



## **EDC SUB-COMMITTEE MINUTES**

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

**Thursday, May 22, 2025**

**MEMBERS:**

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

**PRESENT:**

T. Ziola, Chair  
  
D. Brown  
  
J. Monfries

**ALSO IN ATTENDANCE:**

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

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

**A.1. CALL TO ORDER**

T. Ziola called the meeting to order at 4:04p.m.

**A.2. ADOPTION OF AGENDA**

MOTION: T. Ziola

Motion to adopt the May 22, 2025 Agenda

SECONDED: J. Monfries

The motion passed unanimously.

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

MOTION: T. Ziola

Motion to adopt the April 24, 2025 meeting minutes

SECONDED: D. Brown

The motion passed unanimously.

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

None.

## **B. NEW BUSINESS**

### **B.1 2024-25 Work Plan Discussion**

- Standards and Procedures, Submission Guide - Next Steps
  - P. Spearey informed the Subcommittee that Administration has drafted a What We Did Report, which will be posted on the EDC website once finalized. **Info.**

### **B.2 2025-26 Work Plan Discussion**

- The Subcommittee agreed that flexibility in submission requirements is important.
- P. Spearey inquired about what information the Subcommittee would like to see included in the project synopsis documents. D. Brown suggested that variances, areas of concern, and any specific questions that the development planner would like the Committee to ask should be included in the synopsis document. **Action:** Administration will revise the synopsis template accordingly.
- P. Spearey informed the Subcommittee that in discussion with the legal team, Administration has been made aware that the exemption of formal presentations as proposed in the revised Standards and Procedures, would not be permitted under the current Bylaw. The Bylaw is revised every five years, and will also need to be revised to allow any changes to the boundary. **D.Brown has suggested an alternate**

**approach that could work within the limits of the current bylaw. Action: D. Brown to forward proposed approach.**

- P. Spearey confirmed that at the May 20 meeting, the Committee agreed to include Centre City, District and Major Nodes, and Primary Corridors in the EDC boundary, and to further clarify the exemption criteria to ensure they filter the correct projects. **Action: Administration will share a copy of the existing exemption criteria with the Subcommittee to comment on. Once a draft revision has been agreed to, it will be circulated to the larger Committee for review.**
- D. Brown suggested that Administration ask the development planners if they have any projects in particular to suggest for the audit. **Action: Administration will reach out to development planners who regularly attend EDC to see if they have any recommendations.**
- To communicate recent EDC changes to Industry, the Subcommittee has suggested emailing all recent applicants, informing professional associations, posting an update on the EDC website, and informing applicants at pre-application meetings of the changes. D. Brown highlighted the importance of providing Industry as much notice as possible, and a start date for the changes to be implemented. **Action: Administration will develop an exit survey that can be shared with Applicants after each presentation, and draft a communication plan related to these changes.**
- The Subcommittee agreed to discuss training for EDC members. **Action: Administration will add this as an item to a future meeting agenda.**

## **C. OTHER BUSINESS**

- Administration will send out a doodle poll to determine the date of the next Subcommittee meeting. **Info.**

## **D. ADJOURNMENT**

The meeting adjourned at 4:32p.m.

**E. NEXT MEETING**

TBD