

TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)

BOARD OF MANAGEMENT MEETING

Wednesday, April 12, 2017 at the hour of 7:00 PM held at the Public Works Building

Located at 1189 Lacasse Blvd. Tecumseh, ON | BIA Office Phone: 519-735-3795

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS** (15-20 minutes)
 - 4.1. Windsor-Essex Compassion Care Community and Home Instead Senior Care
Deborah Sattler, Director with WECCC, Liz Daniel, Community Engagement Coordinator with WECCC and Ryan Jershy, owner of Home Instead Senior Care
5. **COMMUNICATIONS** (5 minutes)
 - 5.1. Minutes
 - 5.1.1. Board of Management Minutes: March 8, 2017
6. **REPORTS** (5-10 minutes for each report)
 - 6.1. Chair
 - 6.2. Treasurer's Report
 - 6.2.1. Month End Financial Reports: March 2017
 - 6.3. Coordinator Report
 - 6.4. Council Report
 - 6.5. Committee Reports
 - 6.5.1. Night Market - Fees
 - 6.5.2. Fall Into Health Day
7. **UNFINISHED BUSINESS**
 - 7.1. Canada 150 & Community/Town Sponsorships
 - 7.2. BIA Parkette Landscaping
 - 7.3. TOTBIA Constitution – First Draft
8. **NEW BUSINESS**
 - 8.1. Streetscaping Projects – Banner Contest
 - 8.2. Staycation Expo – April 29th – Devonshire Mall
9. **NEXT MEETING – May 10, 2017**
10. **ADJOURNMENT**

Board Members:

Candice Dennis, Chair

Tony Nehme, Vice Chair

Paul Bistany, Treasurer

Bill Altenhof, Councillor, Ward 2

Jules Champoux, Director

Joseph Fratangeli, Director

Maureen Harris, Director

Daniel Hofgartner, Director

Brian Houston, Council Representative, Ward 3

Linda Proctor, Director

BIA Staff – Paula Rorai, Coordinator, Minute Taker



Minutes of a Meeting of the
Town of Tecumseh Business Improvement Area (TOTBIA)
Board of Management Meeting

A meeting of the Town of Tecumseh BIA (TOTBIA) Board of Management meeting held as of Wednesday,
April 12, 2017 at Public Works Building, 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 7:00 PM.

(TOTBBM-1-4)
CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Tony Nehme, Vice Chair

(TOTBBM -2-4)
ROLL CALL

Present:

- Vice Chair: Tony Nehme
Treasurer: Paul Bistany
Director: Jules Champoux
Councilor: Bill Altenhof
Director: Daniel Hofgartner
Councillor: Brian Houston
Director: Linda Proctor

Regrets:

- Chair: Candice Dennis
Director: Maureen Harris

Absent:

- Director: Joseph Fratangeli

Minute Taker:

- Coordinator: Paula Rorai

(TOTBBM - 3-4)

DISCLOSURE OF PECUNIARY INTEREST - None Stated.

(TOTBBM - 4-4)

DELEGATIONS - Windsor-Essex Compassion Care Community and Home Instead Senior Care

Deborah Sattler, Director with WECCC, Liz Daniel, Community Engagement Co-ordinator with WECCC and Ryan Jershy, owner of Home Instead Senior Care presented the Windsor-Essex Compassion Care Community program which is a citizen, families, neighbours, service providers, businesses and community leaders who believe in the power of community. Together, we can are working to raise happiness, improve quality of life and reduce inequities for the citizens of Windsor-Essex. In June, 2017 they are launching a pilot that aims to connect citizens and care partners with neighbours, Council, BIA Members, volunteers, youth, coaches, support services and technology to create thriving networks and relationships that last a lift-time, where each of us feels cared for and valued. Anyone who knows someone is elderly, disabled or isolated and wants help in setting up their own life-long care system and personal safety net can call the following:

Compassion Care Community Office at 519-974-2581 ext. 2420 or call the

Distress Line at 519-256-5000 or

Visit www.weccc.ca

Deborah and/or Liz will contact the BIA office to schedule a time to help distribute flyers/brochures to the BIA Members regarding this program and asks the Board for a support statement that they can use to promote the program.

There will be a separate Town of Tecumseh WECCC website that will provide information, resources and track statistics for ROI analysis.

(TOTBBM - 5-4)

COMMUNICATIONS

5.1 BIA Board of Management Meeting Minutes

Motion: (BBM-11/17) Moved by: L. Proctor
Second by: B. Altenhof

THAT the minutes of the Town of Tecumseh BIA Board of Management Meeting held on March 8, 2017, be approved when TOTBBM- 4-3 DELEGATIONS; dollar amount of \$1250 should be \$6377 is corrected.

APPROVED.
CARRIED.

