



Sustainable Development Committee

Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, December 06, 2016
4:00 p.m.

Agenda

Call to Order

Adoption of Agenda

Minutes of Previous Meeting

1. Minutes of Sustainable Development Committee Meeting - November 1, 2016

New and Unfinished Business

2. Wood Buffalo Sport Connection Community Engagements
3. Snye Point Café Lease
4. Economic Development Status Update (Presentation by Keith Smith, Acting Director, Economic Development)

Adjournment

Unapproved Minutes of a Meeting of the Sustainable Development Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, November 01, 2016, commencing at 4:00 p.m.

- Present:** P. Meagher, Councillor
K. McGrath, Councillor (alternate)
- Absent:** J. Cardinal, Councillor
C. Tatum, Councillor
- Administration:** K. Scoble, Deputy Chief Administrative Officer
D. Bendfeld, Executive Director
R. Billard, Acting Executive Director
B. Couture, Executive Director
A. Rogers, Senior Legislative Officer
D. Soucy, Legislative Officer

Call to Order

A. Rogers, Senior Legislative Officer, called the meeting to order at 4:00 p.m., noting that as this is the first meeting of the Sustainable Development Committee following Council's 2016-2017 Organizational Meeting, she would be chairing the meeting until such time as a Chair is appointed.

1. Adoption of Agenda

Moved by Councillor K. McGrath that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Previous Meeting

2. Minutes of Sustainable Development Committee Meeting - October 4, 2016

Moved by Councillor P. Meagher that the Minutes of the Sustainable Development Committee meeting held on October 4, 2016 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

3. Appointment of Chair and Vice Chair
(4:01 p.m. – 4:03 p.m.)

The Senior Legislative Officer called for nominations for the position of Chair.

Councillor K. McGrath nominated Councillor P. Meagher as Chair and the nomination was accepted. As there were no other nominees, Councillor P. Meagher was declared Chair by acclamation.

Assuming of the Chair

Councillor P. Meagher assumed the Chair at 4:02 p.m.

Councillor K. McGrath nominated Councillor C. Tatum as Vice Chair, who had earlier indicated her willingness to accept the nomination if put forward. As there were no other nominees, Councillor C. Tatum was declared Vice Chair by acclamation.

4. Proposed Meeting Schedule

(4:03 p.m. – 4:04 p.m.)

Moved by Councillor P. Meagher that the meetings of the Sustainable Development Committee occur on the first Tuesday of every month at 4:00 p.m., beginning December 6, 2016, excluding statutory holidays and any scheduled recess periods.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Chair P. Meagher declared the meeting adjourned at 4:05 p.m.

Chair

Chief Legislative Officer

SUSTAINABLE DEVELOPMENT COMMITTEE REPORT

Meeting Date: December 6, 2016

Subject: Wood Buffalo Sport Connection Community Engagements

APPROVALS:

Toni Elliott, Acting Director
Dale Bendfeld, Executive Director
Marcel Ulliach, Chief Administrative Officer

Administrative Recommendation:

THAT the following be recommended to Council for approval:

THAT Administration support community stakeholders in the creation of a Wood Buffalo Sport Connection as a separate, non-profit society supporting sports in the Regional Municipality of Wood Buffalo.

Summary:

The need for an organization like the Wood Buffalo Sport Connection (WBSC) has been identified as a gap in the current sport delivery model and aligns with the Regional Municipality of Wood Buffalo's Strategic Plan and the Alberta Sport Connection 10-Year Alberta Sport Plan. As directed by Council, the Community Services Department (CSD) conducted public engagements to determine the support of key stakeholders in creating such an entity, finding that there is community interest in the venture.

The WBSC would focus primarily on "sport development" programs and sport development outcomes through a community-driven and strategic approach (non-profit sport, recreation activities and high performance, physical literacy and/or active participation efforts). The WBSC would increase growth and development of both the capacity and level of success of athletes, coaches and officials.

