



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, *July 10, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-7)

CALL TO ORDER

The meeting is called to order at 6:04 p.m. by Candice Dennis, Chair

(TOTBBM –2-7)

ROLL CALL

Chair	Candice Dennis
Vice Chair	Joseph Fratangeli
Director	Elisa Braccio
Director	Linda Proctor
Director	Scott Harris
Director	Michael Kennedy
Councilor	Andrew Dowie

Regrets:	Treasurer	Paul Bistany
	Director	Jules Champoux
	Director	Brian Houston
	Director	Shane Meloche

Minute Taker: Coordinator Paula Rorai

(TOTBBM – 3-7)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-7)

DELEGATIONS – Tecumseh Pickleball, Malinda Hebert explains the game and invites Directors to participate in first Tecumseh Corn Festival Pickleball Tournament on August 11, 2019 at the Tecumseh Recreation Complex and Arena; time to be determined. Three Directors signed up: Michael Kennedy, Scott Harris and Joe Fratangeli.

(TOTBBM – 5-7)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-42/19) Moved by: L. Proctor
Second by: M. Kennedy

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on June 12, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – Nothing at this time.

(TOTBBM – 6-7)

REPORTS

6.1 **CHAIR REPORT** – C. Dennis informs

6.1.1 Currently working with other BIAs and Chamber of Commerce organizations within Windsor/Essex sharing ideas, procedures, methodologies, etc.

- 6.1.2 Summarized June meeting with CAO regarding BIA and MOU. CAO asked for copy of BIA Strategic Plan and Constitution and was sent both along with 2019 Budget. There will be a follow up meeting with CAO and Board would like additional information on several examples of pricing for service level agreements.
- 6.1.3 Would like to pursue ordering and selling Town and BIA license plate covers; which Council may approve.
- 6.1.4 On July 9, 2019, P. Rorai accepts new contract and Coordinator job description will be posted by next week.

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:		June 30, 2019
BIA Operating Account (8111130)	Bank Balance stands at:	\$ 55,101.71
Outstanding Payables	see detail page	\$ 2,242.98
Outstanding Receivables	see detail page	
BIA Ledger Balance stands at:		<u>\$ 52,858.73</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:	844.22
<u>Total BIA Current Assets :</u>		<u>\$ 88,264.86</u>
Tecumseh Dollars	Current Outstanding	\$ 17,460.00
BIA Liabilities and Equity :	from Sage 50 report	\$ 90,360.23
<u>Total BIA Liabilities and Equity :</u>		<u>\$ 107,820.23</u>
Year To Date Levy Tax Requisition:	1st Quarter @ March 31	\$ 27,250.00
for 2019	2nd Quarter @ June 30	\$ 31,250.00
	3rd Quarter @ September 30	\$ -
	4th Quarter @ December 31	\$ -
Total Levy received to Date:		<u>\$ 58,500.00</u>

