



**DRAFT Minutes of the
CIP Approvals Committee (CIPAC) Meeting**

Monday, July 31, 2017 at 5:30 p.m.
Township Office,
90 Main Street South, Alexandria

A meeting of the Community Improvement Plan (CIP) Approvals Committee (CIPAC) was held on Monday, July 31, 2017, at 5:30 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria.)

PRESENT:

Karen Davison Wood, Committee Chair
Carma Williams, Councillor
Jeff Manley, Councillor
Michael Madden, Alexandria & District Chamber of Commerce
Deirdre Hill, Maxville & District Chamber of Commerce
Nathalie-Anne Bussière, Arts, Culture & Heritage Committee
Tara Kirkpatrick, Economic Development & Communications Officer

GUEST:

Anne Leduc, Director of Community Services

REGRETS:

Daniel Gagnon, Chief Administrative Officer
Gerry Murphy, Chief Building Officer

1) CALL TO ORDER

The meeting was called to order at 5:31 p.m. by Karen Davison Wood

2) MOTION TO ACCEPT THE AGENDA

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Agenda of the CIP Approvals Committee of July 31, 2017, be accepted with the following modifications:

Carried.

3) DECLARATIONS OF CONFLICT OF INTEREST

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

4) A MOTION TO RATIFY THE MINUTES OF:

i) Tuesday, July 4, 2017

Moved by: Jeff Manley

Seconded by: Michael Madden

That the minutes of the July 4, 2017 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5) AGENDA ITEMS

- a. Update on the Hamlet Properties Inventory being undertaken by Heritage Coordinators Danielle Myronyk and Andre Markus.
- The two Heritage Coordinators provided an update on their progress. Since the commencement of their project in early June they have inventoried more than 300 properties and taken more than 2,000 photographs. This data has been inputted into the municipality's GIS mapping system and it has been organized by civic address.
 - Andre Markus noted that Glengarry County Archivist Alan MacDonald has been exceptionally helpful in locating historic photos and helping to establish the history of some of the buildings included in the inventory.
 - As part of the property inventory, the two Heritage Coordinators have begun generating a list of properties that could be of potential municipal heritage interest. This list will be shared with the Arts, Culture and Heritage Committee.
- b. CIP Area Designation maps for Apple Hill, Dalkeith, Dominionville, Dunvegan, Glen Robertson, Glen Sandfield, Greenfield and Lochiel.
- Anne Leduc presented a draft staff report titled "Community Improvement Plan- Designation of the Community Project Areas By-Law XX-2017 – A By-Law to Designate Community Improvement Areas within the Corporation of the Township of North Glengarry" that contains the proposed Designated Community Improvement Plan Project Areas for the hamlets (Apple Hill, Dalkeith, Dominionville, Dunvegan, Glen Robertson, Glen Sandfield, Greenfield and Lochiel).
 - The CIPAC committee had the opportunity to review each area and recommend that the Staff Report for this By-law be presented to Council at the August 8th, 2017 meeting. ,

Moved by: Nathalie-Anne Bussière

Seconded by: Michael Madden

That the proposed Designated Community Improvement Plan Project Areas for the Hamlets be accepted as presented and that the CIPAC recommend adoption of the By-law by the Council of the Township of North Glengarry at their upcoming August 8th, 2017 meeting.

Carried.

- c. Amendments to the CIP (Loan and timing of payment for Programs).

Moved by: Jeff Manley

Seconded by: Michael Madden

That the "Grant Amount" section of Program G: CIP Municipal Loan Program, be amended to read: "The Township will provide an interest-free loan up to a maximum of \$10,000 (minimum loan of \$2,000), amortized in equal payments over a five-year period, subject to the review and recommendation of the CIPAC committee."

Carried.

d. CIP Civic Sign Pilot Program update.

- Tara provided an update on the CIP Civic Sign Pilot program, which is supplying free civic signs to ongoing CIP projects, including:
 - 7-7a Main Street South, Maxville;
 - 3 Main Street South, Maxville; and
 - The Township Office, located at 90 Main Street South, Alexandria.
- The civic signs are being provided to the CIP projects as part of Program C, Commercial Signage, Civic Address Signage and Commercial Awning Grant. The proposed amendments to the CIP include provisions to offer the choice of free CIPAC-approved signage or the matching grant of 75% up to \$75 for a civic number sign in conformity with the established guidelines.
- The estimated cost of the Civic Address Signs included in the pilot project is \$40+tax, per sign.
- The CIPAC agreed unanimously to also include 8 Main Street North, Alexandria, in this pilot program.

e. Budget 2018 item – Heritage Coordinator for research in properties considered to be of important heritage significance to the region.

