

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
Tuesday, *December 10, 2019* at 12122 Tecumseh, Rd. E. Unit 2, Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-12)

CALL TO ORDER

The meeting is called to order at 6:05 p.m. by Candice Dennis, Chair

(TOTBBM –2-12)

ROLL CALL

Chair	Candice Dennis
Treasurer	Paul Bistany
Director	Elisa Braccio
Director	Linda Proctor
Director	Michael Kennedy
Director	Shane Meloche

Regrets:	Vice Chair	Joseph Fratangeli
	Director	Brian Houston
	Director	Jules Champoux
	Councilor	Andrew Dowie
	Director	Scott Harris

Minute Taker:	Coordinator	Paula Rorai
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Guest:

(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-59/19) Moved by: L. Proctor
Second by: S. Meloche

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on November 13, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – Christmas in Tecumseh Celebration Thank you letter from the Mayor

(TOTBBM – 6-12)

REPORTS

6.1 CHAIR REPORT – C. Dennis discusses next steps of posting for a new coordinator. It is agreed that at the next board meeting there will be designated time to discuss the coordinator job description. A reminder that attendance at most of board meetings are crucial in the successful planning and implementing of strategic plans, projects, and programs.

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:		11/30/2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 43,323.96
Outstanding Payables	see detail page	\$ (3,373.18)
Outstanding Receivables	see detail page	\$ 910.00
BIA Ledger Balance stands at:		<u>\$ 40,860.78</u>
BIA Reserve Account -	Balance last month	\$ 34,998.69
	Interest	\$ 86.29
	Transfer from Operating (see NOTE)	
		<u>\$ 35,084.98</u>
BIA Petty Cash	stands at:	1,248.65
<u>Total BIA Current Assets :</u>		<u>\$ 77,194.41</u>
Tecumseh Dollars	Current Outstanding	\$ 19,000.00
BIA Liabilities and Equity :	from Sage 50 report	\$ 83,907.12
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 102,907.12</u>
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:		<u>\$ 87,750.00</u>

Tecumseh Business Improvement Area				
BIA Operating Account - # 8111130			11/30/2019	
Outstanding Payments				
2029	10012019, Shoppers Drug Mart	-140.00		
2031	10012019, Torino's Restaurant	-305.00		
2052	Flowers by Phil	-56.50		
2053	By The Book	-678.00		
Wages	Paula R PPE 11-03 to 11-16.2019	-1,096.84		
Wages	Paula R PPE 11-17 to 11-30-2019	-1,096.84		
			<u>- \$3,373.18</u>	
Outstanding Receivables				
	11201913, Leslie Reeves	50.00		
	11201913, Shane Meloche	50.00		
	11201913, Mike Kennedy	50.00		
	11201913, Tania Jobin	50.00		
	11201913, Candice Dennis	50.00		
	11201913, Sage Salon & Spa	100.00		
	3998/4207-4214, Len Beaulieu	160.00		
	4376-4395, Jen Kogan	160.00		
	4346-4375, John-Marc	240.00		
			<u>\$ 910.00</u>	
Operating Account - activity		(Invoices paid in this month)		
Date	Reference	Detail	DR	CR
Nov 02, 2019	Paula R PPE 10-20 to 11-02-2019		0.00	1,096.84
Nov 05, 2019	Town of Tecumseh		0.00	45.00
Nov 05, 2019	Monarch Office Supply Inc.		0.00	61.46
Nov 08, 2019	00072676, Shoreline Week		0.00	406.80
Nov 13, 2019	11132019, Zehrs		0.00	720.00
Nov 14, 2019	Town of Tecumseh		0.00	2,500.00
Nov 14, 2019	Lacasse SPG		0.00	230.52
Nov 14, 2019	Flowers by Phil		0.00	56.50
Nov 14, 2019	By The Book		0.00	678.00
Nov 14, 2019	Kelcom		0.00	85.61
Nov 14, 2019	000202019, Town of Tecumseh		80.00	0.00
Nov 14, 2019	Cogeco Payment Centre		0.00	175.76
Nov 14, 2019	VisaPayment		0.00	193.65
Nov 16, 2019	Paula R PPE 11-03 to 11-16.2019		0.00	1,096.84
Nov 19, 2019	11192019, Cycle Culture Shop		0.00	600.00
Nov 21, 2019	11212019, Don'S Disc Jockey Service		0.00	425.00
Nov 21, 2019	Deposit		6,380.00	0.00
Nov 26, 2019	11201913, Leslie Reeves		50.00	0.00
Nov 26, 2019	11201913, Shane Meloche		50.00	0.00
Nov 26, 2019	11201913, Mike Kennedy		50.00	0.00
Nov 26, 2019	11201913, Tania Jobin		50.00	0.00
Nov 26, 2019	11201913, Candice Dennis		50.00	0.00
Nov 26, 2019	11201913, Sage Salon & Spa		100.00	0.00
Nov 27, 2019	3998/4207-4214, Len Beaulieu		160.00	0.00
Nov 28, 2019	4376-4395, Jen Kogan		160.00	0.00
Nov 29, 2019	4346-4375, John-Marc		240.00	0.00
Nov 30, 2019	Nov 2019, Danilo's Enterprises Limited		0.00	1,000.00
Nov 30, 2019	BIA Operating (10500)		107.99	0.00
Nov 30, 2019	Paula R PPE 11-17 to 11-30-2019		0.00	1,096.84
Nov 30, 2019	BIA Operating (10500)		0.00	1.47
			7,477.99	10,470.29

