

**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, December 9, 2020 held electronically at 6:00 PM.
Live stream is available on the BIA website at www.tecumsehbia.com**

(TOTBBM-1-12)

Call to Order

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

(TOTBBM –2-12)

Roll Call

Chair	Candice Dennis
Treasurer	Paul Bistany
Councilor	Brian Houston
Councilor	Andrew Dowie
Director	Linda Proctor
Director	Jules Champoux
Director	Scott Harris
Director	Joseph Fratangeli
Director	Shane Meloche
Director	Jessica Fowler
Director	James Dowie

Regrets:

Absent:

Minute Taker: Coordinator Denise Pelaccia

Guest:

Live Stream:

(TOTBBM – 3-12)

Disclosure of Pecuniary Interest- No disclosure at this meeting.

(TOTBBM – 4-12)

Delegations– No delegations at this meeting.

(TOTBBM – 5-12)

Communications

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-38/20) Moved by: Linda Proctor
Second by: Paul Bistany

That the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on November 18, 2020 be approved as distributed.

Approved.

Carried.

5.2 Letters From– Letter from Mayor McNamara- Seasons Greetings.

(TOTBBM – 6-12) Reports

Chair Report – C. Dennis has no separate report, discusses issues, and provides feedback with Marketing Committee and Unfinished Business sections.

Treasurer Report: P. Bistany reports on the month end financial report:

Tecumseh BIA 2020 Month End Financial Report

Treasurer's Report for the period ending: November 30, 2020

BIA Operating Account (8111130) Bank Balance stands at:	\$19,781.54
Outstanding Cheques:	\$(8,188.59)
BIA Ledger Balance stands at:	\$11,592.95
BIA Reserve Account Bank Balance stands at:	\$86,010.17
Interest:	\$120.17
Total:	\$86,130.34
Outstanding Receivables:	\$260.00
WFCU – Share Capital #1:	\$85.00
WFCU – Patronage Shares #4:	\$60.00
WFCU – Patronage Shares #44:	\$10.00
BIA Petty Cash Stands at:	\$1,000.00
Deposit Clearing:	\$0.00
Square Fees:	\$0.00
Prepaid Expenses & Deposits:	\$2,333.27

TOTAL BIA CURRENT ASSETS: \$101,471.56

Tecumseh Dollars Current Outstanding:	\$42,475.00
Other BIA Liabilities and Equity: from Xero report:	\$58,996.56
TOTAL BIA LIABILITIES AND EQUITY:	\$101,471.56

Year to Date Levy Requestion: 2020 1st Qtr. on March 31:	\$29,250.00
2nd Qtr. on June 31:	\$36,750.00
3rd Qtr. on September 30:	\$33,000.00
4th Qtr. on December 31:	\$0.00
TOTAL LEVY RECEIVED TO DATE:	\$99,000.00

Motion: (BBM-39/20) Moved by: Jules Champoux
Second by: Scott Harris

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

Approved.

Carried.

Coordinator Report– D. Pelaccia reports the following:

Membership Statistics

NEW BUSINESSES/MEMBERS IN THE BIA AREA:

- Vipe Vapour (13300 Tecumseh Rd. E. -Green Valley Plaza)
- SRT Accounting Inc. (12218 Riverside Dr. E.) - Grand Opening on December 10th from 10:00 AM- 2:00 PM, Ribbon-Cutting Ceremony at Noon

MEMBERS PREPARING TO OPEN:

- Hurry Curry (13420 Tecumseh Rd. E. -St. Clair Beach Shopping Centre)
- Herbal One (13300 Tecumseh Rd. E. -Green Valley Plaza)
- Jessica M Cosmetics Medi-Spa & Salon (13158 Tecumseh Rd. E., Unit 1 -Tecumseh Business Plaza) *Opens January 5th, 2021
- Food Fusion (12150 Tecumseh Rd. E. -Main Street)

MEMBERS CLOSED/MOVED/NEW OWNERS/NAMES:

- Tina Poulin, RMT (152 Lesperance Rd. -located in Tecumseh Laser Centre)
- The Travel Zone (13300 Tecumseh Rd. E. -Green Valley Plaza)

MEMBERS PREPARING TO CLOSE:

- Merle Norman (13300 Tecumseh Rd. E. -Green Valley Plaza)
- 27 Members closed since March 20, 2020

