

B I L L B O L T O N A R E N A

Board Meeting – Thursday, April 26, 2018

Meeting Number 4

REGULAR MEETING MINUTES

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Peter Diaz, Lawrence D' Souza, Shelley Hopkins, Jacob Hadwen (present at 6:49pm), Jan Hughes, Stephen Longstaff, Ellen McNeil, Caralyn Quan

Other attendees: Chris Quinn (Arena Staff) left at 8:13pm

ABSENT: Councillor Joe Cressy, Colin Burns, . Craig Cameron, Sandra McCallum

DECORUM CALLED BY CHAIR

MEETING CALLED TO ORDER: 6:31 pm

1. Approval of Agenda/Conflicts

Motion: To accept Agenda with following amendments.

(Moved: Sharon; Seconded: Shelley; Approved Unanimously)

Item 7a) HR Plan Development Update item was moved to the beginning of the In Camera Agenda, with the Manager in attendance. The remainder of the items followed in original order.

2. Review of March 20th, 2018 Minutes / Resulting Business

Motion: To accept the March 20th, 2018 Minutes with the Amendment to Item #10 to remove the reference to an action item. (Moved: Sharon; Seconded: Jan; Approved Unanimously)

Action Item: Chair to schedule a review of the Issue Management Policy on May Agenda.

3. Chair's Report

a) General Correspondence and Meetings (Material Distributed – highlights noted below):

Bruce Clayton, Mgr. Traffic Operations – phone conversation and follow-up email re: next steps to prepare parking submission. See Item 8 below.

Jennifer Franks, City Mgr Office – HR Support contact provided.

Integrity Commissioner – Correspondence re: conduct of Directors during upcoming provincial and municipal elections will be circulated to directors.

b) Upcoming Agenda Items – No changes requested.

4. Manager's Report

a) HR

- Noted timetable for recruiting permanent staff based on approval of staffing plan.
- Risk Management regarding ice rentals (insurance) – see Item 9

b) Finances:

- Still waiting for final documents regarding the 2017 audit.
- Met with Lawrence (Treasurer) on April 11th & 16th regarding the budget and accounting process / expectations.
- First draft of 2019–2020 budget has been provided to the treasurer for his review and suggestions (see item 5)
- 2019-2020 requires approval for June / July 2018 (to be submitted to the City)

c) Capital Works:

- Site meeting was held on Thursday, April 19th. All work is on schedule and there are no issues to be reported.
- Some minor changes have been requested of the arena to accommodate accessibility work in our lobby.

d) Building Maintenance: Maintenance work will be performed as permitted (August & September).

e) Staff Training:

- Staff have registered with ORFA's professional development courses held at the University of Guelph from April 29th – May 4th, 2018.
- Mario and Chris have registered in Accounting – Finance certificate program through Ryerson.

f) Programs:

- Fall 2018/2019 registrations have been ongoing since the shutdown. Adult leagues have more than 60% of the allocated spots filled. Except for 18+ men's (It was noted that it is normal). Adult skills are sold out. Girl skills are sold out in both sessions with 20+ on the waiting list.

g) Other Business:

- Concussion update (Parks Rep) – indicated that Parks is following up with the Province to confirm that the proposed procedures meet provincial expectations. Sandra will advise us as soon as the province has provided feedback.

5. Treasurer's Report – See Sheet

a) March Monthly Report

- Because of the shutdown, comparisons with prior years will not be meaningful.
- The Treasurer suggested that the Board and Manager would benefit from having accrual-based reports available, though probably not needed monthly. It was noted that September and October are the key months for taking action where there are any significant variances against budget, since we don't meet during the summer. It was agreed that the Treasurer and Manager should work with the accountant to determine what accrual reports could be provided at a reasonable accounting effort/expense.

ACTION: Lawrence, Mario and Mike (the accountant) will arrange a phone call to discuss feasibility and costs for accrual accounting reports and report back to Board for next meeting, May 2018.

b) Draft Budget 2019, 2020 – update on assumptions (see 2 sheets)

- Some refinements were made based on the Treasurer’s review. It was noted that “Bonus” includes an amount related to the Manager package (a maximum value, which may not be paid out.)
- No concerns were raised.
- Final budget approval will take place when the staffing plan is approved – schedule for May 2018.

c) 2017 Audit update

- Draft report not yet received. Treasurer is following up.

6.Capital Project Update (see template)

a) Status Report (see sheet)

Overall Status GREEN

Milestone: Full building closure, facility under full control of General Contractor.

Explanation: Underway – on schedule.

Comment: Closure took place as scheduled. Construction is underway. Arrangements have been made to permit use of office and vestibule by Arena staff during construction. Site meeting occurred 2 weeks ago. Hard hats and vests have been provided to arena staff using the site during construction hours.

ACTION: Next Template Report to be prepared for September 2018 meeting.

