

**AGENDA FOR THE COUNCIL MEETING OF
THE CORPORATION OF THE TOWNSHIP OF RED ROCK
FOR THE 1,025th REGULAR MEETING ON APRIL 14th, 2025 AT 6:30P.M.**

1. Preliminary Matters:
 - Item 1.1: Call to Order
 - Item 1.2: Traditional Territory Acknowledgement & Moment of Silence
 - Item 1.3: Amendments to/Acceptance of Agenda RES
 - Item 1.4: Request/Receive Disclosures of Interest

2. Closed Session
 - Item 2.1: 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 March 17, 2025 (Item 2.3); and Paragraph 239(2)(i) (information supplied in confidence to the municipality) regarding Item 2.4; and Paragraph 239(2)(b) (personal matters about an identifiable individual) regarding Items 2.5 & 2.6 RES
 - Item 2.2: Request/Receive Disclosures of Interest in Closed Session
 - Item 2.3: Minutes of the Closed Session portion of the Regular Council Meeting held March 17, 2025 RES
 - Item 2.4: Report on Information Supplied in Confidence
 - Item 2.5: Report on Personnel Matters
 - Item 2.6: Report on Senior of the Year
 - Item 2.7: Resolution to Rise from Closed Session and Report in Open Session RES

3. Report from Closed Session

4. Presentations or Deputations

5. Minutes of Previous Council Meeting(s)
 - Item 5.1: Minutes of the March 17, 2025 Council Meeting RES

6. Correspondence
 - Item 6.1: Resolutions from other Municipalities
 - Item 6.2: MNR – Inspection of Annual Work Schedules
 - Item 6.3: NWMO – 2024 Annual Report & 2025-2029 Implementation Plan
 - Item 6.4: TC Energy – Annual Inspection Programs
 - Item 6.5: TBDHU – February 19, 2025 Board Meeting Minutes
 - Item 6.6: OCWA – Wastewater Treatment Annual Summary Report
 - Item 6.7: TBDSSAB – February 20, 2025 Meeting Minutes
 - Item 6.8: North Shore of Lake Superior RAP – Open House

7. Reports from Committees, Boards or Agencies
 - Item 7.1: Red Rock Public Library Board – March 12, 2025 Meeting Minutes RES

8. Reports from Administration
 - Item 8.1: Report from Community Development Officer RES
 - Item 8.2: Report on Administrative Activity RES
 - Item 8.3: Report on Website Re-Design & Development RES

Item 8.4: Report on Draft RZone Policy

9. By-laws

10. New Business

Item 10.1: Council Community Engagement Plan RES

Item 10.2: Revision of Township Procurement Policies and Practices RES

Item 10.3: Roles and Responsibilities of Council & CAO

11. Unfinished Business

12. Closed Session

13. Report from Closed Session

14. Confirming By-law (#2025-1388) RES

15. Adjournment

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

1,024th REGULAR MEETING OF COUNCIL

MARCH 17, 2025

Present:	Deputy Mayor:	G. Muir
	Councillors:	C. Brand
		M. Smith
		C. Eby
	Chief Administrative Officer:	M. Figliomeni
	Municipal Secretary:	W. Odahl
	Community Development Officer:	A. Davis
	Regrets:	D. Robinson

ONE: PRELIMINARY MATTERS

1.1 Call to Order

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

1.2 Traditional Territory Acknowledgement & Moment of Silence

Deputy Mayor Muir 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.”

1.3 Acceptance of the Agenda

There were no additions to the agenda.

Resolution #1

Moved by: Councillor Smith

Seconded by: Councillor Eby

BE IT RESOLVED THAT the Agenda for this Meeting of Council be accepted as presented.
CARRIED

1.4 Disclosures of Interest

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

TWO: PRESENTATIONS OR DEPUTATIONS

2.1 OCWA – Water Treatment Plant Annual Reports & 4th Quarter Data

Mike Dowhoszyna from Ontario Clean Water Agency electronically presented the Water Treatment Plant Annual Report and 4th Quarter Data to Council.

Resolution #2

Moved by: Councillor Brand

Seconded by: Councillor Smith

BE IT RESOLVED THAT the 2024 Water Treatment Plant Annual and Summary Reports for the Township of Red Rock, be accepted as presented by Ontario Clean Water Agency.

CARRIED

2.2 OCWA – Red Rock Drinking Water System Inspection Report

Mike Dowhoszyna from Ontario Clean Water Agency electronically presented the Red Rock Drinking Water System Inspection Report to Council and reviewed the 4 items of non-compliance within the report.

Resolution #3

Moved by: Councillor Smith

Seconded by: Councillor Eby

BE IT RESOLVED THAT the 2024 Drinking Water System Inspection Report for the Township of Red Rock, be accepted as presented by Ontario Clean Water Agency.

CARRIED

THREE: MINUTES OF PREVIOUS COUNCIL MEETINGS

3.1 Minutes of the March 3, 2025 Meeting of Council (Open & Closed Session)

Councillor Brand motioned to go into Closed Session at 7:24pm to discuss the Closed Session Minutes.

Resolution #4

Moved by: Councillor Smith

Seconded by: Councillor Brand

BE IT RESOLVED THAT Council go into Closed Session at 7:24pm to address a matter pertaining to Closed Session Minutes.

CARRIED

Resolution #5

Moved by: Councillor Brand

Seconded by: Councillor Eby

BE IT RESOLVED THAT Council rise from Closed Session at 7:31pm and report in Open Session.

CARRIED

Council approved the Open & Closed Session Minutes for the March 3, 2025 Regular Meeting of Council.

Resolution #6

Moved by: Councillor Smith

Seconded by: Councillor Brand

BE IT RESOLVED THAT Council approves the Open & Closed Session Minutes of the March 3, 2025 Regular Meeting of Council.

CARRIED

FOUR: CORRESPONDENCE

4.1 Resolutions from other Municipalities

There were no resolutions from other municipalities.

4.2 Live From The Rock – 2025 Festival Sponsorship & Agreement

Resolution #7

Moved by: Councillor Brand

Seconded by: Councillor Eby

BE IT RESOLVED THAT Council approves an in-kind donation that includes the use of the Marina Park, Campgrounds and Marina Building, as well as support from the Township Public Works Department for the 2025 Live from the Rock Folk Festival.

CARRIED

4.3 Red Rock Fish & Game Club – Annual Trout Derby

Council discussed the in-kind donation that includes extended marina hours and free camping to derby participants.

Resolution #8

Moved by: Councillor Smith

Seconded by: Councillor Eby

BE IT RESOLVED THAT Council approves an in-kind donation to the Red Rock Fish & Game Club Annual Trout Derby.

CARRIED

4.4 Committee of Adjustment – Notice of Decision

There were no questions or discussions on the correspondence.

4.5 MNR – Inspection of 25/26 Annual Work Schedule for Lake Nipigon

There were no questions or discussions on the correspondence.

FIVE: REPORTS FROM COMMITTEES, BOARDS OR AGENCIES

5.1 Committee of Adjustment – March 11, 2025 Meeting Minutes

Resolution #9

Moved by: Councillor Brand

Seconded by: Councillor Smith

BE IT RESOLVED THAT the minutes of the Committee of Adjustment meeting on March 11, 2025, be received.

CARRIED

5.2 Red Rock Public Library Board – February 11, 2025 Meeting Minutes

Resolution #10

Moved by: Councillor Eby

Seconded by: Councillor Brand

BE IT RESOLVED THAT the minutes of the Red Rock Public Library Board meeting on February 11, 2025, be received.

CARRIED

SIX: REPORTS FROM ADMINISTRATION

6.1 Report from Community Development Officer

The CDO presented her report to Council. During a brief discussion on the implementation of RV Park camping sites, the CAO requested to move into Closed Session through the Deputy Mayor.

Resolution #11

Moved by: Councillor Smith

Seconded by: Councillor Brand

BE IT RESOLVED THAT Council go into Closed Session at 7:48pm to address a matter pertaining to the security of property of the municipality.

CARRIED

Resolution #12

Moved by: Councillor Eby

Seconded by: Councillor Smith

BE IT RESOLVED THAT Council rise from Closed Session at 8:00pm and report in Open Session.

CARRIED

Resolution #13

Moved by: Councillor Brand

Seconded by: Councillor Eby

BE IT RESOLVED THAT the report from the Community Development Officer, be received.

CARRIED

6.2 Report from Fire Chief

Council requested information on the outdated equipment that is removed from service in the Fire Department. The CAO noted the request and will bring information back to Council.

Resolution #14

Moved by: Councillor Brand

Seconded by: Councillor Eby

BE IT RESOLVED THAT the report from the Fire Chief, be received.

CARRIED

6.3 Report on Administrative Activity

The CAO presented his report to Council. Council was informed on the water main and valve leaks that have been resolved during the period of reporting. Council discussed the announcement of federal funding to a Frontier Lithium refining facility in Thunder Bay and its implication on the proposed site in Red Rock. Councillor Eby discussed bringing forward a Community Engagement Strategy Plan for Council to engage with the community.

Resolution #15

Moved by: Councillor Smith

Seconded by: Councillor Brand

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

CARRIED

6.4 Report on 2024 Council Remuneration

The CAO reviewed the report with Council. Council briefly discussed the difference between local board expenses and Township expenses.

6.5 Report on Declaration of Surplus Goods

There were no questions or discussions on the report.

Resolution #16

Moved by: Councillor Brand

Seconded by: Councillor Eby

BE IT RESOLVED THAT the 3 door fridge from the Recreation Centre Snack Bar be declared as surplus.

CARRIED

SEVEN: BY-LAWS

There were no by-laws to be passed at this meeting.

EIGHT: NEW BUSINESS

None

NINE: UNFINISHED BUSINESS

None

TEN: CLOSED SESSION

None

ELEVEN: REPORT FROM CLOSED SESSION

None

TWELVE: CONFIRMING BY-LAW

Resolution #17

Moved by: Councillor Eby

Seconded by: Councillor Smith

BE IT RESOLVED THAT By-law 2025-1388, to confirm the proceedings of this evening's meeting, be passed.

CARRIED

THIRTEEN: ADJOURNMENT

Deputy Mayor Muir noted that the next meeting of Council would take place on Monday, April 14, 2025 and that there would be only one meeting taking place in April.

With no further business to conduct, Deputy Mayor Muir declared the meeting adjourned at 8:28p.m.

Mayor

Chief Administrative Officer/Clerk

Thunder Bay Work Centre

Ontario Government Building
Suite B001, 435 James St. S, Thunder Bay, ON P7E 6S7
Office: 807-475-1471 Fax: 807-475-1527

Ignace Work Centre

Ontario Government Building
PO Box 448 Ignace, ON POT 1T0
Office: 807-934-2233 Fax: 807-475-1527

INSPECTION OF 2025-2026 ANNUAL WORK SCHEDULES for BLACK SPRUCE, DOG RIVER-MATAWIN, LAKEHEAD, WABADOWGANG NOOPMING, AND ENGLISH RIVER FORESTS

The April 1, 2025 – March 31, 2026 Annual Work Schedules (AWS) for the **Black Spruce, Dog River-Matawin, Lakehead, Wabadowgang Noopming, and English River Forests** are available for public viewing by contacting Resolute FP Canada Inc. for the Black Spruce, Dog River-Matawin, and English River Forests, Greenmantle Forest Inc. for the Lakehead Forest, and the Wabadowgang Noopming Forest Management Inc. for the Wabadowgang Noopming Forest during normal business hours and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2025** and for the one-year duration of the AWS.

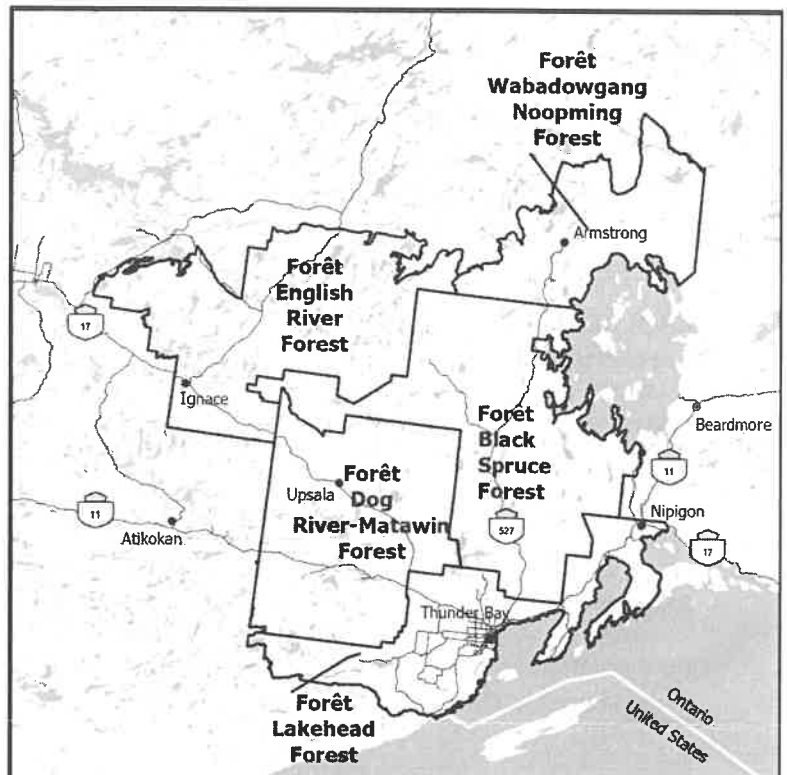
Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

More Information

For more information on the AWS, to arrange a meeting with MNR staff to discuss the AWS or to request AWS summary information, please contact the MNR staff listed below:

For information on the rules for obtaining wood for personal use, please visit: ontario.ca/CrownLandWood. For commercial fuelwood opportunities, please contact the Forest Company listed below.



MNRF CONTACTS

BLACK SPRUCE FOREST:

Robin Kuzyk, R.P.F.
Management Forester
Ministry of Natural Resources
435 James Street South, Suite B001
Thunder Bay, ON P7E 6S7
Tel: 807-709-1959
Email: Robin.kuzyk@ontario.ca

COMPANY CONTACTS

Dean Rosen, R.P.F., M.F.C.
Forestry Coordinator – East
Resolute FP Canada Inc.
2001 Neebing Avenue
Thunder Bay, ON P7E 6S3
Tel: 807-475-2110
Email: dean.rosen@domtar.com

DOG RIVER-MATAWIN FOREST:

Laura Edgington
District Supervisor
Ministry of Natural Resources
435 James Street South, Suite B001
Thunder Bay, ON P7E 6S7
Tel: 807-708-8627
Email: laura.edgington@ontario.ca

Brelynn Howard, R.P.F.
Forestry Coordinator – East
Resolute FP Canada Inc.
2001 Neebing Avenue
Thunder Bay, ON P7E 6S3
519-770-7788
Email: brelynn.howard@domtar.com

LAKEHEAD FOREST:

Robin Kuzyk, R.P.F.
Management Forester
Ministry of Natural Resources
435 James Street South, Suite B001
Thunder Bay, ON P7E 6S7
Tel: 807-709-1959
Email: Robin.kuzyk@ontario.ca

Aaron Brecka, R.P.F.
Planning Forester
Greenmantle Forest Inc.
179 25th Sideroad
Rosslyn, ON P7K 0B9
Tel: 807-939-3147
Email: abrecka@greenmantle.ca

WABADOWGANG NOOPMING FOREST:

Laura Edgington
District Supervisor
Ministry of Natural Resources
435 James Street South, Suite B001
Thunder Bay, ON P7E 6S7
Tel: 807-708-8627
Email: laura.edgington@ontario.ca

Jeffrey Cameron, R.P.F.
General Manager
Wabadowgang Noopming Management
195 Park Ave., Thunder Bay, ON P7B 1B9
Phone: 807-631-8744
Email: jcameron@northwindsenv.ca

ENGLISH RIVER FOREST:

Joel Gerry, R.P.F.
Management Forester
Ministry of Natural Resources
435 James Street South, Suite B001
Thunder Bay, On P7E 5S7
Tel: 807-708-6017
Email: joel.gerry@ontario.ca

Matthew Hupf, R.P.F.
Planning Coordinator
Resolute FP Canada Inc.
2001 Neebing Ave
Thunder Bay, ON P7E 6V1
Tel: 807-475-2458
Email: matthew.hupf@domtar.com

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:




<https://ontario.ca/forestmanagement>

Renseignements en français : Linda Sebo, linda.sebo@ontario.ca.

