



**Minutes of the
CIP Advisory Committee (CIPAC) Meeting**

Tuesday, April 3, 2018 at 5:45 p.m.
Gary Shepherd Hall
102 Derby Street West, Alexandria

A meeting of the Community Improvement Plan (CIP) Advisory Committee (CIPAC) was held on Tuesday, April 3, 2018, at 5:45 p.m. at the Gary Shepherd Hall (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 5:46 p.m. by Karen Davison Wood

2. MOTION TO ACCEPT THE AGENDA

Moved by: Deirdre Hill

Seconded by: Carma Williams

That the Agenda of the CIP Advisory Committee of April 3, 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 MINUTES OF:

Tuesday, March 6, 2018,

Moved by: Jeff Manley

Seconded by: Nathalie Anne Bussière

That the minutes of the March 6, 2018 meeting of the Community Improvement Plan Advisory Committee (CIPAC) meeting be accepted as presented.

Carried.

5. AGENDA ITEMS

a. New CIP Applications

Maxville Home Hardware

Project Overview:

- Build a new 10,000 square-foot facility to relocate the existing 4,500 square foot Maxville Home Hardware store.
- The proposed design invests heavily in a walkable streetscape, inviting architecture and a functional site plan.
- Beyond an investment in asphalt, curbing, lighting and landscaping, the building incorporates a lit and covered walkway that will run parallel to the existing bank, increasing the utility of the site for the broader community.

Moved by: Carma Williams

Seconded by: Natalie-Anne Bussière

That the Community Improvement Plan Advisory Committee (CIPAC) recommends to Council the Community Improvement Program request as submitted by Grant Castle Corporation for the Home Hardware infill project located at the intersection of Mechanic Street and Main Street in Maxville on Lots # 67103-0407 / 67103-0408 / 67103-0409 as follows:

1. Program A (Planning and Design Grant) 50% matched grant up to a maximum of \$1,500 towards the cost of preparing architectural and/or site plans for the infill project;
2. Program B (Building Improvement and Infill Grant) 50% matched grant up to a maximum of \$5,000 towards the cost of an infill project;
3. Program C (Civic Address Signage Grant) of \$75 representing a matching grant of 75% up to \$75 for civic address sign at one locale;
4. Program D (Landscaping and Public Art Grant) 50% matched grant up to a maximum of \$2,000 towards the cost of landscaping elements on the Main Street façade.
5. Program E (Building Permit & Planning Fee Grant Program) equal to 100% of eligible Building Permit fees up to a maximum of \$750; and 100% of Planning Fees up to a maximum of \$500;
6. Program G (Municipal Loan Program) of \$10,000;

Representing a total of \$9825 in the form of Community Improvement Grants and \$10,000 in the form of a Municipal Loan.

Considerations:

1. That the property owner return to the Community Improvement Plan Advisory Committee (CIPAC) with a more defined landscaping plan for the Main Street façade, prior to the commencement of the landscaping element of this project.

Carried.

b. Ongoing CIP

Request by Richard Descoste for a 90-day extension for his CIP project at 17-19 Main Street, Alexandria. The current 18-month completion deadline is April 24, 2018. A 90-day extension would make the new deadline July 23, 2018.

Moved by: Jeff Manley

Seconded by: Michael Madden

That the Community Improvement Plan Advisory Committee (CIPAC) approves a 90-day extension for the Community Improvement Plan Project located at 17-19 Main Street, Alexandria. The current 18-month completion deadline is April 24, 2018. A 90-day extension would make the new deadline July 23, 2018.

c. CIP reimbursement on HST

- Under the Community Improvement Plan, present approvals and pay outs to successful applicants include HST. In other regions where there are CIPs, the HST is excluded from calculations. The reason might be that most of the CIPs target commercial properties and the owners have the ability to claim back the HST on their own. In our case, we have a hybrid model that targets both commercial and residential owners.
- The Township's treasury department has confirmed that we should be looking at the invoices before HST and basing our calculations on that amount.
- In fact, commercial property owners currently have the ability to "double dip" by claiming back HST on their purchases – which may have been offset by these grants.
- Recommendation is that all new CIPs be calculated before taxes, but that we do not go retroactive on this.
- Excluding HST for both residential and commercial would:
 - allow us to go further with the budgeted CIP amount; and
 - ensure that calculations are consistent across the board.

Carried.

Moved by: Deirdre Hill

Seconded by: Michael Madden

That the Community Improvement Plan Advisory Committee (CIPAC) recommends that under the Community Improvement Plan, the calculation of grants should not include the cost of HST.

Carried.

d. Economic Development

- i) 2016 Township of North Glengarry Economic Development Strategy and Action Plan (MDP Insight report).
 - Community economic development will help to grow traditional economic development. You need this foundation, in the form of CIPs, Community Grants and other Community Development exercises to stimulate growth.
 - We need to identify our strengths, including heritage and cultural assets.
 - Initiatives to support small businesses in their development.
 - Business retention and expansion visits.
 - Community Kitchens. Proceeding with branding campaign and brochure. Collaborative project with the All Things Food Network.

- Readiness: Need to prepare the industrial lots for potential buyers. Industrial properties are one of the only ways that municipalities can subsidize a business to come into your municipality.
- Promotion Actions: Local and Regional Promotion.

6) NEW BUSINESS

- a) North Glengarry Outstanding Achievements Reception: Rescheduled to coincide with the Township's 2018 Business & Community Awards Gala, which is tentatively scheduled for Thursday, September 27th, 2018, at the Glengarry Sports Palace in Alexandria.
- b) Approved for funding for two Heritage Coordinators. Starting May 15.

7) OTHER BUSINESS

- a) Hard copy scrap books showcasing the CIP projects in their before and after phases. Include testimonials from the property owners. Possible project for the Heritage Coordinators.

8) CORRESPONDENCE

9) NEXT CIPAC MEETING

- Monday, May 7, 2018, 5:45 pm, at the Gary Shepherd Hall (102 Derby Street West, Alexandria).
- Anne will serve as the recording secretary at the May 7 meeting, as Tara will be participating in an EDO training session at the University of Waterloo.

10) ADJOURNEMENT

The meeting was adjourned at 7:30 p.m.

Moved by: Natalie Anne Bussière

Carried.

Recording Secretary – Tara Kirkpatrick

Chair – Karen Davison-Wood