



Minutes of a Regular 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 8, 2018 at Public Works Bldg., 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-8) CALL TO ORDER

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

(TOTBBM -2-8) ROLL CALL

- Present: Chair Candice Dennis, Vice Chair Tony Nehme, Treasurer Paul Bistany, Councilor Bill Altenhof, Councillor Brian Houston, Director Linda Proctor. Regrets: Director Daniel Hofgartner, Director Maureen Harris, Director Jules Champoux. Minute Taker: Coordinator Paula Rorai

(TOTBBM - 3-8) DISCLOSURE OF PECUNIARY INTEREST - No disclosures were declared.

(TOTBBM - 4-8) DELEGATIONS - No delegations at this time.

(TOTBBM - 5-8) COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-23/18) Moved by: L. Proctor, Second by: B. Altenhof

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on July 11, 2018 be approved as distributed.

APPROVED. CARRIED.

5.2 LETTERS FROM - P. Rorai reports on the following communication:

- 5.2.1 Charity Fundraiser - It was agreed to send Tecumseh Dollars as a door prize if acceptable.
5.2.2 Corn Festival Parade - The TOTBIA office has received seven notices from Members to distribute their handouts, and suggested items for TOTBIA handouts (luggage tags, magnets, tissues, etc.)

(TOTBBM - 6-8) REPORTS

6.1 CHAIR REPORT - None at this time.

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

- 6.2.1 Month End Financial Report as of July 31, 2018

| | | | |
|-------------------------------------|--|----|-----------|
| BIA Operating Account (8111130) | Bank Balance stands at: | \$ | 35,336.70 |
| Outstanding Payables | See Detail Page | \$ | 1,228.40 |
| BIA Ledger Balance stands at: | See Detail Page | \$ | 34,108.30 |
| | | | |
| BIA Reserve Bank Account | Balance last month: | \$ | 33,552.10 |
| | Transfer from Operating (see NOTE) | \$ | |
| | Interest | \$ | 102.67 |
| BIA Reserve Bank Account stands at: | | \$ | 33,654.77 |
| | | | |
| BIA Petty Cash stands at: | | \$ | 737.83 |
| | | | |
| BIA Liabilities and Equity at: | July 31, 2018 | \$ | 70,220.94 |
| | | | |
| Year To Date Levy Tax Requisition: | 1st Quarter @ March 31, 2017 | \$ | 27,250.00 |
| | 2nd Quarter @ June 30, 2017 | \$ | 27,250.00 |
| | 3rd Quarter @ September 30, 2017 | \$ | |
| | 4th Quarter @ December 31, 2017 | \$ | |
| | Total to Date; | \$ | 54,500.00 |

Instalments are due March 31, June 30, September 30, December 31

Total Tax Levy received for the **2017** fiscal year **\$109,412.38**

Total Tax Levy received for the **2016** fiscal year **\$107,125.54**

Total Tax Levy received for the **2015** fiscal year **\$117,883.89**

Total Tax Levy received for the **2014** fiscal year **\$119,496.93**

Total Tax Levy received for the **2013** fiscal year **\$105,270.54**

NOTE: On May 15, 2018 a transfer of \$20,000.00 was made from the BIA Operating Bank Account to the BIA Reserve Bank Account to reflect the 2017 Surplus of funds. This amount is approximately 25% of the December 31, 2017 ending balance. This transaction is reflected on the May 2018 financial report.

Motion: (BBM-24/18) Moved by: L. Proctor
Second by: T. Nehme

THAT the Month End Treasurer's Report as of July 31, 2018 be accepted and approved as distributed and filed for audit.

**APPROVED.
CARRIED.**

6.3 COORDINATOR REPORT – P. Rorai reports:

- 6.3.1** The BIA aprons that were ordered do not have large pockets and is waiting for suggestions from supplier.
- 6.3.2** Asks the Board to review the New Board Orientation; which should be included with the Application for the next term Board of Management elections
- 6.3.3** Windsor Family Credit Union has canceled the Biz-To-Biz Display Program and the Board suggests contacting National Bank and other Members if they will approve to allow the program again in their lobby.

- 6.3.4 StopGapFoundation – Access Ramps - The Board suggests to forward local companies contact information to the Members regarding accessibility ramps for entrances that have a step at grade level.

6.4 COUNCIL REPORT - Councillor Altenhof reports on items from previous Council’s meetings:

Council meeting of July/24th/2018:

- Regular Council Meeting (RCM):
 - Business Plan and Budget Timetable
 - Council received and accepted the 2019 Business Plan and Budget Timetable as follows:
 - Public Engagement to occur from September 10 to the 30, 2018
 - Table proposed business plan and budget on December 11, 2018
 - Council deliberations to occur on January 15, 2019
 - Council consideration and adoption to occur on January 29th, 2019
 - The timeline for the 2019 budget is slightly delayed as a result of 2018 being an election year for the municipality.
 - Water and Sanitary In-House Billing
 - Town Administration put forth the recommendation to bring In-House all Water and Sanitary function (read, process, bill and collection).
 - Council deliberated on this topic at the July 24th RCM and noted a general lack of information, both qualitative and quantitative in nature, from both the Town and Essex Power Lines Corp., in order to make an informed decision.
 - Correspondingly, Council approved the status-quo position on Water and Sanitary function, that being this function is still overseen and the responsibility of Essex Power Lines Corp., for one year and reconsideration at or near July/2019.
 - Tecumseh Fire Services Q2 Update
 - Council received a 2nd quarter update from the Tecumseh Fire Services (TFS) noting a slight increase in volume from April to June as indicated in Figure 1 below. The volume of calls in generally consistent with historical values.

