

Report to Council

To: Mayor and Council Members
From: Gary Geraldi, Director of Parks and Recreation / Waste Management
Date: January 8, 2025
Subject: December 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 December 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. Diagnosed, and sourced a replacement Olympia Room Overhead Propane Furnace, at a 25% savings over the original furnace. Prepared and submitted a report to Council for emergency replacement. Furnace was removed and replaced on Dec. 2/24. All good.
2. Also on Dec. 2nd, the piping insulation contractor was on site to finish insulating the new snow-melt pit piping that is now running outside on the flat-roof.
3. The NK Library held a Pastry Making class at the Glen Alda Community Centre on Dec. 2nd.



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4. Dec. 6th was another busy day completing projects. Cimco was on-site to charge the glycol system and bring the snow-melt pit back online. This was very exciting as the use of the snow-melt pit has been greatly missed.
5. The NKCC was still experiencing periodic well pump issues, creating water supply issues and with no warning. In addition to no water, the electrical contactor in the pump control overload relay switch, would start tripping making a very loud sound. Eventually it would bring the pump offline and if it wasn't reset in a timely fashion, the NKCC would run out of water.
Therefore, as we keep a new replacement well pump in-stock, I made a decision to change out the pumps. Some were convinced it was an electrical issue and not a well pump issue.
That being said, as we had exhausted all options, we changed out the well pump and the electrical contactor for the overload relay switch.
To date, we have had no reoccurring issues.
6. On Dec. 7th, Community Care held their Annual Mingle and Jingle in the NKCC Banquet Hall. This was a nicely decorated, well organized and well-run event. Decorations were coordinated and set-up was flawless. Hats off to Community Care and their Volunteers.
7. On Dec. 10th, Riley Manufacturing was here for 3-days to complete the NKCC Spectator Safety Netting installation and for the arena boards glass replacement. The NKCC arena spectator seating now meets or exceeds all recommended guidelines for spectator safety during sporting events where a puck, ball, lacrosse ball, etc., may unexpectedly leave the surface. As a note, during a NK Knights Game, the puck will come up into the spectator stands at least 3 times per game.
8. As previously reported, we have experienced difficulties with the Olympia 'starter motor'. It was replaced more than once, but under warranty. The Olympia became harder to start, but once it was started, it ran perfect. Now that the starter was fixed, on Dec. 11th, Resurfice performed a site visit and completed some basic on-site maintenance and a tune-up, to try and solve the hard-to-start issue. But to no avail, so they left us a loaner and trailered the NKCC Olympia back to the shop.
As a note, the loaner Olympia also experienced a hard-to-start issue, so Resurfice returned and replaced our loaner on Dec. 12th.
In summary, following a complete diagnosis, a hairline crack was discovered in the vicinity of the starter mounting plate. This would have created some of the issues we were experiencing. In the end, a staff report outlining the issues, options and cost to repair was prepared and submitted to Council on Dec. 17/24.



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9. The Parks & Rec. Dept and Staff assisted with the NKHC Flooring replacement as part of the NKHC Reno project. In addition to working with Stradwick's and the NKHC Staff on installation, we also worked with Stradwick's to devise a plan where installation could take place during normal business hours, as evening and weekend installation, drastically increases the labour cost. Furthermore, we needed to engage a moving company to quickly label and remove all furniture and equipment and securely store off-site. As a note, moving furniture and equipment to other rooms, was just not possible, as the NKHC needed to stay in operation while each wing is being completed.

Therefore, after reviewing with the Dr.'s and NKHC Staff and site-visits with Stradwick's Installers, we selected two phases with 4-day installation timeslots. Originally, we thought the installation would be done in three phases, but we were able to get it done in two phases.

Therefore, phase one included all of the rooms and hallway in the east wing, and it started on Wed. Dec. 11th and was complete with all the furniture back on Sat. Dec. 14th. Even with the Movers, Parks and Rec. Staff was still needed to coordinate, remove/install doors, toilets and electrical equipment (i.e. computers).

During the phase one installation, the NKHC was still able to use all spaces in the south wing and lobby/waiting room.

