

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - May 19, 2021, 8:30 AM

MEETING - Civic Centre

Session #007

Join Microsoft Teams Meetings

+1 807701 5975 Canada, Thunder Bay (Toll)

Conference ID: 597 743 678#

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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 May 5, 2021	2 - 3
4. <u>New Business</u>	
4.1 Geospatial Data Share Agreement with Computational Hydraulics International and TBT Engineering	4 - 12
4.2 Purchase of a new Zamboni	13 - 17
4.3 Renewal of Bearskin Annual Lease	18 - 21
5. <u>Outstanding Items</u>	
5.1 Award of Tender 21-OF-06 - Memorial Sports Centre Roof Replacement	22 - 26
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6.1 Airport Statistics	27 - 28
6.2 Tonnage at the Landfill Site - updated May 17, 2021	29
7. <u>Adjourn / Next Meeting Date</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #006

May 5, 2021

A meeting of the Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Committee Room and via Microsoft Teams (virtual meeting resources) on Wednesday May 5, 2021 from 8:30 a.m. to 9:30 a.a.

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

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO, Randy Thoms (8:30 a.m. to 9:30 a.m.), Al Bedard (8:30 a.m. to 8:45 a.m.) and Mar Fraczekiewicz (8:30 a.m. to 8:54 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 April 21, 2021- the minutes from the previous meeting were approved as circulated.

4 Items Referred from Council

4.1 Letter from Allan Bedard - re: Memorial Trees on Kings Hwy - the administration report was approved as presented.

4.2 Letter from Marjan Fraczekiewicz - re: Culvert at 136 Fifth Street East - the administration report was approved as presented.

5 New Business

5.1 Request for Sewer Rooting Reimbursement - 324 Third Street West - Council agreed to pay the difference between \$118.00 and \$282.50.

5.2 Award of Tender 21-OF-06 - Memorial Sports Centre Roof Replacement - tabled until next meeting.

- 5.3 Airports Capital Assistance Program Funding Agreement - the administration report was approved as presented.

6 Information

- 6.1 Operations and Facilities Division - Public Works Area - Operations Statistics - March 2021 - the March Stats were received and will be forwarded to Council as information only. No action required.

7 Adjourn / Next Meeting Date

- 7.1 Meeting adjourned at 9:30 a.m.
Next meeting May 19, 2021.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

May 19, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Geospatial Data Share Agreement with Computational Hydraulics International and TBT Engineering

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from the Computational Hydraulics International and TBT Engineering for certain portions of the Town's Geospatial Data

The Town has entered into an agreement with Computational Hydraulics International (CHI) partnered with TBT Engineering for the completion of a municipal wide master storm water management plan. CHI and TBT have requested that the costs associated for the data being requested, as outlined in the 2021 User Fee By-Law be waived as the firms are using the data for work for the Town.

The O & F executive committee recommends the following:

1. That the Town enter into a geospatial data license agreement with Computational Hydraulics International.
2. That the Town enter into a geospatial data license agreement with TBT Engineering
3. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and
4. That the Mayor and Clerk be authorized execute the agreements on behalf of the Corporation.

Respectfully Submitted



Travis Rob, P.Eng.

Manager of Operations and Facilities

The O & F executive committee recommends the following:

1. That the Town enter into a geospatial data license agreement with Computational Hydraulics International.
2. That the Town enter into a geospatial data license agreement with TBT Engineering
3. That the associated fees relating to the data as outlined in the User Fee By-Law be waived, and
4. That the Mayor and Clerk be authorized execute the agreements on behalf of the Corporation.

May 3, 2021.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request Computational Hydraulics Inc. (CHI)

On April 30, 2021 I was advised by Travis Rob that Computational Hydraulics Inc. (CHI), working in conjunction with TBT Engineering Limited, requested the Town's GIS data for use in the creation of a master stormwater management plan and system model, as awarded under RFP 21-PF-05. A letter dated May 3, 2021 from Michael Gregory (CHI) was received asking for the shapefiles and imagery to be granted at zero cost.

The data currently being requested from the Town's geospatial data share agreement for use is storm mains, catch basins, storm manholes, road centerlines, property lines, and aerial imagery. Additional information in the form of culverts, inlets, outfalls, official plan, zoning and elevation contours have also been requested. These four layers are not currently listed in the geospatial data share but are in the current GIS database. The cost of the layers requested is 11 @ 306.05 plus HST for vector data and \$1223.85 plus HST for the 2007 aerial photograph as per the current User Fee Schedule and \$0 for the 2017 aerial photograph as per our current use agreement with the Ministry of Natural Resources and Forestry.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council
- OPP (2018) - \$0 request approved by Council
- Infratech Services (2019) - \$0 request approved by Council, working for TOFF

- Fire Underwriters Survey - \$0 request approved by Council
- Telecon (2019) - \$337.98 (including HST)
- Hilderman Thomas Frank Cram (2020) - \$0 request approved by Council, working for TOFF

After consideration of this request, I recommend the Town entering into a Geospatial Data License Agreement with Computational Hydraulics Inc., and that the data be distributed at \$0, as CHI is currently contracted for work for the Town.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Trisha Law". The signature is written in a cursive, flowing style.

