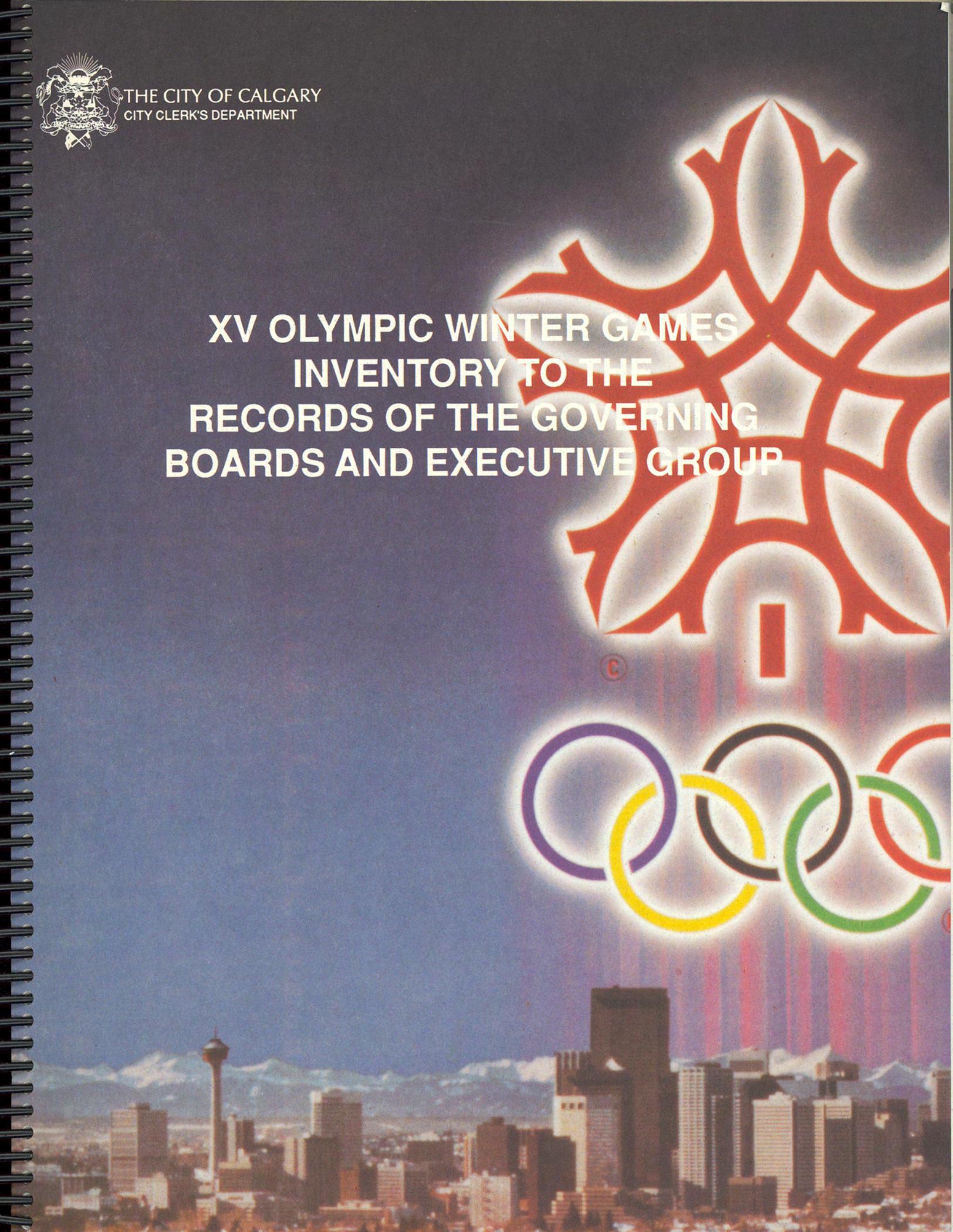
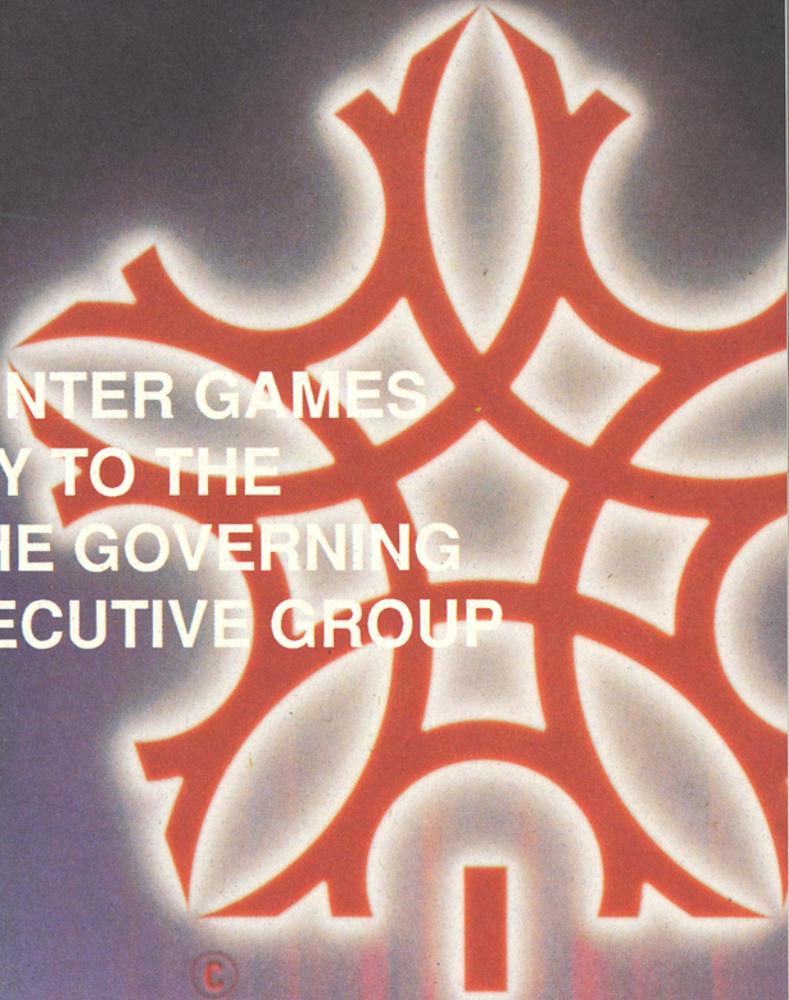




THE CITY OF CALGARY
CITY CLERK'S DEPARTMENT

**XV OLYMPIC WINTER GAMES
INVENTORY TO THE
RECORDS OF THE GOVERNING
BOARDS AND EXECUTIVE GROUP**



PREFACE

The City of Calgary Archives is a section of the City Clerk's Department. The Archives was established in 1981. The descriptive system currently in use was established in 1991. The Archives Society of Alberta has endorsed the use of the Bureau of Canadian Archivists' Rules for Archival Description as the standard of archival description to be used in Alberta's archival repositories. In acting upon the recommendations of the Society, the City of Calgary Archives will endeavour to use RAD whenever possible and to subsequently adopt new rules as they are announced by the Bureau.

The focus of the City of Calgary Archives' descriptive system is the series level and, consequently, RAD has been adapted to meet the descriptive needs of that level. RAD will eventually be used to describe archival records at the fonds level.

The City of Calgary Archives creates inventories of records of private agencies and individuals as the basic structural finding aid to private records. Private records include a broad range of material such as office records of elected municipal officials, records of boards and commissions funded in part or wholly by the City of Calgary, records of other organizations which function at the municipal level, as well as personal papers of individuals. All of these records are collected because of their close relationship to the records of the civic government, and are subject to formal donor agreements.

The search pattern for information in private records is to translate inquiries into terms of type of activity, to link activity with agencies which are classified according to activity, to peruse the appropriate inventories to identify pertinent record series, and then to locate these series, or parts thereof, through the location register. Inventories of private records can also be accessed through the inventory of any civic department to which it might happen to be linked.

Existing inventories of private records are revised as additions of records are received and described at the Archives.

INTRODUCTION

The records of OCO'88, the organizing committee for the staging of the XV Olympic Winter Games, were acquired by the City of Calgary Archives through an agreement signed 1990 January 22 between The City of Calgary, the Calgary Olympic Development Association (CODA) and the XV Olympic Winter Games Organizing Committee. The process of arrangement and description began before that time with the permission of CODA.

The records described in this inventory are part of accession PR-90-001. The original extent of the entire collection of records from OCO'88 at the time of the accession was approximately 620 containers. With records received as the result of an accrual of OCO'88 material in 1991 August, the total extent of the records of the Executive Group of OCO'88 after arrangement and description is 21.2 m.

This inventory was prepared initially by Linda Janzen in 1990 February, and revised into RAD format by Glenda Leslie in 1992 September.

ACKNOWLEDGEMENT

The City of Calgary Archives would like to thank the Calgary Olympic Bid Committee 2002 for its generous support in the publication of this inventory.

ADMINISTRATIVE HISTORY

The XV Olympic Winter Games Organizing Committee (XVOWGOC) was established in accordance with the Olympic Charter to organize the Olympic Winter Games in Calgary, Alberta in 1988 February.

The Committee was a direct outgrowth of the Calgary Olympic Development Association (CODA), which was established in 1957 and incorporated as a non-profit organization in accordance with The Societies Act of Alberta sometime thereafter. The aims of CODA, a body consisting of a Board of Directors and a membership of 75,000 Calgarians, are to develop a continuing sports program in Calgary and Canada through hosting sporting events, developing new facilities for sports, improving coaching programs, and developing funding programs for sport. CODA had made three bids to the International Olympic Committee (IOC) for Calgary to host Olympic games before 1972, each of them unsuccessful. CODA was resurrected in 1978 as the corporate vehicle to make a new bid to host the Olympic Winter Games in 1988. The degree of continuity of the earlier CODA through to the CODA of 1978 and after is not entirely clear. Through its Olympic Winter Games Bid Committee, CODA engineered the Calgary bid to host the 1988 Winter Olympics, which was finally successful at a meeting of the IOC in Baden-Baden. On 1981 September 30, the hosting of the XVOWG was awarded to Calgary as host city. This was done in the form of a two-way agreement between the IOC on one hand, and the Canadian Olympic Association (COA) and The City of Calgary on the other hand, as specified in the Olympic Charter.

At the time of the preparation of the bid, CODA had envisioned an Organizing Committee¹ with close links to itself, and this is in fact what eventually developed. The Organizing Committee required to be established by the Olympic Charter was also required to be disbanded within six months after the end of the Games. It was incompatible with CODA's long-term aims, and its emphasis on a sport legacy which had helped it win the Games for Calgary, to dissolve after the Games. It was therefore decided that it was appropriate to establish a separate committee with the limited and specific purpose of organizing the XVOWG in 1988.

Members of the Board and Executive of CODA began to do this immediately following the winning of the bid. CODA members, Board and Executive began meeting in October to organize. By 1981 December, the Executive Committee of CODA was meeting regularly and calling itself informally the "Operating Committee of the XVOWG Organizing Committee". Legal procedures for incorporation of the Committee were underway by 1981 November. CODA later decided to bill the Organizing Committee for operating expenses from 1981 October 1. Hence, it is appropriate to consider the XVOWGOC to have been established on that day. It is also in 1981 October that the XVOWGOC record series begin. Records created before that time remained in the possession of CODA, or, where records created before 1981 October were required by OCO'88 for its operations, those records were returned to CODA when the OCO'88 offices were shut down in the summer of 1988. During the period from 1981 October to 1982 April, when the XVOWGOC became a

¹ "Organizing Committee" and "Organizing Committee for the Olympic Games" (OCOG), are generic terms used in the Olympic Charter promulgated by the IOC to describe the bodies to which it delegated its authority to organize the games.

legal entity itself, CODA saw itself "operating as an interim OCOG on behalf of the COA and the City of Calgary".²

The COA authorized the incorporation of the XVOWGOC at its Executive meeting in 1982 January. An application was made for incorporation under the Canada Corporations Act, and incorporation was granted under Part II of the statute, as a non-profit corporation, by Letters Patent dated 1982 April 16. The name of the corporation was the "XV Olympic Winter Games Organizing Committee". A shorter name, "OCO'88", was proposed and adopted by the Committee in the fall of 1982. It was to be an acronym for "Olympiques Calgary Olympics 1988", and was an official name of the Committee for use in the press and public.

The contractual obligations of the COA and the City of Calgary to the IOC with respect to the organizing of the Games were delegated by agreement to the XVOWGOC. These agreements were in place by 1983 September, and from that time OCO'88 was fully empowered by all those responsible to organize the Olympic Winter Games in 1988 February.

The application for incorporation was signed by ten members of the CODA Executive. These ten applicants were Richard Pound, James Worrall, Maurice Allan, Roger Jackson, Ralph Klein, Robert Niven, Frank King, William J. Warren, John Lecky, and David S. Leighton. They became an interim Board of Directors of the XVOWGOC, until a Board could be elected. They referred to themselves in documents for a time as the "Incorporating Board of Directors".

According to the original By-Laws established at the time of incorporation in 1982 April, the membership of the XVOWGOC was to consist of the subscribers to

² XVOWGOC Executive Committee. Minutes. 1982 January 12.

the original application for incorporation, and anyone else admitted to membership by the Board of Directors, as well as anyone designated from time to time by the provisions of the Olympic Charter. In practice, new members were admitted from time to time, and the "membership" and the "Board of Directors" included the same people.

The membership of the XVOWGOC was required to hold an Annual General Meeting, at which they were to elect a Board of Directors. According to the original By-Laws, there were to be ten Directors. This reflected the fact that ten individuals supported the original application for incorporation. The By-Laws were amended in 1983 March, to expand the Board of Directors to twenty-five. In 1984 January, the By-Laws were amended once again to allow for a Board of Directors not exceeding thirty-five. The Directors were to hold office for the period of one year, but were to be eligible for re-election immediately upon the conclusion of a term of office.

Almost immediately following incorporation in 1982 April, the Board began to consider expansion of membership in the Board to twenty-five, hoping to include eight government appointees and seven new Directors at Large. The need for government representatives on the Board was a frequently discussed issue over the next eighteen months or so, since the matter was repeatedly tabled pending the conclusion of an agreement between OCO and the COA. By-Laws approving the expansion of the Board were conditionally approved in 1983 March at the AGM. The same meeting elected Anita Szaslak and George de Rappard as federal and provincial government representatives, respectively, on the Board of Directors, conditional on the approval of the COA/OCO contract. The change in By-Laws to

allow an expanded Board and the appointments of the two government representatives were made "official" by the Board at a meeting on 1983 September 23. Ralph Klein, the Mayor of Calgary, was originally a member of the Board in his personal capacity, and by the 1983 By-Law changes became a member by virtue of his office as Mayor. Szaslak and de Rappard, as well as Bob Holmes of The City of Calgary, who became an official City of Calgary representative after the 1984 By-Law changes, had apparently been attending Board of Directors meetings regularly prior to their official appointments.

A Nominating Committee had been established in 1982 August for the purpose of seeking out and recommending candidates for senior positions in the XVOWGOC. It consisted of three Board members, King (Chairman), Jackson, and Lecky. In 1983 October, the Nominating Committee was given a renewed mandate to explore candidates for further expansion of the Board to twenty-five from its then-current membership of eleven. It was decided to consider individuals who would bring financial expertise to the Board, and others who would make the XVOWGOC a nationally-representative body.

After receiving applications for membership in the Board of Directors in 1983 November and December, the Nominating Committee presented a short list of candidates to the Executive Committee and the Board of Directors for approval before they were presented for election at the AGM. By-Laws had been amended in 1984 January to allow up to thirty-five Directors, and at the AGM of 1984 May 18, the membership elected a slate of twenty-eight Directors to the Board, including official representatives of the three levels of government (federal, provincial and

municipal), the IOC and the COA. The structure of the Board remained the same from that time, and its membership changed only minimally.

The Board of Directors was required to appoint annually from its membership a Chairman and Vice Chairman. Frank King and Bob Niven, respectively, were appointed to these positions every year.

