



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, *November 13, 2019* at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-11)
CALL TO ORDER

The meeting is called to order at 6:10 p.m. by Candice Dennis, Chair

(TOTBBM -2-11)
ROLL CALL

- | | |
|---------------------------|-------------------|
| Chair | Candice Dennis |
| Treasurer | Paul Bistany |
| Director | Brian Houston |
| Director | Linda Proctor |
| Director | Jules Champoux |
| Director | Scott Harris |
| Director | Michael Kennedy |
| Director | Shane Meloche |
| Councilor | Andrew Dowie |
| Regrets: Vice Chair | Joseph Fratangeli |
| Director | Elisa Braccio |
| Minute Taker: Coordinator | Paula Rorai |
| Guest: | Sanya Percarski |

(TOTBBM - 3-11)
DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM - 4-11)
DELEGATIONS - No delegations at this meeting.

At this time, the Chair introduces Ms Percarski to the Board and asks her to give a brief summary of her background.

(TOTBBM - 5-11)
COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-56/19) Moved by: P. Bistany
Second by: L. Proctor

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on October 9, 2019 be approved as distributed.

APPROVED.
CARRIED.

5.2 **LETTERS FROM** - No communication at this time.

(TOTBBM - 6-11)
REPORTS

6.1 CHAIR REPORT - C. Dennis provides the hiring information of the new coordinator.

6.2 TREASURER REPORT: P. Bistany reports on the following month end financials:

Tecumseh BIA
2019 Month End Financials

Treasurer's Report for the period ending:		10/31/2019	
BIA Operating Account (8111130)	Bank Balance stands at:	\$	44,741.61
Outstanding Payables	see detail page	\$	445.00
Outstanding Receivables	see detail page	\$	(160.00)
BIA Ledger Balance stands at:		\$	44,456.61
BIA Reserve Account -	Balance last month	\$	34,909.75
	Interest	\$	88.94
	Transfer from Operating (see NOTE)		
		\$	34,998.69
BIA Petty Cash	stands at:		1,121.27
<u>Total BIA Current Assets :</u>		\$	80,576.57
Tecumseh Dollars	Current Outstanding	\$	21,705.00
BIA Liabilities and Equity :	from Sage 50 report	\$	86,294.32
<u>Total BIA Liabilities and Equity :</u>		\$	107,999.32
Year To Date Levy Tax Requisition:	1st Quarter @ March 31	\$	27,250.00
for 2019	2nd Quarter @ June 30	\$	31,250.00
	3rd Quarter @ September 30	\$	29,250.00
	4th Quarter @ December 31	\$	-
Total Levy received to Date:		\$	87,750.00

Tecumseh Business Improvement Area

BIA Operating Account - # 8111130

10/31/2019

Outstanding Payments

2044	Zehrs	445.00
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\$ 445.00

Outstanding Receivables

-160

-\$ 160.00

Operating Account - activity

(Invoices paid in this month)

Date	Reference	Detail	DR	CR
Oct 01, 2019	Oct 2019, Danilo's Enterprises Limited		0.00	1,000.00
Oct 01, 2019	10012019, Shoppers Drug Mart		0.00	140.00
Oct 01, 2019	10012019, Torino's Restaurant		0.00	305.00
Oct 02, 2019	Jordan Dubois		240.00	0.00
Oct 02, 2019	Beach Grove Golf & Country Club: 2019 Christmas Party		0.00	500.00
Oct 05, 2019	Paula R PPE09-22 to 10-05-19		0.00	1,096.84
Oct 15, 2019	Town of Tecumseh		0.00	203.18
Oct 15, 2019	Rock Mortgage Group		0.00	83.29
Oct 15, 2019	Receiver General		0.00	745.82
Oct 19, 2019	Paula R PPE 10.06 to 10.19.2019		0.00	1,096.84
Oct 23, 2019	Graham's Paint "N" Paper Place		200.00	0.00
Oct 24, 2019	10242019, Petty Cash		0.00	892.97
Oct 29, 2019	10292019, Zehrs		0.00	445.00
Oct 29, 2019	Art Galia		300.00	0.00
Oct 30, 2019	Axiom Mortgage Solutions		300.00	0.00
Oct 31, 2019	BIA Operating (10500)		118.05	0.00
Oct 31, 2019	Deposit		1,553.53	0.00
			2,711.58	6,508.94

Motion: (BBM-57/19) Moved by: J. Champoux
 Second by: S. Meloche

THAT the Month End Treasurer's Report as of October 31, 2019 be accepted and approved as distributed and filed for audit.
CARRIED.
APPROVED.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 BIA Request letter to Council – letter to council requesting waiving rental fees was distribute to Board for review.

Motion: (BBM-58/19)
 Moved by: M. Kennedy
 Second by: S. Meloche

THAT a letter to Council requesting a waiver on 2020 room rental and set up fees be accepted and approved as distributed and forward for inclusion in the next regular council meeting.

CARRIED.

APPROVED.

