



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, March 8, 2017 at Public Works Bldg., 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 7:00 PM.

(TOTBBM-1-3)
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 -2-3)
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: Admin Anne Rigo

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

(TOTBBM - 4-2)
DELEGATIONS/PRESENTATIONS -

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
\$1,250\$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.
Decision on other landscaping issues or continuing with the stonework is differed to next board meeting.

(TOTBBM - 5-3)
COMMUNICATIONS

5.1 BIA Board of Management Meeting Minutes

THAT the minutes of the Town of Tecumseh BIA General Meeting held on February 8, 2017, be approved as distributed.

Motion: (BBM-8/17) Moved by: P. Bistany
Second by: L. Proctor

APPROVED.
CARRIED.

Director J. Champoux informed the Board that we can contact ST. Anne's Parish and ask to have flyers, information notices,
etc. for special events inserted in the bulletin at no cost.

(TOTBBM – 6-3)
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 February 28, 2017

BIA Operating Account (8111130)	Bank Balance stands at:	\$ 42,751.01
Outstanding Payables	see detail page	\$ 2,773.88
Outstanding Receivables	see detail page	\$ -
BIA Ledger Balance stands at:		<u>\$ 39,977.13</u>
BIA Reserve Account	Balance last month	\$ 3,026.27
(Opened on September 20, 2012)	Interest	\$ 6.27
		<u>\$ 3,032.54</u>
BIA Petty Cash stands at::		<u>\$ 634.80</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>
	Total to Date;	\$

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 February 28, 2017, be accepted as distributed and filed for audit.

Motion: (BBM-9/17)

Moved by: B. Altenhof
Second by: J. Champoux

APPROVED.
CARRIED.

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

6.3.1 BIA Community/Town Events - P. Rorai asks Directors if they are interested in sponsoring several events in Town:

1. Town Public Recreational Swim. Each year, the Tecumseh Leisure Pool endeavors to offer, once a week, a Free Public Recreational Swim. The community has come to enjoy these free activities and the pool is typically at full capacity on these days. The sponsorship for this year is for 1 Free swim (Wednesday, July 26th) to complete the

list of every Wednesday in the summer with a free swim. The sponsorship required is \$500. Sponsors are acknowledged within the Summer Activity Guide (logo) under the Sponsored Recreational Swim section. The information is also posted on the leisure pool webpage. They also acknowledge the sponsored swim on social media. At the pool, signage is posted at the entrance acknowledging the sponsors. Sponsors are also welcome to provide us with additional signage, flyers, etc. for the day of their sponsorship. The consideration of the BIA board is very much appreciated.

2. Canada 150 Banner Stickers – P. Rorai informs the Board of the quote on 200 stickers that have the official Canada 150 logo that will be 6”x 6” removal adhesive that will be placed on all of the summer street pole banners that are hung on the main arteries within the BIA boundary.
3. Sponsoring Canada 150 Town Events – P. Rorai shares some of the information that Parks & Rec has planned to celebrate this summer the Nation’s 150 birthday:
 - a. June 30th Fireworks at Lakewood Park – 9PM
 - b. July 1st Free Family Fun Day at Lakewood Park – 1-4PM
 - c. July 2nd Windsor Symphony Orchestra Brass Quintet at Lakewood Park – 1-3PM

After discussion on these initiatives, it was recommended to obtain quotes on purchasing “Canada 150” street pole banners and/or “Welcome To Tecumseh” over-the-road banner and obtain more information on sponsoring the events that Parks & Rec have scheduled during the Canada Day weekend. P. Rorai will obtain quotes and additional information to report at the next Board meeting.

6.4 COUNCIL REPORT - Councillor Bill Altenhof reports on items from Council’s meetings:

- Ontario Government announced (renewed) Rural Economic Development (RED) Program
 - “The Ontario government supports rural communities by delivering on its commitment to create jobs, make economic growth more inclusive and ensure Ontario’s growing economy delivers real benefits in the lives of workers and families.”
 - Further information available at:
 - ontario.ca/RED program
 - or contact the Agricultural Information Contact Centre (1-877-424-1300)
- Tecumseh Corn Festival Committee membership:
 - David Lozinsky appointed as Chair for 2017
 - Tony Corona appointed as Vice-Chair for 2017
 - 2017 is the final year of transitioning to an independent organizational group
- 2016 Taxes Arrears
 - Residential arrears have increased moderately while Commercial and Industrial arrears have decreased significantly.
 - The number of tax registrations is relatively low compared to the number of properties in arrears
 - See Taxes Arrears by Property Class chart enclosed
- Tecumseh Transit Service for 2016
 - Total yearly ridership levels have remained relatively constant from 2012 to 2016.
 - Dedicated bus for Corn Fest. Activities – August deviation
 - Request For Quotations (RFQ) – New Town Bus
 - New kneeling bus, accessibility for wheelchair and other riders
 - Proposal to come before Council in early 2017
 - See Tecumseh Transit Service for 2016 chart enclosed
- Proposed Five-Story/44-Unit Apartment Building
 - Administration is working with 2253246 Ontario Inc. (Mr. Carl Bernat) on a proposed 5-storey/44 unit apartment building
 - Requires amendment of Tecumseh Official Plan and zoning by-law
 - Council received and accepted Administration’s report and favour the proposed development
 - Consistent with Community Improvement Plan (CIP)
 - See Proposed Five-Storey/44-Unit Apartment Building Plans enclosed
- Tecumseh Service Locked Box Program
 - Lock box (program) hardened steel vaults containing necessary mechanism to enter unattended buildings after hours.

