

JUNE/JULY 2020

ADMINISTRATIVE

- Communication with User Groups RE: continuing closure of facilities/fields
- Draft policy for facility bookings
- Storage Rental at the Recreation Centre
- Preparation and completion of Paint Tender, Flooring Tender
- Obtaining quotes for Engineers work and solar lighting in Clintonia Park
- Training on 'MESH', application for Parks assets, tasks and work orders
- Follow up with outstanding ice allocation requests not submitted.
- Obtain quotes on automatic flushers and faucets for facilities
- Adopting facility staff work plans, and tracking documents
- Communication with CIMCO- life expectancy on mechanical assets
- Engineer consultation and obtaining Designated Substance Report for Painting at Municipal office and Community Centres
- Working on possible long term lease agreement
- Covid-19 Screening process, and staffing guidelines in place and practiced
- Interviews/Orientation for Parks Seasonal Labourer position
- Budget, invoices, inquiries, press release, and various webinars, council reports

OPERATIONAL

- Preparation of DCC for Covid-19 Testing site
- Grass cutting, weeding maintenance at parks and facilities
- Players benches have been sanded and stained at DCC
- Removal of trees/knotweed and prepping Maryvale Park site for planting trees/shrubs/flower beds by Garden Plus
- Donwood Fire Hall garden beds completed
- Removal of swingset at Clintonia Park
- Repair/replace roof shingles at Rec Centre
- Facility/Playground inspections

CAPITAL PROJECTS

- Compressor Overhauls at Warsaw CC have been completed
- Seasonal Controller completed, awaiting electrical inspection
- Construction in progress for the dehumidifier stand

Report Approval Details

Document Title:	Recreation Facilities - June 2020.docx
Attachments:	
Final Approval Date:	Jul 23, 2020

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

Crystal McMillan

Martina Chait-Hartwig