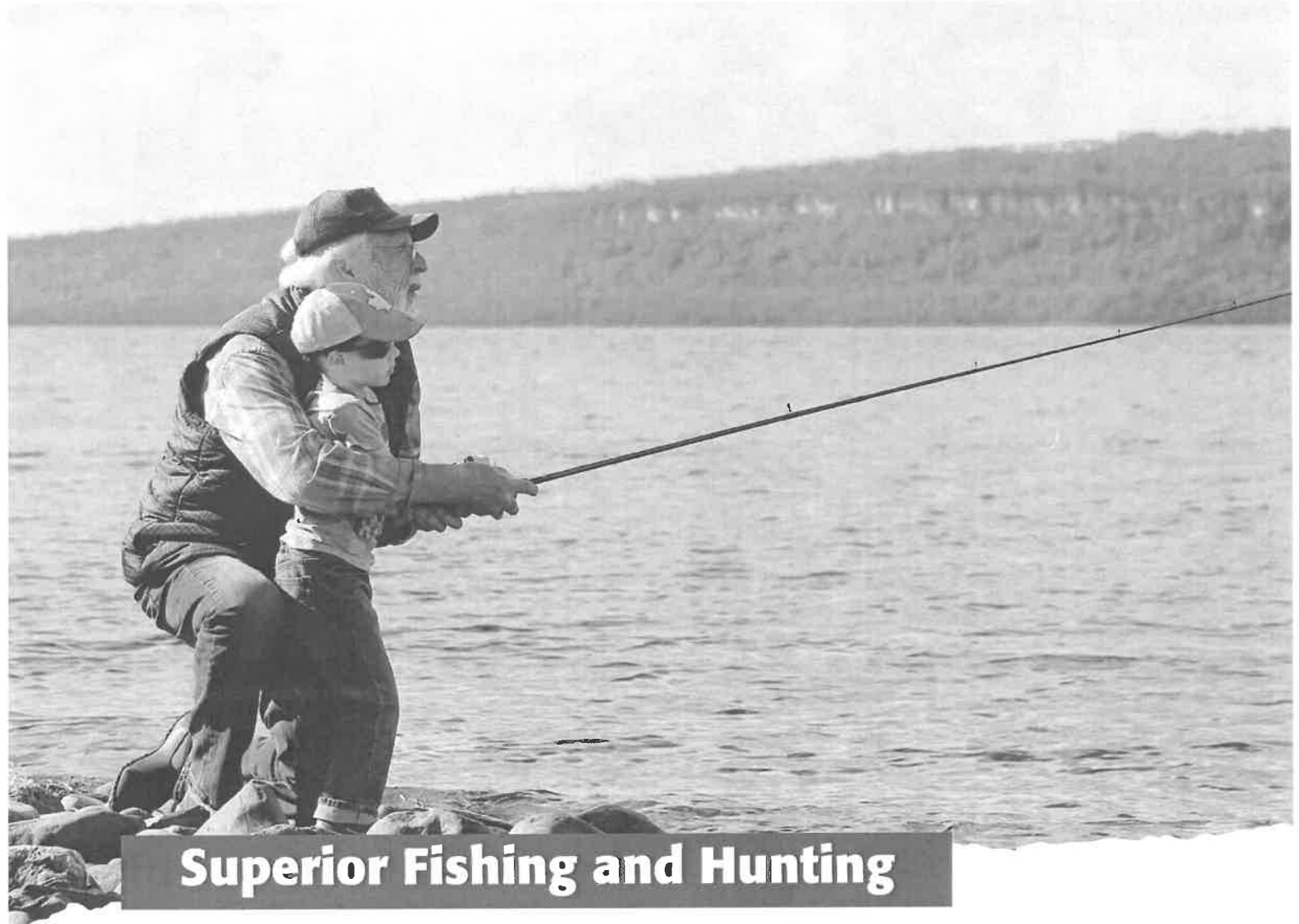


# Marketing Pillars

FISH & HUNT • TOURING • NATURE & ADVENTURE • CULTURE & HERITAGE



Superior Country's marketing efforts are focused on 4 primary product pillars that align with the province – Fish/Hunt, Touring, Nature/Adventure, and Culture/Heritage. Through existing and ongoing market research the organization identifies target markets within each of pillar. Geographical, demographic, and interest characteristics of potential travelers in each product pillar vary greatly. Superior Country utilizes these understandings to develop annual tactical marketing plans for each pillar while working toward the overall strategy of the organization – to increase visitation and numerical spend within the region. To achieve this goal Superior Country utilizes different advertising tactics within each of the pillars. Primary advertising tactics include digital, print, and sport shows. During the pandemic Superior Country continued to market the region through these product pillars but adjusted targeting and messaging based on Covid-19 regulations.

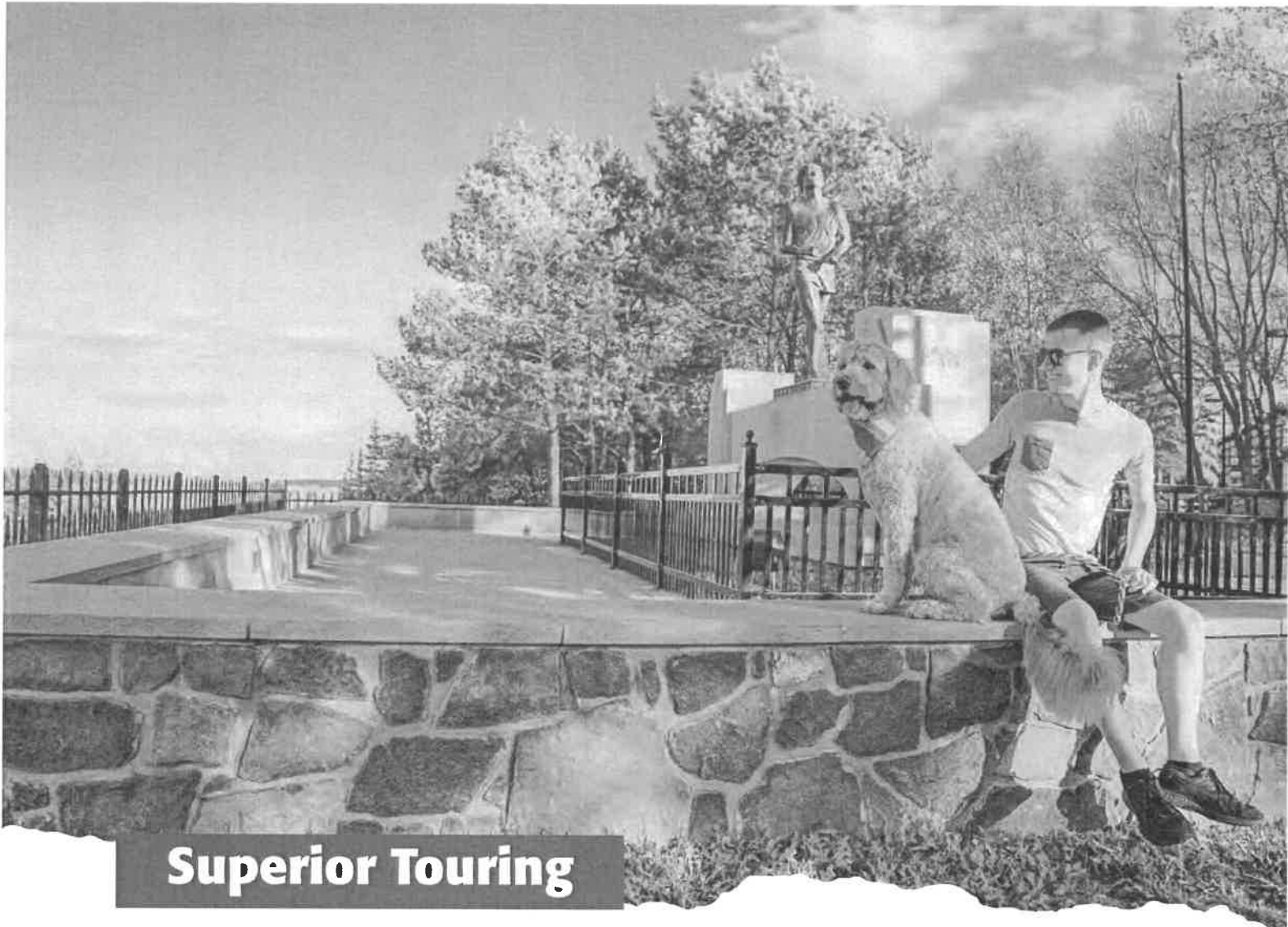


## Superior Fishing and Hunting

Fish and Hunt is typically Superior Country's most financially backed product pillar and focuses on digital and sport show advertising. However, due to the pandemic Superior Country was unable to travel and attend sport shows in the 2021-22 fiscal year. Instead, the organization re-assigned these dollars toward its digital campaigns and guide fulfillment. Due to covid restrictions Superior Country continually adapted its messaging and advertising campaigns throughout the year. When appropriate Superior Country aligned with provincial marketing initiatives including the #DreamON campaign. As restrictions were loosened the organization changed its marketing approaches back toward standard practices. During a typical year Superior Country allocates roughly 80% of its fish/hunt budget to advertise in the border US states with the remaining 20% allocated to domestic markets. During border closures Superior Country switched this approach to an 80% spend domestically and a 20% spend in border US states. This was done to draw new Canadian markets to the region while still maintaining some advertising in the border states to sustain regional and product awareness.

### OVERALL CAMPAIGN RESULTS





## Superior Touring

Due to Superior Country's efforts to promote the Lake Superior Circle Tour the organizations touring pillar is a major focus. Superior Country promotes the Lake Superior Circle Tour to increase visitation to its primary destination – Superior Country. Typically advertising of the Circle Tour is done throughout the United States (primarily border states) and Ontario (primarily Southern Ontario) with the majority spent in US markets. However, during the pandemic and due to the corresponding regulations, the organization had to continually adapt marketing approaches throughout the year. During the entirety of pandemic regulations Superior Country ran a "Visit Where You Can, Bucket List the Rest" campaign for the Lake Superior Circle Tour. Targeting was adjusted to increase and expand the advertising spend in Canada, but US advertising was never abandoned completely. The campaign proved beneficial as restrictions lifted and Superior Country seen and spoke to many traveler's post restrictions. The organization also developed several content pieces for touring within the region and marketed them to domestic markets when and where appropriate. Launching the brand-new Lake Superior Circle Tour website and mobile app during the pandemic was not planned but was useful as it positioned the organization extremely well to take advantage of the influx of online traffic during lock downs.

### OVERALL CAMPAIGN RESULTS

CLICKS

223.6K

IMPRESSIONS

13.5M

TOTAL  
ENGAGEMENT

292.9K



## Superior Nature and Adventure

While the Nature and Adventure pillar has always been important to Superior Country it was even more so during the pandemic. The organization heavily focused on marketing this pillar toward close domestic markets during pandemic regulations and continually adjusted its tactics as regulations changed. Digital advertising campaigns were primarily run through Facebook with a large emphasis on content-based marketing. Many different blogs were specially generated to boost nature and adventure travel within the Superior Country region during the 2021-22 fiscal year. The organization focused both on self guided activities as well as guided and service offering activities. Primary focuses on Nature and Adventure included hiking and paddling. Superior Country also looked for ways to group these activities with local culinary offerings to further increase the economic impact of its marketing practices. A major campaign doing this was the Superior Picnic program.

### OVERALL CAMPAIGN RESULTS

CLICKS

77.3K

IMPRESSIONS

6.5M

TOTAL  
ENGAGEMENT

92.8K



## Superior Culture and Heritage

Superior Country's main focal points within the cultural and heritage pillar is to advertise Museum, galleries, and events. Although COVID regulations made this difficult the organization continually adjusted its advertising and target markets to ensure the largest economic impact. The organization utilized the #DreamON campaign to build awareness of cultural and heritage offerings when they could not be open to the public. Additional marketing emphasis was put on Indigenous cultural/heritage awareness building through the development and promotion of several blog articles written by Superior Country's Summer Student who is a Red Rock Indian Band Member studying writing. Indigenous content was extremely well received and continues to be some of the organization's best performing blog posts.

### OVERALL CAMPAIGN RESULTS

CLICKS

38.3K

IMPRESSIONS

2.3M

TOTAL  
ENGAGEMENT

57.4K



Most of the organization’s digital advertisements within Fish/Hunt, Nature/Adventure, and Culture/Heritage product pillars lead toward SuperiorCountry.ca. The main goals of the website include awareness building, generating outbound clicks to stakeholders, to encourage Superior Country Travel Guide orders and, in conjunction with guide orders, to generate referrals to members.

Superior Country continually develops blog articles to entice online engagement that leads towards website and stakeholder site visitations. Blog articles continue to be the major contributing factor to outbound link clicks. During the early months of the pandemic the organization concentrated more heavily on articles to entice interest in travel. During the 2021-22 fiscal year pandemic limitations loosened and the organization switched focus to encourage guide orders through the website. This change in strategy accounts for the decrease in outbound clicks for the year.



### KEY PERFORMANCE INDICATORS

TOTAL USERS	364K	OBJECTIVE	↑ 5%	GOAL ACHIEVED	↑ 55%
TOTAL SESSIONS	431K	OBJECTIVE	↑ 5%	GOAL ACHIEVED	↑ 65%
PAGEVIEWS	576K	OBJECTIVE	↑ 5%	GOAL ACHIEVED	↑ 60%
OUTBOUND CLICKS	17K	OBJECTIVE	↑ 5%	GOAL ACHIEVED	↓ 39%



# Superior Country Travel Guide

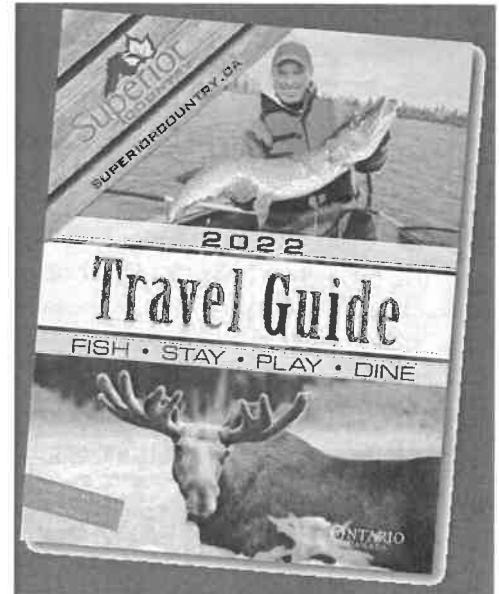
The Superior Country Travel Guide is one of the main fulfillment pieces of the organization. The most popular aspect of the guide is the Superior Country Lodges & Outfitters section which has information on each lodge and outfitter in the region regardless of their membership status. Members of the organization have an enhanced listing within the guide and, when appropriate, are highlighted within the Lodge and Outfitter list. As the target markets of Superior Country are often US residents the Travel Guide also includes a 2 page "Know Before You Go" section which has general border crossing information.

## DISTRIBUTION

Distribution of the Travel Guide is limited to online orders and sport shows. This ensures that every copy gets into the hands of qualified potential travelers. During the pandemic Superior Country was unable to attend sport shows and instead reinvested those dollars into digital advertising that lead to member pages on the Superior Country website or toward the ordering of the Superior Country Travel Guide.

## REFERRALS

When a traveler orders a printed copy of the Superior Country Travel Guide, they complete a short survey on their potential travel intentions. They are also given the ability to have their email and answers shared with our membership to acquire more information direct from Superior Country members.



## KEY PERFORMANCE INDICATORS





ONLINE ORDERS	6.9K	OBJECTIVE	↓ -16%	GOAL ACHIEVED	↑ 45%
REFERRALS	3.1K	OBJECTIVE	↓ -14%	GOAL ACHIEVED	↑ 33%
SPORT SHOW	0	OBJECTIVE	↑ 100%	GOAL ACHIEVED	↓ 0%



## Superior Country Social Media

Superior Country is represented on multiple social media channels. While some channels have been in place for quite a while, like Facebook, others are fairly new such as Instagram and TikTok. The organization continually uses social media channels to engage potential travelers and to drive traffic to organizational websites. Most of the organizations paid digital advertising is run through these social channels. Superior Country utilizes Facebook advertising more so over the others as it has seen the greatest return on investment. During this fiscal Superior Country has started a TikTok account to stay up to date with current social media trends but is still trying to determine if this platform can offer the region marketing and/or awareness success.

### 2021-22 SOCIAL MEDIA DATA

	SUPERIOR COUNTRY FACEBOOK FOLLOWERS	19,839
	SUPERIOR COUNTRY FACEBOOK ENGAGEMENT	425,649
	SUPERIOR COUNTRY HUNTING FACEBOOK FOLLOWERS	3,317
	SUPERIOR COUNTRY FACEBOOK HUNT ENGAGEMENT	23,803
	SUPERIOR COUNTRY INSTAGRAM FOLLOWERS	2,278
	SUPERIOR COUNTRY TIKTOK FOLLOWERS	12

# NorthernOntario.Travel



The NorthernOntario.Travel website, better known as the Northern Portal or “the portal”, was launched by Destination Northern Ontario in 2018. It contains thousands of activity-based articles from across the North and is complimentary to Superior Country’s and other destination marketing organization’s websites. Superior Country is a content provider which sees the organization develop, publish, and promote content on NorthernOntario.travel. Through this content Superior Country assists the portal in meeting its goal to educate consumers on the tourism products of Northern Ontario.

During the pandemic Superior Country had increased its digital advertising investment in promoting Northern Ontario Portal Content. As restrictions changed in the 2021-22 fiscal year the organization had reduced its spend on portal promotions and instead increased promotions of its own websites. Due to this change, and the change of online behaviours post pandemic, the organization had set reduced session and outbound targets over the previous year.

## KEY PERFORMANCE INDICATORS

SESSIONS	192K	OBJECTIVE	↓ 44%	GOAL ACHIEVED	↓ 29%
AVG TIME ON SITE	3:02	OBJECTIVE	↓ 0%	GOAL ACHIEVED	↑ 26%
OUTBOUND CLISCKS	15K	OBJECTIVE	↓ 40%	GOAL ACHIEVED	↓ 27%

# LakeSuperiorCircleTour.info

The role of this website is to create awareness of the Lake Superior Circle Tour as a world class self touring route. The main goals of this site are to generate Lake Superior Circle Tour Adventure Guide Orders, and to increase the usage of the Lake Superior Circle Tour Trip Planner. While outbound clicks to stakeholders is still a secondary goal the website is built to be a catch all for someone planning a trip around Lake Superior.

The new Lake Superior Circle Tour website was launched February 2021. The trip planner, which is the main focal point of the website, contains information on over 1,300 attractions, accommodations, activities, and so much more. All of which can be filtered by the user and further sorted based on accessibility requirements such as: Wheelchair Accessible, Motorcycle Accessible, Pet Friendly, RV Accessible, and more. Superior Country has utilized both pay-to-play and free-to-play models to determine which items are listed on the site.

## KEY PERFORMANCE INDICATORS

USERS	366K	OBJECTIVE	↑ 30%	GOAL ACHIEVED	↑ 90%
SESSIONS	425K	OBJECTIVE	↑ 30%	GOAL ACHIEVED	↑ 90%
PAGE VIEWS	1.3M	OBJECTIVE	↑ 30%	GOAL ACHIEVED	↑ 89%
AVG TIME ON SITE	1:16	OBJECTIVE	↑ 0%	GOAL ACHIEVED	↑ 3%
OUTBOUND CLICKS	7K	OBJECTIVE	↑ 30%	GOAL ACHIEVED	↑ 207%



## Lake Superior Circle Tour Mobile App

The Lake Superior Circle Tour Mobile App was launched in September 2021 and is available through both the Apple App Store and the Google Play Store. As with the LakeSuperiorCircleTour.info website the mobile app is available both in English and French. The app serves travelers as a Lake Superior Trip Planner. The content on the app is pulled directly from the trip planner on the LakeSuperiorCircleTour.info website and contains information on over 1,300 attractions, accommodations, activities, and more. All of which can be filtered by the user and further sorted based on accessibility requirements such as: Wheelchair Accessible, Motorcycle Accessible, Pet Friendly, RV Accessible, and more. Superior Country has utilized both pay-to-play and free-to-play models to determine which items are listed. Users can create multiple trips and share them between traveling companions.

Digital advertisements were utilized with direct links to app downloads. In addition to digital ads Superior Country also added a pop-up that would appear for anyone using the LakeSuperiorCircleTour.info trip planner on a mobile device encouraging them to download the app. Target downloads of the app were not set for the 2021-22 fiscal year as the app was only available for 7 months. Instead, the downloads from this fiscal will be used to set targets moving forward. Superior Country will also utilize 2021-22 app data to research other useful key performance indicators to track the success of the Lake Superior Circle Tour Mobile App.



### KEY PERFORMANCE INDICATORS

APPLE DOWNLOADS

9,316

GOOGLE DOWNLOADS

7,281



# Lake Superior Circle Tour Adventure Guide

The Lake Superior Circle Tour Adventure Guide contains information on communities and attractions around Lake Superior. Superior Country publishes and prints 80,000 copies of the Lake Superior Circle Tour on an annual basis. It contains great resources such as a campground list, a map, distances charts, border crossing information, and much more. It also features the Lake Superior Ale Trail, the Lake Superior Java Journey, and the Lake Superior Stamp Program, which allows travelers to collect stamps around the lake to earn their Lake Superior Circle Tour Certificate.



## DISTRIBUTION

The Lake Superior Circle Tour Adventure Guide is distributed, and made free to travelers, all around Lake Superior. Print distribution is staggered throughout the year to ensure no copies are wasted and that each copy gets into the hands of a potential traveler. Typical distribution is split with 75% in the US and 25% in Canada. During the pandemic distribution was closer to 50/50 between the two countries. Travelers can also download and/or order a printed copy of the guide from the LakeSuperiorCircleTour.info website (there is small \$6.00 CAD shipping & handling charge when ordered online).

## REFERRALS

When a traveler orders a printed copy of the Lake Superior Circle Tour Adventure Guide, they complete a short survey on their potential travel intentions. They are also given the ability to have their email and answers shared with our Circle Tour Advertisers to acquire more information stakeholder around the lake.

## KEY PERFORMANCE INDICATORS





ONLINE ORDERS	4.2K	OBJECTIVE	↑ 20%	GOAL ACHIEVED	↑ 55%
REFERRALS	2.3K	OBJECTIVE	↑ 29%	GOAL ACHIEVED	↑ 81%
PRINT DISTRIBUTION	75K	OBJECTIVE	↑ 0%	GOAL ACHIEVED	↑ 2%

# Lake Superior Circle Tour Social Media

Superior Country has created multiple pages across several different social media channels specifically for the Lake Superior Circle Tour. While some channels have been in place for quite a while, like Facebook, others are fairly new such as Instagram and TikTok. The organization continually uses social media channels to engage potential travelers and to drive traffic to organizational websites. Most of the organizations paid digital advertising is run through social channels. Superior Country utilizes Facebook advertising more so over the others as it has seen the greatest return on investment. During this fiscal Superior Country started a Lake Superior Circle Tour TikTok account to stay up to date with current social media trends.



## 2021-22 SOCIAL MEDIA DATA


	FACEBOOK PAGE FOLLOWERS	44,618
	FACEBOOK PAGE ENGAGEMENT	594,136
	FACEBOOK GROUP FOLLOWERS	17,048
	FACEBOOK GROUP ENGAGEMENT	236,005
	INSTAGRAM FOLLOWERS	3,701
	TIKTOK FOLLOWERS	54



# Superior Services

Superior Country offers several different Superior Services from marketing to consulting and project management. Social Media Marketing Packages through SuperiorCountry.ca and Blog Packages through LakeSuperiorCircleTour.info continue to be some of the organization's most popular marketing services. Project management services also allows the organization to earn revenues while playing a role in product development across the region. Superior Country has also created additional projects, such as the Cruise Ship Market Readiness Plan, to complete and manage.

Social Media Marketing Packages (available through SuperiorCountry.ca) and Lake Superior Circle Tour Blog Packages (available through LakeSuperiorCircleTour.info) come with a cost of \$1,000 plus HST. \$200 of that \$1,000 purchase is put directly into advertising the corresponding article for a 7-day campaign on social media. Consulting and Project Management fees vary depending on the project. The revenues acquired through this work allows the organization to build additional sustainable revenue sources so it can better market the region and become less dependent on revenues acquired through the delivery of funded marketing practices.



## Cruise Developments

With several international cruise lines showing a strong interest in a Lake Superior North Shore Inside Passage itinerary, Superior Country is partnering with Parks Canada to manage the completion of a *North Shore Cruise Market Readiness Plan*. This is an actionable plan that will provide a roadmap to market readiness by 2023. Over the past 6 months, Superior Country has assisted coastal communities along the north shore to facilitate the process of attaining security clearance for international cruising.

In addition, a fleet of international cruise representatives visited the region at the end of July. This familiarization tour of what has been coined as the Lake Superior North Shore Inside Passage, was led by Stephen Burnett of Great Lakes Cruise Association. Superior Country joined the group in Red Rock to speak with the cruise representatives. Superior Country also led a land and water-based tour for a Viking Cruise Planner in September of 2022.

While the North Shore Cruise Market Readiness Plan is being completed Superior Country is actively working with partners and stakeholders to begin developing packages to attract ships to the Lake Superior North Shore Inside Passage. Superior Country is working with a marketing agency in developing a branding kit to be used to attract Cruise Ships to the North Shore.

PROJECT MANAGEMENT





## Silver Islet Harbour Feasibility Project

Superior Country, in partnership with Parks Canada and DNO, facilitated the completion of a feasibility project for the Silver Islet Harbour Association (SIHA). Beginning the summer of 2020, a Land Survey, Land Asset Management Plan and Strategic Plan was completed. The entire project was completed December 2021. The project was essential for providing SIHA with documents to support applications to grant programs. The strategic plan has also been vital in providing SIHA with a roadmap to long-term sustainability.

PROJECT MANAGEMENT



## Rosspport Harbour Projects

Through a partnership with Parks Canada, Superior Country developed a scoping plan for the Rosspport Marina Committee (RDC). *Rosspport Marina Strategic Scoping Plan: A Three-Year Roadmap to Sustainable Operation and Site Development* was completed in November of 2021. Through recommendations within the plan, and through a partnership with Parks Canada, Superior Country facilitated an Engineering Structural Assessment of the Rosspport Dock, which was completed in January 2022. A two-phase Marine Access Development Project is currently under way, in partnership with Parks Canada. The first phase is to develop a Marine Asset Management Plan, to be completed March 2023. The second phase is a Strategic Plan for the RDC and the Rosspport Harbour.

PROJECT MANAGEMENT



## Terrace Bay MAT - Marketing Plan

Superior Country is the arms length marketing organization working with the Township of Terrace Bay to facilitate 50% of the funds collected through the Municipal Accommodations Tax (MAT). The Terrace Bay MAT steering committee, chaired by Superior Country, agreed that the first action item should be to complete a Terrace Bay Tourism Marketing Plan. Superior Country obtained \$10,000 in funding, 50% of the cost of the plan, with MAT funds and the Township splitting the remaining \$10,000. Generator was hired to develop the plan, which is currently in process and will be completed by March 2023. Once complete the steering committee, Superior Country, and the Township of Terrace Bay, will have a clear plan on how to best market and develop Terrace Bay tourism products and services.

