



City Secretariat Update (OPC2018-0940)



Secretariat Mandate – Attachment 2

The mandate of the City Secretariat includes but is not limited to:

- Providing updates to the Committee as required by the Committee's terms of reference;
- Making recommendations for the Committee's and Council's consideration;
- Reviewing the business case to host the 2026 OPWG and advising the Committee and Council on opportunities, risks and issues associated with bidding for and hosting the Games;
- Undertaking a due diligence review of the business case to host the 2026 OPWG;





Secretariat Mandate – Attachment 2 continued

- Negotiating the terms of a Multi-Party Agreement for the Committee's and Council's consideration;
- Ensuring the Committee and Council have sufficient information to make informed decisions;
- Providing updates, reporting and recommendations as a result of the due diligence review;
- Serving as the central access point for internal and external stakeholders interacting with The City on bid-related matters; and
- Coordinating clear and accurate public communication regarding The City's involvement in a potential bid.



Risk & Mitigation

Risk	Mitigation
<p>Completion of a thorough and comprehensive due diligence review in a short time period.</p>	<p>The Secretariat team has developed a comprehensive timeline of deliverables and important dates as well as a critical path for project-related work streams.</p> <p>The Secretariat is engaging with a number of internal stakeholders and subject matter experts to assist with the review process and plan development.</p> <p>Significant legal resources and staff with financial expertise have been devoted to this project to conclude the due diligence exercise and to help identify, assess and mitigate risks associated with the potential bid.</p> <p>The Secretariat is committed to conducting its due diligence review with a view to the Ipsos article “Unlocking the Value of Reputation” and the risk framework previously shared with the 2026 OPWG Assessment Committee by the City Manager.</p>