



EDC SUB-COMMITTEE MINUTES

Location: via Google Meet

March 23, 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 4:02 p.m.

J. Mills joined the meeting at 4:03 p.m.

A.2. ADOPTION OF AGENDA

MOTION: T. Ziola

Motion to adopt the March 23, 2023 Agenda.

SECONDED: D. Brown

The motion passed unanimously.

A.3. ADOPTION OF MINUTES

MOTION:T. Ziola

Motion to adopt the March 2, 2023 meeting minutes.

SECONDED: D. Brown

The motion passed unanimously.

A.4. REQUESTS TO SPEAK

None.

B. OLD BUSINESS

B.1. Update- 2023 Work Plan Description for Annual Report

- P. Spearey informed the Subcommittee that the 2023 Work Plan descriptions were incorporated into the 2022-23 EDC Annual Report, and that the Annual Report was provided to the Office of The City Clerk by J.Mills, EDC Chair.

C. NEW BUSINESS

C.1. 2023 Work Planning

- No discussion.

C.2. Onboarding and Training

- Some of the concerns for new Committee members relate to issues such as:
 - Administrative / procedural - what is a DC1 vs DC2? Is it the job of EDC to enforce City Policy?
 - How are recommendations of the Committee used by Administration? What does an effective recommendation look like?
 - What is the focus of the Committee (i.e. what is the relationship to the Principles of Urban Design)?
- Some suggestions for improved / additional support for new Members included:
 - Holding informal 1x1s with new Committee members
 - Having additional involvement from Administration; ie, DC1 vs DC2, what does effective recommendation look like?

- Providing previous project submissions along with Committee recommendations
- Giving a better sense of how a meeting runs / flows from item to item.
- Creating a meeting template (building on what Janice uses already)
- Holding a special meeting prior to the end of the current term, to run through a meeting with a submission package to provide a more casual setting for Committee introductions, and to allow new Members to ask questions about the process.
 - **Administration will confirm timelines for new board members, and as appropriate, will coordinate with the EDC Chair on scheduling a special in-person meeting, including catering, on April 25.**

D. ADJOURNMENT

The meeting adjourned at 4:39pm.

E. NEXT MEETING

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