

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Gary Geraldi, Director of Parks and Recreation / Waste Management
Date: October 15, 2025
Subject: September 2025 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.

Analysis:

The following is an activity report from the Parks and Recreation, Waste Management and Facility Maintenance Departments for the month of September 2025.

This is a General Activity Report and as mentioned, it does not include day-to-day activities, regular rental activities, private rentals and responsibilities/duties pertaining to customer service and facility operational/maintenance. This is merely an overview in point-form format and any areas can be expanded upon if requested.

Parks and Recreation

- September 1st – The NKCC was open on Labour Day from 9am to 5pm, permitting access to recreation, including family public skating, on a Statutory Holiday.
- September 2nd – The annual daytime Old-Timers hockey program started, with the return of the Buckhorn Old-Timers.
- September 3rd – Replaced identified commercial carpet tile at the Municipal Office and received a training session for two Parks and Rec. employees on carpet tile maintenance and replacement, allowing for future cost efficiencies.



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- The AMHA full weekly schedule started for the 25/26 season.
- September 4th – NK Fire Prevention Inspector, Colleen Lockhart, performed inspections at GACC and WPCC.
- September 5th – Met with Bill Roter, Veteran Banner Committee, and prepared a Veteran Banner staff report for Council's consideration.
- September 7th – The P&R Dept's Skating Club's Coach, Daina Greene, puts on a Skating Club Boot Camp at the start of every season for Figure Skating Club participants. It provides an opportunity to get the rust off the blades and get ready for the upcoming season. Similar to a hockey training camp. Saying that, this was the last day of the Skating Boot Camp.
- September 8th – The September Fitness Core Class with our new Fitness Instructor started.
- September 9th – Shawn Tucker and I, met with Lions Club to review 2026 Home Show and Agreement.
- September 11th – As part of our Cemetery inspection and maintenance, staff completed a fall inspection, trim and minor maintenance at Hillside Cemetery on County Rd. 504.
 - Staff visited the NKHC mechanical room for another inspection.
- September 12th – Completed additional ventilation of the NKHC mechanical room
 - Completed further testing of the electrical power quality coming from the Generator and UPS for the Server and IT equipment at the Municipal Office.
 - Completed the permanent jockey pump and equipment placement, for the sprinkler system at the NKCC
- Sept. 13th & 14th – Peterborough Pete's held a AAA Hockey weekend at the NKCC for U12 and U14 teams. Teams from across Ontario and New York State attended and were very complimentary of the NKCC, its amenities and the Town. Specific complimentary comments were received about the ice surface quality.
- September 15th – Last day for the Summer Quilting Group at the NKCC.



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- September 19th – Completed monthly inspection and testing of the NKCC mechanical room water and identified the need to replace/repair the mixing valves ensuring the refrigeration system and mechanical equipment receives the correct mixture ratio of Raw and RO water, thereby preserving the life of the equipment to the best of our ability.
- Attended Facility Tour with Council and CAO.
- September 22nd – P&R staff member, Ryan Daly, completed a roof inspection at the NKCC and identified some areas requiring minor repairs. Ryan has commercial steel roof experience and knowledge that is a great asset to the department.
- Chandos Plumbing returned to replace the Raw water mixing valve as identified on September 19th.
- September 23rd – A small water leak was reported and diagnosed in the Municipal Office furnace room. We inspected and cleared the condensation drain lines from the HVAC equipment and the main floor drain in that room.
- Completed a site inspection of the NKCC and related equipment to try and diagnose the incredibly poor internet speeds we are experiencing following the March Ice Storm. No resolution was proposed.
- September 24th – I compiled a departmental list of Strategic Plan accomplishments and identified additional Strategic Plan accomplishments not specifically listed in the plan. Attended the Strategic Plan meeting of Council.
- Inspected and reviewed the internet installation options for the Municipal Office with Staff.
 - P&R staff member Ryan Daly completed the NKCC minor roof repairs as identified and scheduled.
- September 25th – Staff inspected and completed installation of new commercial door sweeps and weatherstripping at the NKCC and WPCC for energy efficiency.
- September 26th – Following meetings with the Lions Club on the existing agreement, potential 2026 MOU and the proposed 2026 Home Show, a staff report was prepared for the next Council meeting, outlining the



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2026 Lions Home Show and free use request of the arena surface area.

- Backroads, a youth group, held a school PA Day Camp by renting NKCC MPR and ice surface time.
- Completed another thorough inspection of the NKHC building envelope and mechanical systems, in an attempt to source an unpleasant smell mainly noticeable in the morning. Unused floor drain hidden under the furnace and ductwork running along floor level was located.

September 28th - An Art workshop was held at the GACC.

September 29th – Completed a software upgrade of the NKHC generator as part of the ongoing process to solve the intermittent auto-start failure.

- Visited the NKHC to remove ductwork and further investigate the hidden floor drain. The mechanical primer for this floor drain trap was fixed, and a sealed cap was installed. The mechanical primer will be checked periodically as it keeps water in the trap.
- Following the above, took the opportunity to visit the Municipal Office to check the condensation drain tubes, regarding the reported water on floor.

September 30th – All Municipal Facility Flags were lowered to half-mast in recognition of Truth and Reconciliation Day.

- Attendance at the NKHC to snake and camera the hidden floor drain before the furnace ductwork and equipment was re-installed, thereby hiding the floor drain again. As a note, this floor drain is not necessarily required, but the mechanical primer must be maintained.
- Diagnosed the minor water leak reported in the furnace room at the Municipal office, as he was in attendance during a water disinfection system backwash cycle. As such, he noticed that the backwash drain line can overload the 'T' system drain design under certain conditions. Next, is to service the iron filter, and the water softener system, and then further repairs will be made to the floor entry design as needed.



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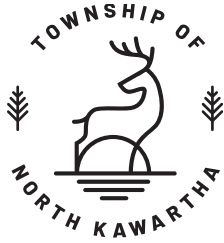
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Waste Department:

- September 1st. Transfer Stations were open with Sunday hours, and Curbside Collection continued as normal on Labour Day Monday.
- September 8th - After review and analysis, and in cooperation with Shawn Tucker, we prepared and submitted a staff report to Council outlining the newly devised and more efficient plan for the promotion, expansion and delivery of the North Kawartha FoodCycler Program, beginning in September 2025.
- September 14th - Last day of the Transfer Station summer hours, and free ice-storm trees and green waste drop-off. Leaf & Yard drop-off is now \$20/cubic yard.
- September 18th - Staff completed an inspection and created a Fall Clean-Up strategy and schedule of the Anstruther Transfer Station. Although a fall clean-up is typically completed in both Transfer Stations, this year was more involved due to the March Ice Storm and the extra green waste collected.
- September 24th - Inspected one of the Township's 40-yard roll-off garbage bins that was originally earmarked for replacement in 2025. For safety and compliance reasons, this bin had to be removed from service. Quotes were requested for a specific animal proof design, and a staff report was prepared and submitted to Council.
- Ongoing - As reported, non-eligible source recycling collection is scheduled to cease at the Curbside and in the Transfer Stations starting January 1, 2026. No other options are being explored by the Producer's or Circular Materials for non-eligible source or IC&I recycling collection.
- We received a Change Notice from Circular Materials per our Depot collection agreement starting January 1, 2026. We have posed questions and completed a situational survey per their request.

Financial Implications:

N/A



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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.

Environment

1. Promote Responsible Environmental Stewardship.

Consultant(s) Sourced:

Shawn Tucker, Program Coordinator / Administrative Assistant.

Attachment:

None.