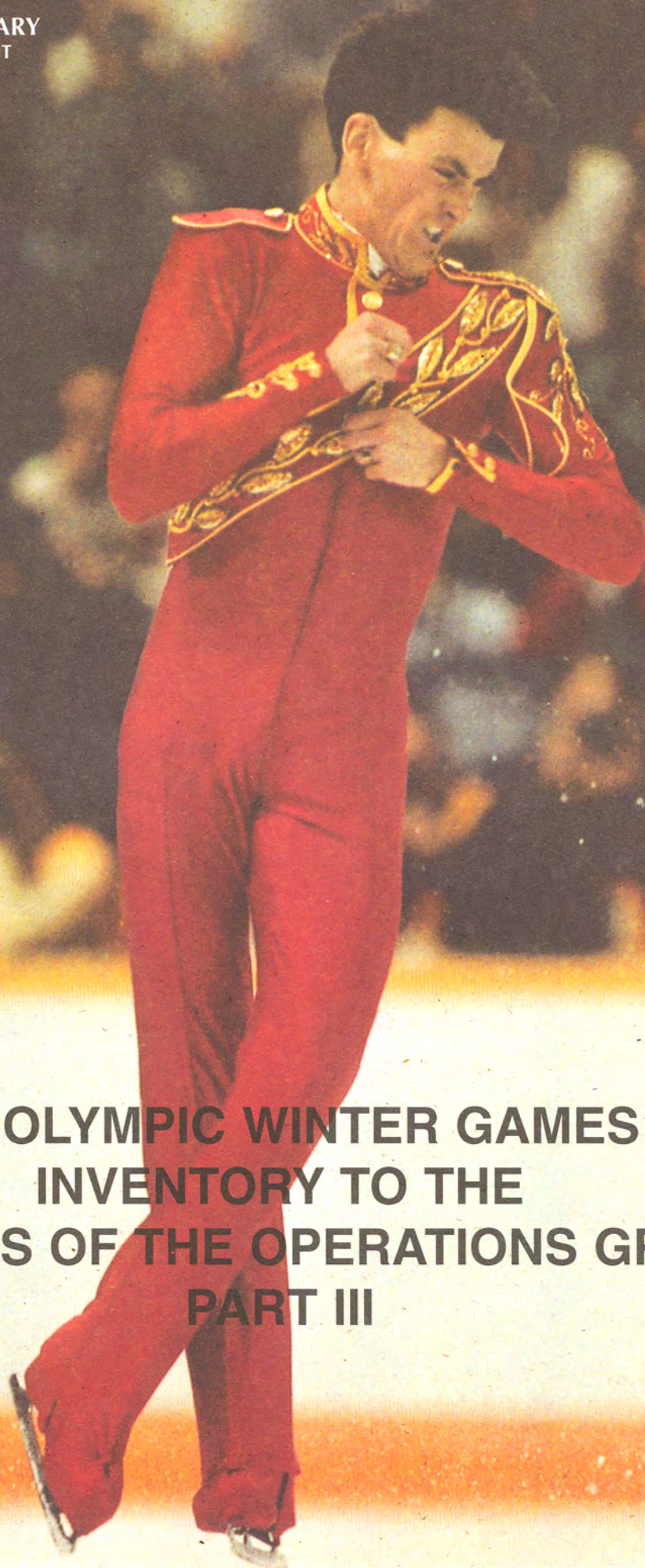




THE CITY OF CALGARY  
CITY CLERK'S DEPARTMENT



**XV OLYMPIC WINTER GAMES  
INVENTORY TO THE  
RECORDS OF THE OPERATIONS GROUP  
PART III**

**XVIII. Operations Group, Venue Planning Department, Manager Ron Johnston. -- 1980-1988; (predominant 1983-1988). -- 4.8 m of text and other material.**

**Archival Description:** Ron Johnston was appointed Manager of the newly-formed Venue Planning Department in 1985 January. Prior to this, he had been a Supervisor in the Facilities and Technical Services Division under Vice President Ron Collie, and records indicate that he was a Senior Project Engineer for Canada Olympic Park.

Provision for the venue planning process first appeared in organizational charts dated 1984 December. The Manager of Venue Planning was to report to the Vice President, Operations Services, John Pickett. After his appointment, Johnston remained as Manager of Venue Planning throughout several organizational changes. By early 1985, he was reporting to the General Manager, Venues, (initially Ron Collie, and in 1986, Alex Cummings). This reporting structure remained in place until 1987 September when, according to the organizational chart in the Official Report, Johnston reported to the General Manager of Venue Operations, Russ Tynan.

The mandate of the Venue Planning Department was to:

- develop detailed operating plans and management system of all of the venues and sites used to stage the Games.
- implement all aspects of those plans.
- operate the venues under the guidelines developed in the plans.
- recover all assets and return the venue back to the owner/operator.

According to the Official Report, the Department “served as a coordinating centre detailing and collecting requirements for space planning, material and equipment needs, manpower levels and scheduling information” (p. 363).

Beginning in 1986, the Venue Planning Department also oversaw the transition of OCO’88 from a program driven organizational structure to a venue management organizational structure. This structure “was established with each of the programs being headed by a venue volunteer chairman who in turn worked with an overall program chairman and a corresponding staff manager. All the venue program chairmen for a specific venue in turn reported to a venue vice-chairman and ultimately to the venue chairman. All of the chairmen positions and most of the people reporting to them were volunteers. Each of the venue managers worked with and supported the venue chairman and together they managed the overall operations on the venue.” (Final report of “Venue Planning” in Communications Group, II, Box 12, file “Venue Operations, Reports, 1988”)

Further details on the Venue Planning Department can be found in the Official Report and in the final reports located in Series II of the OCO'88 Communications Group records.

**Scope and Content:** This series has been divided into the following sub series:

General Files: general correspondence files arranged alphabetically.

Venue Planning Manuals: besides the venue planning and test event manuals, this sub series includes minutes of venue planning meetings, slides, plans and miscellaneous lists.

Canada Olympic Park Miscellaneous Information: these records seem to come from the time when Johnston was in the position of Senior Project Engineer at Canada Olympic Park, although they also include some Test Event Manuals from this venue.

Los Angeles Information: documents from the 1984 Summer Olympics in Los Angeles.

Some material in this series is restricted and may be viewed only with the permission of City of Calgary Archives management.

The other material consists of 155 plans, 136 slides, 48 photo prints, 47 photo negatives and eight oversize schedules.

A file listing follows.

**File listing:**

**SUB SERIES: GENERAL FILES**

Box 1

ABC, 1986-1987. (Includes notes on OCO'88/CTV HB/ABC meeting)

Access Control, 1986-1987. (Includes 2 colour plans showing Accreditation Zones at Max Bell Arena)

Accreditation, 1985-1987. (2 folders; includes "Proposed Accreditation System, September 1986")

Airport, 1986-1988. (Includes minutes of Airport Venue meetings)

Bombardier, 1986-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 4 folders; includes draft copies of agreement, a presentation to the XV Olympic Winter Games Committee, and a 1985 Annual Report from Bombardier)

Box 2

Bombardier, 1986-1988. (3<sup>rd</sup> and 4<sup>th</sup> of 4 folders)

C[algary] E[xhibition] & S[tampede] Agreement, 1985-1986.

Canadian Tire, 1986-1987.

Canmore Nordic Centre, 1986-1988. (2 folders; includes 47 colour 35 mm photo negatives of the snow making operation; one oversize plan is in Map Cabinet 1/2, and six oversize plans have been placed into Oversize Box 39)

Canmore Nordic Centre, 1985. (Project Breakdown Structure)

Box 3

Canmore Op[eration]s Centre, [1987].

Canmore Olympic Village II Agreement, 1986. (Draft copies)

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Box 3 (cont'd)

Canmore Village, 1986.

Ceremonies, 1986-1987.

City of Calgary, 1987.

Clothing, 1985-1987. (Includes reports to and by the Clothing Committee)

Coca-Cola Ltd., 1986-1987.

CODA, 1987.

Construction, 1987.

Controller, 1987.

Convention Centre, 1987. (Includes minutes of Venue meeting)

C[anada] O[lympic] P[ark], 1986-1988. (2 folders; includes minutes of Canada Olympic Park Venue Management meetings, and notes of a COP meeting)

C[anada] O[lympic] P[ark] Use Agreement, 1985-1987. (1<sup>st</sup> of 2 folders; draft copies of agreement)

Box 4

C[anada] O[lympic] P[ark] Use Agreement, 1985-1987. (2<sup>nd</sup> of 2 folders)

Corral, 1986-1988.

Critique of Events, 1986-1987. (Reports on venues and programs during the test events)

Cross-Country & Biathlon Surveys, 1986. (Two oversize plans have been placed into a map folder in Map Cabinet 1/2)

C[anadian] S[ki] A[ssociation], 1986-1987. (Includes draft agreements between CAS, Alberta Division and Ski Areas for the Conduct of FIS Invitations Events)

CTV Agreements, 1984-1986. (2 folders)

Box 4 (cont'd)

CTV Host Broadcaster, 1985-1988. (1<sup>st</sup> of 2 folders; includes minutes of Saddledome/ Corral/ CTVHB meeting; minutes of Oval/Bauer/McMahon/CTV HB meeting; minutes of Canmore Nordic Centre/CTV HB meeting; minutes of Canada Olympic Park/CTV HB meeting; agenda and minutes from CTV HB/Venue meetings; agenda of ABC/OCO'88/CTV HB/AGT Broadcast Coordination meeting; notes from Art Design meeting; and summaries of Broadcast contracts)

Box 5

CTV Host Broadcaster, 1985-1988. (2<sup>nd</sup> of 2 folders)

CTV Surveys, Mount Allan, 1986-1987. (Regarding camera positions and interview areas)

CTV Surveys, Cross Country [Skiing], 1986-1987.

CTV Surveys, Biathlon, 1986-1987.

CTV Surveys, Corral, 1986-1987.

CTV HB Surveys, Curling, 1986-1987.

CTV Surveys, Saddledome, 1986-1987. (Includes one oversize plan which has been placed into a map folder in Map Cabinet 1/2)

CTV Survey, McMahon [Stadium], 1987.

CTV Survey, Archie Boyce [Pavilion], [1987].

CTV HB Surveys, Ski Jumping, 1986-1987.

CTV Surveys, Freestyle [Skiing], C[anada] O[lympic] P[ark], 1986-1987.

CTV Surveys, Bob[sleigh] & Luge, 1986-1987.

CTV Surveys, F[ather] D[avid] B[auer] A[rena], 1986-1987.

CTV Surveys, Max Bell [Arena], 1986-1987.

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Box 5 (cont'd)

CTV Drawings, Signed Off, 1987-1988. (Includes minutes of Saddledome/Corral/CTV HB/Media meeting; minutes of Max Bell/CTV/Media meeting; eight oversize plans have been placed into a map folder in Map Cabinet 1/2)

Box 6

CTV Drawings (Signed Off), 1986-1988. (Includes Technical Delegates' report on arenas, "XV Olympic Winter Games Report On-Site Visit;" 35 oversize plans in 43 pages have been placed into Oversize Box 39)

Culture, 1985-1987. (Includes Design Theme Proposal for Consulting Services, by Tavender & Associates, Interior Design Consultants)

Canadian Western Natural Gas, 1987.

Disaster Services, 1986-1987.

Engineering, 1986-1987. (2 folders; includes two 3½x5 colour photo prints)

Equipment/Materials, 1986-1987.

Father David Bauer Hockey Arena, 1986-1988.

Federal Express, 1986-1987.

Final O[lympic] G[ames] P[lan], 1986-1987. (1<sup>st</sup> of 2 folders)

Box 7

Final O[lympic] G[ames] P[lan], 1986-1987. (2<sup>nd</sup> of 2 folders)

Final Report, 1987-1988. (Includes final reports on Venue Planning and on the separate venues)

Flags, 1986-1987. (Includes six oversize plans which have been placed into Oversize Box 39)

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Box 7 (cont'd)

Flame, 1986-1987. (Regarding the Olympic Flame)

Food Services, 1986-1987.

Games Staffing, 1987.

Government Services, 1985-1987.

Graphic Standards, 1986.

Handicapped, 1987.

Honeywell [Information Systems], n.d. (Brochures)

Host and Rights, 1985-1986. (Regarding broadcasting; includes copy of agreement  
with CTV and a CTV Host Broadcaster information booklet)

Hosting, 1986-1987.

Human Resources, 1986-1987. (1<sup>st</sup> of 2 folders; includes organizational charts)

Box 8

Human Resources, 1986-1987. (2<sup>nd</sup> of 2 folders)

Insurance, 1987.

Intergraph, 1985-1987. (Regarding engineering drawings)

I[nternational] O[lympic] C[ommittee], 1986-1987.

Janitorial, 1987.

Kainai, 1987.

KC Home Center, 1987. (Includes two oversize plans which have been placed into  
Oversize Box 39)

Kodak, 1987.

Language Services, 1986-1987.

Legal, 1986-1987.



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Box 8 (cont'd)

LEP International, 1986. (Includes draft agreement)

Managers Meetings, 1987. (Includes agenda and minutes)

Manpower Requirements, 1987. (3 folders)

Box 9

Materials Management, 1986-1987. (2 folders; one oversize plan has been placed into  
Oversize Box 39)

[Materials Management], Coding System, 1986.

Max Bell, 1986-1988. (2 folders; includes minutes of Max Bell Venue Management  
Committee meetings; minutes of Max Bell Waste Management Plan meeting;  
minutes of Max Bell Emergency Procedures Planning meeting; minutes of Max  
Bell Arena Venue Planning meeting; draft copies of Max Bell Arena Use  
Agreement with the Max Bell Society; Chairman, Max Bell Arena: Lindsay  
Franklin; five oversize plans have been placed into Oversize Box 39)

McMahon Stadium, 1986-1988. (Includes minutes of McMahon Stadium meeting; two  
oversize plans have been placed into Oversize Box 39)

Media, 1985-1987. (2 folders; includes report on Innsbruck and Sarajevo Accreditation  
Data; report on the Sarajevo Mission; copy of an agreement; **restricted**)

Medical, 1985-1987.

Box 10

Nakiska, 1986-1987. (Includes minutes of Nakiska Site Plan meeting, and position  
descriptions; three oversize plans have been placed in a map folder in Map  
Cabinet 1/12)

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Box 10 (cont'd)

Nakiska Use Agreement, 1986-1987. (Includes draft copy of agreement; draft copy of agreement between Canadian Ski Association, OCO'88 and Nakiska Ski Area for World Cup Events)

NOCs, 1985-1987. (2 folders)

Occupancy Dates, 1987.

O[lympic] G[ames] P[lan], 1985-1986. (Includes report on Venue Planning)

Olympic Plaza, 1986-1988. (Includes minutes of Olympic Plaza meetings; minutes of Olympic Plaza Venue Planning meeting; one oversize plan has been placed into a map folder in Map Cabinet 1/12)

Olympic Village I, 1986-1987.

Olympic Volunteer Centre, 1987.

Operations Centre, 1985-1988.

Operations Department, General Managers Meeting, 1986. (Minutes)

Other Olympic Sites, 1977-1986. (Includes reports and information from Sarajevo, Universiade'83 and 1978 Commonwealth Games, Edmonton)

Oval, 1986-1988. (Includes minutes of Oval Sub-Press Centre meeting, and minutes of Athletes' Village/Olympic Oval Issues meeting)

Oval, Bauer, McMahon, 1987. (Includes minutes of Oval/Bauer/McMahon/CTVHB/Media meeting)

Box 11

Pageantry, 1986-1988. (Includes five oversize plans and seven oversize schedules (9 pp.) which have been placed into Oversize Box 39)

Palliser Hotel, 1987-1988.

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Box 11 (cont'd)

Personnel, 1985-1987. (2 folders; includes information on position descriptions and responsibilities, and performance appraisal procedures; personal resumés and interview evaluation forms and assessments have been removed for disposal)

Pre-Olympics, 1985-1987. (2 folders; regarding Preview'88 test events)

Projected Attendance, 1987. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

Box 12

Projected Attendance, 1987. (3<sup>rd</sup> of 3 folders; third folder includes four oversize plans which have been placed into Oversize Box 39)

Property Insurance, 1986.

Protocol, 1986-1987.

Purchasing, 1987.

Recommendations, 1985-1987.

Recommendations/Approvals, 1985-1987.

Rotary House, 1986.

Round-Up Centre, 1986.

Saddledome, 1986-1988.

Schedules, 1986-1987. (Includes one oversize plan which has been placed into a map folder in Map Cabinet 1/12)

Security, 1985-1987. (3 folders; includes "Security Design Brief for Calgary Winter Olympics Support Facilities," June 1985 by the RCMP)

Box 13

Signage, 1986-1987. (Includes copy of venue signage policy; six oversize plans have been placed into Oversize Box 39)

Spectator Services, 1984-1987. (2 folders; includes "Spectator Services, Crowd Management Planning Review for XV Olympic Winter Games, Calgary, Alberta;" Spectator Services Handbook; Team'88 Member Venue Handbook; Crowd Management Plan, Stampede Park; Canmore Nordic Centre, Crowd Management Presentation; and waste management brochures)

Sponsor Hospitality Centres, 1986-1987. (Includes four overhead transparencies; three oversize plans have been placed into Oversize Box 39)

Sponsor Relations, 1986-1987. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes "Report: Facilities and Accessibility for the Physically Handicapped, XV Olympic Winter Games;" one transparency and brochures)

Box 14

Sponsor Relations, 1986-1987. (3<sup>rd</sup> of 3 folders)

Sponsor Relations, 1986-1987. (Separate from the above folders)

Sports, 1986-1987.

Sports, Alpine, 1985-1987.

