



EDC SUB-COMMITTEE MINUTES

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

Thursday, February 27, 2025

MEMBERS:

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

PRESENT:

J. Mills, Vice Chair
D. Brown
N. LaMontagne

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 4:13p.m.

A.2. ADOPTION OF AGENDA

MOTION: J. Mills

Motion to adopt the February 27, 2025 Agenda, with the addition of Item B.2:
Scheduling Discussion/Proposed Timeline

SECONDED: D. Brown

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: J. Mills

Motion to adopt the January 23, 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 Update

- Draft What We Heard Report
 - P. Spearey informed the Subcommittee that the WWH Report is nearly complete, and is currently being reviewed by the internal communications team. The report will be posted to the EDC website next week.
- Work Plan Action Items
 - D. Brown disagrees with the comment that an increase in informal submissions (with a potential decrease in formal submissions) would result in less opportunity for public involvement with EDC. P. Spearey reminded the Subcommittee that in order for a project to be eligible for an exemption from the formal presentation, it would have to be presented to the public.
 - J. Mills confirmed that if the Applicant elects to present in public, the PDF submission should be posted publicly on the EDC website after the meeting. **Action: Administration to follow up with OCC regarding this potential procedure.**
 - D. Brown suggested that time should be added to allow the public an opportunity to review and comment on projects that are being exempted from the formal presentation. **Action: Administration to follow up with OCC regarding this potential procedure.**
 - The Subcommittee supports making the education and background of members publicly available. J. Mills suggested using the background information that each member provides to Civic Agencies upon appointment to EDC for this purpose.

- The Subcommittee discussed the structure of questions at the formal stage, and whether or not that should be adjusted for projects that have not come for an informal (i.e. rather than asking only questions of clarification, having more of an open dialogue with the applicant, similar to the types of questions that are generally asked at the informal stage)? D. Brown agreed that it is difficult being limited to questions of clarification for a project that did not come for an informal presentation, and that it would be helpful to clarify that projects which do not come for an informal presentation may be subject to more than just clarification questions (ie design opinions) during their formal presentation. J. Mills agreed, and added that this would help new members better understand what types of questions they should be asking. **Action: Administration will update Section 3.4.6 of the Standards and Procedures as needed.**

B.2. Scheduling Discussion/Proposed Timeline

- The 2024/25 Work Plan project is due on April 28, 2025.
- Administration proposes the following schedule to close-out the work plan project:
 - Week of March 17 - Revisions submitted to Subcommittee
 - April 2 - Revisions reviewed by Subcommittee
 - Week of April 8 (target) - Final draft submitted to Subcommittee
 - April 22 - Special EDC meeting to review final draft
 - April 29 - Alternate special EDC meeting
 - April 30 - Project complete
- **Action: Administration will reschedule the upcoming Subcommittee meeting to Wednesday, April 2, 2025 @ 4:00 p.m.**
- **Action: Administration will schedule a special EDC meeting for Tuesday, April 22 (and hold April 29 as an alternate)**
- Work Planning for 2025/26 will commence on May 1, 2025.

C. OTHER BUSINESS

None.

D. ADJOURNMENT

The meeting adjourned at 5:02p.m.

E. NEXT MEETING

Thursday April 2 2025 at 4:00 p.m. Hybrid (ET 03-340 / Google Meet)