

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, *March 13, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-3)

CALL TO ORDER

The meeting was called to order at 6:07 p.m. by Candice Dennis, Chair

(TOTBBM –2-3)

ROLL CALL

	Chair	Candice Dennis
	Treasurer	Paul Bistany
	Director	Linda Proctor
	Director	Scott Harris
	Director	Michael Kennedy
	Director	Joseph Fratangeli
	Director	Elisa Braccio
	Councillor	Andrew Dowie
Regrets:	Director	Jules Champoux
	Director	Brian Houston
Minute Taker:	Coordinator	Paula Rorai

(TOTBBM – 3-3)

DISCLOSURE OF PECUNIARY INTEREST - No disclosures were declared.

(TOTBBM – 4-3)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-3)

EXECUTIVE BOARD NOMINATIONS

Deferred to next regular board meeting on April 10, 2019.

(TOTBBM – 6-3)

COMMUNICATIONS

6.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-14/19) Moved by: L. Proctor
Second by: P. Bistany

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

APPROVED.

CARRIED.

Motion: (BBM-15/19) Moved by: E. Braccio
Second by: L. Proctor

THAT the minutes of the Town of Tecumseh TOTBIA Special Board of Management Meeting held on March 4, 2019 be approved as distributed.

APPROVED.

CARRIED.

6.2 LETTERS FROM – None currently.

(TOTBBM – 7-3)

REPORTS

7.1 CHAIR REPORT – C. Dennis informs that along with herself, P. Bistany, P. Rorai and L. Proctor attended the March 12th regular council meeting and is happy to report Council approved the 2019 Budget. C. Dennis also asked when will a BIA Member who has submitted their application to be on the Board and was informed by the Clerk that this on the March 26, 2019 regular council meeting agenda for appointment to the Board. C. Dennis also informed the Board regarding the BIA looking for new office space; that Councillor Jobin suggested to have meetings each month in a different Member's establishment.

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

7.2.1 Month End Financial Report as of January 31, 2019

Treasurer's Report for the period ending:		January 31, 2019	
BIA Operating Account (8111130)	Bank Balance stands at:	\$	34,509.92
Outstanding Payables	see detail page	\$	1,179.82
BIA Ledger Balance stands at:		\$	33,330.10
BIA Reserve Account -	Balance last month	\$	34,136.18
	Interest	\$	86.97
	Transfer from Operating (see NOTE)	\$	-
		\$	34,223.15
BIA Petty Cash stands at:		\$	357.98
Tecumseh Dollars	Current Inventory	Value	
	\$10.00 value	\$	16,920.00
	\$5.00 Value	\$	5,325.00
	Total Tecumseh Dollars inventory value	\$	22,245.00
Total BIA Current Assets :		\$	90,156.23
		\$	67,911.23
Tecumseh Dollars	Current Outstanding		
	2019	\$	400.00
	2018 issued \$10	\$	5,360.00
	2018 issued \$5	\$	245.00
	2017 issued \$10	\$	1,530.00
	2017 issued \$5	\$	265.00
	2016 issued	\$	970.00
	2015 issued	\$	1,400.00
	2014 Issued	\$	910.00
	2013 Issued	\$	490.00
	Winter "Special" 2011	\$	180.00
	2011-12 Regular	\$	1,020.00
	Total Outstanding	\$	12,770.00
Total BIA Liabilities and Equity :	December 31, 2018	\$	87,317.36
		\$	72,533.02
Year To Date Levy Tax Requisition:	1st Quarter @ March 31		
for 2018	2nd Quarter @ June 30		
	3rd Quarter @ September 30		
	4th Quarter @ December 31		
Total Levy received to Date;		\$	-

Outstanding Payments				
1919	31-Dec-18	Kelcom	Oct & Nov 2018	82.98
1921	31-Jan	Paula Rorai	PPE 26/1/2019	1,096.84
				\$ 1,179.82
Outstanding Receivables				
				\$ -
Ledger for Operating Account				
(Invoices paid in this the month)				
Date	Reference	Detail	DR	CR
2-Jan-19	OBIAA	2019 Membership	249.53	
2-Jan-19	Zehr's	Tecumseh Dollars	215.00	
4-Jan-19	Cogeco phones (on-line payment)		90.28	
8-Jan-19	Receiver General (on-line payment)	For December 2018	851.42	
15-Jan-19	Deposit	Tecumseh Dollars Sold - 2018		584.00
15-Jan-19	Deposit	Tecumseh Dollars Sold - Jan. 9, 2019		160.00
17-Jan-19	Paula Rorai	PPE 12/1/2019	1,096.84	
31-Jan-19	Paula Rorai	PPE 26/1/2019	1,096.84	
31-Jan-19	INTEREST			96.55
	Total		3,599.91	840.55
Ledger for Petty Cash				
1-Jan-19	Shoppers	Tecumseh Dollars	50.00	
2019-01-09	ShopEco	Tecumseh Dollars	25.00	
2019-01-09	Shoppers	Candy, Snacks for Board Meeting	47.77	
2019-01-08	Shoppers	Book of stamps	9.61	
2019-01-15	Jenn's Place	Tecumseh Dollars	50.00	
2019-01-15	Sobey's	Flowers for Cookie - no receipt	39.54	
2019-01-29	Canada Post	stamps - AGM	30.51	
	Total Expenses Paid out		\$ 252.43	