PROJECT MANAGEMENT



### **Bowman Island**

This was a Superior Country Social Media Marketing Package created for Bowman Island Lodge. The article featured the lodge as a remarkable Lake Superior trout fishing destination and was written by Mark Melnyk, host/producer/partner at The New Fly Fisher Television Show. During the campaign this article was viewed 900 times. It remains on the Superior Country website and has been viewed a total of 1,408 times.

**SOCIAL MEDIA MARKETING PACKAGE**



### **Northshore Troutfitters – More than a Typical Outfitter**

A Superior Country Social Media Marketing Package created for Northshore Troutfitters advertising the outfitter as a unique trout fishing experience. This blog focused on the fact that Northshore Troutfitters offered guests world famous trout fishing locations such as Lake Nipigon and the Nipigon River. During the campaign this article was viewed 726 times by individuals interested in Trout Fishing.

**SOCIAL MEDIA MARKETING PACKAGE**



### **Bear Hunting in Northern Ontario**

Bear Hunting in Northern Ontario was a Superior Country Social Media Marketing Package developed for Nipigon River Bear Hunts. The article focused on the fact that this outfitter offered extremely successful big bear hunting packages. During the campaign this article was viewed 513 times and had a very targeted advertising approach to ensure it was only shown to those interested in Bear Hunting from the geographical areas that this outfitter saw most of his guests originate from.

**SOCIAL MEDIA MARKETING PACKAGE**



### **A Superior Skiing Experience**

This winter Superior Country will be completing Social Media Marketing Packages for Manitouwadge and Terrace Bay. Both municipalities have chosen to feature their downhill ski hills. Not only will each of these articles take advantage of regular social media marketing package benefits but will also be included within Superior Country's Superior Skiing Experiences advertising campaign which further leverages their dollars into additional advertising benefits. This campaign will include a regional downhill/cross-country skiing article and experience-based articles. All of which will cross promote one another.

**SOCIAL MEDIA MARKETING PACKAGE**



### Northern Ontario's Best B&B

A Lake Superior Circle Tour Blog Package was created for the Quebec Lodge in Red Rock. This blog article was developed to showcase the Quebec Lodge as a truly unique B&B experience in Northern Ontario. The campaign ran for 7 days and saw over 4,300 readers. Since the campaign this article has remained on the Circle Tour Blog Package and to date has been viewed a total of 6,831 times.

CIRCLE TOUR BLOG PACKAGE



### Sail Superior Excursions

Sail Superior Excursions was a Lake Superior Circle Tour Blog Package developed for Sail Superior which showcased the wide variety of experiences that they offer. During the initial campaign the blog was viewed 9,000 times. Since the campaign ended this article remained on the Circle Tour Blog Package and to date has been viewed 13,530 times.

CIRCLE TOUR BLOG PACKAGE



### The Creative Company

This was a Circle Tour Blog Package developed for a new business in Thunder Bay called The Creative Company. The focus was on how this business is bringing art and creativity to life in Thunder Bay. During their campaign the blog was viewed 900 times. In its lifetime on the Circle Tour website, it has been viewed 5,041 times.

CIRCLE TOUR BLOG PACKAGE



### Kayaking Lake Superior in Rosspport

This Circle Tour Blog Package was created for Such a Nice Day Adventure based out of Rosspport, Ontario. This was an experience-based article written from the perspective of a Superior Country staff member. During the life of the initial campaign the blog was viewed 900 times. In its lifetime it has been viewed a total of 4,512 times.

CIRCLE TOUR BLOG PACKAGE



# Lake Superior North Shore Tourism (LSNST) Project Update

The LSNST Project commenced on July 1<sup>st</sup>, 2020. Its mandate is to hire a Coordinator to implement the recommendations of the Lake Superior North Shore Tourism Strategy, which was developed in 2018 by Destination Northern Ontario (DNO) and Parks Canada in consultation with the region’s tourism stakeholders. The catchment area for the project is Silver Islet, east to Manitowadge, encompassing all of the Lake Superior National Marine Conservation Area, as well as the region covered by Superior North CFDC.

Identified in the LSNST Strategy were significant gaps in the north shore’s tourism sector that the LSNST Project is intended to fill including but not limited to; a lack of alignment among the region’s stakeholders; funding and capacity challenges; lack of understanding and support for regional tourism developments; and high turnover of staff in economic development roles.

The LSNST Project partners include Fednor, DNO, Parks Canada, SNCFDC, Superior Country, Red Rock Indian Band, and the Townships of Dorion, Red Rock, Nipigon, Schreiber, Terrace Bay, Marathon and Manitowadge. Superior Country is the managing partner, and as such, we are pleased to provide this project update.



## North Shore Culinary Strategy

The Culinary Tourism Alliance was selected as the consulting firm to complete this strategy, which was kicked off in December 2020 and completed in June 2021. The report entitled *Celebrating Food and Drink Around Lake Superior’s North Shore: A Food Tourism Product Development Strategy*, guides direction in support of food tourism product development in partnership with organizations and communities in the region. It highlights unique local assets that differentiate the destination from others, while offering guidance on how to leverage these assets. The overarching theme of the strategy is to marry the outdoors with local food.



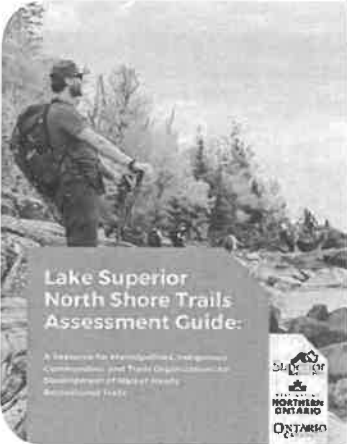
## Group of Seven and Indigenous Group of Seven Strategy

This tourism product development strategy was completed by BC Hughes in July of 2021. The report established alignment, gaps, and areas for future exploration; defined market ready factors; identified local champions and partnership opportunities; provided branding, marketing and outreach recommendations; and connected product development recommendations to tasks.



## Great Lakes Waterfront Trail Lake Superior Expansion Study

The LSNST Coordinator initiated partnerships with Algoma Country/Thunder Bay CEDC to contribute to the development of this feasibility and marketing study that looked at the expansion of this cycling product from Sault Ste Marie to the Pigeon River border crossing. The Waterfront Regeneration Trust, also the steward of the trail, was hired to complete the study, which was completed in January 2022. The LSNST Project will be contributing both in-kind and financial support to Phase II of the expansion, which will focus on mapping and signage.



## Trails Assessment Guide

This document, titled *Lake Superior North Shore Trails Assessment Guide: A Resource for Municipalities, Indigenous Communities, and Trails Organizations for Development of Market-Ready Recreational Trails*, was completed by Parks Canada with input from the LSNST Coordinator. In light of recent tragic events in the region, we encourage all staff/councillors/organizations to read this document to ensure the trails they are promoting are insured, maintained and signed.



## 2SLGBTQ+ Product Strategy and Plan

Through a partnership with DNO and Tourism Thunder Bay, Superior Country is taking the lead to facilitate the development of a targeted marketing strategy and plan designed to position the region as a desired place to visit for members of the 2SLGBTQ+ community. This project is expected to be completed by March 2023.



## Community Outreach/Education

Through the summer of 2021 and 2022, the LSNST Coordinator had weekly interviews on CFNO radio giving Superior Country updates focusing on positive tourism stories and LSNST Project updates. The Product Development Intern visited two high schools to give presentations on professional opportunities in tourism, and the importance of the sector to our economy.



### Superior Picnics

The pilot program was developed and implemented in 2021 under the recommendation of the Culinary Product Development Strategy. It provided visitors with picnic itineraries including choice of community, restaurant, picnic special, picnic spot, and trail. Ten regional businesses and seven north shore communities chose to participate in the pilot. The program was a huge success and was expanded to include the development of a logo, and the purchase and installation of seven accessible, branded picnic tables. MOUs were signed with participating food operators specifying the use of a locally sourced component in each special. Through a partnership with DNO, we undertook a media project where digital assets (photos/videos) were obtained, and development of web pages which can be found at [SuperiorCountry.ca/picnics](http://SuperiorCountry.ca/picnics)



### Accommodations Investment Attraction

In 2021, an accommodations investment attraction brochure was completed in both French and English. It has been distributed to accommodation investment firms to bring awareness to the opportunities along the north shore. The LSNST Coordinator is also sits on the steering committee for the DNO led Northern Ontario Accommodations Strategy.



### CLLS Waterfront Panels

Through a partnership with Canadian Lighthouses of Lake Superior, the LSNST project assisted with the production and installation of two interpretive/wayfinding panels. One is installed at Silver Islet, the other at Thunder Bay waterfront which is installed within a scaled down replica of the Thunder Bay Lighthouse. Both have calls to action for experiences in the north shore region.



### North Shore Regional Trails Network

Created and facilitated by the LSNST Coordinator, this is a network of support for municipal staff and organizations who are responsible for trails establishment, maintenance, and promotion in the north shore region. The group, which has fifteen members, meets quarterly via zoom, discussing grant programs, lessons learned, and opportunities for partnerships amongst members.



### Top of Superior Hiking Trails Guide

The LSNST Coordinator oversaw major revisions and updates to this hiking guide, that was originally created and produced by Parks Canada. Wayfinding dollars were obtained from DNO to assist in the design and printing of the revised guides. This updated guide added two new trails (Manitouwadge and Marathon) and includes a panel to promote the Superior Picnics program. A French version of the brochure was developed through a partnership with SNCFDC. English guides were printed/distributed in July 2022. A French version has been designed/printed and will be distributed the spring of 2023.



### Indigenous Group of Seven Interpretive Panel

The LSNST Coordinator is working closely with Sand Point First Nation, the estate of Norval Morrisseau, and Indigenous Group of Seven member Joseph Sanchez to develop an interpretive panel that will be installed in our project catchment area. The panel will include information on the Indigenous Group of Seven, and have a strong focus on Morrisseau, the founder of the Woodland style, often referred to as the "Picasso of the North". The artist's work was inspired by pictographs that he observed while hunting and fishing as a child. There are similar pictographs near Red Rock along the Nipigon River. As well, an early original Morrisseau work is on display at the Nipigon Public Library.



### Lake Superior North Shore Inside Passage Development

With several international cruise lines interested in adding the north shore to their Lake Superior Great Lakes itineraries, the LSNST Coordinator is working with communities and businesses to create land and water-based itineraries for cruise guests for the 2023 and 2024 season.



### Tourism Product Development Internship

Through NOHFC's People and Talent Program, \$35,000 in funding was obtained to hire a full-time Tourism Product Development Intern. In October of 2021, Shalane Sarrasin of Nipigon was hired for a year-long contract to support the LSNST Coordinator.



### Tourism Student Familiarization Tours

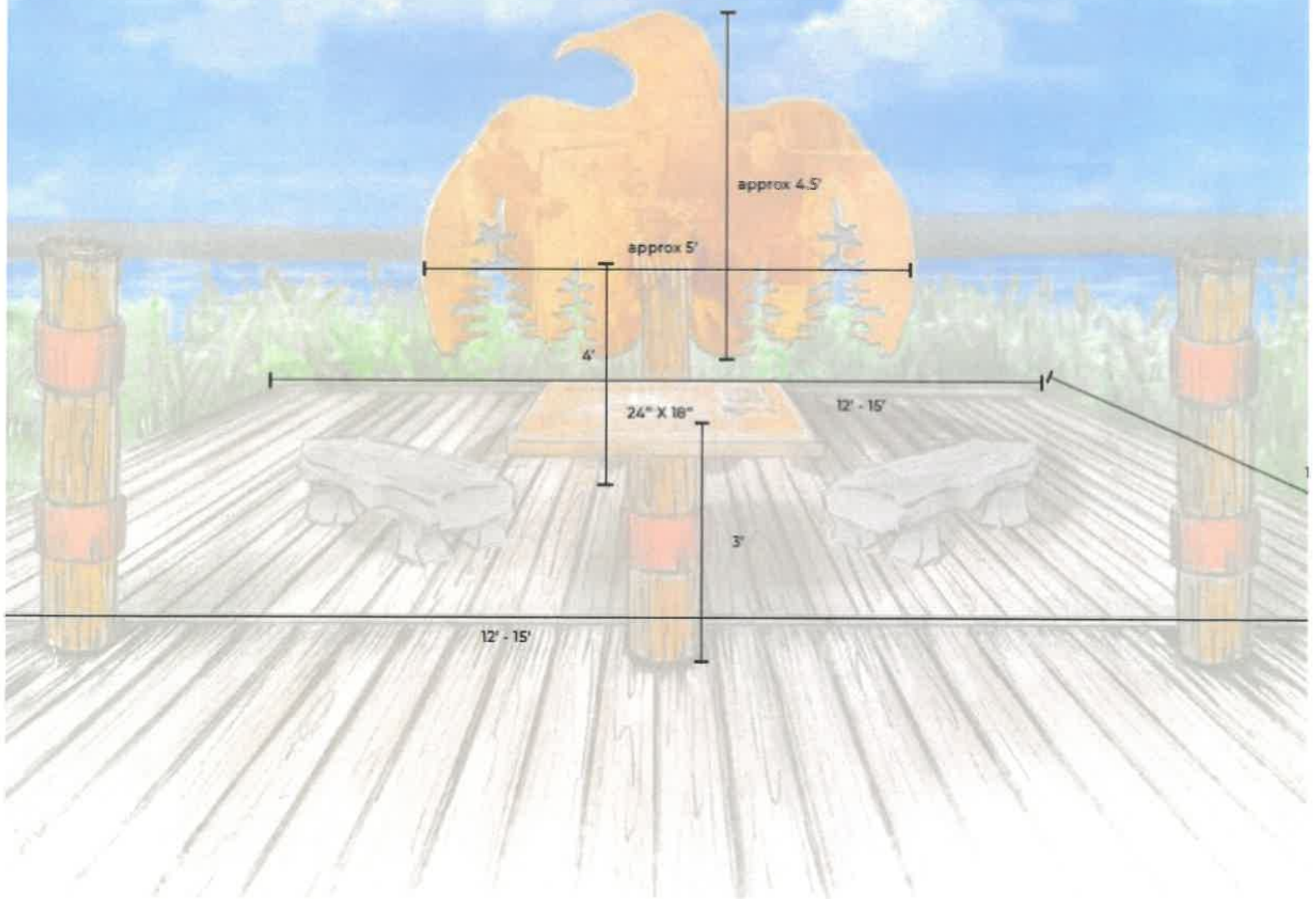
In early July of 2021 and 2022, the LSNST Coordinator organized and facilitated tourism summer student familiarization tours along the north shore. Over two nights and three days, the students experience regional attractions, eat at local restaurants, and stay at local motels. The primary goal of these tours is to heighten enthusiasm and increase experiential knowledge so summer students at tourism information locations are better able to assist visitors. The secondary goal is to encourage the students to become ambassadors for their communities and the region beyond their employment as a summer student.

"The Copper Thunderbird"





# APPROXIMATE SPECIFICATIONS



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

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

**DECEMBER 5<sup>th</sup>, 2022**

Present: Mayor: D. Robinson  
Councillors: G. Muir  
N. Gladun  
C. Brand  
M. Smith

Chief Administrative Officer: M. Figliomeni  
Municipal Secretary: W. Odahl

**ONE: CLOSED SESSION**

1.1 Resolution to Close the Meeting

Resolution #1

Moved by: Councillor Brand  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT Council move into Closed Session at 6:30pm under the authorities as printed in the Agenda.

**CARRIED**

Council entered Closed Session.

Resolution #2

Moved by: Councillor Muir  
Seconded by: Councillor Smith

BE IT RESOLVED THAT Council approves the Closed Session Minutes for the November 21, 2022 Regular Meeting of Council.

**CARRIED**

Resolution #3

Moved by: Councillor Muir  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT Council rise from Closed Session at 6:59pm and report in Open Session.

**CARRIED**

The open session re-convened at 7:00pm.

**TWO: REPORT FROM CLOSED SESSION**

Council approved the Closed Session minutes of the November 21, 2022 Council Meeting and discussed personnel matters in Closed Session.

### **THREE: PRELIMINARY MATTERS**

#### **3.1 Call to Order**

Mayor Robinson called the meeting to order at 7:02p.m.

#### **3.2 Traditional Territory Acknowledgement & Moment of Silence**

Mayor Robinson read aloud the following land recognition and then proceeded in a moment of silence:

*“Council of the Township of Red Rock hereby acknowledge that we are on the traditional territory of the Robinson-Superior Treaty and that the land we gather on is home to the Red Rock Indian Band, the Anishnaabek and the Metis People.”*

**CARRIED**

Mayor Robinson took a moment to apologize to the CAO in relation to the public’s conduct at the previous meeting. She noted that the public is not permitted to speak or engage during the meetings and the Township’s anti-harassment policy also applies to staff at all Council Meetings.

#### **3.3 Acceptance of the Agenda**

The Agenda was approved with the following resolution:

Resolution #4

Moved by: Councillor Smith

Seconded by: Councillor Muir

BE IT RESOLVED THAT the Agenda for this Regular Meeting of Council on December 5, 2022 be approved, as presented.

**CARRIED**

#### **3.5 Disclosures of Interest**

In response to Mayor Robinson’s request, no members disclosed interest in matters before Council this evening.

### **FOUR: PRESENTATIONS OR DEPUTATIONS**

#### **4.1 Staff Sergeant Dave Moscall – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Quarterly Reports**

Staff Sergeant Dave Moscall presented the first, second and third quarterly reports from the Nipigon OPP. He briefed on a group of individuals included in a high value thefts within the communities on the North Shore, noting that the case has been resolved. He noted that several ride programs have taken place over the year. Council asked the Staff Sergeant questions relating to his report and thanked him for attending the meeting.

Resolution #5

Moved by: Councillor Brand

Seconded by: Councillor Muir

BE IT RESOLVED THAT the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Quarterly Reports from the Nipigon OPP, be received.

**CARRIED**

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

### **5.1 Minutes of the November 21, 2022 Meeting of Council**

Councillor Brand suggested that the minutes note that the equipment declared as surplus in the previous meeting would be posted with a minimum bid of \$2,500 per vehicle, and not as a whole. Councillor Brand also requested that the minutes reflect a request regarding farm zoned properties, as well as a by-law and minutes from a 1989 Council meeting relating to this item.

Council approved the presented minutes for the November 21, 2022 Regular Meeting of with the following resolution:

Resolution #6

Moved by: Councillor Gladun

Seconded by: Councillor Smith

BE IT RESOLVED THAT Council approves the minutes for the November 21, 2022 regular Meeting of Council.

**CARRIED**

## **SIX: CORRESPONDENCE**

### **6.1 NOMA – Urgent Need for Veterinary Services in Ontario**

Council posed no questions or discussions on the correspondence.

### **6.2 TBDSSAB – October 20, 2022 Open & Closed Meeting Minutes**

Council posed no questions or discussions on the correspondence.

### **6.3 Ontario News Release – Improving Road Safety in the North**

Councillor Brand commented that she was advised of funds for road conditions have been reallocated to southern Ontario from the north. Mayor Robinson noted that she has been keeping up to date on the unfortunate situation online.

### **6.4 Ontario News Release – New Critical Minerals Innovation Fund**

Council posed no questions or discussions on the correspondence.

## 6.5 NOMA – August 13, 2022 Meeting Minutes

Councillor Muir was glad to see that multiple First Nation Communities would not be accepting the southern waste in their lands.

## 6.6 NOMA – November 23, 2022 Board Meeting Summary

Councillor Smith requested the levy amount due to NOMA. The CAO responded that he could not provide a number at that moment, but did note that the number is based on population.

## 6.7 NOMA – December 7, 2022 Learning Session Agenda

Councillor Smith asked if anyone would be attending the learning session. CAO Figliomeni stated that anyone can attend the session; noting that it is a learning session for Council and those whom are interested can attend virtually. Councillor Gladun noted that the first 100 people would be let in.

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

None

## **EIGHT: REPORTS FROM ADMINISTRATION**

### 8.1 Report on Administrative Activity

Councillor Brand requested more detail in the report. The CAO verbally went through his report with Council. Councillor Smith questioned if having another member of staff sit on the NOMA Board would be beneficial. CAO Figliomeni responded that he is an appointed member of the Board and sits as an administrative representative for all the eastern communities in NOMA.

Councillor Brand questioned where the Recreation Program Coordinator Intern will be stationed while working and if they'd be working with the Recreation staff. The CAO noted that the RPCI is currently working out of the Municipal Office as he works directly under the supervision of the CAO as a NOHFC Intern and will be working closely with all staff including Recreation.

Councillor Muir asked for an update on the natural ice at the arena. The CAO responded that staff is observing the temperature of the arena and hopes to have the ice process started soon.

Conversation amongst Council regarding the advertising of programming also followed. It was suggested that postings for programming and events be streamlined and easily accessible.

Resolution #7

Moved by: Councillor Smith  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT the report on Administrative Activity be received.

**CARRIED**

8.2 Report on TBDHU Council Rep

Resolution #8

Moved by: Councillor Muir  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT Cindy Brand be appointed as the Council representative for the Thunder Bay District Health Unit for the 2022-2026 term of Council.

**CARRIED**

8.3 Report on Council Committee Reps

Resolution #9

Moved by: Councillor Muir  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT Council appoints Councillor Smith as the Council Rep for the Red Rock Public Library Board, and Mayor Robinson as the Council Rep for the Committee of Adjustment and Property Standards Committee for the 2022-2026 term of Council.

**CARRIED**

8.4 Report on Live from the Rock 2023 Donation

Resolution #10

Moved by: Councillor Muir  
Seconded by: Councillor Smith

BE IT RESOLVED THAT Council approves an in-kind donation to Live from the Rock for the use of the Red Rock Marina and surrounding area, as well as assistance from the Public Works Department.

**CARRIED**

8.5 Report on 2023 Fee Schedule

Council discussed the proposed 2023 draft Fee Schedule on the table. The CAO noted that the fee schedule would have some additional changes, including new marina rates. After much discussion, Council was asked to bring any additional changes to the CAO prior to the next meeting.

8.6 Report on Bill 23

Council discussed some confusion and controversy surrounding the proposed Bill-23. The CAO noted that due to our location in the North, that Bill-23 should not affect the Township like it would in Southern Ontario.

**NINE: BY-LAWS**

9.1 By-law 2022-1302 – to formulate an Emergency Plan

Resolution #11  
Moved by: Councillor Gladun  
Seconded by: Councillor Smith

BE IT RESOLVED THAT By-law number 2022-1302, to formulate an Emergency Management Plan, be passed.

**CARRIED**

**TEN: NEW BUSINESS**

None

**ELEVEN: UNFINISHED BUSINESS**

11.1 Council Committee Appointments

The CAO specified that the committees Council would like to continue with in the new term of Council will be discussed in a Closed Educational Session scheduled within the next week.

11.2 EMS Consolidation

Council posed no questions or discussions on the item.

11.3 Taxation

Councillor Brand requested the definition of a farm and copies of minutes and by-laws from 1989 relating to taxation.

11.4 Strategic Plan Implementation

CAO Figliomeni stated that he would be in contact with the Community Development Officer on the implementation stage of the strategic plan.

**TWELVE: CLOSED SESSION**

Council did not go into Closed Session.

**THIRTEEN: REPORT FROM CLOSED SESSION**

None

**FOURTEEN: CONFIRMING BY-LAW**

Resolution #12  
Moved by: Councillor Muir  
Seconded by: Councillor Smith

BE IT RESOLVED THAT By-law 2022-1303, to confirm the proceedings of this evening's meeting, be passed as circulated.

**CARRIED**

**FIFTEEN: ADJOURNMENT**

With no further business to conduct, Mayor Robinson declared the meeting adjourned at 8:20p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/Clerk

DRAFT



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

**971<sup>st</sup> SPECIAL MEETING OF COUNCIL**

**DECEMBER 12<sup>th</sup>, 2022**

Present:	Mayor:	D. Robinson
	Councillors:	G. Muir
		N. Gladun
		C. Brand
		M. Smith
	Chief Administrative Officer:	M. Figliomeni
	Deputy Clerk:	S. Cameron

**ONE: PRELIMINARY MATTERS**

1.1 Call to Order

Mayor Robinson called the meeting to order at 3:30p.m.

1.2 Traditional Territory Acknowledgement & Moment of Silence

Mayor Robinson read aloud the following land recognition and then proceeded in a moment of silence:

*“Council of the Township of Red Rock hereby acknowledge that we are on the traditional territory of the Robinson-Superior Treaty and that the land we gather on is home to the Red Rock Indian Band, the Anishnaabek and the Metis People.”*

**CARRIED**

1.3 Acceptance of the Agenda

The Agenda was approved with the following resolution:

Resolution #1

Moved by: Councillor Gladun

Seconded by: Councillor Smith

BE IT RESOLVED THAT the Agenda for this Special Meeting of Council on December 12, 2022 be approved, as presented.

**CARRIED**

1.4 Disclosures of Interest

In response to Mayor Robinson’s request, no members disclosed interest in matters before Council this evening.

**TWO: CLOSED SESSION**

## 2.1 Resolution to Close the Meeting

Resolution #2

Moved by: Councillor Brand

Seconded by: Councillor Muir

BE IT RESOLVED THAT Council move into Closed Session at 3:30pm under the authorities as printed in the Agenda.

**CARRIED**

Council entered Closed Session.

Resolution #3

Moved by: Councillor Smith

Seconded by: Councillor Gladun

BE IT RESOLVED THAT Council rise from Closed Session at 5:43pm and report in Open Session.

**CARRIED**

The open session re-convened at 5:44pm.

### **THREE: REPORT FROM CLOSED SESSION**

Council discussed policies & procedures related to the governing of Council. Council Committees and a Strategic Scope for the 2022-2026 term of Council were also discussed.

### **FOUR: CONFIRMING BY-LAW**

Resolution #4

Moved by: Councillor Brand

Seconded by: Councillor Muir

BE IT RESOLVED THAT By-law 2022-1304, to confirm the proceedings of this evening's meeting, be passed as circulated.

**CARRIED**

### **FIVE: ADJOURNMENT**

With no further business to conduct, Mayor Robinson declared the meeting adjourned at 5:46p.m.

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Mayor

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Chief Administrative Officer/Clerk

## NOMA 2023 Conference & AGM

**NOMA is pleased to announce that we will be hosting our 2023 Conference & AGM at the Victoria Inn Hotel & Convention Centre on April 26th to April 28th!**

The Conference theme for 2023 is '**New Beginnings from Lessons Learned.**' We are excited to welcome new Mayor's and Councillors as they begin their 4 year term as municipal leaders in Northwestern Ontario. Plans are well on their way for this event and we look forward to hosting an exciting and informative conference this year.

You will get to participate in an interactive three day agenda designed to provide new and returning elected officials opportunities to learn about best practices, how to face future challenges, and learn from the lessons of past leaders to guide you to create a better future for your municipalities.

