



EDC SUB-COMMITTEE MINUTES

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

Thursday, April 24, 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 4:03p.m.

A.2. ADOPTION OF AGENDA

MOTION: T. Ziola

Motion to adopt the April 24, 2025 Agenda

SECONDED: J. Mills

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: J. Mills

Motion to adopt the April 2, 2025 meeting minutes

SECONDED: J. Monfries

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. NEW BUSINESS

B.1 2024-25 Work Plan Discussion

- P. Spearey informed the Committee that the final versions of the Standards & Procedures and Submission Guide documents will be presented to the City Manager for approval. Administration will prepare a What We Did Report, which will be posted on the EDC website. **Info.**
- P. Spearey asked the Committee to consider what the implementation of these new documents might look like in the coming months. **Action: Administration will add this item to an upcoming meeting agenda.**

B.2. New Member onboarding

- Onboarding was discussed at the Special EDC Meeting on April 22. The Committee agreed that Administration will onboard the new member prior to the May 6 meeting. **Info.**

B.3 2025-26 Work Plan Discussion

- Administration provided an overview of the 2025-26 Work Plan.
- Regarding finalizing changes to the EDC boundary and scope of review, D. Brown inquired about the engagement feedback on the EDC boundary, and suggested that the May 22 Subcommittee meeting take place in person, to allow the Committee to

properly workshop this and other items **Action: Administration will re-share the What We Heard Report outlining the engagement feedback; Administration will schedule an in-person meeting for May 22, and will share a notes with the Committee in advance of the meeting.**

C. OTHER BUSINESS

- J. Mills inquired about whether or not formal permission will be required for the Subcommittee to continue operating after the end of the term. **Action: Administration will confirm this with the Office of the City Clerk.**
- P. Spearey confirmed that the Subcommittee membership for the new term will also need to be discussed with the larger Committee. **Action: Administration will add this to the meeting agenda for May 6. The representation on the Subcommittee will be confirmed at the meeting on May 20.**

D. ADJOURNMENT

The meeting adjourned at 4:43p.m.

E. NEXT MEETING

Thursday, May 22, 2025 at 4:00 p.m. In-person (ET 03-340)