Motion: (BBM-16/19) Moved by: S. Harris
Second by: L. Proctor

THAT the Month End Treasurer's Report as of January 31, 2019 be amended to show after removing Tecumseh Dollar Inventory total of \$22,245.00 be removed, the correct TOTAL BIA CURRENT ASSETS is \$67, 911.23 be accepted and approved as distributed and filed for audit.

CARRIED.

APPROVED.

There was discussion on the Tecumseh Dollar Current Inventory listed on the Month End Financial report; this amount should not be included in the current assets total as this amount should be reflected on the Tecumseh Dollar Report issued each month by the Membership Committee.

It was also noted that the TOTAL BIA LIABILITIES AND EQUITY AMOUNT is not current; \$72,533.02 is the total as of December 31, 2018; no 2019 transactions have been entered in the BIA accounting application. The March 31, 2019 Month End Report will have all assets, liabilities and equity totals current and up to date.

Treasurer's Report for the period ending:

February 28, 2019

BIA Operating Account (8111130)	Bank Balance stands at:	\$	28,364.98
Outstanding Payables	see detail page	\$	3,438.63
BIA Ledger Balance stands at:		\$	24,926.35
BIA Reserve Account -	Balance last month	\$	34,223.15
	Interest	\$	78.75
	Transfer from Operating (see NOTE)		
		\$	34,301.90
BIA Petty Cash	stands at:	\$	272.98
Tecumseh Dollars	Current Inventory	Value	
	\$10.00 value	\$	16,920.00
	\$5.00 Value	\$	5,325.00
	Total Tecumseh Dollars inventory value	\$	22,245.00
Total BIA Current Assets :		\$	81,746.23
		\$	59,501.23
Tecumseh Dollars	Current Outstanding		
	2019	\$	400.00
	2018 issued \$10	\$	5,360.00
	2018 issued \$5	\$	245.00
	2017 issued \$10	\$	1,530.00
	2017 issued \$5	\$	265.00
	2016 issued	\$	970.00
	2015 issued	\$	1,400.00
	2014 Issued	\$	910.00
	2013 Issued	\$	490.00
	Winter "Special" 2011	\$	180.00
	2011-12 Regular	\$	1,020.00
	Total Outstanding	\$	12,770.00
Total BIA Liabilities and Equity :	December 31, 2018	\$	87,317.36
NOTE: This is the Liabilities and Equity amount current to December 2018.		\$	72,533.02
The updated amount will be reflected on the next report, once year end has been completed.			
Year To Date Levy Tax Requisition:	1st Quarter @ March 31	\$	-
for 2019	2nd Quarter @ June 30	\$	-
	3rd Quarter @ September 30	\$	-
	4th Quarter @ December 31	\$	-
Total Levy received to Date;		\$	-
Town of Tecumseh BIA (TOTBIA) Regular General Meeting Minutes – March 2019			

