

MONTHLY REPORT – MAY 2019

Recreation and Tourism Department

Date: May 29, 2019

Submitted by: Nicole Trudeau

Achievements

1. First staff meeting with administration, information desk and maintenance employees
2. Meeting with CIMCO – subject: Refrigeration system and brine issues
3. Meeting with the BIA representatives and Mrs. Assaly – subject : Place des Pionniers update
4. Meeting with Lynn Belle-Isle – subject: potential joint summer activities and building needs
5. Meeting with a parent representative of PCPS and Orca – subject: possibility of a joint swim program
6. Meeting with Francis Drouin, Mrs. Assaly and M. Gatien – subject: future grant possibilities for the arena refrigeration system replacement
7. Meeting with the Hawkesbury Dog Park representatives – subject: renovations to park
8. Meeting with Hawkesbury Bike Club representatives – subject: insurance questions and circuit advertising
9. Preparation for upcoming summer registration
10. Benjamin Circus, May 24

Work-in-progress

1. Teleconference with other department heads to evaluate the CityWide asset management software
2. Research and teleconference for CMMS (Computerized Maintenance Management System) software
3. Updates to Proposal for Community Consultations for Confederation Park/Chenail Island based on Council and Staff feedback
4. Preparation of Golf Tournament
5. Preparation of the master ice reservations document
6. Beginning of preparations/reservations for Christmas Parade

7. Meeting with partners to discuss summer activities in the park and activities days
8. Meeting with the BIA representatives and Mrs. Assaly – subject: Place des Pionniers update. Work to be done include the following:
 - a. Removal of some fence panels on Chenail Boulevard to improve view of park
 - b. Painting of stage
 - c. Removal of 3 kiosks to be moved to Old Mill, Baseball field and Dog park for use by associations
 - d. Painting of giant board games on wood panels on ground
 - e. Grading of gravel at back of stage and the addition of landscaping
 - f. Quotations for wrap at back of stage and temporary signs
 - g. Quotations for urban furniture

Professional development

Municipal Financial Management – Final Exam

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

L'AQAIRS, des installations en évolution

Upcoming activities and projects

1. Creation of an evacuation plan for events – follow up with G. Dicaire and D. Gascon
2. Planning with other departments for new branded uniforms and safety wear
3. Training on the sports complex mechanical equipment
4. Creation of procedures and accompanying manual for recreation mechanical equipment that includes:
 - a. The assurance that workers are adequately protected from recognized hazards by installing appropriate engineering controls
 - b. The development and implementation a maintenance program that will address routine inspection and repair of refrigeration systems and other chemical hazards
 - c. The development and implementation of a safety program designed to help workers recognize, understand, and control hazards
 - d. The assurance that workers are adequately protected from recognized hazards with appropriate personal protective equipment
 - e. The development and implementation a comprehensive emergency action plan.

Upcoming Events

- | | | |
|-----------------------------|-------------------------------------|----------------|
| • 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 | Cadieux, Larocque, Old Mill Parks | Summer 2019 |
| • Canada Day | Confederation Park | June 30/July 1 |
| • Auto Expo 2019 | Main Street | August 4 |

Monthly statistics

Period May 2019

| SALES BY ACTIVITY | TOTAL |
|--|------------------|
| 1-5-72-3106 - Location piscine | 5,397.35 |
| 1-5-72-3101 - Bain public | 2,241.08 |
| 1-5-72-3012 - Matériel Pro Shop | 1,638.15 |
| 1-5-72-3102 - Carte de membre - Piscine | 1,489.01 |
| 1-5-72-3203 - Location glace - Jour | 1,229.00 |
| 1-5-72-3303 - Terrains multisports | 1,197.14 |
| 1-5-72-3105 - Cours avancés | 741.22 |
| 1-5-72-3104 - Cours aquatiques - Adultes | 406.42 |
| 1-5-72-3510 - Recette Évènements Divers | 225.02 |
| 1-5-72-3301 - Carte de membre - Multi | 212.00 |
| 1-5-72-3009 - Location salle communautaire | 127.17 |
| 1-5-72-3305 - Programmation salle mutli | 93.00 |
| 1-5-72-3103 - Cours aquatiques - Enfants et leçons privées | 91.23 |
| 1-5-95-1107 - Tourisme | 18.00 |
| 1-5-75-3302 - Tennis intérieur | 5.74 |
| Total | 15,111.53 |

BUILDINGS DEPARTMENT

Operational Update

Organization

1. Meetings with consultant Marco Lalonde, regarding organization and optimization.
2. Inventories of grass cutting and garbage pick-up made in order to better plan daily and weekly tasks.
3. Creation of work schedule by season for full-time, part-time and temporary employees in view of creating a more efficient service.

Operations

1. Reception of report from CIMCO indicating that the brine strength was extremely low. Starting the refrigeration system in August without adjusting the brine strength, would have resulted in severely damaging the chiller (replacement value of \$50,000) and a Freon leak, which could have led to a loss of consciousness and/or asphyxiation to employees/general public.
2. Continuation of preparation of outdoor fields and parks (employees).
3. Seasonal opening of splash pads by supplier.
4. Install play structure at Old Mill Park.

5. Research into climber for Sidney Park.
6. Meeting with supplier for sun shades at Larocque and Old Mill Parks.

Capital Projets Update

1. Awaiting final “as-built” plans for the Multi room – delayed. Received June 7.
2. Awaiting the quotes for the information desk modifications (accessibility).
3. Updates to the RFP document for the arena refrigeration system feasibility study.
4. Planning meeting with engineers for the ramp at the entrance of the Sports Complex.
5. Planning of a request for quotes for a shoreline erosion protection plan based on Engineers report.

Submitted by

Nicole Trudeau, Director of Recreation and Tourism, May 29, 2019

Approved by Daniel Gatien

Chief Administrative Officer