Background:

On January 26, 2016, representatives from the Board of Directors of the 2015 Western Canada Summer Games (WCSG) reported that the Municipality will receive a cash legacy of \$604,701 to be used for the community. Council approved the following:

"THAT the 2015 Wood Buffalo Western Canada Summer Games presentation be accepted as information;

"THAT the legacy funding of \$604,071 be allocated to the Games Legacy Reserve Fund; and

"THAT Administration investigate options for the proposed creation of a "Wood Buffalo Sport Connection", and bring forward its recommendations to the Sustainable Development Committee, no later than April 15, 2016, along with a recommendation for the final allocation of the \$604,071 legacy funding."

As directed, Administration investigated options and reported back to the Sustainable Development Committee on April 5, 2016, recommending that CSD complete an inclusive community engagement process to contribute to the establishment of a Wood Buffalo Sport Connection, and that the WCSG surplus remain in the Games Legacy Fund to be allocated through the Community Investment Program to a Wood Buffalo Sport Connection once it is formally established and able to request funding.

On April 12, 2016, Council approved the following recommendations of the Sustainable Development Committee made on April 5, 2016:

“THAT the Community Services Department complete an inclusive community engagement process to contribute to the establishment of a Wood Buffalo Sport Connection;

“THAT the \$604,071 from the 2015 Western Canada Summer Games (WCSG) surplus remains in the Games Legacy Reserve Fund to be allocated through the Community Investment Program to a Wood Buffalo Sport Connection once it is formally established and able to request funding; and

“THAT the final presentation be brought back to Council through the Sustainable Development Committee.”

Working with the Public Affairs Branch, CSD conducted community consultation from September 26, 2016, to October 25, 2016, reaching out to community sport organizations, stakeholders and residents to give them an opportunity to “Have Their Say.” Feedback was solicited through one-on-one meetings and telephone calls; 37 of 39 respondents supported the establishment of a Wood Buffalo Sport Connection. An online survey was carried out from October 3, 2016 to October 17, 2016, and a in person survey was done during an engagement session at MacDonald Island Park on October 5, 2016. Of the 256 surveys completed, 217 respondents (82 percent) supported the creation of the Wood Buffalo Sport Connection.

Rationale for Recommendation:

Successful sport development depends largely on effective partnerships and networking with a wide range of community groups, service providers, facility operators, national and provincial governing bodies, local authorities and volunteer groups.

Currently, there is no coordinated approach or leadership between sport organizations and stakeholders in the Municipality. A Wood Buffalo Sport Connection would be the point of contact for all sport organizations for sport development. This would address the need for greater collaboration, engagement and communication with outcomes that are community-driven - connecting people and communities through regional leisure and wellness activities and programs and helping to increase opportunities for local participation in large-scale sporting events.

Strategic Plan Linkages:

Pillar 3 – Building a Vibrant Economy Together

Pillar 7 – Building for a Healthy and Active Lifestyle

SUSTAINABLE DEVELOPMENT COMMITTEE REPORT

Meeting Date: December 6, 2016

Subject: Snye Point Café Lease**APPROVALS:**

Keith Smith, Director
Jamie Doyle, Acting Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the following be recommended to Council for approval:

That the Municipality enter into a lease with 1950805 Alberta Ltd. for the Snye Point Café, subject to the terms and conditions described in the Building Lease Terms and Conditions, dated November 4, 2016 (Attachment 1).

Summary:

Snye Point Café (the Café) will provide a family-oriented atmosphere located within the Snye Amenities Building. The Café will offer a family oriented dining experience to create a destination and will be open year round.

The leased space of 2,486 square feet includes 1,765 square feet of café space and 721 square feet of kitchen space (Attachment 2).

The tenant will also be able to utilize a patio area, where they can place tables and chairs for patrons to the Café. The patio will include an open patio area for tables and chairs of approximately 980 square feet and an enclosed patio area of approximately 1,360 square feet (Attachment 2).

