

**Halifax 2014 Executive Committee
Meeting
June 7, 2006
10:00 a.m. – 1:30 p.m.**

Attending:

Fred MacGillivray (Chair)
Joan Duncan
Howard Windsor
Dan English
Tom Jones
Ken Bagnell
Frank Garner
Kevin Riles
Dale MacLennan

Scott Logan (Ex-Officio)
Eric Savard (Ex-Officio)
Louann Scallion-Morine (Recorder)

Regrets:

Trice Cameron

1. Business Arising from Previous Meetings

a. *Approval of minutes*

*Motion: To approve the minutes of the April 29th Executive Committee meeting.
Moved by Joan, seconded by Ken. Motion approved.*

b. *Draft Memorandum of Understanding between the Bid Society, Commonwealth Games Canada, Halifax Regional Municipality, the Province of Nova Scotia.
Includes contractual link between HRM and the Bid Society*

The MOU will undergo further revisions, and the final version will be submitted to the Executive Committee during its July 5th meeting.

Action: Executive Committee members will review the draft MOU.

Dale will forward the international bid procedure, which is part of the MOU, to the Bid Society, CGC, HRM and PNS, for comments or questions.

The MOU will be presented during the July 5th Executive Committee meeting for approval.

c. *Number of Directors - Special Resolution*

In response to a request at a previous Executive Committee meeting, HRM legal staff prepared a special resolution to increase the number of board members to 16. A requirement of this resolution is approval by three-quarters of the board for it to be in effect.

Committee members requested that section 24g of the special resolution be amended to remove “from a short list of candidates generated by the Halifax Chamber of Commerce.”

*Motion: To recommend to the Board of Directors that a special resolution be approved to increase the number of members to 16 with the following amendment:
Section 24g. - remove “from a short list of candidates generated by the Halifax Chamber of Commerce”
and that the Secretary sign that special resolution. Moved by Joan, seconded by Howard. Motion approved.*

d. *Additional Board Representatives (Corporate and Aboriginal)*

Fred MacGillivray, Chair, has not received a response to his letter to Chief Lawrence Paul dated May 3, 2006 inviting the Millbrook Mi'kmaq First Nation to appoint a representative to the Board of Directors.

Fred discussed future meetings with potential corporate board representatives. The committee agreed that reps should have a national presence.

Action: Fred will meet with three Canadian business leaders to discuss their potential roles with the bid.

The two corporate representatives and aboriginal rep will be announced publicly once confirmed.

2. Society/Governance

a. *Aboriginal Goal*

Action: This item is deferred until an aboriginal representative on the Board of Directors can review Halifax 2014's goals and provide comments to the Executive Committee.

3. Bid Planning Update

a. Venue Development Plan

Director of Operations and Venues Planning Kevin Riles and Director of Sport Frank Garner presented the venue development plan, which includes proposed sports and several recommended venues.

Action: The venue planning team will bring any problems that arise with the selected venues to the Executive Committee.

Motion: The Executive Committee approves the following recommendations for adoption in principle for the purpose of undertaking further detailed analysis. An interim report on threats to proposed venues, final report and recommendations will be presented to the Executive Committee for approval no later than November 2006.

- 1. Sports program as presented.*
- 2. Guiding principles for venue selection and development as presented.*
- 3. Venue allocation as presented.*

Moved by Ken, seconded by Tom. Motion approved.

4. Finance and Administration

a. International Bid Expenses from December 16th to March 2nd

The Bid Society was created on March 2, 2006; however, the society incurred expenses from December 15, 2005 until that date. A list of expenses for approval, along with accompanying back-up, were provided to the committee for review.

Motion: The Executive Committee recommends to the Board of Directors that the expenses incurred by the Bid Committee between December 15, 2005 and the creation of the society on March 2, 2006, totaling \$321,666.62, be approved as expenses of the Bid Society. Moved by Tom, seconded by Ken. Motion approved.

b. (1) Monthly Approval of Expenses

Motion: The Executive Committee approve expenses totaling \$254,987.12 as per the attached list. Moved by Joan, seconded by Dan. Motion approved.

b. (2) Bristol Communications Expenses

The necessary documentation authorizing specific invoices for this vendor have been obtained for most charges.

Motion: The Executive Committee approves the expenses up to a maximum of \$219,088.14 plus HST for Bristol Communications where back-up documentation exists, as outlined in the attachment now or is obtained in the future, and that staff will report back with an update as payments are made. Moved by Ken, seconded by Tom.

b. (3) Cash Flow

Action: Recommendations will be provided to the Board of Directors during their June 14th meeting in terms of managing the interim cash flow without confirmation of federal funding.

c. Year-end of the Society

The fiscal year-end for the society was originally established as March 31st. Based on the work cycle of the bid, it was proposed that it be changed to November 30th.