Trisha Law, MGIS
GIS Expert

May 3, 2021

ATTN: Travis Rob, P.Eng.
Manager of Operations & Facilities
Town of Fort Frances, Ontario

Subject: Development of a Municipality Wide Master Stormwater Management Plan

Travis,

For the Town of Fort Frances Master Stormwater Management Plan (RFP 21-OF-05), we would like to formally request permission to access the data listed below. Further, we are requesting access to the data at zero cost.

- Digital topography such as LiDAR, or digital elevation model (DEM)
- Orthoimagery and aerial photogrammetry
- Stormwater asset/facility data (manholes, pipes, catchbasins, inlets, outfalls, culverts, bridges)
 - Manhole invert and rim elevations
 - Pipe/culvert offset elevations, pipe shape/dimensions
 - Cross-sectional information for ditches and open channels
- Land use/zoning for current and future development
- Soil and groundwater information
- Building footprint, transportation rights-of-way, and property boundaries
- Previous floodplain mapping
- Previous rain/flow monitoring measurements
- Design storm information
- Flooding complaint maps or other documentation
- Camera footage from inspections (Zoom)

The data will be shared with Computational Hydraulics International (CHI) and TBT Engineering Limited (TBTE) in accordance with the Town of Fort Frances' protocols. If you have any questions or request additional information/clarification, please contact me at mike@chiwater.com or (519) 573-3114.

Sincerely,



Michael A. Gregory, M.Sc., P.Eng.
Engineering Director
Computational Hydraulics International

May 14, 2021.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Data Request TBT Engineering Limited (TBT)

On April 30, 2021 I was advised by Travis Rob that Computational Hydraulics Inc. (CHI), working in conjunction with TBT Engineering Limited (TBT), requested the Town's GIS data for use in the creation of a master stormwater management plan and system model, as awarded under RFP 21-PF-05. A letter dated May 14, 2021 from Diarmid James MacKintosh of TBT was received asking for the shapefiles and imagery to be granted at zero cost.

The data currently being requested from the Town's geospatial data share agreement for use is storm mains, catch basins, storm manholes, road centerlines, property lines, and aerial imagery. Additional information in the form of culverts, inlets, outfalls, official plan, zoning and elevation contours have also been requested. These four layers are not currently listed in the geospatial data share but are in the current GIS database. The cost of the layers requested is 11 @ 306.05 plus HST for vector data and \$1223.85 plus HST for the 2007 aerial photograph as per the current User Fee Schedule and \$0 for the 2017 aerial photograph as per our current use agreement with the Ministry of Natural Resources and Forestry.

For references purposes, this is a listing of current Geospatial License Agreements with the Town:

- Ministry of Natural Resources (2009, 2010) - \$0 data exchange
- Union Gas (2009) - \$0 data exchange
- Rainy River District OPP (2009) - \$0 through Community Services
- Centra Transmission Holdings Inc./EFG (2010) - paid \$1071.00 (including HST)
- Hilderman Thomas Frank Cram (2010) - \$0 working for TOFF
- Hynde Paul Planners/Quartek (2010) - \$0 working for TOFF
- KGS Group, Winnipeg (2010) - \$0 working for TOFF
- Neegan Burnside (2011) - paid \$3809.68 (including HST)
- rePlan (2014) - \$0 fees waived for newGold development
- Vastamaki Consulting Service (2014) - \$0 working for FFPC
- Saulteaux Consulting and Engineering (2014) - \$0 working for FFPC
- Rainy River District Stewardship (2015) - \$0 tree inventory
- Rainy River District School Board (2015) - \$0 partner for tree inventory
- GISbiz (2016) - \$0 working for FFPC
- TBAYTEL/Telecon - paid \$639.40 (including HST)
- Fire Underwriters (2017) - \$0 request approved by Council
- OPP (2018) - \$0 request approved by Council
- Infratech Services (2019) - \$0 request approved by Council, working for TOFF

- Fire Underwriters Survey - \$0 request approved by Council
- Telecon (2019) - \$337.98 (including HST)
- Hilderman Thomas Frank Cram (2020) - \$0 request approved by Council, working for TOFF
- Computational Hydraulics Inc. (2021) - \$0 request, working for TOFF, in progress

After consideration of this request, I recommend the Town entering into a Geospatial Data License Agreement with TBT Engineering Limited and that the data be distributed at \$0, as TBT is currently contracted for work for the Town.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Trisha Law".

