

ITEM 6  
 MANAGER'S REPORT NO. 76  
 COUNCIL MEETING Nov. 20/72

6. Re: 1973 Canada Summer Games Society  
Monthly Report

Following for your information is the report of the Executive Director covering the activities of the 1973 Canada Summer Games Society to November 9, 1972.

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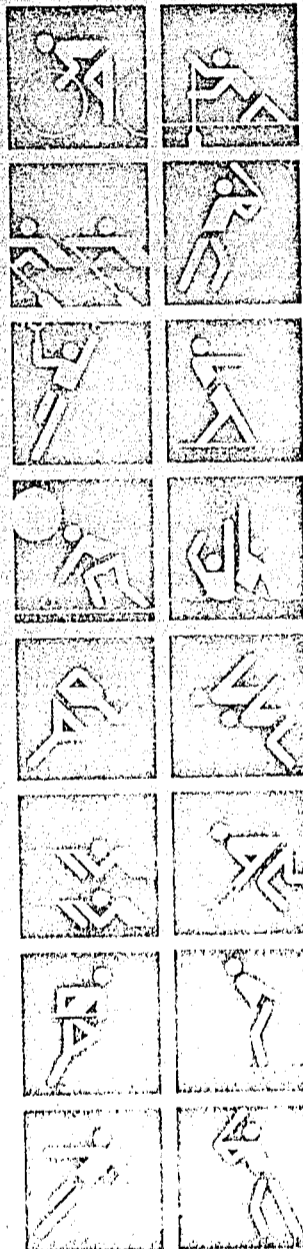


1973 jeux canada games

new westminster · burnaby

Our File No: AD 100-4B

August 3rd to 12th



TO: BOARD OF DIRECTORS  
FROM: D. D. Veitch,  
 Executive Director

DATE: November 9, 1972  
SUBJECT: Monthly Report #7  
 Canada Games Administration

The purpose of this report is to provide you with information on some of the organizing committees and request ratification of action taken by Management.

Item #1 - Facilities: To date our Facilities Committee has worked on projects primarily concerned with Capital costs. The Facility Committee will now work on facilities' use for the athletic events during the Games. The Facilities Committee Executive has received appointments from each of the Sports Committees. Appointments per individual sport site have been requested from the City and Municipality. Sub-committees from New Westminister and Burnaby have been meeting regularly. A thorough investigation was made of all sports facilities in New Westminister and Burnaby.

The Opening Ceremonies will take place at Queen's Park Stadium, the Closing Ceremonies will take place at the Junior Stadium in Burnaby. A capital budget has been prepared for all facilities. The Facilities Committee has close liaison with the Recreation Directors from New Westminister and Burnaby. There is also a close liaison with the Technical Advisors from each Sports Committee. The Facilities Committee has received the space requirements from each of the Sports Committees and each of the Organizational Committees. This information has been carefully documented in a lengthy report. The report

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has been forwarded to the Recreation Staffs in New Westminster and Burnaby. The Canada Games have received confirmation from the Recreation Commissions that all facilities required by the Canada Games will be furnished with no cost to the Society.

Recommendations: Orders be placed soon for the required number of bleachers as listed in the Staff submission re facilities. The Facilities Committee are responsible to work with Box Office re the arrangement and distribution of these bleachers.

The Facilities Committee has arranged for installation of lighting at Queen's Park Arena, Queen's Park Stadium and Moody Park. The P. A. Systems required at each site has been referred to the Communications Committee.

The Facilities Committee has determined the requirements for Media, VIP's, Concessions and the Games Headquarters. The progress to date on all facilities has been reported to the Management Committee. All competition sites and practice sites have been brought to the attention of the Board of the Directors and Management Committee. Several sports are withholding official sanction of these facilities. Water Skiing and Track & Field are two sports withholding official sanction of the competition sites.

Recommendations: I recommend the Burnaby Parks & Recreation staff meet with our Facilities' Chairman and the Water Skiing Committee Executive to confirm and clarify the Water Skiing site requirements.

The Facilities Committee is in charge of space requirements for the Headquarters and the Village.

There will be a liaison person appointed from the Media Relations Committee to work with our Facilities Committee on press facility requirements. The Facilities Committee is responsible for maintenance of the competition sites.

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Recommendation: The Facilities sub-committee on Maintenance prepare a budget for Management approval.

