



# 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, August 12, 2020* held electronically at 6:00 PM.

Live stream is available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)

(TOTBBM-1-8)

**CALL TO ORDER**

The meeting is called to order at 6:01 p.m. by Candice Dennis, Chair

(TOTBBM –2-8)

**ROLL CALL**

Chair	Candice Dennis
Vice Chair	Michael Kennedy
Treasurer	Paul Bistany
Director	Brian Houston
Director	Linda Proctor
Director	Jules Champoux
Councilor	Andrew Dowie

Regrets:	Director	Scott Harris
	Director	Shane Meloche

Absent: Director Joseph Fratangeli

Minute Taker: Coordinator Paula Rorai

Live Stream: 4 people watching

(TOTBBM – 3-8)

**DISCLOSURE OF PECUNIARY INTEREST** - No disclosure at this meeting.

(TOTBBM – 4-8)

**DELEGATIONS** – No delegations at this meeting.

(TOTBBM – 5-8)

**COMMUNICATIONS**

5.1 TOTBIA Board of Management Meeting Minutes

**Motion: (BBM-25/20)** Moved by: P. Bistany  
 Second by: L. Proctor

**THAT** the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on July 8, 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 has no separate report, discusses issues and provides feedback with Marketing Committee and Unfinished Business sections.

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

<b>Treasurer's Report for the period ending:</b>		<b>07-31-2020</b>
<b>BIA Operating Account (8111130)</b>	Bank Balance stands at:	\$ 27,341.03
Outstanding Cheques	see detail page	\$ (1,325.19)
BIA Ledger Balance stands at:		<u>\$ 26,015.84</u>
<b>BIA Reserve Account -</b>	Balance last month	\$ 35,554.10
	Transfer from Operating	\$ 50,000.00
	Interest	\$ 88.59
		<u>\$ 85,642.69</u>
<b>Outstanding Receivables</b>	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:	\$ 340.55
Deposit Clearing		\$ 4,960.00
Square		\$ -
Prepaid Expenses & Deposits		\$ 2,333.27
<b><u>Total BIA Current Assets :</u></b>		<b><u>\$ 119,447.35</u></b>
<b>Tecumseh Dollars</b>	Current Outstanding	<b>\$ 23,220.00</b>
Other BIA Liabilities and Equity :	from Xero report	\$ 96,227.35
<b><u>Total BIA Liabilities and Equity :</u></b>		<b><u>\$ 119,447.35</u></b>
<b>Year To Date Levy Requisition: 2020</b>	1st Quarter @ March 31	\$ 29,250.00
	2nd Quarter @ June 30	\$ 36,750.00
	3rd Quarter @ September 30	
	4th Quarter @ December 31	
<b>Total Levy received to Date:</b>		<u>\$ 66,000.00</u>

