

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, July 8, 2020 held electronically at 6:00 PM.

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

(TOTBBM-1-7)

CALL TO ORDER

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

(TOTBBM –2-7)

ROLL CALL

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

At 6:03 PM motion to move to in-camera session to discuss employee wages.

At 6:20 PM motion to exit in-camera session and begin regular board meeting and to contact the coordinator to log into meeting.

Motion: (BBM-21/20) Moved by: P. Bistany
Second by: J. Champoux

THAT the regular board meeting goes into a closed session at 6:05 pm to discuss personal matters regarding the BIA Coordinator.

An In-Camera Meeting of Council may be held under with Section 239 (b) and (f) of the Municipal Act, 2001, which permits a meeting, or part of a meeting, to be closed to the public when the subject matter being considered is regarding personal matters about an identifiable individual, including municipal or local board employees.

Motion: (BBM-22/20) Moved by: L. Proctor
Second by: P. Bistany

THAT the board go out of the closed session at 6:20 pm and return to the regular board meeting.

The Coordinator logs into the electronic meeting.

(TOTBBM – 3-7)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-7)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-7)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-21/20) Moved by: B. Houston
Second by: J. Fratangeli

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on June 10, 2020 be approved as distributed.

APPROVED.

CARRIED.

5.2 LETTERS FROM – No letters at this meeting.

(TOTBBM – 6-7)

REPORTS

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

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

Tecumseh BIA		
2020 Month End Financials		
Treasurer's Report for the period ending:		06-30-2020
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 81,502.93
Outstanding Cheques	see detail page	\$ (3,039.60)
BIA Ledger Balance stands at:		<u>\$ 78,463.33</u>
BIA Reserve Account -	Balance last month	\$ 35,524.47
	Bank charges	\$ (20.00)
	Interest	\$ 49.63
		<u>\$ 35,554.10</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:	\$ 510.00
Deposit Clearing		\$ 528.00
Square		\$ 77.88
Prepaid Expenses & Deposits		\$ 2,333.27
<u>Total BIA Current Assets :</u>		<u>\$ 117,621.58</u>
Tecumseh Dollars	Current Outstanding	\$ 6,685.00
Other BIA Liabilities and Equity :	from Xero report	\$ 110,936.58
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 117,621.58</u>
Year To Date Levy Requisition: 2020	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	\$ 36,750.00
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
Total Levy received to Date:		<u>\$ 66,000.00</u>

Tecumseh Business Improvement Area						
BIA Operating Account - # 8111130			06/30/2020			
Outstanding Payments						
2020-04-02	Cheque #2147 Ocean Bottom Soap Co	-\$80.00				
2020-04-06	Cheque #2154 Texthelp Inc.	-\$113.36				
2020-06-29	Cheque #2182	-\$2,846.24				
Outstanding Receivables						

Motion: (BBM-23/20)

Moved by: L. Proctor

Second by: B. Houston

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

APPROVED.

CARRIED.

It was suggested to transfer \$50,000 from the BIA Operating account to the Reserve account.

6.3 COORDINATOR REPORT – P. Rorai reports the following:

Financial Information

- Windsor Rock Gym - April 10, 2019 deposit for rock wall of \$295 is not refundable; it will be carried over to be used in 2021.

Membership Statistics

- New businesses/members in the BIA area: WAITING FOR THESE TWO NEW MEMBERS TO OPEN
 - Freshii 1645 Manning Rd.
 - Taco Bell 1645 Manning Rd.
- Members closed/moved/new owners/names:
 - CLOSED: The Humble Baker 12150 Tecumseh Rd E.
 - Total Members closed due to COVID-19 (since March 2020 to current month) = 8

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

➤ Open – 398	
➤ Associate Members (No Vote) - 3	
➤ Empty Units/Bldgs. – 45	
➤ Empty Lots/– 16	
➤ Empty Commercial Houses – 12	
➤ Property Owners – 139 (29 Plazas)	
➤ Grand Total - 614	
Arts/Entertainment	6
Dining	56
Health & Wellness	135
Home/ Commercial Services	14
Professional Services	62
Retail	125
Vacant Lots	16
Property Owners	140
Vacant Units/Bldgs.	45
Residential/Commercial Houses	12
	614

6.4 COUNCIL REPORT –

Highlights from the June 23, 2020 Regular electronic Meeting of Council:

