

**TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)
BOARD OF MANAGEMENT MEETING**

Wednesday, January 9, 2019 at the hour of 6:00 PM held at
1189 Lacasse Blvd., Tecumseh, ON | Lacasse Conference Room | Phone: 519-735-3795

A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS** (15-20 minutes)
5. **COMMUNICATIONS** (5 minutes)
 - 5.1. Board of Management Minutes: December 12, 2018
6. **REPORTS** (5-10 minutes for each report)
 - 6.1. Chair
 - 6.2. Treasurer's Report
 - 6.2.1. Month End Financial Report: December 31, 2018
 - 6.3. Coordinator Report
 - 6.4. Council Report
 - 6.5. Committee Reports
7. **BOARD ORIENTATION**
8. **UNFINISHED BUSINESS** (5 minutes for each item)
9. **NEW BUSINESS** (5 minutes for each item)
10. **NEXT MEETING**
 - 10.1. Annual General Meeting & Regular BIA Board Meeting: **February 20, 2019 at 6:00 PM**
11. **ADJOURNMENT**

Board Members:

Candice Dennis, Chair
Paul Bistany, Treasurer
Linda Proctor, Director
Jules Champoux, Director
Joseph Fratangeli, Director
Elisa Braccio, Director
Michael Kennedy, Director
Scott Harris, Director
Brian Houston, Director
Andrew Dowie, Councillor

BIA Staff – Paula Rorai, Minute Taker





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, *January 9, 2019* at Public Works Bldg., 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-1)
CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Candice Dennis

(TOTBBM –2-1)
ROLL CALL

Chair	Candice Dennis
Treasurer	Paul Bistany
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy
Director	Jules Champoux
Director	Joseph Fratangeli
Director	Elisa Braccio
Councillor	Brian Houston
Councillor	Andrew Dowie

Regrets:

Minute Taker: Coordinator Paula Rorai

(TOTBBM – 3-1)
DISCLOSURE OF PECUNIARY INTEREST - No disclosures were declared.

(TOTBBM – 4-1)
DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-1)
COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-1/19) Moved by: P. Bistany
Second by: J. Champoux

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on December 12, 2018 be approved as distributed.

APPROVED.
CARRIED.

5.2 **LETTERS FROM** – None currently.

(TOTBBM – 6-1)
REPORTS

6.1 **CHAIR REPORT** – C. Dennis welcomes the Directors to the Board and asks for a brief introduction from everyone around the table. The Chair informs the Board that at this time nominations for Chair, Vice Chair and Treasure are presented for the year and asks if the Board want to wait until the next meeting to make nominations. Directors agree to postpone Executive positions.

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

6.2.1 Month End Financial Report as of December 31, 2018

BIA Operating Account (8111130)	Bank Balance stands at:	\$	39,696.75
Outstanding Payables	See Detail Page	\$	1,860.32
BIA Ledger Balance stands at:	See Detail Page	\$	<u>37,836.43</u>
BIA Reserve Bank Account	Balance last month:	\$	34,049.43
	Transfer from Operating (see NOTE)	\$	
	Interest	\$	86.75
BIA Reserve Bank Account stands at:		\$	<u>34,136.18</u>
BIA Petty Cash stands at:		\$	856.59
BIA Liabilities and Equity at:	November 30, 2018	\$	51,739.82
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	\$	27,250.00
	4th Quarter @ December 31, 2017	\$	24,937.22
	Total to Date:	\$	<u>106,687.22</u>

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: The 4th Quarter Levy Requisition included -\$2,313 adjustments (write-offs & vacancies).

BIA Operating Account - # 8111130			at	31-Dec-18
	<u>Outstanding Payments</u>			
1901	03-Jan	Paula Rorai	Pay Cheque PPE 29/12/18	1095.79
1911	20-Dec	67 Richmond	Tecumseh Dollar Reimbursement	300.00
1912	02-Jan	OBIAA	2019 Membership Fee	215.00
1913	02-Jan	Zehrs	Tecumseh Dollar Reimbursement	2,620.00
				<u>\$ 1,860.32</u>
	<u>Outstanding Receivables</u>			
				<u>\$ -</u>

Motion: (BBM-2/19) Moved by: J. Champoux
Second by: J. Fratangeli

THAT the Month End Treasurer's Report as of November 30, 2018 be accepted and approved as distributed and filed for audit.

APPROVED.

CARRIED.

It was recommended that future month end reports also include the following financial information:

- Tecumseh Dollar Monthly Purchases and Donation Totals
- Monthly Payments and Outstanding Amounts

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics –

- New businesses in the BIA area:
 - Mumma's Burritos – 13300 Tecumseh Rd. E.
 - Naples Pizza 14306 - Tecumseh Rd. E.
- Members closed/moved/new owners/names: none currently.
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 483
 - Empty Units/Bldgs./Lots/– 57

6.3.2 Welcome Wagon – P. Rorai reports that there is a Welcome Wagon organization in Windsor-Essex and is scheduling a meeting to discuss the operation and how to bring the program to Tecumseh.

