

# TOWN OF FORT FRANCES

## Operations and Facilities Executive Committee

### AGENDA - October 4, 2018, 8:30 AM

#### MEETING - Civic Centre

Session #012

	Page
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 19, 2018	2 - 3
4. <b><u>Non-agenda Items</u></b>	
5. <b><u>Items Referred from Council</u></b>	
5.1 Request from the Municipality of Emo for Recycling Services	4 - 6
6. <b><u>New Business</u></b>	
6.1 Award of Tender 18-OF-08 - Heavy Duty Tandem Drive Articulated Grader	7 - 10
6.2 Changes to the Minimum Maintenance Standards - Staffing Requirements	11 - 13
7. <b><u>Information</u></b>	
7.1 Tonnage at the Landfill Site - updated September 25, 2018	14
8. <b><u>Adjourn / Next Meeting Date</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #011

September 19, 2018

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on September 19, 2018 from 8:32 a.m. to 10:00 a.m.

PRESENT: Ken Perry, June Caul, Chairperson, Doug Brown, CAO and Travis Rob.

ALSO PRESENT: Mayor Roy Avis, Kurtis Medicine ( 8:50 a.m. to 9:22 a.m.)

#### **1. Call to Order**

##### 1.1.

The meeting was called to order at 8:32 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 8, 2018 - the minutes were approved as circulated.

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

##### 4.1.

None.

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

- 5.1. Request for Landfill Use - Naotkamegwanning First Nations - the committee members were open to doing additional research into MOECC Requirements and entering into a Garbage/Recycle agreement.

#### **6. New Business**

- 6.1. July 2018 Drinking Water Systems Monthly Summary Report - the Monthly Summary Report for July 2018 was approved as presented.

- 6.2. August 2018 Drinking Water Systems Monthly Summary Report - the Monthly Summary Report for August 2018 was approved as presented.
- 6.3. Local Improvement Fees - Water Service Connections Kings Highway from Pit Road #1 and Pit Road #2 - the administration report was approved as presented.
- 6.4. Tender No. 18-OF-11 - Three (3) Year Equipment/Vehicle Rental - the administration report was approved as presented.
- 6.5. Strategic Plan Item 42 - Investigation of Green Space Plan - the administration report was approved as presented.

## **7. Information**

- 7.1. Operations and Facilities Division - Environmental Area - Operations Statistics - May 2018 - the Environmental Area Operations Statistics for May 2018 were reviewed and will be forwarded to Council as information only. No action required.
- 7.2. Operations and Facilities Division - Environmental Area - Operations Statistics - June 2018 - the Environmental Operations Statistics for June 2018 were reviewed and will be forwarded to Council as information only. No action required.
- 7.3. Fort Frances Airport Statistics as of September 12, 2018 - the Airport Statistics as of September 12, 2018 were reviewed and will be forwarded to Council as information only. No action required.
- 7.4. Sewer and Water Data for 2018 - updated September 12, 2018 - the Sewer and Water statistics as of September 12, 2018 were reviewed and will be forwarded to Council as information only. No action required.

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

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Executive Committee Chair

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T. Rob, Manager of Operations & Facilities

October 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Request from the Municipality of Emo for Recycle Services**

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At the September 24 meeting of Council, a letter from the Township of Emo regarding the partnership of the two municipality for recycle services was received and referred to the Operations and Facilities Executive Committee.

The Town of Fort Frances underwent upgrades to its recycle transfer station and depot by adding both a residential compaction unit for depot collection and a commercial compaction unit for the curbside collection truck to deposit materials into. In addition, the Town entered into an agreement with Emterra of Winnipeg for transportation of the 40 yard roll off containers to the Municipal Recycle Facility (MRF) in Winnipeg as well as processing of the recycle waste. All of these upgrades were partially funded through the Continuous Improvement Fund with the potential to expand the use of the Town's transfer station to include other, outside agencies in the future. Given the other options at that time, the cost per tonne being paid by the Town for processing was cost prohibitive to these other communities. Since that time, the recycling realities in the area have changed and the Town has been contacted by other municipalities looking for help to sustain their Blue Box programs.

