

# XV OLYMPIC WINTER GAMES INVENTORY TO THE RECORDS OF THE OPERATIONS GROUP PART I



THE CITY OF CALGARY  
CITY CLERK'S DEPARTMENT

## 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. The total extent of the records of the Operations Group of OCO'88 after arrangement and description is nearly 67 metres, with approximately 1600 oversize plans stored separately.

This inventory was prepared by Glenda Leslie in RAD format in 1998 April.

## 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

An early organizational chart (ca. 1982 February) of OCO'88 outlined the responsibilities for six Olympic Councils. One of these Councils, Games Operations, was to carry out the duties for planning for and running the Games-time functions associated with Sports Venues, the Olympic Village, Medical Services, Security, Protocol, IOC/NOC Liaison, Government Services, Accreditation and Ceremonies. While the "Operations Group" of OCO'88, as it came to be known, underwent numerous organizational changes as well as a few name changes from 1982 to the end of the Games, it began as and remained one of the largest administrative units in the organizing committee.

Many of the numerous organizational changes along with the various functions carried out by the administrative units which formed the Operations Group are outlined in detail in the series descriptions which follow. John Pickett was the first of several people appointed to the position of Vice President of Operations (see Series I). Pickett served as Vice President Games Operations from 1982 until 1984 when Pat Mitchell was appointed Senior Vice President of Operations (see Series II). The following year, Bruce Cleveley replaced Mitchell, again with the title simply that of Vice President, Operations. Cleveley's records as Vice President are the only ones which were never received by the Archives. Nor was there a "Final Report" from Cleveley included with the other final reports of OCO'88 Departments, Divisions and Groups which can be found in the records of the Communications Group, Series II. Reports from the various

divisions and departments of the Operations Group may be found in that series, however.

Under Cleveley, the major administrative units in the Operations Group as of 1987 September (Official Report pp. 72-73) were Operations Services, Venue Operations, Villages and Transportation, and Construction. This latter Division is referred to as “Facilities” within the Official Report itself, and may be found as the “Venues” Division in most OCO’88 organizational charts prior to 1987 September. As well, although the Archives received only one moving box of records from the “Construction Department,” a far more significant collection of records was received from the Engineering Department. This Department was the largest administrative unit in the Operations Group, and, according to the Official Report, one of the most significant in all of OCO’88 (pp. 357-359). The Engineering Department records are described in Series XVI. An additional administrative unit called Operations Finance shows up in the 1987 September organizational chart, but no records from that unit were sent to the Archives.

Although the OCO’88 Board of Directors approved a move to a venue oriented organizational structure in 1986 February, it was not until Cleveley’s tenure as Vice President that the OCO’88 organization made the move from a centralized, program-driven structure to a venue management system. According to the final report for the Venue Operations Division, Cleveley was hired especially to oversee this change in administrative direction. Despite some reported reluctance by OCO’88 personnel to accept the venue driven system, the conclusion was that the decision to make this change and the final result were successful.

## SCOPE AND CONTENT NOTE

The records of the Operations Group of OCO'88 consist of 22 series, each of which is introduced by an "Administrative History" section and a "Scope and Content" note. Lengthier narratives have been added at the series level rather than in the "Administrative History" of the Operations Group which precedes this note. In some cases, added "Notes" complete each Series Description.

Series I and II are the records of two of the Vice Presidents of the Operations Group: John Pickett and Pat Mitchell. Series III describes the records of the Manager of Olympic Security, Harley Johnson while Series IV covers the records received from the office of the Manager of Operations Services, Jean Filion. Series V to IX contain the records of the Accommodation Division. Series X, XI and XII describe records received from various offices of the Transportation Department although researchers should refer to the "Administrative History" of Series XII for clarification about those records. Series XIII covers the records of the Villages and Transportation Division. Series XIV and XV describe records received from the Food Services Department. Series XVI is the largest series and describes those records received from the Engineering Department. Closely related, but a much smaller set of records, are those of the Construction Department, Series XVII. Series XVIII and XIX are from the Venue Planning Department, while Series XX describes records from the Venue Operations Division. The records from the Medical Services Department are described in Series XXI, and an artificial series of records concludes the series descriptions.

The records of the Operations Group are “multiple media” in nature, but the vast majority of the material is textual. The records of the Engineering Department include a large number of oversize plans, but researchers should also be aware that a an even larger number of oversize plans from OCO’88 exist for research purposes and are described in a separate inventory. All oversize material has been removed from original file folders and placed in appropriate oversize storage. Notes have been added to the file listings to indicate where this has been done and listings of all oversize material from each series can be found at the end of the “File Listings” section. Photo prints have been enclosed in acid-free enclosures and remain with their original files. The sizes of photos are usually described in British measures because they are rarely described commercially in metric terms. For conversion purposes, a 3½x5 inch photo measures 8.5x12.5 cm; a 5x7 inch photo measures 12.5x17.5 cm, and an 8x10 inch photo measures 20.5x25.5 cm. Some cultural historic items remain with their original files while others have been removed to separate storage. Again, notes have been made where this has occurred. Facsimile documents and newspaper clippings, when they were included in original files, have been photocopied for the purposes of preservation.

Some series include records which have been restricted and these may be viewed only with the permission of Archives management.

## DESCRIPTION OF RECORDS

### **I. Operations Group, Vice President, John Pickett. -- 1976, 1980-1986. -- 2.06 m of text and other material.**

**Archival Description:** John Pickett came to OCO'88 with several years of experience with recreation programmes at various levels of government in Ontario and with many years of involvement with the Olympic movement in Canada. He began work with the Canadian Olympic Association in 1973 and served as Assistant Chef de Mission to the 1976 Canadian Olympic teams in Innsbruck, Austria and in Montreal. In 1979, he was appointed Director of Games Mission Administration for the Pan American Games in Puerto Rico, and a year later, he held the same position at the Lake Placid Olympic Winter Games.

Pickett served on the Executive of the Calgary Olympic Development Association during its bid for the XV Olympic Winter Games and was responsible for International Relations. He was among the first Vice Presidents appointed to the OCO'88 Executive by President David Leighton in 1982 March when he was named Vice President of Games Operations. By late 1982, an outline of the Games Operations responsibilities included the Olympic Village, Medical Services, Food Services, Transportation, Security, Ticketing, Government Support Services, Venue Operations (Facilities), Protocol, IOC/NOC Liaison, Accreditation, Accommodation, Ceremonies/Awards, and Clothing. By early 1983, the list of responsibilities for the Games Operations Olympic Council included: Facility Operations, Medical (Services), Transportation, Security, Accreditation, Olympic Torch Relay, Accommodation, Uniforms, Athlete's Council, Language Services, and the Council was to include representatives from the Stampede, The City of Calgary, and the University of Calgary.

A description of the Games Operations Olympic Council in early 1983 stated that it was "made up of chairmen of the various identified portfolios. These chairmen are ultimately responsible to the Vice President who sets overall policy guidelines. The Chairmen, with the assistance of the full-time staff, plan, organize and sometimes administer the policies and programs of their portfolios. They each convene a working committee to assist them in carrying out their duties." By February of 1983, the objectives of the Games Operations "Division" were outlined as follows:

1. Guarantee that the services offered to the Olympic Family are efficient, effective, and of a high quality.

2. Provide the Social, Housing, Medical and Security Services necessary to enable the athletes to concentrate entirely on their performances.
3. Provide the logistics for successful congresses, sessions, dignitary visits and other special missions (projects), prior to and during the Games in Calgary and abroad.
4. Ensure the efficient and effective movement of team, spectators, officials, press and support personnel to, in and from the accommodation facilities and the sport venues.
5. Ensure the efficient and effective operations of services in all sport venues, ceremony stadia and media sites.
6. Liase [sic] directly with three levels of government to ensure coordination and provision of all common services.
7. Establish and operate a high quality protocol service prior to and during the Games.

At that time, the Division was divided into six departments: Olympic Family Services, Olympic Village, Facility Coordination, Protocol, Special Projects and Government Liaison.

In 1984, after Bill Pratt took over from David Leighton as President, an organizational change to OCO'88 created positions for four Senior Vice Presidents and eight Vice Presidents. At that time, Pickett's position was changed to that of Vice President, Olympic Services (often referred to simply as "Services") and he reported to the Senior Vice President of Operations, Pat Mitchell (see Series II). The Services Department was responsible for Food Services, Hosting, Clothing, Accommodation, Medical Services, Security, Transportation, Ceremonies (including the Torch Relay), Provincial Liaison, Accreditation and the Olympic Village. Originally, each of these areas was to be coordinated through a committee structure.

By 1985 December, the positions of Senior Vice Presidents in OCO'88 had been abolished, and Bruce Cleveley had replaced Mitchell as Vice President of Operations (as early as 1985 October). With these changes, Pickett was made General Manager of the Services Division within the Operations Group and, according to an organizational chart from late 1985, was responsible for Accommodation, Village Administration, Government Services, Transportation, Food Services and Accreditation.

By the end of 1986 July, Pickett had been let go from his General Manager's position, apparently because of "differences in management styles and philosophy." However, records indicate that he remained involved with the Adopt-a-Parent

Committee of OCO'88 until 1987 (see Series V). By 1986 September, the position of General Manager, Services had been eliminated, and a new position of General Manager, Accommodation was filled by Jean Filion (see Series IV).

**Scope and Content:** The records in this series represent the work of John Pickett in his positions of Vice President, Games Operations, and Vice President, Olympic Services. They have been divided into the following sub series:

Operations and Services Day Files - this sub series includes the day files of several people working with Pickett during his term as Vice President: Ingrid Ameli, who served as Protocol Officer and Associate, Protocol; Cindy Bowman, who was Administrative Assistant, Games Operations and then Associate Olympic Services (see Inventory to the Records of the Sports Group, Series I); and Mary Sedgewich, who served as Assistant Director and then Supervisor of Games Operations, and then Supervisor of Olympic Services.

Budget and General Files - consist of general correspondence files beginning with budget and financial information followed by correspondence files generally arranged into alphabetical order. These files include documentation from the Calgary Olympic Development Association and the Canadian Olympic Association.

World Cups and Other Games - includes material from World Cup skiing events, Lake Placid, Universiades, and Commonwealth Games. Most of the material from the Commonwealth Games was found loose in its original moving box. Don Siler, who was in the position of Vice President, Executive Services in 1982 was also responsible for some of these Commonwealth Games records.

Presentation Material - includes notes and several overhead transparencies used for presentation purposes.

The other material consists of 27 (overhead) transparencies, one slide, one pin and one decal.

A files listing follows.

**File listing:**

**SUB SERIES: OPERATIONS AND SERVICES DAY FILES**

Box 1

Day File, John Pickett, February 1982-[July 1983]. (2 folders)

Day File as of June 1/83, 1983. (1<sup>st</sup> of 2 folders; John Pickett)

Day File as of June 1/83, 1983. (2<sup>nd</sup> of 2 folders)

John Pickett, Day File, January 01, 1984-[December 19, 1984]. (2 folders)

John Pickett, Day File, January-June 1985.

Box 2

John Pickett, Day File, July-December 1985.

Ingrid Ameli, Day File, April-December 1983.

Ingrid Ameli, Day File, January 1984-[December 1984]. (2 folders)

Cindy Bowman, Day File, 1982-1983. (2 folders)

Cindy Bowman, Day File, 1984.

Box 3

Mary Sedgewick, Day File, 1982-1983. (2 folders)

Mary Sedgewick, Day File, 1984. (2 folders)

Mary Sedgewick, Day File, 1985.

**SUB SERIES: BUDGET AND GENERAL FILES**

Box 3 (cont'd)

Budget, Games Operations, 1982-1984.

Box 3 (cont'd)

Operations Department, Cost Estimates, 1983

XV Olympic Winter Games Organizing Committee, Financial Plan, 1983.

Chart of Accounts, XV Olympic Winter Games Organizing Committee, 1983.

Box 4

Budget Notes, 1981-1983.

Budget, 1984/85.

[Cost Estimates, 1983.]

[Financial Statements], 1983-1984. (Placed in Oversize Box 13)

Alberta Sport Council, 1985.

Bid Cities, Pan Am Games, 1984.

Burlington Northern Air Freight, 1982-1983. (Includes Annual Report, brochures and proposal)

CODA, Board (Meetings, Members), 1982-1984. (Calgary Olympic Development Association)

Bid Notes, CODA, 1981. (Pamphlets and invitations)

CODA, 1983-1984. (Includes notices, agenda and minutes of meetings, CODA's bylaws, and reports)

CODA, Calgary Olympic Development Association, 1983-1984. (2 folders; includes agenda, minutes and reports)

Canadian Ski Association, 1982-1984. (Includes newsletter)

COA President's Correspondence, 1983. (President of the Canadian Olympic Association, Roger Jackson)

COA Annual General Meeting 1984, 1983-1984. (Includes reports)

Box 4 (cont'd)

Canada Games, Winter/Summer, 1983.

Calgary Exhibition & Stampede, 1984. (Proposal for OCO'88 Facilities in Stampede Park, August 1984)

Calgary Exhibition & Stampede, 1983. (Information package)

Calgary Exhibition & Stampede, n.d. (Official Graphic Standards package)

Box 5

Calgary Exhibition & Stampede, 1985. (Includes copy of agreement with OCO'88)

Calgary Exhibition & Stampede, 1982-1985. (Includes minutes of meetings between Calgary Exhibition & Stampede and OCO'88)

Calgary Chamber of Commerce, Annual Reports, 1982-1984.

Command Centre, 1985.

Community Relations, 1982-1985.

Consultants, ca. 1983.

Consultants, 1982-1984.

Demonstration Sports, 1984.

Demonstration Sports Proposal, 1982-1983. (Canadian Curling Association proposal; Curling Canada magazine, and Curling Fact Book manual)

Disabled Olympics, 1983-1984. (Includes brochure on the National Canadian Disabled Ski Team, and Bulletins from the 3rd World Winter Games for the Disabled, Innsbruck, Austria 1984)

Donations and Requests, 1982-1983.

Equipment, 1983-1984.

Box 6

European Office, 1983. (Regarding possible European Office for OCO'88)

Executive Board, XVOWGOC, 1982-1984. (Includes agenda and minutes)

Expense Reports, John Pickett, 1982-1985.

Facilities Review, 1982-1984.

Fact Sheet, OCO'88, 1983-1984.

Fitness & Amateur Sports, 1982-1984. (Federal Government publications including  
Women in Sport Leadership: Summary of National Survey, 1982)

Fitness & Amateur Sports, 1982-1984.

Terry Fox Marathon of Hope, 1980-1982.

IACS [International Working Group for the Construction of Sports and Leisure Facilities],  
1980-1986. (Internationaler arbeitskreis sport- und freizeit-einrichtungen e.V.;  
includes brochure and catalogue)

IOC Debriefing Notes, February-May 1985, 1983-1985. (Includes 1984 "Report to IOC  
Sub Press Commission")

IOC Secretariat, 1983. (International Olympic Committee)

IRC, Internal Review Committee, 1983.

Innsbruck, 1982-1984.

Insurance, 1982-1985.

Junior Winter Olympics, 1982-1985. (Sponsored by the Royal Bank)

Box 7

Media Training Workshop, 1983-1984.

Box 7 (cont'd)

Montreal, OWG [Olympic Winter Games] 1976, 1983. (Note: the 1976 Summer Games were held in Montreal, not the Winter Games)

Moscow OWG [Olympic Winter Games] 1980, 1980. ("Report of the Organising Committee of the 1980 Olympic Games in Moscow Present to the 82nd Session of the International Olympic Committee;" note: the 1980 Summer Games were held in Moscow, not the Winter Games)

Nordic World Championships, Seefeld, Austria 1986, 1983.

Olympic Councils, 1982-1983. (Includes objectives and main functions of the Games Operations Division as of these years)

Olympic Council, Games Operations, 1982-1984. (Includes mandates and list of Operations Council Chairmen in place for the Committee system used by OCO'88 in its early years)

Olympic Games Plan, 1985.

Olympic Games Plan, Cost Estimates, 1984-1985.

O[lympic] G[ames] P[lan] Objectives, 1984.

O[lympic] G[ames] P[lan], Accommodation, 1983-1985.

O[lympic] G[ames] P[lan], Accreditation, 1983.

O[lympic] G[ames] P[lan], Economic Impact, 1985. (Includes "Economic Impacts of the XV Olympic Winter Games: Executive Summary")

O[lympic] G[ames] P[lan], Facilities, 1983.

O[lympic] G[ames] P[lan], Government Services, 1985.

O[lympic] G[ames] P[lan], Medical, 1985.

O[lympic] G[ames] P[lan], Olympic Villages, 1985-1986.

Olympic] G[ames] P[lan], Protocol/Hosting, 1983-1985.

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Box 7 (cont'd)

O[lympic] G[ames] P[lan], Security, 1983.

O[lympic] G[ames] P[lan], Services Management, 1985.

O[lympic] G[ames] P[lan], Special Projects, 1984-1985.

Box 8

O[lympic] G[ames] P[lan], Transportation, 1983-1985.

O[lympic] G[ames] P[lan], Venue Planning, 1985.

Olympic Games Program 1988, 1982.

Olympic Guest Program, 1982.

Planning, 1982-1986.

Policies, XVOWGOC, 1982-1985. (XV Olympic Winter Games Organizing Committee)

Product/Services Proposals, 1981-1982.

Publicity, 1982.

Radio Rights, ca. 1982.

Release of Staff Members, 1982. ("Proposal Regarding Release of Staff Members for Service Related to the 1988 Olympic Winter Games;" probably from the Board of Education)

Research, 1983-1984. (Includes "Highlights of Olympulse II: A Survey of Resident Views Concerning the XV Olympic Winter Games in Calgary," June 1984)

Sarajevo Software, 1984. ("Report on the Computer Systems for the Sarajevo'84 Olympic Winter Games")

Scope Statements, n.d.

Site Selections & Schedules, 1983.

Box 8 (cont'd)

Site Selections & Schedules, 1983. (Citizens' Advisory Committee, "Comparison of Mt. Allan and Lake Louise for the Men's Downhill Event XV Olympic Winter Games")

Speaking Engagements, 1983-1986. (2 folders; includes one 35 mm colour slide and one pin)

Box 9

Sports Canada, 1982-1983.

Sport Canada, ca. 1983. (Includes "Technical Analysis Review Guide," and an information package)

[Sport Canada], 1982-1983. (Includes "Technical Analysis Review Guide," and "High Performance Task Force Report: Ski Jumping")

Sports Intern, 1982-1984. (Newsletter from Germany)

Sport Pool, 1982-1984.

Status Reports, 1983-1984.

Study Visitation Notes, 1982.

Study Visitation, Europe 1982.

Study Visitation, Europe October 1982, GAISF, 1982. (General Association of International Sports Federations)

Study Visitation, LAOOC, 1982. (Los Angeles)

Study Visitation, Europe Spring'82, 1981-1982. (Includes 1981 December issue of Olympic Review)

Surveys, 1984. ("Olympulse II: A Survey of Resident Views Concerning the XV Olympic Winter Games in Calgary," June 1984)

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Box 9 (cont'd)

Tourism Alberta Study, 1982.

Box 10

Trademarks/Logos, 1982-1984.

Training Venues, 1983.

**SUB SERIES: WORLD CUPS AND OTHER GAMES**

Box 10 (cont'd)

Gilbane Building Company, Construction Management, Project Control Book, Lake Placid Organizing Committee, ca. 1976. (2 folders)

Molson World Downhill, Whistler Mountain, B.C., February 27th, 1982. (Information package)

World Badminton Championships, Calgary, Alberta, Canada, 1985. (Information package)

Report on Molson's World Cup Downhill, Lake Louise, Canada, March 4, 1980 by Bill Wearmouth, Chief of Race. (2 copies in 2 folders)

Alberta Cup Downhill, Men's and Ladies['] Results, March 05, 1982, Panorama.

World Cup 82, Lake Louise, 1981-1983.

Box 11

JP [John Pickett] File, World Cups 1985, 1984-1985.

World Cup Men's Downhill, Lake Louise, March 12, 1983, 1982-1983. (2 folders)

Universiade, 1982-1983. (Includes copy of agreement between the University of Alberta Students Union and Universiade'83; decal and pamphlet)

Box 11 (cont'd)

Universiade, 1983-1985. (Includes copy of agreement between the University of Alberta and Universiade'83; Universiade'83 Information Guide, pamphlets and information package)

Universiade 83, 1983-1986. (Souvenir program, 1983 Games handbook, and a card from Universiade'87 in Zagreb, Yugoslavia)

Jeux du Canada Games'83, 1983.

[XI Commonwealth Games, Edmonton], 1978. (Handbooks)

[XII Commonwealth Games, Brisbane Australia], 1982. (1<sup>st</sup> of 2 folders; handbooks)

Box 12

[XII Commonwealth Games, Brisbane Australia], 1982. (2<sup>nd</sup> of 2 folders; handbooks)

Commonwealth Games, 1982 Brisbane Australia, [Forms], n.d.

Commonwealth Games, 1982 Australia, [Correspondence], 1982. (Includes report on XII Commonwealth Games by Bill Nield)

[XII Commonwealth Games, Homes' Report], 1982.

[XII Commonwealth Games, Transportation], 1982.

[XII Commonwealth Games, Miscellaneous], 1982. (From material loose in the box)

[XII Commonwealth Games], Accommodation Information, [1982]. (Organizational charts)

[XII Commonwealth Games, Miscellaneous Publications], 1982. (1<sup>st</sup> of 3 folders; includes newsletter, news clippings, handbooks, brochures, and bumper stickers)

Box 13

[XII Commonwealth Games, Miscellaneous Publications], 1982. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

**SUB SERIES: PRESENTATION MATERIAL**

Box 13 (cont'd)

Accommodation Slides, 1984. (2 overhead transparencies placed into Oversize Box 14)

[Olympic Volunteer Centre II], Banff Centre, Originals for Transparencies, [1984].

(Includes 5 overhead transparencies which have been placed into Oversize Box 14)

Slides, Speaking Notes for Next Board Meeting, December 3, 1985. (Includes 8 overhead transparencies which have been placed into Oversize Box 14)

[Transparencies, McMahon Stadium], 1984. (12 overhead transparencies have been placed into Oversize Box 14)

Oversize Box 14

Accommodation Slides, 1984. (2 overhead transparencies: Proposed Services Division Organization; Housing Centres in Calgary)

[Olympic Volunteer Centre II], Banff Centre, Originals for Transparencies, [1984]. (5 overhead transparencies: Athletes Participating in Each Event, Sarajevo 1984; The Banff Centre, Campus Map; Athletes and Officials; Athlete Projections (typed); Athlete Projects (printed))

Slides, Speaking Notes for Next Board Meeting, December 3, 1985. (8 overhead transparencies: [Venue Operations Organizational Chart]; Venue Planning Manual, Table of Contents; Venues; [Planning Schedule]; OCO'88 Medical Service Administration; Co-ordinators Medical Service; Calgary Tourist & Convention Bureau Program, OCO'88 Program, Diagram "A" Accommodation Program; Accommodation Profile, November 18, 1985)

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Oversize Box 14 (cont'd)

[Transparencies, McMahon Stadium], 1984. (12 overhead transparencies: Floor Plan for the Administrative Building, 1984; McMahon Stadium, Amateur Support Facility; Press Box; Concourse Floor Plan; [McMahon Stadium site plan showing Red and White Club]; [McMahon Stadium Football Field]; Total Seating Re: Rows 1-52 Only; [McMahon Stadium Site Plan, showing Ticket Office]; McMahon Stadium; [McMahon Stadium, showing seating capacities]; McMahon Stadium, [showing parking]; Existing Parking Facilities in McMahon Stadium, October 1984)

[Financial Statements], 1983-1984.

**II. Operations Group, Senior Vice President Pat Mitchell. -- 1984-1985. -- .44 m of text.**

**Archival Description:** At some point in 1984, after the appointment of Bill Pratt as President, the organizational structure of OCO'88 included positions for both Senior Vice Presidents and Vice Presidents. The Senior Vice President of Operations was Pat Mitchell, and reporting to him were two Vice Presidents, John Pickett, Vice President of Services (also referred to as Olympic Services), and Brian Murphy, Vice President of Sports (see the [Inventory to the Records of the Sports Group](#)).

Major-General Pat Mitchell joined OCO'88 in 1984 July after serving 30 years in the Canadian military. By 1985 June, however, Mitchell was dismissed from his position as Senior Vice President because of "differences in management philosophy." His position was later filled by Bruce Cleveley. By 1985 December, the organizational structure which included Senior Vice Presidents had been abolished by OCO'88.

**Scope and Content:** These general correspondence files represent the extent of Mitchell's records which were transferred to the Archives.

The significance of the file classification system is not known, but it is in line with similar file classification systems used by other OCO'88 staff from time to time.

A file listing follows.

**File listing:**

Box 1

Filing Index, Operations, ca. 1985. (Index to the H.99 filing classification system)

H.99.3 Calgary Chamber of Commerce, 1985.

H.99.3.02 Corporations, 1984-1985.

H.99.1 Olympic Family Services, 1985.

H.99.1.01 Accommodation, 1984-1985.

H.99.1.02 Accreditation, 1985.

H.99.1.03 Ceremonies, 1985.

H.99.1.04 Clothing, 1984-1985.

H.99.1.05 Food Services, 1984-1985. (Includes Sarajevo 1984 Food Services Report)

H.99.1.06 Medical [Services], 1984-1985.

H.99.1.07 Protocol, 1984-1985.

