



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, June 10, 2020* held electronically at 6:00 PM.

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

(TOTBBM-1-6)

CALL TO ORDER

The meeting is called to order at 6:03 p.m. by Candice Dennis, Chair

(TOTBBM –2-6)

ROLL CALL

Chair	Candice Dennis
Director	Scott Harris
Director	Brian Houston
Director	Linda Proctor
Director	Jules Champoux
Director	Joseph Fratangeli
Councilor	Andrew Dowie
Treasurer	Paul Bistany
Vice Chair	Michael Kennedy
Director	Shane Meloche
Coordinator	Paula Rorai

Regrets:

Minute Taker:

Guest:

(TOTBBM – 3-6)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-6)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-6)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-16/20) Moved by: B. Houston
Second by: J. Champoux

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on May 13, 2020 be approved as distributed.

APPROVED.

CARRIED.

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

(TOTBBM – 6-6)

REPORTS

6.1 **CHAIR REPORT** – C. Dennis discusses the status of several items on the agenda.

6.2 TREASURER REPORT: C. Dennis reports on the month end financial report:

Tecumseh BIA		
2020 Month End Financials		
Treasurer's Report for the period ending:		05-31-2020
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 50,226.18
Outstanding Cheques	see detail page	\$ (1,878.36)
BIA Ledger Balance stands at:		<u>\$ 48,347.82</u>
BIA Reserve Account -	Balance last month	\$ 35,473.25
	Interest	\$ 51.22
		<u>\$ 35,524.47</u>
Outstanding Receivables	see detail page	\$ -
WFCU - Share Capital #1		\$ 85.00
WFCU - Patronage Shares #4		\$ 60.00
WFCU - Patronage Shares #44		\$ 10.00
BIA Petty Cash	stands at:	\$ 221.53
Deposit Clearing		\$ 4,061.25
Prepaid Expenses & Deposits		\$ 2,333.27
<u>Total BIA Current Assets :</u>		<u>\$ 90,643.34</u>
Tecumseh Dollars	Current Outstanding	\$ 8,195.00
Other BIA Liabilities and Equity :	from Xero report	\$ 82,448.34
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 90,643.34</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						
2020-04-02	Cheque #2147 Ocean Bottom Soap Co				-\$80.00	
2020-04-06	Cheque #2154 Texthelp Inc.				-\$113.36	
2020-05-27	Town of Tecumseh				-\$135.00	
2020-05-28	Bedazzle Bedroom				-\$1,550.00	
					<u>-\$1,878.36</u>	
Outstanding Receivables						
					<u>\$ -</u>	
Operating Account - activity						
Date	Source	Description	Reference	Debit	Credit	Running Balance
BIA Operating Account - WFCU						
Opening Balance				52,749.20	0.00	52,749.20
01 May 2020	Payable Payment	Payment: Danilo's Enterprises Limited	2092	0.00	1,000.00	51,749.20
01 May 2020	Payable Payment	Payment: By The Book	EFT	0.00	1,600.00	50,149.20
01 May 2020	Payable Payment	Payment: By The Book	EFT	0.00	1,599.32	48,549.88
07 May 2020	Payable Payment	Payment: Paula Rorai	2161	0.00	1,103.00	47,446.88
07 May 2020	Payable Credit Note Refund	Payment: Town of Tecumseh	Jan - Mar 2020 HS	2,758.93	0.00	50,205.81
08 May 2020	Bank Transfer	Bank Transfer from BIA Operating Account - WFCU to WFCU VISA #7837		0.00	203.37	50,002.44
08 May 2020	Receivable Payment	Payment: Town of Tecumseh	EFT #003240042	310.00	0.00	50,312.44
08 May 2020	Receivable Payment	Payment: Town of Tecumseh	EFT #003240042	0.00	62.00	50,250.44
08 May 2020	Payable Payment	Payment: By The Book	EFT	0.00	45.20	50,205.24
11 May 2020	Payable Payment	Payment: Kelcom	2160	0.00	32.88	50,172.36
13 May 2020	Payable Payment	Payment: Rock Mortgage Group	2162	0.00	42.35	50,130.01
13 May 2020	Payable Payment	Payment: Paula Rorai	2163	0.00	157.76	49,972.25
13 May 2020	Payable Payment	Payment: Receiver General - Payroll	EFT	0.00	735.70	49,236.55
14 May 2020	Receivable Credit Note Refund	Payment: Naturally Infused	E-Transfer	0.00	80.00	49,156.55
14 May 2020	Receivable Credit Note Refund	Payment: Just Jans Sewing	E-Transfer	0.00	50.00	49,106.55
14 May 2020	Spend Money	WFCU		0.00	1.50	49,105.05
14 May 2020	Spend Money	WFCU		0.00	1.50	49,103.55
16 May 2020	Payable Payment	Payment: Tecumseh Home Hardware	2164	0.00	395.00	48,708.55
21 May 2020	Payable Payment	Payment: Paula Rorai	2165	0.00	1,103.00	47,605.55
21 May 2020	Receive Money	Deposit		400.00	0.00	48,005.55
26 May 2020	Receivable Credit Note Refund	Payment: Brand Dead	E-Transfer	0.00	50.00	47,955.55
26 May 2020	Spend Money	WFCU		0.00	1.50	47,954.05
26 May 2020	Receive Money	Square		2,007.04	0.00	49,961.09
27 May 2020	Payable Payment	Payment: Town of Tecumseh	2167	0.00	45.00	49,916.09
27 May 2020	Payable Payment	Payment: Town of Tecumseh	2167	0.00	45.00	49,871.09
27 May 2020	Payable Payment	Payment: Town of Tecumseh	2167	0.00	45.00	49,826.09
28 May 2020	Payable Payment	Payment: Bedazzle Bedroom & Bath Studio	Tec Dollars Redee	0.00	1,550.00	48,276.09
31 May 2020	Receive Money	WFCU		71.73	0.00	48,347.82
Total BIA Operating Account - WFCU				5,547.70	9,949.08	48,347.82
Closing Balance				48,347.82	0.00	48,347.82
Total				5,547.70	9,949.08	(4,401.38)