6.4 COUNCIL REPORT - Councilor Dowie reports on some of the items on the January 15, 2019 Council's meeting:

- Administration is recommending a tax levy increase net of growth on the Tecumseh portion of taxes and represents an increase in the municipal tax.
- The 2019 budget provides for:
 - An increase towards the New Infrastructure Levy (NIL). This fund is intended to enhance existing municipal services. As an example, new sidewalks could be constructed under this fund.
 - An increase towards Lifecycle infrastructure replacement.
 - Service level enhancements in some areas, including:
 - Extended Parks and Recreation office hours to include evenings and weekends
 - Additional resources to maintain Parks facilities during extended operating hours
 - Additional Parks resources to improve department efficiency and effectiveness and to address health and safety issues
 - Additional Public Works resources by substituting one full-time labourer position for an existing part-time seasonal position
 - Funds for known employee wage and benefit increases
 - An increase to general operations
 - In addition, Administration is recommending that Town Council set a Public Meeting for Tuesday, January 29th at 7pm to solicit feedback regarding fluoridation of the Town's water supply. Water is supplied by Windsor but under the Fluoridation Act as it supplies to both Tecumseh and LaSalle, at least one of the municipalities must agree to the change. The Windsor-Essex County Health Unit has supplied an Oral Health study as a point of information on this subject.

6.5 COMMITTEE REPORTS

6.5.1 Communications – Tecumseh Dollar Program – J. Champoux reports that there will be a marketing plan and promotion to purchase Tecumseh Dollars within the first quarter of 2019 and the following Tecumseh Dollar sales:

6.5.1.1 2018 Christmas Ad in Tecumseh Life:

Value	Discount	Cash
\$1480	\$196	\$1184

6.5.1.2 2019 Tecumseh Dollar Report

Value	Discount	Budget (\$5K) Balance
\$200	\$40.00	\$4,960

6.5.2 Tecumseh Night Market & Fall Into Health Day – Need additional Committee members. First meeting is next week. Confirmed Night Market dates are Friday, June 21, 2019 and Friday, July 19, 2019.

6.5.3 New Directors Orientation – C. Dennis explains and reviews what is a BIA, the purpose and function of a BIA, the Ontario Municipal Act, 2001 S.O., 2001, Chapter 25, role of the Board, Area of Responsibility, various events, programs and projects that the Town of Tecumseh BIA hosts and the TOTBIA Strategic Plan. There is discussion regarding streetscape/beautification projects. The requests that quotes be obtained on bike racks and Christmas decorations.

Motion: (BBM- 3/19) Moved by: M. Kennedy
Second by: L. Proctor

THAT additional funds of \$4,700.00 be allocated to the Beautification Account on the proposed 2019 Town of Tecumseh BIA Budget be approved.

CARRIED.

APPROVED.

Motion: (BBM- 4/19) Moved by: J. Champoux
Second by: L. Proctor

THAT after the additional funds be allocated to the Beautification Account, the proposed 2019 Town of Tecumseh BIA Budget be available for Members to review and therefore able to discuss at the Annual General Members meeting on Wednesday, February 13, 2019 be approved.

CARRIED.

APPROVED.

(TOTBBM – 7-1)

UNFINISHED BUSINESS

- 7.1 **Associated Membership** – P. Rorai has a draft program created and this will be discussed and reviewed in the February 13, 2019 Board meeting.
- 7.2 **Bike Racks** – Received copy of invoice of the order and expect a January 2019 delivery from Parks & Rec Director of the two Bike Repair Stations installation in the spring of 2019; one in Lakewood Park and one in McAuliffe Park.
- 7.3 **Interactive BIA Map** – The interactive map is up and live on both the BIA and Town websites. This map allows a guest to click on any area or search for a category and businesses direct listing will appear. Visit:
<http://essexcounty.maps.arcgis.com/apps/webappviewer/index.html?id=f2334c3ba5954a5ea09dcc01c491c140>
- 7.4 **Municipal Rental Fees** – A draft of a MOU is being created and reviewed before the end of the first quarter in 2019.

(TOTBBM – 8-1)

NEW BUSINESS

- 8.1 Executive Board Nominations – deferred to AGM on February 13, 2019.
- 8.2 Notice to Members of AGM include the link to read and review the proposed 2019 Budget and Constitution on the BIA website.
- 8.2 B. Houston had requested a copy of all 2018 Payables to date and requested that quotes for a part-time booking clerk be obtained and a breakdown of the Administrator Assistant tasks.

(TOTBBM – 9-1)

NEXT MEETING

The TOTBIA Annual General Meeting is scheduled on **Wednesday, February 13, 2019 at 6:00 PM in Council Chambers at Town Hall, 917 Lesperance Road, Tecumseh, ON.** Immediately after the AGM, the next TOTBIA Regular General Meeting will commence.

(TOTBBM – 10-1)

ADJOURNMENT

Motion: (BBM- 5/19)

Moved by: B. Houston

Second by: M. Kennedy

THAT there being no further business, the January 9, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 8:34 PM.

CARRIED.

APPROVED.


Candice Dennis, Chair


PAUL BISTANY
TREASURER


Paula Rorai, Coordinator