H.99.1.08 Security, 1984-1985. (2 folders; mainly concerned with Transportation, but includes some information on Security; includes minutes and notes of OCO'88 Transportation Committee meetings; agenda of Traffic and Circulation meeting; draft of Transport Plan; copy of City of Calgary, Transportation Department, Olympic Transport Group Terms of Reference; report of the Olympic Transport Group on the XIV Olympic Winter Games in Sarajevo; and report of the Olympic Transport Group on the XXIII Olympic Games in Los Angeles, 1984)

H.99.1.09 Transportation, 1984-1985.

H.99.1.10 Volunteers, 1984-1985.

H.99.2 Olympic Village, 1984-1985.

H.99.2 Culture & Social, 1984-1985.

Box 1 (cont'd)

- H.99.2                   Housing, 1985.
- Interoffice Memos, 1984-1985.
- H.99.3                   Management, 1984-1985.
- H.99.3                   Board of Directors, 1984-1985.

Box 2

- H.99.3                   Executive Board, 1984-1985. (Includes agenda and minutes of  
                          Executive Committee meetings)
- H.99.3                   Executive Management Com[mittee], 1985. (Includes minutes)
- H.99.3                   Management Committee, 1984-1985. (Includes minutes)
- H.99.3.01               Administration, 1984.
- H.99.3.01.01           Budgets, 1985.
- H.99.3                   Policy & Procedures, 1985.
- H.99.3                   Reports, Annual Report, 1984-1985. (Includes Progress Report to  
                          the International Olympic Committee)
- H.99.3                   Facts & Information, Record'88, 1984-1985.
- H.99.3                   Progress Report, Operations (Monthly), 1984-1985.
- H.99.3.01.03           Status Report, 1984.
- H.99.3                   Olympic Games Plan, 1984-1985.
- H.99.3                   Departments, Operations, 1984-1985.
- H.99.3                   Sports, 1984-1985.
- H.99.3                   Admin[istration]/Finance, 1984-1985.
- Media File, 1985. (1<sup>st</sup> of 2 folders; clippings)

Box 3

- Media File, 1985. (2<sup>nd</sup> of 2 folders)
- H.99.3 Facilities & Tech[nical] Services, 1984-1985.
- H.99.3 Marketing, 1984-1985. (Includes copy of Coca-Cola agreement)
- Marketing, Discussion, 1985. (Includes agenda of Finance and  
Budget Committee meeting, financial statement, and report on text competitions)
- H.99.3 Systems/Planning, 1984-1985.
- H.99.3.02 Special Projects, 1985.
- H.99.3 Legacies, 1985.
- H.99.3.02 Los Angeles, 1984-1985. (Includes report on Los Angeles  
Operations)
- H.99.3.02 Other Missions, 1984-1985.
- H.99.3.02 Pre-Olympic Events, 1985.
- H.99.3.01.02 Seminars, 1984-1985.
- H.99.3.02 World Cups, 1984-1985.
- H.99.3.03.02 Sports Disciplines, 1984-1985.
- H.99.3.03.02.01 Alpine, 1985
- H.99.3.03.02.02 Bob/Luge, 1985.
- H.99.3.03.02.03 Demonstration Sports, 1984-1985.
- H.99.3.03.02.05 Nordic, 1985.
- H.99.3.03.02.06 Skating (Speed & Figure), 1985.
- H.99.3.03.01 Venue Planning, 1984-1985.
- H.99.3.03.01.01 Canmore Nordic Centre, 1984-1985.
- H.99.3.03.01.03 Mount Allan, 1984-1985.
- H.99.3.03.01.04 Volunteer Centre, McMahon St[adium], 1984-1985.

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Box 3 (cont'd)

- H.99.3.03.01.05 Speed Skating Oval, 1985.
- H.99.3.05 IOC, 1984-1985. (Includes minutes of International Olympic Committee Sub-Press Commission)
- H.99.4 Governments, 1985.
- H.99.4 University of Calgary, 1984-1985.
- H.99.4 City [of Calgary], 1984-1985.
- H.99.4 Provincial [Government], 1984-1985. (Includes OCO'88/Alberta Government Legal Sub-agreement, Mount Allan and Canmore Nordic Centre)

Box 4

- H.99.4 Federal [Government], 1984-1985. (Includes federal government "Working Paper" for XV Olympic Winter Games)
- H.99.3 Communications, 1984-1985. (Includes early organizational chart, report on requirements of the Press Centre, and a copy of the Graphics Manual)
- H.99.5 CODA, 1985. (Includes report of the Calgary Olympic Development Association)
- H.99.5 COA [Canadian Olympic Association], 1985.
- H.99.3.06 NOC [National Olympic Committees], 1984-1985.

**III. Operations Group, Manager, Olympic Security Harley Johnson. -- 1985-1988. -- .25 m of text and 19 transparencies.**

**Archival Description:** Security for the XV Olympic Winter Games was originally designated, in an organizational chart from 1982 January, as a responsibility of the Technical Services Olympic Council. By 1984 March, Security was part of the Services Committee in the Operations Group. In 1986 June and continuing to the end of the Games, Olympic Security was a separate administrative unit on OCO'88 organizational charts and its Manager, Harley Johnson, reported directly to President Bill Pratt. With the appointment of Johnson, a senior Calgary Police Service officer, security responsibilities within OCO'88 were centralized. Johnson served as a liaison between OCO'88 and the two major policing agencies handling Games security, the Calgary Police Service and the Royal Canadian Mounted Police.

The Olympic Security Department was actually a joint project between the Calgary Police Service, the Royal Canadian Mounted Police, OCO'88, the International Olympic Committee and international security agencies. The two major players, the Calgary Police Service and the Royal Canadian Mounted Police, formed the Joint Forces Security Planning Office (JFSPO), with the RCMP concentrating their efforts on the venues outside of Calgary, and the Calgary Police Service working within City limits. Joint subcommittees were established for those operations which concerned both agencies, such as emergency response, communications, intelligence, training, VIP security, traffic control, community relations, commercial crime, media relations and off-venue security.

Further information on the Olympic Security Department may be found in OCO's Official Report (pp. 211-215).

**Scope and Content:** Because much of the work done by the JFSPO was considered to be confidential, the Archives received only one box of records from the Olympic Security Department. These records consisted of day files and general correspondence files of Manager Harley Johnson, plus a number of overhead transparencies.

A file listing follows.

**File listing:**

Box 1

Security File List, L.B., n.d. (Very few of these files were received by the Archives)

Harley Johnson, Day File 1986. (2 folders)

Security, Day Files (Jan.-Aug. 31, 1987), 1987-1988. (2 folders)

Security, Day Files (Sept.-Dec. 1987), 1987.

Chrono[logical], January 1988-March 1988. (Like a day file)

Canprotec Security, 1987.

Fluoroscopes, 1987-1988.

Vandalism, 1987.

Alarms, ca. 1987.

Box 2

Police Services, Special Requirements, Recommendations Per District, January 1987, 1986-1987.

Joint Forces, Special Requirements, Recommendations Per Venue, March 1987, 1985-1987.

[1988 Olympic Winter Games, SSS Requirements, General Details], 1987.

[Security Reports, Security Recommendations], 1985-1987. (4 folders; originally this material was designated as "confidential" but is no longer considered to be so)

Box 3

[Venue Sites], n.d. (19 overhead transparencies of aerial views of venue sites).

**IV. Operations Group, General Manager, Operations Services, Jean Filion.  
-- 1981-1988. -- 2.45 m of text and other material.**

**Archival Description:** In 1986, Jean Filion replaced John Pickett in the Operations Group and began work as General Manager, Accommodation Division. He reported to the Vice President, Operations and was responsible for the "professional development and effective execution of the Accommodation and Food activities in a manner that will produce a first-class Olympic event . . ." When, in 1987 October, his position changed to that of General Manager, Operations Services, this reporting structure and job description remained unchanged.

Filion's specific initial responsibilities included the Athletes' Villages in Calgary and Canmore, the Media Villages, Housing Development, Accommodation Services and Food Services. By 1988 January, Medical Services and Spectator Services [this latter admin. unit does not show up in the organizational chart in the Official Report, but is on org. charts from 1988 Jan.] had been added to these responsibilities, and the Media Villages responsibilities had been relocated into the Villages and Transportation Department.

As of 1987 September, the mandate of the Accommodation Division was to "[m]anage set-up of necessary departments (staff & volunteers) to handle commissioning of Olympic Villages & Media Villages, Food & Beverage operations for Olympic Family and Spectators, Accommodation needs for Olympic Family and all Spectator Services." Although the specific mandate of the Operations Services Division was not outlined anywhere in these records, it was likely very similar to that for the Accommodation Division.

**Scope and Content:** These records reflect the work of Jean Filion as both General Manager, Accommodation Division and General Manager, Operations Services. They also includes many of John Pickett's earlier files from his work as Vice President, Games Operations and General Manager, Services Division. These files were obviously turned over to Filion when he replaced Pickett in 1986.

The series has been divided into two sub series:

General Files - these are mainly correspondence files which are arranged alphabetically (with some exceptions).

Miscellaneous - these are randomly-arranged files which arrived at the Archives in boxes labelled either "Accommodation" or "Operational Services" but all are from Jean's Filion's office. Two copies of Key to Calgary: Special Edition, 1988 February were removed for disposal because this publication can be found in Communications Group, Series XXIII, and one copy of "Calgary'88: Soon the Glory Begins" was removed for

disposal because this VHS videotape can be found in Communications Group, Series XI.

Although most of Jean Filion's records arrived in boxes labelled "Operational Services," it is clear from the records and organizational charts that the Division was called "Operations Services."

The other material consists of 55 photo prints, 51 photo negatives, 31 transparencies, 18 slides, 12 plans, four postcards, three cultural historic items (decals), three videos, two sound disks, two maps, and one pin.

A file listing follows.

**File listing:**

**SUB SERIES: GENERAL FILES**

Box 1

Accommodation/Food, September 1986 Forms.

Accommodation Meetings, 1985-1987. (Includes agenda and minutes; and Progress Report of Accommodation and Food Services)

Accommodation in Canmore, 1987.

Accommodation, Miscellaneous/General, 1986-1987.

Accounts Receivable System, 1987.

Accreditation, 1987-1988.

Action List, 1987. (2 folders; includes agenda, notes and action lists from Accommodation Managers' meetings; and notes from Staff meeting)

Adopt-a-Parent, 1986-1987.

Air Canada, 1985.

Agon Promotion & Marketing Ltd., 1987. (Includes proposals for consulting services and information package)

Alberta Liquor Control Board, 1986-1988.

Alberta Restaurant & Food Association, 1987.

Alpine, 1987. (Includes report on Alpine Accommodation meeting)

AMK [Investments Ltd.], 1987.

Arts, Festival & Accommodation, 1987.

Austrian Canadian Society, 1984-1986.

Agreements/Contracts, OCO'88 Liabilities, 1986.

Agreements/Contracts, General Blank Hotel, 1985-1987.

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**Box 2**

Agreements/Contracts, Calgary Exhibition & Stampede, 1987. (Includes agenda of Calgary Exhibition & Stampede/OCO'88 meeting; agenda of Olympic Villages Mayor's Committee meeting; copy of agreement)

Canada Safeway Agreement, 1987.

[Agreements/Contracts], MacDonalds Consolidated, 1987-1988. (Includes copy of Operating Agreement/Accounting Summary between Canada Safeway Ltd. and OCO'88)

Agreement, ARA/Versa/OCO Food Services Management, 1987-1988.

Agreements/Contracts, Food Services, Canada Olympic Park/Nakiska, 1986-1987. (Includes copy of Canada Olympic Park Preview'88 Food Services agreement)

Agreements/Contracts, City of Calgary, 1984.

Agreements/Contracts, IOC, 1986.

Accommodation, Marathon Realty, 1987.

Accommodation, Media Villages, Lease Agreement, 1987.

Accommodation, Mount Royal College, Agreement File, 1986.

Accommodation, Olympic Housing Bureau, 1986-1987. (Includes copy of Olympic Housing Bureau agreement)

**Box 3**

[Canada] Safeway, 1987-1988. (2 folders; includes copy of agreement with MacDonalds Consolidated Ltd.; and copy of agreement with Canada Safeway Ltd.)

[Agreements/Contracts, Canada Safeway Limited], 1987.

Accommodation, SAIT Agreement, 1987. (Includes agenda and minutes of SAIT/OCO'88 meetings)

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Box 3 (cont'd)

Bantrel Group Engineers, 1987.

Best Foods Canada, Inc., 1987-1988. (Includes copy of agreement)

Budget, 1988-1989, 1988.

Calgary Board of Education, 1985.

Calgary Health Services, 1987. (Includes minutes of Public Health Committee meetings)

CODA, Correspondence, 1981-1986.

Calgary Tourist & Convention Bureau, 1987.

Canada Olympic Park, 1987.

Canadian Olympic Association, 1982-1987. (Includes Olympinfo, Vol. 1, October 1985; and information pamphlets)

Canadian Pacific, 1982-1983.

Canmore High School Accommodation, 1987.

Box 4

Capital Projects Committee, 1986-1988. (2 folders; includes agenda and minutes; and Report of Technical Committee, Olympic Archives Competition; nine oversize schedules and plans have been placed into a map folder in Map Cabinet 1/14)

University of Calgary, Venue Planning, 1986-1988. (Includes Progress Reports to OCO'88 Board of Directors; and minutes of Canada Olympic Park Venue Planning meeting)

U[niversity] of C[algary], Olympic Oval, 1984-1987. (Includes information package with Government of Canada report on the Olympic Oval)

Chateau Gai, 1988.

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Box 4 (cont'd)

Chateau Jasper, 1987-1988. (Includes copy of agreement; note on the original file folder: "& alternative/& contract")

Chief Chiniki Restaurant, 1987-1988. (Includes two post cards)

Clubs, Memberships, Assoc[iations], 1982-1985. (Original file of John Pickett)

Contract Administration System (cr. ref: Document Control, [Orig'in]), 1986-1987.

Demonstration Sports, 1983. (Includes two decals, pamphlet, and report on ringette)

OCO'88 Assets Disposal, 1987.

Dynastar Modular Buildings Ltd., 1987. (Includes two post cards and two pamphlets)

Financial Trustco, 1987.

Flag/Flag Pole Issues, 1987.

Food, Points of Service, 1987.

Food, Exclusivity at Venues, 1988.

Food Services, Correspondence, 1986-1987. (Includes agenda and minutes of Food Services meetings)

Box 5

Food Services Presentation, January 1988.

Food Services Presentation to Bill Pratt, July 14, 1987, 1987.

Food Services, Plan of Execution, 1987. (Includes report)

Games Operations, Dept. Plan, 1987.

GAISF, General Association of International Sport Federations, 1982-1983.

German Canadian Club, 1986.

Gifting Program, 1987.

Hospitality Centres, 1987. (Includes notes from meeting)

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Box 5 (cont'd)

Hosting Policies, 1983-1984.

Hotel Tax, 1987.

Hotels, Over-Pricing/Payments, Correspondence, 1987.

ISMAL, International Sports Management & Consultants, 1984. (Includes pamphlets for ISMAC and Mizuno)

IOC, International Olympic Committee, 1981-1986. (Includes copy of agreement between the IOC, The City of Calgary and the Canadian Olympic Association)

IOC Correspondence, 1982-1987. (Includes report to the International Olympic Committee)

Kainai Industries, 1987. (Includes proposal for Media Village Housing Units)

Kainai Industries Plan, 1985-1987. (Includes information package on a Canmore subdivision development; one oversize map and four oversize plans have been placed in a map folder in Map Cabinet 1/14)

Kananaskis Country, 1987.

LAOOC/OCO'88 Info[rmation], 1987. (Los Angeles Olympic Organizing Committee)

Box 6

LAOOC Correspondence, 1982-1984. (Includes LAOOC Policy Manual and pamphlets)

Lake Placid Winter Olympic Games 1984, 1982-1986. (Includes pamphlets)

Miscellaneous, 1985-1988.

Manpower, 1982-1987. (Includes organizational charts and staffing projections)

Marketing, Sponsors, Food Suppliers, Official, 1987-1988.

Marketing, Sponsors, Marriott Corporation, 1987.

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Box 6 (cont'd)

Master Concessionaire, Scope of Work, 1987-1988. (Includes copy of Master Concessionaire agreement)

McMahon Stadium Society, 1987.

[Media], ABC Sports Inc., Agreement, 1987.

Media, ABC Sports, Correspondence, 1983-1985. (Includes pamphlets)

Media Furnishings, 1987.

Media Accommodation, Request for Pro[posals], 1983-1986. (2 folders; includes "Request for Proposals for Olympic Accommodation;" "Mount Royal College: Media Housing for the 1988 Winter Olympics;" "1988 Olympic Winter Games, Media Housing, Proposal: ATCO;" "Preliminary Report on Host Broadcaster Role," by CBC; and "OCO'88 Media Village: Possible Involvement of Mount Royal College")

Box 7

Media, Broadcasters' Needs and Misc[ellaneous], 1982-1987.

Media, CUBOC [sic] November 1986 Meeting Presentation, 1986. (Should read "COBUC")

Media, IOC Press Presentation, February 1987. (Includes report; one oversize plan has been removed to Oversize Box 17)

National Team Training Centre, 1983.

NSGB, National Sport Governing Bodies, 1984-1985.

Office Locations/Space (for Accommodation Division), 1986-1987.

Olympic Academy, 1983-1984. (Includes pamphlets)

Olympic Housing Bureau, Liaison Committee, 1987-1988. (Includes agenda and minutes; also see agenda and minutes of this Committee in folder below)

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Box 7 (cont'd)

O[lympic] H[ousing] B[ureau], Problems, 1987-1988.

[Olympic Housing Bureau, Miscellaneous], 1987.

O[lympic] H[ousing] B[ureau], 1987-1988. (2 folders; includes agenda and minutes of Olympic Housing Bureau Liaison Committee meetings; minutes of a meeting with Royal LePage; copy of agreement between Calgary Tourist and Convention Bureau and OCO'88; and copies of Olympic Housing Bureau contracts)

Olympic Housing Bureau, Liaison Committee Meetings, 1986-1987. (2 folders; includes agenda and minutes; different from file above)

Olympic Training Centre, 1985. (Includes notes of meetings)

Olympic Trust Fund, 1987-1988.

Box 8

Olympic Village, Canmore Nordic, 1987. (Includes Canmore Olympic Village, Operations Workshop manual)

Olympic Village, Calgary, 1987.

Olympic Villages, General, 1985-1987. (Includes Report to IOC Executive Board on Athlete Housing)

Accommodation Profile, July 1987. (Overhead transparency found loose in the moving box has been placed into Oversize Box 17)

Operations Division, 1983-1986. (Includes objectives of Games Operations Division)

Operations Division, Games Time Coverage, 1988. (Includes organizational charts)

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Box 8 (cont'd)

Progress Reports for Board, 1982-1988. (2 folders; reports in this file trace the organizational changes from Games Operations to the Services Division to the Accommodation Division and finally to the Operations Services Division of the Operations Group)

Protocol, 1983-1985. (Includes City of Calgary Commissioners' Report re Olympic Protocol)

Palliser Hotel, 1984-1987. (2 folders; includes copy of Palliser Hotel Use Agreement; agreement with Cavalier Entreprises; and agreement with Southern Alberta Hostelling Association)

Pan Am Games, Debriefing, 1987.

Policies & Procedures, 1987-1988. (Regarding Fresh Air Policy, Food Services for Team'88, and Calgary Olympic Fund)

Policy Proposals, 1987.

Box 9

Policy, Food Services, Team'88, 1987.

Religion Committee (Ecumenical)/Religion, 1983-1985.

Scheduling (Progress), 1986-1987.

Spectator Services, Team'88 Handbook, [1987].

Spectator Services, Crowd Management, 1987-1988. (Includes "Spectator Services, Crowd Management Planning Review for XV Olympic Winter Games, Calgary, Alberta;" "Canmore Nordic Centre, Crowd Management Presentation;" "Crowd Management Plan, Stampede Park")

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Box 9 (cont'd)

Spectator Services, 1987-1988. (2 folders; includes agenda of Spectator Services Committee; agenda of Venue Chairmen's meeting; and report on Venue Planning meetings)

Spectators Guide to the Olympics, 1987-1988. (Includes pamphlets)

Spectator Services, Saddledome, Quick Cleanup, 1987-1988.

Secondary Entertainment, 1987-1988. (Includes copy of Presentation Agreement, and a pamphlet)

Box 10

Ticketing, 1982-1988.

Tickets, Hotels, 1986-1987. (Includes notes from meeting)

Village, Official Names, 1987.

Villages Services Contract, 1987. (2 folders; includes notes from meeting with Coast Hotels/National Caterers Ltd.; agenda of Village Services Pre-Qualification Briefing meeting; a report for Village Services, Pre-Qualification Briefing; and a copy of Media Village Room Accommodation Rental agreement)

VIP Lounges, 1987-1988. (Note on original file folder: "(prev. ATCO VIP LNGS. file - Dilan took 29 May 87)")

W[aste] M[anagement] I[nc.], 1987-1988. (Includes "Proposal Documents for Hauling Refuse Containers and Litter Control/Venue Cleaning at Olympic Venues")

Waste Management Inc., 1987-1988. (Includes copy of agreement with Waste Management of North America Inc. and WMI Waste Management of Canada Inc.)

Waste Management, 1986-1987. (Includes copy of agreement with Waste Management of North America and Kedon Services Ltd.)

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Box 10 (cont'd)

Weston Foods, 1987-1988. (Includes copy of agreement)

Wagon Wheel Concessions Ltd., 1987-1988. (Includes copy of Venue Souvenir

Concession agreement with Wagon-Wheel Concessions; and four 4x5 colour photo prints, and two 4x6 colour photo prints, all of which have been stapled)

Wagon-Wheel Conc[essions], 1988. (1<sup>st</sup> of 2 folders; includes copies of agreements; "Wagon-Wheel" is the correct spelling)

Box 11

Wagon-Wheel Conc[essions], 1988. (2<sup>nd</sup> of 2 folders)

Butch Webb, 1987-1988. (Regarding E.S. Webb Co. Ltd.; includes notes on meetings; one oversize plan has been placed in a map folder in Map Cabinet 1/14)

Schedule Progress and Performance Report, Accommodation Division, 1987.

Cost Report, Accommodation, 1987-1988.

Food Services Equipment, 1987. (Original binder was marked "Jean Filion's copy")

**SUB SERIES: MISCELLANEOUS**

Box 11 (cont'd)

Accommodation Division Organization, B. Cleveley, 1987. (Binder of information for Bruce Cleveley, Vice President, Operation, from Jean Filion; includes the mandate of the Accommodation Division)

Accommodation, Position Descriptions, 1986-1987.

Plan of Execution, Housing Services, 1986.

Food Services, Plan of Execution, 1987.

Execution Plans, Olympic Villages, Canmore, Calgary, 1986.

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Box 11 (cont'd)

Palliser Hotel, 1987. (Includes copy of Palliser Hotel Use Agreement)

Box 12

General Manager's Report, Accommodation Requests & Alloc[ation]s, Peak Demand  
88/02/14, Report Dated 87/12/02, 1987-1988. (Printouts)

Accommodation Requests and Block Allocations, October 1987. (Printout found loose  
in the moving box)

[Plan of Execution, Media Villages], 1987.

Proposal, E.S. Webb, Master Concessionaire, 1987.

The Official Design Theme Graphics Standards Manual, 1987. (With notes)

AFEs and EMT Submissions, 1986-1988. (3 folders)

Box 13

Volunteer Committees, 1984.

Olympic Games Plan, 1985. (3 folders)

1985 OGP Man Power Summaries, John Pickett.

Neighbours of the World, 1987. (2 copies of the "Official Song of The City of Calgary"  
Collectors Edition, performed by Kelita and Duncan Meiklejohn; 45 rpm sound  
disks, lyrics included)

Reach, Time Spent Presentation & Expo'86 Success Story, 1986. (VHS videotape from  
the Television Bureau of Canada, time 18:30 minutes; includes correspondence)

Box 14

ABC Sports, 25th Anniversary, 1986. (VHS videotape, time 1:38:13 minutes)

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Box 14 (cont'd)

Calgary'88, OCO'88, Comm[ercial], July 11, 1986. (VHS videotape in English, time 16:00 minutes; marked "Bill Pratt")

Box 15

Photos from the Pan Am Games, 1987. (2 folders; 39 4x6 colour photo prints by "Jane," probably E. Jane Carlson, Secretary, Accommodations Div., 1987; descriptions of these images were written in ink on the back of the photos, and sometimes had tabbed descriptions taped to them. Tape has been removed. Negatives for these images are in the following file. Also included was one sponsor pin which has been placed in Oversize Box 17)

[Negatives from the Pan Am Games], 1987. (51 35 mm colour negatives for images in above folders, plus some negatives for which there are no prints. In 1987, the Pan American Games were held in Indianapolis)

[Slides], n.d. (18 35 mm colour slides, possibly of residence accommodation)

Pan-Am[erican Games] Material, 1987. (Includes pamphlets, a map of Indianapolis, accreditation tag for Jean Louis Fillion from OCO'88, a decal regarding the Bicentennial of the United States constitution, and The Olympic Kitchen Cookbook)

[Food Services, Operations Services Division], 1988. (John Scanlon, Manager, Food Services)

Procedures, 1988. (OCO'88 Food Services Information Package)

[Catering Services, Sponsor Hospitality Centres], 1987.

[Catering Services, Calgary Airport], 1987.

[Catering Services, Saddledome], 1987.

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Box 15 (cont'd)

[Catering Services, Nakiska], 1987.

[Catering Services, Father David Bauer, Max Bell Arena, Canada Olympic Park, Olympic Oval, McMahon Stadium], 1987.

[Catering Services, Canmore Nordic Centre], 1987.

