REZONING REDESIGN - 2019 DRAFT IMPROVEMENTS

	Deliverable	Who	

**Improvement 1
Tier Framework**
	• Tier framework document, which includes:
	  ○ The number of tiers
	  ○ Application types in each tier
	  ○ Rezoning steps required for each tier
	  ○ Preliminary timeline targets
	• Templates
	  ○ Report
	  ○ Annotation/ Executive Summary
		City of Edmonton	Andrew McLellan
			Greg Ablett
			Jatinder Tiwana
			Luke Cormier
			Michelle Neilson

		EPCOR Water	Gerald Wildeman
		Industry	Katrina Rowe Shane Gerein

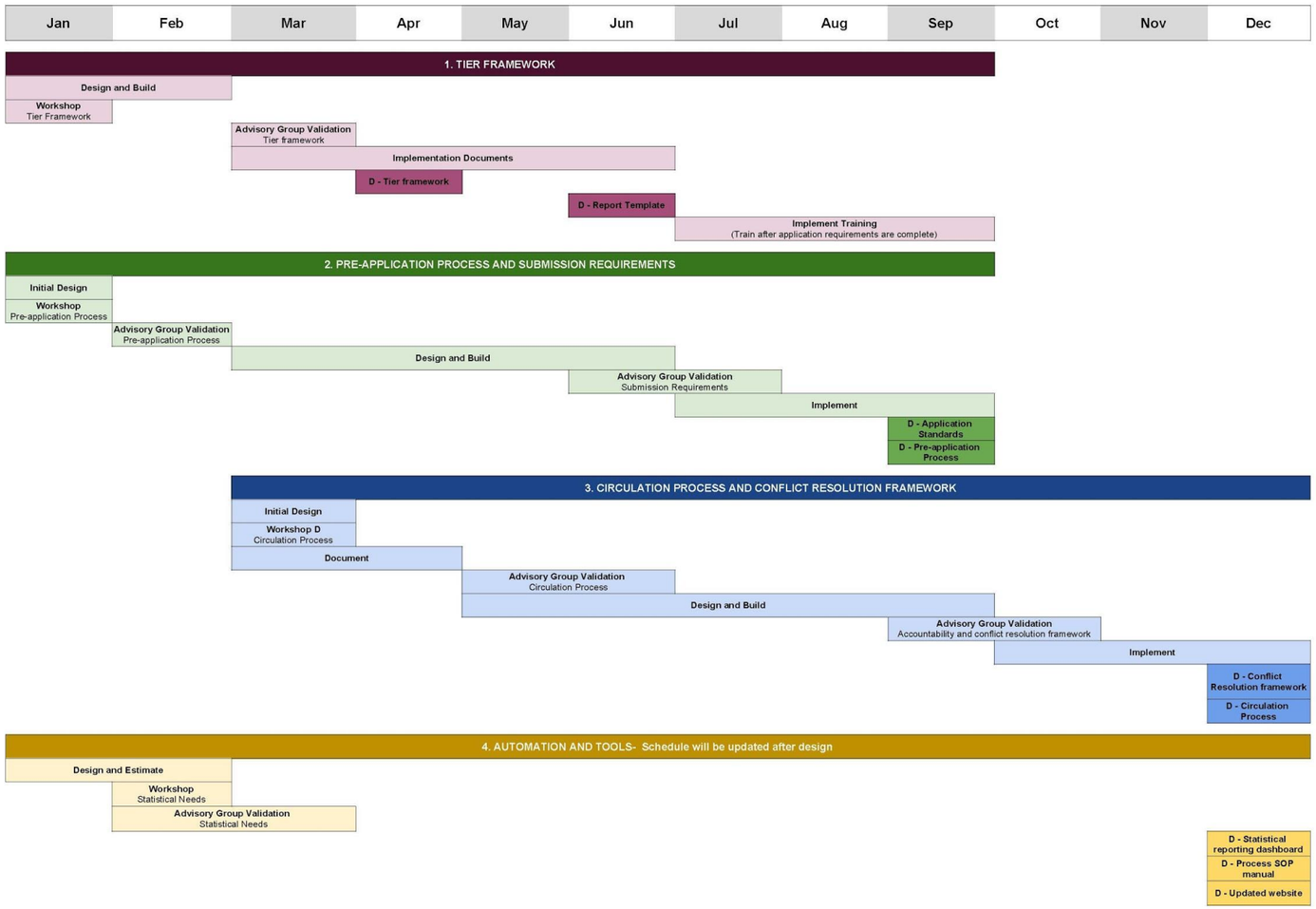
**Improvement 2
Pre-application Process and Submission Requirements**
	• Pre-Application Process
	  ○ who needs to attend meeting
	  ○ how information will be recorded
	  ○ RACI documentation
	• Process documentation
	• Submission Requirements for Pre-Application and Application by each tier
	• Supporting Technology
		City of Edmonton	Andrew McLellan
			Brandon Langille
			Holly Mikkelsen
			James Veltkamp
			Sincy Modayil

		EPCOR Water	Gerald Wildeman
		Industry	Blaydon Dibben Chris Dulaba Kim Petrin Shane Gerein

**Improvement 3
Circulation Process and Conflict Resolution Framework**
	• Circulation Process
	  ○ Clear end to a circulation
	  ○ Circulation tool
	  ○ how will negotiations work, and keep everyone in the loop
	  ○ RACI documentation
	• Circulation lists for each tier
	• Target timelines for each tier
	• Process documentation
	• Conflict Resolution Framework document:
	  ○ when is escalated need
	  ○ who makes the decision
	  ○ how decision is recorded and shared
	• Transition documents
	• Supporting technology
		City of Edmonton	Andrew Sherstone
			Donovan Pederson
			Greg Ablett
			Heather Vander Hoek
			Rod Heinricks

		EPCOR Water	Gerald Wildeman
		Industry	Jon Heisler Katrina Rowe Shane Gerein TBD

**Improvement 4
Tools and Tracking**
	• Identify and prioritize automation needs
	• Minor changes TBD
	• Statistical Reporting Dashboard
	  ○ a tool to track file status without manual data entry
	  ○ Supporting technology (TBD)
	• Transition Documents
		City of Edmonton	Emily Sabo
			Sarah Ramey
			Sean Bohle
			Sean Lee



Advisory Group	City of Edmonton	Donovan Pederson Faisal Saeed Holly Mikkelsen Rod Heinricks Sarah Ramey TBD - parks
	EPCOR Water	Gerald Wildeman
	EPCOR Distribution and Transmission	TBD
	Industry	Blaydon Dibben Chris Nicholas Kim Petrin Shane Gerein TBD

LEGEND:

D = Deliverable

RACI: Identifies who is responsible, accountable, contributes and informed

STAGES		
DESIGN AND BUILD	**VALIDATION**	**IMPLEMENTATION**
-Design and trial processes -Create supporting documentation -Create supporting framework documents -Build RACI and governance structure	The Advisory group will review and provide input on the documents	-Training of staff -Create awareness with Industry and EPCOR -Create documentation to move from project to operation -Update the website -Transition time for staff

Link to Plan of Action

Version 2: January 4, 2019