An Executive Committee of the Board of Directors was required to be appointed by the Board in accordance with the By-Laws. The Executive Committee was empowered to direct the business and affairs of the XVOWGOC to the extent to which the Board of Directors delegated such authority to it. In the original 1982 By-Laws, this body was called the "Management Committee", and became the "Executive Committee" in the 1983 By-Law amendments. Since in the early years of OCO, there was really no distinction between the Board of Directors and other bodies of the XVOWGOC, the "Management Committee" of the 1982 By-Laws never existed in practice, and a group of Directors called themselves the "Executive Committee" even in 1982.

The "Management Committee" of the 1982 By-Laws should be carefully distinguished from a "Management Committee" consisting of paid professional staff which began to meet informally in the spring of 1982 and eventually became more formalized as the "Executive Management Team" which met as the "Management Committee".

The Executive Committee structure and membership was established by the 1983 By-Laws to include the following members: IOC member or members resident in Canada; President and Secretary-General of the COA; Chairman and Vice

Chairman of the Board; a representative of the Government of Canada; a representative of the Government of Alberta; the Mayor of Calgary or his representative; and at least three Directors at Large. The Committee was not to exceed twelve in number. 1984 By-Law amendments made small changes in the personnel structure of the Executive Committee. All of the Executive Committee were members of the Board.

In 1982 August, the "Incorporating Board of Directors" as they called themselves, appointed themselves officially to the Executive Committee. In subsequent years, appointments to the Executive Committee were made by the Board at their regular meetings, as the situation required.

During the early years of OCO, the Board of Directors met quarterly, as required by the By-Laws, and its Executive Committee met in all the other months of the year. In the early years, it seems that in practice, only the core members of the Executive Committee (i.e. the original CODA people) attended the monthly meetings, while the quarterly Board meetings were attended by the government representatives and Directors at Large as well. In later years (1986 and following), the Board began to meet monthly, as the Executive Committee did.

It is very difficult to distinguish the Board of Directors and the Executive Committee in practice. Minutes of meetings may call the body which is meeting both the Board and the Executive in the same document. It also happened on occasion that an Executive meeting would be called, but when the meeting was in session, it would be declared a Board meeting rather than an Executive meeting. Sometimes an Executive meeting would be adjourned briefly for the purpose of holding a Board

meeting in the same room with the same people in attendance, or vice-versa. Thus, in practice, the membership, the Board, and the Executive of the XVOWGOC were not distinguished.

In practice, the functions of the Board and the Executive were similar. The Executive considered most issues and made recommendations to the Board on both policy and management items of business. This is reflected in the fact that when the Board began to meet monthly around 1986 June, the Agenda Books circulated to Board members doubled as the Agenda Book for an Executive meeting which was usually held the day before the Board meeting. There is thus no distinction between Agenda Book and Minutes series of the Board and those of the Executive, and these were maintained as a single series in the Executive offices. It is worth noting that when the Board began to open its meetings to the public and press around 1987 February, the Executive Committee continued to meet in camera to discuss the same agenda.

The function of the Board, generally speaking, was to act as trustees of the organization of the XVOWG and to offer advice to senior management. The Executive Committee had the same function to the extent to which the Board chose to delegate its authority to it. At its meetings, the Board considered the substance of agreements between OCO, the COA and governments, and heard reports from government representatives on progress made in fulfilling their specific obligations under those agreements. The Board and Executive also dealt with broadcasting issues and agreements. The Board was responsible through its Chairman, Frank King, for all IOC and COA relations. The Board heard regular reports from all Vice

Presidents, in the form of the "Management Team Report", on operational issues within each Group.³ The Board also heard reports from some committees, including the Audit Committee, Legacy Committee, Nominating Committee, Torch Committee, Insurance Committee and Finance and Budget Committee. The Board was responsible for authorizing all budgeted expenditures over \$200,000 and all unbudgeted expenditures over \$50,000. Ultimately, all aspects of the organization of the Games were under the general direction of the Board of Directors. Individual Board members were assigned the roles of liaison with one or more of the sixty-odd volunteer committees.

According to the By-Laws, the Board was to designate an officer to be President of the corporation, and to have the general and active management of its affairs subject to the direction the Executive Committee. The President, a paid employee, was entitled to be present at Board and Executive meetings, but was a member of neither body. The first President appointed by OCO, Dr. David Leighton, assumed his duties full-time in 1982 September after having worked part-time during the preceding summer, and resigned the position in 1983 January. On his departure, an "Internal Review Committee" (IRC) was established by the Executive Committee at a meeting of 1983 January 21. In some documents this IRC is referred to as the "Executive Directors". The purpose of the committee of six members of the Executive was to function as a signing authority and expenditure approval authority during the period OCO was without a President, and to seek a new President. The IRC met between 1983 January and June on a regular basis, and wrapped up its activities in 1983 June, shortly after Bill Pratt was appointed as

³ On functional Groups, see below.

the new President and Chief Executive Officer. Pratt remained President of OCO throughout the remainder of its existence. He was responsible for the day-to-day operations of OCO'88. The Vice Presidents reported directly to him. The President had authority to authorize all expenditures up to a specified limit, beyond which authority was reserved to the Board.

Criticisms of the management style of Mr. Pratt as President resulted in the establishment of a second "Internal Review Committee" in the fall of 1986. This was a completely different committee from that by the same name which functioned in the winter and spring of 1983. The purpose of the 1986 committee of three was to explore the recognized problems of lack of co-operation among volunteers and paid staff and the lack of openness to the public. This committee, in a report which was made public by the Board of Directors, recommended the appointment of Frank King, the Chairman of the Board, as a paid employee to be Chairman and Chief Executive Officer of OCO'88. The Chairman's function was to monitor the performance of the President and act as liaison between the President, the Board, and the public. It was felt that a blend of King's and Pratt's management styles would enhance the operations and public image, local and international, of the Organizing Committee.

With King's appointment as Chairman and C.E.O., Pratt's position became President and Chief Operating Officer (C.O.O.). Although as Chairman of the Board, King had had an important public role from the beginning of OCO, this role was increased after his appointment as a paid employee in 1986 December.

The larger organizational structure of OCO began to take shape in the spring of 1982. The subject of an organizational plan was in fact an item frequently on the agenda at Board and Executive meetings beginning in 1981, immediately after CODA won the bid for the 1988 Winter Games. By spring 1982, several Vice Presidents had been appointed. These were V.P. Executive Operations, V.P. Games Operations, V.P. Sports, V.P. Facilities and Technical Services, V.P. Communications, and V.P. Administration. The V.P. Executive Operations, a position originally held by Don Siler, acted as executive assistant to the President and co-ordinated arrangements with governments, the IOC, and the International Sports Federations. The V.P. Games Operations, John Pickett, was responsible for all non-sport activities, including Olympic Villages, transportation, security, ceremonies, tickets and clothing. The V.P. Sports, Brian Murphy, was responsible for all athletic events, as well as liaison with National and International Sports Federations and technical delegates. The V.P. of Facilities and Technical Services was responsible for all physical facilities, timing, and computer services and the transportation and communication infrastructure. The V.P. Communications, Frances Jackson, was responsible for media, public relations and cultural events and volunteers. The Vice President Administration, Bill Nield, was responsible for financial management, information control, personnel, legal affairs, and purchasing.

After Pratt's appointment as President of OCO, some Vice Presidents were for a time between 1984 and 1985 called Senior Vice Presidents. In 1985 December, the Senior Vice President positions were abolished. At that time, Senior

Vice Presidents became Vice Presidents of Groups and Vice Presidents became General Managers of Divisions with the Groups.

The volunteer component of OCO'88 had been a major feature of the original organizational plan drawn up during the bid phase. The plan, to have a largely volunteer organization with relatively few paid staff for day-to-day operations was a plan modelled on the Edmonton Commonwealth Games held in 1978. The original organizational plan called for "Olympic Councils", or volunteer committees, consisting of "the best qualified members of the community" to provide advice and direction, and to prepare budgets, studies and cost estimates. By 1983 September, 300 volunteers were serving on Councils and committees.

In 1982, Vice Presidents and the President began meeting as the "Management Committee" which later became known as the Executive Management Team (EMT). The Management Committee reported regularly to Board or Executive meetings. While they met beginning in spring 1982, when Bill Pratt became President in 1983 June, the EMT became more formal and presented monthly "Management Team Reports" to the Executive and Board of Directors. The EMT approved plans, budgets, schedules, expenditure proposals and contracts. A distinction between a "Management Executive Committee" and a "Management Committee" is noted on an organization chart of 1984, but this distinction is not reflected in the records and seems to have had no operational consequences. The Management Executive Committee consisted, on paper, of the President and the Senior Vice Presidents, and was to meet only at the call of the President

The organizational structure of OCO eventually developed from the 1982 structure into eight functional areas called "Groups". These were, in 1987 September, Communications, Finance, Marketing, Operations, Sports, Team'88 Services, Technology, and Executive. Each Group was headed by a Vice President, except the Executive Group, headed by the Chairman. Each Group except the Executive had several Divisions, each under a General Manager, and Divisions were often subdivided into Departments headed by Managers. Other subordinate administrative units existed below the departmental level. At its peak, OCO'88 had 488 employees.

The Executive Group consisted of the Chairman and President and the departments and officers reporting directly to them. The Press Secretary position, reporting directly to the Chairman, was established in 1986 December when King was appointed Chairman. In 1987 June, the Press Secretary position was transferred to the Media Division of the Communications Group, and a new position of Executive Assistant to the Chairman was established. The Executive Assistant's duties were to plan schedules, act in liaison with governments and the community, write speeches, and deal with any problems which might arise. The Security Department (until 1987 October) and the Internal Auditor reported directly to the President. The Executive Group, as part of the corporate administrative structure, is distinct from the Executive Committee of the Board of Directors, which was one of the governing bodies. Likewise, the Executive Management Team was a committee apart from the Executive Committee of the Board.

The larger organizational structure was fluid throughout the existence of OCO, and was frequently altered in response to perceived problems in operations.⁴ In addition to the Group organizational structure, which was a centralized corporate structure, a decentralized Venue Management organization was put in place in 1986-1987 in preparation for the Games. This involved a blending of volunteer and staff organizational structures, and the establishment of command hierarchies at each individual venue.

Executive offices of OCO were in existence by the spring of 1982. In late 1982 November, the Executive offices moved to 300, 330 5th Ave. S.W., One Calgary Place. The offices moved in 1985 December to space in the newly-built Municipal Building. In 1987 October, staff began to move out to the venues, in preparation for the Games. During the Games themselves, an "EMT Center" was established at OCO'88 Headquarters in the Administration Building as the troubleshooting center.

⁴ The organizational histories of each of the Groups are available in separate inventories. Meanwhile, Board, Executive and EMT records might answer some questions.

SCOPE AND CONTENT NOTE

The records of the Executive of OCO'88 consist of 14 series, each of which is introduced by a brief "Archival Description" section and a "Scope and Content" note. In some cases, added "Notes" complete the series descriptions.

In many ways, the "Administrative History" of the Executive Group is also the fonds level description of the records of OCO'88, for in it is described the foundations of the organization. The first six series consist of records of the Executive and/or Board of Directors as a whole--agenda, minutes, reports, correspondence and reference material. Series VII to X are the records of Frank King, the Chairman of OCO'88; the records in Series XI and XII were created by the President, William Pratt; and Series XIV consists of correspondence and reference materials collected by the Press Secretary and Assistant to the President, Gary Arthur. Of the latter series, only Series XIII is one of a general nature and consists of some of the earliest organizational records of OCO'88 created by the original OCO President, David Leighton and some of the members of the early OCO'88 administration.

The records of the Executive Group are "multiple media," but the vast majority of the material is textual. Photographs have been enclosed in acid-free enclosures and remain with their original files; oversize material (blueprints and plans) have been removed from their original files and placed in appropriate oversize storage. Notes have been added to indicate where this has been done.

The main conservation problem in these records was that of telefax documents. All "faxed" documents have been photocopied for the purposes of preservation.

A number of boxes of OCO records intended for the City of Calgary Archives were mistakenly sent to Kestrel Data Inc., the company responsible for the storage of OCO's financial records. This material was transferred to the Archives in 1991 August, and all accrued material from the Executive Group has been added to appropriate series.

DESCRIPTION OF RECORDS

I. Executive Group, XVOWGOC Board of Directors/Executive Committee, Agenda Books. -- October 1981-August 1993; (predominant 1981-1988). -- 2 m of text. -- 10 photo prints.

Archival Description: The OCO'88 Agenda Books were circulated to Board and Executive members in advance of each monthly meeting and generally included the agenda for the upcoming meeting, all reports and information for members to read in preparation for discussion of agenda items, and the minutes of the previous meeting for approval. This pattern was established as policy in 1983 August. Prior to that time, the agenda book format is less rigid, and sometimes only minutes are included in the record series, or minutes of a meeting were added to the agenda book for that date.

Each agenda book was circulated to members in a three-ring binder. Generally, a fold-out agenda page was attached at the back of the binder for the user's convenience. It listed numbered agenda items. Information pertaining to each item for discussion was separated by dividers with corresponding numbers. In most cases, these agenda pages and dividers remain, while the binders were discarded for conservation reasons.

The Executive Office did not maintain a "record copy" of these agenda books, or, if it did, it did not arrive at the Archives. Thus, this series is somewhat artificial in that the agenda books were gathered from various sources - most were maintained as individual file copies. This is reflected by a number stamped in red at the top right corner of many of the agenda book pages. It indicates a copy number. Several different copy numbers are included in this "series", reflecting that they were originally maintained separately. Frank King, the Chairman, regularly received copy #1; the President received copy #29. Many of the agenda books also contain notes pencilled in by those who used them.

As noted above, the agenda books include minutes. The practice which OCO established was to circulate "draft" copies of minutes of the previous meeting with the agenda book for the upcoming meeting. These were often stamped "DRAFT" or "CONFIDENTIAL". They were considered confidential only because they were not yet "approved". After discussion of the minutes at the next meeting, the draft copy either became the "APPROVED" version (and was often so stamped), or was amended and later circulated as the "approved" version. Hence, if one is seeking minutes of a meeting of a certain date, one should generally seek the agenda book for the subsequent meeting. This, of course, is not an absolute rule, since OCO records practices were not absolutely consistent especially before 1983 August.

It should also be kept in mind that since the agenda books were not maintained as a record copy, it may be necessary to consult other minutes series described below. In addition, it is necessary to consult the general files series of individual executive members for some minutes. The Minutes of the meetings of the Board held during the Games, for example, were not maintained in the agenda book series and must be sought in F. King's office records.

The agenda books are arranged in chronological order. They have been removed from their original three-ring binders and placed in sequentially numbered folders. Where an agenda book was too thick for one folder, it has been placed in two or three folders, indicated a, b, or c following the number.

Scope and Content: The agenda books cover meetings of the XVOWGOC members, Board and Executive Committee. The Board and Executive dealt with the full range of policy and management issues which arose in the course of the organization of the XVOWG. The members dealt with those issues reserved to them by the By-Laws of the corporation. Consult the administrative history or the agenda index for a more detailed indication of the contents of the records.

Note: The agenda page at the back of each agenda book lists items to be dealt with at the upcoming meeting. These agenda pages have been xeroxed and arranged in chronological order by the Archives, and are available to researchers as an interim finding aid. The agenda pages give a general indication of subjects discussed at each meeting. Although some agenda are missing, this does not necessarily mean there is not an agenda book for that date. Consult the folder listing or the records.

The title is based on the contents of the series and box labels.

A list of file titles follows.

Appendix I outlines miscellaneous reference documents which may provide some assistance to researchers.

File Listing:

Box 1

1. CODA Executive/CODA Board of Directors/XVOWGOC Executive Committee/XVOWGOC Operating Committee, Minutes, October 1981-May 1982.
2. OCO'88, Board of Directors, Minutes, Reports Considered, etc., June 1982.
3. OCO'88, Board of Directors, Minutes, Reports Considered, etc., July 1982.
4. OCO'88, Board of Directors, Minutes, Reports Considered, etc., August 1982.
5. OCO'88, Board of Directors, Minutes, Reports Considered, etc., September 1982.
(Includes 8 x 10 colour photo prints of proposed biathlon and cross country sites;
holes have been punched in these photo prints)
6. OCO'88, Board of Directors, Minutes, Reports Considered, etc., October 1982.

