

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - February 19, 2020, 8:30 AM

MEETING - Civic Centre

Session #004

	Page
1. <u>Call to Order</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Minutes from the previous meeting on February 5, 2020.	2 - 4
4. <u>Non-agenda Items</u>	
5. <u>Items Referred from Council</u>	
5.1 Email dated February 5, 2020 Re: Snow Removal on Colonization Road West	5 - 7
6. <u>New Business</u>	
6.1 Emergency Capital Repair of Memorial Sports Centre Elevator	8 - 12
6.2 Amendment to the Waste Management By-Law 10/04	13 - 20
6.3 Renewal of Bearskin and Enterprise Car Rental Annual Lease	21 - 26
6.4 Amendment to the User Fee By-Law - Passenger Facility Fees at the Fort Frances Airport	27
6.5 Commencement of Comprehensive Services Contract with Honeywell Building Solutions	28 - 30
6.6 On Street Parking Ban - Winter Weather Events	31 - 32
7. <u>Information</u>	
7.1 January Work Order Statistics	33 - 36
8. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #003

February 5, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on February 5, 2020 from 8:30 a.m. to 9:22 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor and Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities

1 Call to Order

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on January 22, 2020 - the minutes were approved as circulated.

4 Non-agenda Items

4.1 None

5 Items Referred from Council

5.1 Request dated January 9, 2020 - Installation of a memorial bench at the McIrvine Park - the administration report was approved as recommended.

5.2 Request dated January 22, 2020 to Stop up and Close Portions of Emo Road and Pit Road #2 - the administration report was approved as recommended.

6 New Business

6.1 Blue Box Program Transition - Preferred date of transition - the administration report was approved as presented.

- 6.2 October 2019 Drinking Water Systems Monthly Summary Report - the drinking water summary report for October 2019 was approved as presented.
- 6.3 November 2019 Drinking Water Systems Monthly Summary Report - the drinking water summary report for November 2019 was approved as presented.
- 6.4 December 2019 Drinking Water Systems Monthly Summary Report - the drinking water summary report for December 2019 was approved as presented.

7 Information

- 7.1 Operations and Facilities Division - Public Works Area - Operations Statistics - September 2019 - the September 2019 Public Works Area Stats were received and will be forwarded to Council as information only. No action required.
- 7.2 Operations and Facilities Division - Public Works Area - Operations Statistics - October 2019 - the October 2019 Public Works Stats were received and will be forwarded to Council as information only. No action required.
- 7.3 Operations and Facilities Division - Public Works Area - Operations Statistics - November 2019 - the November 2019 Public Works Stats were received and amended and will be forwarded to Council as information only. No action required.
- 7.4 Operations and Facilities Division - Public Works Area - Operations Statistics - December 2019 - the December 2019 Public Works Stats were received and will be forwarded to Council as information only. No action required.
- 7.5 Operations and Facilities Division - Environmental Area - Operations Statistics - May to December 2019 - the Environmental Statistics for the period from May to December 2019 were received and will be forwarded to Council as information only. No action required.

8 Adjourn / Next Meeting Date

- 8.1 Meeting adjourned at 9:22 a.m.
Next meeting February 19, 2020.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Email dated February 5, 2020 RE: Snow Removal on Colonization Road West

On Thursday January 30, 2020 the Operations and Facilities Division received a complaint from Sheri and Michael De Gagne of 1233 Colonization Road West regarding the removal of snowbanks on the 1200 block of Colonization Road west. That complaint and response is attached to this report.

Since our last big snowfall January 17 to January 19th, where a significant weather event was declared, Town crews have been working around the clock with rented additional trucks to remove snow from the downtown core, priority routes and school zones in accordance with the Towns Winter Control Policy. Once these priority areas are cleared, we need to start to remove dead end piles, lane piles and important corners throughout town so that in the event of more snow these areas are available for additional snow storage. From January 22 to February 6, 2020 the Town expended almost \$30,000.00 in truck rentals to try to get caught up on snow removal for only the priority routes and school zones.

Once the priority routes, downtown core, school zones, dead ends, and lane piles have been removed, and time permitting, we can start to look to remove snow from other roadways. Typically, where we can, we will push snow back with the grader to widen the roadway as opposed to hauling it away as it is more economical and time efficient. On February 11, Colonization Road, particularly the 1200 block was pushed back.

The request in the letter to remove the snow once the banks reach 0.6m in height is not feasible with the equipment and manpower in the Town's force. Implementing that change would have a direct and negative impact on the service we are currently providing to the school zones and priority routes.

It is the recommendation of the Operations and Facilities Executive Committee that the email dated February 5, 2020 from Sheri and Michael De Gagne be received and that no further action be taken.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the email dated February 5, 2020 from Sheri and Michael De Gagne be received and that no further action be taken

Manager of Operations and Facilities

From: Sheri De Gagné <biddesoncreek@gmail.com>
Sent: Wednesday, February 5, 2020 4:11 PM
To: Town <town@fortfrances.ca>
Cc: Andrew Hallikas <ahallikas@fortfrances.ca>; Travis Rob <trob@fortfrances.ca>
Subject: Complaint regarding pedestrian safety on Colonization Rd W

05 February 2020

The Town of Fort Frances is a designated Safe Community. The four areas of priority for our Safe Communities Rainy River District are: 1. Falls for all age demographics 2. Work & leisure injuries 3. Mental Health including substance abuse & self-harm 4. Transport Injuries involving any injuries that occur during any type of transportation.

We are writing with concern regarding #1 & #4.

Ourselves & others living on the 1200 block of Colonization Road West have for years expressed concern &/or taken action regarding pedestrian safety on this stretch of Highway 602 during winter months. As you are aware there is no sidewalk west of Biddeson Avenue on Colonization Rd. Many vehicle drivers ("pulp" trucks, school buses, & other vehicles including snow machines) have tendency to 'cut' the corners when driving. Many drivers travel at unsafe speeds. Drivers on this road are no different except that the 1200 block section has an almost 90° curve at each end, and another curve in the middle section. As the snow accumulates on the road, and when the snow plow operator 'cuts the corners' the road becomes considerably narrower. We & some neighbours, to increase pedestrian safety, remove snow from the actual roadway with each snowfall, before and after the snowplow operator makes a pass. As we age this becomes increasingly more difficult. For example, Herb Snow at 1203 Colonization Rd W for many years, until his health prevented him, would create a well used walkway in the snow along his property fence line to increase pedestrians' safety.

Due to high snowbanks, and the two almost 90° curves, visibility for both drivers & pedestrians is very limited. People, including children & seniors, have no option to get off the vehicle travelled portion of the road which may lead to injury &/or death. Most pedestrians, to increase their personal safety, are walking with their backs to traffic on the wrong side of the road when near the two curves.

