



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

Tuesday, March 6, 2018 at 5:45 p.m.  
Sandfield Centre  
102 Derby Street West, Alexandria

A meeting of the Community Improvement Plan (CIP) Approvals Committee (CIPAC) was held on Tuesday, March 6, 2018, at 5:45 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

**REGRETS:**

**Steven Potter**, Chief Administrative Officer  
**Jacob Rheume**, Chief Building Officer

**1) CALL TO ORDER**

The meeting was called to order at 5:54 p.m. by Karen Davison Wood

**2) MOTION TO ACCEPT THE AGENDA**

**Resolution No.: 1 Moved by: Natalie-Anne Bussière Seconded by: Jeff Manley**

That the Agenda of the CIP Approvals Committee of March 6, 2018, 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 AMENDED MINUTES OF:**

Monday, January 29, 2018,

**Resolution No.: 2 Moved by: Deirdre Hill Seconded by: Natalie-Anne Bussière**

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. New CIP Applications

#### i. 21970 Main Street, Glen Robertson (Jean & Denise Poirier)

Project Overview: Program B

- Front Façade: Replace 3 windows on the second floor and 2 basement windows
  - (Lowest bid was \$4,762.95 - Less 50% = \$2,381.48)
- Front deck: homeowner will scrape, prepare and stain the deck and steps in Thompson Water Seal (colour: Sierra Brown). As part of this project, the homeowner will remove and or cut back the foliage on the front to expose the deck and windows and to better offset the project.

Cost of stain is estimated at \$135.57 - Less 50% = \$67.79

- Estimated total cost of project: \$5,000

#### TOTAL GRANTS REQUESTED

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Program B: \$2,517.05

Program C: \$75

Program E: \$750 Building Permit Fee (No Planning Fees are required in this case).

**TOTAL: \$3,342.05**

- CIPAC members questioned whether changing the window inserts would make a visible improvement to the property. The windows are currently hidden by foliage. Even without the greenery, changing the windows was found to make a minimal visual impact.
- CIPAC recommends that all CIP applicants be directly asked to quantify how their project will significantly improve the aesthetic of the community's streetscape.
- The homeowner meets the eligibility requirements for funding for all five windows through the Green Ontario Fund, which could provide up to \$500 per eligible window, for up to ten windows.

**Resolution No.: 3**

**Moved by: Natalie-Anne Bussière**

**Seconded by: Jeff Manley**

That the Community Improvement Approvals Committee (CIPAC) regretfully declines the Financial Incentive Program Grant request, as submitted by Jean & Denise Poirier for the property situated at 21970 Main Street, in Glen Robertson, on the grounds that this project will not significantly enhance the community's aesthetic streetscape.

**Carried.**

### b. Ongoing CIP

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

- The CIP Application for 21906 Main Street, Glen Robertson was deferred by CIPAC at its January 29, 2018 meeting.
- The property owner was 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. The property owner is currently consulting with her contractor to see if the door can be restored and the glass replaced.
- In regards to the replacement of the soffits and aluminum, on the front gallery, CIPAC asked to verify if the colour of these elements will be matched to the peak on the roof of the house. The property owner confirmed that the balcony trim would be painted to match the roof trim, which is already painted.
- The committee agreed 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. The property owner has since been informed of this suggestion. She said that she will continue to maintain her gardens and her rose bushes. She will consider further enhancements.
- The property owner was also informed that at the January 29, CIPAC meeting, the members did not feel that the replacement of the two windows on the front façade would offer a significant visual improvement to the property. Nor did they feel that replacing the eavestroughs, downspout and rain collection barrel (front façade) would add to the visual improvement of the property.
- The property owner is expected to revise her application and to return to the CIPAC committee later this spring.

c. Closing CIP

**i) 11 Mill Square (FESTOOL)**

**Project Overview**

- Remove the old roofing and replace it with new, 28 gauge metal roofing in Dark Brown Burgundy (Vicwest Colour 57319). Roof will be installed laterally in same style as existing metal roof which is in bad condition. (Completed)
- Supply and install new aluminum soffits and fascia (brown colour to match roofing material). (Completed)
- Build front canopy extension of 12" and cover it with brown aluminum. Cover top two rows of bricks with white aluminum or boards of customers choosing. Build out the back side of the front wall to deflect rain and snow and to support the front canopy. (Completed)
- Repoint the front cement blocks. (Completed)

**Resolution No. 4**

**Moved by: Jeff Manley**

**Seconded by: Carma Williams**

That the Community Improvement Approvals Committee resolves that the Community Improvement Project (CIP) at 11 Mill Square, in Alexandria, has been completed as per the plans approved by Council on September 11, 2017 and as per the Letter of Agreement for the Municipal Financial Incentive (Grant)

Program signed by the applicants, Claude Ouellette and Micheline Helene Ouellette on September 19, 2017.