You will have opportunities to connect with our sponsors and exhibitors, watch and participate in all scheduled presentations, and participate in our Annual General Meeting.

### AGENDA:

A draft agenda will be made available early 2023. If you are interested in a spot on our agenda please fill out the [Call for Speaker Form](#) and return it to the Executive Director at [admin@noma.on.ca](mailto:admin@noma.on.ca) by February 1st. Space is limited. Those are not able to speak at the conference will be offered a speaking opportunity at our virtual learning morning the following month.

**REGISTRATION:** Registration for the 2023 NOMA Conference and AGM will open **December 5th, 2022!**

Please click on the link below to direct you to the registration page:

<https://www.eventbrite.ca/e/northwestern-ontario-municipal-association-2023-conference-agm-tickets-479412875817>

**Early Bird rates will be available until March 13th, 2023.** Rates will be increased after this date. All ticket sales will end on April 17th, 2023 at 10am (EST). Please see Eventbrite page for pricing details. To avoid Eventbrite processing fees you may opt to pay by cheque and send to P.O. Box 10308, Thunder Bay, ON, P7B 6T8.

Refunds will only be granted if the request is made more than 14 days in advance of the event. Eventbrite fees will not be reimbursed at any time. There is \$50 cancellation fee. This may be waived at the discretion of the Executive Director. If an attendee is not able to attend, you may substitute their registration for another attendee up to 14 days prior to the event.

In the event you have any dietary restrictions, please email the details to [admin@noma.on.ca](mailto:admin@noma.on.ca) 14 days prior to the event.

**SPONSORSHIP AND EXHIBITOR BOOTH OPPORTUNITIES:**

If you are interested in securing an **exhibitor booth**, please see the [exhibitor booth package](#) and email the completed form to [admin@noma.on.ca](mailto:admin@noma.on.ca)

If you are interested in **sponsoring** the NOMA Conference, please see our [sponsorship package](#) and email the completed form to [admin@noma.on.ca](mailto:admin@noma.on.ca). Along with the sponsorship package please provide your logo to be included in our official program and on our website.

If you have any questions or would like to organize a meeting with the Executive Director to discuss these opportunities, please contact (807) 683-6662 or email [admin@noma.on.ca](mailto:admin@noma.on.ca)

#### ACCOMMODATIONS:

Rooms have been blocked at the following hotels. When calling the hotel to book your rooms please inform them you are booking for the NOMA Conference and reference the group number provided. **You MUST have an active credit card to secure your booking.** Rooms are available until the dates below or until sold out. Please note there is airport shuttles available. Please contact the hotel for details.

**Victoria Inn Hotel & Convention Centre:** 555 Arthur St – (807) 577-8481 (\$160+tax) - Group code is **259989**

**The Best Western:** 655 Arthur St (807) 577-4241 or 800-265-3253 (\$130+tax) - Room may be book by calling and referencing NOMA Conference or online by using this link: [https://www.bestwestern.com/en\\_US/book/hotel-rooms.66007.html?groupId=4E2GZ2X2](https://www.bestwestern.com/en_US/book/hotel-rooms.66007.html?groupId=4E2GZ2X2)

**Valhalla Hotel & Conference Centre:** 1 Valhalla Inn Road - (807) 577-1121 - \$179+tax -- **NOMA** or group code **1094013**.

**\*Rooms must be booked by March 24<sup>th</sup> for the Best Western and Valhalla to receive the room rate**

**\*Rooms must be booked by April 11<sup>th</sup> for Victoria Inn to receive the room rate**

## **Thank you to our amazing Sponsors. We appreciate your generous contributions!**

Platinum/Speaker Sponsors

- [Intact Public Entities](#)

Gold Sponsors

- [Grant Thornton](#)

[Close Window](#)



## Sponsorship Packages

The Northwestern Ontario Municipal Association seeks the financial support from various firms and organizations to sponsor Association events or activities. We are most appreciative of the generous support of our sponsors.

### Our sponsorship packages include:

Amount	Sponsor Designation	Recognition
\$500	Event Supporter	Name of organization in official program
\$700	Refreshment Break	Name of organization in official program and recognition during refreshment break (sign at coffee table)
\$1000- \$2,999	Bronze/Entertainment	Name of organization in official program, recognition during entertainment, and 1 full registration plus an additional dinner ticket
\$3,000- \$4,999	Gold/Lanyard	There is <b>one</b> lanyard opportunity to display your logo on the nametag lanyards and receive 2 full registrations plus 2 additional dinner tickets. All other gold sponsors will receive 3 full registrations plus 3 additional dinner tickets. All given banner location on the stage.
\$5,000- \$9,999	Platinum/Speaker	Recognition as speaker sponsor. 4 full registrations plus 4 additional dinner tickets as well as a speaking opportunity to address delegates on the conference agenda. Trade Show booth included.
\$10,000+	Diamond/Keynote	Recognition as main keynote speaker sponsor. 5 full registrations plus 5 additional dinner tickets as well as a speaking opportunity to address delegates on the conference agenda. Trade Show booth included.

### In recognition of your sponsorship, your organization will receive:

- Diamond/keynote and platinum/speaker sponsors will be allowed to display the firm's banner for the duration of the Conference and up to a 15-minute speaking opportunity to address delegates.
- Gold/Lanyard sponsors will be allowed to display the firm's banner for the duration of the Annual General Meeting.
- Diamond/Keynote, platinum/speaker, gold/lanyard may have their company logo on the official program (1 square inch) as provided by the sponsor. All other sponsors and prize donors will be listed under their respective sponsorship category in the official program.
- All sponsors will be included in our sponsorship slides that will be played on all breaks and all sponsors will be listed on our website and conference correspondence with a link to your website.

**NOMA will be giving away swag bags to all registered guests and we will have a prize draw for those in attendance on Thursday evening before the Gala dinner. Please indicate if you would like to donate to the swag bag or prize draw below. If you are unsure, please feel free to leave blank. Donation must be received by April 21, 2023.**

Gifts or prizes received will be listed in accordance with the value or worth of the prize, but the donor shall not be entitled to the registration packages or additional dinner tickets. Prizes valued at less than sponsor levels will be listed as prize donors.

**Registration Form:**

Name of Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Level of Sponsorship: \_\_\_\_\_

Swag Bag Donation: YES  NO  Prize Draw Donation: YES  NO

Signature: \_\_\_\_\_

Please contact Andrea Strawson, Executive Director at (807) 683-6662 or email [admin@noma.on.ca](mailto:admin@noma.on.ca) to discuss your sponsorship package.

## Ontario Bringing Hundreds of Mining Jobs to the North

Environmental Assessment Approval Allows Critical Minerals Mining Project to Proceed in Marathon

November 30, 2022

[Environment, Conservation and Parks](#)

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TORONTO – The Ontario government has approved an environmental assessment proposal to mine platinum group metals near Marathon, supporting the province's priority of promoting Ontario's mining sector.

Generation PGM's Marathon Palladium Project supports Ontario's Critical Minerals Strategy by creating another North American source of palladium and is expected to produce an average of 245,000 ounces of palladium equivalent production annually over an estimated 13-year mine life. Palladium is a key material used in catalytic converters to remove harmful chemicals from automobile exhaust emissions. The success of this operation will help reduce pollution in the automotive industry and build the supply chain for critical minerals and the automotive manufacturing industry that is rapidly growing in Ontario.

"We are approving this important project while also ensuring stringent environmental protections are in place," says David Piccini, Minister of the Environment, Conservation and Parks. "Not only is this critical minerals project vital to bringing new growth opportunities to Northern Ontario, but it will secure Ontario's future as a leader in the generation of clean, sustainable electric vehicles."

Site construction is anticipated to take 18 to 24 months requiring a construction workforce of 900 plus workers with an operating workforce estimated at 375 people, which will bring economic growth to the region and jobs to the local community.

"Our government is creating the right conditions for companies to do what they do best – build mines and create jobs," said George Pirie, Minister of Mines. "The Generation Mining palladium-copper project is another strong indicator that our government's Critical Minerals Strategy is working, and companies are investing in Ontario. This exciting project will boost the economy of the Marathon region and lead to economic prosperity for local Indigenous communities."

The Marathon Palladium Project followed the Joint Review Panel process under the Canadian Environmental Assessment Act, 2012. The community of Biigtigong Nishnaabeg, which is located less than 10 kilometres from the Project, has been heavily involved and is supportive of the Project provided that all adverse environmental effects to the community can be appropriately mitigated. Extensive consultation also occurred through the Panel with Indigenous communities, stakeholders and members of the public.

Ontario's approval under the Environmental Assessment Act will allow Generation PGM to proceed with the construction, operation and closure of an open pit palladium-copper mine, subject to other required permits and approvals.

This project will foster the development of northern communities by improving the competitiveness of mining businesses and industries in Northern Ontario while supporting local and regional economies.

"We're taking concrete steps to cement Ontario's place as a world leader in critical mineral exploration, production and innovation," said Greg Rickford, Minister of Northern Development and Minister of Indigenous Affairs. "Our efforts are bringing good jobs and prosperity to the people and communities of Northern Ontario in an environmentally responsible way."

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#### **Quick Facts**

- The mining industry in Ontario generates more than \$11 billion in annual mineral production and supports 75,000 direct and indirect jobs in Ontario.
- The mining industry is the largest private sector employer of Indigenous peoples in Canada, and in Ontario, Indigenous employment accounts for 11% of direct mining jobs.
- Ontario's Critical Minerals Strategy is a comprehensive, five-year roadmap that will secure the province's position as a reliable global supplier of responsibly sourced critical minerals.
- Generation PGM Inc. is a wholly-owned subsidiary of Generation Mining Ltd., a Toronto headquartered, TSX listed company focused on developing the Marathon palladium-copper project in Northwest Ontario.
- The Marathon Project is one of the largest undeveloped palladium projects in North America.

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#### **Additional Resources**

- [Marathon Platinum Group Metals and Copper Mine Project](#)
- [Ontario's Critical Minerals Strategy](#)



Ministry of Infrastructure

Ministère de l'Infrastructure

777 Bay Street, 4<sup>th</sup> Floor, Suite 425  
Toronto, Ontario M5G 2E5

777, rue Bay, 4<sup>e</sup> étage, Suite 425  
Toronto (Ontario) M5G 2E5



December 2022

File #: OCIF FC2-M-0321

Mark Figliomeni, CAO  
Township of Red Rock  
42 Salls Street, P.O. Box 447  
Red Rock, Ontario  
P0T 2P0

Dear Mark Figliomeni:

**RE: Ontario Community Infrastructure Fund Formula-Based Component Agreement Between His Majesty the King in Right of Ontario and The Corporation of the Township of Red Rock effective November 09, 2016 (the "Agreement")**

**IMPORTANT - This enclosed funding allocation should be kept confidential and should not be shared in any public forums (except for your municipal council) or communicated to the media. The Province will provide information and a date when the funding for all municipalities will be publicly communicated.**

Pursuant to section F1.2 of the Agreement, enclosed please find an Allocation Notice which sets out the amount of Funds the municipality named in the subject line of this letter is eligible to receive under the Agreement in the 2023 Funding Year. Subject to the terms and conditions of the Agreement, the Province will provide the Funds in accordance with section F2.1 of the Agreement. Capitalized terms used but not defined in this letter and the Revised Allocation Notice have the meanings ascribed to them in the Agreement.

Staff will be contacting you in the near future on reporting required to meet the conditions of the Agreement in respect of the amount of Funds received in 2022.

2023 Ontario Community Infrastructure Fund (OCIF) Formula Funding:

As noted in your 2022 allocation notice (last year's notice), starting with the 2023 allocations, the formula is being calculated using forward-looking Current Replacement Values (CRVs) and CRV estimates to approximate requirements to maintain municipal core infrastructure assets, instead of closing cost balance values from the Financial Information Return.

To fill in any gaps in cases where CRVs for OCIF eligible core infrastructure are not included in a municipality's asset management plan, or not complete, the Ministry is using its own CRV estimates for those assets.

A smoothing mechanism has been implemented to generally limit year-over-year changes in funding within  $\pm 15$  percent of the 2022 allocations.

From 2024 and onwards, the Ministry of Infrastructure will continue to explore opportunities to improve data collection methods for CRVs and other data from asset management plans, and to minimize administrative burden. CRVs will be used to inform future OCIF allocations, and data from asset management plans will be used to gain insights on municipalities' level of asset management investments and the state of good repair across core infrastructure.

These changes will address eligible communities' needs to renew and rehabilitate their core infrastructure and better support small and medium sized municipalities. The implementation of the changes to OCIF ensure that funding is targeted to address core infrastructure needs while also providing stability and certainty.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Joseph Dubonnet, directly at 519-400-6184 or via email at [joseph.dubonnet@ontario.ca](mailto:joseph.dubonnet@ontario.ca).

Sincerely,

Trevor Fleck  
Director, Infrastructure Program Design Branch

Attachment: Revised Allocation Notice – 2023 Funding Year



Ontario Community Infrastructure Fund (OCIF)

**Revised Allocation Notice**

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Ministry of Infrastructure

The Corporation of the Township of Red Rock

December 2022

*Disponible en français*

**Ontario Community Infrastructure Fund (OCIF)**

**Revised Allocation Notice**

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

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**2023 OCIF Funding**

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2023 Funding Year is as follows:

2023 formula allocation	<b>\$115,000</b>
2022 formula allocation	<b>\$100,000</b>

Previous years' OCIF allocations can be found at: [Ontario Community Infrastructure Fund recipients - Datasets - Ontario Data Catalogue](#)

**Terms and Conditions**

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

**OCIF Financial Reporting Requirements**

In addition to the other reporting noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2021 Financial Information Return, etc.), recipients are required to report on funding twice each year; providing information on how program funding is or will be used; and again at year-end on how funding was actually used.

In the spring, generally in April, prior to the start of the construction season, an **initial report** providing information on planned/proposed projects in which OCIF funding will be used/utilized should be submitted. The initial report is then later updated, to become a **final report for the year**, with actual annual expenditures and is to include a status update indicating whether each project is still in progress or completed. The final report is expected to be submitted starting the following January when interest earned amounts become available from financial institutions.

Standard reporting forms will be sent out close to each reporting timeline.

**Payments**

Subject to the submission and acceptance of all required financial reporting, the Province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.



## Thunder Bay District Health Unit

### MAIN OFFICE

999 Balmoral Street  
Thunder Bay, ON P7B 6E7  
Tel: (807) 625-5900  
Toll-Free in 807 area code  
1-888-294-6630  
Fax: (807) 623-2369

### GERALDTON

P.O. Box 1360  
510 Hogarth Avenue, W.  
Geraldton, ON P0T 1M0  
Tel: (807) 854-0454  
Fax: (807) 854-1871

### MANITOUWADGE

1-888-294-6630

### MARATHON

P.O. Box 384  
Marathon High School  
building,  
14 Hemlo Drive, Suite B  
Marathon, ON P0T 2E0  
Tel: (807) 229-1820  
Fax: (807) 229-3356

### RED ROCK

P.O. Box 196  
Superior Greenstone District  
School Board Learning Centre  
46 Salls Street  
Suite #2  
Red Rock, ON P0T 2P0  
Tel: (807) 886-1060  
Fax: (807) 886-1096

### TERRACE BAY

P.O. Box 1030  
19 Hudson Drive, Suite 100  
Terrace Bay, ON P0T 2W0  
Tel: (807) 825-7770  
Fax: (807) 825-7774

TBDHU.COM

December 9, 2022

VIA EMAIL

Mr. Mark Figliomeni  
CAO/Clerk/Treasurer  
Township of Red Rock  
P.O. Box 447, 42 Salls Street  
Red Rock, ON P0T 2P0

Dear Mr Figliomeni:

### Re: Notice of Public Health Levy

Enclosed please find the invoice for the 2023 Public Health Levy for the Township of Red Rock.

Public Health services are delivered by 34 Boards of Health in Ontario as mandated by the Health Protection and Promotion Act (HPPA). Each Board of Health is responsible for programs and services in a defined geographic area. The Ontario Public Health Standards and Protocols set out the minimum requirements for fundamental public health programs and services (mandatory programs). Under the HPPA, municipalities are responsible for expenses incurred on behalf of the Board of Health and/or the Medical Officer of Health. The Province is not legally obliged to provide funding but may make grants under Section 76 of the HPPA.

On November 9, 2022, the Board of Health approved the 2023 mandatory program budget with an increase of 5.0% to the Municipal levy. Each obligated municipality's share of the levy is allocated based on their population which is adjusted each election year by the Municipal Property Assessment Corporation. Therefore, the Township of Red Rock's 2023 Public Health Levy will increase to \$23,123 to support Public Health programming.

Thunder Bay District Health Unit reminds Municipalities that on April 11, 2019 the Ontario Government tabled its 2019 Budget which, under the banner of Modernizing Ontario's Public Health Units, proposed plans to significantly restructure Ontario's public health system and adjustments to the Provincial-Municipal cost sharing arrangement. Significant impacts are expected for Municipalities in 2024 as a result of the cost sharing arrangement moving to a 30% Municipal and 70% Provincial split.

Attached for your reference is "*What your levy buy\$*" which provides an overview of the services provided by the Health Unit.

If you have any questions, or require further information, please do not hesitate to contact me.

Sincerely,

Dan Hrychuk, CPA, CA  
Manager Finance  
Thunder Bay District Health Unit  
Telephone: (807) 625-8349  
Fax: (807) 625-4862  
E-mail: dan.hrychuk@tbdhu.com  
[www.tbdhu.com](http://www.tbdhu.com)

Encls.

Re: 2023 Public Health Levy - Township of Red Rock

Enclosed is your Public Health Levy for the year 2023, due as follows:

'01	Jan	2023	\$1,927
'01	Feb	2023	1,927
'01	Mar	2023	1,927
'01	Apr	2023	1,927
'01	May	2023	1,927
'01	Jun	2023	1,927
'01	Jul	2023	1,927
'01	Aug	2023	1,927
'01	Sep	2023	1,927
'01	Oct	2023	1,927
'01	Nov	2023	1,927
'01	Dec	2023	1,926
<b>TOTAL</b>			<b><u>\$23,123</u></b>

The Public Health Levy is allocated on a per capita basis which was established by way of an agreement amongst the obligated municipalities and regulations passed by the Province. The 2022 Ontario Population Report, published by the Municipal Property Assessment Corporation has been referenced to determine each municipality's population.

Electronic fund transfers (EFT) are the preferred method of payment. Please contact us for our banking information to provide to your bank. Otherwise, please make your cheques payable to Thunder Bay District Health Unit.

Please direct your questions to:

Dan Hrychuk, Manager, Finance  
Direct line: (807) 625-8349  
Email: [Dan.Hrychuk@tbdhu.com](mailto:Dan.Hrychuk@tbdhu.com)

# What your levy buys

## OUR VISION

Healthy lives together.

## OUR MISSION

We improve, promote, and protect the health and well-being of the population in the District of Thunder Bay by delivering high-quality public health programs and services with our partners.

## OUR MANDATE

The mandate of the Thunder Bay District Health Unit is legislated under the Health Protection and Promotion Act.

The primary focus of public health is the health and well-being of the whole population through the promotion and protection of health and the prevention of illness. Minimum requirements for the delivery of public health programming are set out in the Ontario Public Health Standards.

## OUR 2023 BUDGET

The consolidated budget for public health services provided by the Health Unit within the District of Thunder Bay totals approximately \$20.22M. Of this total, 77% is funded by the Province of Ontario, approximately 17% or \$3.48M is funded through the municipal levy and 6% is derived from fees, charges and other sources.

Please see other side for a brief overview of services.

## 2023 REVENUE SOURCES



Provincial Funding	■	77%
Municipal Contribution	■	17%
Fees, Charges & Other Sources	■	6%

## 2023 EXPENDITURES

In 2023, each municipal taxpayer in the district will contribute \$29.57 towards the total cost of the services listed below.

Services Provided	(000s)
Healthy Growth and Development	\$ 5,742
Infectious Disease	5,553
Chronic Disease and Injury	5,250
Environmental Health	2,169
Corporate	1,294
Land Development	205
Emergency Preparedness	9
<b>Total Consolidated Budget</b>	<b>\$ 20,221</b>
<b>Total Municipal Contribution</b>	<b>\$ 3,475</b>
<b>Per Capita Municipal Contribution</b>	<b>\$ 29.57</b>

# What your levy buys

**Health promotion, protection and disease prevention are complex and extensive and are made up of the following program areas:**

## **HEALTHY GROWTH AND DEVELOPMENT, INCLUDING:**

- The Children's Oral Health Program provides oral health promotion, education and clinical preventive services for children birth to 17. In school dental screenings help facilitate access to the Healthy Smiles Ontario Program for eligible children with urgent and non-urgent dental needs.
- Healthy Babies Healthy Children program seeks to optimize healthy child development and reduce health inequities for pregnant individuals and families with children from birth to age 6. Services are delivered through home visiting and delivered in person, virtually or by phone.
- Provide lactation services to support, individuals and families in the TBDHU Lactation Clinic, in the community or in their home.
- The Family Health team provides education programs and support to parents before, during and after pregnancy to help them raise healthy, happy and resilient children in safe environments.
- The Children's Visual Health Program provides vision screening to all senior kindergarten children in the District of Thunder Bay. The program assists families to access necessary supports such as optometry services and visual aids. It also provides education and promotion to improve awareness about visual health and the importance of early identification of vision disorders.



## **CHRONIC DISEASE & INJURY PREVENTION, INCLUDING:**

- Chronic disease prevention program works with schools, worksites and community partners to provide health promotion activities and programming, build supportive environments and influence policies to encourage healthy eating, physical activity, healthy growth and development, and UV protection.
- Prevention of injury and substance misuse program works with community partners to influence healthy policies and create supportive environments for health. The program provides activities to address the misuse of alcohol and other substances, road and off-road vehicle safety, prevention of falls across the life span, and mental health promotion.
- Tobacco, vapour and smoke program works with community partners to provide prevention, education, youth engagement, training, cessation, enforcement and policy development activities.



# What your levy buys

**Health promotion, protection and disease prevention are complex and extensive and are made up of the following program areas:**

## **INFECTIOUS DISEASE, INCLUDING:**

- Sexual health program facilitates testing and management of sexually transmitted and blood borne infections (STBBI), and promotion of healthy sexuality.
- Outreach and Harm Reduction services support community capacity in decreasing risks for, and supporting management of, infectious diseases including STBBI.
- Immunization services and clinics, yearly review and maintenance of immunization records for all school pupils and children in childcare, distribution of Publicly Funded vaccines to health care providers, improving vaccine access, promotion and confidence through key stakeholder engagement and responding quickly to emerging community vaccination needs.
- Infectious disease case and contact management, outbreak detection and management for all reportable diseases; infection prevention and control inspections and support and follow up on IPC lapses.



## **ENVIRONMENTAL HEALTH, INCLUDING:**

- Food safety services for educating food handlers and inspecting food premises.
- Water safety services for monitoring public and private sources and ensuring water meets high standards for both drinking and recreational use.
- Health hazard prevention and management for inspecting facilities and responding to reports of health hazards in the built and natural environment and for ensuring a 24 hour on-call response to urgent incidents affecting public health.
- Vector borne disease surveillance programs for assessing the risk of infection of West Nile virus and Lyme disease and investigating all potential human exposures to rabies from animal contacts.

**LAND DEVELOPMENT** program for reviewing all properties that are developed or planned to be serviced with in-ground sewage disposal.

**EMERGENCY PREPAREDNESS** for ensuring a consistent, effective response to public health emergencies and emergencies with public health impacts.

**CORPORATE EXPENDITURES** including costs for the governance of the Health Unit, facility maintenance, computer equipment and communication for all Health Unit sites.

**Red Rock Public Library**  
**Regular Meeting**  
**November 8, 2022**

*The 415th regular meeting of the Red Rock Public Library Board was held on  
Tuesday November 8, 2022.*

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

1. The meeting was called to order at 5:00 p.m.  
Chairperson read the Respect and Acknowledgement Declaration, followed by a moment of silence.
2. The agenda was approved and there was no declaration of pecuniary interest.
3. The Minutes of the meeting held on September 13, 2022 were approved.

Resolution #1:

Moved by: Marilyn Young

Seconded by: Joanne Boudreau

Be it resolved that: the minutes of the meeting held on September 13, 2022, be approved as circulated.

CARRIED

Business arising from minutes:

- The Red Rock Public Library Board was invited on September 21<sup>st</sup>, 2022 to join the OLS for an evening of content geared specifically towards Ontario Public Library Boards. Anne Lockwood, RRPL OLS Board rep, attended and provided a summary of the topics discussed, including: Board Legacy: "Three Things I Wish I'd Known at the Beginning of

My Board Term", Boards' Role in Sustainable Funding as well as OLBA News and Updates.

- The CEO participated in and provided a summary to Board of 2 recently OLS hosted conferences online, on September 22, 2022 and on November 3rd, 2022.

Correspondence: Township request to Board: application to submit intent for Library Board

4. The Statement of Operations and Cheque Registers for September and October 2022 were available for discussion.

Resolution #2:

Moved by: Anne Lockwood

Seconded by: Joanne Boudreau

Be it resolved that: the cheques numbered 1112 to 1113, manual cheque #26 in the amount of \$9944.43 and dated October 18, 2022, be approved for payment.

CARRIED

Resolution #3:

Moved by: Anne Lockwood

Seconded by: Denise Maidment

Be it resolved that: the cheques numbered 1114 to 1119, manual cheque #27 in the amount of \$1317.85 and dated November 7, 2022, be approved for payment.

CARRIED

5. The Librarian's report, dated November 8, 2022, and covering the months of September and October 2022 was presented and discussed.

New Business:

- The Red Rock Public Library traditionally closes for the Christmas holidays, pending Board approval.

Resolution #4:

Moved by: Joanne Boudreau

Seconded by: Anne Lockwood

Be it resolved that: The Red Rock Public Library Board closes for the holidays beginning Sunday December 18, 2022 until Monday January 2, 2023, reopening at 2 pm on Tuesday January 3<sup>rd</sup>, 2023.

CARRIED

- The Red Rock Public Library in coordination with the NRRDHS co-op program, has received a student. The student is in the library from Monday- Wednesdays 2 – 5 pm, currently working on history collection organization.
  - CEO informed Board that they are successful in attaining a Senior’s Community Information Session Grant. CEO presented an outline of an Overview of the program, slated for February and March of 2023.
  - The Red Rock Public Library CEO has begun 2023 Budget preparations, analyzing possible future budget constraints. CEO presented information for Board discussion.
6. The next meeting date was discussed.  
Motion was made to adjourn the meeting.

Resolution #5

Moved by: Anne Lockwood

Seconded by: Marilyn Young

Be it resolved that: The meeting was adjourned at 6:10 p.m. and the next meeting will be held on Tuesday, December 13, 2022 at 5:00 p.m.