Current Status and Total Number of Members by sector in December 2020 VS. November 2020:

- Open – 400 VS. 391
- Associate Members – 3 VS. 3
- Empty Units/Bldgs. – 45 VS. 50
- Empty Lots/– 16 VS. 16
- Empty Commercial Houses – 12 VS. 12
- Property Owners – 140 (27 Plazas) VS. 140 (27 Plazas)
- Grand Total – 613 VS. 612

Arts/Entertainment	3 VS.
Dining	55 VS. 55
Health & Wellness	137 VS. 136
Home/Commercial Services	14 VS. 14
Professional Services	63 VS. 63
Retail	125 VS. 120
Vacant Lots	16 VS. 16
Property Owners	140 VS. 140
Vacant Units/Bldgs.	45 VS. 50
Residential/Commercial House	12 VS. 12
TOTAL MEMBERS (VOTE)	610 VS. 609

New Associate Members:

- None currently

Potential New Members (pending due to COVID):

- Lombardi Barbershop
- Sherwin Williams Paint
- Silver Tee Golf
- The Cheese Factory

BIA Social Media:

- Instagram has been created for the Tecumseh BIA
- Current followers:

BIA Facebook Page Stats:

- Since the beginning of launching the “I Spy” Holiday Draw on November 2nd- current date (November 11th):
 - People Post Reached: 15,300 (up 224%)
 - Post Engagements: 14,900 (up 1000%)
 - Page Likes: 179 (up 130%)
- 40 businesses partaking when only 20 were needed/anticipated- created “double days” to fit them all in.
- More businesses are asking to jump on- were told we are at capacity, but will promote in other ways, like Eyes on Tecumseh or more giveaways using Tina the Tecumseh BIA Llama in the future- all have been okay with that response.
- Since this social media campaign launched, we have received an overwhelming amount of phone calls and emails inquiring about Tecumseh Dollars.
- Have posted Tecumseh Dollars are sold out for 2020 on our socials, but to stay tuned for 2021 inventory inquiries/release date on selling Tecumseh Dollars.

Future BIA Social Media Projects:

- Potential Zoom Interviews
- Business Sector Showcase Days

HST Rebate:

Nothing at this time.

Council Report – A. Dowie reports on the following:

Council Connect: Highlights from the December 8, 2020 meetings of Council

Highlights from the Policies and Priorities Meeting Commemorative Tree Program:

A new Commemorative Tree Program was approved that will replace the Tree Replacement, Donation and Memorial Policy. The new program outlines the process to be followed for requesting a commemorative tree under a user pay model. Existing trees will fall outside this new policy and if they need to be removed, the existing sponsorship will cease and the existing sponsor or a member of the public will have the opportunity to make a contribution towards a new tree under the new policy. The policy covers all trees on land or property owned by the Town. The fees for the program are: \$500 for the tree only and \$850 for the tree and custom plaque.

Tree Maintenance and Removal:

Following a request from Council in September 2018, Administration reviewed the Town's Tree Trimming Policy (no. 40/2002) and presented a new policy for Tree Maintenance and Removal. The new policy respects tree planting, maintenance and removal which will support the Town's tree cover, but also adheres to Section 270 of the Municipal Act, 2001 which requires all municipalities to adopt and maintain policies with respect to the protection and enhancement of the tree canopy and natural vegetation in the municipality. The purpose of the new policy is to protect and enhance the Town's tree cover and includes standards and procedures for consistently managing the planting, pruning and removal of trees on Town property. A key addition to the policy addresses requests from property owners to remove a healthy tree for nuisance reasons in that requests for this purpose will not be considered. As well, the policy outlines removal of a tree if it is determined the tree creates an immediate danger to person or property. Notification will be provided to adjacent property owners when a tree on Town property is scheduled to be removed.

Management and Non-Union Administrative Support Staff and Council Economic Adjustment for 2021:

A report was received on amendments to the Compensation and Salary Administration Policy 67 in accordance with the annual update. The decision to adjust salaries for 2021 has been deferred.