We have determined the sites for Press Headquarters; Village; Administration Headquarters; Opening Ceremony and Closing Ceremony; Swimming-Diving-Water Polo; Softball-Lawn Bowling-Lacrosse; Baseball-Shooting-Cycling; Water Skiing; Tennis; Field Hockey-Rowing-Canoeing.

Recommendation: Facilities Committee seek written confirmation from Sport Canada that funds will be forthcoming immediately to help develop the Canada Games rifle range.

Item #2 - The Sports Technical Advisory Committee: The Sports Technical Committee has obtained the official competition sanction from the National Governing Bodies of the 16 sports; the classifications have now been confirmed; team compositions have been confirmed. Each sport has submitted requirements for the number of officials needed to conduct their tournament during the Games. Each sport has been outlined requirements for Communications at the competition sites.

The Calendar of Events (#9) has been circulated to all Games Committees. Registration forms in both languages for athletes have been prepared. The general and specific rules and sports schedules for each event have been prepared and will be submitted to the Management Committee for approval later this month. The Province/Territories have been advised and pre-registration forms have been sent to each Province/Territory. The Equipment specifications have been received from each Sport Committee and forwarded to the Equipment Committee. The procedure for obtaining officials locally and nationally has been established. The scoring procedures have been established and the results forms have been drawn up for approval. The method to determine the final

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Provincial standing will be approved this month by the Technical Advisory Board. Maps have been submitted for approval, outlining where each event will take place in New Westminster - Burnaby. The individual Sports program per sports event is all but complete; we need only one or two confirmations from various sports before being submitted to Management for approval.

Requests have been made to the Box Office Committee to reserve seats for non-participating athletes and officials. The Games medal design has been approved. Athletes' souvenir lapel and its design has been approved. It is not anticipated that a Games jury and individual Sport jury will be appointed until late in the Spring of 1973; it has been suggested we appoint Col. Jack Davies to the Jury of Appeal. The information booklet to be given to each individual athlete has been outlined and will be submitted in final form in January, 1973.

The organization and operation of the Results room will be handled by the Sports Technical Committee. The Results room will be at the Villa Hotel, adjacent to the Press Headquarters. Results will be broadcast back to the Games Headquarters by way of telecopiers and hopefully, local cablevision.

Accommodation for officials is arranged by our Housing Committee. It is anticipated most of the 30-40 out-of-town officials will be staying with friends. Space has been tentatively reserved for officials at the New Westminster Y.M.C.A. residence. The Headquarters for the Chef de Missions will probably be the Royal Towers Hotel. The Housing Committee is now trying to obtain confirmation that space will be available at the Royal Towers for the Missions throughout the two weeks of the games. Because of the conflicting dates with the Abbotsford Air Show, there is a problem here. The approach re final and formal invitations for officials will be received January 15.

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Item # 3 - Equipment: The Equipment Committee has been very active in recent months. The Chairman has appointed his Executive Committee. There have been liaison members appointed from each Sports Committee working with our Equipment Committee. An equipment checklist has been sent to all Committees in the Games organizations. The Technical Advisors have approved the plans of the Equipment Committee.

The Equipment Committee has prepared and sent out tender forms. The Purchasing Department of the Municipality of Burnaby have assisted in preparing the tender forms. I attended the public tender opening held at the Burnaby Municipal Hall. Bulk storage areas have been located at the Headquarters.

Purchase order forms are being prepared and will be sent out this month to the successful firms. Advertising has been placed re the employment of an Equipment Manager. At present I am trying to obtain assistance via the Local Initiatives Program in paying the salary of the Equipment Manager.

An Equipment Manager will be appointed in January, 1973. It is the Equipment Committee's understanding that pledges or donations for sponsoring equipment will be handled by the Friends of the Games. The Technical Advisors have been contacted and individually have examined the equipment specifications for their respective sports and approved the individual equipment orders. The Technical Advisors will be asked to again approve the equipment when received.

Later, a volunteer staff will be required to staff the equipment bulk storage area and equipment rooms at the competition sites. Our Equipment Manager will enter the equipment purchases and distribution system on ledger forms. He will further prepare a form for issuing and recalling equipment. The Equipment Manager will also be required to expedite equipment that is received. This is particularly important with our problems re supply of canoes and rowing shells.

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Item #4 - Armed Services: I have met with the top Military Officer in Western Canada, Rear Admiral Leir. I will hire a military officer capable of determining our personnel requirements and material assistance requirements. The posting of this Military Officer to the Society will be made November 15, 1972.