The enclosed patio area will potentially be licensed to serve alcohol, based on approval through Alberta Gaming and Liquor Commission. The Municipality has placed a restriction in the lease that only allows the tenant to apply for a Class A liquor license which allows minors to be present at all times.

Council approval is required to authorize a lease of municipal land and/or buildings for a term exceeding 5 years.

Background:

Administration has been working since August 10, 2015 to secure a tenant for the Snye Point Café. Based on building advertisements during the Western Canada Summer Games and social media, Administration received 25 inquiries about the space and 4 formal proposals.

The proposals were evaluated and ranked based on the following evaluation criteria:

1. Proposals fit to the Municipality's objectives for Snye Point
2. Experience developing and operating similar restaurants
3. Understanding of market and competition
4. Practicability of business plan
5. Adequacy of financial capacity and insurance
6. Proposed rental payments and any specific terms requested

1950805 Alberta Ltd. was chosen as they received the highest overall score based on the evaluation criteria.

The owners of 1950805 Alberta Ltd. are also long term members of the community and they are familiar with all aspects of working and living in Fort McMurray in an ever changing economic climate. Through an established network of personal and business associates, they anticipate they will be successful in providing a one-of-a-kind experience to citizens.

Budget/Financial Implications:

The Municipality will realize base rent of \$39,776.00 per annum and building operational cost recovery of \$21,976.24 per annum. The lease rate was determined through an independent third party appraisal. The costs related to tenant specific use of water, gas and electricity are metered separately and will be paid directly by the tenant.

Building operational cost is approximately \$86,180.70 per annum and includes; electricity, gas, janitorial for common areas and washrooms, security patrols, insurance, snow removal and minor maintenance.

Fit out costs (leasehold improvements) will be the responsibility of the tenant.

Rationale for Recommendation:

Land Administration has performed due diligence to publicly post the leasing opportunity through board advertisement and social media.

1950805 Alberta Ltd. is a local business that provided a solid business plan for a café that will offer the citizens of the municipality a unique experience.

Strategic Plan Linkages:

Pillar 3 – Building a Vibrant Economy Together

Pillar 4 – Building an Effective Land Strategy

Pillar 7 – Building for a Healthy and Active Lifestyle

Attachments:

1. Building Lease Terms and Conditions, dated November 4, 2016
2. Snye Point Café Leasing Plan
3. Patio Orientation & Distance from Playground

Building Lease Terms and Conditions

Note: The following are the commercial terms and conditions (in summary form) for the Lease Agreement between the Municipality and *Tenant*.

Tenant Area: Approximately 2,486 square feet as shown on Attachment 2, (1,765 s/f of café space and 721 s/f of kitchen space.

Patio Area: *Open Patio for tables and chairs as shown on Attachment 2:*
700 sq. ft. on the South Easterly Side (Playground Side of the Building)
280 sq. ft. on the South Westerly Side (Prairie Loop side of the Building)

Enclosed Patio (Potential Class A Liquor License with Minors)
1,075 sq. ft. on the South Easterly Side (Playground Side of the Building)
285 sq. ft. on the North Westerly Side of the Building

Site Location: Within Snye Point Park bordered by Hardin Street and Reidel Streets and along the future location of Prairie Loop Expansion.

