



# 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<sup>th</sup> 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 Eight (8) 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 CFO, the City of Calgary; and
- President, Calgary Municipal Land Corporation.

Two (3) non-voting advisory members

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



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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 as 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, in consultation with 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.



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### **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. 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.