March 2025

Thank you for your continued interest in the Nuclear Waste Management Organization (NWMO).

I am pleased to inform you that our **2024 annual report** and **2025-29 implementation plan** are now available online.

<p>Our 2024 annual report looks at what we have accomplished over the past year.</p> 	<p>Our 2025-29 implementation plan looks at where we are going.</p> 	<p>Share your thoughts! Our implementation plan is shaped by public input.</p>  <p>Survey open until June 6, 2025</p>
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Printed copies are available upon request.

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2024 was a pivotal year for the NWMO.

In November, we achieved a historic milestone: selecting Wabigoon Lake Ojibway Nation (WLON) and the Township of Ignace as the host communities for Canada's deep geological repository for used nuclear fuel. This momentous decision reflects the dedication of these communities to developing a deep understanding of this project, asking critical questions and making thoughtful decisions about their willingness to host the project.

Now that we have selected a site for the deep geological repository, we will begin the regulatory decision-making process that will independently confirm the safety of the repository. We encourage Canadians and Indigenous Peoples to share their input on the project, including Indigenous Knowledge, through this process.

The NWMO will also be subject to WLON's Regulatory Assessment and Approval Process, a sovereign regulatory process that will be developed and implemented by WLON. It will design the process to ensure that potential impacts of the project are assessed against its Anishinaabe Values. Conditions to mitigate any impacts will be designed by WLON and complied with by the NWMO.

We are also building on our experience to develop a process for siting a second deep geological repository for intermediate-level and non-fuel high-level waste, and potentially used nuclear fuel from new nuclear energy projects. This new process will also prioritize finding a safe location with informed and willing hosts.

Our commitment to listening, learning and collaborating is fundamental to the way we work. As we expand our presence in the host communities and advance the second repository project, we remain focused on answering tough questions, listening to feedback and sharing knowledge to strengthen the safety case for our work from a social perspective.

Your feedback is essential. Our implementation plan is a living document, shaped by public input. We encourage you to review the plan and share your thoughts.

Sincerely,



Laurie Swami
President and CEO

March 28, 2025

Sent via Regular Mail (Canada Post)

Township of Red Rock
PO Box 447
42 Salls Street
Red Rock, ON P0T 2P0

Re: PI-25-104 Annual Inspection Programs

Dear Sir/Madam:

At TC Energy, we are committed to the safety of the public, our employees, and the environment. As part of this commitment, we engage our contractors to carry out various types of routine inspections on our rights of way to ensure TC Energy meets its safety standards and complies with all applicable regulations. In your area, TC Energy's rights of way and facilities are federally regulated and subject to the jurisdiction, decisions, and orders of the Canada Energy Regulator (the "CER") as well as federal legislation, including the *Canadian Energy Regulator Act* (the "CER Act") and the regulations made thereunder, including the *Canadian Energy Regulator Pipeline Damage Prevention Regulations – Authorizations*.

The attached fact sheet provides you with more detail as to the specific types of surveys and activities TC Energy carries out on its rights of way on an annual and ongoing basis and we hope it gives you a better understanding of why these activities are so important. Generally speaking, the activities involve a TC Energy contractor walking along or within the right of way, taking measurements and readings of the pipeline and/or the above-ground facilities, or conducting brushing activities. These activities generally take place between May and November, do not require heavy equipment, and are typically completed the same day.

As we may visit our right(s) of way on your property many times throughout the year to complete the types of annual and ongoing inspection programs described in the fact sheet included, and because we value your time and communication preferences, we also wanted to let you know about changes we are making with respect to notifications.

Each year we will send you a letter like this one, notifying you of the anticipated inspections and surveys TC Energy is planning to carry out on its rights of way during the upcoming year. If you would also like to be notified each time a crew is scheduled to access TC Energy's right of way on your property, please let us know by contacting **Mike Guillemette, T: +1.289.206.5490** or email us at **Email: mguillemette@canacre.com** If we don't hear from you, we will assume you do not require separate notification prior to a crew entering the right of way and that this letter will suffice as notification of our planned surveys and inspections.

Respectfully,

Mike Guillemette, AACI, P.App, Dipl. M.A.A., DULE
Land Agent

Email: tcipermittng@canacre.com

www.canacre.com



ANNUAL INSPECTION PROGRAMS ON OUR RIGHTS OF WAY

TC Energy is committed to building and maintaining our pipeline systems safely. The safety of the public and our employees is a top priority. To ensure our pipeline systems continue to meet the highest safety standards, we monitor and inspect our pipelines through our various Right of Way Inspection Programs. Below is information on some of the types of programs we perform.

Cathodic Protection Annual & Technical Survey, External Corrosion Engineering Assessment (ECEA) Indirect Inspection (IDI)

Contractors walk along the length of TCE's pipeline ROW with a line locator, voltmeter, and push-button pogo stick and take pipe-to-soil measurements at fixed intervals to assess the effectiveness of the corrosion prevention system protecting pipelines and assets.

AC Interference Study

AC Interference occurs when TCE's assets and high voltage powerlines are co-located in a common utility corridor. To prevent AC Interference, TCE performs soil resistivity testing, ie. measuring a volume of soil to determine the conductivity of the soil, at specified locations to evaluate potential integrity risks created by the operation of the powerlines in proximity to TCE's assets.

Depth of Cover Program

TCE contractors walk the pipeline right of way with a hand-held line locator and probe to measure the depth of the pipeline to ensure there is sufficient coverage. We may also return to conduct a more detailed survey to confirm our findings. If the depth of cover is a concern we will contact you directly to discuss restoration.

Water Crossing Survey/Slope Monitoring Program

The water crossing survey program determines the depth of cover of our pipelines within water crossings as well as collects information about the water crossing itself. The slope monitoring program measures ground movement on our ROW where instrumentation is installed. TCE contractors access the site and collect the data to be further analyzed in the office for the purposes of making pipeline integrity decisions.

[Click here to learn more about how to live and work safely near our pipelines](#)



Emissions /Leak Detection and Repair (LDAR) program

TCE contractors use an Optical Gas Imaging camera and a high flow sampler to detect leaks at TCE's compressor stations, meter stations, valve sites and riser sites. For compressor stations and meter stations, we are required to take readings three times a year as per Environment and Climate Change Canada (ECCC) Regulations. For valve sites we take readings once a year.

Post Construction Monitoring

The PCM program inspects previous construction sites to ensure compliance with all project permits, approvals, regulations, easements and lease agreements. Our Environmental Inspectors assess the success of environmental mitigation measures implemented during construction. This monitoring also determines if there is any additional remediation required.

REGULATORY COMMENT

Depending on jurisdiction, TC Energy facilities are regulated by the Alberta Energy Regulator (AER), the Canada Energy Regulator (CER) or the BC Energy Regulator (BCER). The regulators work with TC Energy to ensure our pipelines are constructed, tested and operated safely. The regulators have employees available for inquiries and to assist or advise landowners and occupants regarding pipeline problems.

If you have questions or concerns, please contact TC Energy first.

GENERAL INQUIRIES

450 - 1 Street S.W. Calgary, AB
Canada, T2P 5H1
1-800-661-3805
(weekdays 7:30 a.m. to 5 p.m. MST)

cdn_landowner_help@TCEnergy.com

In case of a pipeline emergency, call: 1-888-982-7222

TCEnergy.com



THUNDER BAY DISTRICT HEALTH UNIT BOARD OF HEALTH MEETING MINUTES

DATE OF THE MEETING: FEBRUARY 19, 2025

TIME OF THE MEETING: 1:00 PM

PLACE OF THE MEETING: FIRST FLOOR BOARDROOM /
VIDEOCONFERENCE

CHAIR: MR. JAMES MCPHERSON

BOARD MEMBERS PRESENT:

Mr. Grant Arnold
Ms. Cindy Brand
Mr. Paul Malashewski
Ms. Kasey Etreni
Mr. James McPherson
Mr. Jim Moffat
Ms. Donna Peacock
Mr. Don Smith
Mr. Todd Wheeler
Ms. Lucy Belanger
Ms. Cynthia Olsen
Ms. Kristine Thompson

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health and
Chief Executive Officer
Ms. Diana Gowanlock, Director – Health Protection
Mr. Dan Hrychuk, Director – Corporate Services
Ms. Shannon Robinson, Director – Health
Promotion
Ms. Dana Wilson, Associate Director –
Communications & Strategic Initiatives
Ms. Shelley Oleksuk, Administrative Assistant –
Health Promotion

REGRETS:

Allan Mihalcin

RECORDER:

Ms. Sunena Shetty, Executive Assistant and
Secretary to the Board of Health

ABSENT:

Dr. Mark Thibert

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair called the meeting to order at 1:05 PM.

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from the above noted.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

The agenda was approved as presented.

Resolution No. 12-2025

Moved By: J. Moffat

Seconded By: P. Malashewski

THAT the Agenda for the Regular Board of Health Meeting to be held on February 19, 2025, be approved.

CARRIED

5. INFORMATION SESSION

J. Carastathis provided a presentation on the Northern Fruit and Vegetable Program (NFVP) and responded to questions and comments from the board.

6. MINUTES OF THE PREVIOUS MEETINGS

6.1 Thunder Bay District Board of Health

The minutes of the Regular Session Meetings held on January 15, 2025 were approved with a minor amendment.

Resolution No. 13-2025

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Minutes of the Thunder Bay District Board of Health (Regular Session) Meeting held on January 15, 2025, be approved

AMENDED

7. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

8. BOARD OF HEALTH (CLOSED SESSION) MEETING

No closed session was scheduled for this meeting.

9. DECISIONS OF THE BOARD

9.1 BOH Annual Holiday Dinner

A memorandum from S. Shetty, on behalf of K. Etreni relative to the Board of Health Annual Holiday Dinner was presented to the board.

The resolution was amended and an additional resolution was added to this item to appoint ad hoc committee members to find an alternative option to the annual dinner.

Resolution No. 14a-2025

Moved By: K. Etreni

Seconded By: P. Malashewski

THAT as TBDHU has faced increased operational costs, resulting in a heavier financial burden on municipalities and these rising costs require municipalities to exercise fiscal restraint and demonstrate a commitment to preserving taxpayer money; the Board will not host its annual holiday dinner;

AND THAT the Board will explore alternative, cost-effective options to celebrate the holiday season in a manner that reflects its commitment to fiscal responsibility and the prudent management of public funds;

AND THAT the Board direct staff to investigate the options of BBQ with staff and spouses.

LOST

Resolution No. 14b-2025

Moved By: D. Smith

Seconded By: K. Etreni

THAT the Board will not host its annual holiday dinner;

AND THAT, the Board will create an ad hoc committee of the Board that will explore alternative, cost-effective options to celebrate the

holiday season in a manner that reflects its commitment to fiscal responsibility and the prudent management of public funds.

Ad hoc committee members:

1. Brand
2. Thompson
3. Etrene

CARRIED

9.2 Provincial Government Advocacy Policy

A memorandum from S. Shetty, on behalf of K. Etrene relative to providing information on drafting a Provincial Government Advocacy policy for the Board, was presented to the Board.

Resolution No. 15-2025

Moved By: G. Arnold

Seconded By: J. Moffat

THAT with respect to Item 9.2 'Provincial Government Advocacy' on the February 2025 Regular Board of Health meeting agenda, we recommend that the Executive Committee be directed to review the Board's approach to provincial advocacy and to consider whether a Board policy and procedure should be developed and adopted to document this approach,

AND THAT the Executive Committee make recommendations to the Board of Health with respect to provincial government advocacy, including developing a draft board policy and procedure should that be recommended by the committee;

AND THAT these recommendations be brought to the Board of Health no later than the September 2025 Regular Board meeting.

CARRIED

10. COMMUNICATIONS FOR INFORMATION

10.1 aLPHa Winter Symposium Report

A report was presented on the Association of Local Public Health Agencies (aLPHa) Winter Symposium held on February 14, 2025, from the members that attended.

10.2 MOH/CEO Update

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) presented Report No. 05-2025 to the Board, relative to Strengthening Public Health as it relates to the Thunder Bay District Health Unit. It was noted that the Audit Timing memo was included because Audit is delayed due to snap elections.

10.3 Harm Reduction Report

Report No. 06-2025 (Harm Reduction) relative to providing the Board with information on the program was presented to the Board. Dr. DeMille provided input on the report. K. Belanger also spoke on the report and highlighted the value of evidence-based harm reduction programs.

J. McPherson declared a conflict of interest and subsequently, stepped out of the meeting at 2:23 PM, returning at 2:25 PM.

11. NEXT MEETING

The next regularly scheduled meeting will be held on Wednesday, March 19, 2025 at 1:00 PM.

12. ADJOURNMENT

Resolution No. 16-2025

Moved By: J. Moffat

Seconded By: D. Smith

THAT the Board of Health meeting held on February 19, 2025, be adjourned at 2:26 PM.

CARRIED



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

901 Main Street
P.O. Box 728
Geraldton, Ontario.
POT 1M0
Fax: 807-854-0483

March 28, 2025

Ministry of the Environment
3rd Flr. Suite 331B, 435 James St.
Thunder Bay, ON
P7E 6S7

Attention: Mr. Glen Niznowski, District Manager

Re: 2024 Performance Report for Red Rock Wastewater Treatment Facility (No.

Dear Mr. Niznowski:

Attached is the 2024 Performance Report for the **Red Rock Wastewater Treatment Facility** located at Lot 3, 4, Concession 2 in The Corporation of the Township of Red Rock. This report has been completed in accordance with Condition No. 11 (4) cited in *Environmental Compliance Approval 4605-AKRQDU* dated April 24 2017 and issued to the Township of Red Rock.

This report was prepared by the Ontario Clean Water Agency on behalf of the Township of Red Rock based on information kept on record by OCWA at the Red Rock WWTP, and the report covers the period from January 1 2024 to December 31 2024.

Should you have any questions or comments in regards to this annual report, please do not hesitate to contact Jeremy Drindak at 807-823-1344.

Yours truly,

A handwritten signature in cursive script that reads "Mike Dowhoszya".

Michael Dowhoszya
Senior Operations Manager
Ontario Clean Water Agency
Northwestern Ontario Hub

Copy to: Mark Figliomeni – CAO/Clerk
Trevor Appelkvist – Public Works Superintendent
Operations Staff – Red Rock WTP

2024 Annual Report

Red Rock Wastewater Treatment Plant

Prepared by the Ontario Clean Water Agency



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

**The Corporation of the Township of Red Rock
Sewage Treatment Plant
2024 Annual Report**

INTRODUCTION

In accordance with the *Certificate of Approval Number 4605-AKRQDU* dated April 24 2017, section 11(4) the Corporation of the Township of Red Rock – Red Rock Sewage Treatment Plant is required to prepare an annual summary. The 2024 annual facility performance report summarizes important information regarding the treatment quality of the effluent wastewater, analytical test results, relevant activities and maintenance operations of the Works. Some of this information was submitted via the quarterly upload of information, but is being presented again as part of the new Annual Report based on the calendar year. The facility was commissioned in late August of 2021.

DESCRIPTION OF WORKS

Rated Capacity of Works	900 m ³ /day
Service Area	Township of Red Rock
Service Population	800
Effluent Receiver	Nipigon Bay Lake Superior
Major Process	Rotating Biological Contactors

EFFLUENT MONITORING AND RECORDING

Analytical tests to monitor the influent and effluent water quality on a weekly basis are conducted by a laboratory audited by the Canadian Association for Environmental Analytical Laboratories (CAEAL) and accredited by the Standards Council of Canada (SCC). Accreditation ensures that the laboratory has acceptable laboratory protocols and test methods in place. It also requires the laboratory to provide evidence and assurances of the proficiency of the analysts performing the test methods. Weekly analysis is performed in-house in order to maintain the process. When these samples are split with the accredited laboratories, it confirms the procedure accuracy of the in-house testing.

