

BILL BOLTON ARENA

MINUTES FOR MEETING OF BOARD OF MANAGEMENT Weds. Aug. 26, 2020 – 6:30 pm Meeting #5 (Special) - conducted virtually via WebEx APPROVED

Directors: Craig Cameron (Chair), Richard Bornet; James Lam, Stephen Longstaff, Ellen McNeil, Caralyn Quan

Manager: Mario Carpino (Manager)

Other Attendees: Chris Quinn (Program Coordinator); three members of the public

REGRETS: Shelley Hopkins; Sharon Bider, Jan Hughes, Peter Diaz, Councillor Mike Layton

Quorum: Chair / Meeting called to order 6:35 pm

1. Approval of Agenda/Conflicts – August 26, 2020 Agenda

MOTION: To ACCEPT Weds. Aug. 26, 2020 – Meeting Agenda

- **APPROVED**

2. Approval of Minutes from Special Meeting 4 (July 30, 2020)

MOTION: To ACCEPT Minutes for Special Meeting 4 (July 30, 2020)

- **APPROVED**

3. Manager / Chair Update

Chair's Report: The Chair reminded the attendees and public that the meeting would focus on discussion of the return to play proposal prepared by staff with consultation from a sub-committee of the board, followed by a vote on the proposal.

The Chair also thanked the manager (Mario) and the program coordinator (Chris) as well as the board members who met with them (Sharon and Ellen) for their hard work in

coming up with a return to play proposal, particularly given the uncertainty around what procedures are safe and the unique challenges of Bill Bolton's physical layout.

Manager's Report:

a. Mario read some prepared remarks – highlights include:

- We have been working hard to keep clients updated on changes and program cancellations and have issued over \$100,000 in refunds as well as offering clients different options (deferral of fees etc.)
- We have been able to maintain a full complement of employees
- We have been able to pay all our outstanding invoices and bills
- We have not had to ask the City for any financial assistance (unlike other arenas)
- The staff have been very dedicated and have conducted themselves throughout in a manner that Mario (and the board) should be proud of
- Chris has been doing a tremendous job to keep clientele updated on programs and to respond to inquiries, as well as his great work on the return to play proposal
- Mario would like to thank Sharon and Ellen for a productive committee meeting for the return to play proposal
- The proposal reflects our best efforts to run our programs and arena in a manner that puts safety of clients and staff first.

Mario also added that signage and labels and some PPE equipment have been ordered (and the City is sending some as well, but we will have our own just in case).

b. Private Rental COVID procedures and forms

Mario shared the updated procedure for private rentals and the City waiver that renters must sign prior to use. Private rentals to begin after Labour Day.

[DOCUMENT: Private Rental COVID 19 Format for Board Members.pdf]

Questions:

- Who is checking the COVID self-assessment forms?
 - A: the onus is on the renter to ensure that everyone participating has completed the COVID self-assessment form on the day of the rental. The new Safety Ambassadors will be at the door to remind and get compliance from users.
- What do you mean by 'full contact tracing' information?

- A: this is a full name and phone number for each participant which the renter must provide
- What is the time window on the 'strict entry and exit' times?
 - A: 20 minutes
- Is there going to be signage to tell people not to use the bathrooms in the dressing rooms?
 - A: Yes
- What is the 'premium ice' rate and how does it differ from off-peak ice rates?
 - A: Premium ice rate was from 4:30 until closing. Premium rate is \$246/hour; non-premium was approx. \$145/hour. All private rentals will be charged the premium rate to off-set costs for staff and cleaning materials/efforts.
- The committee on return to play recommended not to rent to high risk groups, is that being followed in the private rentals approach?
 - A: Yes, no leagues, tournaments or try outs are permitted in Stage 1 of reopening
- If there is more demand than available ice time, how are we deciding who gets the ice / rental?
 - A: priority will be given to current contract holders/renters. After that, will be first-come, first-served once available ice is posted on the website. Note that this will only really apply for 4 weeks (September), as programming begins in October

4. Return to Play/Activities – Committee Report and Proposal

Committee report summary (Ellen)

- Ellen walked the board through the summary note from the committee that worked on the Return to Play proposal.
- Ellen thanked Chris and Mario for their support and hard work in preparing the proposal and working with the committee to come up with a solid plan.
- Key issues summary:
 - Public skate: due to safety considerations and the limits imposed by public health, no public skating will be available at this time. The committee recognizes this is not ideal and has suggested that this be reconsidered later

based on updated health information and after the arena has successfully reopened and become comfortable with revised protocols

- Leagues: the changes to the league formats may result in more deferring their spots to next year (space pending) or asking for a refund. Deferrals will be capped at 80/league to allow for sufficient turnover next year.
- Chris then walked the board through a summary of the Return to Play proposal.
 - There are 4 phases (outlined below).
 - Immediately upon reopening, the following rules will apply:
 - Facility users only – no public access to building
 - Entry and exit times will be scheduled, and a one way flow (enter through Rossmore Road doors, exit via back doors)
 - New waivers for all contract holders and must complete COVID self-assessment on morning of arena use
 - Facemasks must be worn to enter the building, in the common areas and in the dressing rooms (but not on the ice or bench)
 - Social distancing on the benches (marked spots)
 - No shower access, dressing room bathrooms will be closed
 - There will be a safety ambassador role – this person will be responsible for monitoring capacity limits, mask compliance and COVID assessment completion of all participants. (part time staff who had worked at the snack bar have agreed to come back as safety ambassadors)
 - Phase 1 – begins September 8 - private rentals only, no leagues, tryouts, or tournaments. 16 players + 2 goalies maximum, all games 4 on 4, private instructors must provide proof of insurance.
 - Phase 2 – begins October 5th – hockey skills program - Adult, Girls, Youth Hockey Skills and Learn to Play; no dressing room use (two sections set aside – Section A and Section B), must arrive in gear, one adult only per child. Girls Skills (2nd hour) moved to accommodate timing – displaces 2 private rentals
 - Phase 3 – begins November 4 – Learn to Skate (Weds, Fri. Sunday), Youth and Adult classes. No dressing room use (Sections A and B). Slight schedule changes to prevent overlap (Beginner and Regular), classes shortened by 5 minutes.
 - Phase 4 – begins November 30 - Adult and Youth leagues. League participants have exclusive use of facility (all 4 dressing rooms, no overlap in building). New OHF recommended rules (4 vs 4, no faceoffs, no penalty box use). Leagues split into divisions (max 50 players) to meet provincial regulations. Game time changes for all divisions (earlier start, later finish for adult leagues). IBHL (girls

13-17) time change to Saturday afternoons; weeknight league game times changed to 5:30, 6:55, 8:20, 9:45, 11:10 pm. (2 x 15 minute periods)

- Richard noted that the city Restart Committee was impressed with the RTP plan and wants to use it as a model/guide for other arenas

5. Financial Update

Richard provided a note on the financial situation. It was noted that it is very difficult to forecast costs until we see what is required and how the new protocols are working.

- We are not taking in revenue from new registrations for programs as we are already sold out or at capacity under the new capacity guidelines.
- It is possible we may need money from the city later in the year – so far we have not received city support as have other arenas and have used our existing funds to cover expenses. We are supposed to receive \$168,000 from the city for our 2018 deficit but it is unclear when or if this will be paid
- Moving forward we will have monthly financial snapshots at the board meetings in order to keep on top of our cash flow/revenue situation.

6. Other Business

- Election of officers to take place at next board meeting
- **MOTION:** To adjourn
 - **APPROVED**
 - **MEETING ADJOURNED at 8:45 pm**

Next Meeting – date TBD based on feedback from board