Highlights from the Regular Meeting of Council

Tecumseh 2021 Budget:

Council received the proposed 2021 Business Plan and Budget, and heard from the Town's Chief Administrative Officer and Director of Financial Services. The proposed budget outlines a tax rate increase of 3.05% for 2021, which is equivalent to \$55 increase on a \$250,000 home. Taken together, the overall consolidated levy increase (Town, County and Education) is expected to be 1.5% or \$61 increase on a \$250,000 home. Deliberation on the proposed budget will be held Wednesday, January 13, 2021 beginning at 4 p.m. and if needed, Thursday, January 14, 2021 at 4 p.m. The budget document will be posted online on Wednesday, December 9, 2020 at: [Tecumseh.ca/2021budget/](https://tecumseh.ca/2021budget/).

Tecumseh Police Services and Police Services Board Budget:

Council received a presentation from the Tecumseh Police Services Board on the 2021 Proposed Budget. The presentation outlined that Tecumseh's six-year contract with the OPP is set to expire at the end of 2020 and contract negotiations are underway. Cost of policing in Town is calculated by a base service (53.1%) plus calls for service (46.9%). Tecumseh ranks third in lowest cost per household for policing services in the region at \$160 per capita and \$418 per household (2019). The 2021 budget for Police Services Board proposes an 18.5% decrease, primarily as a result of reduced

expenses for professional development due to the pandemic. The 2021 budget for contract police services through the OPP proposes approximately a 1% increase.

Parks and Recreation Capital Works Plan:

Council approved spending \$180,000 on various renovations and repairs to Town buildings as part of the 5-year capital works plan for buildings. The works include:

- replacing the yard gate at the Water Department building;
- replacing the concrete pad at the Oasis Water Fill Station;
- repairing a section of the original Town Hall Roof;
- replacing the building management system at the OPP building;
- improvements to the Public Works South Building; and,
- improvements at Fire Hall #2.

Three items from 2020 were carried forward to 2021 including:

- replacement of Town Hall Roof HVAC Units;
- an architect for the Cada Library improvements; and,
- improvements to the Carling Pavilion.

For Parks, Council approved spending \$455,000 in parks projects including:

- improvements to the St. Mary's Park tennis courts;
- replacement of the playset at Rocheleau Park;
- a new Pickleball Complex at Lacasse Park;
- a new irrigation system at Town Hall;
- a Town wide tree inventory;
- planting additional trees to expand the available forest cover; and
- various other improvements like wood chips in parks, sports field top dressing and clay refurbishment on baseball diamonds.

All of the funds will come from Reserves.

Public Works and Environmental Services Capital Works Plan:

Council pre-approved spending more than \$15 million on projects on the 2021 Public Works and Environmental Services capital works projects. Major works for 2021 include:

- the annual asphalt paving and sidewalk repair programs (including tar and chip);
- watermain replacements throughout the Town;
- implementation of active transportation facilities, including multi-use pathways and sharrows;
- finalization of various studies such as the Shoreline Management Plan, the Stormwater Rates Study, the Oldcastle Stormwater Master Plan and the Sanitary Sewer Model;
- Phase 2 construction of improvements on Manning Road;
- Commencement of detailed design on the Scully, St. Marks and P.J. Cecile storm pump stations, as part of the Disaster Mitigation and Adaptation Fund (DMAF) grant received; and,
- improvements to designated bridges and culverts throughout Town.

Administration recommended moving forward with these on-going projects in 2021 and further that a strategic planning session be arranged with Council to confirm the desired focus of the Town for the next Five Year PWES Capital Works planning horizon. Administration plans to bring forward a separate report to Council in early 2021 regarding the 2021-2025 Public Works & Environmental Services Five Year Capital Works Plan following these future discussions with Council regarding project prioritization.

2021 Water and Wastewater Rates:

Council received the report on the 2021 Water and Wastewater Rates, and approved an increase to the water rate, wastewater rate and fixed rate. The water rate increases by 1%, the wastewater rate increases by 2% and the fixed rate increases by 6%. The impact of the proposed rate increases to a

typical homeowner using 240 cubic metres would be \$32. Residents will see this change on their Essex Powerlines water bill in the new-year.

Tecumseh Multi-Use SportsPlex Costing Update:

Council received a report on up-to-date costing for a phased approach to developing the Multi-Use SportsPlex. The report does not provide a recommended option or funding proposal for the Multi-Use SportsPlex, but rather recommends that Council defer direction on their preferred option and funding proposals until early 2021 when all major Town capital projects will be reviewed and prioritized by Council.