- Anne recommended setting aside money in the 2018 budget to hire a Heritage Coordinator to help prepare for Phase III of the CIP. The Heritage Coordinator would focus on heritage research of targeted properties.
- Anne has spoken with both current Heritage Coordinators, Andre Markus and Danielle Myronyk. She noted that Andre had expressed interest in applying for this position next year.
- With the Maxville Water Project coming next summer, Anne suggested that it might be possible to share a three-to-16-month work placement position, whereby the Heritage Coordinator would work on both the CIP heritage research and on engineering projects associated to the Maxville Water Project.

f. CIP Applications

i) New CIP Applications

- 1 Mechanic Street West, Maxville, “The Kilted Canuck Pub & Eatery,” (Steven MacMillan and Tanya Rozon)

1 MECHANIC STREET WEST, MAXVILLE, ESTIMATED TOTAL COSTS

<p>Planning and Design Grant (Program A) <i>One-time grant of 50% up to a maximum of \$1,500 payable in two equal installments.</i></p>	<p><i>\$600</i> <i>Divided by 50%</i> = \$300 (Paid in two equal installments)</p>
<p>Building Improvement & Infill Grant (Program B) <i>A matching grant of up to 50% up to \$7,500 for two facades</i></p>	<p>\$21,602.04 including HST (Remove & replace siding on East & South walls. Replace two windows, one commercial door and one patio door). Divided by 50% = \$10,601.52 Estimated grant: A matching grant of 50% up to a maximum of \$7,500.</p>
<p>Building Permit & Infill Grant Program (Program E) <i>A grant equal to 100% of the eligible building fee up to a maximum of \$750.</i></p>	<p>Eligible</p>
<p>Tax Increment Grant Program (Program F)</p>	<p>Eligible</p>
<p>Municipal Loan Program (Program G)</p>	<p>Eligible for \$5,000 to \$10,000</p>
<p>Program C: Civic Address Pilot Program</p>	<p>No cost applicable. Request to join pilot program to receive a free civic address in a design approved by CIPAC.</p>

Total Project Costs: \$21,602.04

Total Eligible Grant:

- Program A: **\$300**
- Program B: **\$7,500**
- Program C: Civic Sign Pilot Program
- Program E: Missing Permit Fee
- Total Eligible Loan: **\$10,000**

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Community Improvement Plan Approvals Committee (CIPAC) approves a Financial Incentive Program request as submitted by Tanya Rozon for the property situated at 1 Mechanic Street West, in Maxville.

This includes a Program A (Planning and Design Grant) of 50% up to a maximum of \$1,500 payable in two equal installments; A Program B (Building and Infill Grant) representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on the South and East facades; Program E (Building Permit and Infill Grant) equal to 100% of the eligible building permit fees of a maximum of \$750, with the possibility of a Planning Fee Grant of \$500 pending Council approval of a future CIP amendment; Program F (Tax Increment Grant Program); and to a Program G (Municipal Loan Program) up to a

maximum of \$10,000, as submitted by Tanya Rozon for the property situated at 1 Mechanic Street West, in Maxville.

This client is also eligible for the civic address pilot program and will be provided with a free civic address plaque provided by the municipality and designed as per conditions set by CIPAC.

The following considerations accompany the favourable recommendation:

- (1) That the property owner consider adding trim around the commercial door on the South side of the building. It was noted that this was not included in the contractor's estimates.
- (2) That the property owner consider increasing the dimensions of the two windows on the South side of the building to their original size, as featured in the historic photograph of the building, when it served as "George's". The CIPAC committee supports restoration of original heritage features which in this case would add to the visual appeal of the building.

ii) Review of ongoing CIP projects

- **8 Main Street North, Alexandria, "Left and Write Paperie" (Anick Bauer)**
- Tara provided an update on the ongoing CIP project at 8 Main Street North, Alexandria. The property owner, Anick Bauer has decided to revert to her original plan to install a restored, antique door on the front façade of her business. She is also in the process of selecting a decorative metal frame from which she will affix two LED lights, which will spotlight her commercial signage.
- Anick indicated that she will no longer be painting her front exterior steps, due to their advanced state of deterioration. Anick is researching alternative solutions.
- **3 Main Street South, Maxville, "LCBO" (Ron Metcalfe)**

Moved by: Deirdre Hill

Seconded by: Michael Madden

That the CIPAC committee accept a modification to Program C (Commercial Signage, Civic Address Signage and Commercial Awning Grant to alter the proposed colour of the commercial awnings from dark green to dark black.

