

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, March 4, 2020 at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 7:00 PM.

(TOTBBM-1-3)

CALL TO ORDER

The meeting is called to order at 7:00 p.m. by Candice Dennis, Chair

(TOTBBM –2-3)

ROLL CALL

Chair	Candice Dennis
Treasurer	Paul Bistany
Director	Scott Harris
Director	Brian Houston
Director	Linda Proctor
Director	Michael Kennedy

Regrets:	Vice Chair	Joseph Fratangeli
	Director	Jules Champoux
	Councilor	Andrew Dowie
	Director	Shane Meloche

Minute Taker:	Coordinator	Paula Rorai
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Guest:	No guests at this meeting.
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(TOTBBM – 3-3)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-3)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-3)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-5/20) Moved by: S. Harris
Second by: P. Bistany

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on February 12, 2020 be approved as distributed.

APPROVED.

CARRIED.

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

NOMINATIONS FOR EXECUTIVES – Paula Rorai

At 7:07 p.m. C. Dennis hands over the meeting to the Coordinator to conduct the nominations of Chair, Vice Chair and Treasurer for the remainder of 2020

1. Chair Nomination

Coordinator states Nominations are now open for the position of Chair.

P. Rorai hears a nomination and restates the nomination for Chair.

Candice Dennis is nominated for the position of Chair.

P. Rorai asks C. Dennis if she will accept the position. Candice Dennis accepts the nomination for Chair with the understanding that at the end of December 2020 the Board opens the floor for nominations of Chair as well as the other Executive positions for 2021. There are no other nominations for Chair.

Motion: (BBM-6/20) Moved by: M. Kennedy
Second by: P. Bistany

THAT Candice Dennis be appointed as Chair of the BIA Board of Management until December 31, 2020.

APPROVED.

CARRIED.

2. Vice Chair Nomination

P. Rorai states Nominations are now open for the position of Vice Chair.

P. Rorai hears a nomination and restates the nomination for Vice Chair.

Mike Kennedy is nominated for the position of Vice Chair.

P. Rorai asks if he accept the position. Mike Kennedy accepts the nomination for Vice Chair with the understanding that at the end of December 2020 the Board opens the floor for nominations of Vice Chair as well as the other Executive positions for 2021.

There are no other nominations for Vice Chair.

Motion: (BBM-7/20) Moved by: L. Proctor
Second by: B. Houston

THAT Michael Kennedy be appointed as Vice Chair of the BIA Board of Management until December 31, 2020.

CARRIED.

APPROVED.

3. Treasurer Nomination

P. Rorai states Nominations are now open for the position of Treasurer.

P. Rorai hears a nomination and restates the nomination for Treasurer.

Paul Bistany is nominated for the position of Treasurer.

P. Rorai asks if he accept the position. Paul Bistany accepts the nomination for Treasure with the understanding that at the end of December 2020 the Board opens the floor for nominations of Treasurer as well as the other Executive positions for 2021.

There are no other nominations for Treasurer.

Motion: (BBM-8/20) Moved by: C. Dennis
Second by: L. Proctor

THAT Paul Bistany be appointed as Treasure of the BIA Board of Management until December 31, 2020.

CARRIED.

APPROVED.

The nominated Chair takes over the regular general meeting as of 7:15 p.m.

(TOTBBM – 6-3)

REPORTS

6.1 CHAIR REPORT – C. Dennis discusses the status of interviews for the Coordinators position and after presenting the top 4 candidates; the Board agrees on the selected candidate that meets all the requirements.

Motion: (BBM-9/20) Moved by: M. Kennedy
Second by: S. Harris

THAT authorization be given to the Chair to offer the BIA Coordinator position to the selected candidate and if accepted, enter the candidate into a standard employment contract with a start date of March 30, 2020.

CARRIED.

APPROVED.

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

Due to inaccuracies in the transition of the Sage Accounting to the Xero Accounting software, the January and February month end reports are differed until 2019-year end is completed; these reports will be presented at the next Board meeting.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics

- New businesses in the BIA area:
- Members closed/moved/new owners/names:
- New Associate Members
 - Potential New Members:
 - Lombardi Barber Shop
 - Sherwin Williams Paint

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

Open – 406
Empty Units/Bldgs. – 34
Empty Lots/– 16
Houses - 12
Property Owners – 139 (29 Plazas)
Grand Total - 607

Arts/Entertainment	5
Dining	60
Health & Wellness	135
Home/ Commercial	
Services	14
Professional Services	62
Retail	130
Vacant Lots	16
Property Owners	139
Vacant Units/Bldgs.	34
Residential/Commercial	
Houses	12
	607

6.3.2 Grand Openings for Members – None currently.

6.3.3 Home-Base Business Report – None currently.

6.4 COUNCIL REPORT –

Highlights from the February 25, 2020 meetings of Council

- Official Plan: Council held a special meeting to review the draft of the new Official Plan. The plan consolidates the three Official Plans of Tecumseh, St. Clair Beach and Sandwich South which currently govern the Town's planning practices. The new plan introduces new policies reflecting current planning issues, upper-tier plan policies and agency/public comments received through consultations. Public comments included a greater mix and range of housing, the creation of complete communities, improved traffic conditions, more trails and bike paths, the establishment of a Farmer's Market, and providing public community facilities. The draft Official Plan will be provided to Council for full review on March 10 with public Open House sessions to follow in April. A formal Public Council Meeting will be held in early May and the final document is

expected to be adopted by Council by early July. Subsequently, final approval will be sought from Essex County. Full details on the plan and the process as it goes along will be posted at www.tecumseh.ca.