- Temporary Patios: Council acted to permit temporary patios for the hospitality sector to help facilitate COVID-19 Economic Recovery, authorizing By-Law 2020-48 setting out the process and guidelines for business owners. As part of the COVID-19 pandemic, businesses in the hospitality sector were closed to both dine-in and patio service with some businesses able to offer take out and delivery service instead. As part of the Province of Ontario's Framework for Reopening, restaurants, bars, food trucks and other food and drink establishments will be able to open for dining in outdoor areas only under Stage 2 of

the Framework. Additionally, hospitality businesses with a valid liquor licence who wish to temporarily extend the physical size of their existing licensed patio or temporarily add a new licensed patio will be authorized to do by the Alcohol and Gaming Commission of Ontario. This temporary measure will end on January 1, 2021 at 3:00 a.m. Licensed establishments must ensure they have municipal approval and meet all other applicable requirements to put these patio spaces in operation. In preparation for Stage 2 of the reopening process, many local businesses have been looking at either extending their existing patios or temporarily establishing new patio space to welcome back and safely service patrons for food and beverage. To facilitate these plans, Administration developed the Temporary Outdoor Patio Guidelines (the Guidelines) to assist business owners extend existing or establish new temporary patios on private and public property. The streamlined application process includes a template for a drawing of the proposed temporary patio or patio extension, an internal review process, inspection before opening and an agreement where the expanded patio encroaches onto public lands. While there are no application fees, a business owner who expands onto public lands will be required to cover the costs associated with entering into an agreement with the Town. The Guidelines are focused on maintaining public health and safety. The Town's Chief Building Official is authorized to inspect temporary patios and require adjustments to the patio in order to achieve compliance with the Guidelines. The application and Guidelines will be available on the Town's website and provided to the Tecumseh Business Improvement Area to share with their business members. Temporary patios will be permitted to operate up to January 1, 2021.

- Cancellation of Summer Recreation Programs: Council decided to cancel summer recreation programming including the Summer Day Camp and the Leisure Pool for 2020. The cancellation is a direct result of the current restrictions associated with COVID-19. Guidelines and recommendations for the operation of such programs are outlined in the Province of Ontario's Stage 2 Framework. Upon Administration's consideration of the format, facilities, staffing and operation costs, it was recommended that the 2020 Summer Day Camp and Leisure Pool programs be cancelled for 2020. In 2019, the Town provided summer camps for up to 70 children per day. Under the Stage 2 Framework guidelines, only 16 participants per day would be allowed. With this limited registration, the program revenues would not cover program expenses. Similarly, for the pool, swimming instruction could not be offered as physical distancing could not be maintained. Recreational swim occupancy would be reduced by 75% under the Stage 2 Framework guidelines. Revenues from such reduced occupancy would not cover the cost of lifeguards or the pool's mechanical system costs.
- Lakewood Park Food and Beverage Concession: Council approved the issuance of a Request for Proposals (RFP) to operate a concession operation at Lakewood Park. The previous agreement to operate Lakewood Café ended May 30, 2020. The RFP would provide for the concession operation at the former Lakewood Pro Shop Building and could include other commercial offerings that would fit within the envelope of the building and cater to the users of the park. The RFP will be released in July with a closing date in August. With the current COVID-19 restrictions it is not expected that the successful applicant would be operational until late 2020 or 2021. A report on the results of the RFP will be provided to Council at a later date.
- Windsor-Essex Provincial Offences Act Annual Report 2019: Council received the Windsor-Essex Provincial Offences Act (POA) Annual Report for 2019. Net profit received from POA charges was \$143,867 or 54% over 2018. The increase was due to significant increases in fines collected. POA revenues are highly dependent on the volume of charges laid and the type and quality of new charges laid. POA tickets are primarily made up of Highway Traffic Act offences but could include other provincial offences.
- 2020 Asphalt Paving Tender Award: Council approved the award of the approximately \$900,000 asphalt paving contract to Coco Paving Inc. for 2020 work. The following streets are included in the 2020 Asphalt Paving Program:
 - Beachgrove Road (full extent)
 - Pentilly Road (Beachgrove Road to cul de sac)
 - St. Thomas Street (Centennial Drive to Amberley Crescent)
 - Papineau Court (full extent)
 - Shields Street (Lesperance Road to St. Alphonse Avenue)
 - Odessa Drive (full extent)
 - Shawnee Road (Gouin Street to County Road 22)
 - Wellwood Court (full extent)
 - Thalthorpe Court (full extent)
- 2020 Tar and Chip Tender: Council approved the award of the approximately \$181,000 Tar and Chip tender to Shepley Road Maintenance. The 2020 Tar and Chip Program includes the tar and chip of the 9th and 10th Concession Roads from County Road 8 to South Talbot Road as well as tar and chip repair work and crack sealing at various locations throughout Town.

