



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, January 15, 2020* at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-1)

CALL TO ORDER

The meeting is called to order at 6:00 p.m. by Candice Dennis, Chair

(TOTBBM –2-1)

ROLL CALL

Chair	Candice Dennis
Vice Chair	Joseph Fratangeli
Treasurer	Paul Bistany
Director	Linda Proctor
Director	Michael Kennedy
Director	Brian Houston

Regrets:	Director	Jules Champoux
	Councilor	Andrew Dowie
	Director	Scott Harris
	Director	Shane Meloche

Minute Taker: Coordinator Paula Rorai

Guest: No guests at this meeting.

(TOTBBM – 3-1)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-1)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-1)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-1/20) Moved by: L. Proctor
 Second by: P. Bistany

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

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – No letters at this meeting.

(TOTBBM – 6-1)

REPORTS

6.1 CHAIR REPORT – C. Dennis discusses the need to edit the coordinator posting and post it by next week and suggests that hours of operation are separate from office hours.

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

Treasurer's Report for the period ending:		12-31-2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 60,073.69
Outstanding Payables	see detail page	\$ (1,870.41)
Outstanding Receivables	see detail page	\$ 240.00
BIA Ledger Balance stands at:		<u>\$ 58,443.28</u>
BIA Reserve Account -	Balance last month	\$ 35,084.98
	Interest	\$ 89.39
	Transfer from Operating (see NOTE)	
		<u>\$ 35,174.37</u>
BIA Petty Cash	stands at:	575.69
Deposit Clearing		\$ 4,781.53
Prepaid Deposit / AR		\$ 6,941.08
<u>Total BIA Current Assets :</u>		<u>\$ 105,915.95</u>
Tecumseh Dollars	Current Outstanding	\$ 15,170.24
BIA Liabilities and Equity :	from Sage 50 report	\$ 90,743.06
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 105,913.30</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	\$ 34,143.36
Total Levy received to Date:		<u>\$ 121,893.36</u>

Outstanding Payments and Receivables Report:

BIA Operating Account - # 8111130			12/31/2019	
Outstanding Payments				
2029	Shopper		-140.00	
2031	Torino's		-305.00	
2079	Rock Mortgage		-42.35	
2074	Pet Value		-190.00	
2078	Shoreline week		-177.18	
2080	Flowers by Phil		-354.83	
2081	Lacasse SPG		-661.05	
			-\$1,870.41	
Outstanding Receivables				
	504 MALINDA HEBERT		240.00	
			\$ 240.00	
Operating Account - activity (Invoices paid in this month)				
Date	Reference	Detail	DR	CR
Dec 01, 2019	Dec 2019, Danilo's Enterprises Limited		0.00	1,000.00
Dec 03, 2019	Rock Mortgage Group		0.00	42.35
Dec 03, 2019	Shoreline Week		0.00	593.25
Dec 03, 2019	Blackburn Radio Inc.		0.00	1,469.00
Dec 03, 2019	Beach Grove Golf & Country Club		0.00	7,310.83
Dec 04, 2019	12042019, Tecumseh Home Hardware		0.00	155.00
Dec 04, 2019	12042019, Petty Cash		0.00	619.72
Dec 05, 2019	By The Book		0.00	953.44
Dec 04, 2019	Postmedia Network Inc.		0.00	3,300.73
Dec 04, 2019	Kelcom		0.00	30.65
Dec 18, 2019	121820193, Petty Cash		0.00	702.90
Dec 09, 2019	120920191, Zehrs		0.00	1,720.00
Dec 09, 2019	120920192, Johnny Shotz		0.00	290.00
Dec 12, 2019	121220191, Graham's Paint "N" Paper Place Ltd.		0.00	245.00
Dec 16, 2019	121620191, Zehrs		0.00	1,025.00
Dec 16, 2019	121620192, Shoppers Drug Mart		0.00	285.00
Dec 19, 2019	Shoreline Week		0.00	177.18
Dec 16, 2019	2019-12-16, Rock Mortgage Group		0.00	42.35
Dec 10, 2019	Cogeco Payment Centre		0.00	100.87
Dec 19, 2019	Flowers by Phil		0.00	354.83
Dec 19, 2019	Lacasse SPG		0.00	661.05
Dec 16, 2019	121620193, Pet Value		0.00	190.00
Dec 18, 2019	121820191, Tabouli by Eddy's		0.00	120.00
Dec 18, 2019	121820192, At Ease Mens Wear		0.00	200.00
Dec 23, 2019	122320191, Zehrs		0.00	2,355.00
Dec 05, 2019	Deposit		3,136.00	0.00
Dec 11, 2019	Deposit		2,080.00	0.00
Dec 20, 2019	Deposit		3,322.00	0.00
Dec 31, 2019	Town of Tecumseh - BIA Levy - 4th Quarter 2019		34,143.36	0.00
Dec 13, 2019	Receiver General		0.00	745.82
Dec 31, 2019	System Entry		136.11	0.00
Dec 19, 2019	PC Banking INTERAC E-Transfe, r Credit		125.00	0.00
			42,942.47	24,689.97