Lease Term: 10 years with a 10 year option to renew

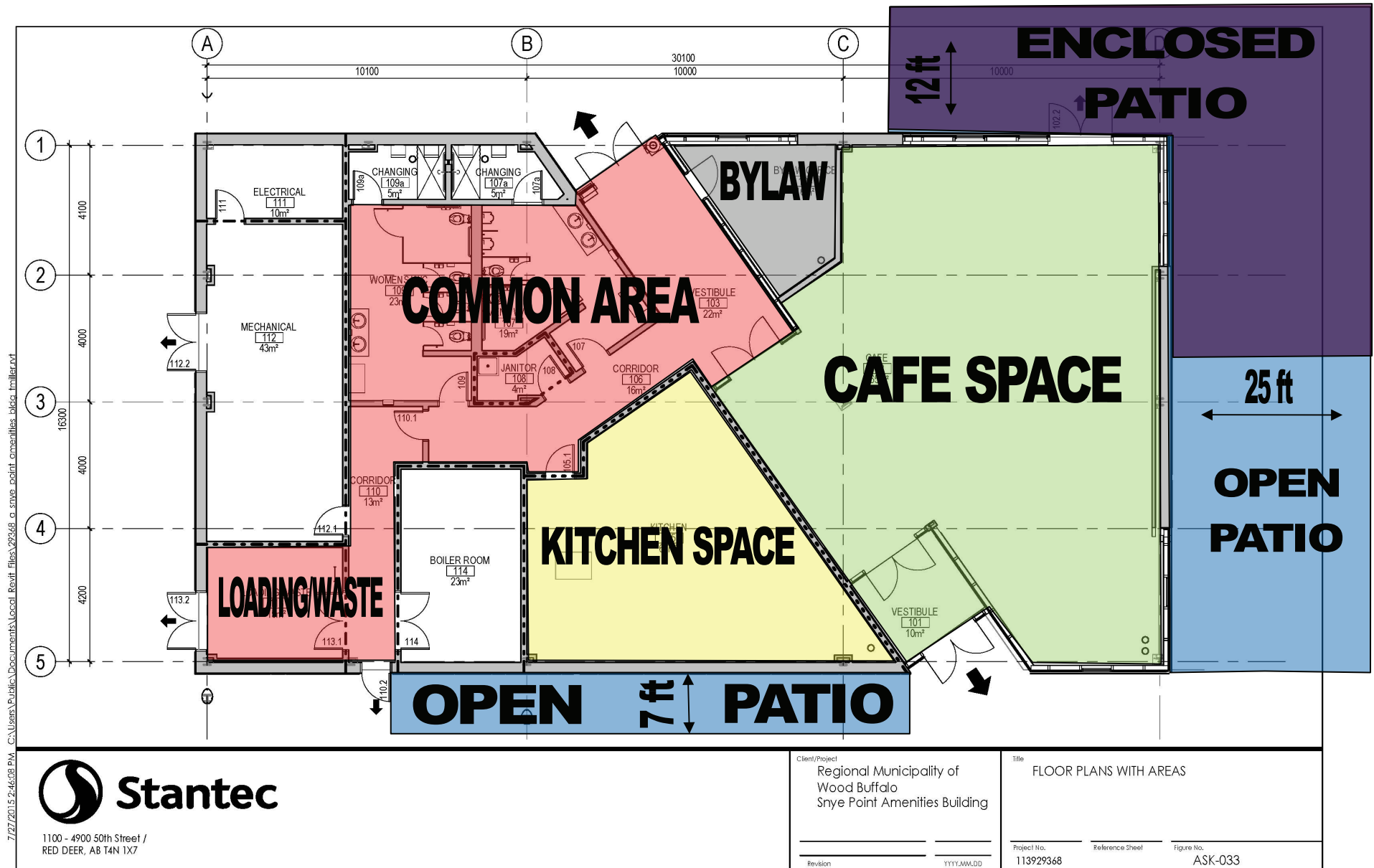
Lease Rate: **\$16.00 s/f Base Rent + \$8.84 s/f Operational Cost Recovery (2016 estimated) = \$24.84 per s/f**

Total Revenue: \$61,752.24 per annum

- General Conditions:**
- In addition to rent the Café Operator is responsible for:
 - property taxes
 - garbage disposal
 - utilities, including: natural gas, water, electricity, telephone, cable and internet
 - tenant insurance
 - custodial services specifically for the tenant area
 - maintenance of all tenant improvements and equipment
 - Common area space will provide washroom access and will be shared by the Café, Bylaw Office staff and the general public.
 - The tenant must ensure lawful disposal of all cooking oils and grease, and to not place such cooking oils and greases down the drains so as to cause any issue to the plumbing facilities provided.

