

Feb/Mar/Apr 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
- Bookings – inquires and set-ups
- PSD – Asset Management Plan
- 2023 Capital and Operational Budget
- Advertisement Program
- Health Unit inspections (smoking enforcement, kitchens, air quality, water systems)
- Year end A/R
- ESA inspections
- Ad-hoc Committee meetings
- 2023 flea market at Douro CC
- Small Drinking Water Systems course
- New food truck lease agreement
- McLeod's Eco Water site meeting to replace water system at the Library
- Douro Park Easter Egg Hunt

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Changed fresh air make-up to improve air quality at Warsaw CC
- Replaced dressing room toilet at Warsaw CC
- Replaced broken door glass at Douro CC
- Replaced sewage pump at the Douro CC
- Took ice out at both Community Centre's

CAPITAL PROJECTS

- South Park Revitalization Project – nearing completion
- Parks Mower – obtaining quotes
- Warsaw CC water softener – obtaining quotes

Report Approval Details

Document Title:	Committee of the Whole Jan - Apr.docx
Attachments:	
Final Approval Date:	Apr 4, 2023

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

Martina Chait-Hartwig

Elana Arthurs