



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,
January 11, 2017 at Public Works Building, 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 7:00 PM.

(TOTBBM-1-1)
CALL TO ORDER

The meeting was called to order at 7:05 p.m. by, Candice Dennis, Chair

NON-APPROVED
TECUMSEH BIA BOARD OF
MANAGEMENT MEETING
MINUTES

(TOTBBM -2-1)
ROLL CALL

- Present: Chair Candice Dennis
Treasurer Paul Bistany
Councilor Andrew Dowie
Director Maureen Harris
Director Linda Proctor
Director Daniel Hofgartner
Regrets: Director Joseph Fratangeli
Vice Chair Tony Nehme
Absent:
Guest: Chad Jefferies, Town of Tecumseh, Manager, Planning Department
Phil Bartnik, Town of Tecumseh, Manager Engineering Services

Minute Taker: Coordinator Paula Rorai

(TOTBBM - 3-1)
DISCLOSURE OF PECUNIARY INTEREST - None at this time.

(TOTBBM - 4-1)
DELEGATIONS/PRESENTATIONS - Chad Jefferies, Manager with the Town of Tecumseh Planning Department and Phil Bartnik,
Manger with the Town of Tecumseh Engineering Services presented a brief overview of the Town's Community Improvement Plan
(CIP) and specifically the streetscape plans for Main Street and how the BIA can help support this initiative with property owners and
business owners along this section of Tecumseh Rd.

(TOTBBM - 5-1)
COMMUNICATIONS

5.1 BIA Board of Management Meeting Minutes

Motion: (BBM-1/17) Moved by: Director, M. Harris
Second by: Treasurer, P. Bistany

THAT the minutes of the Town of Tecumseh BIA General Meeting held on November 9, 2016, be approved as distributed.
CARRIED.

(TOTBBM - 6-1)
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 December 31, 2016

Table with 2 columns: Description and Amount. Rows include BIA Operating Account (8111130) Bank Balance stands at: \$ 50,786.31 and Outstanding \$ 3,834.98.

BIA Ledger Balance stands at:		<u>\$ 46,951.33</u>
BIA Reserve Account – (Opened on September 20, 2012)		\$ -
	Balance previous month	\$ 3,012.44
	Interest	\$ 6.91
		<u>\$ 3,019.35</u>
BIA Petty Cash stands at::		<u>\$ 45.05</u>
Outstanding Receivables - See Detail Page		\$
BIA Liabilities and Equity at: 2016	December 31,	\$ 58,273.66
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2016	\$ 30,181.00
	2nd Quarter @ June 30, 2016	\$ 24,319.00
	3rd Quarter @ September 30, 2016	\$ 27,500.00
	4th Quarter @ December 31, 2016	\$ 25,125.54
	Total to Date:	<u>\$ 107,125.54</u>

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

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**

Director D. Hofgartner inquired of an outstanding cheque which is to reimburse Tecumseh Dollars with a Non-Town of Tecumseh Member. The Coordinator confirmed that at this time, there is no policy/procedure approved by the Board on Tecumseh Dollar Reimbursement with Non-TOTBIA Members. It was recommended that this be reviewed to be incorporated in the TOTBIA Constitution and moving forward; direction to the staff for similar situations; to reimburse non-TOTBIA Members and to explain the Tecumseh Dollar Program is for TOTBIA Members (within a designated boundary) and suggests to not accept Tecumseh Dollars in future.

Motion: (BBM-2/17)

Moved by: Director, M. Harris

Second by: Director, L. Proctor

THAT the Month End Treasurer's Report as of December 31, 2016, be accepted as distributed and filed for audit.

CARRIED.

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

6.3.1 Reminds the Board that the date in 2017 for the AGM: Board agrees to have the AGM on Wednesday, February 8, 2017 at 6:00 PM in Council Chambers at Town Hall.

6.3.2 Board agrees that to follow the mandate that is being stated in the TOTBIA Constitution that is currently being edited, the AGM will be on the second Wednesday in February 2017 followed by a regular Board of Management Meeting.

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

6.4.1 The Corn Festival Committee will comprise of nine Council appointed members, of which 2/3 or six members must be Tecumseh residents, and 1/3 or three members may be non-residents. A RFQ will be issued for the planning and hosting of the Corn Festival by a self-sustaining community organization, independent from the Town.

- 6.4.2 Various Parks & Rec, Public Works & Environmental Services and Town facilities key projects and costs have been identified to be completed in 2017.
- 6.4.3 Several Waste, Organics and White Goods Collection tender results have been obtained by Public Works and Council is being asked to make decisions surrounding how to contain the budget including a biweekly yard waste collection, eliminating garbage pickup for select businesses, eliminating WDS appliance collection, limiting the amount of garbage collect, resending the hard-sided garbage container by-law and extending the contract to 10 years to allow for equipment amortization.

(TOTBBM – 7-1)

COMMITTEE REPORTS

- 7.1 **Tecumseh Night Market** – C. Dennis reports that there is a meeting tomorrow with the Night Market organizer to discuss the role they will have and the expectations the Board has for this year’s event. The Board did suggest to have at least three Markets; June, July and August and if successful one in September on the 3rd Friday of each month. The Board is also waiting to meet with the SERT Team to discuss the possibility of street closures for these events.
- 7.2 **BIA Fall Into Health Day** – L. Proctor reports that the first Committee meeting will be in February and the date for this years’ event will be on Sunday, September 24, 2017 at Lakewood Park.

(TOTBBM – 8-1)

UNFINISHED BUSINESS

- 8.1 **2017 Budget – First Draft** – Treasurer P. Bistany reviews the Proposed 2017 Budget with the Board. The Board agrees to distribute the Proposed 2017 Budget to the Members along with the Notice of the Annual General Meeting via Canada Post, on the TOTBIA website, Facebook and Twitter accounts and submit a notice in the Tecumseh Shoreline announcing that the AGM will be held on Wednesday, February 8, 2017 at 6:00 PM in Council Chambers at Town Hall.
- 8.2 **TOTBIA Constitution Draft** – P. Rorai reports that a meeting with the Clerk and Deputy Clerk on November 10th did continue to review first draft of the constitution. We are waiting to schedule another meeting with the Clerk to complete the review and edits; unfortunately the Constitution will not be completed to be presented to the Members at the AGM in February 2017 for their approval.
- 8.3 **2016 June BIA Property Levy Report** – Councillor Dowie forwarded a copy of a City of Windsor levy report that the Coordinator will forward to the Board to read and review.

(TOTBBM – 9-1)

NEW BUSINESS

- 9.1 Milestones for Members – Differed to next Board meeting.

(TOTBBM – 10-1)

NEXT MEETING

The next TOTBIA Board of Management meeting will be the Annual General Meeting, on Wednesday, February 8, 2017 at 6:00 PM in Council Chambers at Town Hall.

(TOTBBM – 11-1)

ADJOURNMENT

Motion: (BBM-3/17)

Moved by: Treasurer, P. Bistany
 Second by: Director, D. Hofgartner

THAT there being no further business, the January 11, 2017 meeting of the BIA Board of Management be adjourned at 9:20 PM

CARRIED.

**NON-APPROVED TOTBIA
BOARD MINUTES**

Candice Dennis, Chair

Paula Rorai, Coordinator