

September/October 2021

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers, Public Health, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Covid Safety plan – updates
- Contractor site meetings re: South Park, DCC, and WCC
- Ice rentals for 2021-22 season
- Community Center Labourers positions advertised and interviews
- Staff training
- Over came the difficulties of short staffing
- Tree Planting program with ORCA at Clintonia and South Park
- Operating and Capital Budget

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Daily sanitizing of portable toilets
- Grass cutting ongoing
- Warsaw & Douro CC prep work/cleaning for re-opening
- Made ice at Warsaw & Douro CC
- Installed Trees at Clintonia Park and South Park with ORCA
- Regular ice rentals at both Community Centres

CAPITAL PROJECTS

- Warsaw CC exterior/interior doors complete
- Douro CC exterior/interior doors ongoing
- Douro infloor heating complete

Events

- Thursday Night Mixed League – North Diamond
- Youth Baseball – North/Legion Diamonds
- Farmer Workshops – Douro CC
- Craft Sale – Douro CC
- Ice rentals at both Community Centre

Report Approval Details

Document Title:	Monthly update - Sept-Oct 2021.docx
Attachments:	
Final Approval Date:	Oct 27, 2021

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

Martina Chait-Hartwig

No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig

Elana Arthurs