7.HR Items

b) HR Policy Update re: Bill 148

ACTION: Mario to request that the HR contact review the current booklet and provide advice on updates to reflect Bill 148. Chair to be cc’d on request.

8. Parking Proposal –BBA Parking Package (Ellen, Mario, Sharon)

- Ellen summarized input from City Transportation Contact. Key message is that the proposal needs to include the results of a petition, including the names, address and signature of those canvased.
- Discussion focused on the need to ensure that the canvassing included the necessary addresses as far as the Transportation Committee and the Councillor are concerned, and also represent the larger Arena user community to the extent possible.
- It was agreed that methods of canvassing will be dependent on the timing and size of area to be covered.
- Given that the Arena is closed, it was agreed that it is advisable to wait until the Fall reopening to administer the petition.
- It was agreed that as next steps the population to be petitioned to meet Transportation Committee requirements should be clarified; a final wording for proposal and petition should be drafted and approved by the Board; the SVRA should be advised of our intentions.

ACTION: Ellen to contact City expert to get specific advice on which residents must be consulted by petition (which street addresses) and sample wording for a petition.

ACTION: Ellen and Sharon to draft parking proposal and petition for Board approval.

ACTION: Peter to have a discussion with the SVRA, providing with the package for their information.

9. Insurance Liability Waiver

- Mario contracted Moss Park & North Toronto Arenas and spoke with Jeff Madeley, the City's risk management expert. Bill Bolton Arena is covered for all our Programs and Skills, but coverage does not extend to those who rent the ice or their clients or program participants.
- Mario asked for direction regarding insurance requirements that the arena should impose. It seems that the City requires private group rentals must have their own insurance and show proof (Ex. Skate Sisters.) Mario presented two options:
 - Model 1 – we verify at the arena that the rental clients have insurance; or
 - Model 2 – we make insurance available or direct users to an insurance provider.
- There was agreement that the Arena would not get into the business of supplying insurance. After further discussion it was agreed that the George Bell approach and wording should be used on BBA rental contracts until such time as there is a clear policy for Community Arenas requiring.
 - Wording: The Customer shall “[p]rotect, indemnify and save harmless the Arena and its servants or agents of and from all claims for damages that may arise out of the use of the Arena, ~~parking lot~~ and incidental facilities by the Customer or any others present as a result of the Customer's use of the Arena. The Customer acknowledges that the Arena strongly urges all Customers to have a policy of liability insurance in place for the duration of the rental period.”
- Bill Bolton does not currently require that “Spot” or one-time rentals sign a contract, in part because often the arrangements are made by phone and no staff are present to take a signature before the client gets on the ice. Directors expressed concern that these users represent as much of a risk as contract renters and we should have clarity on whether this type of rental needs to sign a contract with a waiver.
- Mario let us know that our Insurance Liability waivers are okay for BBA Programs.

ACTION: Mario to ask Nina Basarick (City Risk Management) about the need for contracts for “spot” rentals (one-time rentals) and report back by June 1st.

ACTION: Mario to check to see that our waivers on brochures and contracts are correct and update if needed and report back by June 1st.

ACTION: Mario to immediately update the BBA Ice Rental Agreement - 2nd page General #6. – to use George Bell's wording:

10. Programming (Committee - Jan, Peter, Ellen, Jacob, Mario)

a) Proposal for Manager to vary fees / programs in-year (see sheet)

The reason for this letter is to give Manager the discretion to vary fees if a program is in jeopardy and the Board cannot meet in time to address the problem. (Board policy requires that all fees be approved – this would be a limited exception.)

Motion: To amend the proposal by replacing Mario's name with "Arena Manager" and eliminating the limit on the amount of the fee change.

(Moved: Ellen; Seconded: Sharon; Approved Unanimously)

ACTION: Mario to review the wording for the delegated authority to change fees and report to the Board at the May 2018 meeting with any further changes that he feels are advisable.

b) Update on Concussion Legislation (Sandra McCallum)

No further information received from Sandra (see Manager's Report above).

11. Other Business

Lawrence asked if the would new Board members would have their orientation.

ACTION: Chair to inquire when the next Orientation for the Lawrence, Craig & Caralyn.

ACTION: Sharon & Shelley to put together all Action Items from Sept 2017 – April 2018.

12. InCamera

Regular Meeting Adjourned – 8:13 pm

Next Meeting: Tuesday, May 15th, 2018 @ 6:30 pm

Distribution Dates:

Agenda Items received – May 1st, 2018

Agenda circulated to Board – May 2nd, 2018

Materials received – May 8th, 2018

Materials distributed and Agenda posted – May 9th, 2018

APRIL 2018 - ACTION ITEM SUMMARY

Action Item: Chair to schedule a review of the Issue Management Policy on May Agenda.

ACTION: Lawrence, Mario and Mike (the accountant) will arrange a phone call to discuss feasibility and costs for accrual accounting reports and report back to Board for next meeting, May 2018.

ACTION: Next Capital Report to be prepared for September 2018.

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