

UDRC MINUTES – APRIL 24, 2023



UXBRIDGE DOWNTOWN ADVISORY COMMITTEE

DATE	April 24, 2023
TIME	3 p.m. to 4:45 p.m.
LOCATION	Uxbridge Town Hall (Boardroom A)
ATTENDEES	Members Present: Councillor Willie Popp; Councillor Todd Snooks; Don Andrews; Mary Bridger; Lesley Cornelius; Alexandra Lazarevski; Shelley Macbeth; Craig Miller and Frank Mazzotta
	Member Regrets: Joan Crosbie
	Township Resources: Mayor Dave Barton; Kristi Honey, CAO; Kyle Rainbow, Director, Dev. Services; Debbie Leroux, Director, Legislative Services; Sarah Godbout, Tourism and Judy Risebrough, Project Mgr. & Committee Staff Rep.
	Resources: Carolyn Puterbough, OMAFRA; Stacey Jibb, Invest Durham; and Danielle Culp, Durham Traffic.

1. CALL TO ORDER

Willie opened the meeting at 3:05 p.m. by thanking everyone for coming to the inaugural meeting of the Uxbridge Downtown Revitalization Committee.

2. GREETINGS

Mayor Dave Barton brought greetings and spoke to the committee regarding the importance of the committee and that revitalization of the downtown was one of his four priorities. The other three are the hospital, Long Term Care, and the new Urban Park.

3. REVIEW OF THE AGENDA

Judy reviewed the meeting agenda and explained that the meeting’s objective was to provide members with an opportunity to meet each other and to learn of the work that was done to develop the Downtown Revitalization Strategic Plan and Action Plan.

4. MEET & GREET

All meeting participants introduced themselves and spoke about their background and why they are interested in participating on the committee.

5. UXBRIDGE STRATEGIC PLAN

Kristi Honey provided a brief overview of the [Township's 2023-2023 Strategic Plan](#) and highlighted the fact that downtown revitalization is a priority within the Plan.



Strategic Priorities
Desk Reference.jpg

Questions were asked regarding how this was incorporated within the Township's operational plans. Kristi informed the committee that each Director had their own performance agreement that would identify the work that they were undertaking to advance Downtown Revitalization.

6. DOWNTOWN STRATEGIC PLAN AND ACTION PLAN

Judy Risebrough provided an overview of the project and the activities that were undertaken that resulted in the final [Strategic Plan and Action Plan](#). She also provided an update on the status for the action plan items.



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presentation (1).pdf

Action: Committee members are asked to send Judy an email if they would like a hard copy of the full report.

As part of the overview, Judy spoke to the approval of the [Downtown Community Improvement Plan \(CIP\)](#) that is designed to encourage and stimulate the redevelopment and improvement of properties located within the Uxbridge Downtown. For consideration, projects must be aligned with the Downtown Revitalization Strategic Plan and Action Plan.

Priorities for 2023

- a) A Master Park plan for Centennial Park.
 - o The first step is an environmental report to understand the potential and real limitations for this area due to its historical use as a landfill site.
- b) A Traffic / Parking study

- Working with the region to undertake a parking study that will look at current and future needs within the downtown area.
- c) Sunday availability of Public Washrooms and Tourist Information
 - The library will be open year-round on Sundays as part of the Downtown Action Plan.
- d) Brock Street Parkette
 - Work will be done in May to repair the table and a bike repair station will be added.
- e) Zoning changes in Lower Brock
 - LSRCA has confirmed the area within Lower Brock that is no longer in the flood plain.
 - Dev. Services will work with property owners to remove the “H” (hold) to allow for development /redevelopment in this area.

Questions were raised concerning the following:

- a) Status of the Heritage Building review.
 - Due to the destruction caused by the May 21, 2022, Tornado, this work had not been undertaken.
 - Kyle explained that Bill 23 has impacted how heritage buildings are identified in the short and long-term and this will need to be considered prior to undertaking any action regarding Heritage buildings in the township.
- b) The status of the Circle K land and the burned-out building.
 - Kyle informed the group that the owner of the building that was destroyed by fire had been issued a demolition permit for the second floor to make it safe, but no additional information has been provided by the owner.
 - Kristi informed the committee members no decisions have been made regarding the future of this land / building as it is currently leased to Circle K.
- c) Replacement of Trinity Church
 - Kyle informed the group that there have been discussions and he shared the information that has been shared by the church through media etc. Basically, the plan is to build a residential building on Main Street and a community building to replace the church on 1st Avenue.
- d) The location of the Farmer’s Market
 - Several members spoke of the importance of the market and that they would like to see it located within Lower Brock or Centennial Park.
 - Willie and Todd spoke to this could be a longer-term focus for the Town Square or Centennial Park as neither venue meets the market’s current requirements.
- e) YDHR
 - The committee was informed that the Council approved a 1-year lease extension, and that the Township is working on establishing another lease with Metrolinx when the current one expires in 2026.
- f) Closing Brock Street for events

- Brock Street is a Regional Road so is difficult to close. The TPP report did suggest that closing Bascom Street for events may be an option for the township to consider.

