

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, May 13, 2020 held electronically at 6:00 PM.

Live stream is available on the BIA website at www.tecumsehbia.com

(TOTBBM-1-5)

CALL TO ORDER

The meeting is called to order at 6:06 p.m. by Candice Dennis, Chair

(TOTBBM –2-5)

ROLL CALL

	Chair	Candice Dennis
	Vice Chair	Michael Kennedy
	Treasurer	Paul Bistany
	Director	Scott Harris
	Director	Brian Houston
	Director	Linda Proctor
	Director	Jules Champoux
	Councilor	Andrew Dowie
Regrets:	Director	Joseph Fratangeli
	Director	Shane Meloche
Minute Taker:	Coordinator	Paula Rorai
Guest:	No guests at this meeting.	

(TOTBBM – 3-5)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-5)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-5)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

APRIL 8th and 29th, 2020 BIA BOARD MEETINGS WERE CANCELLED DUE TO COVID-19 VIRUS

Motion: (BBM-11/20) Moved by: P. Bistany
Second by: J. Champoux

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on March 4, 2020 be approved as distributed.

APPROVED.

CARRIED.

5.2 LETTERS FROM – No letters at this meeting.

(TOTBBM – 6-5)

REPORTS

6.1 CHAIR REPORT – C. Dennis discusses the status of new coordinator hire. It is recommended that a safe workplace policy be created prior to the hire date and training of the new hire.

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, February, March and April month end reports have been revised as listed below:

Tecumseh BIA			
2020 Month End Financials			
Treasurer's Report for the period ending:		1-31-2020	
BIA Operating Account (8111130)	Bank Balance stands at:	\$	53,720.28
Outstanding Cheques	see detail page	\$	(2,860.45)
Outstanding Receivables	see detail page	\$	2,246.91
BIA Ledger Balance stands at:		\$	53,106.74
BIA Reserve Account -	Balance last month	\$	35,174.37
	Interest	\$	89.62
	Transfer from Operating (see NOTE)		
		\$	35,263.99
WFCU - Share Capital #1		\$	85.00
WFCU - Patronage Shares #4		\$	60.00
WFCU - Patronage Shares #44		\$	10.00
BIA Petty Cash	stands at:	\$	825.48
Deposit Clearing		\$	500.00
Prepaid Expenses & Deposits		\$	1,940.64
Total BIA Current Assets :		\$	91,791.85
Tecumseh Dollars	Current Outstanding	\$	9,830.00
Other BIA Liabilities and Equity :	from Xero report	\$	81,961.95
Total BIA Liabilities and Equity :		\$	91,791.95
Year To Date Levy Requisition: 2020		1st Quarter @ March 31	\$ 29,250.00
		2nd Quarter @ June 30	
		3rd Quarter @ September 30	
		4th Quarter @ December 31	
Total Levy received to Date:		\$	29,250.00

Tecumseh Business Improvement Area						
BIA Operating Account - # 8111130			01/31/2020			
Outstanding Payments						
2019-12-06	Cheque #2090 Sanya Percarski					
2019-12-19	Cheque #2080 Flowers by Phil					
2020-01-16	Cheque #2107 Paula Rorai					
2020-01-30	Cheque #2120 Paul Rorai					

Tecumseh BIA

2020 Month End Financials

Treasurer's Report for the period ending:		02-29-2020
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 49,100.41
Outstanding Cheques	see detail page	\$ (6,375.21)
Outstanding Receivables	see detail page	\$ -
BIA Ledger Balance stands at:		<u>\$ 42,725.20</u>
BIA Reserve Account -	Balance last month	\$ 35,263.99
	Interest	\$ 84.05
	Transfer from Operating (see NOTE)	
		<u>\$ 35,348.04</u>
WFCU - Share Capital #1		\$ 85.00
WFCU - Patronage Shares #4		\$ 60.00
WFCU - Patronage Shares #44		\$ 10.00
BIA Petty Cash	stands at:	\$ 286.37
Deposit Clearing		\$ 80.00
Prepaid Expenses & Deposits		\$ 2,333.27
<u>Total BIA Current Assets :</u>		<u>\$ 80,927.88</u>
Tecumseh Dollars	Current Outstanding	\$ 7,605.00
Other BIA Liabilities and Equity :	from Xero report	\$ 73,322.88
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 80,927.88</u>
Year To Date Levy Requisition: 2020	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
Total Levy received to Date:		<u>\$ 29,250.00</u>

Tecumseh Business Improvement Area						
BIA Operating Account - # 8111130			02/29/2020			
Outstanding Payments						
2020-02-05	Cheque #2119 Town of Tecumseh			-\$45.00		
2020-02-18	Cheque #2124 Flowers By Phil			-\$11.30		
2020-02-24	Zehrs			-\$2,550.00		
2020-02-25	Cheque #2128 Joel Nantais			-\$717.38		
2020-02-25	Cheque #2130 Vantage Enterprises Inc.			-\$282.50		
2020-02-25	Cheque #2127 Shoreline Week			-\$124.03		
2020-02-25	Cheque #2131 Texthelp Inc.			-\$872.00		
2020-02-27	Cheque #2132 Paula Rorai			-\$1,103.00		
2020-02-28	Shopper's Drug Mart			-\$355.00		
2020-02-28	Jacob's Gown Footwear & Accessories			-\$315.00		
				-\$6,375.21		
Outstanding Receivables						

Motion: (BBM-12/20)

Moved by: L. Proctor

Second by: S. Harris

THAT the Month End Treasurer's Reports as of January 31, February 29, be accepted and approved as distributed and filed for audit.