SAMPLING REQUIREMENTS

Samples of raw sewage and final effluent from the WWTP shall be collected and analyzed for the following parameters at the indicated frequencies.

Raw Sewage Monitoring – Samples to be collected at the influent chamber

Parameters	Sample Type	Frequency
<i>BOD₅</i>	Composite*	monthly
Total Suspended Solids	Composite*	monthly
Total Phosphorus	Composite*	monthly
Total Kjeldahl Nitrogen (TKN)	Composite*	monthly

* Composite of three grab samples, taken at time intervals of at least six hours over a 24-hour sampling period.

Final Effluent Monitoring - Samples to be collected at the Effluent Sewer Outfall

Parameters	Sample Type	Frequency
<i>CBOD₅</i>	Composite	Weekly
Total Suspended Solids	Composite	Weekly
Total Phosphorus	Composite	Weekly
Ammonia – Nitrogen(total)	Composite	Weekly
<i>E. Coli</i>	Grab	Weekly
Dissolved Oxygen	Grab	Weekly
pH	Grab	Weekly
Temperature	Grab	Weekly
Acute Lethality to Rainbow Trout	Grab	Annually

Composite sample collected from composite sampler.

PLANT PERFORMANCE

Effluent Limits as per C of A, condition 7

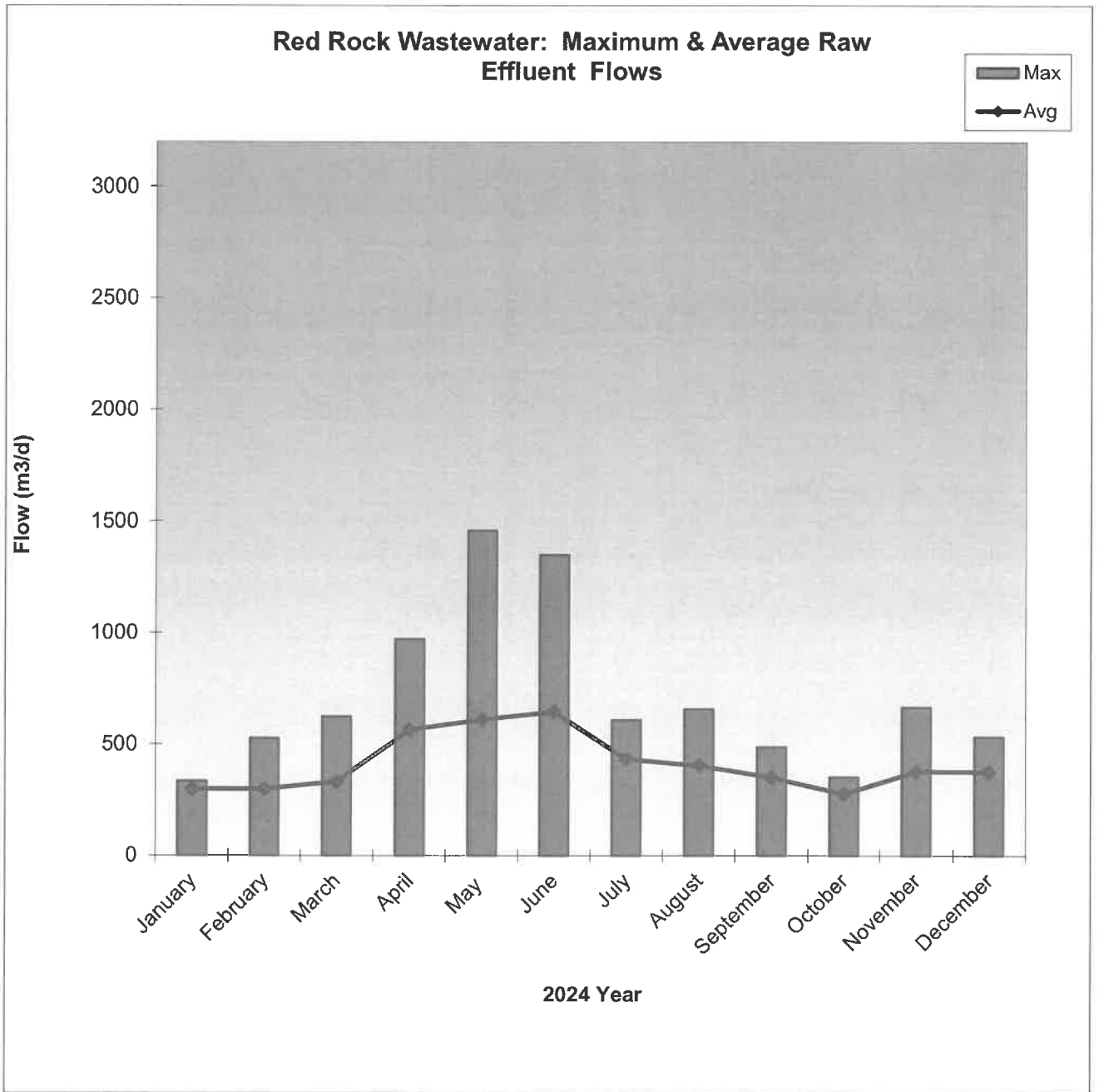
Effluent Parameter	Monthly Average Concentration Limit
<i>CBOD₅</i>	25.0 mg/L
Total Suspended Solids	25.0 mg/L
Total Phosphorus	1.0 mg/L
Total Ammonia Nitrogen	5.0 (Apr 1 to Oct 31) 15.0 (Nov 1 to Mar 31)
Acute Lethality - rainbow trout	Non-acutely lethal
pH	Between 6.0 – 9.5 at all times
<i>E. Coli</i>	200 organisms/100 ml (monthly <i>Geometric Mean Density</i>)

Effluent Objectives (best effort) as per C of A, condition 6 (1)

Effluent Parameter	Concentration Objective
<i>CBOD₅</i>	15.0 mg/L
Total Suspended Solids	15.0 mg/L
Total Phosphorus	0.5 mg/L
Total Ammonia Nitrogen	3.0 (Apr 1 to Oct 31) 5.0 (Nov 1 to Mar 31)
<i>E. Coli</i>	150 organisms/100 ml (monthly <i>Geometric Mean Density</i>)
pH	6.5- 8.5

EFFLUENT FLOWS

In order to review, at a glance, the performance of the WWTP, a graph has been prepared showing the average and maximum monthly effluent flows for the year; January to December 2024. The total effluent flows for the year are 151,522 m³.



EFFLUENT SAMPLING

In the reporting period in 2024, *CBOD*₅ was analyzed and the average was 4.47 mg/L and a maximum monthly value of 72 mg/L; this is well within the effluent limits imposed by the *Certificate of Approval* condition 6.1 of 25.0 mg/L. This also was within the objective limits of 15 mg/l for each month except September when we received a result of 72 mg/L, making the monthly average 19.43 mg/L.

The annual average suspended solids concentrations for the effluent in the reporting period during 2024 was 3.81 mg/L and a maximum monthly value of 11.00 mg/L. This parameter was within the annual compliance level of 25.0 mg/L. This parameter has an objective value of 15 mg/l. This also was within the objective limits of 15 mg/l.

The annual average Total Phosphorus concentrations for the effluent in the reporting period during 2024 was 0.49 mg/L and a maximum monthly value of 1.19. This parameter was within the monthly compliance level of 1.0 mg/L. This parameter has an objective value of 0.5 mg/l. The objective limit was not achieved in 2024. The effluent was above the 0.5 mg/L objective in February, October, November, and December with values of 0.55 mg/L, 0.79 mg/L, 0.76 mg/L and 0.63 mg/L respectively.

The monthly average Total Ammonia Nitrogen concentrations for the effluent in the reporting period during 2024 was 0.21 mg/L and a maximum monthly value of 3.61 mg/L. This parameter was within the seasonal compliance level from April 1 – October 31 of 5.0 mg/L and November 1 – March 31 of 15.0 mg/l. This parameter has an objective value of 3.0 mg/l from April 1 – October 31 and of 5.0 mg/l November 1 – March 31 of 15.0 mg/l. The objective limit was also achieved in 2024.

The plant compliance criteria states; the pH of the effluent shall be maintained between 6.0 and 9.5, inclusive, at all times. The average pH during this period was 7.65 with a high of 8.18 and a low of 6.88. The effluent was within the compliance limits the limits and within the objective levels of 6.5 to 8.5.

The ECA effluent monitoring requires the DO be measured weekly from a grab sample. The average DO during this period was 9.31 with a high of 11.30 and a low of 6.37. The ECA does not have a specified level for DO.

The effluent parameter includes a requirement to maintain the monthly geometric mean density of e-coli less than of 200 organisms per 100 ml. In reporting period during 2024, the maximum monthly geometric mean density for e-coli was 3.05 organisms per 100 ml. This met the compliance values and also the objective value of 150 organisms per 100 ml monthly geometric mean.

The acute lethality of rainbow trout was tested in quarterly and was found to be not toxic.

MAINTENANCE

OCWA maintains a Work Management System (WMS), which is a comprehensive computer based maintenance program that is based on a proactive preventive approach. This includes running checks, weekly, monthly and annual maintenance, as required. A full report on all maintenance carried out in 2024 is available upon request.

There were no modifications made to the Red Rock Sewage Plant as per Schedule B of the ECA. The operation of the new facility is progressing and some minor changes may be required to optimize the performance of the treatment process.

OPERATIONAL ISSUES

The operation of the plant continues to be optimized. There were several deficiencies that are being communicated by the township to the plant construction companies for correction.

Effluent wash pump system still not operational and not adequately commissioned. This has resulted in the head works equipment being out-of-service since June 2023. All of the head works equipment is being bypassed except for the bar screen, which is currently being used for preliminary treatment prior to clarification. This is causing, and will continue to cause, operational issues downstream due to contamination. In August 2024, smaller pumps were installed on the effluent wash system. The system has since been working properly. As a result, the head works system is now operating as designed.

The wet wells have gone to back-up mode several times through the year, caused by all of the wet well pumps kicking out. The operators have to reset the pumps to correct the issue and continue operation. The alarm system was investigated and back-up floats were installed in the wells. The system appears to have operated correctly since but only three of the four pumps are operational. In 2024, the lift pumps were rewired by Automation Now and the system has worked well with no faulting to backup mode. In August 2024, Automation Now installed RSP-4 that had been sent away for repairs and has since been functioning properly.

The alum line froze in March 2022. A temporary system was put in place to allow for continued operation. The line was leaking during the early portion of 2023. The alum system was addressed by the construction contractor in 2023 as a portion of correcting plant deficiencies. The heat trace is still not functioning correctly and the chemical dosing is being accomplished in the head works effluent chamber. In 2024, the alum dosing point was moved inside the building after the screen and de-gritting systems.

CALIBRATIONS

The owner shall maintain a continuous flow-measuring device to measure the flow rate within an accuracy of +/- 5% of actual rate of flow within the range of 10% to 100% of the full-scale reading of the measuring devices.

The calibration of the flow devices was conducted on September 9 2024. The flow meters were found to be in calibration.

SLUDGE SUMMARY

The facility was newly commissioned late in August 2021. Sludge was removed from the facility in April, September and December of 2024. The municipality contracts out the haul. The hauled sludge is deposited in the drying beds. A summary of all sludge hauled for Red Rock Sewage Treatment Plant is outlined in the following table.

Sludge Volume Hauled in 2024

Month	Total Volume(m3)
January	0
February	0
March	0
April	154
May	0
June	0
July	0
August	0
September	154
October	0
November	0
December	154
Total:	462

There is no expected change in the sludge handling methods or disposal areas for the WWTP in the coming year.

COMPLAINTS/ENVIRONMENTAL INCIDENT

There were no complaints reported in 2024.
There were no environmental incidents reported in 2024.

BY-PASS REPORTS

There were no by-passes in 2024.

**Performance Assessment Report
1st September – December 31st 2024**

1525 RED ROCK WASTEWATER TREATMENT SYSTEM 120001817

	1/ 2024	2/ 2024	3/ 2024	4/ 2024	5/ 2024	6/ 2024	7/ 2024	8/ 2024	9/ 2024	10/ 2024	11/ 2024	12/ 2024	<-Total->	<-Avg->	<-Max->	<-Criteria->
Flows																
Eff. Flow Total - Eff m ³ /d	9,275.00	8,692.00	10,282.00	18,928.00	18,934.00	19,336.00	13,435.00	12,497.00	10,531.00	8,596.00	11,347.00	11,689.00	151,522.00			0.00
Eff. Flow Avg - Eff m ³ /d	299.19	299.72	332.00	594.27	610.77	644.53	433.39	403.13	351.03	278.97	378.23	376.42		413.99		
Eff. Flow Max - Eff m ³ /d	335.00	527.00	623.00	971.00	1,457.00	1,348.00	808.00	696.00	486.00	353.00	664.00	532.00			1,457.00	0.00
Eff Flow Count - Eff m ³ /d	31.00	29.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	386.00			0.00
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Eff mg/L	3.52	3.73	4.65	2.70	5.60	2.83	1.96	1.70	19.43	3.06	2.85	3.32		4.47	19.43	
Eff: # of samples of cBOD5 - Eff	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	53.00			0.00
Loading: cBOD5 - Eff kg/d	1.053	1.116	1.544	1.524	3.542	1.821	0.858	0.685	6.819	0.848	1.076	1.250		1.85	6.82	
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	120.00	110.00	61.00	80.00	241.00	130.00	82.00	69.00	20.00	120.00	140.00	140.00		107.75	241.00	0.00
Raw: # of samples of BOD5 - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			0.00
Percent Removal: BOD5 - Raw %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	127.00	150.00	52.00	94.00	243.00	92.00	59.00	98.00	146.00	76.00	136.00	42.00		109.33	243.00	0.00
Raw: # of samples of TSS - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			0.00
Eff: Avg TSS - Eff mg/L	4.48	3.18	3.80	6.13	2.39	3.48	3.39	2.08	3.45	4.40	4.70	3.54		3.81	6.13	25.00
Eff: # of samples of TSS - Eff	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	53.00			0.00
Loading: TSS - Eff kg/d	1.340	0.652	1.262	3.457	1.481	2.240	1.471	0.836	1.211	1.219	1.778	1.333		1.58	3.46	
Percent Removal: TSS - Raw %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	2.61	1.47	0.50	2.91	3.14	2.72	2.02	2.78	2.95	4.12	4.00	2.09		2.61	4.12	0.00
Raw: # of samples of TP - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			0.00
Eff: Avg TP - Eff mg/L	0.41	0.55	0.48	0.37	0.34	0.38	0.39	0.42	0.38	0.79	0.76	0.63		0.49	0.79	1.00
Eff: # of samples of TP - Eff	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	53.00			0.00
Loading: TP - Eff kg/d	0.124	0.166	0.152	0.211	0.207	0.243	0.167	0.171	0.133	0.220	0.287	0.237		0.20	0.29	
Percent Removal: TP - Raw %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		0.00
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	33.70	42.60	20.30	28.30	27.90	23.00	19.00	23.50	32.10	36.60	35.40	26.50		29.09	42.60	0.00
Raw: # of samples of TKN - Raw	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00			0.00
Eff: Avg TAN - Eff mg/L	0.05	0.62	1.03	0.20	0.09	0.16	0.10	0.11	0.06	0.10	0.05	0.07		0.21	1.03	15.00
Eff: # of samples of TAN - Eff	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	5.00	5.00	53.00			0.00
Loading: TAN - Eff kg/d	0.014	0.167	0.341	0.112	0.053	0.103	0.043	0.045	0.020	0.027	0.020	0.026		0.09	0.34	
Disinfection																
Eff: GMD E. Coli - Eff clu/100mL	1.00	1.00	1.00	1.15	1.00	1.63	1.15	1.00	1.32	3.05	1.00	1.38				
Eff: # of samples of E. Coli - Eff	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	53.00			0.00

pH Monthly Process Data Report

Customized Monthly Report

From 01/01/2024 to 12/31/2024

Facility Name: RED ROCK WASTEWATER TREATMENT SYSTEM
Receiver:

Facility Org Number: 1525
Facility Owner:
Service Population: 800

Works: 120001817
Facility Classification:
Total Design Capacity: 1273 m3/day



Eff	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total	2024			
														Avg	Max	Min	
pH --																	
Lab Count	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	53.00				
Lab Month.Max	7.48	7.60	7.43	7.84	8.18	8.07	8.02	7.86	7.93	7.77	7.79	7.85			8.18		
Lab Month.Mean	7.28	7.50	7.24	7.63	7.93	7.91	7.91	7.74	7.70	7.67	7.54	7.74			7.65		
Lab Month.Min	6.88	7.42	6.91	7.24	7.78	7.83	7.73	7.67	7.59	7.52	7.39	7.66					6.88

Biosolids Sludge Quality



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Client:	Dave Houston	Work Order Number:	559806
Company:	OCWA - North West Region - Red Rock Wastewater	PO #:	1523
Address:	P.O. Box 447 Red Rock, ON, P0T 2P0	Regulation:	Information not provided
Phone:	(807) 889-0531	Project #:	120001817
Email:	DHouston@ocwa.com	DWS #:	120001817
Date Order Received:	12/18/2024	Sampled By:	Dave Houston
Arrival Temperature:	5 C	Analysis Started:	12/19/2024
		Analysis Completed:	12/27/2024

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Digested Sludge	2091238	Sludge	Grab		12/17/2024	8:45 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
Ammonia Water (A42)	Thunder Bay	Determination of Ammonia/Ammonium in Water	Modified from EPA 350.1
Ammonium Water (A42.3)	Thunder Bay	Calculation of Ammonium in Water	Modified from APHA 4500
Anions Water (mg/L by IC) (A5)	Thunder Bay	Determination of Anions in Water by Ion Chromatography	Modified from SW846-9056A
Field DO mg/L (R114)	Thunder Bay	Client Supplied Field Determination of Dissolved Oxygen	Field Test
Field pH (R112)	Thunder Bay	Client Supplied Field Determination of pH of Water	Field Test
Field Temp (R113)	Thunder Bay	Client Supplied Field Determination of Temperature of Water	Field Test
ICPMS Tot. Water (A13.2)	Garson	Determination of Total Metals in Water by ICP/MS with Digestion	Modified from SW846-6020A
TP Water (A23.2)	Thunder Bay	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TS (A27)	Thunder Bay	Determination of Total Solids in water by gravimetry	Modified from SM-2540
Un-Ionized NH3 (A42.4)	Thunder Bay	Calculation of Un-Ionized Ammonia, based on Client Field pH and Temperature	Modified from APHA-4500



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 559806

REPORT COMMENTS

OCWA tags updated as per client. 12/18/24 JCT.

This report has been approved by:

Aline de Chevigny
Production Coordinator

WORK ORDER RESULTS

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
Anions	Result	MDL	Units
Nitrate (as N)	59.8	0.1*	mg/L

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
Field Parameters	Result	MDL	Units
Dissolved Oxygen (mg/L)	6.97	N/A	mg/L
Field pH	6.4	N/A	pH
Field Temp	11.5	N/A	°C



CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 559806

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
General Chemistry	Result	MDL	Units
Ammonia (as N)	12.0	0.1*	mg/L
Ammonia (as N) [rr]	13.8	0.1*	mg/L
Ammonium (as N) (Calc.)	12.00	0.01	mg/L
Total Phosphorus (as P)	7.0	0.4*	mg/L
Un-ionized Ammonia (Calc.)	0.006	0.002	mg/L

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
Metals (Total)	Result	MDL	Units
Total Arsenic	169 [189]	10*	ug/L
Total Cadmium	40.6 [45.6]	0.2*	ug/L
Total Chromium	538 [603]	10*	ug/L
Total Cobalt	130 [147]	1*	ug/L
Total Copper	36500 [38600]	1000*	ug/L
Total Lead	1760 [1740]	10*	ug/L
Total Mercury	11 [13]	1*	ug/L
Total Molybdenum	95 [105]	10*	ug/L
Total Nickel	516 [583]	10*	ug/L



CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 559806

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
Metals (Total)	Result	MDL	Units
Total Potassium	55800 [63400]	1000*	ug/L
Total Selenium	135 [157]	2*	ug/L
Total Zinc	118000 [124000]	1000*	ug/L

Sample Description	Digested Sludge		
Sample Date	12/17/2024 8:45 AM		
Lab ID	2091238		
Solids	Result	MDL	Units
Total Solids	33800 [31500]	10	mg/L

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

MDL: Method detection limit or minimum reporting limit.

[]: Results for laboratory replicates are shown in square brackets immediately below the associated sample result for ease of comparison.

Organic Soil Analysis: Data reported for organic analysis in soils samples are corrected for moisture content.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

Reproduction of Report: Report shall not be reproduced, except in full, without the approval of Testmark Laboratories Ltd.

ICPMS Dustfall Insoluble: The ICPMS Dustfall Insoluble Portion method analyzes only the particulate matter from the Dustfall Sampler which is retained on the analysis filter during the Dustfall method.




Regulation Comparisons: Disclaimer: Please note that regulation criteria are provided for comparative purposes, however the onus on ensuring the validity of this comparison rests with the client.

Dilution: In the MDL column an asterisk () indicates a sample dilution was performed.



GENERAL CHAIN OF CUSTODY FORM

Please use our Drinking Water Chain of Custody Form for regulated drinking water samples

REPORT TO: Client: OCWA - Red Rock WPCP Address: PO Box 447 Red Rock ON POT 2PO Contact: Dave Houston, Clarke Rampersad Email: dhouston@ocwa.com; crampersad@ocwa.com Phone: 807-889-0531, 807-889-1311 Fax:				INVOICE TO: (If different from Report) Client: OCWA - Red Rock Address: _____ Contact: APNorthwest@ocwa.com Email: APNorthwest@ocwa.com Phone: _____ Fax: _____				PROJECT INFORMATION: TM Quote #: _____ Client P.O. #: 1523 Client Project #: 120001817																																																									
REPORTING/INVOICING FORMAT <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail QC DATA REPORTED <input type="checkbox"/> Yes <input type="checkbox"/> No SAMPLE DISPOSAL <input type="checkbox"/> Hold <input checked="" type="checkbox"/> Dispose <input type="checkbox"/> Return		TURN AROUND TIME (TAT)* <input type="checkbox"/> Micro Only Rush <input type="checkbox"/> ASAP <input type="checkbox"/> 1 Business Day <input type="checkbox"/> 2 Business Days <input type="checkbox"/> 3 Business Days <input checked="" type="checkbox"/> Standard DUE DATE: Friday 27. * Prior arrangements must be made for rush/weekend/holiday work		ANALYSIS REQUESTED <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2">NUMBER OF CONTAINERS</th> <th colspan="16">ANALYSIS REQUESTED</th> <th rowspan="2">CONTAINERS RECEIVED</th> </tr> <tr> <th>Total Solids</th> <th>Total Phosphorous</th> <th>Ammonia + Ammonium</th> <th>Nitrate as N</th> <th>Arsenic</th> <th>Cadmium</th> <th>Cobalt</th> <th>Chromium</th> <th>Copper</th> <th>Lead</th> <th>Mercury</th> <th>Molybdenum</th> <th>Nickel</th> <th>Potassium</th> <th>Selenium</th> <th>Zinc</th> </tr> <tr> <td>2</td> <td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td> <td>2</td> </tr> </table>		NUMBER OF CONTAINERS	ANALYSIS REQUESTED																CONTAINERS RECEIVED	Total Solids	Total Phosphorous	Ammonia + Ammonium	Nitrate as N	Arsenic	Cadmium	Cobalt	Chromium	Copper	Lead	Mercury	Molybdenum	Nickel	Potassium	Selenium	Zinc	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	2	LABORATORY USE ONLY WORK ORDER NUMBER:  559806 M <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th>TEMP</th> <th>Btl. Type</th> <th>Lab ID</th> </tr> <tr> <td>5</td> <td>9P</td> <td>2091238</td> </tr> </table>		TEMP	Btl. Type	Lab ID	5	9P	2091238
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SAMPLING <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th>DATE (mm-dd-yy)</th> <th>TIME</th> <th>MATRIX **</th> <th>SAMPLE DESCRIPTION (This Will Appear On The Report)</th> <th>OCWA Upload Station Acronym</th> <th>OCWA Upload Station Number</th> </tr> <tr> <td>12/17/24</td> <td>8:45</td> <td>SL</td> <td>Digested Sludge</td> <td>Dig</td> <td>1</td> </tr> </table>		DATE (mm-dd-yy)	TIME	MATRIX **	SAMPLE DESCRIPTION (This Will Appear On The Report)	OCWA Upload Station Acronym	OCWA Upload Station Number	12/17/24	8:45	SL	Digested Sludge	Dig	1	COMMENTS/FIELD NOTES: Field DO-6.97 pH-6.4 Temp-11.5		REGULATION <input type="checkbox"/> O.Reg. 153 <input type="checkbox"/> O.Reg. 406 Bulk <input type="checkbox"/> O.Reg. 406 SPLP Leachate Table <input type="checkbox"/> 1 <input type="checkbox"/> 2/2.1 <input type="checkbox"/> 3/3.1 <input type="checkbox"/> 4/4 <input type="checkbox"/> 5/5.1 <input type="checkbox"/> 6/6.1 <input type="checkbox"/> 7/7.1 <input type="checkbox"/> 8/8.1 <input type="checkbox"/> 9/9.1 <input type="checkbox"/> Industrial / Commercial <input type="checkbox"/> Residential / Parkland / Institutional <input type="checkbox"/> Agricultural <input type="checkbox"/> Groundwater <input type="checkbox"/> Coarse Soil <input type="checkbox"/> Fine Soil <input type="checkbox"/> Surface <input type="checkbox"/> Subsurface <input type="checkbox"/> O.Reg. 558 <input type="checkbox"/> PWQO <input type="checkbox"/> MISA <input type="checkbox"/> Cof <input type="checkbox"/> MDMER <input type="checkbox"/> ODWS <input type="checkbox"/> None Sewer Use: <input type="checkbox"/> Sanitary <input type="checkbox"/> Storm <input type="checkbox"/> Municipal <input type="checkbox"/> Other: _____																																																	
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**Matrix: B=Biota, GW=Groundwater, O=Oil, P=Paint, S=Soil, SL=Sludge, SW=Surface Water, W=Water, WW=Wastewater, SD=Sediment <input type="checkbox"/> High Concentrations Expected		Relinquished to Testmark By (Signature)  Date: 12/17/24 Time: 13:00		Shipped By  Shipping Reference: 335150961977																																																													
Received By Date: _____ Time: _____		Received at Testmark By JCT Date: 12/18/24 Time: 11:27																																																															

OCWA tags updated as per client. 12/18/24 JCT.



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Client:	Dave Houston	Work Order Number:	551453
Company:	OCWA - North West Region - Red Rock Wastewater	PO #:	1523
Address:	P.O. Box 447 Red Rock, ON, P0T 2P0	Regulation:	Information not provided
Phone:	(807) 889-0531	Project #:	120001817
Email:	DHouston@ocwa.com	DWS #:	120001817
		Sampled By:	Clarke Rampersad
Date Order Received:	9/25/2024	Analysis Started:	9/26/2024
Arrival Temperature:	10 C	Analysis Completed:	9/27/2024

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Digested Sludge	2060259	Wastewater	Grab		9/23/2024	3:25 PM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
Ammonia Water (A42)	Thunder Bay	Determination of Ammonia/Ammonium in Water	Modified from EPA 350.1
Ammonium Water (A42.3)	Thunder Bay	Calculation of Ammonium in Water	Modified from APHA 4500
Field pH (R112)	Thunder Bay	Client Supplied Field Determination of pH of Water	Field Test
Field Temp (R113)	Thunder Bay	Client Supplied Field Determination of Temperature of Water	Field Test
Un-ionized NH ₃ (A42.4)	Thunder Bay	Calculation of Un-ionized Ammonia, based on Client Field pH and Temperature	Modified from APHA-4500



CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 551453

This report has been approved by:

Adam Tam, M.Sc.
Director of Operations

WORK ORDER RESULTS

Sample Description	Digested Sludge		
Sample Date	9/23/2024 3:25 PM		
Lab ID	2060259		
Field Parameters	Result	MDL	Units
Field pH	7.6	N/A	pH
Field Temp	20.6	N/A	°C

Sample Description	Digested Sludge		
Sample Date	9/23/2024 3:25 PM		
Lab ID	2060259		
General Chemistry	Result	MDL	Units
Ammonia (as N)	304	1*	mg/L
Ammonium (as N) (Calc.)	299.00	0.01	mg/L
Un-Ionized Ammonia (Calc.)	4.930	0.002	mg/L



TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 551453

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

MDL: Method detection limit or minimum reporting limit.

Organic Soil Analysis: Data reported for organic analysis in soils samples are corrected for moisture content.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

Reproduction of Report: Report shall not be reproduced, except in full, without the approval of Testmark Laboratories Ltd.

ICPMS Dustfall Insoluble: The ICPMS Dustfall Insoluble Portion method analyzes only the particulate matter from the Dustfall Sampler which is retained on the analysis filter during the Dustfall method.

Regulation Comparisons: Disclaimer: Please note that regulation criteria are provided for comparative purposes, however the onus on ensuring the validity of this comparison rests with the client.

Dilution: In the MDL column an asterisk () indicates a sample dilution was performed.

Please use our Drinking Water Chain of Custody Form for drinking water sample submissions

REPORT TO: Client: OCWA - North West Region - Red Rock Wastewater Address: P.O. Box 447 Red Rock, ON., P0T 2P0 Contact: Dave Houston/Clarke Rampersad Email: Use Distribution List Phone: 807-889-0531 Fax:	INVOICE TO: (If different from Report) Client: OCWA - North West Region - Red Rock Address: Contact: apnorthwest@ocwa.com Email: apnorthwest@ocwa.com Phone: Fax:	PROJECT INFORMATION: TM Quote #: Client P.O. #: 1523 Client Project #: 120001817
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REPORTING/INVOICING FORMAT <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail QC DATA REPORTED <input type="checkbox"/> Yes <input type="checkbox"/> No SAMPLE DISPOSAL <input type="checkbox"/> Hold <input checked="" type="checkbox"/> Dispose <input type="checkbox"/> Return SAMPLING INFORMATION <table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:15%;">DATE (MM-DD-YY)</th> <th style="width:15%;">TIME</th> <th style="width:15%;">MATRIX *</th> <th style="width:55%;">SAMPLE DESCRIPTION (This Will Appear On The Report)</th> <th style="width:10%;">OCWA UPLOAD</th> </tr> <tr> <td>09/23/24</td> <td>15:25</td> <td>WW</td> <td>Digested Sludge</td> <td>Station Acronym: Bslq Station Number: Bslq</td> </tr> </table>	DATE (MM-DD-YY)	TIME	MATRIX *	SAMPLE DESCRIPTION (This Will Appear On The Report)	OCWA UPLOAD	09/23/24	15:25	WW	Digested Sludge	Station Acronym: Bslq Station Number: Bslq	TURN AROUND TIME (TAT)* <input type="checkbox"/> Micro Only Rush <input type="checkbox"/> ASAP <input type="checkbox"/> 1 Business Day <input type="checkbox"/> 2 Business Days <input type="checkbox"/> 3 Business Days <input checked="" type="checkbox"/> Standard DUE DATE: <u>Wednesday 02</u> * Prior arrangements must be made for rush/weekend/holiday work	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">NUMBER OF CONTAINERS</th> <th colspan="15" style="text-align: center;">ANALYSIS REQUESTED</th> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">FIELD FILTERED? (Check if Yes)</th> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">CONTAINERS RECEIVED</th> </tr> <tr> <th>Total Solids</th> <th>Total Phosphorous</th> <th>Ammonia + Ammonium</th> <th>Total Ammonia</th> <th>Nitrate as N</th> <th>Arsenic</th> <th>Cadmium</th> <th>Cobalt</th> <th>Chromium</th> <th>Copper</th> <th>Lead</th> <th>Mercury</th> <th>Molybdenum</th> <th>Nickel</th> <th>Potassium</th> <th>Selenium</th> <th>Zinc</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> <td style="text-align: center;">10</td> <td style="text-align: center;">IPET</td> <td style="text-align: center;">2060259</td> </tr> </table>	NUMBER OF CONTAINERS	ANALYSIS REQUESTED															FIELD FILTERED? (Check if Yes)	CONTAINERS RECEIVED	Total Solids	Total Phosphorous	Ammonia + Ammonium	Total Ammonia	Nitrate as N	Arsenic	Cadmium	Cobalt	Chromium	Copper	Lead	Mercury	Molybdenum	Nickel	Potassium	Selenium	Zinc	1	X																		10	IPET	2060259
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*MATRIX: B=Blota, GW=Groundwater, O=Oil, Other, P=Paint, S=Soil, SD=Sediment, SL=Sludge, SW=Surface Water, W=Water, WW=Wastewater