Box 2

7. OCO'88, Board of Directors, Minutes, Reports Considered, etc., November 1982.
8. OCO'88, Board of Directors, Minutes, Reports Considered, etc., December 1982.
9. OCO'88, Board of Directors/Executive C[ommit]tee, Minutes, Reports Considered, etc., January 1983.
10. OCO'88, Board of Directors, Minutes, Reports Considered, etc., March 1983.
11. OCO'88, Board of Directors, Minutes, Reports Considered, etc., April 1983.
12. OCO'88, Board of Directors/Executive C[ommit]tee, Minutes, Reports Considered, etc., May 1983.
13. OCO'88, Board of Directors/Executive C[ommit]tee, Agenda Book, June 1983.

Box 3

14. OCO'88, Board of Directors, Agenda Book, August 1983.
15. OCO'88, Board of Directors, Agenda Book, September 1983.
16. OCO'88, Board of Directors/Executive C[ommit]tee, Agenda Book, Oct. 1983.
17. OCO'88, Board of Directors/Exec[utive] C[ommit]tee, Agenda Book, Nov. 1983.
18. OCO'88, Executive Committee, Agenda Book, December 1983.
19. OCO'88, Executive C[ommit]tee, Agenda Book, January 1984. (Includes pamphlets)

Box 4

20. OCO'88, Executive Committee, Agenda Book, March 1984.
21. OCO'88, Executive C[ommit]tee, Agenda Book, April 1984.
22. OCO'88, Executive C[ommit]tee, Agenda Book, May 1984.
23. OCO'88, Executive C[ommit]tee, Agenda Book, June 1984.
24. OCO'88, Board of Directors, Agenda Book, July 1984. (2 folders)

Box 5

25. OCO'88, Executive C[ommit]tee, Agenda Book, August 1984.
26. OCO'88, Executive C[ommit]tee, Agenda Book, September 1984.
27. OCO'88, Executive C[ommit]tee, Agenda Book, October 1984.
28. OCO'88, Executive C[ommit]tee, Agenda Book, November 1984. (2 folders; includes pamphlets)

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Box 6

29. OCO'88, Executive C[ommit]tee, Agenda Book, December 1984.
30. OCO'88, Executive C[ommit]tee, Agenda Book, January 1985.
31. OCO'88, Executive C[ommit]tee, Agenda Book, February 1985. (2 folders)
32. OCO'88, Executive C[ommit]tee, Agenda Book, March 1985.

Box 7

33. OCO'88, Executive C[ommit]tee, Agenda Book, April 1985. (2 folders)
34. OCO'88, Executive C[ommit]tee/Board of Directors, Agenda Book, May 1985.
(2 folders)
35. OCO'88, Executive C[ommit]tee, Agenda Book, June 1985.
36. OCO'88, Executive C[ommit]tee, Agenda Book, July 1985.

Box 8

37. OCO'88, Board of Directors, Agenda Book, September 1985.
38. OCO'88, Executive C[ommit]tee, Agenda Book, October 1985.
39. OCO'88, Board of Directors, Agenda Book, November 1985. (Note: The agenda book for the Executive Committee meeting of 1985 December is missing. The minutes of that meeting are included in the 1986 January agenda book, but the agenda material is not extant.)
40. OCO'88, Executive C[ommit]tee, Agenda Book, January 1986.
41. OCO'88, Board of Directors, Agenda Book, February 1986. (1st of 2 folders)

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Box 9

41. OCO'88, Board of Directors, Agenda Book, February 1986. (2nd of 2 folders)
42. OCO'88, Executive C[ommit]tee, Agenda Book, March 1986.
43. OCO'88, Board of Directors, Agenda Book, April 1986. (2 folders)
44. OCO'88, Executive C[ommit]tee, May 1986.

Box 10

45. OCO'88, Board of Directors, Agenda Book, June 1986.
46. OCO'88, Board of Directors, Agenda Book, July 1986.
47. OCO'88, Board of Directors, Agenda Book, September 1986. (2 folders)
48. OCO'88, Board of Directors, Agenda Book, October 1986. (1st of 2 folders)

Box 11

48. OCO'88, Board of Directors, Agenda Book, October 1986. (2nd of 2 folders)
49. OCO'88, Board of Directors, Agenda Book, November 1986. (2 folders)
50. OCO'88, Board of Directors, Agenda Book, December 1986.
51. OCO'88, Board of Directors, Agenda Book, January 1987. (2 folders)

Box 12

52. OCO'88, Board of Directors, Agenda Book, February 1987. (2 folders)
53. OCO'88, Board of Directors, Agenda Book, March 1987. (2 folders; includes
"OCO'88 Ticketing Handbook," March 16, 1987 - Revision I)

Copyright City of Calgary

Box 12 (cont'd)

54. OCO'88, Board of Directors, Agenda Book, April 1987. (2 folders; includes five 8 x 10 colour photo prints of the Olympic flame and cauldrons at various venues; copies of national and local surveys)

Box 13

55. OCO'88, Board of Directors, Agenda Book, May 1987. (2 folders)

56. OCO'88, Board of Directors, Agenda Book, June 1987. (2 folders)

57. OCO'88, Board of Directors, Agenda Book, July 1987. (2 folders)

58. OCO'88, Board of Directors, Agenda Book, August 1987.

Box 14

59. OCO'88, Board of Directors, Agenda Book, September 1987.

60. OCO'88, Board of Directors, Agenda Book, October 1987. (2 folders)

61. OCO'88, Board of Directors, Agenda Book, November 1987. (3 folders)

Box 15

62. OCO'88, Board of Directors, Agenda Book, December 1987. (3 folders)

63. OCO'88, Board of Directors, Agenda Book, January 1988. (2 folders; for Minutes of Board meetings during the Games, which were held daily from February 15-25, consult Series IX, Box 2, folder titled "Board Meetings During Games".)

64. OCO'88, Board of Directors, Agenda Book, March 1988. (2 folders)

Copyright City of Calgary

Box 15 (cont'd)

65. OCO'88, Board of Directors, Agenda Book, July 1988.

[OCO'88 Board of Directors, Minutes, 11 August 1993]. (Includes audited financial statements for the period ending 1993 March 31.)

II. Executive Group, XVOWGOC Board of Directors, Proceedings of Meetings on Audiotape. -- March 1987-March 1988. -- 34 sound cassettes.

Archival Description: It is not apparent why Board meetings were recorded. It does not seem that they are complete proceedings of each meeting. It may be that recorded proceedings began to be kept when Board meetings were opened to the public. The tapes have not been audited by an archivist other than to the extent necessary to identify their date, where that was not indicated by OCO labels on the cassettes. Each meeting is identified by date.

The title is based on the contents of the series and box labels.

A list of sound cassettes follows.

Item Listing:

Box 1

Board Meeting, March 20, 1987. (3 sound cassettes)

Board Meeting, April 24, 1987. (3 sound cassettes)

Board Meeting, May 22, 1987. (2 sound cassettes)

Board Meeting, June 1987. (3 sound cassettes)

Board Meeting, July 24, 1987. (2 sound cassettes)

Board Meeting, October 23, 1987. (4 sound cassettes)

Board Meeting, November 20, 1987. (5 sound cassettes)

Board Meeting, December 18, 1987. (4 sound cassettes)

Board Meeting, January 22, 1988. (4 sound cassettes)

Board Meeting, March 25, 1988. (4 sound cassettes)

III. Executive Group, XVOWGOC Board of Directors/Executive Committee, Minutes. -- August 1983-December 1987. -- 25 cm of text.

Archival Description: This series of minutes was maintained apart from the agenda book series in several three-ring binders. The contents of the series is a sub-set of the agenda book series. It is unclear by whom they were maintained, other than they came from the Executive offices of OCO. The series begins in 1983 August, so it may have had some connection with the policy established at that time of circulating copies of minutes of the previous meeting with the agenda book for the upcoming meeting. Minutes missing from agenda books may be found in this series.

See the Descriptive Note and note on Finding Aids in the Agenda Book series description for further information.

The title is based on the content of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

OCO'88, Board of Directors, Internal Review Committee, Minutes, January 1983-
June 1983.

OCO'88, Board of Directors/Executive, Minutes, August 1983-December 1983.

OCO'88, Board of Directors/Executive, Minutes, January 1984-June 1984.

OCO'88, Board of Directors/Executive, Minutes, August 1984-December 1984.

OCO'88, Board of Directors/Executive, Minutes, January 1985-July 1985.

OCO'88, Board of Directors/Executive, Minutes, August 1985-December 1985.

OCO'88, Board of Directors/Executive, Minutes, January 1986-June 1986.

Box 2

OCO'88, Board of Directors/Executive, Minutes, July 1986-December 1986.

OCO'88, Board of Directors/Executive, Minutes, January 1987-December 1987.

IV. Executive Group, XVOWGOC Executive Management Team, Executive Management Committee, Minutes. -- April 1982-June 1988. -- 1 m of text.

Archival Description: These minutes were maintained by individuals as their personal copies, and have been amalgamated into a single somewhat artificial series. This means that there is some duplication of minutes in folders 3 and 4. Also, the idiosyncrasies of the record-keeping practices of the individual maintaining these copies is reflected in folders, 5, 6, and 7. Folder 5 and 6 contain minutes of the EMT's weekly meetings. Folder 7 contains minutes of the EMT's meetings with government representatives who attended the regular EMT meeting once a month. Folder 7 thus completes the minutes series of the period covered by folder 5 and 6.

The Minutes series includes agenda, attachments and minutes. The minutes are arranged in chronological order, subject to the exceptions noted above.

Scope and Content: This series of minutes covers the full period from the time when the senior management personnel first began meeting on a regular basis to the time when most left OCO after the Games. The minutes cover the full range of management issues.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

1. OCO'88, Management Committee, Minutes, Agenda, Attachments, April-July 1982.
2. OCO'88, Management C[ommit]tee, Minutes, August 1982-January 1983.
3. OCO'88, EMT/Management Committee, Minutes, April-October 1983.
(Executive Management Team)
4. OCO'88, EMT/Management Committee, Minutes, August-November 1983.
(Folders 3 and 4 contain some duplication. Originally, these records were maintained by individuals, and were amalgamated to form a complete series.)
5. OCO'88, Executive Management Committee/EMT, Minutes, January-July 1984. (See Note above on folder 5, 6 and 7.)
6. OCO'88, Executive Management Committee/EMT, Minutes, August-December 1984.
7. OCO'88, Management C[ommit]tee, Minutes, October 1983-May 1985.

Box 2

8. OCO'88, EMT/Management Committee, Minutes, January-August 1985.
9. OCO'88, EMT/Management Committee, Minutes, September-December 1985.
10. OCO'88, EMT/Management Committee, Minutes, January-August 1986.
11. OCO'88, EMT/Management Committee, Minutes, September-December 1986.
12. OCO'88, EMT/Management Committee, Minutes, January 1987.

Box 3

13. OCO'88, EMT/Management Committee, Minutes, February 1987.
14. OCO'88, EMT/Management Committee, Minutes, March 1987.
15. OCO'88, EMT/Management Committee, Minutes, April 1987.
16. OCO'88, Executive Management Team, Minutes, May 1987. (2 folders)
17. Executive Office, Minutes, Executive Management Team, June 1987. (1st of 2 folders)

Box 4

17. Executive Office, Minutes, Executive Management Team, June 1987. (2nd of 2 folders)
18. OCO'88, EMT/Management Committee, Minutes, July 1987. (2 folders)
19. OCO'88, Executive Management Team/Management Committee, Minutes, August 1987. (2 folders)
20. OCO'88, EMT/Management Committee, Minutes, September 1987. (2 folders)

Box 5

21. Executive Management, Minutes, October 1987. (2 folders)
22. Executive Management, Minutes, November 1987. (2 folders)
23. Executive Office, Minutes, Executive Management Team, December 1987. (1st of 2 folders)

Copyright City of Calgary

Box 6

23. Executive Office, Minutes, Executive Management Team, December 1987.

(2nd of 2 folders)

24. Executive Office, Minutes, Executive Management Team, January 1988. (2

folders)

25. Executive Office, Minutes, Executive Management Team, February 1988.

26. Executive Office, Minutes, Executive Management Team, March 1988.

27. Executive Office, Minutes, Executive Management Team, April-June 1988.

V. Executive Group, XVOWGOC Executive Management Team, Reports to the Board of Directors. -- August 1983-December 1985. -- 6 cm of text.

Archival Description: Chronologically arranged. These monthly reports of the EMT to the Board became formalized in 1983 August shortly after Bill Pratt assumed the Presidency of OCO. Although senior management had reported to the Board regularly before 1983 August, this had been less formal and senior management had less group identity.

Scope and Content: These reports are copies of those presented monthly by the EMT to the Board. They are duplicates of the EMT reports included in the monthly agenda books.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Management Team Reports to Board of Directors Meetings, August-December
1983.

OCO'88, EMT Reports, January-June 1984.

OCO'88, EMT Reports, July-December 1984.

Box 2

OCO'88, EMT Reports, January-May 1985.

OCO'88, EMT Reports, June-December 1985.

VI. Executive Group, Board of Directors, Correspondence and Reference Material. -- 1982-1988. -- 1.32 m of text. -- 5 photo prints.

Archival Description: The Board of Directors was a volunteer body including many individuals from across Canada, most of whom were employed full-time at something else. This record series was maintained in the executive offices of OCO, and received all materials and correspondence pertaining to Board meetings, issues to be dealt with by the Board, information and reports presented to the Board, and correspondence addressed to the Board, as well as material relating to the IOC. The series was created by three individuals in the executive offices: F. King, the Chairman, W. Pratt, the President, and Val Wheeler. Wheeler was originally Secretary to the Board and was later appointed Co-ordinator, Board of Directors and IOC Liaison. Her duties included the co-ordination of all activities of the Board of Directors, liaison with the IOC, and organization of all IOC meetings held in Calgary.

Scope and Content: This is a series of files with subject headings or headings identifying the name of the correspondent arranged in alphabetical order by the heading of the file.

The folder titles given below are those established by OCO. In cases where a folder is not labelled, the title is created on the basis of its contents. Where the filing element is not clear from the title on the folder, this has been added to the list in square brackets preceding the folder title.

Restrictions: Some of these files contain personal and private information. Access is by permission of the Senior Archivist.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Accreditation, February 1987.

Authorizations for Expenditure (AFE), 1985. (3 folders; includes Board resolutions on the AFEs)

Archives, 1986. (Includes reports)

Arts Festival, 1986. (Includes brochures)

Day File, Val Wheeler, Jan.-Dec. 1985.

Box 2

Athlete's Village, Canmore, 1986.

Audit Committee, 1984-1987. (2 folders)

Audited Financial Statements, 1983-1987.

Auditors, 1984.

Board Assignments to Committees, 1984-1986.

Board Decisions, 1986-1987.

Board of Directors, 1984-1987.

Board of Directors Applications, 1983. (RESTRICTED - includes resumé)

Board of Directors, Approvals, 1984.

Board of Directors, Chairman, 1986-1987.

Copyright City of Calgary

Box 3

Board of Directors Correspondence, City, 1984-1987.

Board of Directors Correspondence, Federal, 1984-1987.

Board of Directors Correspondence, General, 1982-1986.

Board of Directors Correspondence, Provincial, 1984-1987.

Board of Directors, Memos, 1982-1987. (3 folders)

Board of Directors, Honorary Chairman, 1985-1987.

Board of Directors, Review Committee, 1986.

Board of Directors, Terms of Reference, 1986.

Board Liaisons, 1985-1987. (Individual Board member liaisons with volunteer committees)

Board Meeting Dates, 1985-1987.

Board Room Bookings, 1982-1983.

Bryden, Book, 1982-1986. (Correspondence regarding a book proposal by W. Bryden, Member of the Board)

Budget 1985/86, 1986/87. (2 folders)

Box 4

By-Laws, 1983-1984.

Calgary Center for Performing Arts, 1985.

Canada Olympic Park, 1983-1985.

Canmore Progress Reports, 1987.

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Box 4 (cont'd)

Ceremonies, 1987.

City of Calgary Reports to Board, 1983-1987. (3 folders; monthly reports to the
OCO Board of Directors)

Clothing, 1985-1986.

Canadian Olympic Association (COA), 1984-1987.

CODA, General, 1984-1986. (3 folders; financial statements and reports to OCO)

CODA, Reports, 1985-1986. (Financial Reports)

Box 5

Conflict of Interest, 1984-1986.

Conflict of Interest Memos, 1983-1984.

