

# BILL BOLTON ARENA

Board Meeting – Thursday, February 15, 2018

*Meeting Number 2*

## **REGULAR MEETING MINUTES**

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Peter Diaz left at 7:45pm, Shelley Hopkins, Stephen Longstaff & Ellen McNeil

Other attendees: Chris Quinn (Arena Staff)

ABSENT: Councillor Joe Cressy, Colin Burns, Jacob Hadwen, Jan Hughes & Kim Brown

DECORUM CALLED BY CHAIR

MEETING CALLED TO ORDER: 6:30 pm

### **1. Approval of Agenda/Conflicts**

**Motion:** To accept Agenda with following amendments.

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

In Camera became Item 2, followed by Programming (b) as Item 3. The remainder of the items followed in original order.

### **2. In Camera 6:35pm – 7:22pm**

**Regular Meeting Resumed (7:23 pm)**

### **3. Programming** (Committee - Jan, Peter, Ellen, Jacob, Mario)

#### **b) Proposal for Manager to vary fees / programs in-year (decision) –**

Decision deferred to March 2018.

On behalf of the Programming Committee, Peter Diaz reported that no recommendation had been developed by the Committee. In discussion it was agreed that the Board would need to see a written proposal for delegation that provided clear parameters for the delegation to the Manager. Example noted: Summer Camp where a low enrolment for specific week might be addressed by incentives for multi-week enrolment, based on the Manager's assessment of the situation.

**ACTION:** Mario & Ellen work on the wording of the written parameters.

**ACTION:** Sharon to send the link By-law to Peter.

## **4. Review of January 16, 2018 Minutes / Resulting Business**

**Motion:** To accept the January 16, 2018 Minutes as drafted.  
(Moved: Shelley; Seconded: Peter; Approved unanimously.)

## **5. Chair's Report**

### **Correspondence and Meetings:**

P. Klambauer conf call w. Mgr re: communications, Parks participation; project status.  
Cristina DeCaprio (Lobbying Registrar) and Jennifer Franks re: Arena obligations related to lobbyists (email and phone).  
Catherinah Faux, Valerie Jepson (Integrity Commissioner), Jennifer Franks re: HR complaints amendments – concluded that no changes are required at this time.  
Jennifer Franks re: support for further HR policy amendments related to Bill Audit Plan – received from Auditors.

### **Upcoming Agenda items:**

Audit: Based on the most recent information Mario suggested that the draft would not be available for review until April, with approval likely in May.  
Review of Priorities/Action Items: Suggested for March meeting if new directors are on board.

### **Important Dates:**

**Next Meeting: Tuesday, March 20th, 2018 @ 6:30 pm**

### **Distribution Dates:**

Agenda Items received – March 5th, 2018  
Agenda circulated to Board – March 6th, 2018  
Materials received – March 12th, 2018  
Materials distributed and Agenda posted – March 13th, 2018

## **6. Manager's Report**

**HR Update:** Working on Staffing Plan and Arena Operator positions for 2018 /2019 season.

**Finances:** In early stages of 2019 – 2020 budgets. Mario will work with the Treasurer before bringing it forward to the Board. Mario is working on the calendarization. The Audit for 2017 has been set for February 26 – 28<sup>th</sup>.

**Capital Works:** Site Meeting with contractor and engineer is scheduled for Tuesday, February 20<sup>th</sup> @ 10:00am. Peter Klambauer has provided Mario with some wording to add to our existing community notice. A question came up about The Arena Manager ability to get to his office for business as usual during Renovations. Mario will enquire about possible use of St Albans if access to the office will be restricted.

### **Building Maintenance:**

Board cladding, ice painting and board scrubbing has been scheduled for late September. All other building maintenance will be addressed during our 3-4 month shutdown.

**Programs:**

- Board approved Brochure templates will be reviewed over the next few days for release to the public by the end of February.
- March camp is sold out with 50 participants, 25 of which are enrolled in our lunch program. There is 15 people on the waiting list.
- Mario presented the ice allocation schedule for the 2018/2019 season to the City based on Board approved programs.

**Other Business:**

Our first ever Family Day Skate is set for Monday, February 19<sup>th</sup>, 2018 from 1-3pm. Mario is expecting 200-300 people.

**7. Treasurer’s Report – See Sheet.**

**a) January Monthly Report**

**Notes:** ProShop Sales increased \$1,600 and Skate Sharpening Sales increased \$700. Ice bookings down 2 rental hours due expanded Bolton programming. It is possible that GTHL will choose to take one of the hours in the Fall.

**b) COLA for 2018**

The Board approved a COLA rate of 1.5 % for 2018.

**ACTION:** Mario to make appropriate adjustments to pay rates based on COLA approval.

**ACTION:** Mario to contact the Financial Planning Office in the Fall 2018 to confirm the City COLA rate for 2019 and provide this to the Board for a decision.

**8.Capital Project Update**

**a) Status Report**

Overall Status GREEN

Milestone: Contractor mobilization, development of shop drawings.

Explanation: Contractor on Board; site preconstruction meeting date set for February 20<sup>th</sup> @ 10am. Parks has been requested to send a rep.