7. ROLE OF THE COMMITTEE

Willie Popp, Todd Snooks and Kristi Honey all spoke to the role of the committee.

- The committee will operate with a Terms of Reference, Chair, Vice Chair etc. These items will be the topic of the next meeting.
 - Several members of the committee asked if Judy Risebrough would consider being chair for the initial year. Kristi Honey is supportive, provided that it is allowed under the Municipal Act etc.
 - **Action:** Debbie Leroux to confirm.
- The committee is advisory in nature and will be required to report to the Council on a regular basis.
- Meetings are open to the public and minutes are available to the public.

Judy Risebrough encouraged members to review the action plan and identify activities that they would be interested in working on.

8. ROLE AND RESPONSIBILITY OF THE COMMITTEE MEMBERS

Debbie Leroux provided the committee with information pertaining to their role and responsibilities as a member of a committee of council.

The [Municipal Conflict of Interest Act](#) applies to elected officials and appointed members of advisory committees and boards.

- Committee members must:
 - Declare the pecuniary interest at the start of the meeting.
 - Refrain from discussion and voting on the matter.
 - Refrain from attempting in any way whether before, during, or after the meeting, to influence the voting on the matter.
 - Complete a statement of pecuniary interest and submit it to Debbie Leroux. The Township has an ethics consultant available to provide advice.

As a volunteer committee member for the Township of Uxbridge, you are subject to [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#).

- Volunteers, who during the performance of their duties, receive access to personal information have a responsibility to only use it for the purpose for which it was intended and must take appropriate measures to ensure the personal information is protected and not inappropriately disclosed.

All Committee **communications** through the media, including social media, must be approved in advance by the Township.

- The Committee may draft correspondence and make contacts with external organizations/individuals to provide or solicit information to/from the public, in order to carry out its mandate.
 - However, the nature and information shall be approved by the Township's Communications Officer and **shall not bind the Township**.
 - No member of a committee may use or forward the Township of Uxbridge logo or trademark without permission from the Clerk's Department.

9. ROUND TABLE UPDATES

Danielle Culp shared the following information on behalf of the Region of Durham.

- The Region will be initiating two Cycling Strategies, which were identified through the Regional Cycling Plan to support a greater shift towards a more cycling friendly culture.
 - The Region will be initiating a Cycling Wayfinding and Signage Strategy beginning in May 2023. This strategy will help provide residents and visitors with wayfinding and signage that is well-designed, intuitive to navigate and interpret, and cohesive and consistent with its implementation and the information provided to users regarding cycling routes, destinations and facility use, to encourage safe and comfortable use of the Primary Cycling Network.
 - The Region will be initiating a Bicycle Parking Strategy (plans to initiate in 2024) which aims to provide residents and visitors with a range of ample accessible, conveniently located bicycle parking options throughout Durham Region.
- The Region will be updating its Freight and Goods Movement Strategy which will help support the safe and efficient movement of goods across the Region. In June of 2022 the Region hosted a Freight and Goods Movement Forum in June of 2022 as a precursor to initiating the update to the Freight and Goods Movement Strategy to help understand the current issues, trends and needs of goods movement, to help inform the strategy update.
- The Region is currently exploring grant opportunities to help advance the build out of cycling connections to trails and amenities to help promote and encourage active transportation.

- The Region is also advancing the development of reporting tools on active transportation including developing an interactive map to assist with coordination, monitoring and tracking progress made in building out the cycling network.

Don Andrews thanks Danielle for the work to date and indicated that he felt that there had been a reduction in truck traffic as a result of the change to the timing of the lights at the Brock and Toronto Street intersection.

10. NEXT MEETING

The group agreed to a schedule of monthly meetings on the last Monday of the month from 3:00 p.m. to 4:30 p.m. with the understanding that meetings will be cancelled if they are not required.

The next meeting will be Monday, May 29th at 3:00 p.m. at the Uxbridge Township Municipal Office (Council Chambers)

The agenda will include the terms of reference, determining the chair and vice-chair, and discussing the 2023 workplan for the committee.