Sports, Biathlon, 1986-1987. (Includes Technical Delegates' Reports)

Sports, Bobsled, 1984-1987. (Includes Evaluation Report of the 1987 Petro-Canada World Cup)

Sports, Cross Country, 1986-1987. (Includes Technical Delegates' Reports)

Sports, Curling, 1986-1987.

Sports, Disabled, 1986.

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Box 14 (cont'd)

Sports, Freestyle, 1986-1987.

Sports, Figure Skating, 1985-1987.

Sports, Ice Hockey, 1986-1987. (Includes copy of a draft agreement with Hockey  
Canada)

Sports, Luge, 1985-1987.

Sports, Nordic Combined, 1986-1987.

Box 15

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

Sports, Ski Jumping, 1983-1986. (Includes a report on the Specifications for the Ski  
Jump at Canada Olympic Park; and a report on the 1984 World Cup at Lake  
Placid)

Sports, Speed Skating, 1985-1987.

Stampede Park, 1986-1987. (Includes copy of agreement with Calgary Exhibition and  
Stampede; and five oversize plans which have been placed into Oversize Box  
39)

Statement of Expenditures, 1986.

Status Reports, 1985-1987.

Suppliers, 1987-1988. (2 folders)

Systems, 1985-1987. (Includes OCONET Proposal)

Team Petroleum, 1986-1987. (Includes minutes of a Team Petroleum'88 meeting)

Box 16

Technology, 1984-1988. ( to 4<sup>th</sup> of 5 folders)

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Box 17

Technology, 1984-1988. (5<sup>th</sup> of 5 folders)

Box 17 (cont'd)

Test Event Budgets, 1986-1987. (2 folders)

Tickets, 1986-1988. (2 folders; includes a revenue forecast for tickets, and estimates of venue capacities)

Torch Relay, 1986-1987.

Transportation, 1985-1988. (1<sup>st</sup> of 3 folders; includes notes on Helicopters meeting; minutes of meeting regarding parking at Canada Olympic Park; minutes of Sports Committee Transportation Liaison Staff meeting; minutes of meeting regarding Stampede Park Traffic Management and Control)

Box 18

Transportation, 1985-1988. (2<sup>nd</sup> and 3<sup>rd</sup> of 3 folders)

Universal File, 1986-1987. (Two oversize plans have been placed into a map folder in Map Cabinet 1/12; six oversize plans have been placed into Oversize Box 39)

Venue Chairman's Meetings, 1987. (Agenda and minutes for Agenda Chairmen's meetings)

Venue Close Out, 1987-1988. (Includes report on Recovery Operations)

Venue Commanders, 1986.

Venue Handbook, 1987. (Includes draft of Canada Olympic Park Venue Handbook)

Venue Management Meeting Minutes, 1986-1987. (COP Venue Management)

Venue Management, 1986-1987. (Includes Venue Administration Policies, position descriptions and organizational charts)

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**Box 19**

Venue Planning, 1986-1987. (2 folders; includes agenda and minutes of Venue Planning meetings; and a draft copy of Venue Administration Policies)

Venue Planning, 1985-1987. (2 folders; includes minutes of Telecommunications meeting, Hosting meeting, Ceremonies meeting, Systems meeting, Sports meeting, and Food Services meeting; one oversize schedule has been placed into a map folder in Map Cabinet 1/12)

Venue Reports, Other Areas (by Committee Chairmen), 1985. (Includes reports from Los Angeles, Lake Placid and Sarajevo)

[Olympic] Village, Canmore, 1986.

VIP Lounges, 1986-1987.

Volunteers, 1985-1987.

Use Agreements, 1986

**Box 20**

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

Wintershow, 1987.

Youth, 1987.

[Miscellaneous Publications, Sarajevo Winter Olympic Games], 1984.

[Miscellaneous Publications, Los Angeles Olympic Games], 1984.

[Miscellaneous Publications, Downhill Skiing], 1983-1985.

Ski Canada, Freestyle/Ski Acrobatique, Technical Delegates Information, September 1984.

International Ski Competition Rules, Joint Regulations, Freestyle Skiing, 1981.

Box 20 (cont'd)

IRO International Luge Racing Regulations, 1981 Edition.

Fédération Internationale de Bobsleigh et de Tobogganing, International Rules, 1982.

[Miscellaneous Photo Prints], n.d. (46 unidentified 3.5x5 colour photo prints of a stadium site, judges tower and ski jump site. At least some of the photos of the ski jump site are from Big Thunder near Thunder Bay, Ont.)

**SUB SERIES: VENUE PLANNING MANUALS**

Box 21

Venue Planning Manual, Olympic Oval, 1986. (3 folders)

Venue Planning Manual, Max Bell Arena, 1987. (2 folders)

Venue Planning Manual, Father David Bauer Arena, 1987. (2 folders)

Box 22

Venue Planning Manual, Canada Olympic Park, Volume 1, 1987. (3 folders)

Venue Planning Manual, Canada Olympic Park, Volume 2, 1987. (3 folders)

Box 23

Venue Planning Manual, Stampede Corral, 1987. (2 folders)

Venue Planning Manual, Canmore Nordic Centre, 1987. (3 folders)

Box 24

Venue Planning Manual, Main Accreditation Centre, 1987.

Venue Planning Manual, Stampede Park Operations Centre, 1987.

Venue Planning Manual, International Broadcast Centre, Big Four, 1986-1987.



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Box 24 (cont'd)

Venue Planning Manual, Airport, 1987.

Venue Planning Manual, McMahon Stadium, 1987. (2 folders)

Box 25

Venue Planning Manual, Main Press Centre, Roundup Centre, 1987.

[Venue Planning Manual, ABC Annex, Andrew Davison Building], 1987.

Equipment Requirement List, "Miscellaneous Venues," 1987. (3 folders)

[Miscellaneous Slides], n.d. (136, 35 mm colour slides of various winter sports venues and stadia, probably somewhere in Europe. The photographer was most likely Ron Johnston)

Box 26

Venue Planning Manual, Nakiska, 1985. (2 folders)

Venue Planning Manual, McMahon Stadium, 1985-1986.

Venue Planning Manual, Canmore Nordic Centre, 1985. (2 folders)

Venue Planning Manual, Saddledome, 1985.

Venue Planning Manual, Corral, 1985.

Box 27

Venue Planning Manual, [Olympic Speed Skating] Oval, 1985.

Venue Planning Manual, Canada Olympic Park, 1985. (2 folders)

Test Event Manual, Freestyle (Moguls), 1986.

Test Event Manual, Ski Jumping, 1986.

[Test Event Manual], Curling, 1985.

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**Box 28**

Venue Planning Manual, Corral, [1986-1987]. (3 folders)

Venue Planning Manual, International Broadcast Centre, Big Four, [1987]. (3 folders)

**Box 29**

Venue Planning Manual, Olympic Saddledome, [1986-1987]. (4 folders)

Archie Boyce/Jimmie Condon Arena, 1987. (Includes minutes of Venue meeting)

Venue Planning Manual, Stampede Park Operations Centre, [1987]. (1<sup>st</sup> of 2 folders)

**Box 30**

Venue Planning Manual, Stampede Park Operations Centre, [1987]. (2<sup>nd</sup> of 2 folders)

Venue Planning Manual, Main Press Centre, Round Up Centre, [1986-1987]. (3 folders)

Airport Venue Manual, Transport Canada Olympic Readiness Plan, OCO'88 Operations Manual, 1987-1988. (2 folders)

**Box 31**

Venue Planning Manual, Max Bell Arena, 1987-1988. (2 folders)

Venue Planning Manual, Short Track Test Events, 1987.

Venue Planning Manual, Main Accreditation Centre, 1987. (2 folders)

**Box 32**

Max Bell, Emergency Response Manual, 1987.

Airport, Minutes of Meetings, 1986-1988. (Re Airport venue)

Airport Arrival & Departure Data Base, Composite Summary Sheet, 1988.

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Box 32 (cont'd)

Max Bell, Minutes of Meetings, 1986-1988.

Venue Planning Manual, Convention Centre, 1986-1987. (Includes "Calgary Police Service, Calgary Convention Centre, Olympic Emergency Procedures;" and The Calgary Convention Centre Authority Lease Agreement)

Venue Planning Manual, Olympic Plaza, 1987.

Plaza Change Orders, 1987-1988.

Box 33

Venue Planning Manual, IOC Hotel, Palliser, 1987-1988. (2 folders; includes "IOC Hotel, International Olympic Headquarters, Evacuation Procedures")

Equipment Sign-Off, 1987.

Change Orders PALCVC, 1987. (Palliser Hotel and Calgary Convention Centre)

OCO'88 Corporate Item List, 1987.

**SUB SERIES: CANADA OLYMPIC PARK MISCELLANEOUS INFORMATION**

Box 33 (cont'd)

Test Event Manual, Cross Country Skiing, 1986.

Box 34

Test Event Manual, Biathlon, 1987. (2 folders)

Test Event Manual, Luge, 1986-1987. (2 folders)

Test Event Manual, Bobsleigh, 1986-1987.

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Box 34 (cont'd)

OCO'88, COP Est. #1, B/L Course, by E. Wolski, Nov.'83, Book 1 of 4, 1983. (2 folders; Ernest Wolski; incl. "Canada Olympic Park, Calgary, Site Servicing," "Canada Olympic Park, Calgary, Maintenance & Refrigeration Building, Mechanical Systems," & "Canada Olympic Park, Calgary, Bobsleigh/Luge Start Houses, Control Booths & Water System Mechanical Systems," by Parker Rae & Associates Ltd.)

Box 35

OCO'88, COP Est. #1, Nordic Facilities, [by] E. Wolski, Nov.'83, Book 2 of 4, 1983-1984. (Includes "Explanatory Report on the Design Concept for the Canada Olympic Park Ski Jump Facility," June 12, 1984 by Stone & Webster Canada Limited; two oversize plans are in Map Cabinet 1/12)

OCO'88, COP Concep. Est. #1, Elect. etc., by E. Wolski, Nov.'83, Book 3 of 4, 1983.

OCO'88, COP Summary, by E. Wolski, Nov.'83, Book 4 of 4, 1983.

OCO'88, COP, Concep. Est. #2, by RBJ, Nov.'83, 1982-1984. (RBJ is Ron B Johnston, Senior Project Engineer; one oversize plan has been placed into a map folder in Map Cabinet 1/12)

**SUB SERIES: LOS ANGELES INFORMATION**

Box 35 (cont'd)

Venue Dev[elopment], Volleyball, 1984. (2 folders)

Box 36

Venue Dev[elopment], Volleyball 2, 1984. (2 folders)

Venue Dev[elopment], Archery, 1984.

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Box 36 (cont'd)

[Los Angeles 1984, Handbooks], 1984. (Photocopies; marked "For Ron Johnston")

Venue Dev[elopment], Archery 2, [1984].

Venue Dev[elopment], Weightlifting, 1984.

Venue Dev[elopment], Medical, 1983-1984.

Venue Dev[elopment], Transportation, 1984.

Box 37

Venue Dev[elopment], Operating Plan 1, 1982-1983. (3 folders)

Venue Dev[elopment], Operating Plan 2, 1982. (Information from the 1976 Montreal Olympic Games sent to OCO'88 from LAOOC)

Venue Dev[elopment], Operations Centre, 1984.

Venue Dev[elopment], Sites and Space, 1980-1984. (Includes "Snow and Ice Control Plan" from 1980 Lake Placid Winter Olympics; three oversize plans have been placed into a map folder in Map Cabinet 1/2)

Venue Dev[elopment], Sites and Space 2, 1983.

Box 38

Venue Dev[elopment], Management and Staff, 1983-1985. (2 folders)

Venue Dev[elopment], Planning, 1983.

Venue Dev[elopment], Planning 2, 1983.

Venue Dev[elopment], Planning 3, 1983.

Venue Dev[elopment], Planning 4, 1983-1984. (2 folders)

## **OVERSIZE MATERIAL**

### Oversize Box 39

Canmore Nordic Centre, 1986-1988. (Plans: Canmore Nordic Centre, Test Event 86/87 Site Plan/Temporary Facilities Layouts, Dec.1986; Canmore Nordic Centre, Test Event 86/87 Site Plan/Temporary Facilities Layouts, n.d. (with fencing marked); Canmore Nordic Centre, Biathlon Building 2<sup>nd</sup> Floor, Room #0003, October 30, 1986 (with notation dated Jan. 20, 1987); Canmore Nordic Centre, Biathlon Centre, Floor Plan, June 2, 1986 (with notation dated Jan. 16, 1987); Canmore Nordic Centre, Test Event 86/87 Site Plan/Temporary Facilities Layouts, December 1, 1986 (coloured); Canmore Nordic Centre, Test Event 86/87 Site Plan/Temporary Facilities Layouts, n.d. (colour for fencing and gates))

CTV Drawings (Signed Off), 1986-1988. (Plans: Ballet, Survey, April 27, 1987 (with signatures dated Oct. & Nov/87); Aerials, Survey April 27, 1987 (with signatures dated Oct. & Nov. 1987); Moguls, Survey, June 25, 1987 (with signatures dated Oct. and Nov. 1987); Canada Olympic Park, Ski Hill Site Plan, n.d. (marked for camera positions); Oval Footprint and Seating, n.d. (marked for camera positions); Canada Olympic Park, Ski Jump Field of Plan, [April 2, 1986] (marked for camera positions); Men's Downhill, Survey, June 23, 1987 (3 pp.; coloured for camera positions, and with signatures from July and Aug. 1987); Men's Combined Downhill, Survey, June 23, 1987 (3 pp.; coloured for camera positions; and with signatures from July and August 1987); Women's Downhill, Survey, June 24, 1987 (2 pp.; coloured for camera positions, and with signatures from July and Aug. 1987); Women's Combined Downhill, Survey, June 24, 1987 (2 pp.; coloured for camera positions, and with signatures from July and Aug. 1987); Men's Super G, Survey, June 24, 1987 (2 pp.; coloured for camera positions,

Oversize Box 39 (cont'd)

CTV Drawings (Signed Off), 1986-1988. (cont'd)

and with signatures from July and August 1987); Women's Super G, Survey, June 24, 1987 (2 pp.; coloured for camera positions, and with signatures from July and Aug. 1987); Women's GS, Survey, June 24, 1987 (coloured for camera positions, and with signatures from July and Aug. 1987); Women's Slalom, Survey, June 24, 1987 (coloured for camera positions, and with signatures from July and Aug. 1987); Men's GS, Survey, June 25, 1987 (coloured for camera positions, and with signatures from July and August 1987); Men's Slalom, Survey, June 25, 1987 (coloured for camera positions, and with signatures from July and Aug. 1987); Canada Olympic Park, Bobsleigh and Luge Site Plan, Feb. 22, 1987 (with signatures); Canmore Nordic Centre (Sept. 1986), Camera Position on Stadium Area, Jan. 10, 1987 (with signatures); Canmore Nordic Centre, Ski Trail System, CTV HB Survey--September 1986--Cross Country Camera Positions, June 1987 (with signatures); Canmore Nordic Centre (Sept. 1986), Camera Position on Stadium Area, Feb. 1987 (2 copies with signatures; one marked "extra, 'not completely signed' Biathlon"); Canmore Nordic Centre, Biathlon Ski Trail System, CTV HB Survey, Sept. 1986, Biathlon Camera Positions, Feb. 1987 (2 copies with signatures; one marked "extra, 'not completely signed' Biathlon"); Hockey, Draft 2, Olympic Saddledome, n.d. (coloured, with signatures); Hockey, Corral, n.d. (coloured, with signatures); Father David Bauer Arena, Upper Level/Seating Plan, Plan "A", Dec. 23, 1986 (coloured, with signatures); Father David Bauer Arena, Upper Level/Seating Plan, Plan "B", Dec. 23, 1986 (coloured, with signatures); Canada Olympic Park, 90 Metre Ski Jump Camera Position, n.d. (with signatures); Canada Olympic Park, 70 Metre Ski

Oversize Box 39 (cont'd)

CTV Drawings (Signed Off), 1986-1988. (cont'd):

Jump Camera Position, n.d. (with signatures); Canmore Nordic Centre (September 1986), Camera Position on Stadium Area, January 1987 (copy, with signatures); Canmore Nordic Centre, Ski Trail System, CTV HB Survey, September 1986, Cross Country Camera Positions, October 1986; Canmore Nordic Centre, Ski Trail System, CTV HB Survey, September 1986, Cross Country Camera Positions, Team Nordic Combined & Nordic Combined, December 1986-January 1987 (coloured, with signatures); Canmore Nordic Centre (September 1986), Camera Position on Stadium Area, December 1986-January 1987 (coloured with signatures); Canada Olympic Park, 70 Metre Ski Jump Camera Position, December 1986-January 1987 (with signatures); Canada Olympic Park, Bobsleigh Site Plan, March 1987 (copy, with signatures))

Flags, 1986-1987. (Plans: Olympic Venues, IOC Flag Pole Locations, July 06, 1987 (Nakiska, IOC Flag Pole Location; Olympic Oval, IOC Flag Pole Location; Canmore, IOC Flag Pole Location; COP, IOC Flag Pole Location (with notations); Saddledome, IOC Flag Pole Location; Max Bell Arena, IOC Flag Pole Location))

KC Home Center, 1987. (Plans: KC Centre: Canmore, Lower Floor, [1987] (coloured); KC Centre: Canmore, Upper Floor [1987] (coloured))

Materials Management, 1986-1987. (Plan: Material Acquisition and Distribution, Document Flow Chart, November 4, 1986)

Max Bell, 1986-1988. (Plans: Max Bell Arena, Curling Seating Plan, May 6, 1987; Max Bell Arena, Site Plan, [1986]; Max Bell Arena, Second Floor Plan, [1986]; Max Bell Arena, Site Plan, December 2, 1986; Max Bell Arena, Main Floor Plan, December 1, 1986)



Oversize Box 39 (cont'd)

