

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - September 23, 2020, 8:30 AM

#### MEETING - Civic Centre

Session #014

Join Microsoft Teams Meeting

+1 807 701 5975 Canada, Thunder Bay (Toll)

Conference ID: 499 412 280#

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1. <b><u>Call to Order</u></b>	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b>	
3.1 Minutes from the previous meeting on September 8, 2020.	3 - 4
4. <b><u>Non-agenda Items</u></b>	
5. <b><u>New Business</u></b>	
5.1 Submission to the Municipal Asset Management Program Grant for 2021.	5
5.2 Update to the Town of Fort Frances Winter Control Policy	6 - 41
5.3 Airport Property - Land Lease Private Aircraft Hangers	42 - 45
6. <b><u>Outstanding Items</u></b>	
6.1 Entering into a Kiosk Lease Agreement with Northern Youth Programs	46 - 48
7. <b><u>Information</u></b>	
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**8. Adjourn / Next Meeting Date**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #013

September 9, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Committee Room and via Skype (virtual meeting resources) on September 9, 2020 from 8:30 a.m. to 9:50 a.m.

PRESENT: Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO, Craig Miller Environmental Superintendent ( 9:00 a.m. to 9:37 a.m.) and Randy Thoms (8:40 a.m. to 9:50 a.m.)

#### **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 August 5th, 2020 - the minutes from the previous meeting were approved as presented.

#### **4 Non-agenda Items**

4.1 None

#### **5 Items Referred from Council**

5.1 Letter Dated July 10th from Ann McEwan re: Lighting on 5th Street East - the administration report was approved as presented.

#### **6 New Business**

6.1 Extension Agreement with Emterra for Recycling Transportation and Processing - proceed as directed.

6.2 Re: 2019/2020 Connecting Link Program Funding Agreement - Kings Highway

Reconstruction - the administration report was approved as presented.

- 6.3 Sewer Rooting - Requests for Reimbursement - the administration report was approved as presented.
- 6.4 Entering into a new Terminal Kiosk Lease with Northern Youth Programs - administration report was approved as presented.
- 6.5 Drinking Water Quality Management Systems Management Review - the Management Review was approved as amended.

## **7 Information**

- 7.1 Fort Frances Wastewater Treatment Facility July 2020 Monthly Report - the report was reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Tonnage at the Landfill Site - updated September 2, 2020 - the report was reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Sewer and Water Data for 2020 - updated September 2, 2020 - the report was reviewed and will be forwarded to Council as information only. No action required.

## **8 Adjourn / Next Meeting Date**

- 8.1 Meeting adjourned at 9:50 a.m.

Next meeting September 23, 2020.

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Submission to the Municipal Asset Management Program Grant for 2021**

The Town of Fort Frances has utilized the Municipal Asset Management Program Grant (MAMP) in the past to improve its asset management program with hardware and condition assessment programs.

The MAMP program has been re-established in 2020 and very recently there was a deadline set of September 22, 2020 for applications. Adam Mitchell, the Town's Asset Management Coordinator started the application before going on leave and I have picked it up to complete it and submit it. The Town plans to focus this application on condition assessment of both their storm sewer network and roadway network. The Town intends to utilize an app based condition assessment tool for roadways as well as zoom camera for storm sewer. The costs break down as follows:

Activity	Total Cost	Grant Portion	Town Portion
Zoom Camera	\$ 60,366.08	\$ 48,345.79	\$ 12,020.29
Road Assessment	\$ 2,067.76	\$ 1,654.21	\$ 413.55
<b>TOTAL</b>		<b>\$ 50,000.00</b>	<b>\$ 12,433.84</b>

The work associated with this application will be completed in 2021 as part of the 2021 budget. Because of the tight application deadline imposed by FCM, Council was advised of this application and has approved the recommendation in principle.

It is the recommendation of the Operations and Facilities Executive Committee that Council of the Town of Fort Frances hereby approves the submission of a funding application to the Municipal Asset Management Program for the completion of zoom camera inspection work on some of the storm sewer system and the purchasing of an app for the condition assessment of the road network.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

**Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that that Council of the Town of Fort Frances hereby approves the submission of a funding application to the Municipal Asset Management Program for the completion of zoom camera inspection work on some of the storm sewer system and the purchasing of an app for the condition assessment of the road network.**

2020Sept 23 MAMP Grant Application.docx

RECOMMENDED

SEP 23 2020

DIV. MNC.

EXECUTIVE COMM.

September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Update to the Town of Fort Frances Winter Control Policy**

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In February 2020, Administration brought forward a request to implement a parking ban for winter control operations tied into the declaration of a significant weather event, that report is included for Council's benefit. The idea was that when a significant snow fall event was underway, town crews could focus on clearing the roadways, which we are legally required to complete on certain timelines, without having to stop and slow down to go around parked cars and we would not have to return later to remove the snow left on the roadway after the car had been moved. This change would only apply between 7:30pm and 7:30am when a significant weather event had been declared under the Minimum Maintenance Standards regulation and it would not apply to the downtown core.

Attached you will find the Town's Winter Control Policy marked up with the proposed changes to reflect this parking ban. Subsequently the Town will have to make an amendment to their Traffic Control By-Law to reflect this change and the O&F Division is working with By-Law enforcement to ready those amendments. It is anticipated that all of the amendments would be approved and in place early in the winter season defined as October 1 to April 30.

In addition to the changes reflecting the new winter parking regulation you will note changes for the additional sidewalks installed on Colonization Road West and McIrvine Road through the 2020 construction program and other minor wording cleanup.

It is the recommendation of the Operations and Facilities Executive Committee that:

1. The Town's amended Winter Control Policy be approved as presented
2. The Traffic Control By-Law be amended to reflect the change in Winter Parking requirements

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. The Town's amended Winter Control Policy be approved as presented**
- 2. The Traffic Control By-Law be amended to reflect the change in Winter Parking requirements**

Manager of Operations and Facilities

# THE TOWN OF FORT FRANCES

## Section: Operations and Facilities

### Policy: Winter Control Operations

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**Creation Date:** June 2011

**Review Date:** 1993, 1999, 2006, 2008, 2008, 2009, 2010, 2018, 2020

**Resolution Number:** 326 (consent)

**Supersedes Resolution Number:** 236 (consent)

**Policy Number:** 5.34.1

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## SECTION 1.00 - INTRODUCTION

- 1.01** The following Winter Control Operations Policy is intended to provide a guideline for the orderly and efficient control of snow and ice in the Town of Fort Frances. The primary objective of this policy is to provide for an acceptable level of service at an acceptable cost while meeting the Minimum Maintenance Standards, Ontario Regulation 239/02.

With this policy the residents of the Town of Fort Frances will be provided with consistent and uniform standards, which will enable them to predict winter operations.

Daily priorities will be set to meet the provisions of this policy, thus enabling the Operations and Facilities Division to measure complaints.

This policy supersedes all previous policies, written or otherwise, with regard to snow and ice control. Constructive suggestions for additions, modifications or the adoption of new policies and procedures for this policy are encouraged from every employee or any other Division affected by this policy.

This policy is subject to change at the discretion of the Manager of Operations and Facilities, the Transportation Superintendent or Mayor and Council.

- 1.02** Minimum Maintenance Standards, Ontario Regulation 239/02 - this regulation went into effect on November 1<sup>st</sup>, 2002 and has seen numerous revisions since that time. Basically, these minimum maintenance standards were developed to reduce liabilities to Municipalities and to ensure residents of Ontario receive a minimum level of maintenance on municipal roadways.

Municipal services that are the same as the minimum maintenance standards or achieve a service level better than what is prescribed by the minimum maintenance standards, can be used as a defence by the municipality in the event of a liability claim.

There are 16 standards where 5 of them are related to winter control activities – snow accumulation and icy roadways and sidewalks. There are no standards in regard to snow removal.



**1.03** The Winter Control Season will be in affect from October 15<sup>th</sup> to April 15<sup>th</sup>.

## **SECTION 2.00 - SCOPE OF WORK**

### **2.01 Area of Responsibility**

The Operations and Facilities Division is responsible for the winter maintenance on all roads, lanes, sidewalks and municipal parking lots within the boundaries of the Corporation of the Town of Fort Frances.

Included is 162 lane-km of roadway, 42 km of sidewalks and six (6) town owned parking lots.

### **2.02 Equipment**

The Operations and Facilities Division has at its disposal two (2) town owned graders, one (1) sander, one (1) combination plow/sander truck, two (2) sidewalk blowers (with sand spreading equipment), one (1) full size blower, two (2) loaders, (both equipped with snow bucket or plow), two (2) tandem trucks and one (1) single axle dump truck with plow.

In addition, the Airport has one (1) loader (with snow bucket), one (1) full size blower, one (1) single axel dump truck with sander, plow and wing and Parks and Cemeteries has one (1) backhoe loader to supplement operations in the event of a major occurrence.

Town owned equipment will be supplemented by contract operated equipment and trucks on an as required basis.

### **2.03 Manpower**

The Operations and Facilities Division has an available winter maintenance staff consisting of one (1) working foreman, one (1) leadhand, four (4) equipment operators, two (2) truck drivers, five (5) labourers, and three (3) seasonal Labourers. The four (4) water distribution operators will also be included in the winter maintenance scheduling. In an emergency situation additional staff would be available to assist from other areas of the department i.e. mechanical, stores and engineering.

