

DRAFT Community Improvement Panel Meeting Minutes

Council Chambers
Pembroke, Ontario
Stephane Levesque, Chair
Wednesday, April 11, 2018
1:30 p.m.

Call to Order

The meeting was called to order at 1:34 p.m.

Present:

Stephane Levesque, Chair
Mayor LeMay
Michael St. Jean

Also Present:

Heather Salovaara, Economic Development Officer
Colleen Sauriol, Manager of Planning & Building
Courtney Maika, Recording Secretary

1. Approval of Agenda

Motion:

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the agenda of the Community Improvement Panel meeting of April 11, 2018 be accepted as circulated.

Carried

2. Approval of Minutes

Motion:

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the minutes of the Community Improvement Panel meeting of February 15, 2018 be accepted as circulated.

Carried

Stephane Levesque requested that in future it be noted in the minutes when applications meet the criteria of the Community Improvement Plan.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest.

4. Community Improvement Request – 39 Pembroke Street West/193 Victoria Street

Kristel Jefferies, of Munro Properties Inc. (the property owner), was present to represent the application.

Heather Salovaara explained that she would also present her report regarding the applicant's request for a Downtown Heritage Façade Improvement Grant so that the Community Improvement Panel could make a recommendation (though not a motion) to the Façade Improvement Panel in that Panel's absence.

Ms. Salovaara presented her reports. Mr. Layton is requesting a Downtown Heritage Façade Improvement Grant from the Façade Improvement Committee to assist with replacing 5 windows; removing in-window air conditioning units; and repairing brickwork and lintels over windows in the property's commercial space.

Mr. Layton is also requesting a Downtown Housing Grant from the Community Improvement Panel to assist with replacing 45 windows on all 5 second and third storey units. The monies available under this grant can be applied to this project because there are no outstanding permits or other issues associated with the property, and because the property meets the criteria of redeveloping upper-storey residential units in the downtown core (i.e. the application aims to improve the quality of existing units which improves the quality of life for occupants; increases the value of the units; and/or makes the units habitable where they might currently be considered uninhabitable).

Based on the quotes, a total of \$10,000 can be awarded under the Downtown Housing Grant. Presently, there is \$74,002.15 in the Community Improvement Plan budget that is uncommitted.

A discussion was held. Stephane Levesque noted that both quotes submitted by Mr. Layton were from local contractors.

There was no one in the audience to comment about the application.

Motion:

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the Community Improvement Panel recommend the Downtown Housing Grant application for \$10,000.00 for 39 Pembroke Street West to Council.

Carried

Ms. Salovaara asked the Committee whether they had any recommendations to make to the Downtown Heritage Façade Improvement Panel regarding Mr. Layton's application for a Downtown Heritage Façade Improvement Grant.

A discussion was held. Ms. Jefferies said that she hopes to move her specialty optometry practice from its current location to one of the upper units at 39 Pembroke Street West. The Community Improvement Panel unanimously voted to recommend the application to the Façade Improvement Panel.

Ms. Salovaara said that in future she would include "past decision updates" to the Panel as an agenda item.

5. Adjournment

Motion:

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the meeting adjourn at 1:45 p.m.

Carried