

8. Re: 1973 Canada Summer Games Society
Monthly Report

ITEM 8

MANAGER'S REPORT NO. 30

COUNCIL MEETING May 1/72

Following for your information is the report of the Executive Director covering the activities of the 1973 Canada Summer Games Society from March 14 to April 18, 1972.

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1973 CANADA SUMMER GAMES SOCIETY
New Westminster - Burnaby,
601 Royal Avenue, #7A,
New Westminster, B. C.
524-0101

TO: BOARD OF DIRECTORS Date: April 14, 1972
FROM: D. D. Veitch, Our File Number:
Executive Director Report #2
SUBJECT: Monthly report:
March 14, to April 18, 1972

This report on behalf of Management Committee, is in preparatory stage Phase 2, Block 2.

Phase 1 included the successful awarding of the 1973 CANADA GAMES to New Westminster and Burnaby.

Phase 2 includes the planning and organizing in advance of the actual staging of the Games. There are 3 Blocks in Phase 2.

Part 1 of Phase 2 includes the following:

1. Terms of Reference:

The Management Committee is responsible to the Board of Directors of the Society for all committee functions and operations.

The Executive Director reports to the President and is responsible for organizing the 1973 Canada Games.

Budgets have been assessed and reassessed.

Anticipated income will come from ticket sales; donations of cash or goods and sale of program advertising.

There is no income expected from television or radio rights.

It has been clarified that the Society may have commercial sponsors for events and promotions but the Federal Government has the power to veto.

Method of control for accounting is the responsibility of the Treasurer. Banking arrangements were made at different banks for capital and operating requirements. The Executive Director has authority for expenditures within budget below \$1,000. The expenditures are reviewed by the Finance Board and the Management Committee monthly. Any unbudgeted items are subject to approval of a Coordinating Committee.

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A further control of expenditures is in effect with signing powers held by the Treasurer and President.

The handling of expected cash or cheques income has not been documented as yet but the Treasurer will submit a plan for approval by Management.

The official sanctions for each sport do not require a financial commitment by the Society but there is a definite technical approval requirement. To date we have 10 official sanctions.

2. Planning Time:

When one considers that the Canada Games are the largest sport competition ever held in our country and in numbers of National competitors it is second only to the Olympics, one is concerned about time limitations. A vast project with financial constraints in a competitive market demands time for reassessment and replanning.

Other than minutes of meetings and a final written summary by Committee Chairmen, the Executive Director is the only person required to submit a monthly written report for distribution to Management, Directors and City Councils.

There has been no plan of operations to date from the previous Games or Federal Government. Information has been obtained from various sources. The Halifax final report and the trip to Saskatoon are of immense value in assessing and planning our operations.

New construction has been thoroughly planned. Consultants have been employed, tender calls have been done through Corporation or City Departments, checking by Technical Advisors is being done and problems of handover have been eliminated.

Equipment requirements have been requested of all Sports Committees. Specification writing, delivery time, taking into inventory, checking and calibration or certification, weights, dimensions handling customs and other details will be known shortly.

3. Existing Organizations:

The Management Committee and Board Chairmen have received suggested Terms of Reference.

The Executive Director is recommending Terms of Reference for each person responsible for a sport, facilities, tickets and program sales, transportation and accommodation, public relations & finance. The Sports Board Coordinator is preparing Terms of Reference for officials, calendar of events, staging, technical and medical.

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4. Financial Control:

The Finance Board, when reporting to Management has a major responsibility:

Planning of budgets has been primarily handled by Ken Maddison. Assisted by many people he is planning methods of financing, major income areas, major expenditures.

Financial control and auditing plans have been completed.

Fund raising and donations plans have been developed. Additional direct Federal Government grants have been arranged. A special Provincial grant has been applied for.

5. Facilities:

Physical plants for competition or other requirements have been assessed with a view to meeting standards of competition, deterioration, renovations required location, ease of access, parking, catering, sanitation, changing, seating and crowd control.

Relationship to accommodation of competition and practise or warm up areas has been considered and site approval is now only subject to technical approval.

6. Committees required:

Consideration of types and numbers of committees for sports and services has been primarily based on preparatory requirements but planning of committees for "During Games" and "Post Games" will be considered shortly.