<b>Tecumseh Business Improvement Area</b>						
<b>BIA Operating Account - # 8111130</b>						<b>07/31/2020</b>
<b>Outstanding Payments</b>						
2020-04-02	Cheque #2147 Ocean Bottom Soap Co					-80.00
2020-04-06	Cheque #2154 Texthelp Inc.					-\$113.36
2020-06-29	Payroll Cheque: Paula Rorai					-\$1,131.83
						<b><u>-1,325.19</u></b>
<b>Outstanding Receivables</b>						
						<b><u>\$ -</u></b>
<b>Operating Account - activity</b>						
<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Reference</b>	<b>Debit</b>	<b>Credit</b>	<b>Running Balance</b>
<b>BIA Operating Account - WFCU</b>						
<b>Opening Balance</b>				<b>78,530.45</b>	<b>0.00</b>	<b>78,530.45</b>
02 Jul 2020	Payable Payment	Payment: Paula Rorai	2184	0.00	1,103.00	77,427.45
02 Jul 2020	Receive Money	Square		77.88	0.00	77,505.33
03 Jul 2020	Receive Money	Square		389.40	0.00	77,894.73
06 Jul 2020	Bank Transfer	Bank Transfer from BIA Operating Account - WFCU to WFCU VISA #7837		0.00	81.64	77,813.09
06 Jul 2020	Payable Payment	Payment: Danilo's Enterprises Limited	Jul 2020	0.00	1,000.00	76,813.09
07 Jul 2020	Receive Money	Deposit		2,600.00	0.00	79,413.09
07 Jul 2020	Payable Payment	Payment: Just Cork It		0.00	300.00	79,113.09
07 Jul 2020	Payable Payment	Payment: Three Lambs Registry & Baby Boutique		0.00	3,125.00	75,988.09
07 Jul 2020	Payable Payment	Payment: Tecumseh BIA		0.00	534.00	75,454.09
07 Jul 2020	Payable Payment	Payment: By The Book	EFT 07.07.20	0.00	2,224.69	73,229.40
07 Jul 2020	Receive Money	Square		1,947.00	0.00	75,176.40
08 Jul 2020	Payable Payment	Payment: By The Book	EFT 07.08.20	0.00	45.20	75,131.20
09 Jul 2020	Receive Money	Square		194.70	0.00	75,325.90
10 Jul 2020	Receive Money	Square		817.74	0.00	76,143.64
13 Jul 2020	Payable Payment	Payment: Kelcom	X9039731	0.00	26.02	76,117.62
14 Jul 2020	Payable Payment	Payment: Receiver General - Payroll	EFT 07.14.20	0.00	735.70	75,381.92
15 Jul 2020	Receive Money	Square		3,894.00	0.00	79,275.92
15 Jul 2020	Payable Payment	Payment: Rock Mortgage Group	BIA July 2020	0.00	42.35	79,233.57
15 Jul 2020	Payable Payment	Payment: Three Lambs Registry & Baby Boutique		0.00	3,325.00	75,908.57
15 Jul 2020	Bank Transfer	Bank Transfer from BIA Operating Account - WFCU to BIA Reserve Account - WFCU		0.00	50,000.00	25,908.57
16 Jul 2020	Payable Payment	Payment: Paula Rorai	2191	0.00	590.53	25,318.04
16 Jul 2020	Payable Payment	Payment: Paula Rorai	2192	0.00	1,131.83	24,186.21
17 Jul 2020	Payable Payment	Payment: Town of Tecumseh	3914	0.00	834.43	23,351.78
22 Jul 2020	Receive Money	Square		681.45	0.00	24,033.23
24 Jul 2020	Receive Money	Square		2,959.44	0.00	26,992.67
24 Jul 2020	Receive Money	Deposit		128.00	0.00	27,120.67
29 Jul 2020	Payable Overpayment	Overpayment: Town of Tecumseh		0.00	45.00	27,075.67
30 Jul 2020	Payable Payment	Payment: Paula Rorai	PPE 07.25.2020	0.00	1,131.83	25,943.84
31 Jul 2020	Receive Money	WFCU		72.00	0.00	26,015.84
<b>Total BIA Operating Account - WFCU</b>				<b>13,761.61</b>	<b>66,276.22</b>	<b>26,015.84</b>
<b>Closing Balance</b>				<b>26,015.84</b>	<b>0.00</b>	<b>26,015.84</b>
<b>Total</b>				<b>13,761.61</b>	<b>66,276.22</b>	<b>(52,514.61)</b>

**Motion: (BBM-26/20)**

Moved by: B. Houston

Second by: J. Champoux

**THAT** the Month End Treasurer's Reports as of July 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 \$295 is not refundable; it will be carried over to be used in 2021.

