



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,
May 10, 2017 at Town Hall, 917 Lesperance Rd., Tecumseh, ON, at the hour of 7:30 PM.

(TOTBBM-1-5)
CALL TO ORDER

DRAFT OF TECUMSEH BIA
BOARD OF MANAGEMENT
MINUTES

The meeting was called to order at 7:40 p.m. by Candice Dennis, Chair

(TOTBBM -2-5)
ROLL CALL

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

(TOTBBM - 3-5)
DISCLOSURE OF PECUNIARY INTEREST - None Stated.

(TOTBBM - 4-5)
DELEGATIONS - None at this meeting.

(TOTBBM - 5-5)
COMMUNICATIONS

5.1 BIA Board of Management Meeting Minutes

Motion: (BBM-14/17) Moved by: P. Bistany
Second by: J. Champoux

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

APPROVED.
CARRIED.

(TOTBBM - 6-5)
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 April 30, 2017

Table with 3 columns: Description, Status, Amount. Rows include BIA Operating Account (8111130) Bank Balance stands at: \$ 53,550.47, Outstanding Payables See Detail Page \$ 456.24, BIA Ledger Balance stands at: See Detail Page \$ 53,094.23

BIA Reserve Account	Balance last month:	\$	3,039.49
(Opened September 20, 2012)	Interest	\$	6.74
		\$	<u>3,046.23</u>
BIA Petty Cash stands at:		\$	378.00
BIA Liabilities and Equity at:	March 31, 2017	\$	64,452.01
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,472.00
	2nd Quarter @ June 30, 2017	\$	
	3rd Quarter @ September 30, 2017	\$	
	4th Quarter @ December 31, 2017	\$	
	Total to Date;	\$	<u>27,472.00</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**

Motion: (BBM-15/17) Moved by: P. Bistany
Second by: D. Hoffgartner

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

**APPROVED.
CARRIED.**

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

- 6.3.1** The BIA has been invited to use the Blackburn Radio tent on the Friday night of the Taste of Tecumseh event. The Chair of the ToT Committee confirmed we can sell Tecumseh Dollars and distribute directories, brand merchandise, etc. from the tent.
- 6.3.2** The President of the Optimist Club of St. Clair Beach recommends the Board send a letter asking for a grant/donation to help with the cost of the bouncy castle and mini golf for the Fall Into Health Day as activities for children. The Optimist Board reviews all requests that are for children's' benefits. The President also offers the Corn Maze for us to use during the FIHD. We will need to coordinate with Parks & Rec to both have it delivered and have volunteers set it up and tear it down and deliver it back to Manning Rd. building.
- 6.3.3** The Clerk's department sent By-Law Number 2017-21 regarding the levy for the 2017 budget.
- 6.3.4** St. Clair College Intern Placement is Colin Topliffe and he will start working as of May 22nd helping with the business directory, social media blasts, marketing for Night Market and FIHD.

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

Activities around Tecumseh:

- Windsor-Essex Compassion Care Community (WECCC)
 - Presentation to Council, similar to as previous with TOTBIA
 - Mayor to present community award at June/26th
 - Similar to TOTBIA, Council was in support of this initiative
- TecumsehRec.ca active

