

# TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)

## BOARD OF MANAGEMENT MEETING

Wednesday, July 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

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## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS**
5. **COMMUNICATIONS**
  - 5.1. Minutes
    - 5.1.1. Board of Management Minutes: June 14, 2017
6. **REPORTS**
  - 6.1. Chair
  - 6.2. Treasurer's Report
    - 6.2.1. Month End Financial Reports: June 30, 2017
    - 6.2.2. Current Outstanding Tecumseh Dollar Report
  - 6.3. Coordinator Report
  - 6.4. Council Report
  - 6.5. Committee Reports
    - 6.5.1. Night Market
    - 6.5.2. Fall Into Health Day
7. **UNFINISHED BUSINESS**
  - 7.1. TOTBIA Constitution – First Draft
  - 7.2. Bike Racks
  - 7.3. OBIAA Salary & Levy Survey
8. **NEW BUSINESS**
9. **NEXT MEETING – August 9, 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

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**WHERE**  
YOUR  IS  
TOWN OF TECUMSEH





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, *July 12, 2017* at Public Works Bldg., 1186 Lacasse Blvd., Tecumseh, ON, at the hour of 7:00 PM.

**(TOTBBM-1-7)**  
**CALL TO ORDER**

The meeting was called to order at 7:13 p.m. by Candice Dennis, Chair

**(TOTBBM –2-7)**  
**ROLL CALL**

Present:	Chair	Candice Dennis
	Vice Chair	Tony Nehme
	Treasurer	Paul Bistany
	Councilor	Bill Altenhof
	Director	Maureen Harris
	Director	Daniel Hofgartner
	Director	Linda Proctor

Regrets:	Director	Jules Champoux
	Director	Joseph Fratangeli
	Councillor	Brian Houston
	Coordinator	Paula Rorai

Absent:  
Minute Taker: Director Linda Proctor

**(TOTBBM – 3-7)**  
**DISCLOSURE OF PECUNIARY INTEREST** - None Stated.

**(TOTBBM – 4-7)**  
**DELEGATIONS** – None at this meeting.

**(TOTBBM – 5-7)**  
**COMMUNICATIONS**

5.1 BIA Board of Management Meeting Minutes

**Motion: (BBM-27/17)** Moved by: M. Harris  
Second by: T. Nehme

**THAT the minutes of the Town of Tecumseh BIA Board of Management Meeting held on June 14, 2017, be approved as distributed.**

**APPROVED.  
CARRIED.**

**(TOTBBM – 6-7)**  
**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 June 30, 2017**

BIA Operating Account (8111130)	Bank Balance stands at:	\$	63,126.27
Outstanding Payables	See Detail Page	\$	3,991.25
BIA Ledger Balance stands at:	See Detail Page	\$	59,135.02
<b>BIA Reserve Account</b>	Balance last month:	\$	3,053.22
(Opened September 20, 2012)	Interest	\$	6.78
		\$	3,060.00
BIA Petty Cash stands at:		\$	738.75
BIA Liabilities and Equity at:	May 31, 2017	\$	64,758.53
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>	\$	<b>54,500.00</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**

**Motion: (BBM-28/17)** Moved by: M. Harris  
Second by: L. Proctor

**THAT the Month End Treasurer's Report as of June 30, 2017, be accepted as distributed and filed for audit.**

**APPROVED.  
CARRIED.**

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

None at this time.

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

- OPA and ZBA for 11941 Tecumseh Road
  - In a similar fashion to the proposed 5 story multi-residential unit at 11957 Tecumseh Road, stakeholders at 11941 are proposing an identical multi-residential unit
  - PCM held on June/27<sup>th</sup>/2017 to hear from the public in this regards
  - OPA/ZBA approved July/11<sup>th</sup>
- 2016 Audited Financial Statements
  - Audit Findings Report presentation completed by KPMG and reported to Council on June/27<sup>th</sup>/2017 RCM
  - Review of the financial statements of the Corp. of the Town of Tecumseh for year ending 2016
    - The accounting policies and practices are considered appropriate to the Municipality's circumstances.
    - The accounting policies have been applied consistently year-over-year.
    - We did not identify any indicators of management bias in the application of accounting policies.
- Tourism Windsor/Essex/Pelee Island Presentation

