Subject: January-March 2020 Activity – RCP Administration
Report Number: RCP 20-18 Appendix D
Author: Rick Cox, Director of Recreation, Culture & Parks
Meeting Type: Council Meeting
Meeting Date: Tuesday, April 14, 2020

The RCP Administration team includes the Director, the Sales & Services Coordinator, dedicated Communications support for RCP needs and a dedicated financial analyst.

Policy Development

The Sports Facilities Allocation Policy was submitted to the Council Agenda process for approval but was deferred due to the COVID-19 situation.

Projects

Community Centre signage options were developed with assistance of the marketing team and presented for review to Memorial Park Revitalization and Recreation & Sports Advisory Committees.

The Lake Lisgar Waterpark slide demolition and replacement project has moved past several milestones. In addition to completion of design work and initiation of the fiberglass fabrication some site work began. Four trees were removed to allow heavy machinery access to the site and the construction area has been fenced off. The soil structure analysis and the hazardous substance study have been completed. A demolition permit was issued and demolition started on March 31.

The procurement process to secure a vendor for the snack bar at the Community Centre after the end of the current contract on April 30 was completed. Two responses were received and the award report prepared for Council.

The RCP team assembled a Community Centre Emergency working group update staff roles and responsibilities of the Community Centre as an Evacuation Centre, determine current and future training needs and develop a list of supplies. RCP staff continues to fulfill their roles in the Emergency Control Group. COVID-19 development is being included in assessment of the Town and RCP department’s roles in pandemic response planning.
Station Arts Fire & Life Safety Upgrade is substantially complete. The Unsafe Building Order has been lifted and public access to the basement has been restored. There is a delay in the final painting of the new exit door (interior and exterior) which was initially waiting for appropriate weather and now has been delayed due to the COVID-19 situation.

The procurement documents for the ball diamond lighting were updated ready for release and the RFP for a consultant to prepare a cultural master plan was drafted.

Communications

The Spring/Summer Recreation & Leisure Guide was produced with Aylmer Express and ready for release as scheduled on March 25. The layout of the Guide was outsourced to the Aylmer Express due to the vacancy on the Communications team. After consultation between the RCP and Communications teams, the release of the physical guide as well as registration dates online and in-person were delayed indefinitely, pending developments of the COVID-19 pandemic. Finance department assistance is being sought to revise invoicing advertisers in the Spring/Summer Guide. The radio advertising contract with HeartFM will be concluding in April; the majority of the radio spots in March and April were shifted to Mayor's message on Town’s pandemic response.

Community Engagement and Advisory Committees

The Administrative team provided support to the Recreation & Sport Advisory Committee and both staff liaison and administrative support to the Memorial Park Revitalization Advisory Committee. The Committees held their first meetings of 2020 in January and February. Year-end reports on Advisory Committee activities were prepared for submission to Council. Future committee meetings have been suspended due to COVID-19.

As part of Emergency Training, RCP is continuing to develop strategies for implementation of an emergency shelter and finding a solution for homelessness in collaboration with community partners.

Administration and Human Resources

Seventeen reports were prepared during the quarter. Not all were brought forward to Council Meetings due to prioritization of agenda items in regard to the COVID-19 pandemic. Recruitment for a variety of permanent, seasonal and student positions took place, with the majority of those positions put on hold due to the pandemic. The Director and RCP Financial Analyst worked to review and analyse the Q4 results and the Q1 performance. Meetings took place with TMHI and the BIA to resolve issues.

Special Events
Maple Leaf Alumni Game event successfully raised over $12,000 for the F.A.R.E. program. The Communications team’s work focused on supporting this large event.

The Canada Day planning group met with BIA and Station Arts representatives to discuss the schedule for July 1st celebrations. Resulting from the meeting, the BIA will be providing financial and physical support to activities organized by the Town and the Station Arts rather than plan additional Canada Day activities or events at this time.