

**Minutes of a Meeting of the Wood Buffalo Development Advisory Committee held via Electronic Communications in Fort McMurray, Alberta, on Wednesday, October 7, 2020, commencing at 9:00 AM.**

**Present:**

Diana Noble, Chair, Member - Public-at-Large  
David Secord, Vice-Chair, Member - Business Community  
Mark Burris, Member - Health & Wellness  
Mike Jones, Member - Public-at-Large  
Bryce Kumka, Member - Business Community  
Jin Li, Member - Public-at-Large  
Ana Mendez-Barks, Member - Arts, Culture and Recreation Sector  
Jane Stroud, Councillor  
Beverley Tjarera, Member, Community Development  
Curtis Williams, Member, Community Development

**Absent:**

Scott Jackson, Member - Oil and Gas Industry  
Dan Soupal, Member - Land Development

**Administration:**

Monica Lance, Manager, Special Projects  
Nicole Van Kruistum, Senior Executive Liaison, Office of the Deputy Chief Administrative Officer  
Heather Fredeen, Legislative Officer

**1. Call to Order**

Chair D. Noble, called the meeting to order at 9:09 a.m.

**2. Adoption of Agenda**

**MOTION:**

THAT the Agenda be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

**3. Minutes of Previous Meetings**

**3.1. Wood Buffalo Development Advisory Committee Special Meeting - August 27, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Jin Li, Member - Public-at-Large
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

Entrance

B. Tjarera entered the meeting at 9:11 a.m.

**3.2. Wood Buffalo Development Advisory Committee Meeting - September 2, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Meeting held on September 2, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Ana Maria Mendez-Barks, Member - Arts, Culture and Recreation Sector
<b>SECONDER:</b>	Curtis Williams
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams
<b>ABSENT:</b>	Soupal, Kumka, Jackson, Tjarera

**3.3. Wood Buffalo Development Advisory Committee Special Meeting - September 21, 2020**

**MOTION:**

THAT the Minutes of the Wood Buffalo Development Advisory Committee Special Meeting held on August 27, 2020 be approved as presented

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Beverley Tjarera
<b>FOR:</b>	Noble, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Kumka, Jackson

#### Entrance

B. Kumka entered the meeting at 9:13 a.m.

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

##### **4.1. Presentation from Planning and Development Front Counter Staff**

Christopher Booth, Manager, Community Development Planning and Lori Parsons, Supervisor Support Staff, provided an overview of services provided by the Planning and Development Department and highlighted the opportunity for CO-OP meetings, which provides developers an opportunity to meet with the Planning and Development department prior to submitting a permit application and helps to identify potential hurdles, or opportunities that might affect the permit process.

#### Actions

- Administration to provide information regarding public attendance at Planning and Development CO-OP Meetings.
- Planning and Development to provide issues/concerns to the Committee, that have been identified internally by staff at departmental staff meetings.

##### **4.2. Presentation from Andrea Hailey, Wood Buffalo Economic Development Corporation re: Place Brand Marketing**

Andrea Hailey, Wood Buffalo Economic Development Corporation provided a presentation on place brand marketing for the Regional Municipality of Wood Buffalo and indicated that the marketing plan would be rolled out to the public in November 2020.

##### **4.3. Discussion/Presentation re: Municipal Development Plan**

Such Chandhiok, Supervisor, Statutory Plans, accompanied by consultants Andrew Palmiere and Nicholas Khul, O2 Planning and Design, provided a presentation on the new Municipal Development Plan (MDP) project and encouraged the participation and feedback from the Wood Buffalo Development Advisory Committee.

#### Action

Committee Members to complete MDP survey.

**4.4. Boards and Committees Expiring Memberships and Annual Recruitment Campaign**

Heather Fredeen, Legislative Services, provided an overview on the recruitment campaign for vacant positions on Council appointed Boards and Committees and indicated that there are four open positions on the Wood Buffalo Development Advisory Committee.

Action

Legislative Services to provide Committee Members with the working sectors for the vacant positions on the Wood Buffalo Development Advisory Committee.