APPROVED.

CARRIED.

Tecumseh BIA		
2020 Month End Financials		
Treasurer's Report for the period ending:		03-31-2020
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 67,690.39
Outstanding Cheques	see detail page	\$ (2,566.00)
Outstanding Receivables	see detail page	\$ -
BIA Ledger Balance stands at:		<u>\$ 65,124.39</u>
BIA Reserve Account -	Balance last month	\$ 35,348.04
	Interest	\$ 75.72
		<u>\$ 35,423.76</u>
WFCU - Share Capital #1		\$ 85.00
WFCU - Patronage Shares #4		\$ 60.00
WFCU - Patronage Shares #44		\$ 10.00
BIA Petty Cash	stands at:	\$ 286.37
Deposit Clearing		\$ 80.00
Prepaid Expenses & Deposits		\$ 2,333.27
<u>Total BIA Current Assets :</u>		<u>\$ 103,402.79</u>
Tecumseh Dollars	Current Outstanding	\$ 7,650.00
Other BIA Liabilities and Equity :	from Xero report	\$ 95,752.79
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 103,402.79</u>
Year To Date Levy Requisition: 2020	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
Total Levy received to Date:		<u>\$ 29,250.00</u>

Tecumseh Business Improvement Area**BIA Operating Account - # 8111130****03/31/2020****Outstanding Payments**

2019-12-16	Cheque #2074 Pet Valu	-\$190.00	
2020-02-28	Jacob's Gown Footwear & Accessories	-\$315.00	
2020-03-12	Cheque #2133 Paula Rorai	-\$1,103.00	
2020-03-26	Cheque #2134 Paula Rorai	-\$1,103.00	
			-\$2,711.00

Outstanding Receivables

2020-02-29	Other Receivables - HST	-0.10	
			-\$ 0.10

Operating Account - activity

Date	Description	Reference	Reconciled	Source	Amount	Balance
1-03-2020	Opening Balance					\$49,100.41
2-03-2020	Clearing Cheque 1 Cheque # 212	Yes	Imported		-\$717.38	\$48,383.03
2-03-2020	Clearing Cheque Cheque # 2126	Yes	Imported		-\$2,550.00	\$45,833.03
3-03-2020	Clearing Cheque Cheque # 2090	Yes	Imported		-\$1,000.00	\$44,833.03
3-03-2020	Clearing Cheque Cheque # 2125	Yes	Imported		-\$1,038.19	\$43,794.84
3-03-2020	Clearing Cheque Cheque # 2124	Yes	Imported		-\$11.30	\$43,783.54
5-03-2020	Pre-Authorized Credit SQUARE IN	Yes	Imported		\$859.23	\$44,642.77
5-03-2020	Utility Bill Payment To: colvisa; Acc	Yes	Imported		-\$399.65	\$44,243.12
5-03-2020	Clearing Cheque Cheque # 2141	Yes	Imported		-\$300.00	\$43,943.12
5-03-2020	Clearing Cheque Cheque # 2127	Yes	Imported		-\$124.03	\$43,819.09
5-03-2020	Clearing Cheque Cheque # 2132	Yes	Imported		-\$1,103.00	\$42,716.09
5-03-2020	! Clearing Cheque Cheque # 2137	Yes	Imported		-\$355.00	\$42,361.09
5-03-2020	Clearing Cheque Cheque # 2142	Yes	Imported		-\$505.00	\$41,856.09
5-03-2020	Clearing Cheque Cheque # 2143	Yes	Imported		-\$550.00	\$41,306.09
6-03-2020	Clearing Cheque Cheque # 2130	Yes	Imported		-\$282.50	\$41,023.59
10-03-2020	Clearing Cheque Cheque # 2139	Yes	Imported		-\$971.80	\$40,051.79
11-03-2020	Pre-Authorized Debit BY THE BOO	Yes	Imported		-\$45.20	\$40,006.59
11-03-2020	Clearing Cheque Cheque # 2140	Yes	Imported		-\$48.36	\$39,958.23
12-03-2020	Utility Bill Payment To: crapayr; Acc	Yes	Imported		-\$740.76	\$39,217.47
23-03-2020	Clearing Cheque Cheque # 2131	Yes	Imported		-\$872.00	\$38,345.47
26-03-2020	Pre-Authorized Credit Town of Tec	Yes	Imported		\$29,250.00	\$67,595.47
31-03-2020	System Entry Interest Amount \$94	Yes	Imported		\$94.92	\$67,690.39
	Closing Balance					\$67,690.39

Motion: (BBM-13/20)

Moved by: J. Champoux

Second by: M. Kennedy

THAT the Month End Treasurer's Report as of March 31, 2020 be accepted and approved as distributed and filed for audit.**APPROVED.****CARRIED.**