Trisha Law, MGIS
GIS Expert



May 14, 2021
TBTE Ref.: 21-225

Travis Rob, P.Eng.
Manager of Operations & Facilities
Town of Fort Frances,
320 Portage Avenue,
Fort Frances, ON P9A 3P9

RE: Development of a Municipality Wide Master Stormwater Management Plan

Dear Mr. Rob,

For the purposes of completing the Town of Fort Frances' Master Stormwater Management Plan (RFP 21-OF-05), TBT Engineering Ltd. (TBTE) would like to formally request permission to access the following data at no cost to ourselves:

- Digital topography such as LiDAR, or digital elevation model (DEM)
- Orthoimagery and aerial photogrammetry
- Stormwater asset/facility data (manholes, pipes, catchbasins, inlets, outfalls, culverts, bridges)
- Manhole invert and rim elevations
- Pipe/culvert offset elevations, pipe shape/dimensions
- Cross-sectional information for ditches and open channels
- Land use/zoning for current and future development
- Soil and groundwater information
- Building footprint, transportation rights-of-way, and property boundaries
- Previous floodplain mapping
- Previous rain/flow monitoring measurements
- Design storm information
- Flooding complaint maps or other documentation
- Camera footage from inspections (Zoom)

The data is to be shared by the Town of Fort Frances with both Computational Hydraulics International (CHI) and TBTE in accordance with the Town of Fort Frances' protocols. If you have any questions or request additional information/clarification, please contact me at dmackintosh@tbte.ca or (807) 633-1204.

We trust the above addresses your requirements at this time, and we look forward to working with you on this project. Please contact us at your convenience if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read 'D. MacKintosh', written in a cursive style.

Diarmid J. MacKintosh, P.Eng.
Senior Environmental Engineer &
Branch Manager, Fort Frances Operations
TBT Engineering Limited

May 19, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Purchase of a new Zamboni

With the receipt of the ICIP Rec and Culture grant at the Memorial Sports Centre, one of the components of the work there is to replace the old Zamboni. The Town has two Zamboni's a primary one purchased in 2009 and a secondary one purchased in 2002 for if the primary unit has a mechanical breakdown.

The town utilized the LAS Sourcewell Group Purchasing for this purchase working with Zamboni to specify a unit to meet our needs. Because the tendering has already been completed by LAS a full tender did not have to be prepared for this purchase, however appropriate wording has not yet been included in our procurement policy as this policy is currently under review by Administration. Therefore, in accordance with the Administration report dated April 8, 2020, a report is being brought forward to document the purchase. Zamboni did provide a trade in value for the Town's 2002 secondary unit of \$8000.00 leaving the 2009 Zamboni as the new spare.

It is the recommendation of the Operation and Facilities Executive Committee that a new Zamboni Ice resurfacer be purchased through the LAS Group Purchasing program from Zamboni for a total price of \$100,668.30 including a \$8000.00 trade in value for our 2002 Zamboni plus applicable taxes.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that a new Zamboni Ice resurfacer be purchased through the LAS Group Purchasing program from Zamboni for a total price of \$100,668.30 including a \$8000.00 trade in value for our 2002 Zamboni plus applicable taxes.

Manager of Operations and Facilities

April 30, 2021

Report To: Travis Rob

From: Adam Mitchell, P.Eng, Asset Management Coordinator

RE: Zamboni Procurement, ICIP Revitalization of the Memorial Sports Centre.

As part of the ICIP Revitalization of the Memorial Sports Centre Project, a new Zamboni is to be purchased to service the dual ice pad sports centre.

To procure this item, the operations and facilities department will take advantage of the LAS Municipal Group Buying program. Group buying is a powerful tool that helps municipalities purchase products and services they use regularly. By combining forces, municipalities can access high-quality, competitively priced goods and services. All offerings have undergone a formal competitive bid process on behalf of LAS, ensuring compliance with purchasing bylaws and trade agreements.

Attached is a proposal outlining the purchase price for a new unit. It will cost a total of \$100,668.30. This price includes all shipping fees and on-site training to operate the new equipment.

As part of this package, the Town of Fort Frances will be purchasing a Level-Ice Laser system. The automated precision blade control provides consistently level ice and significant savings of energy, water, and time. The benefits that this system provides are;

- Reduced snow pick up and disposal
- Elimination of operator miscalculations
- Less strain on the facility's compressor
- Reduced ice maintenance time

Exceptional improvements in efficiency reduce wear on the ice resurfacer and extend blade life. Significant savings from the dramatic reduction in energy and water consumption combine with less labor and more ice time, positively impacting the bottom line.

It is my recommendation that Zamboni be contracted through the LAS buying group to supply the Town of Fort Frances with a new resurfacer for the Memorial Sports Centre for a total of \$100,668.30.

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator

ZAMBONI COMPANY LTD.