A total of **\$7,836.20** shall be paid to Claude Ouellette and Micheline Helene Ouellette. This payment represents:

- (1) The sum of **\$7,500 (Seven-Thousand, Five-Hundred dollars)**, in the form of a Building Improvement and Infill Grant **(Program B)**.
- (2) The sum of **\$336.20 (Three-Hundred and Thirty-Six Dollars and Twenty Cents)** in the form of a Building Permit Fee Grant Program **(Program E)**.

**TOTAL: \$7,836.20**

#### **Carried.**

- d. Discussion on definitions of structural improvements as related to CIP
  - Question of how we define structural versus aesthetic improvements?
  - Rehabilitation of a heritage element might be considered an exception to structural improvements. For example, changing an entrance to a store to return the original setback that might have been original to the building entry.
  - No roof structures should qualify.
- e. Discussion on CIP tax calculations
  - All CIP projects so far have reimbursed the total cost of the project, including the cost of HST.
  - The grants have also been determined based on the estimates, including HST.
  - Problem: commercial clients would be able to claim the taxes AND get paid for them.
  - This adds an additional 13% to every project.
  - Staff will be asking Treasury for advice on this. The committee will be updated at the next meeting.
- f. Discussion on Public Art Component of CIP and due processes
  - Art is subjective, but we require visuals. Applicants must provide a detailed sketch or mock-up for approval, prior to creating the art piece.
  - The public art piece must make a visual improvement to the streetscape.
- g. Committee of Council Structure as it relates to economic development
  - Staff Report to Council, dated February 20, 2018. Council has agreed that CIPAC will be the oversight committee for Economic Development activities until the second Council Meeting in January 2019.
  - CIPAC will help to establish policies on land sales and to establish Economic Development priorities.
  - CIPAC members will be provided with tool books from OMAFRA related to "Community Economic Development 101".
- h. Economic Development
  - i) Sponsorship funding

Council approved \$10,000 under Glengarry Branding for sponsorship activities. We have received three different requests so far, including two which did not qualify under Community Grants.

- We need to define sponsorship. What do we think sponsorship should entail? Economic Development/ Promotion and marketing/ Activities which drive tourism and attract visitors.
- CIPAC recommends that we consider the following questions when approached for sponsorship funding:
  - Will this get the Township of North Glengarry public attention?
  - Will it encourage people to come visit? Is that the criteria we are looking for?
  - What do we expect sponsorship to be?
  - Are we looking at this purely from a branding perspective, or in a broader economic development sense?
  - This is not intended to be annual funding.
  - What will be the benefit to the community?
  - We want to fund as many projects as possible. Suggest limiting sponsorship amounts in order to be able to sponsor multiple projects.
- **K9 Sport Fest (\$3,000 plus \$714 in kind request)**
  - The municipality has been offered a booth.
  - We would request our logo appear on all advertising material.
  - Our banners must be displayed on site.

**Resolution No. 5                      Moved By:                      Natalie-Anne Bussière                      Seconded By: Deirdre Hill**

That the Community Improvement Plan Approvals Committee (CIPAC) recommends a monetary sponsorship of \$1,500 for the 2018 K-9 Sport Fest. The recipient is asked to provide \$1500 worth of advertising material. The Township of North Glengarry logo is to appear on all advertising material and our banner is to be hung on site in a highly visible area throughout the duration of the event. It is also recommended that the Township of North Glengarry provide \$714 in in-kind services to cover the cost of renting the Arena Floor at the Maxville and District Sports Complex.

**Carried.**

- **Glengarry Pipe Band Association (\$3,000 request)**
  - Ask them to hand out promotional items such as a business card or sticker “Ontario’s Celtic Heartland”. Home of the Glengarry Highland Games. Print stickers and wear branded t-shirts.

