



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-02-05
Report Number	EDO2025-003
Title:	Downtown Revitalization Taskforce – Terms of Reference
Open/Closed Session:	Open Session
Prepared By:	Brenna Carroll Economic Development Officer
Approved By:	Kenneth Melanson, RPP, MCIP Senior Manager, Development & Community Services
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

The terms of reference for the Downtown Revitalization Taskforce (DRT) are being presented to Council prior to the first monthly meeting of the DRT on Tuesday, February 11, 2025. Stages I-III of the Downtown Revitalization program are being conducted for downtown Dundalk in the 2025 calendar year.

Recommendation:

Be it resolved that Staff Report EDO2025-003 be received for information; and **that** Council consider approval of by-law 2025-015, being a bylaw to approve the Terms of Reference for the Downtown Dundalk Revitalization Taskforce.

Background:

On December 18, 2024, Council received report EDO2024-014 regarding the commencement of the Downtown Revitalization program for Dundalk and approved the following:

No. 2024-613

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that Staff Report EDO2024-014 be received for information; and **That** Council approve the commencement of the Downtown Revitalization Program for the town of Dundalk. **Carried**

In January 2025, staff circulated a call for volunteers to participate in the Downtown Revitalization Taskforce (DRT) that will advise the Township’s participation in the Downtown Revitalization program. This call for community members to volunteer on the Taskforce was made via a newspaper feature in the Dundalk Herald, the Township social media channels, email newsletter, and on the Township website.

The terms of reference are being presented to Council prior to the DRT’s first monthly meeting on Tuesday, February 11, 2025.

Analysis

The DRT terms of reference describe the required commitment of members to the Taskforce and its influence on the Downtown Revitalization program for Dundalk's commercial core. The DRT will support the collection of data and analysis of community feedback to develop a vision for downtown beautification in consultation with residents, customers, property owners, and business operators in the downtown. The DRT will play a pivotal role in developing the list of projects that will be implemented in downtown Dundalk in the coming years. The purpose of the DRT is to ensure that the vision and actions are in line with the needs of the community.

Internal Policy and Legislated Requirements:

The DRT terms of reference for Dundalk align with provincial guidelines for implementing a [Downtown Revitalization program](#) in a rural municipality. Township staff will participate in DRT monthly meetings as non-voting representatives to ensure that decisions align with the provincial Downtown Revitalization guidelines and Township policies and procedures. Operations of the taskforce will follow Policy #57: Southgate Community Based Working Group & Taskforce Policy.

Financial and Resource Implications:

Costs associated with Taskforce activities will be drawn from the Economic Development budget approved by Council. In-kind contributions by the Township will be staff time associated with meeting attendance. Staff representation at meetings will ensure that the DRT makes informed decisions that align with Township policies and procedures.

Strategic Priorities:

Priority: A Thriving Economy

Goal: Goal 4: Revitalize Downtown Dundalk to Enhance its Beauty and Restore Pride-in-Place in the Downtown

Action Item: 4 c). Participate in the Downtown Revitalization Program that Includes Developing a Vision for Downtown Beautification in Consultation with the Community

Attachments:

None.