



Business Advisory Committee Work Plan

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

BAC will provide insight, advice and recommendations to reduce perceived barriers for business owners. BAC will share updates with the broader community once solutions or service improvements have been determined and implemented.

2018 to 2019

Deliverable	Timeline	Audience	Leads	Notes
Business Advisory Committee Notice of Motion	October 15, 2018	Council	Cllr Sutherland Sonya Sharp/Amie Blanchette	Approved and Terms of Reference to return to council end Q42018
Business Advisory Committee Terms of Reference deferral	November 19, 2018	Council	Cllr Sutherland	Approved and to return end of Jan 2019
Business Advisory Committee Terms of Reference	March 18, 2019	Council	Sonya Sharp	Terms of Reference - Approved
Regular Meeting: Business Advisory Committee	April 3, 2019	Public	Cllr Demong, Cllr Sutherland, Glenda Cole, Sonya Sharp	First Business Advisory Committee meeting – Agenda and Meeting mins in escribe
Business Advisory Committee Working Group Meeting #1	April 10, 2019	BAC and Working Group	Cllr Sutherland (Chair) / BAC	Kick off meeting with External Stakeholders and Administration
Business Advisory Committee Working Group Meeting #2	May 8, 2019	BAC and Working Group	Business Advisory Committee and Working Group	Presentation on potential campaign and refreshed online content on The City's external website. Working Group suggests pausing until Q4 2019.
Meeting with City Approved Indemnified Contractors	May 16, 2019	Members of BAC	Cllr Sutherland /Sonya Sharp/ Tomi Neilson	Received some stakeholder feedback on timelines, service delivery and communication. Business Advisory Committee conducted a “what we heard” report.

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Indemnified Contractors Engagement Session	May 28, 2019	Invites	Tomi Neilson	Hosted at the Water Services Building.
Update to GM Duckworth	June 13, 2019	GM Duckworth/ Administration	Cllr Sutherland/ Sonya Sharp	GM Duckworth is to share the "what we heard" with staff and decide on next steps.
Business Advisory Committee Update to Cllr Demong	June 18, 2019	Cllr Demong	Sonya Sharp/Tomi Neilson	Updating Cllr Demong on the "what we heard report" from June 13, 2019.
Regular Meeting: Business Advisory Committee	July 2, 2019	Public	Business Advisory Committee	Committee has identified system issues with Indemnified Contractors "what we heard" report and next steps. GM Duckworth has been advised.
Business Advisory Committee Working Group/External Stakeholders Update	July 4, 2019	Working Group	Business Advisory Committee	Level setting - meetings going forward and stakeholder discussions without administration to create that safe environment.
Business Advisory Committee Working Group Update to City Administration	July 22, 2019	Members of City Administration who sit on the Working Group	Business Advisory Committee	Business Advisory Committee provided an update on the more specified direction the Working Group sessions wish to take going forward. This is in response to the suggestion made in previous Working Group meetings.
Business Advisory Committee and Working Group: Opinion on Social Procurement Policy Discussion	July 23, 2019	Business Advisory Committee and Working Group	Supply Management	That with respect to Postponed Report PFC2019-0384, the following Motion Arising be adopted: That Council request the Business Advisory Committee to consider Report PFC2019-0384 and provide an opinion to Council by no later than Q4 2019.

Deliverable	Timeline	Audience	Leads	Notes
Regular Meeting: Business Advisory Committee	July 30, 2019	Public	Water Resources/Services	Water Utility Report to the Business Advisory Committee on Indemnified Contractors BAC2019-0974
Regular Meeting: Business Advisory Committee	September 20, 2019	Public	Business Advisory Committee	Business Advisory Committee to approve the update report to Council.
Business Advisory Committee Semi- Annual Report to Council	September 30, 2019	Council	Business Advisory Committee	Council Report number TBD
Q4 2019 – Q1 2020				
Business Advisory Committee's next 3 top priorities	Q4 2019 – Q1 2020	External Stakeholders	Business Advisory Committee	Suggestions identified by industry at the July 4, 2019 Working Group meeting: Restaurants, Change of Use and Industrial Land
Organizational Meeting of Council	October 28, 2019	Council	City Council	"Council nominate two (2) Councillors to serve as members of the Business Advisory Committee.
As per PFC 2019-0384 – Opinion on social procurement report	October 31, 2019	Supply Management	Business Advisory Committee	Working Group through the Business Advisory Committee to provide an opinion on social procurement report.
Regular Meeting: Business Advisory Committee	Q4 2019	Business Advisory Committee	Water Resources/Services	Administration to report back to the committee on status update on the barriers resolved to-date for Indemnified Contractors.
Business Advisory Committee update back to Indemnified Contractors	Q4 2019	Stakeholders that attended the May 16, 2019 meeting	Business Advisory Committee	Business Advisory Committee update from Administration back to Indemnified Contractors.