- Patio**
- The tenant may utilize the patio area for additional seating and must maintain the cleanliness and orderliness of such additional seating and will save the Municipality harmless from any activity, damage and or use of said café seating. No additional rent is payable for the Patio Area. **(The Municipality reserves the right to move, increase, decrease or remove the patio, upon 180 days written notice)**
- In-Floor Heating**
- Café Operator shall obtain written consent of the Municipality prior to drilling into or otherwise altering the concrete slab flooring and shall be solely responsible for an indemnify the Municipality from and against any damage that may result from drilling or altering the concrete slab flooring notwithstanding any consent provided by the Municipality.
- Janitorial**
- Café Operator will supply janitorial services to the common area space and washrooms for an additional fee charged to the Municipality. This will be reviewed and compared to other janitorial contracts, with the Municipality, to ensure that it is competitive. The Municipality reserves the right, at its sole discretion to include the common area of the Snye Building under one or more of the Municipality's standard maintenance contracts for buildings owned or occupied by the Municipality by providing the tenant 60 days' notice of cancellation.
- Parking**
- The tenant will also be provided 10 dedicated parking stalls. The Municipality will acquire and install the signs, but the tenant will be responsible to reimburse the Municipality for all costs associated with the manufacturing, installing and maintaining the signs. Bylaw enforcement will not enforce the parking in these stalls and their purpose is to provide parking for café patrons and staff and to deter non-patrons from parking in the stalls.
- Non-Competition:**
- The Municipality shall not allow a food vendor other than the café operator to engage in the retail sale of food items in the Snye Point Amenities Building, any future expansion to the Snye Point Amenities Building, or the West Parking Lot.
- Right of First Refusal:**
- If the offices utilized for Bylaw Enforcement are no longer required by the Municipality for any municipal purpose whatsoever, "at the sole discretion of the Municipality", the Municipality shall offer to the Café Owner an offer to lease the space with the same terms and conditions as the existing lease. The Café Owner's right to lease the Bylaw Office is subject and superseded by the Municipality's right to use the Bylaw Office and shall not apply where the Municipality determines that the Bylaw Office is required for municipal purposes.

- Tenant Fit Out:**
- All fit-out costs (leasehold improvements) are the responsibility of the tenant, and are subject to approval by the landlord and permitting.
 - The tenant will be given early possession for a period of up to a maximum of 6 months to complete tenant fit out. During early possession they will not pay rent. If tenant fit out is completed earlier than 6 months, the tenant will pay rent on the first day of the month, following issuance of their occupancy permit.
- Termination:**
- 6 months written notice by either party
- Deposits:**
- 1 months' rent to be held in an interest bearing account.





- | | |
|---|---|
| Amenities Building | West Parking Lot |
| Open Patio | Picnic Area |
| Enclosed Patio | Playground |

1 cm = 13 meters



Map created by the Land Administration Department
The use of this map is for reference only.
16 Nov 2016 / JM114-2

ECONOMIC DEVELOPMENT PATH FORWARD



Sustainable Development Committee
December 6, 2016

MANDATE

The Economic Development department facilitates the development and implementation of the region's economic development strategies, while striving to be responsive to the economic interests and needs of residents, enterprises, organizations, and communities throughout the Municipality.