The Olympic 1976 Military Coordinator, Lieut. Col. Kearney, visited the Games offices November 2. He described his position as Canadian Armed Services Officer involved with Sports functions such as the Olympic Games, Commonwealth Games, Pan Am Games and Canada Games.

A problem still remains in that the Department of National Defence wish to be reimbursed either by the Department of National Health & Welfare or the Canada Games Society for any cost recoverable services. It is now extremely urgent that the Department of National Defence or the Department of Health & Welfare confirm that sufficient bedding can be obtained to allow us to use the New Westminster Secondary School as the Canada Games "Village."

Item #5 - Communications: The Communications Committee have formed an Executive Committee and have appointed a liaison member from each Sport Committee. Sub-committees covering timing equipment, C.B.C. liaison, Armed Forces liaison, Radio liaison, Telephone directory, Equipment Control, Switchboard installation, Telephones, P.A. Systems, Radios, Walkie-Talkies, Field Telephones, Xerox telecopiers, pay telephones and automobile telephones have been appointed. The Communications Committee is responsible for liaison with Volunteers Committee supplying operators, receptionists, radio operator, Communications Store Keeper and drivers.

The Communications Committee have surveyed all competition sites. The facilities for utilizing Timing Equipment have been determined. An agreement with the Swiss Timing Corporation has been confirmed. The permanent

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supply or purchase of scoreboards and timing equipment as a permanent legacy after the Games is being pursued by the Communications Committee. Locations for telephones and telecopiers at sport sites, media headquarters and Games headquarters have been determined. Arrangements for telephones, radios, P.A. systems, T.V. on site have been prepared.

Recommendation: The costs to accommodate C.B.C. T.V., is a major concern to the Communications Committee. Facilities Committee and Communications Committee to advise Management of additional costs for assisting T.V. The Management Committee of the Canada Games confirm the arrangements to be made re facilities and communications assistance to C.B.C.

The Communications Committee has confirmed that telecopiers will be available for the results room and the press room. Arrangements have been made by Communications Committee to loan various pieces of equipment, including walkie-talkies. The Communications Committee will work closely with our Equipment Committee to arrange a procedure for return of the Communications Equipment to the various suppliers. It is anticipated that the Executive Director, Sports Director, and Games President will require a car radio for use during Games time. It has been confirmed that the B. C. Telephone Co. will sponsor, prepare and distribute a Games Headquarters telephone directory.

A procedure has been arrived at, to control the handling of long distance calls that may be inadvertently charged as an expense against the Games. The control of distribution and return of all Communications equipment will be handled by the Communications Committee in close liaison with our Equipment Committee. Immediately upon receipt of the budget now being finalized by the Communications Committee, a presentation will be made to the Board of Directors and Friends of the Games for sponsors, etc. The Manpower Committee

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has advised our Communications Committee that they are prepared to assist in every way to attain volunteers for switchboards and other Communications requirements.

Item #6 - Housing & Catering Committee: The Catering Committee has experienced some difficulties in obtaining a Chairman, so John Edmondson has worked out a procedure whereby he will assist the Housing & Catering Committees for the Canada Games. A dietician will be added to the Housing & Catering Committee immediately.

Each Sports Committee will appoint a liaison member to work very closely with the Housing & Catering Committee. The total number of athletes and officials expected to attend the Games has been forwarded to the Housing & Catering Committee by staff.

As reported earlier, it is the opinion of Housing & Catering that we use New Westminster Secondary School to house all athletes; the Villa Hotel to accommodate the Press; the Astor and other hotels to accommodate VIP's; the Royal Towers Hotel to accommodate the Chef de Missions; the Y.M.C.A. to accommodate the officials.

A Canada Games Tourist Accommodation Committee is investigating all forms of private housing. The Housing Committee has made a request to our Security Committee for assistance at the Village during Games time. Numerous requests have been made to the Armed Services for assistance re bedding. Arrangements have been made to have paid telephones installed in the Village. Banking Services will be handled by banks within several blocks of the Games Headquarters. There will be washing machines at the Village, but it is expected that any laundry requirements will be handled by the individual athlete at shops within walking distance of the village.

