



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: January 25, 2023

Report Number: CAO-2023-01

Subject: Business Improvement Area - Memorandum of Understanding and Budget Strategy

Recommendations

It is recommended:

That Report No. CAO-2023-01, Business Improvement Area – Memorandum of Understanding and Budget Strategy **be received**;

And that By-law No. 2023-018 authorizing the Mayor and Clerk to enter into a Memorandum of Understanding with the Town of Tecumseh Business Improvement Area **be adopted**;

And further that the Chief Administrative Officer **be authorized** to support a strategic planning exercise for the upcoming Business Improvement Area annual budget with a contribution in the order of \$1,600 (excluding HST) funded from the 2023 CAO professional services budget.

Background

Administration and the Town of Tecumseh Business Improvement Association (BIA) have been working together to develop a memorandum of understanding (MOU) that sets out our respective roles and responsibilities with respect to supporting relevant items outlined in the BIA's strategic plan and annual budget. The overarching goal is for the improvement and promotion of the Tecumseh BIA area.

Further to the MOU, it was felt that the Town could further support the newly constituted BIA Board with assistance towards strategic planning sessions to prioritize the BIA's initiatives for the upcoming budget year. To this end, the Chief Administrative Officer (CAO) in consultation with Councillor Houston (Council's BIA non-voting representative), obtained a quotation from Foresight Consulting Inc. to support the BIA's budget process with facilitated strategic priority sessions as outlined in the letter proposal in Attachment 1.

Comments

The contents of the MOU were developed with input from all departments of the Town as well as the BIA Coordinator and the Board's Governance Committee. The BIA Board considered a report of the Governance Committee regarding the final version of the MOU at their meeting of January 18, 2023. The MOU was given favourable consideration by the Board, which adopted the Committee's report on a motion by Travis Dorner, supported by Jules Champoux.

The MOU forming Schedule 1 to By-law 2023-018 is provided for Council's favourable consideration.

The letter proposal from Foresight Consulting Inc. (Attachment 1) was agreeable to the BIA Board at their meeting of January 18th, with the following resolution adopted on a motion by Lauren Carcelen, supported by Eddy Mohamad Hammoud:

That the BIA proceed with the Foresight Consulting proposal and cost share with the Town at 50% (\$1,600, excluding HST).

The goal of the exercise is to assist the Board in establishing its priorities and resource allocations for the coming year for its 2023 budget.

Consultations

Legislative Services & Clerk
Financial Services
Tecumseh BIA

Financial Implications

The MOU sets out the Town's roles and responsibilities relative to support for the BIA's work in improving and promoting the BIA area of the Town, including the retention, attraction and expansion of businesses in this area. The costs associated with this support form part of the Town's operating budget and are not new costs. The MOU articulates the arrangements for clarity and to avoid misunderstandings between the two bodies.

The financial implications of the strategic priority setting exercise would result in a cost to the Town in the order of \$1,600, exclusive of HST. It is proposed that this be funded from the CAO operating budget for professional services.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Foresight Management Consultants Letter Proposal, January 11, 2023