

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, *May 8, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-5)

CALL TO ORDER

The meeting was called to order at 6:15 p.m. by Candice Dennis, Chair

(TOTBBM –2-5)

ROLL CALL

| | |
|-----------|-------------------|
| Chair | Candice Dennis |
| Treasurer | Paul Bistany |
| Director | Linda Proctor |
| Director | Scott Harris |
| Director | Michael Kennedy |
| Director | Joseph Fratangeli |
| Director | Jules Champoux |
| Director | Shane Meloche |
| Director | Brian Houston |
| Councilor | Andrew Dowie |

Regrets: Director Elisa Braccio

Minute Taker: Coordinator Paula Rorai

(TOTBBM – 3-5)

DISCLOSURE OF PECUNIARY INTEREST - None at this meeting.

(TOTBBM – 4-5)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-5)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-31/19) Moved by: P. Bistany
Second by: B. Houston

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on April 17, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – Kerri Rice, Manager Recreation Programs & Events, Town of Tecumseh – Thank you letter for supporting the 2019 Summer Activity Guide by purchasing an ad on page 4 of the guide.

(TOTBBM – 6-5)

REPORTS

6.1 **CHAIR REPORT** – None at this time.

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: | | April 30, 2019 |
|--|--|----------------------------|
| BIA Operating Account (8111130) | Bank Balance stands at: | \$ 33,324.39 |
| Outstanding Payables | see detail page | \$ 988.75 |
| BIA Ledger Balance stands at: | | <u>\$ 32,335.64</u> |
| BIA Reserve Account - | Balance last month | \$ 34,389.29 |
| | Interest | \$ 84.79 |
| | Transfer from Operating (see NOTE) | |
| | | <u>\$ 34,474.08</u> |
| BIA Petty Cash | stands at: | <u>\$ 643.34</u> |
| <u>Total BIA Current Assets :</u> | | <u>\$ 67,453.06</u> |
| Tecumseh Dollars | Current Outstanding | \$ 12,940.00 |
| BIA Liabilities and Equity : | from Sage 50 report | \$ 70,954.37 |
| <u>Total BIA Liabilities and Equity :</u> | | <u>\$ 83,894.37</u> |
| Year To Date Levy Tax Requisition: | 1st Quarter @ March 31 | \$ 27,250.00 |
| for 2019 | 2nd Quarter @ June 30 | \$ - |
| | 3rd Quarter @ September 30 | \$ - |
| | 4th Quarter @ December 31 | \$ - |
| Total Levy received to Date; | | <u>\$ 27,250.00</u> |

NOTES:

Some of the discrepancy is a result of not having received the balance of HST rebate from 2018. This amount is outstanding and is therefore showing HST recoverable but has not yet been deposited to the bank, so that it is not reflected in bank.

Tecumseh Business Improvement Area**BIA Operating Account - # 8111130****30-Apr-19****Outstanding Payments**

| | | |
|---------------------|-----------------|--------|
| 12-Apr-19 Shoreline | ask the experts | 988.75 |
|---------------------|-----------------|--------|

\$ 988.75**Outstanding Receivables****\$ -****Operating Account - activity**

(Invoices paid in this month)

