



## **Wood Buffalo Development Advisory Committee**

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

Wednesday, April 5, 2023  
9:00 AM

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### **Agenda**

1. **Call to Order**
2. **Adoption of Agenda**
3. **Minutes of Previous Meetings**
  - 3.1. Wood Buffalo Development Advisory Committee Meeting - March 1, 2023
4. **New and Unfinished Business**
  - 4.1. Red Tape Reduction Update
    - Planning and Development Process Review Project
    - Minister of Service Alberta and Red Tape Reduction Meeting
  - 4.2. Municipal Development Plan Update
  - 4.3. Land Use Bylaw Update
  - 4.4. 2023 - 2024 Committee Priorities
    - 2023 - 2024 Proposed Priorities
    - 2022 Action Log Review

### **Adjournment**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held in Room 207, at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, March 1, 2023, commencing at 9:00 AM.**

**Present:**

Bryce Kumka, Chair, Business Community via MS Teams  
 Jennifer Vardy, Vice-Chair, Public At Large  
 Bilal Abbas, Public-At-Large via MS Teams  
 Justin Ellis, Public At Large via MS Teams  
 Steven Hale, Education Sector via MS Teams  
 Alex McKenzie, Land Development Sector  
 David Secord, Business Community via MS Teams  
 Purva Sharma, Arts, Culture and Recreation Representative via MS Teams  
 Ijeoma Uche-Ezeala, Public-At-Large via MS Teams  
 Rene Wells, Public-At-Large

**Absent:**

Dan Soupal, Land Development Industry  
 Aurick de Sousa, Community Development  
 Raj Vasal, Community Development  
 Stu Wigle, Councillor

**Administration:**

Kevin Meacher, Program Manager, Municipal Initiatives  
 Lauri-Anne St. George, Program Manager, Strategic Planning & Program Management  
 Sonia Soutter, Manager, Senior Legislative Officer  
 Destiny Hilliard, Clerk, Legislative Services

**1. Call to Order**

Due to the Chair Bryce Kumka participating via MS Teams, Vice Chair Jennifer Vardy assumed the Chair and called the meeting to order at 9:04 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Alex McKenzie  
**SECONDER:** Rene J.K. Wells  
**FOR:** Abbas, , Hale, Kumka, McKenzie, Secord, Sharma, Uche-Ezeala  
 Vardy, Wells  
**ABSENT:** DeSousa, Ellis, Soupal, Vasal

### 3. Minutes of Previous Meetings

#### 3.1. Wood Buffalo Development Advisory Committee Meeting - February 1, 2023

##### MOTION:

THAT the Minutes of the February 1, 2023 Wood Buffalo Development Advisory Committee, be approved as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Bryce Kumka  
**SECONDER:** Ijeoma Uche-Ezeala  
**FOR:** Abbas, Hale, Kumka, McKenzie, Secord, Sharma, Uche-Ezeala  
 Vardy, Wells  
**ABSENT:** DeSousa, Ellis, Soupal, Vasal

### 4. New and Unfinished Business

#### 4.1. Downtown Area Redevelopment Plan Final Engagement

##### Entrance

Committee Member J. Ellis joined the meeting at 9:26 a.m.

Chris Booth, Manager, Planning and Development, presented the Downtown Area Redevelopment Plan highlighting that the project's purpose is to respond to the Downtown's changing social, economic and cultural conditions and to guide further development of the Downtown. An outline of the plan's structure, project progress and next steps were overviewed, where objectives of the plan were reviewed, and it was noted that this plan is in the final engagement phase and following public engagement, the feedback received will be reviewed and as the final document is considered a Statutory Plan, the document will go forward to Council for enactment.

Committee Members discussed the plan and provided feedback for consideration.

### Vacating, Assuming and Resuming of Chair

Vice Chair Jennifer Vardy vacated the Chair at 10:33 a.m., at which time Committee Member Alex McKenzie assumed the Chair. Vice Chair Jennifer Vardy resumed the Chair at 10:37 a.m.

