



## CIP Approvals Committee (CIPAC) Meeting

Monday January 30, 2017 at 5:00 p.m.  
Township Office,  
90 Main Street South, Alexandria

1. Call to Order
2. Accept the Agenda
3. Declaration of Conflict of Interest
4. Ratify Minutes of December 5, 2016
5. Agenda Items
  - a. Review of projects submitted
    - i) 8 Main Street North, Alexandria (A. Bauer)
    - i) 28 Main Street North, Alexandria (Decoste Realty)
    - ii) 69 Main Street South, Alexandria (C. Paulenco)
    - iii) 20 Main Street South, Maxville (Munro & Morris Funeral Home)
    - iv) 44 Main Street North, Alexandria (T. Ladas & P. Moularogeorgos)
  - b. CIP Applications
    - i) 44 Main Street North, Alexandria – Amendment
    - ii) 28 Main Street North, Alexandria – Commercial Signage (Tentative)
    - iii) 7-7a Main Street South, Maxville – Building improvements (Tentative)
  - c. Amendments to CIP
6. New Business
7. Correspondence
8. Next CIPAC Meeting
10. Adjournment



## MINUTES OF THE MONDAY DECEMBER 5, 2016 CIP APPROVALS COMMITTEE (CIPAC) MEETING

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

**PRESENT:** Karen Davison Wood, Committee Chair  
Deirdre Hill, Maxville & District Chamber of Commerce  
Michael Madden, Alexandria & District Chamber of Commerce  
Jeff Manley, Councillor (departs at 6:56pm)  
Carma Williams, Councillor  
Kerri Strotmann, EDO

**GUEST:** Anne Leduc, Director of Recreation & Community Services

**REGRETS:** Nathalie-Anne Bussière Arts, Culture Heritage Committee  
Daniel Gagnon, CAO  
Gerry Murphy, Chief Building Officer

### 1. CALL TO ORDER

The meeting was called to order at 5:07p.m.

### 2. ACCEPT AGENDA

**Moved by:** Deidre Hill

**Seconded by:** Michael Madden

That the Agenda of the CIP Approvals Committee meeting of December 5, 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 NOVEMBER 21, 2016

**Moved by:** Michael Madden

**Seconded by:** Jeff Manley

That the minutes of the November 21, 2016, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

**Carried.**

**5. AGENDA ITEMS**

**a. 2017 Meeting Schedule**

**Moved by:** Carma Williams

**Seconded by:** Michael Madden

That the proposed 2017 schedule of meetings for the CIP Approvals Committee (CIPAC) be approved.

2017 CIPAC Meeting Schedule

Application Deadline	CIP Approvals Committee (CIPAC) Meetings		Recommendations Approved by Council
Monday January 23, 2017 @ 16h00	Monday January 30, 2017	→	Monday February 6, 2016
Monday February 27, 2017 @ 16h00	Monday March 6, 2017	→	Monday March 13, 2017
Monday March 27, 2017 @16h00	Monday April 3, 2017	→	Monday April 10, 2017
Monday April 24, 2017 @ 16h00	Monday May 1, 2017	→	Monday May 8, 2017
Monday May 29, 2017 @16h00	Monday June 5, 2017	→	Monday June 12, 2017
Monday June 26, 2017 @16h00	Tuesday July 4, 2017	→	Monday July 10, 2017
Monday July 24, 2017 @16h00	Monday July 31, 2017	→	Tuesday August 8, 2017
Monday August 28, 2017 @ 16h00	Tuesday September 5, 2017	→	Monday September 11, 2017
Monday September 25, 2017 @16h00	Monday October 2, 2017	→	Tuesday October 10, 2017
Monday October 30, 2017 @ 16h00	Monday November 6, 2017	→	Monday November 13, 2017
Monday November 27, 2017 @ 16h00	Monday December 4, 2017	→	Monday December 11, 2017

**Carried.**

b. Approval of CIP Grant Payment

i) 1 Main Street South, Alexandria

<b>Moved by:</b> Michael Madden	<b>Seconded by:</b> Deirdre Hill
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That the CIP project at 1 Main Street, Alexandria, has been completed as per the plans approved by Council on April 25, 2016, with modifications to the awning colour subject to a key information report to Council, and as per the requirements of the Letter of Agreement for the Municipal Incentive Program signed by the applicant on June 13, 2016, further to the amendment to Program C adopted by Council on June 13, 2016. A total of \$10,321.62 shall be paid to Julia Graham (The Quirky Carrot), representing:

