

Recreation and Facilities

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Agenda

- A Day in the Life
- Our Team
- Departmental Duties
- Team Dynamics
- Legislation and Policies
- Budget
- Council and the Department
- Future Plans



A Day in the Life

- We are the custodians of the parks and beaches in Trent Lakes



A Day in the Life

- Beautification of downtown Buckhorn



A Day in the Life – Recreation Improvements



A Day in the Life – Recreation Improvements



A Day in the Life – Playgrounds

- Playground Maintenance and Inspections. CPSI Certified Inspector on Staff



A Day in the Life – Grass Cutting



A Day in the Life – Facility Improvements



A Day in the Life – Facility Improvements



A Day in the Life – Facility Maintenance



		Impact			
		Critical Whole asset, Department, Injury	High A significant Part of an asset, department	Medium A small part of asset, department	Low Insignificant part of asset or department
Urgency	Critical Unable to operate	Immediate	Immediate	High	Medium
	High Operations Severely Impaired	Immediate	High	High	Medium
	Medium Operations Impaired	High	High	Medium	Low
	Low Inconvenience	High	Medium	Low	Low



Departmental Duties

- Maintain recreation sites (Beaches/Parks, Playground(s), Outdoor rinks, Boat Launches)
 - Beautification of parks and beaches
 - Improvements for aesthetics, functionality, safety, and access to recreation
 - Garbage removal
 - Brush/blowdown and yard waste removal
 - Hazard removal/correction (sharps, biological hazards, dead/dying limbs/trees, washouts, property damage)
 - Garden and tree maintenance
 - Furniture maintenance, installation, removal
 - Signage maintenance
 - Tree planting to ensure sustainable shade and foliage at beaches and parks
 - Securing against unauthorized (motorized) usage (gates, signage, etc.)
 - Spring clean up of winter sand from lawn at facilities
 - Conduct weekly, monthly, and comprehensive annual inspections for playground
- Grass cutting/lawn maintenance at all Municipal sites/facilities (19)
- Maintain hanging flower baskets and municipal gardens in Buckhorn, gardens at Municipal Office, BRHC, various parks
- Department fleet and equipment maintenance

