



## Wood Buffalo Development Advisory Committee

7th Floor Boardroom, Jubilee Centre  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Wednesday, March 4, 2020  
9:00 AM

---

### Agenda

1. **Call to Order**
2. **Welcome and Introductions**
3. **Adoption of Agenda**
4. **Minutes of Previous Meetings**
  - 4.1. Wood Buffalo Development Advisory Committee Meeting - February 19, 2020
5. **New and Unfinished Business**
  - 5.1. Review of Land Use Bylaw Survey
  - 5.2. Wood Buffalo Development Advisory Committee Survey Questions and Timeline
  - 5.3. Wood Buffalo Development Advisory Committee Working Groups
  - 5.4. Review of Committee Action Items / Next Steps
  - 5.5. Advisory Committee Update - Deputy Chief Administrative Officer

### **Adjournment**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held in the 7<sup>th</sup> Floor Boardroom, at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, February 19, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Member - Public-at-Large  
Dan Soupal, Member - Land Development  
Bryce Kumka, Member - Business Community (via teleconference)  
Gilles Huizinga, Member - Public-at-Large  
Mike Jones, Member - Public-at-Large  
Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
Mark Burris, Member - Health & Wellness  
Jane Stroud, Councillor

**Absent:**

Peter Diggle, Member - Land Development  
Scott Jackson, Member - Oil and Gas Industry  
Jin Li, Member - Public-at-Large  
David Secord, Member - Business Community

**Administration:**

Jamie Doyle, Deputy Chief Administrative Officer  
Brad McMurdo, Director, Planning and Development  
Margo Firman, Executive Assistant  
Sonia Soutter, Senior Legislative Officer  
Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair, Diana Noble, called the meeting to order at 9:05 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Gilles Huizinga, Member - Public-at-Large
<b>SECONDER:</b>	Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector
<b>FOR:</b>	Noble, Soupal, Huizinga, Jones, Mendez-Barks, Burris
<b>ABSENT:</b>	Kumka, Diggle, Jackson, Li, Secord

Minutes Acceptance: Minutes of Feb 19, 2020 9:00 AM (Minutes of Previous Meetings)

**3. Minutes of Previous Meetings**

**3.1. Wood Buffalo Development Advisory Committee - Meeting - January 22, 2020**

**MOTION**

That the Minutes of the Wood Buffalo Development Advisory Committee Meeting held on January 22, 2020 be approved as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Gilles Huizinga, Member - Public-at-Large
<b>SECONDER:</b>	Dan Soupal, Member - Land Development
<b>FOR:</b>	Noble, Soupal, Huizinga, Jones, Mendez-Barks, Burris
<b>ABSENT:</b>	Kumka, Diggle, Jackson, Li, Secord

**4. Presentation**

**4.1. Downtown Revitalization**

Monica Lance, Manager, Special Projects provided a presentation on the Downtown Revitalization project.

**5. New and Unfinished Business**

**5.1. Red Tape Reduction - Committee Stakeholder Outreach and Chamber of Commerce**

Individual Committee Members presented data gathered from discussions with respective industry stakeholders regarding red tape experiences that have affected the operation of businesses/development projects.

Action Item

Administration committed to providing the Committee with the scope and budget requirements, including funding sources, for the proposed downtown business incentives.

Diana Noble, Chair, provided an overview of the questions in the Alberta Chamber of Commerce survey. Committee members discussed rolling out a similar survey to industry stakeholders to gather additional non-censored data.

Entrance

Bryce Kumka joined the meeting via teleconference at 10:15 a.m.

Minutes Acceptance: Minutes of Feb 19, 2020 9:00 AM (Minutes of Previous Meetings)

Action Items

- Bryce Kumka committed to obtaining a complete list of questions and responses that were included in the Alberta Chamber of Commerce survey. Diana Noble, Chair, committed to distributing the information to the Committee Members.
- Committee Members committed to reviewing Alberta Chamber of Commerce survey question numbers nine to eighteen. Committee Members to provide feedback on the questions to Diana Noble by February 26, 2020, end of day. Final approval of the questions to be used in a Committee steered survey to be finalized at the meeting in March and subsequently rolled out to industry stakeholders via social media and other means. The Committee will review the survey responses at the committee meeting in April.
- Diana Noble, Chair committed to sending out the Regional Municipality of Wood Buffalo survey regarding proposed Land Use Bylaw changes to Committee Members. Committee Members committed to completing the survey and sharing survey responses at the next committee meeting.

**5.2. Committee Priorities**

Diane Noble, Chair reviewed committee priorities to ensure alignment with current objectives. Committee Members agreed to focus efforts on the below priorities:

1. Review Land Use Bylaw to facilitate conversation and decisions regarding action items
2. Understand current processes for commercial development permitting, business license process and make recommendations to streamline process.

**5.3. Reporting to Council**

**MOTION:**

THAT the Wood Buffalo Advisory Committee present a committee progress update to Council at the second Council Meeting in April.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike Jones, Member - Public-at-Large
<b>SECONDER:</b>	Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector
<b>FOR:</b>	Noble, Soupal, Kumka, Huizinga, Jones, Mendez-Barks, Burris
<b>ABSENT:</b>	Diggle, Jackson, Li, Secord

Action Item

Planning and Development to present the proposed Land Use Bylaw to the Committee prior to 1<sup>st</sup> reading of the Bylaw.

Minutes Acceptance: Minutes of Feb 19, 2020 9:00 AM (Minutes of Previous Meetings)

**5.5. Advisory Committee Updates - Deputy Chief Administrative Officer**

Jamie Doyle, Deputy Chief Administrative Officer indicated that the Wood Buffalo Downtown Revitalization Advisory Committee has identified their priorities and will be presenting recommendations to Council.

**5.6. Formation of Sub-Committees**

Discussions were deferred until the next committee meeting.

**5.7. Committee Membership**

Sonia Soutter, Senior Legislative Officer indicated that there are two vacant positions on the Committee that should be filled by the next committee meeting.

**5.8. Action Items**

The Committee reviewed the Action Log and provided updates accordingly.

The Committee agreed to hold a second meeting in March.

Action Item

Administration to review calendars and poll Committee members for meeting availability.

**Adjournment**

The meeting adjourned at 11:01 a.m.

\_\_\_\_\_  
Chair

Minutes Acceptance: Minutes of Feb 19, 2020 9:00 AM (Minutes of Previous Meetings)