

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: January 16, 2025
Subject: December 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:

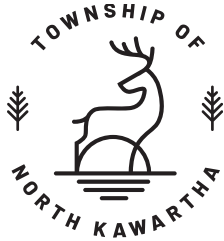
The following is an activity report from the Parks and Recreation, Waste Management and Facility Maintenance Departments for the month of December 2025.

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 topics can be expanded, upon request.

Parks and Recreation

NKCC Maintenance:

1. Neo-Tec returned to further repair and upgrade NKCC water disinfection system as planned and as reported in my November 2025 Activity Report.
In summary, we re-bedded the water softeners and installed 9500 valve. Also re-plumbed and upgraded to 1 ½" diameter PVC and re-plumbed the iron filters to be in parallel. Now there is only a 5lb psi drop versus the 25lb psi drop previously experienced.



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The minimal pressure drops and the significant increase in RO water production, has been a big success in solving the NKCC water demand.

We still experienced nuisance alarms over the Holiday Season and are working toward solving those, while creating a plumbing line with treated water over to the refrigeration plant in January 2026. Note, these alarms do not shut-down the RO from production but do provide warnings, specifically on conductivity levels.

2. The NKCC courtyard eavestrough and downspout heat cable removal and re-installation repair was completed. This was required as one of the heat cables was defective and had to be removed and replaced. The system now seems to be working effectively and keeping snow and ice from the edge of the roof and over exit doors. So far, this has removed the necessity to block-off danger areas, as of mid-January 2026.
3. Staff repaired wall in Men's Fitness Centre shower stall. All wall tile in the facility's shower stalls are inspected and repairs completed where required, to prevent water penetration and deterioration.
4. A plan of action was scheduled for Troy Fire & Safety to repair deficiencies as noted in the annual inspection reports received, of the NKCC fire alarm, sprinkler system and fire extinguishers. The minor fire alarm and fire extinguisher repairs are being completed on Jan. 8th and sprinkler repairs/upgrades Feb. 6th. Please note, the fire alarm system is still online and working.
5. In addition to monthly documented NKCC generator inspections by Staff, the semi-annual NKCC generator inspection was scheduled for early Jan. 2026. As a note, the monthly generator inspection by Staff includes a full start-up and power transfer.
6. In addition to the significant donation of office furniture for the NKCC that was received late Nov., we also received, from the same donor, a triplex 20" big blue water filtration system, including four new 20" 5-micron carbon filters. This same type of system is used in various NK facilities, and we are investigating installing this at 135 Burleigh St, in conjunction with new UV System.



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Other Maintenance:

1. The annual water disinfection system inspection and maintenance per ON. Reg. 319/08, was performed at the NK Library, WPCC and GACC. The iron filter was re-bed at the NK Library.
2. During Neo-Tecs service of the NKCC water system in late December, we had them replace a worn-out cool-touch fan on the Municipal Office water disinfection system. In addition, I had them perform site visits on our other NK facility water disinfection systems (NKHC, GACC, WPCC, NK Library and 135 Burleigh St.). Although these systems are less sophisticated than the NKCC, I was seeking their analysis and comparison, or as an alternative service contractor.
3. Staff removed and replaced a few pole banners and repaired some hardware in the village of Apsley. These were damaged due to high-winds and winter weather.
4. In addition to closing the public washrooms for the winter following the annual deer hunting season, staff also drained the pumps and the water holding tank, and proceeded to clean the holding tank and float valve in preparation for Spring start-up.
5. Staff created an attic access hatch at the NKHC, allowing for a thorough pest control inspection by Pest-RX. This attic hatch will also allow for regular inspections of the attic space. (pests, trusses, insulation, water leaks, etc.) Pest-RX completed a thorough inspection (interior, exterior) of the NKHC for unwanted pests. They did not find any evidence of unwanted pests, and all areas were clean of any evidence, including the attic. The NKHC were notified of the excellent result.
6. All NK facility regular monthly generator inspections were performed on Dec. 15th. During the December monthly inspections, the Municipal Office generator failed, which is a rarity. The Municipal Office generator started fine but only would run for 5 to 10 seconds and then shut-down. As such, a GECO service call was immediately scheduled. The GECO Tech arrived on Dec. 19th (4 days later), and the Tech could not replicate the issue. The generator started and ran fine with no issues.



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We continued to start the Municipal Office generator on a regular basis, and following the Holiday Season a pattern appeared. Again, after repeated starts, I discovered two possible reasons, which are ambient temperature and/or fuel pressure. As an example, on all occasions where the temperature was warmer than -5 degrees, the generator started fine. When it was colder, it started but would shut-off after a few seconds.

However, the colder temperatures could also be affecting fuel pressure below 30% tank levels. Superior Propane now has a new more accurate system for monitoring and filling propane tanks for all customers. As such, propane tanks are not being filled until a much lower tank level percentage than before. And as cold weather can affect propane fuel pressure, especially if other propane equipment is running, this could also be a cause.

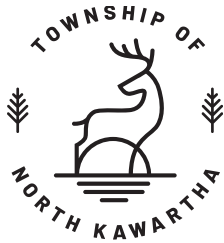
Knowing these factors, the GECO Technician is performing another visit for final diagnosis and repair.

The NKHC generator will have the main board replaced in January to resolve the auto-start issue. Note, as reported by the GECO Technician, this generator starts and runs fine and transfers power automatically without any issues. The only issue we have been having is an auto-start if hydro goes out. We have a procedure and protocol in place in the event of a power outage to ensure generator start-up, until the board is replaced.

7. HVAC systems were inspected and repaired as needed at the WPCC, including the thermostat in the washrooms. In addition, general maintenance was performed at the Woodview Library including CO and Smoke Alarm replacement and light panel replacement.

Events:

1. In addition to regular programming of the arena surface and banquet hall, the NKCC also had several special or private events in December. This included both banquet hall and ice rentals. The Township Christmas Luncheon was also held in the NKCC banquet hall.
2. The December Strength and Core Confidence Fitness Class continued, due to its popularity.



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3. In addition to their regular weekly programming in December, The Glen Alda and Wilson Park Community Centres had private rentals too. This includes a new weekly get together of the Apsley Home Group on Tuesdays at the GACC. The NK Library also held a cooking class at the WPCC and NKCC.

Other:

1. Presented budgets at Council budget meeting. Reviewed and amended both the Parks & Recreation and Waste Dept. operating and capital budgets in cooperation with the Treasurer and CAO.
2. Reviewed 2025 capital projects and receivables with the Treasurer.
3. Interviewed part-time seasonal Snack Bar Attendant job posting applicants. The successful applicant is Addison Lambe. Addison started Dec. 22nd, has completed training, and is now working at the NKCC Snack bar.
4. We had an unfortunate health incident at Monday night pickleball in December. A regular well-known NKCC patron and member of our community and Community Groups, such as the ABC Seniors, suffered a heart-attack. Volunteers and Staff responded admirably, as trained, and EMS was activated immediately. The community member was released from hospital after the Holiday Season and is back home recovering comfortably.

Waste Department:

1. Submitted the executed CMO Change Notice and Contract starting January 1, 2026, along with the Township By-Law, to CMO.
2. Met again with Waste Connections to ensure the delivery of the roll-off bins at each Transfer Station, for IC&I recycling starting January 1, 2026. Ordered and received signage for the Bins, directing customers accordingly.
3. Created and circulated a media release of the Township's IC&I solution and plan. We also created a hand-out for Staff in the Transfer Stations. Note, this media release and Township's solution, has been very well received by commercial customers.



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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:

Shawn Tucker, Program Coordinator / Administrative Assistant.

Attachment:

None.