



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

Monday, January 29, 2018 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, January 29, 2018, 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
Nathalie-Anne Bussière, Arts, Culture & Heritage Committee
Tara Kirkpatrick, Economic Development & Communications Officer

GUEST:

Anne Leduc, Director of Community Services
Yvonne Callaway, Treasurer of Glengarry Artists Collective
Bobbi Poitras, President of the Glengarry Artists Collective
Bud Thompson, Member of the Glengarry Artists Collective
Tina Whitman, Member of the Glengarry Artists Collective
Eric Steele, Township of South Glengarry
Joanne Haley, Township of South Glengarry

REGRETS:

Steven Potter, Chief Administrative Officer
Gerry Murphy, Chief Building Officer

1) CALL TO ORDER

The meeting was called to order at 5:44 p.m. by **Karen Davison Wood**

2) MOTION TO ACCEPT THE AGENDA

Moved by: Deirdre Hill

Seconded by: Michael Madden

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) Thursday, December 7, 2017

Moved by: Michael Madden

Seconded by: Jeff Manley

That the minutes of the January 29, 2018 meeting of the Community Improvement Plan Approvals Committee (CIPAC) meeting be accepted as presented.

Carried.

5) AGENDA ITEMS

- a. Presentation by Yvonne Callaway, of the Glengarry Artists Collective (GAC), representing an upcoming mural project that was approved under the Township's Community Grants Program.
- The Glengarry Artists Collective was formed in October 2016. Last year the GAC presented "Art in the windows", which was featured on Main Street, in Alexandria. This project will be returning this year, as well as "The Show at Brent's Place," which will be held February 23-24 at the Glengarry Funeral Home. New this year, there will be one room devoted to artworks on the topic of water. The pictures and images will then be photographed and made into a mural, which will be hung on the Comfort Water Works building in Alexandria. This mural is expected to measure approximately 28 feet wide, by 8 feet high. The mural is not intended to be used as an advertisement, but the paring of water images will match nicely with the business currently located on site. This mural project has already been approved for a North Glengarry Community Grant. In the application to the Community Grants Program, a mock-up was provided, but did not include the actual art. It is expected that there will be six squares of water images, each measuring 8 feet wide, by 4 feet high. They will be affixed by using a metal frame, which will allow for the panels to be pulled out and replaced. There will be one-time installation of the mural mount on the Kenyon side of the building, which is approximately 95 feet long.
 - In order to ensure that the mural is suitable for public consumption, the Glengarry Artists Collective explained that none of the art pieces will refer to either nudity or religion. Artists were tasked with creating works that spoke to the "historic role of water in Glengarry."
 - Fall Project: Windows on the World (WOW project) will be returning from September to October, 2018.
 - A new initiative, also included in the Community Grants program is the "Glengarry my home: Alexandria 200" mural. That mural will highlight the history of Alexandria. The Glengarry Artists Collective is still determining a final location for this mural, but hope to locate it on Main Street, Alexandria, near R&L Book Nook. That mural would be erected in 2019.
 - A third mural proposed by the group and approved for North Glengarry Community Grants funding, is a mural to be erected on the Alexandria Water Treatment Plant building. All five area schools have been emailed and the schools are encouraged to participate in this collaborative art project. The schools have until February 1, to respond to an invitation asking them to participate and to co-create a mural.
 - The Glengarry Artists Collective is in discussion with two companies that specialize in printing artwork on large scale canvas, made out of either textiles, or aluminum, that would depict the murals, which will be painted, scanned and reprinted for hanging.

CIPAC recommends that the committee also speak with a mason to determine how best to affix these murals to the buildings in such a way as to mitigate damage to the bricks.

- Clarification on the mural to be incorporated onto the Water Works building. Schools would be completing their own projects (4x8 panels for each school). They would be photographed and printed onto canvas and hung on the building afterwards.
- The Glengarry Artists Collective will oversee all three mural projects and will also keep the CIPAC committee abreast of all three projects. None of the murals will depict religious or political themes.
- The CIPAC committee recommended to the Glengarry Artists Collective that a contract be established with the property owners where the murals will be hung, ensuring that the artworks are displayed for a minimum of two years.

b. CIP Applications

i. 21906 Main Street, Glen Robertson (Huguette Delage)

Project Overview: Program B

- Replace TWO windows on the front façade (Installed around 1975).
- Replace Storm and Screen Door on the front façade (original 1949).
- Replace the floor on the gallery (Front Façade). Stain it in Benjamin Moore “Hot Apple Spice”
- Replace the soffits and fascia in aluminum on the front gallery. Cover the upper beam in matching aluminum.
- Replace the eavestroughs, downspout and rain collection barrel (front façade).
- Paint all four sides of the house (at most, two would be eligible for CIP assistance), in Benjamin Moore “Bryant Gold Dahlia.”