7. Protocol re invitations to athletes:

Invitations to all athletes has been done by British Columbia's Prime Minister and will be repeated by President of Society.

We have estimates of numbers of competitors by sex and by age.

Invitations to National and local VIP has not been done but will be done earlier than was done by previous Games.

8. Accommodation Committee:

Provincial Directors have approved "Village" concept for athletes.

Arrangements in Hotels, Y.M.C.A. and SFU for officials and some VIP have been planned and in some cases confirmed.

The New Westminster Visitor's Bureau is spearheading a committee to set up an information centre, registration procedure, bookings and confirmation plans for visiting spectators and VIP's.

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9. Transportation Committee:

The external transportation requirements have been assessed. Meetings with several airline companies have been held. A detailed plan of assistance to the Society has been negotiated and it is possible the "Official" air carrier will be named in April/72.

Local Transportation requirements have been assessed.

Plans to handle athletes upon arrival and within the City are still being prepared. It is hoped that B. C. Hydro may be approached to give free transportation to accredited visiting athletes.

Plans for transportation for officials upon arrival and within city has been detailed.

Our committee has completed some plans for maintenance servicing and accounting (one oil company has given us a credit card for advance gasoline requirements.)

Negotiations with General Motors for donated vehicles "During Games" has been completed. We will need buses and autos donated by schools. Local Hydro bus circuits will be necessary.

Negotiations for volunteer drivers have not begun but all sources will be explored and a register prepared, and driver standards documented for approval.)

10. Spectator Services:

Plans of spectator services for control of movement at competition sites are not ready for approval.

Every facility will require plans of handling vehicles, pedestrians, athletes and officials; plans for policing and ushering, courtesy of service groups or volunteer groups; parking service with signs, security, legal implication volunteer groups; - health services concessions, cleanliness, toilet facilities; signs and directions outside and inside sites,

11. Communications at Venues:

Is a major expenditure potential. Layout plans for each facility, announcers, public address systems, scoreboards, record players, visual aids are being planned.

The B. C. Telephone Co. and the C. E. C. are aware of the proposed competition sites.

12. Publicity & Promotion:

An overall plan has been prepared but budget constraints dictates the need to maintain a "lowprofile". A plan of the tempo of phases and timings leading to Games is being prepared. To date we have produced three newsletters, twenty press releases, held two press conferences, John Munro kickoff, Ray Perrault contract signing, Finlay MacDonald and council reception, four radio interviews, two cablevision programs, numerous speaking appearances, produced a film, two councils' reception and several feature stories. The responsibility of National promotion is now clearly defined as best being done by Sports Canada. The Provincial Government Tourist Department has promised extensive advertising support beginning in 1972.

Every assistance possible is being given to C. B. C. As the Canada Games are in the National interest C. B. C. plans to give National coverage English and French for two hours (1 - 3 PM) Saturdays and Sundays and one hour (10-11 PM) daily weekdays.

Control of Events:

Coordination of all competition and social events are being handled by Richie Schmid. A revised Calendar of events has been completed. Considerations for time differential for television, rules of sports, facilities, finances, accommodation, transportation, guarantee of an Opening or a Closing event per athlete, events per day and other data has been carefully planned for in revision No. 7.

13. Publications:

Publications arrangements have been discussed with the Columbian CFL Properties, Evergreen Press, Lamoureux Publications and an independant Toronto sales representative. Every effort was made to determine best method of obtaining a good program and income for the Games.

The Management committee will be asked to approve:

- (a) souvenir program
- (b) daily by sport program

Invitations to tender with the Society receiving a basic guarantee and a participating percentage rather than produce our own. Potentially it is best to produce our own and sell ads and keep sales revenue but existing cash flow procedures make the latter approach difficult.

14. Protocol re Awards:

The quantity and pricing of compulsory medal awards has been done. Design and engraving costs will be submitted to Management in June/72. Presentation of awards will be co-ordinated to include VIP's and athletes.

Procedures for accounting and safekeeping have never been documented by previous Games so we will not be ordering until written plans are completed and/or delivery time makes it necessary.

15. Protocol re staging & entertaining:

Each sport committee has been asked to submit a written suggested script covering music, public address (French & English) opening ceremony, awards ceremonies, involving entertainment, athletes, VIP's and officials.

