



## Minutes of a Regular General Meeting of the Town of Tecumseh Business Improvement Area (TOTBIA)

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday,  
*September 11, 2019* at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-9)

### **CALL TO ORDER**

The meeting is called to order at 6:17 p.m. by Joe Fratangeli, Vice Chair

(TOTBBM –2-9)

### **ROLL CALL**

Vice Chair	Joseph Fratangeli
Treasurer	Paul Bistany
Director	Brian Houston
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy
Councilor	Andrew Dowie

Regrets:	Chair	Candice Dennis
	Director	Elisa Braccio
	Director	Jules Champoux
	Director	Shane Meloche

Minute Taker:	Coordinator	Paula Rorai
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(TOTBBM – 3-9)

**DISCLOSURE OF PECUNIARY INTEREST** - No disclosure at this meeting.

(TOTBBM – 4-9)

**DELEGATIONS** – No delegations at this meeting.

(TOTBBM – 5-9)

### **COMMUNICATIONS**

#### **5.1 TOTBIA Board of Management Meeting Minutes**

**Motion:** (BBM-51/19) Moved by: L. Proctor

Second by: P. Bistany

**THAT** the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on August 11, 2019 be approved as distributed.

**APPROVED.**

**CARRIED.**

#### **5.2 LETTERS FROM** – Thank you letter from St. Mark's by-the-Lake for donating Tecumseh Dollars for door prizes.

(TOTBBM – 6-9)

### **REPORTS**

**6.1 CHAIR REPORT** – J. Fratangeli informs the Board that there are over 115 resumes submitted for the Coordinator's position. The Chair and Vice Chair will begin reviewing, selecting the top 10 candidates and schedule interviews. It was recommended that if the Hiring Committee has two or more excellent candidates then they can present them to the Board for review and recommendation.

**6.2 TREASURER REPORT:** P. Bistany reports on the following month end financials:

Tecumseh BIA		
2019 Month End Financials		
<b>Treasurer's Report for the period ending:</b>		<b>August 31, 2019</b>
<b>BIA Operating Account (8111130)</b>	Bank Balance stands at:	\$ 31,537.19
Outstanding Payables	see detail page	\$ 4,522.49
Outstanding Receivables	see detail page	
BIA Ledger Balance stands at:		<u>\$ 27,014.70</u>
<b>BIA Reserve Account -</b>	Balance last month	\$ 34,735.39
	Interest	\$ 88.50
	Transfer from Operating (see <b>NOTE</b> )	
		<u>\$ 34,823.89</u>
<b>BIA Petty Cash</b>	stands at:	914.53
<b><u>Total BIA Current Assets :</u></b>		<u>\$ 62,753.12</u>
<b>Tecumseh Dollars</b>	Current Outstanding	<b>\$ 21,145.00</b>
BIA Liabilities and Equity :	from Sage 50 report	\$ 64,932.35
<b><u>Total BIA Liabilities and Equity :</u></b>		<u>\$ 86,077.35</u>
<b>Year To Date Levy Tax Requisition:</b>	1st Quarter @ March 31	\$ 27,250.00
<b>for 2019</b>	2nd Quarter @ June 30	\$ 31,250.00
	3rd Quarter @ September 30	\$ -
	4th Quarter @ December 31	\$ -
<b>Total Levy received to Date:</b>		<u>\$ 58,500.00</u>