Motion: (BBM-60/19) Moved by: M. Kennedy

Second by: S. Meloche

THAT the Month End Treasurer's Report as of November 30, 2019 be accepted and approved as distributed and filed for audit.

CARRIED.

APPROVED.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics

- New businesses in the BIA area:
 - Sketch Art Workshop, 12218 Riverside
- Members closed/moved/new owners/names:
 - None at this time
- New Associate Members
 - Chartwell St. Clair Beach Retirement Residency, 13500 Riverside Dr E

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

Open – 403
Empty Units/Bldgs. – 35
Empty Lots/– 16
Houses - 12
Property Owners – 139
Grand Total - 605

Arts/Entertainment	5
Dining	60
Health & Wellness	133
Home/ Commercial	
Services	14
Professional Services	62
Retail	129
Vacant Lots	16
Property Owners	139
Vacant Units/Bldgs.	35
Residential/Commercial	
Houses	12
	605

6.3.2 Grand Openings for Members – Ingenuity Counsel on December 19, 2019 at 4:00 pm.

6.3.3 Welcome Wagon – waiting to hear back from the representative

6.3.4 Home-Base Business Report – currently none

6.3.5 License Plate – several layouts were submitted, and some additional changes will be made.

6.3.6 OBIAA Conference – will be held on April 19 – 22, 2020 In Toronto; it is recommended that two people attend: Coordinator and Vice Chair.

6.3.7 Tecumseh Dollar Contest Winners – the list of people whose names were selected on December 5th will be placed in the Shoreline Tecumseh, BIA Facebook, Twitter and website.

6.3.8 Xero User list – it was recommended that currently just the Coordinator's name is the main user of the new accounting and payroll programs.

