

February – March, 2024

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 – inquiries and set-ups
- Advertisement Policy/Program
- ORFA Training/Staff Training
- Feasibility studies for the Douro and Warsaw Community Centres
- New Christmas Decoration with Norwood High School picked up
- Window replacements in Harvest Rm at DCC
- Hydro One Grant
- Canada Post Grant
- Douro CC internet issues
- Blankets for People initiative with the PTBO County
- Stats Canada Survey
- ESA inspections
- Elevator service contract – Delta Elevators
- Staff performance reviews
- Redevelopment of Labourer and Operator job descriptions
- Summer job ads

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Family Day Skate with Knights and Lions
- Dead trees and brush removed at Legion Ball Diamond
- March Break Skates
- Ice out at Warsaw CC
- Clean up of ice surface and facility at Warsaw CC
- Purchase of Easter Egg Hunt supplies
- Installation of hand rails in stands at Douro CC – Donated by Martin Leahy
- Peterborough Lakers Lacrosse try-outs at Warsaw CC
- Preparation to remove Douro CC Ice Apr 2nd

CAPITAL PROJECTS

- Hockey Nets at Douro and Warsaw CC – Ordered
- Baseball Players Benches – Obtaining pricing
- Legion Ball Diamond Regrading – Applied for ORCA permit
- GHG Reduction Pathway Feasibility Study for Douro and Warsaw CC – Ongoing
- Harvest Room Window Replacement – Installation date March 21st & 22nd
- Warsaw CC Roof Repair – Problem areas completed. Monitoring those areas.
- Warsaw CC 30hp Compressor – to start process end of Feb-Mar
- South Park Water Storage/UV Treatment – to start process Mar-Apr
- Douro CC Compressor Overhauls – June - August

Report Approval Details

Document Title:	Committee of the Whole Feb - Mar, 2024.docx
Attachments:	
Final Approval Date:	Mar 21, 2024

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

Martina Chait-Hartwig

Elana Arthurs