Motion: (BBM-17/20) Moved by: L. Proctor
Second by: S. Harris

THAT the Month End Treasurer’s Reports as of May 31, 2020, be accepted and approved as distributed and filed for audit.
APPROVED.
CARRIED.

6.3 COORDINATOR REPORT – P. Rorai reports the following:

Financial Information

- Windsor Rock Gym - \$April 10, 2019 deposit for rock wall of \$ is not refundable; it will be carried over to be used in 2021.

Membership Statistics

- New businesses/members in the BIA area:
 - Laura White - Desjardins Insurance Agents, 1033 Lesperance Rd.
 - Northern Alliance Commodities, 1695 Manning Rd., Unit 202
 - Mathca, 12058 Tecumseh Rd. E.
 - Tecumseh Golf, 348 Manning Rd.
- Members closed/moved/new owners/names:
 - CLOSED: The Second Cup, 13462 Tecumseh Rd. E.
 - CLOSED: Little Gems Children's Consignment Boutique, 11958 Tecumseh Rd E.
 - CLOSED: Sylvan Learning – Tecumseh, 1614 Lesperance Rd.
 - CLOSED: Lakewood Café, 13451 Riverside Dr. E.
 - NEW ADDRESS: Home Instead Senior Care, 1071 Lesperance Rd.
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 402
 - Associate Members - 3
 - Empty Units/Bldgs. – 40
 - Empty Lots/– 16
 - Empty Commercial Houses – 12
 - Property Owners – 139 (29 Plazas)
 - **Grand Total - 609**

Arts/Entertainment	6
Dining	57
Health & Wellness	136
Home/ Commercial Services	14
Professional Services	62
Retail	127
Vacant Lots	16
Property Owners	139
Vacant Units/Bldgs.	40
Residential/Commercial Houses	12
	609

6.4 COUNCIL REPORT –

Highlights from the May 26, 2020 Regular electronical Meeting of Council:

- Update on Town Services, Construction Activities and Staffing: Council received two reports for information which provided an update on the continued services, staffing and construction activities during the COVID-19 pandemic and in light of the Province's move into Stage 1 of the "Reopening Ontario after COVID-19" plan. Taken together, these reports demonstrate that Administration has capably responded to the COVID-19 pandemic with modified work arrangements while largely maintaining the Town's service offerings and levels. Administration has also made staffing arrangements in line with the Provincial Emergency Orders and with public health regulations. These services, activities and staffing have also taken into consideration the additional community threat—inland lake flooding with ongoing planning and work in response to this potential emergency. Full charts on essential services and ongoing work/activities were appended for Council's information. Further details will be provided in future Council reports as the Provincial Orders are updated and future stages of the Province's Reopening Plan are put into effect.
- Arena Repairs: Council authorized emergency repairs to the arena fire suppression and domestic water line at the Tecumseh Arena at a cost of approximately \$35,000 funded through the Arena Lifecycle Reserve Fund. The repairs are required as a result of a water leak that was discovered in the ice resurfacing room of Rink A. This written report follows a verbal report provided to Council on May 12 advising of the situation and the need for the immediate repair.
- 2020 Three Month Permit Report: Council received the 3-Month Building Permit Report from the Planning and Building Services Department. Building permits continue to be processed and issued by the Town as construction is considered an essential service under the current Provincial regulations. Over the first three months of 2020, total value of permits issued is \$5,206,667 which is 17% higher than this time last year. A total of 73 permits have been issued (26% higher). This includes 4 permits for new residential units, 5 permits for Backwater Valves, 20 permits for residential additions and improvements, and 24 permits for portable signs.
- 11870 Tecumseh Road: Council approved the Site Plan Control Agreement for the Gateway Tower developed by Valente Development Corporation to be built at 11870 Tecumseh Road, north of the intersection with Southfield Drive. Valente plans to construct a six-story, 99 unit apartment building on the site. The developer also provided a site service plan, a lot and grading plan, an elevation plan, a landscape plan, a photometric plan and architectural renderings with the site control plan to assist in the assessment of the Site Plan. Council also approved a Community Improvement Grant of \$100,000 under the Development Charges Grant stream for the project.
- Waste Collection Following Flood Event: Council approved a motion that authorizes the Chief Administrative Officer and Director of Public Works and Environmental Services to allow for additional waste recovery following a flooding event by increasing the number of bags/containers that may be placed for collection; temporarily permitting the collection of debris resulting from property damage due to flooding; and increasing the number of weekly collections or engaging additional debris collection services as necessary.
- June 9, 2020 Regular Meeting of Council: Council approved a motion to hold an additional Regular Meeting of Council on June 9, 2020. At the Regular Meeting of Council on September 10, 2019, Council approved the cancellation of the June 9, 2020 Regular Meeting due to a conflict with other municipal business. That conflict has now been removed and Council is able to meet on that date.

Highlights from the June 9, 2020 Regular electronic Meeting of Council:

- COVID-19 Financial Relief: Council received a report outlining the extension of financial relief measures due to the COVID-19 pandemic to July 31, 2020. The financial measures being extended to the end of July include: waiving late payment penalty/interest charges associated with property taxation; waiving "non-sufficient funds" charges on property tax payments; extending the Dog Tag/License fee of \$20 and the Kennel License fee of \$100; and waiving transit fares for Tecumseh Transit. Additionally, the Treasurer will request that Essex Powerlines agree to waive late payment penalty/interest charges associated with water/wastewater billing.
- Cancellation of Summer Events: Council received a report from the Parks and Recreation Department recommending the cancellation of upcoming recreational events due to the ongoing COVID-19 pandemic and provincial orders restricting public gatherings. The events slated for cancellation are: the Summer Concert Series, Canada Day Celebrations, Outdoor Movie Nights and the End of Summer Celebration. Administration will be promoting a Virtual Canada Day 2020 Celebration hosted by the Government of Canada through Canadian Heritage. The Virtual celebration is a live broadcast that will include performances from across Canada. A link will be placed on the Town's website for residents to join the festivities from the safety of their own home.