Minutes, March 11, 1982. (Board of Directors)

Correspondence on Minutes, 1983.

CTV Agreement, 1985. (2 folders)

CTV Host Broadcaster, 1987.

Culture Committee, 1984-1986.

Demonstration Sports, 1983.

Doping Laboratories, 1985.

Education Committee, 1986.

Executive Committee, Memos, 1983-1986.

Federal Government, Agreement, 1984.

Box 5 (cont'd)

Federal Government, Reports, 1984-1987.

Finance and Budget Committee, 1985-1986. (3 folders)

Box 6

Finance and Budget Committee, 1983-1985. (3 folders)

Finance and Budget Committee Agenda Book, October 22, 1985.

Finance and Budget Committee Agenda Book, January 22, 1986.

Finance and Budget Committee Agenda Book, February 18, 1986.

Finance and Budget Committee Agenda Book, March 18, 1986.

Finance and Budget Committee [Agenda Book], October 21, 1986.

[Finance and Budget Committee], Report to OCO'88 Directors, June 20, 1986.

Finance and Budget Committee Agenda Book, October 22, 1985.

Finance and Budget Committee Agenda Book, July 16, 1985.

Finance and Budget Committee Agenda Book, September 17, 1985.

Financial, 1983-1987. (1st of 2 folders; financial statements)

Box 7

Financial, 1983-1987. (2nd of 2 folders; financial statements)

[Finance], OCO'88 Statement of Expenditure, Board of Directors, 1985. (For period
ending September 20, 1985)

[Finance], OCO'88 Balance Sheet, December 31, 1983.

Copyright City of Calgary

Box 7 (cont'd)

[Finance], XVOWGOC Financial Plan, October 15, 1983. (2 folders)

Hansards, 1984-1985.

Hockey, 1985-1987.

Hostessing, 1987.

Housing, 1984-1986.

IOC Executive Meeting, 1986-1987.

Insurance Committee, 1986.

Labatt Brewing, n.d. (Presentation to OCO)

Lausanne, 1986-1987. (Lausanne IOC meeting)

Box 8

Legal (1), 1984-1985. (3 folders; draft agreements and executive summaries)

Legal (2), 1985-1986. (Draft agreements and executive summaries)

Legacy, 1984-1987.

Management Memos, 1986-1987.

Management Team Reports, 1986-1987. (3 folders)

Mayor, 1984-1987.

Media Centre, n.d.

Members Meetings and Board Meetings, November 1983, January 1984.

Milestones, 1987. (March/April 1987 Report to Board of Directors)

Native Participation, n.d.

Box 9

Nominating Committee, General, 1983-1987. (RESTRICTED)

Nominating Committee, Report, January 1984. (2 folders; RESTRICTED - re
appointments to the Board)

[Nominating Committee], Board Applications and Nominations, 1983-1985.
(RESTRICTED)

[Nominating Committee], Board Expansion Information, 1983-1984. (RESTRICTED)

[Nominating Committee], Executive Board Meeting, n.d. (List only)

Olympic Charter, n.d.

OCO Fund Agreement, 1985.

OCONET, n.d.

Olympic Games Plan, 1987.

OCO/CODA Trust Agreement, 1984-1987. (2 folders; copies of agreements)

Olympic Information Center, 1985.

Olympic Plaza, 1985-1987.

Olympic Speed Skating Oval Agreement, 1984.

Olympic Speed Skating Oval Intervention, 1984.

"Olympulse," June 1984. (Survey of Calgary residents concerning the Olympics)

Open Meetings, 1984-1986.

Organization Charts, 1984-1986.

Copyright City of Calgary

Box 10

Philately Exhibition, 1987.

Photographs, n.d. (Four 8 x 10 colour prints of Ralph Klein, Hidy, Howdy, et al.; and
one 4½ x 5½ colour print of snow scene)

Policies, 1985-1986. (2 folders)

President, 1986.

Provincial Reports, 1984-1987. (2 folders)

Radio Rights, 1987.

Review Committee, 1986. (Report)

Saddledome, 1987.

Salaries, 1984-1985.

Sarajevo Software, 1984.

Security, 1987.

Social Functions, 1987.

Speaking Engagements, 1987.

Surveys, April 1987.

Team Petroleum'88, 1987. (Team Petroleum'88 was a group of local oil companies
formed to support the Games. See the records of the Marketing Group)

Telecommunications, December 1986.

Terms of Reference, ca. 1985.

Tickets, 1987.

Copyright City of Calgary

Box 10 (cont'd)

Torch Relay, 1987.

Transportation, 1987.

Box 11

University Reports, 1984-1987.

Videodex and Official Film, 1986-1987. (2 folders)

Volunteers, 1987.

Warren, Raymaker & Stewart, 1983-1985. (3 folders)

[Miscellaneous], 1986-1988. (2 folders; these documents may have been pulled

from other files late in OCO's existence, possibly for the production of the final report.)

Telexes, 1986-1987. (2 folders)

Box 12

Progress Reports on Mount Allan, 1986-1987.

[Untitled Public Relations Report to the Board], n.d. (2 folders)

VII. Executive Group, Chairman F. King, Internal Administration, Correspondence and Reference Material. -- 1979-1988; (predominant 1986-1988). -- 1.25 m of text. -- 8 photo prints. -- 1 sound disk.

Archival Description: This series covers business that found its way up the administrative ladder of OCO to reach, eventually, the Chairman's office, and all correspondence with administrative units within OCO. It includes many copies of memos sent by Vice Presidents, of which King received a courtesy informational copy. The series covers the period from when King became full-time Chairman and C.E.O. in 1986 December, with a small portion of the material dated before that time.

Scope and Content: This series is composed of nine sub series (listed below), generally arranged in alphabetical order. All but two of the sub series correspond to a functional Group of OCO. The exceptions are "Venues" and "Publications and Reference Material."

Communications	Technology
Finance	Team'88 Services
Marketing	Venues
Operations	Publications and Reference Material
Sports	

Within most of these sub series, pertinent files are arranged alphabetically. The folders are listed under the box number and file class to which they belong. Many of the folder titles correspond to names of administrative units or programs within those administrative units.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

SUB SERIES: COMMUNICATIONS

Box 1

Vice President Communications, 1985-1987. (Correspondence with Jerry Joynt)

Community Relations, 1986-1987.

Ambassador Program, 1987.

Arts Festival, 1986-1988. (2 folders)

Olympic Arts Festival, 1986-1988. (Includes promotional folder)

Calgary Olympic Center, 1986-1987.

Ceremonies, 1986-1988. (2 folders)

Box 2

Education, 1986-1988.

[Education], Come Together: The Olympics and You, n.d.

Festival of Light, 1986-1987.

Final Report, 1987.

Greenspan, Bud, 1986-1987. (Regarding "16 Days of Glory" promotional film.

Greenspan was with Cappy Productions)

Festival of Light, Frank King, 1986-1987. (Committee Minutes and related

correspondence)

Information Services, 1987.

Language Services, 1986-1987.

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Box 2 (cont'd)

Mascots, 1986-1988. (Correspondence re Mascot Committee, Mascot Schedule)

Medals/Ceremonies, 1987-1988.

Media/Press, 1987.

Native Affairs, 1986-1987.

Pageantry [Committee], 1986-1988. (Pageantry office design themes, etc.)

Philatelic, 1987.

Box 3

Press, 1987-1988.

Public Affairs, 1986-1987.

Speakers Bureau, 1987. (OCO'88 Speakers Bureau Manual 1987)

Production/Advertising, 1987-1988.

Torch Relay, 1986-1988. (2 folders)

Winter Festival 1987, 1987-1988.

SUB SERIES: FINANCE

Vice President, Finance, 1986-1988.

Administration, 1985-1987.

Budget, 1985/86.

Budget, 1985-1986.

Copyright City of Calgary

Box 4

Fiscal Budget, 1986-1987.

Budget, 1987-1988.

Finance, General, 1987-1988.

Finance & Budget Committee, 1986-1987. (Reports)

Insurance Committee, 1986-1987.

Internal Auditor, 1987.

Legal, 1984-1988. (2 folders)

OGP, 1987. (Olympic Games Plan)

Procurement, 1986-1988. (Correspondence, reports, including "Purchasing
Procedures Report")

Recovery Operations [Report], January 1988.

Treasury, 1987-1988.

SUB SERIES: MARKETING

Vice President Marketing, 1985-1987.

Box 5

ABC, 1987-1988.

Broadcast Relations, 1987-1988.

CTV Host Broadcaster, 1986-1988.

Copyright City of Calgary

Box 5 (cont'd)

ISL [Marketing], 1986. (ISL Marketing was a firm whose services were retained by OCO
to assist in negotiation of broadcast contracts)

Licensees, 1986-1988.

Marketing Concepts Inc., n.d. (Brochures)

Marketing, General, 1986-1987.

Pacific Western Airlines, 1986.

Sponsors, 1986-1988. (2 folders; includes brochures)

Team Petroleum'88, 1986-1988.

Box 6

Television, General, 1984-1987.

Tickets, March 1987. (2 folders; includes reports, brochures)

Tickets, January-February 1987. (2 folders; correspondence with the public)

Ticket Pool/Seat Passes, 1988. (Policy and Procedure documents)

Tickets, 1986. (Correspondence)

XV Olympic Winter Games: Ticketing, Budget Summary, ca. 1985-1986.

SUB SERIES: OPERATIONS

Vice President Operations, 1986-1987.

Box 7

Accommodation, 1986-1988. (Includes brochures)

Accreditation, 1986-1988. (Includes reports)

Adopt-a-Parent, 1987-1988.

Calgary Transportation Authority, 1986-1987.

Ecumenical Committee, 1987-1988.

Food Services, 1986-1988.

Kainai Industries, 1987. (Housing proposal)

Medical, 1986-1988. (Includes reports)

NOCs [National Olympic Committees], 1987.

Olympic Family Transportation Committee, 1987. (Includes minutes)

Security, 1986-1988.

Transportation, 1987-1988.

Venue Management, 1987. (Includes reports)

SUB SERIES: SPORTS

Box 8

Vice President Sports, 1987.

American Athletic Union (AAU), 1986.

Sports Biathlon, 1987.

Disabled Sports, 1986-1987.

Hockey, 1986-1987.

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Box 8 (cont'd)

FIS [Fédération International du Ski/International Ski Federation], 1986-1987.

IFs [International Federations], 1985-1987.

IIHF [International Ice Hockey Federation], 1986-1987.

ISU [International Skating Union], 1987.

Schedule, 1987.

Sports, 1986-1988.

Sports Chairman, 1986-1987.

SUB SERIES: TECHNOLOGY

Systems, 1988. (Includes agreement)

Telecommunications, 1987-1988.

SUB SERIES: TEAM'88 SERVICES

V[ice] P[resident] Team'88 Services, 1987.

Caldwell Partners, 1983-1986. (Caldwell's services as personnel consultants were retained by OCO)

Games-Time Activities, 1987.

Gifting, 1987.

Human Resources, 1986-1988.

Organizational Charts, 1987.

Protocol, 1986. (Includes eight 4 x 6 colour photo prints)

Copyright City of Calgary

Box 9

Protocol, August 1987-[1988].

Protocol, to July 1987.

Volunteers, 1985-1987.

Volunteers, January-September 1987.

Volunteers #2, October 1987.

Volunteer Chairmen, 1987.

Active Volunteers by Surname, 1988.

[Volunteers by Venue, Name and Telephone], 1988.

SUB SERIES: VENUES

Box 10

Venues, 1987.

Calgary Olympic Village, 1987-1988.

Master Plan, Canada Olympic Park, August 1984.

Canada Olympic Park, [Ski] Jump, 1986-1987.

A Review of the Feasibility of an Olympic Museum/Exhibition Hall for Canada

Olympic Park, November 18, 1985.

Canada Olympic Park, Venue Management Organizational Structures, October 22, 1986.

Canada Olympic Park, Venue Management [Committee], 1987-1988. (Incl. minutes)

Canmore Nordic Centre, 1985-1987.

Lincoln Park Village, 1987.

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Box 10 (cont'd)

Mount Royal College, 1986.

Nakiska, 1987-1988.

Olympic Village I Mayor, 1985-1986.

Olympic Village II Mayor, 1987-1988.

Saddledome, 1987-1988.

Saddledome Foundation, 1985-1987.

Speedskating Oval, 1987-1988.

Stampede Park, 1987.

University of Calgary, 1986-1987.

Venue Seating Capacities, 1987.

SUB SERIES: PUBLICATIONS AND REFERENCE MATERIAL

Box 11

Calgary, Canada, is Proud to Announce Its Candidature for the 1988 Olympic Winter Games, ca. 1979.

Winter Olympics Study Kit, n.d.

Finance and Budget Committee Meeting, Minutes, February 18, 1986.

Olympic Saddledome Foundation, The First Five Years, 1983-1988.

Champion d'afrique, juin 1988.

Guidelines for the Use of the Volunteer Policies and Procedures Manual, n.d.

[Information Package], 1986.

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Box 11 (cont'd)

[Information Package], July 1988.

Record'88, 1984-1985. (Includes Record'88, June 1984; Progress Report to the International Olympic Committee, July 1984; Facts and Information, July 1984; Annual Report 1984; Facts and Information, May 1985; Progress Report to the International Olympic Committee, June 1985.)

XV Olympic Winter Games, Final Media Report: Presented to the IOC Press Commission November 1988.

Facts and Information, June 1986 and August 1987.

Participating Athletes, XV Olympic Winter Games, ca. 1987.

[Newspaper Clippings], 1984-1986.

Box 12

[Pamphlets], ca. 1980s. (Includes XV Olympic Winter Games, Telephone Directory and Accreditation Information; OCO'88 Welcomes You to an Olympic Town Hall Meeting; Spectators Guide to the XV Olympic Winter Games; Olympic Museum, Lausanne; The Olympic Movement)

Team'88 Handbook, ca. 1988.

Olympic Review: Special Results Seoul, 1988. (Official Publication of the Olympic Movement)

XV Olympic Winter Games, Results Summary, 1988.

"Let the Nations Play" and "The Olympic Anthem," ca. 1985. (45 rpm record)

VIII. Executive Group, Chairman F. King, External Administration and Liaison and Special Projects, Correspondence and Reference Material. -- 1981-1988. -- 1.44 m of text. -- 3 photo prints.

Archival Description: This series covers King's activities and relationships with external organizations such as the Olympic Trust of Canada (OTC), CODA, COA, and IOC, as well as special projects and programs of his office. Most of the records date from the time King became full-time CEO in 1986 December, with a small amount of material dated before that time.

Subject files have been arranged in alphabetical order.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Day File, Frank King, 1988. (Outgoing correspondence, January-March 1988)

ABC, 1984.

[ANOC], Site Visit of ANOC Winter Commission to Calgary, 18th-21st February
1986. (Association of National Olympic Committees)

Art Smith, Personal, 1981-1987.

Asset Disposal Committee, 1987-1988.

Banff Centre, 1985. (Includes report)

Calgary Exhibition and Stampede, 1986-1987.

Calgary Tourist & Convention Bureau, 1986-1987. (Includes reports)

Canadian Olympic Association, 1986-1988.

Calgary Olympic Fund, 1988.

Canadian Plus Airlines, 1987-1988. (Summary forms)

Chairman's Reports, 1986-1987. (Reports, correspondence)

Box 2

Chamber of Commerce, 1986-1988. (Reports, correspondence)

Children's Ticket Fund, 1985-1987.

CODA, Proposal, Olympic Training Centers Programme, February 18, 1985.

[CODA Correspondence and Reports], 1985-1989. (From loose material)

CODA, Agenda and Minutes, December 11, 1985.

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Box 2 (cont'd)

CODA, Minutes and Reports, 1984-1985.

CODA, Minutes, 1986. (3 folders; includes OCO Minutes and Board material for 1986)

CODA Minutes and Reports, September 1986.

Box 3

CODA, 1986-1988. (2 folders)

CODA, Board Minutes, Annual Reports, 1986-1988. (2 folders)

CODA Agenda, Minutes and Reports, June 1989.

CODA Minutes and Reports, September-December 1989.

Box 4

CODA, Agenda and Minutes, December 1989-March 1990.

CODA, Agenda, Minutes and Reports, March 1990-June 1990.