Our recommendations are that as the Town of Fort Frances wants to remain a Safe Community for all people, and Colonization Road West is already a priority road for snow plowing

1. The 1200 block of Colonization Road West from the McIrvine Rink to Riverview Cemetery be designated to have snow cleared from curb to curb
2. When snow banks at critical areas, such as the two almost 90° curves, are higher than 0.6m, the snow be pushed away even further from the curb onto the boulevard or hauled away.
3. Our concern be investigated by the Operations and Facilities executive committee

Thank you for your consideration to keep pedestrian safety as a priority.

Michael & Sheri De Gagné
1233 Colonization Road West
Fort Frances

Travis Rob

From: Travis Rob
Sent: Monday, February 3, 2020 8:49 AM
To: 'Sheri De Gagne'
Cc: Milton Strachan
Subject: RE: Snow removal Colonization Road West

Good Morning Sheri,

We are currently working through Town removing snow in accordance with our winter control policy. We have hired additional trucks to haul snow and expedite this work. Once we have the snow removed from the priority routes and school areas we will continue to work through residential areas as time permits. I appreciate your concern but we have to address the priority areas first.

Regards,

Travis

Travis Rob P.Eng.
Manager of Operations & Facilities
Town of Fort Frances
P: (807)274-9893 ext 1316
C: (807)275-9757

-----Original Message-----

From: Sheri De Gagne <sheridegagne@icloud.com>
Sent: Thursday, January 30, 2020 5:29 PM
To: Travis Rob <trob@fortfrances.ca>
Subject: Snow removal Colonization Road West

Hello Travis,

The snow accumulation on the 1200 block of Highway 602 is creating unsafe conditions for pedestrians. Having no sidewalk & a much narrowed Road, children & adults are walking on the travelled tire track portion of the highway. The snowbanks are higher than 24" and are actually on the road, leaving no (especially on the curves) or very little portion of the road for safe walking by pedestrians. The two almost 90° curves create poor sight lines for oncoming vehicle drivers to even see pedestrians & vice versa.

As an adult I (Sheri) when walking must listen carefully for oncoming traffic, & wave my arm to draw attention to the driver to give me space to walk. As concerned citizens, my husband & myself, and 2-3 other neighbour properties continually clear the snow from off the road to gutter line along entire property frontage in attempt to improve pedestrians safety. We also do same to encourage the snow plow operator to not 'cut the corner' when rounding the curve.

Please consider removing or pushing back the snow off this portion of Colonization Road West to prevent pedestrian injury/death.

Thank you,
Sheri & Michael De Gagne
1233 Colonization Road West

Sent from my iPhone

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Emergency Capital Repair of Memorial Sports Centre Elevator

A number of years ago a change in regulation required the safety platform on top of elevator cars to have guardrails around them. The Town undertook the installation of the guardrail however, for an unknown reason the elevator was never load tested per the regulation.

On February 7, 2020 TSSA, the authority for elevator licencing and operations, attended the Memorial Sports Centre and shut down one of the two elevators due to compliance issues, one being the load testing of the guardrail. The Town engaged OTIS Elevators, our elevator maintenance contractor to complete the required repairs, the original cost quoted for the load testing was \$15,000.00

We were able to get the work completed at a reduced cost of \$11,300.00, quotation attached, however this was a large unbudgeted emergency capital purchase. Per section E of the Town's procurement policy, when an emergency purchase is required Administration has a Duty to inform Council of the condition surrounding the emergency when the cost exceeds \$35,000.00, however this emergency purchase is also unbudgeted. Due to the emergent nature of the work, Otis has already been engaged to complete the works.

It is the recommendation of the Operations and Facilities Executive Committee to approve of the emergency unbudgeted capital repair of the 52 Canadians Arena Elevator estimated at \$11,300.00 to be paid out of the Corporate Buildings reserves or during the year end audit process.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to approve of the emergency unbudgeted capital repair of the 52 Canadians Arena Elevator estimated at \$11,300.00 to be paid out of the Corporate Buildings reserves or during the year end audit process.

Manager of Operations and Facilities



Made to move you

DATE: 02/11/2020

TO:
Memorial Sports Centre
740 Scott St
Fort Frances, ON P9A 1H8

FROM:
OTIS CANADA, INC.
203 Sherbrook Street
Winnipeg, R3C 2B7

EQUIPMENT LOCATION:
Memorial Sports Centre
740 Scott Street
Fort Frances, ON P9A1K1

Christopher Taylor
Phone: (204) 783-0464
Fax: (204) 772-6645

PROPOSAL NUMBER: ZCA190819094731

MACHINE NUMBER(S) : C91650

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

Travel to and from Fort Francis with a team to perform the following:

- Remove existing handrail installed by others and weigh elevator, reinstall handrail and post weigh elevator required by TSSA.
- Make all necessary submissions to TSSA on behalf of owner.

All materials supplied and work completed in accordance with the foregoing specifications with the understanding that we will have unrestricted use of elevators/escalators while carrying out this work conducted during regular workdays, Monday through Friday during regular hours.

Price quoted is based upon confirmation of job site conditions.

PRICE: \$11,300.00
Eleven thousand three hundred dollars

The above price and the downpayment indicated below does not include the Goods and Services Tax (GST), the Harmonized Sales Tax (HST) or the Quebec Sales Tax (QST).

Unless otherwise stated in the Agreement, all payments, prices, and fees mentioned in this Agreement do not include sales and use taxes, value added taxes, goods and services taxes, customs duties, excises, or any other taxes ("Taxes"). Seller's invoices shall include amounts of Taxes required by applicable law and separately state each of the Taxes. Buyer shall be responsible for any and all additional Taxes imposed after the issuance of Seller's invoice.

This price is based on a fifty percent (50 %) downpayment in the amount of \$ 5,650.00 +GST/HST.

This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.

Submitted by: Christopher Taylor
 Title: Account Professional
 E-mail: Christopher.Taylor@otis.com

Accepted in Duplicate

CUSTOMER

Approved by Authorized Representative

Date: _____

Signed: _____

PrintName: _____

Title _____

E-mail: _____

Name of Company - _____

OTIS CANADA, INC.

Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: Nathan Wikstrom

Title _____

☐ Principal, Owner or Authorized Representative of Principal or Owner

☐ Agent: _____
 (Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of fifty percent (50 %) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion of the work: is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, if any, and labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where OTIS CANADA, INC. personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event OTIS CANADA, INC. shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an OTIS CANADA, INC. maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Neither party shall be liable to the other for any loss, damage or delay due to any cause beyond either parties reasonable control, including but not limited to acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, mischief or act of God.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
11. EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE 9 ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
11. To the fullest extent permitted by law, you agree to hold us harmless, and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code. Notwithstanding any other provisions hereof, if any part delivered hereunder incorporates software, the transaction is not a sale of such software; rather, you are hereby granted merely a license to use such software solely for operating the equipment for which such part was ordered. By accepting delivery of such part, you agree not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above licensor terms.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(t)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.co by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.

