

**Halifax 2014 Executive Committee  
Meeting  
March 30, 2006  
1:00 - 3:00 p.m.**

**Attending:**

Fred MacGillivray (chair)  
Ken Bagnell  
Dan English  
Duff Montgomerie  
Joan Duncan  
Tom Jones (by phone)  
Louann Scallion-Morine (recorder)

Scott Logan (ex-officio)  
Eric Savard (by phone) (ex-officio)

**Regrets:**

Howard Windsor

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**1. Approval of agenda**

Additions to the agenda included strategic planning, John Furlong's visit and the international bid budget.

*Motion: To approve the agenda with additions. Moved by Ken.*

**2. Review of the March 17<sup>th</sup> Board of Directors meeting minutes**

The minutes were accepted as information.

**3. Election of officers**

*Motion: To propose to the Board of Director the election of the following officers: Dan English as Secretary, Howard Windsor as Treasurer. Moved by Joan, seconded by Ken. Motion approved.*

**4. Additional Board of Directors representatives**

Trevino Betty could be a good candidate as Athletes' representative on the Halifax 2014 Board.

*Action: Tom will discuss the potential role as athlete's representative with Trevino.*

Fred is pursuing corporate representatives and will provide names of potential international partners prior to the next Executive Committee meeting. Members discussed expanding the number of corporate representatives on the board from one to two.

*Motion: To suggest to the Board of Directors that they increase the number of members from 15 to 16, to include an additional corporate representative. Moved by Dan, seconded by Ken. Motion approved.*

*Action: Members will provide recommendations for corporate reps prior to the next Executive Committee meeting.*

*Joan will obtain a motion from Commonwealth Games Canada (CGC) to keep the number of CGC representatives at the Halifax board to 5 even if the total number of Halifax Board members increase to 16.*

*Duff will speak with Judith Sullivan-Corney, Nova Scotia Office of Aboriginal Affairs, on approaching Millbrook to designate a First Nations representative.*

Female reps should be considered when seeking future additions to the board of directors.

An Acadian representative should be included in the stakeholder group.

## **5. Approval of administrative documents**

### **5.1 Code of Conduct**

*Motion: To approve the travel policy and code of conduct. Moved by Dan, seconded by Joan. Motion approved*

### **5.2 Travel Policy**

The federal government's Treasury Board policy statement on per diems will be consulted when establishing rates for international travel. Exceptions to the rates outlined in the policy apply to the chair, CEO and faces of the bid. The CEO will advise other staff and bid ambassadors of rates when they travel internationally.

*Motion: To approve the travel policy and consider Treasury Board policy rates. Moved by Ken, seconded by Duff. Motion approved.*

*Action: Dale will investigate Treasury Board rates.*

## 6. Governance Policy

The Governance Policy is a key element of the bidding committee, and it is important for members to feel comfortable with it. The document will continue to be modified.

*Action: Committee members will review the policy and forward their comments to Eric prior to the next Executive Board meeting.*

*This item will be discussed during the April 29<sup>th</sup> Executive Committee meeting.*

*Motion: To approve the Governance Policy in principle with amendments to be made during the April 29<sup>th</sup> Executive Committee meeting. Moved by Dan, seconded by Joan. Motion approved.*

## 7. HR staffing structure and plan

Halifax 2014 has been working closely with Louis Coutinho from Halifax Regional Municipality (HRM) and Debbie MacDonald with Vancouver 2010 to develop the hiring and consultant plans

Scott will forward the Halifax 2014 draft hiring plan and consultants hiring plan for feedback and direction on moving forward. *(Note to executive and board: This document is in draft form. Its final form is dependent upon deliberations at strategic planning sessions the week of April 24. A draft version will be sent with as much reading time as possible. The final version will be sent on April 28<sup>th</sup> and or provided n hard copy on the 29<sup>th</sup> at the meeting with any changes highlighted for ease of reference. – Scott)*

The bid team will request support in kind from HRM and the Province.

Members discussed the CEO's role in hiring staff.

*Action: Scott and Louis will identify core functions for each staff.*

*Scott, Louis, Eric, Duff and Dan will discuss the bid team's structure, the ability of the CEO to hire certain staff, the issue of secondments and advertising and interviewing requirements for non-director level staff.*

*Certain staff are required immediately, and consultants are needed on a 30-day basis.*

*Motion: To delegate the authority to hire consultants from now until the end of April to the CEO and Chair. Moved by Joan, seconded by Ken. Motion approved.*

*The international bid budget must be submitted to Sport Canada by May 5<sup>th</sup>, so the total list of resources, including hiring plan, will be finalized by the week of April 18<sup>th</sup>.*

## **8. Games business plan - critical path**

The business plan critical path was circulated for approval and will be submitted to Sport Canada. The business plan will include the event budget for hosting the Games.

## **9. Memorandum of Understanding between Halifax 2014, CGC and partners**

Following a meeting between the Province, HRM and CGC, HRM and Dale will modify the MOU for approval. It will be available shortly for revision by the Bid Society, CGC, HRM and the Province, followed by ratification by each group. The Mayor of HRM and Clerk will have signing authority for the MOU, which will be submitted to Council in early May. The MOU will also be signed by the Bid Society, CGC, HRM and Province.

*Action: Dan will follow up on the MOU and send Tom the most recent draft.*

*Once Dan receives the MOU approved by the CGC, the bid committee will facilitate its approval by HRM and the Province.*

## **10. Contractual Link between HRM and the Bid Society**

A clause will be added in the MOU that outlines the transfers of obligations and rights for HRM to the Bid Society.

## **11. Executive meeting calendar**

A calendar of board and executive committee meetings was circulated for feedback.

*Action: Members will advise Louann when they are unable to attend meetings.*

## **12. International bid book**

Sport Canada set a date of May 5<sup>th</sup> for submission of the international bid budget.

## **13. Communications**

Peter Spurway has developed a media management plan to address the negative publicity a few opponents of the bid are creating.

*Action: Peter will forward the plan to Fred.*

#### **14. Meeting with Premier Bernard Lord**

Ken will discuss the bid at a high level when he meets with Premier Lord on March 31<sup>st</sup>. The Province of New Brunswick is considering a sport lottery, similar to other provinces in collaboration with initiatives at Atlantic Lottery Corporation that involve all four Atlantic provinces and Halifax 2014 as the largest co-beneficiary.

#### **15. Melbourne**

The trip to Melbourne was positive and good relationships were established with CGFs and CGAs. The federal government is now officially supporting the bid.

*Action: Peter will draft a joint communications strategy for Halifax and the CGC on the Melbourne trip and future issues and will share it with Lynn Gordon.*

#### **15. Strategic Planning and Stakeholder List**

Scott circulated a document outlining steps for strategic planning for April and a list of stakeholders to invite.

*Action: Members will provide feedback on the stakeholder list to Scott and Louann ASAP.*

#### **16. John Furlong Visit**

John Furlong will meet with the bid team at 11:00 a.m., followed by a luncheon with the media at 12:00 p.m. on March 31<sup>st</sup>.