Motion: (BBM-2/20) Moved by: B. Houston
 Second by: J. Fratangeli

THAT the Month End Treasurer’s Report as of December 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:
 - Genesis Counselling Services, 1107 Lesperance Rd.
- Members closed/moved/new owners/names:
 - Railside Jack’s Grill & Bar, 12058 Tecumseh Rd. E.
- New Associate Members
 - Salt Sushi, 25 Amy Croft Dr., Lakeshore, ON

Total Number of Members currently open/established for business in the Tecumseh BIA:

Open – 403
 Empty Units/Bldgs. – 36
 Empty Lots/– 16
 Houses - 12
 Property Owners – 139
 Grand Total - 606

Arts/Entertainment	5
Dining	59
Health & Wellness	134
Home/ Commercial	
Services	14
Professional Services	62
Retail	129
Vacant Lots	16
Property Owners	139
Vacant Units/Bldgs.	36
Residential/Commercial	
Houses	12
	606

6.3.2 Grand Openings for Members – None currently.

6.3.3 Welcome Wagon – waiting to hear back from the representative

6.3.4 Home-Base Business Report – currently none

6.3.5 License Plate – waiting for the final draft to proof and approve.

6.3.6 OBIAA Conference – will be held on April 19 – 22, 2020 In Toronto; it is recommended that two people attend: Coordinator and Vice Chair.

6.3.7 Tecumseh Dollar

6.3.8 Xero Accounting Program – was established as of January 6, 2020 and the old Chart of Accounts has been edited and entered in Xero. When 2019-year end has been completed then all balances will be entered into Xero.

6.4 COUNCIL REPORT –

Highlights from the January 14, 2020

- Zoning Application—Tecumseh Road and Southfield Drive: Council held a public meeting to receive public and agency input on the applications for Official Plan and Zoning By-law amendment filed by Skyline Real Estate Holdings for a parcel of land located southeast of the Tecumseh Road and Southfield intersection. The proposed development consists of two, 4-storey apartment buildings, totaling 150 units. The proposed development would be located south of the existing apartment buildings located on the south side of Tecumseh Road, immediately east of Southfield Drive. A follow-up Administrative Report is being prepared to summarize and comment upon issues raised at the public meeting and to recommend the next steps in the process.
- 2019 Council Meetings: Council received the annual report on the total number of Council Meetings held last year. In 2019, Council held 20 Regular Meetings, 18 Public Meetings, 10 Special Meetings and nine In-Camera Meetings. The number of meetings is on pace with previous years Council meetings save for an increase in Public Meetings. Public Council Meetings (PCM) are generally held to receive public comment on drainage and planning matters as required under the relevant acts. The Special Meetings of Council (SCM) numbers were higher due to budget meetings being pushed into 2019 as a result of the 2018 Municipal Election. Overall the number of meetings is not out of the ordinary for the period of Council from 2015 to 2018.
- Arena and Pool 5-Year Capital Works Plan: Council approved spending approximately \$816,000 on various projects as part of the 5-year Capital Works Plan. The Plan also includes approximately \$55 million for the Multi-Use Sportsplex project however the funds will not be required unless the grant application to the Investing in Canada Infrastructure Program, Recreation Stream is successful. The arena and leisure pool work for 2020 are as follows:
 - Arena: Environmental Control Systems for the building; spectator netting replacement; brine pump and chiller replacement for Rink A; new door for referee rooms; HVAC upgrades; second floor kitchen renovations and other general repairs as needed over the year.
 - Leisure Pool: pump replacement; tot pool refurbishment and replacement of the lap pool heater.
- CIP Grants: Council approved two separate grants under the Community Improvement Plan (CIP) for owners at 11865 Tecumseh Road and 11957 Tecumseh Road as follows:
 - The owners of 11865 Tecumseh will receive \$3,000 under the program for building façade and parking lot improvements.
 - The owners of 11957 Tecumseh Road will receive \$100,000 under the (CIP) program for the construction of a 3-storey, 32-unit apartment building approximately 50 metres west of Shawnee Road. The grant funding comes from the Development Charges Grant Program portion of the CIP and provides a rebate on the development charges paid for this project. Total development charges incurred by the owners for this number of apartment style dwelling units is approximately \$294,000, of which \$100,000 will be granted back to the owners upon completion of the project. The \$100,000 rebate provided by the Town represents the maximum amount allowable under this part of the CIP.
- These two grants bring the total amount of funding awarded under the program to approximately \$500,000. Details on the CIP program, area of application and how to apply for a grant are available at www.tecumseh.ca/CIP.
- Site Plan Agreement: Council authorized a by-law executing the site plan control agreement with 2253746 Ontario for their 3-storey apartment building at 11957 Tecumseh Road. Council had previously adopted amending the Official Plan and Tecumseh Zoning By-law 1746 to permit the use of the property for an apartment building in May 2017. The project was altered from the original proposal of a five-story, 43-unit condominium due to insufficient sales of the units. The updated design will have 24, two-bedroom units with the remaining eight one-bedroom. The parking area has also been reduced and the entire project is now being marketed as rental units instead of condominium units which the owners believe will have a more positive response and uptake in the housing market.