- ✓ Website available to assist with up-to-date information and on-line registration of all Tecumseh Recreation programs
 - ✓ On-line Activity Guide with Registration Form if residents prefer traditional registration methods
- Province-wide network of cycling routes
 - Draft province-wide cycling network has been developed
 - Public input to occur between April/12 to May/12 (2017)
 - Please visit Ontario.ca/cycling for information and input
- Senior's Month
 - Month of June/2017 to be proclaimed as Senior's Month
 - Posted on Town's website and social media
- Elections Method of Voting
 - Internet and Telephone voting method to be implemented for 2018 Municipal and School Board Elections
 - Favoured and data illustrates a larger amount of Voter Participation
- Tecumseh Fire Services Q1 2017 update
 - Service call volume, generally consistent to past years
 - Larger amount of calls in March/2017 as a result of high winds/weather issues
 - Public education efforts – use of social media – to promote fire safety
 - Fleet replacement – Pumper/rescue unit to replace 1990 vehicle, submission deadline of April/27/2017
 - Post-Traumatic Stress Disorder (PTSD) information seminar, to educate/aware Fire Service of PTSD
 - Auto Extrication Training, Feb/25/2017
 - Jr. Firefighters' Program – Summer Activity
 - St. Clair College – Co-op placements for 2 students
- New Town Vehicles:
 - (1) Tandem Axle Truck and Snow Plow Package
 - (1) 2500 Crew Cab Pickup Truck
 - (1) 1500 Ext. Cab Pickup Truck
 - All items under approved budget amount (item 1 \$2,802 and items 2&3 – \$3,264)
- Storm Drainage Master Plan
 - Notice of commencement
 - North-eastern portion of Tecumseh (Wards 1 to 3, only portions of 3)
 - PIC to be held later in 2017 and (expected) spring of 2018
 - www.tecumseh.ca/townhall/departmental-services/Engineering_Services/studies/storm_drainage_master_plan
- CP Rail 2017 Vegetation Control
 - To occur within Tecumseh between May/8th and August/31st (potentially extending into December/15th)
 - Important for safety
 - All herbicides are registered under Pest Management Regulatory Agency and biodegradable
- Ward Boundaries
 - Final decision to select OPTION 3B** as previously indicated
 - Not unanimous
- "Michael Rohrer Boulevard" corner
 - Corner of Riverside Dr. and Kensington
 - Very fitting tribute
 - Work commencing and should be ready for walk on May/20th
- 2016 Year End Update, Municipal Drains
 - Detailed yet concise report of the 2016 Municipal Drains
 - Details of construction, Repair, Maintenance and plant control provided
 - Details of the costs of above item noted
 - Staffing resources, engineering, and general timeline of work stated
- Lakeview Montessori School
 - A Special Council Meeting was held May/9th/2017 to receive input in regards to the proposed ZBA/OPA for the residential land owned by Lakeview Montessori School south of existing school structure
 - Representation from school and a number of residents
 - Information acquisition meeting only – no decisions made in regards to any ZBA/OPA.
- Up Coming Events

- TOTBIA Street Pole Banner Award Ceremony
 - ✓ Friday/May/12th, Tecumseh Arena
- Tecumseh Soirée event
 - ✓ Friday/May/12th, L'Essor High School
- Smiles for Miles 4v4 Soccer event
 - ✓ Saturday, May 27th, L'Essor/Tecumseh Soccer field
- Grand opening of Disc Golf Course at Lakewood Park
 - ✓ Saturday, May 27th, 11am – 12noon
- Michael Rohrer 1st Annual Heart & Soul Memorial Walk (Sat/May/20th/2017)
 - ✓ 5 km walk commencing at Lakewood Park
 - ✓ 9 am on-site registration, 10 am walk start
- BIA Board and Staff are encouraged to review Council meeting minutes from April/25th and May/9th/2017
 - Listing of relevant topics to BIA might exist but not articulated within this presentation

6.5 COMMITTEE REPORTS

- 6.5.1** Night Market – L. Proctor reports on the meeting with the event planner of the new location for both the June and July event which will be at the Tecumseh Towne Centre Plaza on Friday, June 23rd and Friday, July 21st. The BIA office is receiving calls from businesses that want rental prices and additional information about the Tecumseh Night Market and are being given the event planners contact information. P. Rorai requests that the BIA has a copy of their Vendor Application so we can forward on her behalf, send to the TOTBIA Members and upload to the web and Facebook accounts. C. Dennis will contact Teanna Lindsay.
- 6.5.2** Fall Into Health Day – L. Proctor reports currently there are:
- 27 Health & Wellness, food and retail members and vendors who have committed to participate in the event
 - 19 Health & Wellness members who will perform demonstrations at the event
 - 9 major sponsors at \$3,250 and \$2,000 in kind

(TOTBBM – 7-5)

UNFINISHED BUSINESS

7.1 11th Annual Street Pole Banner Contest received over 220 submissions and 16 original drawings and pictures have been selected that best depicts Celebrating Canada 150 theme. Awards ceremony will be held on Friday, May 12th at 7:00 pm in the Center Ice Room at the Arena. An invitation to Council and Miss Tecumseh has been sent and all Board Directors are expected to attend the ceremony.