CARRIED

# PUBLIC WORKS MONTHLY REPORT

December 19<sup>th</sup>, 2022

## WATER DISTRIBUTION

1. The water service line to the Bleeder Station at the Brompton St. cul-de-sac will be getting repaired from Makkinga Contracting. A water leak was noticed in the boulevard close to the station. The service line has been isolated at the curb stop, and a temporary bleeder has been set up off a near-by hydrant until the repair is complete. This work will be covered under warranty as it was part of the Brompton Street Rebuild Project.
2. Winter hydrant checks were completed for the month of December from Public Works staff.

## WASTEWATER COLLECTION

1. Public Works had to pull the pump at Lift Station #1. for cleaning the week of Dec 5<sup>th</sup>. The pump was put back into use after servicing.
2. Public Works had to pull both pumps at Lift Station #2 on December 16<sup>th</sup> to remove blockages. Both lift stations wells are scheduled for cleaning the week of Dec 18<sup>th</sup>.

## RECREATION CENTER

1. The arena ice surface has been cleaned up in preparation for natural ice. Colder temperatures are needed before an attempt at flooding can be tried.

## MARINA CENTRE & PARK

1. Thermal Mechanical was able to replace one circulation pump for the Marina Center's boiler system as well as service the boiler units. A second

# PUBLIC WORKS MONTHLY REPORT

December 19<sup>th</sup>, 2022

circulation pump has also been ordered for another loop for the in-floor heating.

## GENERAL

1. Public Works staff have primarily been working on snow removal and related duties for streets, roads and sidewalks as winter conditions have arrived over this last reporting period.
2. Public Works has a scheduled dig for December 20<sup>th</sup> to repair a leaking curb stop for a residence on upper Newton Ave.
3. The standby power for the fuel pumps at the Public Works Shop has been upgraded to run off the current generators. The standby power for the pumps will be tested before the end of the month.
4. A Public Works Dept. Safety Meeting was held on December 16<sup>th</sup>, discussed at the meeting was the types of safety and job skill training staff needs in the new year.
5. A new outdoor timer had to be installed for the boardwalk lighting circuit, an electrical contractor was needed for this purpose.
6. Christmas wreaths and 2 street light repairs were done at the end of November.
7. Public Works staff would like to extend best wishes for the Holiday Season to fellow Twp. Staff, Councilors, Mayor and Community, we look forward to serving the Twp. of Red Rock in 2023.



# Township of Red Rock

## Community Development Office

42 Salls Street  
Red Rock ON P0T 2P0  
cdo@redrocktownship.com  
(807) 886-2235

---

### December 19, 2022 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.

Substantial Completion was achieved on November 8, 2022.

Final restoration work of the project will be completed in spring 2023.

Project is on schedule and within budget.

- b) ICIP Culture – Recreation Centre Rehabilitation Project  
Addressed in additional agenda item

- c) ICIP Covid- Resiliency – Recreation Centre Roof

Addressed in additional agenda item

- d) Continuing work on the joint Community Safety and well-being plan to be compliant with Provincial requirements. In-person sessions with service providers scheduled for January.

- e) Active Transportation Fund. Waiting on final version of the legal agreement and preparing the RFP for the Assessment and Engineering Study.

- f) Assisted the Golden Club with an application for the Rural Transit Solutions fund for the purchase of a new accessible van. Letter of approval received but no formal announcements can be made at this time until the transfer payment agreement has been executed. Continuing to work with them on document collection in preparation for the TPA.

- g) Working with the Fish and Game Club on various funding options for renovations to the building. Still awaiting documentation to support the application.

- h) Permit approved for moving the highway sign currently on Stokes Drive to the new highway corridor. Removal of current sign will take place in the winter when the ground is frozen and will be installed in its new location in the spring.

- i) Working on a contribution agreement with the Lake Superior National Marine Conservation Area, Parks Canada for upgrades to the Interactive Floor and other exhibits in the Interpretive Centre. To be completed by March 31, 2023.
- j) Continuing to prepare documentation, research various component costs for projects and RFP's, provide status reports to funders, submit claims to funders for expenses related to projects, monitor project timelines and budgets and final reporting to funders for completed projects.
- k) 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)
- l) Continued communication and collaboration with local and regional organizations for partnership opportunities, provide input and stakeholder relations.
- m) Reminder that the Interpretive Centre is open Monday to Friday, 8:30 – 4:30pm and Christmas is only 6 days away (as of December 19th). The Superior Treasures Gift Shop is open to purchase gifts and souvenirs for friends and family.
- n) Highlights from 2022:
  - RV Park and Campground Market Focused Business Case completed at 90% funding **(\$40,675.20)**
  - 10 Year Community Strategic Plan and Updated Community Profile completed at 90% funding **(received \$59,455.15).**
  - ICIP Green – Newton, Frost, Stadler and Brompton Water and Wastewater Rehabilitation and Replacement – tendered, awarded and reached substantial completion. Received **\$1,521,667.38** to date.
  - Waterfront signage – received **\$5000**
  - Approved for 8 summer students through Provincial (100%) and Federal (50%) funding streams.
  - Ice Fishing Challenge – received \$2000 in prizes for participants
  - Completed a Municipal Modernization Online Service Delivery Review 100% funded **(\$48,166.28)**
  - Received **\$49,848** for making the entrance to the municipal building barrier free
  - Approved for **\$50,000** to complete an Active Transportation Study and Recommendations
  - Welcomed 6 representatives from various cruise lines, one of which has confirmed for 2024
  - Approved for **\$100,000** to help repair a section of the Recreation Centre Roof
  - Superior Picnics – contributed \$300 and leveraged over \$40,000 in partnership funds for a regional food and picnic spot program.

Total funding received in 2022 through Community Development Office activities: over **\$1,724,812**, and approved for an additional **\$150,000** to be spent in 2023.





# Township of Red Rock

## Community Development Office

42 Salls Street  
Red Rock ON P0T 2P0  
cdo@redrocktownship.com  
(807) 886-2235

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### December, 2022 – Special Meeting – Recreation Centre Staff Recommendations

#### Grants and Projects

a) ICIP Culture – Recreation Centre Rehabilitation Project

Received the Design Brief and reviewed it internally. With rising construction and supply costs, the overall cost of the project to do all items originally included in the funding application would be almost double the original project estimate.

I have included the total project cost estimate broken down by category and item as well as 2 sample costing scenarios which include areas internal staff feel should be addressed as priorities.

Our recommendation is to proceed with the following:

Exterior Walls (\$272,500), Brompton Road Building Entrance (\$74,000), Accessible Doors – only the Baker Street Entrance exterior and interior lobby doors (\$23,000 + 18,000), Gymnasium Ventilation System (\$100,00), Arena system including ice plant (\$465,000), Golden Club Flooring and new receptacle (\$16,000), Bowling Alley lanes and approaches either refinish or synthetic (\$75,000) along with concrete repair (\$10,000) and new lighting in the parking lot (\$5,000) for a total project cost including 20% contingency, and 20% mobilization, bonds, costs of **(\$1,804,179.00+ HST)**

During the procurement process, we can add provisional items such as the gymnasium floor, other accessible doors throughout the building, automatic scoring system, and Golden Club millwork as funding permits or as desired.

These are project cost estimates on the high end. During the procurement process, bids could come in over or under these estimates and will determine the provisional items as well. A 20% contingency has been included in total project costs should further work need to be done first.

b) ICIP Covid- Resiliency – Recreation Centre Roof

The Design Brief has been received and reviewed by staff. This project uses a fund of \$100,000 to be used towards roofing at the Recreation Centre. Initial cost estimates were received for all sections of the roof section between the restaurant and curling club. The Design Brief includes more accurate project costs used for tendering the project. The 5 sections of roof in this area have been costed out, not including engineering and contract administration costs of \$16,400.

The design brief has been included for you with the breakdown of costs per section on page 8. Internal staff discussions have confirmed that Roof No.2 is a priority followed by section Roof No.4 to address the existing leaks.

Total cost would be \$135,400 including engineering and repair of section 2. The Township of Red Rock would be responsible for \$36,400 plus \$2,400.64 non refundable HST for a total of **\$38,800.64** (which includes engineering costs, 20% contingency, and 20% bonds, insurance, mobilization and demobilisation).

# ICIP Culture - Red Rock Recreation Centre Rehabilitation Project

## Design Brief Construction Estimates

Item No.	Description	Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	237,289.00
	Ice Resurfacers	\$	83,990.00
	Signage	\$	1,000.00
		<b>Miscellaneous Subtotal</b>	<b>\$ 322,279.00</b>
<b>A Exterior Walls</b>			
1	Exterior wall repairs and foundation waterproofing	\$	30,000.00
2	Exterior wall insulation and siding	\$	225,000.00
3	Exterior light replacement	\$	17,500.00
		<b>Exterior Walls Subtotal</b>	<b>\$ 272,500.00</b>
<b>B Brompton Road Building Entrance</b>			
4	Canopy structure repairs	\$	5,000.00
5	Entrance slab repairs	\$	4,000.00
6	Roofing replacement	\$	40,000.00
7	Snow guards at Upper Roof (including additional engineering fees)	\$	25,000.00
		<b>Brompton Road Building Entrance Subtotal</b>	<b>\$ 74,000.00</b>
<b>C Accessible Doors</b>			
8	Exterior door replacement (1 door)	\$	23,000.00
9	Interior door replacement (lobby)	\$	18,000.00
10	Interior door replacement (4 doors)	\$	54,000.00
11	Emergency light	\$	3,500.00
		<b>Accessible Doors Subtotal</b>	<b>\$ 98,500.00</b>
<b>D Pool</b>			
12	Floor membrane replacement c/w markings and lane defining strips	\$	55,000.00
13	Lifeguard chair	\$	2,000.00
14	Manual pool cover	\$	10,000.00
15	Mechanical room equipment replacement (heat exchanger, chlorine dosing unit, chemical controller, pumps, skimmers, backflow preventers, filters, piping, jets, eye wash station), trenches to both pools, electrical and controls	\$	400,000.00
16	Concrete repairs	\$	8,000.00
17	Infill Kiddie Pool	\$	75,000.00
		<b>Pool Subtotal</b>	<b>\$ 550,000.00</b>
<b>E Gymnasium</b>			
18	Floor replacement	\$	95,000.00
19	Ventilation system replacement (new rooftop unit c/w ductwork, gas piping, electrical, and controls)	\$	100,000.00
		<b>Gymnasium Subtotal</b>	<b>\$ 195,000.00</b>
<b>F Arena/Curling Rink</b>			

20	Arena evaporative condenser replacement	\$	190,000.00
21	Arena headers replacement	\$	150,000.00
22	Curling Rink Header Replacement	\$	80,000.00
23	Curling Rink brine pump replacement	\$	18,000.00
24	Furnace, ductwork, heater replacement in change room	\$	25,000.00
	***Ice Plant	\$	100,000.00
	<b>Arena Subtotal</b>	<b>\$</b>	<b>563,000.00</b>
<b>G</b>	<b>Golden Club Room</b>		
25	Flooring Replacement	\$	15,000.00
26	Millwork Replacement	\$	7,000.00
27	New receptacle above counter	\$	1,000.00
	<b>Golden Club Room Subtotal</b>	<b>\$</b>	<b>23,000.00</b>
<b>H</b>	<b>Bowling Alley</b>		
28	Lane and approach synthetic overlay	\$	75,000.00
29	Automatic Scoring System	\$	105,000.00
30	Concrete Repairs	\$	10,000.00
	<b>Bowling Alley Subtotal</b>	<b>\$</b>	<b>190,000.00</b>
<b>I</b>	<b>Parking Lot</b>		
31	Excavation	\$	25,000.00
32	Granular 'B'	\$	15,000.00
33	Granular 'A'	\$	40,000.00
34	HL4 Asphalt	\$	50,000.00
35	Light Standards	\$	5,000.00
36	Sanitary Pipe Replacement	\$	5,000.00
	<b>Parking Lot Subtotal</b>	<b>\$</b>	<b>140,000.00</b>
	<b>Subtotal</b>	<b>\$</b>	<b>2,428,279.00</b>
	Bonds, Insurance, Mob, Demob (20%)	\$	421,200.00
	Contingency (20%)	\$	421,200.00
	<b>Total Construction Cost Estimate (Excl HST)</b>	<b>\$</b>	<b>3,270,679.00</b>
	<b>Total Original Project Cost - eligible expenses</b>	<b>\$</b>	<b>1,800,240.00</b>
	<b>Difference to original budget</b>	<b>-\$</b>	<b>1,470,439.00</b>
	Funded @ 73.33% up to \$1,320,115.99	\$	1,320,115.99
	\$1,320,115.99		
	73.33% \$2,398,388.91		
	Municipal Portion @ 26.67% (not inc. HST)	\$	1,950,563.01
	\$ 480,124.01	Difference to original budget	-\$ 1,470,439.00
		HST \$	425,188.27
	d portion of HST \$	57,563.95	
	d Portion of HST \$	367,624.32	
	<b>Total Municipal Portion after HST refund</b>	<b>\$</b>	<b>2,008,126.96</b>

# ICIP Culture - Red Rock Recreation Centre Rehabilitation Project

## Design Brief Recommendations

Item No.	Description	Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	237,289.00
	Ice Resurfacers	\$	83,990.00
	Signage	\$	1,000.00
<b>Miscellaneous Subtotal</b>		<b>\$</b>	<b>322,279.00</b>
<b>A Exterior Walls</b>			
1	Exterior wall repairs and foundation waterproofing	\$	30,000.00
2	Exterior wall insulation and siding	\$	225,000.00
3	Exterior light replacement	\$	17,500.00
<b>Exterior Walls Subtotal</b>		<b>\$</b>	<b>272,500.00</b>
<b>B Brompton Road Building Entrance</b>			
4	Canopy structure repairs	\$	5,000.00
5	Entrance slab repairs	\$	4,000.00
6	Roofing replacement	\$	40,000.00
7	Snow guards at Upper Roof (including additional engineering fees)	\$	25,000.00
<b>Brompton Road Building Entrance Subtotal</b>		<b>\$</b>	<b>74,000.00</b>
<b>C Accessible Doors</b>			
8	Exterior door replacement (1 door)	\$	23,000.00
9	Interior door replacement (lobby)	\$	18,000.00
10	Interior door replacement (4 doors)	\$	54,000.00
11	Emergency light	\$	3,500.00
<b>Accessible Doors Subtotal</b>		<b>\$</b>	<b>98,500.00</b>
<b>D Pool</b>			
12	Floor membrane replacement c/w markings and lane defining strips	\$	55,000.00
13	Lifeguard chair	\$	2,000.00
14	Manual pool cover	\$	10,000.00
15	Mechanical room equipment replacement (heat exchanger, chlorine dosing unit, chemical controller, pumps, skimmers, backflow preventers, filters, piping, jets, eye wash station), trenches to both pools, electrical and controls	\$	400,000.00
16	Concrete repairs	\$	8,000.00
17	Infill Kiddie Pool	\$	75,000.00
<b>Pool Subtotal</b>		<b>\$</b>	<b>550,000.00</b>
<b>E Gymnasium</b>			
18	Floor replacement	\$	95,000.00
19	Ventilation system replacement (new rooftop unit c/w ductwork, gas piping, electrical, and controls)	\$	100,000.00
<b>Gymnasium Subtotal</b>		<b>\$</b>	<b>195,000.00</b>
<b>F Arena/Curling Rink</b>			

20	Arena evaporative condenser replacement	\$	190,000.00
21	Arena headers replacement	\$	150,000.00
22	Curling Rink Header Replacement	\$	80,000.00
23	Curling Rink brine pump replacement	\$	18,000.00
24	Furnace, ductwork, heater replacement in change room	\$	25,000.00
	***Ice Plant	\$	100,000.00
		<b>Arena Subtotal</b>	<b>\$ 563,000.00</b>
<b>G</b>	<b>Golden Club Room</b>		
25	Flooring Replacement	\$	15,000.00
26	Millwork Replacement	\$	7,000.00
27	New receptacle above counter	\$	1,000.00
		<b>Golden Club Room Subtotal</b>	<b>\$ 23,000.00</b>
<b>H</b>	<b>Bowling Alley</b>		
28	Lane and approach synthetic overlay	\$	75,000.00
29	Automatic Scoring System	\$	105,000.00
30	Concrete Repairs	\$	10,000.00
		<b>Bowling Alley Subtotal</b>	<b>\$ 190,000.00</b>
<b>I</b>	<b>Parking Lot</b>		
31	Excavation	\$	25,000.00
32	Granular 'B'	\$	15,000.00
33	Granular 'A'	\$	40,000.00
34	HL4 Asphalt	\$	50,000.00
35	Light Standards	\$	5,000.00
36	Sanitary Pipe Replacement	\$	5,000.00
		<b>Parking Lot Subtotal</b>	<b>\$ 140,000.00</b>
<b>Subtotal</b>		<b>\$</b>	<b>907,279.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$	175,455.80
Contingency (20%)		\$	175,455.80
<b>Total Construction Cost Estimate (Excl HST)</b>		<b>\$</b>	<b>1,258,190.60</b>
<b>Total Original Project Cost - eligible expenses</b>		<b>\$</b>	<b>1,800,240.00</b>
<b>Difference to original budget</b>		<b>\$</b>	<b>542,049.40</b>
Funded @ 73.33% up to \$1,320,115.99		<b>\$</b>	<b>922,631.17</b>
73.33%	\$1,320,115.99		
	\$922,631.17		
Municipal Portion @ 26.67% (not inc. HST)		\$	335,559.43
		\$	144,564.57
\$480,124.01	Difference to original budget	\$	163,564.78
	HST	\$	22,144.15
	Non refunded portion of HST	\$	141,420.62
	Refunded Portion of HST	\$	
		<b>\$</b>	<b>357,703.59</b>
<b>Total Municipal Portion after HST refund</b>			

# ICIP Culture - Red Rock Recreation Centre Rehabilitation Project

Design Brief - Staff Recommendation -1

Item No.	Description	Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	237,289.00
	Ice Resurfacer	\$	83,990.00
	Signage	\$	1,000.00
		<b>Miscellaneous Subtotal</b>	<b>\$ 322,279.00</b>
<b>A Exterior Walls</b>			
1	Exterior wall repairs and foundation waterproofing	\$	30,000.00
2	Exterior wall insulation and siding	\$	225,000.00
3	Exterior light replacement	\$	17,500.00
		<b>Exterior Walls Subtotal</b>	<b>\$ 272,500.00</b>
<b>B Brompton Road Building Entrance</b>			
4	Canopy structure repairs	\$	5,000.00
5	Entrance slab repairs	\$	4,000.00
6	Roofing replacement	\$	40,000.00
7	Snow guards at Upper Roof (including additional engineering fees)	\$	25,000.00
		<b>Brompton Road Building Entrance Subtotal</b>	<b>\$ 74,000.00</b>
<b>C Accessible Doors</b>			
8	Exterior door replacement (1 door)	\$	23,000.00
9	Interior door replacement (lobby)	\$	18,000.00
10	Interior door replacement (4 doors)	\$	54,000.00
11	Emergency light (only if arena door replaced)	\$	3,500.00
		<b>Accessible Doors Subtotal</b>	<b>\$ 41,000.00</b>
<b>D Pool</b>			
12	Floor membrane replacement c/w markings and lane defining strips	\$	55,000.00
13	Lifeguard chair	\$	2,000.00
14	Manual pool cover	\$	10,000.00
15	Mechanical room equipment replacement (heat exchanger, chlorine dosing unit, chemical controller, pumps, skimmers, backflow preventers, filters, piping, jets, eye wash station), trenches to both pools, electrical and controls	\$	400,000.00
16	Concrete repairs	\$	8,000.00
17	Infill Kiddie Pool	\$	75,000.00
		<b>Pool Subtotal</b>	<b>\$ 550,000.00</b>
<b>E Gymnasium</b>			
18	Floor replacement	\$	95,000.00
19	Ventilation system replacement (new rooftop unit c/w ductwork, gas piping, electrical, and controls)	\$	100,000.00
		<b>Gymnasium Subtotal</b>	<b>\$ 100,000.00</b>
<b>F Arena/Curling Rink</b>			
20	Arena evaporative condenser replacement	\$	190,000.00
21	Arena headers replacement	\$	150,000.00
22	Curling Rink Header Replacement	\$	80,000.00
23	Curling Rink brine pump replacement	\$	18,000.00
24	Furnace, ductwork, heater replacement in change room	\$	25,000.00
		<b>***Ice Plant</b>	<b>\$ 100,000.00</b>
		<b>Arena Subtotal</b>	<b>\$ 465,000.00</b>
<b>G Golden Club Room</b>			
25	Flooring Replacement	\$	15,000.00
26	Millwork Replacement	\$	7,000.00
27	New receptacle above counter	\$	1,000.00
		<b>Golden Club Room Subtotal</b>	<b>\$ 16,000.00</b>
<b>H Bowling Alley</b>			
28	Lane and approach synthetic overlay	\$	75,000.00
29	Automatic Scoring System	\$	105,000.00
30	Concrete Repairs	\$	10,000.00

Provisionary  
Provisionary

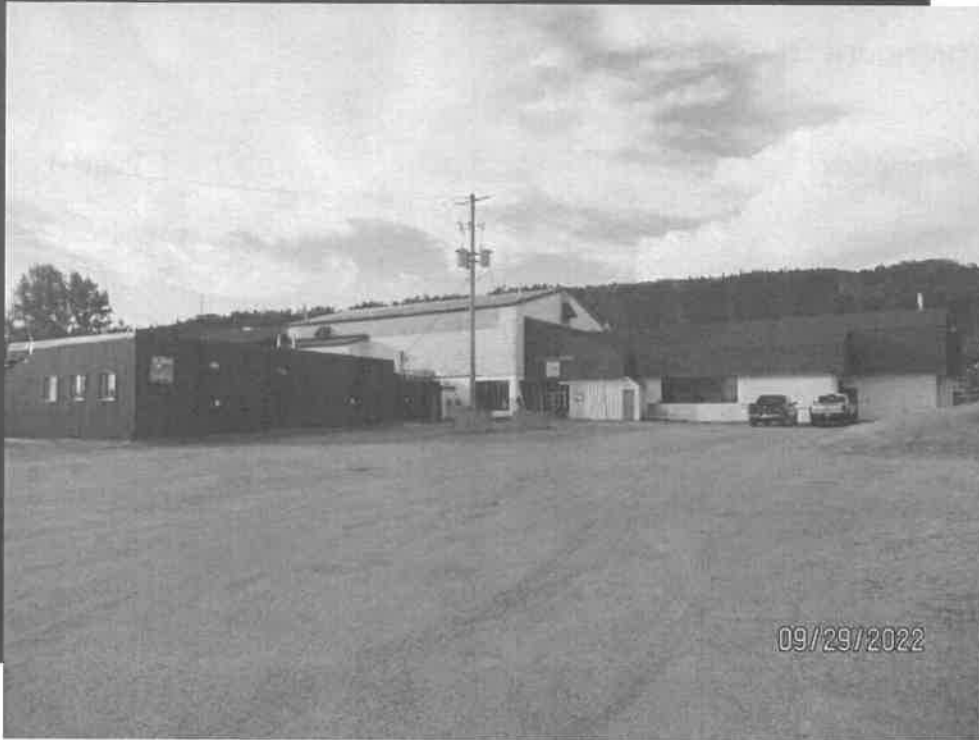
Provisionary

Provisionary

Provisionary

	Bowling Alley Subtotal	\$	85,000.00
	<b>Parking Lot</b>		
31	Excavation	\$	25,000.00
32	Granular 'B'	\$	15,000.00
33	Granular 'A'	\$	40,000.00
34	HL4 Asphalt	\$	50,000.00
35	Light Standards	\$	5,000.00
36	Sanitary Pipe Replacement	\$	5,000.00
	<b>Parking Lot Subtotal</b>	\$	<b>5,000.00</b>
<b>Subtotal</b>		\$	<b>1,380,779.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$	211,700.00
Contingency (20%)		\$	211,700.00
<b>Total Construction Cost Estimate (Excl HST)</b>		\$	<b>1,804,179.00</b>
<b>Total Original Project Cost - eligible expenses</b>		\$	<b>1,800,240.00</b>
<b>Difference to original budget</b>		-\$	<b>3,939.00</b>
Funded @ 73.33% up to \$1,320,115.99		\$	<b>1,320,115.99</b>
\$1,320,115.99			
73.33% \$1,323,004.46			
Municipal Portion @ 26.67% (not inc. HST)		\$	484,063.01
<b>\$ 480,124.01</b>	Difference to original budget	-\$	<b>3,939.00</b>
	HST	\$	234,543.27
Non refunded portion of HST	\$	31,753.55	
Refunded Portion of HST	\$	202,789.72	
<b>Total Municipal Portion after HST refund</b>	\$	<b>515,816.56</b>	





# **DESIGN BRIEF**

**RECREATION CENTRE REHABILITATION**

**FOR THE**

**TOWNSHIP OF RED ROCK**



**Ref. No. JML2022010**

**December 2022**

## **1.0 Introduction**

JML Engineering has been retained by the Township of Red Rock to provide consulting engineering services for the detailed design, tender, site inspections, and contract administration for the rehabilitation at the Recreation Centre, located at 39 Brompton Road in Red Rock, Ontario.

The purpose of this Design Brief is to provide a review of current conditions, develop design criteria, assess renovation alternatives, and provide a cost-effective recommendation for a preferred solution for each rehabilitation item.

The following rehabilitation work has been requested by the Township for this project:

- Continuation of exterior wall insulation and siding at remaining wall sections.
- Replacement of 10 exterior lights on side of building.
- Replacement of roof sections at the Brompton Road building entrance.
- Replacement of one exterior and four interior doors with new barrier free power accessible doors c/w hardware.
- Rehabilitation of the exterior pool, including replacement of floor membrane c/w new markings and defining strips, new lifeguard chair, new manual pool cover, and replacement of heat exchanger, chlorine dosing unit, and chemical controller.
- Replacement of Gymnasium floor and ventilation system.
- Replacement of evaporative condenser and headers in Arena, and header and brine pump in Curling Rink.
- Replacement of furnace, ductwork and heaters in Arena change room.
- Replacement of millwork and flooring in Golden Club Room.
- Rehabilitation of Bowling Alley, including replacement of lanes and approaches and provision of automatic scoring system.
- Paving of Baker Road parking area, including the removal of two frost boils.

On May 19, 2022, Natalie Scalse, M.Eng., P.Eng. from JML Engineering, Fred Wood, OAA from Leonard Alfred Wood Architect, and Weston Igo, CET and Amanda Saarinen from ABLE Energy visited the site. Site measurements and general arrangement photographs were taken (see Appendix A). On July 9, 2022, Lucas Sandberg from JML Engineering, visited the site to complete a topographic survey.

Original construction drawings and various rehabilitation drawings were provided by the Township of Red Rock and were reviewed.

## **2.0 Description**

The Recreation Centre is a multi-storey building, comprised of an Arena, Curling Rink, Bowling Alley, Gymnasium, meeting rooms, offices, kitchen, lounge, washrooms, mechanical/electrical/equipment rooms, an exterior pool area, and common areas.

### **Exterior Walls**

The exterior walls of the building are constructed of load bearing masonry, consisting of a combination of concrete block and Siporex units (lightweight cellular concrete).

