



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,
August 16, 2017 at Public Works Bldg., 1186 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-8)
CALL TO ORDER

DRAFT OF TECUMSEH BIA
BOARD OF MANAGEMENT
MINUTES

The meeting was called to order at 6:10 p.m. by Candice Dennis, Chair

(TOTBBM -2-8)
ROLL CALL

- Present: Chair Candice Dennis
Vice Chair Tony Nehme
Treasurer Paul Bistany
Director Jules Champoux
Councillor Brian Houston
Director Maureen Harris
Director Daniel Hofgartner
Director Linda Proctor
Regrets: Councilor Bill Altenhof
Director Joseph Fratangeli
Absent:
Minute Taker: Coordinator Paula Rorai

(TOTBBM - 3-8)
DISCLOSURE OF PECUNIARY INTEREST - None Stated.

(TOTBBM - 4-8)
DELEGATIONS - None at this meeting.

(TOTBBM - 5-8)
COMMUNICATIONS

5.1 BIA BOARD OF MANAGEMENT MEETING MINUTES:

Motion: (BBM-32/17) Moved by: M. Harris
Second by: L. Proctor

THAT the minutes of the Town of Tecumseh BIA Board of Management Meeting held on July 12, 2017, be approved as distributed.

APPROVED.
CARRIED.

5.2 LETTERS FROM - P. Rorai reports on the following communication:

- 5.2.1 ViaRail - Fall Into Health Day Sponsorship - That the application for ViaRail Trip Tickets as door prize for the Fall Into Health Day and Sponsorship was denied. The FIHD event does not meet their criteria.
5.2.2 Optimist Club - Fall Into Health Day Grant - The Chair and Coordinator sent a request to the St. Clair Beach Optimist Club asking for a grant to help defray the costs of a bouncy castle and mini golf course that are children activities for the FIHD. The request was denied; both of these activities did not meet their criteria.
5.2.3 Corn Festival Sponsorship - Committee sent their appreciation for the BIA once again sponsoring \$500 for the festival and sent the Board complimentary admission tickets and free corn tickets.

(TOTBBM - 6-8)
REPORTS

6.1 CHAIR REPORT: No report at this time.

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

**6.2.1** Month End Financial Report as of July 31, 2017

BIA Operating Account (8111130)	Bank Balance stands at:	\$	54,665.70
Outstanding Payables	See Detail Page	\$	1,607.04
BIA Ledger Balance stands at:	See Detail Page	\$	<u>53,058.66</u>
<b>BIA Reserve Account</b>	Balance last month:	\$	<u>3,060.00</u>
(Opened September 20, 2012)	Interest	\$	<u>7.39</u>
		\$	<u>3,067.39</u>
BIA Petty Cash stands at:		\$	466.06
BIA Liabilities and Equity at:	July 31, 2017	\$	58,961.77
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,472.00
	2nd Quarter @ June 30, 2017	\$	27,028.00
	3rd Quarter @ September 30, 2017	\$	
	4th Quarter @ December 31, 2017	\$	
	<b>Total to Date;</b>	\$	<u><b>54,500.00</b></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**

**NOTE:** On August 2, 2017 a transfer of \$10,000.00 was made from the Operating Account to the Reserve Account to reflect the 2016 Surplus. This amount is 25% of the December 31, 2016 ending balance. The Reserve Account balance as at August 16, 2017 is \$13,067.39. This transaction will be reflected on the August 2017 month financial report. The Reserve Account is earmarked for BIA Special Projects.

**Motion: (BBM-33/17)** Moved by: M. Harris  
 Second by: J. Champoux

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

**APPROVED.  
 CARRIED.**

- 6.2.2** Current Outstanding Tecumseh Dollar Report – it was reiterated that there is now a one year expiry date on all Tecumseh Dollars that are given out as door prizes, contest awards, etc. Tecumseh Dollars that are purchased do not have an expiration date.
- 6.2.3** Current Reserve Account Balance – At the end of the year, any surplus of funds are moved to the Reserve Account to be earmarked for special projects. Only 25% of surplus must remain in the Operations Account to maintain expenses during the first quarter of the new year. Current balance is \$13,067.39.
- 6.2.4** 2017 Budget vs Actual Status Report – P. Rorai reports on year-to-date expenses.

