



## AGENDA

### EVENT CENTRE ASSESSMENT COMMITTEE

July 27, 2018, 10:30 AM

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. OPENING REMARKS
3. CONFIRMATION OF AGENDA
4. CONFIRMATION OF MINUTES
  - 4.1 Minutes of the Regular Meeting of the Event Centre Assessment Committee, 2018 June 19
5. POSTPONED REPORTS  
*(including related/supplemental reports)*  
None
6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES
  - 6.1 Approval of Appendix 1, Draft Principles, to the Event Centre Assessment Committee Terms of Reference (Verbal), ECA2018-0942
  - 6.2 Update on Victoria Park Engagement (Verbal), ECA2018-0943
  - 6.3 Development of a Skills Matrix Relating to Additional Advisory Board Members (Verbal), ECA2018-0955

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



## MINUTES

### EVENT CENTRE ASSESSMENT COMMITTEE

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

**PRESENT:** Councillor J. Davison, Chair  
Councillor W. Sutherland, Vice-Chair  
Councillor S. Keating  
City Manager J. Fielding  
Chief Financial Officer E. Sawyer  
Calgary Municipal Land Corporation President M. Brown  
Calgary Economic Development Chair S. Allan  
Calgary Municipal Land Corporation Chair L. Edwards  
\*Councillor J. Farkas

**ALSO PRESENT:** Acting City Clerk D. Williams  
Legislative Assistant J. Palaschuk

1. CALL TO ORDER

Acting City Clerk D. Williams called the Meeting to order at 1:03 p.m.

2. ELECTION OF CHAIR AND VICE-CHAIR

2.1 Election of Chair

Following nomination procedures, Councillor Davison was elected as Chair of the Event Centre Assessment Committee, by acclamation.

2.2 Election of Vice-Chair

Following nomination procedures, Councillor Sutherland was elected as Vice-Chair of the Event Centre Assessment Committee.

3. CONFIRMATION OF AGENDA

**Moved by** CMLC President Brown

That the Agenda for the 2018 June 19 Regular Meeting of the Event Centre Assessment Committee be confirmed, **after amendment**, by adding the following items as Urgent Business:

- 8.1 Scheduling of the Next Regular Meeting of the Event Centre Assessment Committee (Verbal), VR2018-0051; and
- 8.2 Event Centre Assessment Committee Draft Principles (Verbal).

**MOTION CARRIED**

4. CONFIRMATION OF MINUTES

None

5. POSTPONED REPORTS

None

6. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

6.1 Amendments to the Event Centre Assessment Committee Terms of Reference, ECA2018-0766

A Draft document from Councillor Davison, entitled "Event Centre Assessment Committee, Terms of Reference Committee", was distributed, with respect to Report ECA2018-0766.

**Moved by** CMLC President Brown

Reconsider Committee's decision with respect to Report ECA2018-0766.

**MOTION CARRIED**

**Moved by** Councillor Keating

That the Draft Terms of Reference be amended on Page 1 of 3, Section C. Composition, as follows:

- second bullet, by adding the words "Chief Financial Officer (CFO), the City of Calgary, as a voting Member when the City Manager is not present," following the words "City Manager, The City of Calgary, OR designate the City";
- last paragraph, by deleting the words "Two (3)" prior to the words "non-voting advisory members", and by substituting the words "Up to six (6); and
- fifth bullet by adding the acronym "(CMLC)" following the words "Chair, Calgary Municipal Land Corporation".

**MOTION CARRIED**

**Moved by** Councillor Keating

That the Draft Terms of Reference be amended on Page 2 of 3, Section D. Quorum and Voting by adding the words "of voting members", following the words "established as greater than 50%" and by deleting the words "4 members" following the words "that is" and by substituting the words "three (3) voting members."