**Membership Statistics**

- NEW businesses/members in the BIA area:
  - The Beauty Refinery – 12357 Tecumseh Rd E.
  - The Psychic Reader – 12069 Tecumseh Rd E.
  - Taco Bell - 1645 Manning Rd.
  - Globally Local – 13462 Tecumseh Rd. E.
- WAITING FOR THESE NEW MEMBERS TO OPEN
  - Freshii 1645 Manning Rd.
- CLOSED/MOVED/NEW NAME/OWNER:
  - NEW LOCATION: Tecumseh Laser Center – 1116 Lesperance Rd.
  - CLOSED: Tecumseh Urgent Care Clinic – 11811 Tecumseh Rd. E.
  - NEW NAME: Sir Richard's Wine & Ale House (formerly The Spitfire Pub) – 11828 Tecumseh Rd. E.
  - SELLING/CLOSING: Bedazzle, Jacobs, Merle Norman
  - Total Members closed due to COVID-19 (since March 2020 to current month) = 9

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

➤ Open – 395	
➤ Associate Members (No Vote) - 3	
➤ Empty Units/Bldgs. – 47	
➤ Empty Lots/– 16	
➤ Empty Commercial Houses – 12	
➤ Property Owners – 140 (29 Plazas)	
➤ <b>Grand Total - 613</b>	
Arts/Entertainment	3
Dining	57
Health & Wellness	135
Home/ Commercial Services	14
Professional Services	62
Retail	124
Vacant Lots	16
Property Owners	140
Vacant Units/Bldgs.	45
Residential/Commercial Houses	12
	<b>610</b>

6.4 COUNCIL REPORT –

Highlights from the July 14, 2020 Regular Meeting of Council

- 2019 Strategic Priorities Report Out: Council received a Report Out on the accomplishments of the 2019-2022 Strategic Priorities in 2019. Strategic Priorities are identified by Council at the beginning of each term, reviewed periodically for updates and incorporated into all municipal work-plans. The final report on accomplishments for 2019 is available online at: [www.tecumseh.ca/strategicpriorities](http://www.tecumseh.ca/strategicpriorities).

