

	Report Title	January - March 2019 Activity – Parks, Cemetery & Facilities Activity Report
	Report No.	RCP 19-18
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	Meeting Type	Council Meeting
	Council Date	
	Attachments	

ACTIVITY REPORT (January - March 2019)

SPECIAL EVENTS

Hockey Tournaments - There were multiple hockey tournaments at the Complex that required facilities staff to perform a variety of set-up tasks as well as clean up.

TMHI, OMHA & GMHL Playoffs – The hockey season was extended with playoffs in multiple user leagues. Facilities staff supported the operations and logistics for the playoff games.

Family Day - The Family Day event included set-ups and tears downs in every part of the building. There was also extensive pool and arena usage requiring extra attention to pool chemistry and ice conditions. Lastly, the Scott McLean Outdoor Recreation Pad was officially opened and there were special set-ups and logistics for Facilities to complete.

Buck & Does – Multiple Buck & Does were scheduled throughout the quarter each requiring set-up and tear down and clean-up.

Blood Donor Clinics - Multiple clinics were scheduled throughout the quarter each requiring set-up and tear down and clean-up.

CAPITAL PROJECTS

Lake Lisgar Waterpark Showers – Commenced procurement process for shower head replacements. Work to commence and be completed in Q2 for the opening of waterpark.

Energy Retrofit – Arena Refrigeration Plant project was completed and full operations commenced with the addition of the outdoor pad. Technical glitches and issues continue to be addressed through contractors and the warranty program. The Facilities Chief Operator was scheduled for Q2 training on the maintenance of the turbines.

Baseball – Hardball #1 Backstop – procurement commenced & work awarded for supply & install of a more significant backstop on hardball #1 to prevent foul balls & tips landing in the outdoor pad. Work to commence in Q2 for baseball season.

Public Works – Fleet LED Conversion – The project was completed in Q1.

Public Works – Fleet Pit Repairs – The concrete and metal work was completed in Q1.

OPP Sally Port Door Replacement – The project was awarded and work was completed in Q1.

New Columbaria – Preparations for the new columbaria at the cemetery commenced in Q1. The procurement process to occur in Q2.

Facility Condition Assessment Work – Preparations commenced to organize the various work associated with Facility Condition Assessments for the cemetery, Public Works & the Museum. Work to commence in Q2 and continue through to Q4.

Fire Hall Dehumidification – Work commenced to obtain competitive proposals and quotes for the dehumidification/HVAC work at the Fire Hall in Q1.

Ice Resurfacers Refuelling Station - Based on pre-budget approval in 2018 Q4, the work was awarded and specialized parts ordered in Q1. Expected project completion in Q2.

Domestic Hot Water Replacement & Heat Recovery Integration - Based on pre-budget approval in 2018 Q4, a consultant was hired to design the system and prepare technical specifications to integrate with the new energy retrofit project work. Project is expected to go out for tender in Q2 with work to commence in Q3.

FACILITIES TEAM ACHIEVEMENTS

Housekeeping Contract – New housekeeping contracts commenced in Q1 for 6 month term. Contract extensions are available at that time.

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

New Staff - Recruitment for new Facilities Attendants was completed.

Scott McLean Outdoor Recreation Pad – Facilities staff assumed & maintained operations of the pad in Q1 including inspections, snow clearing & flooding.

Winter Maintenance – Winter maintenance (including after hours) completed at the Complex entrances and sidewalks.

PARKS & CEMETERY ACHIEVEMENTS

Grasscutting & Trimming Contract – tender process for 2019-2021 cutting seasons commenced in Q1. Award to occur on April 23.

Toboggan Hill - The toboggan hill was dismantled in preparation for Spring.

Enhanced Beautification – Preparations commenced for operationalizing the 2019 version of the beautification program including 12 downtown flower urns. Cooperation with the BIA throughout Q2 to complement their 2019 beautification plans.

Ball Fields – Preparations for baseball season commenced in late Q1.

Spring Flower Campaign – Packages were created and sent out promoting the spring flower campaign.

Memorial Bench/Trees – Three benches were sold for Q2 installation.

New Staff – Recruitment completed for a FT seasonal position plus summer students.

Winter Maintenance – Winter maintenance (including after hours) completed at the Complex, Museum, Station Arts, Elliot Fairbairn Centre & the Cemetery.

Looking ahead to 2019 Q2

- Multiple procurement process to continue for capital projects;
- Install BIA benches in downtown;
- Commence beautification program;
- Commence clean-up and maintenance in all Town parks, trails, playgrounds and sports fields (including skatepark & pumptrack).
- Plan, coordinate and oversee the Keep Tillsonburg Beautiful/Trails Festival Event;
- Award & commence grasscutting contracts for Town parks and properties;
- Tillsonburg Home Show & Turtlefest;
- Staff training – Facilities & Parks/Cemetery staff to attend multiple training programs in Q2;
- Flower bed work around Complex to commence;
- Pull ice in Memorial rink for Q2 & Q3;
- Start-up of baseball.