- Committee of Adjustment and Public Consultation: Council received a report on the commencement of electronic meetings of the Committee of Adjustment. Since the pandemic began in-person meetings have been replaced to a large extent by electronic meetings. Early this spring, the Province passed a regulation permitting municipalities to change their rules of procedure to permit e-meetings during a declared emergency for Council and its appointed committees and boards, Town Council has amended its rules of procedure accordingly and meets regularly via ZOOM over the internet. Similarly, the Tecumseh Police Services Board and the Tecumseh BIA have begun to hold e-meetings. Administration has worked to develop a process to begin holding Committee of Adjustment meetings through electronic means and the first meeting is scheduled for June 29, 2020. Consent to sever land and minor variance applications are heard and determined by the Town's Committee of Adjustment. Minor variance requests primarily facilitate minor developments (minor building additions, pool installations, heating/cooling units) that are typically of interest to the immediate neighbourhood of the property involved. The meetings of the Committee of Adjustment are public meetings and measures are in place to permit the public to participate electronically. Administration continues to work through a process to facilitate public meetings of Council for other planning application types, such as zoning and Official Plan amendments.
- Tecumseh Road Sanitary Sewer Replacement: Council received an update on the construction schedule and public notification strategy for the Tecumseh Road sanitary sewer replacement project from Lesperance Road to Southfield Drive. The approximately \$1.5 million tender was awarded to D'Amore Construction at the March 24, 2020 Regular Meeting of Council. As a result of the ongoing COVID-19 pandemic and restrictions on public gatherings, the original plan to hold a Public Information Centre to provide details on the upcoming work is not feasible. Instead, notices will be mailed to adjacent landowners in advance of construction with links to an online presentation to provide an overview of the project. Advance notification boards will be placed on Tecumseh Road for drivers advising of road impacts. Ongoing road closure details will be shared electronically. The project is expected to begin in mid-July and see substantial completion by the end of November 2020 weather permitting.
- 2020-2024 Public Works and Environmental Services 5 Year Plan: Council approved the addition of the Manning Road Pump Station-Fish Pond Inlet Erosion Repair project to the 2020-2024 Public Works and Environmental Services (PWES) 5 Year Plan and authorized the approximately \$100,000 cost for the work to be paid from the Storm Lifecycle Reserve. The fish habitat area was incorporated into the pump station reconstruction project in 2012 and due to high lake levels and strong winds, the east bank has eroded. Continued erosion could potentially undermine the stability of the fence and walkway causing safety risks to pedestrians. Dillon Consulting will undertake the detailed design, contract administration and on-site services for the work which is expected to begin following the July 15 in-water work restrictions.
- Source Protection Annual Progress Report: Council heard from the Essex Region Conservation Authority (ERCA) on the Progress on the Essex Region Source Protection Plan in 2019. The Essex Region Source Protection Plan (SPP) is a local watershed-based plan for the protection of drinking water supplies. The Essex Region SPP was developed by a local Source Protection Committee in consultation with municipalities, community groups and residents and came into effect on October 1, 2015. The SPP contains policies to ensure that identified risks are prohibited or managed in a way that protects our drinking water. An annual report is mandated by the Plan and the 2019 Source Protection Annual Progress Report outlines that overall significant progress is being made in Tecumseh to protect our drinking water at its source.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – C. Dennis reports on the license plate cover project

1. License Plates – Review the previous quotes for price points and decide on how many to order.

Motion: (BBM-18/20)

Moved by: J. Champoux

Second by: L. Proctor

THAT the price quote for the Tecumseh BIA license plates is approved for 1,000 plates to be ordered.

CARRIED.

APPROVED.

Motion approved with 5 in favor and 1 against.