REGULATION INFORMATION: Check Applicable Regulation: <input type="checkbox"/> PWQO <input type="checkbox"/> O.REG. 558 <input type="checkbox"/> MISA <input type="checkbox"/> O.REG. 347 <input type="checkbox"/> MDMR <input type="checkbox"/> O.REG. 153 <input type="checkbox"/> ODWS <input type="checkbox"/> O.REG. 406 Bulk <input type="checkbox"/> ECA/CoA <input type="checkbox"/> O.REG. 406 SPLP Leachate <input type="checkbox"/> NONE <input type="checkbox"/> OTHER: <input type="checkbox"/> Storm Sewer** ** Municipality: <input type="checkbox"/> Sanitary Sewer**	COMMENTS/FIELD NOTES: <p style="text-align: center;">pH: 7.6 Temp: 20.6 Celcius</p> <p style="text-align: center;">Sampled By: C.Rampersad Date: Sept 23/24 Time: 15:25</p> <p style="text-align: center;">Received By: Date: Time:</p> <p style="text-align: center;">Relinquished to Testmark By: Date: Time:</p> <p style="text-align: center;">Shipped by and Reference #: 334942960595</p> <p style="text-align: center;">Received at Testmark By: K.R. Date: 09/25/24 Time: 10:15</p> <p style="text-align: right;"><input type="checkbox"/> High Concentrations Expected</p>
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TESTMARK Laboratories Ltd.

Committed to Quality and Service

CERTIFICATE OF ANALYSIS

Client:	Dave Houston	Work Order Number:	548134
Company:	OCWA - North West Region - Red Rock Wastewater	PO #:	1523
Address:	P.O. Box 447 Red Rock, ON, P0T 2P0	Regulation:	Information not provided
Phone:	(807) 889-0531	Project #:	120001817
Email:	DHouston@ocwa.com	DWS #:	120001817
		Sampled By:	Clarke Rampersad
Date Order Received:	9/6/2024	Analysis Started:	9/10/2024
Arrival Temperature:	16 C	Analysis Completed:	9/16/2024

WORK ORDER SUMMARY

ANALYSES WERE PERFORMED ON THE FOLLOWING SAMPLES. THE RESULTS RELATE ONLY TO THE ITEMS TESTED.

Sample Description	Lab ID	Matrix	Type	Comments	Date Collected	Time Collected
Digested Sludge	2051229	Wastewater	Grab		9/5/2024	9:30 AM

METHODS AND INSTRUMENTATION

THE FOLLOWING METHODS WERE USED FOR YOUR SAMPLE(S):

Method	Lab	Description	Reference
Ammonia Water (A42)	Thunder Bay	Determination of Ammonia/Ammonium in Water	Modified from EPA 350.1
Anions Water (mg/L by IC) (A5)	Thunder Bay	Determination of Anions in Water by Ion Chromatography	Modified from SW846-9056A
ICPMS Reg. Water (A13.1)	Garson	Determination of Metals in Water by ICP/MS	Modified from SW846-6020A
TP Water (A23.2)	Thunder Bay	Determination of Total Phosphorus in Water.	Modified from EPA 365.3 and ESS 310.2,
TS (A27)	Thunder Bay	Determination of Total Solids in water by gravimetry	Modified from SM-2540

REPORT COMMENTS

Removed as per client, confirmed they only want TAN. Client will resample for Ammonia+ Ammonium. 09/11/24 J.C.



CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 548134

This report has been approved by:

Adam Tam, M.Sc.
Director of Operations

WORK ORDER RESULTS

Sample Description	Digested Sludge		
Sample Date	9/5/2024 9:30 AM		
Lab ID	2051229		
Anions	Result	MDL	Units
Nitrate (as N)	<0.05	0.05	mg/L

Sample Description	Digested Sludge		
Sample Date	9/5/2024 9:30 AM		
Lab ID	2051229		
General Chemistry	Result	MDL	Units
Ammonia (as N)	338	1*	mg/L
Total Phosphorus (as P)	26.2	0.1*	mg/L

Sample Description	Digested Sludge		
Sample Date	9/5/2024 9:30 AM		
Lab ID	2051229		
Metals	Result	MDL	Units
Arsenic	10	1	ug/L



CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 548134

Sample Description	Digested Sludge		
Sample Date	9/5/2024 9:30 AM		
Lab ID	2051229		

Metals	Result	MDL	Units
Cadmium	0.5	0.1	ug/L
Chromium	139	10*	ug/L
Cobalt	30.1	0.1	ug/L
Copper	15	1	ug/L
Lead	1.3	0.1	ug/L
Mercury	<0.1	0.1	ug/L
Molybdenum	1	1	ug/L
Nickel	204	10*	ug/L
Potassium	44000	1000*	ug/L
Selenium	<0.2	0.2	ug/L
Zinc	3750	10*	ug/L

Sample Description	Digested Sludge		
Sample Date	9/5/2024 9:30 AM		
Lab ID	2051229		

Solids	Result	MDL	Units
Total Solids	23700 [23700]	10	mg/L



TESTMARK Laboratories Ltd.
Committed to Quality and Service

CERTIFICATE OF ANALYSIS

OCWA - North West Region - Red Rock Wastewater

Work Order Number: 548134

LEGEND

Dates: Dates are formatted as mm/dd/year throughout this report.

MDL: Method detection limit or minimum reporting limit.

[]: Results for laboratory replicates are shown in square brackets immediately below the associated sample result for ease of comparison.

Organic Soil Analysis: Data reported for organic analysis in soils samples are corrected for moisture content.

Quality Control: All associated Quality Control data is available on request.

Field Data: Reports containing Field Parameters represent data that has been collected and provided by the client. Testmark is not responsible for the validity of this data which may be used in subsequent calculations.

Sample Condition Deviations: A noted sample condition deviation may affect the validity of the result. Results apply to the sample(s) as received.

Reproduction of Report: Report shall not be reproduced, except in full, without the approval of Testmark Laboratories Ltd.


ICPMS Dustfall Insoluble: The ICPMS Dustfall Insoluble Portion method analyzes only the particulate matter from the Dustfall Sampler which is retained on the analysis filter during the Dustfall method.

Regulation Comparisons: Disclaimer: Please note that regulation criteria are provided for comparative purposes, however the onus on ensuring the validity of this comparison rests with the client.

Dilution: In the MDL column an asterisk () indicates a sample dilution was performed.

GENERAL CHAIN OF CUSTODY FORM

Please use our Drinking Water Chain of Custody Form for drinking water sample submissions

REPORT TO: Client: OCWA - North West Region - Red Rock Wastewater Address: P.O. Box 447 Red Rock, ON., P0T 2P0 Contact: Dave Houston/Clarke Rampersad Email: Use Distribution List Phone: 807-889-0531 Fax:				INVOICE TO: (if different from Report) Client: OCWA - North West Region - Red Rock Address: Contact: apnorthwest@ocwa.com Email: apnorthwest@ocwa.com Phone: Fax:				PROJECT INFORMATION: TM Quote #: Client P.O. #: 1523 Client Project #: 120001817			
REPORTING/INVOICING FORMAT <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail QC DATA REPORTED <input type="checkbox"/> Yes <input type="checkbox"/> No SAMPLE DISPOSAL <input type="checkbox"/> Hold <input checked="" type="checkbox"/> Dispose <input type="checkbox"/> Return		TURN AROUND TIME (TAT)* <input type="checkbox"/> Micro Only Rush <input type="checkbox"/> ASAP <input type="checkbox"/> 1 Business Day <input type="checkbox"/> 2 Business Days <input type="checkbox"/> 3 Business Days <input checked="" type="checkbox"/> Standard DUE DATE: <u>Friday 13</u> <small>* Prior arrangements must be made for rush/weekend/holiday work</small>		ANALYSIS REQUESTED				LABORATORY USE ONLY WORK ORDER NUMBER:  548134 M			
SAMPLING INFORMATION DATE (MM-DD-YY) TIME MATRIX*		SAMPLE DESCRIPTION (This Will Appear On The Report)		OCWA UPLOAD Station Acronym Station Number		NUMBER OF CONTAINERS Total Solids		Total Phosphorous Ammonia + Ammonium Total Ammonia Nitrate as N Arsenic Cadmium Cobalt Chromium Copper Lead Mercury Molybdenum Nickel Potassium Selenium Zinc		FIELD FILTERED? (Check if Yes) CONTAINERS RECEIVED TEMP (°C) BOTTLE TYPE LAB ID#	
09/05/24 9:30 WW		Digested Sludge		Bslq Bslq		2 x		x x x x x x x x x x x x x x x x x x		2 16 2P 2051299	
CONFIRMATION REPORT SENT											
Removed as per client, confirmed they only want TAN. Client will resample for Ammonia + Ammonium. 09/11/24 J.C											
REGULATION INFORMATION: Check Applicable Regulation: <input type="checkbox"/> PWQO <input type="checkbox"/> O.REG. 558 <input type="checkbox"/> MISA <input type="checkbox"/> O.REG. 347 <input type="checkbox"/> MDMER <input type="checkbox"/> O.REG. 153 <input type="checkbox"/> ODWS <input type="checkbox"/> O.REG. 406 Bulk <input type="checkbox"/> ECA/CofA <input type="checkbox"/> O.REG. 406 SPLP Leachate <input type="checkbox"/> NONE <input type="checkbox"/> OTHER: <input type="checkbox"/> Storm Sewer** <input type="checkbox"/> Sanitary Sewer**				Check Table/Category (If 153 or 406): <input type="checkbox"/> 1 <input type="checkbox"/> Indust/Comm <input type="checkbox"/> 2/2.1 <input type="checkbox"/> Res/Park/Inst <input type="checkbox"/> 3/3.1 <input type="checkbox"/> Agricultural <input type="checkbox"/> 4/4.1 <input type="checkbox"/> 5/5.1 <input type="checkbox"/> Groundwater <input type="checkbox"/> 6/6.1 <input type="checkbox"/> Coarse Soil <input type="checkbox"/> 7/7.1 <input type="checkbox"/> Fine Soil <input type="checkbox"/> 8/8.1 <input type="checkbox"/> Surface <input type="checkbox"/> 9/9.1 <input type="checkbox"/> Subsurface				COMMENTS/FIELD NOTES: <input type="checkbox"/> High Concentrations Expected Sampled By: C.Rampersad Date: Sept 5/24 Time: 09:30 Received By: Date: Time: Relinquished to Testmark By: C.Rampersad Date: Sept 5/24 Time: 10:58 Shipped By and Reference #: <u>Rampersad 334908033759</u> Received at Testmark By: <u>J.C</u> Date: <u>09/06/24</u> Time: <u>10:20</u>			

Analyzer Verification/Calibration Summary

Calibration Certificate 3176

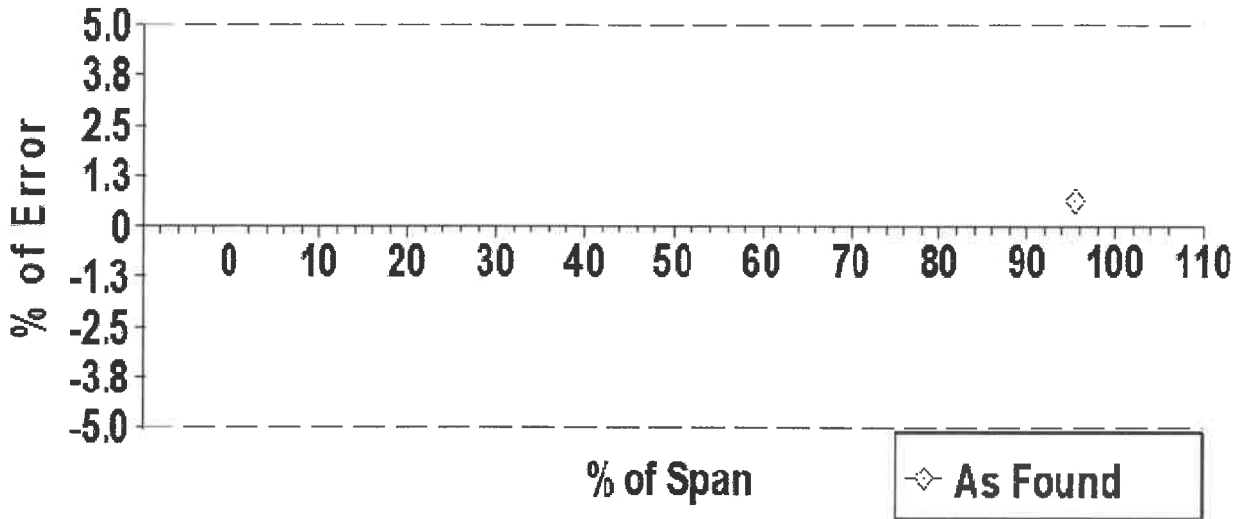
AMS Tag: RR WWTP Final Eff. Flow

Calibrated at: 2024-09-09 11:57:49 AM

Calibration Result: PASSED

Device Identification	
AMS Tag:	RR WWTP Final Eff. Flow
Device Tag:	
Manufacturer:	Siemens
Model Name:	Sitrans LUT440
Device Identifier:	PBD M5140042

Device Calibration Data			
Date/Time Calibrated:	2024-09-09 11:57:49 AM	Max Error Limit:	5.00 % of Span
Technician:	LPC_MISS\ixriab	Notification Limit:	5.00 % of Span
User:	LPC_MISS\ixriab	Adjustment Limit:	4.00 % of Span
Ambient Temperature:	20.00 deg C	Calibration Interval:	12 Months
Temperature Standard:	ITS-90	Critical Service:	Yes
Work Order Number:		Input Range:	0.00 - 1.55 meter
Service Reason:	Not Given	Output Range:	0.00 - 1.55 meter
Service Notes:			
Relationship: Linear			



Calibration Certificate 3176


AMS Tag: RR WWTP Final Eff. Flow

Test Equipment					
AMS Tag	Manufacturer	Model	Serial Number	Last Calibration	Calibration Interval:
Fluke Distance Meter	Fluke	416D	0682056623		12 Months

Errors (%)			
Error	Limit	Actual: As Found	Actual: As Left
Maximum	5.0000	0.6452 (Pass)	(N/A)
Zero	(N/A)	(N/A)	(N/A)
Span	(N/A)	(N/A)	(N/A)
Linearity	(N/A)	(N/A)	(N/A)
Hysteresis	(N/A)	(N/A)	(N/A)

Calibration Results: As Found				
Test Point	Input	Output	Output Error	Output Error (%)
1	1.4800	1.4900	0.0100	0.6452

Calibration Results: As Left				
Test Point	Input	Output	Output Error	Output Error (%)

Authorization				
Title	LPC Asset Reliability Services			
Signature	Igor Riaboshapkin		Date	09/09/2024
Title				
Signature			Date	