Distinguished Visitors Committee, 1987-1988. (Includes minutes)

Executive Committee and Board of Directors, Agenda, Minutes, Reports, June-August, 1983. (2 folders; includes marginal notes; labelled according to the date of the minutes as in Series I)

Executive Committee, Agenda, August 24, 1984.

Executive Committee, Minutes, Reports, August-September 1984. (Includes agreement with the University of Calgary, 1984 September 21)

Copyright City of Calgary

Box 4 (cont'd)

Executive Committee Minutes, Reports, October-November 1984. (1st of 2 folders;
includes marginal notes)

Box 5

Executive Committee Minutes, Reports, October-November 1984. (2nd of 2 folders)

Executive Committee Minutes, Reports, November-December 1984.

Executive Committee Minutes, Report, February 1985. (2 folders)

Executive Committee Minutes, Reports, April-May 1985. (2 folders)

Box 6

Executive Committee, June-July 1985. (Includes marginal notes)

Board of Directors/Executive Committee, September-October 1985. (2 folders;
differs from Series I)

Executive Committee, Minutes, Reports, November 1985-February 1986. (2 folders)

Executive Committee Minutes, Reports, December 1985-January 1986.

Box 7

Executive Committee, Minutes, Reports, January 1986-February 1986.

Board of Directors, Minutes, Reports, April-May 1986. (Includes marginal notes)

Board of Directors, Minutes, Reports, July-September 1986. (2 folders)

Board of Directors, Agenda, September 26, 1986.

Copyright City of Calgary

Box 7 (cont'd)

Executive Committee/Board of Directors, Minutes, Reports, September-October
1986. (1st of 2 folders)

Box 8

Executive Committee/Board of Directors, Minutes, Reports, September-October
1986. (2nd of 2 folders)

Executive Committee/Board of Directors, Minutes, Reports, October-November
1986. (2 folders)

Executive Committee/Board of Directors, Minutes, Reports, January-March 1988.

Enterprise'88, 1986-1988.

Gary Arthur, 1986-1987.

Glenbow Museum, 1986-1987.

Guest List, 1986-1987. (Lists)

Invitations, 1986-1988. (By OCO)

Box 9

IOC, General, 1985-1988. (2 folders; includes reports)

IOC, President, 1986-1988.

NOCs [National Olympic Committees], 1986-1988.

NOC International Travel Agents, 1987. (List)

Official Reports, Draft, 1988. (2 folders)

Copyright City of Calgary

Box 10

Olympians, 1986-1988.

Olympic Archives, 1986-1987. (Reports, correspondence)

Olympic Forum, 1987.

Olympic Plaza, 1985-1988.

Olympic Trust, 1986-1988. (Includes reports)

Palliser Hotel, 1987. (Includes agreements)

Premier's Dinner, 1988.

Preview'88, 1986-1987. (Includes reports)

Role of Governments [Committee], 1987. (Minutes, agenda)

Royal Bank, 1985-1986.

Royal Canadian Mint, 1985-1987. (Includes brochures; three 8 x 10 black and white photo prints)

Statistics Canada, 1985-1987.

Box 11

[Surveys], 1983-1987. (4 folders)

Surveys, 1986-1987. (2 folders)

Box 12

Task Force Meetings, 1987-1988.

Town of Canmore, 1986.

Copyright City of Calgary

Box 12 (cont'd)

United States Olympic Committee, 1985-1987.

YPO, [Young Presidents Organization], 1987-1988.

Zoo, 1987-1988.

IX. Executive Group, Chairman F. King, Liaison with Governments and Committees, Correspondence and Reference Material. -- 1985-1988. -- .38 m of text.

Archival Description: These records include correspondence with the three government partners of OCO in producing the Games, as well as correspondence with the Board and its committees.

Scope and Content: This series is arranged in four sub series: City of Calgary, Federal Government, Provincial Government, and Board and Committees. Within these sub series, the files are arranged alphabetically.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

SUB SERIES: CITY OF CALGARY

Box 1

City of Calgary, General, 1986-1988.

City of Calgary, Aldermen, 1987-1988.

City [of Calgary], Olympic Liaison, 1986-1988.

City of Calgary, Mayor, 1986-1988.

SUB SERIES: FEDERAL GOVERNMENT

[Government of Canada Tax], 1987-1988.

Federal Government, 1987-1988. (2 folders; regarding tax on telecommunications)

Box 2

Celebration'88, 1987-1988.

Federal, Brian Mulroney, 1987.

Federal, Otto Jelinek, 1986-1987.

Hall of Fame, 1987-1988.

SUB SERIES: PROVINCIAL GOVERNMENT

Government of Alberta, 1986-1988.

Olympic Business Program, 1988. (Brochure)

Province, Premier, 1986-1988.

Copyright City of Calgary

Box 2 (cont'd)

Celebrity'88 Olympic Premier, 1987-1988.

SUB SERIES: BOARD AND COMMITTEES

Board of Directors, 1986-1988.

Audit Committee, 1987.

Executive Board, 1986.

OCO'88, Board of Directors, Minutes (during Games), February 1988.

Legacy Committee, 1986-1988.

Box 3

Review Committee, 1986.

President, 1986-1988.

Audit Committee, 1985.

Executive Management Team, 1987. (Agenda, reports)

Milestones, 1987.

Education and Curriculum Committee, 1985-1986. (2 folders)

Marketing Committee, 1985.

Finance and Budget Committee, October-November, 1986.

X. Executive Group, Chairman F. King, Correspondence. -- 1982-1986. -- .12 m of text.

Archival Description: These are fragments only, and may never have been maintained as part of OCO's records. These files date from 1982-1985, before the bulk of King's records, from a time when King was not a full-time employee of OCO, although he was Chairman of the Board of Directors throughout that period. King may have maintained these records at his own place of business.

Two of these folders were sent to the City Archives by Canada Olympic Park. Canada Olympic Park found them in a box of Olympic memorabilia transferred to them from OCO. The remainder of the records described were among OCO records, but their context is not clear. They relate to CODA activities.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Federal Government, January 1983-July 1985.

City of Calgary, December 1982-March 1985.

CODA, 1985. (Includes reports)

General, 1985-1986. (2 folders; outgoing correspondence)

XI. Executive Group, President W. Pratt, General Administration, Correspondence and Reference Material. -- 1983-1988. -- 7.32 m of text and other material.

Archival Description: This series of records is divided into two distinct sub series or "blocks" of material, 1983-1985 and 1986-1988.

1983-1985: (Boxes 1-22) It is apparent that this block of files was packed into boxes in 1985, possibly in conjunction with the relocation of OCO offices to the new Municipal Building in December of that year. These seem to have been those files considered only semi-active at that time. Some additions were made to them after 1985, and thus some later material is included, but it seems that these records were maintained only in storage for reference purposes after 1985. These records include files with titles identical to those in use after 1985. The arrangement of the 1983-1985 files, at one time probably similar to that of the later part of the series, seems to have deteriorated as they were maintained as semi-active and inactive records. These records were packed in boxes numbered 1-9, and the material has been left in that order, which is rather unsystematic.

1986-1988: (Boxes 23-61) These records, which remained in active use until Pratt ceased to function as OCO President after the Games, are in alphabetical order as noted above. In the case of the records from the Operations Group (beginning with Box 45, p. 92), the material in these folders reflects administration divisions of OCO which were part of the Operations Group when the file system was set up. It does not reflect the later transfer of some of these departments to groups other than Operations after 1986.

Scope and Content: Pratt's general administration records consist of a single series of files identified by subject or correspondent, arranged alphabetically by file title. In some subject areas, files are arranged alphabetically within a particular subject heading, which makes it resemble a filing classification; hence, the alphabetical arrangement is not always clearly apparent. The alphabetical filing feature has been added in square brackets [] to the folder title in the list below, where that is not apparent from the title itself.

These records cover all of Pratt's activities as President from the time of his appointment in 1983 June to 1988 July, including his supervision of all of OCO operations of all functional Groups, liaison with governments, and special projects.

The other material consists of two plans, three blueprints, nine slides and 18 photo prints.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

SUB SERIES: 1983-1985

Box 1

[Financial Statements], 1983-1984. (2 folders; internal and unaudited)

Financial Statements, 1983-1987. (3 folders; reports and monthly computer printouts)

McMahon [Stadium], 1983-1984.

Box 2

IOC Presentation, 1983-1984. (2 folders; reports and addresses to the IOC)

Lake Louise, 1983.

Legacy Proposals, 1985.

McMahon Stadium Agreement, 1984.

Box 3

Media Training Workshops, 1983.

Mexico, 1984. (IOC executive and Association of National Olympic Committees meetings held in Mexico)

General, 1984-1985. (2 folders)

Canadian Sports Pool Corporation, 1984. (Includes agreement)

City of Calgary, 1982-1985. (Reports, brochures)

City of Calgary, 1983-1986. (1st of 2 folders)

Copyright City of Calgary

Box 4

City of Calgary, 1983-1986. (2nd of 2 folders)

Financial Statements, June-September 1986.

Agreements, Duplicate Copies, 1984-1986.

Budget, 1982-1986. (2 folders)

EMT, 1986. (Val Wheeler's file, memos, agenda for Executive Management Team)

Saddledome Agreement, 1984.

Box 5

[Saddledome Reports], 1983-1984. (2 folders)

[Alberta Government Commitments, Overview], 1984.

Press Interviews, 1983-1984.

[Management Philosophy], 1984. (2 folders; memos to EMT)

Olympic Survey, June 1983. ("Olympulse" Public Opinion Survey)

Board of Directors Dinner, Working File, February 21, 1985. (Guest List and responses)

Board of Directors Dinner, Working File, Nov. 22/84. (Guest List, responses, program)

Box 6

Olympic Academy Committee, 1985. (Includes reports)

Notice of Meetings, [Volunteer Committees], 1984-1985.

"Nice to Have," 1984.

Copyright City of Calgary

Box 6 (cont'd)

Nat Christie Foundation, 1984.

Mint, 1983-1984.

Public Relations, 1983-1984.

Olympic Secretariat, 1983-1984. (The Olympic Secretariat was a unit of Alberta Recreation and Parks set up to co-ordinate Olympic activities.)

Saddledome, 1983-1984.

Recreation and Parks, 1984. (Provincial Government)

Provincial Government Agreement, 1983-1984.

Box 7

Progress Reports, 1984. (2 folders; from OCO Departments)

Policy Manual, 1983-1984.

Provincial Government, General, 1983.

Speedskating Oval, 1983-1984. (2 folders; studies, reports, correspondence)

Box 8

SISMO 1984, 1983-1985. (Symposium International Sport Medias Olympisme)

Sarajevo Software, 1982-1985.

Sarajevo Agreement, 1984.

Travel Reports, 1982-1983.

Timing, 1984.

Copyright City of Calgary

Box 8 (cont'd)

Television Duplication, 1983.

Swiss Timing, 1985.

Stephenson & Gallaher, 1984.

Stampede Broadcast Centre, 1984. (Proposals)

Sport Intern, 1983-1984. (Newsletter)

Television Host Broadcaster, 1983-1984. (2 folders; includes reports, agreements)

Television Negotiations, 1983-1984. (2 folders)

Box 9

ABC Sports, 1984.

Stampede, 1983-1984. (2 folders)

Television, 1983-1984.

Spirit'88 PIC Press, 1983-1984.

Speaking Engagements, 1983-1984.

Seoul, 1984.

Scoreboards and Timings, 1984.

Box 10

Sarajevo, 1984. (2 folders; includes reports re visit)

SAIT, 1983-1984.

Finance, 1984. (Memos from the Senior Vice President, Finance)

Copyright City of Calgary

Box 10 (cont'd)

Media, 1983-1984.

Information Services, 1984.

Licensees, 1983-1984.

Memoranda, Vice Presidents, 1983-1984.

Box 11

Memoranda, Staff, 1983-1984.

Memoranda, Frank King, Confidential, 1983-1984.

Memoranda, Board of Directors, 1983-1984.

Administration, 1983-1984. (Memos from the Vice President, Administration)

Board of Directors, 1983-1984.

Western Canada Games, 1983. (Brochures)

Visitors, 1984.

Box 12

U[niversity] of C[algary] Research, 1983-1984. (Includes "Olympulse" Survey, June 1984)

Universiade, 1983.

University of Calgary, General, 1984.

University Building Committee, 1984.

Volunteers, 1982-1984.

Copyright City of Calgary

Box 12 (cont'd)

Volunteer System, 1984. (Reports and memos)

Canmore, 1983-1984.

Nakiska, 1982-1985. (1st of 3 folders; includes Mt. Allan Master Plan, Summary
and other reports)

Box 13

Nakiska, 1982-1985. (2 of 3 folders)

Games Operations, 1983-1984. (2 folders)

Marketing, 1983-1984.

Box 14

[Games Operations: A Departmental Plan, June 16, 1983], 1983-1984. (Includes
agenda for Olympic Transport Group, 1984 December 3)

Facilities, January 1985-December 1985. (2 folders)

Community Relations, 1984. (Includes information on terms of reference of
committees)

Torch Committee, 1985.

Box 15

Thank You Letters, 1987-1988. (3 folders; to Frank King)

Planning, 1983-1984. (Games Master Plan Schedule)

Nakiska, Environment, 1983-1984.

Copyright City of Calgary

Box 15 (cont'd)

Volunteers Services, 1984.

Hostessing, 1983-1984. (Security and medical liaison)

Medical, 1984.

Transportation, 1983-1984. (Correspondence with The City of Calgary)

Box 16

Sports, 1985.

Demonstration Sports, 1983.

Canada Olympic Park, 1983-1984. (2 folders; includes six 8 x 10 colour photo prints, including some duplications, and two blueprints)

Systems, 1983.

Box 17

Sports, 1983-1984. (2 folders; includes a 5 x 7 colour photo print of the Alberta Bobsleigh Team 1983)

President's Group Meetings, 1985.

Management Team Reports, 1984.

Los Angeles, 1984. (Includes two 9½ x 13½ colour photo prints of proposed information centres for Calgary)

Japan, 1984.

Office Space, 1983-1984.

Copyright City of Calgary

Box 17 (cont'd)

Media Village, 1984.

Media Center, 1984.

Budget, 1983-1984.

Box 18

Auditors, 1983-1984. (Includes financial statements)

Alaska, 1984. (Includes bid information)

Calgary Centre for the Performing Arts, 1984.

Canadian Olympic Trust Fund, 1984.

Calgary Tourist and Convention Bureau, 1984.

Calgary Economic Development Authority, 1984.

[City of Calgary/OCO Agreement], 1984.

CIP [Completion Incentive Program], 1984. (Marked "Confidential")

Canawest Master Films Ltd., 1984-1985.

Canadian Olympic Association, 1983-1984. (1st of 2 folders; includes agreements
between COA and OCO)

Box 19

Canadian Olympic Association, 1983-1984. (2nd of 2 folders)

Canadian International Centre of Com[merce], 1983-1984.

Calgary Herald, 1984-1985.

Copyright City of Calgary

Box 19 (cont'd)

Banff Centre, 1984-1985.

Andres Wines, 1983.

Alberta Game Plan'88, 1983-1984.

Canadian Ski Association, 1983-1984.

Congratulations, 1983.

Citizens' Advisory Committee, 1983.

City of Calgary, Purchasing, 1984.

City of Calgary, Arena Study, 1984-1985.

Box 20

Federal Government Agreement, 1983-1984. (Includes umbrella agreement and
Saddledome agreement)

Federal Government, General, April-[August] 1985.

Federal Government, General, May 1983-March 1985. (2 folders)

CODA, 1983-1984. (Regarding agreements)

Coca-Cola, 1984.

Mayor, 1983-1984. (Correspondence with R. Klein)

Box 21

Executive Director, 1983-1984. (Correspondence with Executive Director of the
Federal Office for the '88 Olympics)

Copyright City of Calgary

Box 21 (cont'd)

European Trip, Notes, 1984.

Entertainment, 1983.

Disabled Skiing, 1983-1984.

IOC Marketing Proposal, 1983.

IOC Executive, 1983-1984.

IOC Executive, January 1985-[August 1985].

Invitations, 1983-1985.

Information Officer, 1984.

IIHF [International Ice Hockey Federation], n.d.

Hotel Contract, 1983-1984. (Palliser Hotel)

Hansard, June 1984.

Goals, 1984.

Glenbow Museum, 1983.

