



## Business Advisory Committee Timeline/Work Plan

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

BAC will continue to 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 2020

Deliverable	Date	Audience	Leads	Notes
Regular Meeting Council: Notice of Motion – Business Advisory Committee	October 15, 2018	Council	Cllr Sutherland Sonya Sharp/Amie Blanchette	<b>C2018-1219</b> Notice of Motion Approved for establishment of a Business Advisory Committee and Terms of Reference to return to council end of Q4 2018
Regular Meeting Council: Business Advisory Committee Terms of Reference deferral	November 19, 2018	Council	Cllr Sutherland	Approved and to return end of Jan. 2019
Combined Meeting Council: Business Advisory Committee Terms of Reference	March 18, 2019	Council	Sonya Sharp	<b>C2019-0351:</b> Committee Terms of Reference - Approved
Regular Meeting: Business Advisory Committee	April 3, 2019	Public	Cllr Demong, Cllr Sutherland, Glenda Cole, Sonya Sharp	Establishment of a Working Group (Verbal) <b>BAC2019-0444</b> Councillor Demong was elected Vice-Chair of the Business Advisory Committee, by acclamation and acknowledging the City Manager delegation to S. Sharp.
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

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<b>Deliverable</b>	<b>Date</b>	<b>Audience</b>	<b>Leads</b>	<b>Notes</b>
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.
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 shared the "what we heard" with staff and decided 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 identified system issues with Indemnified Contractors "what we heard" report and next steps. GM Duckworth was 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 a safe environment.
Business Advisory Committee Working Group Update to City Administration	July 22, 2019	Members of City Administration who sit on the	Business Advisory Committee	Business Advisory Committee provided an update on the more specified direction the Working Group sessions wish to take

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		Working Group		going forward. This was 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 <b>PFC2019-0384</b> and provide an opinion to Council by no later than Q4 2019.
Regular Meeting: Business Advisory Committee	July 30, 2019	Public	Water Resources/Services	Water Utility Report to the Business Advisory Committee on Indemnified Contractors <b>BAC2019-0974</b>
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	Consent agenda: <b>BAC2019-1193</b>
Organizational Meeting of Council	October 28,2019	Council	City Council/Clerks	Councillors to serve as Chair and Vice Chair of the Business Advisory Committee. Chair, Cllr Sutherland, Vice Chair, Cllr Davison.
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.

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Regular Meeting: Business Advisory Committee	December 6, 2019	Business Advisory Committee	Water Resources/Services	Administration to report back to the committee on status update on the barriers resolved to-date actions for Indemnified Contractors.
Regular Meeting: Business Advisory Committee	December 6, 2019	Public	Business Advisory Committee	Social Procurement Policy Business Advisory Committee Opinion - Executive Summary Approval for December 16th Council <b>BAC2019-1524</b>
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.
Combined Meeting of Council	December 16, 2019	Council	Business Advisory Committee	Business Advisory Committee Appointments (Verbal) <b>C2019-1581</b> Business Advisory Committee Opinion on Social Procurement <b>BAC2019 -1524</b>
<b>2020</b>				
Business Advisory Committee: Working Group Meeting	January 21,2020	Business Advisory Committee and Working Group	Business Advisory Committee	Working group to discuss the Business Advisory Committee's top three priorities for 2020 identified by industry at the July 4, 2019 Working Group meeting: Restaurants, Change of Use and Industrial Land. Gained working group input on potential stakeholders to engage - the Change of Use process, Restaurants and Industrial lands.

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<b>Deliverable</b>	<b>Date</b>	<b>Audience</b>	<b>Leads</b>	<b>Notes</b>
Business Advisory Committee: Restaurant/Brewery Industry Feedback Whiteboarding Session #1	July 7, 2020	Restaurant Brewery Industry	Business Advisory Committee, Business and Local Economy	Business Advisory Committee, Business and Local Economy discussed how The City of Calgary can improve processes and remove barriers for the Restaurants and Brewery Industry. Goal was to create a Change of Use "Journey Map".
Business Advisory Committee: "Close the Loop" Meeting: ICs, BILD, Water & Roads	July 16, 2020	Indemnified Contractors BILD, Water Resources & Roads	Business and Local Economy, Water Resources/Services and Roads.	Administration provided an update to the Indemnified Contractors and BILD on the progress of the work to address the needs that were identified May 16, 2019.
Business Advisory Committee: Restaurant/Brewery Industry Feedback Whiteboarding Session #2	July 28, 2020	Restaurant Brewery Industry	Business Advisory Committee, Business and Local Economy	Business Advisory Committee and Business and Local Economy discussed how The City of Calgary can improve processes and remove barriers for the Restaurants and Brewery Industry. Goal was to create a Change of Use "Journey Map".
De-brief: Restaurants and Brewery Industry "What We Heard" report, and administration recommendations.	September 9, 2020	City Manager David Duckworth, Cllr Sutherland & Cllr Demong	Business and Local Economy, Leader, Sonya Sharp	Discussion to prioritize the issues identified in the Restaurants and Brewery Industry "What We Heard" report. Business and Local Economy to present recommendations to administration (General Managers and Directors).
Business Advisory Committee and Business Local	September 30, 2020	GM Dalglish, GM Black,	City Manager Duckworth, Business	Presented the findings of the Restaurants and Brewery

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Economy: Restaurant and Brewery Industry "What We Heard" Report - Next Step		Director Desjardins, Director Hinse	and Local Economy Leader, Sonya Sharp	Industry "What We Heard" report developed by Business Advisory Committee and Business and Local Economy. Administration to work with the Business and Local Economy team to respond to issues.
Organizational Meeting of Council	October 26, 2020	Council	City Council/Clerks	Councillors to serve as Chair and Vice Chair of the Business Advisory Committee. Chair, Cllr Sutherland, Vice Chair, Cllr Davison. Executive Leadership Team [ELT], via Report <b>C2020-1054</b> appointed S. Sharp as City Manager's designated delegate.
Regular Meeting: Business Advisory Committee	November 16, 2020	Business Advisory Committee	Planning and Development	Update on the Customer Journey issues for the Restaurant and Brewery Industry <b>BAC2020-1312</b>
Regular Meeting: Business Advisory Committee	December 7, 2020	Public	Business Advisory Committee	Business Advisory Committee to approve the update report to Council. <b>BAC2020-1339</b>
Regular Meeting of Council	December 14, 2020	Council	Business Advisory Committee	Business Advisory Committee Semi-Annual Report to Council Consent agenda: <b>BAC2020-1339</b>