Estimated total cost of project: \$15,000

MUNICIPAL LOAN PROGRAM (PROGRAM G)

An interest-free municipal loan of between \$5,000 and \$10,000. The loan is calculated as the total project amount, less the grant. This should equal the loan amount, up to a maximum of \$10,000.

TOTAL GRANTS REQUESTED

Program B: \$5,521.37

Program C: \$75

Program E: \$750 Building Permit Fee

\$0 Planning Fees (Not required in this case).

Program G: \$ (Municipal Loan)

Moved by: Carma Williams

Seconded by: Nathalie-Anne Bussière

Carried.

That the Community Improvement Approvals Committee (CIPAC) ask that the Financial Incentive Program Grant request, as submitted by Huguette Delage for the property situated at 21906 Main Street, Glen Robertson be deferred. The property owner is asked to consider whether it is possible to restore the existing front door, which is considered to be an original heritage feature of the property. If the restoration of this door is possible, then the committee may consider financing a storm door, provided that it is solid glass and would not impede the view of the existing heritage door. The glass could be switched out for screen during warmer months.

In regards to the replacement of the soffits and aluminum, on the front gallery, CIPAC would like to verify if the colour of these elements will be matched to the peak on the roof of the house. Both the roof trim and the balcony should be matched in the same colour to afford the greatest uniformity.

The committee agrees that painting the balcony and the four facades would visually improve the property. Some clarification of specific architectural details are needed. The committee also asks that the property owner consider a landscaping grant to further improve the front façade.

At this time, the CIPAC does not feel that the replacement of the two windows on the front façade will offer a significant visual improvement to the property. Nor do they feel that replacing the eavestroughs, downspout and rain collection barrel (front façade) will add to the visual improvement of the property.

ii. 21985 Main Street, Glen Robertson (Wendy & Edward Davidson)

Project Overview: Program B

1. Balcony on the Front façade: Replace the existing roof with a steel roof, paired to the roof of the house. Replace railings with wooden rails. Replace cement stairs with wooden stairs, constructed at a 45 degree angle, with a flair at the bottom. The wood on the balcony will be stained in Sikken's, "Butternut", semi-transparent stain. The owner did not include staining in the application, as it will be done by the property owner approximately one year after the project is finished. This is to allow the wood to weather. The balcony is being refinished on top of the existing cement balcony.
 2. Roof: Replace the existing shingle roof with new 28 g Ultravic Steel Roofing, colour: Cocoa Brown.
 3. Replace ONE window on the front façade with a white, double-slider window (same size as original).
 4. Replace ONE window on the left façade of the house with a white, double-slider window (same size as original).
 5. Replace front door with white steel door, half-frosted & with a left sidelight window (fully frosted).
- Estimated total cost of project: \$15,976.91

➤ **MUNICIPAL LOAN PROGRAM (PROGRAM G)**

- An interest-free municipal loan of between \$5,000 and \$10,000. The loan is calculated as the total project amount, less the grant. This should equal the loan amount, up to a maximum of \$10,000.

- Total estimated cost of the complete project \$5,288.56 (front porch + stairs) + \$1679 (door) + \$5,542 (client is eligible for one side of the roof = \$2,712 (roof) is **\$9,679.56/2 = \$4,839.78**
- **Total Project Amount of \$12,509.56 + windows (\$3,467.35) = \$15,976.91, minus the Program B grant of \$4839.78 = \$11,137.13**
- Recommendation: Loan allocation of \$10,000

➤ **TOTAL GRANTS REQUESTED**

- Program B: \$4,839.78
- Program C: \$75
- Program E: \$750 Building Permit Fee (No Planning Fees are required in this case).
- **TOTAL: \$5,664.78**
- **Program G: \$10,000 (Municipal Loan)**

- After reviewing the file, the CIPAC committee found that due to restricted visibility from the street, this property is eligible for funding on only one façade. The committee felt that the side façade did not pose a high enough point of visibility from the road. The replacement of the two windows was struck from consideration, as the committee found that replacing these window inserts would not make a significant visual improvement to the property.

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

Moved by: Carma Williams

Seconded by: Jeff Manley

Carried.

That the Community Improvement Approvals Committee (CIPAC) approves a Financial Incentive Program Grant request, as submitted by Wendy Davidson and Edward Davidson for the property situated at 21985 Main Street, Glen Robertson

This includes a **Program B (Building Improvement and Infill Grant)** of \$4,839.78 representing a matching grant of 50%, up to a maximum of \$7,500 to conduct work on one facade; a **Program C (Civic Address Signage Grant)** of \$75, representing a matching grant of 75% up to \$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 owners Wendy Davidson and Edward Davidson for the property situated at 21985 Main Street, Glen Robertson.