The Curling Rink and Arena portions of the exterior walls have been clad in metal siding c/w metal flashings.

Metal fascia is present at the north sections of the building with metal flashings around the perimeter.

There is some wall mounted lighting at the exterior walls.

### **Brompton Road Building Entrance**

The Brompton Road building entrance is accessed by concrete pavers from a sidewalk, and contains a concrete entrance slab. The entrance is covered with a canopy.

The building roof over the office area north of the entrance is at the same elevation as the canopy roof. The roof structure consists of metal deck supported by structural steel beams and columns and timber framing supported by structural steel posts founded on concrete piers below the slab at the entrance canopy.

Based on the information contained within the available roof drawings, the roofing consists of the following:

- 60 mil ethylene propylene diene monomer (EPDM) membrane,
- 13 mm thick fiber board,
- 51 mm polyisocyanurate insulation,
- vapour barrier,
- metal/wood deck.

Roof cut tests will be taken to verify the construction details shown on the original and rehabilitation roof drawings.

The existing roofing assembly is sloped towards two interior roof drains. There is a parapet wall at the perimeter of the roof which is covered with pre-finished metal flashing.

There is an upper roof at the east which is sloped towards this lower roof.

### Accessible Doors

The main building entrance is located on Baker Road, and is accessed by a concrete entrance slab by the parking lot. The existing exterior double door at the Main Entrance is steel and contains glazing units above and on each side. Access to the Recreation Centre is through an interior double steel door, south of the Main Entrance.

Access to the Golden Club Room is through a hallway north of the common areas, through an interior single steel door.

Access to the Arena is through an interior double steel door into a vestibule, and through two single steel doors into the Arena. This entrance is located south of the common areas and the Brompton Road entrance.

### Pool

There are two exterior pools located north of the Recreation Centre, with fencing around the perimeter. The Main Pool ranges in depth from 0.9 m (3 ft) to 2.74 m (9ft), and the Kiddie Pool is 0.46 m (1.33 ft) deep.

The Main Pool has one ladder at the shallow end and a diving board at the deep end. The pool is lined with a membrane with lane markings. There is a manual pool cover on a stand south of the pool.

The pumps, heat exchanger, chlorine dosing unit, chemical controller, and other equipment for the pool are located in the mechanical room at the northeast corner of the Recreation Centre building, with underground piping connected to the pools.

### Gymnasium

The Gymnasium is located on the second floor of the Recreation Centre.

The flooring consists of vinyl composite tile (VCT) with various sports game markings.

The existing ventilation consists of a fresh air louver and an exhaust fan. Both are operated from the electrical breaker located adjacent the Gymnasium on the second floor. There are also two existing gas-fire unit heaters in the Gymnasium.

### Arena / Curling Rink

The Arena is located at the southwest side of the Recreation Centre. It contains an ice surface, with a viewing area at the east, change rooms at the north, and storage at the south.

The Curling Rink is located at the southeast side of the Recreation Centre.

There is an Ice Machine Room located between the Arena and Curling Rink which houses the mechanical equipment. The existing system is an ammonia ice plant which is serviced by

CIMCO refrigeration.

### Golden Club Room

The Golden Club Room is a meeting room located north of the common areas. It contains laminate hardwood flooring with original vinyl composite tile flooring below. There is a counter with a sink and cupboards below along the south wall.

### Bowling Alley

The Bowling Alley is located in the north portion of the building, west of the Main Lobby

It consists of four original wood bowling lanes and approaches, with wood benches and tables. The 'Brunswick' ball return and pin setter machines are located behind a partition at the back of the Bowling Alley. The pin setter has been replaced since its original installation.

### Parking Lot

Parking for the Recreation Centre is available at the gravel parking lot at the Baker Road entrance, with street parking available along Brompton Road.

The Baker Road parking lot contains a hydro pole and guy wire encased in galvanized pipe sections, filled with gravel. There is a concrete entrance slab at the Main Entrance, with vegetated areas containing some concrete pavers adjacent the building. There is a vegetated hill north of the parking lot where the exterior pool is located.

A gravel parking area is north of the parking, which is used for overflow parking. A gravel driveway/parking area is south of the main parking space, adjacent the Curling Rink.

There is a ditch along Baker Road, which is sloped towards the south. There is a corrugated steel pipe (CSP) below the driveway into the parking lot from Baker Road. This CSP culvert ties into a storm catch basin along Baker Road, south of the driveway.

Based upon our topographic survey, the parking lot is generally sloped west to east. Storm water runoff from the parking lot is discharged into the ditch along Baker Road and collected by the catch basin which connects to the existing stormwater system.

An existing buried sanitary pipe was located north of the Curling Rink within the parking lot. The sanitary pipe is connected to the kitchen drain and ties into the sanitary manhole adjacent the hydro pole at the northeast corner of the parking lot.

### **3.0 Observations**

#### **Exterior Walls**

Step-pattern cracking was observed at several locations inside the mortar joints at the exterior walls.

Failed sealant was observed at six vertical joints along the east side of the building. Staff noted that water infiltration is ongoing at the Golden Club Room and Changeroom which are located along this east wall.

Exposed, corroded reinforcing steel was observed above a window at the north end of the east wall.

Deteriorated parging was observed below one window at the west wall.

The existing lighting is not LED and provides minimal levels of illumination.

#### **Brompton Road Building Entrance**

Compressed insulation, creating a void in the roofing, was observed at two locations at the south end of the roof.

Ponding water was observed in several locations along the upper roof wall, adjacent the roof drains and at the canopy roof.

Staining of the EPDM roofing was observed at several locations.

Previous EPDM roofing patches were observed.

The bottom flutes of the metal deck were compressed above the interior stairs at the Brompton Road building entrance.

Very severe corrosion and section loss was observed at the base of the structural steel post at the canopy. Erosion and concrete spalling were observed below this post.

Medium corrosion was observed at the structural steel corner post at the canopy.

Severe disintegration and wide cracks were observed at the concrete topping at the entrance slab.

Severe rot was observed at the base of the timber stud wall at the north side of the canopy. Wide cracks and severe spalling were observed at the concrete below the wall.

Staff noted that significant snow and ice accumulates at this roof from the sloped upper roofs.

### Accessible Doors

The clear width of the existing door openings (exterior and interior doors at the Main Entrance, Golden Club Room door and Arena doors) does not meet the Ontario Building Code (OBC) requirements for barrier free access (minimum 860 mm as per OBC CI.3.8.3.3 (1)). There is also no power hardware at any door.

At the Arena entrance there is an existing pull station and exit sign beside the existing doors. There is no emergency lighting at this entrance.

### Pool

The pools have not been operated since 2006.

The existing pool membrane at the Main Pool has aged.

The pool cover contains significant tears and has faded from sun exposure.

Significant concrete deterioration and vegetation growth was observed at the Kiddie Pool.

Severe delamination, spalling and very wide cracks were observed at the concrete stairs and landing adjacent the pools.

Various equipment is currently disconnected.

### Gymnasium

The existing flooring has aged. Curled edges and a few missing tiles were observed at the stair landing and adjacent the doors leading into the Gymnasium.

The existing fresh air louver does not open when the ventilation system is turned on. There is no local switch to operate the ventilation and exhaust systems.

There was a strong smell of natural gas present near the unit heaters.

### Arena / Curling Rink

The existing ice plant equipment has aged. The equipment is not currently functional and the ammonia has been drained.

Staff noted that the Curling Rink has not been used in many years.

There is currently no ventilation system installed in the Arena change room.

### Golden Club Room

The existing floor has aged. Gaps in the laminated flooring were observed. Water damage was

observed at the exterior east wall.

The existing millwork has aged. Staff noted that there is not enough storage or receptacles available in this room.

### Bowling Alley

The bowling lanes and approaches have aged.

The ball returns and pin setters appear to be functioning well.

Light spalling was observed at the concrete floor slab above the Bowling Alley, adjacent the building column.

### Parking Lot

Severe potholes were observed adjacent the hydro pole. Frost heave was observed in this area.

Ponding water was observed in several locations where localized low spots exist in the gravel surface.

There was no exterior wall lighting on the Parking Lot side of the building. One light standard was observed at the northeast corner of the Parking Lot, along Baker Road. Poor illumination was observed at the Parking Lot.

Staff noted that there is a 5.2 m (17'-0") section of the sanitary pipe that contains a sag. This was identified by camera inspection.



#### **4.0 Geotechnical Investigation**

On June 3, 2022, a geotechnical investigation was undertaken by EXP Services Inc. EXP advanced three boreholes at the existing parking lot, with one borehole taken within the area of the existing frost boils. The boreholes were advanced to a depth of approximately 3.7 m.

During the drilling operations, EXP completed Standard Penetration Tests (SPTs) and obtained soil samples to complete a sieve analysis. The borehole logs are contained within the EXP Geotechnical Investigation report titled "Geotechnical Investigation Proposed Parking Lot Reconstruction Red Rock Recreation Center 39 Brompton Road, Red Rock, ON" dated July 29, 2022 (copy attached in Appendix B).

The existing stratigraphy at the site varied between the parking lot and the frost boil areas. The existing stratigraphy generally consists of the following at the parking lot:

- 0.8 m thick layer of sand and gravel fill (low frost susceptibility), followed by
- 2.9 m thick layer of silt and clay, with frozen soil layers noted at 0.8 m and 1.6 m depths.

However, at the area of the frost boils, the existing stratigraphy generally consists of the following:

- 0.15 m thick layer of silt and sand (high frost susceptibility), followed by
- 2.9 m thick layer of silt and clay, with frozen soil layers noted at 0.8 m and 1.6 m depths.

The groundwater table was encountered at all boreholes and ranged in depth from 2.3 m to 2.9 m.

### **5.0 Designated Substance Survey**

There is a potential for asbestos containing material to be present within the interior finishes at this site. Once the construction work has been confirmed, project specific samples of suspect materials will be collected. The DSS samples will be tested, and results will be provided for review. The results of the DSS testing will be included in the Contract Documents for this project.

The cost for any abatement required to complete the proposed rehabilitation is included as part of the 20% Contingency in the construction cost estimates.

## **6.0 Conclusions and Recommendations**

### Exterior Walls

The exterior façade at the north portion of the Recreation Centre has aged. New steel cladding should be provided complete with metal flashings at the north wall sections to match the existing cladding at the south wall sections.

Prior to cladding the exterior walls, the following repairs should be completed:

- Cracked mortar joints should be re-pointed.
- The existing sealant should be removed, and elastomeric sealant provided at the six vertical joints along the east exterior wall.
- The floor elevation at the Golden Club Room and change room is below grade. The water infiltration in these rooms is likely due to cracks in the foundation wall. The foundation wall at these locations should be excavated, cleaned, cracks epoxy injected, and waterproofing provided.
- Partial concrete removal to the first layer of reinforcing steel, cleaning of reinforcing steel and concrete patch should be completed above the window at the north end of the east wall.
- No remedial repairs are required at the deteriorated parging observed below one window at the east wall.

Ten exterior lights at the Brompton side of the building should be replaced. Five additional lights should be provided to meet illumination requirements.

### Brompton Road Building Entrance

Significant snow and ice accumulation from the upper, sloped roof have damaged the insulation, creating voids in the roofing.

Previous roofing patches indicate that the EDPM membrane has been damaged, likely by falling ice from the Upper Roof.

Staining of the EPDM roofing indicates that there is ponding water at these locations. Ponding water indicates low spots in the roofing assembly due to compressed insulation and/or insufficient slope in the roofing for surface runoff of rainwater.

The existing EPDM roofing is nearing the end of its useful life. The observed deficiencies demonstrate the need for roofing replacement.

Three options to deal with the sliding snow and ice from the Upper Roof are:

- Provide snow guards at the Upper Roof.
- Provide a roofing system with a superior cover board to protect against falling ice.
- Provide rubber walk pads on top of the EDPM membrane along the edge of the Upper Roof to protect against falling ice.

Snow guards at the Upper Roof is the most expensive option because modifications to the Upper Roof would be required. Additional detailed design would be required to evaluate the existing roof structure for the additional snow load and to design a snow guard system.

Including a superior cover board product or providing rubber walk pads above the roofing system are more cost-effective solutions.

The compressed bottom flutes of the metal deck were likely compressed during construction. The metal deck appears to be functioning well. No deformation of the roof structure was observed. Therefore, no remedial repair is required.

The base of the structural steel post at the canopy should be cut and spliced with a new section c/w base plate anchored to the existing concrete foundation. The underside of the concrete slab should be backfilled, and grout pumped below to fill the void. Temporary shoring of the post and/or roof would be required to complete this work.

The corner canopy post should be cleaned and painted to prevent further section loss.

The concrete topping at the entrance slab should be removed and replaced.

The corrosion at the steel canopy post and erosion above/below the slab is due to the existing drain pipe in this location. A drain extension should be provided to discharge water away from the building.

The timber stud wall at the north side of the canopy is not load bearing. This wall should be demolished. A new wall or partial wall should be constructed of preservative treated wood or other resilient material. Concrete repairs should be completed when the concrete topping is removed at the slab.

#### Accessible Doors

The doors should be replaced with a widened, power accessible doors meeting OBC Barrier Free requirements.

The existing glazing panels at the Main Entrance and entrance to the Arena will need to be modified for the widened doors.

The existing pull station and exit sign will need to be relocated at the new Arena doors. New Emergency Lighting on the Arena side should also be provided.

New lintels will be provided for the widened door openings, as required.

### Pool

The pool membrane and cover should be replaced.

A new lifeguard chair should be provided.

Given the advanced deterioration and poor condition of the Kiddie Pool, rehabilitation is not recommended. An option for decommissioning the pool is to fill it with concrete.

The severe delamination, spalling and very wide cracks at the concrete stairs and landing adjacent the pools should be repaired by partial depth concrete removal and repair.

The mechanical room equipment (heat exchanger, chlorine dosing unit and chemical controller, pumps, skimmers, backflow preventers, filters, piping, jets, eye wash station) trenches to both pools, electrical, and controls should be replaced.

Pressure testing of the existing piping should be completed to verify it is functional and/or determine the extent of damage. All damaged pipes should be replaced.

### Gymnasium

Given the age and size of the existing VCT flooring, it likely contains asbestos. The existing flooring should remain with new flooring placed on top c/w floor markings. New baseboards and modifications at door thresholds would also be required.

The existing heating and ventilation systems should be replaced with a new heat/cool Roof Top Unit complete with duct work, gas piping, electrical and controls. Analysis of the existing roof structure would also be required.

### Arena / Curling Rink

The existing evaporative condenser and headers that service the Arena, and header and brine pump that service the Curling Rink have aged and should be replaced.

It is recommended that CIMCO Refrigeration completed the equipment upgrade since they are familiar with the existing components and to maintain compatibility with the system and controls. CIMCO Refrigeration should also maintain the equipment in future years.

Since the Curling Rink has not been operable in many years, the Township should confirm whether it is practical to upgrade the equipment for this part of the facility.

A new furnace, duct work, venting, electrical and stand-alone thermostat should be provided in the Arena change rooms.

### Golden Club Room

New VCT flooring should be provided in this room.

New millwork including upper cabinets and a sink should be provided. A receptacle at the counter level should be provided.

### Bowling Alley

The existing bowling lanes and approaches require maintenance to preserve the wood finish. New synthetic lane and approach overlay should be provided.

The existing ball returns and pin setters can remain.

An electronic score keeping system with large overhead monitors should be provided to improve the user's experience and provide enhanced graphics/animation opportunities.

If funding is available, replacement of ball returns and pin setter machines, wood gutters, benches, tables, and wall/floor finishes may be considered.

All loose concrete should be removed and the concrete should be patched at the precast slab above the Bowling Alley.

### Parking Lot

The severe potholes and frost heave within the existing frost boil area will continue if not reconstructed.

The existing parking lot should be reconstructed. Based upon our data and EXP's Geotechnical Investigation report, we recommend the new parking lot consist of a compacted granular subbase and asphalt pavement. Approximately 830 mm of soil should be excavated. A non-woven geotextile should be provided between the subgrade and subbase. The recommended new pavement subbase is 600 mm of compacted Granular 'B', and the recommended base layer is 150 mm of compacted Granular 'A'. The recommended asphalt pavement thickness is 80 mm of HL-4 applied in 2 lifts.

The damaged section of sanitary pipe should be replaced during reconstruction of the parking lot.

Excavation and disposal of granular or in-situ material shall be done in accordance with O.Reg. 406-19 – Excess Soil Management. In general, if the excavated material is disposed on Red Rock property, no additional action is required. However, if the excavated material is disposed off Red Rock property, testing will need to be done to determine if contaminants are present. If so, proper disposal at an approved landfill site will be required.

The new Parking Lot should be line painted to delineate parking spots, including all designated accessible spots and "no parking" zones. The existing Parking Lot footprint can accommodate approximately 35 parking spots, including one accessible parking spot.

The number of parking spots does not meet the requirements of the OBC. A larger parking lot footprint can be considered. However, based on discussions with staff, overflow parking is available at the gravel areas, north and south of the parking lot.

The surface drainage pattern at the Parking Lot should be maintained to allow all stormwater to drain into the existing ditch along Baker Road and be discharged to the stormwater infrastructure.

Two to four new light standards should be provided around the Parking Lot. New buried wiring in conduits should be provided for these light standards.

## **7.0 Estimated Construction Costs**

The estimated construction cost for the recommended upgrades is as follows:

<b>Item No.</b>	<b>Description</b>	<b>Total Amount</b>
<b>A</b>	<b>Exterior Walls</b>	
1	Exterior wall repairs and foundation waterproofing	\$ 30,000.00
2	Exterior wall insulation and siding	\$ 225,000.00
3	Exterior light replacement	\$ 17,500.00
<b>Exterior Walls Subtotal</b>		<b>\$ 272,500.00</b>
<b>B</b>	<b>Brompton Road Building Entrance</b>	
4	Canopy structure repairs	\$ 5,000.00
5	Entrance slab repairs	\$ 4,000.00
6	Roofing replacement	\$ 40,000.00
7	Snow guards at Upper Roof (including additional engineering fees)	\$ 25,000.00
<b>Brompton Road Building Entrance Subtotal</b>		<b>\$ 74,000.00</b>
<b>C</b>	<b>Accessible Doors</b>	
8	Exterior door replacement (1 door)	\$ 23,000.00
9	Interior door replacement (lobby)	\$ 18,000.00
10	Interior door replacement (3 doors)	\$ 54,000.00
11	Emergency light	\$ 3,500.00
<b>Accessible Doors Subtotal</b>		<b>\$ 98,500.00</b>
<b>D</b>	<b>Pool</b>	
12	Floor membrane replacement c/w markings and lane defining strips	\$ 55,000.00
13	Lifeguard chair	\$ 2,000.00
14	Manual pool cover	\$ 10,000.00
15	Mechanical room equipment replacement (heat exchanger, chlorine dosing unit, chemical controller, pumps, skimmers, backflow preventers, filters, piping, jets, eye wash station), trenches to both pools, electrical, and controls	\$ 400,000.00
16	Concrete repairs	\$ 8,000.00
17	Infill Kiddie Pool	\$ 75,000.00
<b>Pool Subtotal</b>		<b>\$ 550,000.00</b>



E	Gymnasium	
18	Floor replacement	\$ 95,000.00
19	Ventilation system replacement (new rooftop unit c/w ductwork, gas piping, electrical, and controls)	\$ 100,000.00
<b>Gymnasium Subtotal</b>		<b>\$ 195,000.00</b>
F	Arena / Curling Rink	
20	Arena evaporative condenser replacement	\$ 190,000.00
21	Arena headers replacement	\$ 150,000.00
21	Curling Rink header replacement	\$ 80,000.00
23	Curling Rink brine pump replacement	\$ 18,000.00
24	Furnace, ductwork, heater replacement in change room	\$ 25,000.00
<b>Arena Subtotal</b>		<b>\$ 463,000.00</b>
G	Golden Club Room	
25	Flooring replacement	\$ 15,000.00
26	Millwork replacement	\$ 7,000.00
27	New receptacle above counter	\$ 1,000.00
<b>Golden Club Room Subtotal</b>		<b>\$ 23,000.00</b>
H	Bowling Alley	
28	Lane and approach synthetic overlay	\$ 75,000.00
29	Automatic scoring system	\$105,000.00
30	Concrete repairs	\$ 10,000.00
<b>Bowling Alley Subtotal</b>		<b>\$ 190,000.00</b>
I	Parking Lot	
31	Excavation	\$ 25,000.00
32	Granular 'B'	\$ 15,000.00
33	Granular 'A'	\$ 40,000.00
34	HL4 Asphalt	\$ 50,000.00
35	Light Standards	\$ 5,000.00
36	Sanitary Pipe Replacement	\$ 5,000.00
<b>Parking Lot Subtotal</b>		<b>\$ 140,000.00</b>
<b>Subtotal</b>		<b>\$ 2,006,000.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$ 401,200.00
Contingency (20%)		\$ 401,200.00
<b>Total Construction Cost Estimate (Excl. HST)</b>		<b>\$ 2,808,400.00</b>

The total construction cost estimate is more than the approved funding amount of \$ 1,975,124.00 + HST. Additional funding will be required to complete all of the proposed construction work.

The Township should review all proposed works and decide which areas of the Recreation Centre are priorities for the current user's needs. Public consultation can also be considered through a presentation style Open House for the local community.

The construction associated with the Exterior Walls, Brompton Road Building Entrance, Accessible Doors, and Parking Lot should be included with the final rehabilitation program because of the observed deterioration and accessibility issues. The total construction cost estimate for the Exterior Walls, Brompton Road Building Entrance, Accessible Doors, and Parking Lot upgrades, including bonds, insurance, mob/demob and contingency, is **\$ 819,000.00 + HST**. The remaining **\$ 1,156,124.00 + HST** would be available for construction items deemed priority by the Township and/or community.

# ICIP COVID Resiliency - Red Rock Recreation Centre Roof Project

Design Brief Construction Estimates

Description		Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	16,400.00
	Signage	\$	1,000.00
	<b>Miscellaneous Subtotal</b>	<b>\$</b>	<b>17,400.00</b>
<b>Roof Sections</b>			
Roof 2	1700 ft <sup>2</sup> - main hallway and changerooms by curling rink	\$	85,000.00
Roof 3	450 ft <sup>2</sup> - ice plant roof	\$	22,500.00
Roof 4	400 ft <sup>2</sup> - over washrooms in curling rink	\$	20,000.00
Roof 5	300 ft <sup>2</sup> - changroom by curling rink	\$	15,000.00
Roof 6	250 ft <sup>2</sup> - over hallway	\$	12,500.00
	<b>Exterior Walls Subtotal</b>	<b>\$</b>	<b>155,000.00</b>
<b>Subtotal</b>		<b>\$</b>	<b>172,400.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$	31,000.00
Contingency (20%)		\$	31,000.00
<b>Total Construction Cost Estimate (Excl HST)</b>		<b>\$</b>	<b>234,400.00</b>
<b>Total Original Project Cost - eligible expenses</b>		\$	100,000.00
<b>Difference to original budget</b>		<b>-\$</b>	<b>134,400.00</b>
Funded up to \$100,000.00		\$	100,000.00
Municipal Portion (not inc. HST)		\$	134,400.00
		HST \$	30,472.00
Non refunded portion of HST	\$	4,125.44	
Refunded Portion of HST	\$	26,346.56	
<b>Total Municipal Portion after HST refund</b>		<b>\$</b>	<b>138,525.44</b>

# ICIP COVID Resiliency - Red Rock Recreation Centre Roof Project

Design Brief Construction Estimates

Description		Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	16,400.00
	Signage	\$	1,000.00
	<b>Miscellaneous Subtotal</b>	<b>\$</b>	<b>17,400.00</b>
<b>Roof Sections</b>			
Roof 2	1700 ft <sup>2</sup> - main hallway and changerooms by curling rink	\$	85,000.00
Roof 3	450 ft <sup>2</sup> - ice plant roof	\$	22,500.00
Roof 4	400 ft <sup>2</sup> - over washrooms in curling rink	\$	20,000.00
Roof 5	300 ft <sup>2</sup> - changroom by curling rink	\$	15,000.00
Roof 6	250 ft <sup>2</sup> - over hallway	\$	12,500.00
	<b>Exterior Walls Subtotal</b>	<b>\$</b>	<b>85,000.00</b>
<b>Subtotal</b>		<b>\$</b>	<b>102,400.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$	17,000.00
Contingency (20%)		\$	17,000.00
<b>Total Construction Cost Estimate (Excl HST)</b>		<b>\$</b>	<b>136,400.00</b>
<b>Total Original Project Cost - eligible expenses</b>		<b>\$</b>	<b>100,000.00</b>
<b>Difference to original budget</b>		<b>-\$</b>	<b>36,400.00</b>
Funded up to \$100,000.00		\$	100,000.00
Municipal Portion (not inc. HST)		\$	36,400.00
		HST \$	17,732.00
Non refunded portion of HST \$		2,400.64	
Refunded Portion of HST \$		15,331.36	
<b>Total Municipal Portion after HST refund</b>		<b>\$</b>	<b>38,800.64</b>

Provisionary

# ICIP COVID Resiliency - Red Rock Recreation Centre Roof Project

Design Brief Construction Estimates

Description		Eligible Cost	
<b>Miscellaneous</b>			
	Engineering/Consulting	\$	16,400.00
	Signage	\$	1,000.00
	<b>Miscellaneous Subtotal</b>	<b>\$</b>	<b>17,400.00</b>
<b>Roof Sections</b>			
Roof 2	1700 ft <sup>2</sup> - main hallway and changerooms by curling rink	\$	85,000.00
Roof 3	450 ft <sup>2</sup> - ice plant roof	\$	22,500.00
Roof 4	400 ft <sup>2</sup> - over washrooms in curling rink	\$	20,000.00
Roof 5	300 ft <sup>2</sup> - changroom by curling rink	\$	15,000.00
Roof 6	250 ft <sup>2</sup> - over hallway	\$	12,500.00
	<b>Exterior Walls Subtotal</b>	<b>\$</b>	<b>105,000.00</b>
<b>Subtotal</b>		<b>\$</b>	<b>122,400.00</b>
Bonds, Insurance, Mob, Demob (20%)		\$	21,000.00
Contingency (20%)		\$	21,000.00
<b>Total Construction Cost Estimate (Excl HST)</b>		<b>\$</b>	<b>164,400.00</b>
<b>Total Original Project Cost - eligible expenses</b>		<b>\$</b>	<b>100,000.00</b>
<b>Difference to original budget</b>		<b>-\$</b>	<b>64,400.00</b>
Funded up to \$100,000.00		<b>\$</b>	<b>100,000.00</b>
Municipal Portion (not inc. HST)		\$	64,400.00
		HST \$	21,372.00
Non refunded portion of HST \$		2,893.44	
Refunded Portion of HST \$		18,478.56	
<b>Total Municipal Portion after HST refund</b>		<b>\$</b>	<b>67,293.44</b>



# **DESIGN BRIEF**

**RECREATION CENTRE ROOF UPGRADES**

**FOR THE**

**TOWNSHIP OF RED ROCK**



**Ref. No. JML2022014**

**November 2022**

## **1.0 Introduction**

JML Engineering has been retained by the Township of Red Rock to provide consulting engineering services for the detailed design, tender, site inspections, and contract administration for the roof upgrades at the Recreation Centre, located at 39 Brompton Road in Red Rock, Ontario.