- 1) The sum of **\$611.62** (Six Hundred and Eleven dollars and Sixty-Two cents), in the form of a **Planning and Design Grant (Program A)**. This grant is payable in two (2) equal installments. The first installment was paid on June 2, 2016, in the amount of \$305.81. The second installment of \$305.81 is to be paid;
- 2) The sum of **\$5,000.00** (Five Thousand dollars), in the form of a **Building Improvement and Infill Grant (Program B)**;
- 3) The sum of **\$1,500.00** (One-Thousand Five-Hundred dollars), in the form of a **Commercial Signage Grant (Program C)** ;
- 4) The sum of **\$2,500.00** (Two-Thousand Five-Hundred dollars), in the form of a **Commercial Awning Grant (Program C)**;
- 5) The sum of up to **\$710.00** (Seven Hundred and Ten dollars), in the form of a **Landscaping Grant (Program D)**;
- 6) No grant shall be paid in the form of a **Building Permit Fee Grant Program (Program E)**, as no permit was issued for exterior renovations for the work subject to the CIP;

**Carried.**

c. Review of Projects Submitted

i) **8 Main Street North, Alexandria (A. Bauer)**

Further to the application submitted to the October CIPAC meeting for lighting over the CIP-approved commercial sign, emails were sent on October 20<sup>th</sup> and November 17<sup>th</sup> requesting additional information. Kerri spoke with the applicant who has not yet had time to address this matter.

ii) **28 Main Street North, Alexandria (Decoste Realty)**

On November 28, 2016, Resolution #4 was adopted by Council approving the grant application and the interest-free municipal loan. Both Letters of Agreement are being drawn up.

iii) **69 Main Street South, Alexandria (C. Paulenco)**

On July 25, 2016, Council approved the CIP grant application with conditions pertaining to the commercial billboards, the facing material and a reduction of 30% for certain grant programs to account for personal labour.

On October 4, 2016, a meeting was held with the owner to discuss her CIP approved project and her intention to proceed. Follow-up emails were sent to determine whether the owner intends to proceed with the project. The municipality has not received a reply and the Letter of Agreement has not been signed.

A total grant in the amount of \$10,446.50, excluding the Permit Fee Grant, has been allocated to this project from the 2016 CIP budget.

The CIP has been oversubscribed and there are insufficient funds to cover other recently received requests.

**Moved by:** Carma Williams

**Seconded by:** Michael Madden

That due to an oversubscription to the 2016 CIP financial incentive program, and given that the owner has missed the deadline to sign the Letter of Agreement, the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the repeal of resolution #8, adopted by Council on July 25, 2016, approving the CIP project at 69 Main Street North, Alexandria.

The CIPAC further recommends the transfer of the funds allocated to this project to the 2016 CIP budget to be reassigned to other projects for which there are insufficient CIP funds.

The CIPAC also recommends that the owner reapply to the Community Improvement Plan financial incentive program in 2017.

**Carried.**

iv) **20 Main Street South, Maxville**

There have been no developments with this project as Daniel Gagnon has been unable to meet with the owner.

d) **28 Main Street North, Alexandria**

Project:

Preparation and painting of the original metal roof in dark brown or black; Preparation and painting of the existing 2nd and 3rd storey aluminum siding in "Tuscan Gold" and "Chestnut Brown"; Removal of the 2nd floor door and replacement of the three 2nd floor openings with matching guillotine windows; Replacement of the 1st floor facing material with horizontally-installed "Tuscan Gold" colour James Hardie board; Removal of the obsolete 2nd floor backlit sign; Installation of a ground floor perpendicular hanging sign; Replacement of the existing retractable awning with a new stripped canvass in colours to match the proposed facing materials with commercial lettering on the skirt; Replacement of the commercial entry door with a new glass door; Replacement of the ground floor commercial windows with new sliding windows; Construction of a new commercial terrace projecting 5.0ft from the existing front façade in "Medeira" colour Trex decking with a "Bronze" colour smoked glass railing.

**Moved by:** Jeff Manley

**Seconded by:** Deirdre Hill

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the below-listed elements of the project, as they demonstrate the rehabilitation of one of the original downtown buildings in respect of the CIP design guidelines, while adding a more contemporary element to create street animation.