- 23 voluntary participants since 2012
- Commercial, apartments, warehouse, etc.
- Price of lock box to increase from \$150 to \$225
- Price adjustment required to:
- Accommodate lock box price increase since 2012
- Accommodate administration fee
- Accepted by Council at Feb/28th/2017 RCM
- Drinking Water Quality Plan
 - Minor revisions to Water Quality Management Plan
 - Ministry of Environment and Climate Change completed one day inspection of Tecumseh H₂O distribution system on January/20/2017
 - Rigorous inspection with a few minor deficiencies noted. Remedial actions identified and implemented
 - The Town's inspection risk rating is 0% and the final inspection rating is 100%. Those ratings represent the best possible rating achievable.
- Tecumseh BIA
 - Congratulations on approval of 2017 Budget!
 - Minor comments regarding the need to tap into reserves
- Windsor Express
 - Will be "Tecumseh Express" for one evening - Tecumseh night
 - March 22nd 2017
 - Tecumseh Area Historical Society will benefit from portion of proceeds for premium ticket sales and jersey auction
- By-Laws in Process
 - Sea (shipping) Containers
 - At Dec/13/2016 RCM Town Administration reported regarding use of containers
 - Public meeting held on Feb/28th/2017 to introduce possible regulations pertaining to the use of such containers
 - Feedback received and currently being considered
- Hard side container by-law altered
 - "Rural areas" can return to the use of PE or other plastic bag (residents)
 - These areas are generally south of CR 42
- Other Topics
 - BIA Board and Staff are encouraged to review Council meeting minutes from Feb/14th/2017 and Feb/28th/2017
 - Listing of relevant topics to BIA might exist but not articulated within this presentation
 - Meeting minutes for Feb/14th RCM are available in the Feb/28th/2017 RCM agenda
 - Draft meeting minutes for Feb/28th RCM are available on the March/14th/2017 RCM agenda

6.5

(TOTBBM – 7-3)

COMMITTEE REPORTS

7.1 Tecumseh Night Market – C. Dennis reports that the Board needs to review the costs associated with a full road closure; L. Proctor reads the costs and there is discussion on one or two road closures and the size of the area that will be fenced in to support serving alcohol for the Special Occasion Permit. Board will receive status updates.

7.2 BIA Fall Into Health Day – L. Proctor reports that there are three Gold Sponsors confirmed and explained the new levels and benefits for both Sponsors and Vendors who register early (before May 1, 2017). Suggestions from Board members are to provide prizes for prompt participation; announce activities schedule on Facebook during the day of the event. Board asked for copies of Vendor and Sponsorship registrations to be sent to all Board members. Volunteers will be needed during the event and it was suggested to contact volunteers from the Art of Eating database. Councillor Houston requests to contact Town Director of Financial Services on how to not include the budget amount under Revenue but to accurately allocate budget amount for events in the BIA Budget.

(TOTBBM – 8-3)

UNFINISHED BUSINESS

8.1 Purchasing any Canada 150 branded merchandise 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 street pole banners and over-the-road banner to review and decide at the next Board meeting in April.

- 8.2 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.
- 8.3 2017-2018 Streetscaping Projects – Deferred to next meeting.

(TOTBBM – 9-3)

NEW BUSINESS

9.1 Candice Dennis will not be available to chair the Board meeting in April and requests to send notice to Vice Chair Tony Nehme to chair the April 12th meeting.

(TOTBBM – 10-3)

NEXT MEETING

The next TOTBIA Board of Management meeting will be on Wednesday, April 12, 2017 at 7:00 PM at the Public Works Bldg.

(TOTBBM – 11-3)

ADJOURNMENT

Motion: (BBM-10/17)

Moved by: Bill Altenhof

Second by: Dan Hofgartner

THAT there being no further business, the March 8, 2017 regular meeting of the BIA Board of Management be adjourned at 9:10 PM

CARRIED.

**NON-APPROVED TOTBIA
BOARD MINUTES**

Candice Dennis, Chair

Paula Rorai, Coordinator