- Reopening Town Hall: Council received a report on the plans to reopen Town Hall for front line services following the closure in March 2020 due to the COVID-19 pandemic. The process to reopen Town Hall will begin on July 20, 2020 when the Town will offer in-person drop-in services from 1 to 4:30 p.m. on weekdays. Appointment-based in-person services will also be available. Reopening will be staged to take into consideration employee/visitor public health and safety measures as well as accommodate the timeline for the completion of the Town Hall renovation project. The reopening will not preclude continued on-line, drop box, and phone service delivery and those seeking out Town services are strongly encouraged to continue to utilize online, phone and drop box options. Additional information is available on the Town's website at [www.tecumseh.ca](http://www.tecumseh.ca)
- Dog Control Services: Council approved the two-year renewal of the agreement between the Town and Phillip A. Byrne for dog control services. The new agreement will terminate on December 31, 2022 and the cost of services is \$11,900 plus HST each year. Mr. Byrne has provided dog control services to the Town for the last four years and his current contract was set to expire at the end of this year.
- 2019 Year-End Variance: Financial Services reported a 2019 Year-End tax-supported surplus of \$913,981, which will be transferred as follows: \$855,181 operating fund surplus to the Infrastructure Reserve and \$58,800 capital fund surplus to the Infrastructure Reserve. The surplus is a result of reduced electricity and insurance costs, reduced salary, and wages in 2019, an increase in construction permit revenue and a number of road contracts coming in under budget. The Infrastructure Reserve is used to fund new capital projects with the funds held in an interest-bearing account until required for capital projects.
- Hotel Dieu Grace Healthcare Letter of Intent: Council authorized the execution of the Letter Of Intent between Hotel Dieu Grace Healthcare (HDGH) and the Town to construct a Cardiac Wellness, Stroke and Pulmonary Rehabilitation Satellite Facility within the proposed Multi-Use Sportsplex. The letter is the result of meetings with HDGH to formulate proposed terms for a capital contribution and operational agreement for the facility.
- 3455 North Talbot Road: Council received a report on the proposal to hold a public meeting on the zoning application for 3455 North Talbot Road to amend the Sandwich South Zoning By-law 85-18 from "Industrial Zone M-1" to site specific "Business Park Zone". The change will allow for general/business offices, professional offices, a union hall, restaurants, craft industries/specialty workshops and retail sales as permitted uses for the site. The meeting will be scheduled once Council formally approves the holding of virtual public meetings. A report on the holding of virtual meetings is expected at the next or subsequent Regular Meeting of Council.
- Community Mediation: Council received a presentation from Family Services Windsor-Essex and St. Clair College's School of Community Studies on their "Community Mediation Program" and authorized entering into a one-year Pilot Community Mediation Program. Community Mediation Windsor-Essex (CMWE) is a free service offered through the Family Services Windsor-Essex Counselling and Advocacy Centre. The program would assist Town residents in resolving neighbourhood conflicts/disagreements that involve an issue that is not resolved by a Town by-law or regulation. The Town would use the services of CMWE under circumstances where it is believed that mediation would be of assistance in order to resolve points of conflict. The process would be fully reliant on the willingness of both neighbours to engage in the services. The Town would provide meeting space within Town facilities at no cost and meeting public health guidelines and regulations as per the COVID-19 pandemic. It is currently expected that the one-year pilot project would begin in September 2020. At the end of the pilot project period, the program would be evaluated in terms of the uptake and rate of success along with whether the service was deemed to have offered a valuable service to the Town and its residents.
- Portable Signs: Council received a report on the temporary moratorium on fees and regulations governing portable signs during the COVID-19 emergency. This measure will provide relief for businesses seeking to undertake additional storefront advertising to boost economic recovery. The moratorium will include the waiving of fees, display time periods and the three-sign maximum for multiple tenant properties. The waiver will apply for the duration of the Town's declared state of local emergency related to COVID-19 and business owners will still be required to apply for a sign permit to ensure compliance with all other requirements of the Portable Sign By-Law. Once the state of local emergency is over, signs will need to be removed within 10 days.
- Sandwich South Zoning By-Law: Council received a report on a proposed housekeeping zoning by-law amendment to Sandwich South Zoning By-Law 85-18 and authorized the holding of a public meeting once Council formally approves the holding of virtual public meetings.
- There are currently three separate settlement areas in the Town's current Official Plans that collectively identify areas where long-term urban uses are to be established. Within each of these three settlement areas, future development lands are either within a Hamlet Development Designation (requiring further study and Official Plan amendments to determine and identify the ultimate preferred urban land uses) or a specific urban land use designation (such as the Maidstone Hamlet Residential designation). These future development lands in the three settlement areas continue to be zoned "Agricultural (A)" in the corresponding Zoning By-Law, recognizing the current use of the property for farming prior to their development

and conversion to urban uses. Although land being used for agricultural uses is a common and normal precursor to the process of urbanization, there are instances where the introduction of more intensive agricultural uses on these lands can frustrate the long-term objective for their conversion to urban uses. As such, it is prudent and appropriate to proceed with a housekeeping amendment to the Zoning By-law that would have the effect of placing the properties currently zoned Agricultural (A) Zone and that are within an identified settlement area into a restrictive Agricultural (A) Zone. This restrictive Agricultural (A) Zone would allow agricultural uses with the exception of livestock intensive agricultural uses, mushroom farms and greenhouse operations