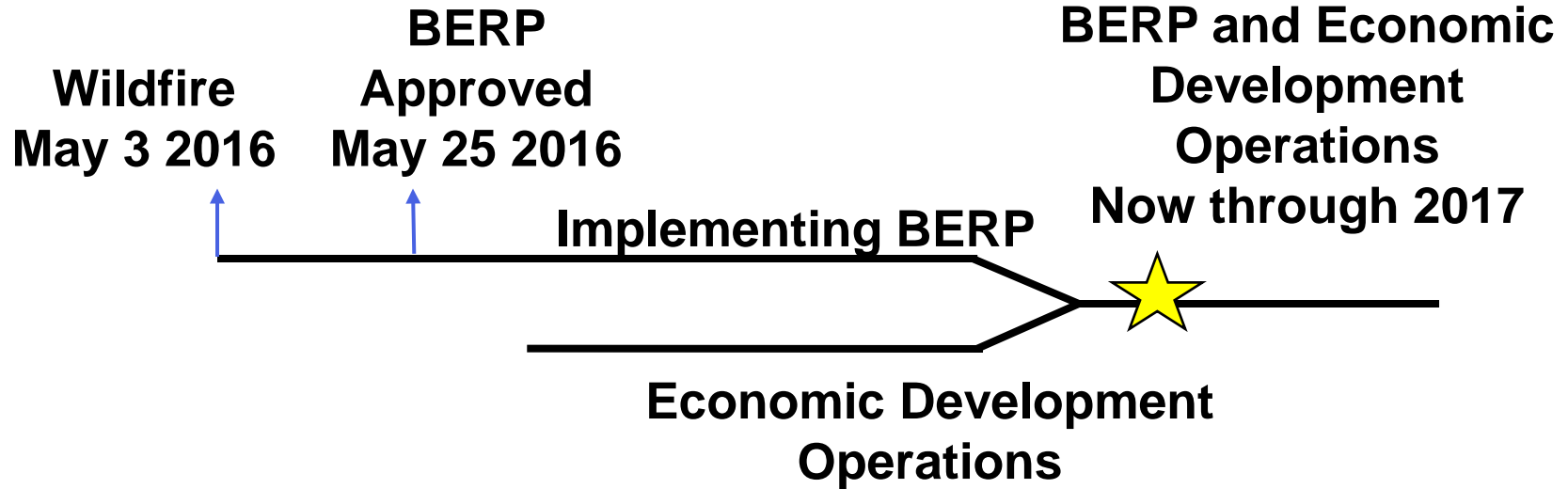
The department supports the creation of a sustainable and diverse business environment through innovative business attraction, development and retention strategies that support a growing and developing region while promoting the Municipality as a great place to live, work, visit and invest.

YOUR ECONOMIC DEVELOPMENT TEAM



“THE BLEND”

Implementation of Business & Economic Recovery Plan (BERP) and “regular” Economic Development Operations are now blended.



