



## Wood Buffalo Development Advisory Committee

Wednesday, November 4, 2020

Conducted Electronically via MS Teams

9:00 AM

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### Agenda

#### Public Participation for November 4, 2020 Wood Buffalo Development Advisory Committee Meeting

Wood Buffalo Development Advisory Committee (Committee) will be conducting the November 4, 2020 Meeting through electronic communications in accordance with the Meeting Procedures (COVID-19 Suppression) Regulation, Order in Council 99/2020.

- Anyone wishing to participate in the meeting is encouraged to do so by registering to speak as a delegate by way of teleconference or by submitting their delegation comments by email.
- To participate by teleconference:
  - Anyone wishing to speak by teleconference to an item on the November 4, 2020 Committee Meeting Agenda must pre-register by 4:30 p.m., November 3, 2020.
  - To register to speak via teleconference, please email [boardsandcommittees@rmwb.ca](mailto:boardsandcommittees@rmwb.ca) or call 780-743-7001 with your name, the phone number that you will be dialing in from and an email address that you can be reached at prior to and during the meeting.
  - You must provide the name of the agenda item that you wish to speak to.
  - All registrants will be emailed the details on how to participate prior to the start of the meeting.
  - Each registrant will be given a maximum of **5 minutes** to address the Committee.
- To make written submissions as a delegation before or during the live meeting:
  - Please email [boardsandcommittees@rmwb.ca](mailto:boardsandcommittees@rmwb.ca) You must include your name for the record.
  - You must provide the name of the agenda item that you wish to speak to in the subject line.
  - Please note that email comments for an agenda item must be received prior to the start of that item during the meeting. *Emails that are received after the agenda item has been introduced or are not relevant to an agenda item, will not become part of the record of this meeting.*
  - All written submissions are **public** and will be shared with the Committee verbally on the record during the course of the meeting.
  - Each submission will be shared verbally with the Committee for a maximum of **5 minutes**.

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1. **Call to Order**

2. **Adoption of Agenda**

3. **Minutes of Previous Meetings**

3.1. Wood Buffalo Development Advisory Committee Meeting - October 7, 2020

4. **New and Unfinished Business**

4.1. Municipal Development Plan (30 minutes)

4.2. Planning and Development Department Feedback (Education and Process Work Flows)

4.3. Land Use Bylaw - Implementation Status Update

4.4. Action Log Review

4.5. Red Tape Reduction Working Group Update

4.6. Council Presentation Update

**Adjournment**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held via Electronic Communications in Fort McMurray, Alberta, on Wednesday, October 7, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Chair, Member - Public-at-Large  
 David Secord, Vice-Chair, Member - Business Community  
 Mark Burris, Member - Health & Wellness  
 Mike Jones, Member - Public-at-Large  
 Bryce Kumka, Member - Business Community  
 Jin Li, Member - Public-at-Large  
 Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
 Jane Stroud, Councillor  
 Beverley Tjarera, Member, Community Development  
 Curtis Williams, Member, Community Development

**Absent:**

Scott Jackson, Member - Oil and Gas Industry  
 Dan Soupal, Member - Land Development

**Administration:**

Monica Lance, Manager, Special Projects  
 Nicole Van Kruistum, Senior Executive Liaison, Office of the Deputy Chief Administrative Officer  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair D. Noble, called the meeting to order at 9:09 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

**3. Minutes of Previous Meetings**

**3.1. Wood Buffalo Development Advisory Committee Special Meeting - August 27, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Jin Li, Member - Public-at-Large
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

Entrance

B. Tjarera entered the meeting at 9:11 a.m.

**3.2. Wood Buffalo Development Advisory Committee Meeting - September 2, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Meeting held on September 2, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

**3.3. Wood Buffalo Development Advisory Committee Special Meeting - September 21, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

Minutes Acceptance: Minutes of Oct 7, 2020 9:00 AM (Minutes of Previous Meetings)

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Beverley Tjarera
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Kumka, Jackson

### Entrance

B. Kumka entered the meeting at 9:13 a.m.

## **4. New and Unfinished Business**

### **4.1. Presentation from Planning and Development Front Counter Staff**

Christopher Booth, Manager, Community Development Planning and Lori Parsons, Supervisor Support Staff, provided an overview of services provided by the Planning and Development Department and highlighted the opportunity for CO-OP meetings, which provides developers an opportunity to meet with the Planning and Development department prior to submitting a permit application and helps to identify potential hurdles, or opportunities that might affect the permit process.

### Actions

- Administration to provide information regarding public attendance at Planning and Development CO-OP Meetings.
- Planning and Development to provide issues/concerns to the Committee, that have been identified internally by staff at departmental staff meetings.

### **4.2. Presentation from Andrea Hailey, Wood Buffalo Economic Development Corporation re: Place Brand Marketing**

Andrea Hailey, Wood Buffalo Economic Development Corporation provided a presentation on place brand marketing for the Regional Municipality of Wood Buffalo and indicated that the marketing plan would be rolled out to the public in November 2020.

### **4.3. Discussion/Presentation re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, accompanied by consultants Andrew Palmiere and Nicholas Khul, O2 Planning and Design, provided a presentation on the new Municipal Development Plan (MDP) project and encouraged the participation and feedback from the Wood Buffalo Development Advisory Committee.

### Action

Committee Members to complete MDP survey.

**4.4. Boards and Committees Expiring Memberships and Annual Recruitment Campaign**

Heather Fredeen, Legislative Services, provided an overview on the recruitment campaign for vacant positions on Council appointed Boards and Committees and indicated that there are four open positions on the Wood Buffalo Development Advisory Committee.