FIPO, 1984. (Regarding philately)

Box 22

City of Calgary, General, 1984.

City of Calgary Agreement, 1983-1984.

Alberta Information, 1984. (Brochure regarding Canmore Nordic Center)

Insurance, TV Revenue, 1984.

IDPAR [Institute of Donations and Public Affairs Research], 1984.

Copyright City of Calgary

Box 22 (cont'd)

Gifts, 1983-1984.

General, 1983-1984. (2 folders)

Financial Plan, 1983-1984.

Fitness and Amateur Sports, 1983-1984. (Includes an 8 x 10 colour photo print of
Canada Olympic Park)

SUB SERIES: 1986-1988

Box 23

Accommodation, 1985-1986.

Accommodation, 1985-1988. (2 folders)

Accreditation, 1987. (Olympic Identity Card Manuals)

Accreditation, 1988.

Accreditation System, 1986-1987. (2 folders)

Additional Seating, 1986-1987.

Administration, 1985-1987.

Box 24

Adopt-a-Parent, 1987-1988.

Alaska, 1985-1987.

Alberta Government Telephones, 1983-1987.

Albertville, 1987-1988.

Copyright City of Calgary

Box 24 (cont'd)

Annual Reports, 1987.

Athletes, n.d.

Archives, 1986-1988.

Arts Festival, August 1986-[March 1988]. (2 folders)

Arts Festival, 1985-1987. (2 folders; includes reports, brochure)

Box 25

Arts Festival, 1987-1988. (Includes minutes, reports)

Asset Disposal Committee, 1987-1988. (Includes reports)

ATCO, 1985-1988.

Auditors, 1987-1988.

Authorizations for Expenditure, 1985-1987.

Bears, 1986.

Billboards, 1986.

Board of Directors, 1985-1988.

Box 26

[Board of Directors], Executive Committee, 1984-1988. (Incl. agenda and minutes)

[Board of Directors], Review Committee, 1986.

[Board of Directors], Board Meetings, 1984-1987. (Memos, agenda, reports,
minutes)

[Board of Directors], Chairman, 1987.

Copyright City of Calgary

Box 26 (cont'd)

Broadcast Relations, 1985-1988.

Budget, 1986-1988. (Includes reports)

Budget, 1985. (Includes 86/87 Budget, Finance & Budget Committee)

Budget Objectives, 1984-1987.

Caldwell Partners, 1987. (Personnel Consultants)

Calgary Centre for Performing Arts, 1985-1986.

Calgary Centre for Performing Arts, ca. 1987. (Information folders)

Calgary Convention Centre, 1986. (Includes agreements)

Calgary in Fact, 1986.

Calgary Economic Development Authority, 1984-1987.

Calgary Olympic Centre, 1986-1987.

Calgary Philharmonic Orchestra, n.d. (List)

Calgary Tourist and Convention Bureau, 1986-1988.

Box 27

Canadian Olympic Association, January 1985-1988.

Canadian Ski Association, 1985-1987.

Ceremonies, 1986-1987.

[Ceremonies], 1985-1986. (Reports)

Ceremonies, 1987. (Schedules, planning)

Ceremonies Committee, 1985-1988. (Includes minutes)

Copyright City of Calgary

Box 27 (cont'd)

[Ceremonies], Opening Ceremonies, 1984-1987.

[Ceremonies], Closing Ceremonies, 1987-1988.

[Ceremonies], Recognition Ceremonies, 1987-1988. (Includes schedules, lists)

Box 28

Chamber of Commerce, 1983-1987.

[Chamber of Commerce], 1984-1987. (Publications, brochure)

[Calgary Chamber of Commerce Publications], 1984-1985. (2 folders; contains
"Olympic Report")

Chinese Housing Project, 1986.

[City of Calgary], Mayor, 1985-1987.

[City of Calgary], Olympic Liaison, 1986-1987.

City of Calgary, Store Fronts, 1983-1986.

[City of Calgary], Transportation, 1987.

Clothing, 1985. (Sun-Ice)

Box 29

Clubs, Memberships, 1983-1988.

Coca-Cola, 1985-1987.

CODA, 1985-1988.

CODA, 1985-1987. (Brochures, annual reports)

Copyright City of Calgary

Box 29 (cont'd)

[CODA Reports/Proposals], 1985-1987. (Includes an 8 x 10 black and white photo print of bid win, October 1981)

Coliseum Society, 1983-1986.

Committee Chairman, n.d. (List of committees and chairman)

[Communications], 1987.

Communications, 1986. (2 folders)

Box 30

Communications, 1985. (2 folders)

[Communications], Olympic Message Magazine, 1987.

Communications Work Committee, 1985.

Community Relations, 1984-1988.

Congratulations, February-March 1988. (3 folders; regarding Olympic success)

Box 31

CRAP, 1985-1986. (OCO'88 Speakers Bureau Committee)

Culture, 1983-1987. (2 folders)

Culture Committee, 1985-1986.

DND, [Department of National Defense], 1986-1987.

Delegations, 1986.

Devonian Group, 1984.

Copyright City of Calgary

Box 31 (cont'd)

[Disabled Skiing], Canadian Association for Disabled Skiing, 1985-1986.

[Disabled Skiing], War Amputations of Canada, 1986.

Disadvantaged/Handicapped Kids, 1987-1988.

Distinguished Visitors Committee, 1987-1988.

Economic Impact, January 1985.

Enterprise'88, 1987. (Enterprise'88 was a group of prominent businessmen who supported the Games)

Federal Express, 1987. (Federal Express was the sponsor of the nightly "Festival of Lights")

Federal Government, Agreement, 1985-1986. (1st of 2 folders)

Box 32

Federal Government, Agreement, 1985-1986. (2nd of 2 folders)

Federal Government, General, 1987.

Federal Government, General, 1986.

Fitness & Amateur Sport, 1985-1986.

French Language Services, 1986-1987.

Box 33

Financial Plan, 1985-1986.

Financial Statements, 1987.

Copyright City of Calgary

Box 33 (cont'd)

"5 Alive" Registry, 1985. ("5 Alive" was the name of a sculpture commissioned by OCO)

["5 Alive"], Gina McDougal, 1985. (McDougal was the artist who created the "5
Alive" sculpture)

General, 1987.

General, 1986.

[General], 1985. (Miscellaneous brochures)

Gifts, 1985-1986.

Glenbow Museum, 1987.

Goodwill Games, Seattle, 1988.

Government Partners, Meetings, 1987.

Greece, 1987.

Grey Cup, 1986.

Box 34

Hall of Fame, 1985-1988.

[Hall of Fame], 1985-1986. (Reports)

Harry Usher Visit, 1985. (Usher was a member of the Los Angeles Olympic
Organizing Committee (LAOOC))

Heritage Park, 1984-1987.

[Hotels], CP Hotels, 1984-1986.

Human Resources, June 1986-[May 1988]. (2 folders)

Copyright City of Calgary

Box 35

Human Resources, 1983-May 1986. (2 folders)

Information Services, 1985-1988.

IBM, 1988. (Proposal)

IDPAR [Institute of Donations and Public Affairs Research], March-April 1986.

International Olympic Academy, January 1984-1987.

Invitations, 1986-1987.

Insurance, T.V. Revenue, 1985-1988. (Includes contracts)

Internal Auditor, 1987.

Invitations, Regrets, 1987-1988. (1st of 3 folders)

Box 36

Invitations, Regrets, 1987-1988. (2nd and 3rd of 3 folders)

IOC Executive, 1986-1987. (Reports to IOC)

IOC Executive, 1987.

IOC Members, 1984-1987. (Includes artifacts)

IOC, General, 1986-1988.

IOC Presentation, 1985-1987. (Reports to IOC)

ISL [Marketing], 1984-1985. (ISL was a consulting firm retained by OCO to assist in
television negotiations)

Copyright City of Calgary

Box 37

Istanbul, 1987.

Itineraries, 1986-1987. (Itineraries for visits of a variety of groups and individuals for
1986-1987)

Itineraries, January-July 1986. (2 folders)

Japan, 1986. (2 folders)

[Japan], Nagano - An Invitation to the Winter Olympics, n.d. (3 copies; Japan's Bid
Book)

Japan, 1986. (Miscellaneous)

Box 38

Jostens, 1987.

Kodak, 1985.

Labor Relations, 1985.

Language Services, 1987.

[Legacy Committee], CODA Proposal for Canmore Nordic Centre Olympic Training
Centre, 1986.

[Legacy Committee], Calgary Philharmonic Society Proposal, ca. 1984-1985.

[Legacy Committee], Canmore Cultural Centre Proposal, 1985.

Legacy Committee, 1986.

[Legacy Committee], Application for Funding, Music Development Society of
Calgary, 1986.

Copyright City of Calgary

Box 38 (cont'd)

Legal, 1986-1988. (1st of 3 folders; Legal Department Memos, copies to Pratt)

Box 39

Legal, 1986-1988. (2nd and 3rd of 3 folders)

Legal, 1984-1986. (2 folders; includes copies of agreements)

Lincoln Park Village, 1987.

Los Angeles, 1985.

Lausanne, 1986.

Management Team Reports, January-July 1986.

Marketing, July 1986-January 1988.

Box 40

Marketing, January 1985-June 1986. (2 folders)

[Marketing], 1985. (Reports, brochures)

[Marketing], Licensees, 1986-1987.

[Marketing], Licensing, 1985-1988.

[Marketing], Licensing Procedures, 1986.

[Marketing], Sponsors, 1986-1987.

[Marketing], Ticketing, 1987-1988. (2 folders)

Copyright City of Calgary

Box 41

[Marketing], Ticketing Reports, 1986-1987.

[Marketing], Ticketing Handbook, January, March 1987.

Media, 1985-1988.

[Media], Opinion Survey Reports, April 1987.

[Media], Media Services Briefing Document, 1986.

[Media], Tickets, 1988 Olympics, 1986.

Memoranda, Directors, 1985-1986.

Memoranda, Frank King, 1985-1986.

Memoranda, Staff, 1985-1986.

Memoranda, Senior VPs, 1986-1987.

Box 42

Memoranda, VPs, 1985-1986.

[Memoranda], "Organizing the '88 Games," 1985.

Materials Management, 1987.

Matsushita, 1987. (Matsushita was a Japanese Trading Company)

Management Team Reports, 1985.

McMahon, 1985-1988. (Includes nine 35 mm colour slides)

Main Press Centre, 1987.

Media Centre, 1985-1987.

Media Briefing Document, Submitted to the IOC Press Commission September
1987.

Copyright City of Calgary

Box 42 (cont'd)

Media Housing, 1986.

[Media Housing], Request for Proposals for Olympic Accommodation, 1985.

[Media Housing], The Calgary Housing Market to 1991, 1985.

Box 43

[Media Housing], Olympic Plaza Project, 1985.

[Media Housing], Donaldson, Lufkin and Jenrette, Inc. Annual Report 1984.

[Media Housing], Bayfield Estates, 1985.

[Media Housing], Olympic Accommodation Proposal Presented by Finance Trustco
Properties Ltd., November 1985.

Media Village, 1984-1987. (Includes reports)

Mint, 1987.

Mount Royal College, 1982-1986. (Includes reports)

Native Peoples, 1986-1987. (Includes minutes and reports)

Nikon, 1985. (Includes agenda)

OCO'88 Annual Reports, 1984.

OCO'88 Milestones, February 1987.

Official Film, November 1987.

Office Space, 1985-1987.

Copyright City of Calgary

Box 44

Olympic Games Plan, 1985-1987. (Includes reports)

Olympic Games Plan, January 1987.

Olympic Games Plan Manpower Summary, October 1987.

Olympic Ambassador's Club, 1987.

Olympic Capital Facilities Committee, 1984-1986. (Includes minutes)

Olympic Centre, 1984-1986.

Olympic Dinners, 1985. (Includes guest list)

[Olympic Dinners], Board of Directors Dinner, 1985.

Olympic Forum, March-April 1987. (Agenda, schedules, reports)

Olympic Museum & Archives, 1984-1985. (Includes reports)

Olympic Plaza Steering Committee, 1985-1988. (1st of 3 folders; includes reports)

Box 45

Olympic Plaza Steering Committee, 1985-1988. (2nd and 3rd of 3 folders; includes three
8½ x 11 colour photo prints of Olympic Plaza designs)

"Olympic Business Program," 1988.

Olympic Trust, 1987.

Olympic Village II, 1985-1988.

Operations, June 1986-March 1988. (See note in the "Archival Description" area of this
series)

Operations, 1985-1986. (2 folders)

Copyright City of Calgary

Box 46

[Operations], Venue Capacities, n.d.

[Operations], Accreditation System, 1986.

[Operations], Business Ethics Committee, 1986.

[Operations], Team'88 Services, 1987.

[Operations], Food Services, 1985-1988.

[Operations], Government Services, 1986-1987.

[Operations], Hostessing, 1985-1987. (Includes a 3 x 5 colour photo print)

[Operations], Medical, 1985-1988.

[Operations], Protocol, 1985-1988. (2 folders)

Box 47

[Operations], Security, 1984-1988. (2 folders)

[Operations], Services, 1985-1986.

[Operations], Transportation, 1985-1988.

[Operations], Transportation Committee, 1986. (Includes chart of COP Venue
Management Organization March, 1986)

[Operations], Olympic Family Transportation Committee, 1986-1988.

Operations Centre, 1988, 1987.

Box 48

Organization [Charts], 1982-1986.

Copyright City of Calgary

Box 48 (cont'd)

President's Office, General, 1985-1988.

Palliser [Hotel], 1984-1987. (Includes agreements)

Parking, 1987.

Philately, 1987.

Policy Manual, 1985-1987. (Includes amendments and memos)

Premier's Meeting, 1984-1985. (Includes agenda)

Progress Reports, 1985-1987. (Reports to Executive Committee)

Provincial Government, Agreement, 1986.

Provincial Government, General, 1985-1988.

[Provincial Government], 1986. (Brochures, information)

Box 49

[Provincial Government], 1985. (Brochures, information)

Public Affairs, 1985-1986.

Public Relations, 1985-1987.

Recreation and Parks Department, 1985-1986.

"Record'88," 1984-1986. (Newsletters, reports)

Royal Visit, 1984-1987.

Saddledome, 1985-1988. (2 folders)

Saddledome, 1984-1987. (Construction information and brochures; oversize

blueprint has been placed into a map cabinet 1/1)

Copyright City of Calgary

Box 49 (cont'd)

Saddledome Agreement, 1987.

SAIT [Southern Alberta Institute of Technology], 1985-1986.

Sarajevo, 1984-1986.

Box 50

Sarajevo Systems, December 1983. (Records regarding purchase of Sarajevo systems)

Scoreboards and Timing, 1987.

[Seoul], 1988 Summer Olympics, Seoul, 1985-1988.

[Seoul], Summer Olympics, Seoul, 1984-1985. (Books on Seoul and Korea)

Silver Group, 1987.

"16 Days of Glory," 1985.

Skate Canada, 1984-1987.

Speaking Engagements, 1985-1987.

Spectator Services, 1987.

Speed Skating Oval, January 1985-1988. (Includes three 4 x 5 colour photo prints)

"Spirit'88," PIC Press, 1985. ("Spirit'88" was an information newspaper; includes draft copy of agreement)

Sponsors, 1983-1987. (Includes brochures)

"Sport Intern", 1985-1986. (Newsletter)

Copyright City of Calgary

Box 51

Sports, January 1985-1988. (2 folders)

Sports Chairmen, 1985-1986.

[Sports], Alpine, 1986.

[Sports], Bob & Luge, 1984-1985.

[Sports], Demonstration Sports, 1985-1986.

[Sports], Figure Skating, 1986-1987.

[Sports], NOCs [National Olympic Committees], 1985-1988. (2 of 3 folders)

Box 52

[Sports], NOCs [National Olympic Committees], 1985-1988. (3rd of 3 folders)

[Sports], Pre-Game Test Events, 1986.

[Sports], Calgary Cup, 1985-1987. (Schedules, organizational documents)

Sprung Instant Structures, 1987.

Staff Report, 1984-1987.

Stamps, 1986.

Stampede, 1985-1987.

Systems, 1985-1987.

Box 53

Planning, 1986-1987.

Copyright City of Calgary

Box 53 (cont'd)

Tavender and Associates, 1986. (This was a firm retained to work on the Olympic design theme)

Team Canada Committee, 1986.

