



**DRAFT Minutes of the  
CIP Approvals Committee (CIPAC) Meeting**  
Monday, November 6, 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 Monday, November 6, 2017, at 5:30 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria.)

**PRESENT:**

**Michael Madden**, Alexandria & District Chamber of Commerce, Provisional Chair  
**Jeff Manley**, Councillor  
**Carma Williams**, Councillor  
**Deirdre Hill**, Maxville & District Chamber of Commerce

**GUEST:**

**Anne Leduc**, Director of Community Services

**REGRETS:**

**Tara Kirkpatrick**, Economic Development & Communications Officer  
**Nathalie-Anne Bussière**, Arts, Culture & Heritage Committee  
**Karen Davison Wood**, Committee Chair  
**Daniel Gagnon**, Chief Administrative Officer  
**Gerry Murphy**, Chief Building Officer

**1) CALL TO ORDER**

The meeting was called to order at 5:37 p.m. by Michael Madden

**2) MOTION TO ACCEPT THE AGENDA**

**Moved by: Jeff Manley**

**Seconded by: Carma Williams**

That the Agenda of the CIP Approvals Committee of November 6, 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) October 2, 2017**

**Moved by: Deirdre Hall**

**Seconded by: Carma Williams**

That the minutes of the October 2, 2017 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

**Carried.**

## **5) AGENDA ITEMS**

- a. Process for accepting new products for use on CIP projects
  - A more vigorous review should be performed when CIP applications introducing new technologies are brought forward, e.g., the Comfort Water and Heating Building in Alexandria. The Committee should consider performing more due diligence on the new technology processes and it is proposed that the technology, in whatever form, should be approved by the Committee prior to the project moving forward.

### **b. CIP Applications**

#### **i) New CIP Applications**

- There were no new CIP applications.

#### **ii) Closing CIP Project**

3 Main Street South, Maxville, "LCBO" (Ron Metcalfe)

#### **Project Overview:**

- (1) Construction of a new wood staircase and ramp at the front entrance, stained in Granite Ridge colour (grey). (completed)
- (2) Installation of two 10-foot fixed awnings. (CIPAC was appraised when this element was cancelled due to conflicting standards with the LCBO corporate office).
- (3) Re-point, repair or replace, where necessary, the red brick underneath the front windows. (completed).

#### **Original Considerations**

- (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. (The sign was ordered by the Township on Oct. 11, 2017).
- (2) That landscaping features be planted to conceal the underneath of the ramp and add greenery to the front setback, through the use of the CIP landscaping grant. (The client used wood lattice to screen the space underneath the ramp).
- (3) That the air conditioning unit above the front entrance be moved to an opening on another façade. (Unable to accommodate, but the unit was repaired to remove the dripping of water).
- (4) That the tenant considers a new commercial sign with gooseneck lighting, through the use of the CIP commercial signage grant. (Property owner passed this information on to his tenant, the LCBO)

**Moved by: Deirdre Hall**

**Seconded by: Jeff Manley**

That the Community Improvement Project (CIP) at 3 Main Street South, in 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 applicant, Ron Metcalfe, on March 27, 2017. A total of \$5,382.88 shall be paid to Ron Metcalfe.

This payment represents:

- (1) The sum of **\$98.88 (Ninety-Eight Dollars and Eighty-Eight 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 in March 2017, in the amount of \$98.88. The second installment of \$98.88 is to be paid.
- (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 **\$284 (Two-Hundred and Eighty-Four Dollars)** in the form of a Building Permit Fee Grant Program (**Program F**).
- (4) The client will receive a new civic address sign in a style adopted by the municipality. This sign, which is valued at \$75 or less, will be provided to the client. The cost of this sign was paid for in the form of a Civic Address Signage Grant (**Program C**). The sign has been ordered and it will be provided to the client upon delivery.

**TOTAL: \$5,382.88**

Carried.

**iii) Review of CIP Projects – 44 Main Street, Alexandria – Civic Address Signage**

No application has been officially received for this request. The committee declines funding the civic address sign as it did not go through the regular application process for the Civic Address Signage. Mr. Ladas will be advised that this component will not be funded.

**6) NEW BUSINESS**

Regarding new projects that get recommended by the Committee and approved by Council, where the end project greatly differs from the original submission, every component should and will be evaluated by the CIPAC on its own merit.

**7) NEXT CIPAC MEETING**

- Thursday, December 7, 2017, 5:30 pm, at the Gary Shepherd Hall (102 Derby Street West, Alexandria).

**8) ADJOURNEMENT**

The meeting was adjourned at 6:00 p.m.

**Moved by: Deirdre Hall**

**Carried.**