



## **EDC SUB-COMMITTEE MINUTES**

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

**January 25, 2024**

**MEMBERS:**

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

**PRESENT:**

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

**ALSO IN ATTENDANCE:**

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

---

### **A. CALL TO ORDER AND RELATED BUSINESS**

#### **A.1. CALL TO ORDER**

T. Ziola called the meeting to order at 4:02p.m.

N. LaMontagne joined the meeting at 4:03p.m.

#### **A.2. ADOPTION OF AGENDA**

MOTION: T. Ziola

Motion to adopt the January 25, 2024 Agenda

SECONDED: D. Brown

The motion passed unanimously.

### **A.3. ADOPTION OF MINUTES**

MOTION: T. Ziola

Motion to adopt the January 11, 2024 meeting minutes

SECONDED: J. Mills

The motion passed unanimously.

### **A.4. REQUESTS TO SPEAK**

None.

## **B. OLD BUSINESS**

### **B.1. 2024 Work Planning**

- The Subcommittee reviewed the draft Work Plan document, and resolved the existing comments. **ACTION:** Administration will share the draft Work Plan with the larger Committee to review, in advance of the February 6 meeting. P. Spearey will write an introduction for the Work Plan, to provide context.
- The Subcommittee discussed how best to test run the updated Principles of Urban Design. J. Mills suggested that it would be ideal to align this work with the membership terms, to avoid any delays due to membership turnover. **ACTION:** Administration will endeavor to begin the test period in May 2024, and end in December 2024. The refinement of the Principles of Urban Design, based on industry/stakeholder feedback would be slated to begin in January 2025.
- The Committee agreed that the updated Principles of Urban Design should only be applied to projects that are coming to EDC for the first time. (Ie. projects that have already applied the previous principles will not have to re-work their submissions to adapt to the new principles.
- D. Brown suggested adding a questionnaire to the EDC website during the test period for proponents to fill out after applying the new Principles. **ACTION:** Once this has been finalized, Administration will update the website accordingly (will require roughly two weeks notice to make the necessary changes).
- J. Mills mentioned the five year review periods granted for Bylaw updates, and suggested that the EDC boundary update potentially use the most recent update as the starting point for this work. Using this timeframe as a mechanism to create a timeline on the completion of this work.

**C. OTHER BUSINESS**

None

**D. ADJOURNMENT**

The meeting adjourned at 4:52p.m.

**E. NEXT MEETING**

**Thursday, February 22, 2024 at 4:00 p.m.** Hybrid (ET 03-340 / Google Meet)