

Brooklin Downtown Development Steering Committee Minutes  
January 25, 2018 – 8:00 AM  
Board Room, Brooklin Community Centre & Library  
8 Vipond Road

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**Present:** Dan Acre, Chair  
Rick Batty  
Sheila Bowness  
Ryan Doble, Vice-Chair  
Marissa Graham  
Marilyn Hill  
Kyle Paterson  
Donald Wick

**Also Present:** Councillor Mulcahy, Mayor's Designate  
Jaclyn Derlatka, Whitby Public Library Representative  
Peter LeBel, Commissioner of Community and Marketing Services  
Dhaval Pandya, Transportation Project Engineer  
Christy Chrus, Staff Liaison, Principal Planner  
Maria McDonnell, Staff Liaison, Manager, Sustainability, Heritage,  
Downtown and Community Development  
Shrishma Dave, Legislative Coordinator (Recording Secretary)

**Regrets:** Rick McDonnell  
Andrew Valyear  
Cathi Westrop

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1. Appointment of Chair and Vice-Chair

- 1.1** The Committee was advised that the appointment for Chair and Vice-Chair of the Brooklin Downtown Development Steering Committee for the January 1 to November 30, 2018 term would take place at this time.

Shrishma Dave called for nominations for the position of Chair of the Brooklin Downtown Development Steering Committee.

Ryan Doble nominated Dan Acre for the position of Chair of the Brooklin Downtown Development Steering Committee.

Dan Acre accepted the nomination.

There were no further nominations and the nominations were closed.

Shrishma Dave called for nominations for the position of Vice-Chair of the Brooklin Downtown Development Steering Committee.

Rick Batty nominated Ryan Doble for the position of Vice-Chair of the Brooklin Downtown Development Steering Committee

Ryan Doble accepted the nomination.

There were no further nominations and the nominations were closed.

Recommendation:

Moved By Ryan Doble

That Dan Acre be appointed Chair of the Brooklin Downtown Development Steering Committee for a term ending on November 30, 2018.

**Carried**

Recommendation:

Moved By Rick Batty

That Ryan Doble be appointed Vice-Chair of the Brooklin Downtown Development Steering Committee for a term ending on November 30, 2018.

**Carried**

2. Disclosures of Interest

**2.1** There were no disclosures of interest.

3. Approval of Previous Minutes

**3.1** Minutes - November 23, 2017

Recommendation:

Moved By Rick Batty

That the Brooklin Downtown Development Steering Committee minutes of November 23, 2017 be approved.

**Carried**

4. Presentations/Deputations

4.1 There were no presentations or deputations.

5. General Business and Reports

5.1 2017 Draft Annual Report

Brief discussion ensued with respect to the Draft report, which had been circulated two weeks prior to the meeting via email, and the process for presenting it for the Planning and Development Committee's consideration. Dan Acre advised that he would provide a delegation on the Annual Report when it goes to Committee on February 26, 2018.

Recommendation:

Moved By Kyle Paterson

That the Brooklin Downtown Development Steering Committee's 2017 Annual Report be approved and submitted to the Town for inclusion on the next Planning and Development Committee agenda.

**Carried**

5.2 Durham Broadband Strategy Letter

Discussion ensued with respect to the contents of the letter drafted by Dan Acre and submitted to Members of Council for their consideration. Councillor Mulcahy advised that Council was very supportive of a Durham-wide strategy for Broadband, and were aware that it would be considered another utility.

5.3 Parking Master Plan – Public Consultation

Dhaval Pandya invited members of the Brooklin Downtown Development Steering Committee to attend an invitation-only consultation meeting on parking issues to be held on January 31, 2018 in the Reynolds Room in the Centennial Building. He further advised that a public stakeholders meeting would be held at a later date. Daniel Acre advised that he would attend the meeting on the Committee's

behalf and requested members to send him any concerns they had with parking in Brooklin.

Discussion ensued with respect to:

- Reviewing the revenue from parking lots in Brooklin, and possibly making them free of charge;
- Accessible parking and electric car parking in Brooklin; and
- Managing growth in Brooklin and ensuring that there is enough parking for new residents.

#### **5.4 Town Special Event Policy Report**

Christy Chrus advised that the Town Special Event Policy would be going to the Operations Committee for consideration on February 12, 2018, and the Town's Special Events team would be holding information sessions for different stakeholders in order to advise them of the new process.