- Preparation and painting of the original metal roof in dark brown or black;
- Pressure washing and painting the existing 2<sup>nd</sup> storey aluminum siding in "Tuscan Gold" and the 3<sup>rd</sup> storey aluminum siding in "Chestnut Brown";
- Removal of the 2<sup>nd</sup> floor door and replacement of the three 2<sup>nd</sup> storey openings with matching guillotine windows;
- Replacement of the 1<sup>st</sup> floor facing material with horizontally-installed "Tuscan Gold" colour James Hardie board;
- Removal of the obsolete 2<sup>nd</sup> floor backlit sign;
- Addition of a ground floor perpendicular hanging sign;
- Replacement of the existing retractable awning with a new striped canvas to match the facing material and possessing commercial lettering;
- Construction of a new commercial terrace on the front façade in "Madeira" colour Trex decking with a "Bronze" colour smoked glass railing;
- Replacement of the existing commercial entry door with a new glass entry door;
- Replacement of the existing ground floor commercial windows with sliding glass windows;
- Addition of public art on the front façade above the retractable awning (painted mural on wood panel).

The following condition accompanies the favourable recommendation:

- 1) That the final artwork for the painted mural be submitted to the CIP Approvals Committee for review and final approval and that the carriage used in the proposed perpendicular hanging sign be reproduced in the proposed artwork.

The following considerations accompany the favourable recommendation:

- 1) That the owner consider installing James Hardie Board on the entire front façade, or consider installing the James Hardie Board vertically on the ground floor to better marry with the horizontally-installed aluminum on the upper floors;
- 2) That the owner consider the addition of mullions (grill work) on the proposed 2<sup>nd</sup> floor windows to match the existing and remaining 3<sup>rd</sup> floor windows;
- 3) That a new civic address sign, in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project;
- 4) That the owner consider relocating the existing hydro mast to the south lateral façade;
- 5) That the owner consider relocating or eliminating the 2<sup>nd</sup> floor vent on the front façade, or paint it to match.
- 6) That the owner consider reducing the dimensions or eliminating the proposed signage behind the commercial window so as not to detract from the proposed awning and mural.

Continued

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A. Planning & Design Grant	-Preparation of coloured rendering; -Preparation of construction plans for the commercial terrace;	\$651.16 representing 50% of the costs of the preparation of the plans	\$651.16 representing the grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Remove 2 <sup>nd</sup> floor door and install three new matching guillotine windows; -Installation of new James Hardie clapboard style facing material on the ground floor; -Preparation and painting of the 2 <sup>nd</sup> and 3 <sup>rd</sup> floor aluminum facing material; -Construction of a new commercial terrace with smoked glass railing; -Replacement of the commercial entry door and ground floor windows; -Preparation and painting of the metal roof;	\$18,927.50 representing 50% of the building improvement work for the front and lateral facades	\$7,500.00 representing the maximum grant allotted for building improvements to the front façade and the visible lateral façade under Program B.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant	-Installation of a new perpendicular hanging sign	\$977.45 representing 50% of the cost of a new commercial sign	\$977.45 representing the amount allotted for a new commercial sign under Program C
	-Installation of a new retractable commercial awning with lettering	\$913.04 representing 50% of the cost of a new retractable commercial awning	\$913.04 representing the amount allotted for a new retractable commercial awning under Program C
D. Landscaping & Public Art Grant	-Installation of historical mural	\$1,045.25 representing 50% of the cost of a mural	\$1,000.00 representing the maximum grant allotted for public art.
E. Building Permit Fee Grant		Up to \$750 for the Building Permit fee, pending confirmation from Building Department;  \$500 for the Minor Variance Fee	Up to \$750.00 for the Building Permit fee and \$500.00 for the Minor Variance request pending approval of a future CIP amendment.
F. Tax Increment Grant	To leverage the increased assessment and property taxation for work directly attributable to the CIP	TBD	TBD pending MPAC reassessment upon completion of the work.
G. CIP Municipal Loan Program	For work eligible under Program B.	Between \$5,000 and \$10,000	Between \$5,000 and \$10,000

**TOTAL PROJECT COST: \$39,983.31**  
**TOTAL ELIGIBLE GRANT: \$12,632.13 + Building Permit and Minor Variance Fee Grant**  
**TOTAL ELIGIBLE LOAN: \$5,000 – 10,000**

Carried

**e. Amendments to CIP**

Deferred to a subsequent meeting.

Jeff Manley departs at 6:56pm

**6. NEW BUSINESS**

There was no new business to discuss.

**7. CORRESPONDENCE**

There was no correspondence received

**8. NEXT MEETING**

The next meeting of the CIPAC will take place on Monday January 30, 2017 at 5:00p.m. at the Township Office.

**10. ADJOURNMENT**

The meeting was adjourned at 6:59 p.m.

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Recording Secretary – Kerri Strotmann

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Chair – Karen Davison Wood