



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, **October 9, 2019** at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-10)
CALL TO ORDER

The meeting is called to order at 6:07 p.m. by Candice Dennis, Chair

(TOTBBM –2-10)

ROLL CALL

	Chair	Candice Dennis
	Vice Chair	Joseph Fratangeli
	Treasurer	Paul Bistany
	Director	Brian Houston
	Director	Linda Proctor
	Director	Jules Champoux
	Councilor	Andrew Dowie
Regrets:	Director	Scott Harris
	Director	Michael Kennedy
	Director	Elisa Braccio
	Director	Shane Meloche
Minute Taker:	Coordinator	Paula Rorai
Guest:	Member	Erin Seguin, Restore Wellness

(TOTBBM – 3-10)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-10)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-10)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-51/19) Moved by: P. Bistany
Second by: J. Champoux

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

APPROVED.
CARRIED.

P. Bistany made note that on page 5 in section 6.5.2.1 of the September 11, 2019 minutes there was an error in the first sentence: the word *discounted* should be **discontinued**. The Chair circled the wrong word and printed the correct word, initialed and the Vice Chair signed the minutes.

5.2 **LETTERS FROM** – Tecumseh Historical Society asking to post their annual fund raiser. Board agrees to donate \$100 Tecumseh Dollars for their silent auction.

(TOTBBM – 6-10)

REPORTS

6.1 CHAIR REPORT – C. Dennis thanks everyone who helped make the move from the old location to the new location successful. Gives a brief summary of the current status on reviewing resumes and selecting candidates that have been

scheduled for the first round of interviews. The top 5 candidates will be selected for the second round of interviewing with the Hiring Committee and then present to the Board the top 2 or 3 for final round of interviews. A special meeting will be scheduled with the Hiring Committee to review resumes and discuss contract.

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

Treasurer's Report for the period ending:		09/30/2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 50,367.62
Outstanding Payables	see detail page	\$ 2,273.65
Outstanding Receivables	see detail page	\$ (160.00)
BIA Ledger Balance stands at:		<u>\$ 48,253.97</u>
BIA Reserve Account -	Balance last month	\$ 34,823.89
	Interest	\$ 85.86
	Transfer from Operating (see NOTE)	
		<u>\$ 34,909.75</u>
BIA Petty Cash	stands at:	931.62
<u>Total BIA Current Assets :</u>		<u>\$ 84,095.34</u>
Tecumseh Dollars	Current Outstanding	\$ 21,705.00
BIA Liabilities and Equity :	from Sage 50 report	\$ 88,910.68
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 110,615.68</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	\$ 29,250.00
	4th Quarter @ December 31	\$ -
Total Levy received to Date:		<u>\$ 87,750.00</u>

BIA Operating Account - # 8111130			09/30/2019	
Outstanding Payments				
2032	INV-16998, By The Book		656.81	
2037	Paula R PPE 09-8 to 09-21-19		1,096.84	
2030	09302019, Zehrs		520.00	
			\$2,273.65	
Outstanding Receivables				
			-160	
			-\$ 160.00	
Operating Account - activity				
			(Invoices paid in this month)	
Date	Reference	Detail	DR	CR
Sep 03, 2019	Jason Ellewood		240.00	0.00
Sep 05, 2019	09052019, Tecumseh Home Hardware		0.00	620.00
Sep 05, 2019	3489-3878, Jason Dubois		240.00	0.00
Sep 07, 2019	Paula R PPE 08-25 to 09-07-19		0.00	1,096.84
Sep 09, 2019	08092019, Zehrs		0.00	585.00
Sep 09, 2019	Danilo's Enterprises Limited		0.00	2,000.00
Sep 09, 2019	Shoppers Drug Mart		0.00	200.00
Sep 10, 2019	06172019, Paula Rorai		0.00	141.25
Sep 10, 2019	X9025805, Kelcom		0.00	70.51
Sep 12, 2019	468, Len Beaulieu		160.00	0.00
Sep 15, 2019	Receiver General		0.00	741.08
Sep 17, 2019	09/17/2019, Petty Cash		0.00	893.24
Sep 17, 2019	09172019, Graham's Paint "N" Paper Place Ltd.		0.00	80.00
Sep 18, 2019	470, Gert Comrie		160.00	0.00
Sep 21, 2019	Paula R PPE 09-8 to 09-21-19		0.00	1,096.84
Sep 30, 2019	Town of Tecumseh - BIA Levy - 3rd Quarter September 30 2019		29,250.00	0.00
Sep 30, 2019	09302019, Zehrs		0.00	520.00
Sep 30, 2019	BIA Operating (10500)		62.81	0.00
			30,112.81	8,044.76

Motion: (BBM-52/19) Moved by: J. Champoux
 Second by: L. Proctor

THAT the Month End Treasurer's Report as of August 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:
 - Dr. Randy Busch, 500 Manning Rd.
 - Saltimboca Restaurant, 119 Lesperance Rd.