McMahon Stadium, 1986-1988. (Plans: [Cameras and Seat Kills at Ceremonies], Closing, February 16, 1987; [Cameras and Seat Kills at Ceremonies], Opening, February 16, 1987)

Pageantry, 1986-1988. (Schedules: XV Olympic Winter Games Organizing Committee, OCO'88 Arches Program Schedule, Planning Schedule, 23 April 1987 (3 pp.); Nakiska Pageantry Erection Detail, Justason & Tavender, March 29, 1987; Canada Olympic Park Pageantry Erection Detail, Justason & Tavender, March 30, 1987; Canmore Pageantry Detail, Justason & Tavender, March 29, 1987; Canmore Pageantry Detail, Justason & Tavender, March 29, 1987 (coloured, with notations); Canada Olympic Park Pageantry Erection Detail, Justason & Tavender, March 30, 1987 (coloured, with notations); Nakiska Pageantry Erection Detail, Justason & Tavender, March 29, 1987 (coloured, with notations); Plans: University of Calgary, Speed Skating Oval Site Contours, Proposed Location of All Participating Nations National Flags (55), Justason & Tavender, September 22, 1986; Canada Olympic Park, Site Plan, Proposed Location of All Participating Nations National Flags (55), Justason & Tavender, September 30, 1986; Stampede Park, Venues Site Plan, Proposed Location of All Participating Nations National Flags (55), Justason & Tavender, October 1, 1986; Mt. Allan/Nakiska Site, Base Area Site Plan, Proposed Location of All Participating Nations National Flags (55), Justason & Tavender, September 22, 1986; Canmore Nordic Centre, Preliminary Site Plan Olympics 1988, Proposed Location of All Participating Nations National Flags (55), Justason & Tavender, September 23, 1986)

Oversize Box 39 (cont'd)

Projected Attendance, 1987. (Plans: Canada Olympic Park, Site Plan, September 30, 1986 (coloured, with notations); Canmore Nordic Centre, Preliminary Site Plan Olympics 1988, September 23 1986 (coloured, with notations); Mt. Allan/Nakiska Site, Base Area Gen[era]l Arrang[ement] Site Plan, January 30, 1987 (coloured, with notations); Canmore Nordic Centre, Preliminary Site Plan Olympics 1988, September 23, 1986 (coloured, with notations))

Signage, 1986-1987. (Plans: Signage, April 21, 1987 (2 pp.); Signage Table #1, Canmore Nordic Centre, n.d.; Signage Table #\_\_, (Venue Name), n.d.; Canmore Nordic Centre, Preliminary Site Plan Olympics 1988, August 3, 1986 (with notations regarding signage); Canmore Nordic Centre, Daylodge, Ground Floor Plan, June 2, 1986 (with notations regarding signage))

Sponsor Hospitality Centres, 1986-1987. (Plans: Mt. Allan/Nakiska Site, Base Area Site Plan, September 23, 1986 (coloured); Canada Olympic Park, Site Plan, Proposed Location of Sponsor Hospitality Centres, September 30, 1986 (coloured); Canmore Nordic Centre, Preliminary Site Plan Olympics 1988, Sponsor Tents, September 23, 1986 (coloured))

Stampede Park, 1986-1987. (Plans: Stampede Park, Agriculture & Admin[istration] Building, North Addition, Upper Level, n.d. (coloured); Stampede Park, Agriculture & Admin[istration] Building, Main Level, n.d. (coloured); Stampede Park, Administration Bldg., Main Floor Plan, n.d. (coloured, with notations); Stampede Park, Administration Building, Upper Floor, August 20, 1986 (coloured, with notations); Stampede Park, Administration Building, Basement Floor Plan, August 20, 1986 (coloured, with notations))

Oversize Box 39 (cont'd)

Universal File, 1986-1987. (Plans: Site Access, n.d. (coloured, with notations); 8 Acres: Bldg & Lands x 1.5A, Parking x 6.5A, n.d. (coloured with notations); [untitled], n.d. (coloured with notations); [untitled], n.d. (coloured, with notations); [untitled], n.d. (coloured, with notations); Universal Site, Mechanical Shop Floor Plan, September 22, 1986 (with notations))

Max Bell Arena, Furniture & Outlets, OCO'88, 1987. (Bound set of plans: Reference Plan, Concourse Level, Aug. 1987, revised Dec. 14, 1987; Sport Officials Room, Aug. 1987, revised Sept. 9, 1987; Volunteer Staging Area, Aug. 1987, revised Sept. 9, 1987 and Dec. 14, 1987; Volunteers Staging Area (cont'd), Aug. 1987, revised Sept. 9, 1987 and Dec. 14, 1987; Venue Office, Aug. 1987, revised Sept. 9, 1987 and Dec. 14, 1987; Venue Office (cont'd), Aug. 1987, revised Sept. 9, 1987 and Dec. 14, 1987; Materials Management, Aug. 1987, revised Sept. 9, 1987; Print Media Interview Room, Aug. 1987, revised Dec. 14, 1987; Zamboni Ice Access/ENG Camera, Aug. 1987, revised Sept. 9, 1987 and Dec. 14, 1987 (note: this plan has been crossed out); Zamboni Storage, August 1987, revised September 9, 1987; TV Interview Rooms, August 1987, revised September 9, 1987 and December 14, 1987; Ice Maker Room, CTV CCR, August 1987, revised September 9, 1987 and December 14, 1987; Vomitory, August 1987, revised September 9, 1987; Mens [sic] Dressing Rooms, August 1987, revised September 9, 1987; Mens [sic] Dressing Rooms, August 1987, revised September 9, 1987 (different from previous plan); Athletes' Medical and Systems Results Room, August 1987, revised September 9, 1987 and December 14, 1987; Athletes' Medical and First Aid, Systems Results Room (cont'd), August 1987, revised September 9, 1987 and December 14, 1987; Ladies [sic] Dressing

Oversize Box 39 (cont'd)

Max Bell Arena, Furniture & Outlets, OCO'88, 1987. (cont'd)

Room, August 1987, revised September 9, 1987; Ladies [sic] Dressing Room, August 1987, revised 9 September 1987 (different from previous plan); Vomitory, August 1987, revised September 9, 1987 (different from plan above); Reception, General Office, August 1987, revised September 9, 1987; Security Office, August 1987, revised September 9, 1987; Accreditation and Access Control, August 1987, revised September 9, 1987)

**Oversize Material** placed into **Map Cabinet 1/2:**

Canmore Nordic Centre, 1986-1988. (Plan: Canmore Nordic Centre, General Arrangement Site Plan, May 15, 1987 (marked 'Preliminary Drawing'))

Cross-Country & Biathlon Surveys, 1986. (Plans: CTV Host Broadcaster, Canmore Nordic Centre, Preliminary Site Survey, Camera Positions on Stadium Area, (18th February 1986); CTV Host Broadcaster, Canmore Nordic Centre, Preliminary Site Survey, Camera Positions on Trails (18<sup>th</sup> February 1986))

CTV Surveys, Saddledome, 1986-1987. (Plan: Olympic Saddledome, CTV Host Camera Positions, Draft #1, January 06, 1986)

Venue Dev[elopment], Sites and Space, 1980-1984. (Plans: Government of Canada, Canada Olympic Park, Base of Hill Development, Grade Level, November 23, 1984; Government of Canada, Canada Olympic Park, Base of Hill Development, Subgrade Level, November 23, 1984; Government of Canada, Canada Olympic Park, Base of Hill Development, Upper Level, November 23, 1984)

Oversize Material placed into Map Cabinet 1/2 (cont'd):

CTV Drawings, Signed Off, 1987-1988. (Plans: Nakiska, Mid Mountain, Media Corrals, Freestyle, December 8, 1987 (with signature approvals); Nakiska Ski Area, Base Area, Media Corrals & CTVHB Technical Compound, November 9, 1987 (with signature approvals and notations); Nakiska, Mid Mountain, Media Corrals, Alpine, November 19, 1987 (with signature approvals and notations); Father David Bauer Arena, ENG Positions/Media [Corrals], December 2, 1987 (with signature approvals); Olympic Speed Skating Oval, ENG Positions, December 10, 1987 (with signature approvals and notations); Norma Bush Arena, Main Floor Plan, Host Broadcast Interview Studio, December 10, 1987 (with signature approvals); McMahon Stadium, Rule 60 Seating Plan, Closing Ceremonies, November 30, 1987 (with signature approvals); McMahon Stadium, Rule 60 Seating Plan, Opening Ceremonies, November 30, 1987 (with signature approvals))

**Oversize Material** placed into **Map Cabinet 1/12:**

Nakiska, 1986-1987. (Plans: Nakiska Ski Area, Site Layout, Nakiska Ski Area and Drawing Index, May 9, 1987; Nakiska Ski Area, Site Layout, Base Area, General Arrangement/Site Plan, May 15, 1987; Nakiska Ski Area, Site Layout, Mid Mountain Area, General Arrangement/Site Plan, May 15, 1987)

Olympic Plaza, 1986-1988. (Plan: Olympic Plaza, General Arrangement, Site Plan, March 31, 1987)

Schedules, 1986-1987. (Plan: Drafting Work Load/Drawing Availability Schedule, November 1985)

Oversize Material placed into Map Cabinet 1/12 (cont'd)

Universal File, 1986-1987. (Plans: Universal Sales & Service, Bow Trail, Calgary, Site Plan, July 18, 1972 (2 copies; with notations referring to City of Calgary Development Permit))

Venue Planning, 1985-1987. (Schedule: Project/2, V83A4; Start Date 1 Mar. 85; Data Date 13 Mar. 85; Completion 20 Oct. 85; Run Mar. 14, 1985)

OCO'88, COP Est. #1, Nordic Facilities, [by] E. Wolski, Nov.'83, Book 2 of 4, 1983-1984. (Plans: [Untitled, 1983] (regarding 70m and 90 m ski jump slopes))

OCO'88, COP, Concep. Est. #2, by RBJ, Nov.'83, 1982-1984. (Plan: Calgary Olympic Winter Games, Funicular, Longitudinale Profil [sic], November 1983)

Max Bell Arena, Furniture & Outlets, Media Lounge, August 1987, revised September 9, 1987 and December 13, 1987.

Max Bell Arena, Furniture & Outlets, Partial Second Floor Plan, August 1987, revised September 9, 1987 and December 14, 1987.

Temporary Facilities for OCO'88 Main Accreditation Center, Domus Design Group Limited, [April-August 1987]. (Bound plans of OCO Accreditation Center: Demolition Plan, April 1987; Partition Plan, April 1987; Reflected Ceiling, Ground Floor, April 1987; Power & Communication [sic] Requirements, April 1987; Power & Communications [sic] Requirements, April 1987 (cont'd from previous plan); Furniture Plan, Ground Floor, April 1987; [no title, showing details of Handicapped Washroom, Accreditation Counter, Volunteer Lounge, Vanity Detail, etc.], August 1987; Second Floor Plan, April 1987; South Hanger Layout, April 1987; Finish Plan, August 1987; Room Finish and Door Schedules, August 1987; Mechanical Floor Plan, August 1987; Mechanical Floor Plan, August 1987 (cont'd from previous plan); Ground Floor Lighting Plan,

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Oversize Material placed into Map Cabinet 1/12 (cont'd):

Temporary Facilities for OCO'88 Main Accreditation Center, Domus Design Group  
Limited, [April-August 1987]. (cont'd)

April 1987; Ground Floor Power Plan, April 1987; Sportchek Facility, Lighting &  
Power Plan, April 1987; Second Floor, Lighting & Power Plan, April 1987)

**XIX. Operations Group, Venue Planning Department, Supervisors, Venue Coordination. -- 1982-1988. -- 3.81 m of text; 110 plans; 15 photo prints.**

**Archival Description:** The records in this series were largely derived from the work of those assigned to the position of Supervisor, Venue Coordination (sometimes also referred to as Venue Supervisors). However, records of the various Venue Chairmen and of the Venue Planning Manager may also be found in this series.

Final reports of Venue Coordination Supervisors and Venue Chairmen (OCO'88, Communications Group, II, Box 12) give an indication of the difficulties and successes encountered as the venue management organizational structure of OCO'88 was implemented. In some cases, the division of responsibilities was clearly understood and carried out; in other cases, it appears there was confusion. The philosophy of the venue management system was that "sport chairmen were responsible for all activities within the 'field of play,' or sport competition area, and venue chairmen were responsible for all common services, such as transportation, provided outside the field of play to support the competitions." Further information on the venue management system, which was introduced in 1985 November and endorsed by the OCO'88 Board of Directors in 1986 February, may be found in the Official Report under the heading "Venue Operations Division" (p. 361).

For the purposes of this series, the roles of the Supervisors, Venue Coordination and of the Venue Chairmen are most important. The position description for the Supervisors, Venue Coordination as of 1985 December states that those with this job title were to "report to and derive [their] authority from the Manager, Venue Planning, and the Venue Chairm[e]n, " and they were to be "responsible for the development of the venue manual. During the Preview'88 events and the Olympic Winter Games, [they] will be responsible for assisting in the management of the operational or service component at the Venue--reporting direction to the Venue Chairmen."

The position description for the Venue Chairmen as of 1986 January states that those in this position reported to and derived their authority from the Vice President, Operations and were responsible for "the coordination of the planning of the venue; and during OCO'88's operations of the venue, responsibility will include the management of the venue on behalf of OCO'88." The Venue Chairmen were to "have a number of volunteer and staff positions reporting to the chairman when the venue is being operated by OCO'88. During the planning stage, these positions will have dual accountability as the volunteers and staff will also be accountable to the support programs or staff divisions." (Complete position descriptions for these two positions may be found in the Appendices.)

The organizational chart from 1986 July has six Supervisors, Venue Coordination (Mike Collins, Ed Lee, Michael Stringham, Bjorger Pettersen, Stu Richardson and Bob



Weder) reporting to the Manager, Venue Planning. By 1986 December, Gordon Hood had replaced Michael Stringham as one of the Supervisors, Venue Coordination, and it appears that these positions remained intact through to the end of the Games. The Venue Chairmen's positions do not appear in any overall OCO'88 organizational chart until 1987 March, but various organizational charts of the Venue Management system at each particular venue have been found in the records and copies may be referred to in the Appendices.

**Scope and Content:** Records from all six Venue Coordination Supervisors are represented in this series and records of some of the Venue Chairmen are included with these. From the records for the Stampede Park venue, it is unclear whether these were created by Stu Richardson, the Supervisor, Venue Coordination, or by the Venue Chairman, Mike Casey. Not included in the records or the organizational charts were the International Airport venue or the Main Accreditation Centre venue, although the latter is often included in reports on the Stampede Park Venue. A final report on the International Airport venue may be found with other final reports in OCO'88, Communications Group, II, Box 12. Gordon Hood was Supervisor, Venue Coordination for both these venues, and Ernie Booth was the Venue Chairman for both sites.

The records have been arranged into the following sub series:

Canada Olympic Park Venue - Supervisor: Bob Weder; Venue Chairman: Francis Saville

Nakiska Venue - Supervisor: Mike Collins; Venue Chairman: Lou MacEachern

Canmore Nordic Centre Venue - Supervisor: Bjorger Pettersen; Venue Chairman: John Rule

Stampede Park Venue - Supervisor: Stu Richardson; Venue Chairman: Mike Casey

Olympic Oval/McMahon Stadium/Father David Bauer Venue - Supervisor: Ed Lee; Venue Chairman: Glenn Sundstrom

Olympic Plaza/City Hall/Palliser Hotel Venue - Supervisor: Gordon Hood; Chairman: Gerry Lewis-Steer; includes information on the Calgary Convention Centre, the Calgary Olympic Centre and hotels other than the Palliser, and concludes with some miscellaneous files.

It should be noted that the venue missing from this series is records is that of the Max Bell Arena. The Venue Supervisor there was Gordon Hood and the Venue Chairman was Lindsay Franklin.

Oversize material has been removed from original folders and placed into either an oversize box or into map folders in a map cabinet. Notations have been added when this has been done.

Some material in this series has been restricted and may be viewed only with the permission of City of Calgary Archives management.

Several files of routine material were removed for disposal: two folders of purchase orders; two folders of receipts; one folder of Supply Requisitions; one folder of TD-1 tax forms; and one folder of Time Sheets.

A file listing follows.

**File listing:**

**SUB SERIES: CANADA OLYMPIC PARK VENUE**

Box 1

Day File, Bob Weder, 1986-1988. (2 folders; includes minutes of Canada Olympic Park Wiring Planning meeting, and agenda of COP Table Top Emergency Planning meeting)

Access Control, 1985-1988. (Includes "Calgary 1988 Olympics, Access Control, Canada Olympic Park Venue Training, January 9 & 10;" and "Access Control Reference Manual, January 1988")

Accreditation, 1985-1988. (Includes "Accreditation Venue Offices Handbook")

Administration, 1986-1988. (Includes minutes of Canada Olympic Park Administration meeting; budget information; and "Canada Olympic Park Finance and Administration Operations Manual")

Bobsleigh, 1985-1988. (Includes Fédération Internationale de Bobsleigh et de Tobogganing, Articles of Association, International Rules, 1985; program from the Petro-Canada World Cup'87 Bobsleigh, February-March 1987; report on the FIBT Test Week, Canada Olympic Park, March 17-23, 1986; copy of the agreement between the Calgary Olympic Development Association and OCO'88 for the World Bobsleigh and Luge Competition; copy of the agreement between the Canadian Amateur Bobsleigh and Luge Association, OCO'88 and Calgary Olympic Development Association for the Men's World Cup Bobsleigh Event; minutes of Bobsleigh Officials meeting regarding security; minutes of Bobsleigh Executive Committee meeting; and "OCO'88 Bobsleigh Committee, Lake Placid World Cup Report, February 1986")

Bombardier/Suzuki, 1987.

