

**Halifax 2014 Executive Committee
Meeting
October 19, 2006
8:00 a.m. - 12:30 p.m.**

Attending:

Fred MacGillivray (Chair)
Ken Bagnell
Joan Duncan
Duff Montgomerie
Wayne Anstey
Tom Jones
Dale MacLennan (joined at item 2 for remainder of meeting)

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

Regrets:

Dan English
Bob Fowler

1. International Bid Budget

Executive Committee members discussed federal funding for the bid phase and games, which was provided to bid members on October 18th. Duff Montgomerie has been assigned as funding partner liaison with Sport Canada.

Members discussed a number of bid budget options for going forward.

Action: Halifax 2014 and/or HRM staff will brief Mayor Kelly on the agreed direction, obtaining Atlantic Canada Opportunities Agency (ACOA) support, prior to the presentation to HRM Council.

Halifax 2014 will present to HRM Council in-camera the week of October 30th.

Motion: The Executive Committee directs Halifax 2014 staff to continue pursuing regional federal funding opportunities as proposed by ACOA. Moved by Joan Duncan, seconded by Ken Bagnell. Motion approved.

Motion: 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.

2. Business Arising from Previous Meetings

a. Approval of Minutes

Motion: To approve the minutes of the September 6th Executive Committee meeting. Moved by Duff Montgomerie, seconded by Tom Jones. Motion approved.

b. International Bid Procedures

This item is deferred to the November 1st Executive Committee meeting.

c. Host City Contract

The federal government has indicated that they will not sign the Host City Contract with the Commonwealth Games Federation. However, they will enter into negotiations for a multi-party agreement (MPA) between all three levels of government.

The MPA serves to outline the commitments and funding contributions of each of the partners.

The federal government signed an MPA with VANOC, committing to 90% of the obligations required by the CGF. This precedent will be part of negotiations with the federal government.

3. Bid Progress Update

a. Venues Planning and Operations

Kevin Riles presented an update on venues and operations. Identifying a location for the weight-lifting presents an issue. SWOTs have been completed on the stadium for 40,000, 45,000 and 50,000 seats.

Class C estimates and due diligence studies will be produced for venues with the exception of weight-lifting, shooting, the stadium, the master plan for Shannon Park and table tennis on November 1, 2006, and scoping binders will be prepared afterwards as follow-up documents. Class D estimates will then progress with additional work to produce class C estimates for all remaining venues by November 15, 2006.

Motion: The venues presented by Kevin Riles will be studied for greater due diligence with regard to the four principles of engineering at a cost not to exceed \$40,000

exclusive of tax. Moved by Duff Montgomerie, seconded by Ken Bagnell. Motion approved.

b. *Sport Report*

Frank Garner stated that national sport organizations (NSOs) have provided experts to review sport plans, and Halifax 2014 has received approvals from 70% of the national sport organizations (NSOs). Representatives have been identified for the Sport Advisory Committee, including members of AthletesCan.

Dates have been identified for the 2014 Games.

c. *International Relations Update*

The general feeling from international visits has been positive. Although several trips have been completed, there are numerous visits remaining.

Action: The CGA Support Program will be presented during the November 1st Executive Committee meeting.

d. *Bid Differentiators*

Scott Logan presented an idea for making the opening ceremonies athlete-focused, which received positive support from the Executive Committee.

Motion: The Executive Committee approves the inclusion of an athlete-focused opening ceremonies in the bid book that includes the following:

- Ticket sales for stadium seats*
- Athletes' village ticketed festival*
- A 50,000 seat stadium before seat kills*
- Athletes will participate at the beginning, then will be seated for remainder of the opening ceremonies*
- A free festival will be held on the Halifax harbour front*
- Athletes' parade starts in the village and continues to the stadium.*

Moved by Joan Duncan, seconded by Tom Jones. Motion approved.

e. *Finance Update*

The Finance Advisory Group held its first meeting. At that meeting, Dale MacLennan circulated a draft Games VIK list to the partners as an initial starting point.

Tracey Williams at the Province of Nova Scotia and Cathie O'Toole at the Halifax Regional Municipality are leading their respective Games VIK costing process.

Allan Howell of Melbourne 2006 has been engaged to conduct an independent review of budget figures.

Action: PNS and HRM have been asked to provide their due diligence processes to Halifax 2014 by November 10, 2006.

f. *Bid Update*

Action: Halifax 2014 will present to the Atlantic caucus.

The Province of Nova Scotia will arrange a briefing for the Premier of New Brunswick on the bid at the appropriate time.

4. Finance and Administration

a. *Hiring Update*

Dale MacLennan provided a list of staff with estimated completion dates. All staff except the Graphic and Website Officer and Financial Officer have been hired, for a total of 25 full-time and one part-time staff.

b. *Contracts*

Senior staff will ensure that the appropriate amount of consultants have been engaged to meet their needs. The contract for the Society's Architect, WHW Architects, is being completed.

c. *Copyright Assignment Agreement*

A letter for the copyright assignment agreement, a requirement of the CGF, has been prepared and the document is ready for signature. Before the letter is sent, HRM's legal department will advise on government partners signing on behalf of their organizations or on behalf of the Board of Directors.

d. *September Financial Report*

Motion: The Executive Committee authorizes the CEO and a designate (Senior Director of Finance and Administration) to put in place appropriate lines of credit with Halifax 2014's banks. Moved by Duff Montgomerie, seconded by Ken Bagnell. Motion approved.

5. Policy

a. *Travel Policy*

Dale MacLennan suggested changing the policy to allow the faces of the bid and international relations support staff who travel more than 12 hours consecutively or overnight to attend a morning meeting to be upgraded to business class. 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: The revised Travel Policy, as circulated and discussed, be approved by the Executive Committee and adopted for immediate application by the Society, retroactive to September 1, 2006. Moved by Duff Montgomerie, seconded by Joan Duncan. Motion approved.

b. *External Audit Committee*

Two people have been invited to chair the External Audit Committee but have declined for a variety of reasons. A management consultant from Grant Thornton has been engaged to assist the chair with the final identification of potential individuals and the technical support required to constitute the committee.

c. *Procurement Policy*

Dale MacLennan provided a revised copy of the policy for review and discussion at the November 1st Executive Committee meeting.

6. Commonwealth Games Canada's Annual General Meeting

Tony Holding circulated an itinerary for the annual general meeting and visits by Mike Hooper and Mike Fennell on October 20th to 22nd.