



Minutes of a Regular General 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, *June 12, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-6)

CALL TO ORDER

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

(TOTBBM –2-6)

ROLL CALL

Chair	Candice Dennis
Treasurer	Paul Bistany
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy
Director	Jules Champoux
Director	Brian Houston
Councilor	Andrew Dowie

Regrets:	Director	Elisa Braccio
	Vice Chair	Joseph Fratangeli
	Director	Shane Meloche

Minute Taker: Coordinator Paula Rorai

(TOTBBM – 3-6)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-6)

DELEGATIONS – No delegations at this meeting.

(TOTBBM – 5-6)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-37/19) Moved by: P. Bistany
 Second by: B. Houston

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on May 8, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – Kerri Rice, Manager Recreation Programs & Events - Thank You Corn Festival Sponsorship Letter

(TOTBBM – 6-6)

REPORTS

6.1 **CHAIR REPORT** – None currently.

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

Treasurer's Report for the period ending:		May 31, 2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 25,514.95
Outstanding Payables	see detail page	\$ 500.00
Outstanding Receivables	see detail page	\$ -
BIA Ledger Balance stands at:		<u>\$ 25,014.95</u>
BIA Reserve Account -	Balance last month	\$ 34,474.08
	Interest	\$ 87.83
	Transfer from Operating (see NOTE)	
		<u>\$ 34,561.91</u>
BIA Petty Cash	stands at:	<u>\$ 214.82</u>
<u>Total BIA Current Assets :</u>		<u>\$ 59,791.68</u>
Tecumseh Dollars	Current Outstanding	\$ 13,870.00
BIA Liabilities and Equity :	from Sage 50 report	\$ 62,201.35
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 76,071.35</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.		

BIA Operating Account - # 8111130			31-May-19	
Outstanding Payments				
28-May-19	Town of Tecumseh	2019 Corn Festival Sponsorship - Bronze	500.00	
			\$ 500.00	
Outstanding Receivables				
			\$ -	
Operating Account - activity			(Invoices paid in this month)	
Date	Reference	Detail	DR	CR
4-May-19	Cogeco phones (on-line payment)		90.28	
6-May-19	Deposit			160.00
6-May-19	The Hungry Pooch	NM EFT (Alina Sherman)		50.00
9-May-19	Shoreline	A t E	791.00	
6-May-19	Paula Rorai	Vista print - TNM Posters	145.07	
9-May-19	Town of Tecumseh	cell	45.00	
9-May-19	Kelcom		116.56	
9-May-19	Anne Rigo	PPE 2019/05/04	503.67	
9-May-19	Paula Rorai	PPE 2019/05/04	1,096.84	
10-May-19	Receiver General (on-line payment)	2019 April	930.95	
14-May-19	Deposit			400.00
17-May-19	Monarch Basic	file storage boxes	146.18	
13-May-19	Zehrs	Tecumseh Dollars	245.00	
17-May-19	Shoreline	2019 Travel Guide	649.75	
17-May-19	Lacasse SPG	15 banners	1,761.11	
23-May-19	Anne Rigo	PPE 2019/05/18	521.77	
23-May-19	Paula Rorai	PPE 2019/05/18	1,096.84	
27-May-19	Jacob Woodwork	NM EFT (Nancy Abou Kazam)		80.00
28-May-19	Cogeco phones (on-line payment)	to pay balance of the month - contract ended increase	20.42	
28-May-19	Town of Tecumseh	Corn Fest Sponsorship	500.00	
29-May-19	Things Made By Jade	NM EFT (Jade Wiens)		50.00
31-May-19	INTEREST			74.48
Petty Cash - expenses				
Date	Reference	Detail	DR	CR
2019-05-02	Shoppers	Tecumseh Dollars	20.00	
2019-05-03	Zehrs	Banner Ceremony - snacks, water etc...	99.06	
2019-05-06	Simply Swimwear	Tecumseh Dollars	50.00	
2019-05-07	Shoppers	air freshener	3.15	
2019-05-08	Staples	page protectors	13.55	
2019-05-08	McDonald's	McHappy Day - 2 coffees	4.20	
2019-05-08	Subway	Board Meeting - food	142.20	
2019-05-08	Circle K (Mac's)	pop & water	21.36	
2019-05-23	Basha Schwarma	Tecumseh Dollars	20.00	
2019-05-23	Jenn's Place	Tecumseh Dollars	55.00	

Motion: (BBM-38/19) Moved by: J. Champoux
Second by: L. Proctor

THAT the Month End Treasurer's Report as of May 31, 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:
 - Co Creativ Art Studio – 1133 Lesperance Rd.
- Members closed/moved/new owners/names:
 - Esteem Medical Esthetics - 1695 Manning Rd.
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 402
 - Empty Units/Bldgs. - 44
 - Empty Lots/– 17
 - Property Owners – 138
 - Grand Total - 601

6.3.2 Grand Openings for Members – Currently there is one grand opening(s) scheduled:

- Friday, June 21 at 1:00 PM – Mumma's Burritos – Green Valley Plaza

6.3.3 Welcome Wagon – waiting to hear back from the representative.

6.3.4 Home-Base Business Report – nothing currently.

It was agreed to have all reports (month end financials, coordinator, council and committee) be documented and sent to Coordinator before close of business on the Monday a week before the next board meeting.

