

**ADMINISTRATIVE**

Report to COW – Departmental Update  
Re: April - May  
Recreation Facilities-2025-05  
From: Mike Mood  
Date: June 18, 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. Staff have completed workshop #1 on the findings with workshop #2 Scheduled for the end of June on implementation strategies.
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress.
- Working with plumber on options to increase water pressure at the Douro CC
- Liquor License Renewed
- Secured long-term rental with Hill City Baptiste Church until Dec 2025
- Ice storm management
- Completed ORFA Leadership skills as well as Event Planning and Management courses
- Met Fleming College marketing course for the creation of an advertising and sponsorship program
- Co-ordinated municipal buildings septic pumping
- Co-ordinated the delivery of portable washrooms
- Worked with Peterborough County to organize chainsaw/chipper training to provide North and South Park as a location for the practical portion. This will remove dying and hazard trees from site

**OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Park and municipal property inspections post ice storm
- Doyle Tree Service was in to help clean up the Municipal Office, Dr. Munroe Park, Warsaw CC, Legion Ball Diamond, Johnston Eco Trail and the Firehall Playground
- Ross Dunford cleaned up trees at the Douro CC and Back Dam from the ice storm
- Working with Johnson Electric to repair downed powerline behind lower-level shelter at the South Park from the storm
- Repaired broken waterline at the Douro CC
- All sports fields aerated and rolled
- Re-seeded Legion Ball Diamond

- Painted ball hockey and roller derby lines on Douro and Warsaw CC's floors
- Painted hallways and dressing rooms at Warsaw CC
- Opened South Park building washrooms
- Installed new base anchors at the Legion and South Park Ball Diamonds
- Installed new storage box at the Legion Ball Diamond

## **CAPITAL PROJECT UPDATES**

- 2025 Pre-approved floor machines for Douro and Warsaw Community Centres – Completed
- Back Dam Survey – Surveyor completed site work, waiting on paperwork from visit
- Picnic Tables – acquiring pricing
- Tennis/Pickleball Court Windscreen – Installed
- North Park Parking Lot Expansion – Awarded and project is in process.
- Warsaw CC Windows – Ordered and waiting for an installation date.

**Report Approval Details**

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Document Title:	Committee of the Whole Apr - May, 2025 - Recreation Facilities-2025-05.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Martina Chait-Hartwig

Todd Davis