One key issue moving forward with an agreement with other municipalities is that the rates we pay are continuously varying depending on market conditions. The table below show the per tonne costs that the Town has paid in the past 6 years for the handling, transportation, and processing of the Town's recyclables.

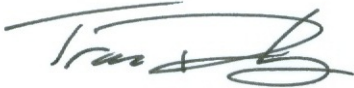
	Tonnes Collected	Total Processing, Transportation & Overhead Costs	Costs Per Tonne
2012	498.61	\$ 112,121.63	\$ 224.87
2013	490.57	\$ 103,030.60	\$ 210.02
2014	490.81	\$ 113,146.56	\$ 230.53
2015	501.66	\$ 198,144.07	\$ 394.98
2016	477.63	\$ 151,613.86	\$ 317.43
2017	518.20	\$ 130,244.19	\$ 251.34
Average	496.25	\$ 134,716.82	\$ 271.53

As can be seen the cost per tonne does vary, however the average cost over those years is \$271.53 per tonne. Attached to this report is a breakdown of all of the costs related to the Town's Recycling program for 2017. The Township of Emo currently collects 51.80 tonnes at their depot which they would weight and haul, in some fashion, to the Town transfer station at their cost. At this quantity it is anticipated that the annual cost increase to the Town for the processing of Emo's waste would be \$14,065.25. If an agreement were to be struck with the Township of Emo, the costing for the handling, transportation and processing would have to be billed at the true costs plus some type of mark up.

Currently the Town receives some funding through Resource Productivity and Recovery Authority to offset their recycling costs. The addition of another municipality would not affect our funding as the materials would have to be weighed prior to depositing into our transfer station and during our Blue Box Datacall process at the end of the year we would claim that amount as belonging to Emo and any revenue relating to the handling of that material would also be claimed. The Township of Emo would claim the same on their Datacall and they would receive funding to offset their costs.

It is the recommendation of the Operations and Facilities Executive Committee that the Town of Fort Frances enter into an agreement with the Township of Emo for handling, transportation and processing of their blue box materials at the Town of Fort Frances Transfer Station.

Respectfully Submitted

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

Travis Rob, P.Eng

**Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that the Town of Fort Frances enter into an agreement with the Township of Emo for handling, transportation and processing of their blue box materials at the Town of Fort Frances Transfer Station.**

Manager of Operations and Facilities



# The Corporation of the Township of Emo

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Wednesday September 19, 2018

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

Mayor Roy Avis and Councillors,

I am writing on behalf of the Township of Emo to express interest in entering into an agreement to utilize the Town of Fort Frances' recycling depot.

As you may know, the plant that recycles paper and cardboard in International Falls shut down earlier this spring. The Township of Emo's recycling program has stalled, with nowhere to take paper and limited options for our residents to recycle. With our yearly recycling amounting to about a month's worth in the Town of Fort Frances, purchasing a compactor or a new facility is not a feasible option for Emo at this time.

We are looking at the possibility of an agreement with the Town of Fort Frances to use the recycling depot in Fort Frances and work out a plan to share costs on both shipping and processing. Once we have an agreement we are willing to work with the Town of Fort Frances to put together the costs involved from our end.

On behalf of Emo's Town Council, we look forward to hearing back from you and exploring the process of working together on this endeavor.

Bridget Foster  
CAO/Clerk-Treasurer

October 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 18-OF-08 – Heavy Duty Tandem Drive Articulated Grader**

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Through the end of August and September the Town advertised a tender for a heavy duty tandem drive articulated motor grader with snow wing assembly. Tenders closed on Tuesday September 25, 2018 with two tenderers submitting two bids each.

Attached to this report is a report summarizing the bid results from Milt Strachan, Transportation Superintendent. Three of the four bids were compliant to the tender specifications with one of the Caterpillar units being a non-current 2017 model.

It is the recommendation of the Operations and Facilities Executive Committee to award tender 18-OF-08 to Toromont Cat for a total tender price of \$316,400.00 inclusive of HST.

