

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. Staff have completed workshops #1 and #2 completed. Awaiting final report.
- Lease agreement for the Back Dam with Ministry of Natural Resources is in progress. Site survey is complete and awaiting final document.
- Worked Fleming College marketing course for the creation of an advertising and sponsorship program. Reviewing proposals
- Co-ordinated municipal buildings septic pumping and purchase of tank risers
- Scheduled the refrigeration plant start-ups and ice painting dates at the community centres
- Working with engineers on Douro CC ice surface replacement project
- Looking into options for potential kayak kiosks at the parks
- Community Centre Operator and Labourer positions have been posted for the 2025-26 season
- Met with Pickleball users about potential court improvements
- Working on the 2026 capital budget

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Grass cutting at all municipal properties
- Dragging and lining of baseball diamonds
- Johnson Electric repaired downed powerline behind lower-level shelter at the South Park from the storm
- Removed p-stone gravel from North Park playground and installed engineered wood chips
- Spread wood chips throughout the Johnston Eco Trail
- Cimco Refrigeration completed annual maintenance on the refrigeration plants at both community centres
- South Park well has dried up and staff are hauling in water to fill the storage tank as required.
- Staff are watering newly planted trees at the parks twice a week

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 – Ordered
- Tennis/Pickleball Court Windscreen – Installed
- North Park Parking Lot Expansion – Completed
- Warsaw CC Windows – Scheduled for installation at end of August
- Warsaw CC Hot Water Tank – Obtaining pricing

Report Approval Details

Document Title:	Committee of the Whole June - July, 2025 - Recreation Facilities-2025-06.docx
Attachments:	
Final Approval Date:	Aug 21, 2025

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

Martina Chait-Hartwig

Todd Davis