**MOTION CARRIED**

**Moved by** Councillor Sutherland

That the Draft Terms of Reference be amended on Page 2 of 3, Section E. Term Length, by deleting the word "next" following the words "at Council's annual Organizational Meeting for one-year terms expiring on the day of Council's" and by substituting the year "2019".

**MOTION CARRIED****Moved by CMLC President Brown**

That the Draft Terms of Reference be amended on Page 2 of 3, Section F. Meetings, by deleting the day, month and year, "Wednesday, June 20, 2018" following the words "The first meeting to establish the meeting schedule and finalize its Terms of Reference is," and by substituting the day, month and year "Tuesday, June 19, 2018".

**MOTION CARRIED****Moved by Councillor Keating**

That the Draft Terms of Reference be amended on Page 2 of 3, Section H. Administration, as follows:

- by deleting the strikethrough words contained in the first sentence, as follows:
 

~~"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.";~~ and
- in the second sentence, by adding the words "Calgary Municipal Land Corporation (CMLC)" following the words "Administration will be responsible for drafting reports, in consultation with".

**MOTION CARRIED****Moved by Councillor Sutherland**

That with respect to Report ECA2018-0766, the following be approved:

That the Event Centre Assessment Committee recommend that Council adopt the proposed **Draft Event Centre Assessment Committee Terms of Reference, as distributed at today's Meeting, as amended.**

**And further, that the distribution be attached to Report ECA2018-0766 and that the Report be forwarded to 2018 June 25 Regular Meeting of Council as an item of Urgent Business.**

**MOTION CARRIED**7. ITEMS DIRECTLY TO COMMITTEE

## 7.1 REFERRED REPORTS

None

## 7.2 NOTICE(S) OF MOTION

None

8. URGENT BUSINESS

- 8.1 Scheduling of the Next Regular Meeting of the Event Centre Assessment Committee (Verbal), VR2018-0051

**Moved by** Councillor Keating

That with respect to Verbal Report VR2018-0051, the following be approved:

That the next Regular Meeting of the Event Centre Assessment Committee be scheduled to be held on Friday 2018 July 27 at 10:30 a.m.

**MOTION CARRIED**

- 8.2 Event Centre Assessment Committee Draft Principles (Verbal), VR2018-0052

**Moved by** Councillor Keating

That with respect to Verbal Report VR2018-0052, the following be approved:

That the Event Centre Assessment Committee (ECAC) establish a sub-committee consisting of the following four (4) Members, to develop new Draft Principles that apply to the updated Terms of Reference Mandate for the Event Centre Assessment Committee and to return to the 2018 July 27 Regular Meeting of ECAC:

Councillor Keating;

Councillor Sutherland;

Calgary Municipal Land Corporation- Chair, Michael Brown; and

Calgary Economic Development - Steven Allan.

**MOTION CARRIED**

9. CONFIDENTIAL ITEMS

- 9.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

None

- 9.2 URGENT BUSINESS

None

10. ADJOURNMENT

**Moved by** Councillor Sutherland

The Committee adjourned at 1:55 p.m.

**MOTION CARRIED**

The following item was forwarded to the 2018 June 25 Regular Meeting of Council as Urgent Business:

Amendments to the Event Centre Assessment Committee Terms of Reference, ECA2018-07766.

The next Regular Meeting of the Event Centre Assessment Committee is scheduled to be held on Friday, 2018 July 27 at 10:30 a.m.

CONFIRMED BY COMMITTEE ON

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
ACTING CITY CLERK

UNCONFIRMED





COVER PAGE

Approval of Appendix 1, Draft Principles, to the Event Centre Assessment Committee Terms of Reference (Verbal), ECA2018-0942

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Background: At the 2018 July 18 Regular Meeting of the Event Centre Assessment Sub-Committee, Verbal Report ECAS2018-0922 was approved with the attached "Appendix 1- Draft Principles". The Event Centre Assessment Committee will need to approve the Attached, Draft Principles, and recommend that Council add these Draft Principles to the Event Centre Assessment Committee Terms of Reference as Appendix 1.

