



**DRAFT Minutes of the
CIP Approvals Committee (CIPAC) Meeting**
Tuesday, September 5, 2017 at 5:30 p.m.
Sandfield Centre
102 Derby Street West, Alexandria

A meeting of the Community Improvement Plan (CIP) Approvals Committee (CIPAC) was held on Tuesday, September 5, 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
Daniel Gagnon, Chief Administrative Officer
Tara Kirkpatrick, Economic Development & Communications Officer

GUEST:

Anne Leduc, Director of Community Services

REGRETS:

Nathalie-Anne Bussière, Arts, Culture & Heritage Committee
Gerry Murphy, Chief Building Officer

1) CALL TO ORDER

The meeting was called to order at 5:40 p.m., by Karen Davison Wood

2) MOTION TO ACCEPT THE AGENDA

Moved by: Jeff Manley

Seconded by: Deirdre Hill

That the Agenda of the CIP Approvals Committee of September 5, 2017, be accepted as presented.

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 31, 2017

Moved by: Michael Madden

Seconded by: Carma Williams

That the minutes of the July 31, 2017 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5) AGENDA ITEMS

- a. Update on the Community Improvement Plan being proposed by the Counties of Stormont, Dundas and Glengarry.
- Carma Williams provided a brief update on the United Counties of Stormont, Dundas and Glengarry CIP Working Group meeting she attended on August 29, 2017. Tara Kirkpatrick was also present for this meeting. Carma presented the committee members with copies of the minutes of the working group meeting, as well as the Terms of Reference for the County Community Improvement Plan Working Group.
 - Carma commented that, in her opinion, the minutes did not accurately reflect the message that was shared by herself and Tara on behalf of North Glengarry. She expressed that North Glengarry was not in favour of rescinding its municipal Community Improvement Plan to adopt an all-inclusive County CIP. Rather she suggested a dual track CIP model be adopted, where the regional CIP is governed by the Counties and the local CIP is maintained by each respective municipality. Carma agrees that the County is uniquely poised to address regional issues, such as brownfields, industry, agriculture and other regional elements and their proposal should focus on these county initiatives.
 - Carma added that she would be preparing an email to Karina Belanger at the United Counties of SD&G to ask that the minutes be adjusted to reflect these points.
 - The CIPAC committee members expressed their agreement with this proposal.
 - Dan Gagnon mentioned that this topic will also be addressed at the United Counties of SDG CAO Meeting, which will take place on Friday, September 8, 2017.
- b. Public Consultations for the Community Improvement Plan.
- Anne Leduc mentioned that the posters for the Community Improvement Plan Public Consultations have been prepared and are now posted in Town Hall and other public venues. An ad was also placed in the Glengarry News. The Public Consultations will take place on:
 - Wednesday, September 20, at 7 p.m. at the Glen Robertson Community Hall
 - Thursday, September 21, at 7 p.m. at the Dunvegan Community Hall
- c. CIP Applications
- i) **New CIP Applications**
- **11 Mill Square, Alexandria, “FESTOOL” (Claude Ouellette)**
- Mr. Claude Ouellette’s CIP proposal for 11 Mill Square, in Alexandria was shared with the Committee. He proposed to do the following work:

- Remove the old roofing and replace it with new, 28-gauge Ultravic Metal Roofing in Dark Brown Burgundy (Vicwest Colour 57319), with continuous titanium underlay. Roof will be installed laterally in same style as the existing metal roof.
 - Install New aluminum soffits and fascia in the same colour as the roofing material.
 - Construct A 12" front canopy extension and cover in brown aluminum. Cover the top two rows of bricks on the front façade with barnwood or a material resembling barnwood. Reinforce The back the front canopy.
 - Repoint the front cement blocks
- **TOTAL Funding Request**
 Program B (Building Improvement and Infill Grant): \$7,500
 Program E (Building Permit Fee Grant): \$750
 Program F (Tax Increment Grant): Eligible
 TOTAL: \$8,250
- The CIPAC also requested that Mr. Ouellette provide a list of the contractors he had contacted in his attempts to obtain a second quote for work to be conducted at his property. After some consideration, CIPAC accepted Mr. Ouellette's application, which included one quote for work to be conducted, and not the requisite two quotes. It was noted that this is not the first time the committee has accepted a single quote for work to be conducted on a CIP project, but that all due efforts should be taken by property owners to obtain a second quote.

Moved by: Michael Madden

Seconded by: Deirdre Hill

That the Community Improvement Plan Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Claude Ouellette, for the property situated at 11 Mill Square, in Alexandria.

This includes a **Program B (Building and Infill Grant)** representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program E (Building Permit and Infill Grant)** equal to 100% of the eligible 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; a **Program F (Tax Increment Grant Program)**, as submitted by the property owner, Claude Emile Ouellette and Micheline Helene Ouellette, for the property situated at 11 Mill Square, in Alexandria, conditional on obtaining the list of contractors that were contacted for quotes

Carried.

- **33 Main Street North, Alexandria, "Comfort Water and Heating" (Gerald Ouellette)**

- Mr. Gerald Ouellette's CIP proposal for 33 Main Street North, in Alexandria was shared with the Committee. He proposed to do the following work:
 - Replace 2 picture windows on the front (West) façade.
 - Replace the front door and transom window.
 - Replace the shop door on the North Side.
 - Replace 4 windows on the North Side.

- Install 4 goose neck lights above the existing commercial sign on the front façade.
 - Apply a Permatint stain (“Flame” colour) on the bricks on the West and North facades
 - Paint the wood trim and siding in “Dulch Chocolate Kiss A1694”
 - Paint the aluminum siding in “Dulux Camel Tan A1824)
- **TOTAL funding Request**
 Program A (Planning and Design Grant): \$31.64
 Program B (Building Improvement and Infill Grant): \$7,500
 Program C: Civic Sign valued at no greater than \$75
 Program E (Building Permit Fee Grant): \$750
 Program F (Tax Increment Grant): Eligible
 Program G (Municipal Loan Program): Eligible for up to a \$10,000 municipal loan
 Total Grant: \$8,551.46
 Total Loan: \$10,000

Moved by: Deirdre Hill

Seconded by: Jeff Manley

That the Community Improvement Plan Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Gerald Ouellette, for the property situated at 33 Main Street North, in Alexandria.

This includes a **Program A (Planning and Design Grant)** of \$31.64 representing 50% of the value of the invoices submitted, to be paid 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 West and North facades; A **Program C (Civic Address Signage Grant)** for civic address signs at one locale, upon receipt of the paid invoice(s) and the completion of the approved work; a **Program E (Building Permit and Infill Grant)** equal to 100% of the eligible 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; a **Program F (Tax Increment Grant Program)**; and a **Program G (Municipal Loan Program)** up to a maximum of \$10,000, as submitted by the property owner, Gerald Ouellette, for the property situated at 33 Main Street North, in Alexandria.

Carried.

ii) Review of CIP projects

- **3 Main Street South, Maxville, “LCBO” (Ron Metcalfe)**
- Tara advised the CIPAC members that the CIP project at 3 Main Street South in Maxville has now been completed. The property owner is expected to hand in his invoices and request the closure of his account by the end of the month.
- **17-19 Main Street South, Alexandria, “Town and Country Flowers” (Richard Descoste)**
- Tara presented a request by Richard Descoste, asking that CIPAC approve the use of Benjamin Moore “Lafayette Green HC-135” on his tin roof and on the aluminum surrounding the storefront door and windows. He had previously chosen to paint these features in dark blue.

Moved by: Michael Madden

Seconded by: Deirdre Hill

That the Community Improvement Plan Approvals Committee (CIPAC) approves the use of Benjamin Moore “Lafayette Green HC-135” on the tin roof and on the aluminum surrounding the storefront door and windows at 17-19 Main Street South, in Alexandria.

