

REPORT – APRIL 2019

Recreation and Tourism Department

Date: May 27, 2019

Prepared by: Nicole Trudeau

Accomplishments

1. Meeting with the Hawkesbury Bike Club – subject: partnership and support
2. Meeting with the Bridge Club president – subject: 2019-2020 season
3. Meeting with the Food Bank president – subject : future premises
4. Canada Summer Jobs grant request accepted in the amount of \$3,920
5. UCPR Waterfront Tourism Development Support request accepted in the amount of \$5,150
6. Intensive “Swim to Survive” and “Swim at School” courses given to schools in the region
7. Tourism desk agreement signed with le Chenail
8. Employee evaluations completed for information desk and administration employees

Progression of Ongoing Projects

1. Interviews and program planning for Le Cluv – activities in the parks
2. Meeting with G. Dicaire to discuss job descriptions and organizational chart for the recreation and buildings departments
3. Meeting with Stantec regarding the feasibility study for the refrigeration system
4. Meeting to prepare for the aquatic negotiations with D. Dusseault and D. Gatien
5. Meeting with the Public Works, Clerk and By-Law departments to plan for upcoming events and present new planning tools
6. Planning meeting with the organizing committee of the Seniors Fair
7. Planning meeting for the Western Festival
8. Planning meeting with G. Dicaire and the BIA in order to discuss the modifications to Plae des Pionniers park
9. Community survey launched for the Canada Day band choice
10. Teleconference with other department heads to evaluate the Marmak asset management software

- 11. Planning of the 2019-2020 ice season
- 12. Awaiting the response from Celebrate Ontario 2019 regarding the grant request for the Western Festival

Professional Activities

Municipal Financial Management – Ongoing
 Advanced Recreation Facilities Business Management – ORFA – April 29 to May 3

Projects or Activities to Come

- 1. Creation of an evacuation plan for events – follow up with G. Dicaire and D. Gascon
- 2. Recreation and Buildings departments employee meeting
- 3. Training on the sports complex mechanical equipment

Upcoming Events

• Cruise night – Club auto	Pizza Pizza parking	May 15
• Benjamin Circus	Robert Hartley Sports Complex	May 15
• Stay Safe Course	Robert Hartley Sports Complex	May 24
• Golf Tournament	Golf La Cité and Complex	June 8
• Activities on Main Street	Main Street and Place des Pionniers	Summer 2019
• Activities in the Parks	Cadioux, Larocque, Old Mill Parks	Summer 2019
• Canada Day	Confederation Park	July 1
• Auto Expo 2019	Main Street	August 4

Update on Capital Projects

See Buildings report

Monthly Statistics

Period April 2019

SALES BY ACTIVITY	TOTAL
1-5-72-3203 - Location glace - Jour	39,439.50
1-5-72-3106 - Location piscine	9,691.30
1-5-72-3103 - Cours aquatiques - Enfants et leçons privées	3,518.77
1-5-72-3101 - Bain public	3,065.64
1-5-72-3105 - Cours avancés	1,521.10
1-5-72-3303 - Terrains multisports	1,506.14
1-5-72-3102 - Carte de membre - Piscine	1,338.41
1-5-72-3305 - Programmation salle mutli	1,000.00
1-5-72-3104 - Cours aquatiques - Adultes	765.64
1-5-72-3012 - Matériel Pro Shop	665.01
1-5-72-3402 - Location - Tennis extérieur	480.00
1-5-72-3009 - Location salle communautaire	455.65
1-5-72-3001 - Carte de membre tout inclus	298.00
1-5-72-3201 - Patin/Hockey Libre	278.96
1-5-72-3304 - Location - Salle mutli complete	225.00
1-5-75-3302 - Tennis intérieur	99.85
1-5-95-1107 - Tourisme	44.99
1-5-72-3006 - Revenue Bar	33.00
	64,426.96

*Note that billing for ice rental is done by session

Signature of Department Head _____

Signature of CAO _____

BUILDINGS DEPARTMENT

Operational Update

Organization

1. Preliminary meeting with G. Dicaire to discuss our working relationship.
2. As of May, G. Dicaire will create a list of weekly tasks in order to better plan the maintenance employees' activities (time management, materials and equipment purchasing, etc.) A weekly meeting will also be held in order to evaluate the progression of the projects and employee tasks.
3. A seasonal task list will be created (G. Dicaire).
4. Meeting with A. Lavoie to discuss electrician duties and workorder priorities (N. Trudeau).

Operations

1. Ice shut down
2. Preparation of outdoor fields and parks (employees);
3. Meeting with M. Charlebois to discuss the brine pump leak as this is the second pump we have had to purchase in 13 months (N. Trudeau).
4. Scheduling of a brine test and pump leak by CIMCO (N. Trudeau).

Capital Projets Update

1. Awaiting final "as-built" plans for the Multi room (end May)
2. Awaiting the quotes for the information desk modifications (accessibility)
3. Finalization of the RFP for the feasibility study for the replacement of the refrigeration system
4. Planning of a contractors meeting for the ramp at the entrance of the Sports Complex
5. Planning of a meeting with a consultant for the shore erosion of the Ile du Chenail
6. File transfer of the renovation of the Maison de l'Ile from G. Boudrias to G. Dicaire