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**Box 2**

Broadcast Relations, 1987. (Includes information on Canada Olympic Park Broadcast Relations Committee)

Canada Olympic Park, Final Report, March 15, 1988. (By Bob Weder)

[Canada Olympic Park, Plans], 1986-1987. (Copies of 28 oversize plans have been placed into Oversize Box 31)

[Canada Olympic Park, Plans], 1987. (28 plans (copies only) have been removed and placed into Oversize Box 31)

Ceremonies, 1986-1988. (Includes minutes of Canada Olympic Park Ceremonies Committee meetings)

City of Calgary, 1986-1988. (Three oversize plans have been placed into Map Folder 1 in Map Cabinet 1/12)

Clothing, 1985-1988.

CODA & OCO, Canada Olympic Park Use Agreement, Bob Weder, 1987.

Corporate Relations, Sponsors, 1986-1988.

CTV Host Broadcaster, 1986-1988. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes of Canada Olympic Park/CTV HB/Media meeting; minutes of CTV HB/OCO'88 Venue meetings; and Summaries of Broadcast Contracts)

**Box 3**

CTV Host Broadcaster, 1986-1988. (3<sup>rd</sup> of 3 folders)

Disabled Skiing, 1987.

Disaster Services, 1986-1987. (Includes agenda and minutes of Canada Olympic Park Disaster and Emergency Response Plan meetings)

Box 3 (cont'd)

Drawings, 1986-1987. (Includes transparency: Canada Olympic Park, Fences & Gates, n.d. (2 copies); and four plans of Canada Olympic Park (copies only); 12 oversize plans (copies only) placed in Oversize Box 31; and three oversize plans have been placed into a Map Folder 1 in Map Cabinet 1/12)

Engineering, 1986. (Includes minutes of meetings regarding Canada Olympic Park construction)

Engineering Work Lists, 1986-1987. (Includes minutes of a meeting of the International Luge Racing Federation (FIL) regarding the test event; minutes and notes of COP venue meetings; and a Venue Planning Status Report)

Engineering, Ski Jump Bowl, 1986-1987.

Engineering, 1987-1988. (2 folders; includes minutes of COP Engineering Status meeting; one oversize plan (2pp.) has been removed and placed into a Map Folder 1 in Map Cabinet 1/12)

Box 4

Food Services, 1986-1988.

Freestyle [Skiing], 1986-1988. (Includes Technical Delegates' Reports; copy of agreement with the Calgary Olympic Development Association for the FIS World Cup Freestyle Skiing Event; draft of agreement with the Canadian Ski Association (Freestyle), the Canadian Ski Association Alberta Division and the Calgary Olympic Development Association for the World Cup Freestyle (Aerials and Ballet) Event; and program from the Coors Freestyle Skiing World Cup, Nakiska at Mount Allan, Canada Olympic Park, Calgary, Alberta, Canada, January-February 1987)

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Box 4 (cont'd)

Government Services, 1985-1986. (Regarding meteorological information)

Hosting, 1985-1987.

Language Services, 1986-1987.

Luge, 1985-1988. (Includes program for the Petro-Canada World Cup'87 Luge, February 1987; copy of agreement with the Calgary Olympic Development Association for the World Bobsleigh and Luge Competition; and copy of agreement with the Canadian Amateur Bobsleigh and Luge Association and the Calgary Olympic Development Association for the Men's World Cup Luge Event)

Materials [Management], 1986-1987.

Media Services, 1986-1987.

Medical [Services], 1984-1987.

Nordic Combined, 1987.

O[lympic] G[ames] P[lan], 1986.

Organization, 1986-1987. (Organizational charts and positions descriptions for COP Venue Management)

Pageantry, 1986-1987.

Box 5

Planning, General, 1985-1987. (Includes COP Engineering Status Report, and report on spectator capacity)

Public Works Canada, 1986. (Canada Olympic Park, Project Status Report for the Period Ending May 23, 1986)

Scheduling, 1985-1988.

Security, 1985-1988.

Box 5 (cont'd)

[Signage], 1987-1988. (Includes "Signage for OCO'88, Canada Olympic Park;" bound set of 11 plans, which have been placed into Oversize Box 31)

Ski Jumping, 1983-1987. (Includes 1983 edition of International Ski Competition Rules, Book III; draft report on "Typical Day Schedule for Ski Jumping and Nordic Combined/Ski Jumping; programme from the Preview'88, FIS Invitational Ski Jumping, Canada Olympic Park, November 28 & 29, 1986; brochure for Holmenkollen in Oslo, Norway)

Spectator Services, 1987-1988. (Includes "Spectator Services, Team'88 Handbook")

Sports Administration, 1987-1988. (Includes "Bobsleigh on Site Storage Facilities, Canada Olympic Park," and "Team Service Providers Program, Canada Olympic Park")

Systems, 1985-1987. (Includes minutes of Results Venue Coordination meeting)

Box 6

Team'88, 1986-1987. (2 folders; includes "Volunteer Policies and Procedures Manual")

Technology (Telecommunications), 1985-1987.

TES Research Consultants, 1986-1987. (Includes reports on spectator capacities at Canada Olympic Park)

Test Event Critiques, 1986-1987. (3 folders; includes minutes of a meeting regarding the test events; reports of the International Ski Federation, of the FIS Invitational/86 Ski Jumping event, of the 1987 Bobsleigh World Cup, of the 1987 Coors World Cup Freestyle event; an engineering report on the Bobsleigh/Luge track; reports on hosting, food services, material management, transportation, telecommunications, venue management; and CODA reports on the test events)

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Box 6 (cont'd)

Test Event Manual, Bobsleigh, 1986-1987. (This copy appears to be the original of this manual although duplicates exist in Series XVII)

Box 7

Test Event Manual, Freestyle, Ballet, Aerials, 1986-1987.

Test Event Manual, Luge, 1986-1987. (2 folders; a duplicate of this original manual may be found in Series XVII)

Ticketing, 1985-1987. (Includes "Report: Preview'88 Promotion Committee," and pamphlet from Universiade'83)

Transportation, 1985-1988. (2 folders; includes "XV Olympic Winter Games: Public Transportation Operating Strategy" by City of Calgary, Transportation Department, Olympic Transport Group; "Outline of Canada Olympic Park Transportation Plan," and a pamphlet)

Updated Conceptual Report on the Ski Jump Facility for Canada Olympic Park, Calgary, Alberta, 1985. (By Stone & Webster Canada Limited)

Box 8

Venue Management Meetings, 1986-1988. (2 folders; includes agenda and minutes of Canada Olympic Park Venue Management meeting, and minutes of Canada Olympic Park Executive Committee meetings)

Venue Management, 1987-1988. (Includes agenda of Canada Olympic Park Venue meeting)

Venue Operator (CODA), 1986-1988. (2 folders; includes minutes of OCO'88/CODA meeting regarding the Operating Agreement, and reports)



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Box 8 (cont'd)

Waste Management, 1986.

Weather, 1988. (Reports)

Youth, 1987.

**SUB SERIES: NAKISKA VENUE**

Box 9

Access Control, 1987.

Alpine Race Prep[aration], 1987.

Accreditation Sheets, 1987.

Accreditation (Vehicle), 1987.

Administration, 1987.

All Terrain Vehicles, 1987. (Includes pamphlets)

Alpine, 1987-1988. (2 folders)

Base Area Coordinates, 1984. (Report on Mount Allan)

Calgary Film, 1987.

CTV (Host Broadcaster), 1987.

Ceremonies, 1987.

Engineering/Construction, 1987-1988. (Includes minutes of Nakiska Site Construction  
Coordination Committee meetings; minutes of Building Modification meeting;  
minutes of Nakiska Site Specific Codes/Permits meeting; and report on "Sewage  
Disposal from Nakiska Venue")

Equipment Lists (Test Events), 1987.

Equipment Transfers, 1988.

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Box 9 (cont'd)

Expense Claims, n.d. (Forms)

Fish and Wildlife, 1987. (Includes minutes of Fish and Wildlife Site Review meeting)

Food Services, 1987.

Forklift Info[rmation], 1987. (Includes pamphlets; four 4x6 colour photo prints; and one 3½x5 colour photo print)

Freestyle Information, 1986.

Freestyle (Moguls), 1987-1988. (Includes FIS Technical Delegate Supplementary Report, Final Inspection, October 29, 1987 for Freestyle Venues; four oversize plans which have been placed in Map Folder 2 in Map Cabinet 1/12)

Generators, 1987.

Hospitality Centres, 1987.

Insurance Claims, 1987.

Box 10

Janitorial, 1987.

Keys, 1987.

Ladies' Downhill, [1987].

Ladies Giant Slalom, [1987].

Ladies' Slalom, [1987].

Ladies Super Giant Slalom, [1987].

Language Services, 1987.

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Box 10 (cont'd)

Lift Drawings, 1984-1987. (Includes minutes of SKI/OCO/APWss meeting; minutes of Olympic Chair Lift meeting; contract documents for quad chair lift; and three oversize plans have been placed into Map Folder 3 in Map Cabinet 1/12)

Maps (Homologation), [1987].

Maps (Trail), [1987]. (Includes one oversize plan which has been placed into Map Folder 3 in Map Cabinet 1/12)

Maps (Venue Facilities), 1986-1987. (Includes six oversize plans which have been placed into Map Folder 3 in Map Cabinet 1/12)

Materials Management, 1987.

Material Requisitions, 1986-1987.

Material Requisitions, 1987.

Media, 1987.

Medical, 1987. (Includes minutes of Disaster Plan and Emergency Response Plan meeting of the Medical Services Committee)

Memos, 1986-1987.

Memos, 1987.

Men's Downhill, 1987-1988.

Men's Giant Slalom, 1987.

Men's Slalom, [1987].

Men's Super Giant Slalom, [1987].

Nakiska Venue Planning Manual, (Mike Collins' Venue Planning Manual, Original Submission), 1985-1986. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

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Box 11

Nakiska Venue Planning Manual, (Mike Collins' Venue Planning Manual, Original Submission), 1985-1986. (3<sup>rd</sup> of 3 folders)

[News Clippings], 1987.

Noram Schedules, 1986-1987. (Includes programme for the Molson Downhill and Super G, Nakiska at Mount Allan, December 21, 22nd, 23rd, 1986)

OCO'88 Site Specific Meetings, 1986.

Olympic Key Requests, 1988.

Pageantry, 1987.

Pager Info[rmation], 1987.

Phone Lists, OCO/Nakiska, 1986-1987. (Includes "AGT Olympic Trouble Reporting Procedures")

Preview'88, Program Debriefing, 1987.

Radios, 1986.

Radio Info[rmation], 1986-1988.

Security, 1987. (Includes minutes of Security Committee meeting)

Security Reports (World Cup), 1987.

Seed and Revegetation, 1987.

SKI Correspondence, 1986-1987. (Includes copy of FIS Noram, World Cup and Freestyle Skiing Events Use agreement with Ski Kananaskis)

SKI/OCO Correspondence, 1987-1988. (Includes minutes of Nakiska Site Construction Coordination meetings; agenda and minutes of SKI/OCO Operations meetings)

Snow Cats, 1986-1988.

Snowcats/Snowmobiles, 1987.

Snowmaking, [1987].

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Box 11 (cont'd)

Snowmobiles, 1987-1988.

Special Events/Activities, 1986-1987.

Box 12

Spectator Services, 1987.

Sponsor Relations, 1987.

Sprung Structures, [1986].

Staff Info[rmation], Vacation Sheets, Staff Memos, 1987.

Systems Results, 1987. (Includes one oversize plan which has been placed into Map  
Folder 2 in Map Cabinet 1/12)

Temporary Facilities, 1987.

Telecommunications, 1987.

Test Events, 1987-1988.

Things To Do, 1986-1987.

Things To Do (TTD), 1987.

Time Sheets, 1987.

Tour Information, 1987.

Transportation, 1987.

Training Run Designation, 1988.

Venue Manpower, 1987.

Venue Planning Notes, Nakiska Building, Coding, Equipment, Scheduling, Test Events,  
Budget, 1985-1986. (3 folders)

Box 13

Venue Planning (Operations), 1987-1988. (2 folders; includes agenda of Venue Planning meetings; agenda and minutes of Nakiska Venue Management meetings; notes and minutes on Nakiska Site Plan meetings; minutes of Nakiska Site Construction meetings; minutes of Nakiska Executive Committee meeting; and minutes of Nakiska Site meetings)

Volunteer Information, 1987.

Weather Info[rmation], 1987.

Construction, 1987. (Includes minutes of Nakiska Site Construction Committee meetings, minutes of Nakiska Site Specific meetings; and minutes of Mount Allan Ski Area Development meeting)

[Nakiska] Exec[utive Committee] Minutes, 1987.

Nakiska Operating [Committee] Minutes, 1987-1988.

Nakiska Operating Com[mittee], Ski Staff Meetings, 1987-1988. (Includes agenda and minutes)

[Nakiska] Site Spec[ific] Minutes, 1987-1988.

Box 14

[Nakiska Venue], 1986-1987. (3 folders; includes agenda and minutes of Nakiska Venue Management meetings; minutes of Nakiska Executive Committee meetings; and reports on Public Transportation Operating Strategy, and Nakiska Public Transportation Plan by the Olympic Transport Group, City of Calgary)

Nakiska V[enue] M[anagement] Minutes, 1987-1988.

Snowmaking/[Grooming] Minutes, 1987-1988.

Box 14 (cont'd)

Snowmaking, October 1987-January 1988. (3 folders; includes minutes of

Snowmaking/ Grooming meetings; agenda for Snow Machine meetings; and daily weather reports)

Box 15

Snowmaking/Grooming #2, January 1988 to Retirement. (2 folders; includes minutes of Snowmaking/Grooming meetings, and daily weather reports)

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Men's Olympic Downhill Trail For Men's Downhill, Inspected August 27, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Men's Olympic Super Giant Slalom Trail For Men's Super Giant Slalom, Inspected August 27, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Men's Olympic Giant Slalom Trail For Men's Giant Slalom, Inspected August 28, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Men's Olympic Slalom Trail For Men's Slalom, Inspected August 28, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Ladies' Olympic Downhill Trail For Ladies Downhill, Inspected August 27, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Ladies' Olympic Super Giant Slalom Trail For Ladies Super Giant Slalom, Inspected August 27, 1985.

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Ladies' Olympic Giant Slalom Trail For Ladies Giant Slalom, Inspected August 28, 1985.

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Box 15 (cont'd)

FIS Inspection Report, Canada, Nakiska at Mount Allan, Kananaskis, Alberta, Ladies'  
Olympic Slalom Trail For Ladies Slalom, Inspected August 28, 1985.

[Dateline and Preview'88 Debriefing], 1987.

Box 16

SKI/OCO'88 Requisitions, 1986-1987. (2 folders)

Nakiska Activity Requests, 1987.

A. Alpine, [Project Breakdown Structure], 1983. (2 folders)

Schedules, 1985-1986. (2 folders)

Signage, 1986-1987. (1<sup>st</sup> of 2 folders; includes Signage Manual)

Box 17

Signage, 1986-1987. (2<sup>nd</sup> of 2 folders)

## **SUB SERIES: CANMORE NORDIC CENTRE VENUE**

Box 17 (cont'd)

Accommodation, Canmore, 1986-1987.

Administration, 1986-1987. (Includes minutes of Operations Department General  
Managers meeting)

AFE, 1986. (Authorization for Expenditure)

Alberta Olympic Secretariat, Information, 1984. (Includes copies of the Canmore Nordic  
Centre, Master Development Plan, Executive Summary, Mt. Allan Master Plan,  
Summary, and Alberta Government Olympic Commitments, Overview)

Athlete Biographies, 1987.



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Box 17 (cont'd)

Biathlon, 1985-1987. (Includes minutes of Biathlon Committee "O" Group meeting; and a copy of Biathlon Alberta Bulletin)

Budgets, 1986-1987. (2 folders)

Terry Bullick, [1986]. (**Restricted**)

C[algary] O[lympic] C[entre], 1987.

Canadian Olympic Association, 1986. (Olympinfo, Volume 2.8, October 1986, the Newsletter of the Canadian Olympic Association)

C[anadian] S[ki] A[ssociation] Correspondence, 1985-1986.

C[anadian] S[ki] A[ssociation], 1985-1987.

Canmore, 1986.

Box 18

C[anmore] N[ordic] C[entre], Preview Events, 1986. (2 folders; includes minutes of Canmore Nordic Centre Venue Management Committee Test Event Progress Report meeting; and five plans, one of which is oversize and has been placed into Oversize Box 31)

[Canmore Nordic Centre, World Cup], 1987.

Canmore Olympic Village II, 1986-1987. (2 folders)

Coding, 1986.

Computer Programming, 1986.

Critiques, Test Events, 1986-1987. (Reports)

[Cross Country Volunteer Movement Schedule], 1987.

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Box 18 (cont'd)

[Cross-Country] World Cup, 1986-1987. Includes minutes of Cross-Country Race Committee meetings, and report; four oversize plans have been placed into Oversize Box 31)

Customs Handbook, 1987.

Engineering, 1986-1987.

Box 19

Envoy, 1986. (2 folders; e-mail)

Equipment, C[anmore] N[ordic] C[entre], 1986-1987. (Includes one 4x6 colour photo print, and one 3½x5½ colour photo print)

Folksam W[orld] Cup, X-[Coun]try, 1987.

General, 1985-1986. (Includes Employee Handbook)

Gifting Program, 1987.

Holmenkollen, 1984-1986.

I[nternational] O[lympic] C[ommittee], 1986.

Invitations, Bjorger, 1986.

Junior World X-C[ountry], 1987. (Program)

Lake Placid, J[unio]r Worlds, 1986. (Includes minutes of Jury meeting and of Team Leaders meetings)

Logos, 1986.

[Manual, Participation Statistics, Previous Games], ca. 1985.

Maps, Courses, 1986-1987.

Marketing, 1987.

Materials M[anagemen]t, 1987.