Tecumseh BIA

2020 Month End Financials

Treasurer's Report for the period ending:		04-30-2020
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 54,664.97
Outstanding Cheques	see detail page	\$ (1,960.77)
BIA Ledger Balance stands at:		\$ 52,704.20
BIA Reserve Account -	Balance last month	\$ 35,423.76
	Interest	\$ 49.49
		\$ 35,473.25
Outstanding Receivables	see detail page	\$ 248.00
WFCU - Share Capital #1		\$ 85.00
WFCU - Patronage Shares #4		\$ 60.00
WFCU - Patronage Shares #44		\$ 10.00
BIA Petty Cash	stands at:	\$ 271.53
Deposit Clearing		\$ 4,480.00
Prepaid Expenses & Deposits		\$ 2,333.27
<u>Total BIA Current Assets :</u>		\$ 95,665.25
Tecumseh Dollars	Current Outstanding	\$ 7,480.00
Other BIA Liabilities and Equity :	from Xero report	\$ 88,185.25
<u>Total BIA Liabilities and Equity :</u>		\$ 95,665.25
Year To Date Levy Requisition: 2020	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
Total Levy received to Date:		\$ 29,250.00

Tecumseh Business Improvement Area						
BIA Operating Account - # 8111130				04/30/2020		
Outstanding Payments						
2020-02-05	Cheque #2119 Town of Tecumseh			-\$45.00		
2020-04-02	Cheque #2147 Ocean Bottom Soap Co			-\$80.00		
2020-04-02	Cheque #2149 Anne's on the Avenue			-\$250.00		
2020-04-06	Cheque #2151 Flowers by Phil			-\$84.75		
2020-04-06	Cheque #2154 Texthelp Inc.			-\$113.36		
2020-04-23	Town of Tecumseh			-\$90.00		
2020-04-30	Cheque #2157 Kelcom			-\$22.66		
2020-04-30	Cheque #2159 Zehrs			-\$1,275.00		
					-\$1,960.77	
Outstanding Receivables						
2020-04-23	Town of Tecumseh - Tecumseh Dollars			\$248.00		
					\$ 248.00	
Operating Account - activity						
Date	Source	Description	Reference	Debit	Credit	Running Balance
BIA Operating Account - WFCU						
Opening Balance				65,124.39	0.00	65,124.39
01 Apr 2020	Payable Payment	Payment: Danilo's Enterprises Limited	2091	0.00	1,000.00	64,124.39
02 Apr 2020	Payable Payment	Payment: Ocean Bottom Soap Company		0.00	80.00	64,044.39
02 Apr 2020	Payable Payment	Payment: Zehrs	2146	0.00	4,505.00	59,539.39
02 Apr 2020	Payable Payment	Payment: Cogeco Connexion Inc.		0.00	90.28	59,449.11
02 Apr 2020	Payable Payment	Payment: Anne's on the Avenue		0.00	250.00	59,199.11
02 Apr 2020	Payable Payment	Payment: Wellness Market		0.00	370.00	58,829.11
06 Apr 2020	Payable Payment	Payment: Flow ers By Phil		0.00	84.75	58,744.36
06 Apr 2020	Payable Payment	Payment: Texthelp Inc.	#41270	0.00	113.36	58,631.00
08 Apr 2020	Payable Payment	Payment: By The Book	INV-17488	0.00	45.20	58,585.80
13 Apr 2020	Payable Payment	Payment: Paula Rorai	PPE 04.04.2020	0.00	1,103.00	57,482.80
14 Apr 2020	Payable Payment	Payment: Receiver General	Mar 2020	0.00	735.70	56,747.10
15 Apr 2020	Payable Payment	Payment: Rock Mortgage Group	2152	0.00	42.35	56,704.75
17 Apr 2020	Payable Payment	Payment: Tow n of Tecumseh	3838	0.00	45.00	56,659.75
21 Apr 2020	Payable Payment	Payment: Rock Mortgage Group	Apr 4 - May 3, 202	0.00	43.85	56,615.90
23 Apr 2020	Payable Payment	Payment: Tow n of Tecumseh	3863	0.00	90.00	56,525.90
23 Apr 2020	Payable Payment	Payment: Paula Rorai	2156	0.00	1,103.00	55,422.90
24 Apr 2020	Payable Payment	Payment: By The Book	INV-17513	0.00	1,412.50	54,010.40
29 Apr 2020	Payable Payment	Payment: Cogeco Connexion Inc.	E-Transfer	0.00	90.28	53,920.12
30 Apr 2020	Payable Payment	Payment: Zehrs		0.00	1,275.00	52,645.12
30 Apr 2020	Receive Money	WFCU		81.74	0.00	52,726.86
30 Apr 2020	Payable Payment	Payment: Kelcom	X9035967	0.00	22.66	52,704.20
Total BIA Operating Account - WFCU				81.74	12,501.93	52,704.20
Closing Balance				52,704.20	0.00	52,704.20
Total				81.74	12,501.93	(12,420.19)

Motion: (BBM-14/20) Moved by: M. Kennedy

Second by: L. Proctor

THAT the Month End Treasurer's Report as of April 30, 2020 be accepted and approved as distributed and filed for audit.
APPROVED.