6.5.2 Membership Committee

1. Tecumseh Dollar Program – P. Rorai reports on the status of Tecumseh Dollars during the month of May 2020, listed below is the Tecumseh Dollar Report for May 2020:

Tecumseh Dollars Report	May 31, 2020
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Current Tecumseh Dollars Totals
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Transaction	Month Total	Year to Date Total	Notes
Redeemed to Members	\$1,945	\$20,505	<i>Dollars redeemed in 2020</i>
Donated (\$5,000)	\$0	\$910	<i>Does NOT include Banner Contest (\$720) & Holiday Draw (\$1,000)</i>
Dollars Sold:			
<i>Actual Value</i>	\$3,160	\$16,510	
<i>Discount 20%</i>	\$632	\$3,412	<i>20% discount on the purchase of \$50 + Tecumseh Dollars</i>
<i>Square Fee (Credit/Debit)</i>	\$33	\$114	<i>\$0.10 debit fee and 2.65% charge card fee</i>
Total Tecumseh \$ Expense	\$665	\$3,526	

Budget vs Actual Expenses

Transaction	Month Total	Year to Date Total	Notes
2020 Budget		\$14,000	<i>Allocated Expense Total</i>
Actual Tec Dollar Expenses	\$665	\$3,526	<i>20% discount + Square Fees (credit/debit transaction fees)</i>
Current Balance		\$10,474	

Outstanding Tecumseh Dollars

Transaction	Total	Year to Date Total	Notes
2020 Donated	\$840		
2020 Sold	\$8,510	\$9,350	<i>Tecumseh Dollars that have been sold and/or donated</i>
2019 (Sold & Donated)	\$8,230	\$8,230	<i>but have not been redeemed</i>
2018 Donated \$10	\$960		
2018 Donated \$5	\$185	\$1,145	
Total Outstanding Liability		\$18,725	

Current Tecumseh Dollar Inventory - Unused

Type of Tecumseh \$	Quantity	Value	Notes
Sell* \$25	388	\$9,700	<i>*\$33,000.00 was approved to sell in 2020</i>
Sell* \$50	138	\$6,900	<i>- \$12,000 was sold in 2019</i>
Total		\$16,600	
Donate** \$10	88	\$880	<i>**\$5,000.00 was approved to donate in 2020</i>
Donate** \$25	116	\$2,900	
Total		\$3,780	

(TOTBBM – 7-6)

UNFINISHED BUSINESS

- 7.1 Way Finding Signage – Board agrees to differ this project.
- 7.2 Coordinator Position – The Chair will contact the candidate once the Workplace Policy is verified by the Town’s Human Resource Director and confirms the new hire date with the candidate.

(TOTBBM – 8-6)

NEW BUSINESS

- 8.1 COVID-19 Reopen Signage – C. Dennis reports that Lacasse Printing is offering reopen signage and presents the various quotes that was created for the BIA Members and possibly the BIA subsidize the cost for Members. B. Houston volunteers to assist C. Dennis with this project and will contact Lacasse Printing, who is a Tecumseh BIA Associate Member for suggestions on which signage to offer to BIA Members.
- 8.2 Members are asking for assistance/information on the opportunity to temporarily extend and utilize outdoor space that currently is not designated as patio space and asked to help with any COVID-19 policies/procedures for our Members. It is recommended to inform Members to contact Town Hall and ask for the Clerk and/or Building and Planning Director for additional information and procedure.
- 8.3 Beautification Projects – Garbage Cans, Bus Stop, Mural – differ to next Board meeting.
- 8.4 Board Special Meetings – B. Houston informs the Board that the Clerk is willing to join a meeting to explain specific by-laws and it was agreed to invite the Clerk at a Board meeting when the new Coordinator is hired.

(TOTBBM – 9-6)

NEXT MEETING

The next regular general meeting is scheduled on **Wednesday, July 8, 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 – 10-6)

ADJOURNMENT

Motion: (BBM-20/20)

Moved by: L. Proctor

Second by: B. Houston

THAT there being no further business, the June 10, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:32 PM.

CARRIED.

APPROVED.

**DRAFT ONLY
MINUTES NOT APPROVED**

Candice Dennis, Chair

Paula Rorai, Coordinator