



## Wood Buffalo Development Advisory Committee

7<sup>th</sup> Floor Boardroom  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Thursday, November 7, 2019  
9:00 AM

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### Agenda

1. **Call to Order**
2. **Adoption of the Agenda**
3. **Minutes of Previous Meetings**
  - 3.1 Wood Buffalo Development Advisory Committee Meeting -  
Thursday, October 03, 2019
4. **Presentations**
  - 4.1 Planning & Development Department Initiatives
  - 4.2 FOIP Legislation Overview
5. **Unfinished Business**
  - 5.1 Wood Buffalo Development Advisory Committee Initiatives
  - 5.2 Strategic Objectives Planning Session
6. **New Business**
  - 6.1 Wood Buffalo Development Advisory Committee Action Log

Meeting Date	Action	Assignment	Anticipated Due Date	Status Notes
2019-10-03	Administration committed to arranging for a presentation by representatives from the FOIP department, to present an overview of the legislation as it relates to Committee discussions and documentation, at the next meeting.	Committee Administrator (Margo Firman)		Oct 3/19 - FOIP Overview provided to Committee Members via hard copy and email. FOIP Personnel to provide presentation at Nov. 7 meeting
2019-10-03	Add "Action Items" as a recurring agenda item with a subheading titled "Round Table Discussion" for all Wood Buffalo Development Committee (WBDAC) Meetings and that the action item log be included in all WBDAC meeting agendas.	Legislative Clerk	Complete	Oct 28/19 - Legislative Services to add Action items as an ongoing item on the agenda for all WBDAC meetings
2019-09-06	DCAO further committed to providing Committee Members with research data gathered by the former Land, Planning and Development Committee. A list of all previous committees will also be provided to committee members.	DCAO		Oct 25/19 - Land Planning Committee Report provided to Committee via email
2019-09-06	DCAO committed to arranging for various municipal departments to present to the Committee on their department's initiatives, beginning with the Planning and Development and Engineering Departments.	DCAO		Oct 15/19 - Planning and Development to provide presentation at Nov. 7 meeting.

**Adjournment**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held in the Jubilee Centre, 7<sup>th</sup> Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Thursday, October 3, 2019, commencing at 9:00 a.m.**

**Present:**

Gilles Huizinga, Member - Public-at-Large (Chair)  
 Diana Noble, Member - Public-at-Large (Vice-Chair)  
 Peter Diggie, Member - Land Development  
 Jin Li, Member - Public-at-Large  
 Scott Jackson, Member - Oil and Gas Industry  
 Mike Jones, Member - Public-at-Large  
 Bryce Kumka, Member - Business Community  
 Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector  
 Dan Soupal, Member - Land Development

**Absent:**

Alexandria Carey, Member - Health and Wellness Sector  
 David Secord, Member - Business Community

**Administration:**

Amanda Haitas, Senior Manager, Planning and Development  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

The Chair called the meeting to order at 9:10 a.m. and began the proceedings with a round table introduction of Committee Members

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be amended by adding "Freedom of Information and Protection of Privacy (FOIP) Discussion" as item 4.1 and renumbering accordingly; and

THAT the Agenda be adopted as amended.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Bryce Kumka, Member - Business Community  
**SECONDER:** Diana Noble, Member - Public-at-Large  
**FOR:** Li, Noble, Soupal, Kumka, Huizinga, Jones, Diggle, Mendez-Barks, Jackson  
**ABSENT:** Alexandria Carey, David Secord

**3. Minutes of Previous Meetings**

Action Item

Add "Action Items" as a recurring agenda item with a subheading titled "Round Table Discussion" for all Wood Buffalo Development Committee (WBDAC) Meetings and that the action item log be included in all WBDAC meeting agendas.

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee meeting held on September 6, 2019 be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Diana Noble, Member - Public-at-Large  
**SECONDER:** Jin Li, Member – Public-at-Large  
**FOR:** Li, Noble, Soupal, Kumka, Huizinga, Jones, Diggle, Mendez-Barks, Jackson  
**ABSENT:** Alexandria Carey, David Secord

**4. New Business**

**4.1. Freedom of Information and Protection of Privacy (FOIP) Discussion**

The Committee discussed public attendance at Committee meetings and confidentiality of Committee discussions and documentation.

