



## Business Advisory Committee Terms of Reference

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### 1. Establishment

The Business Advisory Committee ("BAC") was established by Council on 2018 October 15 after considering Notice of Motion C2018-1219 titled "Business Advisory Committee".

### 2. Mandate

The BAC will act as a conduit to address perceived City of Calgary barriers that business stakeholders face in their everyday operations.

Note: Tax and Assessment matters are not included under the BAC mandate.

BAC members' responsibilities are to:

1. Receive advice and recommendations from the BAC working group and the BAC task force;
2. Prioritize perceived systemic barriers and work with respective City administration departments for resolution by; and
3. Seek Council approval for additional resources when required to carry out a particular initiative the BAC believes should be pursued.

Items identified requiring funding beyond \$2,000, or where funding is not currently included in existing City budgets will be incorporated into BAC reporting to Council for funding and direction.

### 3. Reports To

The BAC reports to Council semi-annually, and more frequently as required.

### 4. Composition

The BAC consists of:

- Two (2) Members of Council appointed by Council. Council Members appointed to the Business Advisory Committee may notify the City Clerk of a designated Member of Council to serve as an alternate.
- The City Manager or delegated designate.



## Business Advisory Committee Terms of Reference

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### 5. Quorum

BAC quorum is all members.

### 6. Term

The initial term of BAC membership will be set by Council resolution. Members of Council will be appointed to the BAC at Council's annual Organizational Meeting for one-year terms expiring on the day of Council's next Organizational Meeting or when their successors are appointed, whichever is later.

### 7. Chair

The Chair and Vice-Chair shall be members of Council. The Chair and Vice-Chair shall be appointed by Council. After the initial term, the Chair and Vice-Chair will be appointed at the Council's annual Organizational Meeting.

### 8. Meetings

The BAC will meet at the call of the Chair in compliance with the provisions of section 195, 196 and 197 of the *Municipal Government Act* with respect to notice. Meetings will occur in the Municipal Complex.

### 9. Working Group

The BAC may establish a subcommittee in the form of a working group to support the role of the BAC.

The working group consists of the BAC members and additional external and internal stakeholders depending on industry focus. They may include representatives from the following groups including but not limited to:

- Chamber of Commerce
- Calgary Economic Development, Board Member
- BILD Calgary
- NAIOP-Commercial and Industrial Sector
- Calgary Economic Development
- Canadian Federation of Independent Business (CFIB)
- Business Council of Alberta
- City of Calgary, City Manager's Office
- City of Calgary, Community Services, General Manager or designate
- City of Calgary, Deputy City Manager's Office



## Business Advisory Committee Terms of Reference

- City of Calgary, Planning & Development, General Manager or designate
- City of Calgary, Transportation, General Manager or designate
- City of Calgary, Utilities & Environmental Protection, General Manager or designate

### 10. Task Force

The BAC may establish a subcommittee in the form of a task force to support the role of the BAC and the working group.

BAC task force responsibilities are to:

#### 1. Advocacy

- Serve as a conduit to the business community to share their immediate needs with BAC and the working group; and
- Make recommendations to BAC on short and medium-term solutions to support businesses

#### 2. Communication

- Advise on and implement ongoing communications to various types of businesses;
- Advise on and implement marketing strategies to immediately support businesses; and,
- Advise on and implement communications to Calgarians regarding business support

The Task Force is made up of representatives from the following groups, industries or sectors, including but not limited to:

- Calgary Chamber of Commerce
- Calgary Economic Development
- Calgary Arts Development Authority
- Tourism Calgary
- Two (2) Business Improvement Area representatives
- Arts, culture, entertainment, film and creative
- Retail
- Restaurant and food services
- Tourism and hospitality
- Professional services
- Personal care
- Real Estate



## Business Advisory Committee Terms of Reference

- Sports and recreation
- Distribution and logistics
- Not-for-profit sector
- Innovation
- Building and Development

### 11. Meeting Support

The City Clerk's Office will provide legislative services for BAC in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees*.

City Administration from The City Manager's will act as a resource to the BAC working group. Administration will be responsible for drafting reports and recommendations to BAC on behalf of the working group and task force.

### 12. Governance

- a) The BAC, the BAC working group and the BAC task force shall act in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and Committees* and *Procedure Bylaw 35M2017* as amended.
- b) Any records submitted to the BAC, the BAC working group or the BAC task force is governed by the applicable provisions of the *Municipal Government Act (Alberta)* and the *Freedom of Information and Protection of Privacy Act (Alberta)*.
- c) The BAC, the BAC working group, The BAC task force and any attending members of Council will act in accordance with the *Municipal Government Act (Alberta)*, Bylaw 26M2018 *Code of Conduct for Elected Officials* or Council Policy CC045, *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* as appropriate to the position held and any other relevant Council Policies and in the best interest of The City taking into account the city as a whole, and without regard to the member's personal interests. They will consider all issues consistently and fairly, and in the light of all relevant facts, opinions and analysis of which the member should be reasonably aware. In addition, all members will endeavor to incorporate the following Guiding Principles into the oversight and guidance they provide regarding the mandate delivery of the BAC and its working group members:
  - Accountability
  - Citizen-centric
  - Diversity
  - Inclusion and authentic



Business Advisory Committee  
**Terms of Reference**

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- Neutrality
- Respect
- Responsive and committed
- Timeliness
- Transparency