Calibration Certificate 3173

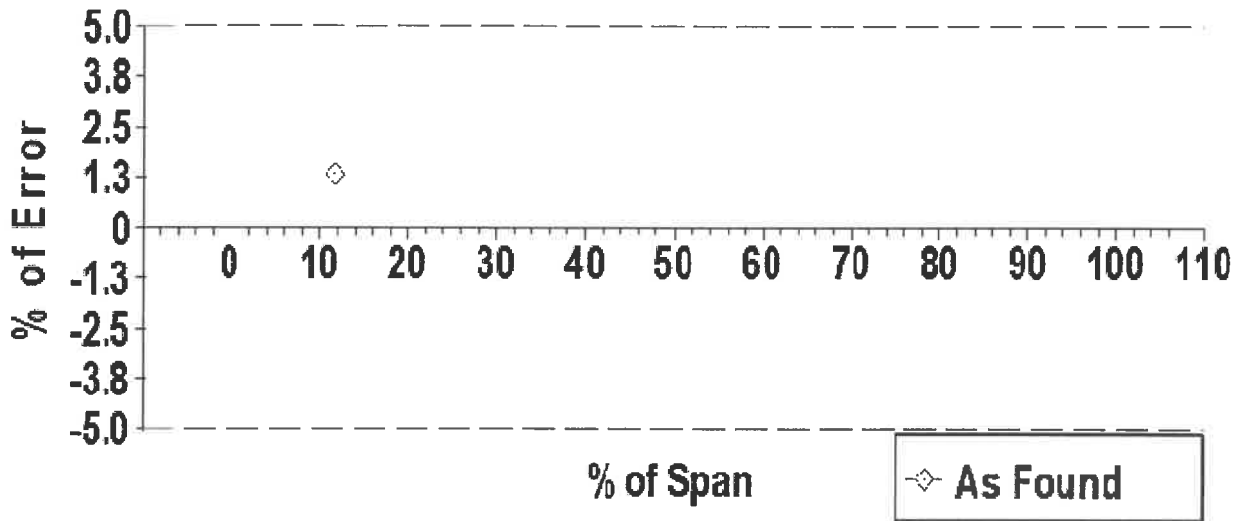
AMS Tag: RR WWTP Influent Flow

Calibrated at: 2024-09-09 11:29:58 AM

Calibration Result: PASSED

Device Identification	
AMS Tag:	RR WWTP Influent Flow
Device Tag:	
Manufacturer:	Siemens
Model Name:	Sitrans FM Mag
Device Identifier:	N1M5075120

Device Calibration Data			
Date/Time Calibrated:	2024-09-09 11:29:58 AM	Max Error Limit:	5.00 % of Span
Technician:	LPC_MISS\ixriab	Notification Limit:	5.00 % of Span
User:	LPC_MISS\ixriab	Adjustment Limit:	4.00 % of Span
Ambient Temperature:	20.00 deg C	Calibration Interval:	12 Months
Temperature Standard:	ITS-90	Critical Service:	Yes
Work Order Number:		Input Range:	0.00 - 300.00 CuMtr/hr
Service Reason:	Not Given	Output Range:	0.00 - 300.00 CuMtr/hr
Service Notes:			
Relationship: Linear			



Calibration Certificate 3173


AMS Tag: RR WWTP Influent Flow

Test Equipment					
AMS Tag	Manufacturer	Model	Serial Number	Last Calibration	Calibration Interval:
TBay PT 900 Flowmeter	Panametrics	TransPort PT900	M12220016		12 Months

Errors (%)			
Error	Limit	Actual: As Found	Actual: As Left
Maximum	5.0000	1.3333 (Pass)	(N/A)
Zero	(N/A)	(N/A)	(N/A)
Span	(N/A)	(N/A)	(N/A)
Linearity	(N/A)	(N/A)	(N/A)
Hysteresis	(N/A)	(N/A)	(N/A)

Calibration Results: As Found				
Test Point	Input	Output	Output Error	Output Error (%)
1	35.0000	39.0000	4.0000	1.3333

Calibration Results: As Left				
Test Point	Input	Output	Output Error	Output Error (%)

Authorization				
Title	LPC Asset Reliability Services			
Signature	Igor Riaboshapkin		Date	09/09/2024
Title				
Signature			Date	



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 03/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: February 20, 2025

TIME OF MEETING: 10:17 a.m.

LOCATION OF MEETING: Microsoft Teams &
3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Jim Vezina

PRESENT:

Albert Aiello
Ken Boshcoff
Anne Marie Bourgeault
Meghan Chomut
Kasey Etreni
Greg Johnsen
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Georgina Daniels, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division
Marty Farough, Manager, Infrastructure & Asset Management
Jennifer Lible, Manager, Social Assistance Programs
Shari Mackenzie, Manager, Human Resources
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Tomi Akineyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement
Glenda Flank, Recording Secretary

REGRETS:

Brian Hamilton
Kathleen Lynch
Mark Thibert

GUESTS:

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

The meeting was called to order at 10:17 a.m. as there were technical difficulties that delayed the start of the meeting.

DISCLOSURES OF INTEREST

None.

Appointment of Alternate Vice-Chair

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division), dated February 6, 2025, was presented to the Board relative to the required appointment of an alternate Vice-Chair.

Ken Ranta, CEO provided background information regarding the reason for appointing an alternate Vice-Chair and called for nominations for the position of Vice-Chair.

Jim Moffat was nominated for the position of Vice-Chair and accepted the nomination. There were no further nominations.

Resolution No. 25/09

Moved by: Kasey Etreni
Seconded by: Ken Boshcoff

THAT the position of Alternate Vice-Chair of The District of Thunder Bay Social Services Administration Board be filled by Jim Moffat;

AND THAT the position of Alternate Vice-Chair be filled until the end of the leave of absence of Brian Hamilton.

CARRIED

PRESENTATION

Employment Services Transformation

A presentation was provided by Jennifer Lible, Manager, Social Assistance Programs and Melanie Salatino, Supervisor, Social Assistance Programs regarding the Employment Services Transformation.

Report No. 2025-03, (Integrated Social Services) was presented to the Board providing an update regarding the Employment Services Transformation.

Jennifer Lible, Manager, Social Assistance Programs provided clarification and responded to questions.

At 10:41 a.m. Jennifer Lible, Manager, Social Assistance Programs and Melanie Salatino, Supervisor, Social Assistance Programs left the meeting.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 25/10

Moved by: Greg Johnsen
Seconded by: Jim Moffat

THAT with respect to the Board Regular and Closed Session agendas for the Board Meeting of The District of Thunder Bay Social Services Administration Board for February 20, 2025, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 01/2025 (Regular Session) and 02/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 16, 2025, respectively, were presented for confirmation.

Resolution No. 25/11

Moved by: Dominic Pasqualino
Seconded by: Elaine Mannisto

THAT the Minutes of Meeting No. 01/2025 (Regular Session) and Meeting No. 02/2025 (Closed Session), of The District of Thunder Bay Social Services Administration Board, held on January 16, 2025, respectively, be confirmed as amended.

CARRIED

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the 2025 CEO Performance Evaluation Process, relative to receipt of information with respect to security of the property of the Corporation regarding the Bertrand Court Regeneration Strategy Update and relative to receipt of information with respect to which a council, board, committee or other body may hold a closed meeting under another statute regarding the Provincial Encampment Response Initiative Funding.

Resolution No. 25/12

Moved by: Albert Aiello
Seconded by: Kasey Etreni

THAT the Board adjourns to Closed Session relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the 2025 CEO Performance Evaluation Process, relative to receipt of information with respect to security of the property of the Corporation regarding the Bertrand Court Regeneration Strategy Update and relative to receipt of information with respect to which a council, board, committee or other body may hold a closed meeting under another statute regarding the Provincial Encampment Response Initiative Funding.

CARRIED

At 11:29 a.m. the meeting reconvened in Regular Session and Marty Farough, Manager, Infrastructure & Asset Management, Tafadzwa Mukubvu, Manager, Finance, Aaron Park, Manager, Housing & Homelessness Programs and Carole Lem, Communications & Engagement Officer joined the meeting.

REPORTS OF ADMINISTRATION

Bertrand Court Regeneration Strategy
Update

Report No. 2025CS-02 (Corporate Services/Integrated Social Services Division) was presented to the Board in Closed Session providing information on the Bertrand Court redevelopment strategy.

The following resolution was presented to the Board for consideration.

Resolution No. 25/13

Moved by: Kasey Etreni
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2025CS-02 (Corporate Services/Integrated Social Services) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), direct that Administration proceed as directed in Closed Session.

CARRIED

Provincial Encampment Response
Initiative Funding

Report No. 2025CS-03 (Integrated Social Services Division) was presented to the Board in Closed Session providing information related to TBDSSAB's successful application to the Ministry of Municipal Affairs and Housing's Encampment Response Initiative.

The following resolution was presented to the Board for consideration.

Resolution No. 25/14

Moved by: Dominic Pasqualino
Seconded by: Greg Johnsen

THAT with respect to Report No. 2025CS-03 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

At 11:32 a.m. Marty Farough, Manager, Infrastructure & Asset Management, Tafadzwa Mukubvu, Manager, Finance and Aaron Park, Manager, Housing & Homelessness Programs left the meeting and Jennifer Lible, Manager, Social Assistance Programs joined the meeting.

2025 Ontario Works Service Plan

Report No. 2025-02 (Integrated Social Services Division) was presented to the Board providing the Ontario Works Service Delivery Plan for the 2025 planning cycle as required by the Ministry of Children, Community and Social Services.

Resolution No. 25/15

Moved by: Elaine Mannisto
Seconded by: Anne-Marie Bourgeault

THAT with respect to Report No. 2025-04 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft 2025 Ontario Works Service Plan as amended;

AND THAT we direct the Chief Executive Officer to submit the approved 2025 Ontario Works Service Plan to the Ministry of Children, Community and Social Services.

CARRIED

At 11:36 a.m. Jennifer Libe, Manager, Social Assistance Programs left the Meeting and Tomi Akineyede, Supervisor, Research & Social Policy joined the meeting.

TBDSSAB Fourth Quarter Operational Update

Report No. 2025-05, (Integrated Social Services Division) was presented to the Board providing information containing the trends within TBDSSAB programs and services.

Ken Ranta, CEO provided clarification and responded to questions.

Tomi Akineyede, Supervisor, Research & Social Policy responded to questions.

At 11:45 a.m. Tafadzwa Mukubvu, Manager, Finance joined the meeting and Tomi Akineyede, Supervisor, Research & Social Policy left the meeting.

Landlord and Tenant Board Advocacy

At the January 16, 2025 Board Meeting the Board discussed the issue of requesting expedited hearings at the Landlord and Tenant Board and on consensus Administration was directed to bring options on further advocacy regarding this issue to the February Board Meeting.

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division), dated January 31, 2025, was presented to the Board providing information regarding the issue of Landlord and Tenant Board advocacy.

Ken Ranta, CEO provided a brief background and responded to questions.

Advocacy & Engagement Annual Update

Report No. 2025-06 (Chief Executive Officer Division) was presented to the Board providing an annual update on advocacy and engagement activities completed by the Board and/or Administration.

Ken Ranta, CEO provided a brief introduction to the report.

Carole Lem, Communications and Engagement Officer provided a brief update on the highlights of report.

Fourth Quarter Strategic Plan Update

Report No. 2025-07 (Chief Executive Officer Division) was presented to the Board providing the quarterly update on the 2024-27 Strategic Plan.

Ken Ranta, CEO provided clarification and responded to questions.

Resolution No. 25/16

Moved by: Ken Boshcoff
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2025-07 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2024-27 Strategic Plan – Fourth Quarter Update for information only.

CARRIED

February 2025 Mortgage Renewal -
Walkover

Report No. 2025-08 (Chief Executive Officer Division) was presented to the Board providing the mortgage renewal arrangements for the properties located on Cuyler St., Athabasca St. and Walkover St. in the City of Thunder Bay.

Georgina Daniels, Director, Corporate Services Division provided a brief overview of the mortgage renewal process and responded to questions.

Resolution No. 25/17

Moved by: Dominic Pasqualino
Seconded by: Ken Boshcoff

THAT with respect to Report No. 2025-08 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Ministry Resolution as attached, duly signed in accordance with TBDSSAB By-Law No. 03-2021 (Governance and Procedural);

AND THAT we authorize the Board Chair and Chief Executive Officer to execute the mortgage financing documents related thereto.

CARRIED

At 12:03 p.m. Tafadzwa Mukubvu, Manager, Finance left the meeting.

CORRESPONDENCE

Ministry of Municipal Affairs and Housing
Funding

Correspondence from the MMAH dated January 28, 2025, was presented to the Board providing information regarding funding under the Last Mile Funding for 2024-25.

Ken Ranta, CEO provided a brief background relative to the funding and responded to questions.

CORRESPONDENCE

None.

BY-LAWS

None.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, March 20, 2025 at 10:00 a.m., 3rd Floor Boardroom, 231 May Street S., Thunder Bay, ON and via Microsoft Teams.

ADJOURNMENT

Resolution No. 25/18

Moved by: Greg Johnsen
Seconded by: Meghan Chomut

THAT the Board Meeting No. 03/2025 of The District of Thunder Bay Social Services Administration Board, held on February 20, 2025, be adjourned at 12:05 p.m.

CARRIED

Chair



Chief Executive Officer





**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

BOARD MINUTES

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 04/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: February 20, 2025

TIME OF MEETING: 10:41 a.m.

LOCATION OF MEETING: Microsoft Teams &
3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Jim Vezina

PRESENT:

Albert Aiello
Ken Boshcoff
Anne Marie Bourgeault
Meghan Chomut
Kasey Etreni
Greg Johnsen
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Georgina Daniels, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division
Marty Farough, Manager, Infrastructure & Asset Management
Shari Mackenzie, Manager, Human Resources
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Glenda Flank, Recording Secretary

GUESTS:

REGRETS:

Brian Hamilton
Kathleen Lynch
Mark Thibert

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

At 10:41 a.m. Ken Ranta, CEO, Georgina Daniels, Director, Corporate Services Division, Crystal Simeoni, Director, Integrated Social Services Division, Carole Lem, Communications and Engagement Officer and Diana Hennel, Administrative Assistant left the meeting.

REPORTS OF ADMINISTRATION

2025 Chief Executive Officer Performance Evaluation

Memorandum from Shari Mackenzie, Manager, Human Resources dated February 6, 2025 was presented to the Board providing information relative to the 2025 Chief Executive Officer Performance Evaluation process.

Shari Mackenzie, Manager, Human Resources provided background information regarding the process timelines and performance evaluation questions and responded to questions.

At 11:11 a.m. Ken Ranta, CEO, Georgina Daniels, Director, Corporate Services Division, Crystal Simeoni, Director, Integrated Social Services Division, Marty Farough, Manager, Infrastructure & Asset Management, Tafadzwa Mukubvu, Manager, Finance, Aaron Park, Manager, Housing & Homelessness Programs and Diana Hennel, Administrative Assistant joined the meeting.

Bertrand Court Regeneration Strategy Update

Report No. 2025CS-02, (Corporate Services/Integrated Social Services Division) was presented to the Board providing information on the Bertrand Court redevelopment strategy.

Aaron Park, Manager Housing & Homelessness Programs provided an overview of the report and responded to questions.

Ken Ranta, CEO provided further information and responded to questions.

At 11:20 a.m. Marty Farough, Manager, Infrastructure & Asset Management and Tafadzwa Mukubvu, Manager, Finance left the meeting.

Provincial Encampment Response Initiative Funding

Report No. 2025CS-03, (Integrated Social Services Division) was presented to the Board providing information related to TBDSSAB's successful application to the Ministry of Municipal Affairs and Housing's Encampment Response Initiative.

Ken Ranta, CEO provided a brief introduction to the report.

Aaron Park, Manager, Housing & Homelessness Programs provided an overview of the report and responded to questions.

Ken Ranta, CEO provided further information and responded to questions.

ADJOURNMENT

Resolution No. 25/CS02

Moved by: Greg Johnsen
Seconded by: Jim Moffat

THAT the Board (Closed Session) Meeting No. 04/2025 of The District of Thunder Bay Social Services Administration Board, held on February 20, 2025, be adjourned at 11:29 a.m., to reconvene in Regular Session to consider the remaining agenda items.