Inclusive Communities Grant:

Council authorized an application to the Ontario Government's Inclusive Communities Grant to install barrier free entrances at the Golden Age Club and the south west entrance to Tecumseh Town Hall. The requested amount is \$60,000 plus HST for eligible costs.

Desro Drive:

Council authorized the closure of a portion of Desro Drive, declared these lands surplus and authorized they be sold to Eleven Windsor Holdings Inc. The lands will be used for parking and other improvements to the property at 13375 Desro Drive. This authorization follows the Public Meeting held on November 10, 2020 on zoning amendments. The lands are a municipal right of way that was once part of a cul-de-sac. The cul-de-sac no longer exists as Desro Drive now extends westerly to connect to Sylvestre Drive.

Assignment of CIP Grant for 11870 Tecumseh Road:

Council approved the assignment of the CIP grant previously awarded to 11870 Tecumseh Road (the Gateway Tower/Valente Development) to Canada Mortgage and Housing Corporation (CMHC). The owner applied to CMHC under Canada's National Housing Strategy Program which aims to promote the construction of new affordable housing within communities. As a result, the owner has assigned all rights, including its rights to the CIP grants, to CMHC as collateral security for its loan. In the event the owner defaults on the development, CMHC would assume control. As such, CMHC requested the Town agree to assign the grant to them.

Pathway to Potential Funding Agreement 2020:

Council received a report on the Pathway to Potential (P2P) Funding Agreement for 2020 and authorized the execution of a Service Agreement between the Town and the City of Windsor. Since 2009, the Town has entered into a yearly Service Agreement for the P2PI program. The City of Windsor transfers monthly payments to the Town and the funding is administered by the Parks and Recreation Department to assist low-income families to participate in recreation programs. In January 2020, the Town received confirmation that the 2020 amount was \$50,000. As a result of the COVID-19 pandemic, recreational programs were postponed or cancelled and therefore the volume of requests for funding support was down. As of December 2020, there is a surplus of funds remaining

and the Town is required to return any unused money to Windsor. As such, Administration will be returning \$4,539.62. Bill 229-Schedule 6—Conservation

Authorities Act: Council passed a motion regarding the passage of Bill 229 and asking the Province to:

- delay proclamation of Schedule 6 of the Budget Measures Act (Bill 229);
- continue to work with conservation authorities to find workable solutions that reduce red tape and create conditions for growth;
- respect the current conservation authority and municipal relationships; and,
- embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed role.

The resolution will be sent to the Premier of Ontario; Minister of Finance; Minister of the Environment, Conservation and Parks; local Members of Provincial Parliament; the Essex Region Conservation Authority; the Association of Municipalities of Ontario; and area municipalities.

Windsor International Airport:

Council supported the motion from County Council that Navigation Canada (NAV Canada) remove Windsor International Airport from their list of airports currently being studied for possible removal of air traffic controllers, and noted the economic impact that loss of air traffic would have on the region. The next Regular Meeting of Council is Tuesday, January 12, 2021. The meeting is 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, January 7, 2021.

Committee Reports

Marketing Committee– C. Dennis reports on

1. Eyes on Tecumseh–

Working with the owner of Eyes on Windsor to create a special “Eyes on Tecumseh” Facebook page that will feature Tecumseh BIA Members, BIA future projects, programs, events, etc. One feature will include five Members.

Stats:

Have not been received yet for the month of November from Eyes on Windsor.

2. Tecumseh Life-

Decision to continue with the fall/winter Tecumseh Life issue has been canceled.

The Chair reports that there is a digital Holiday Guide with Windsor Star that is being recommended to subsidize ad space for our Members. Cost is \$1000.

3. Windsor Star-

Publication date.

4. Biz X Magazine-

Inquiring for January 2021 cover.

5. License Plates-

Plates have been given out to winners from our contests and will be given out to Members upon the drop off of our PPE Covid Care Packages later this week.

A post on social media will be made to inform the public about being able to pick up license plate covers from our office.

6. Shop Local Ad Campaign-

Future opportunities to work together with other BIAs in Windsor/Essex with ad/radio campaigns. Blackburn Radio spots have been produced and aired to promote "I Spy" Holiday Draw and Tecumseh Dollars on all three of their stations.