Tecumseh Business Improvement Area				
BIA Operating Account - # 8111130			30-Jun-19	
Outstanding Payments				
1977	Paula Rorai		1,096.84	
1978	Shoreline Week		132.89	
1979	Zehrs		420.00	
1980	71934, Shoreline Week		593.25	
			\$ 2,242.98	
Outstanding Receivables				
			\$ -	
Operating Account - activity				
		(Invoices paid in this month)		
Date	Reference	Detail	DR	CR
Jun 01, 2019	2019/06/01, Anne Rigo	1972	0.00	48.14
Jun 04, 2019	Monarch Office Supply Inc.: Brother Wireless Laser Printer	1968	0.00	326.57
Jun 04, 2019	Shoreline Week: Ask The Experts - May 2019	1969	0.00	791.00
Jun 04, 2019	431, Things Made by Jade	Cash	50.00	0.00
Jun 04, 2019	Rev. of J236. Corr. is J283.	ADJCash	0.00	50.00
Jun 04, 2019	Brand Dead	302	80.00	0.00
Jun 05, 2019	9021162, Kelcom	1974	0.00	68.57
Jun 05, 2019	3600, Town of Tecumseh	1975	0.00	45.00
Jun 06, 2019	Paula Rorai	1970	0.00	1,096.84
Jun 06, 2019	Anne Rigo	1971	0.00	387.76
Jun 06, 2019	2019-1st QTR Rebate HST	Deposit	1,469.62	0.00
Jun 06, 2019	MB Realms Entertainment	303	80.00	0.00
Jun 10, 2019	Kristie Sabga	300	160.00	0.00
Jun 10, 2019	Sign Language - Farmhouse Signs	301	50.00	0.00
Jun 11, 2019	20190611, Petty Cash	1973	0.00	800.00
Jun 11, 2019	434, Poppy & Peonies	Cash	80.00	0.00
Jun 17, 2019	06212019, Suzie Green	1976	0.00	600.00
Jun 17, 2019	442, Athy Bourque	Cash	160.00	0.00
Jun 17, 2019	443, Kristie Sabga	431	160.00	0.00
Jun 17, 2019	444, Alan Panik	460	160.00	0.00
Jun 17, 2019	445, Maureen Pasnik	461	160.00	0.00
Jun 17, 2019	169, Mike Smith	169	320.00	0.00
Jun 20, 2019	Paula Rorai	1977	0.00	1,096.84
Jun 25, 2019	440, Mary Dowie	755	160.00	0.00
Jun 25, 2019	441, Mike Smith	Cash	160.00	0.00
Jun 26, 2019	Shoreline Week	1978	0.00	132.89
Jun 26, 2019	Baby Envy Boutique	294	80.00	0.00
Jun 26, 2019	Wellwise by Shoppers Drug Mart	295	80.00	0.00
Jun 26, 2019	Windsor Essex Children's Aid Society	296	50.00	0.00
Jun 26, 2019	Goodlife Fitness	297	80.00	0.00
Jun 26, 2019	Zehrs	1979	0.00	420.00
Jun 26, 2019	Tecumseh Dollars	298	822.00	0.00
Jun 27, 2019	446, Good Vibes Beauty Space	Cash	50.00	0.00
Jun 28, 2019	Town of Tecumseh - BIA Levy - 2nd QTR 2019	Deposit	31,250.00	0.00
Jun 28, 2019	71934, Shoreline Week	1980	0.00	593.25
Jun 30, 2019	BIA Operating (10500)	Bank Interest	63.15	0.00
			35,724.77	6,456.86

Motion: (BBM-43/19) Moved by: J. Fratangeli
Second by: E. Braccio

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

APPROVED.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics –

- New businesses in the BIA area:
 - Food Basics -
- Members closed/moved/new owners/names:
- 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:

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

6.3.4 Home-Base Business Report – nothing currently.

6.4 COUNCIL REPORT – Andrew Dowie reports on some of the items from the Council Meeting

- Multi-use Sports plex - Council approved option A, which was a slighted revised building exterior while maintaining all the requested inside amenities, the estimated cost was \$54.05M, which after upper level funding of 73%, this equals a 1.43% levy tax increase.
- Transit service will be moved in July from the current Sobey's Plaza (located in Lakeshore) to a new stop at the newly opened Food Basics plaza.
- Our Stormwater Master plan is now complete, recommending numerous upgrades and solutions to all areas of Tecumseh, north of 42, which are serviced by our pumping stations.
- Council also approved the Mulberry Drive pathway extension, in partnership with the City of Windsor, we are paying for our portion in Tecumseh on Mulberry to Southfield Drive.
- Rotary Fish fry was approved for Lakewood Park, both License to serve and noise by-law exemption for September 6th.