AMENDMENT:

On February 14, 2018 the CIPAC committee members were contacted by email to see if they would be willing to conduct an online vote relating to the CIP application for 21985 Main Street, Glen Robertson. Committee members were asked to vote on whether they would be in favour of adjusting the amount of the Program B grant, so that the cost of tax is included for the door. Taxes were included for the other elements. During the CIPAC meeting, the calculation for the Program B Quote was \$4839.78.

The cost of the door is estimated at \$1679.97 + \$218.40 (HST) for a total of \$1898.37. By adding this sum to the calculation, the new Program B total would be \$4949.47, including tax. Five members of the

committee voted in favour of this change and one did not vote. The change was carried with a majority vote.

c. Ongoing CIP

- i. 8 Main Street North, Alexandria. Request for a 90-day extension, as proposed by Anick Bauer.

- The project is due to be completed by March 2, 2018. The property owner, Anick Bauer has requested that we extend this deadline by 90 days, making the new deadline May 31, 2018.

Moved by: Michael Madden

Seconded by Deirdre Hill

Carried.

That the deadline for the Community Improvement Plan project located at 8 Main Street North, in Alexandria be extended by 90 days. The new completion deadline for this project is May 31, 2018.

- ii. 43 Main Street South, Maxville. Request for additional Program A funding related to new engineering costs.

- The property owner, Cam Wohlgemuth, has requested additional Program A funding to do soil tests to verify the foundation at the front of the porch. This is a test to verify the structure is sound to carry the weight of the porch.

Moved by Michael Madden

Seconded by Jeff Manley

Carried.

That the Community Improvement Plan Approvals Committee (CIPAC) finds that the property located at 43 Main Street South, in Maxville does not qualify for additional Program A funding to offset the costs of soil tests to verify the foundation of the front porch. This request does not qualify, as it is structural rather than aesthetic.

- iii. Update – Public Art component of CIP at 44 Main Street North, Alexandria (Wine Makers)

- The public art component of the CIP at 44 Main Street North, in Alexandria was denied at an earlier meeting, as the property owner failed to provide the CIPAC committee with a sample of the artwork to be hung on the exterior of the building. The property owner has since been advised of this decision.

d. Discussion on definitions of structural improvements as related to CIP

- Deferred to the next meeting

e. Discussion on Public Art Component of CIP and due processes

- Deferred to the next meeting
- f. Young Canada Works application for Heritage Coordinator
 - An application has been made to “Young Canada Works” to offset the wages for two Heritage Coordinators.
- g. Township of North Glengarry Branding Signage
 - i. Update on signage at Town Hall
 - A new sign has been installed featuring the new branding of the municipality.
 - ii. Signage for Island Park
 - Signage is needed on Main Street, Alexandria, indicating the location of Island Park, the beach, boat launch and other amenities. The CIPAC members have been invited to share their ideas and input for this signage, which will be paired to the North Glengarry branding.
 - iii. Signage welcoming visitors to the “Community Improvement Plan” areas in Maxville and Alexandria.
 - CIP projects will continue to market the CIP program through signs installed on the properties for the duration of the projects. These signs have proven to be an effective marketing tool.
 - iv. Artwork for the Maxville Water Tower
 - The CIPAC committee were shown six sample images of the proposed artwork variations for the upcoming Maxville Water Tower. The committee recommends that the final artwork feature the name Maxville on both the North and South sides of the tower. Below “Maxville”, the image should include the North Glengarry tartan, with the words “Ontario’s Celtic Heartland” etched in it. The wording should be English on one side and French on the other side of the water tower.
- h. Committee of Council Structure as it relates to economic development
 - Economic Development does not have an overseeing committee. It most likely would be best placed in CIPAC.
 - The CIPAC committee agrees that economic development projects be brought forward to the CIPAC committee for consideration, but suggests that this system be re-evaluated following the 2018 Municipal Elections.

6) NEW BUSINESS

There was no new business.

7) CORRESPONDENCE

- a) National Trust’s Regeneration Works series of free webinars on heritage and redevelopment projects.

8) NEXT CIPAC MEETING

- Tuesday, March 6, 2018, 5:45 pm, at the Sandfield Centre (102 Derby Street West, Alexandria).

9) ADJOURNEMENT

The meeting was adjourned at 8:24 p.m.

Moved by: Jeff Manley

Carried.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison-Wood