

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, February 12, 2020 at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-2)

CALL TO ORDER

The meeting is called to order at 6:10 p.m. by Candice Dennis, Chair

(TOTBBM –2-2)

ROLL CALL

Chair	Candice Dennis
Director	Linda Proctor
Director	Jules Champoux
Councilor	Andrew Dowie
Director	Michael Kennedy
Director	Shane Meloche

Regrets:	Vice Chair	Joseph Fratangeli
	Treasurer	Paul Bistany
	Director	Scott Harris
	Director	Brian Houston

Minute Taker:	Coordinator	Paula Rorai
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Guest: No guests at this meeting.

(TOTBBM – 3-2)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-2)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-2)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-3/20) Moved by: L. Proctor
Second by: J. Champoux

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on January 15, 2020 be approved as distributed.

APPROVED.

CARRIED.

5.2 LETTERS FROM – No letters at this meeting.

(TOTBBM – 6-2)

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. It was suggested that the BIA sponsor a few activities and have a tent at the Corn Festival and that there may be discount rates offered to BIA Members. Chair also reports on the Tecumseh Life Spring/Summer magazine which is an excellent marketing program for both the Town and Members who some have already reserved ad space. It is highly suggested that the all of the back issues of the magazine be upload on the BIA website.

6.2 TREASURER REPORT: P. Rorai reports that due to internal issues with the contracted company and that 2019-year-end has not been completed; the January month end financial reports have not been prepared. These reports will be ready at the next meeting.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics

- New businesses in the BIA area:
 - Vene Concept Store, 14306 Tecumseh Rd., Naples Plaza
 - Southpoint Periodontics, 13158 Tecumseh Rd. E., Tecumseh Business Plaza
- Members closed/moved/new owners/names:
 - New Name: Cutting board WAS Family Style Deli, 14301 Tecumseh Rd. E.
- 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** 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** Tecumseh Dollar Report – see attached.
- 6.3.7** The BIA office will be closed as of March 5 thru 23.

6.4 COUNCIL REPORT –

Highlights from the January 28, 2020

- Procedural By-Law Review: Council considered amendments to the Procedural By-Law, which sets the rules and procedures by which Council conducts its business for the Town. The amendments to the by-law relate to Bill 68 Modernizing Ontario's Municipal Act, 2017 (Bill 68) and pertain to: privacy measures for information, the order of

business at meetings; delegation requests; and, prolonged absences of members of Council. An amending by-law will be brought to the next Regular Council meeting.

- Alternate Members of County Council: Council approved the appointment of an alternate to County Council as outlined in Bill 68. Currently the Mayor and Deputy Mayor represent Tecumseh on County Council with the Mayor elected as Warden for this term. All of the other local municipalities have appointed an alternate. Councillor Jobin was chosen via random draw. A by-law will be brought to next Regular Council meeting to put this in place.
- Code of Conduct: revisions to the Code of Conduct for Members of Council and Local Boards (including Committees) were received and approved by Council. In accordance with Bill 68, municipalities must establish a code of conduct to establish guidelines for ethical conduct of Members. The code of conduct is applied by an appointed Integrity Commissioner (IC). The Town has had a code of conduct since 2014 and it is reviewed from time to time. Under the current recommended changes as per Bill 68, the IC now applies certain sections of the Municipal Conflict of Interest Act for Council and the code of conduct also reflects changes to the manner in which the IC will conduct an investigation, based upon best practices.
- Financial Management Policy: Council reviewed and adopted a Financial Management Policy for the Town, including financial goals and objectives, key principles and a policy framework for budget and financial planning, revenues, expenditures, reserve and reserve funds, asset management planning, debt, investment, and accounting, auditing & financial reporting.
- Urban Hens: Council reviewed the by-law drafted to implement the Urban Hens two-year pilot project. The by-law will be considered for adoption at the next Regular Council meeting. Council also approved amending the 2020 Fees and Charges by-law to include the \$25.00 annual license fee. Applications for the program will be available by the end of February with communications posted on our website at www.tecumseh.ca.