<b>Tecumseh Business Improvement Area</b>				
<b>BIA Operating Account - # 8111130</b>			<b>08-31-19</b>	
<b>Outstanding Payments</b>				
1977	20190614, Cogeco Payment Centre	135.48		
2021	08152019, Cogeco Payment	138.15		
2018	166149 Monarch	1,010.22		
2017	Costco, Biran Houston	372.87		
Wages	Paula	1,096.84		
2019	Shoreline Weekly	341.08		
2020	08/30/19, Paula Expense Reimbusment	1,427.85		
			<b>\$ 4,522.49</b>	
<b>Outstanding Receivables</b>				
			<b>\$ -</b>	
<b>Operating Account - activity</b>		(Invoices paid in this month)		
Date	Reference	Detail	DR	CR
Aug 01, 2019	460, Paul Dukris		160.00	0.00
Aug 02, 2019	2019 - 2nd Q HST Rebate		326.44	0.00
Aug 07, 2019	462, Alan Pasnik		160.00	0.00
Aug 07, 2019	461, Maureen Pasnik		160.00	0.00
Aug 07, 2019	463, Len Beaulieu		160.00	0.00
Aug 10, 2019	Paula R PPE 07-28 to 08-10-19		0.00	1,096.84
Aug 15, 2019	08152019, Cogeco Payment Centre		0.00	138.15
Aug 19, 2019	081919, Zehrs		0.00	915.00
Aug 19, 2019	464, Maureen Pasnik		300.00	0.00
Aug 19, 2019	465, Jason Ellwood		160.00	0.00
Aug 19, 2019	Blackburn Radio Inc.		0.00	282.50
Aug 20, 2019	SKINOV8IVE MEDICAL ESTHETICS INC		0.00	200.00
Aug 20, 2019	Blackburn Radio Inc.		0.00	565.00
Aug 20, 2019	Kelcom		0.00	64.68
Aug 20, 2019	Town of Tecumseh		0.00	45.00
Aug 20, 2019	Receiver General		0.00	1,123.47
Aug 21, 2019	08212019, Petty Cash		0.00	852.16
Aug 22, 2019	166149, Monarch Office Supply Inc.		0.00	1,010.22
Aug 26, 2019	Costco, Brian Houston		0.00	372.87
Aug 29, 2019	Paula R PPE 08-11 to 08-24-19		0.00	1,096.84
Aug 30, 2019	00072340, Shoreline Week		0.00	341.08
Aug 30, 2019	08/30/2019, Paula Rorai		0.00	1,427.85
Aug 31, 2019	BIA Operating (10500)		90.18	0.00
Aug 31, 2019	BIA Operating (10500)		0.00	0.23
			<b>1,516.62</b>	<b>9,531.89</b>

**Motion: (BBM-52/19)** Moved by: B. Houston

Second by: S. Harris

**THAT** the Month End Treasurer's Report as of August 31, 2019 be accepted and approved as distributed and filed for audit.

**CARRIED.**

**APPROVED.**

Director M. Kennedy inquired as to when will the Tecumseh Dollar outstanding totals be included in the month end report under BIA liability. P. Rorai informed the Board that with the total outstanding Tecumseh Dollar amounts will be entered in the Sage Accounting application as liability and will appear on the BIA September 30, 2019 Month End Financial Report.

### **6.3 COORDINATOR REPORT – P. Rorai reports**

#### **6.3.1 Membership Statistics –**

- New businesses in the BIA area: none currently.
- Members closed/moved/new owners/names:
  - Axiom Mortgage new address
  - Team Goran moved out of BIA area
  - El Guaco closed
  - Wine Design closed
- Total Number of Members currently open/established for business in the Tecumseh BIA:
  - Open – 399
  - Empty Units/Bldgs. - 35
  - Empty Lots/– 16
  - Houses - 12
  - Property Owners – 139
  - Grand Total - 598

#### **6.3.2 Grand Openings for Members –**

**6.3.2.1** Tecumseh Home Hardware grand opening on Sept 13-15 cutting wood on Sat at 9am

**6.3.2.2** Lakeview Montessori School – New Expansion Ribbon Cutting Ceremony – October 29 4:00 pm

**6.3.3** Concern/Complaint from Members – CIP main street side walks are covered in weeds and the public parking lot #1 has large potholes and floods after raining. It was recommended that Members/residents who have a complaint be referred to place their complaints on the Town of Tecumseh website and a complaint report will be created and forward to the correct department.