[Food Services, Correspondence], 1987. (1<sup>st</sup> of 2 folders)

Box 16

[Food Services, Correspondence], 1987. (2<sup>nd</sup> of 2 folders)

[Games Time Food & Beverage Presentation, Minutes], 1988.

Operations Services Division, Games Time Coverage, Operations Centre Copy, 1987-1988. (Three oversize plans have been placed in map folder in Map Cabinet 1/14)

[Calgary Olympic Village], Guide to Operations, Master, Vol. I, 1988. (2 folders)

[Calgary Olympic Village], Guide to Operations, Master, Vol. II, 1988.

The Effect of the Accommodation Strategy for the XV Olympic Winter Games on Calgary's Real Estate Market, by Ron Sandrin-Litt, 1987.

Mount Allan Ski Area Master Plan, 1984.

Mascot Pictures, n.d. (Three copies of a 23.5x17.5 cm colour photo print)

Presentation Overheads, OCO'88 Operations Division, General Presentation Viewgraphs, Accommodation, ca. 1986-1987. (Includes seven 28x21.5 (wxh) cm colour photo prints of Broadcast Hill Village; 21 overhead transparencies have been placed into Oversize Box 17)

## **OVERSIZE MATERIAL**

### Oversize Box 17

Media, IOC Press Presentation, February 1987. (Plan: Olympic Media Housing, Lincoln Park, Site Plan Phase-1, February 18, 1987)

Accommodation Profile, July 1987. (Overhead transparency)

Photos from the Pan Am Games, 1987. (One sponsor pin)

Presentation Overheads, OCO'88 Operations Division, General Presentation

Viewgraphs, Accommodation, ca. 1986-1987. (21 overhead transparencies which include organizational charts; floor plans; views of Broadcast Hill Village, Lincoln Park Media Village and the International Broadcast Centre; maps of Calgary, the Olympic venues and Stampede Park)

Presentation Overheads, OCO'88 Operations Division, ca. 1986-1987. (Eight overhead transparencies which includes plans of Broadcast Hill Media Village; floor plans; and a map of the City of Calgary)

Accommodation, Media Personnel, Transparency, n.d. (One transparency of a graph which compares the media personnel in attendance at the host cities for the Olympic Winter Games from Innsbruck 1964 to Calgary 1988)

### **Oversize Material** placed in **Map Cabinet 1/14:**

Capital Projects Committee, 1986-1988. (Schedules: The University of Calgary, Campus Development, Ath[letes'] Vill[age], Phys Ed Bar Chart Schedule, January 1987 (4 pp.); The University of Calgary, Campus Development, Const[ruction] & Facilities Management, January 1987 (2 pp.); Plans: [Untitled floor plan], n.d.; Dining Centre Renovation, Lower Floor, n.d.; The University of Calgary, Physical Education, Proposed Olympic Space Planning, January 1987 (with notations))

Oversize Material placed in Map Cabinet 1/14 (cont'd):

Kainai Industries Plan, 1985-1987. (Map: Canmore, Town of Canmore Land Use Map, January 1986;

Plans: Kainai Industries Ltd., Box 150, Standoff, Alberta, Olympic Housing, March 6, 1987 (2 copies, Model #1162); Kainai Industries Ltd., Box 150, Standoff Alberta, Olympic Housing, March 6, 1987 (2 copies, Model #B1196))

Butch Webb, 1987-1988. (Plan: Canmore Nordic Centre, Temporary Fabric Structures, Main Spectator Centre, January 18, 1988)

Operations Services Division, Games Time Coverage, Operations Centre Copy, 1987-1988. (Plans: Nakiska Ski Area, Base Area General Arrangement/Site Plan, December 17, 1987; Nakiska Ski Area, Mid-Mountain Area, General Arrangement/ Site Plan, December 15, 1987; Canmore Nordic Centre, General Arrangement/Site Plan, December 16, 1987)

**V. Operations Group, Accommodation Division, Manager Ron Sandrin-Litt.  
-- 1981-1988. -- 8.13 m of text and other material.**

**Archival Description:** An administrative unit dedicated to Accommodation was initially part of the Technical Services Olympic Council in OCO's 1982 organizational structure. Until 1985, accommodation matters were handled by John Pickett, whose positions included Vice President of Games Operations and Vice President of Olympic Services, and Mary Sedgewich, whose served as the Assistant Director, then Supervisor, of Games Operations and Supervisor, Olympic Services.

By 1985 February, Accommodation had been moved to the Venues Division of the Operations Group, and the Manager of Accommodation, Ron Sandrin-Litt, reported to the General Manager of Venues, Ron Collie.

By 1986 July, this administrative unit had been moved into the Services Division of the Operations Group and its name had been changed to Accommodation and Food Services. Manager Sandrin-Litt reported to the General Manager of the Services Division, John Pickett.

Several major organizational changes to OCO'88 took place in 1986 and these effected Ron Sandrin-Litt's position. In 1986 August, his position was titled, Manager, Accommodation and Food Services. By the next month, it was titled Manager, Hotels/Motels and Food, and Sandrin-Litt reported to Jean Filion, who had replaced John Pickett to become General Manager of the Accommodation Division in the Operations Group. By October, Sandrin-Litt's position was that of Manager, Hotels and Food; and by November, he was Manager of Hotel Accommodation.

By 1987 January, another organizational change was made and Sandrin-Litt was named Manager of Housing Development. During this time, he continued to report to the General Manager of the Accommodation Division, Jean Filion. This organizational structure remained in place until Games time, although in 1987 September, Jean Filion's position was changed to that of General Manager, Operations Services, and by 1988, Sandrin-Litt's position was that of Manager, Accommodation Services.

Throughout these many organizational changes, the primary responsibility of this administrative unit remained constant: "to find and allocate adequate accommodation for the entire Olympic Family, including IOC, NOC, IF, sport officials and technical delegates, accredited VIPs, OCO'88 guests, sponsors, media personnel and selected volunteer and support personnel. Hospitality space for the Olympic Family was also coordinated by this division." (Official Report, p. 367) To accomplish this, OCO'88 gained contractual control of 60% of all hotel accommodation in the Calgary/Banff corridor, including 100% control of the Palliser Hotel which was contracted to become the official hotel for the International Olympic Committee.

During 1986 the Adopt-a-Parent Committee, chaired by Norma Sieppert, became a full-fledged part of the Accommodation Division. Through this Committee, OCO'88 was able to provide free accommodation to the parents and spouses of Olympic athletes in the homes of Calgarians. After his term as Vice President, Operations, John Pickett was also involved with the Adopt-a-Parent program until 1987.

Spectator accommodation was handled through the Olympic Housing Bureau of the Calgary Tourist and Convention Bureau.

**Scope and Content:** This series is mainly textual and has been divided into eight sub series as follows:

Day Files: These are the day files of Ron Sandrin-Litt from 1985 May to 1988 March.

Adopt-a-Parent Committee: Besides the records of Ron Sandrin-Litt, there are also records in this sub series which were created by Norma Sieppert, who chaired the Committee, and by John Pickett, Vice President, Operations, and Mary Sedgewich, Supervisor, Operations. The last two boxes in this sub series have been restricted because of the personal information they contain. They may be viewed with permission.

Press Clippings: These files consist of photocopies of newspaper clippings.

Miscellaneous Correspondence and Reports: This material came to The City of Calgary Archives in no particular order. One folder of blank Purchase Requisition forms was removed for disposal.

Accommodation, Hotels - This sub series is arranged roughly into alphabetical order and includes records created by John Pickett and Mary Sedgewich during their terms with OCO'88. It is most likely that these files were transferred to Ron Sandrin-Litt sometime after 1985 when he took over as Manager of Accommodation. As well, on occasion, records may be found in this sub series which were created by the Associates in Accommodation who worked under Sandrin-Litt. Some files also include copies of agreements which were signed by Jean Filion who supervised Sandrin-Litt as General Manager, Accommodations and then General Manager, Operations Services.

Alternate Housing: These correspondence files are arranged into alphabetical order and often include brochures.

Alternate Housing (Inactive): These files, arranged into alphabetical order, are routine and include some material created prior to 1985 by John Pickett and Mary Sedgewich.

General File: These records are very routine and include material created by Manager Ron Sandrin-Litt, by the Associates in Accommodation, and by Jean Filion, General Manager, Operations Services. These files are generally arranged in alphabetical

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order. Several of the Team Petroleum'88 files were empty when they arrived at the Archives and so were not included in the listing.

A box of oversize plans completes this series of records.

This series includes some material which is restricted and may be viewed only with the permission of City of Calgary Archives management.

The other material consists of 113 photo prints, 36 post cards, 32 plans and two transparencies.

A file listing follows.

**File listing:**

**SUB SERIES: DAY FILES**

Box 1

Ron Sandrin-Litt, Day File, May 1985[-December 1985]. (2 folders)

Ron Sandrin-Litt, Day File, January 1986[-May 1986]. (2 folders)

Ron Sandrin-Litt, Day File, June 1986[-July 1986]. (2 folders)

Day File, Ron Sandrin-Litt, August-September 1986. (2 folders)

Box 2

Day File, Ron Sandrin-Litt, October-December 1986.

Day File, Ron Sandrin-Litt, January 1987.

Day File, February 1987.

Day File, March 1987.

Day File, April 1987. (2 folders)

Day File, May 1987. (2 folders; separate from folder in Box 3 below)

Box 3

Day File, May 1987.

Day File, June 1987.

Day File, July 1987. (Separate from folder below)

Day File, July 1987.

Day File, August 1987. (2 folders)

Day File, September 1987. (2 folders)

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Box 4

Ron Sandrin-Litt, Day File, Telexes, 1986-1987.

October Day File, 1987. (2 folders; includes copy of agreement with University of Calgary for lease of Kananaskis Centre for Environmental Research)

November Day File, 1987. (2 folders)

December Day File, 1987. (2 folders; Ron Sandrin-Litt)

Box 5

[Day File, December 1987-March 1988]. (2 folders; includes copy of Media Village Room Accommodation Rental Agreement)

**SUB SERIES: ADOPT-A-PARENT COMMITTEE**

Box 5 (cont'd)

Adopt-a-Parent, Budgets, PO's, Minutes, Systems, 1986-1987. (2 folders; includes minutes and agenda of the Adopt-a-Parent Committee, and "A Public Awareness Program Outline for Labatt's in Support of the Adopt-a-Parent Program," May 1987)

[Adopt-a-Parent Committee, Correspondence], 1987. (Norma Sieppert & Rich Jones, Co-Chairmen of the Adopt-a-Parent Committee, 1987; includes "Come Together in Calgary" pamphlet)

Adopt-a-Parent Correspondence, 1987-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes five 8x10 black and white photo prints of the Oak Ridge Boys, and one 3x5 colour photo print of "The Royal Coach")

Box 6

Adopt-a-Parent Correspondence, 1987-1988. (3<sup>rd</sup> of 3 folders)

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Box 6 (cont'd)

Adopt-a-Parent Correspondence, 1985-1986. (3 folders)

Adopt-a-Parent Guests, A-M, 1986-1987. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

Box 7

Adopt-a-Parent Guests, A-M, 1986-1987. (3<sup>rd</sup> of 3 folders)

Adopt-a-Parent Guests, N-Z, 1986-1987. (2 folders)

Adopt-a-Parent Committee Meetings, 1987-1988. (2 folders)

**Box 8 (Restricted)**

Adopt-a-Parent Hosts, A-H, 1987. (3 folders)

Adopt-a-Parent Hosts, I-R, 1987. (3 folders)

**Box 9 (Restricted)**

Adopt-a-Parent Hosts, S-Z, 1987. (2 folders)

**SUB SERIES: PRESS CLIPPINGS**

Box 10

[Press Clippings], 1985-1986. (3 folders)

Press [Clippings], 1986. (3 folders)

Press [Clippings], October 1986. (1<sup>st</sup> of 2 folders)

Box 11

Press [Clippings], October 1986. (2<sup>nd</sup> of 2 folders)

Press, January, 1987. (2 folders; copies of news clippings)

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Box 11 (cont'd)

[Press], February, 1987. (Copies of news clippings)

Press, March 1987[-May 1987]. (2 folders; copies of news clippings)

Box 12

Press, April 1987. (2 folders; copies of news clippings)

Press [Clippings], May 1987.

Press [Clippings], June 1987.

Press [Clippings], July 1987.

Press [Clippings], August 1987.

Box 13

Press [Clippings], September 1987. (3 folders)

Press [Clippings], October 1987. (3 folders)

November Press [Clippings], 1987.

Press, 1987. (Mainly copies of news clippings)

## **SUB SERIES: MISCELLANEOUS CORRESPONDENCE AND REPORTS**

Box 14

Jean Filion, 1986-1987. (2 folders; Ron Sandrin-Litt's copy of Filion's correspondence, etc.; includes agenda and minutes of Managers' Meetings and notes from Staff meetings)

Memos, 1985. (2 folders)

Memos, January to June 1986. (3 folders)

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Box 15

Memo[s], July to December 1986. (4 folders)

Memos, January to June, 1987. (2 folders)

Accommodation Committee, 1985-1986. (1<sup>st</sup> of 4 folders; includes agenda, minutes and correspondence)

Box 16

Accommodation Committee, 1985-1986. (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> of 4 folders)

Steering Committee, 1985-1986.

Committee Members, 1987.

Index, 1986-1988. (Index to OCO'88 personnel; includes some policies)

Budgets, 1985-1986. (1<sup>st</sup> of 4 folders)

Box 17

Budgets, 1985-1986. (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> of 4 folders)

[Accommodation Availability], 1987.

Spectator, Canada & USA, 1983-1987. (3 folders; correspondence and inquiries regarding accommodation)

Box 18

Hotel, General Information, 1983-1988. (2 folders; includes agenda and minutes of Hotel Accommodation Committee meetings; and drafts of the Hotel Agreement)

Calgary Home Rentals, Homes to Lease, 1986-1987.

Executive Accommodation, Homes to Lease, 1985-1987. (2 folders; **restricted**)

Olympic Housing Bureau, Homes to Lease, 1986-1987.

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Box 18 (cont'd)

Gil Management, Homes to Lease, 1986-1987.

Release Media, 1986-1987.

Box 19

Release Hotels, A-J, 1986-1987. (3 folders)

Release Hotels, M-Z, 1986-1987. (3 folders; includes copies of Accommodation Agreements)

Releases, NOC, 1986-1987. (1<sup>st</sup> of 3 folders; includes copies of Accommodation Agreements)

Box 20

Releases, NOC, 1986-1987. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

[Accommodation and Hospitality Requests], 1987. (Computer printouts)

Accommodation, 1988. (2 copies of information/procedures binder in 2 folders which includes an Accreditation Location report/printout, and a Non VIP Block Allocation report)

QMF Reports, 1988. (Accommodation computer printouts)

[Accommodation Reports], 1987. (Computer printouts)

Block Allocations, 1987. (1<sup>st</sup> of 2 folders; computer printouts)

Box 21

Block Allocations, 1987. (2<sup>nd</sup> of 2 folders; computer printouts)

Block Allocations, 1987-1988. (Printouts)

Data, Media Accommodation, 1984-1986. (2 folders)

Box 21 (cont'd)

Villages (Athletes) (Media), General Media Information, 1986-1987. (2 folders; this note was attached to the original binder: "This book has material which must be in the files. RS-L")

Media Village Allocation & Information, 1986-1987. (1<sup>st</sup> of 3 folders)

Box 22

Media Village Allocation & Information, 1986-1987. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Schedule Progress and Performance Report, Housing Development, 1987.

OCO, Miscellaneous, 1985. (Includes Employee Handbook and Ron Sandrin-Litt's copy of a Volunteer Development Program information package)

[Accommodation Systems], 1986-1988.

Accommodation Managers' Meetings, 1987. (Includes agenda, minutes and notes)

Accommodation System Weekly Status Report, 1986-1987.

Adopt-a-Parent Systems Weekly Status Report, 1987.

AFE's, 1986-1987. (Authorizations for Expenditure)

H[ousing] D[evelopment] Budgets, General, 1987-1988.

Box 23

Consultants & Develop[ers] Brochures, [1985]. (Includes minutes of meeting with Sprung Group of Cos.; and one 8x10 photo print)

Banff and Canmore Brochures, 1985. (Includes Spirit of '88, November 1985; Canmore Leader, July and October 1985; and 10 post cards)

Quick Facts on the Banff Centre, 1985.

Calendars, 1985-1987.

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Box 23 (cont'd)

[University of Calgary Information], 1985.

Canadian Art, n.d.

Chamber of Commerce Brochures, 1985-1986.

E[xecutive] M[anagement] T[eam] Submissions, 1987.

H[ousing] D[evelopment] Staff Requirements, 1987.

Invitations, ca. 1986. (1<sup>st</sup> of 3 folders)

Box 24

Invitations, ca. 1986. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Invitations, 1987.

MAC [Main Accreditation Centre], 1988.

Managers Meetings, 1987-1988. (Includes agenda and minutes)

Marketing, General, 1986-1987. (Includes minutes of Marketing meeting)

Marketing, Public List, 1987.

Materials Management, General, 1987.

Media Village, Rates, n.d.

Box 25

Lincoln Park, Media Village, Cleaning Staff (Accommodation), 1987.

Medical Services, General, 1986-1987. (Includes agenda and minutes of Olympics  
Public Health Committee; and agenda of OCO'88 Medical Services Committee)

Menus, n.d.

Milestones, 1987.

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Box 25 (cont'd)

Miscellaneous, 1985-1986. (Includes University of Calgary Gazette, Calgary Herald,  
Royal Bank Reporter, and two post cards)

New Contracts, 1986. (Draft copies of accommodation contract)

Olympic Games Plan, 1985-1987.

Overtime Records, Complete, 1986.

Performance Appraisals, 1985-1986.

Positions Descriptions, 1985-1986.

Preview'88, 1986-1987. (1<sup>st</sup> of 3 folders)

Box 26

Preview'88, 1986-1987. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Progress Reports, 1985-1987.

Receipts, 1985-1986.

Request for Transportation, 1985-1987.

Requests for Leave, 1985-1986.

Requisitions and P[urchase] O[rders], 1985-1987. (Includes Purchasing Policies and  
Procedures; most Purchase Requisitions and Supply Requisitions have been  
removed for disposal)

Resumés, 1981-1987. (Note: personal resumés in this folder were removed for  
disposal)

Schedules, 1986-1987. (2 folders)

Social Club, 1987.

Systems, General, 1985-1987. (1<sup>st</sup> of 3 folders)

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**Box 27**

Systems, General, 1985-1987. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Systems, Seminars, 1985-1987.

DB2 Systems Information, 1983-1987.

Systems, Queries & Reports, 1987.

Front Desk [Management System User Manual], 1988. (Includes "Accommodation System User Manual")

Front Desk Screens, 1987. (Includes memoranda)

Travel Approvals, 1986.

**Box 28**

Venues, A-M, 1984-1987. (3 folders; includes reports and copies of venue agreements)

Venues, N-Z, 1985-1987. (2 folders; includes agenda and minutes of venue meetings)

**Box 29**

VIP Allocations, 1987.

VIP, General, 1987-1988. (2 folders)

VIP Guest List, 1987.

VIP Queries, 1987.

VIP Transportation, 1987.

Youth, General, 1986-1987.

Broadcast Relations, Mailout, 1987.

Licensing Program, Mailout, 1987.

Sponsor Program, Mailout, 1987.

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Box 29 (cont'd)

Supplier Program, Mailouts, 1987.

Team Petroleum'88 Program, Mailout, 1987.

**SUB SERIES: ACCOMMODATION, HOTELS**

Box 30

Accommodation, General, 1982-1985. (2 folders; includes brochures and six postcards)

Calgary Motel Contracts, 1985. (Includes two postcards, agenda of OCO'88

Accommodation Committee, Chair: Leo den Oudendammer)

Accredited Hotels, 1984-1985.

Hotel, Mailouts, 1986-1987.

Hotel, Rates, 1986-1987.

Housing Development, General, 1987.

Banff & Area Hotel Contracts, 1984-1985.

Hotels, General, 1987-1988.

Hotels, Misc[ellaneous] Items Completed, 1988.

Calgary Hotel Association, 1985-1986.

Contracts, General, 1984-1987.

Box 31

Airdrie, Driftwood Inn, 1987.

Airliner Inn, 1984-1988.

Airliner Inn, 1988.

Akai Motel, 1986-1987.

Ambassador Hotel, n.d.

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Box 31 (cont'd)

Aspen Lodge, 1985-1987.

Banff Park Lodge, 1984-1987. (Includes copies of agreements)

Banff Rocky Mountain Resort, 1984-1987. (Includes brochures and copy of agreement)

Banff Springs Hotel, 1984-1988. (Includes copy of agreement, brochures and  
newsletter)

Banff Voyager Inn, 1984-1987. (Includes brochure and copy of agreement)

Banffshire Inn, 1986-1988. (Includes brochure and copy of agreement)

Banffshire, 1988.

Blackfoot Inn, 1984-1987. (Includes brochures and copies of agreements)

Bow Ridge Motor Hotel, 1987.

Bow View Motor Lodge, 1987-1988.

Budget Motor Inn, 1987.

Box 32

Cascade Inn, 1986-1988. (Includes copy of agreement)

Cascade Motel, 1986-1988. (Includes copy of agreement and brochure)

Castle Mountain Village, 1985-1987. (Includes copy of agreement and brochures)

Carriage House Inn, 1984-1987. (Includes brochures)

Chateau Airport Hotel, 1985-1988. (Includes information package)

Charlton's Cedar Court, 1984-1988. (Includes brochure and copy of agreement)

Chateau Jasper, 1984-1988. (Includes brochure and copy of agreement)

Chateau Lake Louise, 1983-1987. (Includes copy of agreement, brochure and  
information package)

CP Hotels, 1984.

Crossroads [Motor Hotel], 1984-1986. (Includes brochure and copy of agreement)

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Box 32 (cont'd)

Crowchild Motor Inn, 1984-1987. (Includes brochure and copy of agreement)

Delta Bow Valley, 1984-1988. (Includes copy of agreement and brochures)

Driftwood Inn, 1984-1987. (Includes copy of agreement)

Box 33

Douglas Fir Resort, 1984-1988. (Includes two post cards, brochures and copies of agreement)

Facilities Offered, Gen[eral], 1987.

Fairholme Mountain Estates, 1987. (Includes copies of lease agreement)

The Gateway Inn Motel, 1986-1988. (Includes copy of agreement)

Glenbow Inn (Holiday Inn-D), 1981-1988. (Includes newsletter and copy of agreement)

Glenmore Inn, 1984-1987. (Includes copies of agreement and brochures)

High Country Inn, 1987. (Includes copy of agreement)

The Highlander Motor Hotel, 1984-1988. (Includes copy of agreement)

Holiday Motel, 1987-1988.

Hospitality Inn, South, 1984-1987. (Includes copy of agreement and brochures)

Inns of Banff Park, 1984-1987. (2 folders; includes brochures and copy of agreement)

Box 34

International Hotel, 1984-1988. (Includes brochures and copy of agreement)

King Edward Hotel, 1986-1987.

The Lodge at Kananaskis, 1987-1988.

Marlborough Inn, 1984-1987. (Includes copy of agreement)

Plum Tree Inn, 1986-1988. (Includes brochures)

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Box 34 (cont'd)

Port O'Call Inn, 1985-1988. (Includes copy of agreement, a brochure, and a package of matches from which the flammable tips have been removed)

Pointe Inn, Ron Plucer, 1988.

The Pointe Inn, 1984-1988. (2 folders)

Prince Royal Inn Apartment Hotel, 1985-1987. (Includes brochure and copy of agreement)

Ptarmigan Inn, 1984-1987. (Includes copy of agreement and brochure)

Quality Inn Senate House, 1983-1987.

Red Carpet Inn, 1984-1987. (Includes copy of agreement)

Red Carpet [Inn], 1988.

Regency [House], 1988.

Relax Inn, Airport North, 1986-1988. (Includes copy of agreement and brochure)

Box 35

Relax Inn, South, 1986-1987. (Includes copy of agreement)

Rimrock Inn, 1984-1987. (Includes copy of agreement and brochure)

River Inn, 1988.

Royal Wayne Motel, 1986-1987. (Includes copy of agreement)

Rundle Mountain Motel, 1984-1988. (Includes copy of agreement and brochure)

Sandman Hotel, 1983-1987. (Includes copies of agreement)

Skiland Motel, 1984-1987. (Includes copy of agreement)

Sheraton Cavalier, 1986-1987. (Includes copy of agreement)

Skyline, 1988.

Skyline Hotel, 1982-1988. (2 folders; includes copy of agreement and brochures)

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Box 35 (cont'd)

Spruce Grove Motel, 1986-1987. (Includes copy of agreement)

Spruce Grove [Motel], 1988.

Stampeder Inn, 1986-1988. (2 folders; includes brochure and copy of agreement)

Stampeder [Inn], 1988.

Box 36

Stanley Park Inn, 1984-1988. (Includes brochures and copy of agreement)

Stanley Park [Inn], 1988.

Sunshine Village Resort, 1986-1988. (Includes brochure and copy of agreement)

Stockdale Motel, 1986-1988.

Sun Bow Inn, 1984-1987. (Includes copy of agreement)

Sundance Inn, 1984-1987. (Includes copy of agreement)

Tatranka Lodge, 1986-1987. (Includes copy of agreement)

Tradewinds Hotel, 1984-1987. (Includes brochure and copy of agreement)

Traveller's Inn, Banff, 1984-1987. (Includes copy of agreement)

Traveller's Inn, Calgary, 1987.

Village Park Inn, 1984-1988. (2 folders; includes brochures and copy of agreement)

Village Park [Inn], Marc Rheaume, 1988.