The purpose of this Design Brief is to provide a review of current conditions, develop design criteria, and provide a cost-effective recommendation for the roofing replacement at five roof sections.

On May 19, 2022, Natalie Scalese, M.Eng., P.Eng. and Lucas Sandberg from JML Engineering visited the site. The roof areas were accessed using an extension ladder. Site measurements and general arrangement photographs were taken (see Appendix A).

Original construction drawings and various roof rehabilitation drawings were provided by the Township of Red Rock. A marked-up drawing of the Recreation Centre Roof Plan, (KGS Group Drawing 09-1060-01 B01 titled “Roof Plan” dated September 2009), is included in Appendix B for reference.

## **2.0 Description**

The Recreation Centre is a multi-storey building, comprised of an arena, curling rink, bowling alley, gymnasium, recreation area, meeting rooms, offices, kitchen, lounge, washrooms, mechanical/electrical/equipment rooms, and an exterior pool area.

There are multiple roof levels at the Recreation Centre. Sloped roofs exist over the arena, curling rink and recreation areas, and flat roofs exist over the lounge, ice machine room, offices, and entrance canopies.

The roofing over the sloped roofs was replaced in 2009. The roofing over the flat roofs is of unknown age.

The proposed roofing replacement is for five flat roof sections noted as Roof Nos. 2 thru 6 on the marked-up drawing of the Recreation Centre Roof Plan (see Appendix B).

Based on the information contained within the available roof drawings, the various roof types at Roof Nos. 2 thru 6 are as follows:

<b>Roof Name</b>	<b>Roof Type</b>	<b>Area (ft<sup>2</sup>)</b>
Roof No. 2	R-1	1,700
Roof No. 3	R-1	450
Roof No. 4	R-2	400
Roof No. 5	R-1	300
Roof No.6	R-3	250

Roof Type R-1 consists of the following:

- 60 mil ethylene propylene diene monomer (EPDM) membrane,
- 13 mm thick fiber board,
- 38 mm polyisocyanurate insulation,
- 2 ply asphalt vapour barrier,
- 25 mm thick rigid insulation,
- metal deck.

Roof Type R-2 consists of the following:

- gravel ballast,
- fiber protection mat,
- 60 mil ethylene propylene diene monomer (EPDM) membrane,
- 13 mm thick fiber board,
- 38 mm polyisocyanurate insulation,



- 2 ply asphalt vapour barrier,
- 25 mm thick rigid insulation,
- metal deck.

Roof Type R-3 consists of the following:

- 2-ply modified bitumen membrane,
- Unknown thickness of insulation,
- vapour barrier,
- wood deck.

Roof cut tests will be taken at Roof Nos. 2 thru 6 to verify the construction details shown on the original and rehabilitation roof drawings.

The existing roofing assembly at Roof Nos. 2 and 3 is sloped to interior roof drains, with Roof No.6 draining onto Roof No. 2. Roof No. 4 drains onto Roof No. 5, which is sloped towards two scuppers along the exterior building wall.

There are parapet walls at the perimeter of each roof section which are covered with pre-finished metal flashing. Some parapet walls are clad with pre-finished metal cladding which matches the existing wall cladding.

### **3.0 Observations**

Vegetation and moss growth was observed along the west edge of Roof No. 2. Concrete pavers were observed in this area which appear to collect water.

The drain cover was missing at the roof drain on Roof No. 2.

An obsolete pipe vent was observed at Roof No. 2.

Ponding water was observed at Roof No. 3 at two locations; south of the mechanical equipment and adjacent the roof drain.

The ballast at Roof No. 4 appeared to have shifted as some fibre protection mat was exposed.

Staining of the EPDM roofing was observed at several locations at Roof Nos. 2 and 5.

Previous EPDM roofing patches were observed throughout Roof Nos. 2,3, and 5.

The modified bitumen membrane at Roof No. 6 is showing its age with wear and missing granules observed throughout.

The height of the parapets at the perimeter of Roof Nos. 2 thru 5 were lower than the industry standard of 150 – 200 mm.

#### **4.0 Designated Substance Survey**

There is a potential for asbestos containing material to be present within the roofing assembly. There is also the potential for the roofing materials to contain 'pitch'. Samples of suspect roofing materials will be collected when roof cut tests are taken.

The DSS samples will be tested, and results will be provided for review. The results of the DSS testing will be included in the Contract Documents for this project.

The cost for any abatement required to complete the proposed roofing upgrades would be covered as part of the 20% Contingency in the construction cost estimates.

## **5.0 Conclusions and Recommendations**

The vegetation observed on Roof No. 2 indicates that this is a low spot on the roof where standing water/moisture is present.

The concrete pavers on Roof No. 2 prevent free drainage of water because they sit directly upon the roofing and not on spacers.

The missing drain cover at Roof No. 2 should be replaced, to prevent debris and rodents from entering the drain pipe.

Obsolete pipe vents at Roof No. 2 should be capped.

Staining of the EPDM roofing indicates that there is ponding water at these locations. Ponding water indicates low spots in the roofing assembly due to compressed insulation and/or insufficient slope in the roofing for surface runoff of rainwater.

The existing EPDM roofing is nearing the end of its useful life. The observed deficiencies demonstrate the need for roofing replacement.

The wear and missing granules observed at the Roof No. 6 modified bitumen roofing indicate that it is nearing the end of its useful life.

The existing roofing assembly at each roof section should be removed down to the existing metal/wood deck.

Three options for roofing membranes are to be considered:

- Fully adhered Ethylene Propylene Diene Monomer (EPDM) roofing membrane
- Modified-Bitumen (Mod-Bit) roofing membrane
- Thermoplastic Polyolefin (TPO) roofing membrane

A cost comparison for each roofing type is as follows:

Membrane Type	Cost / ft <sup>2</sup>
Ethylene Propylene Diene Monomer (EPDM)	\$ 50.00
Modified-Bitumen (Mod-Bit)	\$ 58.00
Thermoplastic Polyolefin (TPO)	\$ 55.00

Given the current roofing trends and cost-effectiveness, it is recommended that a new roof assembly with fully adhered EPDM membrane roof be installed at this location.

The recommended new roofing system at all five roofs should consist of a vapour barrier, R-40 rigid insulation (average), and a fully adhered EPDM roofing membrane. The existing parapets will need to be raised to accommodate the additional insulation.

This new roofing system will come with a minimum 20-year manufacturer's material and performance warranty. By replacing the roofing, it would be reasonable to expect 30-35 years of relatively trouble-free roof service, with regular maintenance.

This proposed roofing system meets the current building code requirements for roofing systems in Ontario.

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

---

**Date:** December 19<sup>th</sup>, 2022  
**To:** Mayor and Council  
**Subject:** CAO/Activity/Report  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

---

**BACKGROUND:**

**December 6<sup>th</sup>, 2022 – December 19<sup>th</sup>, 2022**

**DISCUSSION:**

**This report is for information only and provides Council with an update on the activities within the office of the CAO/Clerk/Treasurer.**

**Please feel free to ask any questions that you may have and reach out at any time.**

**SUMMARY OF ACTIVITY:**

**Verbal update can be provided and questions will be addressed at this time.**

- \*Day to Day Operations- General Discussions / Stakeholders**
- \*Bi-Weekly Internal Staff / Team Meetings / Discussions**
- \*Attended CEMC Compliance table top exercise in Nipigon**
- \*Meetings – Infrastructure Projects – Water / Sewer / Recreation Centre**
- \*Meetings with Federal & Provincial Government – Waste Water Facility**
- \*Council Training & Orientation Session – 2022-12-10**

**This is a summary of some of the activity within Administration & the Office of the CAO/Clerk/Treasurer. We continue to build and grow as a Team and as a Community that is striving to move forward. This is our major focus and ultimately part of our overall vision for Red Rock both now and in the future.**

---

**MONITORING SITUATIONS:**

**\*Continue to set internal policies and procedures based on overall best practice within the Municipal Act.**

**DIRECTION / DISCUSSION / UPDATES:**

**Verbal update will be provided**

**\*Training and Orientation Dates – Council – UPDATE**

**\*2022 Annual Emergency Table Top Exercise – 2022/12/08 – Nipigon – UPDATE**

**\*Starting the Process of Budget 2023 – UPDATE**

**\*2023 NOMA Annual Conference & AGM – April 26<sup>th</sup>-28<sup>th</sup>, 2023 – UPDATE**

**Have a wonderful Holiday Season !**

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

---

**Date:** December 19<sup>th</sup>, 2022  
**To:** Mayor and Council  
**Subject:** Council Appointments  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

---

**RECOMMENDATION:**

**That Council approve the following appointments for Council;**

<b>Administration/Finance:</b>	<b>Mayor Robinson</b>
<b>Public Works:</b>	<b>Mayor Robinson</b>
<b>Fire Department:</b>	<b>Councillor Smith</b>
<b>Beautification Committee:</b>	<b>Mayor Robinson</b>
<b>Deputy Mayor:</b>	<b>Councillor Muir</b>

**DISCUSSION:**

**A verbal update if required from the CAO.**

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

---

**Date:** December 19<sup>th</sup>, 2022  
**To:** Mayor and Council  
**Subject:** Council Meeting Holiday Schedule  
**Submitted by:** Mark Figliomeni – CAO/Clerk

---

**RECOMMENDATION:**

**That the Council of the Township of Red Rock cancel the regularly scheduled Council meeting on January 2<sup>nd</sup>, 2023 and that only One (1) Council meeting in the month of January 2023 is held on the next scheduled date of January 16<sup>th</sup>, 2023.**

**DISCUSSION:**

**Verbal Discussion**

**ATTACHMENTS:**

**None**

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

---

**Date:** December 19<sup>th</sup>, 2022  
**To:** Mayor and Council  
**Subject:** National Wall of Remembrance  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

---

**RECOMMENDATION:**

**That the Township of Red Rock share an advertisement with the Legion as per past practice.**

**DISCUSSION:**

**The Legion has agreed to the cost of sharing the 1/8 Page advertisement at a value of \$399.00.**

**Verbal update from the CAO – If required**

**ATTACHMENTS:**

(2)

**Mr. Mark Figliomeni**

RED ROCK COMMUNITY ECONOMICAL DEV. OFFICE  
42 SALLS  
RED ROCK ON P0T 2P0

**T**he National Wall of Remembrance Association (NWORA), is pleased to announce the launch of *Remembrance Digital Yearbook*. We would like to thank you for your past support of our Association. A copy of your advertisement, as it appears in the publication, is on the reverse side for your records.

Your generous support, through advertising, has helped aid NWORA in the work it does for our veterans, our communities and our great country.

Benefits of the NWORA *Remembrance Digital Yearbook* include:

- an environmentally friendly means of communicating with our members and supporters;
- access the publication on your internet enabled smart phone or tablet;
- the ability to share on twitter and facebook or social bookmark;
- print pages on demand;
- zoom pages for comfortable reading;
- interactive format enabling individuals to email articles and view video;
- navigate by page view;
- links to sponsors web pages (1/4 page and up advertisements);
- search within the publication.

**TO VIEW NWORA *REMEMBRANCE VOL.8* - PLEASE:**

1. Log on to: [www.worassociation.ca/remembrance-souvenir](http://www.worassociation.ca/remembrance-souvenir)
2. Enter your city name and select it from the dropdown menu.
3. Enter 'Authorization ID': CM10

*Our fallen heroes have done their part: Now Canada – Let's Do Ours.*





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Association

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Township of Red Rock  
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GROUNDED IN SERVICE.**



In Kandahar fields the poppies grow  
Between the crosses, row on row  
That mark our place: and in the sky  
The birds still bravely sing, fly  
Scarce heard amid the guns below.



With help from our supporters, the National Wall of Remembrance Project is working to pay tribute to every man and woman who fell while serving and protecting our country.

Located in Kingston, ON, this monument recognizes Canada's fallen soldiers from the War of 1812 through Afghanistan.

The physical monument is complemented by a virtual component, so loved ones can pay tribute from anywhere in the world.

Both come together to create a single place of remembrance for both the living and the dead, a unique collaborative project by veterans and other proud Canadians.

Your support of Remembrance Magazine allows this project to continue growing, so we can reach our goal of creating a place where families, friends & the general public can come to visit, honour and remember.



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We are the Dead. Short days ago  
we lived, felt dawn, saw sunset glow,  
loved, and were loved, and now we lie  
In Heroes' Fields.



# THANK YOU FOR YOUR INTEREST IN THE NATIONAL WALL OF REMEMBRANCE PROJECT

**JOIN MORE THAN  
2.5 MILLION CANADIANS**  
WHO VISIT OUR WEBSITE EVERY YEAR  
TO HONOUR & REMEMBER THEIR LOVED ONES.

*Canadian* **FALLEN**.ca

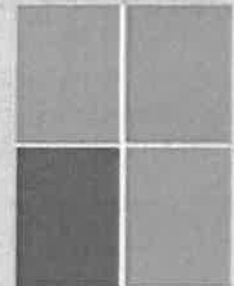
National Wall of Remembrance Association

610-120 Barrett Court.  
Kingston, ON K7L 5H6  
Telephone: 1-877-554-2622  
Email: [info@worassociation.ca](mailto:info@worassociation.ca)  
[www.worassociation.ca](http://www.worassociation.ca)

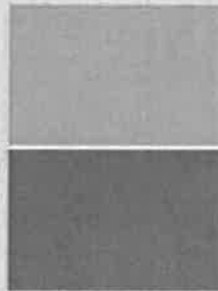
## ADVERTISEMENT SIZES



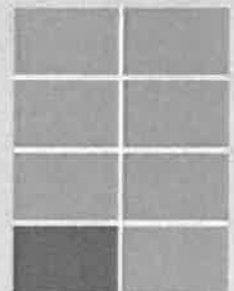
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**QUARTER PAGE AD**  
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**HALF PAGE AD**  
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**EIGHTH PAGE AD**  
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**The Corporation of the Township of Red Rock  
Administrative Report**

---

**Date:** December 19<sup>th</sup>, 2022  
**To:** Mayor and Council  
**Subject:** Sales Agreement – 2015 410L John Deere Backhoe  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

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**RECOMMENDATION:**

The Council approve the purchase of a 2015 410L John Deere Backhoe from Brandt Equipment in the amount of \$111,870.00 inclusive of HST and trade in value of our current 2008 unit.

**DISCUSSION:**

Verbal discussion from the CAO

**ATTACHMENTS:**

(2)

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MachineFinder.com







# Sales Agreement

<b>SOLD TO:</b> TOWNSHIP OF RED ROCK	<b>Order Date:</b> 12/09/2022
Customer Full Legal Name 42 SALLS ST	MM/DD/YYYY
Address RED ROCK / ON / P0T2P0	<b>Customer P.O.:</b>
City / Province / Postal Code	<b>Est. Shipping Date:</b> MM/DD/YYYY

**PAYMENT TERMS:**  Cash     Net 30 days     Special (See attached Retail Instalment Schedule for payment terms)

**SHIPPING INSTRUCTIONS:**

- Brandt Paid Carrier (Specify Type) \_\_\_\_\_
- Customer Paid Carrier (Specify Type) \_\_\_\_\_
- Customer Pick-up \_\_\_\_\_

**SHIP TO:**  
THUNDER BAY / RED ROCK PUBLIC W

**GOODS PURCHASED:**



THE CUSTOMER HEREBY ORDERS THE GOODS DESCRIBED BELOW FROM BRANDT. THE CASH PRICE SHOWN BELOW IS SUBJECT TO BRANDT RECEIVING THE GOODS FROM THE MANUFACTURER OR SUPPLIER PRIOR TO ANY CHANGE IN PRICE BY THE MANUFACTURER OR SUPPLIER AND TO ANY NEW OR INCREASED TAXES IMPOSED ON THE SALE OF THE GOODS AFTER THE DATE OF THIS CONTRACT.

QTY	GOODS (give model and description)	Serial Number	Cash Price
1	2015 410L LOADER BACKHOE	1T0410LXJFF283531	\$ 114,000.00
	AS ADVERTISED		
	FREIGHT TO THUNDER BAY FOR CHECK OVER		
	FREIGHT TO RED ROCK PUBLIC WORKS		
<b>WARRANTY:</b> Unless otherwise noted on this Contract, all used Goods shall be sold on an "as-is, where-is" basis with no warranty except as provided by the manufacturer, if any.		Total Cash Price	\$ 114,000.00
		GST/HST # 899544779	\$ 14,820.00
		<b>1. Total Sale Price</b>	<b>\$ 128,820.00</b>

**TRADE IN:**

THE CUSTOMER HEREBY OFFERS TO SELL, TRANSFER AND CONVEY THE FOLLOWING ITEM(S) TO BRANDT PRIOR TO, OR AT THE TIME OF DELIVERY OF THE ABOVE GOODS AS A "TRADE-IN" TO BE APPLIED AGAINST THE CASH PRICE. THE CUSTOMER REPRESENTS THAT THE "TRADE-IN" WILL BE FREE AND CLEAR OF ALL SECURITY INTERESTS, LIENS AND ENCUMBRANCES AT THE TIME OF CONVEYANCE TO BRANDT.

QTY	GOODS (give model and description)	Serial Number	Cash Price
1	2008 310SJ LOADER BACKHOE	T0310SJ157112	\$ 15,000.00
		**PENDING COUNCIL APPROVAL**	
Less amounts owing to:			
<p>All sales are subject to Brandt's approval and the terms and conditions on Page 2 of this Contract. The Customer was given sufficient time to read, to ask for explanations and clarifications as to the terms and conditions of this Contract and the Customer declares that it understands and is satisfied with all of the Provisions of this Contract. All goods remain the property of Brandt Tractor Ltd. until fully paid for.</p>		2 Trade Allowance	\$ 15,000.00
		3 GST/HST Credit on Trade (GST/HST #)	\$ 1,950.00
		4 Balance (1-2-3)	\$ 111,870.00
		5 PST/QST	
		6. Total Due (4+5)	
		7 Cash Received	
		8. Balance Due (6-7)	\$ 111,870.00

 Approved \_\_\_\_\_  
 CUSTOMER'S SIGNATURE Phone Number \_\_\_\_\_ (Authorized Brandt Tractor Ltd signature)  
 Name (if a company) or name of authorized person \_\_\_\_\_ Date Approved 12/09/2022 Salesman #459 STEVEN FERGUSSON  


# THE CORPORATION OF THE TOWNSHIP OF RED ROCK

## BY-LAW 2022-1305

### BEING A BY-LAW TO FORMULATE AN EMERGENCY MANAGEMENT PROGRAM (Amended)

**WHEREAS** the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended;

**AND WHEREAS** Section 2.1(1) of the Act requires that every municipality shall develop and implement an Emergency Management Program and the Council of the municipality shall, by by-law, adopt the Emergency Management Program;

**AND WHEREAS** Section 3(1) of the Act requires that every municipality shall formulate an Emergency Response Plan, outlining the provision of necessary services during an emergency, the procedures related thereto, and the manner in which employees of the municipality and other persons will respond to the emergency, and the Council of the municipality shall by by-law adopt the Emergency Response Plan;

**AND WHEREAS** Section 4(1) of the Act makes provision for the Head of Council of a municipality to declare that an emergency exists in the municipality, or any part thereof, and may take such action and make such orders as he or she considers necessary, and are not contrary to law, to implement the Emergency Response Plan of the municipality in order to protect the property, health, safety and welfare of the inhabitants of the emergency area;

**AND WHEREAS** Section 9(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council under this Act during the absence of the Head of Council or during his or her inability to act.

**NOW THEREFORE,** the Council of the Corporation of the Township of Red Rock ENACTS AS FOLLOWS:

- 1) That Council approve the development, implementation, maintenance, testing and review of an Emergency Management Program in accordance with the standards published by the Office of the Fire Marshal and Emergency Management, and such program shall include:
  - a) An Emergency Response Plan;
  - b) The Emergency Management Program Committee and the Emergency Management Control Group shall be chaired by the Community Emergency

Management Coordinator (CEMC), and shall include the Chief Administrative Officer (CAO), Public Works Superintendent and the Fire Chief.

- c) Where an emergency has been declared, alternates may be appointed by the Mayor, CEMC or CAO depending on the availability of personnel.
  - d) Training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary services and procedures to be followed;
  - e) Ongoing public education on the risks to public safety with an emphasis on emergency preparedness;
  - f) The completion of a Hazardous Identification Risk Assessment (HIRA) and an annual review thereof;
  - g) Completion of a Critical Infrastructure Listing, noting key infrastructure required to maintain a continuity of operations within the municipality, and an annual review thereof;
  - h) An Emergency Operations Centre, to be used by the municipal emergency control group in an emergency;
  - i) Designation of an Emergency Information Officer (EIO) who shall prepare and disseminate emergency information messages after review from the Mayor. The EIO is the primary media and public contact for the municipality in an emergency. This position shall be filled by the Municipal Secretary.
  - j) Annual review, maintenance and enhancement of the Emergency Management Program and updating of all resource and contact listings;
  - k) Other activities as required by the Office of the Fire Marshal and Emergency Management to meet the requirements of the Act, and any regulations, policies and procedures related thereto.
- 2) That the Emergency Response Plan, attached hereto as Schedule "A" of this By-Law, is hereby adopted.
- 3) That where required by law, and for personal privacy and protection, certain personal information and resources identified in the Emergency Response Plan are not to be made public.
- 4) That Council authorizes the Community Emergency Management Coordinator, or his or her alternate, to make administrative changes to the Emergency Response Plan including personnel changes, organizational changes, contact information, phone numbers and other administrative matters.

Read a first and second time

this 19<sup>th</sup> day of December, 2022.

Read a third time and finally passed

this 19<sup>th</sup> day of December, 2022.

---

Mayor

---

Chief Administrative Officer/Clerk

# MUNICIPAL EMERGENCY MANAGEMENT PROGRAM:

## EMERGENCY RESPONSE PLAN



The Corporation of the Township of Red Rock



## **FOREWORD**

Emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or roads departments, etc.

The *Emergency Management and Civil Protection Act* is the authority for the by-law formulating this municipal emergency response plan. This plan prescribes procedures for and the manner in which municipal employees and other persons will respond to an emergency.

The *Emergency Management and Civil Protection Act* states "The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the Municipal Emergency Control Group (MECG), if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency.

All members of Council, MECG, and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

In addition to this Emergency Plan, each responding department/agency may also have its own emergency plan or standard operating procedures, call-out and resource list.

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## Table of Contents

ABBREVIATIONS .....	5
AIM .....	6
AUTHORITY.....	7
COMMUNITY SUMMARY.....	8
EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) .....	9
ANNUAL REVIEW AND MAINTENANCE .....	10
ANNUAL PRACTICE EXERCISES .....	11
COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC).....	12
MUNICIPAL EMERGENCY CONTROL GROUP (MECG).....	13
IMPLEMENTATION OF PLAN.....	14
ALERTING THE MECG.....	15
MECG DUTIES .....	17
MAYOR'S DUTIES.....	18
PROVINCIAL EOC (PEOC) .....	19
PRIMARY CEMC/CAO/CLERK TASKS .....	20
PUBLIC INFORMATION OFFICER TASKS.....	21
FIRE CHIEF TASKS.....	22
OPP DETACHMENT COMMANDER.....	23
THE SUPERIOR NORTH EMS MANAGER/SUPERVISOR TASKS.....	25
AREA MANAGER OF MCSS / TBDSSAB DUTIES .....	26
THE MEDICAL HEALTH OFFICER DUTIES.....	27
PUBLIC HEALTH NURSE DUTIES .....	27
DIRECTOR OF OPERATIONS/LEAD HAND TASKS .....	28
HOSPITAL ADMINISTRATOR TASKS .....	29
MNR DISTRICT MANAGER TASKS .....	30
BOARDS OF EDUCATION TASKS.....	31
ST. JOHN AMBULANCE CORPS SUPERINTENDENT TASKS .....	32
CANADIAN RED CROSS SOCIETY AREA DIRECTOR TASKS .....	33
SALVATION ARMY TASKS.....	34
COMMUNICATIONS PLAN .....	35
EVACUATION PROCEDURES .....	36
PUBLIC INFORMATION GUIDE – EVACUATION .....	37
PUBLIC INFORMATION GUIDE – DANGEROUS GASES .....	39
PUBLIC INFORMATION GUIDE – SEVERE WEATHER .....	40

---

MAP – SUPPORTING DOCUMENT “A” .....	42
MAP – SUPPORTING DOCUMENT “A” (Townsite) .....	43
HAZARD IDENTIFICATION AND RISK ANALYSIS (HIRA) – SUPPORTING DOCUMENT “B” .....	44
CRITICAL INFRASTRUCTURE – SUPPORTING DOCUMENT “C” .....	46
HYDRO OUTAGE – SUPPORTING DOCUMENT “D” .....	47
TELEPHONE OUTAGE – SUPPORTING DOCUMENT “E” .....	48
REFUELING – SUPPORTING DOCUMENT “F” .....	49
PLAN HOLDERS .....	50
DECLARATION OF EMERGENCY .....	51
TERMINATION OF EMERGENCY.....	52
CEMC ROLES AND RESPONSIBILITIES CHECKLIST .....	53

**APPENDICES – For internal use ONLY (Not for public distribution)**

APPENDIX A – COMMUNITY RECEPTION LOCATION PHONE NUMBERS .....	55
APPENDIX B – MECG CALL OUT LIST & RESOURCE NUMBERS .....	56



## ABBREVIATIONS

CEMC	Community Emergency Management Coordinator
CPR	Canadian Pacific Railway
EIO	Emergency Information Officer
EMCPA	<i>Emergency Management and Civil Protection Act</i>
EMO	Emergency Management Ontario
EMP	Emergency Management Program
EMPC	Emergency Management Program Committee
EMS	Superior North Emergency Medical Service (Superior North EMS)
EOC	Emergency Operations Centre
HIRA	Hazard Identification and Risk Assessment
HOC	Head of Council
MCSS	Ministry of Community and Social Services
MCSCS	Ministry of the Solicitor General
MECG	Municipal Emergency Control Group or Community Control Group
MERP	Municipal Emergency Response Plan
MNR	Ministry of Natural Resources
MTO	Ministry of Transportation
OCWA	Ontario Clean Water Agency
ODSP	Ontario Disability Support Program
OPG	Ontario Power Generation
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Center
TBDHU	Thunder Bay District Health Unit
TBDSSAB	Thunder Bay District Social Services Administration Board
RRFD	Red Rock Fire Department

## AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Red Rock when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Red Rock, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Township of Red Rock emergency response plan reflects an enhanced level approach to Emergency Management as defined by *Emergency Management and Civil Protection Act* and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Community. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Township of Red Rock Emergency Management Program Committee (EMPC).

---

## AUTHORITY

The *Emergency Management and Civil Protection Act, R.S.O. 1990*, Chapter E.9, is the legal authority for this Emergency Response Plan in Ontario.