CARRIED.

6.3 COORDINATOR REPORT – P. Rorai reports

Membership Statistics

- New businesses in the BIA area:
 - India 47 Restaurant and Bar, 1614 Lesperance Rd.
- Members closed/moved/new owners/names:
 - Shoreline Weekly Tecumseh
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 401
 - Associate Members - 3
 - Empty Units/Bldgs. – 37
 - Empty Lots/– 16
 - Empty Commercial Houses – 12
 - Property Owners – 139 (29 Plazas)
 - **Grand Total - 608**

Arts/Entertainment	5
Dining	60
Health & Wellness	135
Home/ Commercial	
Services	14
Professional Services	62
Retail	128
Vacant Lots	16
Property Owners	139
Vacant Units/Bldgs.	37
Residential/Commercial	
Houses	12
	608

Associate Membership Program

- New Associate Members:
 - Lacasse Printing
- Potential New Members:
 - Lombardi Barber Shop
 - Sherwin Williams

New Projects/Programs for Consideration

- Jane's Walk
 - It was explained by A. Dowie that this venue concentrates more on historic and architectural landmarks than promoting businesses.

6.4 COUNCIL REPORT –

Highlights from the March 24, 2020 meetings of Council

Tecumseh Town Council met electronically this evening and discussed a number of items related to the current COVID-19 pandemic in addition to regular business. The two areas are outlined as follows:

COVID-19 Related Reports

- **Business Continuity:** Council received a report on Business Continuity during the current COVID-19 pandemic. The report provided a summary of the services of the Town considered to be essential, non-essential and stopped during the current situation as well as what work is continuing in light of the closure to public facing offices and the cancellation of public meetings, events and activities.
- **Delegation of Authority:** Council received a report on the delegation of authority during a declared emergency and adopted a by-law to Delegate Authority. The by-law provides delegation of authority to members of administration during the declared emergency to make decisions on matters and operations of urgency subject to any restrictions under the Municipal Act, 2001. Tecumseh declared an emergency on March 22, 2020.
- **Waiver of Tax Penalties:** as part of the Business Continuity report and Delegation of Authority By-Law, Council approved waiving late payment penalties and interest on property taxes through to and including April 30, 2020. Property tax accounts that are currently set up for pre-authorized payment plans (PAP) would remain unaffected. Should a property owner wish to be removed from an existing PAP, they must contact the Town's Finance Department. Council also approved a motion authorizing the Town's Treasurer to request Essex Powerlines for similar relief of late payment charges for water and sanitary billings for Town of Tecumseh accounts. The financial relief plan will be reviewed in 30 days.
- **Electronic Meetings:** Council approved amending the Procedural By-Law to permit the holding of electronic meetings during a Declared Emergency. As a result of the current COVID-19 pandemic, Council must adhere to social/physical distancing and self-isolation recommendations. The Municipal Act, 2001 outlines how municipalities and Councils must conduct meetings during non-emergency periods and was amended by Ontario on March 19, 2020 in light of the pandemic to provide municipalities with tools to achieve quorum and facilitate meeting electronically for both open and closed meetings during an emergency.
- **Tabling of Tecumseh Official Plan:** Council received a report on the postponement of the tabling of Draft 1 of the new Town of Tecumseh Official Plan. It had been anticipated that the new Official Plan would be tabled at the March 24, 2020 meeting of Council with public meetings to follow. With current social distancing and gathering size limitations associated with the COVID-19 pandemic, the Town will not be scheduling public meetings at this time. Tabling of the Official Plan and scheduling of public consultation is postponed until a later date. Updated information will be provided publicly when it is known.

Regular Business Reports:

- **Lake Flooding Preparedness:** as part of the ongoing communications on Lake Flooding that began in May 2019, Council received an update report on Tecumseh's Lake Flooding preparedness. The purpose of this report was to update Council of preparedness actions taken by Administration. The Flood Emergency Preparedness Action Group is currently working on public communications to help citizens prepare for a lake flooding event and is aiming for the first week of April to release these communications.
- **Noise By-Law Exemption:** Council approved a noise by-law exemption for construction work on County Road 22 from Manning Road westerly to the City of Windsor limit. The County of Essex is managing the project which will see pavement improvements on County Road 22 through this area. Full details on the work and construction schedules will be provided by the County when they are known and shared publicly.
- **Taste of Tecumseh 2020:** Council approved a noise by-law exemption and granted authorization for the sale and serving of alcohol to the Optimist Club of St. Clair Beach for the 2020 Taste of Tecumseh Festival. This year's event is currently scheduled for Friday, June 12 and Saturday, June 13 from 5 p.m. to 1 a.m. in Lakewood Park.
- **11873 and 11917 Tecumseh Road:** Council adopted two by-laws to amend the Official Plan and the Zoning By-Law for the residential developments at 11873 and 11917 Tecumseh Road by Skyline Real Estate Holdings. The project will result in a 150 unit, four-storey apartment building. The decision follows a public meeting in January and Administration's response to three issues raised on the project. Skyline will need to now provide a site plan control agreement for Council's approval. Details on that will be provided in a future report.
- **12300 County Road 42:** Council adopted three by-laws to amend the Official Plan, the Zoning By-Law and to place the land at 12300 County Road 42 under site plan. The by-laws relate to the plan to build four, six-unit, three-storey dwellings/24 units on the project and follow two public meetings on the project and Administration's response to the issues raised.

