



**DRAFT Minutes of the
CIP Approvals Committee (CIPAC) Meeting**
Thursday, December 7, 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 Thursday, December 7, 2017, at 5:30 p.m. at the Sandfield Centre (102 Derby Street West, Alexandria.)

PRESENT:

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

GUEST:

Anne Leduc, Director of Community Services

REGRETS:

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

1) CALL TO ORDER

The meeting was called to order at 5:59 p.m. by **Jeff Manley**

2) MOTION TO ACCEPT THE AGENDA

Moved by: Jeff Manley

Seconded by: Carma Williams

That the Agenda of the CIP Approvals Committee of December 7, 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) November 6, 2017

Moved by: Deirdre Hill

Seconded by: Carma Williams

That the minutes of the November 6, 2017 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5) AGENDA ITEMS

a. CIP Applications

i) New CIP Applications

➤ 34 Main Street North, Maxville (Jessica McLeod)

➤ Project Overview

- Replace the existing flat roof with a hip-roof, reinforced with engineered trusses. The roof will provide a classic, clean look, with a low pitch intended to reflect the original style. The roof will be covered in black, steel roofing material, using the brand "Vicwest, Supervic".
- Replace the cornices and fascia, with double fascia and frieze board that will provide beautiful detail and will highlight the original decorative brickwork along the top of the home. This will be done using black tin (paired to the roof) and white fascia/frieze board (paired to the original colours of the home).
- Masonry work to the bricks on the East façade (facing Main Street), and to the South façade. This primarily involves replacing 30 damaged bricks with bricks of similar size and colour.

➤ Total Grants Requested

Program B: \$7,500

Program C: \$75

Program E: \$750 Building Permit Fee AND \$500 Planning Fees

TOTAL: \$8,825

Program G, Municipal Loan of \$10,000 (total cost to replace the entire roof – CIPAC only covers two sides; and to repair the masonry, is \$28,800).

➤ Comments made by the committee.

- The committee discussed the project and found that the applicant is not eligible for the cost of the roof due to the fact that this is a structural change. The existing roof is flat. This would not be a restoration, but a rebuild of the roof structure.
- The committee found that while the roof may not be eligible, other elements of this project are. These elements include the replacement of the cornices and fascia with double fascia and frieze board, including the cost of the rental of the crane. The proposed masonry work is also considered eligible.

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 Grant request, as submitted by Jessica McLeod for the property situated at 34 Main Street North, in Maxville.

This includes a **Program B (Building Improvement and Infill Grant)** of up to \$7,500 representing a matching grant of 50% to conduct work on two facades. *No repair or replacement of the roof is eligible for this program.*

A **Program C (Civic Address Signage Grant)** of \$75, representing a matching grant of 75% for a civic address sign at one locale; a **Program E (Building Permit & Planning Fee Grant)** equal to 100% of the eligible Building Permit fees of a maximum of \$750; a **Program F (Tax Increment Grant)**; and to a **Program G (Municipal Loan Program)** of \$10,000 as submitted by the property owner Jessica McLeod, for the property situated at 34 Main Street North, in Maxville.

Moved by: Jeff Manley

Seconded by: Michael Madden

Carried.

➤ 52 Main Street North, Alexandria (Paula Soloman-Lavigne)

➤ Project Overview

- This project includes removing one basement window on the front façade and replacing it with a larger window.
- This project is part of a larger project to convert the building into a duplex. The cost of the window is estimated at approximately \$3700 and is part of an \$18,000 project, which is mainly focused on the interior of the building.
- The Committee members expressed concern that the change of the window would not improve the visual appearance of the building.
- The Community Improvement Approvals Committee (CIPAC) has moved that the project be deferred until such a time as the property owner comes forward with more detailed plans for visible façade improvements, such as landscaping.

