

Planning & Development Report to  
Combined Meeting of Council  
2019 March 18

ISC: UNRESTRICTED  
C2019-0351

## **Business Advisory Committee Terms of Reference**

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### **EXECUTIVE SUMMARY**

At the 2018 October 15 Combined Meeting of Council the Notice of Motion C2018-1219 was passed to establish a Business Advisory Committee (BAC).

The purpose of the committee is to be the conduit to address perceived City of Calgary barriers that business stakeholders face in their everyday operations.

This report summarizes the Terms of Reference and establishes the mandate of the Business Advisory Committee.

#### **ADMINISTRATION RECOMMENDATION:**

Administration recommends that Council:

1. Adopt the Business Advisory Committee Terms of Reference (Attachment 1).

### **PREVIOUS COUNCIL DIRECTION / POLICY**

On 2018 November 19, Council directed through the Notice of Motion C2018-1351 that “Council defer the due date of a proposed Terms of Reference from 2018 December to Q1 2019”.

On 2018 October 15, Council directed through the Notice of Motion C2018-1219 that “Council support the creation of the Business Advisory Committee”; that “Council nominate two (2) Councillors to serve as members of the Business Advisory Committee (one Councillor to serve as Chair) during the October 22nd Organizational Meeting of Council”; that “the Business Advisory Committee report back to Priority and Finance Committee semi-annually”; and that “the Business Advisory Committee bring back a proposed terms of reference no later than December 2018.”

### **BACKGROUND**

Since 2019 October, Calgary Approvals Coordination through its Partnership Services division has been working with the Ward 1 Office and The City Clerk’s Office on the development of a Business Advisory Committee Terms of Reference (Attachment 1). The Terms of Reference aligns with the Council policy on Governance and Appointments of Boards, Commissions and Committees (CP2016-03) and includes a mandate, committee composition and term lengths and limits of members.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

The Business Advisory Committee Terms of Reference supports the establishment of a Council committee to address perceived City of Calgary barriers that business stakeholders face in their everyday operations. Additionally, the Terms of Reference also outlines responsibilities of a working group, whose membership will include many members from external organizations and multiple City departments, which will work with the BAC to ensure the committee can achieve its mandate. The responsibilities of the working group are to identify current challenges or obstacles and recommend where the City of Calgary can improve its practices to ensure

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services are delivered in an effective and efficient manner. The BAC will then prioritize these opportunities and will share them with City Administration for resolution. The BAC and the working group will communicate the ongoing work of the committee, along with any related improvements through various channels for wider industry awareness and publicly reinforce Calgary's business-friendly reputation.

### **Stakeholder Engagement, Research and Communication**

Stakeholders from the below listed organizations have been engaged through the development of the Terms of Reference and are supportive of the BAC and the establishment of the working group:

- Chamber of Commerce
- Calgary Economic Development, Board Member
- BILD Calgary
- NAIOP-Commercial and Industrial Sector
- Calgary Economic Development
- Canadian Federation of Independent Business (CFIB)

### **Strategic Alignment**

This report aligns with Council's priority of a Prosperous City: "Calgary continues to grow as a magnet for talent, a place where there is opportunity for all, and strives to be the best place in Canada to start and grow a business" (Council Directives for One Calgary 2019-2022).

### **Social, Environmental, Economic (External)**

The BAC will act as a conduit to address perceived City of Calgary barriers that business stakeholders face in their everyday operations. The establishment of this committee encourages external stakeholders and Administration to work together to support a business-centric approach.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

There are no current operating budget impacts. Items identified requiring funding beyond \$2,000, or where funding is not currently included in existing City budgets will be incorporated into the BAC reporting to Council for funding and direction.

#### ***Current and Future Capital Budget:***

There are no current and future capital budget impacts.

### **Risk Assessment**

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

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The BAC will ensure the identification and collection of City of Calgary barriers that may negatively impact their everyday operations. This will support The City in adjusting service delivery and reinforce Calgary's business-friendly reputation.

#### **REASON(S) FOR RECOMMENDATION(S):**

The recommendation to adopt the Business Advisory Committee Terms of Reference will support the establishment of the Business Advisory Committee. The purpose of the committee is to be the conduit to address the perceived City of Calgary barriers that business stakeholder's face in their everyday operations. This reinforces Calgary's "open for business"/business-friendly reputation with investors and business owners, and supports Administration in delivering services in an efficient and effective manner.

#### **ATTACHMENT(S)**

1. Business Advisory Committee Terms of Reference