#### Highlights from the July 28, 2020 Regular Meeting of Council

- **Town Policing:** Council received a presentation from the Tecumseh OPP relating to the drop in satisfaction in service received during the Citizen Satisfaction Survey in 2019. The presentation outlined the detachment's priorities and detailed calls for service in each individual ward. During the presentation, Council was advised that 142 traffic enforcement activities have occurred to date this year including 54 in the month of July alone. Tickets issued in July were for multiple infractions including speeding, failure to stop at a stop sign and stunt driving. 9-1-1 misdials and false alarms are down 90% over last year however calls for theft, break and enter and motor vehicle collisions are up. The OPP encourage residents and property owners to lock their homes, garages, sheds and vehicles and call the OPP's non-emergency number (1-888-310-1122) to report traffic issues immediately as this is the best way to track the areas of concern and ensure continued follow up.
- **Electronic Meetings:** Council further amended the Procedural By-law to provide for the holding of statutory public meetings and other public consultation meetings via electronic means. These amendments set out the process to conduct virtual meetings for statutory public meetings under the Planning Act; statutory meetings for reports prepared under the Drainage Act; other matters Council deems necessary and appropriate to seek public input; and, public information centres for capital projects, master plans and special projects.
- There will be two ways for the public to participate in these meetings:
  - By making a written submission to the Clerk's Office for inclusion in the agenda of the meeting;
  - To participate as a delegation via registration using the Online Delegation Request Form or by contacting the Clerk's Office.
- Registration to participate electronically or submit written comments is extended to noon on the day the Council agenda is published (the Thursday prior to the meeting). Additionally, supplementary delegation requests or written submissions will be accepted until noon the day of the meeting.
- Electronic participation by interested parties/members of the public would otherwise follow the rules and regulations for in-person attendance as set out by the Town's Procedure By-Law.
- A new Livestreaming Policy was adopted by Council to make it known that by attending a meeting electronically, attendees are consenting to their image, voice, comments and presentations being recorded and published.
- **COVID-19 Financial Relief:** Council received a report outlining the extension of most financial relief measures due to the COVID-19 pandemic to September 30, 2020 for: waiving late payment penalty/interest charges associated with property taxation or water/wastewater billings; waiving "non-sufficient funds" charges on property tax payments; and extending the Dog Tag/Licence fee of \$20 and the Kennel License fee of \$100. Transit fees on Tecumseh Transit will be waived until September 7, 2020, which is Labour Day, following which the regular 2020 schedule of fees will resume. These measures are a continuation of the ongoing COVID-19 financial measures implemented in April 2020.
- **Re-opening Tecumseh Arena:** Council approved Scenario 1 for the re-opening of the Tecumseh Arena to provide one ice surface for rentals as of August 10, 2020. The second ice surface will reopen for rentals in September 2020. While the Arena has been closed, staff have undertaken a number of projects and improvements in the Arena including completing all 2020 Capital Projects. Staff has also completed a deep clean of the entire facility, finished painting and repair of walls, replaced lighting to LED, and stripped and re-waxed all floors. Arena staff has also completed work at St. Clair Beach Community Centre. Scenario 2 was to reopen both ice surfaces in September 2020.
- In the 2020 budget approved last December, the net expenditure forecast for the year was \$571,000. With the continued closure of the Arena to the end of 2020 (closed for 3 seasons), the net expenditure was forecast at \$811,000. With either operating Scenario 1 or 2, net expenditure can be reduced by approximately \$115,000 to finish the year with a net expenditure of \$696,000.