Ray Calder Jr.

From: Taylor, Christopher R <Christopher.Taylor@otis .com >
Sent Tuesday, February 11, 2020 5:54 PM
To: Ray Calder Jr.
Subject: Memorial Sports Centre- Otis to remove existing handrail installed by others and weigh elevator, reinstall handrail and post weigh elevator required by TSSA
Attachments: Memorial Sports Centre - Remove existing handrail installed by others and weigh elevator - C91650.pdf
Importance: High

Good evening Ray,

As per our phone conversation earlier.

Please find the attached revised proposal for OTIS to remove existing handrail installed by others and weigh elevator, reinstall handrail and post weigh elevator required by TSSA.

As noted during our discussion, I was able to bring down the cost from \$15,000.00 to \$11,300.00.

Please let me know if you have any questions or concerns based on the attached proposal.

To proceed with this work please kindly sign and return page 2 of the attached document, or issue a PO for the work.

Thanks and have a good evening.

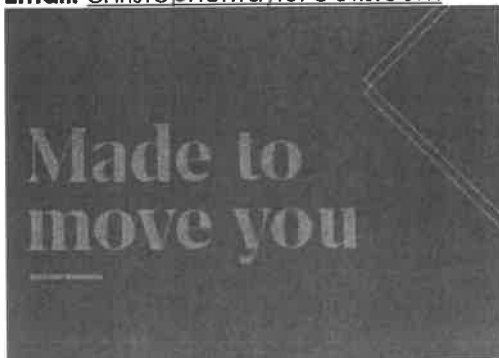
Sincerely,

Christopher Taylor
Account Professional, Otis Canada Inc.
Western Sub Region

O: 877-684-7353

C: 204-509-2598

Email: christopher.taylor@otis.com



February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Amendments to the Waste Management By-Law 10/04

With the renewal of the waste collection contract a few operational things have come forward needing to be cleaned up to help better administer our programs and assist the contractor in completing their works.

Attached you will find a report from Mr. Craig Miller, P. Eng. Environmental Superintendent outlining the proposed changes and rational to those changes.

It is the recommendation of the Operations and Facilities Executive Committee that the Waste Management By-Law 10/04 be amended to reflect the changes outlined in the report.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Waste Management By-Law 10/04 be amended to reflect the changes outlined in the report.

Manager of Operations and Facilities

February 11, 2020

Report To: Travis Rob, P.Eng., Manager of Operations & Facilities

From: Craig Miller, P.Eng., Environmental Superintendent

SUBJECT: Proposed Revisions to Waste Management By-Law 10/04

By-Law 10/04, commonly referred to as the “Waste Management By-Law” deals with waste collection and recycling within the Town of Fort Frances.

I have recently observed a few issues with the Town’s residential recycling program and materials collected at the Landfill and I am putting forward a total of four (4) amendments to the by-law. These amendments are detailed below and attached to this report and highlighted in yellow.

1) Section 10 – Addition of Subsections 10.4 through 10.7

Over the years, residents of Fort Frances have embraced recycling. Unfortunately, as a result, some residents are choosing to use large containers for their recycling that are intended for use with trucks that have lifting devices used to dump the containers. In Fort Frances, our garbage and recycle contractor has no such trucks.

These containers, when filled with recyclable materials, can weigh in excess of 40 lbs (18.14 kg) and present a health and safety hazard to our contractor.

Accordingly, the amendments proposed would specify the type of container that can be used (Type A) and they specify a maximum weight of 40 lbs, which aligns with the container type and weight specified for garbage collection. Further, there is no limit to the number of containers that can be put out for recycling as we do not want to discourage recycling.

2) Schedule “C”

Schedule “C” has been updated to reflect the materials that are accepted by our recycling contractor.

3) Section 9.13

Section 9.13 has been updated to remove propane tanks from the landfill. We do not have an ability to process propane tanks at the landfill and the only means we have to properly and safely dispose of propane tanks is through the Town’s annual Household Hazardous Waste Day held in September.

4) Schedule "B"

Schedule "B" has been updated to reflect items that are no longer accepted at the landfill. These include tires (producers are now required to recycle tires), dry-cell batteries (they can be recycled at Public Works or other depots in town) and propane cylinders (see #3 above).

It is my recommendation that the Town of Fort Frances amend By-Law 10/04 with the changes attached to this report.

Respectfully submitted,

Craig Miller, P.Eng.
Environmental Superintendent

Existing Recycle Section:

10.0 RECYCLING ACTIVITIES

10.1 As outlined in Schedule “C”, recycling products for the following items shall be accepted for recycling and collected at curbside.

10.2 No person shall deposit or cause to deposit any garbage, waste or rubbish into or about any recycling blue box, bin, depot or depots.

10.3 Available at the Public Works Office (900 Wright Avenue) are Blue Recycling Boxes and Backyard Composters at a cost outlined in Schedule “G” attached and forming part of this by-law.

Proposed Recycle Section:

10.0 RECYCLING ACTIVITIES

10.1 As outlined in Schedule “C”, recycling products for the following items shall be accepted for recycling and collected at curbside.

10.2 No person shall deposit or cause to deposit any garbage, waste or rubbish into or about any recycling blue box, bin, depot or depots.

10.3 Available at the Public Works Office (900 Wright Avenue) are Blue Recycling Boxes and Backyard Composters at a cost outlined in Schedule “G” attached and forming part of this by-law.

10.4 Any number of proper type “A” containers (and/or equivalent sized or smaller containers) containing products for recycling placed at a pick-up point at the designated time will be picked up by the garbage collector. No individual container shall weigh more than 40 pounds (18.14 kilograms).

10.5 Any individual container exceeding 40 pounds (18.14 kilograms) shall become the responsibility of the property owner or agent to properly transport and dispose of at the designated public recycling facilities operated by the Town.

10.6 The determination of compliance with the provisions of Subsection 10.3 shall be at the sole unfettered discretion of the Town’s Garbage and Recycle Collection Contractor of Fort Frances engaged in the collection, transportation and disposition of municipal recycling and such determination shall be final.

10.7 The property owner or agent shall be responsible to remove and dispose of, in an approved manner, any accumulation of scattered materials put out for recycling that may result from tipped-over or damaged containers.

