

Report to Council

To: Mayor and Council Members
From: Gary Geraldi, Director of Parks and Recreation / Waste Management
Date: October 7, 2024
Subject: September 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 September 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. Public Skating began on August 31st and runs 7 days a week from 11am to 1pm. The consistency assists with participation and the cost of \$2 per skater or \$5 per family meets our Access to Recreation Policy.
2. The NKCC was open on Labour Day Monday from 9am to 5pm.
3. The Buckhorn Oldtimers Hockey team returned to the NKCC on Tuesday Sept. 3rd and plays twice a week (through the day) on Tuesday and Friday.
4. The Parks and Recreation Skating Club's Boot Camp began on Tuesday Sept. 3rd. This Boot Camp is similar to a hockey training camp or hockey school, by providing Advanced Skaters an opportunity to get a jump-start on the Skating Season.



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5. The Apsley Play to Learn Program which takes place every Thursday morning, returned Thursday Sept. 5th. Overall, the week following Labour Day is the week that many of our regular weekly programs begin/return for the fall/winter season.
6. This year we have secured some additional consistent weekly ice rentals, where in the past, this Sunday ice-time was filled with ad hoc rentals. As an example, we now have a consistent Sunday morning 40+ pick-up hockey Group, and Sunday evening Lakefield Minor Hockey team.
7. On Monday Sept. 9th we had last minute Skating Registration night.
8. Shawn Tucker and I attended and participated in the Township's Annual Emergency Management Training on Sept. 10th.
9. On Tuesday Sept. 10th, Delta Elevator performed a detailed inspection and maintenance including lube oil and grease, on the NKCC Elevator, as required under the TSSA Reg. for Lift Devices.
10. The NK Knights had their first exhibition game of the season at the NKCC on Tuesday Sept. 10th vs. the Muskoka Bears. This was somewhat of a last-minute game, but everyone worked together to make it happen and play a good host to Muskoka as this was their first visit to the NKCC.
11. On Wednesday Sept. 11th and Thursday Sept. 12th, Battye Mechanical completed the On-Demand water heater installation.
12. The beach equipment and swim rafts were removed from Chandos and Quarry Bay Beach during the week of Sept. 9th and put into winter storage.
13. A Hunting Education Course was held at the Wilson Park Community Centre from Friday Sept. 13th to Sunday Sept. 15th.
14. A Celebration of Life for Roger Crosby was held on Saturday Sept. 14th at the NKCC.
15. The NK Knights held their season opener at the NKCC on Saturday Sept. 14th. Although the number of spectators was less than desired, it is early in the season and the nice weather that day, most likely affected attendance. We are confident that attendance will improve steadily.
16. Mackenzie and I met with Cintas (matt and uniform supplier) on Thursday Sept. 19th to discuss some service delivery issues. Mainly pertaining to mats, including quality and the delivery day. We were able to rectify our immediate concerns and for info, this contract is up for renewal in February 2025.
17. I worked with the CLPOA to assist them in organizing a project to remove old, abandoned docks from Chandos Lake. They were very organized and undertook this project on Saturday Sept. 21st utilizing volunteers. North Kawartha Disposal



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provided the roll-off bins for the day and Armstrong Trucking provided the equipment to load the bins. Access was made available via the lesser used Chandos Lake boat ramp that faces out into the lake. This project was completed in one day and there was no cost to the Township.

18. During the week of Sept. 16th, I had Feeney Roofing perform roof inspections at 66 Northey's Bay Rd., 135 Burleigh St., NK Library and NKHC. These inspections were also used to update/confirm the 10-year capital forecast and budget.
19. I prepared and submitted Capital Forecast Budgets for the Parks and Recreation Department, and the Township Facilities.
20. CSP Water Treatment inspected the water treatment equipment and sampled the NKCC ice making and refrigeration plant water on Sept. 16th, ensuring that the correct mixture and quality of water continues to be sent to the appropriate equipment.
21. On the morning of Monday Sept. 16th, I was notified that there was no water at the Public Washrooms and Foodbank. I reset the pressure switch and restored water to the building. Staff continued to monitor for the next few days, and there have been no issues since. This failure could have easily been caused by a hydro or power flicker during a pump fill cycle.
22. On Wednesday Sept. 18th during the afternoon Loonie Skate, a piece of arena tempered glass broke. Staff did an excellent job of cleaning up the mess and cleaning out the space in which it is installed. A piece of 5/8" plywood was temporarily installed, and a piece of Lexan was ordered, and I picked-up it from PGW on Thursday and we installed it Friday, in plenty of time for the weekend hockey games.
23. Overhead Door was at the NKCC on Wednesday Sept. 18th to replace the failing motor on the Banquet Hall roll-up storage room door. However, they realized the manufacturer provided the incorrect mounting hardware during installation. They have yet to source and secure the correct hardware but are confident it will be completed soon.
24. The Parks and Recreation seasonal Adult Hockey League started on Thursday Sept. 19th. This year we have 5 teams that play every Thursday evening. The Parks and Recreation Department, organizes and schedules all facets of this league.
25. On Thursday Sept. 19th a small amount of water was noticed in the middle of the banquet half floor and a drip was discovered coming from the high ceiling area. A complete inspection of the roof was performed, and it was noted that the area in question was already in the process of having EPDM (rubber membrane) applied to