**6.3.4** Welcome Wagon – Waiting to hear back from the representative.

**6.3.5** Home-Base Business Report – Nothing currently.

### **6.4 COUNCIL REPORT – Councillor Dowie reports:**

Sept 10<sup>th</sup> Council meetings:

- Tecumseh Town Council begins with a Public Meeting for a redevelopment proposal of the former Victoria School. Public comment will be received regarding the proposal to build residential condominium development on a parcel of land located at 12433 Dillon Drive. The application for the proposed Official Plan amendment is requesting a redesignation of the parcel of land from "Community Facility" to "Residential" to accommodate the proposed development. The associated proposed Zoning By-law amendment is requesting to change the zoning from "Community Facility Zone" and "Residential Zone 1 (R1)" to a site specific "Residential Zone 3 (R3-16)". The proposed R3-16 zone would permit the proposed residential uses and establish various site-specific zone provisions. In addition, the proposed rezoning would add a definition for the term "stacked townhouse dwelling unit" to the definitions section of Tecumseh Zoning By-law 1746.
- Notice of Intention to Remove Holding "H" Zone Symbol. This is notification for the Harbour Club development at the former Pud's Place Marina. An "H" holding zone is applied to approved zoning changes until conditions are met to remove.
- Town of Kingsville support of Town of Halton Hills' Resolution regarding Reducing Litter and Waste in our Communities. Kingsville endorses a Halton Hills proposal to implement a deposit/return program for all single use plastic, aluminum and metal drink containers and further, that the Province review current producer requirements and look for extended producer responsibility for all packaging.
- Letter of appreciation to Minister Caroline Mulroney, Minister of Transportation, regarding announcement of widening Provincial Highway No. 3. Mayor McNamara thanks the Province for committing to the long-delayed investment in widening Highway 3.
- Bill 108, More Homes, More Choice Act, 2019. Minister Steve Clark provides an update regarding implementation of the Bill and various associated regulations including allowance for Additional Residential Units in single detached family homes.
- Tecumseh Sportsplex Fundraising Program. Administration is recommending:
  - the authorization of staff to proceed with developing a community fundraising program made up of a citizen based fundraising committee with staff support;
  - hiring of a contracted fundraising coordinator to oversee the building of the fundraising committee and program, so that upon final project funding approval the fundraising program can commence;

- A subcommittee of three (3) members comprised of the Mayor, Deputy Mayor, and one (1) member of Council be established to appoint a chair or co-chairs to lead the citizen based fundraising committee;
- That Town Council subcommittee and chair or co-chairs be authorized to appoint members of the fundraising committee following an open recruitment process;
- That all future associated cost for the community fundraising program will be incorporated into future operating budgets, commencing with the 2020 budget cycle;
- That a member of Council be appointed as a municipal representative to the fundraising committee.
- Energy Conservation and Demand Management Plan Annual Review. Administration presents the Energy Conservation and Demand Management Plan Annual Review, be received for information. Electricity consumption has dropped dramatically due to LED conversions and other efficiency programs. Natural gas use has been consistent. Purchase of fuel has increased. Various new initiatives to reduce energy have been introduced including light timers at Tennis Courts, replacement of older parks fixtures with LED fixtures, audits, and incorporation of efficiency measures as part of the Town Hall and arena expansions.
- Tecumseh Road and Lacasse Boulevard Intersection Analysis - Traffic Analysis and Recommendations. Administration provides a follow-up on an analysis of Tecumseh at Lacasse. Traffic signal timings were changed in April 2018 which reduced delays at this intersection. Administration recommends no further action following analysis of cost and benefit of various concepts.
- Administration recommends proceeding with a County Wide Active Transportation System project, a portion of Segment Tec-4: Detailed Design of Bike Lanes on Manning Road (from Riverside Drive to St. Gregory's Road) at a shared cost of \$12,000 (Tecumseh) and \$8,000 (Essex County). In addition it is requested that the 2020 Municipal Partnership Program (MPP) - Bike Repair Stations at Town Hall and Optimist Park be implemented with the total estimated cost of the two bike repair stations of \$6,808 (excluding H.S.T.), with Tecumseh's share being \$3,404 (50%) and the County's share being \$3,404 (50%), in accordance with the MPP cost-sharing arrangement.