- Halliwell Seguin LLP., 1222 Lesperance Rd.
- Members closed/moved/new owners/names:
 - Keller Williams Lifestyle Realty Brokerage (was Real Choice Realty Windsor Ltd.), 11886 Tecumseh Rd. E.
 - Ingenuity Counsel, 1222 Lesperance Rd.
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 403
 - Empty Units/Bldgs. – 32
 - Empty Lots/– 16
 - Houses - 13
 - Property Owners – 139
 - Grand Total - 603

6.3.2 Grand Openings for Members –Lakeview Montessori Expansion Oct 29

6.3.3 Welcome Wagon – waiting to hear back from the representative

6.3.5 Home-Base Business Report – currently none

6.3.5 Christmas in Tecumseh & Santa Parade Sponsorship Project - \$2,500

- Email was sent to Members and received two sponsors:
 - Fowler Plumbing - \$500 for Movie
 - Bayshore Home Health - \$500

6.4 COUNCIL REPORT –

From September 24, 2019 Meeting of Council

- Council approved the report accepting the infrastructure and services for the Lakewood Development
- Council approved the bike lane painting and realignment of Lesperance Road from Riverside to McNorton
- Council approved of the renewal agreement with Telus for 6 cell antennas on top of the water tower.
- Council approved the CIP grant application for minor parking lot improvements to the Buckingham realty building on Tecumseh road
- Council approved of the application to the RED (Rural Economic Development program) for a 50% share, up to 20,000 from the towns lifecycle reserve. The program is cost-share funding which supports activities that create strong rural communities in Ontario. The funding assistance is aimed at: addressing barriers to economic development, attracting and retaining jobs and investment, and enhancing economic growth. It also invests in rural communities to help diversify and grow local economies The results of the BR&E Program will: identify strategies to attract business and value-add opportunities, provide insights into what existing businesses and farms need to expand or diversify, assist with succession planning for future success and identify where the Town can assist with either resources, connections or support. It is also intended to develop and grow relationships between the Town, stakeholders and the business/farm community as Tecumseh moves forward with economic development.

From the October 8, 2019 Meeting of Council

- OPP Municipal Billing Model: at a Special Meeting of Council this evening, Council heard from the OPP Municipal Policing Bureau on their billing model for the Town and how the costs for service are calculated. The presentation was given in advance of contract renewal discussions expected in 2020.
- 2019 Dog Tag and Licensing Program: Council received a report on the 2019 Dog Tag and Licensing Program conducted earlier this year. The program continued the door-to-door campaign begun in 2018 aimed at increasing compliance with the Dog Tag and Licensing by-law, as well as updating the Town's Dog Tag Registry. The program successfully increased awareness and provided significant updates to the registry going forward.
- Local Government Week: Council proclaimed October 21-25, 2019 as Local Government Week (LGW) in the Town of Tecumseh. LGW began in 2008 and is aimed at increasing youth and public awareness of the important role local government plays in shaping communities. Students from local elementary and secondary schools participate in various events and contests both at Town Hall and in their respective schools.
- New Fire Equipment: Council approved an amendment to the 2019-2023 Fire Equipment Five Year Capital Works Plan to purchase a fire rescue boat and relevant personal protection equipment. This equipment was identified as necessary following the ongoing Flood Response Planning conducted this year due to the overland flooding warnings and potential for these conditions to continue in the future due to climate change. The estimated cost of the non-motorized boat, steel-toe

hip-waders and floatation devices is \$16,000. The equipment will allow Fire and Public Works staff to assist property owners in the evacuation of their premises in the event of overland flooding that prohibits road vehicular access.

