



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

1. Call to Order
2. Accept the Agenda
3. Declaration of Conflict of Interest
4. Ratify Minutes of:
  - i) Monday, October 2, 2017
5. Agenda Items
  - a. Process for accepting new products for use on CIP projects
  - b. CIP Applications
    - i) New CIP Applications
      - No new CIP applications were submitted in October.
    - ii) Closing CIP Project
      - 3 Main Street South, Maxville, "LCBO" (Ron Metcalfe)
    - iii) Review of CIP Projects
      - 44 Main Street, Alexandria, "Wine Makers" (Terry Ladas)
        - Civic Address Sign
6. New Business
7. Next CIPAC Meeting –
  - Thursday, December 7, 2017, 5:30 pm, at the Gary Shepherd Hall (102 Derby Street West, Alexandria).
8. Adjournment



DRAFT Minutes of the  
CIP Approvals Committee (CIPAC) Meeting  
Tuesday, October 2, 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, October 2, 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 – *Arrived at 5:48 p.m.*  
Michael Madden, Alexandria & District Chamber of Commerce  
Deirdre Hill, Maxville & District Chamber of Commerce  
Nathalie-Anne Bussière, Arts, Culture & Heritage Committee – *Arrived at 6:03 p.m.*  
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 5:39 p.m. by Karen Davison Wood

2) MOTION TO ACCEPT THE AGENDA

**Moved by: Deirde Hill**

**Seconded by: Carma Williams**

That the Agenda of the CIP Approvals Committee of October 2, 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) **September 5, 2017**

**Moved by: Michael Madden**

**Seconded by: Deirdre Hill**

That the minutes of the September 5, 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 (CIP) being proposed by the Counties of Stormont, Dundas and Glengarry (SDG).
  - Tara and Carma provided an update on the last SDG CIP Working Group Meeting. They outlined efforts being made at the County level to launch a regional CIP that would focus on tourism, brownfields, trails and other regional issues. The details will be brought forward over the next few months. The SDG CIP would work as a complement to municipal CIP programs.
  - Carma commented that the Township of North Glengarry CIP has been a powerful tool in the municipality. Efforts are being undertaken to replicate some of this success at a regional level.
  
- b. Update on the feedback relating to the Public Consultations for the Community Improvement Plan
  - Tara proposed sending targeted mailings to the eligible main street property owners in the hamlets. She recommended initiating this mailing in late November or early December. Tara mentioned that the intake from the hamlets has been strong since the two public consultations in early September. This has included inquiries from residents in Apple Hill, Dunvegan, Dalkeith and Glen Robertson.
  - Anne will be going to Council and asking that the budget for 2018 be increased to \$100,000.
  - Anne mentioned that both during and following the public consultations to amend the CIP, that no negative comments had been received. Anne provided a Staff Report titled "Community Improvement Plan – By-Law xx-2017 regarding the amendments to the Community Improvement Plan. Due to the fact that we added new designated areas to the CIP, Anne said that the Township will need to wait for the 20 day appeals process to be completed, as per the rules outlined by the Ontario Municipal Board.
  - During the public consultations Anne said that it became clear that residents were concerned with issues relating to "Property Standards". Anne did research into bylaws relating to yard maintenance. In this case she looked into the "Clean Yards By-Law" to see if there were ways to better enforce property standards. By adding the CIP into the By-Law, it can reinforce these standards. If we want to heavily monitor this, then we would need to budget for it accordingly. By including the CIP designated areas we could give it more force and work to resolve other issues. With the Clean Yards By-Law the municipality can act faster to enforce Property Standards issues.
  - Karen commended Anne for her strong performance at the public consultations.
  - Carma commented that the Property Standards issues need to be further discussed by Council.

- Anne: There are rules that protect everyone in place. We need to make sure that we create a system where the Property Standards aren't being used in personal problems between neighbours. We need to resolve Property Standards, but not infringe on personal rights. It's very important to follow stringent protocols.
- Jeff: There was misinformation in "The Glen Robertson" feature in the Glengarry News, which referred to the CIP consultations. Jeff has spoken to the journalist and made reparations.

c. CIP Applications

i) New CIP Applications

➤ **9 Main Street South, Maxville, "Country Girls Café"**

**TOTAL Funding Request**

Program B (Building Improvement and Infill Grant for TWO facades): \$4,932.85

Program C (Civic Signage Grant): \$75

Program E (Building Permit Fee Grant): \$750

Program F (Tax Increment Grant): Eligible

Program G (Municipal Loan Program): \$4,932.85

TOTAL: \$5,757.85

**CIPAC Recommends to Council the approval of the below-listed elements of the project:**

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of \$4,932.85 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for a civic address sign at one locale, upon receipt of the paid invoice(s) and the completion of the approved work; a **Program E (Building Permit Fee 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)**; and to a **Program G (Municipal Loan Program)** of \$4,932.85 as submitted by the property owners, Isabel Jean Villeneuve and Marilyn Quesnel, for the property situated at 9 Main Street South, in Maxville.

The committee further stipulates that the project will not be considered complete until the balcony is repainted in white paint, as proposed by the two property owners.

**Moved by: Carma Williams**

**Seconded by: Jeff Manley**

Carried.

Anne: Item relating to the Loan Program and how it is calculated. We need to come up with a consistent formula for calculating the loan amounts.