When the “*snow season*” arrives, this staffing provides for coverage for two (2) shifts, five (5) days a week. There will be a 7:30 a.m. to 4:00 p.m. day shift and a 10:00 p.m. to 6:00 a.m. night shift from Monday to Friday. During the period from 4:00 p.m. to 10:00 p.m. and 6:00 a.m. to 7:30 a.m. and weekends manpower is on a voluntary basis. Emergency calls are covered through an on-call person 24 hours a day, 7 days a week. During an emergency situation if the on-call person is unsuccessful in getting sufficient crews to respond he/she shall consult with the Manager of Operations & Facilities or Transportation Superintendent regarding the use of contracted equipment.

### **2.04 Night Shift Schedule for “Snow Season”**

Prior to the “*snow season*” a night shift schedule will be made up of employees who volunteer to be on nights through the “*snow season*” supplemented with a rotation of all employees qualified to drive truck and/or operate equipment. The night shift will consist of six (6) employees, one (1) working foreman,

three (3) operators and two (2) truck drivers. Working foreman will participate in operating equipment and/or truck driving on the night shift.

The night shift will be implemented when at the discretion of the Manager of Operations & Facilities and Transportation Superintendent there is sufficient amounts of snow to justify taking six (6) employees from the day shift and that work in progress can be completed with this reduction in staff.

## **2.05 Staff Training**

Qualified employees will be given the opportunity to train on equipment when the work schedule permits such training. An ideal time for training on some of the larger equipment is on the night shift in areas where there is little or no traffic. Employees will be given the opportunity to train under the guidance of experienced operators. This will build a more versatile workforce for future operations.

## **2.06 Parking Regulations and Enforcement**

Parking restrictions and regulations (i.e. calendar parking, parking prohibited, etc.) have been placed on town streets and will be strictly enforced to allow snow plowing/removal operations to proceed unimpeded.

In the event that a Significant Weather Event has been declared in accordance with Section 7 of this policy, all on street parking shall be prohibited for the duration of the event to expedite the roadway clearing operations. This restriction only applies between the hours of 7:30pm and 7:30am and cover the entirety of the Town of Fort Frances other than the Downtown Core.

The Town's By-law Enforcement Officers will publicize the appropriate calendar parking by-law. Calendar parking shall be deemed to be a twenty-four (24) hour period commencing at nine (9) o'clock in the forenoon and after such time the day shall be deemed odd or even depending on the calendar designation of such day of commencement of the said twenty-four (24) hour period.

## **2.07 Enforcement Policy**

The By-law Enforcement Officers and O.P.P. members in support of the Fort Frances Operations and Facilities Division completing snow removal in town will adhere to the following policy.

- By-Law Enforcement Officers will complete enforcement of parking by-laws during weekdays. Operations and Facilities Division will contact By-Law direct for support in ticketing violators and removing illegally parked vehicles.
- Enforcement of parking by-laws after hours will be completed by O.P.P. Officers. Operations and Facilities Division will contact the O.P.P. Telecommunications Unit who will dispatch officers to attend and ticket vehicles in areas requiring snow removal. Operations and Facilities Division will arrange for any necessary towing. The 200 block of Scott Street no parking begins after 0300 hours, which is consistent with business hours of Gartch's Pub.
- Notification will be made to the O.P.P. by Operations and Facilities Division of specific

nights when snow will be removed in the core downtown area. Officers will conduct enforcement of the parking by-law in these areas. This will assist Operations and Facilities Division who will have vehicles interfering with snow removal towed away at the owner's expense.

- Enforcement of the by-law in the 200 block of Scott Street will be delayed until 0300 hours consistent with traffic control by-law.
- O.P.P. members will notify the "on-call" Operations and Facilities Division member 275-9754 between 2300 – 0700 hours when snow accumulation reaches 5cm.
- When contacting the Police or By-Law – information needed is: location of vehicle and license plate number.

**Contact Numbers:**

By-Law: 275-9651

O.P.P. Kenora: 1-888-310-1122

O.P.P. Town: 274-3322

**Tow Truck Numbers:**

Bett Will: 274-5977

North Auto: 274-7243

## SECTION 3.00 - SNOWPLOWING

### 3.01 Roads

All roads in the Town of Fort Frances will be plowed in accordance with the attached snowplowing priorities plan (see Appendix A).

#### Road Classifications

Based on the Average Annual Daily Traffic (number of motor vehicles versus the Posted or Statutory Speed Limit (kilometres per hour), there are Class 3, Class 4, Class 5 and Class 6 roads in the Town of Fort Frances boundaries.

Plowing of 'Class 3' roads will have a completion time of 12 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 4' roads will have a completion time of 16 hours after the snow has reached a depth of 8 centimetres.

Plowing of 'Class 5' roads will have a completion time of 24 hours after the snow has reached a depth of 10 centimetres.

There is no standard for 'Class 6' roads in the minimum maintenance standards and therefore they will be plowed after all Class 3, 4 and 5 roads have been completed.

All stipulated timelines for snow clearing can be delayed by the declaration of "Significant Weather Event" as outlined in Section 7. Upon the termination of the declaration, the above stipulated timelines would begin to apply.

\* There is a map in Appendix M with all road classifications in the Town of Fort Frances for the Minimum Maintenance Standards.

Priority One (Class 3 & Class 4 Roads) - Priority one roads include Kings Highway 11/71, Highway 602, Second Street East, Scott Street, Ambulance/Hospital Route, Schools, Rainycrest, Emergency Evacuation Route and the Downtown Area.

All snowplowing equipment will have a map of the priority route for that particular piece of equipment as well as a list in order of its priorities.

Equipment operators have been asked to follow the list of priorities as close as possible to deliver a consistent level of service.

Priority Two (Class 5 & Class 6 Roads) - The Town of Fort Frances is divided into eight (8) areas with the Downtown Priority #1 area being the dividing line between east and west. The Canadian National Railway is the dividing line for the north areas. These areas are then divided by priority.

Basically, after the Priority One routes are complete one (1) grader plows east and the other west starting from the Downtown Area and plowing outwards. The plow truck does the north areas when completing its priority route.

The individual in charge (whether it be the Superintendent, Foreman or Standby Person) are to use their own discretion depending upon manpower, equipment, and amount of snowfall to determine the time of day the plows go out.

It is not practical to snowplow the Downtown Business area during regular business hours (8:00 a.m. to 10:00 p.m.).

It is suggested to standardize the level of winter control maintenance in the downtown business area (see Appendix D of the Winter Operations Policy) in order to meet the minimum maintenance standards for municipal roadways, that the following guidelines have been proposed;

- Apply winter control sand/salt mixture during regular business hours.
- Snowplowing will occur immediately before or after regular business hours, where the snow is pushed or winged to the outside edges of the roadway in accordance with Ontario Regulation 239/02.
- Snow removal will take place according to the policy in Section 4:00.

The ideal situation would have the plow truck (Unit #125) leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1 as outlined in Appendix I. It would start plowing east down the centre of the four laner's to Central Avenue then up to Scott Street and down the centre of Scott Street to Colonization Road East and continue plowing the centre of Colonization Road East to the Overpass. The plow truck would then plow the centre of Second Street from Colonization Road East to Central Avenue. The plow truck would then do all of Front Street and then proceed to its priority route in the North End.

The graders (Unit #205 and #207) would leave the Shop and go east down Fifth Street to Portage Avenue then south to Scott Street.

Grader #205 would go east and plow Scott Street, then Colonization Road East over the Overpass to the east town limits. #205 would then plow Second Street from Colonization Road East to Central Avenue as outlined in Appendix H.

Grader #207 would go west and plow the highway to the west town limits back to Central Avenue and then Highway 602 to Oakwood Road as outlined in Appendix G.

Both graders would then complete the Downtown area.

When the Downtown area is complete Grader #207 will go west and Grader #205 will go east to their next respective priority.

The Cat IT38B loader (#317) will plow the lanes and parking lots in the Downtown area as outlined in Appendix F.

The Cat 930H loader (#318) will do cul-de-sacs and dead-ends according to priority list as outlined in Appendix E. We will alternate between the east list and west list on a monthly basis, as to which gets done first.

October -	East
November -	West
December -	East
January -	West
February -	East
March -	West

Plowing of the roads should be completed in 24 hours. Some Class 6 roads may have a longer completion time. Once the snow plows have advanced far enough ahead, send sander out.

Sidewalk plowing is to be done on a priority basis as shown in Appendix J. The first priority will ensure sidewalks are plowed on the Underpass and then Portage Avenue to the Civic Centre, then Church Street to Victoria Avenue and Victoria Avenue to Scott Street.

One sidewalk plow will then plow the north side of Scott Street to Colonization Road East and then the north side of Second Street East to Central Avenue then complete the Downtown Priority #1 area. The Second plow will start plowing on Third Street West to King's Highway out to Wal-Mart. Then plow the south side of Highway 602 from ~~Biddeson Avenue~~ Armstrong Place to Keating Avenue and then proceed to complete the west end. After the west end is complete, the second plow will move to area #2 north of the CNR.

Loaders will plow lanes from the Downtown area outwards when their priority lists are done.

All lanes will be plowed in 48 – 60 hours and all sidewalks will be plowed in 48 hrs. In the event of a declaration of a “Significant Weather Event” as outlined in Section 7, sidewalks will be plowed within 48 hours of the advertised end of the event.

