

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 – 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.
- 2025 capital and operating budget
- Working with plumber to increase water pressure at the Douro CC
- Coordinated Trent Security to complete fire alarm testing and inspections for Municipal Buildings
- Municipal Office elevator repair – estimates have been received, and work has been authorized. Waiting for date confirmation.
- Health Unit inspections re: kitchens and public access water treatment have been completed for this cycle.
- Stats Canada survey for Warsaw CC on energy uses
- Conversion of part-time Operator to full-time
- Liquor License Renewal Report
- Working on potential long-term rental with Hill City Baptiste Church
- Ice storm management
- Preparation for our annual Easter Egg Hunt April 19, 2025 at 11am

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Warsaw CC had a roof leak from ice build up and a propane leak caused by falling ice and snow on to the supply lines. Corrective actions were taken.
- Warsaw CC ice taken out
- Douro CC had the 30hp motor fail in the compressor room along with an internal component with the ammonia gas. We were able to get repaired in a timely manner without losing the ice
- Douro CC ice taken out
- Park and municipal property inspections post ice storm

- Doyle Tree Service was in to help clean up the Municipal Office, Dr. Munroe Park and the Firehall Playground

CAPITAL PROJECT UPDATES

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Completed
- Back Dam Survey – Surveyor to be on site April
- Picnic Tables – acquiring pricing
- Tennis/Pickleball Court Windscreen – Waiting to hear back on timing of completion
- North Park Parking Lot Expansion – Originally estimated to start beginning of May, will be reevaluated with Storm clean up activities.
- Warsaw CC Windows – Ordered and waiting for a installation date.

Report Approval Details

Report to COW – Departmental Update
Re: Committee of the Whole Feb – March, 2025
Recreation Facilities-2025-04
From: Mike Mood
Date: April 16, 2025

Document Title:	Committee of the Whole Feb - Mar, 2025 - Recreation Facilities-2025-04.docx
Attachments:	
Final Approval Date:	Apr 10, 2025

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

Todd Davis