Westin Hotel, 1983-1988. (1<sup>st</sup> of 2 folders; includes brochures, menus and copy of agreement)

Box 37

Westin Hotel, 1983-1988. (2<sup>nd</sup> of 2 folders)

Westgate Flagg Inn, 1984-1987. (Includes postcard and copy of agreement)

Box 37 (cont'd)

Westvalley Motel, 1987.

Westvalley Motel, 1988.

Westward Inn, 1986-1988. (Includes copy of agreement)

York Hotel, 1984-1988. (Includes copy of agreement and brochure)

**SUB SERIES: ALTERNATE HOUSING**

Box 37 (cont'd)

Alternate Projects, General, n.d.

Alpine Club of Canada (Canmore), 1987-1988. (Includes brochures and copy of agreement)

Alpine Realty, 1987. (Includes inspection report and copy of agreement)

AMHC, Chinatown, 1986-1987.

Athletes Village, General, 1986-1988. (Includes "Calgary Olympic Village, Plan of Execution")

Athletes Village, Calgary, 1987.

Banff Cadet Camp, 1986-1987.

Brewster Kananaskis Guest Ranch, 1986-1987. (Includes brochure)

Brewster Transport, n.d.

Broadcast Hill Media Village, General, 1987.

Calgary Centre Inn, 1987-1988.

Calgary Home Rentals, 1986-1987.

Camps Horizon, 1985-1986. (Includes brochure)

Canada Mortgage & Housing, Low Cost Housing Projects, 1986.

Canmore Elementary & High School, 1987.

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Box 37 (cont'd)

Canmore General, 1985-1987. (Includes brochure)

Box 38

Canmore Catholic Bible College, 1987-1988.

Can/Kan, Canmore & Kananaskis Facilities, 1987-1988. (Includes copy of Canmore Accommodation Handbook)

Canmore Olympic Village, 1987.

City of Calgary, 1985.

City of Calgary, Children's Service Centre, 1987. (Regarding Coca-Cola Choir)

Architectural Consultants, 1986-1987.

Hospitality Management Consultants, 1986-1987. (Includes brochure and information packages)

Management Consultants, 1986. (Includes brochures)

Security Consultants, 1986.

Sports Consultants, 1985.

Calgary Olympic Centre, 1987-1988.

[Calgary Tourist and Convention Bureau], n.d. (List of dining facilities)

OHB [Olympic Housing Bureau], Registrations/Inspections, 1987.

OHB [Olympic Housing Bureau] Liaison Committee, 1987. (Includes agenda and minutes)

Colarco, 1987. (Includes brochures)

Crofton Realty, 1986. (Includes two 4x6 colour photo prints glued to paper, and one 8x10 colour photo print, an aerial view of Calgary)

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Box 38 (cont'd)

Calgary Chamber of Commerce, General Correspondence, 1985-1987. (Includes menu for Commerce Club, Annual Report 1986, newsletter, brochure and small mounted poster)

Calgary Chamber of Commerce, Meeting Minutes, Business Code of Ethics [Committee], 1985-1986.

Box 39

Calgary Chamber of Commerce, Business Code of Ethics, 1985-1986. (Includes reports and minutes of Business Code of Ethics Committee meetings)

CTCB [Calgary Tourist and Convention Bureau], 1987-1988. (2 folders; includes brochures, agenda and minutes of Olympic Housing Bureau Liaison Committee meetings, and report of the Olympic Housing Bureau)

CTCB [Calgary Tourist and Convention Bureau], General Correspondence, 1986. (2 folders; includes report of the Olympic Housing Bureau, copy of Olympic Housing Bureau agreement, copy of agreement with CTCB, minutes of OCO/CTCB Olympic Housing meeting, brochures and information package)

Entheos Lodge, Bragg Creek, 1987.

Executive Accommodations Inc., 1985-1987.

Execsuite, 1987-1988.

Box 40

Facilities Offered, General, 1987. (Includes 19 4x6 colour photo prints)

Financial Trustco, 1987-1988.

Forestry Stations, Kananaskis Country, 1987.

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Box 40 (cont'd)

General Correspondence, 1985-1986. (Mainly correspondence with the Calgary Regional Planning Commission and a copy of their report "South Corridor Draft Area Structure Plan," October 1986)

Gil Management Associates, 1986-1987.

H & R Management & Investments, 1987.

Hostelling Association, Elk Pass, Ribbon Creek, 1981-1988. (2 folders; includes copy of agreement between OCO'88 and the Southern Alberta Hostelling Association)

Inter-Faith Lacombe Centre, 1987. (Includes two colour Polaroid photo prints, 11cm x 9cm)

Jasper, 1987-1988.

JEH Holdings, Ltd., 1987.

Kainai Industries, 1987.

Kananaskis Accommodation, 1985-1987.

Kananaskis Forest Experiment Station, 1988.

Box 41

KC Home Centre, Canmore, 1981-1987. (Includes copy of Lease Agreement with the Bank of Montreal; four oversize plans have been removed to Oversize Box 57)

KC Home Centre Floor Plans, 1987. (Includes two transparencies, and agenda of Canmore Volunteer Centre Venue meetings; four oversize plans have been removed to Oversize Box 57)

Key West Publishers, 1987.

Lake Louise, General, 1987.

Leroy's Motel, n.d. (Includes two 3½x5 colour photo prints and two post cards)

Lindsay Park, Billeting, 1986-1987.

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Box 41 (cont'd)

The Lodge at Kananaskis, 1987-1988.

Max West Ranches, 1987.

Motel Magic, 1987. (Includes three 3½x5 colour photo prints)

Mount Royal House, 1987.

Mount Royal College, General Correspondence, 1985-1987. (Includes reports on the role of Mount Royal College in Lincoln Park Village and in Media Village)

Mt. Kidd RV Park, n.d.

Nakiska, General, 1987.

Nordic Accommodations, Canmore House Rentals, 1986-1988. (Includes copies of Lease Agreements, nine 3½x4½ colour photo prints and four 4x6 colour photo prints)

Office Space, General, n.d.

Out of Town Motels, n.d.

Box 42

Pathfinder Vacations, RV Rentals, 1986-1987.

Patrician Land Corporation Ltd., n.d. (Brochure)

Performance Associates, 1987.

Power Properties, 1986. (Includes brochure)

Pringle, Kay, 1986-1987.

Rafter Six Ranch Resort, 1984-1986. (Includes brochures)

Red Deer Hotels/Motels, 1987. (Includes two postcards)

Regency House, 1987-1988. (Includes copy of agreement)

Rental Office Space, 1987.

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Box 42 (cont'd)

The Riverside, n.d. (Brochure)

RV Parks, 1985-1986. (Includes brochures)

Rocky Mountain Court, 1987-1988.

Royal LePage, 1986-1987. (2 folders; includes reports and copy of agreement)

Royal LePage, Commercial Division, 1986-1987. (Includes copy of agreement)

General Correspondence, 1985-1987. (2 folders; SAIT correspondence, newsletters and brochures)

Owasina Hall (Residence), 1983-1988. (1<sup>st</sup> of 2 folders; includes newsletter and copies of plans)

Box 43

Owasina Hall (Residence), 1983-1988. (2<sup>nd</sup> of 2 folders)

Owasina Hall, Hold, 1987.

Hospitality Training Centre, 1985-1986. (Includes minutes of Hotel & Restaurant Administration Advisory Committee meeting)

Signal Hill Developments, n.d.

Spartacus Holdings Inc., 1986-1987. (Includes brochure)

Stoney Medicine Lodge, 1987.

Toole, Peet & Co. Limited, Adopt-a-Parent Insurance, 1987.

Travelodge, 1987.

Terraventure Development Ltd., 1986-1987. (Includes brochure)

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Box 43 (cont'd)

University of Calgary, General Correspondence, 1985-1987. (2 folders; includes brochure, minutes of Housing III Committee meeting, reports on University of Calgary and Olympic Village, and a copy of the Special Olympic Edition of the University of Calgary Gazette)

U[niversity] of C[algary], Draw Rooms, 1987. (Includes brochure)

University of Calgary, Contracts, 1985. (Draft copy of agreement)

University of Calgary, Food Services, 1985-1986. (Includes brochure)

U[niversity] of C[algary], Research Centre, 1987-1988. (Includes copy of agreement)

Victoria Construction, 1986-1987. (Includes 13 plans)

Westwind Motor Inn, 1987.

Winter Haven Properties, n.d.

Yamnuska Centre, 1982-1987. (Regarding YMCA; includes brochure)

YWCA, 1987. (Program for "Women of Distinction Awards and Dinner")

**SUB SERIES: ALTERNATIVE HOUSING (INACTIVE)**

Box 44

Agon Promotion & Marketing, 1986.

Airport Inn, 1984.

Alberta Tourism & Small Business, 1985.

Alpine Realty Ltd., 1985.

Alta Vista Development Corp[oration], 1986.

AMHC, Elk Run, 1987. (Alberta Mortgage and Housing Corporation)

Ascent Travel, 1987-1988.

Best Western International, 1986. (Includes rate manual)

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Box 44 (cont'd)

Banff Centre, 1982-1987. (2 folders; includes report on Athlete's Housing, venue map and copy of "The Banff Centre: Campus Space Study," January 1982)

Banff Centre, 1987. (Includes newsletter and information package)

Bates Bar J Ranch, 1987. (Includes brochure)

Bijou Properties, n.d.

Bow Valley Bible Camp, 1987.

Bzdziuch, Mr. A., 1987.

British Columbia Hotels & Motels, n.d. (Includes six postcards and brochures)

Calgary Office Space, 1987. (Includes eight colour polaroid photo prints)

The Calgary Way, 1986. (Includes minutes of Calgary Way/Olympic Way meeting)

Calgary Centre Inn, 1988.

Calgary Jewish Comm[unity] Council, 1987.

Cambrian College, 1987. (Includes brochure)

Canadian Forces Base Calgary, 1986. (Includes one oversize plan which has been removed and placed into a map folder in Map Cabinet 1/3)

Canind Developments Ltd., 1986.

Log Cabins, Ceeseven Enterprises Ltd., 1985-1986.

Cochrane Lake Dev[elopment] Proposal, 1987.

Creat[iv]e Destinations, 1985. (Includes brochures)

Crescent Heights, 1986.

Central Reservation System, 1984-1986.

Olympic Mail Centre, 1986.

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Box 45

CTCB [Calgary Tourist and Convention Bureau], General Correspondence, 1982-1985.

(2 folders; includes brochure, reports, and minutes and notes of Olympic Housing Bureau meetings)

CTCB, Spectator Accommodation Requests (Olympic Housing Bureau), 1985-1987.

Canmore Chamber of Commerce, 1985.

Canmore Office Space, 1985.

Casa Loma Communications, Inc., 1986-1987.

Central Park Plaza, n.d. (Brochure)

Con-York Construction, 1986. (Includes 11 3½x3½ colour photo prints which had been taped into a photo album; some damage to some of the prints)

Dash Tours, 1986-1987. (Includes brochures)

Davidson Building, 1986-1987. (Actually refers to the Andrew Davison Building; includes one 8½x11 colour photo print)

Citibook [Communications Ltd.], 1986.

Delta Hotels, n.d. (Brochure)

Denaby Equities Ltd. (Banff), 1985-1986. (Includes two 8x11¾ colour photo prints)

Dynastar, 1986.

Eau Claire Estates, 1987.

Easy Map, 1987.

Edmonton, 1986-1987. (Includes postcard and brochures)

Eejay Equities Ltd., 1987.

Elkhorn Lodge, 1987.

Emerald Lake, n.d. (Includes brochure and map)

Executive Homes Leasing, 1986.

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Box 45 (cont'd)

The Fairways UML Land Ltd., n.d. (One oversize plan has been removed and placed into a map folder in Map Cabinet 1/3)

Flamingo Motel, 1986.

Expo'86, 1985-1986. (Includes brochures)

Box 46

Lake Louise Inn, 1985.

Leduc, Earl Dyck, 1986.

Listercorp Properties, 1986-1987. (Includes one 4¾x8½ colour photo print (damaged) and two 3½x5 colour photo prints)

Lord Nelson Inn, 1986.

Lower-Kost Developments, 1987.

The Lutheran Welfare Society in Alberta, 1986-1987. (Includes brochures, 1986 Annual Report, and 26 8x10 colour photo prints of plans bound as a report)

Misc[ellaneous] Inactive Projects, 1986.

Manitoba Hotels & Motels, n.d. (Brochures)

Melcore Developments, n.d. (Includes 8½x11 colour photo print)

Metropolitan Arts Centre (Inactive), 1986-1987.

Minerson, Peter, 1987.

Montreal Hotels & Motels, n.d. (Brochures)

Mountainview Village, 1987. (Includes information package and brochure)

Mount Engadine [Lodge], n.d. (Includes brochure)

NA Properties (Alberta Hotel), 1987.

Nanton, n.d.

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Box 46 (cont'd)

National Sports Networks, 1987. (Information package)

New Brunswick Hotels & Motels, n.d. (Brochures and postcard)

New Freehold Realty, 1987.

Newfoundland Hotels & Motels, n.d. (Brochure)

Northwest Homes (Calgary), 1986.

Nova Scotia Hotels & Motels, n.d. (Brochures)

Ontario Hotels & Motels, n.d. (Brochures)

Pacific Continental Condominiums, 1986.

Panorama Resort Ltd., 1986. (Includes information package and brochure)

Parade Properties, 1985. (Includes one 4x6 colour photo print and one polaroid 3½x4½  
colour photo print, fading)

PEI Hotels & Motels, n.d. (Brochure)

Peka Management, 1985-1986.

Physically Disabled, 1986. (Regarding Accessible Housing Society)

Pigeon Mountain Motel, 1987. (Includes postcard)

Post Hotel, 1986.

Quebec Hotels & Motels, n.d. (Brochure)

Queensland Downs Elementary School, 1987.

Hotels, "R" Misc[ellaneous], 1986.

RT Rhodes [Restaurant and Bar], 1987. (Includes information package)

Rendez-vous Canada, 1986. (Includes Rules and Guidelines Manual, and an  
appointment handbook)

River Edge Village, 1986. (Includes report)

Box 47

Riverside Towers & Club, 1985-1987. (Includes newsletters)

Rocky Mountain Ranch (Robert Peters), 1986. (Includes brochure)

Royal LePage, n.d. (Report on "Development Land")

Sandman Hotels, n.d. (Brochures)

Saskatchewan Hotels & Motels, n.d. (Brochures)

Signal Hill Properties, 1986. (Includes brochures)

South Centre Inn, 1986.

Spring Lake, 1987. (Includes brochure)

Sports Travel, 1987.

Statesman Management & Realty, 1986-1987.

Ben Steblecki, n.d.

Contract/Agreements, 1985-1987. (Regarding agreement with SAIT)

TARA, 1986. (Tourism, Accommodation and Restaurant Association; includes newsletters)

Hotel & Restaurant Admin[istration] Advisory Committee, 1985-1986. (Includes agenda and committee Guidelines)

Off-Campus Housing, 1984. (Regarding SAIT)

Reservation Centre, 1985-1986. (Regarding a reservation centre at SAIT)

Tirion Properties Ltd., 1986.

Toronto Ontario Olympic Committee, 1987.

Townscape Properties, 1986. (Regarding Media Village; includes report and brochure)

Travel Alberta, 1985-1987. (Includes newsletter)

Travelodge, California, 1986.

University Business Centre, n.d. (Brochure on Toronto)

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Box 47 (cont'd)

United Management, 1987.

United States, [1986]. (Brochures)

Gale Van Buren, Van Buren Properties, n.d. (Includes ten 4x6 colour photo prints and nine plans)

Vancouver Hotels, [1986]. (Brochures)

Vancouver, Pan Pacific, n.d. (Brochures)

Box 48

Victoria Hotels & Motels, n.d. (Brochures)

Victorian Accommodations, 1986.

Warehouses, 1986.

Westar Group, 1985-1987.

Western Securities, 1987.

West Edmonton Mall, Fantasyland Hotel, 1986-1987. (Includes brochures and information package)

Westmount Place, Pikfair Equities, 1987.

Whiskey Jack Apartments, CN, 1987. (Includes information package)

William Watson Lodge, 1986. (Includes brochures)

**SUB SERIES: GENERAL FILES**

Box 48 (cont'd)

Accommodation, Airport Staff, 1987.

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Box 48 (cont'd)

Accommodation, General, 1987-1988. (Includes report on Business Procedures for OCO Managed Facilities; and reports on "Housing for XV Olympic Winter Games")

Accreditation, General, 1986-1988. (2 folders; incl. minutes of accreditation meeting)

Ad Hoc Committee, 1987. (Ad Hoc Accommodation Committee; includes agenda and minutes)

Adopt-a-Parent, 1987. (Includes brochures)

Administration, General, 1986-1987.

ARL [Arts Literary], General, 1985-1988. (Includes agenda and minutes of Literary Arts Working Committee)

ARL [Arts Literary], Bookfair, 1985-1987.

ARL [Arts Literary], Governor[-General's Awards], 1986-1987.

ARL [Arts Literary], Poetry, 1987.

Box 49

ARL [Arts Literary], Writers, 1985-1987.

ARN [Native Arts], Aborig[inal] Y[ou]th, Native, 1987.

ARP [Arts Performing], General, 1985-1988.

ARP [Arts Performing], Airfarce, 1987.

ARP [Arts Performing], Alberta [Ballet], 1987. (Includes brochure)

ARP [Arts Performing], ATP [Alberta Theatre Projects], 1987.

ARP [Arts Performing], Capella, 1987.

ARP [Arts Performing], Cerovsek, 1987.

ARP [Arts Performing], [Calgary] Opera, 1987.

ARP [Arts Performing], Children [Toronto Children's Choir], 1987.

Box 49 (cont'd)

- ARP [Arts Performing], Cirque, 1987. (Probably Cirque de Soleil)
- ARP [Arts Performing], Colorado, 1987. (Probably Colorado String Quartet)
- ARP [Arts Performing], Community, 1987.
- ARP [Arts Performing], CPO [Calgary Philharmonic Orchestra], 1987.
- ARP [Arts Performing], Curley, 1987.
- ARP [Arts Performing], Danscene, 1987.
- ARP [Arts Performing], Desrosiers, 1987.
- ARP [Arts Performing], Drums, 1987.
- ARP [Arts Performing], Edmonton, 1987.
- ARP [Arts Performing], Esprit [SMCQ], 1987.
- ARP [Arts Performing], Eve, 1987.
- ARP [Arts Performing], Folk, 1987.
- ARP [Arts Performing], Franciscan, 1987.
- ARP [Arts Performing], French [Company], 1987-1988. (Regarding La Tragédie de Carmen)
- ARP [Arts Performing], [André-Philippe] Gagnon, 1987.
- ARP [Arts Performing], Gala, 1987.
- ARP [Arts Performing], Instar, 1987. (Regarding Hei-Kyung Hong, Soprano)
- ARP [Arts Performing], Inttheatre, 1987.
- ARP [Arts Performing], Jazz, 1987.
- ARP [Arts Performing], Joffrey [Ballet], 1987.
- ARP [Arts Performing], Juilliard [String Quartet], 1987. (Includes brochure)
- ARP [Arts Performing], Karamazov, 1987. (Regarding Flying Karamazov Brothers)
- ARP [Arts Performing], Korean, 1987.

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Box 49 (cont'd)

ARP [Arts Performing], La La La [Human Steps], 1987.

ARP [Arts Performing], [Michel] Lemieux, 1987.

ARP [Arts Performing], Le Quat, 1987. (Regarding le Théâtre de Quat'Sous)

ARP [Arts Performing], Lesgrandes, 1987. (Sic; regarding Les Grands Ballets  
Canadiens)

ARP [Arts Performing], Manitoba [Chamber Orchestra], 1987.

ARP [Arts Performing], Media, 1987.

ARP [Arts Performing], Modern, 1987.

ARP [Arts Performing], Musical, 1987.

ARP [Arts Performing], NACO [National Arts Centre Orchestra], 1986-1987.

ARP [Arts Performing], Rock, 1987.

ARP [Arts Performing], Shaw [Festival], 1987.

ARP [Arts Performing], Shumka [Dancers], 1987.

ARP [Arts Performing], [International] Snow [Sculpting Competition], 1987.

ARP [Arts Performing], Solemn [Ceremony], 1987.

ARP [Arts Performing], Toronto [Symphony], 1987-1988.

ARP [Arts Performing], Video, 1987.

ARP [Arts Performing], Winter, 1987.

ARP [Arts Performing], World, 1987.

ARP [Arts Performing], Youth, 1987.

Arrivals & Departures, 1987. (Agenda and minutes of Olympic Family Arrivals and Data  
Processing Distribution Committee)

Arts, General, 1985-1988. (3 folders; includes minutes of Design Theme Steering  
Committee; Accommodation Report, Arts Festival Progress Report; and Olympic  
Arts Festival Plan)

Box 50

ARV [Arts Visual], General, 1986-1987. (Includes minutes of meeting regarding Athletes Village, Visual Arts Issues)

ARV [Arts Visual], Architect, 1985-1987. (3 folders; includes notes from Olympic Arches Committee meetings; notes and minutes from Architecture Committee meetings; report on Olympic Arches; copies of News Communiqués press releases)

ARV [Arts Visual], Champions, 1987.

ARV [Arts Visual], Crafts, 1986-1988.

ARV [Arts Visual], Film, 1987.

ARV [Arts Visual], Ice, 1987.

ARV [Arts Visual], Mask, 1986-1987. (Includes report)

ARV [Arts Visual], Numis[matics], 1987.

ARV [Arts Visual], Philately, 1985-1987.

ARV [Arts Visual], Photo, 1987.

ARV [Arts Visual], [On] Track, 1987.

Bennet Jones, 1988.

Board of Directors, General, 1986.

Broadcast Hill, General, 1988.

Budgets, General, 1987.

Calgary Consular Corps, 1987.

Canadian Olympic Association (COA), 1988.

Cer[emonies], Opening & Closing, 1986-1988.

Clothing, 1987-1988.

Communications, General, 1986-1987.

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Box 50 (cont'd)

Community Relations, General, 1985-1987. (Includes agenda and minutes of Tourism Working Committee)

Complaints, General, 1987.

Box 51

Contributor Program, 1987.

Controller, General, 1986-1987.

C[anada] Olympic] P[ark] Venue, 1987.

Corporate Relations, General, 1987.

Courier Services Info[rmation], 1987.

Culture, General, 1988.

Dem[onstration Events], Demo[nstration Athletes], 1987.

Dem[onstration Events], Curling, 1987.

Dem[onstration Events], Freestyle [Skiing], 1987.

Dem[onstration Events], Short Track [Speed Skating], 1987.

Engineering, General, 1987.

Ethnic Assoc[iations], General, n.d.

EOF (Unofficial), York [Hotel], 1987-1988. (2 folders; regarding extra officials)

Essential, 1987. (Regarding employees of Canada Post Corporation)

Exh[ibition Events], Disabled [Skiing], 1987.

Facilities, General, 1987-1988.

Finance, General, 1987. (Includes Accommodation Report for Finance)

Food Services, General, 1987.

Foothills Hospital, 1988.

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Box 51 (cont'd)

Foothills Hospital, Nurses' Residence, 1986.

Giannakos, Ioannis, 1986.

Gift Store, 1987.

Government Services, General, 1987.

Gov[ernment], FGV [Federal Government], 1984-1988. (3 folders)

Box 52

[Government], FGV [Federal Government], Can[ada], Gov[ernor] Gen[eral], 1987.

[Government], FGV [Federal Government], Celeb[ration] 88, 1987. (Includes information package)

Gov[ernment], FGV [Federal Government], Customs, US, 1986-1988.

[Government], FGV [Federal Government], Can[ada], P[ri]me M[inister], 1987.

Gov[ernment], FGV [Federal Government], Essential, 1987.

Gov[ernment], FGV [Federal Government], Royal Canadian Mint, 1985-1987.

Gov[ernment], FGV [Federal Government], RCMP, 1984-1988.

Gov[ernment], PGV [Provincial Government], 1984-1988.

Gov[ernment], MGV [Municipal Government], 1985-1987. (2 folders; includes brochures)

Helicopter Operations, 1988.

Hosting, General, 1987.

Hotel & Restaurant Admin[istration] P[ro]gram, 1987.

Human Resources, General, 1986-1987. (Includes organizational charts and OCO'88 "Standards of Business Conduct")

Insurance, General, 1987.

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Box 52 (cont'd)

Ind[ependent], AAU [Amateur Athletic Union], 1986. (Correspondence with the United States Amateur Athletic Union)

Ind., Ascent, 1987.

Ind., Boatel, 1987.

Ind., Calg[ary] Opera, 1987.

Ind., Blue Cross/Blue Shield, 1988.

Ind., Britair, 1987.

Ind., Coast [Hotels], 1987.

Ind., Corrigan Instrumentation Ltd., 1987.

Ind., Corp/Cons [Corporate & Consumer Affairs], 1987.

Ind., CP [Enterprises], 1987.

Ind., Deco Travel, 1988.

Ind., Exposition'88, 1988.

Ind., Finn Air, 1988.

Box 53

Ind., Int[ernational] Hosp[ital Consultants], 1987.

Ind., ISL [Marketing], 1987.

Ind., [Aga] Khan, 1987.

Ind., [Thomas V.] King, 1986-1987.

Ind., Law Soc[iety of Alberta], 1987.

Ind., Life [Magazine], 1986.

Ind., [B.] Overgaard, 1987.

Ind., [Robert] Ronner, 1987.

Box 53 (cont'd)

Ind., [Paul] Sardagnola, 1988.