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A presentation has been made to the Post Office authorities asking for their recommendations regarding arrangements for postal services at the Village. A Village religious counselling service will be provided at the Village. The Housing & Catering budget will be submitted for approval January 15. The Housing budget has been detailed, but information re catering that has been gathered from many sources, still requires coordination before approval. It is anticipated we will go out to tender before the end of this year re meal services.

The meal times and number of meals and the method of handling meals at the Sports sites has been arranged. The per diem for Chef de Missions and visiting officials has been established at \$25 per day. This cost to be paid by Sport Canada.

The Hosting Committee has undertaken the responsibility to obtain sponsors for the individual Sports banquets. This information will be forwarded to the Housing & Catering Committee. The Housing & Catering Committee will arrange banquets for sponsorship by the Prime Minister of Canada, the Prime Minister of British Columbia, Minister of Health & Welfare, and Chef de Missions. The City of New Westminster will be asked to sponsor a Games Opening banquet and the Municipality of Burnaby will be asked to sponsor the Games Closing banquet. These requests will be brought forward by the Housing & Catering Committee through the Protocol & Ceremony Committee. The Housing Committee will be responsible for organizing food services for the final banquet for all Games volunteers. This function takes place the day after the Canada Games close.

Immediately upon receipt from the Central Park Committee that we have been awarded the food concessions rights at Junior Stadium, I will call.

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for tenders on concessions at each sport site. The successful bidder must be given approval by the Health Department in New Westminster and Burnaby.

Item #7 - Medical Committee: The Medical Committee Executive has met with the liaison member of each Sports Committee. Medical Equipment requirements have been determined, but to date there are no sponsors for this equipment. The Medical Committee has determined the number of ambulances that must be available during Games time; the procedure at the hospitals in New Westminster and Burnaby; several hundred nurses and doctors and dentists have already volunteered their time to work at the Games during Games time. These names have been registered at the Games Headquarters. The St. John's First Aid Society is preparing a list of names of persons who will be working at the competition sites and headquarters during Games time.

A medical centre has been established at Headquarters and first aid posts at the competition sites have been identified. Several procedures are being studied as to how we recruit individual trainers for the Headquarters and the individual competition sites. Several Commercial organizations have made overtures to our Medical Committee to provide trainers and training supplies during the Games.

The Medical Committee has advised the participating Provinces/Territories concerning the limitations of the B. C. Medical Insurance procedure. It has been determined that other Provinces/Territories will be responsible for the athletes if injured during the competitions in New Westminster and Burnaby. The Medical Committee has established a close working relationship with the St. John's Ambulance Association. A physiotherapy treatment centre will be established under the direction of Dr. Haik Charibbeans at the Games Headquarters. A form for acknowledging the aid of volunteer doctors has been

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completed. This is another committee that is concerned with the need for assistance from the Military. The procedure for treating spectators at the competition sites has been established

Item #9 - Parking & Security: The Executive of the Parking & Security Committee have decided to divide responsibilities into Headquarters Security and Competition Site Security. Each Sports Committee has appointed a liaison person to work with our Parking & Security Committee. The Parking & Security Committee have surveyed all the competition sites, the Opening and Closing Ceremony sites and have submitted a budget outline. This Committee is in close liaison with the City Police Department of New Westminster and the R.C.M.P. Detachment in Burnaby.

The Parking section details space required for the Village Games Headquarters, the Competition sites, the Opening and Closing Ceremonies sites, Press Headquarters and will assist the Hosting Committee in preparing proper credentials for visitors, VIP's, and Officials.

The Security Committee will submit a second budget in December. Security is required at the Village, the Sports Competition sites, Headquarters, Opening & Closing Ceremony sites, the Bulk Storage equipment site and special requirements for VIP's.

Parking & Security will be responsible for designing parking signs and submitting their equipment requirements to our Equipment Committee. This equipment will include flashlights, arm bands, etc.

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The Parking Committee will be responsible for the despatch of their personnel to various competition sites. They will work closely with the Spectator Services Committee. Understandably, there is a close liaison between Communications and Transportation with the Parking & Security Committees.

Item #9 - Transportation: The Transportation Committee has appointed a liaison member from each sport committee; Air Canada has been appointed as the official air carrier for the 1973 Canada Games; the Police Department of New Westminster and the R.C.M.P. of Burnaby have been contacted regarding traffic directors at Games times; Canada Games have an agreement whereby flight bags will be made available to all male and female athletes as a memento of their visit to New Westminster and Burnaby.