38 Morton Ave. East, P.O. Box 1388, Brantford, ON, N3T 5T6 | P 519.758.5000 | F 519.758.0500 | zamboni.com

May 4, 2021

Town of Fort Frances
320 Portage Ave,
Fort Frances, ON P9A 3P9

ATTN:
Adam Mitchell, P.Eng.
Asset Management Coordinator
P: (807)274-9893 ext 1315
Email: amitchell@fortfrances.ca



PROPOSAL

“The principal product you have to sell is the ice itself.”

– Frank J. Zamboni

Maintaining an ice surface presents a multitude of challenges. Having efficient and reliable resurfacing equipment should not be one of them. Driven by our founder’s commitment to innovation, we put our product to the test in the harsh environment it will call home. Every feature is deliberately designed to make resurfacing easier and to ensure that the end result is an exceptional sheet of ice. Built by hand. One at a time. The result is an ice resurfacing machine legendary for its quality, durability and superior performance.

MODEL 446:

Brantford, Ontario, Canada powerful high-output compact engine affords a new level of fuel efficiency with significant savings and a cleaner arena environment. The 2.4 L engine can be configured for gasoline, propane or CNG fuel. On-dash diagnostics with programmed maintenance notifications provide engine performance data on the go. Our hydrostatic transmission and efficient accessory pump deliver full power to the augers, even while the machine slows for corners. A compact wheelbase enhances maneuverability and allows a tighter turning radius. The 400 Series defines ease of operation and is well-regarded for its strong work ethic.

INNOVATION:

Our commitment to constant innovation is an investment in the end product. We apply decades of experience working with facility owners and operators into every decision we make. Automated processes provide a consistent end result and reduce the chance for operator error. Opportunities to retrieve and display data from the machine provide a new tool in rink management. The incremental and continued introduction of new and better technologies to our ice resurfacing equipments facilitates savings of time and valuable resources.

ZAMBONI®

QUALITY:

Zamboni sets the standard of quality to which the industry is held. The Zamboni Company holds itself to an even higher standard with ongoing assessment and meticulous quality control, resulting in products which consistently produce the finest sheet of ice even after many years of use. Our rugged four-wheel drive chassis is hand-built using strong all-welded steel tubing. Premium materials and components are used throughout. We continually collaborate with our customers to ensure the products that will ultimately end up in their facility exceed the high expectations of quality associated with our brand.

VALUE:

Zamboni has a well-deserved reputation as the Industry Leader. One which we don't take for granted. Our products have the lowest cost of operation and maintain the highest residual value. A network of Zamboni Authorized Distributors and our own Customer Service teams provide local service and support for our products. In the world of ice, time is money and unreliable equipment can be a show-stopper. Yet another reason that worldwide, more facility operators choose Zamboni for their ice resurfacing needs. Nothing else is even close.

MACHINE SPECIFICATIONS:

Machine specifications are available online.

MANUFACTURER'S STATEMENT:

This machine is proudly designed and manufactured in Brantford, Ontario by Zamboni Company Ltd., a Canadian company.

WARRANTY:

Twenty Four (24) months or 2,000 hours, whichever comes first, parts replacement & Labor. Mileage and travel time are not covered under warranty.

SAFETY STANDARDS:

This machine is engineered to meet or exceed OSHA and ANSI safety labeling requirements. In addition to digital safety information, operating instructions and service manuals being provided with the delivery of the machine, all owners/operators have access to all of these materials online at www.zamboni.com to view and download at any time.

FOR ADDITIONAL INFORMATION:

zamboni.com/machines/model-446

zamboni.com/options

Zamboni 446 LPG **\$ 77,525.00**

Black Powder Coated Conditioner, Blades Included (2), Conditioner Poly Side Plate, ,
Catalytic Converter 3-Way, Guide Wheel, Parking Brake, Paint: Choice of 2 Standard
Colors

ADDITIONAL EQUIPMENT:

Wash Water transfer	\$ 790.00
Back Up Alarm	\$ 525.00
Hydraulic Oiler Cooler Kit	\$ 900.00
Board Brush	\$ 4,000.00
Water Level Sight Gauge	\$ 250.00
Tire Wash System	\$ 1,300.00
Wash Water System	\$ 3,600.00
UNIT COST	\$ 88,890.00
ADDITIONAL EQUIPMENT COST / LEVEL ICE LASER SYSTEM	\$ 18,500.00
NET SUBTOTAL	\$ 107,390.00
LESS 3% SOURCEWELL / LAS DISCOUNT CONTRACT # 030117-FZC	\$ (3,221.70)
TRADE IN ZAMBONI 440 S/N 7064	\$ (8,000.00)
TRANSPORTATION	\$ 4,000.00
NET TOTAL	\$ 100,668.30

F.O.B:

Brantford, Ontario, Canada

TERMS:

Net 30 days on approved credit.

Shipment 280 days or sooner from receipt of order. Pricing firm for 30 days.

Pricing does not include any applicable sales tax.

