

## Newcastle Memorial Arena Managers Report

Date: April 8th , 2025

Safety / Training	<p>On ice incidents Off ice incidents Employee Safety/Concerns Safety Training Emergency Preparedness</p>	<p>- No on ice incidents - No off ice incidents</p> <p><b><u>Safety Training:</u></b> - Will review all safety procedures to make sure everything is compliant with maintaining a safe environment for staff and customers. Will update all procedures if necessary. Will go over procedures with summer staff. - March 20th - Performance Review Meeting with Todd &amp; Jim - New safety incident report template/protocol made - will go over this new template with staff - Will start Legal Awareness 2 after ice take out - looking into other ORFA Training courses and seeing what will be after legal awareness 2</p>
Risk Management	<p>Concerns Items Completed</p>	<p>- April 1st - walk around with Jim - showed important areas of the building - just went over my daily practices/routines - talked about some basic risk assessment</p> <p><b><u>ITEMS COMPLETED:</u></b> - Completed the March Fire equipment monthly - reported in red book - AED weekly and monthly reports completed - monthly walk around checklist completed - CIMCO reports sent out - Summer maintenance plan sent out - March 18th - MOC Defib Testing</p> <p><b><u>CONCERNS:</u></b> - SW rink emergency exit door closer - <b>*FIXED*</b></p>
Rentals/Revenue	<p>New Rentals Loss of Rentals Later Payments Signs/Advertising Vending</p>	<p>- New rentals every week - Lacrosse will be on Mondays and Wednesdays throughout the summer - Catchcorner - emailed about the percentage and contract - have meeting April 2nd with them - talk about contract + no transaction cost - All March invoices were sent out for ice activities - invoiced summer camp - emailed PMC about contract and list of services they provide us - Barry stopped by the arena - gave me a detailed <i>walkthrough of what the system does and what we are paying for</i> - will send contract to me - Phoned Elexicon - they do not do reviews - Reached out to No Frills about advertising</p>
Repairs Maintenance Renovations	<p>What has to be repaired What needs to be repaired Snow/Ice Maintenance Preventive Maintenance Efforts to Maintain Appearance Renovations Improvements</p>	<p><b><u>What got fixed:</u></b> - SW rink door closer fixed - March 19th - Brents plumbing fixed toilet in mens washroom with new parts - March 20th - Brents plumbing fixed clogged toilet in dressing room 3</p> <p><b><u>What needs to be fixed:</u></b> - Garbage fence enclosure - will get fixed in the summer - <i>lighting fixture in olympia room</i> - moore electric contacted - haven't heard back from them</p> <p><b><u>Snow/Ice Maintenance:</u></b> - salted all entrances and walkways before, during and after ice storm</p> <p><b><u>Improvements:</u></b> - New flushing mechanisms in the mens and ladies washrooms - i have received a quote from Brents Plumbing - Shower Heads - will contact Dalray or Gerr for</p>

Staff		<ul style="list-style-type: none"> <li>- monthly staff meeting was held - told staff that most of them will be laid off for the spring/summer - talked about ice take out and after ice take out</li> <li>- Summer maintenance plan sent out - will need staff for some of the bigger jobs on the list</li> <li>- will post about hirings mid summer - mostly just for operators</li> </ul>
Inspections Municipal Operations	TSSA / other Regulatory Inspections must be reviewed with Arena Board	- No inspections in March
Complaints	Neighbours Customers	<ul style="list-style-type: none"> <li>- No Neighbour complaints</li> <li>- No customer complaints</li> </ul>
ORFA Updates	New Guidelines etc appropriate for our facility / operations	<ul style="list-style-type: none"> <li>- Will start Legal Awareness 2 training after ice take out</li> </ul> <p><b><u>ORFA GUIDELINES:</u></b></p> <ul style="list-style-type: none"> <li>- No new ORFA guidelines</li> </ul>
OTHER		<ul style="list-style-type: none"> <li>- Summer Camp - rental agreement signed - Invoiced</li> <li>- David from Olympia will stop by the arena to check out our Olympia and give me some more information on new olympias - haven't heard from him yet</li> <li>- email sent to Jen about curb</li> <li>- email sent out to CIMCO for quote on Top End Overhauls and when it would happen</li> <li>- Phoned Oshawa Security - left a voicemail - may follow up with MOC about this</li> <li>- I created a layout/spacing plan to go along with the Farmers Market Permit</li> </ul>
Risk Management Follow Up	Previous Risk Management Items	<ul style="list-style-type: none"> <li>- daily checklists done</li> <li>- filling out all books for daily jobs being done and anything that got fixed</li> </ul>
Risk Management Open Items		
HELP/FOLLOW UP	Things I need help with or Looking for answers	<ul style="list-style-type: none"> <li>- Elexicon - will follow up with the person that Jen recommended.</li> <li>- VISA - i have sent all my information to CIBC - waiting for a follow up from them</li> <li>- David - Olympia - haven't heard back from him yet</li> <li>- Any questions or concerns about the summer maintenance plan?</li> </ul>