

BILL BOLTON ARENA

Board Meeting – Wednesday, Oct 18th, 2017

Meeting Number 9

(NOTE: April Meeting (#4) was cancelled.)

PRESENT:

Manager: Mario Carpino

Chair: Sharon Bider

Directors: Peter Diaz, Jacob Hadwen present @ 6:32pm, Shelley Hopkins, Jan Hughes present @ 7:25pm, Stephen Longstaff, Ellen McNeill present @ 6:36pm, Sean Otto

Other attendees: Chris Quinn (Arena Staff)

ABSENT: Councillor Joe Cressy, Kim Brown

DECORUM CALLED BY CHAIR

MEETING CALLED TO ORDER: 6:30 p.m.

1. Approval of Agenda / Conflicts

Motion: To accept Agenda with following amendments by Chair. (Moved: Sean; Seconded: Peter - Approved Unanimously)

- The Order of Items # 8 - 12 to be discussed was revised. The Final Order was:
8. Parking; 9. H/R Committee Report; 10. Programming; 11. Other Business
12. In Camera

2. Presentation by City of Toronto Integrity Commissioner

Presenter: Valerie Jepson (Integrity Commissioner) from the Office of the Integrity Commissioner For BBA Board of Management. Contact Info: (416) 397-7770
Valerie.Jepson@toronto.ca

(See The Office of the Integrity Commissioner Package, Information Bulletins (Arena Boards, Use of Social Media))

Highlights:

- The standard of conduct for directors, who are public office holders, goes beyond adherence to rules and requires that the directors be seen to adhere to the rules.
- Directors can participate in community and political activity but must refrain from any reference to their position on the Board during their activities.
- There is a cooling off period of 12 months following end of Board appointment where conflict of interest obligations continue.
- Complaints (including complaints by staff) regarding conduct of Board members, are investigated by Integrity Commissioner.
- The Office of the Integrity Commissioner (OIC) is always available for consultation where a Board or an individual director wants to clarify obligations. Website has a lot of information as well.
- The Lobbying By-law is not administered by the OIC. Directors and arena staff should be familiar with the requirements and it is advisable to have a standard response to provide to individuals who approach the Arena in manner that falls into the category of lobbying.

- Role of the Integrity Commissioner will be enhanced when Bill 68 comes into force.

Discussion:

- Recently approved Complaints Procedures may need to be revised to reflect role of ICO.
- ACTION 1:** Sharon to show Valerie our current Complaints Procedures to ensure that they are correct.

Additional familiarity with the Lobbying Bylaw might be useful for Board, and Arena staff involved in procurement.

ACTION 2: Sharon and Mario to obtain and circulate Lobbying Bylaw and registry process information for Board and staff and develop a standard response to be used for applicable situations.

ACTION 3: Sharon to circulate Information Bulletins (Arena, Social Media)

3. Review & Approval of Previous Minutes (Sept 19th, 2017) and Resulting Business

Motion: To approve the Minutes of Sept 19th, 2017 with 2 Items Amended by the Chair. (Moved: Sharon; Seconded: Jacob - Accepted Unanimously)

Two Amendments to Sept 19th Minutes were:

1. References to "Mike Cressy" changed to "Joe Cressy".
2. Page 5 - section 9.4 - Ellen's name was listed twice in the parenthetical comment. One of those instances should be replaced with Peter's.

4. Chair's Report (Chair – Sharon Bider)

OMERS - We accepted the Omer's package.

Programming - Committee to discuss helmet visors requirements (see below)

Director Appointments timetable – Interviews expected January for February 2018 appointments. Possible candidates - Under age 30

Email collection authority - Waiting for legal authority wording. Manager requested to wait until this is received before preparing pamphlets.

Updated H/R Handbook – Minor changes to the complaints section required per July 2017 advisory from the City Human Rights Office – December Board Item.

Proposed Agenda Items review - December items - okay

Note: Chair requested that all Supporting Materials for BBA Board Meetings come in on time to Secretary with a cc to Chair.

Next Meeting: Thursday December 7th, 2017

Distribution Dates: Agenda Items received – Nov 20th

Agenda distributed to Board – Nov 21st

Materials received by Secretary – Nov 28th (Materials distributed to Board)

Agenda posted – Nov 30th

ACTION 4: All Board members to have all the Supporting Materials for BBA Board Meetings come in on time.

5. Manager's Report (Manager – Mario Carpino)

The Manager's Report Sheet was given & reviewed by all The Board Members. 7 Items were discussed. (See Mario's sheet)

H/R Update:

- Met with H/R committee on Oct 12th, 2017
- Mario hired 2 new part-time maintenance employees.

Finances – Debit Machine for Snack Bar:

- Mario reported that Arena users would like to be able to purchase snack-bar items via debit. Debit payments involve a charge to the arena for each transaction

Discussion: Options to reduce loss to the arena: Pay a service charge under reasonable threshold OR Minimum amount.

Motion: To leave to the full discretion for implementation to the Arena Manager - (Moved; Sean, Seconded: Jacob; Passed - 7 yes 1 No)

Building Maintenance: Mario met with Sales Rep regarding replacement of the 2 Hockey gates and additional hardware upgrades (see Treasurer's Report below)

Capital Works: (see item below)

Staff Training: Staff completed CPR and AED training September 23rd and 24th, 2017.