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 – the new Tecumseh Dollar values for 2020 are printed as follows: Tecumseh Dollars purchased in \$25 and \$50 dominations total \$25,000.00 in value and Tecumseh Dollars donated in \$10 and \$25 dominations total \$5,000 in value. Currently, \$12,000 (value) Tecumseh Dollars in the new style, have been purchased; the Board was asked to review the Tecumseh Dollar report for 2019.

6.5.2.2 Associated Membership – There is one business interested in joining as an associate: Lombardi Barber. An advertising campaign will be created to inform businesses outside of the BIA boundary.

6.5.3 Streetscaping Committee

6.5.3.1 BIA Parkette – No report at this meeting.

6.5.3.2 Bike Racks – Waiting for Public Works to install bike racks on municipal property and deliver racks to those Members who want the rack installed on private property in the spring.

6.5.4 Events Committee

6.5.4.1 Night Market – Dates have been changed to Friday, June 26, and Friday, July 24, 2020. The Committee will meet next week to review prices, locations, etc. The Chair asks if any director wants to join the Committee; P. Bistany, L. Proctor volunteer.

6.5.4.2 BIA Christmas Party – The Coordinator asks where to hold the 2020 Christmas Party and after discussion it was agreed to reserve November 21, 2020 at Beach Grove and M. Kennedy will sponsor the event.

6.5.4.3 Banner Contest – The Coordinator sent a list of themes for this year’s banner contest and it was agreed that Favorite Book Character or Hero would be this year’s theme. The awards ceremony will be held on Friday, May 1, 2020 in the Center Ice room.

It was also suggested for the Coordinator to send the Board all event dates via as calendar appointments.

6.5.5 2020 Budget Committee

6.5.5.1 The Coordinator reformatted to match the accounts that have been revised in the new chart of accounts. A draft of the budget will be ready for review at the next board meeting to be ready for the annual general meeting be held on March 4, 2020 for the Membership to review and discuss the proposed budget prior to forwarding to council for approval.

6.5.6 Governance Committee

6.5.6.1 Memorandum of Understanding - No report at this meeting.

(TOTBBM – 7-1)

UNFINISHED BUSINESS

7.1 License Plate Covers – Several suggestions were offered on various layouts; remove Tecumseh Town and Town image. Include BIA logo, Life in motion and Tecumseh Proud.

7.2 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.

7.3 Way Finding Signage – Board agrees to differ this project until 2020.

(TOTBBM – 8-1)

NEW BUSINESS

8.1 Updates to the Constitution must include: the new address, revised date for the annual general meeting and the new Associate Membership Program

8.2 The Chair requests that the Strategic Plan, the Constitution and the list of Members who accept Tecumseh Dollars be sent to the Board via email.

8.3 The Chair requests that at the next board meeting the following items be on the agenda and designate at least 30 minutes to discuss on each item: 2020 budget, Strategic Plan, Coordinator position.

(TOTBBM – 9-1)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, February 12, 2020 at 6:00 PM** in BIA Conference Room.

(TOTBBM – 10-1)
ADJOURNMENT

Motion: (BBM-3/20)

Moved by: L. Proctor

Second by: J. Fratangeli

THAT there being no further business, the January 15, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:50 PM.

CARRIED.

APPROVED.

DRAFT ONLY
MINUTES NOT APPROVED

Candice Dennis, Chair

Paula Rorai, Coordinator