

November 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: DCC, and WCC
- Ice rentals for 2021-22 season
- Community Center Labourers training scheduled
- Operating and Capital Budget

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Repair of Warsaw Olympia
- Regular ice rentals at both Community Centres
- Health Unit air quality inspections
- Health Unit water and well inspections
- Fixed boardwalk at trails.
- Put gates on and locked North and South Parks
- Garbage pick-up at all parks
- Took mattresses from Halls Glen Transfer Station to Bensfort Rd
- Toilet and sink repairs at Warsaw CC
- Put out Christmas lights at the Township Office

CAPITAL PROJECTS

- Douro CC exterior/interior doors – ongoing (Supplier Delays)

Events

- Farmer Workshops – Douro CC
- Craft Sale – Douro CC
- Ice rentals at both Community Centre

Report Approval Details

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

Martina Chait-Hartwig

Elana Arthurs