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the galvanized seams. This was completed on Thursday Sept. 19th and Friday Sept. 20th. As the water leak could also have been coming from the HVAC condensation drain houses, we also had our Fall season HVAC inspection and maintenance performed on Friday Sept. 20th.

As the NKCC was hosting a large wedding on Saturday Sept. 21st, I was at the NKCC early on that Saturday morning to ensure the minor water drip was permanently fixed, and it was.

26. A large wedding took place on Saturday Sept. 21st at the NKCC. This wedding involved two people that were born and raised in Apsley and as a result, there were a number of enthusiastic volunteers assisting with the set-up.
27. The NKCC received its annual power wash/cleaning on Monday Sept. 23rd. This was scheduled earlier in September, but the service date was rescheduled to Sept. 23rd.
28. Canteen Canada supplies and equipment were at the NKCC on Monday Sept. 23rd to service all of our snack bar equipment in preparation for the upcoming busy season.
29. On Monday Sept. 23rd, 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. Unfortunately, one starter mounting bolt broke off in the engine block causing the failure. As such, we now have a procedure to inspect the starter mounting bolts every other day.
30. During the week of Monday Sept. 23rd, the Studio Tour Over-the Road banner and the pole banners were removed, and the NK Fall pole banners were installed.
31. On Wednesday Sept. 25th, Matt Aldom and I, met with Stradwick's Flooring and their Installer again, to review the flooring plans and options at the NKHC. To date, we have investigated and received quotes on performing the work during regular business hours and outside of regular business hours, which has significant impact on the cost.
32. We lowered all Township Flags to half-mast in recognition of Police and Peace Officer Memorial Day on Sept. 29th and the National Day for Truth and Reconciliation on Sept. 30th. Flags were restored on Tuesday Oct. 1st.
33. As part of our Organizational Review project, I met with Strategy Corp. on Friday Sept. 27th and I assisted with organizing a Focus Group Session for Parks and Rec., Waste and Roads Department employees on Monday Sept. 30th.
34. In September, we had prepared and circulated a job posting for a seasonal part-time Snack Bar Attendant at the NKCC. We were fortunate to receive some excellent



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resumes. Through the application and interview process, we are happy to announce that Brooklynne Hunter Jackson has joined the Parks and Recreation Team effective October 8th, as our new seasonal part-time Snack Bar Attendant.

Waste Department

35. September continued to be a busy month working with both Emterra and Waste Connections for residential curbside services.
Although residents are supposed to contact Emterra directly for curbside recycling collection issues, they still continue to contact the Township.
36. Attended a meeting with Mackenzie and RLG to review our recycling contract and address any outstanding administrative issues.
37. We scheduled and completed the majority of our annual Anstruther Transfer Station Fall clean-up. As a note, most of the clean-up was unwanted re-use items.
We will do a final clean-up after the Thanksgiving special clean-up weekend.
38. I prepared and submitted Capital Forecast Budget for the Waste Department.
39. Completed final preparation for upcoming Thanksgiving Special Clean-up weekend at the Anstruther Transfer Station.
40. September was a busy month working with our new Environmental Scientist at WSP reviewing our sites and scheduling their 2024 projects and planning for 2025.
41. I prepared and submitted a housekeeping Council report, to confirm the approval of the WSP contract option years.

Financial Implications:

Referred to in separate reports.

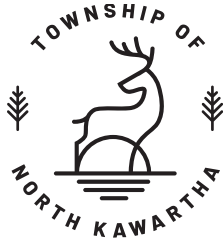
Strategic and/or Other Plans:

Infrastructure

1. Ensure that 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.