

TIMELINE	BUSINESS RETENTION EXPANSION PROCESS	WORKFORCE DEVELOPMENT PROCESS
APR-OCT 19 COMPLETE	Form BREWD Teams (Leadership, Workforce, Visitation, Task Force) - to collaborate and spearhead the project to success (Project Leadership Team will seek volunteers from the community and area to form the various teams)	Complete Current Workforce Profile – identify existing pressures employers will face to attract and retain labour Environmental Scan - Scan emerging trends, issues, and business environment including workforce retention and attraction strategies
SEP-OCT 19 COMPLETE	Survey Business Community - develop survey and conduct one-on-one interviews and online survey. (BRE survey will be conducted online and the workforce survey will be conducted, in part, online and with 50 one-on-one interviews.	Future Workforce Demands - determine the future needs of business considering the emerging trends and issues identified in the environmental scan Workforce Gap Analysis - analyzing the data and identifying gaps between workforce supply and demand
OCT 19 COMPLETE	Prepare Survey Research Report - Compile and present findings from primary and secondary research (scan, visitations, engagement) and determine overarching themes / opportunities	
JAN 20 COMPLETE	Facilitate a Research Review Meeting (BRE & Workforce) - discussions with the Leadership Team and Workforce Team to assess the Survey Research Report to provide further advisement and identify potential solutions / projects	Strategy Development - develop strategies and complementary activities to address workforce gaps and potential surpluses
MAR 20 STARTED	<i>COVID – 19 Impacts BREWD – ISA immediately directs efforts to formation of an Economic Response Team. Once underway, ISA engages 50 businesses to flag immediate needs and mobilizes service providers to immediately advance 6 projects in the interim. Action Plans are being drafted for review by ISA and the eight Business Champions. Plans will be posted to ISA website once completed.</i>	
TBD PER COVID	Host a Task Force Retreat and Set Priorities (BRE & Workforce)- engaging a broad cross-section of community leaders to provide further insight and advisement to set priorities and determine which priority projects will be led to action and who will lead them forward.	
TBD PER COVID	Prepare Summary Report of Priority Actions (BRE & Workforce)- outlining projects ranked in order of priority and project leaders to implement action.	
TBD PER COVID	Host Economic Growth Forum (BRE & Workforce)- community celebration and official launch of the projects moving into action. The Forum will serve to communicate the commitment of the City, local business, organizations, and institutions to the growth of business and the local economy.	
MAR 20 STARTED	Begin Implementing Action Plans (BRE & Workforce) - Leaders are positioned and dialogue begins for initiating a plan for action. As noted above projects are underway however, upon completion of the Task Force Retreat more project will be prioritized and initiated.	
ONGOING	Evaluate Project and Monitor Progress (BRE & Workforce)- Measure progress, align priorities, and celebrate success.	