## **4.2. Downtown Revitalization Incentive Program Update**

Chris Booth, Manager, Planning and Development, provided a brief update on the Downtown Revitalization Incentive Program that was introduced in June 2020 noting the program's success, with an overall 191 approved applications and \$7 million that's been committed based on the approved applications. It was further noted that the programs current phase has received 40 applications to date and will close in April 2023.

## **4.3. 2023 Committee Priorities Update**

Vice Chair Jennifer Vardy provided an update on behalf of the Priorities Working Group, on the work that has been undertaken towards prioritizing and identifying the Committee's initiatives for 2023 and future years. Following discussions of the Committee it was agreed to bring this matter back for discussion at the next Committee meeting and include an overview of initiatives accomplished in 2022.

Committee members discussed the Committee's year-end report to Council and feedback was provided on the timelines associated with presenting to Council at an upcoming regular meeting.

### Exits

Bryce Kumka exited the meeting at 11:00 a.m.

Bilal Abbas exited the meeting at 11:00 a.m.

## **4.4. Minister of Service Alberta and Red Tape Reduction Correspondence Update**

Vice Chair Jennifer Vardy provided a brief overview of the correspondence that was received from the Minister of Service Alberta and Red Tape Reduction noting there is a new Minister of Red Tape Reduction and that the mandate has been reestablished.

With consensus of the Committee, a letter from the Chair will be sent to the new Minister of Service Alberta and Red Tape Reduction requesting quarterly meetings be scheduled.

## **4.5. Clean Energy Improvement Program**

Committee Member Justin Ellis presented the Clean Energy Improvement Program (CEIP) that is administered by the Alberta Municipalities Association noting that this program is Alberta's innovative financing tool enabling residential and commercial property owners to pay for energy efficiency and renewable energy upgrades.

Committee Members agreed to form a working group that will complete a feasibility study on the CEIP and present the findings to the Committee for consideration as an initiative of the Committee.

Committee Members, Justin Ellis, Ijeoma Uche-Ezeala, Alex McKenzie and Jennifer Vardy expressed interest in participating in the working group

#### Exits

Steven Hale exited the meeting at 11:28 a.m.

#### **Adjournment**

The meeting adjourned at 11:33 a.m.

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Chair



ALBERTA

SERVICE ALBERTA AND RED TAPE REDUCTION

*Office of the Minister  
MLA, Morinville-St. Albert*

FEB 17 2023

AR45346

Mr. Bryce Kumka  
Chair, Wood Buffalo Development Advisory Committee  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4

Dear Mr. Kumka:

Thank you for your congratulatory note regarding my appointment as Minister of Service Alberta and Red Tape Reduction in Premier Danielle Smith's Cabinet. It is an honour and a privilege to serve the people of Alberta in this capacity.

I appreciate you sharing a copy of the Regional Municipality of Wood Buffalo's Planning and Development Department Process Review report. The report's focus on making building and development permits easier and faster to obtain by eliminating duplicative application requirements, creating a single application form for residential building permits, and ensuring permit application requirements are clear and easy to follow aligns with the Government of Alberta's commitment to cut red tape by one-third. Making life easier for hardworking Albertans and businesses is a goal we share.

As you may be aware, my Mandate Letter includes direction to reduce wait times for permit approvals across all ministries, and to report on the feasibility of implementing an 'automatic yes' approach that assumes permits are approved within a reasonable period of time unless a rationale is provided to support rejection. I have shared your report with my department staff for their consideration, as we continue to work towards implementing this mandate item.

Concurrently, Municipal Affairs is collecting benchmark data on the number and value of subdivision applications, development permit applications, and building permits issued for all 332 municipalities in Alberta. By summer 2023, this information will be included in the Municipal Measurement Index, an online dashboard that allows Albertans to evaluate the performance of their local government in comparison with other municipalities. This information will also be used to support Municipal Affairs' mandate to work with municipalities to benchmark, measure, and reduce the time it takes to approve permits to create a more attractive business environment for investment.