In the case of a winter weather event on a weekend or holiday it is the responsibility of the on-call person to call in a crew to plow the roads according to the priorities set out in the policy.

See Section 7.00 for more information on the declaration of a “Significant Weather Event”.

## **SECTION 4.00 - SNOW REMOVAL**

### **4.01 General**

Snow removal, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent, will commence approximately 48 hours after a storm or as soon as plowing is complete. The following is the list of snow removal areas in order of priority:

1. Downtown snow removal area
2. The overpass and underpass
3. Municipal parking lots (when necessary)
4. Businesses and churches and halls outside Downtown area
5. Fire hydrants
6. Intersections
7. Lane entrances
8. Priority routes
9. Residential streets

### **4.02 Downtown Snow Removal Area**

Once snow plowing operations are completed for the entire Town or once resources are available and there is a need to remove the snow (approximately 24-inch high banks of snow) the snow will be removed in the Downtown area. Snow removal services will only occur after regular business hours on Scott Street and Mowat Avenue, where side streets and other parts of Downtown area can be removed at any time.

Also, the task of removing the snow is at the discretion of either the Operations & Facilities Division Manager or the Transportation Superintendent. As a result, it is understood that snow removal services will take place prior to the Christmas parade event regardless of the size of the snow banks.

### **4.03 The Overpass and Underpass**

All snow, to the guardrail on the east side of the Overpass on Colonization Road East will be removed, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

All snow in the underpass on Portage Avenue from Third Street East to Fifth Street East will be removed from concrete retaining wall to concrete retaining wall, as warranted, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

### **4.04 Municipal Parking Lots**

The Operations and Facilities Division is responsible for the removal of snow on the following parking lots:

- A) Municipal Lot on Portage Avenue
- B) Municipal Lot on Veteran Avenue
- C) Municipal Lot on Scott Street



- D) Civic Centre
- E) Arena/Library
- F) Municipal Parking Lot behind St. Mary's Church

All snow will be removed from these lots within seven days of a snowfall or series of snowfalls resulting in a total accumulation of 100mm of snow.

#### **4.05 Businesses, Churches and Halls**

The Operations and Facilities Division will, at the discretion of the Transportation Superintendent, remove snow from the boulevards fronting businesses, churches and halls located away from the downtown snow removal area.

All Businesses zoned commercial will receive this service. All Churches and Halls will receive this service.

#### **4.06 Fire Hydrants**

The Operations and Facilities Division will keep all hydrants free of snow banks and easily visible and accessible, as soon as possible after snow plowing and removal as outlined above is completed and manpower is available.

All hydrants outside the Downtown snow removal area have had hydrant markers installed to increase visibility for snow removal purposes and for the Fire Department to locate the hydrants.

#### **4.07 Intersections**

The Operations and Facilities Division will remove snow banks at all intersections to improve the sight lines for all motorists. Removal will be at the discretion of the Manager of Operations and Facilities or Transportation Superintendent and all snow will be removed for a distance of 15m from the intersecting face of curb.

#### **4.08 Lane Entrances**

As necessitated by conditions, all snow piles at lane entrances/exits will be removed to improve the sight lines for all motorists. Piles of snow will be removed at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

#### **4.09 Priority Routes**

Multi-lane priority routes will have all traffic lanes restored as soon as possible following completion of plowing. Snow removal to the gutter line and on boulevards will be carried out, at the discretion of the Manager of Operations and Facilities or Transportation Superintendent, when traffic lanes cannot be maintained and snow storage on the road allowance is not available.

#### **4.10 Residential Streets**

Snow removal on residential streets will take place only in extreme conditions and at the discretion of the Manager of Operations and Facilities or Transportation Superintendent. Snow

removal will be carried out when two (2) traffic lanes cannot be maintained and snow storage on the road allowance is not available.

#### **4.11 Snow Dumps**

The Operations and Facilities Division has established and will maintain ~~three (3)~~one (1) snow dumps. The primary snow dump is located west of McIrvine Road north of Eighth Street. ~~The secondary snow dumps are located at:~~

- ~~a) the north side of the 600 block of Sixth Street West~~
- ~~b) the south side of Seventh Street in the Industrial area.~~

The Town will utilize other vacant, municipally owned property for the purpose of snow storage when available and of a benefit to the winter control operations.

## SECTION 5.00 - SANDING / SALTING

### 5.01 General

Sanding/salting when required should normally follow after plowing operations. As a general rule, if the pavement is dry and the snow is not packing or sticking - do not sand.

Salt applied to snow forms a brine mixture. This reduces the possibility of the snow sticking to or packing on the pavement. It also prevents ice build-up and allows the plow to remove the snow easier. Salt, assisted by sun, traffic and warmer daytime temperatures, is also used as a melting agent to eliminate icy conditions. As the temperature gets lower, the effectiveness of the salt decreases until it becomes ineffective. Normally, salt should not be applied when the temperature is below - 12 C. However, in the presence of sun and heavy traffic volume, which creates a higher road surface temperature salt can be effective down to a temperature of - 18C.

The Operations and Facilities Division uses a salt/sand mixture of 20% salt and all references to salting/sanding operations refer to this particular mixture of 'sweetened' sand.

### 5.02 Roads

The minimum maintenance standard for treating icy roadway is:

- a) To deploy resources to treat an icy roadway as soon as practical after becoming aware that the roadway is icy; and
- b) To treat the icy roadway within the time set out for that class of highway, after becoming aware that the roadway is icy.

Class 3 roads must be treated within eight (8) hours.

Class 4 roads must be treated within twelve (12) hours.

Class 5 roads must be treated within sixteen (16) hours.

Class 6 roads will be treated as soon as practical during regular hours of work.

In the initial stages of a storm, sand/salt mixtures will be used to maintain road surfaces until snow accumulation warrants the use of snow plowing equipment. Continuous sanding/salting generally shall be carried out only during freezing rain or general icy conditions caused by failure of other treatments. A supply of straight salt will be kept on hand for extreme icy conditions. In the event of a declaration of a "Significant Weather Event" as outlined in Section 7, icy roadways will be addressed within the above stipulated timelines from the advertised end of the event.

### **5.03 Lanes**

The Operations and Facilities Division will not sand/salt any lanes. Under extreme icy conditions the department will sand/salt lane approaches in the Downtown area only.

### **5.04 Sidewalks**

The minimum maintenance standard for treating icy sidewalks is:

- a) To deploy resources to treat an icy sidewalk as soon as practical after becoming aware that the sidewalk is icy; and
- b) To treat the icy sidewalk within forty eight (48) hours after becoming aware that the sidewalk is icy.

In the event of a declaration of a “Significant Weather Event” as outlined in Section 7, icy sidewalks will be addressed within the above stipulated timelines from the advertised end of the event. No pure salt will be used on the sidewalks.

### **5.05 Parking Lots**

The Operations and Facilities Division will sand/salt municipal parking lots under extreme icy conditions at the discretion of the Manager of Operations and Facilities or Transportation Superintendent.

## SECTION 6.00 - ADVERTISING

### 6.01 General

The Operations Division will have the following advertisement published in the local paper early in the winter season. (The last two Thursdays in October).

#### **SNOW AND ICE CONTROL QUALITY STANDARDS FOR THE FORT FRANCES OPERATIONS AND FACILITIES DIVISION**

##### Roadway Clearing:

The maximum allowable snow accumulation for commencing snow clearing operations on priority one roads (Highways, Fire Route, Ambulance/Hospital Route, Schools, Rainycrest, Emergency Evacuation Route, and Truck Route) is eight (8) cm. All priority one roads will be brought up to satisfactory standards before work will begin on residential streets. Priority one roads will have a target completion of 12 hours for Class 3 roads and 16 hours for Class 4 roads, after eight (8) cm of snowfall.

##### Sidewalk Clearing:

Sidewalk clearing operations begin at the end of each snowfall or series of snowfalls resulting in a total accumulation of eight (8) cm. Sidewalks will be addressed such that accumulation will be less than eight (8) cm within 48 hours from the end of the snowfall event.

##### Lane Clearing:

Normal lane clearing operations begin at the end of each snowfall or series of snowfalls resulting in a total accumulation of eight (8) cm. This operation is usually delayed allowing road clearing to be well underway to prevent blocking of sidewalk and lane entrances.

##### Snow Removal:

Snow removal is done as required. In some cases, it is casted (blown) onto abutting town property if there is sufficient unencumbered land to accommodate the windrow. If not is loaded and trucked to the snow dump. All snow in the downtown snow removal area is trucked.

##### Traction Improvement:

Priority one roads will receive priority treatment. The level of service on all roads will generally be such that vehicular traffic has sufficient traction to operate. Particular attention will be paid to intersections and inclines. Sand is applied to sidewalks as required.

### Parking Regulations:

Parking regulations will be strictly enforced at all times. In the event of snow removal operations temporary “No Parking” signs will be posted, and all street parking will be prohibited in the affected areas.

### Significant Weather Event

In the event of a significant weather event, a declaration will be advertised from the Operations and Facilities Division prior to the start of the event. The end of the event will also be advertised by the Operations and Facilities Division. All stipulated timelines for addressing roadways and sidewalks will commence starting at the advertised ending of the event.

