

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

Board Meeting – Tuesday, May 15th, 2018

Meeting Number 5

REGULAR MEETING MINUTES

APPROVED

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Craig Cameron, Lawrence D' Souza, Jacob Hadwen (present at 7:56pm), Shelley Hopkins, Stephen Longstaff

Other attendees: Sandra McCallum left at 8:05pm, Chris Quinn (Arena Staff) left at 8:05pm

ABSENT: Councillor Joe Cressy, Colin Burns, Peter Diaz, Jan Hughes, Ellen McNeil, Caralyn Quan

DECORUM CALLED BY CHAIR

MEETING CALLED TO ORDER: 6:31 pm

1. Approval of Agenda/Conflicts

Motion: To accept Tuesday May 15th, 2018 Agenda noting the in camera item with Manager present.

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

The remainder of the items followed in original order.

Deferred during the meeting: Parking 7a), b); Review of Issue Management Policy.

2. Review of April 26th, 2018 Minutes / Resulting Business

Motion: To accept the April 26th, 2018 Minutes. (Moved: Shelley; Seconded: Lawrence; (Approved unanimously.)

3. Chair's Report

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

Jacob Hammer, Auditor, Welch LLP – sent email May 7th requesting the audit report in time May 2018 BOM Meeting if at all possible. It was recommended to provide him with a reminder.

Karen Jones, City Manager's Office, May 3, 2018 – received email requesting copy of Executive Compensation Policy with extracts from the approval minutes and addition information. (Chair sent Response May 8, 2018)

HR Committee Meeting May 8, 2018 – per Action Item

Appointments Office contacted – Sharon requested an orientation session for the three new Board members (not as a part of a regular BOM, since other directors have had orientation.)

b) Upcoming Agenda Items

June

Final Budget Approval (incorporating approved Staffing Plan) in June, based on update to reflect approved staffing plan and salary grid.

Board strategy for support for construction issues during the summer. Point person needed Sharon plus 1 more person.

4. Manager's Report

a) **HR Update** – Discussed at the Partial In Camera Meeting with the Arena Manager in Attendance.

b) Finances:

- 2017 audit documents have been received and forwarded to Board for review – see email.
- Confirmed our projected deficit of 2018 with budget analyst (correction to City published data).
- Lawrence, Michael (book keeper) and Mario connected regarding accruals process.

c) Capital Works:

- Site meeting was held on Tuesday, May 15th, 2018
- Next Site meeting will be scheduled for Tuesday, May 29th, 2018.
- Project is on schedule and there are no issues.

d) **Building Maintenance:** Maintenance work will be performed as permitted (August and September.) Cost estimates are being reviewed.

e) Staff Training:

- Chris and Mario enrolled and completed in ORFA's 2018 professional development program.
- Mario successfully completed the requirements in attaining Legal Awareness 1 & 2 certifications.

f) Programs:

- Received feedback from a community member urging an expansion of our girl's youth skills program.
- Adult registrations for 2018 / 2019 programs are filling up well (June 1st deadline for current players to re-register with guaranteed place.)
- Youth registrations for 2018/2019 programs are expected later.
- The ice rental contract was updated to reflect waiver wording approved at April BOM.
- Free skate status also to be checked with Risk Management Team.

g) Risk Management:

- Jennifer Franks of the City Manager’s Office put Mario in contact with Tracie Dang (of Risk Management Corporate Finance) regarding Bill Bolton’s risk assessment. A Building Risk Assessment is planned.

ACTION: Chair coordinate with Tracie Dang for a presentation to the Board on the risk management considerations for the Arena and results of the building assessment – possibly at the September 2018 meeting.

ACTION: That Mario ask that the Risk Assessment scope include public skate and contract rentals.

- Regarding waivers on our brochures, Mario advised by Mina Basarke that “the waiver language we include in our current permits is beneficial but that requiring insurance secures the financial backing to support that waiver.” Mario noted that the City is now focusing on getting a better understanding of what practices are in place among community arenas, including rentals and public skate and may use BBA to develop an approach.

5. Treasurer’s Report – See Sheet

a) April Monthly Report (See sheet)

The Treasurer raised questions and concerns regarding the Monthly Reports and the lack of accrual-based reports, as well as the apparent lack of alignment between City budget and Arena internal reporting.

ACTION: Lawrence and Budget Analyst to have a discussion regarding accrual reporting and strategies for improving alignment between City and Arena internal reporting

b) Accrual accounting feasibility update from Treasurer

The question of introducing periodic accrual reports to support budget monitoring has not yet been addressed with the Bookkeeper.

c) 2017 Audit Report: (See Welch LLP Letter, summary report, and financial statements)

The Treasurer raised questions about the quality of the Audit, noting several discrepancies. In general discussion, directors noted as well that they needed a better understanding of the audit process, particularly given the indemnification letter that a Board representative is being asked to sign.