CARRIED



Chair



Chief Executive Officer

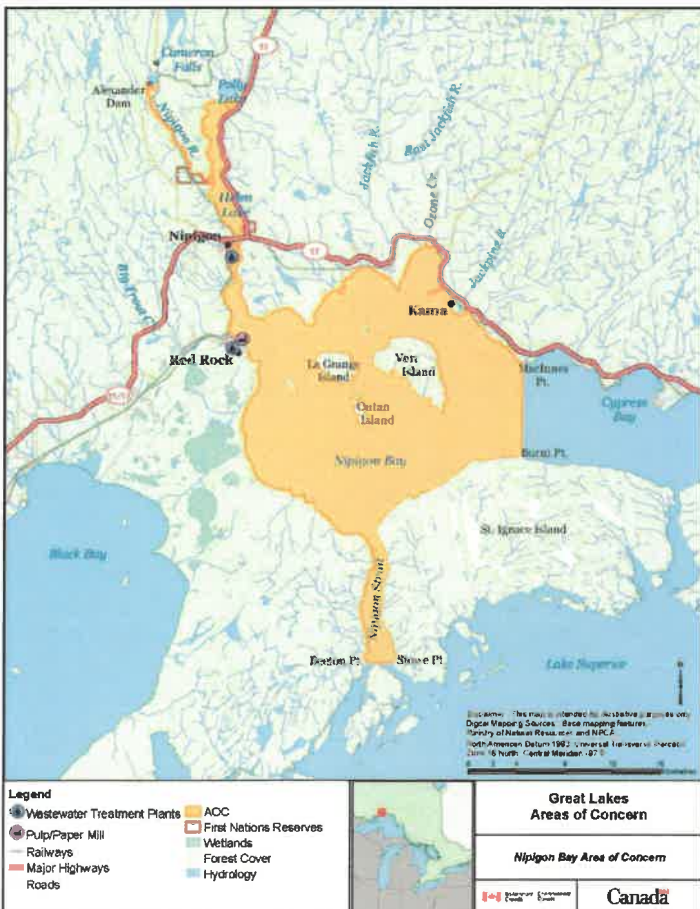
Nipigon Bay Area of Concern Delisting

OPEN HOUSE May 29th, Red Rock Marina Building

Open House: 6-7PM
Delisting Presentation and Question Period: 7-8PM

What is the Nipigon Bay Area of Concern (AOC)?

Nipigon Bay was designated as one of the 43 Great Lakes AOCs due to environmental impairments caused by municipal and industrial wastewater, hydroelectric dams and the legacy of debris from historical logging activities. More than **25 partners** helped implement **36 projects** for a total investment of approx. **\$68 million** in the Nipigon Bay Area of Concern.



When and Where?

On **May 29th, 2025** at the **Red Rock Marina Building**, join the North Shore Remedial Action Plan team and members of the former Public Advisory Committee to learn about the restoration of Nipigon Bay. Food and Refreshments will be provided in the first hour of the event, followed by one hour of presentation, Q&A.

If you have any questions, please contact Tim at tjhollin@lakeheadu.ca



Date: March 12, 2025

at Red Rock Public Library and via Zoom

Present: A. Lockwood, C. Hendricken, D. Maidment, J. Boudreau

Remotely present: K. Chappell

Regrets: M. Smith

Secretary: N. Carrier

CALL TO ORDER

5:00 pm, A. Lockwood, Chairperson

LAND RECOGNITION

“THE RED ROCK PUBLIC LIBRARY BOARD 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.”

APPROVAL OF AGENDA

Motion 2025-13

Moved by D. Maidment, seconded by J. Boudreau, and carried:

That the Board of the Red Rock Public Library approves the agenda of the March 12, 2025 meeting, as amended.

CONFLICT OF PECUNIARY INTEREST DISCLOSURES

- none declared

APPROVAL OF MINUTES OF PREVIOUS MEETING

Motion 2025-14

Moved by J. Boudreau, seconded by A. Lockwood and carried:

That the Board approves the minutes of the last regular board meeting of February 11, 2025.

BUSINESS ARISING

- none

CORRESPONDENCE [AND COMMUNICATION]

- The Fifth Estate video and CBC news article-The War on books that's dividing a small town
- Ontario Library Association newsletter "For your Benefit"
- The Ontario Public Library Association newsletter "HoOPLA"
- The Ontario Library Services March 2025 newsletter
- Whitehots (book supplier) email re: US Tariffs

CHAIRPERSON'S REMARKS

- Chairperson A. Lockwood welcomed new board member K. Chappell to the RRPL Board.

STATEMENT OF OPERATIONS

CHEQUE REGISTER(S)

Motion 2025-15

Moved by C. Hendricken, seconded by J. Boudreau, and carried:

That the Board approves payment of accounts on cheques 1254-1263, and manual cheque M00051, for the amount of \$4105.53 and dated February 12, 2025.

Motion 2025-16

Moved by D. Maidment, seconded by J. Boudreau, and carried:

That the Board approves payment of accounts on cheques 1264-1268, and manual cheque M00052, for the amount of \$20,471.98 and dated March 10, 2025.

CEO REPORT

- Detail on library operations including circulation, programming and service statistics for the month of February 2025.

OTHER BUSINESS and COMMITTEE REPORTS

- CEO presented a revised RRPL Board Member Orientation Policy

Motion 2025-17

Moved by A. Lockwood, seconded by C. Hendricken, and carried:

That the Board of the Red Rock Public Library approves the revised Board Member Orientation Policy, as presented.

- Board member A. Lockwood attended the OLS hosted session titled: Planning as part of Good Governance. A summary of the session was provided by A. Lockwood.

- CEO presented to Board the current RRPL Planning Policy, with suggestions for revision and other resources as reference. Board discussion followed, revised document to be brought to next meeting for approval.

DATE AND TIME OF NEXT MEETING

Tuesday April 8, 2025 at 5:00 p.m. in the library meeting room and via Zoom

ADJOURNMENT

Motion 2025-18

Moved by J. Boudreau, seconded by D. Maidment, and carried:

That the Board meeting be adjourned at 6:07 p.m.

**The Corporation of the Township of Red Rock
Community Development Office Report**

Date: April 14, 2025

To: Mayor and Council

Subject: Community Development Office Council Report

Submitted by: Ashley Davis, Community Development Officer/Special Projects Coordinator

BACKGROUND:

March 14 – April 10, 2025

DISCUSSION:

This report is for information only and provides Council with an update on the activities within the office of Community Development Officer.

Please feel free to ask any questions that you may have.

SUMMARY OF ACTIVITY:

- 1) ICIP Culture – Recreation Centre Rehabilitation Project – Finalizing work with JML Engineering and RML Contracting. Substantial completion achieved for the portion with RML.
- 2) NORDS – Bridge 1 Repair – Managing budget, project documents and reporting to funders. No further closures are anticipated at this time, as all remaining work will be completed in the spring and consist of surface and embankment work.
- 3) Community Brochures – development of new community brochures with town map to be available at regional tourist information centres.
- 4) Asset Management Plan – continuing to work with PSD Citywide to obtain and input data, review reports, prepare community input forms.
- 5) FCM Green Municipal Fund – Community Building Retrofit Program – GHG Reduction Pathway Feasibility Study – ongoing. Draft reports reviewed and returned to consultant for final revisions. Reports include GHG emission reduction pathways, building condition assessments, baseline energy reports, and EV infrastructure assessments.
- 6) Water Treatment Plant Generator Building – Electrical Service Remediation – under way.
- 7) Community Banners – produced and waiting for arrival.
- 8) Canada Day and Paju planning and volunteer and sponsorship requests underway. Paju Mountain Run Registration will open April 14th.
- 9) Waterfront Development Technical Design Report – RV Park
- 10) Dock Inspection Report to cover dock repairs and upgrades
- 11) Joint Community Safety and Wellbeing Plan – continuing to work with community partners to hold the next meeting to discuss implementation.

- 12) Attended regional trails meetings, and community networking meetings.
- 13) Strategic Plan Implementation – continuing to monitor progress and work on components.
- 14) Participating in webinars pertaining to professional development
- 15) Continuing with required reporting and claim submissions on all active projects
- 16) Continued communication and collaboration with local and regional organizations for partnership opportunities, provide input and stakeholder relations.
- 17) 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)
- 18) 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.

MONITORING SITUATIONS:

- 1) NOHFC Rural Enhancement Stream Funding Application – replacement of roof sections on the Recreation Centre. Application submitted.

DIRECTION / DISCUSSION / UPDATES:

- 1) N/A

ATTACHMENTS:

- 1) N/A

Ashley Davis
Submitted by _____

Mark Figliomeni
Approved by: _____

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

Date: April 14th, 2025
To: Mayor and Council
Subject: CAO/Clerk/Treasurer Activity Report
Submitted by: Mark Figliomeni – CAO/Clerk/Treasurer

BACKGROUND:

March 18th, 2025 – April 14th, 2025

DISCUSSION:

This report is for information only and provides Council with an update on the activities within Administration & 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:

- Bi-Weekly Internal Staff / Team Meetings / Discussions.
- Day to Day Operations- General Discussions & Meetings – Residents & Stakeholders.
- Township of Red Rock Project Meetings – Ashley Davis – CDO & Stakeholders.
- Weekly Meetings & Discussions – Trevor Appelkvist – PW Leadhand
- Internal Budget Meetings – 2025 Annual Operating & Capital Budget – Process Update
- 2025 Insurance Renewal Process - Meetings – Westland Insurance
- Meetings MECP & MNR – Red Rock Landfill Process – Capacity Study – April 1st, 2025
- Meetings with MPAC – Municipal Update – March 25th, 2025
- Attended 2025 Spring Amethyst Sector Meeting – EMO- April 7th, 2025 – Virtual
- Municipal Audit – 2024 – March 31st – April 4th, 2025 – On Site – Red Rock

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.

ATTACHMENTS:

N/A

FINANCIAL IMPACT:

N/A

MONITORING SITUATIONS:

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

DIRECTION / DISCUSSION / UPDATES:

- *Rock Tech Lithium – Council Meeting – Update – Rescheduled – June 2025
- *NOMA Annual Conference – April 23rd, 24th & 25th, 2025 – Thunder Bay
- *AMO Annual Conference – August 17th – 20th, 2025 – Ottawa
- *Bruno’s Contracting – Development - Scheduled May 5th, 2025
- *She Shed – Additional Space – Discussion of Council
- *High Lift Pump Project – Water Plant – Compliance Item - Budget 2025
- *Posting – Water & Wastewater – Annual Reports – Discussion
- *Hwy 628 – Project Delay – Work to commence in 2026 – Update
- *Nipigon Bay Open House – Remedial Action Plan – Update – May 29th, 2025
- *Federal Election Dates – Marina Centre – April 18th – 21st & April 28th, 2025
- *NDMH – Emergency Management – Radiological Tabletop Exercise – April 30th, 2025
- *AMCTO Zone 9 Spring Meeting & Conference – Thunder Bay – April 22nd & 23rd, 2025
- *RRF&GC – Donation Request – Update – Discussion of Council
- *2025 Chamber of Commerce Renewal – Membership
- *3 Door Cooler – Surplus Item Update
- *Quad Council – Tentatively Scheduled May 22nd, 2025 – Red Rock
- *RRFD – Highway Rescue Truck – Retro-Fit Process – Update – Budget 2025

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

Date: April 14th, 2025
To: Mayor and Council
Subject: Website Upgrade – Township of Red Rock
Submitted by: Mark Figliomeni – CAO/Clerk/Treasurer

RECOMMENDATION:

That Council proceed to direct Administration to accept the quotation/proposal from Shout Media to develop a new website for the Township of Red Rock.

BACKGROUND:

The Township of Red Rock website is outdated and poses many challenges related to ease of use and compliance for residents, visitors and internal staff.

This direction of Council is to look at options and pricing to bring forward an up to date and easy to use system for anyone looking to access our website.

DISCUSSION:

The process of reaching out for quotes/proposals and interviews has been undertaken through the Office of the CAO and a summary of the process is presented below.

A verbal update from the CAO will also be provided to Council.

Summary:

Through this process, five (5) companies were engaged and invited to be a part of our selection, a general focus was on the comparison of other community's websites in our immediate area. Discussions with other communities and their experiences in general were a major part of the selection process along with company interviews and discussions.

1. TBayIT – N/A
2. Shout Media - \$12,250.00 + HST
3. Generator – N/A
4. Firedog Communications - \$22,124.00 + HST
5. Digital Mammoth - \$12,430.00 + HST

Through the process, we ended up receiving quotes/proposals from three (3) of the five (5) companies listed above.

The recommendation to Council, is to proceed with the proposal from Shout Media in the base amount of \$12,250.00 + HST at this time.

FINANCIAL IMPACT:

\$12,250.00 + HST

ATTACHMENTS:

N/A

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

Date: April 14th, 2025
To: Mayor and Council
Subject: R/Zone Policy – DRAFT COPY
Submitted by: Mark Figliomeni – CAO/Clerk/Treasurer

RECOMMENDATION:

That Council review the proposed draft copy of the R/Zone policy and all attachments and provide any comments and input at this time.

Once the draft is reviewed and direction is provided, Administration will bring the document(s), inclusive of the bylaw, to the next Open Session meeting of Council for approval and implementation.

The new R/Zone policy presented is inclusive of the new proposed Township of Red Rock Trespass Policy.

BACKGROUND:

The Township of Red Rock has drafted an R/Zone policy in collaboration with the Office of the Ombudsman of Ontario to set policies and procedures as a guideline moving forward.

The Office of the Ombudsman has reviewed this draft and is satisfied with how it is composed at this time.

DISCUSSION:

Verbal Discussion of Council.

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

Attached Policy Documents – R/Zone – Township of Red Rock

THE CORPORATION OF THE TOWNSHIP OF RED ROCK

BY-LAW NO. 2025-xxxx

**Being a By-law to establish a RZone Policy (the “Policy”)
in the Township of Red Rock**

WHEREAS the Township of Red Rock (the “Township”) is committed to fostering an environment of respect for others, and responsibility for one’s actions for all those attending Municipal facilities, properties, municipally sponsored events and programs;

AND WHEREAS the Township discourages any form of inappropriate behaviour at all municipal facilities, properties, municipally sponsored events and programs, in written or verbal communications (including email, text or phone), in municipal vehicles, or at any other location where municipal staff or Council are present;

AND WHEREAS the Township demands the safety, security and dignity of attendees and municipal staff at Municipal facilities, properties, municipally sponsored events and programs;

AND WHEREAS the Township wants to reduce vandalism, violence and other inappropriate behaviours at Municipal facilities, properties, municipally sponsored events and programs, through enforcement of the *Trespass to Property Act*

NOW THEREFORE the Council of the Township hereby enact as follows:

1. THAT the actions of the Township that may be taken under this Policy arising from the Township’s authority as owner or occupier of its property pursuant to the *Trespass to Property Act* and the *Occupiers’ Liability Act*.
2. AND THAT in cases where this Policy is inconsistent with any other by-law or policy of the Township, this by-law will take precedence.
3. AND THAT the Policy outline in Schedule “A” of this Policy is to be established and updated as required by Council, including any following amendments to this By-law.

This By-law shall come into force and effect upon the date of the final reading thereof.

Read a first and second time
this XX day of Month, 2025.

Read a third time and finally passed
this XX day of Month, 2025.

