



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, *August 21, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-8)

CALL TO ORDER

The meeting is called to order at 6:04 p.m. by Paul Bistany, Treasurer

(TOTBBM –2-8)

ROLL CALL

Treasurer	Paul Bistany
Director	Jules Champoux
Director	Brian Houston
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy

Regrets:	Chair	Candice Dennis
	Director	Elisa Braccio
	Councilor	Andrew Dowie
	Vice Chair	Joseph Fratangeli
	Director	Shane Meloche

Minute Taker: Coordinator Paula Rorai

(TOTBBM – 3-8)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-8)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-8)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-47/19) Moved by: S. Harris
Second by: J. Champoux

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on July 10, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – None at this meeting.

(TOTBBM – 6-8)

REPORTS

6.1 CHAIR REPORT – No report at this meeting.

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

Treasurer's Report for the period ending:		July 31, 2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 41,500.92
Outstanding Payables	see detail page	\$ 6,470.95
Outstanding Receivables	see detail page	
BIA Ledger Balance stands at:		<u>\$ 35,029.97</u>
BIA Reserve Account -	Balance last month	\$ 34,474.08
	Interest	\$ 87.83
	Transfer from Operating (see NOTE)	
		<u>\$ 34,561.91</u>
BIA Petty Cash	stands at:	844.22
<u>Total BIA Current Assets :</u>		<u>\$ 70,436.10</u>
Tecumseh Dollars	Current Outstanding	<u>\$ 20,410.00</u>
BIA Liabilities and Equity :	from Sage 50 report	\$ 73,406.50
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 93,816.50</u>
Year To Date Levy Tax Requisition:	1st Quarter @ March 31	\$ 27,250.00
for 2019	2nd Quarter @ June 30	\$ 31,250.00
	3rd Quarter @ September 30	\$ -
	4th Quarter @ December 31	\$ -
Total Levy received to Date:		<u>\$ 58,500.00</u>

Motion: (BBM-48/19) Moved by: L. Proctor
 Second by: B. Houston

THAT the Month End Treasurer’s Report as of July 31, 2019 be accepted and approved as distributed and filed for audit.
CARRIED.
APPROVED.

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
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 401
 - Empty Units/Bldgs. - 33
 - Empty Lots/– 16
 - Property Owners – 139
 - Grand Total - 598

6.3.2 Grand Openings for Members – Currently there are none currently.

6.3.3 Welcome Wagon – Waiting to hear back from the representative.

6.3.4 Home-Base Business Report – Nothing currently.

6.4 COUNCIL REPORT – Andrew Dowie reports on some of the items from two council meetings:

- Valente condo rezoning application was approved for 11870 Tecumseh Road
- Petretta Condos received their final approvals for site plan control
- A new development charges by-law was passed, and new fee schedule is below

Development Type	Existing Charge	Proposed Charge
Single Detached Dwelling (Urban Area)	\$13,936	\$17,472
Single Detached Dwelling (Rural Area)	\$9,545	\$12,901
Non-Residential (Urban Area)	\$4.27/sq. ft.	\$6.72/sq. ft.
Non-Residential (Rural Area)	\$2.43/sq. ft.	\$4.71/sq. ft.

- Council approved \$620k in allocating the MPF funding in a number of areas including
 - - Town Hall Expansion
 - Online property tax inquiry service
 - Cityworks Work Order Management
 - Water Oasis Payment solution
 - Online permit payment

- Briday developments (Old Victoria Public School) will be having an open house for the proposed Condo and townhome development for that property on September 10th
- Council also received the 6-month Transit report - ridership and revenue are up slightly. The most notable change was the move of the Sobey's pick up spot to the new Food Basics.
- CIP funding request for 12222 Tecumseh Road for Parking lot improvements

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. Due to the increase of Tecumseh Dollar purchases, there was discussion on the maximum amount that can be purchased by a person. The amount agreed for 2019 was to sell \$25,000 Tecumseh Dollars and the 20% discount will be a \$5,000.00 expense in the 2019 budget.

Motion: (BBM-49/19) Moved by: J. Champoux
Second by: L. Proctor

THAT the purchase of Tecumseh Dollars be increased from \$200.00 to \$400.00 per person per purchase be accepted and approved.

CARRIED.

APPROVED.

6.5.2.2 Board asks J. Champoux to create Facebook ads asking the public to use old style Tecumseh Dollars as they will become null and void as of December 31, 2019.

6.5.2.3 Coordinator has created a list of Members who do accept Tecumseh Dollars and distributes with map of BIA area with sales/donations of all Tecumseh Dollars.

6.5.2.4 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.

6.5.2.5 Associated Membership – No report at this meeting.

6.5.3 Streetscaping Committee

6.5.3.1 BIA Parkette Memorial Bench – On July 4th, members of Council, Town Administration, current and past Board Directors, BIA staff, family and friends attended the unveiling of the bench in the Parkette and Shoreline Tecumseh will publish a group picture and the article honoring both E. Tope and A. Baillargeon.

6.5.3.2 Bike Repair Stations – Both repair stations have been installed and Coordinator asks Board for date and time to schedule an unveiling ceremony. It was suggested to contact Parks and Rec Manager on the date and time at McAuliffe Park for the unveiling of the new public restrooms.

6.5.3.3 Bike Racks – 15 bike racks have been delivered. Public Works and Parks Managers are asking for exact locations for racks to be installed. 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 – Feedback from July Night Market extremely positive. 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** It was recommended that a maximum of \$5,000.00 be allocated from the Reserve Account for the relocation 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.
- 6.5.5.4** Current Property Owner has quoted \$6k donation to the BIA for conference table, chairs, TV, computer and desk; what has been left in the space the BIA is leasing is the conference table, 6 chairs, TV, computer and stand, bookcase and 4 desks.
- 6.5.5.5** It was recommended that the BIA obtain separate phone company and WIFI provider. P. Rorai contacted MNSi to purchase basic business package for same office and fax phone numbers. It was recommended for J. Champoux to obtain quote from Kelcom.
- 6.5.5.6** Move notices will be sent to all Members via email, Facebook, Twitter and an ad in the Shoreline Tecumseh.
- 6.5.5.7** Board agrees to purchase Trend Micro Security software, steel shelves for storage, additional chairs for conference table and a mini fridge.
- 6.5.5.8** After reviewing four moving company quotes; the Committee has chosen Hinton Movers.
- 6.5.5.9** A. Dowie informs that relocation date can be extended for an additional two weeks past August 29, 2019.

(TOTBBM – 7-8)

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 Pickleball Tournament – BIA Board/Members vs. Town Council/Staff on Sunday, August 11 at the Arena was a great success; BIA won gold!
- 7.4 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.
- 7.5 Memorandum of Understanding – differ until further notice.
- 7.6 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.
- 7.7 Way Finding Signage – Board agrees to differ this project until 2020.

(TOTBBM – 9-8)

NEW BUSINESS

- 9.1 No new business at this meeting.

(TOTBBM – 11-8)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, September 11, 2019 at 6:00 PM** in BIA Conference Room, 12122 Tecumseh Rd. E. Unit 2, Tecumseh, ON

(TOTBBM – 12-8)

ADJOURNMENT

Motion: (BBM-50 /19)

Moved by: J. Champoux

Second by: B. Houston

THAT there being no further business, the August 21, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 7:28 PM.

CARRIED.

APPROVED.

Paul Bistany, Treasurer

Paula Rorai, Coordinator