



## REVISED AGENDA

### EVENT CENTRE ASSESSMENT COMMITTEE

June 19, 2018, 1:00 PM  
IN THE COUNCIL CHAMBER  
Members

Councillor J. Davison  
Councillor S. Keating  
Councillor W. Sutherland  
City Manager J. Fielding  
Calgary Municipal Land Corporation President M. Brown  
Calgary Economic Development Chair S. Allan  
Calgary Municipal Land Corporation Chair L. Edwards  
Mayor N. Nenshi, Ex-Officio

1. CALL TO ORDER
2. ELECTION OF CHAIR AND VICE-CHAIR
  - 2.1 Election of Chair
  - 2.2 Election of Vice-Chair
3. CONFIRMATION OF AGENDA
4. CONFIRMATION OF MINUTES  
None
5. POSTPONED REPORTS  
*(including related/supplemental reports)*  
None
6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES
  - 6.1 *Amendments to the Event Centre Assessment Committee Terms of Reference, ECA2018-0766*
7. ITEMS DIRECTLY TO COMMITTEE
  - 7.1 REFERRED REPORTS  
None

7.2 NOTICE(S) OF MOTION  
None

8. URGENT BUSINESS

9. CONFIDENTIAL ITEMS

9.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES  
None

9.2 URGENT BUSINESS

10. ADJOURNMENT

## Amendments to the Event Centre Assessment Committee Terms of Reference

### **EXECUTIVE SUMMARY**

At the 2018 May 28 Regular Meeting of Council, Notice of Motion C2018-0547 proposed the creation of an Event Centre Assessment Committee (ECAC). Council adopted proposed Terms of Reference for the Committee for the first meeting of the ECAC only (Attachment 1) and directed that the ECAC report back to Council no later than 2018 June 25 with a revised Terms of Reference.

This report summarizes the comments that Administration received as to changes to the Terms of Reference. A revised Terms of Reference incorporating the comments is detailed in Attachment 2.

#### **ADMINISTRATION RECOMMENDATION:**

That the Event Centre Assessment Committee recommend that Council adopt the proposed revised Terms of Reference for the Event Centre Assessment Committee contained in Attachment 2.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2018 May 28 Regular Meeting, Council adopted Notice of Motion C2018-0547, after amendment, with respect to creating the ECAC. Further, Council directed the ECAC to report back to Council no later than 2018 June 25 and include revised Terms of Reference.

### **BACKGROUND**

The Council policy on *Governance and Appointments of Boards, Commissions and Committees* (BCC), ("CP2016-03") states the following:

"Upon the establishment of a new City BCC, Council shall approve the City BCC's Governance Document(s) that includes:

- a) Mandate;
- b) Composition;
- c) Term lengths and limits of Members..."

In addition, CP2016-03 provides that "[a] new BCC's Governance Document(s) must be adopted by Council before any Member is recruited and appointed to the City BCC."

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

#### **Term Length**

The current Terms of Reference contain inconsistencies pertaining to term length. In some instances, the Terms of Reference provide that the initial term expires at the 2018

## **Amendments to the Event Centre Assessment Committee Terms of Reference**

Organizational Meeting of Council while in other instances, the term length is set to expire at the 2019 Organizational Meeting of Council. In the revised Terms of Reference contained in Attachment 2, the term length has been standardized to the 2019 Organizational Meeting of Council, and thereafter will expire annually at the Organizational Meeting of Council.

### **Stakeholder Engagement, Research and Communication**

#### **Comments from the Regular Meeting of Council 28 May 2018**

Discussion at the 2018 May 28 Regular Meeting of Council included some suggestions of elements to add to the Terms of Reference and comments generally on the intent of the ECAC:

- Use the Guiding Principles adopted by Council at the 2015 November 9 Combined Meeting of Council included on page 3 of Report M2015-0856 CalgaryNEXT Analysis Framework (see the Mandate section of the revised Terms of Reference contained in Attachment 2)
- Fresh perspectives needed - opportunity to reshape Calgary inner-city
- Change the public messaging to reflect a multi-purpose Event Centre rather than just an arena – stress that the arena is part of something bigger
- Re-examine the use of the term “Event Centre”
- Must make sense to tax-payers

#### **Comments from Committee Members and Administration**

On 2018 May 30, Members of Council serving on ECAC were asked for feedback on the original Terms of Reference. Additionally, members of Administration provided feedback. Below is a summary of the feedback received:

- Add the following required skills to the composition:
  - Real estate
  - Law and risk management
  - Business investment
- Add authority to negotiate on behalf of The City, but not enter into any agreements or contracts
- Adapt the guiding principles from report M2015-0856 CalgaryNEXT Analysis Framework
- Remove requirement to report monthly to Council
- Allow reports to be submitted by Committee members

### **Strategic Alignment**

This report aligns with Council’s priority of a well-run city: “Calgary’s government is open, responsive, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need” (Action Plan 2015-2018).

