



## Wood Buffalo Development Advisory Committee

Wednesday, September 2, 2020

Conducted Electronically via MS Teams

9:00 AM

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### Agenda

#### Public Participation for the September 2, 2020 Wood Buffalo Development Advisory Committee Meeting

The Wood Buffalo Development Advisory Committee (Committee) will be conducting the September 2, 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 September 2, 2020 Wood Buffalo Development Advisory Committee Meeting Agenda must pre-register by 4:00 p.m. September 1, 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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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, 7<sup>th</sup> 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 - March 4, 2020

3.2. Wood Buffalo Development Advisory Committee Special Meeting - July 22, 2020

4. **New and Unfinished Business**

4.1. Wood Buffalo Economic Development Corporation Engagement Opportunities (15 Minutes)

4.2. Identifying Opportunities for Red Tape Reduction/Improvements to Regional Municipality of Wood Buffalo Processes (40 minutes)

4.3. Municipal Development Plan Discussion (20 Minutes)

4.4. Formation of Sub-Committees Discussion (15 Minutes)

4.5. Committee Initiatives - Update to Council (5 Minutes)

4.6. Review of Action Log (10 Minutes)

4.7. Date of Next Meeting

**Adjournment**

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held in the 7<sup>th</sup> Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, March 4, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Chair, Member - Public-at-Large  
 David Secord, Vice Chair, Member - Business Community  
 Bryce Kumka, Member - Business Community (via teleconference)  
 Scott Jackson, Member - Oil and Gas Industry  
 Jin Li, Member - Public-at-Large  
 Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
 Joel Trudell, Member - Community Development  
 Curtis Williams, Member - Community Development

**Absent:**

Mark Burris, Member - Health & Wellness  
 Gilles Huizinga, Member - Public-at-Large  
 Mike Jones, Member - Public-at-Large  
 Dan Soupal, Member - Land Development  
 Jane Stroud, Councillor

**Administration:**

Jamie Doyle, Deputy Chief Administrative Officer  
 Brad McMurdo, Director, Planning and Development  
 Margo Firman, Executive Assistant, Office of the Deputy Chief Administrative Officer  
 Sonia Soutter, Senior Legislative Officer  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair, Diana Noble, called the meeting to order at 9:04 a.m.

**2. Welcome and Introductions**

Chair, Diana Noble, welcomed new Committee Members Curtis Williams and Joel Trudell, who represent the Community Development sector.

**3. Adoption of Agenda**

**MOTION:**

THAT the Agenda be adopted as presented.

**RESULT:** CARRIED [UNANIMOUS]  
**MOVER:** Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector  
**SECONDER:** Jin Li, Member - Public-at-Large  
**FOR:** Noble, Kumka, Mendez-Barks, Jackson, Li, Secord, Trudell, Williams  
**ABSENT:** Soupal, Huizinga, Jones, Burris

#### 4. Minutes of Previous Meetings

##### 4.1. Wood Buffalo Development Advisory Committee Meeting – February 19, 2020

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** David Secord, Member - Business Community  
**SECONDER:** Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector  
**FOR:** Noble, Kumka, Mendez-Barks, Jackson, Li, Secord, Trudell, Williams  
**ABSENT:** Soupal, Huizinga, Jones, Burris

#### 5. New and Unfinished Business

##### 5.1. Review of Land Use Bylaw Survey

Committee Members shared their responses and provided feedback regarding the Municipality's Land Use Bylaw survey which outlined proposed changes to the Land Use Bylaw.

##### 5.2. Wood Buffalo Development Advisory Committee Survey Questions and Timeline

The Committee solidified questions to be included in a survey initiated by the Committee and released to local businesses, to better understand economic priorities and current barriers that face businesses including development and construction issues and red tape for business development.

Nadia Power, Acting Manager, Communications and Stakeholder Relations provided an overview of the "Bang the Table" engagement platform utilized by the Municipality.

##### Action Items

- Nadia Power, Acting Manager, Communications and Stakeholder Relations to provide a presentation on "Bang the Table", the tool that will be used for the Committee's survey.

- Diana Noble to work with Nadia Power, Acting Manager, Communications and Stakeholder Relations to populate the Committee’s survey questions into the “Bang the Table survey tool. Committee Members to review the final survey and provide comments by end of the day on Tuesday March 10, 2020 in preparation for the release of the survey to business owners on Wednesday March 11, 2020.

Exit and Return

Scott Jackson exited the meeting at 9:49 a.m. and returned at 9:56 a.m.