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Box 19 (cont'd)

Meetings, Venue Planning, 1986-1987. (Agenda and minutes)

[Miscellaneous], 1987. (From materials loose in the moving box)

Box 20

Obserstdorf, [West Germany], 1987.

OCO'88, 1986.

Olympic Game Plan, 1986.

Olympic Solidarity, 1985.

B/P [Bjorger Pettersen], 1986-1987. (Includes eight 4x6 colour photo prints which have  
been glued to card board)

Position Description, 1986.

Protocol, 1986-1987.

Race Committee, 1985-1986. (Includes agenda and minutes of Cross-Country Race  
Committee meetings; and minutes of OCO/Cross-Country Committee Planning  
Session)

Race Info[rmation], Invitations, 1983-1987.

Race Info[rmation], 1984-1985.

Race Info[rmation], Meeting & Minutes, 1986.

Race Reports, 1985.

Race Results, 1986-1987.

Races, 1987.

Rules, 1984-1987.

Schedule, 88 Games, 1987.

Site Plans, n.d.

**Copyright City of Calgary**

Box 20 (cont'd)

Test Competitions, 1986.

Test Events, 1986.

Box 21

T[echnical] D[elegate] Reports, 1986-1987. (2 folders)

T[echnical] D[elegate] Seminars, 1986.

T[echnical] D[elegate] Visits, 1986-1987.

Vachon Canada Cup, 1986.

Venue Chairman Meetings, 1986. (Includes minutes of Canmore Nordic Centre Venue meetings, and of a Canmore Nordic Centre Medical meeting)

Venue Management Committee, Canmore Nordic Centre, 1986-1987. (Incl. agenda)

Venue Meetings, 1986. (Includes minutes of Venue Planning meetings)

Venue Operations Manual, 1987.

Venue Planning, 1985-1986. (2 folders; includes positions descriptions, minutes of Results Venue Coordination meeting, and minutes of Venue Planning meeting)

Venue Planning, Cont[inue]d, 1985-1986. (1<sup>st</sup> of 2 folders; incl. report of Canmore Nordic Centre Venue Planning meeting; minutes of Test Events Organizing Committee meetings; agenda of CNC Executive/OCO'88 meeting; and agenda of Canmore Nordic Centre Venue Management Test Events meeting)

Box 22

Venue Planning, Cont[inue]d, 1985-1986. (2<sup>nd</sup> of 2 folders)

Venue Planning, Minutes and Meetings, 1986.

Venue Tours, 1987.

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Box 22 (cont'd)

VIP[s], 1986-1987.

World Cups, 1986-1987. (Includes minutes of and report on FIS Cross Country World Cup meetings)

**SUB SERIES: STAMPEDE PARK VENUE**

Box 22 (cont'd)

Budgets, 1985-1988. (2 folders)

Calgary Cup, 1986. (Includes "Report on Recommendations for Ice Hockey 1988 as Based on the Calgary Cup 1986;" minutes of meetings of various Calgary Cup committees, and copy of agreement)

Final Equipment List, 1987-1988. (2 folders; includes Saddledome, Corral, Stampede Park Operations Centre, International Broadcast Centre, Main Press Centre and Jimmie Condon Arena)

Box 23

Skate Canada, 1986-1987. (2 folders; includes minutes of meetings; and a copy of the OCO'88/Calgary Exhibition and Stampede Amending Agreement)

Stampede Park, Operating Agreements, 1982-1985.

Stampede Park Television Agreements, 1984-1985. (**Restricted**)

Test Event Manual, Figure Skating, 1986-1987. (2 folders; includes copies of Skate Canada'87 Use Agreement and of the agreement between OCO'88 and the Canadian Figure Skating Association)

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Box 24

Test Event Manual, Ice Hockey, 1986. (4 folders; includes copies of agreements)

**SUB SERIES: OLYMPIC OVAL/MCMAHON STADIUM/FATHER DAVID BAUER  
VENUE**

Ed Lee, Venue Planning Manual, Olympic Oval, 1986. (3 folders)

Test Event Manual, Speed Skating, 1987.

Box 25

Equipment, Oval, 1987.

[Speed Skating Oval, Equipment, Signage and Miscellaneous], 1987.

Oval Originals, 1987. (4 folders)

[Speed Skating Oval], 1987. (2 folders)

Box 26

Olympic Oval, Father David Bauer, McMahon Stadium (OBM), Venue Programs, Speed  
Skating, 1987.

[Oval, Bauer, McMahon, Venue Planning Staff and Miscellaneous], 1987-1988.

Equipment, OBM, Code Book, 1987. (2 folders)

Venue Planning Manual, Father David Bauer Arena, 1987. (2 folders)

Test Event Manual, Speed Skating & Figure Skating, Father David Bauer Arena, 1987.

Equipment, Father David Bauer Arena, 1987.

Box 27

OBM Programs, Father David Bauer Arena, 1987.

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Box 27 (cont'd)

F[ather] D[avid] B[auer] Originals, 1987. (3 folders)

[Father David Bauer Arena], 1987.

Venue Planning Manual, McMahon Stadium, 1987. (2 folders)

Box 28

OBM Programs, McMahon Stadium, 1987. (2 folders)

Equipment, McMahon [Stadium], 1987.

[McMahon Stadium, Requirements], 1987.

M[c]M[ahon] S[tadium] Originals, 1987. (3 folders)

**SUB SERIES: OLYMPIC PLAZA/CITY HALL/PALLISER HOTEL VENUE**

Box 28 (cont'd)

[Olympic] Plaza, Minutes of Meetings, 1986-1987.

Box 29

[Olympic] Plaza, Budgets, 1986-1987. (Includes "OCO'88 Venue Administration Policies," third draft, 1987)

Olympic Plaza, 1987. (Includes agenda and minutes of meetings)

Olympic Plaza (OPL) & City Hall (OCH), 1987-1988.

City Hall Facilities, 1987-1988. (Includes License of Occupation Agreement between The City of Calgary and OCO'88; minutes of meeting between The City of Calgary, CTVHB and OCO'88; three oversize plans have been placed into Map Folder 4 in Map Cabinet 1/12)

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Box 29 (cont'd)

City Hall Facilities, 1987. (2 folders; two oversize plans have been placed into Map Folder 4 in Map Cabinet 1/12)

Palliser Hotel, 1987-1988. (Includes minutes of meetings)

IOC Hotel, Palliser, 1987. (Includes minutes of Palliser/Convention Centre/Olympic Plaza Venue Planning, and of Palliser/Convention Centre/Olympic Plaza Venue Operating meetings)

Box 30

Palliser Hotel MAM (PAL), 1987-1988. (From a binder labelled "Mike Polka")

Delta Bow Valley/Westin/Skyline/Nova, 1987.

[Calgary] Convention Centre (CVC), 1987-1988.

Calgary Olympic Centre, (COC), 1987.

Olympic Arts Festival, 1987.

[Notes], 1987-1988.

[Miscellaneous Correspondence], 1988.

**OVERSIZE MATERIAL**

Oversize Box 31

[Canada Olympic Park, Plans], 1986-1987. (Plans: Canada Olympic Park, Olympic Facilities, Dec. 15, 1987; Canada Olympic Park, CODA Facilities, n.d.; Canada Olympic Park, Fences & Gates, Jan. 15, [1986]; Canada Olympic Park, Internal Transportation Plan, n.d.; Canada Olympic Park, Technology/Team 88 Services, September 16, 1987; Canada Olympic Park, Town Centre Area Site Plan, September 30, 1987; Canada Olympic Park, Aerials Area Site Plan, Nov. 30,



Oversize Box 31 (cont'd)

[Canada Olympic Park, Plans], 1986-1987. (cont'd)

1987; Canada Olympic Park, Ski Jump Area Site Plan, September 30, 1987; Canada Olympic Park, Bobsleigh/Luge Area Site Plan, September 30, 1987; Canada Olympic Park, OTC, Ground Floor Plan, November 2, 1987; Canada Olympic Park, OTC, Level 1 Floor Plan, June 30, 1987; Canada Olympic Park, OTC, Level 2 Floor Plan, November 2, 1987; Canada Olympic Park, OTC, Level 3 Floor Plan, November 2, 1987; Canada Olympic Park, OTC, Level 4 Floor Plan, November 2, 1987; Canada Olympics [sic] Park, Olympic Training Centre, Event Operation Rm (#401), June 29, 1987; OVC and Olympic Hall of Fame, Level 1 Floor Plan, [June 29, 1987]; OVC and Olympic Hall of Fame, Level 2 Floor Plan, [August 11, 1987]; OVC and Olympic Hall of Fame, Level 3 Floor Plan, January 29, 1987; OVC and Olympic Hall of Fame, Basement Floor Plan, January 29, 1987; Canada Olympic Park, Ballet TV Compound, August 11, 1987; Canada Olympic Park, Ski Jump TV Compound, n.d.; Canada Olympic Park, Bob/Luge TV Compound, August 31, 1987; Canada Olympic Park, Men's Luge, Ladies' Luge, Disabled, & Ballet Start Shelter, [1987]; Canada Olympic Park, Sponsor Hospitality Suites, Ski Jump, Upper Volunteer Food Shelter, Aerials, Volunteers Bob/Luge Sled Storage, [1987]; Canada Olympic Park, Bob/Luge, Lower Spectator Food/Shelter, [1987]; Canada Olympic Park, Ski Jump, Lower Spectator & Food Shelter, [1987]; Canada Olympic Park, Temporary Shelters, [1987]; Canada Olympic Park, Temporary Shelters, [1987])

Oversize Box 31 (cont'd)

[Canada Olympic Park, Plans], 1987. (Copies of plans: Canada Olympic Park, Olympic Facilities, December 1987; Canada Olympic Park, CODA Facilities, n.d.; Canada Olympic Park, Fences & Gates, [January 1988]; Canada Olympic Park, Internal Transportation Plan, n.d.; Canada Olympic Park, Technology/Team 88 Services, n.d.; Canada Olympic Park, Town Centre Area Site Plan, September 1987; Canada Olympic Park, Aerials Area Site Plan, n.d.; Canada Olympic Park, Bobsleigh/Luge Area Site Plan, n.d.; Canada Olympic Park, Ski Jump Area Site Plan, n.d.; Canada Olympic Park, O.T.C., Ground Floor Plan, n.d.; Canada Olympic Park, O.T.C., Level 1 Floor Plan, June 30, 1987; Canada Olympic Park, O.T.C., Level 2 Floor Plan, [November 1987]; Canada Olympic Park, O.T.C., Level 3 Floor Plan, [November 1987]; Canada Olympic Park, O.T.C., Level 4 Floor Plan, [November 1987]; Canada Olympics [sic] Park, Olympic Training Centre, Event Operation Rm (#401), June 29, 1987; OVC and Olympic Hall of Fame, Level 1 Floor Plan, n.d.; OVC and Olympic Hall of Fame, Level 2 Floor Plan, n.d.; OVC and Olympic Hall of Fame, Level 3 Floor Plan, January 29, 1987; OVC and Olympic Hall of Fame, Basement Floor Plan, January 29, 1987; Canada Olympic Park, Ballet TV Compound, n.d.; Canada Olympic Park, Ski Jump TV Compound, n.d.; Canada Olympic Park, Bob/Luge TV Compound, n.d.; Canada Olympic Park [illegible] & Ballet Start Shelter, [1987]; Canada Olympic Park, Sponsor Hospitality Suites, Ski Jump, Upper Volunteer Food Shelter, Aerials, Volunteers, Bob/Luge Sled Storage, n.d.; Canada Olympic Park, Bob/Luge, Lower Spectator Food/Shelter, n.d.; Canada Olympic Park, Ski Jump, Lower Spectator & Food Shelter, n.d.; Canada Olympic Park, Temporary

Oversize Box 31 (cont'd)

[Canada Olympic Park, Plans], 1987. (cont'd)

Shelters, n.d.; Canada Olympic Park, Temporary Shelters, n.d. (different from one above))

Drawings, 1986-1987. (Plans (copies only): Canada Olympic Park, Fences & Gates, [December 15, 1987] (2 copies); Canada Olympic Park, Internal Transportation Plan, September 1987; Canada Olympic Park, Technology/Team 88 Services, [1987]; Canada Olympic Park, Olympic Facilities, [Sept. 1987]; Canada Olympic Park, CODA Facilities, Dec. 15, 1987; Canada Olympic Park, Site Plan, Sept. 30, 1986 (with notations); Canada Olympic Park, Test Event Site Plan, October 23, 1986 (2 copies, with notations); Canada Olympic Park, Test Event Site Plan, October 23, 1986 (2 copies); Canada Olympic Park, Spectator Food Concessions, October 15, 1986; Canada Olympic Park, Site Plan, September 1986 (marked with "Proposed Location of Sponsor Hospitality Centres"); Canada Olympic Park, Freestyle Aerial Location, June 1986 (2 copies); Canada Olympic Park, Site Plan, September 2, 1986 (with notations marked as of September 4, 1986 by R.A. Weder, and attached drawing of Sponsor Hospitality Lounge)

[Signage], 1987-1988. (Plans: "Signage for OCO'88, Canada Olympic Park:" Reference, Site Plan, December 1987; Site Plan, Miscellaneous Signs, December 1987; Plan, East Side of Site, December 1987; Plan, West Side of Site, December 1987; O.T.C., Ground Floor Plan, December 1987; O.T.C., Level 1 Floor Plan, December 1987; O.T.C., Level 2, 3, & 4 Floor Plan, December 1987; O.V.C. and Olympic Hall of Fame, Level 1 Floor Plan, December 1987; O.V.C. and Olympic Hall of Fame, Level 2 Floor Plan, December 1987; Staging Building & Judges Tower, December 1987;

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Oversize Box 31 (cont'd)

[Signage], 1987-1988. (cont'd)

Athlete Medical/RCMP Floor Plan and Emergency Medical Floor Plan, December 1987)

C[anmore] N[ordic] C[entre], Preview Events, 1986. (Plan: Canmore Nordic Centre, [Stadium Accessories], Start & Finish Indicator, 14 October 1986 (2 copies))

[Cross-Country] World Cup, 1986-1987. (Plans: [untitled; cross country ski trails], n.d.; Nordic Combined, 15k, n.d. (coloured, with notations); Men's 15k Special, Women's 10k, n.d. (coloured, with notations); 15 km "Easy," Men's 50k-15 loop, n.d. (with notations))

**Oversize Material** placed into **Map Cabinet 1/12:**

Map Folder 1

City of Calgary, 1986-1988. (Plans: Canada Olympic Park, South Site, January 14, 1986; Canada Olympic Park, West Site, January 14, 1986; Canada Olympic Park, Overall Traffic Plan, January 14, 1986)

Drawings, 1986-1987. (Plans: Canada Olympic Park, Olympic Facilities, December 15, 1987; Canada Olympic Park, Fences & Gates, December 15, 1987; Canada Olympic Park, Fences & Gates, January 16, 1988)

Engineering, 1987-1988. (Plan: COP Hospitality Centre, Site Plan, Floor Plan, Front Elevation, Right Elevation, Rear Elevation, Left Elevation, Section, n.d. (2 pp.))

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Oversize Material placed into Map Cabinet 1/12 (cont'd):

Map Folder 2

Systems Results, 1987. (Plan: Mount Allan, Nakiska Site, Broadcast Booth Complex, April 24, 1987)

Freestyle (Moguls), 1987-1988. (Plans: Scoreboard Skid Proposal (End View, Front View, Plan), January 5, 1987; Nakiska Freestyle: Moguls, January 7, 1988)

Map Folder 3

Lift Drawings, 1984-1987. (Plans: "Silver Lift," Mt. Allan, Alberta, October 22, 1984; "Bronze Lift," Mt. Allan, Alberta, November 14, 1984; "Gold Lift," Mt. Allan, Alberta, February 7, 1985)

Maps (Trail), [1987]. (Plan: Nakiska Ski Area, Site Layout, Nakiska Ski Area Key Plan, May 15, 1987)

Maps (Venue Facilities), 1986-1987. (Plans: Mt. Allan Nakiska Site, Mid-Mountain Site Plan, January 7, 1986 (2 copies); Mt. Allan/Nakiska Site, Base Area Site Plan, September 23, 1986 (2 copies); Mt. Allan/Nakiska Site, Test Event 86/87 Site Plan/Temporary Facilities Layouts, September 26, 1986 (2 copies); Nakiska Mid Mountain Lodge Area, Proposed Layout, May 22, 1987; 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)

Map Folder 4

City Hall Facilities, 1987-1988. (Plans: Calgary Municipal Building, Plan, Plaza Level, Base Building, [1986]; Calgary Municipal Building, Plan, Ground Floor, Base

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Oversize Material placed into Map Cabinet 1/12 (cont'd):

Map Folder 4 (cont'd)

City Hall Facilities, 1987-1988. (cont'd)

Building, n.d.; The City of Calgary, Engineering Department, Committee Room 1  
& 2, Centre Wall Removal, March 25, 1987)

City Hall Facilities, 1987. (Plans: Miscellaneous City-Owned [& Operated Facilities],  
Use by OCO'88, August 1988; Miscellaneous City-Owned Venues, Use by  
OCO'88, August 1988)

**XX. Operations Group, Venue Operations Division, General Manager Russ Tynan. -- 1984-1988. -- 11.88 m of text plus other material.**

**Archival Description:** The Venue Operations Division of the Operations Group did not officially begin to function until 1987 September, but the focus of its work--the switch from a program-driven management system to a venue-driven management system for Games operations--had begun unofficially approximately two years earlier with the appointment of Bruce Cleveley as Vice President, Operations. Although Cleveley may have been the driving force behind the switch to a venue management organizational structure for OCO'88, Russ Tynan, the General Manager of Venue Operations, was more directly involved with this process. It is Tynan's records which make up this series. Appointed to the position of General Manager, Venue Operations in 1987 September, Tynan had been working with OCO'88 from at least as early as 1984 October when he served first as Manager, Volunteers, and then as General Manager, Volunteers. (Information on the volunteer component of OCO's organization may be found in the Inventory to the Team'88 Services Group records.)