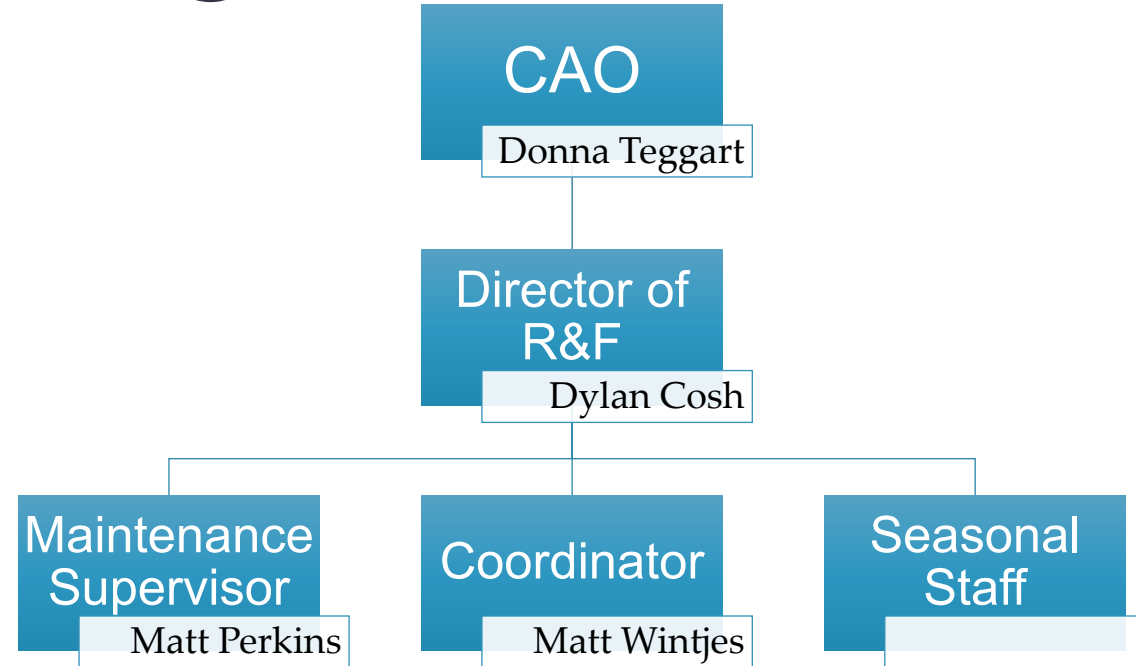


Departmental Duties

- Maintain municipal facilities (Municipal Office, Community Halls, Medical Centers, Library)
 - Oversee operating and capital works for the Administration Office, Community Halls (while adhering to the responsibilities list approved by council), Trent Lakes Public Library, and Medical Centers
 - Facility inspections – condition, AED (defibrillator), fire extinguisher, water system operation, HVAC system operation,
 - Conduct minor repairs and maintenance functions at facilities
 - Responding to maintenance, trouble shooting, and miscellaneous requests from staff or volunteers
 - Hazard removal/correction
 - Coordinate and oversee contractors and trades (when hired directly by Municipality) – electricians, plumbers, HVAC technicians, carpenters, windows and doors, Emergency Lighting and Fire Extinguisher contractors, generator technicians, water system technicians
 - Research, prepare and administer contracts relating to building maintenance and capital projects
 - Maintain treatment systems and conduct water testing at all public municipal facilities in accordance with PCCHU directives
 - Research and prepare comments or recommendations for building improvements



My Team – Organizational Chart



My Team - Director

- Leads, supervises, and coaches all departmental staff
- Responsible for developing work plans and ensuring they are carried out
- Manages budget
- Contract administrator for capital and operating projects at recreation sites and facilities
- CPSI Certified Playground inspector
- Conducts water testing at facilities
- Oversees civic addressing program
- Develops and implements staff training for full-time and seasonal staff
- Research and develops policies and procedures



My Team – Maintenance Supervisor

- Oversees and participates in day-to-day activities at recreation sites and facilities
- Coordinates and oversees efforts to maintain and improve park beautification
- Assists with planning work and then ensures the work is carried out in accordance with department goals
- Assists with developing and implementing training programs for seasonal staff
- Assists with coordinating and overseeing contractors at recreation sites and facilities
- Performs maintenance and repair tasks at recreation sites and facilities
- Assists with development of operational procedures
- Conducts water testing and water system maintenance



My Team – Coordinator

- Receives general inquiries and complaints at the administration office
- Quality control check on correspondence to external contacts and published documents such as procedures and policies
- Assists with product research, initiating contact with suppliers and contractors
- Performs day-to-day civic addressing functions
- Prepares various forms and inspection reports for department staff
- Assists with community engagement
- Maintains Recreation and Facilities' online presence (website and social media)
- Performs maintenance and repair tasks at recreation sites and facilities



My Team – Seasonal Staff

- Responsible for carrying out day-to-day maintenance and assisting with projects
- Day-to-day activities include but are not limited to:
 - Grass cutting, beach and park inspections, clean up, and maintenance
- Operations are based out of the administration building, single office, equipment storage in shed and trailer



Legislation

- Occupational Health and Safety Act and applicable regulations
 - Everything we do
 - Health and Safety Inspections
 - PPE
 - Training
 - Policies and Procedures
- Highway Traffic Act
 - Certification, inspection, and operation of municipal vehicles
- Safe Drinking Water Act and PCCHU Directives
 - SDWS Testing at Municipal Facilities
- Mandates how often and what we must test for at public facilities for drinking water
- Mandates how drinking water is treated at public facilities
- MOECC
 - Transportation of waste from parks
- Accessibility for Ontarians with Disabilities Act
 - Municipal facilities and recreation sites
- TSSA, ESA, OBC
 - Facility maintenance and new construction



Policies & Procedures

- Policies
 - Staff are bound by Trent Lakes policies
 - Staff and Council need to work together to develop and implement level of service policies for Recreation and Facilities
- Procedures
 - Staff have worked to develop equipment maintenance and operation procedures
 - Department goal is to develop a written procedure for dealing with most day-to-day activities to improve consistency for how tasks are carried out
- Policies and Procedures should be reviewed regularly and updated if necessary