BIA Operating Account - # 8111130			28-Feb-19	
Outstanding Payments				
14-Feb-19	Paula Rorai	PPE 2019-02-09		1,096.84
28-Feb-19	Paula Rorai	PPE 2019/2/23		1,096.84
28-Feb-19	Anne Rigo	PPE 2019/2/23		468.11
28-Feb-19	Paula Rorai	Adobe & Microsoft Office subscriptions		400.63
28-Feb-19	Flowers by Phil	arrangement - Late Mrs. Turner		75.00
8-Feb-19	Shoreline	2019 AGM notice & 2018 Christmas draw winners		301.21
				\$ 3,438.63
Outstanding Receivables				
				\$ -
Current Ledger for Operating Account			(Invoices paid in this the month)	
Date	Reference	Detail	DR	CR
15-Feb-19	OBIAA	Conference - Ottawa - Mar 31 - Apr 3/ 2019	865.02	
6-Feb-19	Paula Rorai	OBIAA conf., FLIGHT & GoDaddy renewal	526.81	
8-Feb-19	Town of Tecumseh	Cell - Dec 2018 & Jan 2019, Dell Inv new computers	2,426.64	
8-Feb-19	Shoreline	2019 AGM notice & 2018 Christmas draw winners	301.21	
11-Feb-19	TNM - E TR	Cori McLean - Sweetlegs		80.00
11-Feb-19	Receiver General (on-line payment)	2019 January - Payroll Ded	745.82	
4-Feb-19	Cogeco phones (on-line payment)		90.28	
14-Feb-19	Paula Rorai	PPE 2019-02-09	1,096.84	
14-Feb-19	Anne Rigo	PPE 2019-02-09	340.94	
15-Feb-19	Kelcom	Dec 2018 & Jan 2019	121.66	
28-Feb-19	Paula Rorai	PPE 2019/2/23	1,096.84	
28-Feb-19	Anne Rigo	PPE 2019/2/23	468.11	
28-Feb-19	Paula Rorai	Adobe & Microsoft Office subscriptions	400.63	
28-Feb-19	Flowers by Phil	arrangement - Late Mrs. Turner	75.00	
28-Feb-19	INTEREST			72.05
	Total		8,555.80	152.05
Ledger for Petty Cash				
2019-02-25	Basha Schwarma	Tecumseh Dollars	85.00	
2019-02-28	Jenn's Place	Tecumseh Dollars	50.00	
2019-02-28	Big Al - By Sandy	Returned payment - Home Depot purchase	-68.50	
	Total		66.50	

Motion: (BBM-17/19) Moved by: J. Fratangeli
Second by: E. Braccio

THAT the Month End Treasurer's Report as of February 28, 2019 be amended to show after removing Tecumseh Dollar Inventory total of \$22,245.00 be removed, the correct TOTAL BIA CURRENT ASSETS is \$59, 501.23 be accepted and approved as distributed and filed for audit.

CARRIED.
APPROVED.

7.3 COORDINATOR REPORT – P. Rorai reports

7.3.1 Membership Statistics –

- New businesses in the BIA area:
 - Bayshore Home Health 1695 Manning Rd.
 - Kimber Lash Extensions 13039 Tecumseh Rd E.
 - Salon Savoir Fhair 12062 Tecumseh Rd E.
- Members closed/moved/new owners/names: none currently.
 - The Broken Egg 12058 Tecumseh Rd E. – New Owner
 - Little Mae's Design Studio 12218 Riverside Dr. E. - Closed
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 398
 - Empty Units/Bldgs./Lots/– 62
 - Property Owners – 136
 - Grand Total - 596

7.3.2 Welcome Wagon – defer to next meeting.

7.3.3 Home Base Business Report – nothing at this time.

7.4 COUNCIL REPORT - Councilor Dowie reports on some of the items on the March 12, 2019 Council's meeting:

- Town Hall Expansion. Administration is proposing that \$3.15M be invested into Town Hall for expansion to accommodate all customer-facing staff, to address a shortage of consultation and meeting space, and to improve access to Council Chambers. Funding would be from past surpluses (Tax Rate Stabilization Reserve \$1.25M) and from a portion of the New Infrastructure Reserve revenues (\$1.90M).
- Ste. Marguerite d'Youville Elementary, Site Plan Control. Administration is recommending approval of a Site Plan Agreement for Ste. Marguerite d'Youville school. An 390 sq m expansion is proposed for the existing Day Care facility at the northwest corner of the building together with a new 16-space parking area at the north-western portion of the school, and on-site works, including new sidewalks and landscaping.
- Representatives of the Tecumseh Business Improvement Association Board of Management, including Candice Dennis, Chair; Paul Bistany, Treasurer; and Paula Rorai, Coordinator. Were delegates regarding the Board's 2019 Budget which was approved.
- Town of Tecumseh Parks and Recreational Services Department. Staff presented the 2018 Tecumseh Corn Festival Named a Top 100 Festival by Festival and Events Ontario
- Rotary Club Fish Fry. Administration recommended that the Rotary Club of Essex be authorized to sell and serve alcoholic beverages at Lakewood Park on Friday, July 19, 2019 between 4pm and 8pm. A Noise By-law exemption was also requested.
- Taste of Tecumseh Festival 2019. Administration recommends that the Optimist Club of St. Clair Beach be authorized to sell and serve alcoholic beverages at Lakewood Park from Friday, June 14, 2019 through to and including Saturday, June 15, 2019. A Noise By-law exemption was also requested.
- Optimist Club's Victoria Day Weekend Fireworks 2019. Administration recommends that the rental fees associated with use of the St. Clair Beach Community Centre and Optimist Park for the Optimist Club of St. Clair Beach's 2019 Victoria Day Fireworks Display, at a cost of \$201 be waived; and that the fees associated with the fireworks permit as regulated under By-law Number 2013-50, a by-law to regulate the sale and use of fireworks, at a cost of \$50 be waived.
- Extension of the One-Year Moratorium on Building Permit Fees was approved.
- Village of St. Clair Beach Official Plan, 14328 and 14346 Tecumseh Road. Essex County has approved the Official Plan amendments required for the Harbour Club Condominium Building at the former Pud's Place Marina and no appeals were received.
- Enbridge Gas Inc. has applied to raise its natural gas rates effective April 1, 2019 to recover costs associated with the Federal Greenhouse Gas Pollution Pricing Act. There would be an increase of \$86.21 for each account.