Mayor

Chief Administrative Officer/Clerk

**SCHEDULE A
TOWNSHIP OF RED ROCK
R/ZONE POLICY AND DEFINITIONS AND OBJECTIVES**

Section	Subject	Page 1 of 6
	R'ZONE POLICY DEFINITIONS AND OBJECTIVES	APPROVED: Day Month Year

1. DEFINITIONS

- 1.1. **Action to be taken** means what actions will be used depending on the severity of the incident.
- 1.2. **Attendees** means those attending a facility or a program or event and includes patrons, guests, clients, visitors, spectators, coaches, officials, players, members, parents, volunteers, invitees, participants and users.
- 1.3. **Ban** means the prohibition of an individual from entering or attending specific Municipal facilities, properties, municipally sponsored events and programs for a specific duration.
- 1.4. **Harassment** means engaging in the course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome or Sexual Harassment.
- 1.5. **Trespass Notice** - is authorized under the Trespass to Property Act and is a written notice prohibiting an individual from entering specific Townships facilities for a specific duration. It is issued to an individual for the purpose of imposing a ban.
- 1.6. **RZone** means establishing an environment where there is respect for yourself, respect for others, and responsibility for your actions.
- 1.7. **Township** means the Corporation of the Township of Red Rock
- 1.8. **Vandalism** means the malicious, willful, and deliberate destruction, damage or defacing of property.

2. PURPOSE

- 2.1. This Policy requires all persons wishing to visit or use any Township facility, park or program to respect others and take responsibility in helping the Township maintain a positive environment. The "R" in Rzone stands for Respect and Responsibility.
- 2.2. Furthermore, this Policy's purpose is to promote:
 - 2.2.1. Township facilities that are free from violence, disrespect, racism, discrimination, and other inappropriate behaviours;

- 2.2.2. the safety, security and dignity of attendees and employees at Township facilities;
- 2.2.3. an environment of **Respect** for others, and **Responsibility** for one's actions for all those attending Township facilities;
- 2.2.4. reduced vandalism, violence and other inappropriate behaviours at Township facilities through enforcement of the *Trespass to Property Act*; and
- 2.2.5. positive individual and community benefits of for Township residents and visitors.

3. SCOPE

- 3.1. This Policy applies to all facilities owned or occupied by the Township, including, but not limited to, parks, buildings, and events.
- 3.2. This Policy applies to all attendees at Township facilities.
- 3.3. This policy does not affect the application of any other Township policies that apply to Employees.
- 3.4. There shall be no obligation on the Township to take any action under this Policy or under the *Trespass to Property Act*. Any action taken by the City under this Policy will be on a complaint basis.
- 3.5. Nothing in this Policy shall affect any person's obligations under a contract with the Township, or under any applicable law.

4. POLICY

- 4.1. The Rzone Policy prohibits inappropriate behaviour at Township facilities. For the purpose of this Policy, prohibited inappropriate behaviours include but are not limited to:
 - 4.1.1. Violence or harassment, including:
 - (a) the exercise of physical force by a person against another person that causes or could cause physical injury to the other person;
 - (b) an attempt to exercise physical force against another person that could cause physical injury to the other person;
 - (c) a statement or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against the person that could cause physical injury to the person;
 - (d) the use of profane or abusive language and racial or ethnic slurs;
 - (e) threats and/or attempts to intimidate;
 - (f) throwing of articles or objects in a deliberate or aggressive manner that endangers or causes injury or damage to any person or property;
 - (g) attempts to goad or incite violence;

- (h) bullying, mistreatment, or teasing which intimidates, humiliates or demeans another person;
 - 4.1.2 Vandalism, including vandalism to buildings, contents or personal property;
 - 4.1.3 Possession of weapons or firearms prohibited under the Criminal Code;
 - 4.1.4 Possession or consumption of illegal drugs, or of alcohol except as authorized by law;
 - 4.1.5 Any contravention of other Federal or Provincial laws, Regulations, Township By-laws or policies that constitute inappropriate behaviour;
 - 4.1.6 Refusal to follow the rules established by the Township for use of its facilities.
- 4.2. Pursuant to the *Trespass to Property Act*, entry on land may be prohibited if a person engages, or intends to engage, in prohibited inappropriate behaviour under this Policy.
- 4.3. This procedure is designed to provide members of the public, staff and volunteers with a positive approach to promoting appropriate behaviours and actions. It is NOT the expectation that members of the public, staff or volunteers put themselves at risk or jeopardize anyone's safety when dealing with any situation.
- 4.4. This policy shall be reviewed every two (2) years to ensure its continued relevance, effectiveness, and alignment with applicable laws and regulations. Any necessary amendments or updates will be made based on the review outcomes.

5. REPORTING AN INCIDENT

NOTE: Any collection, use or disclosure of personal information by the Township shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

- 5.1. All acts of a violent or criminal nature must be reported to the Police.
- 5.2. The Township's priority is the safety of attendees and staff. In the first instance, anyone witnessing an incident should ensure that they are in a safe location, which may include leaving the facility or premises. After their safety is secured, they shall act in accordance with this section.
- 5.3. If the attendee's or staff's safety cannot be properly secured, they should leave the facility or premises immediately, and the Police should be called. In this case, no "verbal warning" is required, and an incident report can be filed later in accordance with this section.

Where Township Staff Witnessed an Incident

5.4. When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:

1. Report act(s) of inappropriate behaviour to the most senior staff person present at the incident.
2. Without jeopardizing anyone's safety, advise the identified individual(s) to stop the activity immediately or they will be asked to leave ("verbal warning").
3. Without jeopardizing their safety, if the individual(s) does not cooperate, inform the individual(s) that they are now trespassing, and the police will be called.
4. If the individual(s) refuses to leave, do not engage in an argument or physical confrontation. Call the police and wait for them to arrive while ensuring that you and any others in jeopardy are in a safe location.
5. Prepare a Rzone Incident Report (Appendix B) on all incidents addressed in this procedure.

Where Staff Experience Behaviours Considered Inappropriate Under RZone via Email or Phone

5.5. When instances of inappropriate behaviour or actions occur, staff shall act in the following manner:

1. Report act(s) of inappropriate behaviour to the most senior staff person present at the incident.
2. Record the call if possible if the method of harassment is a telephone call.
3. Advise the identified individual(s) to stop the activity immediately or they will be reported ("verbal warning").
4. If the individual(s) does not co-operate, terminate the conversation politely and report it to the most senior person present.
5. Prepare a Rzone Incident Report (Appendix B) on all incidents addressed in this procedure.

Where Staff Has Not Witnessed an Incident Being Report

5.6. When instances of inappropriate behaviour or actions are reported to staff, staff shall act in the following manner:

1. Report any act(s) of inappropriate behaviour to the most senior staff person of the appropriate department within twenty-four (24) hours of the incident being reported.
2. Prepare a Rzone Incident Report (Appendix B) on all incidents addressed in this procedure.

5.7. Members of the public are to report acts of inappropriate behaviour to a Township staff member within twenty-four (24) hours of the incident

5.8. The Township's primary concern is the safety of members of the public and staff. If at any time members of the public or staff feel personally threatened, they are to call the police immediately. It is not the expectation that the members of the public or staff put themselves at risk to jeopardize anyone's safety when dealing with any perceived or real situation.

6. REPORTING AND FOLLOW-UP PROCESS

- 6.1. Staff shall fill out a Rzone Incident Report (Appendix B) within twenty-four (24) hours of the incident.
- 6.2. A copy of the report should be forwarded to the appropriate administrator/manager or their designate within forty-eight (48) hours of the incident.
- 6.3. The appropriate administrator/manager or their designate should provide notice to the identified individual of action to be taken, within fourteen (14) days of the incident.
- 6.4. Appropriate staff will be notified of any individual(s) who has been subjected to consequences under this procedure as well as the action taken.
- 6.5. The Township's will keep copies of all complaints, notices, and trespass notices on file for a minimum 3 years from the date of the most recent incident.

If the Complaint is Substantiated

- 6.6. Written notice shall be provided within seven (7) days of the completion of any investigations to the complainant and the individual against whom the complaint was filed (if known).
- 6.7. Written notice to the individual against who the complaint has been filed may be supplied by regular (or registered) mail, in person or email and shall state the date of the incident, general details of the incident, outcome of investigation, and any remedial or corrective action required.
- 6.8. Written notice to the complainant may be supplied by regular mail, in person or email and shall state only that action has been taken and any further instances should be reported immediately.

If the Complaint is NOT Substantiated

- 6.9. The administrator/manager will notify the complainant and individual against whom the complaint has been filed that no further action will be taken.
- 6.10. If it is determined that the complaint was made in a frivolous or vexatious nature by the complainant, the complainant may be subject to consequence
- 6.11. It is understood that extenuating circumstances might limit the ability to meet the timelines associated with the policy. However, staff will endeavour to meet these timelines to the best of their ability. Any delays due to extenuating circumstances will not be deemed to be a violation of this policy.

7. CONSEQUENCES OF NON-COMPLIANCE

- 7.1. Where a finding has been made of a violation of the this Policy, possible penalties may include the following: a letter of warning, short-term ban, long-term ban or a written trespass notice. In addition, charges may be laid under the *Trespass to Property Act*.
- 7.2. Individuals who engage in any inappropriate behaviour, as defined in this Policy, may, depending on the severity, be removed immediately from the premises. A "Letter of Warning" may be sent to an individual advising them of appropriate behaviour (Appendix C). If necessary, an individual may be banned from municipal premises for a period or incur any other such penalty as determined by the appropriate administrator/manager. The length of the ban will be determined by the appropriate administrator/manager and will depend on the severity of the situation (Appendix A).
- 7.3. Similarly, in the case of inappropriate behaviour through written or verbal communication, the individual may be banned from communicating directly with the Township and communication must be made through an agent or solicitor. Length of the ban will be determined by the appropriate manager and will depend on the severity of the situation (Appendix A).
- 7.4. For incidents where behaviour is grossly inappropriate or threatening to another member of the public or staff, or for repeated incidents, a trespass notice may be issued to the identified individual indicating that further participation is no longer welcome (Appendix D). A temporary or permanent ban is to be determined by the appropriate manager.
- 7.5. In addition to any other measures taken, where any damage to municipal property has occurred, the Township may seek compensation for the cost of damages, including materials, labour and an administrative charge, as well as any lost revenues.
- 7.6. Appropriate staff will be notified of individuals who are barred or individuals who received a letter of trespass from Township properties and facilities. Appropriate organizations may be notified of the situation if warranted.
- 7.7. Incidents may be reported to the Nipigon Detachment of the Ontario Provincial Police, and charges may follow.

8. APPEAL PROCESS

- 8.1. If an individual wishes to appeal any action or decision taken by the Township in relation to this Policy, they may present their case in writing to the Council of the Township, which will be discussed in closed session.
- 8.2. Appeals must be submitted within 14 days of issuance of the written notice.
- 8.3. The appeal will be reviewed by the Council of the Township, and any decision made is final.

**R'ZONE POLICY
APPENDIX A – ENFORCEMENT GUIDELINES**

The following chart represents guidelines and outlines the consequences for acts of inappropriate behaviour at all Municipal facilities, properties, sponsored events, programs, in written or verbal communication (including email or phone), in vehicles, or any other location where Municipal staff are present. It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available. Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Incident	First Occurrence	Second Occurrence	Any Subsequent Occurrences
<ul style="list-style-type: none"> • Aggressive or intimidating approaches to another individual • Attempts to goad or incite anger in others 	Warning Letter	Minimum 3-month ban and review to determine if further consequences are warranted.	Minimum 1-year ban and review to determine if further consequences are warranted.
<ul style="list-style-type: none"> • Threats (verbal and physical) • Harassment 	Minimum 3-month Ban	Minimum 6-month ban and review to determine if further consequences are warranted. Minimum 3-year ban and review to determine if further consequences are warranted.	Minimum 3-year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> • Throwing of articles in a deliberate or aggressive manner • Physical striking of property or another individual • Possession of weapons • Illegal consumption of alcohol or drugs 	Minimum 6-month Ban	Minimum 1-year ban and review to determine if further consequences are warranted.	Minimum 3-year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> • Vandalism • Theft of property 	Minimum 3-month ban plus payment of repair costs and 20% admin fee prior to ban removal	Minimum 6-month ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted	Minimum 3-year ban and plus payment of repair costs and 20% administration fee review to determine if further consequences are warranted

**R'ZONE POLICY
APPENDIX B – INCIDENT REPORTING FORM**

Incident Information

Date: Click or tap to enter a date.

Time of Incident: Click or tap here to enter text.

Incident Location: Click or tap here to enter text.

Parties Involved

Complainant Name (First and Last): Click or tap here to enter text.

Complainant Phone Number: Click or tap here to enter text.

Complainant Address: Click or tap here to enter text.

Complainant Email Address: Click or tap here to enter text.

Respondent Name (First and Last): Click or tap here to enter text.

Incident Details

Type of Incident (select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Theft of Property | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Use of drugs or alcohol | <input type="checkbox"/> Possession of a Weapon |
| <input type="checkbox"/> Threats | <input type="checkbox"/> Assault (Verbal or Physical) |
| <input type="checkbox"/> Harassment or Bullying | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Belligerence or Racism | <input type="checkbox"/> Other |

Describe in detail what happened:

Click or tap here to enter text.

Other relevant information:

Click or tap here to enter text.

Who else was made aware of the incident? Include name and contact information if known

Click or tap here to enter text.

Identify individuals that witnessed the incident. Include name and contact information if known

Click or tap here to enter text.

Please submit your completed form to:

Attention: Clerk's Department
In person/mail: Township of Red Rock, 42 Salls Street, P.O. Box 447
Red Rock, Ontario, P0T 2P0
Telephone: 807-886-2245 Email: cao@redrocktownship.com

For Official Use Only

Date Incident Form Received: Click or tap to enter a date.

Received By: Click or tap here to enter text.

Actions to be Taken:

Click or tap here to enter text.

**R'ZONE POLICY
APPENDIX C – LETTER OF WARNING**

Click or tap to enter a date.

Name
Street
City, Province, Postal Code

Delivered by Registered Mail

Dear, Name

RE: Inappropriate Behavior Incident, Township of Red Rock

The Township of Red Rock has implemented an RZone Policy and procedure to promote a safe environment for all members of the public, staff, and volunteers. The "R" in RZone stands for Respect for yourself; Respect for Others; and Responsibility for your actions.

The RZone enforces a zero tolerance of inappropriate behaviour and action, violence and vandalism at all at all municipal facilities, properties, municipally sponsored events and programs, in written or verbal communications (including email, text or phone), in municipal vehicles, or at any other location where municipal staff or Council are present.

This letter is to advise you that your behaviour on the YYYY-MM-DD at LOCATION is in violation of our RZone Policy.

The violation is specifically in relation to: (INCIDENT DETAILS)

Any future incidents of this or any other inappropriate nature will not be tolerated.

For your reference, a copy of the Township of Red Rock RZone Policy is enclosed. If you have any questions or require additional information, please do not hesitate to contact me.

Regards,

Mark Figliomeni
CAO

**R'ZONE POLICY
APPENDIX D – TRESPASS NOTICE**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Effective Date: Click or tap to enter a date.

Expiry Date: Click or tap to enter a date.

Please consider this as notice under the *Trespass to Property Act*, Chapter 15, R.S.O., 1980.

Please be informed that the CAO or in her/his absence, the Deputy Clerk is authorized to issue a trespass notice for any municipally owned or operated office, facilities or properties.

Due to your actions and conduct on the **YYYY-MM-DD** at the **LOCATION**, please consider this notice that after **YYYY-MM-DD**, you are not to enter upon the premise known as **LOCATION** located within the Township of Red Rock. If you do so, it shall be considered trespassing, and you may be charged.

Please note that any person who enters upon premises when entry is prohibited under the *Trespass to Property Act* is guilty of an offence and on conviction is liable to a fine of not more than \$1,000. In addition, a police officer may arrest you if he believes, on reasonable and probable grounds, that you are on the premises illegally. In addition, a police officer that, on reasonable and probable grounds finds that you have trespassed and made a fast departure from the premises may arrest you.

This notice includes the facility proper, the areas immediately in front of, beside and behind the facility as well as all parking lot areas located on property owned or operated by the Township of Red Rock.

This notice includes all public and private functions held at the facility or on facility grounds. A copy of this notice will be made available to groups or individuals hosting events or functions at the facility.

Requests for reconsideration must be made in writing to the Township of Red Rock Council. Each request will also require personal presentation at a regular meeting of Council.

This notice shall be filed with the Ontario Provincial Police, and we shall not hesitate to call upon their services if you are found on the premises for which you are prohibited.

Mark Figliomeni, CAO