



Wood Buffalo Development Advisory Committee

Wednesday, March 3, 2021

Conducted Electronically Via MS Teams

9:00 AM

Agenda

Public Participation for March 3, 2021 Wood Buffalo Development Advisory Committee Meeting

Wood Buffalo Development Advisory Committee (Committee) will be conducting the March 3, 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 March 3, 2021 Committee Meeting Agenda must pre-register by 4:00 p.m., March 2, 2021.
 - To register to speak via teleconference, please email 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 www.rmwb.ca/writtendelegations or email 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 Committee Meeting Agenda Package as part of public record.

The personal information on this form is collected under the authority of Section 33 (a) & (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used as contact information. If you have any questions about the collection or use of this information contact the Chief Legislative Officer, Legislative Services, 7th Floor Jubilee Building, 9909 Franklin Ave. T9H 2K4, or call (780) 743-7001.

1. **Call to Order**

2. **Adoption of Agenda**

3. **Minutes of Previous Meetings**

3.1. Wood Buffalo Development Advisory Committee Meeting - February 3, 2021

4. **Presentation**

4.1. Andrea Haley, Fort McMurray Wood Buffalo Economic Development and Tourism re: Place Brand Update

4.2. Amanda Haitas, Senior Manager, Planning and Development re: Planning and Development Department Process Review Project Update

4.3. Christopher Booth, Manager, Planning and Development and, Sonia Soutter, Manager, Legislative Services re: Planning and Development Department/Subdivision and Development Appeal Board Overview

5. **New and Unfinished Business**

5.1. Committee Recruitment Update

Adjournment

Minutes of the Wood Buffalo Development Advisory Committee Meeting held via Video Conferencing, in Fort McMurray, Alberta, on Wednesday, February 3, 2021, commencing at 9:00 AM.

Present:

Bryce Kumka, Chair, Business Community
 David Secord, Vice-Chair, Business Community
 Scott Jackson, Oil and Gas Industry
 Jin Li, Public-at-Large
 Dan Soupal, Land Development
 Beverley Tjarera, Community Development
 Ijeoma Uche-Ezeala, Public-at-Large
 Curtis Williams, Community Development

Absent:

Mark Burris, Health & Wellness
 Bruce Inglis, Councillor
 Diana Noble, Public-at-Large

Administration:

Matthew Hough, Deputy Chief Administrative Officer
 Amanda Haitas, Senior Manager, Planning and Development
 Monica Lance, Manager, Special Projects, Office of the Deputy Chief Administrative Officer
 Sonia Soutter, Manager, Senior Legislative Officer
 Heather Fredeen, Clerk, Legislative Services

1. Call to Order

Chair B. Kumka called the meeting to order at 9:03 a.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	David Secord, Business Community
SECONDER:	Curtis Williams, Community Development
FOR:	Soupal, Kumka, Jackson, Li, Secord, Tjarera, Williams, Uche-Ezeala
ABSENT:	Noble, Burris

3. Minutes of Previous Meetings

3.1. Wood Buffalo Development Advisory Committee Meeting - January 6, 2021

MOTION:

THAT the Minutes from the Wood Buffalo Development Advisory Committee Meeting held on January 6, 2021 be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Ijeoma Uche-Ezeala, Public-at-Large
SECONDER:	Scott Jackson, Member - Oil and Gas Industry
FOR:	Soupal, Kumka, Jackson, Li, Secord, Tjarera, Williams, Uche-Ezeala
ABSENT:	Noble, Burris

4. New and Unfinished Business

4.1. Annual Introduction and Overview

Chair B. Kumka, provided a presentation on the Committee's key priorities and initiatives.

With consensus of the Committee, the Committee’s priorities will remain the same for 2021 with an emphasis on reducing red tape.

4.2. Working Group Membership

B. Kumka reviewed the membership of the Reducing Red Tape Working Group for the 2021 year.

Action Item

D. Secord, Chair, Reducing Red Tape Working Group, committed to scheduling a presentation with an ombudsman at the next Committee meeting.

4.3. Committee Recruitment Campaign Update

Discussion on this item was deferred to take place following agenda item, 4.4 “Municipal Development Plan Update”.

Minutes Acceptance: Minutes of Feb 3, 2021 9:00 AM (Minutes of Previous Meetings)

4.4. Municipal Development Plan Update

Nicholas Khul and Pamela Downey, O2 Consulting Group, provided an update with respect to the Municipal Development Plan and phase two of the engagement strategy. Committee Members provided feedback on the draft vision and goals.

