

	Report Title	July–September 2019 Activity Report: Parks, Cemetery & Facilities Activity Report
	Report No.	RCP 19-49
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	Meeting Type	Council Meeting
	Council Date	October 15, 2019
	Attachments	

ACTIVITY REPORT (July - Sept 2019)

SPECIAL EVENTS

Canada Day – July 1 celebration activities took place at Station Arts, the Clock Tower, Museum & in Memorial Park/Celebration Plaza. Festivities included a breakfast, picnics, live music as well fireworks. Facilities and Parks staff supported the events through garbage collection/disposal, delivery & pick-up of tables/chairs, setting up barriers for the fireworks, configuration of picnic tables as well as site clean-up.

Ribfest – Ribfest took place in September and was located in Memorial Park. This event was supported by the Parks team by distributing garbage receptacles throughout the park and relocating picnic tables. The Facilities Special Events Crew assisted in the Park's clean-up following the event.

Horse Show – the Horse Show took place in August and required Parks staff to relocate bleachers and perform site clean-up.

Shriners's BBQ – The Shriners BBQ took place in September and required the set-up of 400+ chairs and 60 tables in the Memorial Arena and site clean-up.

Baseball Tournaments – Numerous baseball tournaments were hosted for a variety of organizations including Tillsonburg Old Sox, Tillsonburg Minor Ball, NSA Canada & Slow Pitch National. There was also regular league play with Tillsonburg Ladies' & Men's Slow Pitch plus youth hardball. Each event required planning, grooming & lining of fields, delivery of garbage containers and regular garbage collection and site clean-up.

Tillsonburg Fair – The Fair was held in August. Some site preparations and clean-up was performed within Memorial park as well as in Memorial Arena for the Comic-con. The Comic-con required extensive set-up, logistical planning and clean-up by the Facilities team.

CAPITAL PROJECTS

Facility Condition Assessment Work – Work commenced to organize the various work associated with Facility Condition Assessments for the cemetery, Public Works & the Museum. Work to continue in Q4.

Overhead Doors Condition Assessment – Critical repairs were completed and additional work continued throughout Q3.

Fire Hall Dehumidification – Project complete.

Ice Resurfacers Refuelling Station – Project complete.

Domestic Hot Water Replacement & Heat Recovery Integration – Project was procured in Q2 and awarded late Q3. Work to commence in Q4.

Summer Place/Rowing Club – Facility leased to third party in August and handed over in early Sept.

Annandale Diamond Lighting – Procurement took place in Q2. Project deferred to 2020 capital budgeting process.

CSC Bay Light Conversion to LED – Design specifications occurred in Q2 and completed in late Q3. Procurement to occur in Q4.

Station Arts Fire Code Compliance – Procurement occurred in Q2. Work commenced in Q3 and will continue throughout Q4.

Station Arts Roofing – Procurement occurred in late Q3 with award and completion to occur in Q4.

New Columbaria – Procurement commenced in Q3 with award and completion to occur in Q4.

TCC Fire Panel Replacement – Updated procurement occurred in Q3 with procurement, award and completion in Q4.

FACILITIES TEAM ACHIEVEMENTS

Facility Events – Multiple events/meetings set-ups and clean-ups including Shriners BBQ, weddings, buck & does, charity auctions etc.

New Staff – New Facility Operator I was hired and recruitment for new Facilities Attendants continues.

Memorial Arena Ice – In mid-September, the Memorial ice rink was installed, painted and opened for community use.

Indoor Pool – Coordinated acid washing and grouting of the indoor pool as well infrastructure repairs.

Facility Repairs – Multiple projects including painting & drywall repair were completed during pool closure.

LLWP – There were no 2019 lost operating days at the waterpark due to maintenance and/water clarity issues.

PARKS & CEMETERY ACHIEVEMENTS

Beautification – The 2019 beautification program was maintained throughout Q3 with multiple public compliments received specifically for the Broadway section (urns, Clock Tower & Oxford Parkette).

Baseball – After the wet spring and late start to baseball operations, the ball fields were maintained throughout Q3. Multiple baseball tournaments were hosted with Parks staff supporting the events through garbage collection as well as grooming and lining fields. Routine turf maintenance was performed throughout Q3.

Staffing – Q3 saw the addition of 2 summer students as well as turnover within the FT beautification program as well as normal Parks & Cemetery Operations. Staffing was a challenge in the later part of Q3.

Looking ahead to 2019 Q4

- New Year's Eve events;
- Fall cleanup at Cemetery & Parks;
- Set-up of toboggan hill ropes, signs and straw bales;
- Winterizing baseball facilities & irrigation systems;
- Completion of grass-cutting contracts;
- Commencement of snow removal contracts;
- Enhanced Beautification flowerbeds to be prepped for winter;
- Downtown flower urns to be removed;
- Fall baseball field repairs, edging and ground maintenance to be completed;
- Facilities staff recruitment for Attendants to continue;
- LLWP shutdown & end of season preventive maintenance to commence;
- Seasonal Ice use including multiple hockey tournaments?