



EDC SUB-COMMITTEE MINUTES

Location: Hybrid (ET 03-340 / Google Meet)

Wednesday, April 2, 2025

MEMBERS:

T. Ziola, Chair
J. Mills, Vice Chair
D. Brown
N. LaMontagne
J. Monfries

PRESENT:

J. Mills, Vice Chair
D. Brown

J. Monfries

ALSO IN ATTENDANCE:

P. Spearey, Urban Planning and Economy Department
A. Rowan, Urban Planning and Economy Department

A. CALL TO ORDER AND RELATED BUSINESS

A.1. CALL TO ORDER

J. Mills called the meeting to order at 4:03p.m.

A.2. ADOPTION OF AGENDA

MOTION: J. Mills

Motion to adopt the April 2, 2025 Agenda

SECONDED: J. Monfries

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: J. Mills

Motion to adopt the February 27, 2025 meeting minutes

SECONDED: D. Brown

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. NEW BUSINESS

B.1 2024-25 Work Plan Discussion

- The Subcommittee reviewed the [Final Draft - EDC Standards and Procedures](#) and the [Final Draft - EDC Submission Guide](#) documents.
 - The Subcommittee had no additional comments on the Standards & Procedures, and agreed that this document can be shared with the larger Committee for review. **Info. The final drafts of these documents will be shared with the larger Committee for review in advance of the Special Meeting on April 22, 2025.**
 - J. Monfries suggested adjusting the sequence of the Submission Guide document to ensure clarity. **Action: Administration will edit the document accordingly.**

B.2 2025-26 Work Plan Discussion

- P. Spearey reminded the Subcommittee that as part of the 2025/26 Work Plan, Administration will be requesting that new applicants complete an exit survey, which will be used to help us evaluate the new standards & procedures, and the submission guide. This will also provide an opportunity for Administration to ask applicants if they would be willing to share their submissions. **Info.**
- The resolution of the geographic boundary will also be addressed in the 2025/26 Work Plan. As the boundary changes, the exemption process and criteria will need to be adjusted accordingly. **Info.**

C. OTHER BUSINESS

None.

D. ADJOURNMENT

The meeting adjourned at 4:19p.m.

E. NEXT MEETING

Thursday, April 24, 2025 at 4:00 p.m. Hybrid (ET 03-340 / Google Meet)