Carried.

- **9 Main Street South, Maxville, “Country Girls Café”**
- Tara provided an update on a CIP pre-consultation she had with the owners of the Country Girl Café, located at 9 Main Street South in Maxville. Carma Williams and the Township’s building inspector Jacob Rheaume were also present for this meeting which dealt with a request by the property owners for a demolition permit to remove the balcony on the front of this building. Following his inspection, Mr. Rheaume issued a condemnation order for this balcony. Tara explained that she was working with the property owners to establish a plan for the building. At the recommendation of Carma Williams, a heritage contractor was contacted and asked to provide a quote detailing the cost to remove and replace the existing balcony. A future request may be made to CIPAC to cover the cost of preparing an estimate for these repairs.

- **44 Main Street North, Alexandria, “Wine Makers”**
- Tara presented a request by Terry Ladas, the property owner at 44 Main Street North, in Alexandria, asking CIPAC to approve an alteration to his CIP project which related to the railings on his terrace.

Moved by: Michael Madden

Seconded by: Carma Williams

That the Community Improvement Plan Approvals Committee (CIPAC) approves the use of:

- Aluminum rails blocked in brown pressure treated wood for the rails
- Topped with TREX
- The floor and steps will be built out of TREX
- Only the walls and the stairs walls will be built of brown pressure treated wood
- As per the sample provided by Mr. Ladas, showing this style of railing:

Carried.

iii) Closing CIP Project

- **39 Main Street North, Alexandria (Geraldo Elia)**
- Tara presented a request by Mr. Elia asking that his CIP project be closed and his grant issued, following the completion of his project at 39 Main Street North, in Alexandria.
- Renovations included:
 - Repairs and restoration to the original red brick facing material
 - Restoration of the original recessed commercial entrance
 - Addition of a new wood door on the second floor to replicate the existing original door
 - Construction of a new cantilevered balcony
 - Addition of new civic address signage in the style adopted by the municipality for the purposes of the CIP.
 - Tara noted that the two civic addresses will be provided by the municipality and are expected to be ordered later this week.

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Community Improvement Project (CIP) at 39 Main Street South, in Alexandria has been completed as per the plans approved by council on September 26, 2016 and as per the Letter of Agreement for the **Municipal Financial Incentive (Grant) Program** signed by the applicants, Gerardo Elia and Dorian Di Taddeo on October 3, 2016. A total of \$8,589 (Eight-Thousand, Five-Hundred and Eighty-Nine dollars) shall be paid to Gerardo Elia and Dorian Di Taddeo.

Payment is conditional upon successful completion of all requirements of the building permits issued by the Township of North Glengarry for this project, and in compliance with the Ontario Building Code.

This payment represents:

- (1) The sum of \$678 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 September 26, 2016, in the amount of \$339. The second installment of \$339 is to be paid.
- (2) The sum of \$7,500 (Seven-Thousand, Five-Hundred dollars), in the form of a Building Improvement and Infill Grant (Program B).
- (3) The sum of \$750 (Seven-Hundred and Fifty dollars) in the form of a Building Permit Fee Grant Program (Program E).
- (4) The property owners are also eligible to receive two civic address signs, provided by the municipality and not to exceed the cost of \$150.

TOTAL: \$8,589

Carried.

6) NEW BUSINESS

No new business was put forward by the committee.

7) NEXT CIPAC MEETING

The next CIPAC meeting will be held on Monday, October 2, 2017 at the Sandfield Centre (102 Derby Street West, Alexandria). The meeting will start at 5:30 p.m.

- Karen Davison Wood has advised that she will not be present for the November 6, 2017 meeting and asked that this meeting be chaired by Michael Madden. She further requested that the December 4, 2017 meeting be rescheduled for Friday, December 8, 2017.

8) ADJOURNEMENT

The meeting was adjourned at 7:19 p.m.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison Wood