ACTION: Lawrence and Chair to make a list of concerns and questions about the Audit and prepare the Auditor for the next meeting Agenda.

ACTION: The Chair to invite the Auditor to come the next Board meeting to explain the process and clarify their findings.

6.HR Items

- a) HR Plan (HR Committee) –in camera with Manager
- b) HR Policy Update re: Bill 148*

Sandra McCallum reported that the City is phasing in its policy updates, based on the administrative and financial impact. She identified three immediate areas for update based on her organization's experience and our operations:

- Minimum wage change
- Paid personal leave days
- Maternity leave entitlements

It was noted that the change to statutory the holiday pay calculation is being updated from the original legislation.

Action: Mario to prepare draft changes related to Bill 148 to HR Handbook and submit to the HR contact provided by Jennifer Franks for comment/input.

7. Parking Proposal (Ellen & Sharon)

Deferred discussion on survey wording and scope of survey due to late arrival of City information. Ellen's summary: As far as the Transportation Committee is concerned, the survey is for occupants of the houses with frontage on the portion of the streets impacted by the proposed change.

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

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

- Mario endorsed the proposed wording with no changes.

ACTION: Sharon update the Manager Authority to Vary Fees document to reflect policy approval date and circulate and archive.

b) Update on Concussion Legislation

- Sandra McCallum reported that her Parks and Rec is using the material provided by the Province to train staff. In addition, the City has a concussion policy which can be adapted by the Arena (but cannot be used as it is – it is for reference only.)
- Sandra McCallum noted that the City's Concussion Policy is for REFERENCE ONLY, not to be shared with the Public. The Board is to develop their own Concussion policy that can be shared with the public.
- BBA to adopt what we received from Sandra and send a copy to Risk Management at the City to ask for their confirmation that it meets our obligations.

ACTION: Sandra McCallum to provide recent legislation of Procedure & Protocol procedure using the legislation.

ACTION: The Board to develop its own Concussion policy based on the City's Concussion Policy, have it reviewed by Risk Management, and then make that available to the Community.

ACTION: Arena Manager to have BBA Staff trained on concussion policy using materials provided by Sandra.

9. Review of Issue Management Policy – Deferred to June 2018 meeting

Action: Directors to bring a copy of the Issue Management Policy to the next meeting – Thursday, June 14th, 2018.

10.Action Items Outstanding

Chair went over all the action Items on the Summary List in advance of a detailed discussion on priorities at the June 2018 meeting. (

11.Other Business - none

Regular Meeting Adjourned – 8:05 pm

12. In Camera – Partial In Camera (with Arena Manager) 8:08pm – 8:33pm
Full In Camera 8:35pm – 9:00pm.

Next Meeting: Thursday, June 14th, 2018 @ 6:30 pm

Distribution Dates:

Agenda Items received	– May 29th, 2018
Agenda circulated to Board	– May 31st, 2018
Materials received	– June 5th, 2018
Materials distributed and Agenda posted	– June 7th, 2018

MAY 2018 - ACTION ITEM SUMMARY

ACTION: Chair coordinate with Tracie Dang for a presentation to the Board on the risk management considerations for the Arena and results of the building assessment – possibly at the September 2018 meeting.

ACTION: That Mario ask that the Risk Assessment scope include public skate and contract rentals.

ACTION: Lawrence and Budget Analyst to have a discussion regarding accrual reporting and strategies for improving alignment between City and Arena internal reporting

ACTION: Lawrence and Chair to make a list of concerns and questions about the Audit and prepare the Auditor for a meeting with the Board.

ACTION: The Chair to invite the Auditor to come the next Board meeting to explain the process and clarify their findings.

ACTION: Mario to prepare draft changes related to Bill 148 to HR Handbook and submit to the HR contact provided by Jennifer Franks for comment/input.

ACTION: Sharon update the Manager Authority to Vary Fees document to reflect policy approval date and circulate and archive.

ACTION: Mario & Sharon to make the delegated authority to change fees Letter a Policy.

ACTION: Sandra McCallum to provide recent legislation of Procedure & Protocol procedure using the legislation.

ACTION: The Board to develop its own Concussion policy based on the City's Concussion Policy, have it reviewed by Risk Management, and then make that available to the Community.

ACTION: Arena Manager to have BBA Staff trained on concussion policy using materials provided by Sandra.