### **Social, Environmental, Economic (External)**

No social, environmental or economic impacts were identified.

**Amendments to the Event Centre Assessment Committee Terms of Reference**

**Financial Capacity**

Current and Future Operating Budget:

There are no current and future operating budget impacts.

Current and Future Capital Budget:

There are no current and future capital budget impacts.

**Risk Assessment**

Clearly articulating the mandate of the ECAC will assist Council, Committee members, Administration, and other stakeholders in understanding the roles and responsibilities of the Committee relative to Council and others involved.

**REASON FOR RECOMMENDATION:**

Council approved the creation of the ECAC and directed that the Committee report back to Council with a revised Terms of Reference.

**ATTACHMENTS**

1. Council Approved Terms of Reference – ECA2018-0766
2. Proposed Updated Terms of Reference – ECA2018-0766
3. Blacklined Proposed Updated Terms of Reference – ECA2018-0766





## Event Centre Assessment Committee

### TERMS OF REFERENCE

#### **A. Mandate**

The mandate of the Event Centre Assessment Committee (“ECAC”) is to determine the feasibility of developing a new event centre that fits the long-term goals of The City of Calgary and City Council. The Event Centre Assessment Committee (“ECAC”) was established by Council on 2018 May \_\_\_\_ after considering Notice of Motion C2018-0547 titled “Event Centre Exploration Committee.

ECAC will continue with the established membership until the earlier of:

1. ECAC returns to Council with recommendations on whether to pursue or abandon exploring the feasibility of developing a new event centre; or
2. Council’s Organizational Meeting in 2019; or
3. Council, by majority vote, disbands ECAC.

ECAC’s responsibilities will be to:

1. Build upon past work that has been done in relation to this initiative;
2. Identify key opportunities, issues, risks and concerns;
3. Identify, consult and collaborate with key internal and external stakeholders.
4. Explore all options with respect to a location that fits the long-term strategic development goals and initiatives of The City;
5. Pursue all existing options and any new opportunities to develop a financing and funding framework; and
6. Return to Council with a formal recommendation.

ECAC may be required to establish subcommittees to undertake specific time-limited tasks as required. Membership of the subcommittees may include members of ECAC or other appointees as ECAC deems necessary.

#### **B. Establishment**

ECAC was established by Council on 2018 May \_\_\_\_\_. Its Terms of Reference were initially adopted by Council on 2018 May \_\_\_\_\_ and will be reviewed from time to time as work proceeds.

#### **C. Composition**

ECAC consists of the Seven (7) members made up as follows:

Five (5) voting members:

- Three (3) Members of Council appointed by Council resolution;
- City Manager, The City of Calgary; and
- President, Calgary Municipal Land Corporation.

Two (2) non-voting advisory members

- Chair, Calgary Municipal Land Corporation; and



## Event Centre Assessment Committee

### TERMS OF REFERENCE

- Chair, Calgary Economic Development Ltd.

Each member (voting or non-voting) brings specific skills and expertise that will contribute to the achievement of ECAC's mandate on behalf of Council and The City of Calgary. ECAC's Chair and Vice-Chair shall be elected by ECAC members from among the Council Members on ECAC. The Chair and Vice-Chair will serve in those positions until ECAC's mandate has been achieved or Council's Organizational Meeting in 2019.

#### **D. Quorum and Voting**

Quorum will be established as greater than 50%, that is, 4 members.

#### **E. Term Length**

After establishment, Council Members will be appointed to ECAC at Council's annual Organizational Meeting for one-year terms expiring on the day of Council's next Organizational Meeting or at a decision of Council.

#### **F. Meetings**

ECAC will meet monthly on a day and at a time to be determined by ECAC at its first meeting. The first meeting to establish the meeting schedule and finalize its Terms of Reference is **Wednesday, June 20, 2018**. Meetings will occur in the Calgary Municipal Building. Additional meetings may be called, or scheduled meetings cancelled, by ECAC's Chair within the process established by Procedure Bylaw 35M2017 as amended.

Meetings are open to the public. However, ECAC, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so. The confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

#### **G. Reporting**

ECAC reports directly to Council monthly, or more often if required, with status update reports. All decisions made at ECAC will be forwarded onto Council as recommendations in a timely manner.

#### **H. Administration**

The City Manager is required to attend all ECAC meetings to, among other matters, regularly report on all matters that could materially affect the legal, business and/or financial risk for The City so that timely reporting can be made to Council for decisions. Administration will be responsible for drafting reports to ECAC and for drafting ECAC's recommendations to Council.

#### **I. FOIP**

The confidentiality of ECAC meetings and of records submitted to ECAC shall be governed by the applicable provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.





## Event Centre Assessment Committee

### TERMS OF REFERENCE

#### **J. Meeting Support**

The City Clerk's Office will provide legislative support services for ECAC in accordance with Council Policy CP2016-03 titled "Governance and Appointments of Boards, Commissions and Committees" and Procedure Bylaw 35M2017 as amended.