6.4 COUNCIL REPORT –

Highlights from the December 10, 2019

- Local Government Week Award Winners: local students Maya Wadi, Allisyn Teti and Alex Acanne were celebrated at Council this evening for their entries in the Local Government Week contests. Maya won the Time Capsule contest and Allisyn and Alex came in first and second place (respectively) for their essays. Allisyn and Alex will shadow the Mayor and Deputy Mayor for a day in the new-year as part of their win.
- Climate Change Declaration: Following an established trend in Canada—including recent declarations by the City of Windsor, Essex County, the Essex Region Conservation Authority and Chatham-Kent—Council declared a Climate Emergency based on the knowledge that climate change is an emergency with no foreseeable conclusion. Council acknowledged a response that is more sustainable in how Tecumseh conducts business. Going forward, Administration will identify action items, implementation measures and cost requirements to assist Council in prioritizing emissions reductions and preparing for our climate future.
- Urban Hens Pilot Project: Council approved a two-year pilot program to keep hens in the urban area of Tecumseh. As part of the pilot, residents must file an application to keep urban hens, pay a \$25.00 fee, have an on-site inspection and meet all conditions outlined in the program. Properties up to 10,000 square feet will be permitted to have 6 hens with an additional hen per 3,000 square foot over 10,000 up to 12 hens. This decision follows public consultation via an online survey and Public Information Centre (PIC). The program will get underway in 2020 upon by-law adoption. Council asked staff to make two amendments to the program to allow a variance process for proposed hen facilities that may extend beyond the rules set out above and to provide for the keeping of hatchlings identified as pullets at an age younger than 4 months. Full details on the program start and how to apply will be posted at www.tecumseh.ca.
- Alley Closing Policy: following public consultation, Council approved the Alley Closing Policy presented at the Policies and Priorities Meeting in October 2019. The policy establishes a fair and consistent manner to address requests for closures and sales as well as the disposal of alleys deemed surplus.
- Monroe Island Servicing: Following a request from the Town of Lakeshore, Council directed Administration to negotiate an agreement with the Town of Lakeshore and the property owner of 454 Brighton Road historically known as Monroe Island to provide road access and municipal services to the island to facilitate its development for a single detached residence. The agreement will be returned to Council for consideration of approval. Council also agreed to cooperate with Lakeshore, should a request be forthcoming to adjust the municipal boundary to bring Monroe Island into Tecumseh.
- Tecumseh Vista Trail: Council approved the 5-year extension of the easement agreement for the Tecumseh Vista Trail, which physically traverses two private properties, one owned by 2041235 Ontario Ltd (Mr. Michael Valente and Mr. Steven Valente) and the other owned by Mr. Clement Lachance and Mr. Eugene Lachance. The agreement allows for the continued public use of the trail that extends from Tecumseh Vista School to McAuliffe Park. The trail provides an active living connection for students, cyclists and pedestrians.
- Fire Services Capital Works Plan: Council approved spending \$32,800 on new equipment in 2020 as part of the five-year capital works plan for equipment. The items to be purchased next year include phone pagers, helmets, leather boots and bunker gear. Administration will also undertake a review of a Self-Contained Breathing Apparatus replacement program and replacement of Fire's Communication System with a report back in 2020.
- Parks and Recreation Capital Works Plan: Council approved spending \$374,000 on various renovations and repairs to Town buildings as part of the 5-year capital works plan for buildings. The works include: refurbishments to Town Hall, the Public Works buildings on Lacasse and one of the salt sheds; an architect for the Cada Library improvements; and improvements at Fire Hall #1, the St. Clair Beach Community Centre and the Carling and St. Mary's Pavilions. For Parks, Council approved more than \$1 million in parks projects funded mainly through reserves. New projects for 2020 include installation of a new splashpad at McAuliffe Park; new community electronic signs at both Lakewood and McAuliffe Parks; pier boardwalk repairs at Lakewood Park; and, public consultation and design work on the replacement of the Lacasse grandstand. Also included at various parks throughout the Town are sign replacements, playsets, improvements at existing playgrounds and park benches and waste receptacles.
- Public Works and Environmental Services Capital Works Plan: Council approved spending more than \$10.5 million on projects in the 5-year Public Works and Environmental Services capital works plan. Major works for 2020 include: the annual asphalt paving and sidewalk repair programs (including tar and chip); watermain replacements on Highway 3 and Walker Road; sanitary sewer replacement on Tecumseh Road from Southfield to Lesperance; design of improvements on Lesperance Road at the VIA Rail tracks; design of improvements on Lanoue Street; design of the Manning Road Secondary Plan Area stormwater management facility; commencement of the stormwater management analysis and Class Environmental Assessment for the Tecumseh Hamlet Secondary Plan Area; a Shoreline Management Plan; and a Stormwater Rate Study.
- 2020 Fees and Charges By-Law: Council adopted a by-law for the 2020 Administrative Fees and Charges. Fees and charges are increased annually in the order of approximately 2%. Some changes exceed that increase for 2020, including the fire alarm registration and false alarm fees previously approved by Council; an increase to Tecumseh Transit fees of 25 cents for a single

fare and \$5 for a monthly pass; \$16 increase to the fee for a police check for employment purposes; and \$294 increase for a traffic collision report. Full details on the new fees and charges is posted on our website at www.tecumseh.ca/userfees.