| Date | Reference | Detail | DR | CR |
|-----------|------------------------------------|--|----------|--------|
| 1-Apr-19 | Zehrs | Tecumseh Dollars | 210.00 | |
| 3-Apr-19 | Windsor Rock Gym | FIHD EFT pmt - Windsor Rock Gym | 295.00 | |
| 3-Apr-19 | Bank Charges | FIHD EFT pmt - Windsor Rock Gym | 1.50 | |
| 4-Apr-19 | Cogeco phones (on-line payment) | | 90.28 | |
| 10-Apr-19 | Receiver General (on-line payment) | | 935.85 | |
| 11-Apr-19 | Paula Rorai | PPE 2019/04/06 | 1,096.84 | |
| 11-Apr-19 | Anne Rigo | PPE 2019/04/06 | 575.39 | |
| 9-Apr-19 | Petty Cash | | 800.00 | |
| 12-Apr-19 | Town of Tecumseh | cell | 45.00 | |
| 12-Apr-19 | Shoreline | ask the experts | 988.75 | |
| 19-Apr-19 | Town of Tecumseh | Rec Services - Banner contest ceremony | 132.49 | |
| 12-Apr-19 | Kelcom | | 65.90 | |
| 12-Apr-19 | Paula Rorai | Exp - Westin Ottawa, Vista Print TNM postcards, BIA Ref binder | 945.93 | |
| 15-Apr-19 | Deposit | | | 240.00 |
| 15-Apr-19 | Aunti Aldoo's | NM EFT (Alexandrea Anber) | | 80.00 |
| 15-Apr-19 | Justin Renaud | NM EFT (Southwest shores) | | 80.00 |
| 23-Apr-19 | Nadine Sandrin | NM EFT (Emma's Dog treats) | | 50.00 |
| 23-Apr-19 | Annie Vanrivong | NM EFT (Wolf & Rebel) | | 50.00 |
| 23-Apr-19 | Rare Apparel | NM EFT (Tam Nguyen) | | 50.00 |
| 25-Apr-19 | Paula Rorai | PPE 2019/04/20 | 1,096.84 | |
| 25-Apr-19 | Anne Rigo | PPE 2019/04/20 | 538.20 | |
| 29-Apr | Deposit | | | 130.00 |
| 30-Apr-19 | The Frosty Pineapple | NM EFT (Maya Fullerton) | | 80.00 |
| 30-Apr-19 | INTEREST | | | 94.22 |

Petty Cash - expenses

| Date | Reference | Detail | DR | CR |
|------------|------------------|-----------------------------------|--------|----|
| 2019-04-01 | OBIAA Conference | cash expenses - multiple receipts | 144.50 | |
| 2019-04-01 | Wrap Shack | volunteer lunch | 18.17 | |
| 2019-04-07 | Dollar Tree | candy for office | 8.47 | |
| 2019-04-10 | Kabobgy | Tecumseh Dollars | 135.00 | |

Motion: (BBM-32/19) Moved by: J. Champoux
Second by: M. Kennedy

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

Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discounted as of December 31, 2019 and a new design, program, name will go into effect as of January 1, 2020. Reasonable notice will be given to the public that current Tecumseh Dollars that do not have a one-year expiry date will have until December 31, 2019 to use and Members to be reimbursed.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics –

- New businesses in the BIA area:
 - Kimber Lash Extensions - 13039 Tecumseh Rd E.
 - Tease Beauty Boutique - 14301 Tecumseh Rd. E.
 - The Humble Baker – 12150 Tecumseh Rd E.
- Members closed/moved/new owners/names:
 - Esso Gas Station – 12219 Riverside Dr. E. – now open
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 400
 - Empty Units/Bldgs. - 31
 - Empty Lots/– 15
 - Property Owners – 138
 - Grand Total - 584

6.3.2 Grand Openings for Members – Currently there are two grand openings scheduled:

- Thursday, May 16 at 7:00 PM – Tecumseh Home Hardware – New Home Expression Department
- Friday, June 21 at 1:00 PM – Mumma's Burritos – Green Valley Plaza

6.3.3 Welcome Wagon – P. Rorai spoke with Pat Neuman, Regional Director with Welcome Wagon and she has had a very hard time establishing programs in Tecumseh and Windsor; people will be hired and trained then quit. She will send me a composite of the program and a job description that she will post again for Tecumseh and work with the BIA to help hire the right person and create a Welcome Wagon program in Tecumseh.

6.3.4 Home-Base Business Report – BIA office is receiving calls from home-based businesses wanting to join; the Board was asked is this allowed prior to be zoned commercial and residential? There was discussion on the Associate Membership Program wording. B. Houston looked up Kingsville BIA Associate Membership and it was recommended to revise the TOTBIA Associate Membership Program to include similar wording that states the TOTBIA will accept all businesses.