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

- 6.3.1** Portable Sign By-Law – several Members have complained regarding the current Sign By-Law does not allow businesses the opportunity to advertise several times a year. The Board recommends that a committee is created to survey the Members, gather data and report to Administration. Director J. Champoux and Treasurer P. Bistany will work with P. Rorai on this committee.
- 6.3.2** Ocean Bottom Soap Company Grand Opening reminder that the ribbon cutting ceremony is on Thursday, Sept. 14 at 4:30PM.
- 6.3.3** BIA tent, signs, table cloth – quotes are being gathered for the cost of a 10'x10' tent with the BIA logo for feather banner and 8' table cloth with logo to set up and use during various festivals, events, etc.

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

July 25<sup>th</sup> Council Meeting:

- Deputy Treasurer & Tax Collector, Report No. 11/17 Re: 2018 Business Plan & Budget Timetable. It is recommended that Council adopt the following timelines for the 2018 budget:
  - Council consultation September 12, 2017
  - Public engagement September 12 to September 30, 2017
  - Table proposed Business Plan & Budget November 14, 2017
  - Council deliberations November 21, 2017
  - Council deliberations (if needed) November 22, 2017
  - Council consideration & adoption December 12, 2017
- Manager Recreation Programs & Events, Report No. 17/17 Re: Optimist Club's Family Fun Fair 2017. Optimist Club of St. Clair Beach is requesting relief from the Noise By-law in order to permit the Optimist Club of St. Clair Beach to operate loud speakers or sound amplifying equipment on Saturday, September 23, 2017 from 12:00 p.m. to 5:00p.m.
- Manager Recreation Programs & Events, Report No. 18/17 Re: Tecumseh BIA's Fall Into Health Day Event. Tecumseh BIA is seeking relief from the Noise By-law in order to operate loud speakers or sound amplifying equipment on Sunday, September 24, 2017 from 11:00 a.m. to 5:00p.m
- Manager Planning Services, Report No. 23/17 Re: Encroachment Agreement to Facilitate an Outdoor Patio, Lesperance Plaza Inc. (Carrots N' Dates Restaurant), 1125 Lesperance Road. Carrots N' Dates is seeking permission to create an outdoor patio on Lesperance Road on the municipal sidewalk. There would be room for 6 tables. The area would be 34' x 12', leaving 18' of sidewalk available.

August 8th Council Meeting:

- Melanie Coulter, Windsor Essex County Humane Society Re: Dog Control By-Law
- Director Corporate Services & Clerk, Report No. 23-17 Re: Issuance of Marriage Licences. Administration proposes to begin a Marriage Licence Issuance service. The cost of the licence would be \$130.
- Director Corporate Services & Clerk, Report No. 26-17 Re: Procedural By-Law Review and Revisions. This is a housekeeping by-law that updates certain definitions to match new Municipal Act definitions, formalize current practices (Order of Business), and new items including receiving delegations. Of note is that the recommended change will give the Administration the authority to deny delegations if the matter is part of duties delegated to Administration. It also proposes a prohibition of materials not submitted to the clerk ahead of time including placards and signs. Conversely, delegates would be protected from interruption from Members of Council.
- Purchasing Officer, Report No. 09-17 Re: Amendment to Purchasing Policy No. 17 and Procurement Policies and Procedures Bylaw 2006-03. Administration recommends amendment to the policies and procedures such as introducing language with respect to Accessibility legislation, trade agreements, clarification regarding the "two envelope" process for requests for proposal, and increasing the authority of Administration to self-approve purchases and reducing the number of large purchases sent back to Town Council for approval.
- Director Parks & Recreation Services, Report No. 15-17 Re: Commemorative Bench Program- Policy. Administration is bringing forward a framework for commemorative benches including maintenance and replacement going forward including assignment of costs and clarifying that the bench would be a ten year commitment.
- Director Corporate Services & Clerk, Report No. 21-17 Re: Call for 2017 Award Nominations. Administration is recommending that the Dr. Henri Breault Community Excellence Award and Donald "Donny" Massender

Memorial Volunteer Award, as well as the 2018 Senior of the Year Award (Awards) nominations be advertised and selections made on November 28, 201