#### Highlights from the August 11, 2020 meetings of Council

- Zoning Application—North Talbot Road: Council held a public meeting to receive public and agency input on the application to rezone a 1.0 hectare (2.4 acre) property situated on the south side of North Talbot Road, approximately 40 metres (130 feet) east of its intersection with Hennin Drive (3455 North Talbot Road), from “Industrial Zone (M1)” to a site-specific “Business Park Zone (BP)”. The change will permit the addition of general/business offices, professional offices, a union hall, restaurants, craft industries/specialty workshops and retail sales as permitted uses. A follow-up Administrative Report will be prepared to summarize public input and prepare a by-law for Council’s consideration.
- 11870 Tecumseh Road: Council recommended that the County of Essex approve the Proposed Plan of Condominium 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. Council previously approved a site control plan agreement in May of this year.
- Boundary Adjustment Agreement and the County Road 43 Class Environmental Assessment Study: Council received a report on the current status of a Boundary Adjustment Agreement reached with the City of Windsor and County of Essex in 2003. While the Town and the City of Windsor have completed their agreed upon terms within the agreement, the County of Essex has not completed its obligations under the agreement, most notably the diversion of County Road 43 to connect Banwell Road with the 11th Concession. The County of Essex completed the Environmental Study Report for County Road 43 in 2009 and, in accordance with the Boundary Adjustment Agreement, design and construction was to be completed within 5 years. The County has not completed design and construction more than 10 years later.
- Tecumseh Administration has been in discussions with County Administration since 2018 for various studies and projects including the detailed design of County Road 42 which includes the diversion of County Road 43. County Roads 42 and 43, in the general area of Lesperance and Banwell, frame the Tecumseh Hamlet settlement area, one of the last remaining designated growth areas within the Town. Council has prioritized development as a strategic priority in this term of office. The lack of progress on this matter has a direct impact on the Town’s ability to ready the adjacent lands within the Tecumseh Hamlet for development.
- Council approved Administration’s request that Town Council formally advise County Council of the outstanding obligations of the Agreement and requested a motion of County Council to:
  - honour the County’s obligations set out in the 2003 Boundary Adjustment Agreement
  - complete a detailed design that is consistent with the recommended solution identified in the 2009 Environmental Study report
  - prioritize detailed design in 2020/2021, with construction to commence no later than 2023
- Golden Age Parkette: Council declined a request to purchase lands within the Golden Age Club Parkette on Tecumseh Road. One of the property owners that abuts the Golden Age Parkette had requested to purchase some of the greenspace to extend their property.
- Face Covering Policy: Council adopted By-law 2020-55 “Face Covering Policy for Visitors and Contractors” thereby approving a policy to provide for the wearing of face coverings/masks within Town buildings during a pandemic and/or when recommended by the Medical Officer of Health. The policy follows the Order of the Windsor-Essex County Health Unit (WECHU) Medical Officer of Health that face masks be worn inside commercial/business establishments throughout Windsor-Essex. The Town policy will prohibit entry to anyone not wearing a mask during a pandemic. The policy is now in effect and all visitors and contractors must wear a mask while inside Town facilities unless otherwise specified (for example while using the ice surface in the Tecumseh Arena or if exempt through the WECHU Order).
- 2021 Business Plan and Budget Timetable: Financial Services presented the schedule for the 2021 Business Plan and Budget consultation and delivery. As part of the schedule, Council consultation will occur on September 22, 2020 with public consultation to follow September 24 to October 16. Council deliberation is scheduled for January 2021 with adoption January 26, 2021. The ongoing COVID-19 situation has required that some additional time for business plan and budget development to occur this year. Full details on the schedule and opportunities for consultation will be shared publicly on the Town’s website and social media as well as in the Essex Free Press.
- Budget Variance: Council approved the Budget Variance Report for amounts at June 30, 2020. The variance report looks at both operating and capital budgets. Based on contributions from all departments, the 2020 June Variance analysis projects a year-end deficit of \$144,000. Final budget variances will be known in early 2021.
- Tecumseh Transit: Council received a six-month report on Tecumseh Transit for January to June of this year. The ridership from showed a higher rate of users relative to the first two months in 2019. The COVID-19 pandemic resulted in declining ridership from a high of 89 riders per day in February to a low of 9 riders per day in April. The Tecumseh Transit Service feeds into Windsor Transit which was idled from March 26 to May 4. Transit fees in Tecumseh were reduced to \$0 in March in an effort assist citizens with their transportation needs. Riders became more comfortable with the service and ridership increased to an average of 25 riders per day in June. The most popular transits stops include the two stops on Tecumseh Road in the vicinity of Southfield Drive (coming from/going to Tecumseh Mall) and the Food Basics Store on Manning Road.

There is a decrease in revenue of 55% compared to 2019, directly related to the drop in ridership due to the pandemic. The contract for transit service expires at the end of 2020 with an option for extension. Administration will evaluate the service options and report back to Council in the fall.

