

MAY 16 2018

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OPC2018-0644
CITY CLERK'S DEPARTMENT

OPC2018-0611
Attachment 3

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2026 Olympic and Paralympic Winter Games Oversight Council Committee
Proposed Updated Terms of Reference

1. Mandate

The mandate of the 2026 Olympic and Paralympic Winter Games Oversight Council Committee (the "Committee") is on behalf of Calgary City Council, to provide oversight and guidance regarding The City's potential participation in, and hosting of, the 2026 Olympic and Paralympic Winter Games (the "Games"), such guidance to include OPWG". The mandate includes, but is not be limited to:

- a. The City's involvement in the potential submission of a bid to host the Games;
- b. providing recommendations to Council on aspects of The City's potential participation in the Games;
- c. advising on a City of Calgary plebiscite, including approving parameters for development of the question for Council approval;
- d. The City's rights and responsibilities as one of the members of a corporation to be created for the purpose of potentially submitting a bid for the Games;
- e. guidance to those individuals to be elected by The City to serve on a Board of Directors for that corporation; and
- f. guidance regarding the negotiation of a multi-party agreement with other Games' stakeholders and/or orders of government related to a potential bid for the Games.

A. Government

- i. Receiving regular updates from City of Calgary Administration ("Administration") to the Committee Chair and Vice-Chair regarding material communication between and with City of Calgary elected officials and Administration and providing guidance on such communications;
- ii. Receiving regular updates from Administration to the Committee Chair and Vice-Chair about material communications between The City of Calgary and the Government of Canada ("GoC") the Government of Alberta ("GoA"), and or the Town of Canmore ("Canmore");
- iii. Engaging with and providing guidance to the City Manager or other member of Administration to whom Council has granted the authority to exercise the powers and voting rights associated with The City's membership interest in a corporation established to bid on the OPWG ("BidCo").

B. Olympic Organizations

- i. Receiving regular updates from Administration to the Committee Chair and Vice-Chair about material communications received from, or made to, the International Olympic Committee ("IOC"), Canadian Olympic Committee ("COC"), or the Canadian Paralympic Committee ("CPC");

C. OPWG Bid Corporation ("BidCo")

- i. Receiving regular updates and providing feedback from the BidCo Directors who were directly elected by The City, and provide feedback on behalf of the citizens of Calgary;

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- ii. Requesting regular meetings with BidCo's Chair of the Board for updates on BidCo activities;
- iii. Receiving notice of and updates regarding all BidCo resolutions and related documents that require The City to vote or otherwise make a decision in its role as a member of BidCo.

D. Calgary City Council

- i. Reflecting Council's Strategic Priorities and long term vision in all of the Committee's discussions, decisions and recommendations, including but not limited to Indigenous peoples' participation and a gender and diversity balance;
- ii. Aligning the Committee's Work Plan with all Bid Development Work Streams including timelines, as appropriate, until such Work Streams are transitioned to BidCo;
- iii. Monitoring a comprehensive Risk Management Framework developed by Administration.

E. Citizen Engagement

- i. Engaging with the City of Calgary Returning Officer and all third party consulting firms involved with conducting public engagement related to the OPWG or a vote of the electors pursuant to section 236 of the Municipal Government Act (Alberta) related to the OPWG (the "Plebiscite") to seek information, and to make recommendations to City Council on the wording of the question of the Plebiscite and the date of the vote on the Plebiscite;
- ii. Ensuring that:
 - a. Calgarians are engaged in a series of conversations around the economic, social, cultural and environmental benefits, opportunities and risks associated with hosting a large international event;
 - b. the engagement process is transparent and inclusive; and
 - c. information provided regarding the OPWG is fair, balanced, timely and informative.
- iii. Considering opportunities for citizens to address or otherwise provide feedback to the Committee.

2. Establishment

The Committee was established by Council on 2018 April 23 (C2018-0533).

The Committee's Terms of Reference were initially adopted by Council on 2018 April 23, amended by Council on 2018 April 25, and further amended on 2018 May 07, and will be further reviewed upon a decision of the International Olympic Committee from time to time as work proceeds.