For more information about Winter Operations call Milt Strachan, Transportation Superintendent at: 807-274-9893

## SECTION 7.00 - DECLARATION OF A SIGNIFICANT WEATHER EVENT

### 7.01 Introduction

Should, through alert from Environment Canada, a threat for either snow or ice accumulation such that a danger will be posed to users of sidewalks and roadways within the Town of Fort Frances be forecast, it will be the responsibility of the Operations and Facilities Division Manager or Transportation Superintendent, at their discretion, to declare a “Significant Weather Event” to alert the residents of the Town and District to the potential risk.

The declaration of a “Significant Weather Event” may trigger the need to engage the Municipal Emergency Control Group (MECG). The engagement of the MECG shall be in accordance with the Town of Fort Frances Emergency Plan.

### 7.02 Declaration Procedures

Should it be determined that a declaration is required, the following methods will be used to alert the appropriate parties of the start of the declared event and the end of the declared event.

1. The Town of Fort Frances Facebook and Twitter pages
2. The Local Radio Station, 93.1 The Border  
Randy Thoms – Ph: 274-5341 Cell: 276-0832 email: [news@931theborder.ca](mailto:news@931theborder.ca)  
Darell Plummer – Ph: 807-468-3181 Cell: 807-466-1246 email: [plummer.darell@radioabl.ca](mailto:plummer.darell@radioabl.ca)
3. The Local News Paper, Fort Frances Times  
~~Duane Hicks~~ – Ph: 274-5373 email: [dhicks@fortfrances.comtips@fortfrances.com](mailto:dhicks@fortfrances.comtips@fortfrances.com)
4. The Local OPP Information Officer  
Comm Centre – Ph: 1-888-310-1122
5. The Town of Fort Frances Fire Chief/CEMC  
Tyler Moffitt – Ph: 274-9841 Cell: 807-271-0766 email: [tmoffitt@fortfrances.ca](mailto:tmoffitt@fortfrances.ca)

Other means to get the appropriate messaging can be used in addition to these listed at the discretion of the Operations and Facilities Division Manager or Transportation Superintendent.

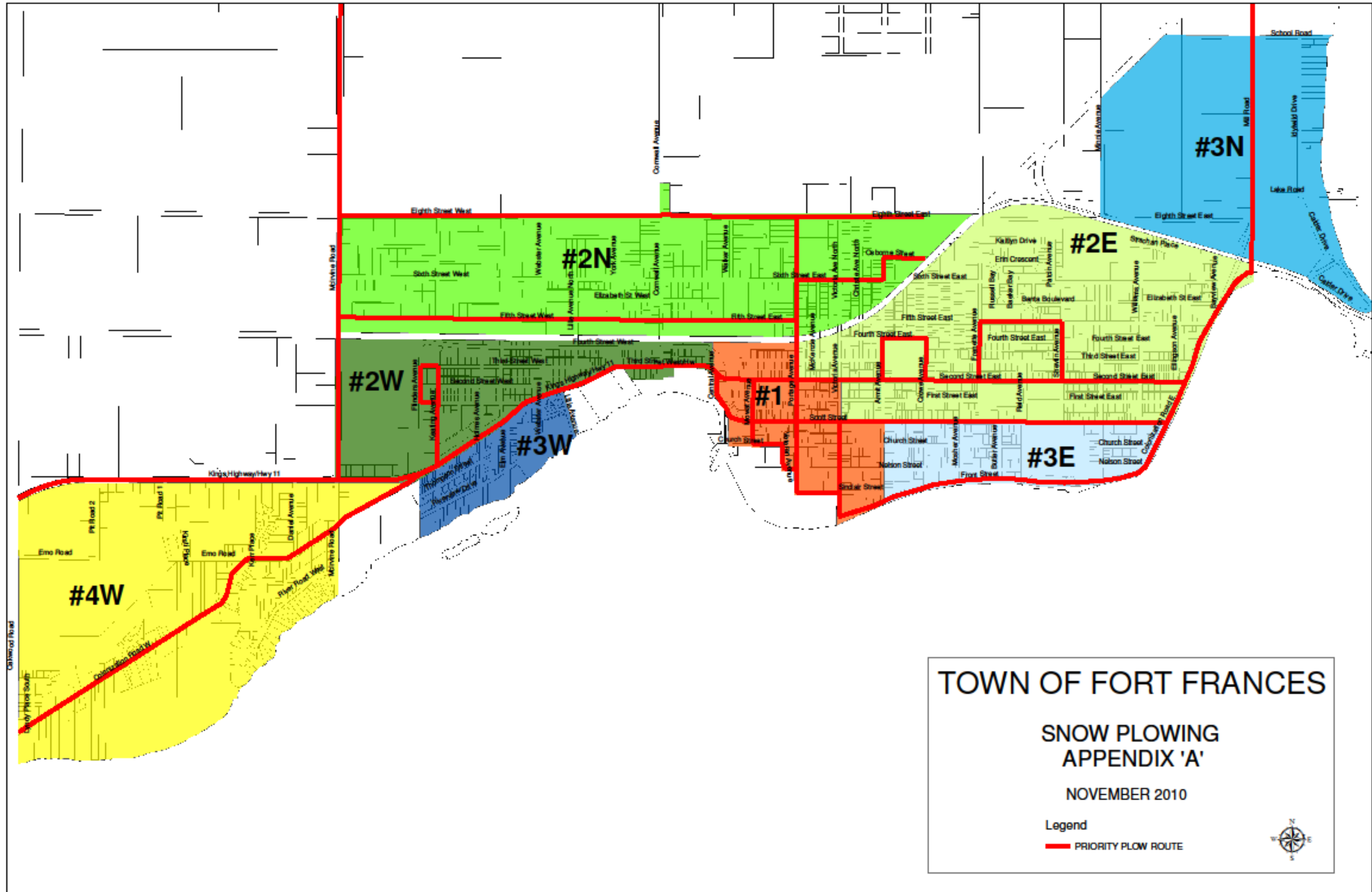
### 7.03 Declaration Wording

The Town of Fort Frances will use common wording and style for the information release surrounding a potential Significant Weather Event as would be for any other media communication. Appendix L contains the press release as well as the Facebook and Twitter messages to be utilized in the declaration of the start and end of a significant weather event.

## SECTION 8.00 - APPENDICES

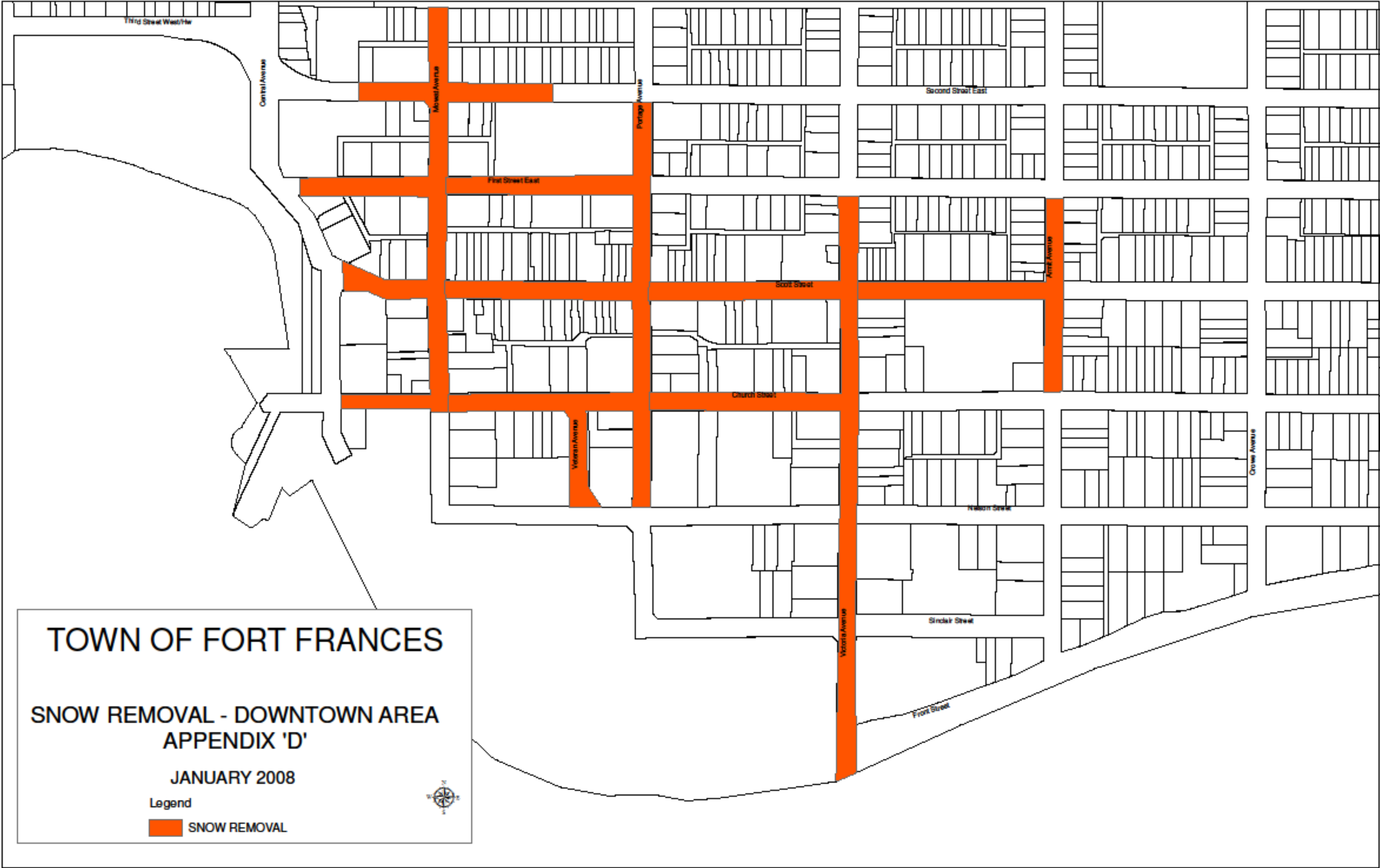
Appendix A	-	Snow Plowing Priorities Plan
Appendix B	-	East Snow Plowing Areas
Appendix C	-	West Snow Plowing Areas
Appendix D	-	Downtown Snow Removal Area
Appendix E	-	Loader (Unit #318) Snow Plowing Priority List
Appendix F	-	Loader (Unit #317) Snow Plowing Priority List
Appendix G	-	Champion Grader (Unit #207) Snow Plowing Priority List
Appendix H	-	Champion Grader (Unit #205) Snow Plowing Priority List
Appendix I	-	Plow Truck (Unit #115) Snow Plowing Priority List
Appendix J	-	Sidewalk Plow (Unit #305) Snow Plowing Priority List
Appendix K	-	Maintenance Crew Sidewalk Snow Clearing & Deicing Priority List
Appendix L	-	Declaration of a Significant Weather Event Press Releases
Appendix M	-	Map of all roadway classes