Marty Elliott

May 4, 2021

Marty Elliott,
Sales Account Representative

Date

Zamboni Company Ltd.
38 Morton Ave. East, P.O. Box 1388
Brantford, Ontario N3T 5T6 CANADA
Phone: +1 562 633 0751 Fax: +1 562 633 9365

March 17, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Bearskin Annual Lease

Please find attached a report prepared by Tom Batiuk, Airport Supervisor, outlining the annual lease agreement with Enterprise Rent-A-Car Canada Limited for counter and storage space within the terminal building. These lease agreements are required to be executed by the Corporation at this time. The rates in the lease agreement reflect a 0.6% increase for counter space. This increase follows with the increase in the Town user fees for 2021.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the lease agreements with Enterprise Rent-A-Car Canada Limited be executed.
- 2) 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 Enterprise Rent-A-Car Canada Limited be executed.**
- 2) That the Mayor and Clerk be authorized to execute the lease agreements on behalf of the Corporation.**

Manager of Operations and Facilities



2021-05-17

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Enterprise car rental counter lease renewal

Please find attached the lease renewal for Enterprise car rental. This lease is an annual renewal that commences January 1st, 2021 and ends Dec 31st, 2021. 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,

A handwritten signature in black ink, appearing to be "Tom Batiuk", written over a horizontal line.

Tom Batiuk
Airport Supervisor

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

BETWEEN:

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

-And-

PERIMETER 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, 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 January 1, 2021 to and including December 31, 2021 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 0.6% 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, 2021 to December 31, 2021.
- 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, 2021 to December 31, 2021 shall be the sum of \$ 11,462.70, 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”

May 5, 2021

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 21-OF-06 – Memorial Sports Centre Roof Replacement

With the award of the Investing in Canada Infrastructure Program Recreation and Culture funding for the Memorial Sports Centre, the first of many projects have been tendered, being the replacement of a number of roof sections.

Attached you will find a report from Mr. Adam Mitchell, P.Eng outlining the process and tender results. With the large scope of works to be completed under the ICIP Funding, each project has been assigned a budget internally for the purposes of cost controlling the multi year project. With this being the first large project and being over budget, even with reduced scope, it is recommended that the landfill tipping fees be waived further reducing costs.

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

1. Tender 21-OF-06 be awarded to Tom Jones Corporation for a total revised tender price of \$1,564,800.
2. That an authorizing By-Law be prepared for Mayor and Clerk to execute the agreement on behalf of the organization, and
3. That the Landfill Tipping fees be waived for this project.

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. **Tender 21-OF-06 be awarded to Tom Jones Corporation for a total revised tender price of \$1,564,800.**
2. **That an authorizing By-Law be prepared for Mayor and Clerk to execute the agreement on behalf of the organization, and**
3. **That the Landfill Tipping fees be waived for this project.**

Manager of Operations and Facilities

April 30, 2021

Report To: Travis Rob

From: Adam Mitchell, P.Eng, Asset Management Coordinator

RE: Memorial Sports Centre Roof Replacement, ICIP Revitalization of the Memorial Sports Centre.

On April 13th, 2021 the Town of Fort Frances received proposals for tender 21-OF-06, Memorial Sports Centre Roof Replacement. The scope of this tender entails replacing 8 of 12 roof sections which are the following.

- Roof #1: 52 Canadians
- Roof #2: 52 Canadians Lobby & Hall
- Roof #5: Main Lobby
- Roof #7: Squash Courts
- Roof #8: Change Room/Storage Room
- Roof #9: Elevator Roof
- Roof #10: Front Canopy
- Roof #11: Electrical Vault Roof

This roof replacement project is the first project to be tendered as part of the ICIP Revitalization of the Fort Frances Memorial Sports Centre Grant we received last month. In 2019, this roof replacement project was estimated to cost \$1,560,000.

The Town of Fort Frances received three proposals from Tom Jones Corporation, Lakehead Roofing and Metal Cladding LTD, and Rugged Air Industries. A cost comparison of tender submissions is shown in the table below.

Item	Roof	Units	Total Price		
			Tom Jones	Lakehead	Rugged
1	Roof #1: 52 Canadians	L.S.	\$ 677,600.00	\$ 940,000.00	\$ 1,104,354.00
2	Roof #2: 52 Canadians Lobby & Hall	L.S.	\$ 280,800.00	\$ 220,000.00	\$ 231,301.00
3	Roof #5: Main Lobby	L.S.	\$ 279,600.00	\$ 615,000.00	\$ 715,936.00
4	Roof #7: Squash Courts	L.S.	\$ 176,100.00	\$ 140,000.00	\$ 220,723.00
5	Roof #8: Change Room/Storage Room	L.S.	\$ 76,800.00	\$ 40,000.00	\$ 48,344.00
6	Roof #9: Elevator Roof	L.S.	\$ 31,700.00	\$ 45,000.00	\$ 15,571.00
7	Roof #10: Front Canopy	L.S.	\$ 60,600.00	\$ 41,000.00	\$ 53,993.00
8	Roof #11: Electrical Vault Roof	L.S.	\$ 44,500.00	\$ 30,000.00	\$ 25,562.00
9	Safe Roof Access	L.S.	\$ 58,400.00	-	-
Subtotal			\$ 1,686,100.00	\$ 2,071,000.00	\$ 2,415,784.00

Please note, item 9, Safe Roof Access was not tendered as a separate item. This means the safe roof access price for Lakehead Roofing and Rugged Roofing is incorporated across items 1 to 8. Tom Jones chose to break this item out into a separate line as shown. In the end, the subtotal prices shown by all parties are priced to complete the same scope of work.