Team Petroleum'88, 1987.

Telecommunications, 1985-1988.

Technology, 1987-1988.

[Television], ABC Sports, 1985-1988.

[Television], CTV Host Broadcaster Project Reports, June 1986-August 1987. (1st and 2nd of 4 folders; monthly reports to OCO; 17 bound documents in chronological order)

Box 54

[Television], CTV Host Broadcaster Project Reports, June 1986-August 1987. (3rd and 4th of 4 folders)

[Television], CTV Host Broadcaster Preview'88, n.d. (Schedules, information)

[Television], Summaries of Broadcast Contracts, April 1987.

[Television], Host Broadcaster, XV Olympic Winter Games, 1986. (Information, agreements regarding Preview'88)

[Television], Host Broadcaster Analysis, 1986.

[Television], Rate Card and OGP, 1986.

Copyright City of Calgary

Box 54 (cont'd)

[Television], COBUC'88 Meeting, Calgary, March 11-13, 1987. (Calgary Olympic Broadcasters Users Conference)

[Television], CTV HB, [Information Booklet], January 1986.

[Television], CTV HB, [Information Booklet], March 1987.

Thematics, 1985. (Design proposals, Tavender & Associates)

Tourism Working Committee, 1985.

Tours, 1985-1988. (Venue tours)

Box 55

Town Hall Meetings, 1985. (Public question and answer meetings held in Calgary in early 1985)

Travel, 1986-1987.

[Travel], Monthly Staff Travel, 1986. (List of names and destinations)

[Travel], Travel Reports, 1987.

[Travel], Edinburgh [Commonwealth Games], 1986.

[Travel], General, 1986.

[Travel], Lausanne, 1986. (IOC Session)

[Travel], Ottawa Trip, 1987.

[Travel], Moscow, 1986.

[Travel], Russia, 1986.

[Travel], Seoul, 1986-1987.

Copyright City of Calgary

Box 55 (cont'd)

[Travel], Sports Travel, 1986.

University of Calgary, General, 1985-1988. (2 folders)

[University of Calgary], University Building Committee, 1985-1986.

Box 56

Venues, 1985-1987. (2 folders)

Venue Chairmen, 1987.

[Venues], Canada Olympic Park, 1985-1987. (2 folders; includes organizational charts)

[Venues], Canada Olympic Park Reports, 1985. (2 folders; includes minutes.

Oversize plans have been placed in a map folder)

[Venues], Canmore, 1985-1987.

Box 57

[Venues], Canmore Reports, 1985.

[Venues], Nakiska, August 1985-1988. (3 folders; includes feasibility studies)

[Venues], Nakiska Environment, 1986.

[Volunteer Policy and Procedures Manual], 1985.

Volunteer Services, 1985-1988. (1st of 2 folders)

Box 58

Volunteer Services, 1985-1988. (2nd of 2 folders)

Copyright City of Calgary

Box 58 (cont'd)

Volunteers, 1985-1988.

Volunteer Centre, 1985-1988.

Volunteer System, 1985-1987. (Includes Volunteer Policies and Procedures
Manual, 1986)

OVERSIZE MATERIAL

Oversize Material placed into **map folders**: (Map Cabinet 1/1)

Saddledome, 1984-1987. (Blueprint: Calgary Olympic Saddledome, Upper Tier,
Seating: Floor Plans)

[Venues], Canada Olympic Park Reports, 1985. (Plans: Canada Olympic Park,
Trees Layouts, March 16, 1988; Canada Olympic Park, July 20, 1987)

XII. Executive Group, President W. Pratt, Committee Liaison, Correspondence, Minutes and Reference Material. -- 1983-1988. -- .36 m of text.

Archival Description: Committee minutes and other records were not officially maintained by the President's office, and the records included here do not give full reflection of the activities of the committees included. Nor are all volunteer committees, of which there were 64, included in this series. Some committee records are included in Pratt's other record series pertaining to general administration.

Scope and Content: The files pertaining to the various OCO volunteer committees were maintained separately from other files, in alphabetical order by name of committee. As in the case of Pratt's other record series, some of these records were considered inactive in OCO offices after 1985, and were packed separately from more recent records. The records are divided into two sub series: 1983-1985 and 1986-1988.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

SUB SERIES: 1983-1985

Box 1

Executive Committee, 1983-1984. (Memos, agenda)

Management Committee, 1983-1984. (Memos, minutes, etc.)

Culture Committee, 1983-1984.

Education Committee, 1984.

Mascot, 1983-1984.

Pageantry, 1984.

SUB SERIES: 1986-1988

Executive Management Committee, 1985-1988.

Management Committee, 1985-1986. (Agendas)

Purchase Orders, 1986-1987. (Includes purchasing procedures reports)

Box 2

Risk Management Committee, March 1983-1986.

Promotional Film, March-April 1987.

Public Relations, 1987.

Ecumenical Committee, 1985-1986.

Education Committee, 1985-1988.

Entertainment Committee, 1986. (Includes minutes)

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Box 2 (cont'd)

Library/Archives, 1985-1986.

Mascot, 1986-1988. (Includes reports on Hidy and Howdy)

Medals Committee, 1985-1988. (Includes minutes)

Musical Ride, 1985-1987.

Olympic Arches, 1986-1987. (Includes brochures)

Pageantry, 1985-1988. (Includes agenda)

[Pageantry Handbooks], ca. 1986-1987. (Includes Corporate Pageantry Handbook,

Community Pageantry Handbook, Design Theme for the Calgary'88 Olympic

Winter Games, Draft, December 6, 1986 and January 5, 1987)

Production, 1985-1986. (Includes reports)

Public Affairs, 1985. (Includes agenda)

Box 3

Stampede Park Venue Meetings, March-April 1986. (Includes minutes)

Torch Committee, 1986-1988.

Torch Distribution, 1986-1988.

Tourism Working Committee, 1985-1986. (Includes agendas)

Visual Identity Steering Committee, 1986.

Youth, 1985-1987.

Finance, 1986-1988. (2 folders; includes reports)

Political Risk Insurance, 1987.

Finance, 1985-1987. (2 folders)

XIII. Executive Group, President and Vice Presidents, Fragments. -- 1981-1983. -- .3 m of text. -- 5 photo prints.

Archival Description: These records were created by the first President of OCO, David Leighton, who held that position from 1982 May-December, and by several Vice Presidents of the time, including S. Corbett, Vice President Revenues; W. Wardle, Vice President Marketing, and a Marketing Associate, Suzanne Curtis; and Don Siler, Vice President Executive Operations. Some of the records appear to have been created by those named above in their role as members or employees of CODA. These records reflect the very early activities of the organizing committee, but are fragmented and do not give a complete picture of the activities of OCO employees at that time. See individual folder descriptions.

Scope and Content: These fragments of early correspondence files of executive employees of OCO may have been gathered in an inactive records storage area well before OCO reached its peak period of activity. These fragments are a miscellaneous accumulation of records which were never maintained as a series while they were in active use.

The contents of the two folders in Box 3 were originally in a single binder. It seems that Bill Pratt had requested copies of the correspondence of his predecessor in office, David Leighton, and had been supplied with this material.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Marketing Mailing List, 1983-1985. (For computer input for mailings of "Record'88", a Marketing Group publication. Includes an appointment book which possibly belonged to William Wardle, Vice President of Marketing)

Marketing Mailing List, 1984. (Invitations to a dinner given by OCO; letters dated 1984 October 24 and signed by W. Wardle, V.P. Marketing)

Canadian Olympic Association, n.d. (Copy of 1971 resolution regarding COJO'76, Montreal)

Marketing Coin Program, 1983. (W. Wardle, V.P. Marketing)

Embassies, 1981-1982. (3 letters to S. Corbett, V.P. Operations from Canadian embassies abroad)

Bid Books, 1981. (Correspondence of S. Corbett regarding Calgary Bid Books)

Corporate Donations, 1981-1982. (Correspondence of S. Corbett, Vice President, Revenues)

Membership Pins, 1981-1982. (Correspondence of T. Konkin re CODA pins)

Private Sector Contributions, 1982. (Correspondence of Don Siler, Vice President, Administration of CODA)

Ski Goods, 1981. (CODA correspondence)

Status Reports, April 1983. (Marketing)

TV Rights, 1983.

Olympics East Marketing Group, 1983. (S. Curtis, Marketing Associate)

Box 1 (cont'd)

Marketing Sponsor Package, 1983.

Sponsorship Categories, 1983.

Marketing, Sponsors Corporate Program, 1983.

Marketing, Sponsors Administration, Corporate Fact Sheet, n.d.

Marketing, Sample Sponsor Package, 1983.

Marketing, Sponsors, Dan Greenwood Remarks, 1983.

Box 2

Sponsor Categories (Administration), 1983.

Sponsor, Creative Ideas, 1983. (William Wardle)

Sponsors, 1983.

Olympic Information, 1982. (Includes Food Service Proposal; Don Siler, Vice
President, Administration)

Marketing Sponsors, OCO'88 Sponsorship Research, 1983. (S. Curtis)

Appointment Sheets, January-June 1984. (No indication whose appointment book this
was)

Technical Services, 1982. (Correspondence of David Leighton)

Revenues, 1982. (D. Siler, Vice President, Executive Operations)

Operations, 1982. (David Leighton)

Sports, 1982. (David Leighton)

President, General Correspondence, 1982. (David Leighton)

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Box 2 (cont'd)

Administration Information/Management Committee Minutes, 1982-1984. (Includes four 8 x 10 colour photo prints of Olympic venues)

Press Kits, ca. 1983. (Includes an 8 x 10 colour photo print of Olympic Saddledome)

Filing, 1985. (Correspondence of William Wardle)

Box 3

Leighton, Correspondence, August-September 1982.

Leighton, Correspondence, October-December 1982.

XIV. Executive Group, Press Secretary and Executive Assistant to the President, Gary Arthur, Clippings and Correspondence. -- 1983-1988. -- 2.16 m of text and other material.

Archival Description: This series includes all records of Gary Arthur, who began his employment with OCO as Manager of Information Services Department of the Media Division. In 1986 December, in conjunction with the appointment of Frank King as CEO, and the desire to establish better public relations, Arthur became Press Secretary, reporting directly to King as part of the Executive Group. In 1987 June, he became Frank King's Executive Assistant. No distinction is made in this series between records created in these three positions and they were maintained as a single series.

Scope and Content: The folders are arranged alphabetically. An "Index to Files" included in this series by its creator indicates the file titles. That list was apparently not updated and does not list all files in the series.

The bulk of the folders consists of newspaper clippings of Olympic-related events and issues. The folders are identified by the subject of the clippings contained therein. Some correspondence is included.

The other material consists of 44 photo prints, 13 slides, two sound cassettes, one blueprint and one (musical) score.

The title is based on the contents of the series and box labels.

A list of file titles follows.

File Listing:

Box 1

Index to Files

Accommodation, 1986-1987.

Accreditation Concerns, 1988. (Includes Olympic Identity Card Manual and minutes)

Accreditation, 1987-1988.

Administration, 1986.

Adopt-a-Parent, 1987.

Advertising Agencies, 1986.

Afghan Protest, 1987.

Air Transport, 1987.

Alberta'88 Celebration, 1987.

Alberta Sports Council, 1986-1987.

City of Calgary Alderman (Ambassador's Meeting), 1987.

Arts Festival, 1986-1987.

Arts Festival, Sculpture, 1986-1987. (2 folders)

Box 2

Olympic Arts Festival, "Cowboys Don't Cry," 1987. (Information package on the film)

Athletes, 1986-1987.

Athletes' Biographies, 1986.

Athletes, Village #1, 1986-1987.

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Box 2 (cont'd)

Athletes, Village #2, 1985-1986.

Attaches, 1986.

Audio Visual Scripts, 1984-1985. (2 folders; includes two sound cassettes)

Badge Program, 1986.

Bilingual Releases, 1986-1987.

Boycott, Olympic, 1986-1987.

Broadcast Relations, 1986-1987.

[Budget], Chairman's Budget, 1986-1987.

COA, 1986-1988.

Calgary Olympic Information Centre, 1985-1986.

Canadian Newswire, 1986.

Candidates' (Civic) Meeting, September 24, 1986.

Canmore, City of, 1986-1987.

Box 3

Canmore Hotel, 1986.

Capital Expenditures, n.d.

Celebrations'88, 1987-1988.

Celebrity Ski Race, Nakiska at Mount Allan, 1986-1987.

Ceremonies, Opening, Feb. 13, 1986, 1986-1987.

Ceremonies, Closing, Feb. 28, 1986, 1985-1987.

Copyright City of Calgary

Box 3 (cont'd)

Civic Government, 1986-1987.

Chef De Mission, Olympic, 1986.

Code of Ethics, 1986.

Coin Program, Olympic, 1985-1987. (2 folders; includes three 8 x 10 black and white photo prints of Olympic coins, and one 5 x 7 black and white photo print of James Corkery, President and Master, Royal Canadian Mint)

Communications Working Committee, 1985-1987.

Communist Countries, 1985-1987.

Community Relations & Promotions, 1985-1987.

Contingency Fund, 1987.

Contract Employees, 1986.

Correspondence, 1988.

Correspondence, 1987.

Correspondence, 1986.

Box 4

Correspondence, 1985. (Includes one 8 x 10 black and white photo print)

Correspondence, Support Letters, 1987.

Countries Attending, 1987.

Courier Service, 1986.

CTV Host Broadcaster, n.d.

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Box 4 (cont'd)

"Dateline - Today," 1987. (2 folders; newsletter)

Disaster Plan/Emergency, 1985-1986.

Doping/Drug Testing, 1986-1987.

Economic Impact, 1986.

Editorial, 1986-1987.

Eligibility, IOC, 1986.

Environmental Concerns, 1985-1987.

Ethnic Groups, 1986-1987.

Entertainment Visitors, (Not planned by OCO), 1987.

Expo'86, 1986-1987.

Federal Express News, November 1987. (Includes three 8 x 10 black and white
photo prints and one colour slide)

Federal Express Laser Show, 1987.

Box 5

Federal Government, 1985-1987. (Includes reports on the economic impact of the
XV Olympic Winter Games, plus a 1985 June Progress Report)

Federal Government, Extra Releases, 1986-1987.

Federal Government, Requests, 1986-1987.

Final Reports, n.d.

Financial Planning, 1986-1987.

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Box 5 (cont'd)

Flowers, 1987.

Food Services, 1986.

FORUM, April 4, 1987. (Olympic Forum)

Form Letters, ca. 1988.

Welcome Letters/Forms, 1987.

Good News, 1986-1987.

Rick Hansen, Man in Motion, 1987.

Humour, 1986-1987.

Gifts, 1986.

Golf Tournament, August 31, 1985.

EMT, Radium, 1988.

Hockey Canada Tickets, 1987.

Box 6

Information Data System, n.d.

Insurance, 1987.

IOC, Athletes Commission, 1986-1987.

IOC, 91st Congress October 1986. (Includes Albertville Press Kit; and Olympic

Message, 1986 June on 1992 bid cities)

IOC Contract, 1986.

IOC Invitations, 1986-1987.

Box 6 (cont'd)

IOC, Press Commission, 1985-1987. (Includes XV Olympic Winter Games, Media Services Briefing Document, April 20, 1986; Progress Report to the Executive Board, International Olympic Committee, Lisbon, Portugal, October 18, 1985; and International Olympic Committee, Minimum Requirements for the Electronic, Written and Photographic Coverage and Broadcasting by Radio and Television of the Games of the Olympiad and the Olympic Winter Games, February 1985)

IOC Press Releases, 1987-1988.

IOC, Reaction File, 1986-1987.

Inside Canada, 1985.

Inter Office Memoranda, 1986-1987.

International Broadcast Centre, 1986-1987.

Interview Requests, 1985.

Interview Schedule, VIP Tours (COA, IOC, Media, NOC), 1985.

Istanbul, 1987. (Regarding Press Sub-Commission meeting in May 1987)

Kananaskis Hotel, 1986.

Klein, Mayor Ralph, 1986-1987.

Labatt's, 1986-1987.

Box 7

Labatt's Media Tour, 1986.

Language Services, 1986-1987.

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Box 7 (cont'd)

L.A. Times (Background File), 1984-1985. (Original newspaper clippings)

Legacy, 1986-1987.

Legal, 1985-1987.