6.4 COUNCIL REPORT – B. Houston reports on some of the items from the April 23 Council Meeting

- Tecumseh Road Mainstreet Detailed Street Design update and some modifications are being proposed:
 - Creation of additional laneways to replace closed driveways with reciprocal access for adjacent properties
 - Reconfiguration of Ticonderoga Park to accommodate a new laneway
 - Change of Lanoue Street to two-way traffic.
 - Leaving some of the overhead electrical wiring in place at the west limit of the project.
- Windsor Pipeline Replacement Project. Enbridge (formerly Union Gas) is replacing approx. 60 km of the existing Windsor natural gas pipeline, an 8-to-10-inch diameter pipeline, with a new 6-inch pipeline to be constructed in the vicinity of the existing pipeline. The 6-inch pipeline will operate at higher pressure. Construction cost is \$88M (est.) and project will occur between Oldcastle and Port Alma, primarily along County Rd. 46, Lakeshore Rd. 309, and Goodreau Line.

- Luc Gagnon, Director Financial Services & Treasurer and Rick Wellwood, Development Officer Re: Retirement Recognition
- City of Brantford dated April 16, 2019 Re: Single Use Plastic Straws. Brantford Council is considering restricting the use of single use plastic straws within their boundaries
- Business Improvement Area dated April 15, 2019 Re: Exceptions to the Town's Noise By-Law and Sign By-Law for the Night Market Events dated June 21 and July 19, 2019. The BIA is requesting an exemption from the Town's Noise By-Law and Sign By-Law for the Town of Tecumseh BIA Night Market events being held on Friday, June 21, 2019 at Green Valley Plaza, 13300 Tecumseh Rd. E. and on Friday, July 19, 2019 located at the Tecumseh Towne Centre Plaza, at 1614 Lesperance Rd. and County Rd. 22 to allow signage in parks and on Town property, and to allow noise between 8pm and midnight.
- Checker Flag Storyboard. It is proposed to place a Checker Flag Speedway Storyboard, which recognizes its physical attributes and historical timeline in the community, located within Cranbrook Park. The cost will be paid for by Mr. John Lucier.
- FIRE-2019-02 Tecumseh Fire Services Q1 Update. Calls for service in the first part of the year have declined versus previous years with 26, 22 and 25 calls in January, February, and March respectively.
- Ministry of the Environment, Conservation and Parks Inspection Report. Administration advises that the Town's water distribution system did not have any non-compliance issues with regulatory requirements as a result of a Ministry inspection on February 28, 2019. The Town's inspection risk rating is 0.00% and the final inspection rating is 100.00%. Those ratings represent the best possible rating achievable.
- Administration recommends that an application for funding under the Investing in Canada Infrastructure Program (ICIP): Rural and Northern Communities Funding Stream – 2019 Intake for a future commitment to the Manning Road Improvement Project Phases 2 and 3 to be completed in 2021-2022.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – Nothing at this time.

6.5.2 Membership Committee

6.5.2.1 Tecumseh Dollar Program – J. Champoux reports on the current Tecumseh Dollar report and presents the Tecumseh Dollar Sale promo that will be placed on Facebook.

6.5.2.2 Associated Membership – Suggestions on how to advertise the new program? Do we ask them to accept Tecumseh Dollars? Can they get the same advertising discounts i.e. Ask The Experts?

6.5.3 Streetscaping Committee

6.5.3.1 Banner Contest –Award Ceremony was Friday, May 3, 2019 at 7:00 pm at Center Ice Room in the Arena and all 15 artists with family attended along with Councilor Brian Houston, Councilor Bill Altenhof and his wife and Miss Tecumseh. Paul McNamara took great pictures of everyone and the banners.

6.5.3.2 Bike Repair Stations – Waiting to hear from Parks & Rec when the two new repair stations will be installed and when to schedule a public announcement of the stations in each park.

6.5.3.3 Bike Racks – Currently we have 6 Members who want bike racks installed in front or around their building/unit on municipal property and Classic Display sent pricing on bike racks that are

6.5.4 Events Committee

6.5.4.1 Night Market – Currently there are 32 vendors who have committed to this year's events. There was a meeting 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. A Follow up meeting is needed with AGCO and the plaza management. Reserved Weekend with Suzie as the band for both events.