Moved by: Carma Williams

Seconded by: Michael Madden

Carried.

ii) Closing CIP Project

➤ 2 Carr Street East, Maxville (Barry & Lynne MacDonald)

Project Overview:

- 1) Replace 2 steel doors (top and bottom of front façade). **(Complete)**
- 2) Replace 1 Screen door, ground entrance, front façade. **(Complete)**
- 3) Restore and repaint two balconies (upper and lower) on the front façade. **(Complete)**
- 4) Masonry/brick work to the South and West facades. **(Complete)**

- 5) Repair the electrical and install functioning porch lights on the upper and lower balconies (this was pulled from the original request on June 20, 2016, as the property owner could not obtain quotes). **(Rescinded. Not part of Letter of Agreement)**

Program D:

- 1) Remove 2 cedar trees located adjacent to the balcony on the front façade & replace with sod and shrubs. **(Complete)**
- 2) Stain fence in natural colour and add decorative latticework. **(Complete).**

CIPAC Recommends the approval of the below-listed elements of the project:

The Community Improvement Approvals Committee resolves that the Community Improvement Project (CIP) at 2 Carr Street East, in Maxville, 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 applicants, Barry MacDonald and Lynne MacDonald on July 13, 2016.

A total of **\$6,025.92** shall be paid to Barry MacDonald and Lynne MacDonald.

This payment represents:

- (1) The sum of **\$5,433 (Five-Thousand, Four-Hundred and Thirty-Three Dollars)**, in the form of a Building Improvement and Infill Grant **(Program B)**.
- (2) The sum of **\$404.92 (Four-Hundred and Four-Dollars and Ninety-Two Cents)** in the form of a Landscaping Grant (Program D).
- (3) The sum of **\$188 (One-Hundred and Eighty-Eight Dollars)** in the form of a Building Permit Fee Grant Program **(Program E)**.

TOTAL: \$6,025.92

- **CIPAC proposed that the property owners should also be offered a CIP Civic Sign in one of the four models adopted by the CIP program. The cost of this sign will be covered by the Township.**

Moved by: Deirdre Hill

Seconded by: Carma Williams

Carried.

Application Deadline	CIP Approval Committee Meetings	Recommendations Approved by Council
January 22	January 29	February 5
February 26	March 5	March 12
March 26	April 2	April 9
April 30	May 7	May 14
May 28	June 4	June 11
June 25	July 2	July 9
July 30	August 7 (Tuesday)	August 13
August 27	September 4 (Tuesday)	September 10
September 24	October 1	October 9 (Tuesday)

- The CIPAC committee members requested that an electronic invite be sent to their email accounts with each of the new CIPAC dates for 2018.

6) NEW BUSINESS

- a) Approval of Public Art Grant (Program D) artwork for the CIP project located at 44 Main Street North, in Alexandria (Wine Makers).
 - The CIPAC committee determined that the design for this artwork was not approved prior to the creation of this piece, making it ineligible for CIP funding.

- b) CIP Financing
 - All of the CIP finances have been recalculated to reflect the recent CIP amendment changes, which added the cost of Planning Fees to the grants.
 - Anne proposes that the property owners should be eligible for these funds, but if they are not needed, then the funds should be returned to the budget so that they are not held up in funding that will not be used. It was proposed to the committee that Township staff verify with the Building Department at the beginning of the project, if these fees will be required. If the Planning Fees are not required, then they will not be included in the grant allocations.

- c) Township of North Glengarry signage for Town Hall
 - The Township recently purchased a new branding sign for Town Hall. An RFP was sent out to suppliers asking them to produce examples of a new sign featuring the new branding.
 - Three sign companies supplied quotes for this new sign.
 - The contract was awarded to SignIt to create the sign, which is expected to be completed by Christmas.
 - Anne and Tara apologized to the CIPAC members for not bringing forward this project earlier. It was anticipated that it would take longer for the artwork to be completed, than was the case. The intention was to provide details on the plan at this meeting. In this instance, the actual sign is being completed much faster than anticipated.

7) NEXT CIPAC MEETING

- Monday, January 29, 2018, 5:30 pm, at the Gary Shepherd Hall (102 Derby Street West, Alexandria).

8) ADJOURNEMENT

The meeting was adjourned at 7:16 p.m.

Moved by: Michael Madden

Carried.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison-Wood