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103 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-6880

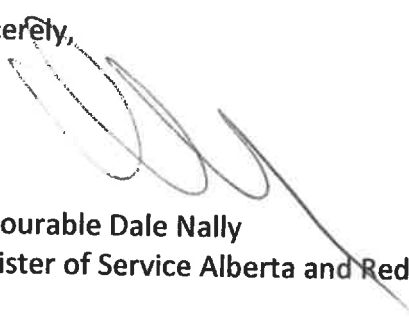
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Mr. Bryce Kumka  
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I understand that the Regional Municipality of Wood Buffalo's engagement with the Honourable Tanya Fir, former Associate Minister of Red Tape Reduction, resulted in productive conversations. I look forward to further discussion with you on how we can work together to eliminate unnecessary red tape, particularly around development and building permits. Please have your office contact my scheduling assistant, Audrey McConnell, to arrange a mutually suitable time to meet. Ms. McConnell can be reached at [audrey.mcconnell@gov.ab.ca](mailto:audrey.mcconnell@gov.ab.ca) or 780-422-6880.

Thank you again for taking the time to write.

Sincerely,



Honourable Dale Nally  
Minister of Service Alberta and Red Tape Reduction

Attachment: 1. 2023-02-17 Letter fr. Min.of Red Tape Reduction (Red Tape Reduction Update)

## 03.30.23 Backgrounder Outline

## Red Tape Reduction Backgrounder Document

Note: This document is intended to provide a proposed general overview of key points that the WBDAC would like to speak to the Minister of Red Tape Reduction about.

Items	Details
1) Name of the Municipality 2) Name of Council Appointed Committee	1. Regional Municipality of Wood Buffalo 2. Wood Buffalo Development Advisory Committee (WBDAC)
3) Contact name and cellphone of Administration participating in the meeting	<b>Heather Fredeen</b> Legislative Officer   Legislative Services <b>T: 780-743-7001</b>
4) Name, title and emails of Municipal Attendee(s) <i>(Up to 10)</i>	<b>Wood Buffalo Development Advisory Committee Members</b> <ul style="list-style-type: none"> <li>• Bryce Kumka (Chair)</li> <li>• Jennifer Vardy (Vice-Chair)</li> <li>• Other committee members to be confirmed in advance of a scheduled meeting.</li> </ul> <b>Name; title and emails of municipal attendee(s)</b> <ul style="list-style-type: none"> <li>• Paul Thorkelsson, CAO; <a href="mailto:cao@rmwb.ca">cao@rmwb.ca</a></li> <li>• Matthew Harrison, Director, Communications and Engagement; <a href="mailto:matthew.harrison@rmwb.ca">matthew.harrison@rmwb.ca</a></li> <li>• Kelly Hansen; Director Strategic Planning and Program Management <a href="mailto:kelly.hansen@rmwb.ca">kelly.hansen@rmwb.ca</a></li> <li>• Brad McMurdo; Director Planning and Development <a href="mailto:brad.mcmurdo@rmwb.ca">brad.mcmurdo@rmwb.ca</a></li> <li>• Monica Lance; Program Manager, Strategic Planning and Program Management <a href="mailto:monica.lance@rmwb.ca">monica.lance@rmwb.ca</a></li> </ul> <b>Members of the Legislative Assembly that Represent the Municipality of Wood Buffalo</b> <ul style="list-style-type: none"> <li>• Tany Yao</li> <li>• Brian Jean</li> </ul>
5) Proposed Issues to Discuss	<b>Red Tape Reduction</b> <ol style="list-style-type: none"> <li>1. Introduction – RMWB Mayor or designate / Minister.</li> <li>2. Seek to better understand work that has been completed and work that is underway by the Government of Alberta (GOA).</li> <li>3. Seek to better understand what role we can play to contribute to small business and economic development moving forward with red tape reduction in mind.</li> </ol>



