

Deputy City Manager's Office  
 Priorities and Finance Committee  
 2020 October 13

ISC: UNRESTRICTED  
 PFC2020-1149  
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## Real Estate Working Group Terms of Reference

### RECOMMENDATION(S):

That the Priorities and Finance Committee recommends that Council adopt the proposed Terms of Reference for the Real Estate Working Group contained in Attachment 1.

### RECOMMENDATION OF THE PRIORITIES AND FINANCE COMMITTEE, 2020 OCTOBER 13:

That Council adopt the Recommendation contained in Report PFC2020-1149.

## HIGHLIGHTS

Council at its 2020 July 27 Combined Meeting adopted the following:

“That with respect to Report C2020-0815, the following Motion Arising be adopted:

1. To further assist the Chief Finance Officer with recommendation #19 (Distribute tax responsibility appropriately), as well as assisting the Business and Local Economy (BLE) team in tackling recommendation # 33 (*Investigate the crisis level vacancy in the downtown office market and respond with actions*), direct Administration to:
  - a. establish an Administration-led Real Estate Working Group by bringing a mandate and direction for the Real Estate Working Group (similar to the 2019 Tax Shift Assessment Working Group) to the October 2020 meeting of the Priorities and Finance Committee of Council;
  - b. the Real Estate Working Group will liaise directly with the Priorities and Finance Committee of Council through a standing agenda item, until Administration recommends that the working group be disbanded;
  - c. determine composition of the Real Estate Working Group to include but not be limited to interested members of the Real Estate Sector Advisory Committee of Calgary Economic Development, as well as the now disbanded Financial Task Force with real estate experience, and/or other experts within Calgary;
  - d. Direct the City Manager to assign an Administrative Chair for the Real Estate Working Group other than the Chief Financial Officer (who is presently tasked with execution of the Financial Task Force recommendations); and
  - e. As part of the scope of work of the independent consultant for recommendation #19, as led by the Chief Financial Officer, ensure appropriate stakeholder engagement, including the Real Estate Working Group.”

## DISCUSSION

The Council policy on governance and Appointments of Boards, Commissions and Committees (BCC), ("CP2016-03") states the following:

“Upon the establishment of a new City BCC, Council shall approve the City BCC's Governance Document(s) that includes:

Approval: **Christine Arthurs** concurs with this report. Author: **Amie Blanchette**  
 City Clerk: **D. Williams**

### **Real Estate Working Group Terms of Reference**

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- a) Mandate;
- b) Composition;
- c) Term lengths and limits of Members”

In addition, CP2016-03 provides that "[a] new BCC's Governance Document(s) must be adopted by Council before any Member is recruited and appointed to the City BCC."

#### Term Length

Initial appointment is at the discretion of the Chair and term of members will coincide with the term of the Working Group.

### **STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)**

- Public Engagement was undertaken
- Public Communication or Engagement was not required
- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

### **IMPLICATIONS**

#### **Social**

Not Applicable

#### **Environmental**

Not Applicable

#### **Economic**

The economic challenges Calgary is facing has been a catalyst for the creation of the Real Estate Working Group.

#### **Service and Financial Implications**

#### **No anticipated financial impact**

##### Current and Future Operating Budget:

There are no current and future operating budget impacts.

##### Current and Future Capital Budget:

There are no current and future capital budget impacts.

### **RISK**

Clearly articulating the mandate of the Real Estate Working Group will assist Council, Working Group members, Administration, and other stakeholders in understanding the roles and responsibilities of the Committee relative to Council and others involved.

**Deputy City Manager's Office Report to  
Priorities and Finance Committee  
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**ATTACHMENT**

1. Real Estate Working Group Terms of Reference

Department Circulation

General Manager	Department	Approve/Consult/Inform
Chris Arthurs	Deputy City Manager's Office	Approve