TOWN OF FORT FRANCES
BY-LAW NO. 10/04
SCHEDULE "C"

RECYCLING PRODUCTS

The following items shall be accepted as recycling products:

Paper Products:

- a. Paper Bags
- b. Newsprint
- c. Inserts / Flyers
- d. Office Paper
- e. Magazines / Catalogues (in small quantities)
- f. Corrugated Cardboard (cut to 16" x 20" max)
- g. Gift Wrap
- h. Greeting Cards
- i. Hot and Cold Beverage Cups

Metal Products:

- a. Clean aluminum / steel beverage cans
- b. Clean metal food cans

Plastic:

- a. #1 and #2 plastic only
- a. #1 through #7 plastic with caps and lids removed

Tetrapak and Gable Top Cartons:

- a. Juice boxes and cartons
- b. Soup boxes
- c. Milk cartons

Not accepted: plastic bags, Styrofoam, non-paper gift wrap, cardboard boxes with wax coating, foil lined boxes or bags, paper towels or other tissue based products, used motor oil containers, bioplastic or compostable plastic, liquid absorbing pads, plastic wrap or shrink, plastic blister packs, ceramic plant pots, plastics that are not containers (ie, toys, laundry baskets, plastic cutlery), mirrors, window glass or broken glass.

Existing Section:

9.13 The Town of Fort Frances or Landfill Site Contractor will ensure the following garbage, rubbish or other waste is sorted and deposited at the Municipal Waste Disposal Site:

- 1) hot ashes
- 2) steel products
- 3) wood products
- 4) vehicle batteries
- 5) propane cylinders
- 6) Refrigeration without proper certification or still charged with refrigerant.

Proposed Section:

9.13 The Town of Fort Frances or Landfill Site Contractor will ensure the following garbage, rubbish or other waste is sorted and deposited at the Municipal Waste Disposal Site:

- 1) hot ashes
- 2) steel products
- 3) wood products
- 4) vehicle batteries
- 5) ~~propane cylinders~~
- 6) Refrigeration without proper certification or still charged with refrigerant.

TOWN OF FORT FRANCES
BY-LAW NO. 10/04
SCHEDULE "B"

PROHIBITED WASTE MATERIALS

The following items shall be prohibited for disposal within the landfill area of the Municipal Waste Disposal Sites:

1. Derelict Vehicles
2. Loose Asbestos Fibres
3. Household Hazardous Waste
4. Liquid Industrial Waste
5. Gaseous Waste
6. Solid Fuel, whether or not it is waste, that is derived in whole or in part from the waste included in items 1,2,3,4 & 5
7. Propane storage cylinders of any type
8. Tires
9. Dry-cell batteries (such as "AA", "AAA", "C", Lithium Ion, etc.)

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Bearskin and Enterprise Car Rental Annual Lease

Please find attached a report prepared by Tom Batiuk, Airport Supervisor, outlining the annual lease agreement with Bearskin Airlines C/O EIC Shared Services for counter and storage space within the terminal building as well as Enterprise Car Rentals. These lease agreements are required to be executed by the Corporation at this time. The rates in the lease agreement reflect a 1.7% increase for counter space. This increase follows with the increase in the Town user fees for 2020.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the lease agreements with Bearskin Airlines C/O EIC Shared Services be executed.
- 2) That the lease agreements with Enterprise Rent – a – Car Canada be executed.
- 3) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that:

- 1) That the lease agreements with Bearskin Airlines C/O EIC Shared Services be executed.**
- 2) That the lease agreements with Enterprise Rent – a – Car Canada be executed.**
- 3) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.**

Manager of Operations and Facilities



2020-02-12

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Bearskin Airlines, Enterprise Car rental Terminal Lease Renewal

Please find the attached executed lease agreements from Bearskin Airlines and Enterprise Car Rentals. Their lease agreements are renewed annually and the term for each agreement is January 1st, 2020 to December 31st, 2020. Both tenants are in good standing and it is my recommendation to the O&F Committee to approve these and forward to Town Council for final approval.

Kind Regards,

Tom Batiuk
Airport Supervisor

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The “Town”)

-And-

ENTERPRISE RENT-A-CAR CANADA LIMITED
(The “Tenant”)

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated January 1, 2006 with respect to the property (“Demised Premises”) described as: Counter space comprising of a total area of 3.3 square metres at the Fort Frances Airport.
- B. The copy of the lease dated January 1, 2006, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end December 31, 2019.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2020 to and including December 31, 2020 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year’s Ontario consumer price index to the previous year’s annual rental fee;
 - 2) An amount calculated as 1.7 % over the previous year’s annual rental fee

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2020 to December 31, 2020.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term January 1, 2020 to December 31, 2020 shall be the sum of \$1319.34, plus applicable taxes, which amount shall be payable by the Tenant to the Town upon the signing of this lease agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For Enterprise Rent-A-Car Canada Limited:

Witness: _____ Per: _____

“I have the authority to bind the corporation”

THIS AGREEMENT made this 1st day of January, Two Thousand and Twenty

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The "Town")

-And-

BEARSKIN AIRLINES
C/O EIC SHARED SERVICES
(The "Tenant")

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the "Parties" entered into an agreement of lease (the "Lease") dated March 1, 2000 with respect to the property ("Demised Premises") described as: Office, counter and storage space comprising a total area of 28.5 square meters at the Fort Frances Airport.
- B. The copy of the lease dated March 1, 2000, in each of the Parties possession forms Part of this Agreement as Schedule "A".
- C. The term (the "Term") of this lease and subsequent renewals is due to expire and end December 31, 2019.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from January 1, 2020 to and including December 31, 2020 on substantially the same terms and conditions as set out in the Lease, save and excepting the additional clause E, as set out below.
- E. The annual rental fee will be annually increased on renewal by the greater of the amounts calculated as follows:
 - 1) An amount equal to that produced by applying the Previous year's Ontario consumer price index to the previous year's annual rental fee;
 - 2) An amount calculated as 1.7% over the previous year's annual rental fee

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including January 1, 2020 to December 31, 2020.
- 2. The amount payable by the Tenant to the Town in respect of the Tenant's lease of the Demised Premises for the Term January 1, 2020 to December 31, 2020 shall be the sum of \$ 11,394.30, plus applicable taxes, which amount shall be payable by the Tenant to the Town on a monthly basis.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHERE OF the Parties have executed this Agreement.

For the Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: Bearskin Airlines C/O EIC Shared Services:

Witness: _____ Per: _____
“I have the authority to bind the corporation”

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Amendment to the User Fee By-Law – Passenger Facility Fees at the Fort Frances Airport

In the end of January Perimeter Airlines, operating Bearskin Airlines, informed the Town of Fort Frances that they would be imposing a 3% administration fee to collect the passenger fees and remit those fees back to the Town of Fort Frances on a monthly basis. Upon further investigation it was noted that this fee has been in place for many years, Bearskin Airlines had just never charged it to us.