Tom Jones Corporation submitted the lowest bid. JML Engineering, the firm that designed the new roof system was contracted to review tender submissions and ensure compliance. I have attached their letter of recommendation. In short, JML recommends Tom Jones Corporation be awarded the project.

After receiving JML's recommendation an internal review of submissions was completed. It is shown that Tom Jones submission is over budget by \$126,000. We believe this occurred because of the following factors.

- Our budget was created and submitted to ICIP in November 2019.
- Grant was awarded 16 months later.
- Covid 19 pandemic has caused a substantial increase in the price of building materials which was unforeseen at the time the budget was submitted.

In a proactive approach to try to manage the overall budget of the ICIP Revitalization of MSC project, it is proposed that two roof sections be withheld from this tender. The sections are roof #8 and roof #11. The rational of eliminating two roof sections is because, due to the current economic state of building materials, it is unsure how much this will affect other aspects of our revitalization project. With over 23 items remaining in our project, it is fair to assume this trend could continue and we will see higher than anticipated prices continuing. These subtractions give an updated total for this year's roof replacement project of \$1,564,800.

As shown above, with the holdback of two roofs, the total cost to build remains \$4,800 over budget. The challenge this creates is our contingency allowance has been erased. To ensure we allocate resources to cover any additional overages, we are suggesting additional savings seen by waving tipping fees at our landfill for Tom Jones. This technique has been used on previous projects and is one advantage of owning a landfill. By doing so, substantial cost savings could be found allowing one of the two roofs that were cut to be returned to the project. Tom Jones has been approached to provide their cost total for tipping and if the price is considered fair this could be very beneficial to the project.

It should be noted, a phase two roof replacement project is scheduled in year 5 of the Revitalization of the MSC Project. Whatever work is withheld from this year's phase one project will be added to phase two. Roof #8 and roof #11 were chosen to be withheld because they present the lowest risk of failure. Another advantage of delaying the replacement of roof 11 is we currently have a project examining the feasibility of combining our ice plants. Within the upcoming review, it could be proposed that the condenser unit located on top of roof 11 be removed. This would greatly simplify the cost to replace the roof and we would see good cost savings here. It is worth waiting to see what is recommended.

It is my recommendation that Tom Jones Corporation be contracted to replace 6 roof sections at the Memorial Sports Centre for a total of \$1,564,800. I recommend that council approves waving tipping fees contingent on receiving a fair cost savings from Tom Jones.

Respectfully Submitted



Adam Mitchell, P.Eng
Asset Management Coordinator

April 21, 2021
Ref. No. JML2019066

Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Attention: Adam Mitchell
Asset Management Coordinator

Reference: **Letter of Recommendation for Award of Tender**
Tender No. 21-OF-06
Roofing Replacement at the Memorial Sports Centre

Dear Adam:

We have reviewed the tenders received by the Town of Fort Frances on April 20, 2021 for the Roofing Replacement at the Memorial Sport Centre. A tender comparison of the bids received is shown below.

A summary of the bidders, bid results and required submittals are as follows (HST Excluded):

Contractor	Lump Sum Price	Completed Schedule 1	Bid Bond
Lakehead Roofing	\$ 2,071,000.00	Yes	Yes
Rugged Air Industries	\$ 2,415,784.00	Yes	Yes
Tom Jones Corporation	\$ 1,686,100.00	Yes	Yes

Since Tom Jones Corporation submitted the lowest tender, we have focused our evaluation on their tender. Their tender submission has been done in general conformance with the requirements outlined in the tender documents. They have indicated they received all four (4) Addenda issued during the tender period.

Neither Tom Jones nor any of its proposed subcontractors are members of the Canadian Roofing Contractors Association (CRCA). In accordance with Addendum 4, they are required to submit preliminary details (supplier/manufacturer) of their proposed roofing system and certification from the manufacturer/supplier. This additional submittal applies to the EPDM roof and the Metal roof.

We had a discussion with Mr. Casey Bishop, C.Tech., CEC, Civil Project Manager/Estimator, to discuss their bid. Mr. Bishop explained that Tom Jones Corporation currently has the manpower necessary to successfully complete the entire project by December 31, 2021. Tom Jones Corporation intends to commence work shortly after a Purchase Order is issued by The Town of Fort Frances.