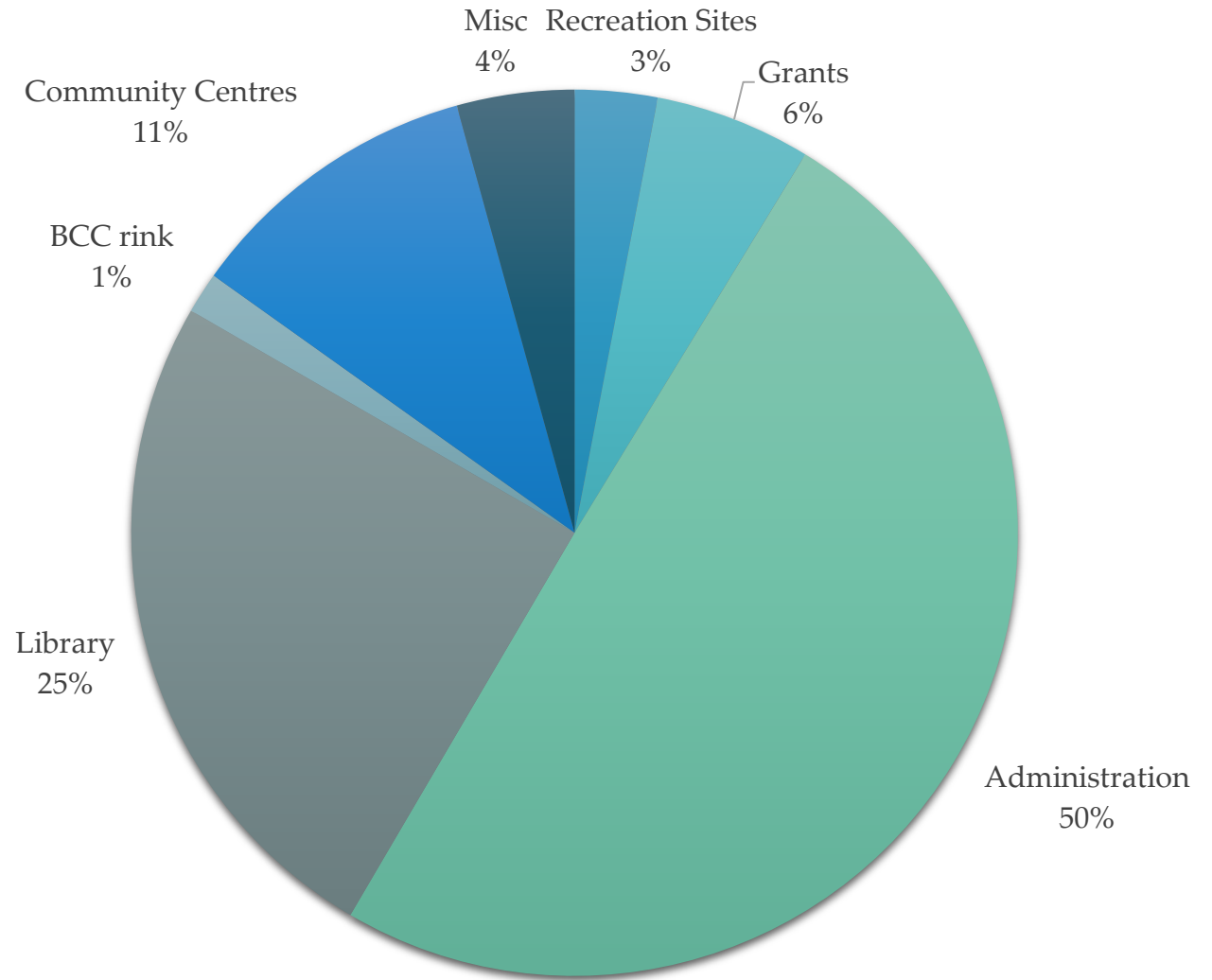
Standards and Guidelines

- CSA Z614 - Children's Playspaces and Equipment Standard
 - Lack of legislation and policy regarding play spaces and equipment
 - CSA guidelines set a standard for safety
 - Opportunity for Council and Staff to create procedures for current and future structures
- Departmental SOPs
 - Defines safe operations of tools, equipment, fleet, and common tasks



Budget

- 2022 Budget: \$1,004,585



Council and the Department

- Work with Council to ensure sustainable recreation functional facilities in Trent Lakes through:
 - PRC, Open Spaces, and Facilities Master Plans as approved
 - Continue to focus on shift to proactive maintenance vs. reactive repairs
 - Determine responsibilities of Municipality vs. Tenants



Next Steps

- Parking enforcement to ensure public safety and accessibility for all
- Implementation of Open Spaces Master Plan when approved
- 2023 improvements at Ode'Naang Park
- Community centre renovations to improve efficiency and aesthetics