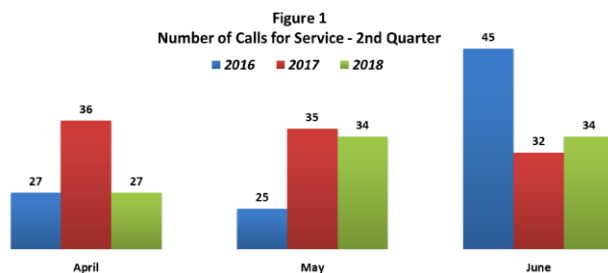


Figure 1 illustrates call volumes for the 2nd Quarter over a three-year period 2016 through 2018 on a monthly basis. Calls for service in the 2nd Quarter of 2018 include eight open air burning/unauthorized controlled burning, two loss fires involving vehicles, two no loss outdoor fires and one overheat mechanical device - pool heater.

- Inspections by property type are summarized in Figure 2, below, with the majority of inspections dedicated to industry.

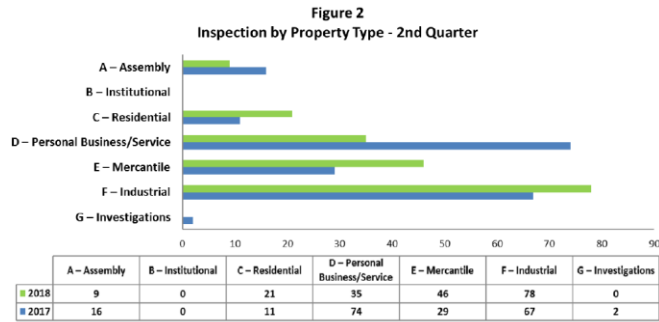


Figure 2 illustrates Inspection by Property Type for the 2nd Quarter for the years 2017 and 2018.

- Disaster Mitigation and Adaptation Fund
 - Council approved Town Administration’s request to submit an Expression of Interest (EOI) to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF) for the following projects:
 - Manning Road Improvements Phases 2 and 3 (\$11.99M)
 - Riverside Drive Trunk Sanitary Sewer (\$2.80M)
 - Scully & St. Mark’s Storm Pump Station Improvements (\$15.91M)
 - This EOI is the 1st step towards a full application, if the EOI is accepted.
 - The total value of the 3 projects listed above is \$30.7M with individual amounts noted in brackets above.
 - The maximum amount requested can be 40% of the total projects (\$12.28M), with the remaining amount to be funded by the Town and other sources.
- BIA Board and Staff are encouraged to review:
 - Council meeting agenda from July/24th/2018 (no other Council meetings have occurred since this date)
- Listing of relevant topics to BIA might exists but not articulated within this presentation

6.5 COMMITTEE REPORTS

6.5.1 Communications – J. Champoux reports – None at this time.

6.5.2 Tecumseh Night Market & Fall Into Health Day – L. Proctor reports on the following:

6.5.2.1 Results of the July 20th Night Market that was held in the Tecumseh Town Centre Plaza; due to the weather, attendance was down and several vendors did not show due to extreme windy and storm conditions. Restaurants were very busy inside and there were no extended patios. Directors and Coordinator asked for feedback from property plaza owner, vendors and the average response was some did very well and others noticed at least half reduction of attendance from last year; felt the weather discouraged public to attend. Everyone enjoyed the live band and wants to participate again next year and suggested maybe have the Night Market on a Friday and Saturday.

6.5.2.2 Tecumseh BIA Christmas Night Market – Lesperance Plaza owner is very interested in having a Night Market in his parking lot (Lesperance and First St.). The NM Committee is asking to have a Christmas Night Market in this parking lot on the same night as the Christmas in Tecumseh event. Request Council to close First St. before and after parade.

6.5.2.3 Currently there are twenty three vendors committed to the September 23rd Fall Into Health Day. Volunteers are still needed to help set up on Sept. 23 from 9:00 AM – 10:30 AM and tear down at 4:01 PM. Continue to obtain sponsors and Members participation.

6.5.3 TOTBIA Video – C. Dennis asks the Board for their feedback on the voice over script for the video and if there are any additional suggestions other than the “Tecumseh Town – Life in Motion”.

6.5.4 Christmas Party – P. Rorai asks the Board for approval to hire Weekend with Suzie for this year’s Christmas Party dinner at Beach Grove Golf & Country Club. Magic Mirror and Windsor Circus School is also booked for the night’s entertainment.

(TOTBBM – 7-8)

UNFINISHED BUSINESS

