

## 5.11 TRANSPARENCY AND ACCOUNTABILITY POLICY

### Introduction

Calgary 2026 Bid Corporation / La Société de la candidature de Calgary 2026 (the "**Corporation**") values its relationships with its members and government partners, its Indigenous partners, its donors, its volunteers and other stakeholders who partner with it to achieve its purposes, including the citizens of Alberta, Calgary, Canmore and surrounding areas and those areas which would be involved in the hosting of the 2026 Olympic and Paralympic Winter Games (the **Games**).

The Corporation recognizes that transparency and accountability builds trust and helps build and maintain positive relationships with its various stakeholders.

### Purpose

The purpose of this document is to enshrine and adopt the importance of transparency and accountability identified by the Corporation, and facilitate the development and implementation of measures by the Board of Directors (**Board**) and Management of the Corporation to provide appropriate transparency and accountability.

### Policy

1. The Corporation must ensure it complies with its legal and contractual reporting obligations. They include, but are not limited to:
  - a. Adhering to all provisions set out in the Corporation's By-law and Articles;
  - b. Preparing financial statements as required by law;
  - c. Reporting to government departments in accordance with the terms of grants and funding contracts;
  - d. Reporting to donors in accordance with the terms of any donations; and
  - e. Other legal and contractual reporting obligations which arise from time to time in the Corporation's normal course of business.
2. Voluntary disclosure of certain information allows all relevant decision-makers to be consulted in advance regarding the release of specified types of information and allows the Corporation to meet its objectives of transparency and accountability.
3. The Corporation shall share the following information with its stakeholders:
  - a. Articles and By-laws of the Corporation;
  - b. Mission, Vision and Values of the Corporation;
  - c. Board Terms of Reference, Committee Charters, Chair Position Descriptions;
  - d. List of Members;
  - e. Names of Board Members and Committee members;
  - f. Policies of the Corporation;
  - g. Code of Conduct;

- h. Bid Submission Timelines;
  - i. Audited Financial Statements; and
  - j. Other financial and other information that if released, would not negatively impact the Corporation's competitive bid nor cause harm to any third parties who have disclosed confidential or commercially sensitive information to the Corporation.
4. The type of information that would be broadly excluded from disclosure includes any information that is determined to contain confidential or sensitive information that would negatively impact any third party who has disclosed information or entered into negotiations with the Corporation, or information that would prejudice the Corporation's ability to put forward a competitive bid.
  5. In undertaking its function of reporting to all stakeholders, the Board must be mindful of the Corporation's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the best interest of the Corporation.
  6. Deliberations of the Board and its Committees shall be dealt with in accordance with the confidentiality provisions set out in the Code of Conduct and the Directors' Conflict of Interest Declaration.

### **Personal Information Records**

the Corporation will collect, use, and disclose personal information and records in accordance with its privacy policy and applicable privacy law obligations including under the *Personal Information Protection Act* and obligations under applicable employment law and regulation.

### **Member and Donor Records**

The Corporation will deal with Member and donor records in accordance with its privacy policy, applicable privacy law obligations and applicable fundraising legislation and regulations.

### **Access to Minutes of Member Meeting and the Members Register**

Access to minutes of the meetings of Members and the Board of Directors, as well as to the Members Register, will be provided in accordance with the *Canada Not-for-profit Corporations Act* and may be made publically available on approval of the Board.