**b) Communications Update**

A Notice to the Community (for Website and bill boards) has received approval from Peter Klambauer and will be posted.

**9. HR Policy Updates – See Sheet**

- a) **Complaints Process Revisions:** Sharon reported that after giving the matter consideration, the City Manager’s Office has determined that no changes are required at this time and the Policy remains as approved in May 2017.

- b) **Amendments related to Province updates – see Bill 148 package:** Mario advised the Board that there are additional changes (beyond minimum wage increase of January 1<sup>st</sup>) required. They may impact the organization structure and include holiday and other leave entitlements for part-time staff. Mario noted that there is some urgency if he is to have an approved staffing structure in time to advertise and hire for a September start date.

**ACTION:** Mario to go to briefing. After March 7/18 Mario will inform the HR Committee outcome.

**ACTION:** Mario will prepare package of changes to address the impact of Bill 148 and will review it with the HR Committee (Sharon, Jacob, Stephen, Mario) in advance of bringing it to the Board.

**10. Lobbying By-Law Text** – see Advise Regarding the Application of the Chapter 140, Toronto Municipal Code – the Lobbying By-law to Arena Operations Sheets.

Sharon presented the results of the consultation with the Lobbyist Registrar. In summary, interaction with the arena by the community using any of the options (Website, email, Facebook etc.) is not lobbying except when the individual is selling a product or service. In that case, the individual should be advised to contact the Lobbyist Registry Office to register the transaction. Where this interaction with the Arena takes place by email, the following notice should be placed below the signature line:

Communicating with staff of the City of Toronto on certain subject matters may require you to register as a lobbyist. Contact the Office of the Lobbyist Registrar by phone at 416-338-5858 or by email at [lobbyistregistrar@toronto.ca](mailto:lobbyistregistrar@toronto.ca). For assistance in completing your registration visit [www.toronto.ca/lobbying](http://www.toronto.ca/lobbying).

**ACTION:** Mario to advise the staff and implement lobbyist protocol.

## **11. Programming**

### **a) Survey – Summary Report for Posting**

Stephen informed the Board that a full report on the Survey findings had been completed and would be made accessible to board members. He and Chris will wait for any feedback before drafting a brief, 1-2-page Executive Summary to be posted on the arena's website. It was agreed that a brief presentation highlighting the principal lessons from the survey should be postponed until the March where it could serve as part of an orientation session for new board members.

**ACTION:** Directors to provide any comments on the report to Chris or Stephen (by email or phone.)

**ACTION:** Chris & Stephen to put together 1-2 pages Survey Summary Report to be posted on the Arena Website and to be provide as an information item at the March 2018 Board meeting.

**ACTION:** Chair to include review of the 2017 Survey results as an agenda item on the March meeting.

## **12. Parking Proposal**

**a) Draft for Discussion** – Highlights of Parking Improvement Proposal for Board Comment ( see Info Sheet.)

Contents discussed and endorsed:

1. Essential Request: Extend the parking hours on Rossmore and Olive Streets by 3 hours as opposed to 2 hours.
2. The 7am to midnight parking has been successfully operating without issue on two of the four sides of the Vermont Square Park for over 20 years.
3. Other considerations: Add Carpool

**ACTION:** Sharon & Ellen to get sample of a parking proposal package from the City (Counsellor Cressy's Office) to serve as a template for the package.

**ACTION:** As he requested, Sharon to alert Counsellor Cressy's Office when the package is coming to the Board.

**13.Other Business** - None

**Regular Meeting Adjourned – 8:13 pm (In Camera started first)**

**Next Meeting: Tuesday, March 20th, 2018 @ 6:30 pm**

## **FEBRUARY 2018 - ACTION SUMMARY**

**ACTION:** Mario & Ellen work on the wording of the Written Parameters.

**ACTION:** Sharon to send the By-law link to Peter.

**ACTION:** Mario to make appropriate adjustments to pay rates based on COLA approval.

**ACTION:** Mario to contact the Financial Planning Office in the Fall 2018 to confirm the City COLA rate for 2019 and provide this to the Board for a decision.

**ACTION:** Mario to go to briefing. After March 7/18 Mario will inform the HR Committee outcome.

**ACTION:** Mario will prepare package of changes to address the impact of Bill 148 and will review it with the HR Committee (Sharon, Jacob, Stephen, Mario) in advance of bringing it to the Board.

**ACTION:** Mario to advise the staff and implement lobbyist protocol.

**ACTION:** Directors to provide any comments on the report to Chris or Stephen (by email or phone.)

**ACTION:** Chris & Stephen to put together 1-2 pages Survey Summary Report to be posted on the Arena Website and to be provide as an information item at the March 2018 Board meeting.

**ACTION:** Chair to include review of the 2017 Survey results as an agenda item on the March meeting.

**ACTION:** Sharon & Ellen to get sample of a parking proposal package from the City (Counsellor Cressy's Office) to serve as a template for the package.

**ACTION:** As he requested, Sharon to alert Counsellor Cressy's Office when the package is coming to the Board.