## **Appendix E**

### **LOADER (UNIT #318) SNOW PLOWING PRIORITY LIST**

#### **ROADS-CUL-DE-SACS/DEAD ENDS**

Alternate between the east and west list on a monthly basis, as to which gets done first.

October	-	East
November	-	West
December	-	East
January	-	West
February	-	East
March	-	West

#### **EAST END:**

1. McKenzie Avenue at C.N.R.
2. Victoria Avenue at C.N.R.
3. Armit Avenue at C.N.R.
4. Crowe Avenue at C.N.R.
5. Russell Bay
6. Baeker Bay
7. Frenette Avenue (North of Kaitlyn Drive)
8. Erin Crescent
9. Patcin Avenue (North of Kaitlyn Drive)
10. Strachan Place
11. Woodward Street (Lane off Bayview Avenue)
12. Church Street (East of Butler Avenue)
13. Nelson Street (East of Butler Avenue)

#### **WEST END:**

1. Fourth Street (West of Wright Avenue)
2. Holmes Avenue (North of Third Street West)
3. Keating Avenue (North of third Street West)
4. Flinders Avenue (South of First Street West)
5. Webster Avenue (South of Highway)
6. Riverview Drive (East of Elm Avenue)
7. Riverview Drive (West of Keating Avenue)
8. Thompson Street (West of Keating Avenue)

9. McIrvine Road (South of River Road)
10. Old Shambles Road
11. Kerr Place
12. Kirsti Place
13. Armstrong Place
14. Lyndy Place North

LANES:

Start plowing lanes in priority area #2 West from the Downtown #1 priority area outward. When area #2 West is complete go to area #3 West and then to area #4 West. When the West is complete go to area #2 North and plow lanes east of Portage Avenue and then plow the lane on the 200 Block between Fifth Street West and Elizabeth Street.

## **Appendix F**

### **LOADER (UNIT #317) SNOW PLOWING PRIORITY LIST**

#### **DOWNTOWN – PARKING LOTS AND LANES**

1. Municipal Lot on 400 Block of Portage Avenue
2. Municipal Lot on 300 Block of Veteran Avenue
3. Municipal Lot on 100 Block of Scott Street
4. Municipal Parking Lot on 300 Block of Nelson Street behind St. Mary's Church
5. Civic Centre Parking Lots behind OPP Garage and Fire Department (Transportation Superintendent will call both OPP Detachment and Fire Department to make arrangements to have vehicles moved. A time will be arranged for plowing and vehicles must be removed from parking lots before plowing takes place.)
6. Plow all lanes on 100 Block, 200 Block and 300 Block of Scott Street
7. Plow remaining lanes in the Downtown #1 priority area

When the Downtown Area is completed continue plowing lanes in priority #2 East from the Downtown #1 Area outwards.

When priority area #2 East is completed continue plowing lanes in priority area #3 East until completed.

## **Appendix G**

### **JOHN DEERE GRADER (UNIT #207) SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go east on Fifth Street to Portage Avenue, turn right and plow south to Scott Street. Turn right and plow all of Scott Street from Portage to Central Avenue, then Central Avenue from Scott Street to Third Street West.
2. Plow the north side of Third Street West and King's Highway from Central Avenue to Oakwood Road and then the south side back to Central Avenue.
3. Plow Highway 602 out to Oakwood Road and then back to King's Highway.
4. Plow the Downtown area until completed.
5. When the Downtown priority #1 area is complete 207 will start plowing area #2 West from the Downtown area outwards then go to area #3 West and then area #4 West.
6. When all the roads in the west have been completed 207 will go to area #3 East and plow until Town is completed.



## **Appendix H**

### **CHAMPION GRADER (UNIT #205) SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go east on Fifth Street to Portage Avenue turn right and go south to Scott Street. Turn left on Scott Street and plow to Butler Avenue. Plow Butler Avenue past the entrances to the Ambulance Building so that they have plowed access to Scott Street and then continue plowing eastward on Scott Street to Colonization Road East.
2. Plow Colonization Road East to Overpass and continue on Mill Road (Highway) to the east town limits and back to Scott Street.
3. Plow all of Second Street from Colonization Road East to Central Avenue.
4. Grader #205 will then go to the Downtown area until it is completed.
5. When the Downtown priority #1 area is completed 205 will then plow Frenette Avenue from Scott Street to Fifth Street, Fifth Street from Frenette Avenue to Williams Avenue and Williams Avenue from Fifth Street to Second Street for access to the Arena and Schools in the east end of Town.
6. Grader #205 will then plow priority area #2 from the Downtown priority #1 area outwards, then go to area #3 east until the Town is completed.

## **Appendix I**

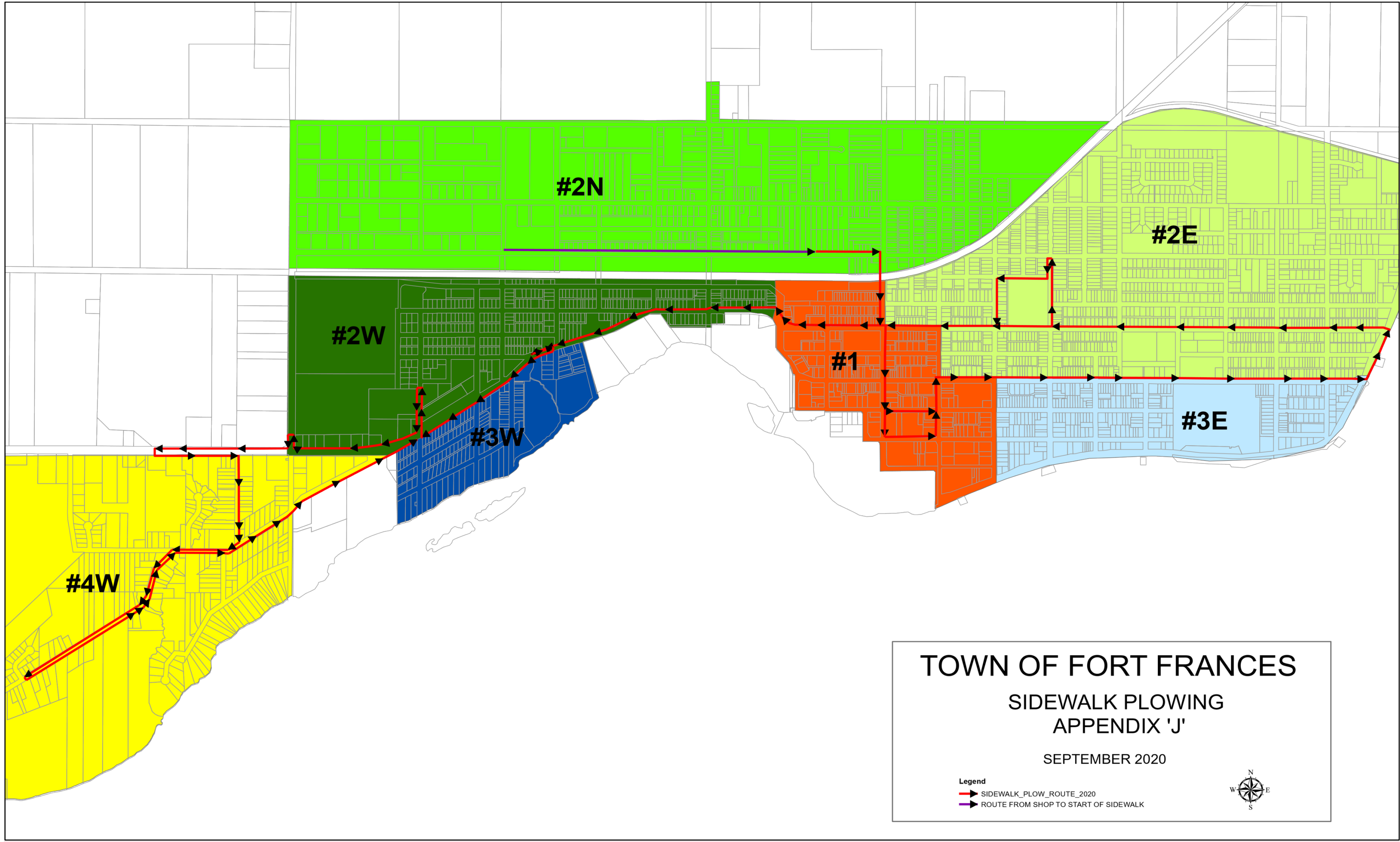
### **PLOW TRUCK (UNIT #125) SNOW PLOWING PRIORITY LIST**

1. Leave the Shop and go west to the start of the four laner's on King's Highway at Pit Road #1.  
Start plowing east down the centre of the four laner's to Central Avenue then up to Scott Street and down the centre of Scott to Colonization Road East and continue plowing the centre of Colonization Road East to the Overpass.
2. Plow the centre of Second Street from Colonization Road East to Central Avenue.
3. Plow all of Front Street from Victoria Avenue to the corner of Colonization Road East and Scott Street.
4. The plow truck would then begin at the south side of the Underpass and plow the North end priority route.
5. When North priority route is complete plow area #2 North until complete.
6. Plow area #3 North until complete.

