

MONTHLY REPORT – JUNE AND JULY 2019

Recreation and Tourism Department

Date: August 26, 2019
Prepared by: Nicole Trudeau

Accomplishments

1. Attended the Prescott and Russell Economic Development and Communications meeting to introduce Yvan Ruel
2. Attended brainstorming meeting for promotional videos for the Town
3. Finalized information required for the Energy Conservation and Demand Management Plan in conjunction with G. Boudrias
4. Awarded the Arena Refrigeration Feasibility Study to TST Energy Systems inc.
5. Meeting with the Principal of Nouvel-Horizon and the Senior Planning Manager of the Conseil des écoles publiques de l'Est de l'Ontario to discuss a reciprocal agreement for facilities usage
6. Onsite meeting at the Hawkesbury Dog Park to discuss future landscaping options
7. Interviews for information desk employees
8. Canada Day – June 30 attendance estimates at 3,000 participants throughout the evening and July 1 attendance estimates at 200 participants throughout the day
9. Western Festival – attendance estimates at 200 throughout the day and evening
10. Annual Golf Tournament – a net profit of \$5,800 was made
11. Support for the Annual Car show – participant estimates to follow
12. New Movies in the Park events – an average of 200 participants per movie
13. No Musical 5@7 events have been held yet due to rain

Progression of Ongoing Projects

1. Attended software presentations with other department heads for a Computerized Maintenance Management System
2. Multiple planning meetings with D. Gatien and D. Dussault to plan for the organizational changes for the buildings department

3. Group and individual meetings with buildings employees to keep them informed of the progression of the changes to the organizational structure
4. Meeting with the Bylaw and Clerk's Departments to discuss the possibility of allowing overnight RV parking and overnight boat mooring
5. Preliminary discussions with Biscuits Leclerc regarding a partnership for community events

Professional Activities

1. Municipal Financial Management – successful completion (N. Trudeau)
2. Certain maintenance employees were trained on proper brine pump maintenance and filter changes
3. Certain maintenance employees were shown how to start the arena dehumidifier and change the filters by Marc Charlebois

Projects or Activities to Come

1. Creation of an evacuation plan for events – follow up with G. Dicaire and D. Gascon
2. Arena refrigeration system start-up (August 12)
3. Training on the sports complex mechanical equipment (maintenance employees)
4. Training on the registration software (maintenance employees and G. Dicaire)
5. Annual pool maintenance shut down (August 25)

Upcoming Events

• Cruise night – Club auto	Pizza Pizza parking	Ongoing
• Field Day Activities	Old Mill Park	August 23
• Musical 5@7	Place des Pionniers	August 23
• Movies in the Park	Place des Pionniers	August 15/29
• Hawkesbury Fair	Confederation Park	September 5-8
• Active Retiree's Fair	Sports Complex	October 5
• Wrestling Gala	Sports Complex	October 12
• Jujitsu Tournament	Sports Complex	November 9

Update on Capital Projects

See Buildings report

Monthly Statistics

Period June and July 2019

SALES BY ACTIVITY	TOTAL
1-5-72-3203 - Location glace - Jour	17,784.01
1-5-72-3106 - Location piscine	9,237.00
1-5-72-3103 - Cours aquatiques - Enfants et leçons privées	4,775.35
1-5-72-3104 - Cours aquatiques - Adultes	4,224.75
1-5-72-3101 - Bain public	2,127.06
1-5-23-3107 - Vignettes descente	2,034.99
1-5-75-3302 - Tennis intérieur	1,865.76
1-5-72-3102 - Carte de membre - Piscine	1,784.04
1-5-72-3303 - Terrains multisports	1,666.20
1-5-72-3009 - Location salle communautaire	1,188.04
1-5-72-3301 - Carte de membre - Multi	804.00
1-5-72-3105 - Cours avancés	757.25
1-5-72-3304 - Location - Salle mutli complete	698.00
1-5-72-3012 - Matériel Pro Shop	580.56
1-5-72-3501 - Fete du Canada	400.00
1-5-72-3008 - Location d'équipement	224.00
1-5-72-3404 - Location - Parcs	130.00
1-5-72-3510 - Recette Évènements Divers	28.26
Total	50,309.27

*Note that billing for ice rental is done by session

BUILDINGS DEPARTMENT

Operational Update

Organization

1. Meetings with G. Dicaire to improve planning (N. Trudeau)
2. Ongoing follow-ups for projects required
3. A seasonal task list has been created and must be updated (G. Dicaire).

Operations

1. Many vandalism issues at Cadieux park. May install surveillance cameras (employees)
2. Delays in parks equipment installation – estimated finalization beginning September
3. Had brine pump installed and brine adjusted to avoid chiller breakdown and increase energy efficiency (N. Trudeau)
4. Meeting with G. Dicaire and A. Lavoie to discuss grass cutting responsibilities (N. Trudeau).

Capital Projets Update

1. Final “as-built” plans for the Multi room received
2. Awaiting modifications for the quote for the information desk modifications (accessibility)
3. Modifications to request for proposals for the plans for the ramp at the entrance of the Sports Complex
4. Awaiting quote from consultant for a plan to limit the shore erosion of the Ile du Chenail
5. File transfer of the renovation of the Maison de l’Ile from G. Boudrias to G. Dicaire
6. Met with consultant to begin arena refrigeration feasibility study (N. Trudeau and G. Dicaire)

Signature of Department Head _____

Signature of CAO _____