Given this change in the billing model being passed down to us, a drop in fees collected is expected. To offset this impact to the operating budget, it is the recommendation of administration to increase the passenger facility fee from \$11.70 per passenger to \$12.06 per passenger. This would result in the Town still taking in the \$11.70 after the 3% Bearskin fee. Perimeter has agreed to hold off charging the fee until March 1, 2020 to allow for the Town to make the necessary preparations for the fee.

It is the recommendation of the Operations and Facilities Executive Committee to increase the 2020 Passenger Facility Fee from \$11.70 to \$12.06 effective March 1, 2020 and further that an amendment to the 2020 User Fee By-Law be prepared.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to increase the 2020 Passenger Facility Fee from \$11.70 to \$12.06 effective March 1, 2020 and further that an amendment to the 2020 User Fee By-Law be prepared.

Manager of Operations and Facilities

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Commencement of Comprehensive Services Contract with Honeywell Building Solutions

In 2011 the Town engaged, through RFP, Honeywell Building Solutions to complete comprehensive energy audits on 13 Town buildings. Coming from these audits was a lengthy listing of energy saving initiatives and a proposal to enter into what is called an energy performance contract.

Energy performance contracts are agreements whereby a firm guarantees the energy savings claimed in the energy audit are actually realized and in cases where they are not, will pay the corporation the difference. The term of this contract is 15 years from the date of project completion which would be October 1, 2019, meaning that the contract will expire on September 23, 2034.

With the last initiative to complete in the multi year energy retrofit project being the fine bubble aeration installation completed at the wastewater treatment plant in the summer of 2019 the installation of all energy retrofits is complete. At this stage it is time for the energy performance contract portion to begin. Under our contract Honeywell will receive energy data from us monthly, which we have been sending since 2012 and in return annually they will report back on our performance and, if deemed necessary, issue us a payment for underachieving upgrades. The cost for the analysis and annual report is \$12,806 per year escalating at 3% per year for the term of the agreement, or until such time as the Town is satisfied that the energy initiatives are performing appropriately. This fee will be apportioned across the 13 buildings and for 2020 will not impact the overall operating budget as presented at the February 18, 2020 budget meeting.

Included with this certificate of completion was a Post Installation Conditions Report which outlined the performance from January 2013 to September 30, 2019 and the operating conditions at September 30, 2019. This establishes the baseline data moving forward which all efficiencies will be measured against. The period from January 2013 to September 2019 is called the construction period as this was when initiatives were still being completed and commissioned. During this period with the completion of the initiatives, the Town realized incremental savings in utilities as well as operational savings due to product warranty. Through this period the savings to the Town has accumulated to a total of \$993,612.00. Through the 15-year guarantee period it is estimated that the utility savings will accumulate to a total of \$3,124,129.00.

Attached is a letter of acknowledgement that construction has been completed and the start of the Guarantee Period be set at October 1, 2019 based on the completion of the fine bubble aeration works.

It is the recommendation of the Operations and Facilities Executive Committee to certify the completion of the Honeywell Energy project starting the guarantee contract effective October 1, 2019 and further that a by-law be passed authorizing the Mayor and Clerk to execute the certificate on behalf of the corporation.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to certify the completion of the Honeywell Energy project starting the guarantee contract effective October 1, 2019 and further that a by-law be passed authorizing the Mayor and Clerk the execute the certificate on behalf of the corporation.

Manager of Operations and Facilities

2020Feb19 Honeywell performance Contract agreement.docx



Honeywell Building Solutions
85 Enterprise Boulevard, Suite 100
Markham, ON L6G0B5
www.honeywell.com

SCHEDULE "C"
CERTIFICATE OF COMPLETION

December 30, 2019

Travis Rob, P.Eng., Manager of Operations and Facilities
The Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario, P9A 3P9

Reference: Commencement of Comprehensive Services Contract
(Honeywell Referenced Project # CAB-005026)

Dear Mr. Rob,

Honeywell has completed the installation of the Comprehensive Services Agreement at the Town of Fort Frances facilities as outlined in the Report dated June 7, 2012.

The undersigned hereby certifies that all requirements described in the agreement between Honeywell Limited and the the Town of Fort Frances, dated June 11, 2012, have been furnished, delivered, and installed as required, and that the system operation is accepted in all respects. The Energy Guarantee period will commence on October 1, 2019.

With your acceptance signature below, Honeywell will now activate the M&V agreement, with an effective date of October 1, 2019 to coincide with the guarantee start date. As stated in Section 6.5 of the EFR Report, the M&V service agreement has a price of \$12,806 for the first year, and is escalated by 3.0% annually thereafter, to be paid quarterly and in advance. The first invoice will be issued immediately for the period October 1, 2019 to December 30, 2019 (Year 1, Quarter 1). Quarterly invoices from Year 1 Quarter 2 and on will be sent to you before the start of the next period. If you have any questions, please contact me directly. If a purchase order is needed before the M&V agreement payments can be processed, please kindly send me a copy of the PO.

Thank you for your continued support.

Yours truly,

Crystal Eden
Measurement & Verification Specialist
Americas M&V Services
Honeywell Building Solutions
crystal.eden@honeywell.com
(289) 333-1375

c.c. Wayne Sunohara, Honeywell Ltd

Acknowledged and Accepted by:

The Town of Fort Frances

Signature (with authority to bind)

Title

Date

February 19, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: On Street Parking Ban – Winter Weather Events

In May 2018 there were a number of changes to the Minimum Maintenance Standards brought forward aimed to improve the winter maintenance of roadways in Ontario. One of these changes was the ability for Municipalities to declare significant weather events when there were watches or warnings posted by Environment Canada. The idea with these declarations was to advise the traveling public that road and sidewalk conditions may not be safe for travel and to encourage people to stay off the roads and sidewalks if possible. In the fall of 2018, the Town updated their winter maintenance policy to reflect the changes to the Minimum Maintenance Standards and set out a protocol for handling winter weather events.

Since that time, we have declared 6 Significant weather events. In all cases we dispatched crews to clear roadways and sidewalks with the intent of meeting the requirements of the MMS regardless of the declaration or not. The great part of the declaration is that the timelines to have the roads cleared do not start until the event is declared complete. This allow some flexibility in the event we have a breakdown or low staffing situations which is typical around the holidays. On every event we are always very close to meeting the standard, but we err on the side of caution in an effort to improve public safety.

One issue that we have noted is that, particularly during significant events, cars parked on the roadway cause a great deal of impedance when our crews are out plowing and lengthen the time it takes us to plow the roads in Town. Many municipalities ban all on street parking during the winter months, typically through the nighttime hours, to assist in snow plowing and removal. The Town will close specific blocks of Town for specific nights to assist in snow removal operations as needed but a more regular ban would be instrumental in assisting in the snow clearing operations.