## **Appendix J**

### **SIDEWALK PLOW (UNIT #305) SNOW PLOWING PRIORITY LIST**

1. Leave Shop and go east on Fifth Street. Plow sidewalk on Fifth Street to Portage then through the Underpass on the west side of Portage Avenue up to Second Street East and then plow the east side of Portage Avenue from Third Street East to the Civic Centre, then plow the north side of Church to Victoria Avenue and the west side of Victoria Avenue back to Scott Street.
2. Plow the north side of Scott Street from Victoria Avenue to Colonization Road East. Then do north side of Second Street from Colonization Road East to Crowe Avenue and plow the east side of Crowe Avenue from Second Street to Fifth Street and then the west side of Crowe Avenue from Fifth Street to Fourth Street, then go to Armit Avenue and plow the east side from Fourth Street to Second Street. Return to Crowe Avenue and plow the north side of Second Street from Crowe Avenue to Central Avenue.
3. Plow south side of Highway 602 from ~~Biddeson Avenue~~Armstrong Place to Keating Avenue.
4. Plow the Downtown Priority #1 area.
5. Plow area #2 East, #2 West, #3 West, #3 East and #2 North in that order.



## **Appendix K**

### **MAINTENANCE CREW SIDEWALK SNOW CLEARING & DEICING PRIORITY LIST**

1. The first area of response in the morning after snow accumulation will be to remove snow from sidewalks at the Civic Centre and then the walkway between the parking lots behind the Fire Hall and OPP Garage. Sidewalks will be cleared to all exits behind the OPP building and a one (1) metre path will be cleared behind the OPP Garage doors to prevent ice build-up. Salt or Ice Melt will be applied to these sidewalks as required.
2. The west sidewalk at the Underpass on Portage Avenue will be plowed with the walk behind snowblower.
3. The Downtown corners will have any windrows left from plowing and snow removed. Salted Sand or Ice Melt will be applied to these corners as required.
4. The Museum sidewalk and Rainy Lake Square site and sidewalk will have snow removed and Ice Melt will be applied as required, by Parks crew.
5. Ice build up will be removed from the Underpass and Overpass when required. Salted Sand or Ice Melt will be applied to these areas when required.

## Appendix L

The following wording will be utilized on social media to declare a significant weather event. The wording will be posted on the Town's Facebook and Twitter accounts.

### Facebook

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ is declaring the start of a significant weather event. During this time, we are asking residents to limit their use of roadways and sidewalks within the Town of Fort Frances for the safety of the public. All On Street Parking is prohibited between the hours of 7:30pm and 7:30am until the termination of this declaration Please continue to monitor Facebook and 93.1 The Border for updates.

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ is declaring the end of the significant weather event. We want to thank residents for their cooperation as crews worked to clean up from this event.

### Twitter

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ is declaring the start of a significant weather event. All On Street Parking is prohibited between the hours of 7:30pm and 7:30am until the termination of this declaration. Please limit your use of sidewalks and roadways for the safety of the public.

The Town of Fort Frances at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ is declaring the end of the significant weather event. Thank you for your cooperation with clean-up efforts.



**FOR IMMEDIATE RELEASE**

**October 11, 2018**

**FROM:** Town of Fort Frances Operations and Facilities Division

**Declaration of Significant Weather Event**

The Town of Fort Frances Operations and Facilities Division, through winter weather monitoring activities, is following a system that could bring a winter weather storm to the Town of Fort Frances that could pose a risk to the users of the roadways and sidewalks within the Town of Fort Frances. The Operations and Facilities will continue to proactively manage this significant weather event and will continue to do so to ensure the public, properties and critical infrastructure are all protected during this event.

This significant weather event declaration comes in to effect at \_\_:\_\_ on \_\_\_\_\_, 201\_. The Town of Fort Frances will declare the ending of this event at such time as the municipality deems it is suitable to do so. During this time, we are asking residents to limit their use of roadways and sidewalks within the Town of Fort Frances for the safety of the public. During this declaration all on-street parking is prohibited between the hours of 7:30pm and 7:30am with the exception of the Downtown core.

We would like to remind the public to stay clear of work areas to allow Town crews to address accumulation on the roadways and sidewalks. Also, please remember calendar parking is in effect and if possible to remove vehicles from roadways to aid in work efforts. This will ensure the safety of the public and Town crews.

We recommend that the public continue to monitor 93.1 The Border for updates. Also, residents can call the Operations and Facilities Division Office at 274-9893 with any questions or concerns. This declaration is in accordance with Ontario Regulation 239/02 as amended.

-30-

Contact:  
Travis Rob, Manager of Operations and Facilities  
Town of Fort Frances.  
(807) 274-9893  
trob@fortfrances.ca



**FOR IMMEDIATE RELEASE**

**October 11, 2018**

**FROM:** Town of Fort Frances Operations and Facilities Division

**Declaration of Significant Weather Event**

The Town of Fort Frances Operations and Facilities Division, at \_\_:\_\_ on \_\_\_\_\_, 201\_\_ declared a significant weather event.

At \_\_:\_\_ on \_\_\_\_\_, 201\_\_ The Town of Fort Frances declares the end of the significant weather event.

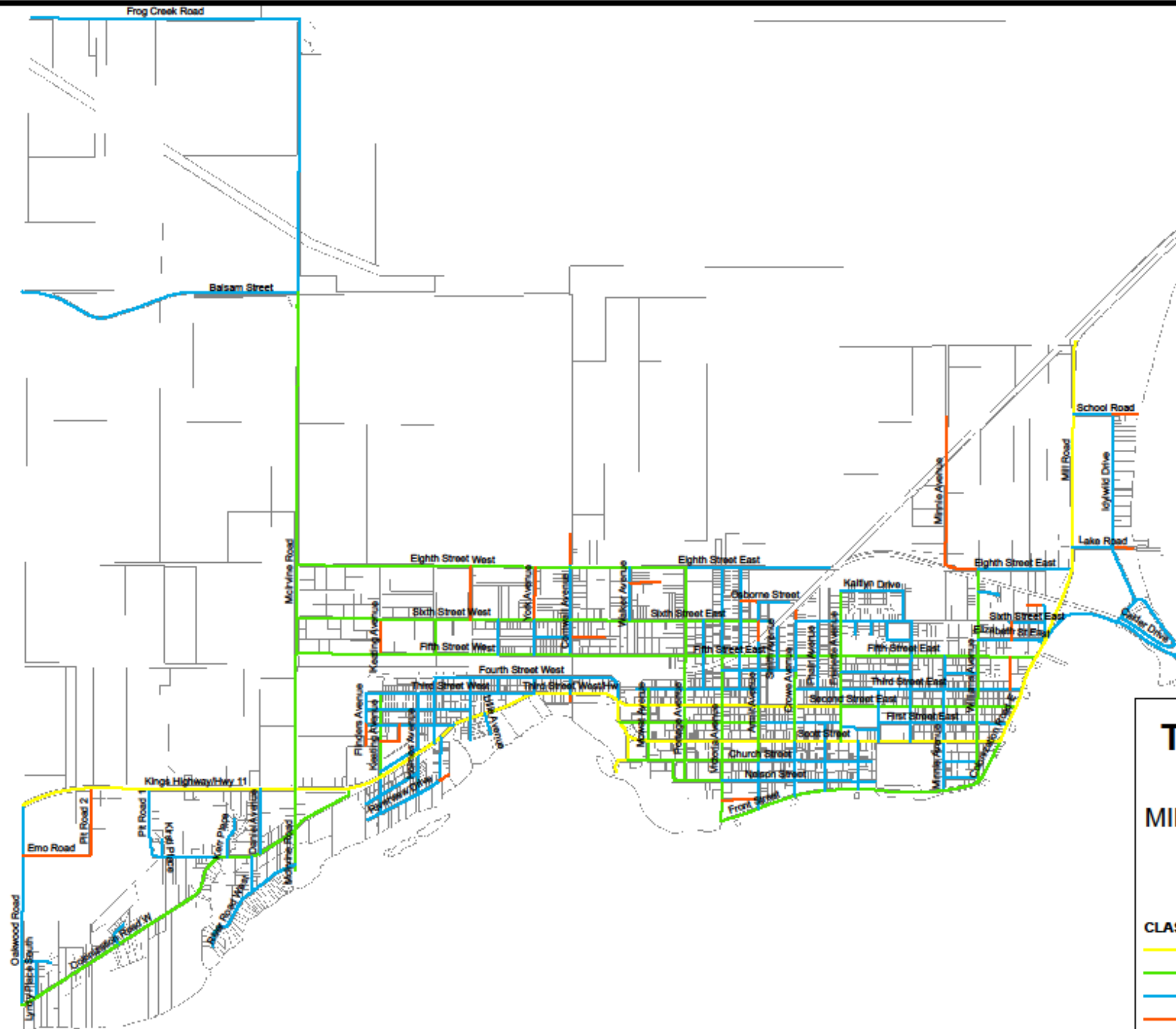
We would like to thank the residents for working with the Operations and Facilities Division staff to ensure public safety while crews worked to clean up from this weather event.

