



**BOARD OF DIRECTORS MEETING**  
**February 17, 2022**

**VIDEO CONFERENCE CALL**  
**MINUTES**

**1. WELCOME**

Present: Rick Powers, President  
Keith Gillam, Treasurer  
David Bedford, Director-at-Large  
Trevino Betty, Director-at-Large  
Claire Carver-Dias, Director-at-Large  
Karen Hacker, Director-at-Large  
Ava Hill, Director-at-Large  
Graham Smith, Director-at-Large  
Riley McCormick, Athlete Representative

Invited Guests: Bruce Robertson, CGF Vice President  
Linda Cuthbert, CGF Sports Committee  
Nicole Forrester, CGF Athlete Rep Committee  
Pradeep Sood, CG Foundation of Canada President

CSC Staff: Brian MacPherson, Chief Executive Officer  
Kelly Laframboise, Mgr Programs & Operations, Recorder

Regrets: Karen Hacker, Director-at-Large  
Jordan Bridal, Sport Canada

Rick welcomed and thanked everyone for attending the meeting.

**2. APPROVAL OF AGENDA / MINUTES**

**Motion** moved by Keith Gillam; seconded by Claire Carver-Dias

“That the agenda be approved as distributed”

**CARRIED.**

**Motion** moved by Trevino Betty; seconded by Keith Gillam

“That the minutes of the June 16, 2021 Board of Director’s meeting be approved as distributed.”

**CARRIED.**

**3. SELECTED PROGRAM UPDATES (APPENDIX “A”)**

CGF Update

Bruce Robertson provided an overview of CGF activities. Highlights included:

- CGF entered into an “exclusive dialog period” with Victoria (Australia) for potentially hosting the Commonwealth 2026 Games focus of the dialog is a proposed sport program and multiple athlete accommodations. 2022 CWGs Organizers are:



- experiencing a number of delays and issues in several games delivery areas of Planning for COVID, but will look different from the recent Olympic and Paralympic Games.
- CGF announced their inaugural Commonwealth Esports Championships, 5- 7 August in Birmingham. (Note, this is not a Commonwealth Games event). A full evaluation will take place in the Fall
- CGF elections for Executive Board and Regional VPs will occur at the CGF's 2023 General Assembly. CSC should start as early as possible about their nominees.

Rick thanked Bruce Robertson, Linda Cuthbert and Nicole Forrester for their efforts at the international level.

#### 2030 CWGs Bid Update

- Hamilton Bid Committee is developing a *2030 CWGs Hosting Proposal* to submit at end of April to the Ontario and Federal Governments at for review and approval / support

#### CGFC Update

Pradeep provided a brief overview on the Foundation activities. Highlights include:

- Good relationship with Bishop & Medusa, manufacturing Team Canada 2022 line of Jewelry. CGFC to receive a portion of sales.
- Foundation to see it's value when a Commonwealth Games has been awarded in Canada

## 4. ITEMS FOR DECISION

### 4.1 Budget Changes 2021/22

The approved projected deficit was **(\$5,772)**, it is proposed to now be **(\$62,933)**. Most of this is due to some Games travel being posted in this current fiscal year.

**Motion** moved by Keith Gillam; seconded by Riley McCormick

“That the proposed 2021-22 budget changes increasing the deficit to **(\$62,933)** be approved as reviewed.” **CARRIED.**

### 4.2 2022-23 Budget & Workplan

Keith and Brian presented the proposed budget for 2022-23. Highlights include:

- Expecting \$548,000 in COVID Recovery Funding from Sport Canada. If not received need to re-think the Pay-to-Compete fee or deplete CSC's Reserve Fund (and then some)
- Budget has been well thought out, forecast enough base funding for the 2023-2026 quadrennial.
- Should Hamilton be awarded the 2030 Commonwealth Games, new additional revenue streams will start coming to CSC in 2024
- Several comments were provided to update the SWOT analysis:
  - Acknowledge Commonwealth should be Canada's Games
  - EDI should be included as a strength
  - Approaching 100 years
  - Weakness = Brand Awareness
  - Move “CGFC struggling with fundraising” to strengths. Some donations have come in, without fundraising, these funds would not have come through



