



**MINUTES OF THE APRIL 18, 2016  
CIP APPROVALS COMMITTEE (CIPAC) MEETING**

A meeting of the CIP Approvals Committee (CIPAC) held on Monday April 18, 2016, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

**PRESENT:** Karen Davison Wood, Arts Culture Heritage Committee  
Daniel Gagnon, CAO (departed at 6:10pm)  
Deirdre Hill, Maxville & District Chamber of Commerce  
Mike Madden, Alexandria & District Chamber of Commerce  
Jeff Manley, Councillor  
Kerri Strotmann, EDO

**REGRETS:** Nathalie-Anne Bussière Arts, Culture Heritage Committee  
Carma Williams, Councillor  
Gerry Murphy, Chief Building Officer

**1. CALL TO ORDER**

The meeting was called to order at 5:03p.m.

**2. ACCEPT AGENDA**

**Moved by:** Deirdre Hill

**Seconded by:** Karen Davison Wood

That the Agenda of the CIP Approvals Committee meeting of April 18, 2016, be accepted.

**Carried.**

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest expressed by the members present.

**4. RATIFY THE MINUTES OF MARCH 21, 2016**

**Moved by:** Karen Davison Wood

**Seconded by:** Deirdre Hill

That the minutes of the March 21, 2016, Arts, Culture, and Heritage Advisory Committee meeting be accepted as presented.

**Carried.**

**5. AGENDA ITEMS**

**a. Update on projects submitted to March 21, 2016 CIPAC Meeting**

**i) 5 – 7 Main Street South, Alexandria (Vaella Consulting)**

- *March 29, 2016* – Resolution No. 6 was adopted by Council approving the grant and interest-free loan application.
- *March 30, 2016* – Owner was advised by email of the acceptant of the project and the need to contact Gerry Murphy, CBO, for the building permit and Annie Levac, Treasurer, regarding the municipal loan. The Letter of Agreement was prepared, pending the building permit amount.
- *April 12, 2016* – Follow-up email sent to owner.
- *April 18, 2016* – No building permit application has been submitted and no Letter of Agreement has been signed. The approved file is pending.

ii) **1 Main Street South, Alexandria (The Quirky Carrot)**

- *April 11, 2016* - Further to the CIPAC request of March 21, 2016, a second estimate was submitted for the work to be undertaken. Said estimate is more detailed than the first and will be used for the calculation of the allowable grant and interest-free loan.
- The CIPAC recommendation of March 21, 2016, will be presented to Council on April 25, 2016.

iii) **76 Main Street North, Alexandria (C. Walker)**

- *April 6, 2016* - Further to the CIPAC recommendation of March 21, 2016, an on-site consultation with a restoration carpenter (Porter Restoration) was undertaken to try to find a solution to the challenge of rendering a railing restoration conforming to the Provincial Building Code. The resulting solution would be substantially more costly, would alter the original columns or would not be an authentic restoration. The owner has decided not to pursue the restoration of her railing. She will submit a request for repainting the clapboard and the possible addition of a heritage garden in the front yard.
- Deirdre asked whether a modification is required to the CIP with respect to the definition of "heritage restoration". Kerri responded that such projects will have to be dealt with on a case-by-case basis and should be addressed with the property owners and the Building Department during the pre-approvals meeting.
- The committee discussed the outcome of the consultation with the heritage carpenter and felt that while it was beneficial for this particular case, it should not become a standard practice for similar requests.

iv) **41 Main Street South, Maxville (P. Qosaj)**

- *March 25, 2016*: Further to the CIPAC recommendation of March 21, 2016, an email was sent to the owners advising them of the review of their file and itemizing the outstanding information required to complete the CIP request. There has been no response from the owners. Their request is pending.

**b. CIP Applications**

i) **7 Mill Square, Alexandria (J & B. Danaher)**

Project: Pressure washing and repainting the existing metal (tin) roof black  
Scraping and repainting all the existing wood trim in white

- The committee discussed the provisions of the CIP that exclude roofs and agreed to accept, on a case-by-case basis, the repainting of visible metal (tin) roofs as a component of the façade, where they are an integral part of the architectural characteristic of the building. The committee agreed that no structural work would be covered by the CIP Financial Incentive Program.

<b>Moved by:</b> Jeff Manley		<b>Seconded by:</b> Deirdre Hill	
That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the project as submitted, as the work being undertaken is non-structural in nature, the existing metal (tin) roof is highly visible from Main Street and the roof is an authentic metal (tin) roof and integral to the architectural character of the building and the heritage of Mill Square, and is considered as a portion of the façade.			
Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	N/A		
B. Building Improvement & Infill Grant	-Painting the roof and wood trim	\$1,412.50 representing 50% of the building improvement work.	\$1,412.50 grant under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	N/A		
D. Landscaping & Public Art Grant	N/A		
E. Building Permit Fee Grant		Up to \$750, pending confirmation from Building Department	Up to \$750
F. Tax Increment Grant	N/A		
G. CIP Municipal Loan Program	N/A		
<b>TOTAL PROJECT COST: \$2,825</b> <b>TOTAL ELIGIBLE GRANT: \$1,412.50 + Building Permit Fee Grant, if applicable</b> <b>TOTAL ELIGIBLE LOAN: N/A</b>			
<b>Carried.</b>			

**6. NEW BUSINESS**

There was no new business to discuss.

**7. CORRESPONDENCE**

- A thank you card from C. Walker (76 Main Street) was circulated to the committee, in appreciation of the time and effort spent working on her railing restoration project.

**8. NEXT MEETING**

The next meeting of the CIPAC will take place on Monday May 16, 2016 at 5:00pm. at the Township Office.

**9. ADJOURNMENT**

The meeting was adjourned at 5:41p.m.



Recording Secretary - Kerri Strotmann