Respectfully Submitted



Travis Rob, P.Eng

**Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to award tender 18-OF-08 to Toromont Cat for a total tender price of \$316,400.00 inclusive of HST**

Manager of Operations and Facilities

2018Oct Tender 18-OF-08 Motor Grader

September 27, 2018

Report To: Travis Rob, Manager of Operations and Facilities

From: Milt Strachan, Transportation Superintendent

Subject: Tender No. 18-OF-08 Heavy Duty Tandem Drive Articulated Motor Grader with Snow Wing Assembly

There were a total of four (4) tenders received. I will briefly explain deficiencies if any for all four (4) tenders.

- 1.) NORTRAX CANADA INC.  
Make: John Deere  
Model: 670G

The John Deere 670G Grader meets or exceeds all of the specifications in the Tender.

- 2.) NORTRAX CANADA INC.  
Make: John Deere  
Model: 770G

The John Deere 770G Grader meets or exceeds all of the specifications in the Tender.

- 3.) TOROMONT CAT  
Make: Caterpillar  
Model: 140

The Caterpillar 140 Grader meets or exceeds all of the specifications in the Tender.

- 4.) TOROMONT CAT  
Make: Caterpillar  
Model: 160K

The Caterpillar 160K Grader is a 2017 Model and the Tender calls for a 2018 Model, so is therefore disqualified.



Summary:

There are three (3) Graders that meet the specifications in the Tender, The John Deere Models 670G and 770G as well as the Caterpillar Model 140.

The Caterpillar 140 is the low bid price at a Net Cost to the Town of \$284,928.00 This is \$15072.00 under the amount that was budgeted and is \$52,560.75 lower than the next lowest bid price.

It is my recommendation that the Town of Fort Frances purchases the 2018 Caterpillar 140 from TOROMONT CAT.



Milt Strachan  
Transportation Superintendent

**Spreadsheet #1 - Tender No. 18-OF-08 - Results - New Heavy Duty Tandem Drive Articulated  
Motor Grader with Snow Wing Assembly  
September 27, 2018**

Equipment Description	A		B		C		D	
	NORTRAX Equipment	2018	NORTRAX Equipment	2018	TOROMONT Cat	2018	TOROMONT Cat	2017
Manufacturer	John Deere	2018	John Deere	2018	Caterpillar	2018	Caterpillar	2017
Model	670G	770G	770G	140	140	160K	160K	

New Grader with Snow Wing Assembly	\$371,463.00	\$373,963.00	\$325,000.00	\$298,500.00
Trade in of 1999 Champion Model 720A	(\$25,000.00)	(\$25,000.00)	(\$45,000.00)	(\$45,000.00)
Subtotal	\$346,463.00	\$348,963.00	\$280,000.00	\$253,500.00
HST	\$45,040.19	\$45,365.19	\$36,400.00	\$32,955.00
Total Price (includes all taxes)	\$391,503.19	\$394,328.19	\$316,400.00	\$286,455.00

<b>Net Cost to the Town for New Grader</b>	<b>\$352,560.75</b>	<b>\$355,104.75</b>	<b>\$284,928.00</b>	<b>\$257,961.60</b>
2018 Budgeted Amount	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
Over/ <u>Under</u> Budget By	\$52,560.75	\$55,104.75	(\$15,072.00)	(\$42,038.40)
Difference from Low bidder	\$67,632.75	\$70,176.75	\$0.00	does not meet spec
Delivery Date from date of Purchase Order	120 days	120 days	160 days	90 days

October 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Changes to the Minimum Maintenance Standards – Staffing Requirements**

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At the July 4 meeting of the Operations and Facilities Executive Committee meeting a report was brought forward regarding the changes implemented to Ontario Regulation 239/02 known as the Minimum Maintenance Standards for Municipal Highways. The impacts to the Town operations were basically in three categories: documentation, equipment and staffing which will be outlined further below.

