



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: March 11, 2026
Subject: February 2026 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 February 2026.

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 topics can be expanded, upon request.

Parks and Recreation

NKCC Maintenance:

1. Neo-Tec returned to install a DI filter on the RO system, on a trial basis only. No cost incurred until the DI filter proves to be effective in eliminating high conductivity issues. As a note, so far it has not been effective, so we have by-passed and are implementing an alternative plan.



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

2. Troy Fire and Safety returned as scheduled to correct deficiency noted in annual sprinkler inspection. All fire alarm and sprinkler deficiencies have been corrected, and annual certifications have been issued and posted.
3. A new TV/Monitor was required for the NKCC lobby. Fortunately, this was replaced in timely fashion as it was very popular for viewing the 2026 Winter Olympics, by minor hockey parents and other NKCC patrons.
4. Peterborough County IT in cooperation with Mackenzie Sykes, deployed new desktop computers at the NKCC as budgeted and planned. Thank you Mackenzie.
5. Two refresher training sessions were held for Parks and Rec. Staff at the NKCC. The first refresher training session focused on Safe Refrigeration Room Entry and overall Refrigeration Room Awareness. This was facilitated by our Cimco Refrigeration Technician in the NKCC refrigeration room, thus the training was practical and relevant.

The second refresher training session was on custodial policies, procedures and best practices, along with custodial product awareness. This refresher training is always important, and relevant or both newer and experienced employees.

Other Maintenance:

1. No heat was reported at 135 Burleigh St. on February 10th. Upon inspection, the heat exchanger and sensors required replacement in one of the commercial rooftop HVAC units. Fortunately, it was the rooftop unit that feeds the old Royal Bank office space and not the unit for the occupied Foodbank and Real Estate office. During the inspection and pressure testing, a gas valve was also identified for replacement.

The new parts have been installed, and both stages of heat are working. Fortunately, these repairs met the timeline for the renovation contractors schedule for completing their drywalling, taping and mudding.

2. The regular monthly staff generator inspections were performed at all Township facilities for February.
The only outstanding follow-up service required by GECO is for the NKHC. The Transfer Switch estimate has been received, and we are just awaiting the



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

scheduled install date. We still have an active procedure in place, for staff to perform a manual generator start in the event of a power outage.

3. Staff performed minor maintenance at the Municipal Office including new monitor arms and more re-lamping.
4. A very thorough deep clean was performed over two days at the GACC in February. Deep cleans are performed at all Community Centres on a regular basis.
5. As a note, Citywide is used by all staff and has become part of our daily routine. Citywide has proven to be effective for daily, monthly and regular inspections (even vehicle inspections), service requests (both internal and external) and work orders.

Events:

1. In addition to regular programming of the arena surface and banquet hall, the NKCC also had several special or private events in February. This included the banquet hall being used to celebrate a 70th birthday, a couple of children birthday parties that included ice rentals, and at least four private ice rentals for family skates/shiny.
2. The Apsley Public School skating on Fridays continued in February.
3. And due to popular demand, the Strength and Core Confidence Fitness Class is a monthly program held weekly on Monday, Wednesday and Friday in February.

Other:

1. After 2026 Budget approval, we began the implementation of departmental HR objectives as identified in our Township review and recommended by Strategy Corporation. I updated job descriptions, flowcharts and held individual staff meetings. The process is underway.



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

Waste Department:

1. Continued with the compilation of all 2025 waste management data and records for annual reporting requirements.

Financial Implications:

N/A

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:

Alana Solman, CAO, CEMC.

Shawn Tucker, Program Coordinator / Administrative Assistant.

Attachment:

None.