(TOTBBM – 6-4)

REPORTS

6.1 CHAIR REPORT: No report at this time.

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

Month End Report as of March 31, 2017

BIA Operating Account (8111130)	Bank Balance stands at:	\$	61,700.33
Outstanding Payables	See Detail Page	\$	4,460.37
BIA Ledger Balance stands at:	See Detail Page	\$	<u>57,239.96</u>
BIA Reserve Account	Balance last month:	\$	3,032.54
(Opened September 20, 2012)	Interest	\$	6.95
		\$	<u>3,039.49</u>
BIA Petty Cash stands at:		\$	346.00
BIA Liabilities and Equity at:	March 31, 2017	\$	67,059.09
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,472.00
	2nd Quarter @ June 30, 2017	\$	
	3rd Quarter @ September 30, 2017	\$	
	4th Quarter @ December 31, 2017	\$	
	Total to Date;	\$	<u>27,472.00</u>

Instalments are due March 31, June 30, September 30, December 31

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**

Motion: (BBM-12/17) Moved by: J. Champoux
Second by: B. Altenhof

THAT the Month End Treasurer’s Report as of March 31, 2017, be accepted as distributed and filed for audit.

APPROVED.
CARRIED.

6.3 CO-COORDINATOR REPORT - P. Rorai reports on the following issues:

6.3.1 The BIA has been invited to share Blackburn Radio tent on the Friday night of the Taste of Tecumseh event and asks who will volunteer to be with P. Rorai. Board suggests contacting Committee Chair and asking if Tecumseh Dollars can be sold in Blackburn’s tent.

- 6.3.2 The Chair would also like to ask the Board about partnering with the Optimist Club in future activities. Board suggests for P. Rorai to also inquire with Optimist Club Chair on future initiatives that the TOTBIA can partner with.
- 6.3.3 Asks if Directors would like to have badges/pins with the BIA logo and position on the Board i.e. TOTBIA Board Director, Treasurer, etc. Board agrees to have business cards ordered with room to write in their name and contact information.
- 6.3.4 Reminds the Board that the 2017 BIA Christmas Party venue should be selected soon to reserve the date of Saturday, November 18, 2017. Board agrees to reserve the date and venue again at Torino's for this year's party.
- 6.3.5 Director J. Champoux requests to include on the next meeting agenda Communication Methods.

6.4 COUNCIL REPORT - Councillor Altenhof reports on items from previous Council's meetings:

Activities around Tecumseh:

- Aircraft display and flight at Windsor airport of May 27-28
- Aircraft permitted to fly low within Tecumseh
- Ultimate Fun Firefighter Challenge that will take place at Station 2 on Saturday May 13, 2017
- Optimist Club of St. Clair Beach
 - Provided \$1500 to Tecumseh Fire and Rescue in support of Summer Junior Fire Camp
 - Taste of Tecumseh Festival to occur on June 16th and 17th
 - Victoria Day Weekend Fireworks-May 21st, (rain date 22nd)
- Tecumseh Night at Windsor Express (March/22nd/2017)
 - A great success (contributing towards Tecumseh Historical Society) and a great game!
- Main street CIP update provided by:
 - DIALOG and Dillon Consulting Ltd.
 - Design progressing well
 - Concerns:
 - Acquisition of land
 - Railway/road intersection
 - Traffic flow
 - Architect and Engineering both working together and with Town to deal with concerns
- 5 Storey Build
 - SCM regarding the 5 storey development west of Shawnee Rd/south of Tecumseh.
 - No oppositions, however, concerns regarding impact on existing home, access roadway and shared access noted.
- Cornfest
 - Recognized by Festivals and Events Ontario as one of top 100 Festivals and Events
- Tecumseh Soiree Coffee House
 - May/12th, 7pm at l'Essor High School
 - Vocals, Instrumentals, Dance, other Theatrical events
- Strategic Priorities Overview
 - Five priorities re-affirmed
 - Municipal work plans to incorporate strategic priorities
 - Reporting and progress on the integration of the priorities is expected every 6 months
- West Branch Delisle Drain improvements awarded to Murray Mills Excavating & Trucking
 - Commencement of work to occur soon
- CR22/19 intersection:
 - Widening and improvement to intersection to commence in the near future.
 - Work expected over May/1st to Dec/31st.
- Site plan agreement for a proposed commercial plaza...Brighton and Old Tecumseh Rd
- New Transit Bus:
 - 2017 Champion LF Transport Ford E450 Chassis V-10 6.8L Gas, Cutaway Style Low Floor Accessible Community Transit Bus
 - Should allow for easier transfers and overall benefit for passengers
- Grand opening of Disc Golf Course at Lakewood Park
 - Saturday, May 27th, 11am – 12noon
- Michael Rohrer 1st Annual Heart & Soul Memorial Walk (Sat/May/20th/2017)
 - 5 km walk commencing at Lakewood Park

6.5 COMMITTEE REPORTS

6.5.1 Night Market – L. Proctor and P. Bistany reports that the Board needs to review all of the new issues that the CERT team is now requiring and additional costs associated with a full road closure:

1. OPP Requirements:
 - 2 paid-duty officers will be required during all hours that the road is closed; they will be stationed on Tecumseh Road at each location that the road is closed (Tec/Lesperance & Tec/Lacasse)
 - Auxiliary officers will also be scheduled during the event hours starting at 6PM for added security
 - Approx. cost for paid duty officers is \$70 per hour per officer
 - You'll be responsible for completing & submitting the Paid Duty Request Form with the OPP
2. Tecumseh Fire & Rescue Requirements:
 - A 6 meter wide emergency lane must be provided within the event area to allow emergency vehicles to respond to properties within the closed section of the roadway
 - You must have personnel stationed at each end of the barrier ready to open up the fencing in the event of an emergency situation
 - All hydrants within the area must remain visible and not be obstructed in any manner, leaving a 3 meter radius around each hydrant
 - Attached is a map that reflects a 6m lane in the centre of the roadway leaving 3.5m on each side for the vendor tents
3. Road Closure:
 - What time will you need the road closed to begin setting up for the event?
 - Please complete the attached Road Closure Application and return to my attention
 - Remember to take into consideration that paid OPP will be scheduled starting at the that time
4. Public Notification:
 - You will be required to provide advanced notification to the public of the scheduled road closure; this includes digital signage that will be placed along Tecumseh Road days prior to the event to inform eastbound traffic of the scheduled closure – *Public Works is looking into rental fees for this*

L. Proctor reads the individual costs associated with a full road closure (\$6000) and there is discussion on the Special Occasion Permit.

T. Neheme offers to contact Tecumseh Towne Centre Plaza owner to schedule meeting with Committee to have June 23rd Night Market in the plaza.

6.5.2 Fall Into Health Day – L. Proctor reports currently there are:

- 10 Health & Wellness members who have committed to participate in the event
- 12 Health & Wellness members who will perform demonstrations at the event
- 5 major sponsors at \$1500 and \$2000 in kind

(TOTBBM – 7-4)

UNFINISHED BUSINESS

7.1 Canada 150

- 7.1.1 Banners – quotes were stated for one sided banners that have the Canada 150 logo and for an over-the-road banner; Board recommends to obtain quotes for two sided banner for 20 and 40 units.
- 7.1.2 Town Events - Parks & Rec has planned to celebrate this summer:
 - 7.1.2.1 June 30th Fireworks at Lakewood Park – 9PM - sponsorship \$4,000
 - 7.1.2.2 July 1st Free Family Fun Day at Lakewood Park – 1-4PM - sponsorship \$500 (cupcakes, Zoo To You, or Mad Science)
 - 7.1.2.3 July 2nd Windsor Symphony Orchestra Brass Quintet at Lakewood Park – 1-3PM - sponsorship \$500

7.2 BIA Parkette Landscaping – At last month's Board meeting, Paul Anthony, Director of Parks & Rec. informed the Board that the Christmas tree will be replaced with possibly a larger one in the BIA Parkette at no cost to the BIA. As items are installed in the

Parkette, such as sprinklers, additional landscaping, etc., the owner of the land adjacent to the Parkette is notified. Two quotes have been obtained for the stonework on the pergola: one quote at \$6,377 (plus tax) and one at \$4,500 (plus tax). The Town will place flower pots at other locations and in the Parkette as well at no cost to the BIA. Discussion on sponsoring park benches, bricks, etc. is still ongoing with Council to approve a sponsorship policy.

J. Champoux inquired with another landscaping company and they confirmed that the quote for \$4500 was a very good price for the size of the project. Board requests to obtain confirmation that the quote of \$4500 is still valid and some addition details on the work that will be performed.

7.3 TOTBIA Constitution Draft – Waiting to finalize the first draft.

(TOTBBM – 8-4)

NEW BUSINESS

8.1 11th Annual Street Pole Banner Contest received over 220 submissions and 16 original drawings and pictures have been selected that best depicts Celebrating Canada 150 theme. Awards ceremony will be held on Friday, May 12th at 7:00 pm in the Center Ice Room at the Arena. An invitation to Council and Miss Tecumseh has been sent and all Board Directors are expected to attend the ceremony.

8.2 TWEPI 'Staycation Expo' – the Town Manager of Strategic Initiatives is asking if the Board and members would like to participate in this one day event at Devonshire Mall to promote events, businesses, etc. There are no Directors available to attend and to promote the BIA, Night Market, Fall Into Health Day.

(TOTBBM – 9-4)

NEXT MEETING

The next Board meeting will be on Wednesday, May 10, 2017 at 7:00 PM in the Public Works Building

(TOTBBM – 10-4)

ADJOURNMENT

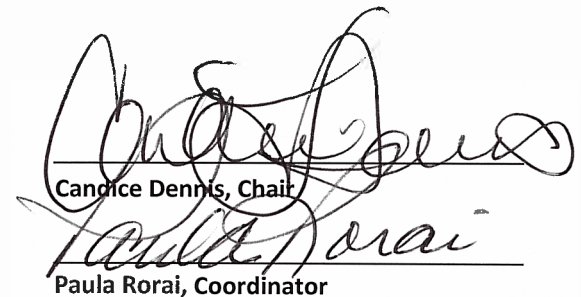
Motion: (BBM-13/17)

Moved by: P. Bistany

Second by: J. Champoux

THAT there being no further business, the April 12, 2017 meeting of the BIA Board of Management be adjourned at 10:05 PM

**CARRIED.
APPROVED.**



Candice Dennis, Chair
Paula Rorai, Coordinator