There are four real options when it comes to implementing a parking ban of this type, on street parking could be banned between the hours of 10:00pm and 6:00am, to coincide with our winter control night shift operations, through the winter months, alternatively, given that our night shift works Sunday night to Thursday Night, we could just implement a ban on those specific nights. The third option would be to impose a ban in concert with the declaration of a significant weather event per the Minimum Maintenance Standards. The fourth option would be to ban overnight parking on specific routes through town related to high priority plowing routes through the entire winter.

Some residents do not have off street parking available to be utilized in a preferable town wide nighttime parking ban for the winter months, further parking is not a real concern on the primary routes given that overnight parking is already banned in the Downtown core, compared to some secondary routes. Given this, it is suggested that the Town amend its traffic control By-Law to ban all on street parking during the declaration of a significant weather event per the Minimum Maintenance Standards between the hours of 7:30pm and 7:30am. This ban would be town wide with the exception of the downtown core where existing overnight bans are in place and some businesses are open later into the evening. Further the hours stipulated would allow us greater time to clear the roads given that we will typically run operations the full 24 hours of the day during these events to try to stay on top of snow removal.

A ban of this nature will allow crews to better and more quickly clear roadways, remove obstructions from the roadways, left by banks around cars, and reduce the frequency of interactions between parked vehicles and our large snow removal equipment which can lead to damages.

It is the recommendation of the Operations and Facilities Executive Committee that the Traffic Control By-law be amended to include a provision banning on street parking throughout the Town of Fort Frances, except for the downtown core, for the duration of a declared Significant Weather Event per the Minimum Maintenance Standards, O. Reg 239/02 between the hours of 7:30pm and 7:30am.

Respectfully Submitted

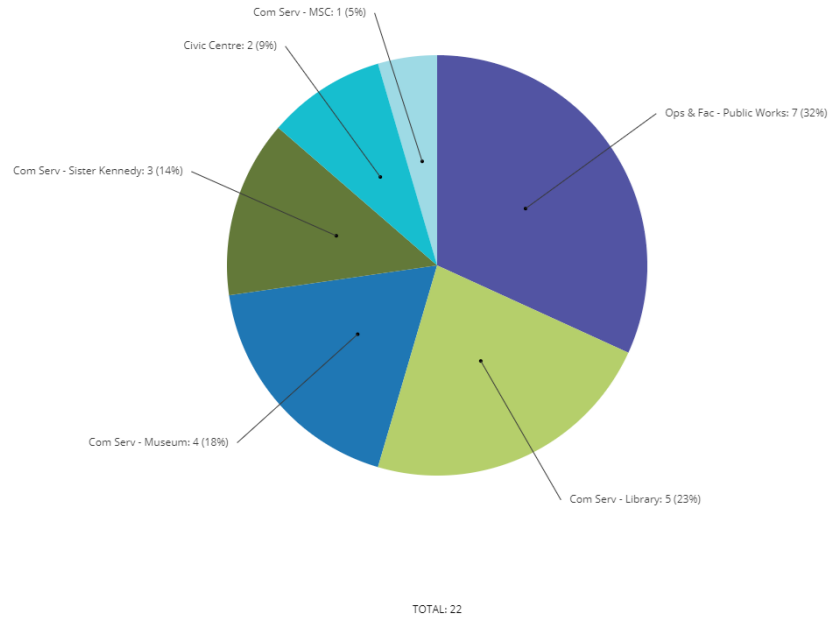
A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

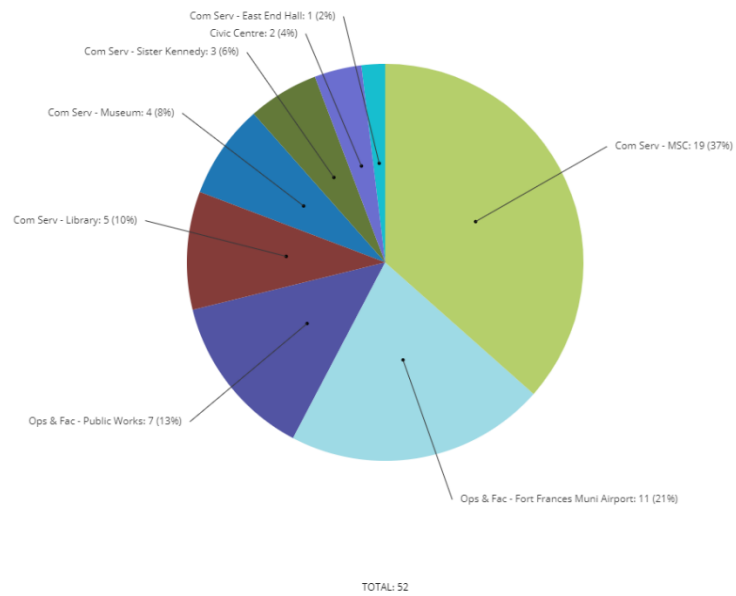
Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the Traffic Control By-law be amended to include a provision banning on street parking throughout the Town of Fort Frances, except for the downtown core, for the duration of a declared Significant Weather Event per the Minimum Maintenance Standards, O. Reg 239/02 between the hours of 7:30pm and 7:30am.