Regular Council Meeting:

- Property Taxes: Council received the year-end report on the 2019 Taxes Receivable which outlined the status of outstanding property taxes for all of Tecumseh. The number of properties in arrears has gone down since 2017 when there were 613 properties in arrears to 569 in 2019 and only one property currently at risk of tax sale in the first half of 2020. The sale date is set for April 22 and advertisements will begin mid-March unless the property is redeemed before that time. The Town has not had a tax sale since amalgamation.
- Tecumseh Fire and Rescue Services 2019 Year-End Report: Council received the 2019 year-end report from the Tecumseh Fire and Rescue Services Department. The department handled 394 calls in 2019 including 99 rescue calls and 27 property fire calls. The department responded to 135 false alarms and continues to encourage property owners to check their alarm systems and C.O. monitors to ensure they are working properly to avoid false alarms. Council previously approved amendments to the Town's Fire Alarm By-Law to address issues with "at-fault" or false alarms. This change means that owners with a registered alarm will be allowed two at-fault (false) alarms before being subject to a false alarm fee. Following the two alarms, a fee of approximately \$463 per hour for the Fire Service response will be imposed. Unregistered alarms will be charged following the first at-fault alarm. Owners in Town who have a fire alarm that dials 9-1-1 are encouraged to check the settings to avoid any false alarms.
- Lakewood Park Pier Deck: Council approved awarding the \$121,936 contract to replace the Lakewood pier deck to Facca Incorporated. The project is the result of a report from the design contractor on options to reduce the amount of annual maintenance on the wood structure. The deck will be replaced with concrete and full construction details, including a schedule, will be provided once the contract is finalized. Construction is expected to be complete by June 1, 2020 weather permitting.

Regular Meeting of Council is Tuesday, February 11, 2020

- Zoning Application—Lesperance Road and County Road 42: Council held a public meeting to hear from the owners of a property located on the Northeast corner of the County Road 42 and Lesperance Road intersection. The owners are seeking to have the property designation changed from "Neighbourhood Commercial" to "Medium Density Residential" to allow for the construction of four, six-unit, three-storey, multi-unit dwellings. This was the second Public Meeting on the project and Council was provided with a revised proposal and summary of how issues from the first meeting were addressed. Council directed Administration to prepare draft Official Plan Amendment and Zoning By-law Amendment documents for consideration for adoption at a future Regular Meeting of Council.
- Mandated Paperless Billings: Council heard from Essex Powerlines on their mandated paperless billing initiative and supported the program. This project was the result of Council's climate emergency declaration and their direction to Administration to identify priority action items that reduce carbon emissions. Essex Powerlines Corporation invited Tecumseh to join their Digital Transportation Strategy and Water Billing Savings Initiative that

seeks to reduce paper use by moving to digital billing. 22% of Essex Powerlines Corporation customer base is currently paperless and the company hopes to raise that figure to 75% by January 1, 2021. Essex Powerlines estimates that its current paper bill printing produces more than 14,000 kg of carbon dioxide equivalent per year. Residents can sign up for paperless billing via the online account at www.mysaccount.essexpowerlines.ca.