- Six month Permit Report: Council received a report summarizing the permits issued for the first six months of 2020 and compared the values of the same period over 2019. The Provincial Emergency regarding COVID-19 was declared March 17, 2020 and continued through the six month period. There was a general decline in construction activity overall while the Town continued to process and issue permits through the period. For the period of January to June 2020, 156 permits were issued, 17% less than this time last year and had a value of \$7,950,095 or 38% less than this time last year.
- Safety Policy for Virtual Recreation Programming: Council approved the Virtual Recreation Programming and Online Safety Policy for the delivery of virtual recreation programming, the first of which is set to get underway on July 31, 2020. The policy will guide the development and implementation of online recreational programming to ensure safety in the online environment. It applies to any technical application where Parks and Recreation Department members are engaged in online business activities.
- 11870 Tecumseh Road: Council approved an application for tax relief for the Gateway Tower development by Valente Development Corporation to be built at 11870 Tecumseh Road, north of the intersection with Southfield Drive. The grant under the Community Improvement Plan's Building and Property Improvement Program provides a 100% reduction to the incremental annual increase in the municipal portion of property taxes on an eligible property for a five year period of time. Valente plans to construct a six-story, 99-unit apartment building on the site and the estimated municipal tax levy increase would be approximately \$150,000 per year. Total tax relief for this project over 5 years would be approximately \$750,000. Following the 5-year grant period, all municipal taxes levied would be retained by the Town. Previously Valente received a CIP grant of \$100,000 under the Development Charges Grant stream for the project.
- Application to Rail Safety and Improvement Program: Council authorized the submission of an application under the Rail Safety and Improvement Fund for the VIA Rail crossing at Lesperance Road. The Town had previously applied for funding under this program in July 2019 and recently learned the application was unsuccessful. The Government of Canada has announced a second intake of the program. As part of inspections of railway crossings in Canada, VIA Rail advised the Town in 2017 that the crossing at Lesperance Road required a major improvement to the road grade north of the tracks, re-painting of the road lines and consideration for additional safety measures. The Town is requesting the full grant amount of \$500,000 which will be used as part of the estimated \$1.5. million total project costs. Should the Town be successful in this round of applications, detailed design would be undertaken in 2021, with construction to follow in 2022. This sets the project back a year from when it was previously scheduled for design and construction. This delay is necessary so that all costs remain eligible; any expenses incurred prior to funding approval are ineligible. The deadline to apply is August 1, 2020.

## 6.5 COMMITTEE REPORTS

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

1. License Plates – A new supplier has been selected which is delaying the delivery of the plates.
2. COVID Signs – All signs have been distributed; over 20 Members requested signs and were very appreciative of the free signs
3. COVID PPE – Over 175 gift bags that included 10-15 disposal masks and small hand sanitizer bottle was hand delivered to Members thanks to M. Kennedy, L. Proctor and P. Rorai. Members were extremely appreciative of the gift bags.

### 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 July 2020:



Tecumseh Dollars Report		July 31, 2020
<b>Current Tecumseh Dollars Totals</b>		
Transaction	Amount	Notes
Redeemed to Members	\$31,535	\$6,835.00 reimbursed in July
Donated (\$5,000)	\$2,240	Does NOT include Holiday Draw (\$1,000)
<b>Dollars Sold:</b>		
Actual Value	\$42,295	\$22,875 sold in July
Discount 20%***	\$8,329	s/b \$8459 (\$130)
Square Fee (Credit/Debit)	\$456	
<b>Total Tecumseh Dollar Expense</b>	<b>\$8,785</b>	
2020 Budget	\$14,000	Allocated Expense Total
Actual Tec Dollar Expenses	\$8,785	
<b>Budget VS Actual</b>	<b>\$5,215</b>	Balance
<b>Outstanding Tecumseh Dollars*</b>		
2020 Donated	\$1,785	
2020 Sold	\$14,900	\$16,685
2019 (Sold & Donated)	\$7,975	\$7,975
2018 Donated \$10	\$960	
2018 Donated \$5	\$185	\$1,145
<b>Total Outstanding Liability</b>		<b>\$25,805</b>
* Tecumseh Dollars that have been sold and/or donated but have not been redeemed by the BIA		
<b>Current Inventory - Unused</b>		
Type of Tecumseh \$	Quantity	Value
Sell* \$10	351	\$3,510
Sell* \$25	157	\$3,925
Sell* \$50	0	\$0
Total		<b>\$7,435</b>
Donate* \$10	10	\$100
Donate* \$25	100	\$2,500
Total		<b>\$2,600</b>

P. Bistany notices that the year to date total value of Tecumseh Dollars sold and the total Tecumseh Dollar Expense (20% discount) year to date total is not accurate. The Coordinator will review the report and provide feedback the next day to the Board.