Manager of Operations and Facilities

January Work Order Distribution



January General Maintenance Work Orders



ID	Origin ID	Department	Work Order Type	Work Order Subtype	Status	Assigned To	Work Order Address/Location	Created Date	Completed Date	Actual Cost	Hours	All Notes	Asset ID
WO-3684		Com Serv - East End Hall	Daily Inspection		In Progress	Jim Garvie		1/31/2020 7:30		292.9	10	Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station. and the old daycare.	
WO-3682	PM-3573	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Not Started	Bob Green	52 Ice Plant	1/28/2020 16:43					15286
WO-3681	PM-3572	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Not Started	Bob Green	52 Ice Plant	1/28/2020 16:43					21058
WO-3680	PM-3571	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Not Started	Bob Green	52 Ice Plant	1/28/2020 16:42					15285
WO-3679	PM-3570	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Not Started	Bob Green	52 Ice Plant	1/28/2020 16:42					15284
WO-3678	PM-3569	Com Serv - MSC	Preventative Maintenance - MSC	Dehumidifier Belt and Filter Check	Not Started	Bob Green	IFK Arena	1/28/2020 16:41					15248
WO-3677	PM-3568	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Not Started	Bob Green	IFK Sprinkler Room	1/28/2020 9:13					15271
WO-3676	PM-3567	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Not Started	Bob Green	IFK Ice Plant	1/28/2020 9:12					15294
WO-3675	PM-3566	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Not Started	Bob Green	IFK Ice Plant	1/28/2020 9:12					15276
WO-3674	PM-3565	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	IFK Second Floor West Mechanical Room	1/28/2020 9:11					15252
WO-3673	PM-3564	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	IFK Second Floor West Mechanical Room	1/28/2020 9:11					15254
WO-3672	PM-3563	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Not Started	Bob Green	52 West Roof	1/28/2020 9:10					21057
WO-3671	PM-3562	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	IFK Second Floor West Mechanical Room	1/28/2020 9:09					15253
WO-3670	PM-3561	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	IFK Second Floor Mechanical Room East	1/28/2020 9:09					15251
WO-3669	PM-3560	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	IFK Second Floor Mechanical Room East	1/28/2020 9:08					15245
WO-3668	PM-3559	Com Serv - MSC	Preventative Maintenance - MSC	Filter Backwash	Not Started	Bob Green	Main Floor Pool Mechanical Room	1/28/2020 9:08					15265
WO-3667	PM-3558	Com Serv - MSC	Preventative Maintenance - MSC	Filter Backwash	Not Started	Bob Green	Main Floor Pool Mechanical Room	1/28/2020 9:07					15266
WO-3665	PM-3555	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Not Started	Bob Green	Second Floor Pool Mechanical Room	1/28/2020 9:06					15249
WO-3645	PM-3535	Com Serv - MSC	Preventative Maintenance - MSC	Zamboni Body Check	Not Started	Bob Green	ZAMBONI Room	1/21/2020 11:32					15283
WO-3617	PM-3170	Ops & Fac - WTP	Preventative Maintenance- WTP	Machine Lubrication (3 Months)	Not Started	WTP Crew	First Floor	1/5/2020 20:14					21132