- Opportunities – tell Canadian athletes’ Commonwealth Games story better – stepping stone/pathway, pinnacle event for others

**Motion** moved by Claire Carver-Dias; seconded by Trevino Betty

“That the proposed 2022-23 budget and workplan be approved as presented with a preliminary deficit of **(\$871,187)**, leaving \$357,176 in reserve.” **CARRIED.**

#### 4.3 In Camera Policy

The Governance Committee reviewed the In Camera Meetings Policy and updated some wording in #4 under Procedures (full policy attached). It was felt that the wording changed enough to warrant Board discussion and approval.

**Motion** moved by Trevino Betty; seconded by Graham Smith

“That the In Camera Policy be approved as amended and presented by the Governance Advisory Committee.” **CARRIED.**

### 5. IN-CAMERA

**Motion** moved by Claire Carver-Dias; seconded by Graham

“That the CSC move In-Camera for a general discussion.” **CARRIED.**

### 6. ADJOURNMENT

Rick thanked everyone for their time and commitment.

There being no further questions, comments or concerns, the Board of Directors meeting for February 17, 2022 was adjourned.

Approved:

Duly Signed:

June 23, 2022

Date

Rick Powers, President



**BOARD OF DIRECTORS MEETING  
FEBRUARY 17, 2022**

**SELECTED PROGRAM UPDATES**

**Team Canada Program - Birmingham Commonwealth Games**

HPAC has recently appointed Sam Effah to the Committee to ensure the athlete perspective is always front and center with decisions made.

CSC was able to conduct an in-person Site Visit in November 2022 and participated in the Chef de Mission Seminar virtually in January. Plans are being worked on to hold in-person “Open Days” at the end of March. CSC plans to attend. CSC has voiced a preferred village location; however, the exact number of beds is still to be determined. Hotel accommodations for NSO’s and Extra Team Officials has been requested and Ticket requests for sport have been submitted. Full Mission Staff has been selected. Accreditation and Travel arrangements have begun. Most NSO Agreements have been signed and returned. The Team Member Agreements are expected to be finalized and distributed in April/May 2022. Finally, in consultation with the Organizing Committee, CSC has a plan to prevent and mitigate covid risk to Team Canada members.

In the qualification sports, Canada has qualified in Rugby 7s M & W, Basketball 3x3 M & W, Field Hockey M & W, Badminton Mixed Team, Table Tennis Team M & W, with more to come in the near future.

Each Games has its own challenges and Birmingham 2022 is no different. For example, one athletes’ village evolved into three, and now there are four plus the satellite village in London, with no additional accreditation or support to service Team Canada. In addition, some further challenges facing the Team Canada program are:

1. Village Allotment
  - Number of beds in each village
  - Moving out Officials from Birmingham
  - Office/Medical & Storage space
2. Dining @ Birmingham
  - Not enough space and ensuring consistency of catering and menu options across all villages
3. Welcome Centre / Shared Transport
  - Length of time to get through, especially after long trip
  - Shared Transport with others that may not be vaccinated
  - Requiring additional help to manage and support the arrival of Team Members
4. Opening Ceremonies
  - Early departures starting at 4:30
  - No chairs for athletes to sit after the parade
5. Canadian Broadcast
  - No Canadian broadcaster for the 2022 CWGs has been named (yet). It appears CBC is interested and negotiations continue.

CSC is working very closely with the Organizing Committee and the CGF and we are confident these can be resolved in an acceptable manner.