Action Item

Administration committed to arranging for a presentation by representatives from the FOIP department, to present an overview of the legislation as it relates to Committee discussions and documentation, at the next meeting.

**4.2. Committee Initiatives**

The Committee reviewed the Committee’s Initiatives as outlined in Schedule G of *Committees Bylaw No. 17/024* and brain stormed ideas to determine the priorities of the Committee based on the initiatives and mandate as provided by Council.

Minutes Acceptance: Minutes of Oct 3, 2019 9:00 AM (Minutes Approval)

### 4.3. Committee Dialogue re: Mandate

The Committee continued discussions regarding their priorities and overviewed their mandate.

#### MOTION:

THAT the Committee provide a presentation to Council on the priorities of the Wood Buffalo Development Advisory Committee by the end of this year (2019).

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryce Kumka, Member - Business Community
<b>SECONDER:</b>	Diana Noble, Member - Public-at-Large
<b>FOR:</b>	Li, Noble, Soupal, Kumka, Huizinga, Jones, Diggle, Mendez-Barks, Jackson
<b>ABSENT:</b>	Alexandria Carey, David Secord

The following motion was presented by B. Kumka and seconded by D. Soupal:

“THAT the WBDAC schedule a planning session within the next three weeks, to identify the priorities of the Committee.”

#### Exit

B. Kumka exited the meeting at 10:36 a.m.

#### MOTION:

THAT the motion be amended by adding "facilitated" before "planning session".

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Diana Noble, Member - Public-at-Large
<b>SECONDER:</b>	Peter Diggle, Member - Land Development
<b>FOR:</b>	Li, Noble, Soupal, Huizinga, Jones, Diggle, Mendez-Barks, Jackson
<b>ABSENT:</b>	Alexandria Carey, David Secord, Bryce Kumka

The main motion was again presented as amended:

#### MOTION:

THAT the WBDAC schedule a facilitated planning session in the next three weeks, to identify the priorities of the Committee.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Bryce Kumka, Member - Business Community  
**SECONDER:** Dan Soupal, Member - Land Development  
**FOR:** Li, Noble, Soupal, Huizinga, Jones, Diggle, Mendez-Barks, Jackson  
**ABSENT:** Alexandria Carey, Bryce Kumka, David Secord

Exit and Return

B. Kumka returned to the meeting at 10:59 a.m.

A. Mendez-Barks exited the meeting at 11:00 a.m.

**5. Date of Next Meeting**

The next regular meeting is scheduled for Thursday, November 7, 2019.

**Adjournment**

The meeting adjourned at 11:02 p.m.

Minutes Acceptance: Minutes of Oct 3, 2019 9:00 AM (Minutes Approval)

# Wood Buffalo Development Advisory Committee Planning and Development Update

Presenter: Brad McMurdo, Director  
Department: Planning and Development  
Meeting Date: November 7, 2019



# DEPARTMENT MANDATE

Planning and Development consists of 3 branches: Community Development Planning, Safety Codes, and Land Administration.

The Department is responsible for providing professional land use planning and development services and manages municipal land and real estate interests to meet the needs of our internal and external stakeholders. Further, the department administers education and compliance efforts to encourage and support a safe and healthy community for all residents.



