

ADMINISTRATIVE REPORT

Subject: Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort Frances Airport Safety Management System

Date: August 3, 2022

To: Mayor and Council

From: Travis Rob, Manager Operations & Facilities



ISSUE:

The Town of Fort Frances Municipal Airport is required to have in place a Safety Management System per the Canadian Aviation Regulations. That Safety Management System is required to be audited for compliance once every three years.

ADMINISTRATIVE RECOMMENDATION:

Council Approval of report AR-22-0020 will ensure that:

1. RFP 2022-OF-13 be awarded to Winnipeg Airport Services Corp.
2. a bylaw be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the Corporation.

STRATEGIC IMPACT:

Objective 13 - Maintain/enhance existing levels of service

OPTIONS & ALTERNATIVES:

N/A

HISTORY:

The Town of Fort Frances is required to have in place a safety management system (SMS) at the Fort Frances Municipal Airport due to the size and scope of the operations there. As a result of having a SMS program is that there is a requirement to internally audit the effectiveness of the program once every three years. Before 2016 the Town of Fort Frances had a staff member trained to provide this function, since that time there has been too much turn over in staff to get another member, not directly involved in the day to day operations of the Airport, trained to provide internal auditing services. As a result, for the last two audits the Town has had to contract this work out.

ANALYSIS:

The town advertised a request for proposals for firms to undertake the internal quality assurance audit of the SMS the week of June 30, 2022. Proposals were opened publicly on Tuesday July 19th at 2:00pm in the Committee Room of the Civic Centre. Three proposals were received, the details are outlined below.

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Frances Airport Safety Management System

Firm	Firm Location	Proposal Cost
Winnipeg Airport Service Corp.	Winnipeg, MB	\$10,200.00
OCTANT Aviation	Longueuil, QC	\$10,583.00
HM Aero	Ottawa, ON	\$23,710.00

Proposals were reviewed against a scoring matrix and based on that review, it is the recommendation of Administration to award the work to Winnipeg Airport Services Corp. (WASCO).

CONSULTATION:

N/A