- 2020 Citizen Satisfaction Survey: Council heard from Probe Research Inc. and received the full report on the 2020 Citizen Satisfaction Survey. This is the fourth time the survey has been conducted following Council's commitment to conduct the survey every two years. The last survey was completed prior to the 2018 Municipal Election. The Town continues to have a high satisfaction rating with 97% of the survey respondents noting they were somewhat to very satisfied with the Town's services.
- 2020 Essex Power in Youth in Community Fund: Council received the report on the 2020 Essex Power in Youth Community Fund. The fund was created by Essex Powerlines Corporation to distribute funding equally among its four shareholders (Amherstburg, LaSalle, Leamington, Tecumseh), to support community activities geared toward Youth. In the past, the fund has sponsored activities like Breakfast with Santa, Outdoor Movie Nights, Earth Day, free skates and swims and various youth sports groups. Tecumseh will receive \$10,000 this year and the Parks and Recreation Services Department will continue to oversee and manage the fund.
- Radar Speed Surveys: Council received a report on radar speed surveys conducted in 2019. Public Works and Environmental Services deployed radar speed trailers to 13 locations in Town and found four streets where motorists were traveling 10 kilometres over the speed limit. This information along with details about time of day and direction of traffic were immediately provided to the OPP for enforcement purposes. Public Works is also reviewing the data to determine if additional traffic calming measures may be necessary. Radar speed surveys will continue in response to complaints as they arise.
- Tecumseh Transit: Council received the annual report on Tecumseh Transit. 2019 ridership increased to pre-2016 levels at over 28,000. Several route revisions were made in mid-2018 and 2019 was the first full year of their use. 2019 revenue also increased by 4.1% to almost \$25,000. Also noted in the report was the ongoing discussions Administration continues to have with their counterparts in Windsor. Transit Windsor recently completed a comprehensive review of their services and identified significant opportunities for enhanced transit in the Oldcastle Hamlet. Transit Windsor is considering introducing a pilot program to extend transit service to Oldcastle Hamlet to cover a greater area through a hybrid of conventional fixed route service and on-demand service. Discussions on this service will continue in 2020 with further detailed reports provided to Council as discussions progress.
- CIP Grants: Council approved \$3,000 for the preparation of drawings for façade and parking lot improvements to 1222 Lesperance Road. The building was formerly home to Billiards Plus and is now occupied by Halliwill Seguin LLP Law Firm. The owners hope to complete façade improvements, repairs to the stucco and windows and install new signage.
- Financial Policy: Council approved the Financial Management Policy, a new policy that covers eight elements of financial management and which will provide decision making guidance for financial sustainability over the long-term. The Financial Management Policy outlines the Town's philosophy on financial matters and it aligns with the Town's strategic plan.
- St. Mark's Pumping Station: Council approved adding the St. Mark's Pumping Station—Pump Repair capital project to the 2020-2024 Public Works and Environmental Services Five Year Capital Works Plan with the approximate cost of \$36,000 funded out of the Storm Sewer Lifecycle Reserve. The project is the result of a study completed by Dillon Consulting in fall 2019 in response to high lake water levels in Lake St. Clair. The St. Mark's Pumping Station is planned for decommissioning however in the short-term if a pump failure occurs, it would require significant funding to maintain storm water pumping in an emergency scenario. In 2019, the existing stand-by pump and duty pump were assessed by Lekter Industrial Services and the manufacturer to determine scope and cost of repairs to reduce the risk of pump failure before the station is decommissioned. Lekter will be retained to undertake the rehabilitation of the second pump at St. Mark's Pump Station as a result of the assessment.

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.

6.5.4 Events Committee

6.5.4.1 Night Market – Dates have been changed to Friday, June 26, and Friday, July 24, 2020.

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 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 – 7-2)

UNFINISHED BUSINESS

7.1 Coordinators Position – over 120 resumes have been submitted and the recruiting committee will be reviewing and selecting candidates for interviews for anticipated hiring date in mid-March.

7.2 License Plate Covers – Waiting for new proof.

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

(TOTBBM – 8-2)

NEW BUSINESS

8.1 None at this time.

(TOTBBM – 9-2)

NEXT MEETING

The TOTBIA Annual General Meeting is schedule on **Wednesday, March 4, 2020 at 6:00 PM in the BIA Conference Room.**
The next regular general meeting is scheduled on **Wednesday, March 4, 2020 after the AGM** in the BIA Conference Room.

(TOTBBM – 10-2)
ADJOURNMENT

Motion: (BBM-4/20)

Moved by: J. Champoux

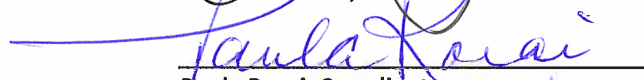
Second by: L. Proctor

THAT there being no further business, the February 12, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:30 PM.

CARRIED.

APPROVED.



Candice Dennis, Chair

Paula Rorai, Coordinator