6.3.2 Membership Statistics

- New businesses in the BIA area:
 - Dr. Christopher DiNatale, Riverside Dr. E.
 - Sketch Art Workshop, 12218 Riverside Dr. E.
- Members closed/moved/new owners/names:
 - Vine + Ash (formerly Mamo Burger)
 - Railside Jack's Grill & Bar (formerly The Broken Egg)
- Associate Membership Program
 - Have three businesses outside of the TOTBIA boundary interested in becoming an Associate Member
 - Chartwell St. Clair Beach Retirement Residency
 - Lombardi Barber Shop
 - Salt Sushi
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 400
 - Empty Units/Bldgs. – 36
 - Empty Lots/– 16
 - Houses - 13
 - Property Owners – 139
 - Grand Total - 603

- **Membership by Sectors**

Arts/Entertainment	4
Dining	59
Health & Wellness	132
Home/Commercial Services	14
Professional Services	62
Retail	129
Vacant Lots	16
Vacant Units/Bldgs.	36
Property Owners	139
Residential/Commercial Houses	12
TOTAL	603

6.3.2 Grand Openings for Members – Vine+Ash on November 28, 2019 at 4:30 pm.

6.3.3 Welcome Wagon – waiting to hear back from the representative

6.3.5 Home-Base Business Report – currently none

6.3.5 Christmas in Tecumseh & Santa Parade Sponsorship Project - \$2,500

- Email was sent to Members and received three sponsors:
 - Fowler Plumbing - \$500 for Movie
 - Bayshore Home Health - \$500 – Marshmallow Roast
 - Goodlife Fitness - \$1,000 Public Skating
 - Tecumseh BIA - \$1,700 Santa Village

6.4 COUNCIL REPORT –

From November 12, 2019 Meeting of Council:

- Customer Service Policy Administration is recommending adoption of the proposed Customer Service Policy. Calls are proposed to be responded to within 1 day, emails within 3 days, written correspondence within 5 days and social media postings within 1 day.

- Public Complaints Policy. It is proposed to establish a policy of acknowledgement, assign, investigate, and Resolve/Decision. Town staff will acknowledge a formal complaint within three (3) days and provide information on the next steps of the complaint process.
- Violence and Harassment in the Workplace Policy No. 68 Administration proposes to add to the scope of the policy as part of its 2019 review.
- Fire Alarm By-Law. Through proposed amendments, it is proposed that Town Administration shall be responsible for registration of both fire and security alarms; Provide for the imposition of two (2) 'At Fault False Alarms' before being charged for each 'At Fault False Alarm' thereafter during a calendar year; Prescribe the fee for registration under the annual Fees and Charges By-law; and Prescribe the fee for attendance to each 'At Fault False Alarm' as the Ministry of Transportation (MTO) rate for responses to an emergency on a provincial highway, for improved recovery of cost.
- Urban Hen Licensing Pilot Program. A two year pilot program allowing for 6 hens and a \$25 licence fee is being proposed subject to a public meeting.
- Alley Closing Policy. Administration proposes the formalizing of an alley closing policy in which the onus for securing the support of alley closures is left to the proponent.
- 20th Anniversary of Amalgamation Project. Administration recommends that a storyboard be created to recognize the 20th Anniversary of the January 1, 1999, amalgamation of the former Township of Sandwich South, Town of Tecumseh and Village of St. Clair Beach, which together now form The Corporation of the Town of Tecumseh as it is today at a cost of \$4,000.
- Charitable Bingo and Gaming Revitalization Initiative. Administration is recommending that the Municipality authorize electronic gaming within the Town boundaries.
- CIP Grant Application 12000 Tecumseh, Villa Pia Investments. Administration recommends approval of a Community Improvement grant for the property located at 12000 Tecumseh Road (adjacent to Frank Brewery) for the Planning Design and Architectural Grant Program in the amount of \$3,000; and the Planning Application and Permit Fee Grant Program in the amount of \$1,075 in relation to the design and site plan application for the proposed construction of a new commercial building on the subject property.

From November 12, 2019 Meeting of Council:

- 911 Misdials. Administration advises that there has been continuing increase of misdials to 911 which requires two OPP officers at an average time per call of 1.2 hours, billed to the Town (in 2019 there were 1,082 calls billed equating to 28.8% of all billable calls for service to date) and is requesting that the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.
- Town Hall Expansion - Tender Award. Administration recommends that the tender for the Town Hall Expansion in the amount of \$2,807,000 excluding HST be awarded to Elmara Construction Co. Ltd. and that the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Elmara Construction Co. Ltd.
- DocuPet Licensing Program. It is proposed that the Town engage with DocuPet as part of the existing dog licence program such that dog owners can track their pets electronically and reduce need for animal control.
- Various Policies and By-law Approvals. Administration recommends the approval of Professional Appearance Policy No. 96, Customer Service Policy No. 97, Public Complaints Policy No. 98, Health & Safety Policy No. 7, Violence & Harassment in the Workplace Policy No. 68, and Employee Service Award Policy No. 1, and that the False Fire Alarms By-law No. 2019-75, be adopted
- Condition of Lacasse Grandstand. Administration recommends that funding for the Lacasse Park grandstand replacement be referred to budget deliberations in the 2020 Parks Development Five (5) Year Capital Project Expenditure Forecast to engage the services of an architect to undertake a review of the grandstands, including public consultations, concept designs, and costing to replace the grandstands.
- Tecumseh Corn Festival - Future Direction. Administration recommends that the Town undertake a detailed program review and public consultations with Council, community members, current festival working group, OPP and municipal staff regarding the proposed future direction of the Tecumseh Corn Festival; and to prepare a report for Council's consideration on the program and operational structure for the 2020 festival and future years.
- Emergency Shelter Agreement Reception Evacuation Centre During a Declared Emergency. Administration recommends that an agreement be executed between The Corporation of the Town of Tecumseh and the Windsor Essex Catholic District School Board, relating to the Emergency Shelter Reception Evacuation Centre at the former St. Anne High School.

