

Nov/Dec/Jan 2023

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- South Park Revitalization Project
- Bookings – inquires and set-ups
- PSD – Asset Management Plan
- 2023 Capital and Operational Budget
- Council orientation and bus tour
- Advertisement Program
- Health Unit inspections (smoking enforcement, kitchens, air quality, water systems)
- Nexicom highspeed internet site meetings at Douro CC
- Year end A/R
- Ad-hoc Committee meetings
- Service delivery review
- All Staff meetings and training
- Meetings for potential 2023 flea market at Douro CC
- New food truck lease agreement
- McLeod's Eco Water to service Municipal Office and Warsaw Fire Hall water systems

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Purchased new hockey nets for both Community Centres
- New benches installed in girls change rooms at Douro CC
- Repair Rec Centre roof
- Service and repair of Olympia laser levels
- Replaced broken ice surface glass and ordered spares at Douro CC
- Ordered and replaced two hot water tanks that failed at Warsaw CC
- Installed heat trace cord on outside oil tanks at Warsaw CC
- Replaced broken dressing room heater/washroom motion sensor at Douro CC
- Changed ventilation timers at Warsaw CC to help with air quality
- Looking into fresh air make-up options to improve air quality

CAPITAL PROJECTS

- Harvest Rm Flooring – Completed
- Douro CC tables and chairs – Delivered
- South Park Revitalization Project – nearing completion

Report Approval Details

Document Title:	Committee of the Whole Nov - Jan 2023.docx
Attachments:	
Final Approval Date:	Feb 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs