



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Gary Gerald, Director of Parks and Recreation / Waste Management
Date: September 03, 2026
Subject: August 2026 Activity Report

Recommendation:

Monthly Activity Reports are intended for information purposes.

Background:

Departmental Activity Reports were created to keep the Mayor, Deputy-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. Generally, 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 August 2026. Items are listed in point form and if required, more information is available upon request.

Parks and Recreation

Facility Maintenance

August continued to be a busy month for Municipal facility maintenance items, including ice making at the NKCC. In addition to regular duties and inspections, some other items included:

August 4th – Cimco Refrigeration began the planned and budgeted cooling tower fill pack and bearing replacement. This work along with the seal replacement work completed in 2024, will significantly prolong the life expectancy of the cooling tower.

August 10th – Following the cooling tower project, we started up the refrigeration plant and began ice making with sealing the arena surface floor. Our ice making process is a very specific process that demands patience. Ice was made in the mornings and



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evenings to reduce demand on utilities and equipment. Humidity was also maintained at 50%.

August 10th – As per a recent staff report to Council, we had scheduled the replacement of the DWS iron filter at the Library, along with re-bedding and maintenance of the Library water softener. During this visit, we had the commercial water softener head and mother board replaced at the NKCC under warranty.

August 11th – During CSP's regular visit to inspect and test water filtration and specifically the refrigeration room mixing-valves, they also secured a sample of NKCC water to test the efficiency of the commercial water softeners after the head was replaced under warranty. As previously reported, for efficiency we maintain a specific mixture of RO and Raw water be delivered to the refrigeration plant.

August 17th – After making $\frac{3}{4}$ " of ice, we painted the ice white, including the game markings and logos. After painting the ice, the process of sealing the paint and lines starts, which is very similar to sealing the floor. In essence, this involves applying fine mist which builds into a pebble and then becomes heavier as layers of ice are applied to protect the paint.

August 23rd – The ice surface received its final dressing and top-coat and was ready for the Hockey School starting the next day on August 24th and ready for the rest of the season. Staff takes pride in the quality of our ice surface and the excellent quality of our ice is widely known through-out the County.

August 24th – 29th – Staff dedicated time to address and finish the deficiencies as noted in the Glen Alda Community Centre structural integrity inspection. These included; improved ventilation to the crawlspace, staircase repair and railing repair. One final deficiency remains involving maintenance to a smaller section of a beam in the crawlspace. This will be completed once the Engineers' drawing is received and was included in the 2026 budget.

August 29th – Before the regular user groups return to their weekly events after Labour Day, staff completed a thorough deep clean and inventory of the NKCC kitchen. Due to regular use, the kitchen is cleaned daily, but we also perform deep cleans and inventories on a semi-annual basis at minimum.

Riverview Park – During the month we met with contractors regarding the Riverview Park plan and performed several site visits with staff to review goals and objectives this Fall.



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Other Maintenance – During the summer we secured final quotations for several items, including but not limited to: the NKCC interior paint project, new roof for the NKHC, new floor in the NKHC Dental suite, dangerous tree removal, new HRV for the NK Library, replacement AC unit for the Municipal Office and water system upgrades at the Library and Municipal Office.

Inspections – All regular inspections were performed including; DWS, generator, vehicle, beach and garbage inspections.

Parks and Recreation Programming and Events:

Special Events:

NKCC, WPCC and GACC - In addition to regular programming and events at the community centre banquet halls, here are a few other notable events in August:

- **August 1** – NKCC Banquet Hall - Wedding
- **August 15** – NKCC Parking Lot – Coe Hill Riders Foodbank Fundraiser
- **August 22** – WPCC – NORKLA Meeting
- **August 22** – Wilson Park and Ball Diamond – Family Tournament
- **August 24** – NKCC Multi-Purpose Room – Private Virtual Meeting
- **August 24-28** – NKCC Ice Surface– Kawartha North Hockey School
- **August 24-28** – NKCC Ice Surface – B-Steezy Elite Hockey School
- **August 29-31** – NKCC Ice Surface - Several Family Rentals
- **August 29** - NKCC Banquet Hall – Wedding
- **August 31** – NKCC Multi-Purpose Room – AMHA Executive Meeting

Programs

- **August** – Strength & Core Confidence fitness program (ongoing)
- **August** – Indoor Pickleball Mondays and 1st/3rd Thursday of the month
- **August** – Ping Pong every Tuesday
- **August** – Adult Mixed 3-Pitch - two games weekly on Mon. and Wed.
- **August** – NK Piecemakers Quilting Group – Weekly on Mondays
- **August 17** – Last night of Beach Volleyball
- **August 18** – Last night of U12 Softball
- **August 19** – Last night of Flag Football
- **August 20** – Last night of T-ball/U15 Softball
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Waste Department:

- **Transfer Stations** – The transfer stations continued to be busy in August. Staff is compacting bins and scheduling bin dump and returns on a weekly basis.
- **Closed Landfill Site Monitoring** – Per the 2025 annual monitoring reports received in the spring, I had meetings with WSP and shared correspondence with the MECP regarding a reduction in our closed landfill site monitoring program. Prepared and submitted a report to Council.

HR / Training / Other:

- Received approval from the ABC Seniors on their new draft four-year agreement that would start January 1, 2027, and runs concurrent with the term of Council. Once approval is received from the Lions Club, the Agreements will come forth to Council for review and approval.
- Following a review of Parks and Recreation and Waste Mgmt. Policies and Procedures, refresher training and review sessions were held with Staff. Several Policies and Procedures covered included:

Emergency Response & Health and Safety

Fire Evacuation Procedure
Ammonia Leak Evacuation Procedure
Lock-Out/Tag-Out Procedure
Slips, Trips and Falls Procedure
Heat Stress and Sun Safety Procedure

Facility Operations

Procedures for Opening the NKCC
Procedures for Closing the NKCC
NKCC Day Shift Operation and Custodial Requirements
NKCC Night Shift Operational and Custodial Requirements
Washroom Cleaning Procedure
Dressing Room Cleaning Procedure
Wilson Park Community Centre Operating Procedure
Glen Alda Community Centre Operating Procedure
North Kawartha Park/Playground Inspection Procedure
North Kawartha Outdoor Maintenance Operating Procedure

Arena Operations Awareness

Ice Resurfacing Procedure
Ice Maintenance Procedure
Procedure to Change a Blade
Procedure to Change a Propane Tank on Olympia



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NKCC Ice Removal Procedure
Refrigeration Plant Room Entry and Employee Safety Procedure
Refrigeration Plant Maintenance Schedule and Requirements
NK Ice Surface Head Protection Policy

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, Parks and Recreation Supervisor

Attachment:

None.