ID	Origin ID	Department	Work Order Type	Work Order Subtype	Status	Assigned To	Work Order Address/Location	Created Date	Completed Date	Actual Cost	Hours	All Notes	Asset ID
WO-3611		Com Serv - East End Hall	Daily Inspection		Completed	Jim Garvie		12/27/2019	1/31/2020	\$820.12		Inspect East End Hall, Weight Scale, Marina, Tourist Information Building, Old Library, Old Nursing Station.	
WO-3661		Com Serv - Library	General Maintenance - Library	Plumbing Maintenance	Completed	Jim Garvie		1/27/2020	1/27/2020	\$43.94		28 and the old daycare. 1.5 Unplug sink in the children's area	
WO-3627		Com Serv - Library	General Maintenance - Library	Electrical Maintenance	Completed	Jim Garvie		1/15/2020	1/15/2020	\$43.94		1.5 T/S children's area door alarm., Alarm is working now and i got a quote for a replacement unit.	
WO-3626		Com Serv - Library	General Maintenance - Library		Completed	Jim Garvie		1/15/2020	1/15/2020	\$14.65		0.5 Replace sharps container in the men's washroom.	
WO-3555		Com Serv - Library	General Maintenance - Library	Plumbing Maintenance	Completed	Jim Garvie		11/19/2019	1/16/2020	\$102.52		3.5 Repair the leaking faucet in the staff kitchen sink, New cartridge valves on order through Revco	
WO-3666	PM-3556	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Completed	Bob Green	52 Ice Plant	1/28/2020	1/27/2020				15286
WO-3664	PM-3554	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Completed	Bob Green	52 Ice Plant	1/28/2020	1/28/2020				21058
WO-3658		Com Serv - MSC	Preventative Maintenance - MSC		Completed	Jim Garvie		1/23/2020	1/29/2020	\$102.52		Replace 2 broken bolts on furnace 5 blower motor, Threaded rod ordered from Fastenal to make 2 bolts., 3.5 Made and installed 2 bolts also aligned the sheaves.	
WO-3657	PM-3553	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	IFK Sprinkler Room	1/22/2020	1/27/2020				15271
WO-3656		Com Serv - MSC	Preventative Maintenance - MSC		Completed	Jim Garvie		1/21/2020	1/23/2020	\$395.42		13.5 Inspect all furnaces blower drive systems	
WO-3655	PM-3552	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Completed	Bob Green	IFK Ice Plant	1/21/2020	1/28/2020				15294
WO-3654	PM-3550	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	52 Ice Plant	1/21/2020	1/28/2020				15285
WO-3653	PM-3549	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	52 Ice Plant	1/21/2020	1/28/2020				15284
WO-3652	PM-3546	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Completed	Bob Green	IFK Ice Plant	1/21/2020	1/27/2020				15276
WO-3651	PM-3541	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	1/21/2020	1/20/2020				15252
WO-3650	PM-3540	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	1/21/2020	1/20/2020				15254
WO-3649	PM-3539	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	1/21/2020	1/21/2020				15253
WO-3648	PM-3538	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor Mechanical Room	1/21/2020	1/23/2020				15251
WO-3647	PM-3537	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor Mechanical Room	1/21/2020	1/23/2020				15245
WO-3646	PM-3536	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Completed	Bob Green	52 West Roof	1/21/2020	1/20/2020				21057
WO-3633		Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Jim Garvie		1/20/2020	1/22/2020	\$29.29		1 Inspect the exhaust fan for the snack counter, Tightened the drive belt	
WO-3629		Com Serv - MSC	Bench Monthly Detail Inspection		Completed	Jim Garvie		1/15/2020	1/16/2020	\$87.87		3 Install vented ceiling grates in the stairwell by the main entrance	
WO-3573	PM-3496	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	52 Ice Plant	12/2/2019	1/21/2020				15284
WO-3572	PM-3495	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	52 Ice Plant	12/2/2019	1/21/2020				15285
WO-3571	PM-3494	Com Serv - MSC	Preventative Maintenance - MSC	Filter Backwash	Completed	Bob Green	Main Floor Pool Mechanical Room	12/2/2019	1/28/2020				15265
WO-3569	PM-3492	Com Serv - MSC	Preventative Maintenance - MSC	Filter Backwash	Completed	Bob Green	Main Floor Pool Mechanical Room	12/2/2019	1/28/2020				15266
WO-3567	PM-3085	Com Serv - MSC	Inspection - MSC	Exhaust Fan Inspection	Completed	Ray Calder Jr.	IFK Second Floor Mechanical Room	11/27/2019	1/17/2020				15258
WO-3566	PM-3077	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	Main Floor Pool Mechanical Room	11/27/2019	1/21/2020				15267
WO-3565	PM-3076	Com Serv - MSC	Inspection - MSC	Pool Furnace Inspection	Completed	Ray Calder Jr.	Second Floor Pool Mechanical Room	11/27/2019	1/28/2020				15242
WO-3500	PM-3449	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Completed	Bob Green	52 Ice Plant	10/28/2019	1/27/2020				15286
WO-3496	PM-2961	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	Main Floor Pool Mechanical Room	10/27/2019	1/20/2020				15269
WO-3495	PM-2962	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	IFK Hot Water Mechanical Room	10/27/2019	1/20/2020				15273
WO-3494	PM-2963	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	IFK Hot Water Mechanical Room	10/27/2019	1/21/2020				15272
WO-3493	PM-2964	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	Main Floor Pool Mechanical Room	10/27/2019	1/21/2020				15268
WO-3492	PM-2972	Com Serv - MSC	Inspection - MSC	Hot Water Heater Inspection	Completed	Bob Green	IFK Sprinkler Room	10/27/2019	1/21/2020				15246
WO-3491	PM-3448	Com Serv - MSC	Preventative Maintenance - MSC	Chiller Drian	Completed	Bob Green	IFK Ice Plant	10/25/2019	1/21/2020				15276
WO-3473	PM-3440	Com Serv - MSC	Inspection - MSC	Air Compressor Inspection	Completed	Bob Green	IFK Sprinkler Room	10/16/2019	1/21/2020				15271
WO-3471	PM-3438	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	Second Floor Pool Mechanical Room	10/16/2019	1/28/2020				15249
WO-3461	PM-3430	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	10/4/2019	1/17/2020				15254
WO-3460	PM-3429	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor Mechanical Room	10/4/2019	1/17/2020				15251
WO-3459	PM-3428	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor Mechanical Room	10/4/2019	1/17/2020				15245
WO-3458	PM-3427	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	10/4/2019	1/17/2020				15252
WO-3457	PM-3426	Com Serv - MSC	Preventative Maintenance - MSC	Filter/ Belt Inspection	Completed	Bob Green	IFK Second Floor West Mechanical R	10/4/2019	1/17/2020				15253
WO-3456	PM-3425	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Completed	Bob Green	IFK Ice Plant	10/4/2019	1/21/2020				15294
WO-3455	PM-3424	Com Serv - MSC	Preventative Maintenance - MSC	Condensor Inspection	Completed	Bob Green	52 Ice Plant	10/4/2019	1/28/2020				21058
WO-3441	PM-3410	Com Serv - MSC	Preventative Maintenance - MSC	Zamboni Body Check	Completed	Bob Green	ZAMBONI Room	10/4/2019	1/14/2020				15283
WO-3439	PM-3408	Com Serv - MSC	Preventative Maintenance - MSC	Dehumidifier Belt and Filter Check	Completed	Bob Green	IFK Arena	10/4/2019	1/28/2020				15248
WO-3660		Com Serv - Museum	General Maintenance-Museum	Electrical Maintenance	Completed	Jim Garvie		1/23/2020	1/24/2020	\$43.94		1.5 Repair elevator light	
WO-3659		Com Serv - Museum	General Maintenance-Museum	Electrical Maintenance	Completed	Jim Garvie		1/23/2020	1/24/2020	\$102.52		3.5 T/S front door not closing all the way, Trimmed 1/4" off the door sweep.	
WO-3631		Com Serv - Museum	General Maintenance-Museum	Electrical Maintenance	Completed	Jim Garvie		1/20/2020	1/20/2020	\$43.94		1.5 T/S basement humidifier low humidity, Fault code indicated fill/drain valve fault. Cleaned stuck drain valve	
WO-3625		Com Serv - Museum	General Maintenance-Museum	Plumbing Maintenance	Completed	Jim Garvie		1/13/2020	1/13/2020	\$43.94		T/S low humidity in the basement, Breaker for the Honeywell unit was tripped. Also reassembled the 1.5 Dristeem unit and put back in service.	
WO-3630		Com Serv - Sister Kennedy	General Maintenanc-Sister Kennedy	Electrical Maintenance	Completed	Jim Garvie		1/16/2020	1/16/2020	\$29.29		T/S noisy entry way heater, Cleaned and lubricated fan in both electric heaters. One in the entry way and 1 one in the kitchen.	
WO-3595	PM-3510	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Check Oil Level, Drain Water	Completed	Mike Beyak	Maintenance Storage Room	12/4/2019	1/20/2020				21841
WO-3594	PM-3509	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Terminal Mechanical Room	12/4/2019	1/20/2020				22678
WO-3593	PM-3508	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Lighting Control Room	12/4/2019	1/20/2020				21835
WO-3592	PM-3507	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Lighting Control Room	12/4/2019	1/20/2020				21836
WO-3591	PM-3506	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Lighting Control Room	12/4/2019	1/20/2020				21837
WO-3590	PM-3505	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Lighting Control Room	12/4/2019	1/20/2020				21838
WO-3589	PM-3504	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Maintenance Storage Room	12/4/2019	1/20/2020				21842
WO-3588	PM-3503	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Garage	12/4/2019	1/20/2020				21843
WO-3587	PM-3502	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Terminal Mechanical Room	12/4/2019	1/20/2020				21845
WO-3586	PM-3501	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Well Room	12/4/2019	1/20/2020				21840
WO-3585	PM-3500	Ops & Fac - Fort Frances Muni Airport	Monthly Inspection-Airport	Visual Inspection	Completed	Mike Beyak	Well Room	12/4/2019	1/20/2020				21839

WO-2358	Ops & Fac - Fort Frances Muni Airport	General Maintenance-Airport	Painting	Completed	Jim Garvie	12/17/2018	1/14/2020	\$2,094.24	finish painting of the main terminal ,washrooms,entrance ways exc., Mike said he will able to do some
WO-3663	Ops & Fac - Public Works	General Maintenance-PW		Completed	Jim Garvie	1/27/2020	1/28/2020	\$175.74	71.5 preparation works before Jim start, such as patching. Talk to Mike before start the works.
WO-3662	Ops & Fac - Public Works	General Maintenance-PW	Carpentry	Completed	Jim Garvie	1/27/2020	1/27/2020	\$29.29	7.5 Install air hose reel for the mechanics
WO-3632	Ops & Fac - Public Works	General Maintenance-PW	Plumbing Maintenance	Completed	Jim Garvie	1/20/2020	1/20/2020	\$14.65	1 Install lunchroom door closer
WO-3628	Ops & Fac - Public Works	General Maintenance-PW	Electrical Maintenance	Completed	Jim Garvie	1/15/2020	1/15/2020	\$14.65	0.5 Repair men's washroom toilet flush handle
WO-3623	Ops & Fac - Public Works	General Maintenance-PW		Completed	Jim Garvie	1/8/2020	1/22/2020	\$131.81	0.5 Inspect block heater receptacles in the parking lot for power. There is a leak in the urinal in the shower room when you flush. It is running down the wall., Urinal drain 4.5 kit is on order from Kaun's