- Tecumseh Road Sanitary Sewer: Council approved the tender award of approximately \$1.5 million to D'Amore Construction Limited for construction of the Tecumseh Road Sanitary Sewer. The project will increase sanitary sewer capacity in the area. Full details on construction including traffic impacts and schedules will be shared when known.

Highlights from the April 14, 2020 Regular Meeting of Council

- Tecumseh Town Council met electronically this evening and here are the highlights:
- Delegation of Authority: Following the delegation of authority report to Council on March 24, Administration provided an update to address ongoing closures and financial impacts as a result of the COVID-19 pandemic. Council approved extending the delegation of authority as well as further changes with respect to tax, water and dog licensing fees. In effect, Council approved: the waiving of "non-sufficient funds" charges on property tax payments through to June 30, 2020; the removal of late payment charges/penalties or interest on water/ wastewater accounts through to June 30, 2020; and, the extension of the Dog Tag/Licence fee of \$20 and the Kennel License fee of \$100 to June 30, 2020. The update also authorizes the waiving of fees related to the use of Tecumseh Transit which has already been put in place.
- CIP Grants: Council approved \$12,366 in two grants for parking area improvements and building façade improvements for 1033 Lesperance Road operating as Desjardins Insurance.
- 2020 Tecumseh Corn Festival: Council received a presentation and report from the Parks and Recreation Department on the Future Direction of the Tecumseh Corn Festival. The report follows public consultation on the festival and outlines changes for the 2020 event as a result of these public comments. Changes for this year's festival are as follows:
 - Removing the admission fee which will be offset through reducing staff, policing and entertainment costs
 - Modifying the vendor charges to be in line with other regional events
 - Moving the Miss Tecumseh Pageant off-site to L'Essor High School Theatre
 - Working with local community groups to incorporate more local bands/entertainment, interactive activities and the agricultural community
 - The festival is scheduled for August 27 to 30 and will include the Classic Car show on Sunday, August 30. Due to the current COVID-19 pandemic, should restrictions or public health advice on social gatherings and physical distancing and current limitations on non-essential workplaces continue to be in effect as of June 30, the 2020 festival will be cancelled for 2020.
- A special meeting of Council will be held on Thursday, April 16, 2020 at 11:00 a.m. for Council's consideration of flood protection measures. The next Regular Meeting of Council is Tuesday, April 28, 2020. Both of these meetings are scheduled to be held electronically. The live stream will be available on our website at www.tecumseh.ca. The agenda for the Regular meeting will be made available on Thursday, April 23, 2020.

Highlights from the April 16, 2020 Special Meeting of Council

- Tecumseh Town Council met electronically today to discuss Emergency Flood Mitigation Measures and Amendments to the Town of Tecumseh's Flood Response Plan.
- The purpose of the meeting was to consider amendments to the Town's Flood Response Plan that will permit emergency works on private properties to install permanent berms in low-lying areas with the objective of preventing inland flooding or at least mitigating the extent of flooding. As the works were not contemplated in the 2020 budget, Council was also requested to approve \$500,000 to complete these works. Additionally, a new Emergency Order was required to enable these works as a flood prevention measure under the Emergency Management and Civil Protection Act.
- As part of the meeting, Council received the report "Amendments to the Town of Tecumseh Flood Response Plan"; approved a by-law to adopt the revised Emergency Response Plan including the amended Flood Response Plan; and, approved \$500,000 from the Infrastructure Reserve for the implementation of flood mitigation defenses on identified properties that pose a significant risk for further inland flooding and authorized their completion.
- Background
- 2019 Flood Mitigation Works: at the July 9, 2019 Regular Meeting of Council, Council adopted the Town of Tecumseh Flood Response Plan as part of the Town of Tecumseh Emergency Response Plan. As part of that plan, Public Works and Engineering Services (PWES) conducted Lidar mapping of the northern portion of Town from Lake St. Clair to Essex County Road 22. The mapping outlined the extent of inland flooding with potential to affect more than 5,500 households and identified several key low-lying areas along the shoreline that would act as conduits for inland flooding. PWES identified nine areas of concern along the shoreline and provided filled sandbags to property owners in these areas to help mitigate inland flooding. Property owners along the Lake St. Clair and Pike Creek Shorelines were provided with 100 free sandbags with free sand in Lakewood Park.