The *Emergency Management and Civil Protection Act* states that the:

*“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

As enabled by the *Emergency Management and Civil Protection Act*, this Emergency Response Plan and its' elements have been:

- Issued by under the authority of the Township of Red Rock **By-Law No. \_\_\_\_\_**; and
- Filed with the Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services (MCSCS).

### 1. Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

*“An Emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”*

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

### 2. Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Municipal Emergency Response Plan (MERP) as may be required to protect property and the health, safety and welfare of the Township of Red Rock. The EOC may be activated for any emergency for the purposes of managing the emergency by maintaining services to the community and supporting the emergency response.

### 3. Requests for Outside Assistance

The Township of Red Rock may request the assistance of the Province of Ontario at any time by contacting EMO. The request shall NOT be deemed to be a request that the Province assume authority and control of the emergency.

### 4. Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined in the *Emergency Management and Civil Protection Act*, and the release of information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

## COMMUNITY SUMMARY

The Township of Red Rock has a population of approximately 895 and is located on TransCanada Highway 11/17 continuing up to the south end of Highway 628 approximately 113 km East of the City of Thunder Bay and 36 km East of Dorion/Hurkett and 20 km West of Nipigon.

- The Township has a volunteer Fire Service and is policed by the Ontario Provincial Police (OPP).
- Emergency Medical services (land ambulance) are provided by Superior North EMS.
- The CPR's TransCanada railway line traverses Highway 628 dividing the Township's Rural Residential Properties and Residential Properties.
- Red Rock has 911 enhanced service.

The most probable emergencies to affect the Township are listed in the HIRA (Hazard Identification and Risk Analysis) which is attached as Supporting Document "B".

Red Rock's Critical Infrastructure is listed as Supporting Document "C".

Ontario Power Generation (OPG) has an Alexander Generating Station Safety and Emergency Preparedness and Response Plan. A copy of this plan is to be kept in the EOC.

This plan has additional Supporting Documents to deal with a

- Hydro outage (Supporting document "D");
- Telecommunications outage (Supporting Document "E"); and
- A designated Emergency Refueling Site ("Supporting Document "F").

If the evacuation of the population of the municipality were necessary, the primary reception municipality would be the CITY OF THUNDER BAY with the alternate being the Township of Schreiber and the Township of Terrace Bay.

- The evacuation routes are:
  - Highway 11/17 west to Thunder Bay
  - Highway 11/17 east to Schreiber and Terrace Bay

In the event that only the small portion of Red Rock is ordered evacuated, reception centres in the safe areas of the Township of Red Rock and Township of Nipigon will be utilized.

## EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

1. Every municipality shall have an emergency management program committee. *O. Reg. 380/04, s. 11 (1).*

### The Committee

2. The committee shall be composed of:
  - (a) The municipality's CEMCs;
  - (b) A senior municipal official appointed by the council;
  - (c) Such members of the council, as may be appointed by the council;
  - (d) Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
  - (e) Such other persons as may be appointed by the council. *O. Reg. 380/04, s. 11 (2).*
3. The persons appointed under clause (2) (e) may only be,
  - (f) officials or employees of any level of government who are involved in emergency management;
  - (g) representatives of organizations outside government who are involved in emergency management; or
  - (h) persons representing industries that may be involved in emergency management. *O.Reg. 380/04, s. 11 (3).*
4. The council shall appoint one of the members of the committee to be the chair of the committee. *O. Reg. 380/04, s. 11 (4).*
5. The committee shall advise the council on the development and implementation of the municipality's EMP. *O. Reg. 380/04, s. 11 (5).*
6. The Township of Red Rock EMPC is comprised of the
  - Mayor; Chair
  - Chief Administrative Officer/Clerk/CEMC,
  - Fire Chief,
  - Director of Operations,
  - Public Works Leadhand,
  - Accountant/Deputy Clerk

The municipal EMPC's main responsibility is to oversee the development, implementation, and maintenance of the municipal EMP, including the municipal emergency response plan, public education program, training, and exercises. The committee is also accountable for the annual review of the municipality's EMP.

## ANNUAL REVIEW AND MAINTENANCE

Under Section 3. (6) of the *Emergency Management and Civil Protection Act* Every municipality shall review and, if necessary, revise its emergency plan every year. EMCPA 2002, c. 14, s. 5 (3), and

The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. *O. Reg. 380/04, s. 11 (6)*

The Red Rock MERP was updated in 2021. It is essential that it be kept current and viable by following a regular maintenance schedule. The municipality's EMPC shall conduct an annual review of the municipal EMP/MERP. The Committee will insure that all mandatory activities have been conducted, determine any unmet needs, and to outline program activities and initiatives for the coming year. This includes a review of the MERP and also a review of the required annual exercise. The Committee shall make recommendations to the Council for any revision, if necessary, to the EMP or any specific parts of therein.

The responsibility of the Plan being kept up-to-date ultimately rests with the Community Emergency Management Coordinator (CEMC), who may delegate tasks accordingly. The emergency contact information and telephone numbers shall be reviewed on a regular but at a minimum, annual basis.

The notification system will be tested annually. The Plan will be exercised once every year as a minimum requirement. The Municipal Emergency Control Group (MECG) and its support staff will receive training and participate in an exercise once every year as a minimum requirement.

The CEMC in conjunction with the EMPC will determine the schedule under which the maintenance activities will be performed.

The CEMC may make minor administrative changes to the plan and its Appendices on an as required basis. Any major changes to the plan must go back to Council for approval.

## ANNUAL PRACTICE EXERCISES

Under Section 3. (5) of the *EMCPA*, every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.

The Municipal Emergency Control Group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. *O. Reg. 380/04, s. 12 (6)*

The following MERP holders should be invited to any such annual practice exercise as applicable:

- Mayor and Council
- Police Chief
- Superior North EMS Representative
- Ministry of Natural Resources
- Thunder Bay District Health Unit,
- Principals or representatives of local schools:
  - Superior Greenstone District School Board
    - Nip-Rock High School
    - Learning Centre
  - Superior North Catholic District School Board
    - St. Hilary's School

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## COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

(also referred to as "emergency management program co-ordinator")

10. (1) *Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O.Reg. 380/04, s. 10 (1)*
- (2) *The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O.Reg. 380/04, s. 10 (2)*
- (3) *The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O.Reg. 380/04, s. 10 (3)*
- (4) *The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O.Reg. 380/04, s. 10 (4)*

The CEMC is responsible and accountable for coordinating the development and implementation of the municipality's EMP in accordance with the standards set out in the EMCPA and Ontario Regulation 380/04.

### Other roles of the CEMC include:

- Coordinate local EMPs with other municipalities, ministries or other organizations
- Ensure the municipality's annual compliance with the EMCPA and associated regulations
- Serve as the primary contact during actual or impending emergencies as well as for routine communications

Red Rock's CEMC's currently are:

#### Primary CEMC

- Mark Figliomeni, CAO/Clerk/Treasurer

#### Alternate CEMC's

- Samantha Cameron, Deputy Clerk

Form 4-1 is the document that must be completed and submitted by the municipality for each appointed primary and alternate CEMC. It is attached at the end of this plan.



## MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

(casually referred to as the Community Control Group)

Every municipality shall have a municipal emergency control group composed of,

a) such officials or employees of the municipality as may be appointed by the council; and such members of council as may be appointed by the council. All emergency operations shall be directed and controlled by the MECG who will assemble at the Emergency Operations Center (EOC). The MECG shall be comprised of the following persons:



Mayor



Chief Administrative  
Officer/Clerk/C.E.M.C



Fire Chief



Director Of Operations



Public Works Lead Hand



Alternate CEMC  
/Deputy Clerk



Public Information Officer  
/Municipal Secretary

Note: All members of the MECG must be notified when the plan is activated. Not all of the MECG members have to be present for the MECG to function. Additional personnel may be requested to assist the MECG (scribes, administrative assistants, runners etc.)

## IMPLEMENTATION OF PLAN

**ANY MEMBER** of the MECG, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so.

- It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented.
- If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect.
- Once the emergency exists, municipal employees may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the *Act*.

## ALERTING THE MECG

On receipt of instructions from a member of the MECG, the **CAO/CLERK (or designate) will** call out the MECG. All members of the MECG will be called (or their designate if the MECG member cannot be contacted). In the event telephone service is out, the MECG will be notified through the most effective means. Whichever member of the group gives the call-out instruction will decide if this is to be a call-out or standby. Ensure the instructions are explicit.

Instructions will include:

1. This is an emergency call-out. Please attend the **EOC** at \_\_\_\_\_

OR

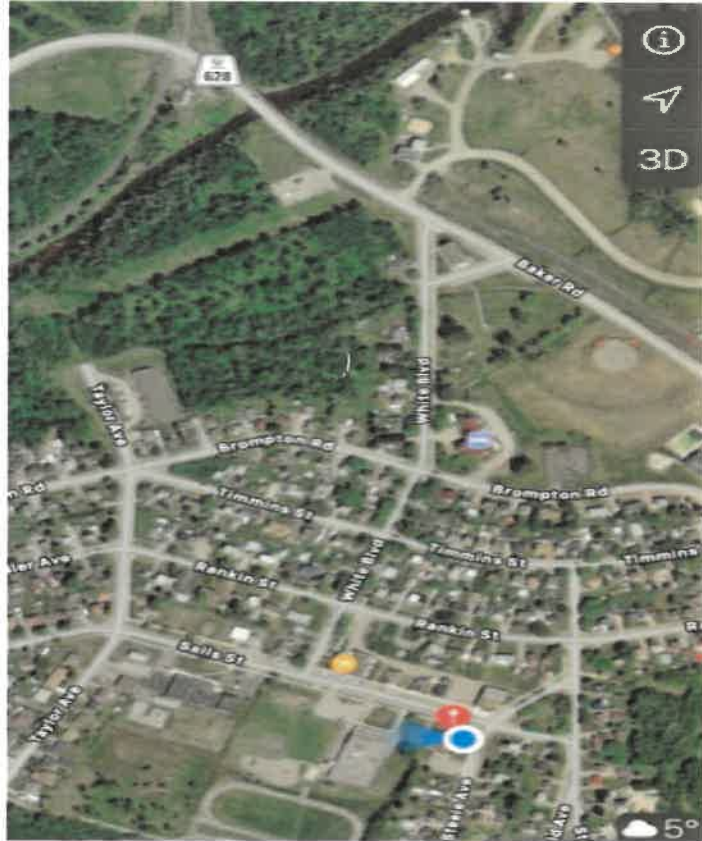
2. This is an emergency standby call only. Please remain by your telephone until further notice (etc.). The standby call may also be made by one of the MECG members who could supply more information.

Should the magnitude of an emergency be so extensive that communications are disrupted, and it is apparent to the MECG members that a disaster has occurred, they are to proceed to the EOC immediately.

- The Primary Emergency Operations Centre is the RED ROCK MUNICIPAL OFFICE (42 Salls St.)
- The Secondary Emergency Operations Centre is the RED ROCK RECREATION CENTRE (39 Brompton Rd.)

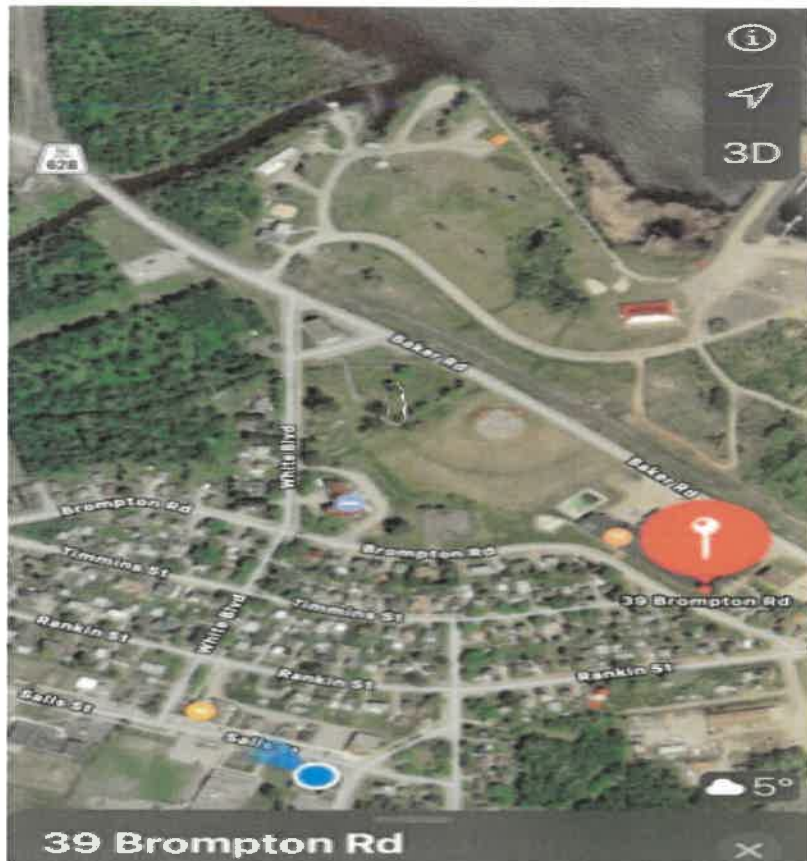
The primary EOC is:

Red Rock Municipal Office  
42 Salls St.  
Red Rock, ON  
(807) 886-2245



The secondary EOC is:

Red Rock Recreation Centre  
39 Brompton Rd.  
Red Rock, ON  
(807) 886-2284



## MECG DUTIES

1. Appoint a site manager
2. Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
3. Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster.
4. Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
5. Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public.
6. Take initiative on any action required which isn't covered in the emergency plan.
7. Share information on the emergency and important action taken by you and your agency with other members of the MECG via a written flip chart type of device and retain the pages for record purposes.
8. The responsibilities of the MECG and these described for individual MECG members and responding agencies will vary depending on the type and magnitude of the event.
9. Be aware that communications usually are the first thing to break down in an emergency. Ensure the MECG communicate well within the group, to/from their department/agency, use maps when applicable or any other means to assist in sharing of information.
10. Members of the MECG will gather at regular intervals of business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CAO/Clerk in consultation with the Mayor and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
11. Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off list" at the termination of the emergency.
12. Individually maintain a log of all action taken.

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## MAYOR'S DUTIES

1. Act as Chair to the MECG
2. Consult with members of the MECG and decide if a state of emergency should be declared.
3. Declare an emergency under the *Emergency Management and Civil Protection Act*, if warranted.
4. Order an evacuation of people in the danger zone from a potentially life-threatening/health situation, if warranted and in consultation with applicable experts in the MECG
5. Ensure EMO has been notified by fax of the declaration of an "Emergency" via the Provincial EOC (PEOC).
6. Approve news and public announcements.
7. Request assistance from neighbouring municipalities for evacuation and reception centers, if applicable.
8. Update Council on the emergency as required.
9. If an "Emergency has been declared, terminate the "emergency" at the end of the situation and ensure PEOC is notified by fax.
10. Assist the CAO/Clerk with the application for and Municipal Disaster Recovery Assistance program funding.
11. Keep a log of all action taken.

**Note:** Under the *Emergency Management and Civil Protection Act*, in a municipality, only the "Head of Council (HOC)" may declare an emergency. If the HOC cannot declare because they cannot be reached or are unable to make the declaration then they will use their Acting HOC.

The head of council or the council of a municipality may at any time declare that an emergency has terminated.

The Premier of Ontario may declare the termination of an emergency.

## PROVINCIAL EOC (PEOC)

Provincial EOC  
Phone: 416-314-0472 or 1-866-314-0472  
Website: [www.ontario.ca/emo](http://www.ontario.ca/emo)  
Email: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca)

To Report Emergencies OR Request Provincial Assistance contact the PEOC Duty Officer (24/7) at:

Telephone: **(416) 314 - 0472 / (416) 314 - 0473**

Toll free: **(1-866) 314 - 0472**

Fax: **(416) 314 - 0474**

If you experience any difficulty in contacting the PEOC Officer call the OPP Duty Officer at:  
**(705) - 329 - 6950**

Other Provincial Emergency Operation Centre Contacts  
(These Numbers are only staffed during activation of the PEOC.)

When PEOC is activated	Phone	Fax
Community Assistance Team	416-314-9140 416-314-9133 416-314-6221	416-314-6220
Amateur Radio Emergency Services (ARES) c/s VA3 EMO	416-314-5506	
Satellite (only active when other means fail)	600-700-1913	
Switchboard	416-314-8822	

### PEOC Levels of Response

Routine Monitoring	Enhanced Monitoring	Activation
PEOC Duty Officer monitors the situation on a 24/7 basis	A PEOC Duty Team (possibly including some provincial/federal representatives will continually assess the developing situation from the Provincial EOC (PEOC). EMO Community Officers(s) may be deployed to the affected community(s) to provide advice and assistance	The PEOC will be operational and appropriately staffed with provincial ministries, federal departments and other organizations, as required, to coordinate a provincial response. The Provincial Emergency Response Team (PERT) comprised of EMO Community Officers and possibly other provincial ministry representatives, will likely be deployed to the affected community(s) to provide advice and assistance.



## **CAO/CLERK/PRIMARY C.E.M.C TASKS**

1. Serve as an advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
2. Ensure that all members of the MECG have been called out.
3. Carry out any necessary administration in connection with the emergency.
4. Maintain liaison with all supporting agencies, as required.
5. Notify the Recreation Secretary if a Reception Centre is to be set up in the Recreation Centre.
6. Arrange for the assistance from volunteers to assist the Thunder Bay District Social Services Administration Board (TBDSSAB) or Ministry of Community and Social Services (MCSS) carry out the welfare function.
7. Notify the CAO/Clerk of a reception municipality of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to another municipality.
8. Conduct "business cycles" in the EOC - refer to "MECG Duties"
9. Apply for any MDRA (Municipal Disaster Recovery Assistance) funding which may be available following the termination of a declared emergency.
10. Update the local names, telephone numbers, etc. electronically for this plan. Ensure hard copies are distributed to local plan holders.
11. Perform the duties of the Thunder Bay Area Emergency Planning Officer/CEMC until he arrives at the EOC
12. Keep and maintain an up-to-date inventory of supplies and equipment required for the EOC with one copy of the inventory in the EOC and ensure the supplies and equipment are always in the EOC
13. Maintain a log of all action taken.

## **PUBLIC INFORMATION OFFICER TASKS**

1. Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on standby for call-out as the case may be;
2. Urge citizens to refrain from using telephones so emergency communications will remain open;
3. Provide information on health hazards as prepared by the Medical Officer of Health;
4. Schedule press conferences on a regular basis;
5. Arrange for media facilities and support near the EOC
6. Provide public relations support to the emergency site.
7. Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences;
8. Set up public education/inquiry lines
9. Maintain a log of all actions taken

## **FIRE CHIEF**

1. Activate the Fire Service's Emergency Call-Out System.
2. Conduct firefighting operations.
3. Direct and/or assist rescue operations.
4. Activate the Fire Mutual Aid System, if required.
5. Appoint an On-Site Fire Coordinator.
6. In the event of a dangerous goods spill,
  - a. Ensure the Ministry of Environment and CANUTEC are contacted for any assistance required.
  - b. Make available to the MECG the applicable portion(s) of the Book entitled "North American Emergency Response Guidebook"
7. Should a CBRN or HUSAR team be required, ensure the "Head of Council" has declared an emergency and then call for the Applicable team via the Provincial EOC.
8. Implement the Telephone Outage Emergency Plan in Supporting Document as required.
9. Keep the MECG updated on the emergency if the Fire Services is involved.
10. Aid in search and rescue of trapped and injured people
11. Advise the MECG when sustained damage to structures exceed safe limits.
12. Maintain a log of all actions taken.

## **OPP DETACHMENT COMMANDER TASKS**

1. Activate the department's emergency alert system.
2. Call out the MEEG.
3. If appropriate, appoint an on-site Police Coordinator.
4. If warranted, set up an on-site command post, either in existing facilities or in a mobile command post.
5. Seal off the emergency area in the event such action is necessary.
6. Control traffic to facilitate the movement of emergency and evacuation vehicles.
7. Conduct the evacuation of buildings and areas ordered by the Mayor.
8. Provide security and prevent looting in emergency or evacuation areas and reception centers.
9. Arrange for additional police assistance, if required.
10. Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the *Coroners Act* and other statutes.
11. Keep the MEEG apprised of the emergency.
12. Implement the "Telephone Outage Emergency Plan" in Supporting Document "E" as required.
13. Maintain a log of all actions taken.

## THE SUPERIOR NORTH EMS MANAGER/SUPERVISOR TASKS

1. Activate the department's emergency alert system and emergency plan.
2. Assume responsibility for triage and evacuation of casualties from the emergency site.
3. Assume responsibilities for additional resources of ambulances, personnel, and communications equipment.
  - a. Call Central Ambulance Communications Centre in Thunder Bay,
    - i. if calling from a telephone service by Bell Canada call 1-800-348-5019 or through the Bell Canada Operator, "O" .
    - ii. if calling from service by Thunder Bay Telephone, dial 9-1-1
4. Ensure an adequate distribution of casualties to the local hospital(s) and to area hospital(s)
5. Provide and co-ordinate all transport requirements for the movement of casualties.
6. Maintain a log of all actions taken.

## **EMO FIELD OFFICER (AMETHYST SECTOR) TASKS**

In the event of a major incident or declared emergency, a Field Officer may be requested to:

1. Respond to the affected municipality;
2. Coordinate the dispatch of provincial resources;
3. Facilitate any requests for provincial assistance from the municipality and;
4. Provide advice or assistance to municipal officials, as needed.
5. Maintain a log of all action taken.

## **AREA MANAGER OF MCSS / TBDSSAB DUTIES**

1. Activate the department's emergency alert system;
2. Alert/call-out the following, as necessary;
  - a. Salvation Army
  - b. Canadian Red Cross
  - c. St. John Ambulance
3. According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the local welfare agency and volunteer groups, for:
  - a. Emergency clothing to provide adequate protection from the elements;
  - b. Emergency lodging to provide adequate temporary accommodation for the homeless;
  - c. Emergency feeding to sustain those without food or adequate food preparation facilities, and in conjunction with the Salvation Army;
  - d. Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
4. Assist the Red Cross in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
5. Maintain a log of all action taken.

## **THE MEDICAL HEALTH OFFICER DUTIES**

1. Activate the Health Unit's emergency alert systems;
2. Coordinate all community health and medical services that may be required and liaise with other essential services;
3. Provide and disseminate public information on any health hazards;
4. Provide advice on public health matters to the Head of Council;
5. Provide for mass immunization, if required;
6. Oversee water quality and advise on an alternate supply of potable water, if required;
7. Provide advice to the Head of Council on the evacuation of buildings and area for health reasons;
8. Notify other agencies and senior levels of government about health-related matters;
9. Maintain a log of all action taken.

## **PUBLIC HEALTH NURSE DUTIES**

1. Occupy the position of the Medical Officer of Health in the EOC until the Health Officer arrives;
2. Perform duties as per the Health Unit's emergency plans after the Medical Officer of Health arrives;
3. Keep the Medical Officer of Health informed at regular intervals of all activities and the MCEG if the Medical Officer of Health is not in the EOC
4. Ensure a drugstore stays open, (within reason), during an emergency;
5. Maintain a log of all action taken.



## **DIRECTOR OF OPERATIONS TASKS**

1. Activate the department's emergency alert system.
2. In the event of a power outage, more than 12 hours in the summer and 4 hours in the winter, will ensure the appropriate generators are provided to power the essential buildings as per the Hydro Outage Emergency Plan in Supporting Document "E."
3. Provide municipal equipment and personnel, as necessary.
4. Arrange for the procurement of special equipment e.g. heavy-duty cranes, pumps, etc.
5. Liaise with the Ministry of Transportation (MTO) Officials and obtain necessary resources from them when warranted.
6. Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the case of an emergency.
7. Aid in cleanup operations and repair damages where there is a municipal responsibility.
8. Provide flashers and barricades.
9. Restore and obtain assistance in restoring essential services
10. Act as liaison with local and provincial utilities;
11. Ensure emergency refueling sites are staffed and fueled as in Supporting Document "F";
12. Maintain a log of all actions taken.

## **HOSPITAL ADMINISTRATOR TASKS**

1. Activate the Hospital's emergency alert systems if deemed necessary.
2. Maintain a log of all action taken.

## **MNR DISTRICT MANAGER TASKS**

1. Issue the preliminary alert in a forest fire, flood or drought situation to municipal officials;
2. Provide for forest fire fighting or flood control as per Ministry policy;
3. Recommend evacuation, if warranted;
4. Determine the evacuation routes in conjunction with municipal officials and the OPP;
5. On completion of the fire or flood emergency, will authorize the return of the residents if they have been ordered evacuated by the Province;
6. Maintain a log of all actions taken.

## **BOARDS OF EDUCATION TASKS**

1. Activate the Board's Emergency Plan;
2. Provide control over school population and protection of school property;
3. Hold student population in schools until instructed otherwise by the MCEG unless students are in imminent danger;
4. Make available designated schools for the reception of evacuees;
5. Ensure the Board and all its schools have a coordinated and up-to-date emergency plan which includes provisions for obtaining transportation for evacuating all school students at any given time;
6. Maintain a log of all action taken.

### **ST. JOHN AMBULANCE CORPS SUPERINTENDENT TASKS**

1. Activate the agency's emergency alert system;
2. Provide first aid;
3. Establish first aid posts as required and in all designated reception centers;
4. Assist Local ambulance authorities or Central Ambulance Communication Center by providing ambulance service as lead time and resources permit;
5. Assist Red Cross and Social Services agencies in operating the reception centers;
6. Maintain a log of all action taken.

## **CANADIAN RED CROSS SOCIETY AREA DIRECTOR TASKS**

1. Activate the Society's emergency alert system;
2. Take the lead role with registration and inquiry at reception and evacuation centers;
3. Operate an inquiry bureau;
4. Support emergency or disaster operations;
5. Assist St. John Ambulance at first aid posts established at reception centers, required;
6. Assist with other Social Service activities as requested;
7. Maintain a log of all action taken.

## **SALVATION ARMY TASKS**

1. Notify its Community Relations and Development Director and activate its emergency alert system;
2. Operate in cooperation with the MCSS;
3. Direct and coordinate the emergency feeding requirements for workers at the site and for victims located in the reception centers;
4. Assist Social Services and the local Welfare Service in providing bedding and clothing;
5. Provide and coordinate clergy assistance;
6. Keep the MCEG apprised of the emergency situation;
7. Maintain a log of all actions taken.