Transportation Committee is in close liaison with Housing and Catering Committee regarding the arrivals and departures of athletes and officials. The Transportation Committee is in close liaison with local bus companies and is arranging a circuit system for transportation of athletes during the Games. It is anticipated that spectators will be required to make their own transportation arrangements - courtesy of B. C. Hydro systems.

Internal transportation for transporting athletes, officials, VIP's, Catering Services, Medical Services, Baggage, Sports and Administrative equipment, and bleachers, is being handled by a sub-committee of transportation.

External transportation re pickup points in each Province; the arrival in Vancouver, the departure from Vancouver, seat reservations, and coordination with railway and bus companies is being handled by George Martin a Loaned Executive to the Canada Games. It is now essential that the Friends of the Games assist the Transportation Committee by determining whether fuel, oil, lubrication, maintenance, repairs and uniforms will be available at no charge. It has been established that General Motors will supply most of the

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automobiles for the Games pool system. The Transportation Committee will arrange a schedule to control drivers and uniforms, etc. The pool will include automobiles, busses, motorcycles, possibly a helicopter, bicycles, ambulances and electric golf carts. The Transportation Committee will be working closely with the B. C. Automobile Association re insurance coverage. The Transportation Committee is working with the Manpower Committee to organize a pool of hostesses and femal drivers.

A despatch office has been established in the Games Headquarters. The Transportation Committee has enlisted the support of the Police of New Westminster and R.C.M.P. of Burnaby to assist in traffic and crowd control. The Transportation Committee will work closely with our Officials Committee re Transportation procedures for competition officials.

The plans re arrivals and departures of athletes and officials is being organized in close liaison with staff as it relates to the constantly changing Calendar of Events. The Baggage ticketing procedure is being handled by Air Canada. We will have special 1973 Canada Games baggage tickets for all visiting athletes and officials. Arrangements have been made to transport the athletes and equipment from the airport to the residence and return.

A carpool with a despatch office from the Headquarters at the Village site is being organized. This carpool is responsible for the allocation of cars to Missions and other VIP's. It is anticipated that transporting athletes to the competition sites will be handled by circuit busses and automobiles.

Item # 10 - Tourist Accommodation: A Tourist Accommodation Committee has recently been appointed by the Games Society. The Committee is made up of members of the Tourist Industry in British Columbia. The Committee is under the direction of Chuck Downing, an Executive Member of the New Westminster Visitor's and Convention Bureau. A detailed plan and budget has been received

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by Management. The Provincial Tourist Advisory Council is anxious to work with our Tourist Accommodation Committee. The Tourist Accommodation Committee will work closely with all local hotels and motels. A Central Accommodation and Registration setup will be organized and operated at a location different to that of Games Headquarters and Village. If funds permit, a survey will be done regarding accommodation in private homes.

Item #11 - Hosting Committee: The Hosting Committee is responsible for Religion, Bilingual, Entertainment, Reception & despatch. The Hosting Committee will be responsible for preparing a plan of arrival and departure for athletes and officials. This plan to be coordinated with the Transportation Committee. Each sport has appointed a member to liaise with the Hosting Committee.

The Hosting Committee will prepare athletes' kits, officials' kits, souvenirs, and will liaise with the Vancouver Airport Manager for space to appropriately welcome the athletes, officials, and VIP's.

The Reception and Despatch sub-committee of Hosting is to work closely with the Transportation Committee re baggage and equipment transportation. This committee will provide refreshments at time of arrival and departure of athletes and officials. This committee will work closely with the Ceremonies Committee to provide decorations and music at the airport and at the Village. A special Greeting Committee will be formed to welcome the athletes, officials and VIP's under the direction of the Hosting Executive.

An Entertainment Committee will work the Canadian Cabaret or Athletes' lounge, including dancing, tape music. The Hosting Committee will have a VIP lounge at the airport. The Hosting Committee will meet each aircraft with a truck to handle the sports equipment. Busses will be used to pick up athletes and officials. The VIP's will be picked up by automobiles and

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transported to the VIP's hotels. There will be a Canada Games Booth at the airport to register VIP's and guests.

The New Westminster Senior Secondary School will be the arrival point for athletes and officials coming by bus. A registration procedure has been set up to handle rooms by sport. After registration, athletes will pick up their own baggage and be taken to the rooms by scouts or guides.

NEXT REPORT:

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