7.2 Canada 150

- 7.2.1 Banners – 20 two sided Canada 150 logo have been ordered and delivered to be installed along with the artistic banners around the main arteries within the BIA boundary
- 7.2.2 Town Events - Parks & Rec has planned several activities to help to celebrate this summer and is asking if the BIA would like to be a sponsor or any of the following:
- June 30th Fireworks at Lakewood Park – 9PM - sponsorship \$4,000
 - July 1st Free Family Fun Day at Lakewood Park – 1-4PM - sponsorship \$500 (cupcakes, Zoo To You, or Mad Science)
 - July 2nd Windsor Symphony Orchestra Brass Quintet at Lakewood Park – 1-3PM - sponsorship \$500
- The Board agrees to not be a sponsor since they are sponsoring the Canada 150 street pole banners.

7.3 BIA Parkette Landscaping

- 7.3.1 Gazebo Stonework - At last month's Board meeting, 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 \$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. J. Champoux inquired with another landscaping company and they confirmed that the quote for \$4500 was a very good price for the size of the project. Board requests to obtain confirmation that the quote of \$4500 is still valid and some additional details on the work that will be performed. P. Rorai contacted the landscaping company and the offer is still valid and will commence as soon as the quote is signed and payment for half the price is submitted.

Board agrees to defer the stonework till the fall.

7.3.2 Bike Racks for Parkette and Lakewood Park – defer till next meeting.

7.4 TOTBIA Constitution Draft – Waiting to meet with Clerk to finalize the first draft.

7.5 Reminder of Michael C. Rohrer Heart & Soul Walk on May 20th at Lakewood Park. Visit the Michael C. Rohrer Heart & Soul Facebook page for more information and to register.

(TOTBBM – 8-5)

NEW BUSINESS

- 8.1 Communication Methods – Several options were discussed on best methods to communicate with members i.e. send a new survey, visit members more often, conduct workshop and/or meet & greets. Suggestion to have marketing interns help during the spring and summer. P. Rorai will contact the video BIA Member and request a quote to produce a Town of Tecumseh BIA video.
- 8.2 Corn Festival Parade – Directors agree to be an entry in this year’s parade and to order 5,000 Canada 150 tattoos as give-a-ways along parade route. M. Harris requests to invoice Lakeview Montessori for half of the order.
- 8.4 Get More. Windsor – C. Dennis reports on the purpose, mission and ad campaign that Windsor BIA is asking all BIAs in Windsor-Essex to sponsor.

Motion: (BBM-16/17) Moved by: J. Champoux
Second by: D. Hoffgartner

THAT the sponsorship for the Get More. Windsor U.S. advertising campaign be deferred until next year after additional information and statistics on the success of the campaign be reviewed.

**APPROVED.
CARRIED.**

8.3 OBIAA 2016 Member Salary & Levy Survey Results

Motion: (BBM-17/17) Moved by: B. Alltenhof
Second by: D. Hoffgartner

THAT the OBIAA 2016 Member Salary & Levy Survey Results be deferred to the next BIA Board of Management meeting in June.

**APPROVED.
CARRIED.**

(TOTBBM – 9-5)

NEXT MEETING

The next Board meeting will be on Wednesday, June 14, 2017 at 7:00 PM in the Public Works Building

(TOTBBM – 10-5)

ADJOURNMENT

Motion: (BBM-18/17) Moved by: L. Proctor
Second by: M. Harris

THAT there being no further business, the May 10, 2017 meeting of the BIA Board of Management be adjourned at 9:50 PM

**CARRIED.
APPROVED.**

DRAFT BIA BOARD MINUTES

Candice Dennis, Chair

Paula Rorai, Coordinator