



**MINUTES OF THE MAY 16, 2016
CIP APPROVALS COMMITTEE (CIPAC) MEETING**

A meeting of the CIP Approvals Committee (CIPAC) held on Monday May 16, 2016, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

PRESENT: Nathalie-Anne Bussière Arts, Culture Heritage Committee
Karen Davison Wood, Arts Culture Heritage Committee
Deirdre Hill, Maxville & District Chamber of Commerce
Mike Madden, Alexandria & District Chamber of Commerce
Carma Williams, Councillor
Kerri Strotmann, EDO

GUEST: Chris McDonell, Mayor

REGRETS: Daniel Gagnon, CAO
Jeff Manley, Councillor
Gerry Murphy, Chief Building Officer

1. CALL TO ORDER

The meeting was called to order at 5:12p.m.

2. MOTION TO ELECT A CHAIR

This item was deferred to a subsequent meeting.

3. ACCEPT AGENDA

Moved by: Mike Madden

Seconded by: Deirdre Hill

That the Agenda of the CIP Approvals Committee meeting of May 16, 2016, be accepted.

Carried.

4. DECLARATIONS OF CONFLICT OF INTEREST

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

4. RATIFY THE MINUTES OF APRIL 18, 2016

Moved by: Mike Madden

Seconded by: Karen Davison Wood

That the minutes of the April 18, 2016, CIP Approvals Committee (CIPAC) 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.
- *May 5, 2016* – Owner signed Letter of Agreement for the grant program. Cost of permit still to be established by the Permit Department. Interest-free municipal loan program still pending owner's follow-up with the Treasurer.

- *May 16, 2016* – Cheque in the amount of \$392.68 mailed to owner (50% of the eligible amount for the Planning & Design Grant)

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

- *April 25, 2016*: Resolution #3, adopted by Council, approving the grant application and interest-free municipal loan.
- *April 26, 2016*: Email forwarded to applicant confirming the acceptance of the CIP application and advising the owner to contact Annie Levac for the municipal loan. The Letter of Agreement was prepared.
- *May 10, 2016*: Follow-up email sent to applicant who would like to arrange a meeting with the owner and the municipality to sign the documents. Applicant to follow-up with municipality in the coming days.

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

- *April 25, 2016*: Resolution #4, adopted by Council, approving the grant application and interest-free municipal loan.
- *April 26, 2016*: Email forwarded to applicant confirming the acceptance of the CIP application and advising the owner to contact Lise Lavigne. The Letter of Agreement was prepared.

b. **CIP Applications**

i) **76 Main Street North, (J & B. Danaher)**

Project: Scraping and repainting the existing wood clapboard facing material on the front and south facades in the same beige tone as the existing.

Moved by: Nathalie-Anne Bussiere		Seconded by: Deirdre Hill	
That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the project as submitted, with the recommendation that the choice of primer and paint be compatible with the existing surface.			
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	\$706.25 representing 50% of the building improvement work.	\$706.25 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		
TOTAL PROJECT COST : \$1412.50 TOTAL ELIGIBLE GRANT: \$706.25 + Building Permit Fee Grant, if applicable TOTAL ELIGIBLE LOAN: N/A			
Carried.			

- Kerri informed the committee of the balance of the \$50,000 CIP grant budget for 2016, following approval of 76 Main Street North, Alexandria: \$29,185.80, not including any grants

for permit fees that may be required for the approved projects. The committee requested that Kerri contact Angela Brown of The Glengarry News with this figure, in order to maintain interest in the CIP.

c. Civic Number Signage – Design Proposal

Kerri presented the committee with the civic number design proposals, prepared by Anick Bauer Designs. The committee was pleased with the proposals but asked that the following questions be addressed by the designer:

1. Can the design stretch from one to five characters (numbers) to accommodate civic addresses that are more or less than three characters, as illustrated?
2. Can the cardinal points (North, South, East, West) be integrated into the design, particularly for those streets, such as Main Street that are divided into North and South addresses?
3. Can the Classic design proposal be shown with a rounded edge as illustrated in the Celtic proposal?
4. What are the mounting guidelines for the civic number signs (i.e: How are they to be installed on brick)?
5. Can a scale/measurements be provided to better understand the proposed sign dimensions?
6. Can the committee obtain a sample/mock-up of the Celtic/heritage design to better understand the look and feel of the proposal?

Kerri will contact Anick Bauer and ask for the revisions to be submitted for review at the June CIPAC meeting.

6. NEW BUSINESS

- Funders' Forum: The CIP will be promoted during the Cornwall & the Counties Funders' Forum on May 25, 2016, in Cornwall.

7. CORRESPONDENCE

No correspondence was received.

8. NEXT MEETING

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

9. ADJOURNMENT

The meeting was adjourned at 6:05p.m.


Recording Secretary – Kerri Strotmann