Mr. Bishop commented they are comfortable with their pricing, they were satisfied that there were no errors or omissions in their pricing, and they do not foresee any obvious or significant 'extras' arising from the tender documents.

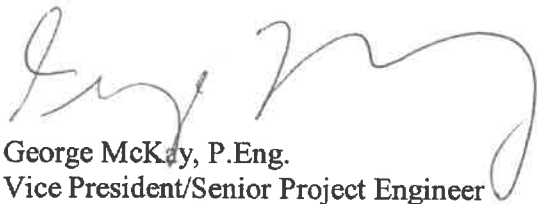
Based upon our review of Tom Jones Corporation's tender submission, our discussion with Casey Bishop, their experience in similar projects, their proposed manpower, and their commitment to schedule, we feel they can successfully complete the entire project by December 31, 2021.

Therefore, we recommend Tom Jones Corporation be awarded the 'Roofing Replacement Memorial Sports Centre' project for the Total Contract Price (excluding HST) of \$ 1,686,100.00 (one million six hundred and eighty-six thousand one hundred dollars). This recommendation is contingent on submittal of preliminary roofing details and subcontractor certification.

We trust this letter is satisfactory. Please contact the undersigned if you have any comments or wish to further discuss our recommendation.

Best regards,

JML Engineering Ltd.



George McKay, P.Eng.
Vice President/Senior Project Engineer

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JML ENGINEERING LTD.

Aircraft Landings 2021
As of April 30, 2021

	Bearskin Flights			Bearskin Passengers			Air Bravo Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021-2020
Month																												
January	4	56	54	9	140	160	0	8	8	0	2	0	2	15	4	36	50	60	0	0	0	0	45	42	42	168	160	-126
February	0	64	56	0	149	197	0	12	15	4	3	13	8	6	1	58	36	43	0	1	0	0	38	38	70	148	151	-78
March	0	41	61	0	99	160	0	0	11	20	1	13	8	10	10	57	39	52	0	6	2	0	0	42	85	97	180	-12
1/4 Total	4	161	171	9	388	517	0	20	34	24	6	26	18	31	15	151	125	155	0	7	2	0	83	122	197	413	491	-216
April	0	1	59	0	0	197	0	0	7	5	2	5	18	10	9	63	30	57	0	1	3	0	0	40	86	44	173	42
May		0	67		0	196		0	5		3	14		20	19		40	63		0	25		0	43	0	63	231	-63
June		0	61		0	208		0	9		0	13		21	48		53	57		0	81		0	39	0	74	299	-74
1/2 Total	4	162	358	9	388	1118	0	20	55	29	11	58	36	82	91	214	248	332	0	8	111	0	83	244	283	594	1194	-311
July		0	61		0	173		0	10		2	4		44	28		35	54		0	69		0	42	0	81	258	-81
August		0	69		0	236		0	5		0	10		31	33		38	57		0	64		0	40	0	69	273	-69
September		11	62		17	180		0	12		1	8		27	14		61	52		2	46		0	34	0	102	216	-102
3/4 Total	4	173	550	9	405	1707	0	20	82	29	14	80	36	184	166	214	382	495	0	10	290	0	83	360	283	846	1941	-563
October		16	66		30	219		0	13		5	5		9	22		59	57		0	8		0	44	0	89	202	-89
November		15	61		46	180		0	17		3	0		14	6		45	56		0	1		0	37	0	77	161	-77
December		12	47		15	111		0	13		6	0		4	13		54	43		0	3		0	38	0	76	144	-76
Total	4	216	724	9	496	2217	0	20	125	29	28	85	36	211	207	214	540	651	0	10	302	0	83	479	283	1088	2448	-805