- Director Corporate Services & Clerk, Report No. 22-17 Re: Advisory and Statutory Committees Call for 2018 Applications. Administration is recommending that applications be sought for the following committees: a. Committee of Adjustment (if Council does not appoint from within); b. Tecumseh Accessibility Advisory Committee; c. Cultural & Arts Advisory Committee; d. Heritage Committee; e. Senior Advisory Committee; and f. Youth Advisory Committee.
- Deputy Treasurer & Tax Collector, Report No. 12-17 Re: Budget Variance Report- June 30, 2017. The Town is projecting a surplus of \$169,000, assisted by LED lighting conversion, higher building permit revenues and property assessments, offset by the Backwater Valve and Foundation Drain Disconnection subsidy programs.
- Director Public Works & Environmental Services, Report No. 39-17 Re: Installation of Tecumseh Gateway Signage on Highway 401, Tender Award. Approval is sought for the Highway 401 Gateway Signage tender, in the amount of \$91,963 plus HST to DeAngelo Brothers Corporation (OBi Services). Signs will be placed westbound at Manning Road and eastbound at North Talbot Road.

## 6.5 COMMITTEE REPORTS

- 6.5.1** Night Market –C. Dennis reports on the success of the first Tecumseh Night Market that was held on Friday, July 28<sup>th</sup> at the Tecumseh Towne Centre Plaza. Feedback from vendors, plaza members, guests was very positive; most wanted to know if there will be another Night Market in August or September, vendors and plaza members want it more often next year; even two consecutive days twice in the summer and maybe once in the winter. The Board recommends to ask other TOTBIA plazas for next year and need to detail the costs for next year budget. P. Bistany will ask Green Valley Plaza if they are interested for next year. P. Rorai will have detail expense report of this year Night Market for next meeting. L. Proctor and P. Rorai stated that the costs of this year night market were considerably low due to C. Dennis in-kind items of tents, banquet, round and cocktail tables, chairs garbage bins and portable toilets. The Board recommends that the 2018 Tecumseh Night Market Committee is established at the October Board meeting.
- 6.5.2** Fall Into Health Day – L. Proctor reports we have over 40 exhibitors, 25 demonstrations and activities. Posters will be ready next week and we need volunteers to help set up and clean up.

### (TOTBBM – 7-8)

#### UNFINISHED BUSINESS

- 7.1 BIA Parkette Landscaping
- 7.1.1 Board agrees to defer the stonework till the fall.
  - 7.1.2 Bike Racks for Parkette and Lakewood Park – defer till next meeting.
  - 7.1.3 Evergreen will be replaced this fall
- 7.2 TOTBIA Constitution Draft – A meeting has been scheduled with the Clerk and staff on July 31<sup>st</sup> to complete the review of the first draft. The goal is to have the constitution completed and available for the Members to read and review at the next AGM along with the 2018 Budget.
- 7.3 Tecumseh BIA Dollars – Expiration Date is one year of the event date on donated dollars only. Purchased dollars have no expiration date.

### (TOTBBM – 8-8)

#### NEW BUSINESS

- 8.1 Tecumseh Santa Parade Sponsorship – differ to next meeting.
- 8.2 Christmas Party Committee – differ to next meeting.
- 8.4 Christmas Streetscaping – differ to next meeting.

### (TOTBBM – 9-8)

#### INCAMERA SESSION

**Motion:** (BBM-34/17)

Moved by: M. Harris

Second by: J. Champoux

**THAT the regular Board meeting is stopped at 7:30 PM and proceed to an incamera meeting session, 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.**

**APPROVED.  
CARRIED.**

P. Rorai leaves the conference room at 7:30 PM

P. Rorai is asked to return to the conference room and the regular Board meeting resumes at 8:15 PM.

(TOTBBM – 10-8)

**NEXT MEETING**

The next Board meeting will be on Wednesday, September 13, 2017 at 6:00 PM in the Lacasse Conference Room.

(TOTBBM – 11-8)

**ADJOURNMENT**

**Motion:** (BBM-35/17)

Moved by: L. Proctor

Second by: T. Nehme

**THAT there being no further business, the August 16, 2017 meeting of the BIA Board of Management be adjourned at 8:16 PM**

**CARRIED.  
APPROVED.**

DRAFT BIA BOARD MINUTES

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Candice Dennis, Chair

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Paula Rorai, Coordinator