[Ind., Seoul Organizing Committee], 1987. (The contents of this folder were found loose  
in the moving box)

Ind., [Tom] Septean, 1986. (Note in the file indicates the name should be "Seretean")

[Ind.], Spengler Cup, 1988.

Ind., [Calgary Exhibition &] Stampede, 1987.

Ind., [Taylor] Statten, 1987.

Ind., U[niversity] of C[algary], 1986-1987.

Ind., Volks[wagen Canada Inc.], 1987.

Information Kits, 1987-1988. (2 folders)

Information Services, General, 1987.

IOC, General, 1986-1988. (2 folders; includes copy of Palliser Hotel Use Agreement,  
copy of a report on the "OCO'88 Accommodation System," notes and minutes  
from IOC Hotel Palliser Venue meetings)

IOC, Ath[letes' Commission], 1987.

IOC, Elig[ibility Commission], 1987.

IOC, Fin[ance Commission], 1987.

IOC, Honorary [Members], 1987.

IOC, Guests, 1987.

IOC, Medical [Commission], 1987.

IOC, Members, 1987.

IOC, President, 1987.

IOC, Press Commission, 1987. (Includes report)

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**Box 54**

IOC, Prog[ram Commission], 1987.

IOC, Radio [Commission], 1987.

IOC, Sec[retariat], 1987.

IOC, T[elevision Commission], 1987.

Invitations, 1987-1988.

Legal, General, 1984-1987.

Lic[ensees], General, 1985-1987.

T[eam']88, General, 1986-1987. (Regarding Team Petroleum'88)

MNR, General, 1987-1988. (2 folders; regarding Media Villages accommodation; includes a Media Directory, and draft policies and procedures for athletes' and media accommodation)

Media Services, General, 1987-1988. (Includes summary report of broadcast agreements; and a copy of the XV Olympic Winter Games Organizing Committee Style Guide for Writers)

Media Villages, General, 1987. (Includes report on Cabling Costs Charging Policy; five oversize plans have been placed into Oversize Box 57)

**Box 55**

Systems Operations, General, 1987-1988. (2 folders; includes Accommodation System Weekly Status Reports)

TEC, General, 1987.

TEC, Tech Off, 1987. (Regarding the accommodation of Walter Troeger, Sport Director of the International Olympic Committee)

TEC, T[echnical] D[elegates]/Jury, 1987.

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Box 55 (cont'd)

Team'88 Department, 1987.

Team Service Providers, 1987.

Technology, General, 1987.

Telecommunications, General, 1986-1987.

Tel[ecom Department], Precision [Communication], 1987.

Ticketing, General, 1986-1988.

Torch Relay, General, 1985-1987. (Includes pamphlet)

Transportation, General, 1987-1988.

Box 56

T[eam']88 [Petroleum], Gibson [Petroleum], 1987.

T[eam']88 [Petroleum], Gulf [Canada Resources], 1986-1987.

T[eam']88 [Petroleum], IGC [Resources Ltd.], 1987.

T[eam']88 [Petroleum], Loran [International], 1986-1987.

T[eam']88 [Petroleum], Mobil [Canada], 1987.

T[eam']88 [Petroleum], Pipe [TransCanada PipeLines], 1987.

T[eam']88 [Petroleum], Texaco [Canada Resources], 1985-1987.

T[eam']88 [Petroleum], Trans Alta [Utilities Corporation], 1986-1987.

T[eam']88 [Petroleum], Trizec [Corporation Ltd.], 1987.

World Marketing, 1988. (Regarding ticketing)

Venues, Airport, 1987. (Includes notes of meeting regarding Airport Arrivals/Departures  
Data)

Venue Planning, General, 1987. (2 folders; includes minutes of meeting; agenda of  
Venue Operating meeting; and Status Reports)

Volunteers, General, 1986-1987. (2 folders)

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Box 56 (cont'd)

Volunteer Accommodation, 1987.

Volunteer Training, 1987.

V[ice] P[residents'] Allocations, 1987.

## **OVERSIZE MATERIAL**

Oversize Box 57

KC Home Centre, Canmore, 1981-1987. (Plans: KC Homecentre, Canmore, Site Plan & Details, February 6, 1981; KC Homecentre, Canmore, Main Floor Plan and Washroom Elevations, February 6, 1981; KC Homecentre, Canmore, Second Floor Plan, February 6, 1981; KC Homecentre, Canmore, Elevations, February 6, 1981)

KC Home Centre Floor Plans, 1987. (Plans: KC Centre, Canmore, Lower Floor, n.d. (coloured); KC Centre, Canmore, Upper Floor, n.d. (coloured); KC Centre, Canmore, Lower Floor, n.d. (with notations); KC Centre, Canmore, Upper Floor, n.d. (with notations))

Media Villages, General, 1987. (Plans: SAIT Campus, Campus Site Plan, August 21, 1986; SAIT Campus, Owasina Hall Residence, Ground Floor Plan, April 28, 1987; SAIT Campus Student Residence, Study-Conference Room, n.d.; Broadcast Hill Media Village (United), February 13, 1987; Broadcast Hill, Amenities Building, April 28, 1987)

**Oversize material** placed in **Map Cabinet 1/3**:

Canadian Forces Base Calgary, 1986. (Plan: Existing Utilities, Banff National Cadet Camp, CFB Calgary, Civil, Site Plan, 1985/05/02)

The Fairways UML Land Ltd., n.d. (Plan: The Fairways UML Land Ltd., n.d.)

**VI. Operations Group, Accommodation Division, Associate Monica Mark.  
-- 1979, 1983-1988. -- 1.38 m of text; 82 plans; 62 photo prints.**

**Archival Description:** Monica Mark first appeared in the organizational charts of OCO'88 in 1986 where she was listed as a secretary in the Accommodation and Food Services Department, Services Division of the Operations Group. By 1987 January, she had been promoted to Associated, Housing and Hospitality and reported to the Manager of Housing Development, Ron Sandrin-Litt (see Series V). She remained in this position until Games time, although her title was later changed to that of Associate, Accommodation Services.

**Scope and Content:** This series has been divided into four sub series as follows:

- Hospitality Space
- NOC Requests
- Palliser Hotel/Calgary Convention Centre
- General Files

The first two sub series are arranged alphabetically and are mainly correspondence files of Ms. Mark. Some correspondence of Ron Sandrin-Litt is also included. The last two sub series have a more random arrangement following the order in which they were packed for the Archives. One folder of Purchase Orders was removed for disposal.

A file listing follows.

**File listing:**

**SUB SERIES: HOSPITALITY SPACE**

Box 1

Function Space, General, 1987. (Includes plan and brochure, with duplicates)

Hospitality, General, 1987.

Abbey Lane Wharf, 1987. (Includes two menus)

Al Azhar Temple, 1986.

Alberta Hotel, 1987. (Includes reports "The Alberta Hotel," (2 copies); and "The Alberta Hotel: Executive Summary" (2 copies))

A Touch of Class, 1987. (Caterers; includes brochures)

A Touch of Ginger Restaurant, 1987-1988. (Includes five 4x5 colour photo prints)

Army, Navy & Airforce Club, 1986-1987. (Includes brochures, Dedication Bulletin, September 10, 1983, and a copy of a plan)

Assoc[iation of] United Ukrainians, 1987.

The Banke, 1987. (Includes brochure)

Banff, Wine and Dine, n.d.

Bashful Bagel, 1987.

Basil's Restaurant & Bar, 1987-1988.

Bearspaw Country Club, 1987.

Bearspaw/Glendale Community, 1987. (Includes brochures)

Belle Amie, 1987.

Blackfoot Inn, 1986-1987. (Copy of "The Yuk Yuk's Comic Book," 1986-1987)

Bowness Montgomery Lodge 1988 Loyal Order of Moose, 1985. (Includes two plans)

Bridgeland Community Association, 1988.

Bronco Billy's, 1987.

Box 1 (cont'd)

Butler's Restaurant, 1988.

Buzzards, 1987.

Calgary Bistro, 1987.

Calgary Chamber of Commerce, 1987.

Calgary Chinese Cultural Centre, 1987.

Calgary Centre for Performing Arts, 1987.

C[algary] C[onvention] C[entre] Facility Guide, n.d. (Brochure)

Angus Room, n.d. (Calgary Convention Centre)

Atlantic Room, n.d. (Calgary Convention Centre)

Garden Terrace, n.d. (Calgary Convention Centre)

Garden Terrace, Table Areas, n.d. (Calgary Convention Centre)

Glencoe Room, n.d. (Calgary Convention Centre)

Glendale Room, n.d. (Calgary Convention Centre)

Glenmore Room, n.d. (Calgary Convention Centre)

Glengarry Room, n.d. (Calgary Convention Centre)

Glenview Room, n.d. (Calgary Convention Centre)

McIntyre Room, n.d. (Calgary Convention Centre)

Northcote Room, n.d. (Calgary Convention Centre)

Stephen Room, n.d. (Calgary Convention Centre)

Macleod Hall/Exhibition Hall Audio Visual Locations, n.d. (Calgary Convention Centre)

Macleod Hall Banquet Layout, n.d. (Calgary Convention Centre)

Exhibition Hall Booth Layout, n.d. (Calgary Convention Centre)

Exhibition Hall & Foyer, n.d. (Calgary Convention Centre)

Calgary Petroleum Club, 1987. (Includes pamphlets)

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Box 1 (cont'd)

Calgary Public Library, 1986.

Calgary Ski Club, 1987.

Calgary Tennis Club, 1987.

Calgary Tower, 1986-1987. (Includes brochure and menus)

Calgary Winter Club, 1986-1987.

Canyon Meadows, 1986-1987. (Golf and Country Club)

Casinos, n.d.

Centre Court Athletic Club, 1987. (Includes brochure)

Box 2

CFB Calgary, 1979-1987. (Two oversize plans have been placed in a map folder in  
Map Cabinet 1/3)

Calgary Curling Club, 1987. (Includes one colour 4x6 photo print glued to paper)

Calgary Jewish Centre, 1987.

Charlton's Cedar Court, 1987-1988.

Chateau Chambord, 1987. (Four oversize plans have been placed in a map folder in  
Map Cabinet 1/3)

Chi-Chi's (Concan Foods), 1987. (Includes brochure)

Chestermere Regional Community Association, 1986-1987. (Includes pamphlet)

Claudio's Restaurant Group Inc., 1988. (Includes brochures)

Creative Exhibits Display Co., 1987. (Includes report and information package)

Crescent Heights Community, 1987.

Croatian-Canadian Cultural Centre, 1987. (Includes pamphlet)

Danish Canadian Club, 1987. (Includes menu)

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Box 2 (cont'd)

Devonian Gardens, 1987.

Dicken's Restaurant and Pub, 1987.

Don Quijote, 1987. (Includes menus)

Dutch Canadian Club, 1987. (Includes menus)

Earl Grey Golf Club, 1986-1987.

Earl's Restaurant, 1987.

Earl's Tin Palace, 1987.

Edgemont Racquet Club, 1987.

The Edinburgh House, 1987.

Elks Club of Calgary, 1986-1987. (Includes menu)

Entertainment, Hospitality, 1987.

Family Leisure Centre, Southeast Calgary, 1987. (Includes brochure)

Foothills Club, 1987.

Fort Calgary, 1986-1987.

German Canadian Club, 1985.

Giovanni's #2, 1987. (Includes menus)

Glenbow Museum, 1983-1986. (Includes draft agreement)

Glenbrook Community, 1987.

The Glencoe Club, 1986-1987.

Glenmore Club, 1987. (Includes pamphlets)

Golden Age Club, 1987. (Includes "Golden Age Club Invitation to Lease '88 Olympics")

GS Barbecue Steak Pit Ltd., 1988.

Gucci's, 1987.

Hall's Profile, 1985.

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Box 2 (cont'd)

Hemingway's, Fine Cuisine/Pastry Boutique, n.d. (Brochure)

Box 3

Heritage Park, 1986-1988. (Includes information package)

Highland Golf & Country Club, 1987.

Highwood Golf Course, 1988.

Horseshoe Dining Lounge, 1987.

Ile de France, 1987.

Inglewood Community Association, 1987.

Inglewood Golf & Curling Club, 1986-1987. (Includes pamphlet and information package)

International Plaza, 1987.

JR Houstons, North and South, 1987.

Kracker Barrel Kitchen, 1987.

La Bamba Restaurant, 1987. (Includes brochure)

La Caille, 1987.

Le Chateaubriand, [1987].

Leisure Tech Bingo, 1987.

Lombardo's Restaurant, 1986-1987. (Includes menu)

Malls, n.d. (Includes pamphlet)

Mazzini's, 1987.

Montgomery Community Centre, [1987].

Nakoda Lodge/Stoney M[edicine] Lodge, 1987. (Includes brochure and report)

Northwest Dinner Theatre, 1986.

Oilfields Regional Recreation Board, 1986.

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Box 3 (cont'd)

Oliver's Dining Room & Lounge, 1987. (Includes menu)

One Yellow Rabbit Theatre, 1987-1988.

Orestes', Brentwood, 1987.

Orestes', Downtown, 1987.

O[lympic] V[olunteer] C[entre], Hosp[itality], 1987.

Parkdale Community Association, 1987.

Pinebrook Golf & Country Club, 1986-1987. (Includes regulations manual)

Port of Holland, 1987.

Powderhorn Cattle Co. Saloon, 1987.

Pro Sports (Russ Gill), 1986.

The Ranchmen's Club, 1987.

Rafter Six, [1987].

Richmond Squash Club, 1987. (Includes brochure)

Rotary House, Stampede Park, 1986.

Royal Canadian Legion, Bowness Road, 1987.

Royal Canadian Legion, North Calgary #264 Branch, 1986.

The Royal Canadian Legion, Ogden (Hospitality Space), 1987.

Scenic Acres Recreation Hall, 1987.

Shaarey Tzedec Synagogue, 1986-1987.

Silver Dollar Action Centre, 1987.

Silver Springs Community Centre, [1987]. (Includes brochure)

Silver Springs Golf Club, 1986.

Sorrenti, Bell & Associates (Hospitality Space), 1987.

Southern Alberta Tribes' Cultural Exhibition, 1986-1987.

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Box 3 (cont'd)

Spring Lake Country Club, 1987-1988. (Includes brochure)

Springbank Park, 1986-1987. (Includes pamphlet)

Springshire Manor, 1987-1988. (Includes 25 4x6 colour photo prints glued to paper)

Spruce Meadows, 1986-1987.

St. Andrew's Heights Community, 1987.

Box 4

St. Vladimir's Ukrainian Orthodox Cultural Centre, 1987.

The Steak Pit, 1987.

Strathcona Park Community Association, 1985-1987.

Symons Valley BBQ Ranch, 1987-1988. (Includes informational brochures)

Taj Mahal Restaurant, 1987-1988.

The Tree Farm, 1986-1987.

Triwood Community Assoc[iation], 1987.

Ukranian Cultural Centre, 1987.

Varsity Community Association, 1987.

Valley Ridge, 1987.

Victoria Community Hall, 1986-1987.

Virginia Christopher Galleries Ltd., 1988. (Includes 4x5 colour photo print)

Virginia Lynn's, 1987. (Includes menu and pamphlet)

Westwinds Club, 1985-1988.

Wentworth Properties Ltd., 1987.

Western Connection, 1986-1987. (Includes brochure)

White Heather Curling Club, 1987.

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Box 4 (cont'd)

Willow Park Golf & Country Club, 1987.

Hospitality Space, [1983-1984]. (3 folders; brochures, pamphlets and menus for hospitality space in and around Calgary; includes nine 4x6 colour photo prints taped to paper, two 5x7 colour photo prints, ten 8x10 colour photo prints, and eight 4x5 colour photo prints glued to paper)

### **SUB SERIES: NOC REQUESTS**

Box 5

NOC, General, 1985-1988. (2 folders)

NOC, Bid Cities, 1987-1988.

NOC, ANOC [Association of National Olympic Committees], 1987.

NOC, Ticket & Travel Agents, 1988.

NOC, And[orra], 1987.

NOC, Arg[entina], 1987.

NOC, Aus[tralia], 1987-1988. (Also includes information on the National Olympic Committee of Austria)

NOC, Aus[tralia]/Bid/Brisbane, 1987.

NOC, Bah[amas], 1987.

NOC, Aut [Austria], 1986-1988.

NOC, Bol[ivia], n.d.

NOC, Bra[zil], 1987.

NOC, Bul[garia], 1987-1988.

NOC, Bul[garia]/Sofia, 1987-1988.

NOC, Can[ada], 1986-1988.

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Box 5 (cont'd)

- NOC, Can[ada], Bid, Toronto, 1987.
- NOC, Can[ada], Alpine [Skiing], 1987.
- NOC, Can[ada], Biathlon, 1987.
- NOC, Can[ada], Bob[sleigh} & Luge, 1987.
- NOC, Can[ada], C[anadian] S[ki] A[ssociation], 1987.
- NOC, Can[ada], Curling, 1987.

Box 6

- NOC, Can[ada], Fig[ure] Skating, 1986-1987.
- NOC, Can[ada], Freestyle [Skiing], 1987.
- NOC, Can[ada], Hockey, 1987. (Includes copy of Accommodation Agreement)
- NOC, Can[ada], [Ski] Jumping, 1985-1987.
- NOC, Can[ada], Nordic [Combined], 1987.
- NOC, Can[ada], Olym[pic] Trust, 1987.
- NOC, Can[ada], P[a]st [Games], Montreal, n.d.
- NOC, Can[ada], Sp[eed] Skating, 1987.
- NOC, Can[ada], Sudbury, 1987.
- NOC, Can[ada], X-Country [Skiing], 1987.
- NOC, Cay[man Islands], 1986-1987.
- NOC, Chi[le], 1987. (Also includes correspondence regarding the Chinese Olympic Committee)
- NOC, Ch[i]n[a], 1987-1988.
- NOC, C[osta] R[i]c[a], 1986-1987.
- NOC, Den[mark], 1986-1988.

**Copyright City of Calgary**

Box 6 (cont'd)

NOC, Egy[pt], 1987.

NOC, Esp [Spain], 1986-1988.

NOC, Esp [Spain], H[o]st, Barcelona, 1987-1988.

NOC, Fij[i], 1986-1987.

NOC, Fin[land], 1986-1988.

NOC, Fin[land], Lahti, 1987-1988.

NOC, Fra[nce], 1986-1988.

NOC, Fra[nce], H[o]st, Albertville, 1987-1988.

NOC, F[ederal] R[epublic of] G[ermany], Bid, Berchtesga, 1987-1988.

NOC, Gab[on], 1987.

Box 7

NOC, F[ederal] R[epublic of] G[ermany], 1986-1988.

NOC, G[reat] Br[itain], 1985-1988.

NOC, G[reat] Br[itain], Edinburgh, 1986.

NOC, G[reat] Br[itain]/Ses[sion]/Birmingham, 1987.

NOC, G[erman] D[emocratic] R[epublic], 1986-1988.

NOC, Gre[ece], 1987-1988.

NOC, Gre[ece], Bid, Athens, 1987.

NOC, Gre[ece], Torch, 1987.

NOC, Gua[temala], 1988.

NOC, Gu[a]m, 1987.

NOC, H[ong] K[on]g, 1986-1987.

NOC, Hol[land], 1986-1988.

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Box 7 (cont'd)

NOC, Hun[gary], 1987.

NOC, Ind[ia], 1987-1988.

NOC, Isl [Iceland], 1986-1987.

NOC, Ita[ly], 1987-1988.

NOC, Ita[ly], Ath, 1987.

NOC, J[a]p[a]n, 1986-1988.

Box 8

NOC, J[a]p[a]n/Ses[sion]/Tokyo, 1987.

NOC, Kor[ea], H[o]st, Seoul, 1987-1988.

NOC, Kor[ea], 1987-1988.

NOC, L[i]b[e]r[ia], 1987.

NOC, Lib [Lebanon], 1987.

NOC, Lei[chtenstein], 1986-1987.

NOC, Lux[embourg], 1987.

NOC, Mal[aysia], 1986-1987.

NOC, Mar [Morocco], 1987.

NOC, Mex[ico], 1987.

NOC, Mon[aco], 1986-1988.

NOC, Nor[way], 1986-1988. (2 folders; includes one colour photo print, 9cm x 17cm)

NOC, Nor[way], Bid, Lillehammer, 1987-1988.

NOC, N[ew] Z[ea]l[and], 1986-1987.

NOC, Pol[and], 1987-1988.

NOC, Prk [Democratic Republic of Korea], 1987.

Box 9

NOC, Pu[erto] R[ico], 1987.

NOC, Pu[erto] R[ico]/Ses[sion]/Puerto Rico, 1987.

NOC, Rom[ania], 1986-1987.

NOC, Sau [Saudi Arabia], 1987.

NOC, Sen [Senegal], 1987.

NOC, SMR [San Marino], 1987-1988.

NOC, Sri [Lanka], 1987.

NOC, Sui [Switzerland], 1986-1988.

NOC, Sui [Switzerland], Bid Lausanne, 1987-1988.

NOC, Swe[den], 1986-1988. (2 folders)

NOC, Swe[den], Bid Ostersund, 1987-1988.

NOC, Tch [Czechoslovakia], 1987-1988.

NOC, TPE [Taipei], 1987.

NOC, Tur[key], 1987.

NOC, URS [Union of Soviet Socialist Republics], 1987-1988.

NOC, USA, Bid Anchorage, 1986-1988.

NOC, USA, Bid Portland, 1987.

Box 10

NOC, USA, P[a]st, L[os] A[ngeles], 1984-1987.

NOC, USA, P[a]st L[a]k[e] Placid, 1978-1987.

NOC, USA, 1984-1988. (2 folders)

NOC, Ven[ezuela], 1987.

NOC, Yug[oslavia], 1986-1988.

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Box 10 (cont'd)

NOC, Yug[oslavia], Bid Belgrade, 1987.

NOC, Yug[oslavia], P[a]st, Sarajevo, 1986-1988.

Hotel Mailouts, Address List, n.d. (Photocopied from original labels for preservation)

Hotel Release Precedent, n.d. (Photocopied from original labels for preservation)

SAIT Campus Layouts, 1987. (47 plans)

Originals, Lincoln Park Info[rmation] Kit, 1987.

Technical Support Staff (Lease Agreements), 1987.

Box 11

Media Village, Action Pending, 1986-1987.

Palliser Hotel, 1987.

Reports, 1987-1988. (3 folders; computer printouts of accommodation requests,  
Accreditation, etc.)

Data Load, 1988. (Notes and correspondence)

**SUB SERIES: PALLISER HOTEL/CALGARY CONVENTION CENTRE**

Box 12

Function Room Requests, 1982-1988.

Function Space Rates, 1986-1987.

C[algary] C[onvention] C[entre], 1985-1988. (Includes pamphlets)

Hospitality & Function Space, 1986-1987. (Includes pamphlets)

Language Services, 1987.

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Box 12 (cont'd)

Minutes of Meetings, 1987. (Includes minutes of Palliser Hotel/Convention Centre Venue Operating meeting; minutes of Convention Centre meeting; and minutes of Convention Centre Venue Planning meeting)

Telex[e]s, 1987.

Volunteer Manpower, 1987.

Calgary Centre Directory Sheet, n.d.

Macleod Hall/Exhibition Hall, Electrical Locations, n.d.

Macleod Hall, Exhibition Hall, Telephone Locations, n.d.

Palliser [Hotel], Rooming List, 1987.

Palliser [Hotel], Rooms, 1987.

Palliser [Hotel], Security, 1986-1988. (Includes minutes of meeting)

Solemn Ceremony, 1987.

Telex[e]s, 1987-1988.

[Palliser Hotel], Room Reservations, 1987.

Transportation, 1987.

VVIP Accommodation, 1987-1988.

C[algary] C[onvention] C[entre] Contracts, 1985-1987.

Function Bookings, 1982-1988.

Palliser Floor Plans, 1986-1987. (Includes 25 oversize plans which have been placed into Oversize Box 16)

Palliser [Hotel], General, 1985-1987. (2 folders; includes copy of Calgary Convention Centre Authority Lease Agreement; two overhead transparencies; and pamphlets)

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Box 13

Palliser [Hotel], 1988.

Palliser Hotel, Functions, [1987].

Palliser [Hotel], Mount Royal House, 1987.

Accommodation, General, 1987.

Beds, 1987.

Designated Hotel, 1984.

Entertainment, 1987-1988.

Facility Information Sheets, 1987.

Palliser Reservation System, 1987.

Government Accommodation, 1987.

Hosting, 1987.

Independent Bookings, 1987.

Management 1987.

Minutes, 1987-1988. (Includes agenda and minutes of Palliser Hotel/Convention Centre Management Committee meeting; minutes of Palliser Access Control meeting; minutes of Palliser Hotel/Convention Centre Venue Operating meeting; minutes of Palliser Venue Planning meeting; and a Palliser Hotel Status Report)

Hospitality and Function Space, 1986-1988. (Includes information package on Palliser Hotel Catering Services)

**SUB SERIES: GENERAL FILES**

Box 13 (cont'd)

Native Liaison, General, 1985-1987. (Includes report on the Olympic Committee meeting of the Calgary Native Friendship Society Board of Directors; and a pamphlet)

Box 13 (cont'd)

Calgary Olympic Village I, 1986-1988. (Includes minutes of Athletes' Village, Visual Arts Issues meeting)

Canmore Olympic Village II, 1985-1987.

OCO, Air Crew, 1987.

OCO, Nakiska Venue, 1987.

OCO, Nordic Venue, 1987.

OCO'88, Biathlon, 1987.

OCO'88, 1986-1987.

OCO, Spec[ial] Proj[ects], 1987.

OCO'88, Alpine, 1987.

OCO'88, Airport Operations, 1988.

OCO'88, Broad[cast]/[Relations], 1987.