Fort Frances Airport - Page 2/2 - Fuel Sales - April 30, 2021																				
Fuel Sales Recap - 2021									2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	10 year	Variance
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	per month
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2021 to 2012	month
January	725	725	4,058	4,058		0	4,783	4,783	4,783	7,962	8,050	16,597	25,675	7,528	8,692	11,543	7,216	10,252	11,502	-3,179
February	1,023	1,748	6,424	10,482		0	7,447	12,230	7,447	5,077	7,991	16,286	12,503	11,904	11,231	12,304	6,197	6,918	10,046	2,370
March	1,107	2,855	15,715	26,197		0	16,822	29,052	16,822	6,473	13,716	9,798	21,928	13,255	17,795	10,508	12,077	9,329	12,764	10,349
April	676	3,531	11,388	37,585		0	12,064	41,116	12,064	1,459	13,010	10,398	13,102	8,592	13,219	8,377	4,453	8,251	8,985	10,605
May		3,531		37,585		0	0	41,116	0	11,685	18,667	24,839	21,362	24,681	16,161	29,753	18,350	21,891	20,821	-11,685
June		3,531		37,585		0	0	41,116	0	8,082	31,063	27,380	27,380	26,015	45,698	30,789	22,786	23,537	26,970	-8,082
July		3,531		37,585		0	0	41,116	0	11,116	17,146	23,461	24,642	29,002	28,150	14,441	19,232	32,650	22,204	-11,116
August		3,531		37,585		0	0	41,116	0	7,530	17,024	30,430	23,029	21,119	36,638	20,450	20,075	30,783	23,009	-7,530
September		3,531		37,585		0	0	41,116	0	14,689	16,543	25,191	13,489	21,325	24,238	21,837	18,005	19,431	19,416	-14,689
October		3,531		37,585		0	0	41,116	0	4,307	9,076	10,769	16,604	30,655	8,216	15,472	13,109	11,325	13,281	-4,307
November		3,531		37,585		0	0	41,116	0	13,333	2,202	10,748	9,924	22,349	11,616	7,238	6,398	8,170	10,220	-13,333
December		3,531		37,585		0	0	41,116	0	5,333	5,852	13,243	6,560	13,797	7,592	6,849	2,028	8,179	7,715	-5,333
Total	3,531		37,585		0		41,116		41,116	97,046	160,340	219,140	216,198	230,222	229,246	189,561	149,926	190,716	186,933	-55,930

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

2021 - Tonnage at Landfill Site - Updated May 17, 2021

								2020	Average last 10 years	2021			Average last 10 years		
MONTH	Residential Waste (tonne)	Res (%)	ICI Waste (tonne)		Non Community Waste (tonne)	Non Community Waste (%)	Covering Material (tonne)	Total Tonne	Total Tonne 2011 to 2020	Total Tonne	Total Fees	Fees 2011 to 2020	Total Fees	2020-2019 Tonnes	2020-2019 Fees
JAN	229.16	49.9%	221.64	48.264%	8.42	1.8%	0.00	430.73	421.97	459.22	\$ 27,424.15	\$ 22,810.82	\$ 25,366.15	28.49	-\$ 2,058.00
FEB	139.10	35.7%	242.80	62.338%	7.59	1.9%	163.96	395.65	344.29	389.49	\$ 23,407.65	\$ 17,034.00	\$ 24,123.20	-6.16	\$ 715.55
MAR	242.51	24.8%	660.86	67.450%	76.40	7.8%	0.00	443.95	424.03	979.768	\$ 29,051.15	\$ 23,642.71	\$ 37,106.95	535.82	\$ 8,055.80
APRIL	237.07	33.7%	455.76	64.845%	10.01	1.4%	1805.60	611.34	573.51	702.84	\$ 42,244.30	\$ 32,712.97	\$ 45,566.13	91.50	\$ 3,321.83
MAY		#DIV/0!		#DIV/0!		#DIV/0!		777.33	740.72	0	\$ 50,040.01	\$ 39,340.52		-777.33	-\$ 50,040.01
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		600.08	818.98	0	\$ 50,850.20	\$ 39,940.83		-600.08	-\$ 50,850.20
JULY		#DIV/0!		#DIV/0!		#DIV/0!		670.42	607.43	0	\$ 49,691.30	\$ 36,877.55		-670.42	-\$ 49,691.30
AUG		#DIV/0!		#DIV/0!		#DIV/0!		770.21	700.85	0	\$ 55,399.40	\$ 37,960.82		-770.21	-\$ 55,399.40
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		862.70	684.18	0	\$ 53,936.60	\$ 38,481.31		-862.70	-\$ 53,936.60
OCT		#DIV/0!		#DIV/0!		#DIV/0!		725.18	842.38	0	\$ 49,042.25	\$ 43,709.40		-725.18	-\$ 49,042.25
NOV		#DIV/0!		#DIV/0!		#DIV/0!		591.91	574.84	0	\$ 36,599.30	\$ 30,714.80		-591.91	-\$ 36,599.30
DEC		#DIV/0!		#DIV/0!		#DIV/0!		553.52	438.58	0	\$ 29,234.45	\$ 22,463.35		-553.52	-\$ 29,234.45
Average per monthly	211.96	43%	395.26	55%	25.61	2%	492.39	619.42	597.65	210.94	\$ 41,410.06	\$ 32,140.76	\$ 33,040.61	649.65	-\$ 90,855.03
Total	847.84		1581.06		102.42		1969.56	7433.01	7171.74	2531.32	\$ 496,920.76	\$ 385,689.08	\$ 132,162.43	-4901.69	-\$ 364,758.33
											\$ 460,321.46	Actual	\$ 132,162.43		
Town of Fort Frances Tonnage	2428.90														
											\$ 414,194.00	Budget	\$ 440,000.00		
Total Tonnage	2531.32														
											\$ 496,920.76	Forecasted	\$ 396,487.29		
Residential Tonnage	847.84	33.49%													
ICI Tonnage	1581.06	62.46%													
Coverage material	1969.56														