The Chair informs the Board that as of today's date, there are no Tecumseh Dollars to sell. There is a discussion on whether to issue additional Tecumseh Dollars due to the continued success and demand by the public. The Board agrees to issue an additional \$40,000 Tecumseh Dollars to sell and acknowledges that the 20% discount will increase the 2020 Budget Tecumseh Dollar Expense allocation over \$8,000 plus debit/credit fees.

The Chair shares the success of the past 6 week Facebook Freebie Fridays and asks the Board if they agree to continue with this program which asks the public on the BIA Facebook page for different/various responses and the best one will be chosen to receive \$50 Tecumseh Dollars. The Board agrees to continue but not for every Friday.

2. Associated Membership Program –
  - New Associate Members: None currently.
  - Potential New Members:
    - Lombardi Barber Shop
    - Sherwin Williams
    - The Cheese Factory
    - Silver Tee Golf

#### **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. The Chair asks the Board if this event should be cancelled due to COVID. The Board agrees to cancel and asks the Coordinator to confirm if the deposit is refundable. The Board also agrees that the Executive Team make any decisions regarding the Christmas Party.
2. Banner Contest – All but one student has picked up their award, copy of their drawing and taken their picture.

#### **6.5.5 Governance Committee**

1. Memorandum of Understanding – Waiting for feedback from the Clerk.
2. COVID-19 Safe Workplace Policy – Waiting for feedback from the Clerk.

**(TOTBBM – 7-8)**

#### **UNFINISHED BUSINESS**

- 7.1 Way Finding Signage – Differ this project.
- 7.2 Coordinator Position – The Chair informs that the candidate has declined the employment offer. The Chair will dispatch a new employment posting before the end of this week. The Chair asks Directors for assistance with interviewing selected candidates and L. Proctor volunteers. B. Houston states that he will forward this information to the Clerk and CAO.
- 7.3 Beautification Projects – Garbage Cans, Bus Stop, Mural – differ to next Board meeting.

**(TOTBBM – 8-8)**

#### **NEW BUSINESS**

- 8.1 2021 BIA Budget Draft – The Chair asks for volunteers who would like to help create the first draft of the 2021 budget; L. Proctor and P. Bistany will assist with the Chair and Coordinator. The first draft will be ready to present to the Board at the next Board meeting and to the Members at the AGM on October 14, 2020.

- 8.2 'Ask the Experts' feature on Facebook - The Chair shares an idea of a new medium to use to help promote our Members with Eyes on Windsor. This feature will be more cost efficient and able to reach a larger demographic within Windsor Essex. Additional costs, time frame and layout will be shared with the Board at the next meeting.
- 8.3 Future Board Meetings – The Chair asks if electronic board meetings should continue and everyone agrees that it is best to continue with electronic meetings including the Annual General Meeting in October. Notices to Members will be send via email, postings on Facebook and Twitter and the draft budget will be posted on the BIA website. Members will be asked to send comments, concerns regarding the 2021 budget to the BIA office two weeks prior to the AGM.

(TOTBBM – 9-8)

**NEXT MEETING**

The next regular general meeting is scheduled on **Wednesday, September 9, 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](http://www.tecumsehbia.com)

(TOTBBM – 10-8)

**ADJOURNMENT**

**Motion: (BBM-27/20)**

Moved by: P. Bistany

Second by: B. Houston

**THAT** there being no further business, the August 12, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:21 PM.

**CARRIED.**

**APPROVED.**

**DRAFT ONLY  
MINUTES NOT APPROVED**

Candice Dennis, Chair

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Paula Rorai, Coordinator