This declaration is in accordance with Ontario Regulation 239/02 as amended.

-30-

Contact:  
Travis Rob, Manager of Operations and Facilities  
Town of Fort Frances.  
(807) 274-9893  
trob@fortfrances.ca





# TOWN OF FORT FRANCES

## ROAD CLASSIFICATION MINIMUM MAINTENANCE STANDARDS

### APPENDIX 'M'

**CLASSIFICATION**

- CLASS 3 (10.42 km)
- CLASS 4 (26.87 km)
- CLASS 5 (38.73 km)
- CLASS 6 (4.96 km)

DATA COLLECTED:  
MAY 8 TO MAY 27, 2008.

LAST UPDATED: OCTOBER 22, 2018.

February 7, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Airport Property – Land Lease Private Aircraft Hangers**

---

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a private hangar lot lease with Mr. John Meyers. The hangar lot lease agreement is for a 25 year term with the lease rate to be renegotiated every five (5) years. The 2020 Rate for land lease for private hangar is \$1.90 per meter plus HST, John Meyers lot is 400 m<sup>2</sup>.

It is recommended by the Operations and Facilities Executive Committee that Council renew the hangar lot lease rate with Doug Macdonald at \$1.90 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement 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 ensure that Council renew the hangar lot lease rate with John Meyers at \$1.90 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.**

Manager of Operations and Facilities

2020Sept23 John Meyers Airport Land Lease.docx



2020-09-15

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: John Myers Hangar lot lease renewal

Please find the attached executed lease agreements from John Myers. His lease agreement is renewed every 5 years. This lease term is from July 1, 2020 to June 30<sup>th</sup>, 2025. This tenant is 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 July, Two Thousand and Twenty

**BETWEEN:**

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

-And-

JOHN MYERS  
(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 July 1, 2004 with respect to the property (“Demised Premises”) described as: A hangar lot comprising of approximately 400 square meters at the Fort Frances Airport.
- B. The copy of the lease dated July 1, 2004, 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 June 30, 2020.
- 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 July 1, 2020 to and including June 30, 2025 on substantially the same terms and conditions as set out in the Lease.

**NOW THEREFORE** the Parties agree as follows:

- 1. The Town agreed to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including July 1, 2020 to June 30, 2025.
- 2. The annual amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term July 1, 2020 to June 30, 2025 shall be the sum of \$858.80, HST included, which amount shall be payable by the Tenant to the Town upon the signing of this 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     John Myers

Witness: \_\_\_\_\_     Per: \_\_\_\_\_  
John Myers

September 23, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Entering into a Kiosk Lease Agreement with Northern Youth Programs**

---

At the September 9, 2020 meeting of the Operations and Facilities Executive Committee the request of a kiosk lease by Norther Youth Programs was considered where at the time, the intent of the use was not clear. Since that time Norther Youth Programs have clarified the use of this Kiosk and their email thread is attached to this report.

Given this additional information, it is the recommendation of the Operations and Facilities Executive Committee to approve the entering into an annual kiosk lease with Northern Youth Programs at the Fort Frances Airport starting October 1, 2020 and further that the Mayor and clerk be authorized to execute the agreement 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 to approve the entering into an annual kiosk lease with Northern Youth Programs at the Fort Frances Airport starting October 1, 2020 and further that the Mayor and clerk be authorized to execute the agreement on behalf of the corporation.**

Manager of Operations and Facilities

2020Sept23 Airport Kiosk Lease2.docx

## Travis Rob

---

**From:** Colin Frey <colin@nyp.ca>  
**Sent:** Tuesday, September 15, 2020 8:24 PM  
**To:** Tom Batiuk  
**Cc:** Travis Rob; Doug Brown  
**Subject:** [External] Re: NYP's intended use for the kiosk at the Airport

**[EXTERNAL]** Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to [support@fortfrances.ca](mailto:support@fortfrances.ca).

Hi Tom,

- 1) We would like to use the space for a place for our commercial packages that Cole International imports from the US for us and our US lettermail. This will allow us to pick up on our time schedule without interfering with Cole's schedule.
- 2) There will be no ministry conducted from the kiosk. The only thing that we might put there would be our name for direction for the deliveries.
- 3) I am anticipating flying into the airport 2 to 4 times a month to pick up packages and mail. There may be times that weather would prevent the flights and we may need to drive down to pick up these packages that way.

Thank you for considering this.

Colin Frey

On Sun., Sep. 13, 2020, 20:19 Tom Batiuk, <[tbatiuk@fortfrances.ca](mailto:tbatiuk@fortfrances.ca)> wrote:  
Hello Colin,

I've provided the lease and a letter of recommendation to town council for them to review and vote on. They've come back to me with some questions regarding your intended use for the space at the Fort Frances Municipal Airport, as this request falls outside of the original intended use for the kiosks.

That said, here are their questions:

- 1) What precisely is the intended use for the Kiosk at the Fort Frances Airport.
- 2) Does NYP intend to have members conduct ministry of any form from the kiosk? Will there be literature displayed for airport customers to see in plain view?
- 3) With what frequency will NYP members be flying into Fort Frances to utilize the kiosk? IE number of times per month?

If you could take some time to respond to these I'm sure we can get this sorted out and have Town Council vote on the resolution to grant the lease. Thanks for your time and attention,

Kind regards,

Tom Batiuk  
Airport Supervisor  
Fort Frances  
(807)275-7329



**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**May 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	20.00
WI/LTD	0.00	0.00
SICK DAYS	5.63	6.17
COMPASSIONATE LEAVE	3.00	3.00
FLOATERS	3.00	2.00
VACATION	18.31	14.00
BANKED TIME USED	16.50	3.25
OFF	24.31	0.00
STATUTORY HOLIDAYS	30.00	26.00
<b>TOTAL</b>	<b>100.75</b>	<b>74.42</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	May	May	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	2.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	8.75	0.00	38.75	10.75
PRIVATE WORK	0.00	0.00	3.75	0.00
RECYCLE/GARBAGE	4.00	0.00	24.50	11.50
ROADS	4.00	2.25	593.00	304.00
SEWER COLLECTION	61.00	4.00	153.13	65.25
SIDEWALKS	0.00	0.00	123.00	57.00
STORES	4.00	8.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	26.00	20.75	84.50	83.75
WATER DISTRIBUTION	57.50	20.00	289.75	131.50
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>167.25</b>	<b>55.00</b>	<b>1367.38</b>	<b>737.75</b>

# **TRANSPORTATION REPORT**

**May 2020**

## **ROADS:**

### **Storm Water Management – Urban:**

- Completed lowering 3 catch basins and installing a new lateral and catch basin in the Municipal Parking Lot at 408 Portage Avenue and down the lane.

### **Storm Water Management - Rural:**

- Cleaned up debris along ditches
- Removed beaver dams as required
- Repaired a storm sewer lateral in the Sports Field on McIrvine Road.

### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced curb and gutter where stumps were removed at 428 First Street East and 939 Third Street East.

### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Continued grading all lanes.

### **Roadside Maintenance:**

- Landscaping repairs from winter plowing
- Cleaned up sand around signs and poles along Kings Highway
- Removed large stumps at 428 First Street East, 600 block of First Street East and 939 Third Street East.

### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Prepared paint machine for summer road painting
- Put out signs to route trucks down the waterfront for the start of the reconstruction on Scott Street.
- Started painting crosswalks, stop bars, parking spaces and handicap parking areas.

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Repaired some of the chain link fencing around yards.

**Private Work:****Sidewalks – Winter:****Sidewalks – Summer:**

- Completed sweeping winter sand from all sidewalks
- Swept sidewalks and bike path along waterfront once weekly
- Replaced sidewalk where stumps were removed at 428 First Street East and 939 Third Street East.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

- Moved trailer to Rainy Lake Market Square on May 12, 2020.