Motion: To recommend to the Board of Directors that it approves the special resolution to designate the fiscal year of the Society as the period from December 1st to November 30th and that the Secretary sign that resolution. Moved by Dan, seconded by Joan.

d. Hiring Update

Most new positions have been posted, short-listed and interviews scheduled. All positions will be operational by the end of June. A detailed report was distributed at the meeting.

Action: Dale will provide the Executive Committee with a list of interview candidates for all positions.

Fred will be involved in the hiring process for the Sponsorship Coordinator.

5. Policy

a. (1) RFP - Society's Architect

The society received seven letters of intent but only two bids, one of which was incomplete. An evaluation committee was struck to review the one completed bid and deemed it to be satisfactory.

Motion: That the Executive Committee award a conditional contract to WHW Architects to undertake the role of Society's Architect. The award is conditional upon:

- 1. A contract for services is fully executed on or before the August 2nd meeting.*

2. *That in the interim H2014's liability shall be limited to the payment of any work authorized by H2014 and where costs have been incurred. Where commitments for future services have been undertaken by WHW on behalf of and authorized by H2014, H2014 will be responsible for any costs incurred and any stipulated and defined penalties that WHW may incur if H2014 cancels ongoing work or no contract for services can be agreed upon.*
3. *WHW commences the work the week of June 5th on a time and material estimated cost basis, where a weekly draw will be estimated and then adjusted against actuals on a weekly basis until the contract is executed.*
4. *That the total upset amount of funds to be committed by WHW for the project prior to the execution of the contract shall be \$200,000.*
Moved by Dan, seconded by Ken. Motion approved.

a. (2) *EOI - Sponsorship Strategy*

An Expression of Interest (EOI) was posted to engage a consultant or agency to develop a sponsorship strategy, and one submission was received.

Motion: The Executive Committee authorize staff to negotiate with the sole bidder and further that the Treasurer and Secretary of the Board be authorized to approve the award of this work within the approved budget.
Moved by Dan, seconded by Howard. Motion approved.

a. (3) *Sponsorship Opportunity*

The chair has an opportunity to travel to Toronto in advance of the sponsorship EOI being awarded, and Rick Emberley from Bristol Communications has offered to accompany him on that trip.

Action: Rick Emberley will attend sponsorship opportunity meetings with Fred in Toronto, and the Society will cover travel costs but not fees.

a. (4) *Contractors' Extension*

Contractors extended from the domestic phase to April 30th are required to provide services until June 30th.

Motion: The Executive Committee recognizes that every effort is being made to use HRM and PNS price agreements, and
that significant work has been put out to market and will be awarded in June or services have been made available through VIK with government partners, or work is being distributed among different vendors and that the committee therefore:

*approves the extension of the use of those consultants engaged at the domestic phase of the bid process from April 30, 2006 to June 30, 2006, after which all consultants will be engaged directly through the Procurement Policy of the Society.
Moved by Dan, seconded by Tom. Motion approved.*

b. *Travel Policy*

Revisions made to the travel policy include advanced approval of travel by the CEO or Director of International Relations; expense claims must be submitted within 30 days of travel; necessary vaccinations, inoculations, x-rays, certificates of health and passports will be reimbursed; hosting costs are to be developed within budget for each trip; and the Province of Nova Scotia's travel policy will be the format for the society's policy.

Motion: The Executive Committee approves the incorporation of the changes noted in the attached memo into the travel policy of the society. Motion approved.

6. Other Business

a. *Communications Update*

A communications strategy is being prepared, the faces of the bid are making presentations to several key audiences, the website and materials continue to be developed and a list of frequently asked questions (FAQs) has been prepared and posted to the internet. The communications team is also expanding its capacity through VIK support, an advisory committee, volunteers and the recruitment of new staff.

Action: Executive Committee members will review the FAQs and will advise Louann or Peter if they identify questions that are not addressed.

Newspaper ads prepared for publication in The Daily News will be redesigned.

b. *Economic Impact Analysis*

The Greater Halifax Partnership is considering undertaking an economic impact analysis of the 2014 Games.

Action: Fred, Howard and Dan will meet to discuss how to move forward with the economic impact analysis.

c. *New Delhi Cultural Program*

A member of the Canadian High Commission in India has asked that Halifax 2014, Commonwealth Games Canada, Sport Canada, Canadian Heritage and the Cultural Relations Branch of Foreign Affairs consider promoting the bid for the 2014 Games through a yearly cultural event that is held in New Delhi in October.

Action: Commonwealth Games Canada will consider the offer and will prepare a response.

d. *Nova Scotia Gaming Corporation*

Ken spoke with NSGC staff about a sport foundation, which would provide a contribution to the international bid and ongoing costs for 2008 to 2014.

Action: Scott and Howard will discuss NSGC initiatives beyond 2007.

7. International Relations Update

Scott travelled to Nassau, The Bahamas with Minister Chong for the Commonwealth Youth Ministers Meeting, and he and Fred attended a Pan-American Sport Organization meeting in Buenos Aires, Argentina in May. Both visits were positive.