## 6.5 COMMITTEE REPORTS

### 6.5.1 Marketing Committee – No report at this meeting.

### 6.5.2 Membership Committee

**6.5.2.1 Tecumseh Dollar Program** – J. Champoux reports on the current Tecumseh Dollar report; see attached report. Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discounted as of December 31, 2019 and a new design, program, name will go into effect as of January 1, 2020. Reasonable notice will be given to the public that current Tecumseh Dollars that do not have a one-year expiry date will have until December 31, 2019 to use and Members to be reimbursed.

**6.5.2.2 Associated Membership** – No report at this meeting.

### 6.5.3 Streetscaping Committee

**6.5.3.1 BIA Parkette** – No report at this meeting.

**6.5.3.2 Bike Repair Stations** – Coordinator confirms with Board that on Sept 30<sup>th</sup> around 10 AM will be the unveiling ceremony for one of the two bike repair stations at Lakewood Park.

**6.5.3.3 Bike Racks** – Coordinator will contact all the Members who requested a bike rack and send pictures and description of each location to both Town departments for their consents to install the racks.

### 6.5.4 Events Committee

**6.5.4.1 Night Market** – Board recommends deferring the discussion on planning night markets for 2020 to the next board meeting.

**6.5.4.2 BIA Christmas Party** – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club. M. Kennedy has offered to sponsor the BIA at Beach Grove. Several suggestions for bands were provided and the Coordinator will request quotes.

### 6.5.5 Office Relocation Committee

**6.5.5.1 Lease Agreement** – The lease agreement for space at 12122 Tecumseh Rd. E. Unit #2 has been written and there are two items to update on the agreement; a cheque dated September 1, 2019 in the amount of \$2,000 will be submit to the landlord for first and last month two year lease.

**6.5.5.2** Coordinator reports current move expenses.

- 6.5.5.3** Three insurance brokers have been contacted to submit quotes on content coverage (\$50k) and liability (\$2M) as well as the Town's insurer. Waiting for confirmation from Town's insurer that content and liability is covered.
- 6.5.5.4** The BIA has obtained separate phone company with Cogeco and share the WIFI expenses.
- 6.5.5.5** A. Dowie informs that relocation date can be extended for an additional two weeks past August 29, 2019.

(TOTBBM – 7-9)

**UNFINISHED BUSINESS**

- 7.1 Bookkeeping – Deferring until next meeting.
- 7.2 License Plate Covers – Waiting for quotes and layout design for license plate covers with both Town and BIA logo and the tag line: 'Tecumseh Town. Life in Motion
- 7.3 Corporate Credit Card – required information by WFCU was forward to the Finance Department; waiting confirmation of guarantee with the Town. B. Houston offers to contact WFCU for additional information. Memorandum of Understanding – differ until further notice.
- 7.4 Memorandum of Understanding – differ until further notice.
- 7.5 Membership Notice – Received feedback from Town Treasurer and there has been no status change from MPAC on the privacy of information restrictions; the Town cannot provide personal information from MPAC's database. The public is free to view the Town's property tax roll at Town Hall. The property tax roll does include owner name and mailing address of all properties in town.
- 7.6 Way Finding Signage – Board agrees to differ this project until 2020.

(TOTBBM – 8-9)

**NEW BUSINESS**

- 9.1 2020 Budget – P. Rorai recommends a meeting be schedule within the next few weeks to draft the 2020 budget; J. Fratangeli and C. Dennis along with P. Bistany will be on the committee.

(TOTBBM – 9-9)

**NEXT MEETING**

The TOTBIA next regular general meeting is scheduled on **Wednesday, October 9, 2019** at 6:00 PM in BIA Conference Room.

(TOTBBM – 10-9)

**ADJOURNMENT**

**Motion:** (BBM-53 /19)

Moved by: P. Bistany

Second by: L. Proctor

**THAT** there being no further business, the September 11, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 7:20 PM.

**CARRIED.**

**APPROVED.**

**DRAFT BOARD MINUTES  
NOT APPROVED**

**Joe Fratangeli, Vice Chair**

**Paula Rorai, Coordinator**