- In early March 2020, the Essex Region Conservation Authority (ERCA) advised Tecumseh and Lakeshore that Lake St. Clair was sitting 33 cm over the April 2019 levels and would not peak until June/July of this year. An update on the Flood Response Plan was provided to Council at the March 24, 2020 Regular Meeting of Council which resulted in the further provision of an additional 100 bags (200 for those owners that did not collect the 2019 allotment) to shoreline properties for protection.
- COVID-19 and Self-Evacuation: the Town's Flood Response Plan identified a temporary shelter/reception centre should inland flooding dictate self-evacuation. On March 17, 2020, the Province of Ontario announced a State of Emergency and ordered the closure of a number of public facilities to prevent the spread of the COVID-19 virus. On March 28, 2020, the Province made an additional order prohibiting social gatherings of more than five people. Additionally, it has been the consistent advice of all levels of government for people to stay home as much as possible to avoid exposure to COVID-19. Finally, the Town was recently advised by the Windsor-Essex Community and Health Services to avoid setting up a centre during the pandemic and the Red Cross confirmed that it would not be able to assist with establishing and running a centre, other than virtually. As a result, the Town is not able to use the previously planned Temporary Emergency Shelter/Reception Centre. This situation caused Administration to consider additional works to protect the shoreline and reduce the extent of inland flooding so as to minimize the extent of any evacuation.
- Emergency Flood Mitigation Measures: The Public Works & Environmental Services Department identified eight locations comprised of 16 waterfront properties where the Town will install clay berms along with site grading and restoration in these low-lying areas which will serve as a semi-permanent/permanent flood mitigation measure. These properties currently act as conduits for inland flooding south of Riverside Drive. The work will also include pump repair at St. Mark's pump station to ensure it remains functional during the spring flooding season.
- Declared Emergency: the Mayor declared an emergency on March 22, 2020 related to both the COVID-19 pandemic and anticipated flood emergency. Following today's meeting, the Mayor signed an additional order under the declared emergency to enable crews to enter onto private property to install these flood mitigation measures.
- Waterfront Standards By-Law: Administration, with the assistance of the Town Solicitor, will draft a by-law for future consideration that imposes standards of general application on waterfront property owners in relation to flood control. This by-law will include recommendations resulting from the Shoreline Study currently underway. Under the by-law, property owners will be required to implement recommendations of the shoreline study at their own expense within a reasonable time. Should remedial action be required for those property owners not in compliance, the Town will be permitted to enter the property to complete the works with recovery of costs from the owner. Public input and consultation will be held on this by-law for consideration from Council at a later date.
- Immediate Next Steps: The Town will be notifying those affected properties of the order under the declared emergency, as well as retain a contractor to undertake the works which would begin as early as Monday April 20, 2020.

Highlights from the April 28, 2020 Regular Meeting of Council

- Tecumseh Town Council met electronically this evening and here are the highlights:
- COVID-19 Financial Impact: Council received a report on the financial impact of the COVID-19 pandemic on the Town. It was the first update to Council on the ongoing situation and additional updates will be provided as measures continue. The report outlines the impact to the 2020 budget which will be experienced in three ways: lost revenue, non-budgeted expenditures incurred and expenditure containment.
 - Lost revenue includes rentals; recreation programs; building permits; transit fares; interest and, penalties. Some of these revenues may be at risk dependent on the extent and duration of social distancing measures in place.
 - Non-budget expenditures include increased cleaning and sanitizing; additional by-law enforcement; costs to facilitate work from home arrangements; and, employee self-isolation. Other factors that are difficult to calculate include additional hours to complete tasks due to safety protocols like one person per Town vehicle, training and travel times for redeployment and time and resources invested in planning and response. Total non-budgeted expenditures to date is approximately \$30,000.
 - Expenditure containment: there have been some opportunities for cost containment through hiring freezes and program/event cancellation however this is limited as a significant portion of the tax levy supports costs for essential services. Savings in these areas include student positions, savings from professional development and seminar cancellations, gasoline and utilities.
- Further reporting will provide updates on the Town's capital works projects, personnel and programs in late May.
- Arena/Rink Repairs: Council approved awarding the approximately \$43,000 contract to replace the Rink B Brine Line to Buildweller Contractors (\$17,000) and CIMCO Refrigeration (\$16,000). Buildweller will conduct the concrete work for the

line repair and CIMCO will conduct the mechanical welding work on the line. The work will be completed during the arena closure for COVID-19. Leaks in the brine line were discovered in March when the ice surface was removed.