7.5 COMMITTEE REPORTS

7.5.1 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:

7.5.1.1 2019 Tecumseh Dollar Report

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

7.5.2 Tecumseh Night Market & Fall into Health Day – Currently there are 15 vendors who have committed to this year's events. Waiting to meet with plaza restaurant owners, plaza owners and AGCO to discuss the option of apply for a Special Occasion Permit to fence in the event area to allow guests to purchase wine/beer at established alcohol licenses restaurants and walk around enclosed area for each night market.

(TOTBBM – 8-3)

UNFINISHED BUSINESS

8.1 Associated Membership – A draft program was distributed to the Board for review and discussion.

Motion: (BBM- 18/19)

Moved by: L. Proctor

Second by: E. Braccio

THAT the Town of Tecumseh Business Improvement Area Associate Membership Program initiative be effective immediately as of March 13, 2019 be approved.

CARRIED.

APPROVED.

8.2 Bike Racks – Several Members have contacted the BIA and Town Hall inquiring about bike racks being installed on sidewalks and store fronts. Coordinator to present the bike rack costs from last year that was presented to the Board to next meeting.

8.3 Municipal Rental Fees – Differed to next meeting.

(TOTBBM – 9-3)

NEW BUSINESS

9.1 BIA Office Relocation – Inquires are being conducted on various empty units within the area on size, cost and availability. The Chair and Treasurer want to visit specific empty units and ask the Coordinator to schedule a visit with the property owner/manager.

9.2 Business District Signage – It was suggested to contact Ontario TODS, TWEPI or Town Public Works for information on what the procedure and costs are to obtain directional signage for the business district.

9.3 General Membership Information – MPAC has informed the Town that property owners' information cannot be shared with the BIA as per their interpretation of the Privacy Act. A request to OBIAA and the Town Clerk for additional information and clarification will be sent based on the Municipal Act, 2001 S.O. 2001, Chapter 25, section 206; providing notice to membership.

9.4 Areas of Responsibility – C. Dennis reviews the areas of responsibility that by identifying the many mandated aspects of the Tecumseh BIA, an assessment has been made on the demand, complexity and resource requirements to fulfil them. Many of the areas are being handled by the Coordinator. However, to increase effectiveness and efficiency, it has been proposed and approved that Areas of Responsibility are identified and that members of the Board of Management are given the opportunity to take on these responsibilities as a Committee Chair. The Committee Chairs will be responsible for the planning, implementing and reporting to the Board, on their respective areas. Committee Chairs will be involved in the discussions as well as make recommendations to the Board for the Board's approval. Directors volunteered to be on the following TOTBIA AoR:

- Marketing Committee – C. Dennis
- Membership Committee – M. Kennedy, J. Champoux, S. Harris, P. Bistany
- Streetscaping/Beautification Committee – L. Proctor, P. Bistany
- Events Committee – J. Fratangeli, L. Proctor, E. Braccio

(TOTBBM – 10-3)

NEXT MEETING

The TOTBIA Annual General Meeting is scheduled on **Wednesday, April 10, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 11-3)

ADJOURNMENT

Motion: (BBM- 19/19)

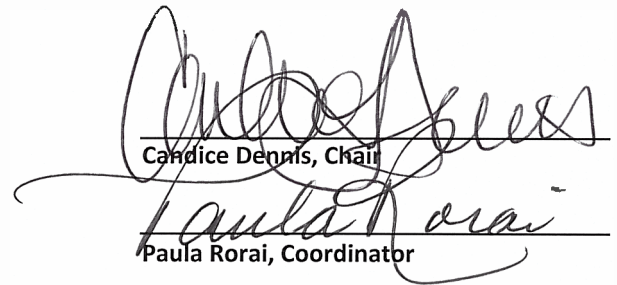
Moved by: P. Bistany

Second by: M. Kennedy

THAT there being no further business, the March 13, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 8:16 PM.

CARRIED.

APPROVED.



Candice Dennis, Chair

Paula Rorai, Coordinator