OCO'88, Discret[ionary Services], 1986-1987.

OCO'88, D[epartment of] N[ational] D[efence], 1987.

OCO'88, Hosts, 1987-1988.

OCO, CODA, 1986-1987.

OCO'88, Human Resources, 1987-1988.

OCO'88, Media Ser[vices], 1987.

OCO'88, Marketing, 1988.

OCO, Medical, Health [and] Wel[fare], 1987-1988. (Includes pamphlet on banned drugs)

OCO'88, Office, General, 1988.

OCO'88, Policies and Procedures Manual, 1988.

Box 14

OCO'88, Pres[ident's] Off[ice], 1987.

OCO'88, Ski Patrol, 1987.

OCO, Sports, Sup, Sports, 1987-1988.

OCO, Snow Birds, Ceremonies, [1987].

OCO'88, Sytek, Telecom, 1987.

OCO'88, Ticketing, 1987.

OCO'88, Trans Alta, Engineering, 1987.

OCO'88, Translator/Language, 1987-1988.

OCO'88, Transportation, 1987-1988.

OCO'88, Interp[reters], 1986-1988.

OCO'88, US Customs, 1987-198.

OCO, Weather, Venue [Operations], 1987.

Volunteers, 1987-1988.

OCO'88, X-Country/Sport, 1987.

Operations, General, 1986-1988.

Planning/Procurement, General, 1987. (Includes agenda and minutes of meetings)

Preliminary, 1987. (Listing of "Organizations Without Any Allocations")

President's Office, General, 1987.

Procurement, General, 1987.

Production and Advertising, General, 1987.

Progress Reports, 1987-1988. (Operations Services Progress Report for December 1987)

Protocol, General, 1985-1988. (Includes "Olympic Protocol System," October 1987; and minutes of VIP Sub Committee meeting)

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Box 14 (cont'd)

Public Relations, General, 1987.

Purchasing, General, 1987.

Refunds, 1988.

Room Pool, General, 1987-1988.

Room Pool, List of Hotels, 1988.

SAIT, 1987.

Box 15

Security, General, 1986-1987.

Signage, 1988.

Spectator Services, General, 1987.

Sports, General, 1986-1987.

SPL [Sponsors/Suppliers Program], General, 1987-1877. (2 folders)

[Official Sponsors], 1987.

**OVERSIZE MATERIAL**

Oversize Box 16

Palliser Floor Plans, 1986-1987. (Plans: Palliser Hotel, Third Floor Plan, February 9, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Second Floor Plan, January 29, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Fourth Floor Plan, February 9, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Fifth Floor Plan, February 9, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Sixth Floor Plan, February 9, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Eleventh

Oversize Box 16 (cont'd)

Palliser Floor Plans, 1986-1987. (cont'd)

Floor Plan, n.d. (with notations; and with attached listing); Palliser Hotel, Tenth Floor Plan, February 12, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Ninth Floor Plan, February 12, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Seventh Floor Plan, February 9, 1987 (coloured, with notations; and with attached listing); Palliser Hotel, Eighth Floor Plan, February 9, 1987 (with notations; and with attached listing); Palliser Hotel, Lower Level, December 22, 1986 (marked "Preliminary;" with notations; and with attached listing); Palliser Hotel, Ground Floor, January 05, 1987 (marked Preliminary"); Palliser Hotel, Mezzanine and Sub-Mezzanine Floor Plans, January 20, 1987 (marked "Preliminary;" with notations); Palliser Hotel, Penthouse, January 21, 1987; Palliser Hotel, Eighth Floor Plan, May 25, 1987; Palliser Hotel, Second Floor Plan, June 30, 1987; Palliser Hotel, Third Floor Plan, June 30, 1987; Palliser Hotel, Fourth Floor Plan, June 30, 1987; Palliser Hotel, Fifth Floor Plan, June 30, 1987; Palliser Hotel, Sixth Floor Plan, June 30, 1987; Palliser Hotel, Seventh Floor Plan, June 30, 1987; Palliser Hotel, Eighth Floor Plan, June 30, 1987; Palliser Hotel, Ninth Floor Plan, June 30, 1987; Palliser Hotel, Tenth Floor Plan, June 30, 1987; Palliser Hotel, Eleventh Floor Plan, June 30, 1987)

**Oversize Material** placed into **Map Cabinet 1/3:**

CFB Calgary, 1987. (Plans: Department of National Defence, Canadian Forces Base Calgary, Officers Mess, Bldg. J-5, Architectural, First Floor Plan, June 08, 1979; Department of National Defence, Army, Directorate of Works, Ground Floor Plan

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Oversize Material placed into Map Cabinet 1/3 (cont'd):

CFB Calgary, 1987. (cont'd)

and Details, Combined Officers Mess & Quarters B7, Harvey Barracks, Calgary, Alberta, 15 December 1958; revised January 30, 1984)

Chateau Chambord, 1987. (Plans: Chateau Chambord, 222 Grenbriar Place N.W., Calgary: Site Plan, December 10, 1986; Elevations, December 20, 1986; Floor Plans, December 5, 1986; Elevations, December 19, 1986)

**VII. Operations Group, Accommodation Division, Manager, Media Villages, Denis Baudais. -- 1981-1988. -- 4.13 m of text and other material.**

Archival Description: Until the major reorganization of OCO'88 in 1986, management of the Athletes' Villages and Media Villages had been handled by one administrative unit in the Services Division of the Operations Group (see Series I). By 1986 August/September, Athletes' Villages and Media Villages were separate Departments in OCO's administrative structure, and, initially, Bill Wilson served as Manager of Media Villages in the Accommodation Division. By 1986 December, Denis Baudais was working under Wilson as Supervisor of Lincoln Park Village. This organizational structure remained in place until 1987 September when Wilson was transferred to the position of General Manager of Villages and Transportation (see Series XI) and Denis Baudais was promoted to Manager, Media Villages. Baudais was responsible for overseeing the operations of Broadcast Hill Village, Lincoln Park Village and Owasina Village at SAIT. Sid Ott took over the responsibilities for Lincoln Park Village while John Drake was Supervisor of Broadcast Hill Village and Owasina Village.

The mandate of the Media Villages Department was to house members of the international broadcast media, written press, technical support personnel and other members of the Olympic family.

Scope and Content: These records are from the office of Denis Baudais and represent his work as both Supervisor, Lincoln Park Village and as Manager, Media Villages. Some records also represent the work of Bill Wilson as Manager, Media Villages, but these appear to be Baudais' copies and were maintained with his records. The series has been divided into the following sub series:

- General Correspondence
- SAIT Files
- Lincoln Park Villages Files
- Miscellaneous

In some cases, material was found loose in the moving boxes and has been artificially arranged into file folders. Generally, the contents of these sub series were randomly arranged, with the exception of the first sub series. The arrangement of the General Correspondence files is generally alphabetical.

Some files were removed for disposal because of the routine nature of their contents: "Furniture" which consisted of copies of invoices from Simmons Ltd; "Broadcast Hill, Suite Equipment Check List," was simply a check list of all equipment/furniture in each suite

The other material consists of 62 photo prints, 56 plans, 23 (overhead) transparencies, six slides and four cultural historic items (one key and three fabric samples).

Note: 3½x5 inch photos = 8.5x12.5 cm  
5x7 inch photos = 12.5x17.5 cm

A file listing follows.

**File listing:**

**SUB SERIES: GENERAL CORRESPONDENCE**

Box 1

File List, Media Villages, n.d.

ABC, 1986-1987. (Includes minutes of ABC/OCO'88 meeting)

Accommodation, 1987.

Lincoln Park Accounts, 1988. (3 folders; Guest Charles Summary, Computer Printout by Resident)

Accounting, 1987-1988. (Includes minutes of Accounting/Purchasing/Media Villages meeting; and "Venue Administration Policies" in two draft forms and in final, approved version)

Accounting, Refund Requests, 1988.

Accreditation, 1987-1988.

Box 2

AFE File, 1986-1987. (Authorizations for Expenditure)

ATCO Contract, 1986-1988. (2 folders; includes schedules to the ATCO agreement; two colour polaroid photo prints; three 3½x5 colour photo prints by Litz Landscaping Ltd.; seven oversize plans have been placed in a map folder in Map Cabinet 1/13)

ATCO Contract, May 01, 1986-October 31, 1987. (3 folders; includes a "Final Draft" copy of the ATCO agreement; three oversize plans which have been placed in a map folder in Map Cabinet 1/13)

ATCO, Administration Building, 1986-1988. (Includes one oversize plan which has been placed in map folder in Map Cabinet 1/13)

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**Box 3**

ATCO, Building Design, 1987.

ATCO, Change Orders, 1986-1987.

ATCO, Damage Reports, 1987.

ATCO, Inspection Reports, 1987.

ATCO, Monthly Reports, 1986-1987. (Includes minutes of ATCO/OCO'88 meetings)

Baggage Handling, 1987.

Broadcast Hill Village, April 01, 1987-October 31, 1987. (1<sup>st</sup> and 2<sup>nd</sup> of 4 folders;

includes minutes of United Management Ltd./OCO'88 meetings; minutes of

Broadcast Hill Village meetings; notes on a Coast [Hotels]/OCO'88 meeting; and

one 8x10 colour photo print)

**Box 4**

Broadcast Hill Village, April 01, 1987-October 31, 1987. (3<sup>rd</sup> and 4<sup>th</sup> of 4 folders)

Broadcast Hill, 1987-1988. (2 folders; includes 19 3½x5 colour photo prints marked

"Damage Photos, Broadcast Hill, March/88;" one 5x7 colour photo print; 11

overhead transparencies; five oversize plans have been placed in a map folder in

Map Cabinet 1/13)

Broadcast Hill, Permits, Coast [Hotels], 1987. (Includes two oversize plans which have

been placed in a map folder in Map Cabinet 1/13)

Broadcast Hill, Inspection Reports, 1987.

Budget, 1986-1987. (2 folders)

Box 5

Canmore, Catering, 1987. (Includes minutes of a meeting with Leblond Partnership, Architects, Planners)

Catering/Food Services, 1987. (Includes three oversize plans which have been placed in a map folder in Map Cabinet 1/13)

Communications, 1987-1988. (2 folders; includes "Messaging Services Group, Volunteer Training Manual")

Consultants, Employment, 1982-1987.

Chinatown, 1986.

Coast [Hotels]/National [Caterers Ltd.], 1987-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes and notes of Coast Hotel/OCO'88 meetings; minutes of a Coast Hotels/National Caterers/OCO meeting; minutes of Broadcast Hill Media Village meetings; a draft version and copy of the agreement with Coast Hotels; and "Coast Hotels: Proposal to XV Olympic Games [sic] Organizing Committee for Complete Management of Broadcast Hill Facilities," May 8, 1987)

Box 6

Coast [Hotels]/National [Caterers Ltd.], 1987-1988. (3<sup>rd</sup> of 3 folders)

Contract Admin[istration], 1986-1987. (Includes copies of Canada Olympic Park Use Agreement, Canmore Nordic Centre Use Agreement, and PWT Bus Agreement)

CTV HB, 1985-1988. (Includes Memorandum of Understanding; report on CTV HB Transportation Requirements; minutes of CTV HB/OCO'88 meetings)

Demobilization Plan, 1987-1988. (Includes Status Reports; copy of "OCO'88 Recovery Programme Information Package)

Emergency Response Plan, 1987.

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Box 6 (cont'd)

Equipment, 1986-1987. (Includes one gold-coloured XV Olympic Winter Games key with Saddledome and Snowflake and Rings logo embossed on it)

Box 7

Final Report, 1987-1988. (2 folders; includes final reports for SAIT, Owasina Hall, Lincoln Park Village, and Broadcast Hill Village; copy of agreement with Coast Hotels)

Front Desk Service System, 1987.

Front Desk, Accommodations System User Manual, Hospitality Consulting Services, January 25, 1988. (2 folders)

Furniture, August 01, 1986-October 31, 1987, 1986-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 4 folders; includes copies of agreements with Simmons Limited, with Lil's Fabric Market Ltd., with JD Furniture (Mfg.) Ltd.; minutes of meeting with Simmons Limited; minutes of meeting regarding Media Villages Furniture and Supplies; reports to the Executive Management Team on Purchase and Disposal of Media Village Furniture, and on Media Villages Furniture and Drapery)

Box 8

Furniture, August 01, 1986-October 31, 1987, 1986-1988. (3<sup>rd</sup> and 4<sup>th</sup> of 4 folders)

Government, 1987.

Housekeeping, 1986-1987.

Insurance, 1986-1988.

IOC Agreement, 1981-1987. (Incl. a copy of the agreement between the International Olympic Committee, the Canadian Olympic Association and The City of Calgary, plus a copy of Calgary's reply to the IOC questionnaire during the bid process)

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Box 8 (cont'd)

Kainai [Industries Ltd.], 1987-1988. (3 folders; includes copy of Lincoln Park Media Housing Agreement with Kainai Industries; nine 4x6 colour photo prints, and 12 colour polaroid photo prints; six oversize plans have been placed into a map folder in Map Cabinet 1/13)

Box 9

Kainai Services, 1987.

Lincoln Park, 1987-1988. (3 folders; includes minutes of meeting with ATCO; minutes of meeting regarding Lincoln Park Village Security; and report on "Business Procedures for Lincoln Park Village")

Lincoln Park Village, September 01, 1986-October 31, 1987, 1986-1988. (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> of 5 folders; includes report "Lincoln Park Village, Plan of Execution;" minutes of a meeting with Simmons Ltd; minutes of meeting regarding Furniture Installation; seven colour polaroid photo prints; seven 4x6 colour photo prints glued to paper; six 35 mm colour slides of Media Village; and one oversize plan which has been placed in a map folder in Map Cabinet 1/13)

Box 10

Lincoln Park Village, September 01, 1986-October 31, 1987, 1986-1988. (4<sup>th</sup> and 5<sup>th</sup> of 5 folders)

[Overhead Transparencies], 1987. (12 oversize transparencies have been placed into Oversize Box 26)

Lincoln Park, Daily Reports, 1987-1988.

[Lincoln Park], Daily Reports, February 1-15, 1988. (2 folders)

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Box 10 (cont'd)

[Lincoln Park], Daily Reports, February 16-[March 4], 1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

Box 11

[Lincoln Park], Daily Reports, February 16-[March 4], 1988. (3<sup>rd</sup> of 3 folders)

Linen & Laundry, 1986-1988. (4 folders; includes proposals for laundry services; and agenda of OCO'88/Olympic Office/Department of National Defence meeting)

Mount Royal College, 1986-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes of Management Committee, Mount Royal College meetings; minutes of Mount Royal College/Lincoln Park Village Media Housing meeting; "OCO'88 Lincoln Park Village: Proposed Involvement of Mount Royal College;" and three oversize plans which have been placed in a map folder in Map Cabinet 1/13)

Box 12

Mount Royal College, 1986-1988. (3<sup>rd</sup> of 3 folders)

Mount Royal College, Contract, 1987. (Mount Royal College Use Agreement)

Media Housing, 1985-1986.

Media Village, 1982-1986. (Includes "The Idea! The 1988 Olympic Winter Games Media Village by ATCO;" "Report to the IOC Press Commission," November 1985; "Mount Royal College: Media Housing for the 1988 Winter Olympics," December 1985; "Report on Media Village, XV Olympic Winter Games," July 1982)

Occupancy Schedules, 1986-1987.

Materials Management/Purchasing, 1987.

Box 12 (cont'd)

Minutes of Meetings, January 01, 1985-November 31, 1987, 1985-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes and notes of Staff meetings; agenda and notes of Accommodation Managers' meetings; agenda of Service Venue Administrators meetings; agenda from Executive Management Team and Board of Directors meetings; agenda of Government Partner Briefing meeting; and minutes and notes of meetings regarding transportation)

Box 13

Minutes of Meetings, January 01, 1985-November 31, 1987, 1985-1988. (3<sup>rd</sup> of 3 folders)

Milestones, 1986-1987.

Monthly Progress Reports, 1985-1988. (Media Housing Monthly Progress Reports)

OGP [Olympic Games Plan], 1986-1987.

Operations Manual, SAIT, 1987-1988. (3 folders)

Operations Manual, Lincoln Park, 1987-1988. (1<sup>st</sup> of 3 folders; includes copy of Mount Royal Use Agreement)

Box 14

Operations Manual, Lincoln Park, 1987-1988. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Operations Manual, Venue Planning, B[roadcast] H[ill], 1987. (3 folders)

Policies/Procedures, 1987-1988.

Population Estimates, 1987. (Arrival schedule for Lincoln Park)

Preview/Test Events, 1987.

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**Box 15**

Procurement, 1985-1987.

Public Relations, 1985-1988.

Reservations, 1986-1987.

SAIT, 1987-1988. (2 folders; includes minutes of Media Villages Staff meeting)

SAIT, [Owasina Hall, Agreements], 1987-1988. (Consists of Owasina Hall Services Agreement, Owasina Hall Use Agreement, and agreement between OCO'88 and Southern Alberta Institute of Technology Students Association)

SAIT, July 01, 1985-October 31, 1987. (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> of 4 folders; includes copy of agreement between OCO'88 and Southern Alberta Institute of Technology Board of Governors)

**Box 16**

SAIT, July 01, 1985-October 31, 1987. (4<sup>th</sup> of 4 folders)

[Medical Services Manuals], ca. 1988.

Broadcast Hill, Operations Manual, 1987-1988. (2 folders)

Operations Manual, 1987. (Includes "Venue Handbooks: A Proposal to OCO'88," and correspondence regarding assignment of photographers)

Security, 1986-1988. (2 folders; includes copy of Private Security Guards Agreement)

Security Reports, November 2, 1987-[March 7, 1988]. (1<sup>st</sup> of 3 folders)

**Box 17**

Security Reports, November 2, 1987-[March 7, 1988]. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Sponsors/Suppliers, 1986-1988. (2 folders)

Tax File, 1987.

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Box 17 (cont'd)

Transportation, 1987-1988. (2 folders; includes manual on "Media Transportation")

United Contract, 1986-1987. (1<sup>st</sup> of 2 folders; United Management (Canada) Ltd.; includes minutes of United Management Ltd./OCO'88 meetings; minutes of Broadcast Hill Village meeting; and copy of Media Housing Agreement with United Management Ltd.)

Box 18

United Contract, 1986-1987. (2<sup>nd</sup> of 2 folders)

United [Management Ltd.], Change Order, 1986-1988.

United [Management Ltd.], Progress Reports, 1986-1987. (Includes progress reports on construction at Broadcast Hill)

Utilities, 1986-1988.

Venue Planning, 1987. (2 folders; two oversize plans have been placed in a map folder in Map Cabinet 1/13)

Box 19

Volunteers, 1986-1988.

Financial, 1987-1988. (2 folders)

**SUB SERIES: SAIT FILES**

Box 19 (cont'd)

SAIT Venue Management Plan, 1987. (Includes a copy of the Owasina Hall Use Agreement)

Box 19 (cont'd)

[Media Villages, General Files, A-P], 1987-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes of a meeting regarding Mount Royal Physical Resources; minutes of a Staff meeting; and an agenda of a Canada Safeway meeting)

Box 20

[Media Villages, General Files, A-P], 1987-1988. (3<sup>rd</sup> of 3 folders)

[Media Village, General Files, S-Z], 1987-1988. (3 folders; includes copies of agreements)

**SUB SERIES: LINCOLN PARK VILLAGE FILES**

Box 20 (cont'd)

ATCO Minutes, 1987-1988. (3 folders; minutes of ATCO/OCO'88 meetings, plus correspondence)

Box 21

Materials Ordered Received, 1987-1988. (3 folders)

Complete Orders, 1987.

Venue Plan, 1987. (Lincoln Park Village)

**SUB SERIES: MISCELLANEOUS**

Broadcast Hill Village, Plan of Execution, 1987.

Demobilization, [1988].

XV Olympic Winter Games, Winter-Maintenance Operations, Volker Stevin Contracting Ltd., 1987.

**Copyright City of Calgary**

Box 21 (cont'd)

Snowmaking, [1987-1988]. (Includes snow removal as well)

Box 22

Contracts, 1986-1988. (2 folders; copies of agreements with an impact on Media Villages)

Sprung Instant Structures, 1987. (Includes one 8x10 colour photo print, slightly damaged; and three plastic fabric samples)

Purchase Orders, 1987-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

Box 23

Purchase Orders, 1987-1988. (3<sup>rd</sup> of 3 folders)

OCO Telephone Directory, Venue Planning, 1987. (Mainly lists of equipment requirements)

Housekeeping/Janitorial/Catering/Front Desk, Lincoln Park/Broadcast Hill/SAIT Villages, ca. 1987. (Jean Filion)

Facilities, 1987. (Includes many copies of plans of the facilities)

[Linen Requirements], 1987.

Hospitality Amenities Group, Canada Packers Chemicals, 1987.

Management Proposal, Marriott Corporation, 1987. (Re management of Broadcast Hill)

Box 24

Coast Hotels, 1987. (Re Broadcast Hill)

[Kamco Music & Sound Systems, Ltd.], 1987.

[Agreements, Miscellaneous Information], 1987.

[Recovery Operations], 1988.

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Box 24 (cont'd)

[Meeting Notes], 1987. (Includes notes from a Media Village meeting)

[Suite Allocations], n.d.

[Miscellaneous Correspondence], 1986-1987. (Includes minutes of Accreditation meeting; agenda of Canada Safeway meeting; minutes of CTVHB/OCO'88 meeting; agenda and minutes of ABC/OCO'88 meetings; and notes from an OCO'88 General Managers' meeting)

[Coast Hotels], 1987.

Furniture Layout, 1987-1988. (Includes copies of plans)

[Broadcast Hill, General], 1987. (2 folders; includes a copy of Olympic Savoie 1992; a copy of the OCO'88 Media Housing Agreement with United Management Ltd.; a draft copy of the Private Security Guards Agreement)

Box 25

[The Village on Broadcast Hill], 1986. (This oversize plan was found loose in the moving box and has been placed in a map folder in Map Cabinet 1/13)

ATCO, 1987. (Included 22 oversize plans which have been placed into three map folders in Map Cabinet 1/13)

**OVERSIZE MATERIAL**

Oversize Box 26

[Overhead Transparencies], 1987. (12 transparencies of Lincoln Park Media Village: Lincoln Park Media Village, 60'x106' Administration Building, n.d.; Olympic Media Housing Site, At July 31, 1987; Lincoln Park Media Village, Mountain View IV, (4 Bedrooms), July 27, 1987; Lincoln Park Media Village, Valley View, April 27/87;

Oversize Box 26 (cont'd)

[Overhead Transparencies], 1987. (cont'd)

Lincoln Park Media Village, Western III, (3 Bedrooms), April 27, 1987; Lincoln Park Media Village, Model One, Chinook, August 17, 1987; Lincoln Park Media Village, Western II, (2 Bedrooms), April 27, 1987; Lincoln Park Media Village, Mountain View I, (One Bedroom), July 27, 1987; Lincoln Park Media Village, Mountain View II, (2 Bedrooms), July 2, 1987; Lincoln Park Media Village, Senior, April 28, 1987; Lincoln Park Media Village, Northern, April 30, 1987; Lincoln Park Media Village, Model Two, Plains, August 17, 1987)

**Oversize material placed in Map Cabinet 1/13:**

ATCO Contract, 1986-1988. (Plans: ATCO Development Ltd., Olympic Media Housing, Unit Address Layout, 9 June 1986; ATCO Development Corp., Olympic Media Housing Project, Cell "B" Unit Distribution Plan, 30 April 1986 (with attached correspondence); ATCO Development Corp., Olympic Media Housing Project, Cell "C" Unit Distribution Plan, 1 May 1986; ATCO Development Corp., Olympic Media Housing Project, Cell "F" Unit Distribution Plan, 2 May 1986; ATCO Development Corp., Olympic Media Housing Project, Cell "H" Unit Distribution Plan, 2 May 1986; ATCO Development Corp., Olympic Media Housing Project, Cell "K" Unit Distribution Plan, 5 May 1986; Lincoln Park Media Village, March 20, 1987)

ATCO Contract, May 01, 1986-October 31, 1987. (Plans: ATCO Structures Ltd., Two and Four Bedroom Unit, Student Housing for Mt. Royal College, 17 September 1986; ATCO Structures Ltd., One Bedroom Unit, Student Housing for Mt. Royal College, 17 September 1986; ATCO Structures Ltd., Student Housing, Main Floor Olympic Layout, 26 September 1986)

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Oversize material placed in Map Cabinet 1/13 (cont'd):

ATCO, Administration Building, 1986-1988. (Plan: ATCO Development Ltd., Fox Engineering & Surveying Ltd., Olympic Media Housing, Site Layout Phase-1, 9 June 1986)

Broadcast Hill, 1987-1988. (Plans: Sprung Instant Structures, City of Calgary, Olympic Ethnic Center-B, February 26, 1987; Sprung Instant Structures, Dining Structure, March 17, 1987 (2 copies); Sprung Instant Structure, City of Calgary, Olympic Ethnic Center-A, February 26, 1987; Broadcast Hill, Amenities Building Ground Floor Plan, May 19, 1987)

Broadcast Hill, Permits, Coast [Hotels], 1987. (Plans: OCO Amenities Building, Site Plan, July 31, 1987; OCO Amenities Building, Building Elevations, July 31, 1987)

Catering/Food Services, 1987. (Plans: ATCO Structures, Floor Plan, Layout (Cold Lake), 350 Man Kitchen Diner, April 1985; ATCO Structures, Kitchen Diner Recreation 52'x142', May 1984 (2 copies))

Kainai [Industries Ltd.], 1987-1988. (Plans: Olympic Media Housing Project (Unit Substitution Plan), Cell "M" Unit Distribution Plan, 8 May 1987; Olympic Media Housing Project (Unit Substitution Plan), Cell "N" Unit Distribution Plan, 8 May 1987; Kainai Industries Ltd., Box 150, Standoff, Alberta, Olympic Housing, Model #1162, March 6, 1987 (3 copies; 2 with notations); Kainai Industries Ltd., Box 150, Standoff, Alberta, Olympic Housing, Model #1196, March 6, 1987)

Lincoln Park Village, September 01, 1986-October 31, 1987, 1986-1988. (Plan: ATCO, 36'x35' Garbage Enclosure, Lincoln Park Village, 4 June 1987)

Mount Royal College, 1986-1988. (Plans: [Three untitled floor plans], 1987 (coloured, with notations))

Oversize material placed in Map Cabinet 1/13 (cont'd):

Venue Planning, 1987. (Plans: Media Village, Southern Alberta Institute of Technology, Pageantry Locations, September 1987; Media Villages, Broadcast Hill, Lincoln Park, Pageantry Locations, September 1987)

[The Village on Broadcast Hill], 1986. (Plan: A United Project, The Village on Broadcast Hill, Site Plan, 1986 (marked and coloured))

ATCO, 1987. (Plans: ATCO, 250 Man Kitchen/Dining Complex, April 1987 (#18); ATCO, 250 Man Kitchen/Diner, April 1, 1986 (#19; 2 copies); Sprung Instant Structures, XV Olympic Winter Games Organizing Committee, Media Village Restaurant, April 14, 1987 (2 copies); Sprung Instant Structures, XV Olympic Winter Games Organizing Committee, Media Village Restaurant, April 27, 1987; ATCO, 24'-6" x 216'-42 Man Complex, April [19]77 (#02); ATCO, 42 Man Complex, [August] 1983 (#01); ATCO, 42 Man Complex Layout, Sleeper E [Washcar] Layout Yukon, 3 April 1981 (#03); ATCO, 15 Room Staffquarters, 6 Units - 12'x 54', January 1984 (#04); ATCO, Staff Quarters, 30'x132' - 4 Unit, January 31, 1984 (#05); ATCO, 20 Man Sleeper Washroom, February 3, 1984 (#06); ATCO, 15 Man Staff Quarters, April 1987 (#07); ATCO, 7-man Living Quarters, February 1987 (#08); ATCO, 7-man Living Quarters, February 1987 (#09); ATCO, 150 Man Kitchen Diner Unit, April 1987 (#10); ATCO, 250 Man Kitchen Dining Complex - 13 Units, April 1987 (#11); ATCO, 250 Man Kitchen/Diner, 12 Unit, April 1987 (#12); ATCO, 250 Man Kitchen/Diner, April 1, 1986 (marked "13" crossed out with the note: "Rob's #"); ATCO, Floor Plan Layout, 500 Man Kitchen Diner, April 1985 (#14); ATCO, 500 Man Kitchen Dining Complex - 19 Units, April 1987 (#15); ATCO, 750 Man Kitchen/Diner, January 1982 (#16))

**VIII. Operations Group, Manager, Athletes' Villages, Ted Sullivan. -- 1984-1988.  
-- 2.56 m of text and other material.**

**Archival Description:** The mission of the Olympic Villages administrative unit of OCO'88 was

to serve the nutritional, accommodation, medical, social, recreational, transportation, security and safety needs of athletes in the Olympic Games activities. They must further serve others who are housed in the Villages in accordance with the Olympic Charter by fulfilling those reasonable requests pertinent to the varied and important responsibilities of National Olympic Committees and their team officials.