With the Minimum Maintenance Standards (MMS), documentation is so crucial. Being able to show your compliance with the regulation is key when a claim should arise. Because of this the Town has engaged a firm specializing in fleet GPS to provide 3 units to be installed as a trial for a 90 day period to allow us to get a feel for how these systems can work and see what data they can collect. A fleet GPS has the ability to show the route the equipment takes, when it is applying sand or salt, when the plow is up or down, speed, etc. This type of data is paramount when a claim arises, as it proves absolutely that, either the Town was in compliance or was not. Once a successful trial has been completed, additional units will be purchased to ensure that our front-line snow equipment are equipped with these units. Secondly in the MMS there is a requirement to monitor the weather, October 1 to April 30, one time per shift or three times per day whichever is more frequent and May 1 to September 30 once per calendar day. Currently the Town monitors during the day by having the Transportation Superintendent monitor the weather and a weather application sends an email to the Public Works On-Call phone after hours. This weather monitoring plan however, is poorly documented if at all. To combat this, Ontario Good Roads has put out a Weather App specifically designed to help a municipality to comply with the regulations. This app sends an email to up to 30 persons via email. The app then records, who opened the forecast and when to show that the weather checks are happening that need to be happening. The Town has signed up for this app and is using it to monitor the weather.

With the big change to the MMS surrounding care of sidewalks, the Town is in need of a sidewalk sander as we will now be required to sand the sidewalks as soon as practicable after becoming aware of the need, similar to roadways. The issue with this is that many of these units are small in size and not overly effective. This leads to the unit needing to be filled regularly requiring either a machine bringing materials to the spreader or the sidewalk machine travelling back to the Public Works yard to fill. Currently the Town has a spreader for our 2003 Holder Sidewalk machine, however it is small in size and difficult to work properly. For the 2019 Capital Budget there will be the purchase of a pull behind sidewalk spreader for the new Trackless sidewalk machine estimated at \$30,000.00. This unit, however will only carry about 2 yards of material so the logistics of filling this unit while underway will need to be worked out through the winter months.

The third aspect of these changes revolved around staff and manpower to comply. The current practice within the Operations and Facilities Division is that the first priority is to get the snow removed from the roadways. Once that has been complete we focus on the sidewalks, lanes and dead ends of roadways. When we have staff on the night shift rotation, the focus is always on roadway snow plowing, lanes and dead ends and when that is caught up we work on snow removal from the downtown core and other

roadways. Rarely is the sidewalk machine utilized during the night shift and even more rarely are both machines utilized at the same time due exclusively to a lack of manpower. With this change to the MMS we will have to have accumulation in excess of 8 cm or approximately 3" removed from the sidewalks within 48 hours, with the current staffing levels, this is simply not possible. It is the recommendation of Administration that the Public Works staffing be increased as soon as possible after the Parks and Cemeteries layoff date of October 12 by one full time labourer and one seasonal labourer to achieve compliance with the Minimum Maintenance Standards. The cost for this change for the remainder of 2018 would be approximately \$28,645.76 in wages and benefits with an anticipated addition to the 2019 budget of \$103,149.63. Due to unexpected staff vacancies in 2018 it is anticipated that the 2018 portion can be funded within the current Operating Budget.

The other way which the Town can comply with the regulation is to close sidewalks by passing of a by-law closing sections of sidewalk through the winter and providing signage alerting the user that the sidewalk is unmaintained. At this point the Town does not clear the snow from the asphalt path along the riverfront walk way in the winter and that is used for snow storage. The closure of additional sidewalk is not an ideal solution to the issue of wintertime maintenance as the selection of which sidewalks are to be closed would be arbitrary and may be seen as unfair. The other unknown in this is if a resident, on a closed section of sidewalk chose to clear the sidewalk themselves, would the Town still be liable? It is the recommendation of administration that a by-law be prepared closing the asphalt sidewalk along Front Street from Victoria Avenue to Calder Drive from October 1 to April 30 annually.

