

# UDRC MINUTES – SEPTEMBER 25, 2023



## UXBRIDGE DOWNTOWN ADVISORY COMMITTEE

<b>DATE</b>	September 25, 2023
<b>TIME</b>	3 p.m. to 4:30 p.m.
<b>LOCATION</b>	Uxbridge Town Hall (Boardroom A) & Virtual (TEAMS)
<b>ATTENDEES</b>	Members Present: Councillor Willie Popp; Councillor Todd Snooks; Mary Bridger; Don Andrews; Shelley Macbeth; Craig Miller; Frank Mazzotta and Alexandra Lazarevski(V)
	Township Resources: Kyle Rainbow, Director, Dev. Services and Judy Risebrough, Project Mgr. & Committee Staff Rep.
	Resources: Callum Wilson, Durham Traffic (V); Glen Macfarlane, Invest Durham; Katlyn Jones, Tourism Coordinator; Sierra Miller, BIA Co-ordinator; Emily Elliott, Deputy Clerk; Judy Hayes; and Mackenzie Rints-Sims, Accessibility Advisory Committee
	Regrets: Joan Crosbie; Lesley Cornelius; Kristi Honey, CAO; Carolyn Puterbough, OMAFRA; Stacey Jibb, Invest Durham and Danielle Culp, Durham Traffic

### 1. CALL TO ORDER

Mary Bridger (Chair) opened the meeting at 3:02 p.m. and asked if anyone needed to declare a pecuniary interest. None were declared.

### 2. REVIEW OF THE AGENDA

Mary reviewed the meeting agenda. Todd Snooks made the motion to approve the agenda. Craig Miller seconded the motion. Approved.

### 3. REVIEW OF THE MINUTES

Willie Popp made the motion to approve the minutes from June 26, 2023. Craig seconded the motion. Approved.

## 4. ACCESSIBILITY TRAINING

Emily Elliott, Judy and xx provided the committee Accessibility Training for Committees.



Accessibility%20Train  
ing%20Presentation%

Committee members engage in a dialogue regarding the accessibility requirements.

**Action:** Judy agreed to follow-up with Township and Regional staff to try and find answers for the questions that were asked regarding the obligations for private property owners and business owners.

## 5. WORKPLAN DISCUSSION

Judy walked the committee through the draft workplan that had been developed with a subgroup of the UDRC.

Don Andrews made the motion to approve the workplan. Shelley Macbeth seconded the motion. Approved.

**Action:** Judy will work with Mary to prepare a Report for the General Purpose and Administration Committee that will present the Terms of Reference and the Workplan for 2023-2024 for approval.



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## 6. UDRC ANNUAL REPORTS

Appendix G:



(Annex%20G)%20%2  
0Annual%20Report%

Glen Macfarlane explained that he will be working with Development Services and the Region to populate the information required in Section I.

Judy informed the group that Section II will be completed as a follow-up from a meeting with the Township Directors, currently scheduled for October 17<sup>th</sup>.

**Action:** Judy will work with Willie to identify public investments that have been made to enable the revitalization of the downtown.

Appendix H:



(Annex H) Uxbridge  
Downtown Revitalizat

Judy reminded the group that this report is more subjective and is intended to provide an opportunity for the committee and others to reflect on the vision statement and identify where progress is being achieved.

**Action:** The reports will come back for this committee to review with the objective that they be presented to the General Purpose and Administration Committee in the New Year.

## 7. UPDATE OF CURRENT ACTIVITIES RELATED TO THE DOWNTOWN REVITALIZATION ACTION PLAN

Judy and Kyle provided an update on the status for the following items.

- a) Traffic / Parking study
  - The Township has worked closely with the Region and is now in the process of awarding the contract.
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- b) A plan for Centennial Park.
  - The Environmental Study is moving into the engagement stage.
  - A conceptual design for Centennial Park will be the next step and will take into consideration the Environmental Study and the Parking Study. The objective is to have a plan that will then be implemented over time as funding becomes available.
- c) Sunday availability of Public Washrooms and Tourist Information
  - The library is open year-round on Sundays as part of the Downtown Action Plan. The library is going to install traffic counters which will provide a more accurate indication of volumes.

- The library now has signs to inform residents and visitors of the availability of public Wi-Fi, public washrooms, and tourist information.
- d) Patio Policy:
  - The Township is finalizing the draft Patio Policy for implementation in 2024. Engagement will be undertaken with several committees (BIA, Tourism, UDRC, Accessibility) and business owners during October and November.
  - The members were reminded that they may need to declare a pecuniary interest and therefore, not take part in a committee discussion. Should that occur, a private discussion can be arranged.
- e) EV Parking etc.
  - The Township met with a group from Durham College who are seeking opportunities to work with municipalities to look for innovative solutions to encourage and facilitate the adoption of electric, connected, and automated transportation.
  - Another meeting will be held to further explore this potential opportunity.
- f) RED grant (not yet formally announced):
  - The Township has received I approval for the Rural Economic Development Grant (RED) that was submitted in partnership with Invest Durham, Farmers Market, and the BIA.
  - The position of a part-time coordinator for this project was posted and applications have been received.
  - the high-level activities identified in the grant application:
    - Recruit and hire a coordinator (contract, part-time)
    - Marketing of the downtown (develop brand, marketing plan)
    - Marketing associated with the farmers' market (website updates, branded social assets)
    - Small business support (launch space for new farm market vendors)
    - Events in the downtown (connect events)
    - Tourism ready downtown
  - Colleen Baskin, Communications Officer, will be the Township lead for this project.
- g) Additional Renderings
  - The Township is working with an architect for two additional renderings to supplement the TPP renderings.
  - The location of the renderings will be inspirational ideas for the Northeast and the Northwest corners of Spruce and Brock St.
- h) Development in planning stage for the Downtown
  - 34-36 Brock St. W: working through the permitting process.
    - Will need to go to Council for final approval due to the need to remove the H.
  - Trinity Church property on Main Street. Kindred Works has now booked another pre-con meeting.

i) Wooden Sticks

- On September 11, 2023, the Township Council approved in principle the Official Plan and Zoning By-law Amendment applications submitted by Wooden Sticks. The next step is for the Wooden Sticks application to go to the Regional Council for their decision regarding a Regional Official Plan amendment.
- On September 20, 2023, Committee of Adjustment approved an additional 4 cabins.

## 8. ROUND TABLE UPDATES

No additional items were put forth at this time.

## 9. NEXT MEETING

The next official meeting will be Monday, October 23rd at 3:00 p.m. at the Uxbridge Township Municipal Office. A virtual option will be available.