3. Composition

The Committee consists of up to seven Members of Council, including the Mayor, who will each bring specific skills and expertise that contribute to good governance and oversight on behalf of Council and the citizens of Calgary. The Chair and Vice-Chair of the Committee shall be elected from the Committee members at the first meeting of the Committee.

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4. Quorum and Voting

Greater than 50%, that is, 4 members.

Quorum will be established as greater than 50%, that is, 4 members. In accordance with The City of Calgary Procedure Bylaw 35M2017, a non-Member Councillor may attend meetings and vote on matters but may not count towards meeting quorum.

5. Term Length

After establishment, Councillors are appointed to the Committee at the annual Organizational Meeting of Council, for a one-year term expiring on the day of the next Organizational Meeting, or at decision of Council.

6. Meetings

The Committee will meet every second Tuesday at ~~noon~~ 9:30 a.m., with the exception of Tuesdays where the Priorities and Finance Committee or other Council Committees are currently scheduled, in which case Committee meetings will start at 1 p.m. Meetings not required by the Committee will be cancelled at the call of the Chair. Additional meetings required of the Committee, including urgent meetings with more than 24 hours' notice, or changes to the time of meetings will be at the call of the Chair. Meetings will occur in the Council Chambers. A standing agenda item at each Committee meeting shall be an update from the Committee Chair and Vice-Chair regarding information received from Administration pursuant to these Terms of Reference. Notice of Meetings will occur in accordance with The City of Calgary Procedure Bylaw 35M2017, ~~as amended.~~

7. Reporting

~~The Committee reports directly to Council.~~
The Committee reports directly to Council. The Committee has the authority to approve actions, or make decisions, related to its Mandate as described in this Terms of Reference, provided that any actions or decisions that materially affect legal, business or financial risk for The City shall be forwarded to Council in a timely manner for a decision.

8. Administration

The City Manager (or designate) is required to attend all Committee meetings to regularly report on all matters that could materially affect legal, business and/or financial risk for The City relating to the OPWG, so that timely reporting can be made to Council as appropriate.

Administration is will be responsible to provide regular reporting to for drafting reports and recommendations on behalf of the Committee. to Council.

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The confidentiality of Committee meetings and records submitted to the Committee shall be governed by the applicable provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*. The Committee, by majority vote, shall decide when it is appropriate to move into closed session. The Committee shall give reasons for moving into closed session.

10. Meeting Support

The City Clerk's Office will provide legislative services for the Committee in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*. The City Clerk's Office, through the standing agenda item, will provide the information received by the Chair and Vice-Chair in accordance with these Terms of Reference to Committee members.

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11. Governance

- a) The Committee shall act in accordance with the Governance and Appointments of Boards, Commissions and Committees Policy. The procedures and bylaws applicable to other Committees of Council will govern the Committee, including the role of the Chair (Part 4, Section A of The City of Calgary Procedure Bylaw 35M2017).
- b) The Chair (or Vice Chair in the absence of the Chair), in consultation with the City Manager (or designate), will establish the meeting agenda, including those items referred from Council for consideration. They will consider receiving agenda items from other Members of Council. The Chair and Members will act in accordance with all duties and responsibilities as set out in Part 4 of The City of Calgary Procedure Bylaw 35M2017.
- c) Committee Members and any attending Members of Council will act in accordance with the Municipal Government Act, Council's Ethical Conduct Policy and any other relevant Council Policies and in the best interest of The City taking into account the City as a whole, and without regard to the Member's personal interests. They will consider all issues consistently and fairly, and in light of all relevant facts, opinions and analysis of which the Member should be reasonably aware. In addition, all Members will endeavor to incorporate the following Council approved Guiding Principles into the oversight and guidance they provide regarding The City's potential participation in, and hosting of the OPWG:
 - Accountability
 - Citizen-centric
 - Diversity
 - Inclusive and authentic
 - Neutrality
 - Respect
 - Responsive and committed
 - Timeliness
 - Transparency

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