- 2016 Year-in-Review:
  - Awards
    - Ontario Culinary Tourism Experience Award
    - Motorcities National Heritage Area's 2016 Award of Excellence in Tourism
    - Finalist for the Ontario Culinary Tourism Leadership Award
  - Events:
    - Canadian Society of Professional Event Planners Conference
    - CARHA Hockey World Cup
    - Association of Municipalities Ontario Annual Conference
    - FINA World Swimming Championships (25m)
- OMB hearing regarding Del Duca Industrial Park
  - OMB Hearing to occur on Tuesday/Nov/14/2017 for 4 days
  - To deal with development of an industrial business park at the north east corner of 8th Concession and North Talbot Road
- OMB hearing regarding James Sylvestre Developments Ltd
  - OMB appeal successful, By-Law 2015-67 eliminated
- Tecumseh Corn Festival Management
  - November/2015
    - Council directed the Tec. Corn Fest. to become a self-sustaining community event by 2017
  - In early 2017 many not-for-profit community organizations met with the Town to consider take-over of the Festival
    - RFP circulated to local organization and beyond
    - No proposals obtained
  - Council has directed Town Administration to enter into direct negotiations with a local community organization to take over festival operations
- CIP grant applications received from:
  - St. Anne Church
    - Improvements to the exterior façade of the church, renovate and re-install the church spire
    - \$15k
  - Carrots N' Dates Restaurant
    - Outdoor café/patio works
    - \$2k
  - Both approved to full amount requested
- TOTBIA Night Market sought out:
  - Relief from Noise By-Law, July/28<sup>th</sup>
  - Relief from Sign By-Law, Friday/July/14<sup>th</sup> to Saturday/July/29<sup>th</sup>
  - Both reliefs approved at July/11<sup>th</sup> RCM
  - Concurrence from the County of Essex required for sign by-law on CR 22.
- Up-coming Events
  - Rotary Club Fish Fry - Friday, July 21<sup>st</sup>, 2017 from 4pm to 8pm at Lakewood Park South
- Summer Concern in the Park
  - Lakewood Park - Sunday/July/16<sup>th</sup>, Sunday/July/23<sup>rd</sup>, Sunday/Aug/6<sup>th</sup> - 1pm to 3pm

## 6.5 COMMITTEE REPORTS

- 6.5.1** Night Market –C. Dennis reports on current vendors participating in the Night Market as per the list distributed to the Board. C. Dennis will bring speakers and Blackburn radio staff to have music playing at the east end of the plaza; LaRucola and BIA will split the cost of the band that was hired to play.

**Motion: (BBM-29/17)**

Moved by: D. Hofgartner

Second by: M. Harris

**THAT if the Tecumseh Towne Centre Plaza owner does not have patio string lights to install from the decorative light poles in the Plaza during the Night Market event, then the Tecumseh BIA will purchase the patio string lights and the purchase shall not exceed \$1,000.00.**

**APPROVED.  
CARRIED.**

6.5.2 Fall Into Health Day – L. Proctor reports participation is very high. Tecumseh Historical Society will set up their BBQ for hot dogs and hamburgers and have their popcorn machine on site asking for donations.

(TOTBBM – 7-7)

**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.

7.2 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.

(TOTBBM – 8-7)

**NEW BUSINESS**

8.1 Board discusses monthly meeting times. P. Rorai will update the TOTBIA website with the new time.

**Motion:** (BBM-30/17)

Moved by: M. Harris

Second by: P. Bistany

**THAT effective as of August 9, 2017 and until further notice, the Town of Tecumseh Business Improvement Area Board of Management monthly meetings will continue to be on the second Wednesday of every month and start at 6:00 PM in the Conference Room in the Public Works Building at 1189 Lacasse Blvd., Tecumseh, ON.**

**CARRIED.  
APPROVED.**

8.2 A question was raised regarding the Tecumseh BIA Dollars: is there an expiration date on the dollars? P. Rorai will report on this at the next board meeting.

(TOTBBM – 9-7)

**NEXT MEETING**

The next Board meeting will be on Wednesday, August 16, 2017 at 6:00 PM in the Public Works Building Conference Room.

(TOTBBM – 10-7)

**ADJOURNMENT**

**Motion:** (BBM-31/17)

Moved by: B. Altenhof

Second by: P. Bistany

**THAT there being no further business, the July 12, 2017 meeting of the BIA Board of Management be adjourned at 8:10 PM**

**CARRIED.  
APPROVED.**



Candice Dennis, Chair



Paula Rorai, Coordinator