- Amendment to PWES-2018-08 2019-2023 PWES 5 Year Capital Works Plan. Administration recommends that the Manning Road Secondary Plan Area, Stormwater Management Facility be added to the 2019-2023 PWES Five Year Capital Works Plan and that the initial expenditures of \$40,000 to be authorized and funded out of the Storm Sewer Lifecycle Reserve, for costs associated with the acquisition of lands related to legal, surveyors and land appraisals, and that additional funding be referred to budget deliberations in the 2020-2024 Five Year Capital Works Plan specific to the detailed design, property acquisition and construction costs.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – No report at this meeting.

6.5.2 Membership Committee

6.5.2.1 Tecumseh Dollar Program – J. Champoux reports on the current Tecumseh Dollar report; see attached report. J. Champoux suggests for the new Tecumseh Dollar program to offer a location and hours for the public to purchase dollars after normal business hours and the possibility of purchasing/renting a POS wireless so it is portable to purchase anywhere.

Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discontinued as of December 31, 2019 and a new design (possibly by November 4, 2019), program, and name will go into effect as of December 15, 2019 and have an ad campaign to urge the public to use the old style dollars before the new program starts.

6.5.2.2 Associated Membership – There are two businesses interested in joining as associates: St. Clair Retirement Complex and Lombardi Barber. An advertising campaign will be created to inform businesses outside of the BIA boundary.

6.5.3 Streetscaping Committee

6.5.3.1 BIA Parkette – No report at this meeting.

6.5.3.2 Bike Racks – 15 bike racks have been delivered. Public Works will install bike racks on municipal property and deliver racks to those Members who want the rack installed on private property.

6.5.4 Events Committee

6.5.4.1 Night Market – L. Proctor will contact previous committee volunteers to help with 2020 events on June 19 and July 17.

6.5.4.2 BIA Christmas Party – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club.

6.5.4.3 BIA Open House – Date was Wednesday, October 23, 2019 and several Members, Council and Administration attended.

6.5.5 2020 Budget Committee

6.5.5.1 A first draft of the budget will be ready for review at the next board meeting. Several areas need due diligence before funds can be accurately allocated:

1. Monthly copier maintenance; how much per month and to which account
2. IT services
3. Lease/utilities
4. Software yearly subscriptions
5. Wages
6. Office Cleaning services

(TOTBBM – 7-11)

UNFINISHED BUSINESS

7.1 Accounting – There was discussion on the quotes for accounting software applications and subscriptions

Motion: (BBM-54/19) Moved by: J. Champoux
Second by: P. Bistany

THAT the migration from the current Sage 50 accounting software to Xero Accounting software and WagePoint payroll software by contracting By The Book based on their quote of option number 4 be completed by January 1, 2020.

CARRIED.

APPROVED.

- 7.2 License Plate Covers – Several suggestions were offered on various layouts; remove Tecumseh Town and Town image. Include BIA logo, Life in motion and Tecumseh Proud.
- 7.3 Memorandum of Understanding – The chair asks for volunteers to help create the MOU; J. Champoux, A. Dowie and M. Kennedy will join the MOU committee.
- 7.4 Membership Notice – Received feedback from Town Treasurer and there has been no status change from MPAC on the privacy of information restrictions; the Town cannot provide personal information from MPAC’s database. The public is free to view the Town’s property tax roll at Town Hall. The property tax roll does include owner name and mailing address of all properties in town.
- 7.5 Way Finding Signage – Board agrees to differ this project until 2020.

(TOTBBM – 8-11)

NEW BUSINESS

- 8.1 Reminder to send agenda to Clerk and Manager Strategic Initiatives

(TOTBBM – 9-11)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Tuesday, December 10, 2019** at 6:00 PM in BIA Conference Room.

(TOTBBM – 10-11)

ADJOURNMENT

Motion: (BBM-58/19)

Moved by: P. Bistany

Second by: J. Champoux

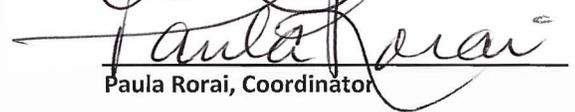
THAT there being no further business, the November 13, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 8:10 PM.

CARRIED.

APPROVED.



Candice Dennis, Chair



Paula Rorai, Coordinator