**Resolution No. 6                      Moved by:                      Michael Madden                      Seconded by: Natalie-Anne Bussière**

That the Community Improvement Plan Approvals Committee (CIPAC) recommends a monetary sponsorship of \$1,500 towards the Glengarry Pipe Band Association. This sponsorship will support branding initiatives at the 2018 World Pipe Band Competition in Scotland. The Glengarry Pipe Band is asked to hand out promotional items, such as business cards, or stickers, which promote “Ontario’s Celtic Heartland” and “The Township of North Glengarry” branding. They are also asked to wear similarly branded t-shirts to some of their activities.

**Carried.**

- **Entreprise étudiante funding request**

- Event takes place in the schools, but is not part of the school curriculum. It's a young entrepreneurship program tailored to students to encourage them to thrive in a different environment.
- Help to develop entrepreneurship skills – with a specific effort to keep kids in school.
- It's an economic development project going into the schools, but is not funded by the schools.
- This funding would be used to help incorporate the program into the school. It's part of a youth retention program and is similar to a Junior Achievement Program.
- The program would run at the l'école secondaire catholique Le Relais.
- They are requesting \$1700 for 20 students to be able to participate in a 12-15 week program.
- The program specifically targets students who do not fit the normal patterns.
- They are looking for an anchor partner this year and plan to go out to the community seeking additional funds.
- Proposal to support half the cost of the project and send them out to the community to seek the remainder.
- Youth retention is a challenge in our community. Will this help to engage them? Will this encourage greater economic development?
- What can they do for us in return?
- At the end of the process, the kids will have prepared a small business. They will be going into businesses and meeting with volunteers.
- They will provide a report at the end of the year. The other schools will likely mimic the program.
- CIPAC proposed funding half the cost of the program, representing the amount of \$850.

**Resolution No. 7**

**Moved by:**

**Deirdre Hill**

**Seconded by: Natalie-Anne Bussière**

That the Community Improvement Plan Approvals Committee (CIPAC) recommends a monetary sponsorship of \$850 to support the program "Entreprise Étudiante en classe à l'école secondaire catholique Le Relais, in Alexandria. The Township of North Glengarry logo is to appear on any promotional material related to this program.

**Carried.**

- ii) January/February Economic Development Activity Report
  - Members were supplied with a copy of the report.

**6) NEW BUSINESS**

- i. North Glengarry Outstanding Achievements Reception: Celebrating the 2017 Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation and for winning two awards at the Economic Developers Council of Ontario (EDCO) 2018 conference. The first EDCO award for the Glengarry Heritage Routes Tour, in collaboration with the Township of South Glengarry, and the second for the North Glengarry Community Improvement Plan (CIP). *Event to be held on Friday, March 23, 2018, at the Sandfield Centre.*

- Due to scheduling conflicts, we are unable to hold the reception on March 23. We have spoken to the organizing committee of the North Glengarry Gala who agree that this is the perfect venue to serve to recognize the members of ACHC and CIPAC for these most recent achievements.
  - Staff will send a “hold the date” invitation for the event date.
  - Committee members will be provided with tickets to the Gala.
- ii. Dane Lanken’s presentation to the Glengarry Historical Society on 1950s photographer Gordon Reid
- Karen attended the presentation on March 1, and recommends that we ask Dane if he would consider presenting the same topic to both the ACHC and CIPAC committees. Perhaps the two members of ACHC who do not sit on CIPAC could be asked to join the CIPAC meeting for this presentation. This presentation would be scheduled to take place after the Heritage Coordinators have been hired, so that they might also attend.

#### **7) CORRESPONDENCE**

- i. Ontario Heritage Trust letter of congratulations
- ii. Job Posting for the Heritage Coordinator
  - The Committee will look at narrowing down their responsibilities.

#### **8) NEXT CIPAC MEETING**

- Monday, April 2, 2018, 5:45 pm, at the Sandfield Centre (102 Derby Street West, Alexandria).

#### **9) ADJOURNEMENT**

The meeting was adjourned at 8:17 p.m.

**Moved by: Jeff Manley**

**Carried.**

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Recording Secretary – Tara Kirkpatrick

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Chair – Karen Davison-Wood