The philosophy behind the venue management system emphasized that the responsibility for the "field of play" activities (the sports competitions) should be in the hands of the sport chairmen while other services outside the field of play, such as transportation, should be the responsibility of the venue chairmen.

The difficulties encountered in the implementation of the venue management organizational structure are outlined in the Official Report (pp. 361-363) and in the Final Reports for the Venue Operations Division which may be found in this series as well as in the records of the OCO'88 Communications Group, II, Box 12 and especially Box 13.

**Scope and Content:** The records in this series span a number of years before the Venue Operations Division was in formal existence, and include some records created by Pat Mitchell, the Senior Vice President of Operations from 1984 to 1985 June (see Series II for more of his records). To a lesser extent, records of Ron Johnston, the Manager, Venue Operations may also be found in this series (see Series XVII for his records).

These records have been divided into the following sub series: Day Files (including the day files of Pat Mitchell, Senior Vice President, Operations; Russ Tynan, General Manager, Venue Operations; and Ron Johnston, Manager, Venue Operations); Venue Files; Reports; Minutes; and General Files (arranged into alphabetical order).

The other material consists of 11 plans, six maps, five oversize schedules, and one oversize chart.

A file listing follows.

**File listing:**

**SUB SERIES: DAY FILES**

Box 1

Pat Mitchell, Day File, 1984.

Pat Mitchell, Day File, 1985.

Russ Tynan, Day File, 15 October 1984-21 December 1984.

R.E. (Russ) Tynan, Day File, January-June 1985. (2 folders)

Russ Tynan, Day File, June-December 1985.

Russ Tynan, Day File, 1986. (2 folders)

Box 2

Russ Tynan, Day File, 1987. (2 folders)

Russ Tynan, Day File, 1988.

Ron Johnston, Day File, 1987.

Ron Johnston, Day File, 1988.

**SUB SERIES: VENUE FILES**

Box 2 (cont'd)

Airport, 1986-1988.

Canada Olympic Park, 1986-1988. (3 folders; includes Canada Olympic Park Final Report by Bob Weder; report on COP Venue Management Structure)

Box 3

[Canada Olympic Park, Venue Management Organizational Structure], 1986.

(Organizational charts and position descriptions)



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**Box 3 (cont'd)**

Canmore Nordic Centre, 1987-1988. (Includes six trail maps, and "Canmore Nordic Kananaskis Country, Resource Plan for Olympic Period;" two oversize plans are in Oversize Box 11; three oversize plans are in map folder in Map Cabinet 1/12) [Canmore Nordic Centre, Venue Management Organizational Structure], 1986.

(Organizational charts and position descriptions)

Accreditation, Main Accreditation Centre, 1987. (Includes Progress Report; minutes of Accreditation/Pacific Western Airlines/North Hanger meeting; copy of agreement between Pacific Western Airlines Ltd. and OCO'88)

Main Press Centre, 1987.

Max Bell Arena, 1986-1988.

McMahon [Stadium], 1987-1988.

Nakiska, 1986-1988. (Two oversize plans have been placed into Oversize Box 11; and two oversize plans have been placed into a map folder in Map Cabinet 1/12) [Nakiska, Venue Management Organizational Structure], 1986. (Organizational charts and position descriptions)

Oval/McMahon/David Bauer, Venue Management, 1986-1988. (One oversize organizational chart has been placed into a map folder in Map Cabinet 1/12) [Olympic Oval/McMahon Stadium/Father David Bauer Arena, Venue Management Organizational Structure], 1986. (Organizational charts and position descriptions)

**Box 4**

Olympic Plaza/Arts Festival Venues, 1987-1988. (Includes two oversize plans which have been placed into Oversize Box 11)

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Box 4 (cont'd)

Olympic Saddledome, 1986-1988. (3 folders; includes copies of agreements between  
Calgary Exhibition and Stampede Ltd. and OCO'88)

Palliser Hotel/Convention C[entre], 1987-1988.

**SUB SERIES: REPORTS**

Box 4 (cont'd)

Canada Olympic Park, Final Report, March 1988. (By Bob Weder, Venue Supervisor)

O[val] B[auer] M[cMahon], Venue Operating Report, 1988. (1<sup>st</sup> of 2 folders)

Box 5

O[val] B[auer] M[cMahon], Venue Operating Report, 1988. (2<sup>nd</sup> of 2 folders)

Progress Reports, Venue Operations Division, 1987-1988.

Venue Management, 1985-1988. (2 folders; includes venue final reports, Venue  
Management organizational charts; "Calgary 1988 Olympic Winter Games,  
Preliminary Safety and Accident Prevention Review," prepared for the OCO'88  
Insurance Committee; and "Calgary 1988 Olympic Winter Games, Follow-Up  
Audits to Preliminary Safety and Loss Prevention and Accident Review")

[Final Reports, Venue Operations], 1988. (Includes "Division Overview and Comments"  
by Russ Tynan; "Venue Planning Department: Background, Process,  
Recommendations;" and final reports from Canada Olympic Park; Stampede  
Park; Olympic Oval, Father David Bauer Arena and McMahan Stadium; Canmore  
Nordic Centre; Nakiska; Max Bell Arena and Airport; IOC Hotel, Convention  
Centre, Olympic Plaza; and reports on Weather Services, Venue Operations  
Budgets, and Volunteer Manpower Allocations by Venue)

Box 5 (cont'd)

**SUB SERIES: MINUTES**

O[val] B[auer] M[cMahon], Venue Management Meeting Minutes, 1986-1987. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders; includes minutes of Oval/Bauer/McMahon Weekly Meetings, minutes of McMahon Stadium Operating Committee; and minutes of Oval/Bauer/McMahon Program meetings)

Box 6

O[val] B[auer] M[cMahon], Venue Management Meeting Minutes, 1986-1987. (3<sup>rd</sup> of 3 folders

Venue Chairmen Meetings, 1987-1988. (Agenda and minutes)

Operations, Volunteers, Access Control, 1986-1987. (2 folders; includes minutes of a meeting regarding IOC (Palliser) Hotel Security/Access Control; Identification Card Program Report; minutes of Access Control Committee meeting; minutes of Working Group meeting regarding Security, Accreditation, and Access Control)

**SUB SERIES: GENERAL FILES**

Box 6 (cont'd)

Accreditation, Media, 1986-1987.

Accreditation, VIP Rule 60, 1986-1987.

Contracts/Suppliers, AMF/Head, 1987-1988.

Contracts/Suppliers, Bombardier, 1987-1988.

Contracts/Suppliers, Suzuki, 1987-1988. (1<sup>st</sup> of 2 folders; includes copy of agreement with AMF Canada Ltd.)

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Box 7

Contracts/Suppliers, Suzuki, 1987-1988. (2<sup>nd</sup> of 2 folders)

[Equipment Requirements], 1987. (2 folders)

Manpower Counts, Clothing Packages, 1987. (2 folders)

Operations, Volunteers, 1986-1987. (2 folders; includes "XV Olympic Winter Games:  
Accreditation Proposal")

Preview'88, 1987. (Information package)

Box 8

Preview'88, Coors World Cup, Biathlon, 1987. (Information package)

Preview'88, Coors World Cup Cross Country, 1987. (Information package)

Preview'88, Coors Freestyle World Cup, 1987. (Information package)

Preview'88, Husky World Downhill & Super G; Preview'88, Molson World Downhill &  
Super G, 1987. (Information package)

Preview'88, Labatt's Calgary Cup, Hockey, 1987. (Information package)

Preview'88, Petro-Canada World Cup'87, Bobsleigh, 1987. (Information package)

Preview'88, Petro-Canada World Cup'87, Luge, 1987. (Information package)

Safety/Insurance, 1987-1988. (Includes notes on Safety meetings)

Box 9

Snowmax, 1988. (Regarding snowmaking)

Spectator Services/Crowd Management, 1987-1988.

Venue Close-Out, 1987-1988. (2 folders; includes "OCO'88 Recovery Operations,  
Planning Data to 07.01.88;" includes five oversize schedules which have been  
placed into Oversize Box 11)

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Box 9 (cont'd)

Venue Management, Venue Administration, 1985-1987. (Includes Venue Administration Policies)

Venue Manpower, 1987.

Venue Operating Budgets, 1987. (2 folders)

Box 10

[Venue Operations, Position Descriptions and Budgets], 1987.

Venue Team Positions, 1985-1986. (Position Descriptions)

**OVERSIZE MATERIAL**

Oversize Box 11

Canmore Nordic Centre, 1987-1988. (Plans: Canmore Nordic Centre, Cross-Country Stadium Area, n.d. (with notations); Canmore Nordic Centre, Start/Finish Post, 14 November 1987 (with notations))

Nakiska, 1986-1988. (Plans: Nakiska, Mid Mountain, Media Corrals, Alpine, Dec. 21, 1987 (coloured); Nakiska Ski Area, Base Area, Media Corrals & CTVHB Technical Compound, December 21, 1987 (coloured))

Olympic Plaza/Arts Festival Venues, 1987-1988. (Plans: Olympic Plaza, General Arrangement, December 18, 1987 (with notations); Olympic Plaza, TV Compound and Plaza West Section, November 26, 1986 (with notations))

Venue Close-Out, 1987-1988. (Schedules: Schedule, Dismantling Temporary Facilities, Dismantling of Instant Structures, n.d.; Schedule, Dismantling Temporary Facilities, Removal of Generator Enclosures/Apus, n.d.; Schedule, Dismantling

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Oversize Box 11 (cont'd)

Venue Close-Out, 1987-1988. (cont'd)

Temporary Facilities, Removal of Temporary Shelters/Food Kiosks/Kiosks, n.d.;  
Schedule, Dismantling Temporary Facilities, Dismantling/Demolition of Broadcast  
Booth, n.d.; Schedule, Dismantling Temporary Facilities, Dismantling of  
Bleachers/Camera Platforms/Bridges, n.d.)

**Oversize Material** placed into **Map Cabinet 1/12:**

Canmore Nordic Centre, 1987-1988. (Plans: Canmore Nordic Centre, Cross-Country  
and Biathlon Start/Finish Line Posts and Pageantry Structures, September 1987;  
Canmore Nordic Centre, General Arrangement, Site Location Plan, 19 March  
1987; Canmore Nordic Centre, General Arrangement Site Plan, 19 March 1987  
(marked 'Preliminary Drawing'))

Nakiska, 1986-1988. (Plans: Nakiska Ski Area, Site Layout, Base Area, General  
Arrangement/Site Plan, March 19, 1987; Nakiska Ski Area, Site Layout, Mid  
Mountain Area, General Arrangement/Site Plan, March 19, 1987)

Oval/McMahon/David Bauer, Venue Management, 1986-1988. (Chart: Olympic Oval-  
Father David Bauer Arena-McMahon Stadium, Venue Management  
Organization, May 22, 1986)

**XXI. Operations Group, Medical Services Department, Manager Lane Casement. -- 1976-1988; (predominant 1983-1988). -- 2.31 m of text and other material.**

**Administrative History:** A medical services function was made part of Games Operations under Vice President John Pickett as early as 1982 March. By August of that year, Dr. Bruce Challis was appointed the Chief Medical Officer for OCO'88. In this position, Dr. Challis was also made a temporary member of the International Medical Commission.

With the appointment of Lane Casement as Manager, Medical Services in 1985 July, the duties for developing and running the Medical Services program became a shared responsibility of Casement and Challis, with Casement taking on the leadership of the Medical Management Team which handled venue planning and the large volunteer component required to carry out the management plans as they developed. The major responsibilities of the Medical Services Department were Athlete Medical Services, General and Emergency Services, the Medical Service Laboratory, and Auxiliary Medical Services. Each officer in charge of these programs reported to both the Manager, Medical Services and to the Chief Medical Officer.

Throughout most of OCO's existence, Medical Services was part of the Operations Group, initially under Vice President Pickett and for a time under Senior Vice President Bruce Cleveley.. In early 1986, however, Medical Services became a responsibility of the General Manager of Sports, Brian Murphy, although still within the Operations Group. By the summer of that year, Bill France took over from Brian Murphy and became the General Manager of Sports Administration under the Vice President of Operations, Cleveley. This reporting structure remained in place until 1987 January when France became Vice President of the Sports Group of OCO'88 and retained responsibility for the Medical Services Department.

By 1987 April, Medical Services was once more an administrative unit within the Operations Group and Manager Casement reported to Vice President Cleveley. By September, Medical Services had become a responsibility of the Operations Services administrative unit of the Operations Group, and Casement reported to General Manager, Jean Filion. This reporting structure seems to have remained in place until Games time.

**Scope and Content:** The records in this series came from the office of Manager Lane Casement for the most part. However some records of Dr. Bruce Challis are included. The records are mainly textual and came to the Archives in little order. They have been arranged generally into the following sub series, with some deviation at times: Reports and Committees (reading files and day files may also be found in this set of records), Budget Information, and General Files and Plans (also includes reading files). Oversize material has been placed into map folders and into a map cabinet.

One VHS tape, "Volunteer Specific Training, Medical Services," was removed for disposal as two copies of it may be located in the records of the OCO'88 Team'88 Services Group, Series XII, Box 5. As well, one folder containing a long distance telephone log, and five folders of purchase requisitions were removed for disposal.

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

The other material consists of 27 plans, four buttons, two photo prints, two videos, one slide and one poster.

A file listing follows.



**File listing:**

**SUB SERIES: REPORTS AND COMMITTEES**

Box 1

1984 Sarajevo Winter Games, 1983-1984. (2 folders; includes reports)

Report on Medical Services at the XIIth Olympic Winter Games in Innsbruck 1976.

Bob Kuzminski, Bow Valley Ambulance Canmore Presentation, 1986-1987.

[Paramedic Emergency Medical Treatment Protocols], 1987.

Protocols: Aaron Paramedical Services, Calgary, Alberta, n.d.

Health and Safety at the 1980 Winter Olympics, Lake Placid, New York, [1980].

Medical Incident Summaries, Preview'88, 1987.

World Cup Speed Skating, 1987. (Includes minutes of Coors Speed Skating World Cup  
Medical Orientation meeting, and reports)

Accreditation, World Cup Freestyle, Ballet/Aerials, C[anada] O[lympic] P[ark], 1986-  
1987.

Accreditation, World Cup Freestyle, Moguls, Nakiska, 1986-1987.

World Cup Luge, 1987. (Includes agenda of Canada Olympic Park Medical Staff  
Orientation meeting; and minutes of Canada Olympic Park Medical Committee,  
Luge Debriefing meeting; of Medical Services Committee, General Staff  
Orientation Canada Olympic Park meeting; and of Canada Olympic Park Venue  
Management meeting)

Box 2

World Downhill & Super G, Women & Men, 1987. (Includes agenda and minutes of  
Nakiska Medical Chiefs meetings; minutes of Public Health Committee meetings,  
and of a Medical Group, Mt. Allan-Nakiska meeting; and reports)

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Box 2 (cont'd)

World Cup Freestyle, 1987. (Includes minutes of Canada Olympic Park Medical Team meeting, and of Canada Olympic Park Venue Management meeting)

Calgary Cup, Hockey, 1986-1987. (Includes agenda and minutes of Stampede Park Medical Personnel meetings)

FIS, Fédération Internationale de Ski, 1986-1987.

Union International de Pentathlon Moderne et Biathlon, 1986-1987.

International Federation of Bobsleigh & Tobogganing (FIBT), 1986-1987.

Fédération Internationale de Luge de Course, 1986-1987.

International Skating Union, 1986-1987.

International Ice Hockey Federation, 1986-1987.

International Curling Federation, 1986.

Canadian Short Track Association, 1986.

Auxiliary Medical [Services], 1986-1988. (Includes agenda and minutes of Auxiliary Medical Services meetings; minutes of Venue Chiefs meetings, of Medical Services, Stampede Park, Telecommunications meeting, and of Auxiliary Medical Chiefs meeting; and report on Cleaning Procedures)

Codes for Input to Main Frame, Medical Services, n.d.

Medical Records, 1986-1988. (Includes information on the storage of OCO'88 medical records at Foothills Hospital)

Medical Control, From July 1987 [to 1988].

Foothills Hospital, Summary of Expenditures, 1987-1988.

Accreditation, Foothills Laboratory, 1987-1988.

Medical Video Presentations, 1986-1988.

Box 3

Doping Laboratory, Foothills, 1985-1988. (2 folders)

Doping Control, 1986-1987. (Incl. the Government of Canada's Drug Use and Doping Control in Sport: a Sport Canada Policy; & Banned, Restricted and Permissible Use of Drugs in Amateur Sport by the Sport Medicine Council of Canada)

Doping Background Information, 1984-1985. (Includes "Foothills Provincial General Hospital, Doping Control Laboratory Proposal, 1988 Winter Olympics, Calgary, Alberta")

Gender Verification Laboratory, Alberta Children[’s Hospital], 1986-1988. (2 folders; includes draft agreement)

Correspondence Prior to August [19]86, Canmore Nordic Centre, 1985-1986. (Includes agenda and minutes of Canmore Nordic Centre Venue meetings)

Canmore Nordic Centre, Venue, 1986-1987. (Includes minutes of Medical Telecommunications meeting, minutes of Medical Personnel meetings, and agenda of Medical Services, Canmore Nordic Centre meeting)

Athlete Village II, Canmore, 1987. (Includes minutes of Calgary and Canmore Polyclinic meeting)

Canada Olympic Park, Venue, 1986-1988. (Incl. agenda & minutes of Canada Olympic Park Medical Services meetings, minutes of COP Auxiliary Medical meeting, minutes of Canada Olympic Parl Medical Committee meetings, minutes of Medical Telecommunications Canada Olympic Park meeting)

Father David Bauer [Arena], Venue, 1987. (Includes agenda for Oval, Father David Bauer, Max Bell meeting)

Max Bell Arena, [Venue], 1987. (Includes minutes of Medical Telecommunications Max Bell Arena meeting, & minutes of Max Bell Arena Venue Management meeting)

Box 3 (cont'd)

Stampede Park, Venue, 1987. (Includes agenda and minutes of Stampede Park Medical Services meetings, and minutes of Stampede Park Spectator Medical Team meeting)

Nakiska at Mount Allan, Venue, 1986-1987. (Includes minutes of Nakiska Medical Services meetings, minutes of Nakiska Communications meeting, and minutes of Nakiska Medical Venue Planning meeting)

Box 4

Athlete[s'] Village I, University of Calgary, 1986.

