



Wood Buffalo Pro-Business Advisory Committee

Chamber of Commerce Board Room
105 - 9912 Franklin Avenue, Fort McMurray, AB T9H 2K5

Wednesday, November 8, 2023
2:00 PM

Agenda

1. **Call to Order**
 2. **Adoption of Agenda**
 3. **Minutes Approval**
 - 3.1. Wood Buffalo Pro-Business Advisory Committee Meeting - October 11, 2023
 - 3.2. Wood Buffalo Pro-Business Advisory Committee Meeting - October 19, 2023
 4. **New and Unfinished Business**
 - 4.1. Discussion with Fort McMurray Wood Buffalo Economic Development and Tourism
 - 4.2. Procurement Overview
 - 4.3. 2023 Priorities
- Adjournment**

Minutes of a Meeting of the Wood Buffalo Pro-Business Advisory Committee of the Regional Municipality of Wood Buffalo held in Room 207, at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, October 11, 2023, commencing at 1:00 PM.

Present:

Dianna de Sousa, Fort McMurray Chamber of Commerce , Chair
Carmelo Daprocida, BILD Wood Buffalo
Robbie Picard, Public-At-Large
Kristi Hines, Fort McMurray Wood Buffalo Economic Development and Tourism
Lana Maloney, Fort McMurray Construction Association
John Rybak, Consulting Engineers of Alberta, Wood Buffalo

Absent:

Michelle Toner, Northeastern Alberta Aboriginal Business Association
Stu Wigle, Councillor

Administration:

Dennis Vroom, Program Manager, Municipal Initiatives
Sonia Soutter, Manager, Senior Legislative Officer

1. Call to Order

Chair Dianna de Sousa called the meeting to order at 1:11 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kristi Hines
SECONDER:	Robbie Picard
FOR:	Daprocida, de Sousa, Hines, Maloney, Picard, Rybak
ABSENT:	Toner

Minutes Acceptance: Minutes of Oct 11, 2023 1:00 PM (Minutes Approval)

3. Minutes of Previous Meeting**3.1. Wood Buffalo Pro-Business Advisory Committee Meeting – September 13, 2023****MOTION:**

THAT the Minutes of the Wood Buffalo Pro-Business Advisory Committee held on September 13, 2023, be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kristi Hines
SECONDER:	John Rybak
FOR:	Daprocida, de Sousa, Hines, Maloney, Picard, Rybak
ABSENT:	Toner

4. New and Unfinished Business**4.1. Introduction of New Committee Member**

Although not in attendance the appointment of Michelle Toner, Northeastern Alberta Aboriginal Business Association Representative was noted for the record.

4.2. Business Roundtable

Mike Wheeler, Chief Executive Officer Banquet, Canadian Brewhouse and Plantlife Cannabis, Trevor Christensen, Manager Summit GM and Kyla Penner, Owner KP Squared shared their experiences doing business with the Municipality to assist the Committee with identifying systemic and reoccurring challenges of the regional business community.

Challenges with the overall permitting process, and inconsistencies with safety code inspections were shared. In addition, it was shared that lengthy timeline's associated with bringing forward bylaw amendments such as applications for zoning changes are a concern for new businesses, as delays cause impacts to resources and projects.

It was further shared that when legislative changes are made by the Government of Alberta, the Municipalities timeline to have bylaws updated have taken a considerably longtime which has resulted in inconsistencies between provincial legislation and municipal bylaws. Other matters such as access to developable land in the region and staff turnover were also expressed.

Amanda Hiatas, Acting Director and Kojo Efu, Acting Senior Manager, Planning and Development, acknowledged the information shared, and indicated improvements are being made to enhance services such as consistency between safety code inspectors.

It was noted that the bylaw process is under review but due to the large size of Land Use Bylaw No. 99/059 and staffing resources changes may not be seen right away.

Committee members discussed opportunities to engage with Fort McMurray Wood Buffalo Economic Development and Tourism to explore how they can support new business and development in the community.

4.3. 2023 Committee Priorities - Strategic Solutions

It was agreed that a Special Meeting be held to provide the Committee an opportunity to further discuss and finalize their draft strategic solutions in order for a recommendation to be brought forward to Council prior to December 31, 2023.

MOTION:

THAT a Special Meeting of the Wood Buffalo Pro-Business Advisory Committee be held on Thursday, October 19, 2023, from 1:00 PM to 4:00 PM.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Lana Maloney
SECONDER:	Robbie Picard
FOR:	Daprocida, de Sousa, Deranger, Hines, Maloney, Picard, Rybak
ABSENT:	Toner

Adjournment

Chair

Minutes Acceptance: Minutes of Oct 11, 2023 1:00 PM (Minutes Approval)

Minutes of a Special Meeting of the Wood Buffalo Pro-Business Advisory Committee held in Room 201 -Timberlea Landing, in Fort McMurray, Alberta, on Thursday, October 19, 2023, commencing at 1:00 PM.

Present:

Dianna de Sousa, Fort McMurray Chamber of Commerce, Chair
 Carmelo Daprocida, BILD Wood Buffalo
 Robbie Picard, Public-At-Large
 John Rybak, Consulting Engineers of Alberta, Wood Buffalo

Absent:

Kristi Hines, Fort McMurray Wood Buffalo Economic Development and Tourism
 Lana Maloney, Fort McMurray Construction Association
 Michelle Toner, Northeastern Alberta Aboriginal Business Association
 Stu Wigle, Councillor

Administration:

Dennis Vroom, Program Manager, Municipal Initiatives

1. Call to Order

Chair Dianna de Sousa called the meeting to order at 1:09 p.m.

2. New and Unfinished Business

2.1. 2023 Committee Priorities - Strategic Solutions

The Committee discussed their draft strategic solutions and decided that the list will be finalized at the next Committee meeting occurring on November 8, 2023, and will be brought forward to Council prior to December 31, 2023.

Adjournment

The meeting adjourned at 4:00 p.m.

Chair

Procurement Overview

Presenter: Rachel Orser

Department: Supply Chain Management

Meeting Date: November 8, 2023



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Services at a Glance:

- Obtains value for the Municipality by ensuring an open, fair and transparent process is conducted
- Works with departments to understand and support their current and future procurement needs
- Manages the competitive bidding process for goods, services, and construction purchases required by the Municipality and awards contracts for all departments

Supporting Policies and Relevant Legislations:

- The following internal documents govern the process:
 - Council Procurement Policy (SCOM-100)
 - Procurement Administrative Directive (FIN-190)
- The Municipality adheres to the following trade agreements:
 - New West Partnership Trade Agreement (NWPTA)
 - Canadian Free Trade Agreement (CFTA)
 - Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

Initiatives Adopted:

- Implemented two pillars of the Social Procurement Program;
- Introduced a new internal process to initiate an open competitive procurement; and
- Standardization of solicitation document templates (RFP, RFQ and RFT).

Initiatives Underway:

- Municipal Procurement Strategy for Indigenous Businesses;
- Comprehensive review of standardized construction contracts;
- Vendor landing page on municipal website; and
- Finalizing a governance suite of policies, procedures, and processes to modernize the procurement function.

Thank You