- We shouldn't give out more money in loans than the project is valued at.
- Proposal that the loan be calculated as the total project amount, less the grant. This should equal the loan amount, up to a maximum of \$10,000. The calculation is only based on Program B.

### ➤ **32 Main Street South, Maxville (David Rhodes)**

#### **TOTAL Funding Request**

Program B (Building Improvement and Infill Grant for TWO facades): \$7,500

Program C (Civic Signage Grant): \$75

Program E (Building Permit Fee Grant): \$750

Program F (Tax Increment Grant): Eligible

Program G (Municipal Loan Program): \$5,000 - \$10,000

**TOTAL: \$8,325**

#### **CIPAC Recommends to Council the approval of the below-listed elements of the project:**

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by David Rhodes, for the property situated at 32 Main Street South, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of \$7,500 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for a civic address sign at one locale, upon receipt of the paid invoice(s) and the completion of the approved work; a **Program E (Building Permit Fee 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)**; and to a **Program G (Municipal Loan Program)** of \$10,000 as submitted by the property owner, David Rhodes, for the property situated at 32 Main Street South, in Maxville.

#### Considerations

- Ask if the property owner would consider using an accent colour within his colour palette for the corner boards of the board and batten siding.
- We further ask that the property owner inform us of what is found underneath the existing cladding and the condition and nature of the walls.

Moved by: Carma Williams

Seconded by: Nathalie-Anne Bussière

Carried.

### ➤ **12-12 A Main Street South, Maxville (Bassima El-Zahabi)**

**TOTAL Funding Request**

Program B (Building Improvement and Infill Grant for TWO facades): \$ 4,792.33

Program C (Civic Signage Grant): \$150

Program E (Building Permit Fee Grant): \$750

Program F (Tax Increment Grant): Eligible

Program G (Municipal Loan Program): \$5,000 - \$10,000

**TOTAL: \$5,692.33**

**CIPAC Recommends to Council the approval of the below-listed elements of the project:**

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program request, as submitted by Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of \$4,792.33 representing a matching grant of 50% up to a maximum of \$7,500 to conduct work on two facades; a **Program C (Civic Address Signage Grant)** for two civic address signs, upon receipt of the paid invoice(s) and the completion of the approved work; a **Program E (Building Permit Fee 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)**; and to a **Program G (Municipal Loan Program)** of \$4,792.33, as submitted by the property owner, Bassima El Zahabi, for the property situated at 12 and 12A Main Street South, in Maxville.

- The concrete blocks, including the keystones, shall remain unpainted. Previously painted blocks may be repainted in white.
- Consider permanent removal of the shutters on 12 as they are not an original heritage feature.

Moved by: Jeff Manley

Seconded by: Deirdre Hill

Carried.

➤ **14 Main Street South, Maxville (Bassima El-Zahabi)**

- That the Community Improvement Approvals Committee (CIPAC) has moved that the project be deferred until such time as the property owner comes forward with more detailed plans for façade improvements.
- The CIPAC committee asks the property owner to consider reverting to original window dimensions on the South façade and to consider restoring the dimensions and placement of the original door and windows on the East façade.

➤ **Moved by: Jeff Manley**

**Seconded by: Michael Madden**

**TOTAL Funding Request**

Program B (Building Improvement and Infill Grant for TWO facades): \$ 4,318.29

Program C (Civic Signage Grant): \$75

Program E (Building Permit Fee Grant): \$750  
Program F (Tax Increment Grant): Eligible  
Program G (Municipal Loan Program): \$5,000 - \$10,000  
**TOTAL: \$5,143.29**

ii) Review of CIP projects

- 17-19 Main Street South, Alexandria, "Town and Country Flowers" (Richard Descoste)
  - Encroachment Permits
  - Tara provided an update on the CIP project at Town and Country Flowers. The contractor arrived to begin painting the building in early September, but his work was halted as he did not have an encroachment permit. Both Tara and the Township's Public Work's Director, Ryan Morton, spoke with both the contractor and the property owner. The work will proceed at a later date and with the required permit.

iii) Closing CIP Project

- 3 Main Street South, Maxville, "LCBO" (Ron Metcalfe)
  - Tara explained that Ron Metcalfe has requested that his CIP file be closed and his grant issued, following the completion of work at his property. This item will return to the agenda next month. CIPAC members are invited to visit the property prior to the next meeting.

**6) NEW BUSINESS**

- "Elias Block"
  - Request for a name plate to be installed on the building recognizing the efforts of the property owner in revitalizing downtown Alexandria. Tara recommended printing the Civic Address plaques with "Elias Block" above the civic number.
    - This suggestion was accepted by the committee.
- CIP Civic Addresses
  - Tara will be ordering the first batch of 12 CIP civic addresses for the qualifying properties.

**7) NEXT CIPAC MEETING**

- Monday, November 6, 2017, 5:30 pm, at the Sandfield Centre (102 Derby Street West, Alexandria).
- The December Meeting had been previously postponed to December 8. Propose it be held on Thursday, December 7, at 5:30 p.m. at the Sandfield Centre.

**8) ADJOURNEMENT**

The meeting was adjourned at 7:54 p.m.

Moved by: Nathalie-Anne Bussière

Seconded: by Michael Madden

Carried.

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Recording Secretary – Tara Kirkpatrick

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Chair – Karen Davison Wood