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

**Interdepartmental:**

- Did some repairs to the boat ramp on the lower river on May 28<sup>th</sup> and 29<sup>th</sup>, 2020

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- Workplace Inspection was done on May 20<sup>th</sup> in the Public Works Shop area
- Covid 19 – assigned a daily cleaner for the Public Works building and one for Parks buildings
- All employees are wiping down frequently touched areas in vehicles and equipment at beginning and ending of each shift.
- A Joint Health and Safety Meeting was held on May 15<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**June 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	1.00	22.00
WI/LTD	9.00	0.00
SICK DAYS	8.56	2.25
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	4.00	1.00
VACATION	15.00	18.63
BANKED TIME USED	13.50	2.63
OFF	5.44	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>56.50</b>	<b>46.51</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	June	June	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	5.25	0.00	44.00	10.75
PRIVATE WORK	4.00	0.00	7.75	0.00
RECYCLE/GARBAGE	0.00	0.75	24.50	12.25
ROADS	25.00	18.25	618.00	322.25
SEWER COLLECTION	1.50	3.75	154.63	69.00
SIDEWALKS	0.00	0.00	123.00	57.00
STORES	0.00	0.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	15.00	48.00	99.50	131.75
WATER DISTRIBUTION	93.00	50.75	382.75	182.25
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>143.75</b>	<b>121.50</b>	<b>1511.13</b>	<b>859.25</b>

# **TRANSPORTATION REPORT**

**June 2020**

## **ROADS:**

### **Storm Water Management – Urban:**

- Repaired a catch basin and replaced a lateral on Highway 602 behind McDonalds.

### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless.

### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced any curb and gutter removed at utility repairs for first round of asphalt patching
- Curb and gutter repairs at 1005 Williams Avenue and 809 Scott Street
- Initial sweep of all town streets was completed on June 3, 2020. Revert back to one sweeping shift.

### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing
- Cut grass at boulevards and Town entrances with Trackless

### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards
- Stockpiled approximately 2000 tonnes of Granular A on June 3<sup>rd</sup> and June 15<sup>th</sup>.

**Private Work:**

- Installed a private crossing at 1005 Williams Avenue and one at 809 Scott Street.
- Swept downtown streets in Emo on June 11<sup>th</sup>, 2020.

**Sidewalks – Winter:****Sidewalks – Summer:**

- Swept waterfront sidewalks and bike path once weekly.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk removed during winter sewer and water repairs.

**Interdepartmental:**

- Moved some shelving at the Civic Centre on June 12<sup>th</sup>, 2020.
- Cut grass at Animal Shelter.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:**

- All Public Works staff had training on the New High Pressure/Vacuum Truck on June 8<sup>th</sup>, 2020.

**Health & Safety:**

Milt Strachan,  
Superintendent of Transportation



**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**July 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	13.00
WI/LTD	0.00	0.00
SICK DAYS	5.63	7.13
COMPASSIONATE LEAVE	1.00	5.00
FLOATERS	5.00	1.00
VACATION	68.88	62.25
BANKED TIME USED	4.19	8.38
OFF	11.81	0.00
STATUTORY HOLIDAYS	30.00	26.00
<b>TOTAL</b>	<b>126.51</b>	<b>122.76</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	July	July	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	4.00	0.00	4.00
INTERDEPARTMENTAL	14.25	0.00	58.25	10.75
PRIVATE WORK	0.00	2.25	7.75	2.25
RECYCLE/GARBAGE	0.00	1.50	24.50	13.75
ROADS	18.50	40.00	636.50	362.25
SEWER COLLECTION	23.75	1.50	178.38	70.50
SIDEWALKS	6.00	0.00	129.00	57.00
STORES	0.00	0.00	5.50	38.50
VEHICLE & EQUIPMENT	0.00	0.00	35.00	33.00
WATER TREATMENT PLANT	56.00	30.00	155.50	161.75
WATER DISTRIBUTION	12.75	133.50	395.50	315.75
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>131.25</b>	<b>212.75</b>	<b>1642.38</b>	<b>1072.00</b>

# **TRANSPORTATION REPORT**

## **July 2020**

### **ROADS:**

#### **Storm Water Management – Urban:**

- Installed a new drain in a curb for water to get into the catch basin on the 500 block of Second Street West.
- Replaced curb and gutter at catch basin repair behind McDonalds on Highway 602.

#### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless.

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- Replaced curb and gutter in areas identified for repairs
- Repaired approximately 100 feet of curb and gutter on the 500 block of Second Street West
- Replaced damaged curb and gutter on the 600 block of Nelson Street.

#### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

#### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing
- Cut grass along ditches and boulevards on Morrison Crescent on July 16<sup>th</sup>, 2020.

#### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards

**Private Work:**

- Installed new private crossings at 515 and 517 Second Street West.
- Installed extensions to private crossings at 300 Crowe Avenue and 505 Keating Avenue.

**Sidewalks – Winter:****Sidewalks – Summer:**

- Replaced sidewalk in areas identified for repairs
- Swept sidewalks and bike path along waterfront once weekly.
- Replaced damaged sidewalk on the 600 block of Nelson Street.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

**Interdepartmental:**

- Cut grass at Animal Shelter on July 14<sup>th</sup>, 2020
- Vacuum excavated for underground powerline at 809 Kaitlyn Drive on July 8<sup>th</sup>, 2020 (FFPC)
- Removed paving stone at 1037 Patcin driveway for underground power installation to Erin Crescent on July 23<sup>rd</sup>, 2020.
- Ken McCormick provided coverage for vacation at the Airport July 2, 6, 7, 8, 9, 17, 18, 19, 20, 21 and 31<sup>st</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- A Workplace Inspection was done at the Public Works building on July 29<sup>th</sup>, 2020.

Milt Strachan,  
Superintendent of Transportation

**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**August 2020**

**STAFFING**

The following table is a breakdown of lost man shifts during the month:

	2019	2020
WSIB	0.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	5.72	9.56
COMPASSIONATE LEAVE	0.00	5.00
FLOATERS	4.00	5.00
VACATION	77.25	86.38
BANKED TIME USED	10.63	13.63
OFF	10.25	0.00
STATUTORY HOLIDAYS	30.00	27.00
<b>TOTAL</b>	<b>137.85</b>	<b>146.57</b>

**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2019	2020	2019	2020
	August	August	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	16.50	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	8.00	0.00	66.25	10.75
PRIVATE WORK	5.25	9.00	13.00	11.25
RECYCLE/GARBAGE	3.00	0.75	27.50	14.50
ROADS	58.00	22.00	694.50	384.25
SEWER COLLECTION	9.50	1.50	187.88	72.00
SIDEWALKS	15.00	6.00	144.00	63.00
STORES	0.00	12.00	5.50	50.50
VEHICLE & EQUIPMENT	3.00	0.00	38.00	33.00
WATER TREATMENT PLANT	18.00	43.00	173.50	204.75
WATER DISTRIBUTION	24.00	76.75	419.50	392.50
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>143.75</b>	<b>171.00</b>	<b>1786.13</b>	<b>1243.00</b>

# **TRANSPORTATION REPORT**

**August 2020**

## **ROADS:**

### **Storm Water Management – Urban:**

- Installed a storm lateral and catch basin along the side of the lane behind the Harbourage Restaurant.
- Cleaned out sump in catch basin and lateral on the 500 block of Second Street West
- Repaired a broken catch basin at the corner of Third Street West and Keating Avenue.

### **Storm Water Management - Rural:**

- Removed beaver dams as required
- Cut grass along ditches with Trackless
- Hired Randy Carmody to do some ditching on the 1000 block of Cornwall Avenue North and in the lane behind the new Huffman Court Development.
- Cleaned up the ditch beside the Shevlin Yard east of Butler Avenue.

### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown Area and Front Street done once weekly
- replaced curb and gutter in areas identified for repairs.

### **Loose Top Maintenance:**

- Graded all loose top roads twice
- Graded lanes as required.

### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossing

### **Winter Control:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Continued replacing signs that failed reflectivity testing
- Continued painting crosswalks, stop bars, parking spaces and yellow “no parking areas”

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works buildings and yards
- Cleaned drains at the rear of the Public Works building.

**Private Work:****Sidewalks – Winter:****Sidewalks – Summer:**

- Replaced sidewalk in areas identified for repairs
- Swept sidewalk and bike path along waterfront once weekly.

**Vehicles and Equipment:**

- Preventative Maintenance – pre-trip inspections 5:30 – 7:30 am Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sports Centre, Day Care, Handi-Van, Airport and Civic Centre Vehicles as required

**Public Relations:**

- Supplied 4 barricades to the Library parking lot for Movie Night
- Removed some electronic recycling from the Civic Centre on August 13<sup>th</sup>, 2020.
- Installed a memorial bench in the McIrvine Park area.

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Replaced curb and gutter and sidewalk that sunk and broke from an old water service repair at 533 Nelson Street.

**Interdepartmental:**

- Cut grass at Animal Shelter.
- Ken McCormick provided coverage for vacation at the Airport from August 1<sup>st</sup> to August 7<sup>th</sup>, and again from August 21<sup>st</sup> to August 28<sup>th</sup>, 2020.
- Filled in some areas where underground utilities were installed at Erin Crescent.
- Replaced uni-stone driveway at Hamilton’s on Erin Crescent.
- Turned all ball diamonds with the landscaping attachment on the skid steer.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded Commercial Recycling Bin as required
- Cleaned up recycling yard

**Training:****Health & Safety:**

- A tailgate meeting was held at the Public Works shop area on August 13<sup>th</sup> to go through the new SOP for Masks.
- A tailgate was held at Parks on August 14<sup>th</sup> to go through the new SOP for Masks.
- A Workplace Inspection was done at the Public Works building on August 26<sup>th</sup>, 2020.



Milt Strachan,  
Superintendent of Transportation