



EDC SUB-COMMITTEE MINUTES

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

Thursday, November 7, 2025

MEMBERS:

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

PRESENT:

T. 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

A. CALL TO ORDER AND RELATED BUSINESS

A.1. CALL TO ORDER

T. Ziola called the meeting to order at 3:04p.m.

A.2. ADOPTION OF AGENDA

MOTION: T. Ziola

Motion to adopt the November 7, 2025 Agenda

SECONDED: N. LaMontagne

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: T. Ziola

Motion to adopt the September 25, 2025 meeting minutes

SECONDED: D. Brown

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. NEW BUSINESS

B.1 2025/26 Subcommittee Elections

Election for Chair

J. Monfries nominated T. Ziola for Chair.

No other nominations were made.

MOTION: J. Mills

To elect T. Ziola as Chair of the EDC Subcommittee for the remainder of the 2025/26 term.

SECONDED: N. LaMontagne

The motion passed unanimously.

CARRIED

Election for Vice-Chair

T. Ziola nominated N. LaMontagne for Vice Chair.

N. LaMontagne declined the nomination.

T. Ziola nominated D. Brown for Vice- Chair.

MOTION: J. Mills

To elect D. Brown as Vice- Chair of the EDC Subcommittee for the remainder of the 2025/26 term.

SECONDED: T. Ziola

The motion passed unanimously.

CARRIED

B.2 2024-25 Work Plan Update

- P. Spearey informed the Subcommittee that legal has to approve the Standards & Procedures before they can be sent to the City Manager. **INFO.**

B.3 2025-26 Work Plan Update

- P. Spearey reminded the Subcommittee that legal has advised that the proposed Bylaw amendments be slowed down, due to potential governance structure changes. This will be put on hold until more clarity is provided, and will be revisited in Q1 of 2026. **INFO.**
- The Exit Survey has been sent to all applicants since September 2025. To date, 3 responses have been received. Administration will provide quarterly summaries of the feedback received. **INFO.**
- P. Spearey will provide an update on the review of recent projects before the next Subcommittee meeting. **INFO.**

C. OTHER BUSINESS

- The Subcommittee agreed to meet in-person for the upcoming Subcommittee meeting on November 27. **ACTION:** Administration will invite C. Dorward and W. Sims to this meeting.

D. ADJOURNMENT

The meeting adjourned at 3:28 p.m.

E. NEXT MEETING

Thursday, November 27, 2025