

ADMINISTRATIVE

Report to Council – Departmental Report

Re:

Recreation Facilities-2025-01

From: Mike Mood

Date: February 2025

- 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 – inquiries 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
- Community Sport and Recreation Infrastructure Fund Grant Re: Douro CC ice surface replacement
- 2024 end of the year Accounts Receivables reconciliation
- 2025 capital and operating budget – Ongoing
- Working with staff and Univerus booking system to implement the online booking and payments portal
- Completed staff performance appraisals
- Worked with Aviva insurance to complete refrigeration plant room inspections as required per TSSA
- Holiday Skates and sponsors scheduled
- Created a listing of all user groups and ice requests for the 2024-25 season

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Olympia laser level motor broke and received the replacement motor
- Repaired broken UV system loop, lobby urinals, and lights above the ice surface at the Douro Community Centre
- Took down Christmas lights at the Municipal Office
- Hosted 5 days of hockey tournaments between Douro and Warsaw Community Centres in 2025

CAPITAL PROJECTS

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Douro has received and awaiting for Warsaw

Report Approval Details

Document Title:	Committee of the Whole December 2024 - January 2025 - Recreation Facilities-2025-01.docx
Attachments:	- 2024 Facility Usage by Location Report FINAL.xlsx
Final Approval Date:	Feb 6, 2025

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

Martina Chait-Hartwig

Todd Davis