## **Nominations & Elections**

A Nominations & Elections Committee for the 2022 Director & Members election is being established. Upon membership approval, the Chair will be Rick Powers with a representative from among the different voting categories (Members-at-Large, Sports and Board of Directors). The CSC 2022 AGM has been confirmed for November 26/27, 2022, in Hamilton, Ontario. Working back from that date, timelines for the 2022 nominations and elections are:

### **TIMELINES:**

- (JAN.2022) Establish Nominations Committee (in progress)
- (MAY 2022) All current incumbents shall be requested to submit their intent in writing to the Nominating Committee not less than six (6) months prior to the Election.
- (MAY 2022) The Nominating Committee shall actively recruit for positions where the incumbent has declined to run again or not indicated their intention in writing. The Committee will solicit potential candidates that have demonstrated the values and norms of behaviour of CSC and who possess the required qualities, skills, and experience. The Committee will consider the need for diversity with specific reference to geography, gender, alumni affiliation, language, disability, and under-represented groups as from time to time may be identified.
- (MAY-SEPT.) The Committee Chair or designate shall discuss with all candidates the following:
- the position(s) for which the candidate is being considered
  - minimum time commitment required
  - candidate's expectations
  - potential task(s) requirements associated with the position(s)
- (AUG.2022) A formal Call for Nominations will be widely distributed not less than three (3) months prior to the Elections.
- (OCT.2022) All candidates must confirm their intent in writing accompanied by a biography not less than 35 days prior to the Election. Nominees, in addition to those presented by the Nominating Committee, must be moved by a current member. Nominations shall not be permitted from the floor at the respective AGM.
- (OCT.2022) The election package (biographies) of additional nominees shall be circulated as part of the AGM package at least 25 days prior to the Annual Meeting.

### **POSITIONS TO BE ELECTED:**

President  
Athlete Representative  
4 Directors  
8 Members-at-Large

## **Hamilton 2030 Commonwealth Games Bid Update**

In 2019/20 Commonwealth Sport Canada (CSC) conducted an open and transparent process to select Canada’s next Candidate City to bid for the 2026 and/or 2030 Commonwealth Games (CWGs). Hosting Proposals were submitted from local, volunteer-based CWGs Bid Committees from Calgary and Hamilton. CSC’s Bid & Hosting Committee evaluated the 2 Hosting Proposals and in March 2020 selected Hamilton as Canada’s Candidate City for the 2030 Commonwealth Games.

Shortly after this selection the Commonwealth Games Federation (CGF) invited the Hamilton CWGs Bid Committee to “pivot” to the 2026 CWGs in exchange for a hosting guarantee and a smaller games. The Hamilton CWGs Bid Committee agreed to pivot. For the remainder of 2020 the Hamilton CWGs Bid Committee revised its *2030 CWGs Hosting Proposal* to fit a 2026 CWGs and actively encouraged governments to support a 2026 CWGs Bid, spending countless hours and \$250K in the process. Unfortunately to no avail, in March 2021 the Ontario Government decided not to support a 2026 CWGs Bid citing it was already supporting Toronto’s bid as a 2026 Soccer World Cup Host City and did not want to jeopardize Toronto’s chances. The focus returned to developing a 2030 CWGs Bid.

At the same time as the 2026 CWGs pivot, the Federal/Provincial/Territorial Government Sport Committee created a “Major Sport Event Framework” (MSEF) outlining a new Bidding Process for major sports events in Canada. When the Hamilton CWGs Bid Committee “pivoted back” to the 2030 CWGs Bid the new Bidding Process is being followed:



Under the MSEF Bidding Process the Hamilton 2030 CWGs Bid Committee and CSC led, and completed, a 2030 CWGs Hosting Concepts Review, consisting of several meetings between April and October 2021. The 2030 CWGs Hosting Concepts Review included representatives from all current stakeholders & partners; City of Hamilton, Province of Ontario (observers), Federal Government, Indigenous Nations (Mississauga’s of the Credit and Six Nations of the Grand River), Hamilton 2030 CWGs Bid Committee, Canadian Paralympic Committee and Commonwealth Sport Canada.

Between November 2021 and March 2022, the Hamilton 2030 CWGs Bid Committee is conducting an open & transparent Request For Proposal process to determine its proposed sports program (and venues) for the 2030 CWGs Bid.