Programs:

- All programs and rental contracts are fully implemented.
- Mario provided the City with 2017 /2018 Ice Allocation schedule.
- Public Skating - Halloween Skate Friday Oct 28/17.

Other Business:

a) Programming Options during construction shut-down: Mario contacted 3 local arenas. He found that none of them could accommodate our summer adult or youth camp 2018 Programmes.

b) St. Albans partnership opportunities: Mario contacted the Executive Director from St. Albans regarding future partnerships to allow Summer Hockey Camp to utilize their facilities in 2019 and moving forward (e.g. gym for off-ice programs, particularly when it rains.)

c) Facial Protection Requirements – Adult Hockey Leagues:

Concern by team member regarding the rule requiring facial protection and whether the requirement is being enforced consistently across all BBA Hockey Leagues. In some leagues referees are permitting half-visors to be used. Brochures state that “full facial protection” is mandatory.

ACTION 5: Pro shop to stock up on full cages.

ACTION 6: Sharon and Sean to talk with City's Risk management Department regarding Arena liability and recommended policies.

ACTION 7: Sharon to include facial protection item on December 8th agenda.

6. Treasurer's Report

3rd Quarter Financials (see Jacob's Material): The Treasurer reported no issues, with expenditures and revenues on track per budget as amended for OMERS payment.

Depreciation Treatment: The Treasurer reported that the City financial staff had confirmed that there are no restrictions on the Arena spending on depreciable items as the budget approvals do not reflect depreciation allowances.

Arena Improvement Investments (Minor Capital): A list of priority investments was presented by the Manager and reviewed by the Board in context of the budget.

Motion: The Board approved the following purchases up to the amounts indicated, to be carried out in compliance with the Procurement Policy:

1. Fryer \$11,000
2. Rink Gate Doors \$6000
3. 2 Garage doors - \$10,000

Total: \$27,000 (Approved spending envelope.)

(Moved: Sharon; Seconded: Jacob; Passed unanimously)

ACTION 8: Additional candidate items that Mario is to cost and report on for next meeting:

- Benches
- Dehumidifier \$40,000

7. Capital Project Update

Status Report: (See handout) Overall Status: YELLOW. Tender documents should have been released to Purchasing by the end of September. Current date per project manager correspondence is Oct 23rd.

Discussion: Need to have program options for handling scenarios including late start to the construction (due to delay in engaging the General Contractor); longer construction (late completion date).

ACTION 9: Mario and Programming Committee to report on options for these scenarios at December 8th meeting.

8. Parking

Peter presented the information he had received from SVRO contacts regarding a move by the City to restrict 1 hour parking for non-permit holders. (As per email / Website). This restriction would make it impossible for clients to park legally for the duration of a typical program.

ACTION 10: Ellen / Peter / Sharon & Mario to investigate and request a meeting with Councillor Cressy to discuss the situation including short and longer-term options for improved parking for clients. Report back at next meeting.

9. H/R Committee Report (Sharon, Jacob, Stephen & Mario)

H/R Committee met on October 12, 2017. No changes to the Staffing Plan are recommended at this time. Subsequent to the meeting Mario confirmed that he is comfortable with permanent hiring process to start May 2018 for September 2018 start.

10. Programming (Jan, Peter, Ellen & Mario)

Survey - Power Point prepared by Chris (Arena Staff).

Survey went live on-site and online as of Oct 2, 2017. Posters and staff prompting in the building as well as prominent space on the arena news area of the website.

No Email out at this point. Waiting for Notice of Collection wording to be confirmed.

Overall very positive in all areas. Interesting finding: 80% use car to get to arena (no way to know whether this is parked or drop-off. Possible area for more detail next version of the survey.)

Mario reported that staff are not clear why we need the survey and whether it will be used for performance management. The Board confirmed that the survey is a tool to allow overall arena strategic, programming and facility operation decisions to be made and is not a tool for individual performance management and asked that he communicate this to the staff.

ACTION 11: Sharon to load survey results, including comments, on to the Google drive and send link to Board members.

ACTION 12: Programming Committee to have meeting to develop program change proposals with initial budget impact assessment for presentation at December 7th meeting.

The Board was reminded that pamphlets should be final by end of January 2018 to allow printing and release before March Break 2018.

11. Other Business - none

Regular Meeting Adjourned – 8:42 pm (moved to *in camera*)

Next Meeting Date: **Thursday, December 7th, 2017**
2018 Meeting Dates - TBA

For Dec 2017 Meeting	Items	Responsible
Standing Item	Capital Planning Progress	Capital Committee
December 2017	4 th Quarter financial report	Treasurer
	Facial Protection Policy	
	Parking Update	Ellen, Mario, Sharon
	Discussion on effect of minimum wage legislation	Treasurer, Ellen
	Manager's Investment priorities	Manager
	Survey results update	Manager
	Detailed program proposals with initial financial impact.	Programming Committee, Manager
	Complaints Procedure Policy Amendment	Chair
January 2018	Details & Financials on Programming; recommendation for delegating minor program changes to Manager; officials certification recommendation	Programming Committee
	Year-end Financial Review	Treasurer
February 2018	Budget draft review (April 2018) Audit report (May 2018) Budget final approval (May 2018) Video streaming (Spring 2019)	Programming Committee
Future	Insurance assessment (D&O)	

October 18th, 2017 BOM ACTION Summary Plan
For Bill Bolton Arena
12 ACTIONS that NEED to be Completed

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