



EDMONTON DESIGN SUB-COMMITTEE MINUTES

Location: via Google Meet

Tuesday October 26, 2021

MEMBERS:

J. Mills, Chair
A. Benoit
D. Deshpande
S. Kaznacheeva
W. Sims, External member

PRESENT:

J. Mills
A. Benoit

S. Kaznacheeva
W. Sims

ALSO IN ATTENDANCE:

P. Spearey, Urban Planning and Economy Department, Lead Urban Designer

A. CALL TO ORDER AND RELATED BUSINESS

A.1. CALL TO ORDER

J. Mills called the meeting to order at 4:04 p.m.

A.2. ADOPTION OF AGENDA

By consensus, the October 26, 2021 meeting agenda was adopted.

A.3. ADOPTION OF MINUTES

By consensus, the September 28, 2021 meeting agenda was adopted.

B. STANDARDS AND PROCEDURES UPDATE

B.1 Final review of Standards and Procedures

- The final draft of the Standards and Procedures were reviewed by the EDC on October 5, with no further comments by the Committee
- The final draft of the Standards and Procedures were also reviewed by the Administration project team on October 26, with no further comments.
- The final review of the Standards and Procedures by the project co-sponsors (eg. Branch Managers) is to be scheduled, as is the review by the Executive Leadership Team (ELT).
- Ultimately, the administrative procedure must be signed off by the City Manager. The timeline for this is unknown.

B.2 Transition plan including Communication requirements

- The transition to the new Standards and Procedures is already underway - the EDC website has been updated to facilitate public speakers.
- Administration will next update the EDC website to revise submission requirements to align with FOIP requirements (ie. so submissions can be posted ‘publicly’). At the same time, Administration will work closely with upcoming applicants to communicate these new requirements.
- A full transition to the new Standards and Procedures, including a communication strategy, will be timed to align with the approval by the City Manager.

B.3 Further discussion re: use of Google doc during informal and formal review

- During recent informal reviews the google doc was used by the Committee to record concerns. While more discussion is needed, Administration identified that in the past it was the role of Administration to record questions of the Committee, and responses from Applicants, as a benchmark for future formal reviews.
- There is continued concern regarding the use of the google doc for formal deliberations. The direction from OCC is clear that the google doc cannot be used for private conversations; while more discussion is needed, there was conversation that 1) the google doc could be used to record committee concerns prior to the deliberation, and 2) the use of the google doc should not preclude the typical debate that accompanies deliberations. It was decided that the Committee would continue to explore the use of the google doc, and at future meetings a ‘debriefing’ would be added to the agenda.

C. ADJOURNMENT

The meeting adjourned at 5:07 p.m.

D. NEXT MEETING

Tuesday November 30 at 4:00 p.m. located via Google Meet