Towards the accomplishment of this mission, the Olympic Villages will strive to create a milieu which reflects the International Olympic Committee's constant endeavour to spread its ideals of fraternity, friendship, peace and universal understanding.

The eyes of the world will focus on the quality of home that OCO'88 will provide through its' Olympic Villages. The bottom line of the Olympic Villages' mandate is to provide a village environment consistent with OCO'88's intention to provide the best Olympic Winter Games ever. (From Canmore Olympic Village Planning Manual)

Responsibility for the Olympic Village(s) was part of the Operations Group from as early as 1983 and was one of the early Departments of the Games Operations Division (see Series I). An organizational chart from approximately 1985 has separate managerial positions for Olympic Village I, Olympic Village II and Media Villages. All reported to the General Manager of Services, John Pickett. At some later time, these three positions were combined into the administrative unit called "Village Administration," and by early 1986, Ted Sullivan had been named Manager of Village Administration.

Sullivan remained in this position, reporting to the General Manager of Services, John Pickett, until the reorganization of OCO'88 in 1986 August/September. At that time, the administration of the Athletes' Villages and the Media Villages was separated (see Series VII), and Sullivan became Manager of Athletes Villages, a title which was used interchangeably in the records with that of Manager, Olympic Villages.

From 1986 September to 1987 September, Sullivan reported to the General

Manager of Accommodation, Jean Filion. Another reorganization in late 1987 September created the new Division of Villages and Transportation, and Sullivan then reported to the General Manager of that Division, Bill Wilson (see Series XI).

Throughout this time, the terms Athletes' Villages or Olympic Villages referred to the two residences for participating athletes at the University of Calgary (Olympic Village I) and at Canmore (Olympic Village II). Although some Games participants were also housed at Owasina Hall in the campus of the Southern Alberta Institute of Technology, the records in this series do not reflect the operations at that facility.

The capacity of the Calgary Olympic Village was more than 2000 and during its operating period, 1988 January 31 to March 2, this Village was filled to 92% of capacity. Not quite so large, but nearly as busy was the Canmore Olympic Village, which could house nearly 600 residents. It was filled to 84% capacity during the operating period.

More information on the Athletes Villages may be found in the Final Report, pp. 385-397, but of particular interest is the fact that for the first time in Olympic history, accommodation for the participating athletes was free. Reimbursements for 22 days accommodation was provided from the Calgary Olympic Trust Fund which had been established in 1986 July.

**Scope and Content:** This series has been divided into four sub series as follows:

Day Files - Ted Sullivan's day files from 1986 to 1988.

General Files - general correspondence files include three sub-sub series which reflect the original arrangement of this sub series by Sullivan and his staff: Olympic Villages, General; Olympic Village, Calgary Olympic Village; and Olympic Village, Canmore Olympic Village.

Calgary Olympic Village - consists of manuals, working papers, correspondence, agreements, reports, committee minutes, plans, and forms.

Canmore Olympic Village - like the records in the Calgary Olympic Village sub series above, but with the addition of a number of food services and house keeping proposals and tenders for the Canmore Village, as well as a number of polaroid photo prints.

Some routine and duplicate information was removed for disposal during arrangement and description: routine supply requisitions, report forms for systems/ telephone/video problems, duplicate forms, duplicates of the Guide to Operations (Master Copy) in two volumes, and duplicates of the Olympic Villages Guide and the Volunteer Training Manual.

The other material consists of approximately 82 plans, nine photo prints, two oversized schedules and two cultural historic items (visitor pass and media pass).

A file listing follows.

File listing:

**SUB SERIES: DAY FILES**

Box 1

[Ted Sullivan], Day File, 1987-1988. (2 folders)

Ted Sullivan, Day Files, 1986-1987. (3 folders)

**SUB SERIES: GENERAL FILES**

Box 1 (cont'd)

Sub-sub Series: Olympic Villages, General

Final Report, [Olympic Villages], 1987-1988. (Includes a section of Illustré, August 1988  
on various Olympians)

AFEs, 1987.

Olympic Villages, Budget/OGPs, 1986-1987.

Box 2

Budget, Project Management Cost Background Documentation, 1987-1988.

Budget, Project Management Cost Statements, 1987-1988.

Olympic Villages, Calgary Olympic Fund, 1986-1988.

Commendations, To and From, 1988.

Olympic Villages, Front Desk System, 1987.

Olympic Villages, Furnishings/Supplies, 1985-1987.

Olympic Villages, Execution Plans, General, 1986.

Herald Article, 1988.

LAOOC, Policies and Procedures, Final Report (Villages), [1984]. (Los Angeles  
Olympic Organizing Committee)

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Box 2 (cont'd)

Olympic Villages, N[ational] O[lympic] C[ommittees], 1987.

Olympic Villages, Miscellaneous, 1986-1988.

Olympic Villages, Organizational Structure, 1987.

XV Olympic Winter Games, Presentations from O[lympic] V[illage]s, 1987.

Box 3

Olympic Villages, Religion Committee, CFCN Proposal, 1986.

Olympic Villages, Religion Committee, Correspondence, 1986-1988. (Includes the Final Report of the Religion Committee)

Olympic Villages, Schedule Progress Measurement, 1987. (One oversize schedule has been placed into a map folder in Map Cabinet 1/14)

Olympic Villages, Sponsor/Supplier Relations, 1987.

Sub-sub Series: Olympic Villages, Calgary Olympic Village

Olympic Villages, Equipment Preparation, 1986-1987.

Equipment Requ[iremen]ts, Calgary O[lympic] V[illage], 1987.

Olympic Villages, Entertainment, 1987-1988.

Olympic Villages, Calgary, Flags/Flagpoles, 1987.

Olympic Villages, Food Services, 1986-1988.

Forms, n.d.

Olympic Villages, Calgary, Manpower, 1987.

Media (ABC), 1987.

Olympic Villages, Media Services, 1986-1987. (Includes minutes of meetings regarding Athletes' Villages issues)

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Box 3 (cont'd)

Olympic Villages, Calgary, Olympic Arches, 1987.

Olympic Villages, Recreational Services, 1987.

Olympic Villages, Resident Population, 1986-1987.

Box 4

Olympic Villages, Calgary, Operations Workshop, 1987.

Olympic Villages, Security, 1987-1988. (Includes two plans, one of which is oversized and has been placed into a map folder in Map Cabinet 1/14)

Signage, 1987.

Supply Requisitions, Calgary, 1988. (The requisitions in this file were removed for disposal)

Olympic Villages, Transportation, 1986-1987. (Includes minutes of a meeting regarding Athletes' Villages issues)

Olympic Villages, Telecommunications, 1986-1987.

Olympic Villages, Calgary, U[niversity] of C[algary] Plans/Drawings, 1987-1988. (2 folders; includes an ATCO report on the Security/Access Control Complex; also includes 11 plans, 9 of which are oversized and have been placed into a map folder in Map Cabinet 1/14 along with one oversized schedule)

University [of Calgary] Report, 1988. (Includes Final Reports for Village Operations and the International Centre)

Sub-sub Series: Olympic Villages, Canmore Olympic Village

Olympic Villages II, Accommodation, 1985-1988. (2 folders)

Canmore Arrivals/Departures, 1988.

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**Box 5**

Canmore Contracts, Town & ATCO (1), 1986-1987.

Canmore Contracts, Town & ATCO (2), 1987-1988. (3 folders; includes three 22x28 cm colour photo prints; and a copy of the agreement between the Town of Canmore and ATCO Enterprises Ltd.; five oversize plans have been placed into a map folder in Map Cabinet 1/14)

Canmore Contracts, Town & OCO'88, 1987-1988. (Includes copy of Canmore Olympic Village agreement)

Demobilization, 1988.

Expense/Cash Accounts, 1987-1988.

Facility Services, Emergency Plan, 1987. (Includes several Emergency Response Plans)

**Box 6**

Facility Services, Food, 1987.

Canmore Olympic Village, Furnishings, 1987.

Canmore, Telecommunications Equipment Distribution, 1987.

Olympic Villages, Canmore, Venue Planning, 1987.

Olympic Villages II, Transportation, 1987. (Includes minutes of a Canmore Olympic Village Transportation Committee meeting)

Olympic Villages II, Golf Clubhouse, 1987-1988.

Olympic Villages II, Maintenance (Caretaking), 1987-1988.

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Box 6 (cont'd)

Olympic Villages II, Recreational Services, 1987.

Olympic Village II, Retail Operations, Post Office, 1986-1988.

Site Plan, Canmore Olympic Village, 1987. (Includes a copy of Canmore Olympic Village, Progress Report No. 4, April 15, 1987)

Olympic Villages, Canmore, Staffing, 1987-1988. (Includes organizational charts)

Swim Pool, Canmore, 1988.

Team'88 Scheduling, 1988.

**SUB SERIES: CALGARY OLYMPIC VILLAGE**

Box 6 (cont'd)

Calgary Athletes Village, Plan of Execution, 1986.

Calgary Athletes Village, Plan of Execution, 1986. (2 folders; includes Canmore Athletes' Village Plan of Execution)

Box 7

Calgary Olympic Village, Guide to Operations, 1987.

Calgary Olympic Village, Guide to Operations (Master Copy), Volume I, 1988. (2 folders; Ted Sullivan's copy; another copy of this version in two volumes may be found in Series IX)

[Calgary Olympic Village], Guide to Operations, Master, Volume II, 1988.

Calgary Olympic Village, Chef de Mission's Manual, 1987.

Box 8

Calgary Olympic Village, Chef de Mission, Handbook, 1987.

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Box 8 (cont'd)

Guide de Chef de Mission, Village Olympique de Calgary, Village Olympique de Canmore, 1987.

Venue Administration Policies, 1987.

Volunteer Training Manual, 1985. (2 folders; a duplicate of this Volunteer Training Manual can be found in the Inventory to the Records of the Team'88 Services Group, Series XII, Box 7)

Volunteer Training Manual, n.d. (2 folders; this manual is different from the one above as it seems to be geared towards the Calgary Olympic Village and includes a Guide to Team'88, and Specific Training sections)

Olympic Villages Guide, [1987-1988]. (2 copies)

Box 9

Calgary Olympic Village, Early Planning Details, 1986. (3 folders)

Calgary Athletes' Village, Venue and Program Planning Working Papers, 1985-1987. (3 folders; includes report of Athletes' Village meetings)

Box 10

VPM, Calgary Olympic Village, Binder #1, 1987. (2 folders)

VPM, Calgary Olympic Village, Binder #2, 1987. (2 folders)

Venue Planning Manual, "printouts," Acc Cont, VOP, 1986-1987. (3 folders)

Box 11

Emergency Response Manual, Athlete Village, University, [1988].

XV Olympic Winter Games, Telephone Directory and Accreditation Information, 1988.

ATCO, [Security/Access Control Complex], 1987.

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Box 11 (cont'd)

XV Olympic Winter Games, Village Menus, Support Personnel, [1988].

XV Olympic Winter Games, Village Menus for Athletes, [1988].

Visitor and Tour Booking, 1987-1988.

Reservations, Food Service, 1988.

[Mayor's Office, Calgary Olympic Village], 1987-1988. (Includes agenda and minutes of  
Mayor's Office Committee meetings)

Country Information, n.d.

Numbers, 1987. (1<sup>st</sup> of 2 folders)

Box 12

Numbers, 1987. (2<sup>nd</sup> of 2 folders)

Arrival and Departure Information, NOC Questionnaire, Returned May-June 1987,  
Participant #s, Returned September 1987. (2 folders)

Arrivals Info[rmation], 1987-1988.

Arrivals/Departures File, 1987-1988.

[Departure Confirmation Forms], 1988.

Departure Forms, Alphabetical Order, 1988. (1<sup>st</sup> of 3 folders)

Box 13

Departure Forms, Alphabetical Order, 1988. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

University of Calgary Agreement, 1986. (With highlighted sections)

OCO'88/University [of Calgary], Capital Projects Committee, 1986-1988. (2 copies;  
includes agenda and minutes)

OCO'88 Religion Committee, Final Report, 1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

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Box 14

OCO'88 Religion Committee, Final Report, 1988. (3<sup>rd</sup> of 3 folders)

Olympic Villages Report to ANOC, February 1987.

Olympic Villages, Final Report, [1988]. (3 folders)

Calgary Olympic Villages, Program Evaluation, 1988.

Visitor Pass/Day Pass Requests, 1988.

University Correspondence, 1987-1988.

Box 15

Forms, n.d. (Samples of forms used in Calgary Olympic Village; and from other Games)

Incident Reporting Procedures, 1987. (Forms)

Terminal Setup, n.d. (Forms)

Pager Problem Log, n.d. (Forms)

Telecommunications Request, 1988. (Forms)

Injured Persons Accident Report, n.d. (Forms)

Radio Sheets, 1988. (Forms)

Outstanding Log Sheets, 1988. (Forms)

[Visitor Pass, Media Pass, Samples, 1988].

[Mayor's Office, Plans], 1987-1988. (Includes 2 copies of an oversize plan which have been placed into a map folder in Map Cabinet 1/14)

Physical Education, 1987. (Three oversize plans have been placed into a map folder in Map Cabinet 1/14)

Site Plans, 1984-1987. (Six oversize plans have been placed into a map folder in Map Cabinet 1/14)

Box 15 (cont'd)

Dining Centre, 1987. (Five oversize plans have been placed into a map folder in Map Cabinet 1/14)

Olympic Oval, 1987. (Two oversize plans have been placed into a map folder in Map Cabinet 1/14)

Olympus Hall, 1987. (One oversize plan has been placed into a map folder in Map Cabinet 1/14)

Physical Education, Command Centre, 1987. (One oversize plan has been placed into a map folder in Map Cabinet 1/14)

Jack Simpson Gymnasium (Concert & Final Party), 1987. (Two oversize plans have been placed into a map folder in Map Cabinet 1/14)

Physical Education, Volunteer & Staff Dining, 1987. (One oversize plan has been placed into a map folder in Map Cabinet 1/14)

Physical Education, Calling Centre, 1987. (One oversize plan has been placed into a map folder in Map Cabinet 1/14)

Physical Education, Athletes' Village NOC Services, 1987. (Two oversize plans have been placed into a map folder in Map Cabinet 1/14)

Physical Education, Mayor's Office, 1987. (Seven oversize plans have been placed into a map folder in Map Cabinet 1/14)

Physical Education, Hair Salon, 1987. (Four oversize plans have been placed into a map folder in Map Cabinet 1/14)

Physical Education, E1, E2, 1987. (One oversize plan has been placed into a map folder in Map Cabinet 1/14)

Physical Education, A1-A6, 1987. (Seven oversize plans have been placed into a map folder in Map Cabinet 1/14)

Box 15 (cont'd)

Physical Education, Red Gym, 1987. (Four oversize plans have been placed into a map folder in Map Cabinet 1/14)

Physical Education, Gold Gym, 1987. (Seven oversize plans have been placed into a map folder in Map Cabinet 1/14)

[Plans, Calgary Olympic Village], 1987. (Three oversize plans which were found loose in the moving box have been placed into a map folder in Map Cabinet 1/14)

**SUB SERIES: CANMORE OLYMPIC VILLAGE**

Box 15 (cont'd)

Venue Planning, Originals, 1987. (3 folders)

Box 16

Venue Planning Manual, 1987. (4 folders; includes "Mission" statement for Canmore Olympic Village)

Venue Administration Policies, 1987.

Execution Plan, 1986-1987. (Includes agenda of meeting of Olympic Villages, Mayors' Offices Committees)

Olympic Village Operation, Athlete Housing at XIII Olympic Winter Games, Lake Placid, U.S., [1980-1986]. (2 folders)

Box 17

Athlete's Village (LAOOC), 1984. (2 folders; Los Angeles Olympic Organizing Committee)

Olympic Village, Budget/OGP, 1985-1987. (3 folders)

Canmore Athletes Liaison Committee, 1986-1987.

Box 17 (cont'd)

Operations Committee, Staff Meetings, Policy and Procedures, 1987. (1<sup>st</sup> of 2 folders; includes agenda and minutes of Operations Committee; minutes of Staff meetings and reports; and a copy of OCO's Fresh Air Policy)

Box 18

Operations Committee, Staff Meetings, Policy and Procedures, 1987. (2<sup>nd</sup> of 2 folders)

Canmore Olympic Village, Accreditation, Access Control, 1986-1987. (Includes minutes of Access Control, and Access Control/Security meetings)

Contracts, 1986-1987. (Canmore Olympic Village II Agreement between the Town of Canmore and OCO'88)

[Contract, Canmore Olympic Village, Town of Canmore], 1987. (Different from agreement above)

[Contract, Boatel Remote Site Feeding, Ltd.], 1987.

[Contract, Town of Canmore and ATCO Enterprises, Ltd.], 1987.

Box 19

AGT Telecommunications, 1987-1988. (Includes minutes of Canmore Cabling meeting)

Venue Plan, Equipment Requirements, 1987.

Canmore Olympic Village, Security, Transportation, 1987-1988.

Schedule, 1987-1988.

Sports, 1987-1988.

Key Contacts, Athlete Info[rmation], Equipment, Handbooks, Venue Planning, Facility Improvements, Miscellaneous, 1987. (1<sup>st</sup> of 2 folders; includes minutes of Canmore Olympic Village meetings)

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**Box 20**

Key Contacts, Athlete Information, Equipment, Handbooks, Venue Planning, Facility Improvements, Miscellaneous, 1987. (2<sup>nd</sup> of 2 folders)

ATCO Accommodation Units, Inspection Reports, 1987.

Request for Proposal, Video Arcade Concession, Canmore Olympic Village, [1987].

Marriott Corporation, Food Service Management, 1987.

Boatel Caterers Ltd., Remote Site, Camp Support Services Worldwide, [1987].

Boatel Caterers Ltd., Remote Site, Camp Support Services Worldwide, Canmore Olympic Village, Copy 2, [1987].

[National Caterers Ltd./Coast Hotels], 1987.

PTI Hofam [Catering], 1987.

Beaver Foods Limited, 1987.

Northmount Industrial Catering, 1987.

Evergreen Services Ltd., Pre-Qualification, Village Services, XV Olympic Winter Games, Calgary, Alberta, 1987.

**Box 21**

Tender Document, SAIT, [1986]. (Tender for housekeeping services)

Tender Document, Housekeeping, Broadcast Hill, [1986].

**Box 21 (cont'd)**

Canmore Photos, Trailer Units, [1987-1988]. (Six 11x9cm colour polaroid photo prints)

[Plans, Canmore Olympic Village], 1987. (Five oversize plans have been placed into a map folder in Map Cabinet 1/14)

## **OVERSIZE MATERIAL**

### **Oversize Material placed into Map Cabinet 1/14:**

Olympic Villages, Schedule Progress Measurement, 1987. (Schedule: Planning Schedule, Olympic Village Calgary, Accommodation Schedule, 1987 (2 pp.))