## 03.30.23 Backgrounder Outline

	<p>4. Discuss ways that we could work together to create mutually beneficial outcomes moving forward (i.e., development and building permits red tape reduction). Seek to better understand what initiatives have been working within the provincial government and find out more about what other municipalities are doing and what's working.</p>
<p>6) <b>Issues background</b> (a brief on the context and background of issues)</p>	<p>Throughout 2021, members of the WBDAC met with the former Associate Minister of Red Tape Reduction; Tanya Fir quarterly to better understand:</p> <ol style="list-style-type: none"> <li>1. Red Tape Reduction work that has been completed and work that is underway by the Government of Alberta (GOA).</li> <li>2. More about what Red Tape Reduction initiatives have been working within the provincial government and find out more about what other municipalities are doing and what's working.</li> </ol> <p>Honorable Dally Nally's mandate includes direction to reduce wait times for permit approvals across all ministries and report on the feasibility of implementing an automatic yes approach for permit approvals. The WBDAC members have been provided a copy of the most current Red Tape Reduction Annual Report 2021-2022 which highlights progress to the end of 2022. On March 1, 2023, the Chair of the Wood Buffalo Development Advisory Committee shared an overview of written correspondence from Honorable Dale Nally; Minister of Service Alberta and Red Tape Reduction inviting committee members to meet with him to discuss how we can continue to work together. Specifically, an interest in further exploring how we can work together to eliminate development and building permit red tape continues to be of interest in creating a more attractive business environment for investment.</p> <p>The RMWB continues to work on making building permits and development permits easier and faster to obtain by eliminating duplicative application requirement, creating a single application form for residential building permits and ensuring permit application requirements are clear and easy to follow. Monitoring and measuring progress will be important next steps.</p>
<p>7) <b>Perspectives of municipality and WBDAC</b></p>	<p><b>Municipality:</b> Councils 2022-2025 Strategic Plan outlines Local Economy as a strategic area of focus. The intended outcome is to make this region a destination of choice for economic development and quality of life by supporting growth of the local business community and improve services to residents.</p> <p>The WBDAC mandate and initiatives include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Local development initiatives - support strategic planning and land use development (i.e., <b>Municipal Development plan, Downtown Area Redevelopment Plan, Land Use Bylaw, Detailed Land Use Map for Downtown</b>)</li> <li>• Development, construction and community-based issues – <b>Planning and Development Process Review Report</b></li> <li>• Public engagement activities (i.e., <b>Rural Tourism Engagement</b>)</li> </ul>

## 03.30.23 Backgrounder Outline

	<ul style="list-style-type: none"> <li>• Region-wide economic priorities - <b>thankful for GOA investments that support industry (i.e., HWY improvements)</b></li> <li>• Incentivizing private Investment Investments Downtown (<b>Downtown Revitalization Incentives Program</b>)</li> </ul>
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## Desired Outcomes

- Establish a positive relationship between the RMWB Administration, Wood Buffalo Development Advisory Committee members and the Government of Alberta for ongoing collaboration.
- Seek a shared understanding about how we can continue to work together to add value and advance red tape reduction initiatives that benefit the province and our region.
- Demonstrate our proactive interest in continuing to support red tape reduction and willingness to be a key point of contact for the GOA and regional champion for ongoing initiatives.
- Increase a shared understanding about what's already taken place or ongoing in terms of Red Tape Reduction.

## Possible Questions

- How is the RMWB currently reporting information that can be included in the Municipal Affairs Municipal Measure Index?
- What are the 1-2 most notable achievements that have resulted in positive changes as a result of red tape reduction initiatives?
- How are successes being measured?
- What's been working for the GOA in terms of Red Tape Reduction at the provincial level?
- What's been working for all other Municipalities that continue to report on Red Tape Reduction?
- Could we receive a consolidated overview of all reporting that has been submitted to date from all municipalities?
- What role we can play to contribute to small business and economic development moving forward with red tape reduction in mind?
- What can we do to add value to the work being undertaken by the Associate Ministers Office?
- What other Municipalities if any have been in communication with the associate minister and are working proactively to reduce red tape?
- Are there communities with similar committees that have been established?
- Could our Municipality be considered as a point of contact for emerging red tape reduction matters?
- What provincial legislation has been identified as a hinderance for Municipalities; particularly the RMWB?
  - Land matters?
  - Land transfer issues?
  - Residential development
- How might we work with other jurisdictions in Alberta to bring back the Alberta economic advantage?
- What Municipalities would you suggest are making the best progress?
- What's the overall status of this initiative and how much more is needed to reach the ideal end goal?