



EDC SUB-COMMITTEE MINUTES

Location: via Google Meet

April 20, 2023

MEMBERS:

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

PRESENT:

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

J. Mills called the meeting to order at 3:06p.m.

A.2. ADOPTION OF AGENDA

MOTION: D. Brown

Motion to adopt the April 20, 2023 Agenda.

SECONDED: N. LaMontagne

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION: J. Mills

Motion to adopt the March 23, 2023 meeting minutes.

SECONDED: N. LaMontagne

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. OLD BUSINESS

B.1. Onboarding and Training

- P. Spearey suggested we provide submission packages to the new members in advance of the onboarding workshop. The Willow EDC presentations (3) will be used for review.
review.
 - D. Brown suggested we ask them to review the packages;, bring any questions that they have about the packages themselves, or the process/standards and procedures to the workshop; and conduct a preliminary review of the packages against the Principles of Urban Design.
 - D. Brown mentioned that it may be better to provide sample letters from a different project, as not to interfere with the new members' review of the Willow project.
- J. Mills proposed that we share the EDC YouTube livestream of the April 18, 2023 meeting so that the new members will have an understanding of the process and how the meetings are run.
 - Administration will provide letters for the two projects reviewed on April 18.
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- P. Spearey suggested that we hold other potential dates for this workshop, should the May 2 date not allow the new members enough time to review all of the information.
 - J. Mills proposed that we cancel the May 2, 2023 meeting, and will send out a doodle poll with alternate dates (May 10, May 11 and potentially May 9 - subject to P. Spearey's availability) to the Committee members.
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- P. Spearey will draft the background information and instruction packages as a google document and will share it with the subcommittee to comment on by the middle of next week.
- J. Mills proposed we start the workshop at 4:30 or 5:00 as we would like people to attend in-person.

- J. Mills asked Administration to add an item to the May 16 EDC agenda to provide a recap of the Annual Report that was presented to Council on April 19, 2023.

B.2 2023 Work Planning- General

C. OTHER BUSINESS

D. ADJOURNMENT

The meeting adjourned at 3:49pm.

E. NEXT MEETING

Regular Meeting Thursday, May 25, 2023 at 4:00 p.m. located via Google Meet