Olympic Villages, Security, 1987-1988. (Plan: The University of Calgary, Campus Site Plan, Olympic Village/Village de Olympique [sic], August 4, 1987)

Olympic Villages, Calgary, U[niversity] of C[algary] Plans/Drawings, 1987-1988. (Schedule: OCO Projects for Removal After the Olympics, February 18, 1988; Plans: Calgary Olympic Village, Physical Education, Mayor's Office, Space Plan, August 24, 1987; The University of Calgary, Olympus Hall, Basement Room Numbers, November 1987; The University of Calgary, Physical Education Building, Athletes Village, Space Plan, Gold Gym, Room 109, May 29, 1987; Floor Plan & Details, University of Calgary Gold Gym, U of C Athletes' Village (6415), Calling Assistance Centre, October 1987; The University of Calgary, Physical Education, September 16, 1987; The University of Calgary, Physical Education, Red Gym, Space Plan, June 1987; Physical Education 163, Space Plan, Volunteer & Staff Dining, November 4, 1987; The University of Calgary, Physical Education, Athletes Village, Space Plan, [October 1987]; The University of Calgary, Physical Education, Red Gym, Space Plan, June 1987)

Canmore Contracts, Town & ATCO (2), 1987-1988. (cont'd)

Canmore Contracts, Town & ATCO (2), 1987-1988. (Plans: Canmore Olympic Village, Recreation Centre, Second Floor, December 23, 1987; Canmore Olympic Village, Recreation Centre, Ground Floor, December 23, 1987; Canmore Olympic Village, International Centre, December 23, 1987; Canmore Olympic Village, General Arrangement/Site Plan, December 22, 1987; Canmore Olympic Village, Visitor Centre, December 23, 1987)

Oversize Material placed into Map Cabinet 1/14: (cont'd)

[Mayor's Office, Plans], 1987-1988. (Plans: Calgary Olympic Village, Physical Education, Mayor's Office, Space Plan, August 24, 1987 (2 copies))

Physical Education, 1987. (Plans: Physical Education, Proposed Olympic Space Planning, January 1987; Physical Education, Athletes Village, Space Plan, n.d.; [untitled, Physical Education Complex], May 5, 1987 (with notations))

Site Plans, 1984-1987. (Plans: The University of Calgary, Campus Map, 1986-1987; Campus Site Plan, Olympic Village/Village de Olympique [sic], August 26, 1987 (marked "Camera Surveillance"); The University of Calgary, Pedestrian Way, Ground Floor Plan, March 1987; The University of Calgary, Pedestrian Way, Heating, March 1987; The University of Calgary, Physical Plant & Development, Parking Lot 10, Paving and Curb & Gutter, January 16, 1984; Olympic Village Site Plan, Fence Installation, September 21, 1987)

Dining Centre, 1987. (Plans: The University of Calgary, Dining Centre, September 15, 1987 (2 copies); Dining Center, Main Floor, n.d. (2 copies); Dining Center, Lower Floor, n.d.; Note: the two different spellings of "Centre/center" have been used as above)

Olympic Oval, 1987. (Plans: Olympic Oval, North Main Floor, Entry Concourse Area, Coded Furniture Plan, April 1987 (2 copies))

Olympus Hall, 1987. (Plan: Olympus Hall, Basement, Room Numbers, November 1987)

Physical Education, Command Centre, 1987. (Plan: The University of Calgary, Physical Education Bldg., Locker Room, Command Centre, February 12, 1987)

Oversize Material placed into Map Cabinet 1/14: (cont'd)

Jack Simpson Gymnasium (Concert & Final Party), 1987. (Plans: The University of Calgary, Calgary Athletes Village, Jack Simpson Gymnasium, Main Floor, Concert Space Layout, September 10, 1987; The University of Calgary, Calgary Athletes' Village, Jack Simpson Gymnasium, Final Party, Space Plan, Lower Level, September 10, 1987)

Physical Education, Volunteer & Staff Dining, 1987. (Plan: Physical Education 163, Space Plan, Volunteer & Staff Dining, November 4, 1987)

Physical Education, Calling Centre, 1987. (Plan: Physical Education, Red Gym, Space Plan, June 1987 (with notations))

Physical Education, Athletes' Village NOC Services, 1987. (Plans: The University of Calgary, Physical Education, Athletes Village, NOC Service Centre, Sport Info[rmation] Centre, February 23, 1987 (2 copies; with notations))

Physical Education, Mayor's Office, 1987. (Plans: The University of Calgary, Physical Education, 1988 Olympic Winter Game[s], Mayor's Office, Rm 160, Floor Plan and Details, September 1987; Calgary Olympic Village, Physical Education, Mayor's Office, Space Plan, August 24, 1987 (2 copies, one with notations); Physical Education, New Low Voltage, Mayor's Office (Rm 160), September 20, 1987; Physical Education, New Power Layout, Mayor's Office (Rm 160), September 20, 1987; Physical Education, New Lighting Layout, Mayor's Office (Rm 160),

Physical Education, Mayor's Office, 1987. (cont'd)  
September 20, 1987; Physical Education, Exist[ing] Lighting Layout, Mayor's Office (Rm 160), September 20, 1987)

Oversize Material placed into Map Cabinet 1/14: (cont'd)

Physical Education, Hair Salon, 1987. (Plans: Phys Ed., Hairdresser Shop, October 19, 1987; Physical Education, Power & Low Voltage, Hair Salon (Rm 116), September 20, 1987; Physical Education, Lighting Layout, Hair Salon (Rm 116), September 20, 1987; Physical Education, 1988 Olympic Winter Game[s], Hair Salon, Rm 116, October 1987)

Physical Education, E1, E2, 1987. (Plan: Physical Education, 1988 Olympic Winter Game[s], International Zone, Exist[ing] Electrical Power & Low Voltage, September 29, 1987)

Physical Education, A1-A6, 1987. (Plans: The University of Calgary, Physical Education, September 16, 1987; Physical Education, 1988 Olympic Winter Game[s], International Zone (Red Gymnasium), May 1987; Physical Education, 1988 Olympic Winter Game[s], International Zone, Red Gym, Interior Elevations, September 1987; Physical Education, 1988 Olympic Winter Game[s], International Zone, Red Gym, Sections and Details, September 1987; Physical Education, 1988 Olympic Winter Game[s], International Zone, Red Gym, Carpet Layout Plan, September 1987; Physical Education, 1988 Olympic Winter Game[s], International Zone, Suspended Fabric Ceiling, September 1987; Physical Education, Red Gym, Elevations & Sections, August 31, 1987)

Physical Education, Red Gym, 1987. (Plans: Physical Education, 1988 Olympic Winter Game[s], International Zone, Red Gym, Floor Plan, May 1987; Physical Education, Red Gym, Space Plan, June 1987 (2 copies); Physical Education, 1988 Olympic Winter Game[s], International Zone, [Red Gym], New Electrical Power & Low Voltage, September 25, 1987)

Oversize Material placed into Map Cabinet 1/14: (cont'd)

Physical Education, Gold Gym, 1987. (Plans: The University of Calgary, Physical Education Building, Gold Gym, Security & Access Control, Space Plan, February 10, 1987 (with notations); The University of Calgary, Physical Education Building, Athletes Village, Space Plan, Gold Gym, Room 109, May 29, 1987 (3 copies, two with notations); Physical Education, 1988 Winter Olympic Game[s], Security/Hostess/Press Centre (Gold Gymnasium), May 1987; Physical Education, 1988 Winter Olympic Game[s], International Zone (Red Gymnasium), May 1987; Physical Education, 1988 Winter Olympic Game[s], Security Command Centre, NOC Service Centre (Rm 114 and 117), May 1987)

[Plans, Calgary Olympic Village], 1987. (Plans: The University of Calgary, Campus Map, 1986-1987; Olympic Village/Village de Olympique [sic], June 30, 1987; Physical Education, Proposed Olympic Space Planning, January 1987 (with notations))

[Plans, Canmore Olympic Village], 1987. (Plans: AGT, Electrical, Canmore Olympic Village, October 1987; Canmore Athlete's Village, Site Plan, Pageantry Locations, September 1987; Canmore Athlete's Village, Disco and Dining Area, Banner Installations, October 1987; Canmore Athlete's Village, Building Plans, Pageantry Locations, September 1987; '88 Olympics, Athletes Village, Canmore, Alta., Floor Plan & Details, July 1987)

**IX. Operations Group, Supervisor, Calgary Olympic Village, Doreen Ryan. -- 1986-1988. -- .63 m of text.**

**Archival Description:** The position of Supervisor, Athletes' Village does not appear on organizational charts of OCO'88 until 1986 July when it is listed as a "vacant" position, reporting to the Manager, Village Administration, Ted Sullivan. Village Administration was at that time within the Services Division of the Operations Group with John Pickett in the position of General Manager.

While the organizational chart for 1986 September does not list a position for Supervisor, Athletes' Village, by October, after the completion of the organizational changes to OCO'88, Doreen Ryan had been appointed to the position. By this time, she was reporting to Sullivan as Manager of Athletes' Villages in the Accommodation Division of the Operations Group. Ryan retained this position until at least 1987 February when organizational charts indicate that her title had changed to that of Supervisor, Calgary Olympic Village, while Rick Miller was the Supervisor of the Canmore Olympic Village.

**Scope and Content:** The records in this series reflect Ryan's work as Supervisor of the Calgary Olympic Village. No records from the Supervisor of the Canmore Olympic Village were transferred to the Archives. The series has been divided into two sub series as follow.

Calgary Olympic Village, NOC Files - routine correspondence files with the National Olympic Committee regarding accommodation at Calgary Olympic Village.

General Files - consist of minutes, correspondence, manuals and forms which arrived at the Archives with the label "Calgary Olympic Village, Miscellaneous Information and Minutes." Much of this material was loose in the moving box.

A file listing follows.

**File listing:**

**SUB SERIES: CALGARY OLYMPIC VILLAGE, NOC FILES**

Box 1

Summary of Participation, 1987.

Antilles, 1987-1988.

Andorra, 1987-198.

Argentina, 1987.

Australia, 1987-1988.

Austria, 1987-1988.

Belgium, 1987-1988.

Bolivia, 1987-1988.

Bulgaria, 1987-1988.

Canada, 1986-1988. (Includes copy of Olympinfo, September 1986, and a pamphlet)

Chile, 1987-1988.

China, 1987-1988. (People's Republic of China)

Costa Rica, 1987.

Cyprus, 1986-1988.

Denmark, 1987-1988.

Egypt, n.d.

Spain, 1987-1988.

Fiji, 1987-1988.

Finland, 1986-1988.

France, 1987-1988.

Federal Republic of Germany (West), 1987-1988.

Great Britain, 1987-1988.

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Box 2

Germany (GDR), 1987-1988. (Includes minutes of a meeting with GDR Delegation)

Greece, 1987-1988.

Guam, 1987-1988.

Guatemala, 1987-1988.

Holland, 1987-1988.

Hungary, 1986-1988.

India, 1987-1988.

Iceland, 1987-1988.

Ireland, 1987.

Israel, n.d.

Virgin Islands (US), 1987-1988.

Italy, 1987-1988.

Jamaica, 1987-1988.

Japan, 1987-198.

Korea (North), 1987.

Korea (South), 1987-1988.

Lebanon, 1987-1988.

Liechtenstein, 1987-1988.

Luxembourg, 1987-1988.

Malta, 1987.

Morocco, 1987-1988.

Mexico, 1987-1988.

Monaco, 1987-1988.

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Box 2 (cont'd)

Mongolia, 1987.

Norway, 1987-1988.

Box 3

New Zealand, 1987-1988.

Philippines, 1987-1988.

Poland, 1987-1988.

Portugal, 1987-1988.

Puerto Rico, 1987-1988.

Romania, 1987-1988.

Senegal, 1987.

San Marino, 1987.

Switzerland, 1987-1988.

Sweden, 1986-1988.

Czechoslovakia (TCH), 1987-1988.

Chinese Taipei, 1987.

Turkey, 1987-1988.

USSR, 1987-1988.

United States of America, 1987.

Yugoslavia, 1987-1988.

**SUB SERIES: GENERAL FILES**

**Box 4**

[Calgary Olympic Village, Training], 1987-1988. (From material loose in the moving box)

Calgary Olympic Village, Operations Workshop, June 23, 1987. (From material loose in the moving box)

[Mall Operations Meetings, Minutes, 1987]. (From material loose in the moving box)

[International Square Operations Meeting, Minutes], 1988. (From material loose in the moving box)

Chef de Mission Communiqué, 1988. (Summaries of meetings)

Minutes, Chef's Meeting[s], 1988. (Includes Joint Forces Security Briefing)

[Miscellaneous], 1987-1988. (From material loose in the moving box)

NOC Services, Day File, 1988. (Copies of forms filled out by NOC representatives requesting services)

NOC Centre, [Mail Delivery, 1988]. (Forms)

**Box 5**

NOC Centre, Mail, 1988. (2 folders)

NOC Centre, Lost and Found, 1988. (Forms filed by date and randomly sampled by the Archivist to indicate the procedures followed and the types of items lost and found)

Calgary Olympic Village, Guide to Operations (Master Copy), Volume I, 1988. (2 folders)

[Calgary Olympic Village], Guide to Operations, Master, Volume II, 1988.

**X. Operations Group, Transportation Department, Supervisor Michael Stringham. -- 1985-1988. -- 3.4 m of text, approximately 81 cultural historic items and two photo prints.**

**Archival Description:** Originally, The City of Calgary Olympic Transportation Group was to undertake all planning for Olympic transportation. However, increasing participation by OCO'88 in transportation developments necessitated a change, and in 1984 December, the first Manager of Transportation, Bill Wilson, was hired, reporting to the Vice President, Olympic Services (see Series I). In 1986 June, along with the major reorganization of OCO'88, the organizing committee and The City of Calgary officially divided transportation responsibilities for the Games between them. The City's Transportation Department took responsibility for spectator transportation, most of which was within city limits while the OCO'88 Transportation Department handled the transportation of the Olympic Family (dignitaries, athletes, Team'88 and media). (See Official Report, pp. 403-411, the "Final Report" for Olympic Family Transportation in Box 1 below, and Transportation records in the Executive Group, Series XI.)

With the 1986 reorganization, Fred Underhill became the Manager of the Transportation Department, replacing Bill Wilson who became the Manager of Media Villages. Initially, Underhill reported to the General Manager, Venues, Alex Cummings, but in 1987 September, Underhill came under the direction of Bill Wilson who by that time had been named General Manager of Villages and Transportation. Some of Underhill's records came to the Archives amid a number of boxes marked "Miscellaneous" and a description of these may be found in Series XXI.

Working under Underhill as Supervisor, Transportation was Michael Stringham, and it is Stringham's records which make up this series. Organizational charts first indicate that Stringham held this position in 1986 September and his position remained unchanged until the end of the Games, although one organizational chart from 1987 October gives him the title of Supervisor, Planning and Development. Stringham authored the "Final Report" for Olympic Family Transportation as Transportation Supervisor, however.

**Scope and Content:** These records came to the Archives in random order although files of similar subject matter were grouped together, and that arrangement has been retained. These records are almost entirely textual and include many detailed scheduling documents as well as the final reports from the various transportation programs.

The cultural historic items consists of approximately 76 decals and five baggage tags.

A file listing follows.

**File listing:**

Box 1

XV Olympic Winter Games, Olympic Family Transportation, Final Report, May 1988. (2 copies in 2 folders; by Michael G.P. Stringam, Transportation Supervisor)

Ceremonies, Ceremonies Transportation, Final Report, 1988.

Ceremonies, Arts Festival Transportation, Final Report, 1988. (Includes draft copy)

Ceremonies, Olympic Plaza Transportation, Final Report, 1988. (Includes draft copy)

Ceremonies, McMahon Stadium Transportation, Final Report, 1988. (Includes draft copy)

[Transportation, Information Package], 1988. (1<sup>st</sup> of 2 folders; includes signage, approximately 38 decals, schedules, Olympic Villages Guide, Team'88 Driver's Guide, XV Olympic Winter Games Operations Guide, and Olympic Family Transportation Final Report)

Box 2

[Transportation, Information Package], 1988. (2<sup>nd</sup> of 2 folders)

[Transportation, Information Package], 1988. (2 folders; duplicate of the information package in the folders above)

[Reservation Summaries, Transportation], 1988.

Athletes Villages, 1987-1988. (2 folders)

Box 3

Media Villages, 1986-1988.

Arrivals/Departures, 1987-1988. (Includes five baggage tags)

VIP Hotel & Staff, 1988.

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Box 3 (cont'd)

Sponsor Liaison, 1988.

Publications, 1988. (Includes Olympic Family Transportation Services, Final Report;  
and Transportation Publications Final Report)

Special Services, 1987-1988. (Includes XV Olympic Winter Games, Helicopter Landing  
Pad & Certification Requirements)

[Leasing of Buses], 1985-1986. (1<sup>st</sup> of 2 folders; includes agreements, and two 8x10  
colour photo prints)

Box 4

[Leasing of Buses], 1985-1986. (2<sup>nd</sup> of 2 folders)

Parking Programs, 1987-1988. (2 folders; includes parking policies, and XV Olympic  
Winter Games, Vehicle Entry (Access) Control and Parking, Draft Policy Report)

Operations, 1987-1988. (Includes draft Operations Group Operating Plan)

Scheduling, 1986-1988. (2 folders; includes Transportation Functional Design  
Document, Family Services Systems Group; Transportation Overview; and  
Transportation Rostering Functional Design Document)

Box 5

Athletic Venues, 1987-1988.

Villages & Venues, [1987]. (2 folders; includes Basic Training Manual for the Position of  
Communications; Reference and Training Manual, Venues, Villages and Special  
Events Group; Transportation Report, XV Olympic Winter Games, Venues and  
Villages General; Reference and Training Manual, Basic Training,

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Box 5 (cont'd)

Villages & Venues, [1987]. (cont'd)

Olympic Family Transportation Services (OFTS); and Basic Training Manual,  
SWAT Team)

Media Transportation System, Concept Plan, Revision #6, November 24, 1987. (2  
folders; marked "Draft For Discussion Purposes Only")

Media Transportation Review, March 1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

Box 6

Media Transportation Review, March 1988. (3<sup>rd</sup> of 3 folders)

Media [Transportation], 1988.

CTVHB, 1986-1988. (2 folders; "Correspondence In")

CTVHB, #2, 1986-1988. (2 folders; "Correspondence Out")

Box 7

Tour Operators, 1988. (2 folders)

Sponsors, 1988.

[Corporate Sponsor, Priority Bus Parking], 1988.

[Corporate Suppliers, Priority Bus Parking], 1988.

VEF Check In Book, Lincoln Park Media Village, 1988. (Regarding volunteers)

COP/CPT, Master Arrivals and Departures, 1988. (2 folders; Canada Olympic Park and  
Canada Olympic Park TOP)

Box 8

Nakiska, Master Arrivals and Departures, 1988. (2 folders)

MPC, Master Arrivals and Departures, 1988. (2 folders; Main Press Centre)

SAD, Master Arrivals and Departures, 1988. (Saddledome)

CNC, Master Arrivals and Departures, 1988. (Canmore Nordic Centre)

Box 9

MVM, Master Arrivals and Departures, 1988. (Media Village Mount Royal College)

MVB, Master Arrivals and Departures, 1988. (Media Village Broadcast Hill)

BHS/NAK, [Arrivals and Departures], 1988. (Possibly Norma Bush Arena and Nakiska)

MAX, [Departures], 1988. (Max Bell Arena)

YYC/MAC, [Departures], 1988. (International Airport and Main Accreditation Centre)

COR/FDB/JAC/SAT/NBA, [Departures], 1988. (2 folders; Corral, Father David Bauer  
Arena, Jimmie Condon Arena, Olympic Village SAIT, Norma Bush Arena)

Master Arrivals and Departures, [Springbank], 1988.

Box 10

Master Arrivals and Departures, [McMahon Stadium], 1988. (2 folders)

Master Arrivals and Departures, [Athletes' Village, University of Calgary], 1988. (2  
folders)

Master Arrivals and Departures, [Olympic Village, Canmore], 1988.

Notice to Release to Publications, 1987-1988.

Short Track [Speed Skating], Timetable, 1988.

Nordic Combined, Schedule, 1987-1988.

Shuttle, [Athletes' Village, University of Calgary to Athletes' Village, Canmore],  
Timetable, 1987-1988.

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Box 10 (cont'd)

Canada Olympic Park, Schedule, 1987.

Box 11

Canmore [Athletes'] Village, Schedule, 1987.

Specific Event Timing, 1986-1987.

Hockey, Timetable, 1988.

Alpine Skiing, Schedule, 1987.

Freestyle Skiing, Schedule, 1987-1988.

Athlete Shuttle Routes, Calgary Olympic Village to Canmore Olympic Village, n.d.

Figure Skating, Schedule, 1987-1988.

Curling, Schedule, 1988.

Disabled Skiing, Schedule, 1987-1988.

Hockey, Schedule, 1988.

Box 12

[Hockey, Trip Assignments], 1988. (2 folders)

Volunteers, Contract, IOC, 1988. (2 folders)

Sports, Athletes, 1988.

Fax Confirmations, Assignments Numbers, 1988.

Quick Clean, Hockey Officials Practice, Young Canadian Stampede Band, Morris Tours,  
1988. (1<sup>st</sup> of 2 folders)

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**Box 13**

Quick Clean, Hockey Officials Practice, Young Canadian Stampede Band, Morris Tours,  
1988. (2<sup>nd</sup> of 2 folders)

Ceremonies, Arts [Festival], 1988. (2 folders)

Days, January, 1988. (2 folders)

Days, February 1-15, 1988. (1<sup>st</sup> of 3 folders)

**Box 14**

Days, February 1-15, 1988. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Days, February 16-29, March, 1988. (2 folders)

Daily Vehicle Assignments, Athletes, Volume 1, January 31, 1988-February 5, 1988. (2  
folders)

**Box 15**

Daily Vehicle Assignments, Volume 2, February 6, 1988-February 9, 1988. (4 folders)

Daily Vehicle Assignments, Volume 3, February 10, 1988-February 12, 1988. (1<sup>st</sup> of 3  
folders)

**Box 16**

Daily Vehicle Assignments, Volume 3, February 10, 1988-February 12, 1988. (2<sup>nd</sup> and  
3<sup>rd</sup> of 3 folders)

[Daily] Vehicle Assignment, Volume 4, February 13, 1988. (2 folders)

Daily Vehicle Assignment, Volume 5, February 14, 1988. (2 folders)

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**Box 17**

Daily Vehicle Assignments, Volume 6, February 15, 1988. (2 folders)

Daily Vehicle Assignments, Volume 7, February 16, 1988. (folders)

Daily Vehicle Assignments, Volume 8, February 17, 1988. (2 folders)

**Box 18**

Daily Vehicle Assignments, Volume 9, February 18, 1988. (2 folders)

Daily Vehicle Assignments, Volume 10, February 19, 1988. (2 folders)

Daily Vehicle Assignments, Volume 11, February 20, 1988. (2 folders)

**Box 19**

Daily Vehicle Assignments, Volume 12, February 21, 1988. (2 folders)

Daily Vehicle Assignments, Volume 13, February 22, 1988. (2 folders)

Daily Vehicle Assignments, Volume 14, February 23, 1988. (2 folders)

**Box 20**

Daily Vehicle Assignments, Volume 15, February 24, 1988. (2 folders)

Daily Vehicle Assignments, Volume 16, February 25, 1988. (2 folders)

Daily Vehicle Assignments, Volume 17, February 26, 1988. (2 folders)

**Box 21**

Daily Vehicle Assignments, Volume 18, February 27, 1988. (2 folders)

Daily Vehicle Assignments, Volume 19, February 28, 1988. (2 folders)

Daily Vehicle Assignments, Volume 20, February 29, 1988.

Daily Vehicle Assignments, Volume 21, March 1, 1988.

Arrivals and Departures, 1988.

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**Box 22**

Kodak Balloon Festival, Operations Manual, 1988.

Travel Bureau Manual, 1987.

Airspace Control, Operations Manual, 1987-1988.

XV Olympic Winter Games, Helicopter Landing Pad and Certification Requirements,  
1987.

Airspace, Accreditation, 1988. (2 folders)

XSC Daily Movement Reports, AC 3-1, 1988.

Airspace Control, Windows, 1988.

**Box 23**

Airspace Control, Diary & Duty Log, 1988.

Vehicle Inventory, Vans, Sedans, etc., Limousines, Buses, Truck & Trailers, Motor  
Homes, Helicopters, 1988.

Consolidated Print Out, Sponsors, Suppliers, Tour Operators and Others, 1988. (3  
folders)

**OVERSIZE MATERIAL**

**Oversize Box 24**

Transportation Services for Olympic Family Members, [1987].

[Transportation, Reservations], 1988.

[VIP Reservation Summaries, Transportation], 1988.

**XI. Operations Group, Transportation Department, Manager Fred Underhill, Miscellaneous Budget Files. -- 1986-1988. -- .19 m of text.**

**Archival Description:** These records are the only ones which came to the Archives from the office of Fred Underhill, Manager of Transportation, although his report on the Transportation Department, "Points for the Official Report," may be found in the records of the Communications Group, Series II.. Other records relating to transportation may be found in Series X and XIII of the Operations Group records.

Underhill was hired as Manager of Transportation in 1986, after the major reorganization of OCO'88. He replaced Bill Wilson, who became Manger of Media Villages. Underhill eventually reported to Wilson who became General Manager of Villages and Transportation.

Scope and Content: These records arrived at the Archives in a box marked "Miscellaneous" and included with other records from OCO'88, most of which were financial in nature, and many of which were duplicates. These records were the only ones within the "miscellaneous" which were clearly from the office of one records creator and, therefore, have been separated into a distinct series. Nevertheless, they would represent only a portion Underhill's administrative records.

A file listing follows.

**File listing:**

Box 1

Budget Rationale, 1986-1987. (2 folders; includes notations)

Budget Update, 1987-1988. (2 folders)

Transport Accounting, 1987.

Budget Update, 1987.

Box 2

Murzyn Update to January 30/88, 1987-1988.

Doug Davidson, [Budget Information], 1988.

**XII. Operations Group, Transportation Department, Coordinator Project Analysis Rick Miller. -- 1981-1988; (predominant 1985-1988). -- .38 m of text; 4 photo prints; 3 plans.**

**Archival Description:** These files came to the Archives in boxes labelled "Transportation, R. Miller, Misc. files." However, an examination of organizational charts of OCO'88 determined that Rick Miller served as a Coordinator, Project Analysis, in the Finance Group from as early as 1986 September. He reported to Gordon Coates, the General Manager of Planning/Procurement in that Group. The only change in his position appears to have occurred in 1987 February when he was listed in the Accommodation Department under General Manger Jean Fillion. As Supervisor, Canmore Nordic Centre Village, Miller reported to Ted Sullivan who was the Manager of Olympic Villages.

**Scope and Content:** The records in this series more relate more closely to other records related to the Olympic Villages or to Finance than they do to transportation-related records. Included with Rick Miller's files are files from Peter Bradbury, the Vice President of Finance, and Ted Sullivan, the Manager of Olympic Villages. How they came to be with other transportation records of OCO'88 has not been determined.

A file listing follows.

**File listing:**

Box 1

Olympic Village II, Request for Proposal Modifications, 1986-1987. (Appears to be the file of Ted Sullivan)

Arrivals and Departures, 1987-1988.

Media Villages, 1986-1987. (2 folders; includes copy of Media Housing Agreement, and draft of ATCO Media Housing Agreement)

Food, 1985-1987.

[Recovery Operations], 1988.

Box 2

Hotel Services, 1985-1987. (2 folders)

Manpower, 1986-1987. (2 folders)

OCO'88 Clothing Program, August 1985. (Appears to be the file of Peter Bradbury)

XV Olympic Winter Games, Clothing Proposal to EMT, November 12, 1986. (Appears to be the file of Peter Bradbury)

[Charter Bus Parking], 1988.

Box 3

[Media Village, Broadcast Hill], 1986.

OCO'88 Media Village, Possible Involvement of Mount Royal College, March 1986.

[ATCO, Specifications], 1981.

[ATCO, Temporary Facilities for Canmore Olympic Village II], 1986. (Includes four 5x7 colour photo prints; and three oversize plans which have been placed into a map folder in Map Cabinet 1/3)

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Box 3 (cont'd)

Budget, 1986-1987.

Media Village Contracts, 1986.

City of Calgary Agreement, 1986-1988.

Departures, 1988. (2 folders)

#### OVERSIZE MATERIAL

Oversize Material placed into Map Cabinet 1/3:

[ATCO, Temporary Facilities for Canmore Olympic Village II], 1986. (Plans: Site Plan, OCO'88 Olympic Village II & Recreation Centre for the Town of Canmore, November 26, 1986; Kitchen/Dining, OCO'88 Olympic Village II, Floor Plan & Seating Layout, July 21, 1986; OCO'88, Olympic Village II, 42-Man Complex w/ Offices, July 17, 1986)