- 2020 Water and Wastewater Rates: Council received the report on the 2020 Water and Wastewater Rates, and approved an increase to the water rate, wastewater rate and fixed rate. The water rate increases by 3%, the wastewater rate increases by 2% and the fixed rate increases by 6%. Residents will see this change on their Essex Powerlines water bill in the new-year.
- Storm Drainage Master Plan: following a legislated 30-day review, Council approved the Storm Drainage Master Plan filed earlier this year. The plan addresses the impacts of surface flooding on the urbanized residential areas of Tecumseh. A list of recommended solutions identified in the study will be incorporated into the annual Public Works and Environmental Services Capital Works Plan going forward. Grant opportunities for funding of these projects will be explored going forward.
- Sylvestre Drive Environmental Assessment: Council adopted the Sylvestre Drive Sanitary Sewer Extension, Municipal Class Environmental Assessment (Class EA), Schedule B with costs associated with design and construction included in the Public Works and Environmental Services 2020-2024 Capital Works Plan. There were no Part II Orders submitted to the Ministry of Environment, Conservation and Parks during the 30-day review period, and as such, the Class EA is now considered approved and may proceed to the detailed design and implementation phases.

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 – The current Tecumseh Dollar report was distributed; see attached report. There was discussion on the value of the new Tecumseh Dollars to be printed.

Motion: (BBM-61/19)

Moved by: M. Kennedy

Second by: S. Meloche

THAT the new Tecumseh Dollar values for 2020 be printed as follows: Tecumseh Dollars purchased in \$25 and \$50 denominations total \$25,000.00 in value and that Tecumseh Dollars donated in \$10 and \$25 denominations total \$5,000 in value.

CARRIED.

APPROVED.

6.5.2.2 Associated Membership – There are two businesses interested in joining as associates: Lombardi Barber and Salt Sushi. 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 – The 55th annual Members' Christmas Party was once again a success; 131 people attended, and everyone complimented on the buffet and thoroughly enjoyed having the dance floor in the main hall.

6.5.5 2020 Budget Committee

6.5.5.1 The Coordinator requests that the 2020 budget be reformatted to match the accounts that will be revised in the general ledger for the new accounting software. A second draft of the budget will be ready for review at the next board meeting. It was recommended that the annual general meeting be held on March 4, 2020 for the Membership to review and discuss the proposed budget prior to forwarding to council for approval.

(TOTBBM – 7-12)

UNFINISHED BUSINESS

- 7.1 Accounting – The new accounting software will be completed by January 1, 2020.
- 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 – 8-12)

NEW BUSINESS

- 8.1 Updates to the Constitution must include: the new address, revised date for the annual general meeting and the new Associate Membership Program
- 8.2 The Chair requests that the Strategic Plan, the Constitution and the list of Members who accept Tecumseh Dollars be sent to the Board via email.
- 8.3 The Chair requests that at the next board meeting the following items be on the agenda and designate at least 30 minutes to discuss on each item: 2020 budget, Strategic Plan, Coordinator position.

(TOTBBM – 9-12)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, January 8, 2020 at 6:00 PM** in BIA Conference Room.

(TOTBBM – 10-12)

ADJOURNMENT

Motion: (BBM-62/19)

Moved by: P. Bistany

Second by: L. Proctor

THAT there being no further business, the December 10, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 7:30 PM.

CARRIED.

APPROVED.

<p style="text-align: center;">DRAFT ONLY MINUTES NOT APPROVED</p>

Candice Dennis, Chair

Paula Rorai, Coordinator