Phase two installation started Dec. 18th, and all furniture and doors were re-installed on Sat. Dec. 21st. However, as the Installers did not get the waiting room/lobby done during phase 2, we made alternate arrangements for the installers to complete the lobby from Dec. 29th to 31st. Shawn returned to the NKHC on Dec. 23rd to ensure all computers and electronics were installed and set-up.

NK Staff (Lukas) met the Installers on Dec. 29th and emptied the lobby/waiting room. NK Staff moved everything back on Dec. 31st and had all of the spaces ready for the NKHC Staff return to full operation on Jan. 2nd. Other than one toilet, which was installed on Jan. 2nd.

On the surface, this appears to be a straight-forward project, however it inevitably contained a number of hidden challenges. That said, the cooperation of NK Health Centre Staff, along with the cooperation and professionalism of Peterborough Movers, and the Parks and Rec. team cooperation and dedication, made this project successful and on schedule. A special thanks to Shawn, Joel and Lukas.

10. The Glen Alda Community is the ideal location at Christmas time for family holiday dinners. It has the space and kitchen to easily cook for 60 people. A great affordable facility for families to host large family dinner events, while not putting the stress on



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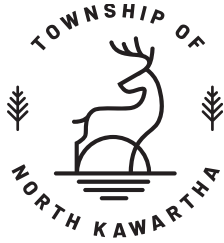
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their own home. This year we had two family Christmas Parties at the GACC on Dec. 14th and Dec. 26th. But I still would like to see more.

11. On Dec. 16th, we had the Ptbo. Health Unit perform carbon monoxide tests at the NKCC, after the Olympia has been in operation. The NKCC carbon monoxide reading after a complete ice resurfacing was '0', which is perfect.
As a note, PPH does this at all local arenas, to be proactive in identifying any unknown issues.
12. On Dec. 17th and Dec. 19th, The Parks and Rec. Dept.'s NK Skating Club, hosted Holiday Parties for all their Skaters. Group one was on Dec. 17th and Group 2 was on Dec. 19th. A big thanks to our Skating Coach, Daina, for organizing this.
13. Due to a power outage and several power flickers on Dec. 17th, a cartridge fuse vital to the NKCC refrigeration plant operation, failed. As this fuse is located in the 3-phase / 600-volt control panel, for obvious safety reasons, we only allow Cimco Technicians access for removing and replacing. Once that is complete, the refrigeration plant is started and cycled to ensure smooth operation.
14. As with every Holiday Season, and in keeping with our Municipal Access to Recreation Policy, the NKCC once again offered free Public Skating over the Holiday Season. Free Public Skating started Dec. 23rd and was held daily from 11am to 1pm, except for the three days we were closed, which were Christmas Day, Boxing Day and New Years Day. This event was advertised, very well attended, and much appreciated by many families. 40 skaters were not uncommon on some days.
15. Keely-Anne and I organized and held a Joint Occupational Health and Safety Committee (JOHSC) Meeting on Dec. 18th. There is a worker representative from each department in attendance. 2024 was reviewed and plans made for 2025, which includes training for the JOHSC and their roles and responsibilities.
16. I prepared and presented a detailed 2025 Parks and Recreation Budget and focused on areas projecting a variance greater than 10%.
17. Prepared and completed a comprehensive Staff Holiday Season Work Schedule, as the NKCC was only closed for 3 days in total. The schedule also has to allow for last minute banquet hall bookings at any of the three community centres and/or last-minute ice rentals at the NKCC.



Waste Department

18. I prepared and presented a detailed 2025 Waste Management Budget and focused on areas projecting a variance equal to or greater than 10%.
19. Met with WSP to review 2024 final invoicing after our progress meeting in Nov. Determined and calculated capital expenditure and remaining budgeted capital for 2025. In addition, 2024 professional fees for consulting, sampling, and reporting. Some minor 2025 budget amendments were submitted, that had a '0' impact on the 2025 draft budget bottom line.
20. The Transfer Stations were only closed on Christmas Day and New Years Day over the Holiday Season.

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.

Environment

1. Promote Responsible Environmental Stewardship.

Consultant(s) Sourced:

Shawn Tucker, Program Coordinator / Administrative Assistant.
Alana Solman, CAO

Attachment:

None.