- CIP Grant: Council approved \$10,000 for parking area improvements for the property located at 12133-12137 Tecumseh Road (corner of Tecumseh Road and St. Anne Street), currently occupied by the Job Shoppe staffing agency and other small general/professional office uses.
- Annual West Nile Virus Mosquito Larvicide Program: Council directed that correspondence be drafted supporting a permit application to the Ontario Ministry of Environment, Conservation and Parks (MECP) authorizing the application of larvicide in water bodies in Town such as catch basins and ditches found to contain mosquito species known to transmit the West Nile Virus. Since 2003, the Windsor Essex County Health Unit (WECHU) has conducted a surveillance program for the West Nile Virus in Essex County. As the virus has been found in Essex County, the WECHU has determined that larviciding in mosquito breeding sites is prudent for this year. They have contracted Pesalto Environmental Health Services to conduct this work. The permit application to the MECP is the first step to conduct this work and when the permit is received, further information on timeline and materials to be applied will be shared with regional municipalities.
- Road Needs Study: Council adopted the Town of Tecumseh Road Needs Study 2019 and authorized Administration to utilize the recommendations in the report for completion of the Public Works and Environmental Services Capital Works Plan. The Road Needs Study was completed by Dillon Consulting and StreetScan Canada ULC who undertook a detailed assessment and inventory of the Town's road system by means of utilizing new automated road scanning technology. The study identifies needed improvements for roads which are deficient or expected to become deficient within five years. Total length of roads in Town is 180 km and approximately 82% of the Town's Roads are in Fairly Good to Excellent Condition.
- Service Line Warranties of Canada: Council approved a 1-year renewal of the agreement with Service Line Warranties of Canada (SLWC) which was executed in 2016. SLWC advised the Town that they will continue their marketing campaign this year with letters to go out to residents who have not purchased a warranty from SLWC. 327 property owners have purchased a warranty from SLWC to date. SLWC provides residents the opportunity for a low-cost warranty program that will help repair, replace, or restore water and sewer lines from the home to the property line, which is often perceived as the municipality's responsibility.
- Additional Waste Collection: Council approved a motion to allow for an additional two bags of garbage per household per week throughout the Town during the next month to May 28, 2020. The motion was brought forward to assist residents who have seen an increase in their household waste either as a result of spring cleaning or being home more. The Town will allow two additional bags placed next to hard sided containers (where required), be tied, be less than 27 kg (50 lbs), and not contain sharp objects/batteries/or other hazardous waste. Renovation materials are not collectable and will not be picked up. Residents conducting home renovations with waste are encouraged to either hold onto the materials until the transfer station reopens or take the materials to the indoor landfill on Deziel Drive in Windsor. WDS reserves the right to reject waste for operator safety or unacceptable materials and will leave these at the curb. Bulk items like furniture or mattresses will continue to be collected however white goods like washing machines must still be registered for pick-up. Residents are encouraged to refer to their Collection Calendar page 2 for full details on the regular waste program.
- Electronic Meetings: Council approved a motion directing Administration to amend By-Law 2020-13 to allow Boards and Committees to meet electronically during a declared Emergency. The Town's Board and Committee meetings were cancelled as a result of the COVID-19 pandemic.

Highlights from the May 12, 2020 Regular Meeting of Council met electronically this evening and here are the highlights:

- Flooding Preparedness: Council authorized an agreement between the Town and the Canadian Red Cross for the provision of services in the event of an emergency. As part of the Town's Flood Emergency Response Plan, the Red Cross has been identified to provide certain emergency services in the event of an ordered evacuation in support of the Town's operations. Due to the COVID-19 pandemic and local Board of Health and social services advice, the Town is unable to open a temporary shelter for flood evacuees. As a result, the Town has been working with the Red Cross to determine alternative ways for a coordinated and modified response as well as virtual registration of evacuees. A County wide agreement is being negotiated with the Red Cross for the provision of support services during emergencies however the current high lake levels and increasing risk of flooding in the Town make securing a provider for these services a high priority. The agreement outlined in the report would serve as an interim agreement to secure these services until the County wide agreement (currently under negotiation) has been executed.
- 2020-2024 Fire Equipment 5 Year Capital Works Plan: Council authorized the purchase of Self-Contained Breathing Apparatus (SCBA) equipment and approved the addition of this purchase to the 2020-2024 Fire Equipment 5 Year Capital Works Plan with the \$305,900 funding to come from the Fire Equipment Lifecycle Reserve. At the Regular Meeting of

Council on December 10, 2019, development of a replacement program for SCBA was identified as an action to be taken in 2020. The existing equipment was purchased in 2009 and had a ten-year life span. During the research on the replacement of this equipment, it was determined that an opportunity to cooperate on a purchase with another municipality would substantially reduce the cost for the Town however, purchase had to take place in 2020 to realize the joint purchase savings. Administration is looking into the potential salvage value of the existing equipment and any proceeds would offset costs of the new equipment.

- Shoreline Week Newspapers: Council carried a motion to reach out to Postmedia on their decision to close a number of small-town newspapers including the Shoreline Week in Tecumseh. The motion specifically requests that Postmedia reconsider their decision to permanently close Shoreline Week and other community newspapers and to consider the introduction of alternative models to maintain local coverage. The Mayor posted a tweet on May 5, 2020 outlining his dismay with the decision as local newspapers are the lifeblood of Small Town Ontario. Andrew MacLeod, president of Postmedia reached out to the Mayor following his tweet and they discussed the situation by phone, including potential for some ongoing form of local news. The two plans to have additional conversations and will share further details in the future.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – C. Dennis reports on the Tecumseh Life spring/summer magazine will be cancelled due to COVID-19 and hopefully will be able to a Fall/Winter issue.

- P. Rorai shared the duties and projects of the marketing intern that was available for two and half weeks.
- C. Dennis is planning for future marketing initiatives/members support and will create a Facebook Thank You to all Members who were open and volunteered services/meals during the past two months.

