



## MINUTES OF THE MONDAY MAY 1, 2017 CIP APPROVALS COMMITTEE (CIPAC) MEETING

A meeting of the CIP Approvals Committee (CIPAC) held on Monday May 1, 2017, at 5:00 p.m. at the Township Office, 90 Main Street South, Alexandria.

**PRESENT:** Karen Davison Wood, Committee Chair  
Nathalie-Anne Bussière Arts, Culture Heritage Committee  
Deirdre Hill, Maxville & District Chamber of Commerce  
Michael Madden, Alexandria & District Chamber of Commerce (arrived at 5:38p.m.)  
Carma Williams, Councillor  
Kerri Strotmann, EDO

**GUESTS:** Tara Kirkpatrick, EDO  
Anne Leduc, Director of Recreation & Community Services

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

### 1. CALL TO ORDER

The meeting was called to order at 5:11p.m.

Note: Items 2, 3, and 4 on the agenda were addressed following the arrival of Michael Madden at 5:38 p.m.

### 2. ACCEPT AGENDA

**Moved by:** Deirdre Hill

**Seconded by:** Michael Madden

That the Agenda of the CIP Approvals Committee meeting of May 1, 2017, 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 APRIL 3, 2017

**Moved by:** Carma Williams

**Seconded by:** Deirdre Hill

That the minutes of the April 3, 2017, CIP Approvals Committee (CIPAC) meeting be accepted as presented.

**Carried.**

## 5. AGENDA ITEMS

### a. Review of Projects Submitted

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

An email was received from the applicant on April 3, 2017, confirming that the information requested by the committee at the meeting of October 17, 2016, will be submitted shortly. There have no further developments.

#### ii) **20 Main Street South, Maxville (Munro & Morris Funeral Home)**

There have been no new developments with this project. Anne Leduc has contacted the owners to set-up a meeting.

#### iii) **43 Main Street South, Maxville.**

On April 10, 2017, Resolution #6 was adopted by Council, approving the grant application and interest-free municipal loan.

On April 22, 2017, owners advise the municipality of proposed modifications to the approved project. The revised project is to be reviewed by the committee under item 5 b i)

Michael Madden arrives at 5:38 p.m.

### b) **CIP Applications**

The committee discussed the method of calculating the CIP interest-free municipal loan when the labour is being carried out by the owner, who is also a contractor. It was decided that moving forward, the material and labour costs will be used for the purposes of calculating the eligible CIP interest-free loan, even when the labour is carried-out by the owner, as the purpose of the loan program is to assist property owners with the upfront costs of their project. As the municipality is repaid the loan amount, there is no misuse of public funds;

However, as per article 5.2 b) of the CIP any work carried out by the owner will not be used to calculate the grant allotted under Financial Incentive Program B (Building Improvement & Infill Grant).

**i) 43 Main Street South, Maxville (amendment)**

Following Council's approval of the building improvements to the facing material and the front porch and balcony, the owners determined that they would have to modify their project to focus on necessary structural work to the foundations. Said repairs are not covered under the CIP.

Revised Project: Replace the existing enclosed front porch and balcony with a new open front porch and balcony constructed of stained pinewood; prepare and repaint the existing wood cornice and material in between.

**Moved by:** Deirdre Hill

**Seconded by:** Michael Madden

That the Community Improvement Plan Approvals Committee (CIPAC) recommends to Council the approval of the cost of materials only for the below-listed project, as it demonstrates the rehabilitation of one of the original main street buildings, and the restoration of architectural elements in a style more in keeping with the original building and in respect of the CIP design guidelines.

- Construction of a new front porch and second floor balcony in a natural pinewood stained a shade of brown.
- Preparation and repainting of the existing cornice in Benjamin Moore Van Deusen Blue (HC-156).

The following conditions accompany the favourable recommendation:

- 1) Construction plans must be submitted for the issuance of a building permit. Plans are eligible for the Planning & Design Fee Grant (Program A).
- 2) That the original decorative wood cornice be preserved.

The following considerations accompany the favourable recommendation:

- 1) That a new civic address sign in the style adopted by the municipality for the purposes of the CIP, be incorporated into the project.

CIPAC notes that the grant is only for the cost of materials as the owners are completing their own labour.

**Continued below**

Incentive Program	Project (s)	Grant Request	CIPAC Recommendation
A.Planning & Design Grant	-Preparation of construction plans for the new front porch and balcony;	\$487.50 representing 50% of the costs of the preparation of the plans	\$487.50 representing the grant amount allotted for planning and design fees under Program A.
B. Building Improvement & Infill Grant	-Construction of a new front porch and balcony -Preparation and repainting of the cornice	\$7,147.25 representing 50% of the building improvement work for the front façade.	\$3,559.50 representing the maximum grant allotted for the cost of building improvements to the front façade under Program B. Note that the grant is only for the cost of materials as the owners are completing their own labour.
C. Commercial Signage, Civic Address Signage & Commercial Awning Grant			
D. Landscaping & Public Art Grant			
E. Building Permit Fee Grant		Up to \$750 for the Building Permit fee, pending confirmation from Building Department;	Up to \$750.00 for the Building Permit fee.
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
<b>TOTAL PROJECT COST: \$14,294.50</b> <b>TOTAL ELIGIBLE GRANT: \$4,047.09 + Building Permit Fee Grant</b> <b>TOTAL ELIGIBLE LOAN: \$5,000 - 10,000</b>			

Carried

**ii) 44 Main Street North, Alexandria (amendment)**

In preparing to commence the construction work, the owner met with his contractor to discuss the James Hardie Board facing material selected. Subsequent to this meeting, the owner has requested a modified colour palette and a mix of clapboard-style and shingle-style James Hardie cement board.

**Moved by:** Deirdre Hill

**Seconded by:** Michael Madden

That the Community Improvement Plan Approvals Committee (CIPAC) approves the following modifications to the project approved by Council under Resolution #4 adopted on February 21, 2017.

- Replacement of the first and second floor facing material with a horizontally-installed James Hardie Board in a “Brun clair (JH20-20) colour, rather than the “Tuscon Gold” colour James Hardie board that was approved;
- Replacement of the third floor facing material with a cedar shake style James Hardie Board in a “Rouge campagnard (JH90-20) colour rather than the horizontally-installed James Hardie Board in a “Tuscon Gold” colour.

All other project modifications approved by the CIPAC on January 30, 2017, and by Council on February 21, 2017, remain unchanged.

**Carried**

**e. Amendments to CIP**

This item is deferred to a subsequent meeting; however as noted under Item 5 b) above, Kerri will look into incorporating an article concerning the allocation of interest-free municipal loans for both material and labour costs when the labour is carried out by the owner.

**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 June 5, 2017 at 5:00p.m. at the Township Office.

## 10. ADJOURNMENT

The meeting was adjourned at 6:06 p.m.

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Recording Secretary – Kerri Strotmann

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Chair – Karen Davison Wood