Items on the July 9th RCM Agenda:

- Plan of Condominium for the new Puds Marina Petretta development – no commercial space
- 6pm Public meeting for the proposed changes and updates to our Development Charges by-law
- Fire Chief Pitre is retiring
- 2020 Budget Deliberations - an item for the board to be aware of the proposed 2020 Business Plan and Budget Timetable, as follows,
 - Council consultation September 10, 2019 – NOTE: this is the time for the BIA to ask Council for any fees to be waived i.e. street closures, park fees, etc. BEFORE Sept 30th.
 - Public engagement September 12-30, 2019
 - Table proposed business plan and budget November 12, 2019
 - Council deliberations November 19, 2019
 - Council consideration and adoption December 10, 2019
- Council approves BIA ordering and selling Town/BIA logo license plate covers; with Trademark Agreement and proof of design.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – The Tecumseh Life 2019 Spring/Summer Magazine was distributed to Board and the public on June 15, 2019. Magazine looks great, Members like the special advertising discount and have signed up to advertise in the Fall/Winter already. Over \$800 Tecumseh Dollars have been purchased due to the ad in this issue. It is recommended to subsidize Members’ advertising in the Shoreline Tecumseh 2019 Holiday Guide.

6.5.2 Membership Committee

6.5.2.1 Tecumseh Dollar Program – J. Champoux reports on the current Tecumseh Dollar report.

Tecumseh Dollar Report - June 30, 2019			
Redeemed		\$	2,465.00
Total 2019 Issued (One YR Expiry Date)		\$	1,195.00
Sold (No Expiry Date)	Value	Revenue	Net Cost
	\$ 4,700	\$ 3,782	\$ 918
Current Outstanding			
2019	\$	5,915.00	
2018 issued \$10	\$	4,950.00	
2018 issued \$5	\$	205.00	
2017 issued \$10	\$	1,290.00	
2017 issued \$5	\$	250.00	
2016 issued	\$	950.00	
2015 issued	\$	1,350.00	
2014 Issued	\$	910.00	
2013 Issued	\$	490.00	
Winter "Special" 2011	\$	180.00	
2011-12 Regular	\$	970.00	
Total Outstanding	\$	17,460.00	

6.5.2.2 Board asks J. Champoux to create Facebook ads asking the public to use old style Tecumseh Dollars as they will become null and void as of December 31, 2019.

6.5.2.3 Board requests the Coordinator keep track of all Members who do not accept Tecumseh Dollars.

6.5.2.4 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.

6.5.2.5 Associated Membership – Nothing at this time.

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 – June Night Market was a great success, over 800 people attended, feedback from vendors, property owners and Members was very positive.

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. Current Property Owner has quoted \$5k for conference table, chairs and one desk
- 6.5.5.2** P. Rorai contacted Cogeco to cancel contract as of August 31, 2019. Was informed to call back with the unit number for the BIA at the new location for 911 calls and Canada Post. This information needs to be included in the lease agreement.
- 6.5.5.3** Waiting to receive quotes from four moving companies.
- 6.5.5.4** A. Dowie will inquire if relocation date can be extended.

(TOTBBM – 7-7)

UNFINISHED BUSINESS

- 8.1 Memorandum of Understanding – differ until further notice.
- 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 – BIA office has received quote from Zero and invoice from By the Book. Board recommends to contract By The Book till after the office relocation.
- 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 – Board agrees to differ this project until 2020.
- 8.6 BIA Parkette Memorial Bench – ON July 4th, members of Council, Town Administration, current and past Board Directors, BIA staff, family and friends attended the unveiling of the bench in the Parkette and Shoreline Tecumseh will publish a group picture and the article honoring both E. Tope and A. Baillargeon.

(TOTBBM – 9-7)

NEW BUSINESS

- 9.1 Board asks for quotes and layout design for license plate covers with the tag line: ‘Tecumseh Town. Life in Motion
- 9.2 Pickleball Tournament – BIA Board/Members vs. Town Council/Staff

(TOTBBM – 11-7)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, August 14, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 12-7)

ADJOURNMENT

Motion: (BBM- 46/19)

Moved by: E. Braccio

Second by: J. Fratangeli

THAT there being no further business, the July 10, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 7:30 PM.

CARRIED.

APPROVED.

Candice Dennis, Chair

Paula Rorai, Coordinator