#### **K. Governance**

1. ECC shall act in accordance with Council Policy CP2016-03 titled "Governance and Appointments of Boards, Commissions and Committees Policy". The procedures and bylaws applicable to other Committees of Council will govern ECAC.
2. The Chair and Vice Chair, in consultation with the City Manager, will establish the meeting agenda. They will be open to receiving agenda items from other Members of Council and those items referred from Council for consideration.
3. ECAC will ensure that there is purposeful dialogue between The City, established entities and key stakeholders to provide information to influence sound decision-making.
4. In accordance with Council's Ethical Conduct Policy CP2017-0574, Council members will in particular:
  - a) Act in the best interests of the municipality, taking into account the interests of the city as a whole and without regard to the Council Member's personal interests;
  - b) Consider all issues consistently and fairly and in light of all relevant facts, opinions and analysis of which the Council Member should be reasonably aware;
  - c) Act competently and diligently;
  - d) Respect the decision-making process of Council;
  - e) Respect and comply with Procedure Bylaw 35M2017; and
  - f) Not act as an agent of a third party.





## Event Centre Assessment Committee

### TERMS OF REFERENCE

#### **A. Mandate**

The mandate of the Event Centre Assessment Committee (“ECAC”) is to determine the feasibility of developing a new event centre that fits the long-term goals of The City of Calgary and City Council.

ECAC’s responsibilities will be to:

1. Build upon past work that has been done in relation to this initiative;
2. Identify key opportunities, issues, risks and concerns;
3. Identify, consult and collaborate with key internal and external stakeholders.
4. Explore all options with respect to a location that fits the long-term strategic development goals and initiatives of The City;
5. Pursue all existing options and any new opportunities to develop a financing and funding framework;
6. Negotiate on behalf of the City, but not enter into any agreements or contracts; and
7. Return to Council with a formal recommendation.

ECAC will use the following guiding principles for all work related to ECAC discussions, negotiations, and collaboration.

1. Public money must be used for public benefit;
2. There must be extensive stakeholder consultation, public engagement, and open and transparent communications with Calgarians regarding any proposals that arise from the work of the Committee;
3. Any potential location must be designed and developed as a vibrant mixed-use neighbourhood;
4. Any new fieldhouse must meet the needs of key stakeholders including but not limited to, the University of Calgary, amateur sports groups, and the general public; and
5. Any new arena-stadium/event facility located within or near Calgary’s city centre, must complement the existing amenities of the city centre, and contribute to the city centre’s long-term vibrancy and appeal.

#### **B. Establishment**

The ECAC was established by Council on 2018 May 28 after considering Notice of Motion C2018-0547 titled “Event Centre Exploration Committee”.

Council adopted the Committee’s initial Terms of Reference on 2018 May 28. The Terms of Reference will be reviewed from time to time as work proceeds.



## Event Centre Assessment Committee

### TERMS OF REFERENCE

#### **C. Composition**

ECAC consists of the Seven (7) members made up as follows:

Five (5) voting members:

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- City Manager, The City of Calgary; and
- President, Calgary Municipal Land Corporation.

Two (2) non-voting advisory members

- Chair, Calgary Municipal Land Corporation; and
- Chair, Calgary Economic Development Ltd.

Each member (voting or non-voting) brings specific skills and expertise that will contribute to the achievement of ECAC's mandate on behalf of Council and The City of Calgary. Additional expertise may be required in the areas of:

- real estate;
- law and risk management; and
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ECAC's Chair and Vice-Chair shall be elected by ECAC members from among the Council Members on ECAC. The Chair and Vice-Chair will serve in those positions until the earlier of:

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ECAC may be required to establish subcommittees to undertake specific time-limited tasks as required. Membership of the subcommittees may include members of ECAC or other appointees as ECAC deems necessary.

#### **D. Quorum and Voting**

Quorum will be established as greater than 50%, that is, 4 members.

#### **E. Term Length**

ECAC will continue with the established membership until the earlier of:

1. Council's Organizational Meeting in 2019; or
2. Council, by majority vote, disbands ECAC.



## Event Centre Assessment Committee

### TERMS OF REFERENCE

The initial term, beginning 2018 May 28, will expire at the 2019 Organizational Meeting of Council. After 2019, Council Members will be appointed to ECAC at Council's annual Organizational Meeting for one-year terms expiring on the day of Council's next Organizational Meeting or at a decision of Council.

#### **F. Meetings**

ECAC will meet monthly at the call of the Chair. Meetings will occur in the Calgary Municipal Building. Additional meetings may be called, scheduled meetings cancelled, or the meeting time changed by ECAC's Chair within the process established by Procedure Bylaw 35M2017 as amended.

Meetings are open to the public. However, ECAC, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so. The confidentiality of Closed Meetings will comply with the applicable provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.

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  - c) Act competently and diligently;
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## Event Centre Assessment Committee

### PROPOSED UPDATED TERMS OF REFERENCE

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