**4.5. Solidifying Terms of Reference for Red Tape Working Group**

**MOTION:**

THAT the Red Tape Working Group Terms of Reference, Attachment 1 to the October 7, 2020 Wood Buffalo Development Advisory Committee Minutes, be approved.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryce Kumka, Member - Business Community
<b>SECONDER:</b>	David Secord, Member - Business Community
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

**MOTION:**

THAT Bryce Kumka be assigned to the Red Tape Reduction Working Group;

THAT Bryce Kumka be appointed as Chair of the Red Tape Reduction Working Group; and

THAT Diana Noble, Chair of the Wood Buffalo Development Advisory Committee, be appointed as an ex-officio member of the Red Tape Reduction Working Group.

<b>RESULT:</b>	<b>CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	David Secord, Member - Business Community
<b>SECONDER:</b>	Mike Jones, Member - Public-at-Large
<b>FOR:</b>	Noble, Kumka, Jones, Mendez-Barks, Burris, Li, Secord, Williams, Tjarera
<b>ABSENT:</b>	Soupal, Jackson

## **Adjournment**

The Meeting adjourned at 11:13 a.m.

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Mayor

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Chief Legislative Officer

## Red Tape Working Group - Terms of Reference

### Purpose:

- Encourage ongoing feedback from developers by creating a culture of continuous improvement through red tape reduction; specifically focused on business and commercial regulatory requirements and internal permitting processes.
- Review the existing and proposed Land Use Bylaw in alignment with the consolidated committee's bylaw and provide advice to Municipal Administration regarding recommended changes.

### Intended Outcomes

- Understand the business/commercial developer experience as it relates to meeting development related requirements and following processes.
- Save costs by collecting feedback over a long timeframe and when the time comes for a large document to be amended, there will be a wealth of information available.
- Reduce the amount of time required to consult the public by continuously referencing feedback.
- Create an environment of continuous "red tape reduction", by connecting the developer's feedback to the subject matter experts within the Planning and Development Department.
- Make system-wide improvements that help the Planning and Development Department make appropriate positive changes as the region changes and grows (i.e. improved internal development specific services).
- Decrease barriers to development in the region and increase development activity/applications.
- Improve the overall business and economic environment of the Municipality and support initiatives outlined in Councils Strategic Plan (i.e. encourage development downtown and encourage economic and small business development).
- Work with business developers to build and develop new businesses, expand existing businesses and increase economic activity in the region.
- Help create a clearly articulated Land Use Bylaw as it relates to development of commercial properties.
- Support initiatives outlined in Councils Strategic Plan (i.e. encourage development downtown).
- Work with business developers to build and develop new businesses.
- Work with business developers to expand existing businesses.
- Attract and retain businesses and increase economic activity in the region.
- Encourage economic and small business development.
- System-wide improvements that enhance positive changes.

**Committee Actions:**

- Research how municipal administration works with business developers to build and develop new businesses and expand existing ones.
- Engage with the public and provide feedback on Municipal Processes (i.e. review provincial and municipal regulatory requirements that impact development of business/commercial properties and review building code and business/commercial development permitting processes).
- Assist the Municipality engage with the broader public for feedback specific to business and commercial development regulations and processes, with a view of decreasing barriers to development and reducing red tape.
- Reference information received during public engagement to identify trends, patterns and areas of friction in the application process (i.e. work with administration/consultant to capture and review regulation and process related complaints). Make solution focused recommendations that address potential systemic issues.
- Identify irritants to developers stemming from Provincial and Municipal regulatory requirements and provide recommendations to reduce the compliance burden, both at a specific and systemic level and identify potential solutions.
- Recommend changes to regulatory framework with a view to encourage economic and small business development in the Municipality.
- Review the current and proposed requirements specifically for the development of commercial properties within the Land Use Bylaw (LUB) including sign provisions.
- Help Identify areas of assistance for small businesses.
- Provide advice to Municipal Administration regarding recommended bylaw amendments (via online survey feedback and/or through the committee).
- Work with Administration to determine if, when and how to best incorporate recommendations for Council consideration.
- Identify potential mechanisms to investigate and resolve escalating/unique business/commercial development complaints (example: complaints deemed by at least one party as unfair or those that cannot be resolved by both parties working directly together).
- Review current processes that are in place to address and resolve business and commercial development related complaints.
- Look for trends and patterns in business and development complaints to identify and provide solution focused advice/recommendations to address potential individual and systemic issues.
- Help identify areas of assistance that the Municipality, Wood Buffalo Economic Development and the business community can evaluate and track continuous improvements in the local business environment.