**RECOMMENDATION OF THE EVENT CENTRE SUB-COMMITTEE, DATED 2018 JULY 18:**

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That the Event Centre Assessment Committee recommend that Council:

Approve Appendix 1 - Draft Principles, (Attachment 1), to the Event Centre Assessment Committee Terms of Reference.

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Excerpt from the Minutes of the Regular Meeting of the Event Centre Assessment Sub-Committee, 2018 July 18:

**"Moved by** Councillor Sutherland

That with respect to Report ECAS2018-0922, the following be approved:

That the Event Centre Assessment Sub-Committee recommend that:

The Event Centre Assessment Committee approve the Draft Principles as Appendix 1, to the Committee's Terms of Reference.

And further, that the distribution be attached to the Agenda Item prior to being forwarded to the Committee Meeting.

**MOTION CARRIED"**

**ATTACHMENT**

Attachment 1 - Appendix 1: Draft Principles

Attachment 2 - Terms of References (Adopted by Council) for information only



# Event Centre Assessment Committee

## Appendix 1 - Draft Principles

1. The Event Centre should be a meeting place for all Calgarians that includes, but not be limited to: concerts, assemblies, festivals, professional and amateur sports, linked to an outdoor gathering space.
2. Public funds must be used to improve access and availability for individuals and groups, while also providing economic benefits for the Calgary economy.
3. The Event Centre must be a catalyst to attract further vibrancy and investment as an anchor for further development in a mixed-use neighbourhood.
4. The Event Centre must be viable and sustainable as its own entity while contributing as part of a comprehensive master plan vision that supports The City of Calgary's planning objectives and enhances our communities' brand and reputation.
5. It is understood that a proposed Event Centre could be a partnership between The City of Calgary and external groups.
6. Although funding negotiations will be kept private, there will be engagement with the public throughout the process whenever possible to ensure transparency.
7. In the event that a funding agreement for an Event Centre is reached between The City of Calgary and external groups, it must be made public and presented to Council for final decision.





# Event Centre Assessment Committee

## TERMS OF REFERENCE

### **A. Mandate**

The mandate of the Event Centre Assessment Committee ("ECAC") is to explore and determine location, financial strategies and an approach to a partnership framework with respect to 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 28 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 a final recommendation; 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 options with respect to a location that fits the long-term strategic development goals and initiatives of The City;
5. Pursue existing options and any new opportunities to develop a financing and funding framework; and,
6. Return to Council with a formal recommendation(s).

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. ECAC may add non-voting members by a simple majority vote.

### **B. Establishment**

ECAC was established by Council on 2018 May 28. Its Terms of Reference were initially adopted by Council on 2018 May 28 will be reviewed from time to time as work proceeds.

### **C. Composition**

ECAC consists of the Eleven (11) members made up as follows:

Five (5) voting members:

- Three (3) Members of Council appointed by Council resolution;
- City Manager, The City of Calgary, OR designate the City Chief Financial Officer (CFO), the City of Calgary, as a voting Member when the City Manager is not present; and
- President, Calgary Municipal Land Corporation.

Up to Six (6) non-voting advisory members

- City Chief Financial Officer, The City of Calgary; and
- Chair, Calgary Municipal Land Corporation (CMLC); and
- Chair, Calgary Economic Development Ltd.



# Event Centre Assessment Committee

## TERMS OF REFERENCE

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%, of voting members, that is, three (3) voting 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 2019 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 Tuesday, June 19, 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 as required, with status update reports. All decisions made at ECAC will be forwarded onto Council as recommendations in a timely manner.

### **H. Administration**

Administration will be responsible for drafting reports, in consultation with Calgary Municipal Land Corporation (CMLC), 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.

### **J. Meeting Support**



## Event Centre Assessment Committee

### TERMS OF REFERENCE

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. ECAC 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.