



## **2024 Ontario Winter Games Organizing Committee Meeting Minutes**

**Thursday, February 16, 2023, 11:51 a.m.**

**Baggage Building Art Centre**

**2200 Sleeping Giant Pkwy**

### **1. 2024 Ontario Winter Games Organizing Committee Meeting**

Co-Chairs: Tracie Smith and Barry Streib

### **2. Members**

Councillor Greg Johnsen, City Council

Tracie Smith, Director - Strategic Initiatives & Engagement – Co-Chair

Barry Streib, Community Volunteer – Co-Chair

Matthew Lawrence, Games Coordinator

Paul Burke, Supervisor – Sport & Community Development – Executive Member

Ryan Albright, Games Ontario - Government of Ontario – ex-officio

Isaac Blank, Games Ontario - Government of Ontario – ex-officio

Leigh Abthorpe, Community Volunteer – Accommodations Co-Chair

Matthew Vilella, Community Volunteer – Administration Chair

Matthew Pearson, Manager - Central Support – Finance Chair

Bonnie Tittaferrante, Community Volunteer – Food Services Chair

Shannon Young, Community Volunteer – Logistics Co-Chair

Jeff Hansen, Community Volunteer – Logistics Co-Chair

Dr. Bruce Pynn, Community Volunteer – Medical Chair

Lauri Hoskins, Community Volunteer – Registration Chair

Greg Stephenson, Community Volunteer – Security Co-Chair

Karen Bonazzo, Special Events Developer – Special Events Chair

Ally Drombolis, Customer Service and Marketing Coordinator – Sponsorship Chair

Brian Tsubouchi, Community Volunteer – Sport Technical Chair

Todd Kennedy, Community Volunteer – Transportation Chair

Tessa Hettrick, Volunteer Program Coordinator – Volunteer Services Co-Chair

Samantha Stovel, Volunteer Program Coordinator – Volunteer Services Co-Chair

Jack Avella, Director - Corporate Information Technology – IT Chair

Alyssa Cacciatore, Fort William Historical Park Representative – ex-officio

Denise Smith, EcoSuperior Representative – Sustainability Co-Chair

### **Regrets**

Scott Garner, Municipal Accessibility Specialist – Accessibility Chair

Jim Glena, Community Volunteer - Security Co-Chair

John Cameron, CEDC Representative

### **3. Officials**

Lori Wiitala, Committee Clerk and Legislative Specialist

### **4. Guests**

### **5. Welcome and Disclosures of Interest**

Members provided a round table of introductions. There were no disclosures of interest.

### **6. Agenda Approval**

MOVED BY: Greg Stephenson  
SECONDED BY: Brian Tsubouchi

WITH RESPECT to the February 16, 2023 meeting of the 2024 Ontario Winter Games Organizing Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**7. Updated Organizational Structure**

Tracie Smith, Director - Strategic Initiatives & Engagement provided the following update relative to the above noted.

New Member: John Cameron, CEDC

The Mayor's office is extending invitations to Fort William First Nation and the Township of Shuniah.

**8. Review of Committee Terms of Reference**

Paul Burke, Supervisor - Sport & Community Development, provided an overview relative to the above noted. The following information was provided:

- Any additional sub-committee chairs will be brought to City Council for approval
- Meeting minutes will be presented at Committee of the Whole and approved at City Council
- The 2023 budget was approved, the 2024 budget will be brought to City Council for approval
- Co-Chairs only have one vote per sub-committee

**9. Airport Authority Meeting**

Paul Burke provided the following update relative to the above noted:

- Play major role in transportation for: athletes, coaches and families flying to Thunder Bay
- A meeting will be set to discuss possible games sponsorship and advertising opportunities at airport

- Looking to create working group with representatives of Airport Authority, airlines and operators at airport
- Working group to consider:
  - where will athletes be picked up
  - flight requirements
  - luggage requirements
  - storage requirements

## **10. Renfrew County Games**

Matthew Lawrence, Games Coordinator, provided the following information relative to the above noted:

- Matthew attended the second week of games
- Found challenge in connecting with chairs
- 220 pictures of games will be sent to members through a shared file

## **11. Games Coordinator Update**

Matthew Lawrence provided the following update relative to the above noted:

- Waiting on final sport selection
- Reminder to invite Matthew Lawrence to individual committee meetings to share information and cross-collaborate
- Send list of sub-committee members to Samantha Stovel, Tessa Hettrick and Matthew Lawrence to follow up

## **12. Games Ontario Update**

Ryan Albright and Isaac Blank, Games Ontario - Government of Ontario, provided the following update relative to the above noted:

- Finalizing sport selection
- Ryan Albright will tentatively attend the April - 2024 Ontario Winter Games Organizing Committee Meeting, in person
- Thunder Bay is the next city to host major games

- Isaac Blank is lead games consultant. Extra support staff from Games Ontario will be involved closer to the event

### **13. Committee Reports**

The following Committee Report updates were provided:

#### **13.1 Sponsorship**

Ally Drombolis provided the following update relative to the above noted:

- Sponsorship package is finalized and on the internet
- Advertisement to promote was included in Chamber newsletter
- Presenting sponsor has been secured
- Looking to secure more top tier sponsors
- A few other pending offers:
  - volunteer offer
  - 2 partner level offers

#### **13.2 Marketing and Communications**

Tracie Smith provided the following update relative to the above noted:

- Monthly meetings scheduled
- Web development underway
- Consider what individual areas require for internet and email  
Stacey Levanen
- Committee jackets - reach out to Stacey Levanen

Discussion was held relative to event signage and the following information was provided:

Winter Games has signage with no associated dates and can be re-used, numbers will be provided to the committee and signage will be shipped to Thunder Bay for usage. Smaller unique pieces will be created by City of Thunder Bay - Corporate Communications department; once sign design is determined provide to Stacey Levanen for production.

