

**Halifax 2014 Executive Committee
Meeting
November 1, 2006
8:00 - 11:45 a.m.**

Attending:

Fred MacGillivray (Chair)
Dan English
Tom Jones
Joan Duncan
Bob Fowler
Dale MacLennan
Ken Bagnell

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

1. Business Arising from Previous Meetings

a. *Approval of Minutes*

Amendments to the minutes of the October 19th meeting include:

Page 3, section b - add "preferred" dates have been identified for the 2014 Games.

Page 3, section d - change "athletes' village ticketed festival" to "Commonwealth Park ticketed festival".

Page 4, section a - remove "with the exception of the number of hours of consecutive travel for an upgraded seat, Halifax 2014's policy is consistent with the provincial government's policy".

Motion: To approve the minutes of the October 19th Executive Committee meeting as amended. Moved by Tom Jones, seconded by Joan Duncan. Motion approved.

b. *International Bid Procedures*

A meeting will be held the week of November 6th between Bob Fowler, Mary Ellen Donovan, Jennifer Palov or Jim Isnor and Dan English to review the memorandum of understanding and international bid procedures.

Action: The Memorandum of Understanding and Bid Procedures will be deferred to the December 11th Executive Committee meeting.

c. *Motion from October 19th Meeting*

Scott Logan requested clarity on the action required for the motion that states:

“Given that the Province of Nova Scotia and Halifax Regional Municipality have been committed to a fiscally responsible approach to the bid, and given that the federal government has signaled its similar approach, that the federal government be encouraged to allow Halifax 2014 to make its business case in December and January to go forward exclusive of a fixed Games budget amount. Moved by Duff Montgomerie, seconded by Wayne Anstey. Motion approved.”

It was clarified that the motion stated the position of PNS and HRM following discussions with the federal government, reiterated that the funding partners would be fiscally responsible during discussions on funding and that there was no specific action to be taken by the Society in response to the motion.

2. Bid Progress Update

a. *Venues Planning and Operations*

Kevin Riles presented an update on venues planning, including artists' renderings of the stadium and Commonwealth Park, aerial shots of venue locations and a time frame for securing land for the athletes' village.

He stated that the stadium will include 50,000 seats for the Games and a legacy of 25,000 seats post-Games.

Action: Staff will consider using the aerial shots in the international presentation.

b. *Sport Report*

Frank Garner provided an update on sports. Bruce Robertson toured venues and provided advice, which was similar to the advice provided by Mike Hooper during their visit to Halifax between October 19th and 22nd. Mike Hooper indicated that the number of mandatory sports may increase from five to nine or ten. Those sports will be announced in mid-November by the CGF.

c. *International Relations*

International relations has focused on visits by Mike Hooper and Mike Fennell, which provided learnings for next year's CGA in-bound visits.

In November and December, travel will include attending the CANOC and ANOCA meetings and the Asian Games in Doha, as well as visits to CGAs in the Caribbean and Africa.

d. *CGA Support Program*

Tony Holding presented the CGA Support Program, a bid differentiator that will provide all CGAs with support to build their capacity. Upon approval by the CGF, the program will be announced the week of November 6th during the CANOC and ANOCA meetings.

Canadian Sport Centres will work with national sport organizations and the International Coaching Association to ensure that the right coaches are provided to CGAs.

Committee members discussed their concerns about the announcement of the CGA Support Program being made before the announcement of federal funding for Halifax 2014.

Action: Scott Logan will ensure that Halifax 2014 communications develops the appropriate messaging around the CGA Support Program.

Motion: To approve the CGA Support Program as presented, with a budget of \$700,000. Additionally, the Executive Committee gives the CEO the authority to hire an administrator within the international bid budget envelope. Moved by Joan Duncan, seconded by Dan English. Motion approved.

e. *Communications*

The HERE campaign continues to roll out, and High Commission offices are receiving information kits. The campaign to raise funds from the business community has been secured, and the First Founding Partner has signed a letter of intent for the international bid phase.

f. *Finance*

Revised Bid Budget

Dale MacLennan circulated a revised bid budget, and discussed revenue and expense adjustments.

HRM, PNS and federal government representatives will meet the week of November 6th to discuss their contributions to the bid phase and international bid budgets.

Action: Bob Fowler and Dan English will provide Scott Logan and Dale MacLennan with the outcome from that meeting.

Federal government representatives have indicated that they wish to announce cash only.

Motion: The Halifax 2014 bid budget will be cash only in the amount of \$16.3 million, pending confirmation of ACOA funding in the amount of \$2 million. Moved by Joan Duncan, seconded by Bob Fowler. Motion approved.

Games Budget Principles

Dale MacLennan provided Games budget principles approved by senior management for approval by the Executive Committee.

Motion: The Executive Committee approves the Games budget principles as circulated. Moved by Joan Duncan, seconded by Ken Bagnell. Motion approved.

g. Ocean Breeze

Motion: HRM will lead land acquisition and planning for Ocean Breeze. Moved by Joan Duncan, seconded by Tom Jones. Motion approved.

Action: Kevin Riles will sit on the HRM committee that is acquiring Ocean Breeze for the athletes' village.

3. Finance and Administration

a. October Financial Report

The October financial report will be available on November 8th.

Action: The October financial report will be provided to the Executive Committee via hard copy or e-mail.

Following a decision to offer exclusivity with the bank category and in anticipation of a significant cash sponsorship, Scotiabank will be Halifax 2014's primary banker. The Society will maintain its existing account with the Royal Bank.

An expression of interest has been issued for the external audit of financial statements, closing on November 6th.

b. *Contracts*

A list of consultant contracts was provided as a follow up to a request by an Executive Committee member.

c. *Hiring Update*

Martha MacRae joined as full-time financial officer on November 1st, and Terry Brookbank started as part-time financial officer on October 18th.

The graphics and website officer position will be reposted.

4. Policy

a. *Procurement Policy*

Action: The last sentence on page 5, section d, "the purchase order is to be authorized by the" will be removed.

Motion: The revised Procurement Policy, as amended, be approved. Moved by Joan Duncan, seconded by Tom Jones. Motion approved.

5. Federal Representation on Board of Directors and Executive Committee/Executive Committee Documents Copied to Federal Government

A federal representative has not been formally appointed to the Board of Directors or Executive Committee; however, in recent months documents from Executive Committee meetings have been copied to Trice Cameron as a courtesy. Following the October 19th meeting, Trice requested documents provided at that meeting.

It was confirmed that no further documents can be provided to non-Executive Committee members pursuant to the by-laws of the Society. Should a formal request be received, this will be conveyed in writing.

Action: Louann Scallion-Morine will document the process for the creation and distribution of Executive Committee and Board of Directors' meeting materials and confirm this against the by-laws of the Society.

6. Other Business

a. *New Board Member*

Fred MacGillivray provided a briefing on his search for corporate representative to the Board of Directors. Lynn Anderson, Vice President of Marketing and Alliances for Hewlett-Packard, has expressed an interest in joining the Board of Directors as a corporate representative. Fred MacGillivray is pursuing two other potential members and will finalize the corporate representatives for the December board meeting.

Action: Recommendations to the board will be vetted in advance of the meeting to ensure that support exists for appointments prior to inviting a potential member to the board.

b. *Commonwealth Games Canada's Annual General Meeting*

Commonwealth Games Canada extended a heartfelt thank you to Halifax 2014 staff for their support and assistance with the annual general meeting held on October 20th - 22nd.