

## **ADMINISTRATIVE**

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers and Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Bookings – inquires and set-ups
- Advertisement Policy/Program
- ORFA Training/Staff Training
- Feasibility studies for the Douro and Warsaw Community Centre are in progress
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress. Survey for Back Dam needs to be completed for the Township to enter into a long-term lease agreement for the Back Dam waterway use
- Looking into Kayak Kiosks for either Back Dam or North and South Park
- Community Sport and Recreation Infrastructure Fund Grant Re: Douro CC ice surface replacement
- 2025 capital and operating budget
- TSSA inspections for Warsaw CC elevator
- Health Unit inspections re: air quality and kitchens
- Scheduled Millar Pest Control semi-annual visits
- Cimco Refrigeration training on refrigeration room awareness
- Working with IT to resolve long standing Douro CC WIFI issues

## **OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Ongoing grass cutting and maintenance of Township properties
- Found and fixed the broken sewage vent in the wall at the Douro CC
- A number of hydro outages in Warsaw have caused a bunch of equipment failures for the compressors and dehumidifiers.
- On going improvements to the Johnston trails
  - Spreading wood chips
- Winterized South Park building
- Re-installed North and South Park gate and locked for the season
- Put up the outside awning at the Library
- Fixed hot water tank, pressure switch, emergency lights, ref room heater, and fire alarm system at Warsaw CC
- Fixed dressing room heaters, emergency light and toilet/flush valves at Douro CC
- Olympia laser level motor broke and waiting for replacement

- Fixed photocell for lights and power at the cenotaph
- Fixed outside plugs and put up Christmas lights at the Municipal Office

## **CAPITAL PROJECTS**

- Hockey Nets at Douro and Warsaw CC – Completed
- Baseball Players Benches – Installed at South Park and Legion. Need to install at North.
- Legion Ball Diamond Regrading – Completed
- Green House Gas Reduction Pathway Feasibility Study for Douro and Warsaw CC – Ongoing
- Harvest Room Window Replacement – Completed
- Warsaw CC Roof Repair – Problem areas completed. Monitoring those areas.
- Warsaw CC 30hp Compressor – Completed
- South Park Water Storage/UV Treatment – Completed
- Douro CC Compressor Overhauls – Completed

**Report Approval Details**

Document Title:	Committee of the Whole October - November, 2024.docx
Attachments:	
Final Approval Date:	Dec 5, 2024

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

Martina Chait-Hartwig

Todd Davis