



## Wood Buffalo Development Advisory Committee

Wednesday, January 6, 2021  
9:00 AM

Conducted Electronically Via MS Teams

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### Agenda

#### Public Participation for January 6, 2021 Wood Buffalo Development Advisory Committee Meeting

Wood Buffalo Development Advisory Committee (Committee) will be conducting the January 6, 2021 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 January 6, 2021 Committee Meeting Agenda must pre-register by 4:00 p.m. on January 5, 2021.
  - 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 complete the online form found at <https://www.rmwb.ca/writtendelegations/> or email [boardsandcommittees@rmwb.ca](mailto:boardsandcommittees@rmwb.ca)
  - Please note that written 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 included in the Council Meeting Agenda Package as part of public record.

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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 - December 9, 2020

4. **New and Unfinished Business**

- 4.1. Appointment of Chair and Vice Chair
- 4.2. 2021 Meeting Schedule
- 4.3. Municipal Development Plan Update
- 4.4. Small Business Support Ideas
- 4.5. Red Tape Reduction Working Group Update  
(deferred from December 9, 2020)
- 4.6. Action Log Review  
(deferred from December 9, 2020)

**Adjournment**

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

**Present:**

Diana Noble, Chair - Public-at-Large  
 Dan Soupal, Member - Land Development  
 Bryce Kumka, Member - Business Community  
 Mike Jones, Member - Public-at-Large  
 Scott Jackson, Member - Oil and Gas Industry  
 Jin Li, Member - Public-at-Large  
 David Secord, Member - Business Community  
 Curtis Williams, Member - Community Development  
 Beverley Tjarera, Member - Community Development

**Absent:**

Mark Burriss, Member - Health & Wellness

**Administration:**

Bruce Inglis, Councillor  
 Brad McMurdo, Director, Planning and Development  
 Jade Brown, Chief Legislative Officer  
 Monica Lance, Manager, Special Projects, Office of the Deputy Chief Administrative Officer  
 Sonia Soutter, Manager, Senior Legislative Officer  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair Diana Noble, called the meeting to order at 9:03 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT “Downtown Area Redevelopment Plan” be added to the Agenda as item 4.2 and the remaining agenda items be renumbered accordingly; and

THAT the Agenda be adopted as amended

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Bryce Kumka, Member - Business Community  
**SECONDER:** Jin Li, Member - Public-at-Large  
**FOR:** Noble, Soupal, Kumka, Jones, Jackson, Li, Secord, Williams, Tjarera  
**ABSENT:** Burris

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Development Advisory Committee Meeting - November 4, 2020

##### MOTION:

THAT the Minutes of the Wood Buffalo Development Advisory Committee Meeting held on November 4, 2020, be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Scott Jackson, Member - Oil and Gas Industry  
**SECONDER:** Beverley Tjarera, Member - Community Development  
**FOR:** Noble, Soupal, Kumka, Jones, Jackson, Li, Secord, Williams, Tjarera  
**ABSENT:** Burris

### 4. New and Unfinished Business

#### 4.1. Surekha Kanzig, Surekha's on the Snye, re: Relief for Small Business Owners

Surekha Kanzig, Owner, Surekha's on the Snye, spoke to a letter that she sent to Council requesting that the Municipality consider a grant program to provide financial assistance to small businesses in the region who are struggling as a result of the COVID-19 pandemic, the 2020 flood event and the economic downturn.

#### 4.2. Downtown Area Redevelopment Plan

David Symes, Shawn Williams and Gordon Lau, Stantec, provided an overview of the proposed Downtown Area Redevelopment Plan, which is intended to provide a framework for revitalization with specific actions, initiatives and outcomes to achieve the vision for the downtown.

#### **4.3. Such Chandhiok, Supervisor, Planning and Development re: Municipal Development Plan Progress Update**

Such Chandhiok, Supervisor, Planning and Development, provided a progress update on the proposed Municipal Development Plan and indicated that the project team is in phase three of the project and working towards a strategic vision for the plan based on community engagement results.

#### **4.4. Christopher Booth, Manager, Planning and Development re: Change of Use Process Update)**

Christopher Booth, Manager, Planning and Development, provided a presentation on proposed improvements to the change of use development permitting process and the required steps to implement the revised processes.

#### **4.5. Diana Noble, Chair re: Presentation to Council**

Chair, Diana Noble, provided an overview of the Wood Buffalo Development Advisory Committee's Annual Progress Report to Council at their November 10, 2020 Meeting.

#### **4.6. Red Tape Reduction Working Group re: Update**

With a consensus of the Committee, the Red Tape Reduction Working Group Update was deferred to the next Wood Buffalo Development Advisory Committee Meeting.

#### **4.7. 2021 Operating Budget Update - Permitting Process Review Update and Scope of Work**

Amanda Hiatus, Senior Manager, Planning and Development, provided an overview of a Planning and Development project that was approved by Council via the 2021 Operating Budget, to complete a holistic review of Planning and Development departmental processes to identify gaps, overlaps and opportunities for improvements. With the Committee's support, the Planning and Development Department will issue a Request for Proposal and have a consultant in place by January 2021 with a completion target date of end of summer, early fall 2021.

It was the consensus of the Committee to support the project as presented by Administration.

#### **4.8. Action Log Review**

With consensus of the Committee, this item was deferred to the next Committee Meeting.

## Adjournment

The meeting adjourned at 11:00 a.m.

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Chair