The Hamilton CWGs Bid Committee continues its local communications and community support efforts. It recently launched a new [website](#), continues to keep local media informed, conducts bid presentations to local community and corporate groups and collects Letters of Support.

A revised *2030 CWGs Hosting Proposal* is being developed incorporating learnings from the 2026 pivot and the concepts review and adding the sports & venues and updating the proposed games budget (operating & capital). The revised *2030 CWGs Hosting Proposal* will be submitted to the Ontario and Federal Governments in April 2022 for their assessment and decision about turning their “support-in-principle” into “support” for a 2030 Commonwealth Games Bid. As the governments are assessing the *2030 CWGs Hosting Proposal*, it is requested the Multi-party Agreement (MPA) discussions take place.

CGF will publish the *2030 CWGs Candidate Manual*, including the bidding process and timeline, after the 2026 CWGs has been awarded. With a signed MPA and a strong and innovative Hosting Plan in-hand, CSC plans to be the first CGA to submit a 2030 Commonwealth Games Bid to the CGF this Fall and commence executing the international bid plan. It is expected 2030 CWGs Bids will be submitted by other Commonwealth Games Associations.

It is noted the Hamilton CWGs Bid Committee is a total volunteer effort, financially supported by donations from the community!



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## IN CAMERA MEETINGS OF THE BOARD OF DIRECTORS

### PREAMBLE

Commonwealth Sport Canada (CSC) is committed to effective policies for Board governance. The purpose of an *in camera* session is to provide an opportunity for board members to speak freely without the presence of staff, observers or guests, and to provide an opportunity to address issues that require confidentiality.

### POLICY

The Chair of the Board of Directors shall schedule regular *in camera* sessions for the Board of Directors at each meeting. The Chair, or designate, shall chair the *in camera* session. Examples of topics that may be discussed during an *in camera* session, include but are not limited to:

- Staff evaluation or matters relating to employment and competency;
- Board self-evaluation discussions;
- Litigation or potential litigation matters;
- Discipline; items where disclosure could reasonably be expected to harm a security or disciplinary matter;
- Protected information such as personal information of individuals/employees, competitive/trade secrets, or information subject to solicitor client privilege;
- Adequacy of resources;
- Items where disclosure could be harmful to individual or public safety;
- Items concerning negotiations carried on by or for the association; and
- Other matters that may arise requiring confidential discussion at the Board level.

### PROCEDURES

1. It would be the duty of the Chair to announce when the *in camera* session will occur during a meeting. The *in camera* session will normally be held at the end of each meeting, but may occur at any time during the meeting at the discretion of the Chair.
2. It is not necessary to determine a specific agenda in advance of the *in camera* session. During the *in camera* session, the directors may determine they have nothing to discuss. The point is to institute a formal practice for the occasion when a need arises.
3. The Board may invite those individuals necessary to the *in camera* to facilitate appropriate discussion and decision.
4. The minutes of the board meeting will read “the Board of Directors conducted a regularly scheduled *in camera* session.” Or, in the case of an impromptu *in camera* session, the minutes will read “Under the direction of the Chair or by formal motion through a majority vote of the Board, an *in camera* session was held to discuss 1) *with the CEO, the performance of the staff and 2) the performance of the CEO (without the CEO present) and 3) any other topic.* Care must be taken to emphasize transparency and accountability when meetings are conducted *in camera*. At the completion of each *in camera* session, the board will decide if and how the decisions and relevant documents will be recorded. Similarly, they will decide what information will be communicated to whom and how it will be communicated.
5. The Chair of the *in camera* session will report back to the CEO in a timely fashion.





## DOCUMENT HISTORY

Created: June 1, 2009

Revised: September 19, 2009

Reviewed/Revised: September 2013 (unsubstantial)

Reviewed/Revised: November 27, 2019 (minor unsubstantial revisions)

Reviewed/Revised: February 17, 2022

  

Next Review Date: February 2024