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

1. The Operations and Facilities Division Staff continue with the implementation of Fleet GPS and weather monitoring per the standard.
2. That the purchase of a pull behind spreader for applying sand to the sidewalks be considered in the 2019 Capital Budget.
3. The Operations and Facilities Division staff be increased by one full time and one seasonal labourer to be dedicated in the winter months to the maintenance of the sidewalks to meet the new O. Reg. 239/02.
4. That a by-law be passed to close the asphalt sidewalk on Front Street and Colonization Road East from Victoria Avenue to Calder Drive from October 1 to April 30 annually.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

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

- 1. The Operations and Facilities Division Staff continue with the implementation of Fleet GPS and weather monitoring per the standard**
- 2. That the purchase of a pull behind spreader for applying sand to the sidewalks be considered in the 2019 Capital Budget**
- 3. The Operations and Facilities Division staff be increased by one full time and one seasonal labourer to be dedicated in the winter months to the maintenance of the sidewalks to meet the new O. Reg. 239/02**
- 4. That a by-law be passed to close the asphalt sidewalk on Front Street and Colonization Road East from Victoria Avenue to Calder Drive from October 1 to April 30 annually**

2018Oct MMS and Required Operational Changes

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2017 Total Tonne	Average last 10 years Total Tonne	2018 Total Tonne	Total Fees	Average last 10 years Fees 2008 to 2017	Total Fees	2018-2017 Tonnes	2017-2016 Fees
JAN	139.64	28.17	345.27	69.65	10.78	2.17	0.00	450.85	360.13	495.69	\$26,266.82	\$17,849.10	\$30,177.28	44.84	\$3,910.46
FEB	125.00	30.75	272.44	67.03	9.02	2.22	0.00	349.66	306.73	406.46	\$20,191.04	\$15,355.62	\$23,347.65	56.80	\$3,156.61
MAR	153.37	33.09	297.91	64.27	12.26	2.64	0.00	466.01	411.69	463.54	\$28,951.58	\$21,321.44	\$27,716.10	-2.47	-\$1,235.48
APRIL	209.71	36.79	350.77	61.54	9.52	1.67	0.00	630.91	574.04	570.00	\$40,385.84	\$30,505.60	\$35,930.07	-60.91	-\$4,455.77
MAY	283.13	40.20	406.85	57.77	14.28	2.03	0.00	741.59	719.34	704.26	\$43,112.32	\$36,978.61	\$42,835.55	-37.33	-\$276.77
JUNE	235.72	37.06	392.93	61.77	7.43	1.17	112.13	663.02	846.85	636.08	\$40,162.52	\$38,270.35	\$45,718.15	-26.94	\$5,555.63
JULY	109.81	34.60	203.42	64.09	4.18	1.32	0.00	588.46	673.76	317.41	\$37,823.17	\$37,267.74	\$37,855.70	-271.06	\$32.53
AUG	244.61	35.57	430.36	62.58	12.75	1.85	0.00	671.06	657.07	687.72	\$39,355.84	\$34,723.56	\$43,983.95	16.66	\$4,628.11
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		637.12	651.51	0.00	\$41,057.14	\$34,879.94		-637.12	-\$41,057.14
OCT		#DIV/0!		#DIV/0!		#DIV/0!		655.43	803.03	0.00	\$40,341.88	\$40,187.03		-655.43	-\$40,341.88
NOV		#DIV/0!		#DIV/0!		#DIV/0!		370.13	569.91	0.00	\$24,926.28	\$29,432.34		-370.13	-\$24,926.28
DEC		#DIV/0!		#DIV/0!		#DIV/0!		330.97	416.38	0.00	\$19,868.57	\$21,716.47		-330.97	-\$19,868.57
Average per monthly	187.62	29.46	337.49	68.34	10.03	2.20	14.02	546.27	582.54	356.76	\$33,536.92	\$29,873.98	\$35,945.56	38.26	6,654.68
Total	1501.00		2699.95		80.22		112.13	6555.20	6990.45	4281.16	\$402,443.00	\$358,487.81	\$287,564.45	-2274.04	-\$114,878.55
Town of Fort Frances Tonnage	4200.94										\$402,443.00	Actual	\$287,564.45		
											\$391,084.00	Budget	\$396,950.00		
Total Tonnage	4281.16										\$402,443.00	Forecasted	\$431,346.68		
Residential Tonnage	1501.00	35.06%													
ICI Tonnage	2699.95	63.07%													
Coverage material	112.13														