6.5.2 Membership Committee

- Tecumseh Dollar Program – P. Rorai reports on the status of Tecumseh Dollars
 - The following is the list of issued dollars:
 - ❖ Mane Station -grand opening - \$50
 - ❖ Blue Devils Soccer Club - \$50
 - ❖ Administrative Professional Day - \$310
 - ❖ COVID-19 Frontline Workers Gift Baskets - \$500
 - Listed below is the Tecumseh Dollar Report for April:

Tecumseh Dollars Report		April 30, 2020
Current Tecumseh Dollars Totals		
Transaction	Amount	Notes
Redeemed to Members*	\$17,835	*Dollars redeemed in 2020
Donated (\$5,000)**	\$910	**Does NOT include Banner Contest (\$720) & Holiday Draw (\$1,000)
Dollars Sold:		
Actual Value	\$13,160	
Discount 20%***	\$2,742	*** difference of \$60
Square Fee (Credit/Debit)	\$84	
Tecumseh Dollar Expenses	\$2,826	
Actual Revenue	\$10,334	
2020 Budget	\$14,000	Allocated Expense Total
Actual Tec Dollar Expenses	\$2,826	20% & Square Fees Totals
Budget VS Actual	\$11,174	Balance
Outstanding Tecumseh Dollars*		
Type of Transaction	Amount	Total
2020 Donated	\$860	
2020 Sold	\$7,185	\$8,045
2019 (Sold & Donated)	\$8,785	\$8,785
2018 Donated \$10	\$960	
2018 Donated \$5	\$185	\$1,145
Total Outstanding Liability		\$17,975
* Tecumseh Dollars that have been sold and/or donated but have not been redeemed by the BIA		
Current Inventory - Unused		
Type of Tecumseh Dollar	Quantity	Value
\$50 denomination to Sell*	0	\$0
\$25 denomination to Sell*	0	\$0
\$10 denomination to Donate**	88	\$880
\$25 denomination to Donate**	116	\$2,900
Total		\$3,780
* \$25,000 was approved by the Board to sell in 2019/2020		
** \$5,000 was approved by the Board to donate in 2020		

6.5.2.2 Associated Membership – See Coordinators report.

6.5.3 Streetscaping Committee

- BIA Parkette – No report at this meeting.
- 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.
- License Plates – Review the previous quotes for price points and decide on how many to order at the next meeting

6.5.4 Events Committee

- Night Market – Friday, June 26, and Friday, July 24, 2020
Cancel the events and return funds to vendors who have submitted their fees.

Motion: (BBM-15/20) Moved by: B. Houston
Second by: L. Proctor

THAT the Tecumseh BIA Night Market events schedule for 2020 be cancelled due to the COVID-19 pandemic and all monies submitted by the four (4) vendors for rental space (a grand total of \$230.00) be refunded and cheques returned to each of the three (3) vendors whose cheques have not been deposited.

APPROVED.

CARRIED.

- 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. A question was raised by the Coordinator to cancel this event or wait until the end of summer and it was agreed to wait until September of this year to review the status of COVID-19 guidelines on public events.
- Banner Contest – Due to the COVID-19 pandemic, the banner Award Ceremony was canceled. The Coordinator sent emails and called the artists selected for this year's contest. Each artist will be scheduled to come to the BIA office to accept their award, a small poster copies of their banner artwork and take their picture to be placed on the BIA website. The theme for this year's banner contest was "Your Favorite Book Character".

6.5.5 Governance Committee

- Memorandum of Understanding - No report at this meeting.

(TOTBBM - 7-5)

UNFINISHED BUSINESS

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

7.2 Coordinator Position – The Chair has contacted the candidate and confirms the offer remains on hold until authorized to open for business. The Chair and coordinator will create a COVID-19 Training Plan and present to the Board at the next meeting.

(TOTBBM - 8-5)

NEW BUSINESS

8.1 Letter from MPP Percy Hatfield – Small Business during COVID-19 recommendations; the Chair asked to have the letter resent via email.

8.2 COVID-19 Reopen Signage – P. Rorai reports that Lacasse Printing is offering reopen signage and asks if they can create a package price for the BIA Members and possibly the BIA subsidize the cost for Members. The Chair volunteers to contact Lacasse Printing with this request.

- 8.2 Cooperative Reopening – Elspeth Troy, Executive Assistant, Administration - Windsor-Essex County Health Unit
- As more businesses prepare for reopening, the WECHU would like to set up a discussion to get your thoughts and/or discuss potential collaboration; the Chair, B. Houston and Coordinator will attend the phone conference.
- 8.3 Jane’s Walk – Virtual video that highlights the history and architectural buildings and unfortunately is not the right venue for promoting the Town and area.
- 8.4 Beautification Projects – Garbage Cans, Bus Stop, Mural – differed to next meeting.
- 8.5 Tecumseh Dollars Donated – B. Houston asks to ensure that all donations of Tecumseh Dollars be brought to the Board’s awareness via email in addition to the regularly monthly updates at Board meetings.

(TOTBBM – 9-5)
NEXT MEETING

The next regular general meeting is scheduled on **Wednesday, June 10, 2020 at 6:00 PM** and is currently scheduled to be held electronically. The live stream will be available on the BIA website at www.tecumsehbia.com

(TOTBBM – 10-5)
ADJOURNMENT


Motion: (BBM-15/20)


Moved by: L. Proctor
Second by: B. Houston

THAT there being no further business, the May 13, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 8:05 PM.

CARRIED.

APPROVED.


Candice Dennis, Chair


Paula Rorai, Coordinator