

**Halifax 2014 Executive Committee
Meeting
September 6, 2006
1:00 - 4:00 p.m.**

Attending:

Fred MacGillivray (Chair)
Joan Duncan
Bob Fowler
Dale MacLennan
Tom Jones
Ken Bagnell
Wayne Anstey
Scott Logan (Ex-Officio)
Eric Savard (Ex-Officio)
Louann Scallion-Morine (Recorder)

Regrets:

Dan English

1. Business Arising from Previous Meetings

a. Approval of Minutes

Motion: To approve the minutes of the August 9th meeting. Moved by Joan Duncan, seconded by Ken Bagnell. Motion approved.

b. Memorandum of Understanding

Legal counsel for the Province of Nova Scotia has reviewed the final MOU. The international bid procedures have been drafted and will be presented during the October Executive Committee meeting for approval by all partners.

c. New Board Member

Motion: The Executive Committee recommends that the Board of Directors approves a resolution adding Robert Fowler, Deputy Minister of the Treasury and Policy Board, as a member of the Board of Directors of the Society. Moved by Wayne Anstey, seconded by Tom Jones. Motion approved.

2. Bid Planning Update

a. *Commonwealth Park SWOT Analysis Report*

Kevin Riles, Director of Venues Planning and Operations, presented criteria for analysing venues and the plan for Commonwealth Park, which provides a sense of direction of the work completed to date. **Preliminary estimates are being prepared now, and class C estimates will be generated by November.**

There was a lengthy discussion related to venue cost estimates and Games estimates, generally. It was clarified that the bid team has been directed to develop a Games bid for the 2014 Commonwealth Games, which reflect the guiding principles approved by the board in April 2006. Cost estimates will be driven by the plan with due regard for fiscal responsibility and community legacies and ensuring the stated goals of the society are met.

Action: It was agreed that the bid team will continue to build the Games and venue plans on the basis of board direction and will brief the Executive Committee as soon as preliminary information is available in November 2006.

b. *Sport Report*

Sport staff are working closely with venues staff and are finalizing the sports schedule and dates for the 2014 games. Staff have begun to engage consultants through contracts to develop business plans for the venues.

3. Finance and Administration

a. *Financial Update*

Monthly budget reports are being produced for the management team. A summary and detailed invoice reports will be provided at each Executive Committee meeting. Dale MacLennan provided copies of those documents during the meeting.

b. *Hiring Update*

Nicolle Spagnoli joined Halifax 2014 as Corporate Partnership Officer on August 28th, and Suzanne Fougere will begin as Communications Officer in September. Two remaining positions, Financial Officer and Publication, Graphic and Bid Book Officer, will be filled in the next few weeks. All staff have received draft letters of offer.

c. *Signing Authority*

Currently there are two board signing officers and two staff signing officers. An additional signing officer for each group is requested, as situations arise occasionally when the officers are not available.

Motion: The Executive Committee recommends that the Board of Directors, by resolution, add Wayne Anstey and Robert Fowler and that Howard Windsor be removed from the list of approved signing officers. Moved by Joan Duncan, seconded by Ken Bagnell. Motion approved.

d. *International Bid Budget Update*

Dale MacLennan, Tony Holding and Eric Savard attended a staff briefing with ACOA on August 11th in response to correspondence with Tom Scrimger, Director General for Sport Canada. Further meetings have been arranged for the next few weeks.

The bid plan and budget were filed with Sport Canada on August 21st, and federal chiefs of staff were briefed on August 25th. **It was clarified that Commonwealth Games Canada will submit its bid budget separately from Halifax 2014 and that any funding for Halifax 2014 is separate from funding approvals for the CGC.**

Action: Dale MacLennan will present the information provided to the federal Chiefs of Staff to the Issues Committee of Cabinet.

e. *Games Budget*

Funding partners have been notified that the Games budget will be submitted to them on **or before** December 14, 2006. The budget will be publicly announced in **or near** May 2007, following its submission to the Commonwealth Games Federation.

A multi-party agreement will be included as an addendum to the bid book and will be submitted in September 2007. **Committee members expressed concern that any federal funding contributions be known prior to April 30, 2006.**

4. Policy

a. *Information Release Policy*

An information release policy has been drafted for the bid society, outlining guidelines for the release of information.

Motion: The Executive Committee approves the Information Release Policy for Halifax 2014. Moved by Joan Duncan, seconded by Ken. Motion approved.

b. *Freedom of Information and Protection of Privacy (FOIPOP) Procedures*

Unlike the Province of Nova Scotia and Halifax Regional Municipality, the society is not subject to the Freedom of Information and Protection of Privacy Act. A document has been drafted, outlining procedures for responding to requests for information and how bid information will flow between funding partners, who are subject to the act.

Motion: The Executive Committee approves the Freedom of Information and Protection of Privacy Procedures for Halifax 2014. Moved by Joan Duncan, seconded by Tom. Motion approved.