- **Minimum Maintenance Standards for Roads:** Council received a report on the minimum standards for road maintenance and adopted a by-law on them. Minimum standards are governed by the Municipal Act, 2001 and Ministry of Transportation Ont. Regulation 239/02: Minimum Maintenance Standards for Municipal Highways. That regulation came into effect in November 2002. The Town had adopted a minimum standards by-law in 2003 and in the years since that adoption, there have been a number of amendments to the Ontario Regulations. To be consistent with the Provincial Legislation, By-Law 2020-17 was prepared. The new by-law will be reviewed annually for any future amendments to the Provincial regulations.
- **Year End Building Permit Report:** Council received the 2019 Year End Permit Report from Building Services. Construction values in 2019 were approximately \$58.6 million, 60% higher than 2018. This substantial increase is a function of a number of large non-residential building additions, one of which had an individual value of \$15 million. The number of permits is down 27% from 2018. Total revenue to the Town from Building Permits in 2019 was \$398,706.
- **Watermain Replacement on Highway 3 and County Road 11:** Council approved the watermain replacement Highway 3/County Road 11 tender and awarded SheaRock Construction Group the \$1.3 million contract. The project involves the replacement of the watermain at the Highway 3/County Road 11 intersection from Oldcastle Road westerly to approximately 450 m west of County Road 11 (Walker Road) and along County Road 11 from McCord Lane southerly to just south of Highway 3. Construction is expected to begin this spring and will take approximately 10 weeks to complete, weather permitting. Traffic impacts will be shared publicly as scheduled.
- **2019 Water Distribution Report:** Council adopted the Annual Summary Report for the Tecumseh (Water) Distribution System for the year 2019. The report is prepared annually in accordance with the Safe Water Act, O.Reg. 170/03. For 2019, there were no reported non-compliance issues and lead sampling showed no concerns. Monthly water flow averaged 291,000 cubic meters. The full report will be posted at www.tecumseh.ca/waterreports.
- **Water Inspection Report:** As part of the year end reporting on Tecumseh's water system, Council received the report on the Ministry of the Environment, Conservation and Parks Inspection of the Tecumseh (Water) Distribution System. The inspection was conducted on January 26, 2020 and covered the period March 1, 2019 to December 31, 2019. The inspection involved a comprehensive review of Town records and inspection documents, review of operating procedures and interviews with Water staff. The Town received a 100% inspection rating—the best possible rating achievable. Council commended the Town's water staff for continuing to provide high quality service and ensuring access to safe drinking water.

Highlights from the March 3, 2020 meetings of Council

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 – See attached report.

6.5.2.2 Associated Membership – See Coordinators report.

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.

6.5.3.3 License Plates – Final proof was distributed for approval.

6.5.4 Events Committee

6.5.4.1 Night Market – Dates have been changed to Friday, June 26, and Friday, July 24, 2020. Have asked Green Valley Plaza and East Point Trails for approval to hold the June 26th event.

6.5.4.2 BIA Christmas Party – The 2020 Christmas Party date is reserved for November 28, 2020; a \$500 deposit has been sent to Beach Grove and M. Kennedy will sponsor the event.

6.5.4.3 Banner Contest – The Coordinator sent letters to the various school boards asking permission to drop off banner contest entry forms in the schools. The themes for this year's banner contest is 'What is Your Favorite Book Character'. The awards ceremony will be held on Friday, May 1, 2020 in the Center Ice Room in the Tecumseh Arena.

6.5.5 Governance Committee

6.5.5.1 Memorandum of Understanding - No report at this meeting.

(TOTBBM – 7-3)

UNFINISHED BUSINESS

7.1 Way Finding Signage – Board agrees to differ this project.

(TOTBBM – 8-3)

NEW BUSINESS

8.1 The Tecumseh Accessibility Advisory Committee is looking for a sponsor to purchase a flag for the National Accessibility Week 2020. The flag will be raised in front of Town Hall and the price is estimated to be \$110.00. Coordinator asks if the Board would be interested in sponsoring the flag. Differ this until additional information is forward to the BIA.

(TOTBBM – 9-3)

NEXT MEETING

The next regular general meeting is scheduled on **Wednesday, April 8, 2020** in the BIA Conference Room.

(TOTBBM – 10-3)

ADJOURNMENT

Motion: (BBM-10/20)

Moved by: L. Proctor

Second by: P. Bistany

THAT there being no further business, the March 4, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 8:30 PM.

CARRIED.

APPROVED.

**DRAFT ONLY
MINUTES NOT APPROVED**

Candice Dennis, Chair

Paula Rorai, Coordinator