Letters to Editor, 1986-1987.

Liquor Laws, 1986.

Lougheed, Peter (Honorary Chairman), 1986-1987.

Maclean's Magazine, 1987.

Magazine Articles, IOC Review, 1985. (Includes four 8 x 10 colour photo prints
and 12 colour slides of the Calgary Exhibition and Stampede; and a copy of
Olympic Encyclopedia: Gymnastics and Archery, April 1985)

Magazine Articles, May-October 1985, 1985-1987.

Major Films, 1985-1986.

Official Olympic Film, 1987.

[Manpower], Games Manpower, 1987.

Marketing, 1986-1987. (2 folders)

Marketing, Contributor Program, 1987.

Box 8

[Marketing], Sponsors/Suppliers, 1985-1987. (Includes one 5 x 7 colour photo print and
information on the Olympic Balloon Festival)

Copyright City of Calgary

Box 8 (cont'd)

[Marketing], Sponsors, Coca-Cola, 1987. (Includes one 8 x 10 black and white photo print and musical score)

[Marketing], Coke, Trip #1, 1987.

[Marketing], Coke, Trip #2, 1987. (Includes words to David Foster's "Can't You Feel It?", song of the Winter Olympics; and three 8 x 10 black and white photo prints of David Foster, Frank King and Ira C. Herbert, Executive Vice resident and Director of Corporate Marketing, Coca Cola; six 5 x 7 black and white photo prints of musical performers, and one 5 x 7 black and white photo print of the Coca-Cola and Olympic logos)

Marketing, Licensees, 1986-1987.

Marketing, Sponsor Address List, 1986. (Clippings only; does not include an address list)

[Marketing], IBM Special Bid and Agreement, 1985-1986.

Marketing, Suppliers, 1987.

Marketing, Suppliers Address List, 1987.

Mascot Schedule, 1986-1987. (Includes agenda and minutes of Mascot Committee)

Box 9

Medals, 1986-1987.

Medals, Plaza Ceremonies, 1987.

Media, ABC TV/Radio, 1985-1988. (2 folders)

Copyright City of Calgary

Box 9 (cont'd)

Media, CTV, Host Broadcaster, 1985-1987. (2 folders; includes CTV submission to the IOC Television Commission, October 1987; notes from CTV/OCO'88 meetings; minutes of Broadcast Technical meetings, a CTV information booklet, and a copy of the 1985 Canadian Rights agreement between the IOC, OCO'88 and CTV)

[Media], ABC Press Tour, November 1987.

Media, Accreditation, 1986-1987.

Media, Guide, 1986.

[Media], January 1988 Media Manual Draft, 1987.

Media List, ca. 1986.

Media List, Canadian, 1986-1987.

Box 10

Media, Mass Media Conference, February 1987.

Media Promotions, 1987.

Media Relations, 1987.

Media Releases, 1985.

Media Services, 1987.

Media Tracking, 1985-1986.

Media Village, 1985-1987. (Includes ATCO Media Village proposal; the manual, "Request for Proposals for Olympic Accommodation," October 3, 1985; and an 8½ x 11 colour photo print of Media Village plan)

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Box 10 (cont'd)

Media Housing, News Release, 1986. (Includes seven 8½ x 11 colour photo prints of Broadcast Hill plans)

Media Village, March 1986. (Explanations)

Medical Services, 1986-1987. (Includes "Olympic Health Services Report Update, November 1986" by Dr. E.B. Challis)

Minutes, Canada Olympic Park Meetings, 1987.

Minutes, Managers' Meetings, June-July 1987.

Mosaic IV, October 30, 1986.

Mount Royal College, 1987.

NOC, Seminar, 1986-1987.

Native Involvement, 1986-1987.

Box 11

Natives, Lubicon Indians, 1985-1987. (Includes "Special Report of the Ombudsman re: Complaints of the Lubicon Lake Indian Band," August 1984)

Natives Stony Indians, 1986.

[Natives], Indians, Housing (Kainai), 1987.

Newsletter, 1984-1985. (Includes one 8 x 10 colour photo print of an OCO news conference; one 8 x 10 black and white photo print of General Motors vehicles with Hidy and Howdy and OCO hostesses; one black and white contact sheet with photographs of Bill Pratt and an unknown OCO

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Box 11 (cont'd)

- volunteer/employee; and copies of "Record'88")
- OCO'88 Profiles, 1983-1987. (Includes biographies and position descriptions)
- OCONET Project, Olympic Channel, 1985-1987.
- Olympians, OCO'88, 1986-1987.
- Olympic Archives, 1987.
- Olympic Casino, 1987.
- Olympic Flame Agreement, 1987.
- Olympic Flame, 1986.
- Olympic Games Plan, 1986-1987.
- Olympic History, Calgary, 1985-1987. (Includes Spirit'88 (November 1985), and Calgary (February 1987) re early Olympic bids by CODA)
- Olympic Hotline, 1987.
- Olympic Medals, 1987.
- Olympic Organizing Committee, 1986-1987.

Box 12

- Olympic Plaza, 1986-1987.
- Olympic Trust, 1987.
- Olympic Update, The Herald, 1987. (Originals)
- Olympic Update, Calgary Sun, 1987-1988. (Originals)

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Box 12 (cont'd)

Olympic Vignettes, 1986. (Includes "Olympic Profiles: A Radio Program Featuring the People of the XV Olympic Winter Games," n.d.)

Operations Equipment Materials, 1987.

Other Games, Albertville, France, 1992, 1986-1987.

Other Games, Barcelona, Spain, Summer 1992, 1986-1987.

Other Games, Commonwealth Games 1986 Scotland, 1986-1987.

Other Games, Lake Placid and Montreal, 1976, 1985.

Other Games, Seoul, Korea, 1988, 1986-1987.

Other Games, Universiade, June 19-July 12, 1983.

Overtime, 1985-1987.

Pageantry, Thematics, 1986-1987. (Includes Community Pageantry Handbook, and Design Theme for the Calgary'88 Olympic Winter Games, 1986 and 1987)

Personnel Changes, 1985-1987.

Planning, 1985-1987.

Political/Election, 1986.

Preview'88, 1986-1987.

Box 13

Preview'88, Ticketing, 1986.

Preview'88, Ski Jumping, 28-29 November 1986, 1986-1987.

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Box 13 (cont'd)

Preview'88, Nordic Combined, 13-14 December 1986, 1986-1987. (Includes copy of

World Cup edition of Canmore Leader)

Preview'88, Nor-AM (Alpine), 21-23 December 1986, 1986-1987.

Preview'88, Ice Hockey, 27 December 1986-3 January 1987, 1986-1987. (2 folders;
includes pamphlets)

Preview'88, Cross Country, 10-11 January 1987, 1986-1987.

Preview'88, Free Style, 30 January-1 February 1987, 1986.

Preview'88, Biathlon, 21-22 February 1987, 1986-1987. (Includes manual and

World Cup edition of the Canmore Leader)

Preview'88, Luge 21-22 February 1987.

Preview'88, Bobsleigh, 28 February-1 March 1987.

Preview'88, Alpine, 7-8 March 1987.

Box 14

[Preview'88], Husky and Molson World Cups, 6-8 March [1987].

Preview'88, Speed Skating, 27-29 November 1987.

Preview'88, Figure Skating, 29 October-1 November 1987.

Progress Report, Civic, 1986.

Progress Report, Federal, 1986.

Progress Report, Provincial, 1986.

Progress Report, University of Calgary, 1986.

Copyright City of Calgary

Box 14 (cont'd)

Protocol, 1986-1987.

Protocol Meeting, 1987-1988.

Distinguished Visitors Committee, 1987-1988.

Provincial Government, 1986-1987.

Publications, 1986-1987.

Publications, Canadian Controlled Media Communications (Arts Festival), 1986.

Publications, Hurtig Publishers (Sports History), 1986.

Publications, Key Porter Books, 1986.

Publications, Sports Illustrated, 1986-1987. (Includes The Official Souvenir Program, XV Olympic Winter Games)

Purchasing Policy, 1987.

Radio Rights, 1987.

Record'88, 1985-1988.

Box 15

Religion, 1986-1988. (Includes minutes of the Religion Committee)

Rock Spectacular, 1987.

Saddledome Foundation, 1986-1987.

Saddledome, Extra Seating, 1987.

SAIT, 1986.

Schedule, Olympic, 1987.

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Box 15 (cont'd)

Security, 1985-1987.

Smoke Free Olympics, 1987. (2 folders; includes Kenneth E. Warner, Selling

Smoke: Cigarette Advertising and Public Health (1986), and Canadian Public Health Association, "Resolutions . . . Concerning Tobacco," 1959-1986)

Speakers Bureau, 1986-1987.

Speech Writing, Prince Albert Speech, 1987. (Consists only of Message Olympique/Olympic Message, No. 18, 1987)

Spectator Services, 1987.

Spirit of '88, 1985-1986.

Sports, Alpine Skiing, 1985-1987. (Includes Rule Books)

Box 16

Sports, Biathlon, 1985-1987. (Includes pamphlets and newsletter of Biathlon Canada)

Sports, Bob[sleigh], 1986-1987.

Sports, Cross Country Skiing, 1985-1987.

Sports, Curling (Demo), 1986-1987. (Contains Rule Book)

Sports, Disabled Skiing (Demo), 1987.

Sports, Figure Skating, 1985-1987. (Includes International Skating Union Regulations, 1984; "Critical Path for Figure Skating Committees, Skate Canada'87, 1985; and Skate Canada Official Program, 1987)

[Sports], Freestyle Skiing (Demo), 1986-1987.

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Box 16 (cont'd)

[Sports], Hockey, 1986-1988. (Includes Rule Book)

Sports, Luge, 1983-1986. (Includes one 3½ x 5 black and white photo print of Vince Poscente of the Alberta Amateur Luge Association)

Sports, Nordic Combined, 1986.

[Sports], Rodeo, 1986.

[Sports], Short Track Speed Skating (Demo), 1986-1987.

Sports, Ski Jumping, 1985-1987. (Includes four 4 x 5 black and white photo prints of coaches and National Director for the Canadian National Ski Jumping and Nordic Combined team)

Sports, Speed Skating, 1986-1987. (Includes Speed Skating in Canada, 1854/1981: A Chronological History, and pamphlets)

Sports, Sports Profiles, n.d.

Sports Chairman, 1986.

Stamp Program, Olympic, 1986-1987. (Includes four black and white photo prints of Olympic stamps, various sizes, and information packages from Canada Post)

Box 17

Telecommunications, 1986-1988.

Team Petroleum, 1986.

Telephone List, n.d.

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Box 17 (cont'd)

[Ticketing], Latest Ticket Info[rmation] November 1987. (Includes Ticketing

Handbook, May 1987)

Ticketing, 1986-1987. (2 folders)

Ticket Investigation, October 1986, 1986-1987.

Torch Relay, Media Strategy, March 19, 1987, 1985-1986.

Torch Relay & Ceremonies, 1985-1987. (Includes minutes of meetings between

OCO'88 and Torch Relay Project, and pamphlets)

Torch, 1987.

[Torch], First Torch Runners (Bonnie & Clyde), 1987.

Torch Ceremonies, Greece & Newfoundland, 1987.

T[orch] R[elay] File, 1988.

Box 18

Torch Relay, Press Coverage, 1986-1987.

Tour Agencies, 1987.

[Tour Agencies], Dash Tours, 1987.

Training Centre, Athletes, 1986.

Transportation, 1985-1988. (Includes minutes of Olympic Family Transportation

Committee)

Treaty #7 Chiefs, 1987-1988.

P. Ueberroth, 1987.

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Box 18 (cont'd)

Uniforms, 1986-1987.

Venues, Canada Olympic Park, 1985-1987. (Includes minutes of Canada Olympic Park Venue Management Committee; Government of Canada Progress Report June 1985; oversize blueprint has been placed in a map folder)

Venues, Canmore Nordic Centre, 1985-1987. (Includes Canmore Nordic Centre, Master Development Plan, Executive Summary, October 1984; "Background Notes, Canmore Nordic Centre," by Alberta Olympic Secretariat, August 7 and September 23, 1985)

Venues, McMahon Stadium, 1985-1987. (Includes draft "Design and Development" report)

Venues, Nakiska at Mount Allan, 1985-1987. (Includes Mt. Allan Master Plan Summary/Information Document June 1, 1984)

Box 19

Venues, Olympic Oval, 1984-1987. (Includes Government of Canada report on Olympic Oval, and University of Calgary report to OCO'88 Board of Directors)

Venues, Olympic Saddledome, 1986-1987. (Includes pamphlets and two 8 x 10 colour photo prints of the Saddledome)

Venues, Other (Father David Bauer, Max Bell, Corral), 1986-1987.

Venues, University of Calgary, 1986-1987.

Venue Planning, 1984-1987.

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Box 19 (cont'd)

Venue Tours, 1987.

VIP Visits, 1986.

Volunteer Chairmen, 1986-1987.

Volunteers, 1985-1988. (Includes Volunteer Policies & Procedures Manual, and
information package)

Volunteers, Orientation, 1985-1987.

Volunteers, Staff, Newsletter, 1985-1987.

Weather, 1986-1988.

Welcome Program, 1987.

Winter Festival, 1987. (Includes information package)

Winter Festival, 1986-1987.

Winter Festival (Ethnic Groups), 1986-1987.

Winter Show'88, 1987.

Writers' Guidelines & Articles, 1985-1986.

Youth & Education, 1985-1987.

OVERSIZE MATERIAL

Oversize Material placed into a **map cabinet**: (Map Cabinet 1/1)

Venues, Canada Olympic Park, 1985-1987. (Blueprint: Canada Olympic Park,
General Arrangement/Site Plan, April 9, 1987. Marked "Preliminary - Subject
to Change. For Discussion Purposes Only")

APPENDIX I: REFERENCE DOCUMENTS

The following is an individual item listing, with brief descriptions, of reference documents included in the boxes of agenda books. These are separate documents which are not part of the agenda book or minutes series described in this inventory. This list includes only those isolated reference documents boxed with agenda and minutes.

Location: these documents are in a box labelled "Miscellaneous Reference Documents" placed at the end of Series I.

Olympic Games Plan, 1987 January

- The Olympic Games Plan (OGP) is a document prepared by the Finance Group from information prepared by each program manager. It describes programs, their achievements measured against goals, and their budgeted and real costs. The OGP, as opposed to an annual budget, covered a period of several years. The OGP was revised from time to time.

- Bound booklet

Volunteer Committees, 1984 December

- This binder lists and describes the volunteer committees in operation as of December 1984. The volume was prepared to assist board members in their roles as individual liaison with assigned committees.

- two copies
- three-ring binder

Administration Policies and Procedures Manual, 1986

- Table of Contents at the front of the volume lists the Policies and Procedures described in the manual.

- three-ring binder

Appendix I (cont'd)

Board Agreements (RESTRICTED)

- This binder includes photocopies of agreements entered into by the Board of OCO'88. Agreements covered include:

CTV - By this agreement, OCO contracted with CTV for CTV to act as Host Broadcaster. OCO paid CTV for this service **(Restricted)**

Saddledome - a multi-party agreement covering all aspects of the design and functioning of the Saddledome

CP Gifting - regarding the construction and operation of the Olympic Information Centre

Speedskating Oval - regarding the obligations of the University of Calgary and the Federal Government

ABC TV - whereby OCO'88 sold broadcasting rights in the USA. This agreement was the main reason for OCO's financial success **(Restricted)**

City of Calgary - between OCO and The City, as Host City, regarding the services to be provided for the Olympics

Province of Alberta - regarding funding, etc.

Government of Canada - regarding funding, etc.

Canadian Olympic Association - regarding marketing, sponsorship, etc.

Training Manual #50

- Training Manual for volunteers (also know as Hosting Manual).
- three-ring binder

Sponsor Committee

- three-ring binder

Appendix I (cont'd)

Economic Impacts of the XV Olympic Winter Games, 1985 January

- A document prepared by the DPA Group Inc. for The City of Calgary and Alberta Tourism and Small Business
- Bound booklet

Commemorative Coin Program, 1983 April

- A Study prepared by Gerald D. Edge and Associates regarding the objectives, organization and projected revenues of the program

[Obscure agenda book fragments]

- These appear to be fragments of agenda books from dates indicated in the folder, but have not been absolutely identified
- one folder

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