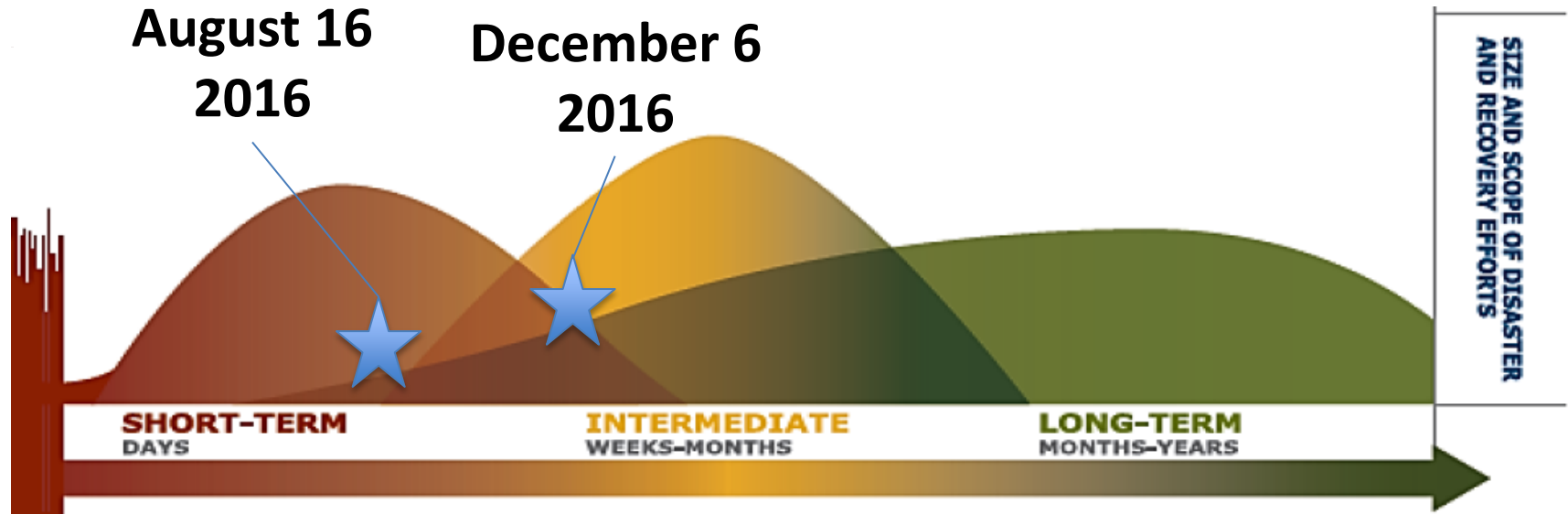
STATUS UPDATE

- Business & Economic Recovery Plan
- Strategy & Information
- Investor and Developer Attraction
- Business Retention & Expansion
- Rural Economic Programming
- Marketing & Communications

BUSINESS & ECONOMIC RECOVERY PLAN

RECOVERY CONTUNUUM

BUSINESS & ECONOMIC RECOVERY CONTINUUM



Source: Federal Emergency Management Agency

PLAN OVERVIEW

BUSINESS AND ECONOMIC RECOVERY PLAN

The purpose of the Plan is to accelerate business and economic recovery in the Wood Buffalo region

Phase One: Immediate Business Response	Phase Two: Business and Economic Response and Recovery	Phase Three: Full Business and Economic Recovery and Implementation
A. Wood Buffalo Business Hotline B. Emergency Relief for Businesses C. Back to Business Resource Centre D. Business Recovery Expositions E. Refining Phase 2 Plan	A. Small Business Financial Relief B. Economic Impact Assessment Post-Wildfire C. Economic Development Strategy D. Continued Response & Recovery Activities E. Phase 3 Plan Refinement	A. Implementation

STRATEGY AND INFORMATION

PROPOSED GOALS

STRATEGY AND INFORMATION

- Economic Development Strategic Plan
 - Economic Impact Assessment
 - Economic Opportunity Assessment
 - Commercial and Industrial Land Use Study
 - Retail Market Analysis
 - Small Business Workforce Support Program Data

PROPOSED GOALS

STRATEGY AND INFORMATION (cont'd)

- Information Collection & Management
- Implement Executive Pulse (a CRM)
- Departmental Disaster Preparedness Plan

ECONOMIC DEVELOPMENT STRATEGY

- Establish a framework to set direction, guide decisions, and align priorities for a vibrant regional economy
- Timeline: Starting March 2017
- **Stakeholder Engagement**
- Five inputs to inform the strategy

INVESTOR & DEVELOPER ATTRACTION

PROPOSED GOALS

INVESTOR AND DEVELOPER ATTRACTION

- National Marketing Campaign
- Attend Real Estate Forums
- Conduct Familiarization Tours
- Attend Local Stakeholder Events
- 2018 Winter games Economic Impact Assessment

BUSINESS RETENTION AND EXPANSION

PROPOSED GOALS

BUSINESS RETENTION AND EXPANSION

- *Business Centre* – Entrepreneurship
 - Learning Sessions and Programs
- Business Visitation Program
- Business Support Network
- Host Targeted Events/Expos
 - Expo #3 TBD