## COMMUNICATIONS PLAN

1. Timely and accurate information is of the utmost importance during an emergency. Sharing of information is critical for a coordinated response. Each department and position/person listed in the Emergency Plan must know their role in the Emergency Plan and their role in their everyday duties. This includes how they communicate on a regular basis and how they communicate when the normal lines of communication are out of service.
2. Upon implementation of the Emergency Plan, ensure the following is carried out to facilitate communication and an effective response:
3. MECG:
  - a. Share information verbally and by flipchart with other MECG members.
  - b. Initiate and ensure two-way communication with your department and your department head at the site, via the best available method (eg. Landline, telephone, cellular telephone, radio, fax, runner, ham radio).
  - c. Create timely, accurate and appropriate information for the public for dissemination by the Public Information Officer. (Approved and signed by the "Head of Council").
  - d. Prepare public education bulletins for the public concerning health, safety or security as needed, for distribution to the public by the Public Information Officer via the media, handout, etc.
  - e. If reception center's are set up, provide above information via maps, hard copies and by MECG members in person
  - f. Time permitting; the "Head of Council" should give live media coverage initially or at a public meeting to give authority for the emergency. (The public will be better able to believe the situation as there is often denial) vii) Liaise with mutual aid, corresponding municipal, provincial, federal and industrial counterparts.
  - g. When official requests are made for provincial or federal help, communicate by the most secure and effective means via the PEOC. Otherwise there could be a breakdown of communications and unneeded costs to the municipality.
  - h. Ensure the Public Information Officer is in place and appoint as needed:
    - i. Communications Officer,
    - ii. Citizen Inquiry Officer; and
    - iii. Site Media Officer.
  - i. Make sure all the resources they need are available and that their duties are being carried out in a timely and accurate manner.



## **EVACUATION PROCEDURES**

1. If only a small portion of Red Rock is ordered evacuated, reception centers will be set up in the safe areas of the affected community or in the Township of Nipigon.
2. In an evacuation whereby, the residents of the Township are required to leave Red Rock, the reception municipalities are listed below. Their selection will be dictated by the nature of the emergency and the safety of the evacuation routes:
  - A) **THUNDER BAY – primary**
  - B) **SCHREIBER – secondary**
  - C) **TERRACE BAY – alternate**

The evacuation routes are:

- A) **Highway 11 & 17 west to Thunder Bay – primary**
  - B) **Highway 11 & 17 east to Schreiber and Terrace Bay – secondary/alternate**
3. The CAO/Clerk or Public Information Officer, if designated by the Head of Council, will use the CODE RED system, electronic media or by whatever most effect means available to assist in alerting residents, explaining the mode of travel and evacuation route.
4. The Mayor, time permitting, will give a brief interview to the electronic media to verify for residents the authenticity of the evacuation order and to provide reassurance to residents.

## PUBLIC INFORMATION GUIDE: EVACUATION

- Evacuation is anticipated, the public will be warned by the OPP and Code RED System.
- On hearing a warning, residents are requested to turn on radios or televisions to local stations and listen for announcements and/or instructions.

### When evacuation becomes necessary and is ordered:

- Residents who do not have their own transportation will be asked to assemble at the Red Rock Recreation Centre (39 Brompton Rd.)
- Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of residence facing the street or road.
- Pick-up will be arranged as soon as possible.
- Residents who have their own transportation are asked to await further instructions.
- Residents relying on emergency public transportation and/or public reception centers for accommodation are reminded that pets are not permitted in either of these facilities.

For the safety and comfort of your family and protection of your property, the following is suggested in the case of an evacuation:

1. Secure your home
2. Carry identification (driver's license, birth certificate, medical alert, etc.);
3. Carry an appropriate amount of cash;
4. Take one (1) blanket or sleeping bag per person;
5. Take one (1) air mattress per person, if available;
6. Clothes, depending on season, and change of clothes;
7. Raincoat, windbreaker or parka, depending on season;
8. Enough ready-to-eat food to last at least twelve hours (12hrs);
9. Thermos bottle of hot or cold beverage;
10. Flashlight with spare batteries;
11. Prescription drugs as required (carry prescription, if possible);
12. Soap, towel, personal toilet or hygiene articles;
13. Facial tissue (Kleenex) or similar sanitary paper;
14. Books, magazines, games, etc.
15. Adults with small children should include items of special needs as required:
  - Infant formula in thermos bottle;
  - Disposable diapers;
  - Toys.

## EVACUATION: NOTES

1. If evacuation is by private vehicle and you have room in your vehicle, please stop for extra passengers at the Red Rock Recreation Centre or
2. If transportation is by emergency public transport (other than train):
  - Only one (1) piece of baggage per person can be taken (identify your luggage - it may be transported separately)
3. Carry valuables and documents in a handbag or on your person.
4. Residents will be asked to register at Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.
5. An Emergency Public Information Service will be established in the reception community.
6. Arrangements will be made with the local stores and gasoline outlets to remain open during an evacuation if conditions permit.

## PUBLIC INFORMATION GUIDE: DANGEROUS GASES

- If an emergency involving dangerous gases is called, don't panic.
- Turn on radio for instructions.
- Evacuation areas will be decided by wind direction.
- Each School, Institution, Factory, Office, and Household is responsible for its own evacuation plan.
- Attempt to locate pets before leaving.
- Attempt to travel to school or place of employment to locate family. The Board of Education will ensure students are out of the danger area.

### If you are unable to escape or are trapped:

1. Go inside.
2. Tightly close all doors, windows, and exterior openings.
3. Turn off forced air heating or ventilation systems.
4. Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
5. Do **not** go into the basement.
6. Move quickly but do not run if moving through gas.
7. Soak cloth in water and breathe through it if breathing becomes difficult.
8. Do **not** panic and run outside.

### If you are in your car:

1. Close all windows.
2. Shut off ventilation.
  - Continue driving away from the area and do not drive through the gas cloud or your car engine will stall

### If you are walking:

1. Go to nearest building or car and follow the above instructions
2. If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

# PUBLIC INFORMATION GUIDE: SEVERE WEATHER

## (A) WEATHER WATCHES AND WARNINGS

- Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio and television.
- A **severe weather watch** is issued up to six (6) hours in advance to alert the general public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.
- A **severe weather warning** is issued to alert the public that severe thunderstorms or tornadoes are imminent in the warning area – i.e., a severe thunderstorm is in progress or expected to occur within two (2) hours

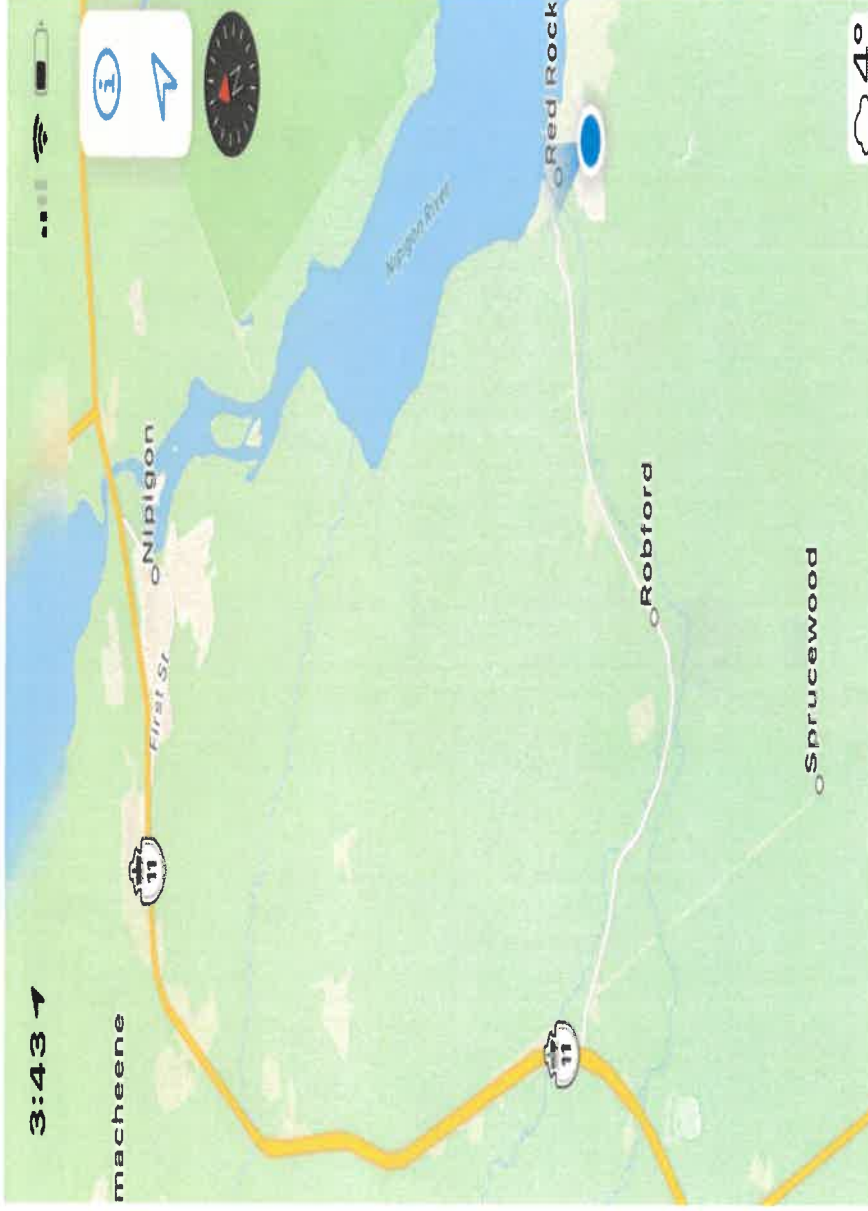
## (B) TORNADO SAFETY HINTS

- A personal tornado awareness program should include:
  - being aware of the weather, knowing the radio or television stations which broadcast up-to-the-minute weather information
  - knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings
  - reviewing your plans of action

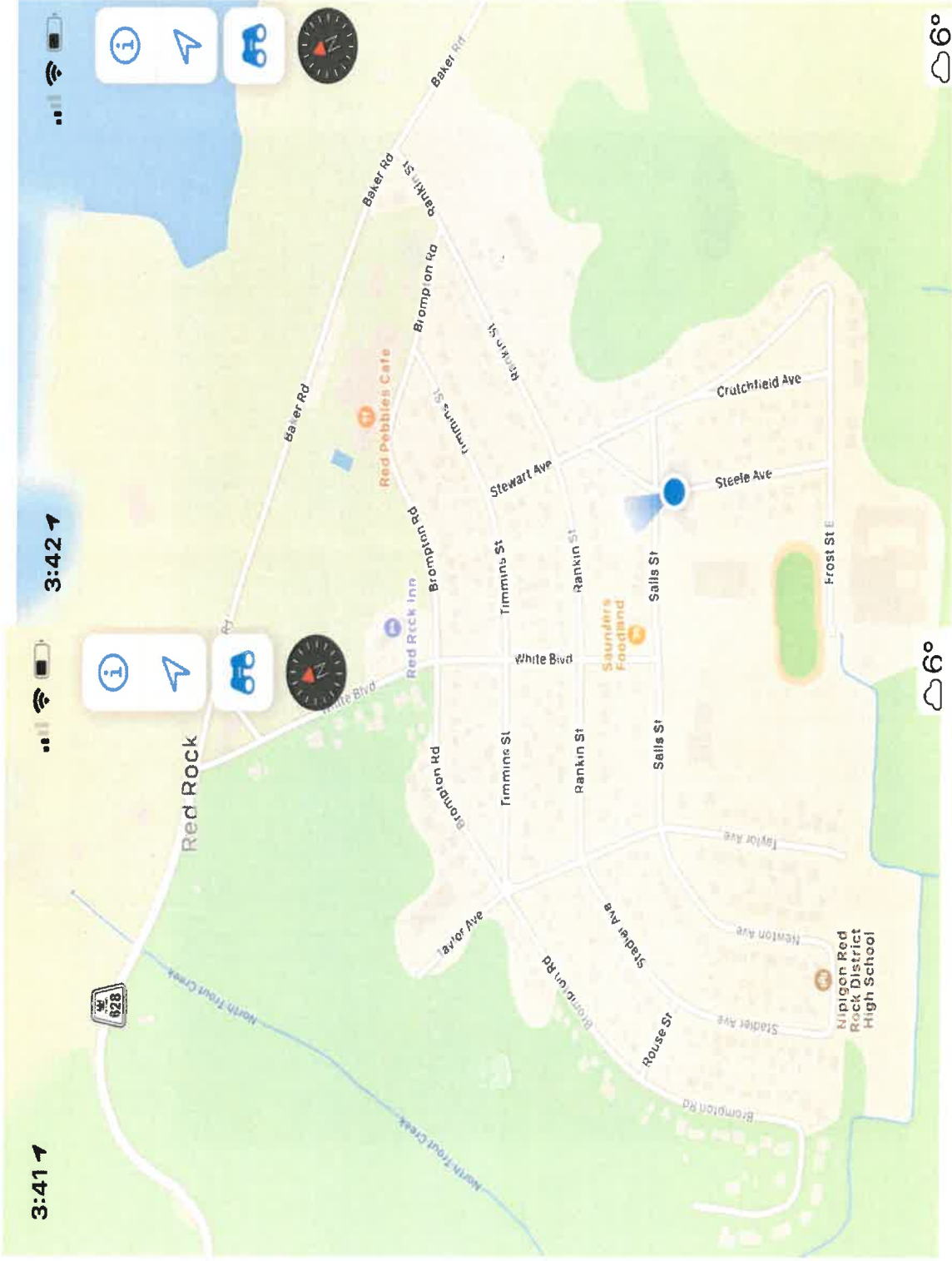
## (C) WHEN A TORNADO THREATENS

- Stay away from your windows, doors and outside walls. Protect your head.
- For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- Try to reach the centre of the house or the side away from the storm.
- Avoid buildings with large areas of unsupported roof, including arenas, barns or supermarkets. If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
- If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their car.
- If no shelter can be found, hang on to the base of a small tree or shrub.
- Remember that damaged and weakened structures, fallen debris, downed hydro wires and gas leaks are potential dangers after a storm has passed

**MAP – SUPPORTING DOCUMENT "A"**



**MAP – SUPPORTING DOCUMENT A (Townsite)**





## HAZARD IDENTIFICATION AND RISK ANALYSIS (HIRA) – SUPPORTING DOCUMENT "B"

Red Rock's HIRA was most recently reviewed by the EMPC on 2022/12/08. The most serious risks are listed below and are scored both for probability of occurrence and potential consequence. The number on the left is the probability and the number on the right is the potential consequence.

### Scoring

<u>Probability of Occurrence</u>	<u>Consequence</u>
1 - No incidents in the last 15 years	1 - Negligible
2 - Last incident 5-15 years ago	2 - Limited
3 - One incident in the last 5 years	3 - Substantial
4 - Multiple incidents in the last 5 years	4 - High

#### 3/4 Forest Fire:

Both the risk and consequences are high and the most probable cause of a large Municipal evacuation. Evacuation can be caused by smoke from a forest fire or actual fire. Forest fires have caused a partial (Phase I) evacuation from Terrace Bay (twice), Schreiber, Pays Plat and a complete evacuation (Phase II) from Beardmore and Caramat.

#### 2/4 Dangerous Goods Spills (road, rail, or site):

Nearly every dangerous good listed in the Emergency Response Guidebook is transported through the Municipality on both the #17 TransCanada Highway and on the main CPR rail line. Some of these products listed in the Dangerous Goods Act require an evacuation or in place protection of several kilometers. The Municipality may have to wait many hours for the shipper to send expert assistance. A worst case scenario could have a train derailment with both the main exit and emergency exit from town blocked.

#### 4/4 Extended Power Outage during the winter:

This is a very real concern. It would be difficult to look after every resident who doesn't have a source of heat which isn't dependent on electricity. Public education and encouraging family emergency plans can greatly mitigate this problem.

#### 4/4 Severe Snow Storm:

Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.

#### 2/4 Severe Windstorms/Tornado (possibly accompanied by a thunder/lightening storm):

A severe windstorm can be nearly as devastating as a tornado. During the late 1980's such a storm with wind shear caused a major blow down of nearly all trees in an area approximately a quarter of a km. wide from near the Black Sturgeon River east to nearly the Pic River, a few km. north of Hwy 17. All large trees were either broken off or uprooted. We have all seen areas of blow down in the woods. This type of severe storm can cause major damage to any homes, business and power/telephone lines in its path. Such potential loss of communications causes its own concerns.

#### 2/3 Transportation Accident (school bus, bus, train, aircraft):

School bus - likely local residents involved. Bus - could be multi casualties/deaths; Train - passenger train could be using local line due to the CN main rail being shut down. It could block

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traffic and isolate area. Aircraft crash - initial response could be slow from outside help due to distance.

4/4 Influenza (or other) Pandemic:

Our Medical Officer of Health has told us it is a matter of when, not if, the next worldwide influenza pandemic occurs. According to history we are overdue for a worldwide influenza pandemic. There are plans underway for both the TBDHU and the Thunder Bay Area EMO were to develop a District emergency plan for this risk. The plan will include having the Municipality being able to function with only 50% of staff.

1/4 Natural Gas Pipeline &/or Pressurization Plant Shut Down/Explosion

Homes/businesses using natural gas in the winter would soon be in trouble without a backup heat source.

3/3 Ice Storm

Residents could be at risk being unable to obtain medical needs and possibly food and fuel. Police, fire and ambulance could be prevented from attending emergencies. Many roads could be closed or impassable.

3/3 Domestic Terrorism/Copy Cat or Sabotage

By a mentally unstable person/disgruntled employee/domestic dispute gone really bad. This is far more likely than a real act of terrorism.

1/3 Substance Abuse & Overdose

A public health emergency resulting from problematic or harmful use of prescription drugs or other controlled substances.

## **CRITICAL INFRASTRUCTURE – SUPPORTING DOCUMENT “C”**

The following are the most important infrastructures in Red Rock and are listed in rank order during an emergency:

1. Public Safety and Security - police, fire and ambulance staff/vehicles
2. Municipal Staff/Council/Buildings/Records
3. Ontario Hydro Grid
4. Telecommunication Links
5. Roads/Bridges on TransCanada Hwy 11/17 and Roads/Bridges on Highway 628
6. Natural Gas Pipeline
7. Red Rock Marina
8. Financial Institutions
9. Grocery Store
10. Water Treatment and Distribution System
11. Ontario Power Generation Dam and Hydroelectric GS
12. Wastewater Collection and Treatment System

## **HYDRO OUTAGE – SUPPORTING DOCUMENT “D”**

1. In the event of a Hydro Outage, more than 12 hours in the summer or 4 hours in the winter, in the Township of Red Rock, the following will take place:
  - a. Town Fuel - The Township will make fuel available for emergency/vehicles only as follows:
    - i. Superior North EMS (Ambulance)
    - ii. OPP vehicles
    - iii. Red Rock Fire vehicles
    - iv. Red Rock Public Works vehicles
    - v. Hydro One contractor vehicles
    - vi. Other vehicles as deemed necessary by the Township
  - b. The Designated Emergency Re-fueling Site form (attached as Supporting Document “F”) has been provided to EMO. Only the above-noted vehicles will be allowed access to the refueling site and there will be no exceptions.
  - c. The EOC will move to the secondary location at the Recreation Centre. The facility has a back-up gas generator.
  - d. Additionally, in the case of a prolonged emergency or loss of power to the Township, the Emergency Reception Centre for citizens is the Red Rock Recreation Center with the primary evacuation location as the City of Thunder Bay.
  - e. Stand-by power for the short term and generator power for the longer term will be supplied to the Fire Services radio base station and tower. The Fire Department will provide spare radios to the Public Works Department and EOC to ensure radio communication is maintained between all Township personnel and Fire Services with the ability to link to the Ambulance Service. (See also procedure attached as "Supporting document E" in the event of a telephone outage).

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## TELECOMMUNICATIONS OUTAGE – SUPPORTING DOCUMENT “E”

In the event of a telecommunications outage in the Township of Red Rock:

1. Telephone outage will be identified by any of the emergency services (EMS, police, hospital, fire) or the Township. All will check to ascertain if cellular service and internet are still available.
2. All agencies to be advised of the outage as follows:
  - a. Fire Services through page at Fire Hall Base Station
  - b. Ambulance dispatch in Thunder Bay (CACC)
  - c. OPP dispatch in Thunder Bay
3. A member(s) of the Fire Services will proceed to the Hall and staff the Fire Services radio (in case of requirement to page out the service).
4. Each of these services will be advised of the following: "There is a community wide telephone outage and the telephone emergency response procedure is to be put in place".
5. From the Fire Hall, there will be the ability to communicate with all emergency personnel, i.e. ambulance, police and page for fire. During the period of the outage, Red Rock Fire Services will coordinate with EMS and any other community resources to monitor residents who depend on the lifeline support system or who live alone, on an "as necessary" basis.
6. The OPP will make every effort to continuously patrol the community to identify any potential emergency. When identified, they will notify the relevant emergency personnel.
7. If emergency assistance is required when no telephone service is available, residents should go directly to the fire hall or to the nurse's desk at Nipigon Memorial Hospital. These locations will be able to access all required emergency personnel.
8. If both telephone and cellular service are out of service, a member of the Red Rock Fire Service or Township will monitor the mobile satellite telephone in the EOC at 1-600-700-0110 and have a portable radio.
9. When the telecommunications services resume, all agencies are to be notified and will return to regular duties.

## REFUELING – SUPPORTING DOCUMENT “F”

1. Sponsor Organization: Township of Red Rock
2. Sponsor Contact: Mark Figliomeni
3. Parent Company: Ultramar
4. Site Location/Address: ·Public Works Yard – 10 Firehall Rd., Red Rock
5. Site Operator/Contact: Blair Westerman
6. Fuel types/quantities Fuel:
  - a. Gasoline (regular) - 4500 Litres
  - b. Gasoline (premium), No
  - c. Coloured Diesel 2200 Litres
  - d. Clear Diesel 4500 Litres
  - e. Home heating fuel, No
  - f. Propane, No

Comments : Backup generators - Public Works & RRRC – All Gas.

### Supported Organizations:

Police: Gas vehicles

Fire: Gas and diesel vehicles

Ambulance : Gas vehicles

### Utilities/Works:

Hydro: Gas and diesel vehicles

Public Works: Gas and diesel vehicles

### Alternate Fueling Station

7. Sponsor Organization: Township of Red Rock
8. Sponsor Contact: Mark Figliomeni
9. Parent Company: Ultramar
10. Site Location/Address: ·Red Rock Marina – Park Rd., Red Rock
11. Site Operator/Contact: Blair Westerman
12. Fuel types available:
  - a. Gasoline (regular)
  - b. Coloured Diesel

Comments : **Only** accessible to fill Jerry Cans.

## **PLAN HOLDERS**

1. Mayor
2. Councillors(4)
3. EOC Municipal Office and Recreation Centre
4. CAO/Clerk/CEMC
5. Fire Chief
6. Director of Operations
7. Public Works Lead Hand
8. Information Officer/Deputy Clerk
9. OPP Detachment Commander (Nipigon)
10. OPP Communication Headquarters (Thunder Bay)
11. Ambulance Services - Manager (Thunder Bay)
12. Hydro One
13. OPG
14. Nipigon District Memorial Hospital (CEO)
15. Public Health Nurse - TBDHU
16. District Manager - Ministry of Natural Resources
17. Area Supervisor - Ministry of Natural Resources
18. Director - Superior Greenstone District School Board (Marathon)
19. Director - Superior North Catholic District School Board (Terrace Bay)
20. Principal – Nip-Rock High School
21. Principal - St. Hilary School
22. Recreation Coordinator
23. Head Librarian
24. Emergency Planning Officer
25. Medical Officer of Health (Thunder Bay)
26. Regional Manager - Ministry of Community & Social Services
27. Division Manager - St. John Ambulance (Thunder Bay)
28. Branch Manager - Canadian Red Cross (Thunder Bay)
29. Captain - Salvation Army (Thunder Bay)
30. RCMP Detachment Commander (Thunder Bay)
31. Field Officer – EMO (Amethyst Sector)
32. Municipal Secretary – Whitney Odahl

## DECLARATION OF EMERGENCY

### THE CORPORATION OF THE TOWNSHIP OF RED ROCK

#### Declaration of Emergency

I \_\_\_\_\_ hereby declare an Emergency in accordance with  
(Mayor or elected Head of Council)

s.4.(1) of the *Emergency Management and Civil Protection Act R.S.O 1990* due to the emergency described herein:

For an Emergency Area or part thereof described as:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Time: \_\_\_\_\_

In the Municipality of: \_\_\_\_\_

By-law/ Resolution: \_\_\_\_\_

Provincial EOC  
Phone: 416-314-0472 or 1-866-314-0472  
Website: [www.ontario.ca/emo](http://www.ontario.ca/emo)  
Email: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca)



## TERMINATION OF EMERGENCY

### THE CORPORATION OF THE TOWNSHIP OF RED ROCK

#### Termination of Emergency

I \_\_\_\_\_ hereby declare that the Emergency declared in  
(Mayor or elected Head of Council)

accordance with s.4.(1) of the *Emergency Management and Civil Protection Act R.S.O 1990* due to the emergency described herein:

For an Emergency Area or part thereof described as:

be terminated as of the date and time noted below.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Time: \_\_\_\_\_

In the Municipality of: \_\_\_\_\_

By-law/ Resolution: \_\_\_\_\_

Provincial EOC  
Phone: 416-314-0472 or 1-866-314-0472  
Website: [www.ontario.ca/emo](http://www.ontario.ca/emo)  
Email: [peocdo01@ontario.ca](mailto:peocdo01@ontario.ca)

## **CEMC ROLES AND RESPONSIBILITIES CHECKLIST**

### **The responsibilities of a CEMC include:**

- Y Successfully complete all training as required by Chief of EMO and maintain familiarity at all times with current emergency management standards and legislated municipal emergency management requirements. Ensure that senior management and elected officials are aware of the latter.
- Y Identify municipal emergency management program resource requirements, including funding, and prepare or assist in the preparation of an annual emergency management program budget submission for Council's review and approval.
- Y Form a municipal emergency management program committee consistent with Ontario Regulation 380/04 Part II Section 11.

### **In conjunction with the municipal EMPC:**

- Y Conduct a Hazard Identification and Risk Assessment (HIRA) for the municipality.
- Y Ensure the designation/development of an appropriate municipal Emergency Operations Centre (EOC).
- Y Conduct a process to identify critical infrastructure in the municipality.
- Y Document the existing municipal emergency response capabilities and identify additional needs to council.
- Y Conduct annual training for the members of the Municipal Emergency Control Group and Emergency Operations Centre staff.
- Y Conduct an annual exercise to evaluate the municipal emergency response plan.
- Y Identify individuals to act as municipal emergency information staff.
- Y Develop and implement a municipal emergency management public education program.
- Y Conduct an annual review of the municipal emergency management program
- Y Provide emergency management expertise and support to the municipal emergency control group during an emergency.
- Y Maintain the municipal emergency response plan to ensure it is up-to-date and accurately reflects the municipal risk assessment and emergency management program priorities.
- Y Liaise with the appropriate EMO Field Officer at all times to ensure that the municipal emergency management program complies with legislation; and to request provincial support or assistance.

- 
- Y Monitor the municipality's level of compliance with the legislated emergency program requirements and process the required verification documents for review and submission to EMO by the CAO or Head of Council.
  - Y If desired, provide EMO-approved Basic Emergency Management (BEM) training to municipal staff or others within the municipality who may benefit from it.
  - Y Other responsibilities as assigned.