### **13.3 Volunteer Services**

Tessa Hettrick provided the following update relative to the above noted:

- Meeting is scheduled for the week of February 20th
- Require list of committee members
- Currently setting up online application, will send out to committees
- Waiting on results from Police Records Check
- Paul Burke to set up meeting with TBPS relative to Police Records Check
- Looking for assistance with recruitment, advise what each committee requires
- Looking for position descriptions
- Will be sending out a request for volunteers in September/October 2023 and will start to promote in July and August
- Shared volunteer email requested for volunteer sub-committee co-chairs. Jack Avella to set up

Discussion was held relative the need of city email addresses for community volunteers for Games purposes. It was determined that an additional Games specific email address for committee members is not required.

### **13.4 Special Events**

Karen Bonazzo provided the following update relative to the above noted:

- Committee has met to date
- Opening ceremonies host - Fort William Historical Park
- Challenges with weather similar to the outdoor Renfrew Games
- Option to participate in Polar Plunge event April 1, 2023
  - looking for plungers
  - promoting the following organizations:
    - Roots Committee Food Centre

- CNIB
- PRO Kids
- Ally Drombolis to send email to committee members with Polar Plunge information

### **13.5 Accommodations**

Leigh Abthorpe provided the following update relative to the above noted:

- Committee positions are full, 3 new members
- Received responses relative to EOI. Can move forward once sports and sport venues are approved

### **13.6 Sport Technical**

Brian Tsubouchi provided the following update relative to the above noted:

- Ongoing process of recruiting members
- Finalizing the list of sport venues

### **13.7 Food Services**

Bonnie Tittaferrante provided the following update relative to the above noted:

- Looking for venue and athlete information
- Meeting scheduled to discuss bag lunch option
- Sent a list of potential sponsors
- RFP/EOI – to be created by Matt Lawrence and Supply Management

### **13.8 Administration**

Matthew Villella provided the following information relative to the above noted:

- Sent email February 15th to set up MS Teams collaboration

- Medals procurement meeting scheduled with Tracie Smith, Barry Streib, Matthew Lawrence and Paul Burke

### **13.9 Information Technology**

Jack Avella provided the following information relative to the above noted:

- Committee members: 3 CIT, 2 Tbaytel
- No meeting to date, email correspondence
- Looking at wifi/internet connectivity requirements
- Looking at media broadcast options

### **13.10 Finance**

Matthew Pearson provided the following update relative to the above noted:

- Orientation February 16, 2023
- Looking to meet with each group, Matthew to reach out and arrange
- Certain milestones need to be met as per TPA for funding to be released
- Timelines to receive funding

### **13.11 Logistics**

Shannon Young provided the following information relative to the above noted:

- Met with Paul Burke, Jeff Hansen, Isaac Blank and Ryan Albright
- Two (2) members on board, looking for three (3) extra

Discussion was held relative to a Warehouse Manager position and it was determined that this position is required. Paul Burke to source warehouse space for storage through CTB, it was also recommended to connect with Intercity Shopping Centre to inquire about the Lowe's location for storage.



### **13.12 Registration**

Lauri Hoskins provided the following update relative to the above noted:

- Waiting on sport selection
- Looking to recruit for one (1) open position
- High level planning
- Previous games - system was developed with eSolutions, options may already be available, Lauri to connect with Jodi Wright

### **13.13 Transportation**

Todd Kennedy provided the following update relative to the above noted:

- Scheduling coordinating on board
- Matthew Lawrence to attend next meeting

### **13.14 Accessibility**

No update was available. Defer this item to March meeting.

### **13.15 Sustainability**

Denise Smith provided the following update relative to the above noted:

- Will be presenting at next GOC meeting: Green events
- Working in conjunction with other committees
- Denise to connect with Summer Stevenson, Sustainability Coordinator

### **13.16 Medical**

Dr. Bruce Pynn provided the following information relative to the above noted:

- Soft launch for recruitment
- Meeting scheduled at Magnus Theatre - Wednesday, February 22, 2023

- NOSM, Confederation College, Dental, Nursing Association
- Seven (7) - specialty position requirements

#### **14. New Business**

Greg Stephenson provided the following update relative to games security:

- Met with Matthew Lawrence
- Spoke with Confederation College regarding - Law & Security and Police Foundations program to participate at event
- Suggested Thunder Bay Police Service sponsorship

Discussion was held relative to Fort William First Nation (FWFN) representation on the committee and it was confirmed that a letter of request has been sent to Fort William First Nation.

#### **15. Round Table and Announcements**

Barry Streib provided information on the importance of the focus on the athletes at the games.

#### **16. Next Meeting**

The next meeting date is to be determined. Matthew Lawrence to reach out and poll new committee members relative to meeting dates going forward.

#### **17. Adjournment**

The meeting adjourned at 12:55 p.m.