# EXECUTIVE SUMMARY

- Day-to-day processing of permits, licenses, and land and facility applications (2000+ over last 6 months and over 200+ separate land transactions)
- 20 Strategic Plan deliverables in all priority areas
- 20+ notable projects not associated with Strategic Plan
- Significant public focus, handling numerous enquiries daily

# STRATEGIC PLAN PRIORITIES

- 1k: Wildfire Recovery
- 2a: Encourage Development in the Downtown
- 2b: Establish Municipal Land Inventory
- 2c: Incentives to Update Store Fronts
- 2d: Clear Land Use Plans and Regulations
- 2e: Riverfront Master Planning & Revitalization
- 2f: Review of the Municipal Development Plan (MDP)
- 2g: Aging in Place Facility
- 3a: Work with Industry and Suppliers – Fly In, Fly Out
- 4f: Inclusion and Partnerships (Rural Coalition)

# DOWNTOWN REVITALIZATION

- Initiating Downtown Area Redevelopment Plan
- Waterfront Plan
- Creating Downtown Development Incentives
- Re-writing Land Use Bylaw
- Re-writing Municipal Development Plan
- Modifying process for Change of Use Applications
- Maintaining Municipal Land Inventory
- Developing Acquisition and Disposition Policy

# OTHER NOTABLE WORK

- Project Accommodations
  - Data Analysis
  - Park and Ride
  - Several Amendments to the Land Use Bylaw
- Creating Regulations for Cannabis
- Accela Monitoring
- Outline Plan Updates (Currently 3 OP's are under review)
- Continue monthly Rural Outreach Initiative
- Land Acquisitions for Capital Projects
- Developing Encroachment Policy
- Realigning True North Road

# OTHER NOTABLE WORK (continued)

## Socio-Economics

- Pre-planning for Census 2020
- Conducting Project Accommodation Population Count
- Creating Municipal population Projection
- Creating Census Dashboard

## Provincial Directives

- Creating Intermunicipal Collaboration Frameworks (ICFs)
- Exploring Intermunicipal Development Plans (IDPs)
- Expanding the Urban Service Area Boundary

Thank you

## Appendix G – Wood Buffalo Development Advisory Committee

**Membership:** 13 members, appointed from the public-at-large with knowledge of and experience in the following local sectors:

- 2 – Business community;
- 2 – Land Development industry;
- 1 – Oil and Gas industry;
- 1 – Health & Wellness field;
- 1 – Affordable Housing sector;
- 1 – Arts, Culture and Recreation sector;
- 1 – Education sector;
- 1 – Community Development sector; and
- 3 – Public-at-Large members

Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector. Public-at-large members will possess skills, local experience, interests, or geographic or demographic representation that would support strategic planning and land use development in the Municipality.

**Term of Appointment:** 2 years

**Appointment Process:** Recruitment for members of the Development Advisory Committee will be conducted in accordance with Council's Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

**Mandate:** To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities.

To deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.

**Identified Initiatives:**

The Development Advisory Committee will:

1. research how Council, municipal administration and the Wood Buffalo Economic Development Corporation (WBEDC) currently work with business developers to build and develop new businesses and expand existing ones and recommend changes that will improve the overall business and economic environment of the Municipality.
2. review current requirements for the development of commercial properties set out in the Municipality's Land Use Bylaw (including the sign provisions), and other applicable bylaws to help identify areas of assistance for small businesses along with ways that the Municipality, WBEDC and the business community can evaluate and track continuous improvements in the local business environment.
3. provide guidance and recommendations to help the Municipality attract and retain business and increase economic activity in the region.
4. engage with the public and provide feedback on the Municipality's processes with a view to reducing "red-tape" where possible and decreasing barriers to development in the region.
5. identify and recommend investment opportunities and incentives to encourage and facilitate development in the Municipality.
6. support the Municipality in its desire to build relationships with various sectors, networks and individuals in the community to gain input and benefit from the experience of others in the region.
7. assist the Municipality engage with members of the public who may have been underrepresented in past planning processes, to ensure that everyone in the region has an opportunity to participate in its development in a meaningful way.
8. the municipality's bylaws and recommend changes to the regulatory framework with a view to encouraging economic and small business development in the Municipality.



9. will provide recommendations and advice to Council that are consistent with improving the overall business and economic environment of the Municipality and supporting the initiatives outlined in Council's strategic plan.

**Meetings:**

The Development Advisory Committee will endeavor to hold one meeting a month.

**Reporting:**

Where the Committee wishes to make a recommendation or provide advice to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.