ACTIVITY REPORT (Oct - Dec 2019)

SPECIAL EVENTS

Hockey Tournaments – Numerous hockey tournaments were hosted for a variety of organizations. Each event required planning, flooding & maintaining ice pads, dressing room clean-up and regular garbage collection/ site clean-up.

Mayor’s Volunteer Appreciation Dinner – Large set-up in Auditorium for high visibility event including clean-up was completed by facilities staff.

Federal Election - Facilities staff were tasked with providing additional IT and power availability as well as increased set-up/clean up at multiple Town Facilities for the Federal Election.

New Year’s Eve Gala – Facilities staff were tasked with many extra duties to prepare for and clean up from the New Year’s Eve event.

Flying Fathers Charity Game – The Flying Fathers vs Thunder Alumni charity hockey game was held in November and Facilities were tasked with many extra duties to prepare for and clean up following the event.

CAPITAL PROJECTS


Overhead Doors Condition Assessment – Enhancements were completed at the Fire Hall as per the inspection/assessment report.

Domestic Hot Water Replacement & Heat Recovery Integration – Project planning continued into Q4 with the target date being postponed due to operational requirements until 2020 Q2.

CSC Bay Light Conversion to LED – Design and specifications continued in Q4. Tender and award to occur in 2020 Q1 with work likely occuring in Q2.

Station Arts Fire Code Compliance – Work continued in Q4 with completion projected for 2020 Q1.

Station Arts Roofing – The project was tendered and awarded in Q4. Due to weather the roof was tarped for winter and will be completed in 2020 Q2.

New Columbaria – Award occurred in Q4. Columbaria delivery, installation and usage to occur in 2020 Q2.

TCC Fire Panel Replacement – Tender and award occurred in Q4. Work to be awarded in 2020 Q1 and to be completed by Q2.

Museum Fire Doors – Specifications completed in Q4 for 2020 Q1 procurement and Q2 completion.

Lake Lisgar Waterpark Slide – Pre-capital budget approval received in Q4 for slide/stair tower replacement. Project award occurred in Q4 and work will commence into 2020 Q1 with a late Q2 season opening.
Lions Auditorium Kitchen Upgrades – work continued throughout Q4 and will be completed in 2020 Q1.

Security Upgrades – TCC video server project was procured and awarded in Q4. Server replacement to be completed in 2020 Q1.

Facility Asset Management – Building Condition Assessments completed for OPP (90 Concession) and Fire Hall in Q4.

FACILITIES TEAM ACHIEVEMENTS

Facility Repairs – The Facilities team facilitated and completed numerous repairs at all Town facilities.

Facility Events – Multiple events/meetings set-ups and clean-ups

Memorial Ice Rink – commencement of seasonal use of memorial rink

J.L. Scott McLean Outdoor Recreational Pad – Boards were re-installed for winter season and ice was built and maintained for seasonal usage in late Q4.

Co-Gen Turbines – Facilities team undertook multiple significant repairs as well as preventive maintenance for the turbines.

RCP Service Review – Time spent working with external Consultants on identifying and inventorying Facilities related services both at the TCC as well as all Town owned facilities.

PARKS & CEMETERY ACHIEVEMENTS

Staffing – Parks & Cemetery/LEO staff transitioned to Roads for winter operations. A change in operational staffing resulted in the Parks & Facilities Manager being directly involved in supervisory operations throughout Q4.

Irrigation Winterized - The irrigation systems at the Kiwanis & hardball diamonds, Oxford & Broadway parkette, the OPP station, CSC, Cemetery, Museum & Works Dept were all shutdown and winterized.

Grass cutting – The contract for grass cutting ended.

Trails - The final grade and inspections of the Tillsonburg Trails was completed.

Memorial Trees - The fall memorial trees plantings were completed. These plantings occurred in multiple locations.

Fall Clean-Up – Town parks were cleaned up/leaves mulched in preparation for winter months. This process was disrupted due to early and intermittent snowfall.

Tree Removals - Parks staff oversaw the continued removal of multiple trees throughout Q4.

Toboggan Hill - The toboggan hill was setup complete with ropes, signs and straw bales.

Winter Wreath Campaign – The Cemetery team oversaw the commencement of the winter wreath campaign.

Baseball Fields – Playing fields were edged, aerated & fertilized.

Beautification Clean-up – Flower urns were removed from Broadway and enhanced beautification sites were cleaned-up and prepped for winter.

Cemetery Foundations – Fall foundation work was completed.

Snow Removal – Commenced winter operations specifically snow removal for the Cemetery, Elliot Fairbairn, Station Arts, the Complex, the Museum and the laneway to the Soccer Park.

Annandale Ball Diamonds Drainage – work was completed in Q4 at Annandale #3, 4 & 5 to improve drainage. Additional clean-up work to occur in 2020 Q2.

Looking ahead to 2020 Q1

• Multiple work in progress capital projects to be continued.
• Continued operations of the J.L. McLean Outdoor Recreation Pad as well as indoor pads
• Continuing to remove snow and salt facility parking lots as needed
• Define scope of work and tender for multiple capital projects contingent on 2020 budget approval
• Recruit and hire Parks & Cemetery Supervisor
• Continued graffiti removal
• Ongoing maintenance of the toboggan hill
• Cemetery Stone Orchard software user refresher training