

April/May 2022

ADMINISTRATIVE

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/Meetings with Arena Managers, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Warsaw CC Plant Rm failure/Insurance
- Summer booking requests
- Follow up on ice rental invoices
- Tracking ice requests in prep for our June ice allocation process
- Douro CC kitchen/canteen suppression upgrade options
- 2020 Year end work through with Treasurer
- South Park grant planning
- User liability insurance program uploaded in Booking Software
- Updated user fees in Booking Software
- Kraft Hockeyville requests
- Coordination of portable washrooms
- Summer student staff on-boarding
- Full-time Lead Labourer and Labourer job description review
- Full-time position interviews

OPERATIONAL

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance - ongoing
- Grass cutting at all park locations - ongoing
- Set up and cleaning of hall rentals
- Municipal Office cleaning twice weekly
- Painted ball hockey and roller derby lines on WCC and DCC dry surfaces
- Worked with Shamrock soccer to get soccer nets painted.
- Graded all infields at 3 baseball diamonds
- Aerated, rolled and re-seeded South ball diamond
- Aerated and rolled soccer fields and North ball diamond
- Weeded all flower beds at Douro CC and put out wood chips
- Dragging and lining ball diamonds
- Park assessment and clean-up from storm

CAPITAL PROJECTS

- Douro CC exterior/interior doors – completed
- Parks Tractor RFQ – Awarded

- Harvest Rm Flooring – Looking at options
- Douro CC tables and chairs – Looking at options
- Back Dam Parking lot – Completed
- Duct Work Insulation – Looking at options

Events

Douro CC

- 2 Birthday Parties
- Seniors Euchre & Luncheon x 2
- Girls Roller Derby – Ongoing
- Kraft Hockeyville Events
- Library Book Sale/St. Joseph's Garage Sale
- Men's Ball Hockey - Ongoing
- Roads meeting/Luncheon

Warsaw CC

- Peterborough Minor Lacrosse at Warsaw Community Centre
- Youth Ball Hockey at Warsaw CC - Ongoing

Parks

- Shamrock Soccer
- Youth Baseball
- Mixed League Baseball x 4
- Fast Pitch Baseball

Report Approval Details

Document Title:	Monthly Updade - April-May, 2022.docx
Attachments:	
Final Approval Date:	May 26, 2022

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

Martina Chait-Hartwig

Elana Arthurs