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

6.5 COMMITTEE REPORTS

- 6.5.1 Marketing Committee** – The Tecumseh Life 2019 Spring/Summer Magazine is distributed to Board and the public will receive this issue on June 15, 2019. Magazine looks great and Members really like the special discount and have signed up to advertise in the Fall/Winter already.
- 6.5.2 Membership Committee**
- 6.5.2.1** Tecumseh Dollar Program – J. Champoux reports on the current Tecumseh Dollar report. It was recommended to include J. Champoux as an editor on the TOTBIA Facebook account.
- 6.5.2.2** Associated Membership –
- 6.5.2.2.1** Additional wording was incorporated in the description: *‘Businesses outside the current boundary and home-based businesses are also eligible to join through our Associate Membership program. Each application will be judged on its own merits and the TOTBIA Board of Management reserves the right to refuse any application.’*
- 6.5.2.2.2** Board agrees to differ the start up of the Associated Membership program until all aspects of the program has been discussed and decisions made regarding renewal date, etc. and the Constitution must be amended to include the program and presented to the membership at the next AGM. Roll out date is anticipated in March 2020.
- 6.5.3 Streetscaping Committee**
- 6.5.3.1** Bike Repair Stations – Parks & Rec sent maps on where the two repair stations will be installed. Should be completed by the end of June and then schedule a public announcement presenting the stations in each park.
- 6.5.3.2** Bike Racks – 15 bike racks have been ordered and delivery is expected at the end of June.
- 6.5.4 Events Committee**
- 6.5.4.1** Night Market – Currently there are 33 vendors who have committed to this year’s events. It was recommended by the NM Committee to not apply for a general SOP permit and have the licensed owners apply for extended patio permits with the Town and the AGCO.
- 6.5.4.2** BIA Christmas Party – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club. M. Kennedy has offered to sponsor the BIA at Beach Grove.
- 6.5.5 Office Relocation Committee**
- 6.5.5.1** Lease Agreement Template – Anticipating a draft copy of the lease agreement for space at 12122 Tecumseh Rd. New Property Owners are asking current property owner pricing on conference table, chairs and one desk and is scheduling a meeting for all parties to meet and discuss issues.
- 6.5.5.2** P. Rorai has received prices from Cogeco on two phone lines bundled with Wi-Fi:
- 6.5.5.2.1** 2 phone lines and Wi-Fi (20 MG) \$49.95 per month
- 6.5.5.2.2** 2 phone lines and Wi-Fi (80 MG) \$79.95 per month
- 6.5.5.2.3** Currently paying \$79.95 for 2 phone lines only
- 6.5.5.3** Waiting to receive quotes from three moving companies.
- 6.5.5.4** Rorai will create a project timeline leading up to August 31, 2019 to evacuate the 1189 Lacasse location and move to the new 12112 Tecumseh Rd E. office location. asking if any Director would like to help plan this event. P. Bistany and B. Houston volunteered to work with P. Rorai on this project.

(TOTBBM – 7-6)

UNFINISHED BUSINESS

- 8.1 Memorandum of Understanding – differ to next meeting.
- 8.2 Membership Notice – Received feedback from Town Treasurer and there has been no status change from MPAC on the privacy of information restrictions; the Town cannot provide personal information from MPAC’s database. The public is free to view the Town’s property tax roll at Town Hall. The property tax roll does include owner name and mailing address of all properties in town.
- 8.3 Bookkeeping – Waiting for quote from Hawkins & Co. Accounting, and from By The Book, and have received a resume
- 8.4 Corporate Credit Card – required information by WFCU was forward to the Finance Department; waiting confirmation of guarantee with the Town. B. Houston offers to contact WFCU for additional information.
- 8.5 Way Finding Signage – P. Rorai reports on information received from TODS:
- Information from TODS Field Account Manager on pricing of two or four signs on both exit ramps (east & west) off the 401 and Manning Road. Sign with Town must go up first; directing traffic to downtown core than BIA can submit application for way-finding signs on 401.

- Two Signs – one on each ramp is \$750 a year
- Four signs – 2 in each direction on both ramps is \$1500 a year
- Need picture of sign by Town
- ETA 3 months to take order/contract

Board agrees to differ this project until 2020.

8.6 BIA Parkette Memorial Bench – P. Rorai will contacted Shoreline Tecumseh to schedule pictures with Board and include with article.

(TOTBBM – 9-6)

NEW BUSINESS

9.1 Vice Chair requests that funds be allocated in 2020 budget that will cover Coordinator and Vice Chair to attend the OBIAA Conference.

(TOTBBM – 10-6)

IN CAMERA SESSION

Chair requests in camera session

Motion: (BBM-39/19) Moved by: P. Bistany
Second by: J. Champoux

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 7:49 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-40/19) Moved by: P. Bistany
Second by: L. Proctor

THAT the in-camera session ends, and the regular BIA Board of Management meeting resumes at 8:10 PM.

CARRIED.

APPROVED.

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

(TOTBBM – 11-6)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, July 10, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 12-6)

ADJOURNMENT

Motion: (BBM- 41/19) Moved by: B. Houston
Second by: L. Proctor

THAT there being no further business, the June 12, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 8:19 PM.

CARRIED.

APPROVED.

Candice Dennis, Chair

Paula Rorai, Coordinator