[Athletes'] Village I Polyclinic, 1987. (Includes minutes of Calgary and Canmore Polyclinic meeting, and draft of "Recommendations for the Prevention of Transmission of Infectious Diseases and HIV ..., Olympic Volunteer Health Care Workers and Persons Providing Pre-Hospital Emergency Care")

I[nternational] O[lympic] C[ommittee], General, 1986-1988. (Includes report from the XIV Olympic Winter Games, Sarajevo'84)

N[atational] O[lympic] C[ommittees], General, 1985-1988.

International Olympic Medical Committee, 1982-1985.

IOMC [International Olympic Medical Commission], General, 1986-1987. (Includes minutes of meeting)

Games Requirements, Norway, 1988.

IOMC Special Reports, 1985-1987.

Bulgarian Olympic Committee, Games Time Requirements/Imports, 1988.

Medical Controls Guide, Sample from IOMC, 1987.

Guides from IOMC, 1987.

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Box 4 (cont'd)

IOMC, Meeting Agendas & Points of Discussion, 1987.

OCO'88 Planning & Follow-Up, IOMC Meetings, 1987. (2 folders)

Foothills [Hospital] Opening & Dinner, 1987. (Regarding Medical Control Laboratory)

The Palliser Hotel, 1987.

Box 5

Medical Manuals, 1987.

Gifting, 1988.

February 11, [1988], Team Physicians [Meeting], 1988.

February 9, [1988], Dinner, 1988.

IOMC Meetings, February 7-11, 1988.

General, 1987-1988.

Palliser Hotel, 1988.

General Medicine, 1982-1984.

Personnel, 1982-1985.

Medical Committee, 1982-1985. (Chair: Dr. Bruce Challis; includes minutes)

Medical, General, 1982-1985. (2 folders)

Pan Am[erican Games] Debriefing, 1987.

Olympic Health Services Report Info[rmation], XV Olympic Winter Games, 1985-[1986].

(Report updates)

Canadian Athletic Therapists Association, 1986. (Information package)

Box 6

Reports, Various Articles, 1981-1986. (2 folders)

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Box 6 (cont'd)

1984 Los Angeles Summer Games, General Correspondence, 1983-1984. (2 folders; includes reports)

Medical Services Final Report, 1988. (By Lane Casement, Manager, Medical Services; includes an Executive Summary. Note: this final report was not included with those found in the Communications Group records, Series II, but a summary of the Medical Services Dept. does appear in the Official Report)

Final Reports, Medical Services, 1988. (Labelled "Draft;" reports of various medical services which were probably used as the basis for the "Final Report" found in the folder above)

Notice of Meetings from July 1986[-December 1986].

[Notice of] Meetings, [August] 1985 to June 1986. (Includes some minutes)

Box 7

Medical Services Forum, Thursday 10 December 1987.

Notice of Meetings from January 1987 [to August 1987].

Notice of Meetings from September 1987 [ to January 1988].

Medical Staff/Chairmen Retreat, November 27-28, 1987.

Medical Services, Addresses, Committees, 1986-[1988].

Medical Services, Minutes of Meetings, December 1985-May 1986.

Medical Services, Minutes of Meetings, June 1986-November 1986.

Medical Services, Minutes of Meetings, November 6, 1986-May 31, 1987.

[Medical Services], Minutes of Meetings, June 1, 1987-[November 1987]. (2 folders)

Box 8

[Medical] Steering Committee, 1986-1987. (Includes agenda and minutes)

Public Health, Minutes of Meetings, 1987-1988. (2 folders)

Public Health [Committee], 1987. (Includes "OCO'88 Medical Services Program" as of  
28 September 1987)

Public Health [Committee], December 1986-August 1987.

Public Health [Committee], 1985-1986. (2 folders)

[Emergency Response Planning Exercise], 1987.

Olympic Oval, Disaster Planning, 1987. (Minutes of Olympic Oval, Emergency  
Response Plan meeting)

Box 9

Polyclinic II, Disaster Plan, 1987. (Includes minutes of Canmore Olympic Village,  
Disaster Plan meetings)

Polyclinic I, Disaster Plan, 1987. (Minutes of Calgary Olympic Village, Disaster Plan  
and Emergency Response Plan meeting)

Nakiska, Disaster Planning, 1987. (Minutes of Nakiska Disaster Plan meeting)

McMahon Stadium, Disaster Planning, 1987-1988. (Includes minutes of McMahon  
Stadium Disaster and Emergency Response Plan meetings)

Max Bell Arena, Disaster Plan, 1987. (Minutes of Max Bell Arena, Disaster Plan and  
Emergency Response Plan meetings)

Father David Bauer Arena, Disaster Planning, 1987. (Minutes of Father David Bauer  
Arena, Emergency Response Plan meetings)

Canmore Nordic Centre, Disaster Planning, 1987. (Minutes of Canmore Nordic Centre,  
Disaster Planning meeting)

Box 9 (cont'd)

Canada Olympic Park, Disaster Planning, 1987. (Includes minutes of Canada Olympic Park, Disaster Plan and Emergency Response Planning meetings; minutes of Calgary Olympic Village, Disaster Plan and Emergency Response Plan meeting; and "Canada Olympic Park: Telecommunications, Emergency Response Plan")

**SUB SERIES: BUDGET INFORMATION**

Box 9 (cont'd)

AFE #86-486, First-Air/CPR Course, 1986.

AFE #87-721, Medical Equipment and Supplies, Games Time, 1987.

1987-1988 Budget Working Papers, 1987.

Budget, Fiscal Budget, 1985-1986.

1987-1988 Budget, 1987-1988.

Olympic Games Plan, Descriptions, Assumptions, Goals and Activities (Originals),  
1985-1987.

Olympic Games Plan, Descriptions, Assumptions, Goals & Activities (Drafts), 1985-87.

Budget, Chart of Accounts/Master Codes, 1986-1987.

Budget, General Operating Codes of Accounts, 1986.

**SUB SERIES: GENERAL FILES AND PLANS**

Box 9 (cont'd)

Supply Requisitions (prepared by Cy Head Nov. 1987), 1987.

Index of Modules, 1987.

Module 1, Final, S. Olson, 1987.



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Box 9 (cont'd)

Module 2, Final, S. Olson, 1988.

Module 3, Final, S. Olson, 1987.

Module 5, S. Olson, 1987.

Module 6, S. Olson, 1987.

Module 7, S. Olson, 1987.

Module 8, S. Olson, 1987.

Module 9, S. Olson, 1987.

Module 10, Pharmaceuticals, 1987.

Module 11, Team Rooms, n.d.

Module 12, Physician's Backpack, 1987.

Module 13, Red Cross Fanny Packs, 1987.

Module 16, Physio Supplies, 1987.

Module 17, Pharmacy [Supplies], n.d.

Module 18, Linens, 1987.

Made to Order Medical Equipment, 1987. (Includes 3 plans)

Medical Equipment & Supplies, Outgoing Correspondence (General), 1985-1987.

Electromed Services, 1987-1988.

Box 10

Medical Equipment and Supplies, 1986-1988.

[OCO'88 Medical Services Department Reading File], January-March 1988. (Includes  
correspondence from 1987 December)

[OCO'88 Medical Services Department Reading File], December 1987-January 1988.  
(These reading files include agenda and minutes of meetings)

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Box 10 (cont'd)

[OCO'88 Medical Services Department Reading File], November-December 1987.

[OCO'88 Medical Services Department Reading File], October-November 1987.

[OCO'88 Medical Services Department Reading File], September-October 1987.

[OCO'88 Medical Services Department Reading File], September 1987. (Includes  
October Notices of Meetings)

Box 11

[OCO'88 Medical Services Department Reading File], August-September 1987.

[OCO'88 Medical Services Department Reading File], July-August 1987.

[OCO'88 Medical Services Department Reading File], June-July 1987.

[OCO'88 Medical Services Department Reading File], April-June 1987.

[OCO'88 Medical Services Department Reading File], April 1987.

[OCO'88 Medical Services Department Reading File], February-April 1987.

Box 12

[OCO'88 Medical Services Department Reading File], January-February 1987.

[OCO'88 Medical Services Department Reading File] December 1986-January 1987.

[OCO'88 Medical Services Department Reading File], November-December 1986.

[OCO'88 Medical Services Department Reading File], October-November 1986.

Dayfile, December 1986. (Dayfile of Lane Casement)

Dayfile, November 1986.

Dayfile, October 1986.

Dayfile, September 1986.

Dayfile, August 1986.

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Box 12 (cont'd)

Dayfile, July 1986.

Dayfile, June 1986.

Dayfile, May 1986.

Dayfile, April 1986.

Dayfile, March 1986.

Dayfile, February 1986.

Box 13

Dayfile, January 1986.

Dayfile, December 1985.

Dayfile, November 1985.

Medical Liability/Malpractice Insurance, 1986-1987.

Pam Ann Fletcher, Insurance Claim & Controversy, 1987.

XV Olympic Winter Games, Medical Insurance, 1985-1988. (2 folders; includes agenda  
and minutes of Medical Insurance Committee meetings)

Medical Insurance Benefit Booklets, 1986-1987.

Proof of Insurance, 1986.

Medical Insurance Miscellaneous, 1986-1987.

Medical Insurance Info[rmation] Telex to IOC, NOCs, IFS, etc., 1988.

Preview'88 Medical Insurance, 1986-1987.

[Medical Services, Transportation], 1987. (from material loose in the box)

OCO'88 Medical Services, Uniform Inventory, 1987.

Physician Licensure [sic], 1987.

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Box 13 (cont'd)

Athlete Medical, 1986-1987. (Includes minutes of Medical Group/Mount Allan-Nakiska meeting; and Athlete Medical Services, Venue Liaison Medical Personnel meeting)

Biomechanics, 1985-1988. (Includes International Journal of Sport Biomechanics, I, No. 2 (May 1985))

Box 14

Dr. Geoff Haigh, General Correspondence, 1985-1986. (Chairman, Athlete Medical Services Committee; Coordinator, Athlete Medical Services)

[Olympic] Torch Run, 1986-1988.

OCO'88 Medical Services, Report to Board of Directors, 18 December 1987.

Archives, 1988.

Communications, 1987.

Committees, General, 1987-1988. (Includes agenda and minutes of Medical Services Program meeting)

Dental Health, 1987. (Includes two 8x10 colour photo prints)

OCO'88 Emergency Medical Management Symposium, 1987.

First-Aid/CPR Training, 1986-1987. (Includes minutes of First-Aid/CPR Planning Committee meetings)

Instructor's Manual Lesson Guide, n.d.

First-Aid/CPR Examination, n.d.

Lesson Timetable, n.d.

First-Aid/CPR Manual, Correspondence Prior to August [19]86, 1986. (Includes First Aid/CPR Training Manual)

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Box 14 (cont'd)

Federal Government Funding, 1985.

General/Emergency Medical [Services Committee], 1984-1987. (Includes agenda and minutes)

Dr. Greg Powell, General Correspondence, 1985-1986. (Chairman, General/Emergency Medical Services Committee; includes minutes of General/Emergency Medical Services meetings)

Box 15

Holy Cross Hospital, 1986.

General Hospital, 1987.

Canmore Hospital, 1986-1987.

Foothills Hospital, 1986-1987.

Health and Welfare Canada, 1986. (Includes "Guidelines for Royal and Other Official Visitors, Government Sponsored Conferences, and Visits by Senior Federal Government Officials")

Job Descriptions, 1986.

Kobe Games 1985, General, 1985. (Universiade'85)

Marketing Services, 1986.

Milestones, Media Protocol, Medical, 1986-1987. (Includes minutes of Auxiliary Medical Services Committee meeting)

Mobile Medical Facilities, 1986.

Misc[ellaneous] Medical Summaries, 1988.

Nurses, 1985-1988. (2 folders; includes agenda and minutes of Venue Charge Nurses meeting)

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Box 15 (cont'd)

Operations Department, 1987-1988.

Organization, General, 1986-1987. (Organizational charts; includes one 35 mm colour slide)

Medical Protocols, 1987.

Physiotherapy Health, 1986-1987. (Includes minutes of meeting)

Thank You Letters, 1988.

Box 16

Fresh Air Policy Synopsis, 1987. (Includes agenda and minutes of Fresh Air Olympics Committee meeting; policy proposal and approved Fresh Air policy)

Requests for Medical Records Information, 1988.

Donation/Purchase Requests, 1987-1988.

Current Billings, March, 1988.

Volunteer Numbers, 1987. (Includes reports and graphs)

Volunteers, General Correspondence, 1986-1987.

Lane Casement, General Correspondence, 1985-1986.

Med-Evac, XV Olympic Winter Games, 1987.

Tom Abernathy, General Correspondence, 1986. (Includes "Medical Functional Design Document, Family Services Systems Group" and forms from 1980 Lake Placid Games)

St. John Ambulance, 1986-1988. (Includes "Report, St. John Ambulance Brigade, Participation in 1988 Calgary Winter Olympics")

Bruce Challis, General Correspondence, 1986. (Chief Medical Officer)

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Box 16 (cont'd)

Bruce Challis, General Correspondence, 1985. (Includes "Calgary Olympic Organizing Committee, XV Olympic Winter Games, Olympic Health Services Report, Update, November 1985")

Bruce Challis, Travel, 1986.

John Pickett, General Correspondence, 1985-1986.

Bill Pratt, Correspondence, 1985-1986.

Box 17

Dr. Roy Preshaw, 1987. (Chief of Athlete Medical Services)

Bruce Cleveley, Correspondence, 1985-1986. (Includes Medical Services Update Reports)

Snomax, 1987-1988.

Flu Immunization, November 1987.

Drug Formulary, XIII Olympic Winter Games, Lake Placid, 1980.

Medical Control Guide, Universiade 1985, Kobe.

Shipment Manuals, S. Olson, 1987-1988. (Susan Olson, Secretary)

XV Olympic Winter Games, Medical Manual, [1987]. (2 folders)

Auxiliary & Laboratory Medical Services Training Manual, 1987.

Miscellaneous Information, Sue Olson, 1986.

Envoy, From August 1986 to [December 1986]. (E-mail)

Box 18

Certificates of Recognition, n.d. (Samples, for Medical Services)

[Miscellaneous Forms and Envelopes, Samples], n.d. (4 folders)

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Box 18 (cont'd)

List of Three-Digit Categories, n.d.

First Aid, CPR, Training Manual, n.d.

Standard Medical Abbreviations, n.d.

Medical Guide, Drug Formulary, Medical Controls, n.d.

CSPS, 1988. (Costs of rescue operations, and a catalogue of medical supplies)

Site Plans, Medical Services, 1987. (2 folders; 21 oversize plans have been placed into two map folders in Map Cabinet 1/12)

[OCO'88 Medical Centre, Plans], 1986-1987. (Six oversize plans have been placed into a map folder in Map Cabinet 1/12)

Be Alert Around the Helicopter, n.d. (Pamphlet and poster)

[Buttons, OCO'88 Olympic Team Member], 1986. (Four buttons)

Box 19

XV Olympic Winter Games, Medical Control Film with Narration, 30 October 1987.

(VHS video cassette, no time given; "Gino Savoia, Medical Services Dept.")

[Untitled VHS video cassette], n.d. (Duplication of video cassette above)

Medical Encounter, Luge, 1987. (**Restricted**; Notice to athlete forms)

**OVERSIZE MATERIAL**

**Oversize Material** placed into **Map Cabinet 1/12**:

Site Plans, Medical Services, 1987. (Plans (2 folders): Athletes Village, Canmore Ancillary Works, Site Plan, [October 1986]; Canmore Nordic Centre, General Arrangement Site Plan, 19 August 1987; Floor Plan, 24x40 Spectator Medical Facility, 24x40 Commercial Office, June 1987; Canada Olympic Park, Calgary,



Oversize Material placed into Map Cabinet 1/12 (cont'd):

Site Plans, Medical Services, 1987. (cont'd)

Alberta, Siteworks--Earthworks, Underground Utilities, Electrical, Landscaping and Miscellaneous Minor Structures, Site Plan South, General Arrangement, July 22, 1987; Canada Olympic Park, Calgary, Alberta, Siteworks--Earthworks, Underground Utilities, Electrical, Landscaping and Miscellaneous Minor Structures, Site Plan North, General Arrangement, July 22, 1987; Father David Bauer Arena, Upper Level/Floor Plan, June 16, 1987; revised August 21, 1987; Father David Bauer Arena, Main Floor Plan, August 17, 1987; Max Bell Arena, General Arrangement Site Plan, August 17, 1987; McMahon Stadium, General Arrangement Site Plan, August 21, 1987; Floor Plan, 24x40 Spectator Medical Facility, 24x40 Commercial Office, June 1987; XV Olympic Winter Games Organizing Committee, Nakiska Ski Area, Site Layout, Base Area, NW Sector, May 19, 1987; XV Olympic Winter Games Organizing Committee, Nakiska Ski Area, Site Layout, Base Area, NE Sector, June 19, 1987; XV Olympic Winter Games, Organizing Committee, Nakiska Ski Area, Site layout, Base Area, S Sector, May 19, 1987; XV Olympic Winter Games, Organizing Committee, Nakiska Ski Area, Base Area General Arrangement/Site Plan, August 20, 1987; XV Olympic Winter Games, Organizing Committee, Nakiska Ski Area, Mid-Mountain Area, General Arrangement/Site Plan, August 20, 1987; Norma Bush Arena, Main Floor Plan, August 20, 1987; Olympic Plaza, General Arrangement, Site Plan, March 31, 1987; University of Calgary, Speed Skating Oval General Arrangement Site Plan, August 21, 1987; Olympic Speed Skating Oval, Level 1 Floor Plan, August 20, 1987; Olympic Speed Skating Oval, Level 2 Floor Plan, August 16, 1987; Stampede Park, Overall Site Plan, July 9, 1987)

Oversize Material placed into Map Cabinet 1/12 (cont'd):

[OCO'88 Medical Centre, Plans], 1986-1987. (Plans: ATCO, ATCO Structures,

OCO'88, 12' x 44' Medical Centre, September 29, 1986; ATCO, OCO'88, Medical Centre, 12' x 44', October 7, 1986; ATCO, OCO'88, 12' x 44' Medical Centre, September 1986; ATCO, OCO Medical Centre, 12' x 44', Water Storage Tank, September 29, 1986; ATCO, OCO'88, Medical Centre, 12' x 44', Sewage Holding Tank, October 3, 1986; "This laboratory was official opened by Prince Alexandre de Merode, Chairman of the International Olympic Medical Commission, on February 24[26], 1987. ...")

