



## Monthly Activity Report

**TO:** Mayor and Council

**FROM:** Caitlin Fox, Manager of Parks and Recreation

**DATE:** January 6, 2022

**RE:** **Monthly Activity Report – January 2022**

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### **DECEMBER ACTIVITIES:**

- Lots of bookings for all the facilities
- Work has continued with the Outdoor Rink.
- Posting “What’s Happening at the Rec Centre this Weekend?” on Facebook every Wednesday with the games and public skating times for the weekend.
- Doing daily facility checks to ensure everything is clean and ready to use
- Keeping up to date with COVID-19 Regulations
- Started the walking program again at the Hall, there has been lots of interest in it.
- Ice maintenance is scheduled every week.
- Working on obtaining quotes for the budget
- Working with Laurie to complete the budget
- Put up more signage at all the facilities.
- Looking into the Canadian summer job grant
- Helping to train our new Parks and Rec staff member
- Organized Canadian Linen order
- Did billing for December
- Did the December Newsletter
- Opened the Outdoor Rink
- Have been doing start of shift meetings with the Parks and Rec staff in the morning and in the afternoon to go through any tasks that need to be completed.

### **PRIORITIES FOR January 2022:**

- Show Karlee what has been going on
- Continuing with facility checks
- Go through more Parks and Rec information from Alyshia
- Find out when pool courses open
- Schedule staff for February
- Review any relevant policies and bylaws
- Make sure all inspections and licences are up to date, organize inspections if needed
- Working on the 2022 budget
- Finish any projects for the Outdoor Rink

### **REC CENTRE**

- Ice maintenance is schedule for once a week to ensure it is completed
- We have had not other issues with the plant after Stevenson's fixed everything

### **FITNESS CENTRE**

- Daily cleaning is happening with inspections right after the cleaning has been completed

### **POOL**

- Talked to Pat and he said that they had to remove some on the matting to fit in the new skimmer, but nothing was removed that needs to be replaced. He was going to check with Ron to make sure there was not any matting taken up.

### **HALL**

- The contractor has been doing a really good job, he is good about texting or calling when he needs something or when he has any questions.

### **REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

Can Administration advertise for the vacant Parks and Rec 1 position?