6.5.4.2 BIA Christmas Party – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club and 3 Members have already signed up to purchase tickets.

(TOTBBM – 7-5)

UNFINISHED BUSINESS

8.1 Memorandum of Understanding – differ to next meeting.

8.2 BIA Office Relocation – Board reviews current list of available empty units for consideration and recommends the top two units after the Chair, Treasurer, M. Kennedy and Coordinator take a tour of latest unit.

Motion: (BBM-33/19) Moved by: B. Houston
Second by: S. Harris

THAT the Chair, Vice Chair, Treasurer, Director M. Kennedy and Coordinator be the authority to execute the lease agreement for the new BIA office and report back to the Board at the next meeting.

CARRIED.

APPROVED.

- 8.3 Membership Notice – Nothing new at this time.
- 8.4 Bookkeeping Quotes – differ at a later date.
- 8.5 Corporate Credit Card – required information by WFCU was forward to the Finance Department; waiting confirmation of guarantee with the Town.
- 8.6 Way Finding Signage – S. Meloche will forward a contact information from TODS to the Coordinator to obtain information on placing a way finding sign off of 401 and the Manning Road exits directing the public to the downtown district.
- 8.7 BIA Parkette Memorial Bench – Contacted Shoreline Tecumseh and waiting until end of May for Parks & Rec Department plant flowers and planters and schedule pictures.

(TOTBBM – 9-5)

NEW BUSINESS

- 9.1 Promotional Item – differ to next meeting
- 9.2 Corn Festival Sponsorship – Board agrees to the Bronze sponsorship
- 9.3 Vice Chair requests that funds be allocated in 2020 budget that will cover Coordinator and Vice Chair to attend the OBIAA Conference.

(TOTBBM – 10-5)

IN CAMERA SESSION

Chair requests in camera session

Motion: (BBM-34/19) Moved by: M. Kennedy
Second by: J. Fratangeli

THAT as per section 239(2) of the Municipal act as it relates to personal matters about an identifiable individual, including municipal or local board employees, the regular BIA Board of Management meeting stops at 6:47 PM to go in to an in-camera session and only BIA Board of Management Directors remain in the room.

CARRIED.

APPROVED.

The Coordinator leaves the conference room.

Motion: (BBM-35/19) Moved by: P. Bistany
Second by: J. Champoux

THAT the in-camera session ends, and the regular BIA Board of Management meeting resumes at 7:30 PM.

CARRIED.

APPROVED.

C. Dennis informs the Coordinator to re-enter the conference room.

(TOTBBM – 11-5)

NEXT MEETING

The TOTBIA Annual General Meeting is scheduled on **Wednesday, June 12, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 12-5)
ADJOURNMENT

Motion: (BBM- 36/19)

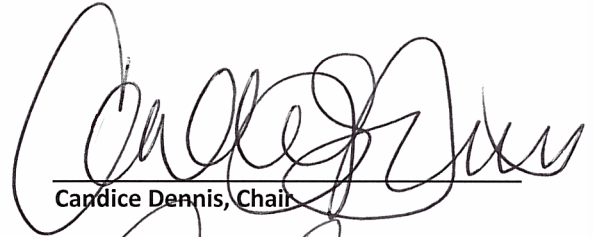
Moved by: P. Bistany

Second by: M. Kennedy

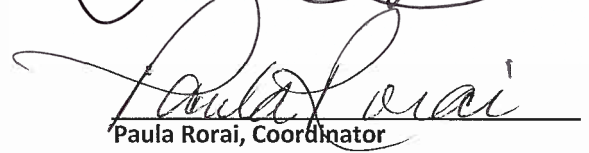
THAT there being no further business, the May 8, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 9:02 PM.

CARRIED.

APPROVED.

A large, stylized handwritten signature in black ink, likely belonging to Candice Dennis.

Candice Dennis, Chair

A handwritten signature in black ink, likely belonging to Paula Rorai.

Paula Rorai, Coordinator