16. Technical advisors re officials:

The selection, invitation, plans for the timing R.S.V.P. training, dress policy, accommodation in "Village" or hotel, transportation, feeding and other services re officials has been discussed with Merv Ferguson and a meeting with a top official to chair this committee has been set for next Friday.

It has now been confirmed that as of May 1, 1972, the headquarters of the 1973 CANADA SUMMER GAMES will be located in the New Westminster Secondary School. Headquarters' budget is sufficient to cover costs of refurbishing allocated office space and parking space. There will be no "on going" costs of heat, light, janitorial or rent.

After May 1 our staff will expand with the addition of an office manager, his duties to include Finance Board Coordinator and Protocol Advisor. The individual who has been approved was formally the administrative officer in charge of the Centennial operations in British Columbia.

At present we are working on activities involving development of Outlined plans for approval of Management Committee for the following:

- Facilities Construction.
- Approval by Management Committee of main timings and decision dates.
- Outline of the organization.

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- Competition site, practise facilities
- Scheduling events.
- Registration procedure and VIP lists.
- Accommodation plan.
- Publicity and Promotion plan.
- Transportation plan.
- Equipment lists and budgets.
- Further approval of overall budget and breakdown relating to main items, income projections, selection of firm to produce souvenir program and daily program.
- Design and number of awards within budget.
- Approval of plan from protocol re staging and entertainment, and rehearsal and musician union clearance.
- Specific lists of officials and necessary clinics.

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RATIFICATION BY SPECIFIC MOTION:

Management Minutes dated March 10, 1972

MOTION: IT WAS MOVED AND SECONDED THAT WE MOVE THE OFFICES OF OUR OPERATION TO THE NEW WESTMINSTER SECONDARY SCHOOL AND BE PREPARED TO DO THE NECESSARY RENOVATIONS UP TO \$4,000. ANY ADDITIONAL EXPENDITURE TO BE WITH FURTHER APPROVAL OF MANAGEMENT COMMITTEE, AND THE SUM OF \$2,500 TO PROVIDE PARKING FOR THE SCHOOL FACILITY BE GUARANTEED BY THE CANADA GAMES SOCIETY. CARRIED.

Management Minutes dated March 17, 1972

MOTION: IT WAS MOVED AND SECONDED THAT THE ARCHITECTURAL FIRM, CARLBERG JACKSON PARTNERS, 313 - 6th STREET, NEW WESTMINSTER, BE CONSIDERED THE PRIME CONSULTANTS AND IT IS RECOMMENDED TO THEM THAT THEY CONSIDER AS THEIR ENGINEERING CONSULTANTS THE FIRM OF BOGUE B. BABICKI & ASSOCIATES LTD., 1264 W. PENDER STREET, VANCOUVER 1, B.C., AND RECOMMENDED THAT THEY USE MR. CHALLIER, 4768 PILOT HOUSE ROAD, WEST VANCOUVER, B.C. AS THE ROWING RESOURCE CONSULTANT. CARRIED.

MOTION: IT WAS MOVED AND SECONDED THAT BURNABY BE REQUESTED TO ADMINISTER ANY CONTRACTS ON BEHALF OF THE SOCIETY FOR ANY WORK ON THE FACILITIES AT CENTRAL PARK OR BURNABY LAKE WITH THE CONTRACT AND PAYMENT ON SAME TO BE MADE BY THE SOCIETY. CARRIED.

MOTION: IT WAS MOVED AND SECONDED THAT THE BURNABY FACILITY REQUIREMENTS REPORT BE RECEIVED WITH THE QUALIFICATION THAT THE COSTS OF AND RESPONSIBILITY FOR PAYMENT FOR: ACCESS, SERVICING, SITE PREPARATION AND MISCELLANEOUS

- WATER
- SANITARY SEWER
- ROAD
- ELECTRICAL
- SITE PREPARATION & INSTALLATION REMAINS TO BE DETERMINED. CARRIED.

Management Minutes dated March 24, 1972

Burnaby Lake - Mr. Snellley stated that he met with Carlberg Jackson, and that the overall fee from the architect for the project will not exceed 10%.

- normal fee for a straight forward project is 6% from the architect.
- 3% for mechanical consultant.
- 3% for electrical consultant.
- 2% on structural.
- the "extras" over and above the 6% paid to the architect runs between 1.5% and 1.8% of the contract.
- the costs of using Challier as a rowing consultant will probably run about 2% of the contract.