7. "Merry Mondays" have launched-

8 businesses participating in donating door prizes towards "Merry Mondays" where you have to answer a Christmas trivia question right to qualify to win- will be going on for the first 3 Mondays of December leading up to the holidays.

8. "Freebie Fridays" have launched-

\$300 Tecumseh Dollars have been donated to "Freebie Fridays," there will be 12 winner of \$25 Tecumseh Dollars- will be going on for the first 3 Fridays of the month of December leading up to the holidays- 4 winners every Fridays.

Membership Committee:

Tecumseh Dollar Program – D. Pelaccia reports on the Tecumseh Dollar Report: Status of Tecumseh Dollars, listed below is the Tecumseh Dollar Report for November 2020:

Tecumseh Dollar Report for the period ending:	November 30, 2020
Tecumseh Dollars Sold – Face Value:	\$132,705.00
20% Discount Expense – 2020 Budget Allocation:	\$29,000.00
YTD Actual Expense:	\$26,381.00
Under/Over Budget:	\$2,619.00
Tecumseh Dollars Donated	
2020 Budget Allocation:	\$5,000.00
YTD Actual Expense:	\$4,500.00
Under/Over Budget:	\$500.00
 Tecumseh Dollars Reimbursed to Members:	 \$111,195.00
 Outstanding Tecumseh Dollars	
2020 Donated:	\$0.00
2020 Sold:	\$36,455.00
2019 Sold & Donated:	\$7,000.00
2018 Sold & Donated:	\$1,125.00

TOTAL OUTSTANDING LIABILITY:	\$44,580.00
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Current Tecumseh Dollar Inventory – Unused Dollars

\$10 Denomination to sell:	\$0.00
\$20 Denomination to sell:	\$0.00
\$25 Denomination to sell:	\$0.00
\$50 Denomination to sell:	\$0.00
\$100 Denomination to sell:	\$0.00
Total Dollars remaining to sell:	\$0.00
Total Current Dollars allocated to sell:	\$40,000.00

\$10 Denomination to donate:	\$0.00
\$25 Denomination to donate:	\$500.00
Total Dollars remaining to donate:	\$500.00
Total Current Dollars allocated to donate:	\$5,000.00

2. Associated Membership Program:

Contacted two Associate Members to renew their Membership, Chartwell and Salt Sushi, for 2021- both have agreed to renew.

Streetscaping Committee:

BIA Parkette – Cedar roping has been ordered for the gazebo.

Bike Racks – No report.

Bus Stop- Esthetics of the bus stop in front of Public Parking Lot #1 is being discussed to remove weeds, old newspaper stands, power was roof, etc.

Public Parking Lot #1- Public Works cleaned up the parking lot and is looking to add light to back of parking lot. They have informed OPP to conduct routine drive-bys to ensure safety.

Events Committee:

BIA Christmas Lights- Nine people helped to volunteer changing 4000 lightbulbs on 53 snowflakes that go along the street poles on Saturday, November 14th in the Parks & Rec garage. Seven of the fixtures did not need to be changed out.

There were two accident reports filed from that day. Both were electrical burns caused by short circuiting in the snowflakes.

Banner Contest – All but one student has picked up their award, copy of their drawing and taken their picture.

Governance Committee:

Memorandum of Understanding – First draft received by Clerk; Chair and Coordinator will review and schedule meeting to discuss further.

(TOTBBM – 7-12)

Unfinished Business

Website to be AODA compliant by deadline of December 31st, 2020.

Tecumseh BIA public documents to be AODA compliant ASAP.

Strategic Plan for 2021- Need to schedule during a future Board meeting to complete.

(TOTBBM – 8-12)

New Business

8.1 Executive nominations- defer to next meeting.

8.2 Board meetings- Coordinator asks if Board meetings are to remain second Wednesday of every month at 6:00 PM, instead of third Wednesday at 6:00 PM in order to schedule for 2021. Will discuss further next meeting.

(TOTBBM – 9-12)

Next Meeting

Therefore, the next regular general meeting is scheduled on Wednesday, January 13, 2021 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 – 10-12)

Adjournment

Motion: (BBM-40/20)

Moved by:

Paul Bistany

Second by:

Shane Meloche

That there being no further business, the December 9, 2020 regular general meeting of the TOTBIA Board of Management be adjourned at 7:31 PM.

Carried.

Approved.



Candice Dennis, Chair



Denise Pelaccia, Coordinator