6.5 COMMITTEE REPORTS

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

1. License Plates – No current report.

2. COVID Signs – Three different style signs have been ordered and a notice to Members on Facebook and email that a limited quantity of these signs is now available. It was agreed for the Coordinator to get prices on disposal masks and small hand sanitizer bottles to distribute to Members.

6.5.2 Membership Committee

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

Tecumseh Dollars Report		June 30, 2020
Current Tecumseh Dollars Totals		
Transaction	Amount	Notes
Redeemed to Members*	\$24,700	*Dollars redeemed in 2020
Donated (\$5,000)	\$1,990	Does NOT include Holiday Draw (\$1,000)
Dollars Sold:		
Actual Value	\$19,420	
Discount 20%***	\$3,954	
Square Fee (Credit/Debit)	\$160	
Total Tecumseh Dollar Expense	\$4,114	
2020 Budget	\$14,000	Allocated Expense Total
Actual Tec Dollar Expenses	\$4,114	
Budget VS Actual	\$9,886	Balance
Outstanding Tecumseh Dollars*		
2020 Donated	\$1,610	
2020 Sold	\$7,550	\$9,160
2019 (Sold & Donated)	\$7,985	\$7,985
2018 Donated \$10	\$960	
2018 Donated \$5	\$185	\$1,145
Total Outstanding Liability		\$18,290
* Tecumseh Dollars that have been sold and/or donated		
but have not been redeemed by the BIA		
Current Inventory - Unused		
Type of Tecumseh \$	Quantity	Value
Sell* \$25	348	\$8,700
Sell* \$50	102	\$5,100
Total		\$13,800
Donate* \$10	24	\$240
Donate* \$25	104	\$2,600
Total		\$2,840

The Coordinator informed the Board that current Tecumseh Dollar inventory is:

\$7925.00 value of Tecumseh Dollars to sell and \$2790.00 to donate.

The Coordinator will order \$20,000 Tecumseh Dollars to sell and it was also suggested to ask customers where they plan on using their Tecumseh Dollars as well as create a marketing campaign to entice customers from all over Windsor Essex to purchase and spend Tecumseh Dollars with our Members.

2. Associated Membership Program –
 - o New Associate Members: None currently.
 - o Potential New Members:
 - Lombardi Barber Shop
 - Sherwin Williams

6.5.3 Streetscaping Committee

1. BIA Parkette – No report.
2. Bike Racks – No report.

6.5.4 Events Committee

1. 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.
2. Banner Contest – All but one student has picked up their award, copy of their drawing and taken their picture. The public can view all the banners and students on the BIA website on the Gallery without Walls page.

6.5.5 Governance Committee

1. Memorandum of Understanding - No report at this meeting.
2. COVID-19 Safe Workplace Policy – Waiting for feedback from the Clerk.

(TOTBBM – 7-7)

UNFINISHED BUSINESS

- 7.1 Way Finding Signage – Board agrees to differ this project.
- 7.2 Coordinator Position – The Chair has contacted the candidate and due to childcare limitations can start employment in September 2020.
- 7.3 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.
- 7.4 Beautification Projects – Garbage Cans, Bus Stop, Mural – differ to next Board meeting.

(TOTBBM – 8-7)

NEW BUSINESS

- 8.1 None currently.

(TOTBBM – 9-7)

NEXT MEETING

The next regular general meeting is scheduled on **Wednesday, August 12, 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 – 10-7)

ADJOURNMENT

Motion: (BBM-24/20)

Moved by: J. Champoux

Second by: B. Houston

THAT there being no further business, the July 8, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:20 PM.

CARRIED.

APPROVED.

**DRAFT ONLY
MINUTES NOT APPROVED**

Candice Dennis, Chair

Paula Rorai, Coordinator