MOTION: IT WAS MOVED AND SECONDED THAT THE VERBAL ARRANGEMENTS WITH THE CONSULTANTS AS TO FEES RE BURNABY LAKE BE APPROVED. CARRIED.

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Management Minutes dated March 24, 1972

Canada Games Film: - E.W.H. Brown stated that George Reamsbottom was commissioned to produce a Canada Games Film. A figure of \$2500 was established to cover the costs, but the total cost of film production amounted to \$4500. The film has been used between 30 to 40 times by Society members and will continue to be used.
MOTION: IT WAS MOVED AND SECONDED THAT IT BE RECOMMENDED TO THE BOARD OF DIRECTORS THAT THIS BILL BE PAID IN FULL. CARRIED.

MOTION: IT WAS MOVED AND SECONDED THAT THE EXECUTIVE DIRECTOR BE DELEGATED THE RESPONSIBILITY OF MAKING DECISIONS IN THE AREA OF RIGHTS AND PROPERTIES. CARRIED. (J. Croft abstained)

MOTION: IT WAS MOVED AND SECONDED THAT OUR SOLICITOR BE REQUESTED TO DRAFT A STANDARD AGREEMENT RE THE ASSIGNMENT AND RIGHTS OF THE LOGO. CARRIED.

MOTION: IT WAS MOVED AND SECONDED THAT THE \$10,000 BE RETURNED TO THE PROVINCIAL GOVERNMENT. CARRIED.

Management Minutes dated March 30, 1972

Burnaby Lake - \$2,000 flat fee. A request was made by Carlberg Jackson Partners to prepare line drawings and sketches at a flat fee of \$2,000.

MOTION: IT WAS MOVED AND SECONDED THAT THE SOCIETY ACCEPT THE RECOMMENDATION AS OUTLINED IN THE LETTER DATED MARCH 29, 1972, SIGNED BY M.J. SHELLEY, MUNICIPAL MANAGER, TO AGREE TO THE ADDITIONAL EXPENDITURE OF \$2,000 as OUTLINED. CARRIED.

Swangard Stadium - M. J. Shelley referred to Ron Davies & Associates Ltd. letter dated March 30, 1972, and recommended that Phase 1 be accepted immediately, at a maximum fee of \$1500. Upon completion of Phase 1, a letter of sanction is to be obtained from the Track & Field Association. Consideration of Phase 11 of the project to be given upon completion of Phase 1. Maximum fee for Phase 11, \$3500.
MOTION: IT WAS MOVED AND SECONDED THAT THE EXPENDITURE OF PHASE 1 BE APPROVED. CARRIED.

MOTION: IT WAS MOVED AND SECONDED THAT THE PROPOSED CAPITAL REQUIREMENTS BE ADJUSTED TO REFLECT A DEFICIT IN THE AMOUNT OF \$286,500 AND THE OPERATING DEFICIT BE ADJUSTED TO \$281,475, REFLECTING THE TOTAL REQUIREMENT DEFICIT IN THE AMOUNT OF \$567,975. CARRIED.
M. J. Hughes abstained from voting.

MOTION: IT IS HEREBY RECOMMENDED TO THE BOARD OF DIRECTORS THAT THE SOCIETY ADOPT THE 1969 HELLGAX LOGO. CARRIED.

Tenders for electrical equipment: MOTION: IT WAS MOVED AND SECONDED THAT M.J. SHELLEY BE THE OFFICIAL REPRESENTATIVE OF THE SOCIETY AT THE OPENING OF TENDERS FOR ELECTRICAL CONTRACTS. CARRIED.
D. A. Manning stated that the City of New Westminster received two bids: United Power - \$114,000
City of New Westminster - \$101,445

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MOTION: IT WAS MOVED AND SECONDED THAT THE CONTRACT BE LET BY THE CITY OF NEW WESTMINSTER TO UNITED POWER LTD., 7759 Edmonds, Burnaby, B. C., IN THE AMOUNT OF \$115,000, AND THE ADMINISTRATION AND SUPERVISION OF THE WORK BE DONE BY THE CITY OF NEW WESTMINSTER, WITH PROGRESS REPORTS FROM TIME TO TIME TO THE MANAGEMENT COMMITTEE.
CARRIED.