Carried.

- **8 Main Street South, Alexandria, "Priest's Mill" (Barry MacDonald)**

Moved by: Deirdre Hill

Seconded by: Michael Madden

That the Community Improvement Project (CIP) at 8 Main Street South, Alexandria, has been completed as per the plans approved by council on June 27, 2016, and as per the Letter of Agreement for the Municipal Financial Incentive (Grant) Program signed by the applicant, Barry MacDonald on October 4, 2016. A total of **\$5,977.63** shall be paid to Barry Macdonald representing:

- 1) The sum of **\$240.13**, 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 10, 2016, in the amount of \$240.13. The second installment of \$240.13 is to be paid.
- 2) The sum of **\$4,237.50** (Four-Thousand, Two-Hundred and Thirty-Seven dollars and fifty cents), in the form of a Building Improvement and Infill Grant (Program B).
- 3) The sum of **\$1,500** (One-Thousand, Five Hundred dollars), in the form of a **Commercial Signage, Civic Address Signage and Commercial Awning Grant (Program C)**.
- 4) 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.

- **7-7a Main Street South, Maxville (Ray and Cathy Grant)**

Moved by: Carma Williams

Seconded by: Michael Madden

That the Community Improvement Project (CIP) at 7-7a Main Street, Maxville, has been completed as per the plans approved by council on March 13, 2017, and as per the Letter of Agreement for the **Municipal Financial Incentive (Grant) Program** signed by the applicants, R. Grant and C. Davidson Grant on March 27, 2017. A total of **\$5,478** shall be paid to R. Grant and C. Davidson Grant representing:

- 1) The sum of **\$300** (Three-Hundred dollars), in the form of a **Planning and Design Grant (Program A)**. This grant is normally payable in two (2) equal installments. The first installment was not paid at the beginning of the project, so it is recommended that the full installment be issued.
- 2) The sum of **\$5,000** (Five Thousand dollars), in the form of a Building Improvement and Infill Grant (Program B).
- 3) The sum of **\$178** (One-Hundred and Seventy-Eight dollars) in the form of a **Building Permit Fee Grant Program (Program E)**

Carried.

- **44 Main Street North, Alexandria, "Wine Maker's" (Terry Ladas)**

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the CIPAC approves the awning sample provided by the property owner for his Program C (Commercial Signage, Civic Address Signage and Commercial Awning Grant). The CIPAC committee further agrees to the property owner's request to modify his Program D, CIP funding request to use

wrought iron, or metal railings in place of the smoked glass railings that were originally approved for the terrace. Approval is pending the provision of a sample and quote for replacement materials.

Carried.

Moved by: Natalie-Anne Bussière

Seconded by: Michael Manley

That Program B of the Community Improvement Project (CIP) at 44 Main Street North, Alexandria, has been completed as per the plans approved by council on December 12, 2016 and amended by council on February 21, 2017.

The Community Improvement Plan Approvals Committee (CIPAC) accepts modifications to the original plan, including the owner's decision to clad the entire front façade in James Hardie Board clapboard style facing material, rather than to clad the lower half of the building and to paint the top; to choose not to paint the roof, due to concerns that the paint would not adhere to the metal surface; and to refrain from replacing the ground floor windows with sliding glass doors, due to noise concerns. The Committee acknowledges that the client has completed his Program B commitments to:

- 1) Remove the second-floor door and install three (3) new, matching, guillotine windows.
- 2) Install new James Hardie clapboard style facing material on the front façade (In Tuscan Gold, with Chestnut Brown trim).
- 3) Paint the upper aluminum facing façade to match the Hardie board.
- 4) Replace the commercial entry door

As per the Letter of Agreement for the **Municipal Financial Incentive (Grant) Program** signed by the applicants, S. Ladas and P. Moularogeorgos on June 28, 2017, a total of \$7,500 (Seven-thousand, five hundred dollars) shall be paid to S. Ladas and P. Moularogeorgos, representing:

- The sum of **\$7,500** (Seven-Thousand, Five-Hundred dollars), in the form of a **Building Improvement and Infill Grant (Program B)**, as a stand-alone payment of this program.

Carried.

6) NEW BUSINESS

No new business was put forward by the committee.

7) NEXT CIPAC MEETING

The next CIPAC meeting will be held at 5:45 p.m., on Tuesday, September 5, 2017 at the Sandfield Centre (102 Derby Street West, Alexandria).

8) ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison Wood