

# TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA) BOARD OF MANAGEMENT MEETING

Wednesday, February 8, 2017 at the hour of 7:00 PM held at Town Hall  
Located at 917 Lesperance Rd. Tecumseh, ON | BIA Office Phone: 519-735-3795

---

## A G E N D A

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS** (15-20 minutes)
5. **COMMUNICATIONS** (5 minutes)
  - 5.1. Minutes
    - 5.1.1. Board of Management Minutes: January 11, 2017
6. **REPORTS** (5-10 minutes for each report)
  - 6.1. Chair
  - 6.2. Treasurer's Report
    - 6.2.1. Month End Financial Reports: January, 2017
  - 6.3. Coordinator Report
  - 6.4. Council Report
7. **COMMITTEES** (5-10 minutes for each report)
  - 7.1. Night Market
  - 7.2. Fall Into Health Day
8. **UNFINISHED BUSINESS**
  - 8.1. Town of Tecumseh BIA Constitution Draft
9. **NEW BUSINESS**
  - 9.1. Projects in 2017
10. **NEXT MEETING**
  - 10.1. March 8, 2017 at 7:00 PM
11. **ADJOURNMENT**

### **Board Members:**

Bill Altenhof, Councillor  
Paul Bistany, Treasurer  
Jules Champoux, Director  
Candice Dennis, Chair  
Joseph Fratangeli, Director  
Maureen Harris, Director  
Daniel Hofgartner, Director  
Brian Houston, Councillor  
Tony Nehme, Vice Chair  
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 regular meeting held as of
Wednesday, February 8, 2017 at Town Hall, 917 Lesperance Rd., Tecumseh, ON, at the hour of 6:30 PM.

(TOTBBM-1-2)
CALL TO ORDER

The meeting was called to order at 6:40 p.m. by, Candice Dennis, Chair

NON-APPROVED
TECUMSEH BIA BOARD OF
MANAGEMENT MEETING
MINUTES

(TOTBBM --2-2)
ROLL CALL

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

(TOTBBM - 3-2)
DISCLOSURE OF PECUNIARY INTEREST - None at this time.

(TOTBBM - 4-2)
DELEGATIONS/PRESENTATIONS - None at this meeting.

(TOTBBM - 5-2)
COMMUNICATIONS

5.1 BIA Board of Management Meeting Minutes

THAT the minutes of the Town of Tecumseh BIA General Meeting held on January 11, 2017, be approved as distributed.

Motion: (BBM-4/17) Moved by: Paul Bistany
Second by: Maureen Harris

APPROVED.
CARRIED.

(TOTBBM - 6-2)
BOARD REPORTS

- 6.1 CHAIR REPORT: No report at this time.
6.2 TREASURER REPORT: P. Bistany reports on the following month end financials:

Treasurer's Report as of January 31, 2017

Table with 2 columns: Description and Amount. Rows include BIA Operating Account (8111130) Bank Balance stands at: \$ 43,489.95 and Outstanding Payables see detail page \$ 1,614.51

Outstanding Receivables	see detail page	\$ -
BIA Ledger Balance stands at:		<u>\$ 41,875.44</u>
<b>BIA Reserve Account</b>	Balance last month	\$ 3,019.35
(Opened on September 20, 2012)	Interest	\$ 6.92
		<u>\$ 3,026.27</u>
BIA Petty Cash stands at::		<u>\$ 738.70</u>

BIA Liabilities and Equity at: December 31, 2016 \$ 56,018.41

**NOTE: This amount remains at December 31, 2016 pending forwarding to new year.**

Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$
	2nd Quarter @ June 30, 2017	\$
	3rd Quarter @ September 30, 2017	\$
	4th Quarter @ December 31, 2017	<u>\$</u>
	<b>Total to Date;</b>	\$

**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**

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

**Motion: (BBM-5/17)**

Moved by: Maureen Harris

Second by: Bill Altenhof

**APPROVED.**

**CARRIED.**

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

**6.3.1** InspireHub Application – in August 2016, the Town of Tecumseh became the first North American municipality to launch a progressive web application with Inspire Hub. The application currently provides information on municipal activities and news items relating to residential and commercial needs. On January 24<sup>th</sup>, the Town launched two new channels in the application which feature for businesses “Now Hiring” and “Services”. These new channels follow the expansion of existing changes “Where to Eat” and “What to Do”. All four channels provide local businesses the opportunity to promote themselves, share information about the community and encourage people to shop and play in Tecumseh. This new application is on the Town and TOTBIA’s website and a second email to the TOTBIA membership will be sent before the end of this week to remind Members to sign up for this free (this year only) venue to promote their businesses and services.

**6.3.2** P. Rorai asks the Directors if they are interested in purchasing any Canada 150 branded merchandize for any of the BIA events, programs, or to hand-out during the Corn Festival and Santa Parades this year. P. Rorai will get quotes on various items that the Directors will review and decide at the next Board meeting in March.