#### **5.5 Town's Permanent Sign By-law – Projecting Signs and Internally Illuminated Signs**

Maria McDonnell advised that staff were working on amending the Town's Permanent Sign By-law to address projecting and internally illuminated signs, as there are currently no provisions for projecting signs in historic buildings. She further advised that the Town would be working on developing design guidelines in the future, which would be circulated to the Committee for their comment and review.

Discussion ensued about enforcement stipulations within the by-law and how that would be addressed, as well as the stipulations for dealing with signs for churches or schools. Maria McDonnell advised that she would circulate the final proposed by-law and report to the Committee once it was on a subsequent Planning and Development Committee agenda.

#### **5.6 Public Works Department Update**

There was no Public Works Department update.

#### **5.7 Community and Marketing Services Department Update**

Peter LeBel provided an update regarding:

- Discussions at the January 22, 2018 Operations Committee regarding the lack of serviceable employment lands in Durham region and the impact on economic development in Whitby;
- Timelines for construction of the North Whitby Sports Complex;

- Cullen Central Park renovations; and
- The Innovation Hub in Downtown Whitby.

Discussion ensued with respect to:

- Providing a delegation or a letter of support to encourage the development of serviceable employment lands when the report regarding this matter goes to Regional Council in April 2018; and
- The lack of jobs in Durham region.

#### **5.8 Downtown Brooklin Business Association Update**

Marissa Graham provided an update of several businesses that will no longer be operating in the storefronts in Downtown Brooklin, including Lotus Home Interiors and The Ninety-Ninth Monkey.

#### **5.9 Chamber of Commerce Update**

Discussion ensued with respect to:

- Updates on the development of a Business Improvement Area in Downtown Brooklin and the challenge of bringing business owners together to form the association;
- Offering incentives from the Chamber of Commerce to join the Association and be more involved in the business community in Brooklin; and
- Communication gaps between business owners and the Chamber of Commerce with respect to its advocacy efforts on their behalf.

#### **5.10 Heritage Whitby Advisory Committee/Doors Open Whitby Advisory Committee Update**

Councillor Mulcahy provided a brief update on the Doors Open Event to take place in May 2018. She advised that the 14 locations for the event had been selected, and the event would include guided walking tours.

#### **5.11 Group 74 Update**

Councillor Mulcahy advised that Group 74 would be accepting nominees for a representative to the Brooklin Downtown Development Steering Committee at their next meeting.

#### **5.12 Brooklin Horticultural Society Update**

Donald Wick advised that the first meeting of the Brooklin Horticultural Society would be held on February 4, 2018, and invited members of the

Committee to attend.

**5.13** Whitby Public Library Update

Jaclyn Derlatka advised that the Library has recently begun an initiative for mobile hotspot lending which is very popular. She further advised that the Annual How-to-in-Ten Festival would be scheduled for May 12, 2018, and encouraged the Committee to recommend participants.

**5.14** Brooklin Spring Fair Board Update

Ryan Doble advised that the Brooklin Spring Fair would be held in the first week of June 2018.

**6.** Correspondence

**6.1** There was no correspondence.

**7.** Council Update

**7.1** Councillor Mulcahy provided an update regarding:

- Renovations at 28 Winchester Road;
- Parking concerns at the Post Office and efforts from the Town to obtain an easement from Canada Post so that they could provide the same type of parking that was in place beforehand;
- Concerns regarding the roundabout at Nathan Avenue and Watson Street;
- The expansion of the Lions Club trail under Highway 407 and connecting it to St. Thomas Street; and
- The Grass Park event being held by the Rotary Club.

**8.** Other Business

**8.1** Dan Acre inquired about whether the Brooklin Downtown Development Steering Committee would be able to comment on discussions regarding the development of lands at the southwestern part of Winchester Road and Baldwin Street. Maria McDonnell advised that if and when site plan applications came forward with respect to those lands, the Committee would have an opportunity to comment.

**8.2** Rick Batty requested a status update on the Significant Trees project. Maria McDonnell advised that key staff were currently involved in creating a Tree Inventory, and they would be considered as part of the Heritage Conservation District Plan update. Discussion ensued with

respect to the importance of assigning resources to such types of projects.

9. Next Meeting

**9.1** Thursday February 22, 2018 - 8:00 a.m.  
Board Room, Brooklin Community Centre and Library  
8 Vipond Road

10. Adjournment

**10.1** Motion to Adjourn

Recommendation:

Moved By Rick Batty

That the meeting adjourn.

**Carried**

The meeting adjourned at 9:11 p.m.

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Shrishma Dave, Legislative Coordinator

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Daniel Acre, Committee Chair