Action

Legislative Services to provide Committee Members with the working sectors for the vacant positions on the Wood Buffalo Development Advisory Committee.

**4.5. Solidifying Terms of Reference for Red Tape Working Group**

**MOTION:**

THAT the Red Tape Working Group Terms of Reference, Attachment 1 to the October 7, 2020 Wood Buffalo Development Advisory Committee Minutes, be approved.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryce Kumka, Member - Business Community
<b>SECONDER:</b>	David Secord, Member - Business Community
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

**MOTION:**

THAT Bryce Kumka be assigned to the Red Tape Reduction Working Group;

THAT Bryce Kumka be appointed as Chair of the Red Tape Reduction Working Group; and

THAT Diana Noble, Chair of the Wood Buffalo Development Advisory Committee, be appointed as an ex-officio member of the Red Tape Reduction Working Group.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

Minutes Acceptance: Minutes of Oct 7, 2020 9:00 AM (Minutes of Previous Meetings)

## Adjournment

The Meeting adjourned at 11:13 a.m.

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Mayor

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Chief Legislative Officer

## Red Tape Working Group - Terms of Reference

### Purpose:

- Encourage ongoing feedback from developers by creating a culture of continuous improvement through red tape reduction; specifically focused on business and commercial regulatory requirements and internal permitting processes.
- Review the existing and proposed Land Use Bylaw in alignment with the consolidated committee's bylaw and provide advice to Municipal Administration regarding recommended changes.

### Intended Outcomes

- Understand the business/commercial developer experience as it relates to meeting development related requirements and following processes.
- Save costs by collecting feedback over a long timeframe and when the time comes for a large document to be amended, there will be a wealth of information available.
- Reduce the amount of time required to consult the public by continuously referencing feedback.
- Create an environment of continuous "red tape reduction", by connecting the developer's feedback to the subject matter experts within the Planning and Development Department.
- Make system-wide improvements that help the Planning and Development Department make appropriate positive changes as the region changes and grows (i.e. improved internal development specific services).
- Decrease barriers to development in the region and increase development activity/applications.
- Improve the overall business and economic environment of the Municipality and support initiatives outlined in Councils Strategic Plan (i.e. encourage development downtown and encourage economic and small business development).
- Work with business developers to build and develop new businesses, expand existing businesses and increase economic activity in the region.
- Help create a clearly articulated Land Use Bylaw as it relates to development of commercial properties.
- Support initiatives outlined in Councils Strategic Plan (i.e. encourage development downtown).
- Work with business developers to build and develop new businesses.
- Work with business developers to expand existing businesses.
- Attract and retain businesses and increase economic activity in the region.
- Encourage economic and small business development.
- System-wide improvements that enhance positive changes.



### Committee Actions:

- Research how municipal administration works with business developers to build and develop new businesses and expand existing ones.
- Engage with the public and provide feedback on Municipal Processes (i.e. review provincial and municipal regulatory requirements that impact development of business/commercial properties and review building code and business/commercial development permitting processes).
- Assist the Municipality engage with the broader public for feedback specific to business and commercial development regulations and processes, with a view of decreasing barriers to development and reducing red tape.
- Reference information received during public engagement to identify trends, patterns and areas of friction in the application process (i.e. work with administration/consultant to capture and review regulation and process related complaints). Make solution focused recommendations that address potential systemic issues.
- Identify irritants to developers stemming from Provincial and Municipal regulatory requirements and provide recommendations to reduce the compliance burden, both at a specific and systemic level and identify potential solutions.
- Recommend changes to regulatory framework with a view to encourage economic and small business development in the Municipality.
- Review the current and proposed requirements specifically for the development of commercial properties within the Land Use Bylaw (LUB) including sign provisions.
- Help Identify areas of assistance for small businesses.
- Provide advice to Municipal Administration regarding recommended bylaw amendments (via online survey feedback and/or through the committee).
- Work with Administration to determine if, when and how to best incorporate recommendations for Council consideration.
- Identify potential mechanisms to investigate and resolve escalating/unique business/commercial development complaints (example: complaints deemed by at least one party as unfair or those that cannot be resolved by both parties working directly together).
- Review current processes that are in place to address and resolve business and commercial development related complaints.
- Look for trends and patterns in business and development complaints to identify and provide solution focused advice/recommendations to address potential individual and systemic issues.
- Help identify areas of assistance that the Municipality, Wood Buffalo Economic Development and the business community can evaluate and track continuous improvements in the local business environment.

# Wood Buffalo Development Advisory Committee - Update

Presenter: Diana Noble, Chair of WBDAC

Department:

Meeting Date: November 10, 2020

Attachment: RMWB Council Presentation (Council Presentation Update)



# Update – Where 2020 Has Brought Us

- Our committee first met in September 2019
- In October 2019, we analyzed the Bylaw and our mandate and came up with 4 key priorities
- Early 2020 we were making progress with one of those priorities, and then Covid-19 happened
- We recommenced committee meetings in July 2020
- Throughout the summer we established a new set of priorities as some of what we had been working on was now nul and void

# Priorities we are working towards

- Priority #1 – Red Tape Reduction for business development in the RMWB (including Land Use Bylaw and land development for commercial purposes)
- Priority #2 – Identify opportunities for business development and encourage investment in the RMWB
- Priority #3 – Municipal Development Plan

DRAFT

# Recommendations to Council

# Recommendations from WBDAC

- We would like to support the RMWB Planning & Development department's proposal that the Planning & Development department go through a process and procedural review via a third party consultant with a view to reducing red tape being faced by businesses investing in the region.
- We would also like to recommend the Land Use Bylaw undergo expeditious implementation especially with regards to the Change of Use section as the longer this takes to get implemented, the more businesses continue to be impacted