4.3. Committee Recruitment Campaign Update

Sonia Soutter, Manager, Legislative Services, provided an update on the recruitment campaign for the Committee's vacant positions and recommended that the recruitment campaign be extended by two weeks.

Action Item

Recruitment for vacant WBDAC positions, to be extended for an additional two weeks.

Adjournment

The meeting adjourned at 10:51 a.m.

Chair

RMWB Planning & Development Process Review Project Update

WB Development Advisory Committee
March 3, 2021



Agenda

1. RMWB Red Tape Reduction Initiative
2. P&D Process Review Project
3. P&D Change of Use Update
4. Discussion - Questions/Comments

RMWB Red Tape Reduction

- Commitment to continual improvement & engagement
- Examples of common concerns heard:
 - Inconsistency in communication from staff
 - Confusing/duplicated steps
 - Unnecessary process and permits
 - Customer Service levels
 - Time lags

P&D Process Review Project

“The department is aware of real and perceived public/investor complaints concerning CONFUSION, INEFFICIENCIES and MISCOMMUNICATION with P&D processes which must be addressed through the Process Review Project”

P&D Process Review Project

“The department aims to reduce red tape & better facilitate property improvement, investment, and responsible growth in our region”

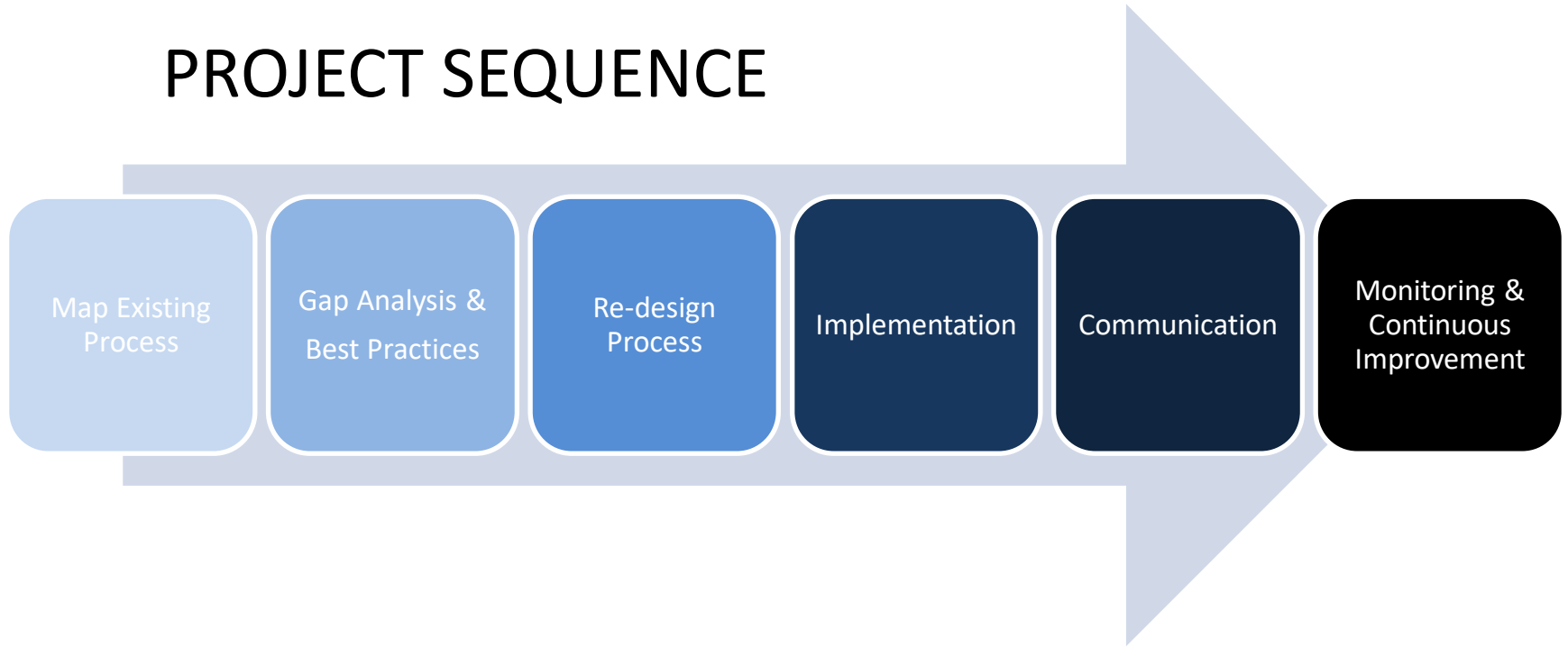
P&D Process Review Project

PURPOSE

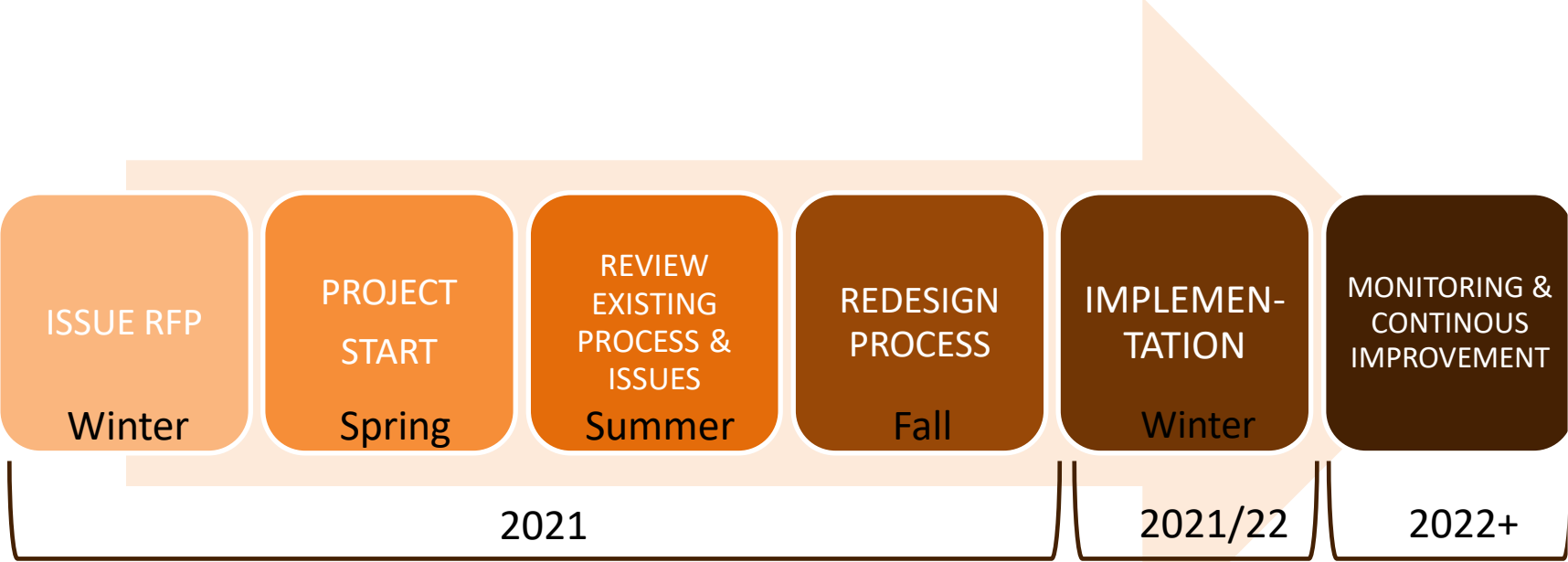
- Focus on Customer Service
- Reduce frustration
- Clearer communication and expectations
- Reduced processes/steps
- Increase investor confidence

P&D Process Review Project

PROJECT SEQUENCE



P&D Process Review Project



Attachment: Process Review Presentation March 3, 2021

*Approximate Dates. Subject to change based on process.

P&D Process Review Project

STAKEHOLDER ENGAGEMENT

- Input from residents and businesses is critical
- Opportunities will be available throughout process
- Confidential input is an option

P&D – Change of Use

Improved Process



Sample of Proposed Permitted Uses

Permitted Uses: Light Industrial (selected)

Accessory Building
 Animal Care Services, Minor
 Automotive and Equipment Service
 Automotive Vehicle Sales and Rental
 Commercial Guest Accommodation
 Contractor, Limited
 Custom, Manufacturing
 Equipment Rental
 Food Vendor, Mobile
 Office
 Restaurant, Major
 Restaurant, Minor

Permitted Uses: Community Commercial

Accessory Building
 Animal Care Service, Minor
 Drinking Establishment
 Health Care Facility, Minor
 Office
 Public Utility
 Recreation Facility, Indoor
 Religious Assembly
 Restaurant, Major
 Restaurant, Minor
 Retail, General

Discussion

