

**Law and Legislative Services Report to  
Event Centre Assessment Committee  
2018 June 19**

**ISC: UNRESTRICTED  
ECA2018-0766  
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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

PROPOSED URGENT BUSINESS

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

#### 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.

#### RECOMMENDATION OF THE EVENT CENTRE ASSESSMENT COMMITTEE, DATED 2018 JUNE 19:

That the Event Centre Assessment Committee recommend that Council adopt the proposed **Draft Event Centre Assessment Committee Terms of Reference (Attachment 5), as amended, as follows:**

on Page 1 of 3, Section C. Composition, as follows:

- second bullet, by adding the words "voting Member when the City Manager is not present," following the words "City Manager, The City of Calgary, OR designate the City Chief Financial Officer (CFO), the City of Calgary, as a";
- 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".

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.";
- 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";
- 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";

in 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

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

- 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".

Excerpt from the Minutes of the Regular Meeting of the Event Centre Assessment Committee, held 2018 June 19:

“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.”

### **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:

- Mandate;
- Composition;
- 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 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:

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

- 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.

### **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.

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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
- 4. Distribution, by Councillor Davison – Draft Terms of Reference**
- 5. Distributed Draft Terms of Reference including Amendments**

PROPOSED URGENT BUSINESS