



EDC SUB-COMMITTEE MINUTES

Location: via Google Meet

June 22, 2023

MEMBERS:

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

PRESENT:

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

ALSO IN ATTENDANCE:

A. Rowan, Urban Planning and Economy Department
P. Spearey, 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 4:05 p.m.

A.2. ADOPTION OF AGENDA

MOTION: J. Mills

Motion to adopt the June 22, 2023 Agenda with the following revision:

- Add item D. 1 “University of Alberta Student-Winter City Design”

SECONDED: T. Ziola

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: D. Brown

Motion to adopt the May 25, 2023 meeting minutes.

SECONDED: J. Mills

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. OLD BUSINESS

B.1. Onboarding and Training

- Onboarding and training followup - July 4 Meeting
 - D. Brown suggested that it may be helpful to add a standing item to the EDC agenda for a round-table, where Committee members can ask questions. Perhaps under the “Other Business” portion of the agenda. **Info.**
 - T. Ziola suggested that we focus the onboarding discussion around the comfort level of new members, and if they have any follow up questions about reviewing applications or EDC procedures, as opposed to re-hashing previously reviewed projects. **Info.**
 - **Action:** Administration will add “Onboarding and Training Follow-up” to the July 4, 2023 regular EDC meeting.
- Downtown Warehouse Campus Park followup discussion
 - **Action:** Further discussion needed. This item will be added to a future EDC agenda at the discretion of the Chair. Administration will consult the Office of the City Clerk regarding the FOIP requirements.
 - The Office of the City Clerk confirmed that the letter should be made publicly available if the Committee wishes to provide a response. If they do not wish to respond to the letter, Administration is required to keep it on file for record keeping purposes, but is not required to make it publicly available. **Info.**
 - **Action: This item will be clarified as part of Standards and Procedures review.**

B.2 General Work Planning

- Potential for local bridging consultants for high profile City projects
 - D. Brown mentioned that this may have been explored in the past for major City projects. **Info.**
 - **Action: No further action at this time.**
- Potential refinements to formal and informal presentations (particularly for COE projects)
 - T. Ziola asked Administration if there is a specific topic we should be addressing with this item?
 - P. Spearey responded in saying that the creation of the Standards and Procedures was done in a way that allows for a lot of flexibility for City projects, as they are all very unique. As a result of this, we haven't set a lot of expectations for what happens, particularly at the informal presentations. Using Warehouse Park as an example, there was a lack of clarity around what should have been provided at the informal. There is perhaps an opportunity to provide more clarity around expectations for informal and formal presentations (specifically regarding City projects).
Explore as part of future S+P review
 - T. Ziola asked P. Spearey if this discussion around informal presentation refinement ties into the review of the Standards and Procedures?
 - P. Spearey agreed that it is related to the Standards and Procedures review, and that administration has been compiling a list of refinements that should be addressed, now that the Standards and Procedures have been in use for one year. **Info.**
 - P. Spearey suggested that it is important to decide how and when engagement with industry should take place for the re-tuning of the Standards and Procedures. Suggested that this winter would make sense, as it would align with other engagements taking place.
 - **Action: Administration will continue compiling a list of refinements for the Standards and Procedures to be discussed with the larger Committee at a future date.**
- Potential review of Principles of Urban Design
 - T. Ziola noted that the word “Indigenous” does not appear in the current iteration of the Principles of Urban Design. There are a few instances where our current Principles may not align with the current climate around what constitutes great urban design, and therefore should undergo a review at some point. How would the review of the Principles of Urban Design be initiated?
 - P. Spearey suggested two options for the initiation of this review: 1) Creation of a google document, where members can all insert their comments, 2) Holding workshops where members can do a detailed

review of each of the four categories. P. Spearey noted that the workshop option may be more effective, and could potentially be held at the end of a regular EDC meeting.

- T. Ziola asked if this could be tackled by an Ad-hoc Subcommittee, made up of a cross section of disciplines to review this, and then be brought back to the larger Committee for input?
 - P. Spearey mentioned that the suggestion to create an Ad-hoc Subcommittee could be discussed with the larger Committee. **More discussion needed with Committee**
 - D. Brown feels this is something that can be taken on by the Subcommittee with the help of Administration. Suggests starting by asking current and former EDC members for feedback on the current set of principles (ie. What is missing? What could be refurbished? What could be improved? What could be removed?, etc).
 - N. LaMontagne asked if EDC is the owner of the Principles, or just an important stakeholder/advisor? P. Spearey clarified that it was likely created by administration, with the input of the Committee. Council’s involvement is limited to enacting the Committee and establishing a mandate. **Info.**
 - P. Spearey pointed out that the Principles will need to align with what the City feels good urban design looks like. Involving the Administration and the Urban Design Unit can help ensure that alignment. **More discussion needed with Committee**
 - T. Ziola reiterated that it is important to ask for feedback from the larger Committee, former EDC members, and people in industry who respond to these Principles.
 - **Action: Administration will add an agenda item “Review of Principles of Urban Design” to the upcoming July 4 meeting agenda to discuss how the larger Committee would like to be engaged in this review.**
 - **Action: Administration will speak with the Office of the City clerk to determine who owns the Principles, and what the approval process would look like.**
- Engagement on refinements to Standards and Procedures
 - J. Mills asked what is the process for the Standards and Procedures? Who reviews them and signs off on them?
 - P. Spearey explained that it is the role of the City Manager to sign off on the Standards and Procedures, and that it is a fairly easy process. **Info.**
 - **Action: Prior to July 4, Administration will endeavor to provide potential timelines and target dates for this work.**

B.3 Councillor Luncheon

- P. Spearey informed the Subcommittee that Branch Manager approval is required for the Luncheon. **Info.**

- **Action: P. Spearey will speak with the Branch Manager regarding the approval of the Luncheon, with the intention that a decision will have been made by the next Subcommittee meeting. Prior to July 4, Administration will endeavor to provide target dates for the Luncheon.**

C. NEW BUSINESS

C.1. Other refinements to EDC S+Ps identified from recent EDC meetings, including:

- Modifying election procedures to include two vice chairs
 - T. Ziola expressed support for this refinement. **Info.**
- Creating stronger gatekeeping for informal presentations
 - P. Spearey reminded the members that the intention was to keep informals as open as possible. We have noticed that there are sometimes extreme cases where informal submissions are bereft of critical information. Suggested tightening up the informal process in order to prevent lack of critical information. **Info.**

D. OTHER BUSINESS

D.1 University of Alberta Student- Winter City Design

- Update: P. Spearey has connected with Danielle Soneff regarding this inquiry, **No further action required.**
- **Action: Administration will reach out to the Office of the City Clerk for clarification on how the Committee should deal with this inquiry.**

E. ADJOURNMENT

The meeting adjourned at 4:55pm.

F. NEXT MEETING

Regular Meeting Thursday, July 27, 2023 at 4:00 p.m. located via Google Meet