**XXII. Operations Group, Artificial Series. -- 1964-1989; (predominant 1980-1988). -- 2.54 m of text and other material.**

**Administrative History:** This artificial series is made up of a number of documents and cultural historic items which came to the City of Calgary Archives either inadequately labelled, mislabelled or of unclear origin within OCO'88. Upon closer examination, more detailed information was discovered, and often the documents were found to be not from the Operations Group but originating in some other OCO'88 Group. However, as the Operations Group is the last of the OCO'88 administrative units to be arranged and described, it was decided to consolidate these documents into an artificial series rather than add addenda to the previously published OCO'88 inventories.

Further information on these documents is given in the "Scope and Content" below.

**Scope and Content:** These documents have been arranged into the following categories:

Miscellaneous Site Bids & Selections - This library material was labelled "Operations" for delivery to the Archives, but it is very closely related to the publications listed in Series XXIII of the Communications Group. Although there are library catalogue numbers on most of this material, they have not been reproduced in this listing.

Nations' Flags - These files were transferred to the Archives in a box without a label, and with a note saying that the flags were not identified with any particular OCO'88 Group. The correspondence inside this box indicates that this box of records was created by the Culture Division in the Communications Group of OCO'88. The bulk of these records are flags, of various sizes, from a number of nations which participated in the XV Olympic Winter Games. The correspondence is of a routine nature, but sometimes refers to sound cassettes which were apparently originally included with these records. Only one sound cassette was located during arrangement and description. A number of the original folders were empty, as follows: Argentina, Belgium, Canada, German Democratic Republic, Democratic People's Republic of Korea (North Korea), Sweden and the USSR.

Budgets and OGPs - These records arrived at The City of Calgary Archives with a number of boxes marked 'Miscellaneous', but were perhaps originally part of the Finance Group records of OCO'88, because they are very closely related to those records.

Miscellaneous Executive Material - These records consist of publications, manuals, agreements and committee information, which appear to have been part of the Executive Group records originally.

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Protocol Material - Records from the office of Joy Kostens, Chairman, Protocol, Team'88 Services Group.

Miscellaneous Oversize - The first two boxes in this category consist of publications, including CODA's Bid Book, and reports. The oversize material following is made up of the nations' flags described above and with oversize plans from the "Site Bids and Selections" category also described above.

The other material consists of 23 flags, 15 plans, two sound disks, two (musical) scores, two badges, one sound cassette, one slide and one crest.

A file listing follows.

**File listing:**

**Miscellaneous Site Bids & Selections**

Box 1

Alberta Game Plan'88, Draft, May 17, 1983.

California Canadian, November 5, 1987. (Newsletter)

Come Together in Calgary, Official Theme, XV Olympic Winter Games, n.d. (Musical score)

Design Theme, Proposal For Consulting Services, Alistair Justason Design Corporation, Tavender and Associates Interior Design Consultants Ltd., 1985.

Specific Training, Team'88 Committee Effectiveness, n.d. (2 copies)

Project Breakdown Structure, n.d.

Westcastle Ski Facility Utilization Study, March Macklin Monaghan Western Limited, 1981. (Ten oversize plans have been placed into a map folder in Map Cabinet 1/12)

Box 2

Location Study Report, Bragg Creek Area, Access Study, Alberta Transportation Operational Design, 1981. (Government of Alberta study)

Citizens' Advisory Committee, Comparison of Mt. Allan and Lake Louise for the Men's Downhill Event, XV Olympic Winter Games, [1983]. (2 copies in 2 folders)

Proposed Spray Lake Ski Area, A Memorandum to the Associate Minister of Public Lands and Wildlife, Spray Lake Ski Corporation Ltd., Calgary, Alberta, November 1980.

Master Plan, Canada Olympic Park, Government of Canada, August 1984.

Calgary, Calgary Olympic Development Association, Executive Directory, [1981].

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Box 2 (cont'd)

Submission to the Canadian Olympic Association, Banff Site, by the Calgary Olympic Development Association, [1964].

Box 3

C[anadian] O[lympic] A[ssociation], 1980.

Baden-Baden, 1980-1981. (2 folders; from a binder of material which included the following subjects: Goran Takac, Government, International Olympic Committee, Travel, Baden-Baden Mission, and Baden-Baden Schedule; includes five oversize plan which have been placed into Map Cabinet 1/12)

Project Breakdown Structure, n.d. (3 folders)

Calgary Asks Permission to Host the XV Winter Olympic Games in Canada 1988.

(Placed into Oversize Box 14)

Calgary'88, Initial Plans for Calgary'88: 1. Events; 2. Facilities; 3. Organization; 4. Sites, n.d. (16 presentation drawings/charts regarding CODA's bid; placed into Oversize Box 14))

**Nations' Flags**

Box 4

Andorra, 1986-1987.

Australia, n.d. (2 copies of the pamphlet, "The Australian National Flag")

Austria, 1986. (Includes two 45 rpm sound disks with the recordings "Österreichische Bundeshymne" (two recordings), "O du mein Österreich," and "Weihegruß;" one small Austrian flag placed into an acid free envelope and remaining in the folder, and one oversize Austrian flag which has been placed into Oversize Box 15)

Box 4 (cont'd)

Bolivia, 1986. (One oversize Bolivian flag has been placed into Oversize Box 15)

Bulgaria, n.d. (Two copies of the Bulgarian flag and one crest)

Chile, 1986. (Includes one small Chilean flag which has been placed into an acid free envelope)

[The People's Republic of] China, n.d. (Pamphlet; and one oversize flag of The People's Republic of China which has been placed into Oversize Box 15)

China, Taipei, 1986. (Includes one oversize flag of China-Taipei which has been placed into Oversize Box 15)

Costa Rica, 1986.

Cyprus, 1986. (Includes one small flag of Cyprus which has been placed into an acid free envelope)

Czechoslovakia, 1986. (Includes one small flag of Czechoslovakia which has been placed into an acid free envelope)

Denmark, n.d. (One oversize flag of Denmark has been placed into Oversize Box 15)

Egypt, 1986.

Finland, 1986. (Includes small flag of Finland which has been placed into an acid free envelope)

France, 1986.

German FDR [Federal Republic of Germany], n.d. (Includes one small flag of the Federal Republic of Germany which has been placed into an acid free envelope, and one oversize flag which has been placed into Oversize Box 15)

Great Britain, 1986.

Greece, n.d. (Oversize flag of Greece has been placed into Oversize Box 16)

Hungary, n.d. (Oversize flag of Hungary has been placed into Oversize Box 16)

Box 4 (cont'd)

Iceland, n.d. (Includes an oversize flag of Iceland which has been placed into Oversize Box 16)

Italy, n.d.

Japan, n.d.

Korea [South Korea, Republic of Korea], n.d. (Two oversize flags of the Republic of Korea have been placed into Oversize Box 17)

Lebanon, 1986.

Liechtenstein, 1986.

Mexico, 1986.

Monaco, 1986. (Includes one oversize flag of Monaco which has been placed into Oversize Box 17)

Mongolia, 1986.

Morocco, 1986.

Netherlands, 1986.

New Zealand, 1986.

Norway, 1986.

Poland, n.d. (One oversize flag of Poland has been placed into Oversize Box 17)

Puerto Rico, 1986.

Romania, n.d. (Includes two copies of the flag of Romania, and one oversize flag of Romania which has been placed into Oversize Box 17)

San Marino, 1986.

Senegal, 1986.

Spain, 1986.



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Box 4 (cont'd)

Switzerland, 1986. (Includes one sound cassette, one musical score and one oversize flag of Switzerland which has been placed into Oversize Box 17)

Turkey, 1986. (Includes one oversize flag of Turkey which has been placed into Oversize Box 17)

United States, n.d.

Virgin Islands, 1986. (Includes one small flag which has been placed into an acid free envelope)

Yugoslavia, 1986.

**Budgets and OGPs**

Box 4 (cont'd)

[OGP], May 1987. (Olympic Games Plan)

OGP [Olympic Games Plan], June 1987. (1<sup>st</sup> of 4 folders)

Box 5

OGP [Olympic Games Plan], June 1987. (2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> of 4 folders)

January 1987 OGP EMT Review, 1987.

Milestones, 1987-1988.

OGP [Olympic Games Plan], July 1987.

[OCO'88, Costs and Variances 1982-1989], n.d.

[Financial Plan], July 1987.

[Project Cost Management System], 1988.

OGP [Olympic Games Plan], June 1987.

Variance, January to June 1987.

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**Box 6**

OGP [Olympic Games Plan], December 1986.

December OGP, 1986. (By Program)

Budget, March 5, 1986. (3 folders)

September OGP Review, Draft #1, Communications, 1986.

September OGP Review, Draft #1, Executive, 1986.

September OGP Review, Draft #1, Finance, 1986.

**Box 7**

September OGP Review, Draft #1, Summaries, 1986.

September OGP Review, Draft #1, Contribution to Sport/Provis[i]ons, 1986.

September OGP Review, Draft #1, Marketing, 1986.

September OGP Review, Draft #1, Operations, 1986. (2 folders)

OGP Review, October 1986. (3 folders)

July OGP, Volume 1, 1987. (1<sup>st</sup> of 2 folders)

**Box 8**

July OGP, Volume 1, 1987. (2<sup>nd</sup> of 2 folders)

July OGP, Volume 2, 1987. (1<sup>st</sup> and 2<sup>nd</sup> of 3 folders)

July OGP, Volume 2, 1987. (3<sup>rd</sup> of 3 folders)

OGP [Olympic Games Plan], November 1986.

Budget Guidelines, 1987-1988. (1<sup>st</sup> of 2 folders)

**Box 9**

Budget Guidelines, 1987-1988. (2<sup>nd</sup> of 2 folders)

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Box 9 (cont'd)

Interim Budget, 1987-1988.

Audit, Finance and Budget Committees, 1986-1988. (Includes agenda and minutes)

Purchasing Policies and Procedures, 1987.

### **Miscellaneous Executive Material**

Box 9 (cont'd)

Commemorative Coin Program, April 23, 1983.

Economic Impacts of the XV Olympic Winter Games, January 1985. (2 copies in 2 folders)

Box 10

Administration Policies and Procedures Manual, [1983-1987]. (Original binder was labelled "Manual No. 29, President's Office")

Volunteer Committees, December 1984. (2 copies in 2 folders)

Sponsor Committee, 1985. (Includes agenda of a Marketing Committee meeting)

Hosting Manual, [1984-1985]. (Training Manual)

Agreements (Board), 1983-1985. (2 folders; summaries of major agreements)

### **Protocol Material**

Box 11

Opening & Closing Ceremonies (Programs, Solemn, & General), 1986-1987.

Catering Contacts, 1986-1987.

Check List, 1986.

Entertainers, 1987.

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Box 11 (cont'd)

Ethnic, 1984-1986.

General, 1986-1988.

Larry Fisher, n.d. (One 35 mm colour slide)

Pictograms & Signage, 1986-1987.

Production & Advertising, 1986-1987.

Security, 1986-1987.

Programme, 1987-1988.

Sponsor's Obligation, 1986.

Tours, 1986.

Breakfast/Brunch, November 28, 1986.

Celebrity Ski International, 1986.

Nakiska, Men's [Event], March 14, 1987, 1986-1987.

King Olav V of Norway Lunch, November 18, 1987 Penthouse, 1987.

Facilities, General, 1987.

Calgary Convention Centre, 1986-1987.

Calgary Hotel Association, 1986.

Danish Canadian Club, n.d.

Function Bookings, 1987-1988.

Invitations, General Working File, 1986-1988.

Invitation Samples, [1987].

Box 12

Opening and Closing Invitations, and Official Opening Program, 1984. (Speeches from  
the ceremonies of the 1984 Los Angeles Games)

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Box 12 (cont'd)

Françoise Zweifel's Visit, Working Files, [1987-1988].

IOC, General, 1986.

IOC Working File, 1987.

Equipment Lists, 1987-1988. (2 folders)

Sponsor's Program, 1987-1988.

Session Badges, 1987. (Includes two metal badges)

Medical Commission, 1987-1988.

Press Commission, 1986-1987.

Functions, Miscellaneous, 1986-1988.

Curling Dinner and Dance, 1986.

Curling Reception, February 13, 1986.

Figure Skating Reception, 1986.

Glenbow Museum, February 7, 1988, 1986.

International Racquetball, 1987.

Olympic Trust, February 22, 1988, 1986.

Premier's Reception, February 13, 1988, 1986.

Royal Bank Reception, 1986.

J.A. Samaranch Dinner, February 5, 1988.

Snow Sculpting, Peter Lamb, 1987.

Seoul, Mr. Park, [1988]. (Dae-Won Park)

Reception and Meeting Forms, n.d.

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## **OVERSIZE MATERIAL**

### Oversize Box 13

Calgary Olympic Development Association, Bid Book, 1981. (First part of CODA's Bid Book for the XV Olympic Winter Games)

Calgary Olympic Development Association, Technical Data Book, 1981. (Second part of CODA's Bid Book for the XV Olympic Winter Games)

Calgary asks permission to host the XV Olympic Winter Games in Canada, 1979.

### Oversize Box 14

Olympic Plaza, Calgary, Alberta, Design Report No. 3, March 10, 1986.

[Samples, University of Calgary Olympic Logos], n.d.

XV Olympic Winter Games/XVes Jeux olympiques d'hiver, Antigua Sportswear of Canada Ltd., Official Licensee, [1988]. (Mounted plaque)

Calgary asks permission to host the XV Olympic Winter Games in Canada, 1979.

Calgary'88, Initial Plans for Calgary'88: 1. Events; 2. Facilities; 3. Organization; 4. Sites, n.d. (16 presentation drawings/charts regarding CODA's bid)

### Oversize Box 15

Austria, 1986. (One flag)

Bolivia, 1986. (One flag)

[The People's Republic of] China, n.d. (One flag)

China, Taipei, 1986. (One flag)

Denmark, n.d. (One flag)

German FDR [Federal Republic of Germany], n.d. (One flag)

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Oversize Box 16

Greece, n.d. (One flag)

Hungary, n.d. (One flag)

Iceland, n.d. (One flag)

Oversize Box 17

Korea [South Korea, Republic of Korea], n.d. (Two flags)

Monaco, 1986. (One flag)

Poland, n.d. (One flag)

Romania, n.d. (One flag)

Switzerland, 1986. (One flag)

Turkey, 1986. (One flag)

**Oversize material placed into Map Cabinet 1/12**

Westcastle Ski Facility Utilization Study, March Macklin Monaghan Western Limited, 1981. (Plans: Comparative Profile of Categorized Ski Areas, [1981]; Westcastle Park Ski Facility Utilization Study, 2, Landscape Analysis, [1981]; Westcastle Park Ski Facility Utilization Study, 3, Resource Development Potential, [1981]; Westcastle Park Ski Facility Utilization Study, 4, Existing Conditions, [1981]; Westcastle Park Ski Facility Utilization Study, 5, Retro Plan, [1981]; Westcastle Park Ski Facility Utilization Study, 6, Development Scenarios, [1981]; Westcastle Park Ski Facility Utilization Study, 7, Local Ski Area, Scenario 1, [1981]; Westcastle Park Ski Facility Utilization Study, 8, Regional Ski Resort, Scenario 2,

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Oversize material placed into Map Cabinet 1/12 (cont'd)

Westcastle Ski Facility Utilization Study, March Macklin Monaghan Western Limited,  
1981. (cont'd)

[1981]; Westcastle Park Ski Facility Utilization Study, 9, Provincial Ski Resort,  
Scenario 3, [1981]; Westcastle Park Ski Facility Utilization Study, 10, North  
American Destination Resort, Scenario 4, [1981])

Baden-Baden, 1980-1981. (Plans: [No title, showing Calgary/Canadian graphics], n.d.  
(2 copies, one with notations); Informationsausstellung der Bewerberstädte, für  
die Olympischen Spiele 1988, Stadtbahnhof Baden-Baden Schnitt, 30 January  
1981; Stadtbahnhof Baden-Baden, Umnutzung und Anbau Eines  
Saalprovisoriums Genehmigungsplanung, Schnitt A-A (3-Halle-Pavillon), 12 May  
1980; [No title], n.d.)



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<sup>1</sup> Please note that because of reformatting, the page numbers referred to in this index may not be entirely accurate. However, the index should still serve as a general guide to the topics found in the records of the Operations Group.

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