RURAL ECONOMIC PROGRAMMING

PROPOSED GOALS

RURAL ECONOMIC PROGRAMMING

- “Economic Development in Your Community” Program
- Rural Business Visitation Program

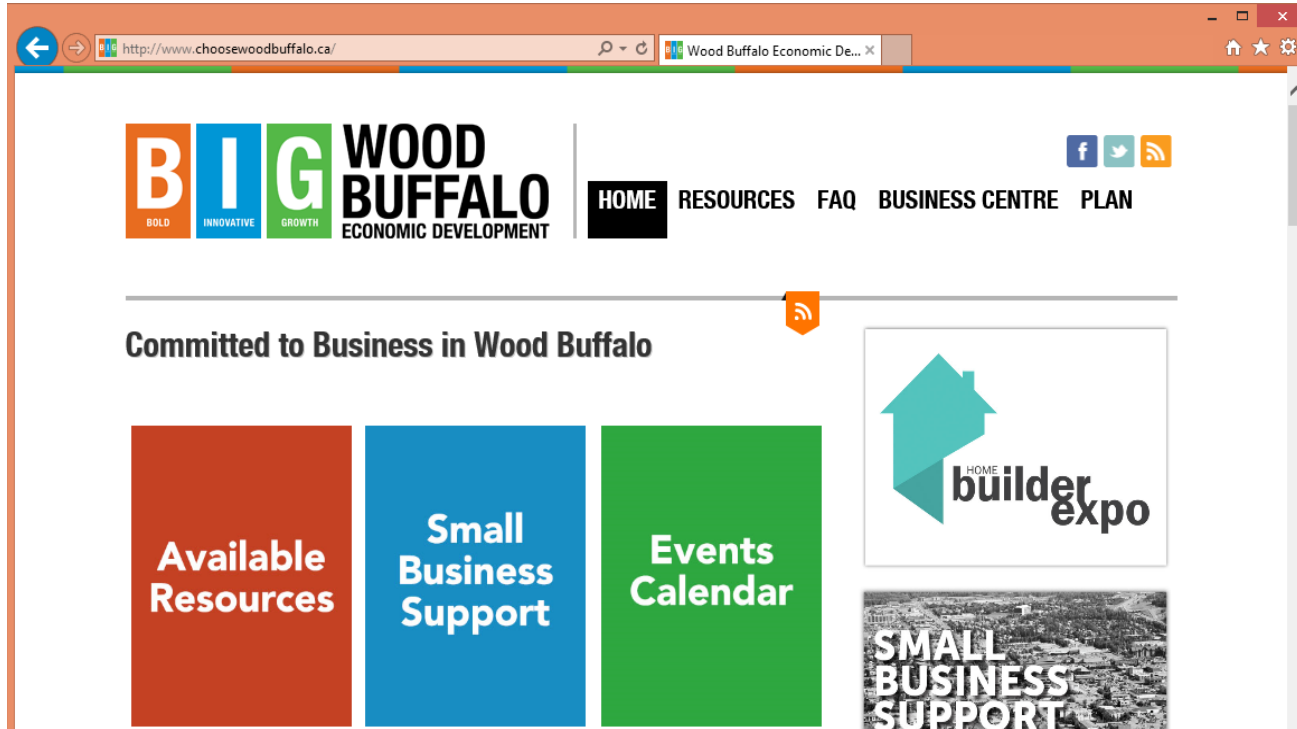
MARKETING & COMMUNICATIONS

PROPOSED GOALS

MARKETING & COMMUNICATIONS

- Project Promotion & Awareness
- Ongoing Social Media
- “Open for Business” Campaign
- Website Redesign
- National Marketing Campaign

www.choosewoodbuffalo.ca



**Social
Media**



LOCAL “OPEN FOR BUSINESS” CAMPAIGN