**5.3. Wood Buffalo Development Advisory Committee Working Groups**

This item was deferred until the next Committee Meeting.

**5.4. Review of Committee Action Items / Next Steps**

The Committee reviewed and provided updates on action items.

**5.5. Advisory Committee Update - Deputy Chief Administrative Officer**

This item was deferred until the next Committee Meeting.

**Adjournment**

The meeting adjourned at 10:55 a.m.

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Chair

Minutes Acceptance: Minutes of Mar 4, 2020 9:00 AM (Minutes of Previous Meetings)

**Minutes of a Special Meeting of the Wood Buffalo Development Advisory Committee via Electronic Communications, in Fort McMurray, Alberta, on Wednesday, July 22, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Chair - Public-at-Large  
 David Secord, Vice Chair - Business Community  
 Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
 Mark Burris, Member - Health & Wellness  
 Scott Jackson, Member - Oil and Gas Industry  
 Mike Jones, Member - Public-at-Large  
 Dan Soupal, Member - Land Development  
 Curtis Williams, Member - Community Development  
 Jane Stroud, Councillor

**Absent:**

Bryce Kumka, Member - Business Community  
 Jin Li, Member - Public-at-Large

**Administration:**

Matthew Hough, Deputy Chief Administrative Officer  
 Jade Brown, Chief Legislative Officer  
 Brad McMurdo, Director, Planning and Development  
 Monica Lance, Manager, Special Projects  
 Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair, Diana Noble, called the meeting to order at 9:05 a.m.

**2. New and Unfinished Business**

**2.1. Committee Membership Update**

Heather Fredeen, Legislative Officer, Provided an update on two vacant position due to recent resignations of two committee members. Recruitment to fill one of the vacant positions will be launched in August 2020.

**2.2. Review of Action Log**

Discussion of this item was deferred until the next Committee Meeting.

### **2.3. Deputy Chief Administrative Officer - COVID-19 and 2020 Flood Update**

Matthew Hough, Deputy Chief Administrative Officer, provided an overview of the Municipality's response to the COVID-19 pandemic and indicated that relaunch plans are in progress; however, the safety of municipal staff is paramount.

The Deputy Chief Administrative Officer indicated that the *Improving Community Resilience: 2020 Overland Flood Considerations in the Regional Municipality of Wood Buffalo* Report was presented to Council on July 14, 2020 and a Special Council Meeting will take place on July 28, 2020 in which Council will consider Administration's recommendations for flood mitigation.

### **2.4. Project Updates**

#### **Kevin Weidlich - Business Recovery Task Force Report**

Kevin Weidlich, Chief Executive Officer, Economic Development Corporation, provided a presentation on the Wood Buffalo Economic Development Corporation and the Business Recovery Task Force's action items and suggested that collaboration efforts between the Wood Buffalo Development Advisory Committee and the Business Recovery Task Force would be beneficial.

#### **Downtown Revitalization Incentives Program**

Brad McMurdo, Director, Planning and Development, provided an overview of the Downtown Revitalization Incentives Program and indicated that there has been a lot of interest since the intake for applications opened on June 29, 2020.

#### **Downtown Revitalization Tax Incentive Program**

Brad McMurdo, Director, Planning and Development indicated that the Downtown Revitalization Tax Incentives Program has also received a lot of interest and indicated that applications would be accepted until December 31, 2020.

#### **Land Use Bylaw**

Brad McMurdo, Director, Planning and Development, provided an update on the proposed Land Use Bylaw and indicated that the COVID-19 pandemic has delayed the project, but the Department hopes to have 1<sup>st</sup> reading before Council in September.

#### **Downtown Area Redevelopment Plan**

Brad McMurdo, Director, Planning and Development, updated the Committee on the Downtown Area Redevelopment Plan and indicated Administration is awaiting Council's direction on flood mitigation. Public engagement for this initiative is scheduled for August.

**2.5. Review Committee Priorities**

Chair, Diana Noble, provided an overview of the Committee’s priorities and suggested that the Committee Members review the priorities at the next Committee Meeting to determine relevance.

**2.6. Discussion: Committee Survey Status**

Discussion of this item was deferred until the next Committee Meeting.

**2.7. Meeting Schedule**

The next meeting is scheduled for Wednesday August 5, 2020.

**Adjournment**

The meeting adjourned at 11:02 a.m.

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Chair

Minutes Acceptance: Minutes of Jul 22, 2020 9:00 AM (Minutes of Previous Meetings)