

**Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee of the Regional Municipality of Wood Buffalo held Room 1209 at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, January 15, 2020, commencing at 6:00 PM.**

**Present:**

Brianne English, Oil and Gas Industry  
Carolyn Evancio, Seniors Representative  
Cheryl Golosky, Indigenous Representative  
Owen Erskine, Recreation, Culture and Heritage  
Trent Keough, Education Sector  
Melanie Walsh, Community Development  
Renee Moulard, Public-at-Large  
Roy Williams, Land Development Industry  
Todd Hillier, Safety and Security Sector  
Verna Murphy, Councillor  
Jeff Peddle, Councillor

**Absent:**

Jean-Marc Guillamot, Business Community  
Sheri Pidhirney, Business Community

**Administration:**

Annette Antoniak, Chief Administrative Officer  
Jamie Doyle, Deputy Chief Administrative Officer  
Jade Brown, Chief Legislative Officer  
Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations  
Brad McMurdo, Director, Planning and Development  
Monica Lance, Manager, Special Projects  
Margo Firman, Executive Assistant  
Darlene Soucy, Legislative Officer

**1. Call to Order**

Darlene Soucy, Legislative Officer, called the meeting to order at 6:03 p.m.

**2. Introductions**

Annette Antoniak, Chief Administrative Officer welcomed Committee Members, provided opening remarks and invited everyone to introduce themselves.

Jade Brown, Chief Legislative Officer, provided a governance overview.

### 3. **Adoption of Agenda**

#### **MOTION:**

THAT the Agenda be adopted as presented.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Roy Williams, Land Development Industry
<b>SECONDER:</b>	Todd Hillier, Safety and Security Sector
<b>FOR:</b>	English, Evancio, Golosky, Erskine, Keough, Walsh, Mouland, Williams, Hillier, Murphy, Peddle
<b>ABSENT:</b>	Guillamot, Pidhirney

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

#### 4.1. **Appointment of Chair and Vice Chair**

Darlene Soucy, Legislative Officer, called for nominations for the position of Chair. Trent Keough self-nominated and, as there were no other nominations, was appointed Chair through consensus of the Committee.

##### Assuming of the Chair

Trent Keough assumed the Chair at 6:15 p.m.

Chair Trent Keough called for nominations for the position of Vice Chair. Roy Williams self-nominated and, as there were no other nominations, was appointed Vice Chair through consensus of the Committee.

#### 4.2. **Meeting Schedule**

The Wood Buffalo Downtown Revitalization Committee established the first Wednesday of every month beginning at 5:00 p.m. as their regular meeting schedule through consensus of the Committee.

#### 4.3. **Freedom of Information and Protection of Privacy Act (FOIP) Legislation Overview**

Ron Pelletier, Senior FOIP Officer and Joseph Adeleke, FOIP Advisor, provided an overview of FOIP Legislation, highlighting the way it applies to Committee Members in relation to protecting privacy and responding to FOIP requests for information.

#### 4.4. **Wood Buffalo Downtown Revitalization Advisory Committee Mandate**

Jamie Doyle, Deputy Chief Administrative Officer, provided an overview of the mandate of the Committee and provided a summary of the initiatives of the Committee as identified in Appendix H of Committee's Bylaw No. 17/024.

Monica Lance, Manager Special Projects, presented an overview of Downtown Revitalization, the initiative's alignment with Council's 2018-2021 Strategic Plan, the lower townsite boundaries and the public engagement that has taken place.

#### **4.5. Next Steps**

Annette Antoniak, Chief Administrative Officer, explained that time is of the essence in moving downtown revitalization forward and decisions need to be made, including identifying what the downtown area is and what tangibles could be achieved in 2020. The importance of public engagement in 2020 was emphasized, which could include design charrettes for refurbished building facades, light standards, walkways, murals or opportunities for seasonal kiosks, boat, or bicycle rentals, prior to providing Council with recommendations for consideration.

Jamie Doyle, Deputy Chief Administrative Officer, noted that the City Centre Area Redevelopment Plan did not prioritize what should be done and in what order. After priorities are identified, the Committee should assess how best to phase in the implementation of each step. Consideration should be given to what municipal resources are available, what will have the most impact, how to encourage other businesses or development, and exercising caution in decision making to ensure decisions will not affect businesses in the downtown.

#### Action Items:

- Members to review the information package, prioritize what is provided and bring their ideas to the next meeting for discussion.
- M. Lance to provide a summary of information items included or referenced in the January 15, 2020 agenda package.
- M. Lance to provide the public email address used to facilitate public engagement: [downtown@rmwb.ca](mailto:downtown@rmwb.ca).
- Members to research comparable community initiatives that might be applicable to the Municipality's initiatives.
- Administration to provide a larger map of the downtown that can be used as a working document.
- Administration to provide a contact list and include the length of each Member's appointment term.
- Administration to provide budget figures at the next meeting.
- B. McMurdo to provide an overview of the Land Use Bylaw at a future meeting.

Date of next meeting:

The next meeting will be Wednesday, February 5, 2020 at 5:00 p.m.

**Adjournment**

The meeting adjourned at 7:10 p.m.

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Chair