- **Tecumseh Comments on Ontario Planning Policy:** Council approved Administration's comments on proposed changes to the Ontario Provincial Policy Statement (PPS) and directed that they be posted on the Provincial Environmental Registry. The PPS sets out provincial policy direction on land use planning by municipalities and all decisions by Council must be consistent with it. Administration noted several concerns related to the proposed policies including: ambiguity surrounding the definition of market need and demand with respect to the provision of housing; lack of direction on climate change mitigation; permitting settlement area boundary adjustments and the conversion of employment lands outside of a comprehensive Official Plan review; increased opportunity for new development to be on private services; and, the softening of certain critical policy directions through the replacement of "shall" with "should". Administration also recommended that the Province take a leadership role in addressing flooding risk through the provision of on-going hazard mapping updates and clear policy language on development constraints within hazard areas. The deadline to provide comments to the province is October 21, 2019 with details on the updated PPS expected to be provided in 2020.
- **Special Planning Study:** Council approved a motion put forward by Councilor Jobin to allocate funds in the 2020 and 2021 Town Budgets to complete a special planning study over 2020 and 2021 regarding the "Hamlet Lands" in Oldcastle. This motion relates to the anticipated approval of the updated Official Plan and previous discussions regarding a land use study for this area following the completion of the updated Official Plan.
- **Designated Veterans Parking:** Council approved a motion put forward by Deputy Mayor Bachetti that authorizes a dedicated parking space for veterans at the municipal parking lot abutting the Royal Canadian Legion Branch 261 on Lesperance Road and a spot at Tecumseh Town Hall. The designated spots will be identified by the Poppy trademark which will require an agreement with the Royal Canadian Legion.
- **Community Support Services Transportation:** Council approved the renewal of the contract with Community Support Centre of Essex County for the provision of transportation services to persons with disabilities and seniors in Town until December 31, 2021. \$15,000 will be allocated in the 2020 and 2021 budgets for the service which has been in place since 2011. There were over 4,000 trips—including 1,400 for students—for 399 riders in 2018 in Tecumseh.

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.
- 6.5.2.1.1.1 J. Champoux suggests for the new Tecumseh Dollar program to offer a location and hours for the public to purchase dollars after normal business hours and the possibility of purchasing/renting a POS wireless so it is portable to purchase anywhere.
- 6.5.2.1.1.2 Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discontinued as of December 31, 2019 and a new design (possibly by November 4, 2019), program, and name will go into effect as of December 15, 2019 and have an ad campaign to urge the public to use the old style dollars before the new program starts.
- 6.5.2.2 Associated Membership – There are two businesses interested in joining as associates: St. Clair Retirement Complex and Lombardi Barber.

6.5.3 Streetscaping Committee

- 6.5.3.1 BIA Parkette – No report at this meeting.
- 6.5.3.2 Bike Repair Stations – Coordinator asks Board if Sept 30th around 10 AM is convenient to schedule an unveiling ceremony.
- 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 has contacted 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 on municipal property.

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.
- 6.5.4.3 Fall Into Health Day – Discussion on planning for this event in 2020.

Motion: (BBM-53/19) Moved by: L. Proctor
Second by: J. Fratangeli

THAT the Fall into Health Day event is cancelled due to Members not participating in the event and that the funds allocated to the Fall into Health Day event be divided equally between the Night Market and Christmas Party events in the 2020 budget.

CARRIED.

APPROVED.

- 6.5.4.4 BIA Open House – Date is Wednesday, October 23, 2019 for Members to see the new office/location. Hours are 4:00 to 8:00 pm, food, beverages, will be served. Council, Administration, staff and members are invited.

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 signed by the Treasurer and Coordinator. It was mutually agreed that posted dated cheques be written and signed till the end of 2019.
- 6.5.5.2 A copy of the insurance certificate with the Town of Tecumseh insurer has been submitted to the landlord.

6.5.6 2020 Budget Committee

- 6.5.6.1 A first draft of the budget will be ready for review at the next board meeting. Several areas need due diligence before funds can be accurately allocated:
 1. Grant waiver for rental of Town’s facilities
 2. Monthly copier maintenance; how much per month and to which account
 3. IT services
 4. Office Cleaning services

(TOTBBM – 7-10)

UNFINISHED BUSINESS

- 7.1 Accounting – There was discussion on the quotes for accounting software applications and subscriptions

Motion: (BBM-54/19) Moved by: J. Champoux
Second by: P. Bistany

THAT the migration from the current Sage 50 accounting software to Xero Accounting software and WagePoint payroll software by contracting By The Book based on their quote of option number 4 be completed by January 1, 2020.

CARRIED.

APPROVED.

- 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 – A Visa Card in the name of the Coordinator and Tecumseh BIA has been received. Once a purchase has been invoiced, the total amount of the credit will be entered as liability and purchases will be entered as expenses.
- 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 – 8-10)

NEW BUSINESS

- 9.1 2018 Tecumseh BIA Year End Audit Report – differ to next meeting. Christmas in Tecumseh & Santa Parade Sponsorship
- 9.2 Christmas Street Pole Decorations – differ to next meeting.

(TOTBBM – 11-9)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, November 13, 2019** at 6:00 PM in BIA Conference Room.

(TOTBBM – 12-9)

ADJOURNMENT

Motion: (BBM-55/19)

Moved by: B. Houston

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 8:30 PM.

CARRIED.

APPROVED.

<p>DRAFT BOARD MINUTES NOT APPROVED</p>
--

Candice Dennis, Chair

Paula Rorai, Coordinator