

AUGUST 2020

ADMINISTRATIVE

- Communication with User Groups RE: reopening of CC, criteria
- Networking/Meetings with Arena Managers, Public Health
- Creating new protocol/procedures for re-opening of facilities
- Analyzing specs for Sport Rubber Flooring in the Tender
- Training & orientation to new P-T Parks Employee
- Working on possible long term lease agreement
- Preparing Tender for Tile drain work at ball field
- Communication with Insurance Co, re: liability at facilities/user groups
- Sourcing upcoming training opportunities for facility staff
- Sourcing signage/security for facility needs.
- Issuing facility staff work plans, and tracking documents, ongoing
- Budget, invoices, inquiries, and council reports

OPERATIONAL

- Grass cutting, weeding maintenance at parks and facilities
- Daily Playground sanitization and inspections
- Cleaned beachfront at North & South Parks
- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance, ongoing
- Dressing rooms have been painted at DCC
- Hands free soap dispensers have been installed at both Community Centres
- Scraped/primed/painted exterior doors at CC
- Removed broken picnic tables at North Park
- Repaired wood fence/painted at DCC
- Paint wood flower bed rails at Rec Centre
- New flower beds at Maryvale/and Fire Hall
- SUN Project garden at Back Dam Park is back on track for September.

CAPITAL PROJECTS

- Glycol Loop has been completed.
- Work in progress for the descendant dehumidifier
- Engineer Report completed for grading at Clintonia Park
- ORCA permit application for Clintonia Park submitted