

Brooklin Downtown Development Steering Committee Minutes  
May 24, 2018 – 8:00 AM  
Board Room, Brooklin Community Centre & Library  
8 Vipond Road

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**Present:** Daniel Acre, Chair  
Rick Batty  
Ryan Doble, Vice-Chair  
Marissa Graham (left at 9:15 a.m.)  
Rick McDonnell  
Kyle Paterson (arrived at 8:08 a.m.)  
Cathi Westrop

**Also Present:** Councillor Mulcahy, Mayor's Designate (left at 8:52 a.m.)  
Ed Belsey, Manager, Long Range Policy Planning (left at 8:24 a.m.)  
Mallory Dawson, Youth Coordinator, Whitby Public Library  
Representative (arrived at 8:10 a.m.)  
Peter LeBel, Commissioner of Community and Marketing Services  
Dmitry Kurylovich, Downtown Summer Student  
Christy Chrus, Staff Liaison, Principal Planner  
Maria McDonnell, Staff Liaison, Manager, Sustainability, Heritage,  
Downtown and Community Development  
Heather Oerlemans, Council and Committee Coordinator  
(Recording Secretary)

**Regrets:** Sheila Bowness  
Marilyn Hill  
Donald Wick

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Upon quorum being achieved, the meeting began at 8:06 a.m. It was the consensus of the Committee to hear Item 6.1 at this time.

1. Disclosures of Interest
  - 1.1 There were no disclosures of interest.
2. Approval of Previous Minutes
  - 2.1 Minutes - April 26, 2018  
  
Recommendation:  
  
Moved By Rick Batty

That the Brooklin Downtown Development Steering Committee minutes of April 26, 2018 be approved.

**Carried**

**3. Presentations/Deputations**

**3.1 Ed Belsey, Manager of Long Range Policy Planning  
Re: Draft Brooklin Urban Design and Sustainable Development Guidelines**

Ed Belsey appeared before the Committee and provided an overview of the Brooklin Urban Design and Sustainable Development Guidelines. Mr. Belsey advised the Committee that these guidelines would be used to maintain key design elements in future developments including features such as:

- maintaining the vibrancy of the historic downtown in new developments and commercial growth;
- ensuring elements of active transportation would be incorporated into designs such as walking paths and bike lanes;
- pedestrian friendly designs to connect neighbourhoods and provide access to local amenities;
- standards for signage, lighting, and tree canopy; and
- integrating high density with low density areas.

A question and answer period ensued between Members of the Committee and Mr. Belsey regarding:

- working with the Ministry of Transportation Ontario (MTO) and the Region of Durham to ensure pedestrian access at the Winchester Road and Baldwin Street intersection;
- creating a pedestrian promenade to provide setback from the intersection at Winchester Road and Baldwin Street; and
- MTO accommodating pedestrian traffic through various design options.

**3.2 Dmitry Kurylovich, Downtown Summer Student  
Re: 2 Campbell Street Development Site Plan Application**

Dmitry Kurylovich appeared before the Committee and provided an overview of the property. He advised that the proposal would replace the one storey commercial building with a two storey commercial building that included 3 retail spaces on the 1st floor, and offices on the 2nd floor. The new development would reflect the heritage character of the Heritage Conservation District.

Discussion ensued regarding:

- maintaining the same setback as existing structures for consistency;
- Cash-in-Lieu parking;
- the proposed patio at the front and west side of the building accommodating pedestrian traffic flow;
- two bicycle parking locations; and
- the location of a dumpster inside the building.

Recommendation:

Moved By Rick McDonnell

That the Brooklin Downtown Development Steering Committee supports the Site Plan Application for 2 Campbell Street.

**Carried**

4. General Business and Reports

4.1 Newsletter Articles

Christy Chrus requested newsletter articles to be sent to her from Members of the Committee.

4.2 Public Works Department Update

Christy Chrus advised that the Public Works Department was hosting a Public Works Day on May 24, 2018.

4.3 Community and Marketing Services Department Update

Peter LeBel provided an update regarding reports that would be presented at the May 28, 2018 Operations Committee meeting, including:

- details of the Culture Plan initiative designed to focus on various economic drivers in the community such as the visual and performing arts, culinary diversity, and digital media, scheduled to be implemented in Q4 2019 (CMS 15-18);
- updating parks and recreation by-laws to include issues such as smoking, barbeque permits, and permits for large congregations (CMS 29-18);
- removing the Station Gallery boxcar and funds required to repair the remaining wall (CMS 30-18); and

- the proposed Convention Centre and Hotel at 580 Water Street.

#### **4.4 Brooklin Downtown Business Association Update**

There was no Brooklin Downtown Business Association update.

#### **4.5 Chamber of Commerce Update**

Kyle Paterson provided an update regarding the Chamber of Commerce Annual General Meeting (AGM) and advised that the Whitby Chamber of Commerce had co-sponsored a policy resolution to support broadband submitted by the Sarnia Lambton Chamber of Commerce at the April 26 to 29, 2018 AGM in Hamilton.

#### **4.6 Heritage Whitby Advisory Committee Update**

Rick McDonnell provided an update regarding several properties, including:

- the commemoration for 4710 Anderson Street as a delisted property;
- the request for designation of 710 Myrtle Road;
- the Heritage Whitby Advisory Committee's decision not to support de-designating 508 Byron Street South (Serbian Church 1855-1857); and
- 320 St. John's Street as an investment opportunity.

#### **4.7 Group 74 Update**

There was no Group 74 update.

#### **4.8 Brooklin Horticultural Society Update**

There was no Brooklin Horticultural Society update.

#### **4.9 Whitby Public Library Update**

Mallory Dawson provided a brief update on the success of the How-to in 10 festival and advised that there were over 300 attendees. She further advised that the Whitby Central Library would be planning additional events including:

- "Seniors Without Walls" that would engage housebound seniors in discussions regarding current events, books, and other various topics;
- tax clinics for individuals who had not filed tax returns within the deadline; and

- hosting a How-to in 10 festival at the Brooklin Library.

**4.10 Brooklin Spring Fair Board Update**

There was no Brooklin Spring Fair Board update.

**5. Correspondence**

**5.1** There was no correspondence.

**6. Council Update**

**6.1** Councillor Mulcahy provided updates regarding:

- Council passing the 24 Princess Street application for mixed-use development;
- 4015 Cochrane Street as a proposed location for a Spa; and
- Council requesting the previous report regarding the summer road closure of Roebuck Street to be brought forward for consideration and budgeting in 2019.

It was the consensus of the Committee to hear Item 1.1 at this time.

**7. Other Business**

**7.1** Broadband

Maria McDonnell advised that the summary of findings for Phase One of the Durham Region Broadband Strategy was complete and had identified key areas that needed further research such as user needs, and solutions for technology. She further advised that the next step included trying to understand the Region's role in the delivery of broadband services, reviewing strategies used by other Regions, and how to work with businesses to develop better broadband services.

**8. Next Meeting**

**8.1** Thursday June 28, 2018 - 8:00 a.m.  
Board Room, Brooklin Community Centre and Library  
8 Vipond Road

**9. Adjournment**

**9.1** Motion to Adjourn

Recommendation:

Moved By Ryan Doble

That the meeting adjourn.

**Carried**

The meeting adjourned at 9:19 a.m.

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H. Oerlemans, Council/Committee  
Coordinator

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Daniel Acre, Committee Chair