



Report to Council

To: Mayor and Council Members
From: Gary Geraldi, Director of Parks and Recreation / Waste Management
Date: November 7, 2024
Subject: October 2024 Activity Report

Recommendation:

Monthly Activity Reports are intended for information purposes.

Background:

Departmental Activity Reports were created to keep the Mayor and Council Members informed of recent general activity in the preceding month. These reports are not meant to be comprehensive or include day to day operational duties, they are a high-level overview of items separate from regular duties.

Analysis:

The following is an activity report from the Parks and Recreation, Waste Management and Facility Maintenance Departments for the month of October 2024.

This is a General Activity Report and as mentioned, it does not include day-to-day activities, customer service responsibilities or regular operational duties.

Parks and Recreation

1. On October 1st, we began the process of interviews for a seasonal part-time snack bar attendant. We had some excellent applicants and through this process the successful applicant was Brooklynne Hunter Jackson. Brooklynne comes with lots of concession stand experience and as such, she hit the ground running.
2. Shawn and Dawn have been working with Pepsi to maximize our supplied equipment and arrangements. Pepsi picked up a single door cooler from the snack bar and we replaced it with a countertop cooler. This provided space for a freezer.
3. On October 2nd, we had two mechanical specialists perform a full inspection and test on the Desiccant Dehumidifier as these units have a replacement cost of \$170,000. Both reported the unit to be in good condition, except for the wheel needing



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replacement asap and a vent/louvre motor needing service before the cold weather. This wheel was part of the capital forecast budget.

4. I completed a 3rd quarter financial review to identify any outstanding anomalies and reported such to the Treasurer.
5. I had prepared and submitted updated capital forecast budgets, BIP's and a 2025 draft operating budget.
6. In addition to regular Saturday ice surface rentals and hockey games, on Saturday Oct. 4th, the NKCC banquet hall and the GACC banquet hall were rented for private events. (baby shower and birthday party, respectively).
7. Mondays are always a busy day with attending to weekend events. Monday October 7th was even busier with:
 - New snack bar attendant, Brooklynne's first day and orientation.
 - Overhead Door was at the NKCC to repair the exterior Olympia Room roll-up door.
 - WSP was at the NKCC picking-up sampling coolers and assembling equipment.
8. Also on Monday October 7th, Troy Fire Alarms was at the NKCC to perform the annual fire alarm, sprinkler system and fire extinguisher inspection and testing. They also repaired the front vestibule fire alarm 'satellite' monitoring station before they started. All was successful.
9. On October 8th, Cimco Refrigeration had to attend the NKCC in the evening to replace a blown cartridge fuse. Although this is an easy task, we do not permit staff to have access or open up the control panel, as it is 3 phase / 6 volts.
10. Also on October 8th, Chandos Plumbing replaced the solenoid switch for the exterior water tap, as it would not shut-off after people hit the button.
11. As reported in September, the Olympia had a starter failure. A new starter was ordered from Carquest in Bancroft and replaced the same day, with no loss of rental revenue. As reported, one starter mounting bolt broke off in the engine block causing the failure and we were inspecting the starter mounting bolts every other day. Unfortunately, the started failed again. After doing some more research, we floated the Olympia to Leveque Bros. Heavy Equipment in Bancroft and they were able to remove the starter, drill-out the mounting bolts, and re-mount the starter. It was all done in the same day with no interruption to the evening ice schedule. Also, I was worried about damage to the flywheel, however it was inspected and reported to have no incurred damage.



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After all this, that starter failed again Oct. 16th, as it most likely incurred damage to the bendex during the last incident, but it was replaced under warranty and installed by Corey and Joel in the Olympia room, as Leveque Bros. had already drilled-out the mounting bolts and had new hardware.

We have had no failures since.

12. Home Hardware rented the NKCC banquet hall on Oct. 11th to provide their staff first-aid training.
13. The GACC was busy on October 13th hosting a family reunion for a local family.
14. On October 15th we arranged for Battye Mechanical to service and repair the library heat recovery system.
15. Our hanging flower baskets in Apsley made it to Thanksgiving weekend once again. A huge thanks to Aaron and Joel for their care and dedication to the flowers, as they recognize the importance of these flowers through the regular positive feedback they receive. The flower baskets were removed on October 16th and have been returned to the greenhouse for 2025 preparations.
16. On October 18th, Delta Elevator performed a detailed inspection and maintenance including lude oil and grease, on the NKCC Elevator, as required under the TSSA Reg. for Lift Devices.
17. CSP Water Treatment inspected the water treatment equipment and sampled the NKCC ice making and refrigeration plant water on October 21st, ensuring that the correct mixture and quality of water continues to be sent to the appropriate equipment.
18. On October 25th, Battye Mechanical completed an inspection and diagnosis on the A/C Unit for the Elevator Mechanical Room (EMR) at the NKCC. This unit requires a part and repair to maintain consistent temperatures in the EMR, but the unit does not require replacement.
19. Staff ensured the NKCC was equipped with Halloween candy on October 31st, especially for all the skaters in the skating program that night.

Waste Department

20. Starting in October, WSP, our environmental consultant, used the NKCC as a staging area for the fall closed landfill site sampling/monitoring. As some drivepoint locations and some monitoring wells needed minor maintenance, parts and mechanisms were delivered and assembled at the NKCC, thereby making the on-site field work much easier



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21. The Thanksgiving special clean-up weekend was held at the Anstruther Transfer Station from Saturday to Monday, on the Thanksgiving weekend. We once again rented a 26' U-Haul for mattresses and had extra roll-off bins on site for couches, sectionals, recliners, etc. Staff did an excellent job on this busy weekend as it is also the last weekend for residential C&D.
22. I attended a meeting with the County and their Consultant on October 10th, to review the preliminary Waste Management Master Plan Updates.
23. I completed a 3rd quarter financial review to identify any outstanding anomalies and reported such to the Treasurer.
24. I had prepared and submitted updated capital forecast budgets, BIP's and a 2025 draft operating budget.
25. October was a busy month with CMO and the Producer Responsibility Recycling Program. As the transition period ends Dec. 31/25, they are preparing for a permanent structure and collection practice. As such, they have been collecting Township operational surveys and waste management information.
As an example, they may no longer collect blue box recycling at a Depot that serves a catchment area where everyone receives curbside collection. They refer to these as convenience Depots.
Needless to say, it is our Strongly stated position, that our Transfer Stations are NOT convenience Depots.
More information is being gathered and CMO final decisions will not be made the spring of 2025.

Financial Implications:

Referred to in separate reports.

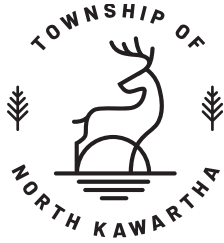
Strategic and/or Other Plans:

Infrastructure

1. Ensure that the existing infrastructure is sustained reflective of the Asset Management Plan.

Governance

1. Provide Quality Community Programs and Services.
2. Provide effective, clear and transparent Township Communication.



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Environment

1. Promote Responsible Environmental Stewardship.

Consultant(s) Sourced:

Jim Elder, P/T Program Coordinator / Administrative Assistant.
Shawn Tucker, Program Coordinator / Administrative Assistant.

Attachment:

None.