**6.3.3** Tecumseh Dollars are now in \$5.00 and \$10.00 dominations; see handout for examples of new dollars. Directors agree that Tecumseh Dollars will be honored by businesses outside of the Town of Tecumseh BIA boundary and/or municipality; if this becomes a frequent transaction then the Board will review at that time. Recapping the issue of the large amount of

Tecumseh Dollars that are still in circulation, C. Dennis suggested sending notices via Facebook so people are aware they can still use their Tecumseh Dollars.

**THAT effective February 8, 2017, all newly donated Tecumseh Dollars will have an expiry date one year from the date of the specific event the dollars are donated to and that all Tecumseh Dollars that were gifted prior to February 8, 2017 will be honored.**

**Motion: (BBM-6/17)**

Moved by: Paul Bistany

Second by: Bill Altenhof

**APPROVED.**

**CARRIED.**

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

- Ward Boundary & Council Structure
  - o Items for consideration: size of council, election method, number of wards, and ward boundaries. The Town has retained Strategycorp to complete the review.
  - 5 Wards recommended each Ward having 1 Councillor and Mayor and Deputy Mayor elected at large
  - Favoured: evenly distributed population per Ward and pre-amalgamation borders respected
- Tecumseh Transportation Master Plan Completion
  - o Completed as of January 11, 2017 and is available on the Town's website
  - o Written comments on TTMP will be received until February 25, 2017
- Strategic Priorities Progress Report
  - Administration generated a progress report surrounding the Town's 5 strategic priorities
  - Significant SP is economic growth: Tecumseh Rd. CIP, financial incentives; progress through public consultation, investment in infrastructure to attract new businesses
- Waste Collection tender and other goods collection was noted to be significantly higher than budgeted for 2017
  - o Administration has reduced tender amount but still over \$100k
  - o Impact to businesses/residents: appliance collection (once/month) and exploring other reduction of services such as:
    - Removing collection from grandfathered businesses
    - Limiting amount of garbage collected
    - Grass clippings
- Water Tower Illumination – Tendered amount exceeded budget by 4 times the amount. Council approved Administration's recommendation to reject tenders and cancel project
- BIA Board and Staff are encouraged to review Council meeting minutes from January 24, 2017 that has relevant topics to BIA that are not listed in this report

**(TOTBBM – 7-2)**

#### **COMMITTEE REPORTS**

**7.1 Tecumseh Night Market** – C. Dennis reports that the Committee is waiting for response from the SERT Team regarding the dates, times and location of the Night Market for this year.

The Board is requesting Council to consider and approve either full or partial road closures at the one or two of the following locations:

1. On Tecumseh Rd. E. between Lesperance Rd east and Bedell St. – this is the Board's primary location for both dates
  2. On Tecumseh Rd. E. in front of Frank Brewing Co (12000 Tec Rd. E.) utilizing the parking lot and outdoor patio – this is the Board's second primary location for one or both dates
  3. On Tecumseh Rd. E. in front of the municipal parking lot in front of Tecumseh Auto Electric (12200 Tec Rd. E.)
- We are asking for exception from the Sign and Noise By-law for Friday, June 23rd and Friday, July 28th, 2017.

**7.2 BIA Fall Into Health Day** – L. Proctor reports the date will be on Sunday, September 24, 2017 at Lakewood Park North and South from 11:00 AM to 5:00 PM. There will be early registration prices and prime Main Tent selected locations, food trucks and all marketing information for vendors, demonstrators and sponsors should be ready by mid-March.

**(TOTBBM – 8-2)**

#### **UNFINISHED BUSINESS**

8.1 **TOTBIA Constitution Draft** – P. Rorai reports that a third meeting with the Clerk is anticipated to be scheduled within the next month to complete the edits with the first draft of the constitution.

(TOTBBM – 9-2)

**NEW BUSINESS**

9.1 BIA Parkett – P. Rorai reports that Parks & Rec has received two tenders for completing the stonework on the trellis. Several Directors had various questions regarding the parkette, current status and the stonework and asked if the Director of Parks & Rec could be invited to the next Board meeting. P. Rorai will send an invite to P. Anthony to be a delegate at the March 8<sup>th</sup> meeting.

9.2 2017 Projects – Deferred to next Board meeting.

9.3 Executive Nominations – Deferred to next Board meeting.

9.4 There was question and brief discussion concerning the 2017 Proposed Budget which shows an \$8,700 deficit. The Chair asks both the Treasurer and Coordinator to prepare a report which will be presented to Council at the regular council meeting that will list the 2017 Proposed BIA Budget on their Agenda.

(TOTBBM – 10-2)

**NEXT MEETING**

The next TOTBIA Board of Management meeting will be on Wednesday, March 8, 2017 at 7:00 PM at the Public Works Bldg.

(TOTBBM – 11-2)

**ADJOURNMENT**

**Motion:** (BBM-7/17)

Moved by: Bill Altenhof

Second by: Jules Champoux

THAT there being no further business, the February 8, 2017 regular meeting of the BIA Board of Management be adjourned at 8:00 PM

CARRIED.

  
Candice Dennis, Chair  
Paula Rorai, Coordinator