



Minutes of a Regular General Meeting of the Town of Tecumseh Business Improvement Area (TOTBIA)

Date: Wednesday, October 1, 2025
 Time: 6:00 pm
 Location: Tecumseh BIA Office
 12122 Tecumseh Rd. E. Unit 2
 Tecumseh, ON

Present:

Chair, Eddy Hammoud
 Vice Chair, Laura Carcelen
 Director, Heba Al-Faouri
 Director, Leo Demarce
 Director, Carlyn Bistany
 Director, Jelena Riberdy
 Director, Jeanine Jordin
 Director, Anne Waters
 Treasurer, Sandra Zanet
 Councillor, James Dorner
 Councillor, Brian Houston (Liaison)

Also Present:

BIA Coordinator, Julie McShee

A. Call to Order

The meeting is called to order at 6:05PM by Eddy Hammoud, Chair.

B. Roll Call

C. Disclosure of Pecuniary Interest

No disclosure at this meeting.

D. Delegations

E. Communications

1. TOTBIA Board of Management Meeting Minutes

Motion: BBM- 43/25

Moved by Director, Jeanine Jordin
 Seconded by Director, Anne Waters

That the July 16, 2025 regular general meeting minutes of the Town of Tecumseh Business Improvement Area as were delivered to the members, **be adopted**.

Carried

2. Letters From

A letter from Willis Business Law was received including an agreement that requires signing to retain their services for legal matters pertaining to the BIA in 2026.

Motion: BBM- 44/25

Moved by Sandra Zanet

Seconded by Vice Chair, Laura Carcelen

THAT the Board approves the agreement provided by Willis Law Firm and will move forward retaining them for their legal services to represent the Tecumseh BIA with legal matters in 2026.

Carried

F. Reports

Motion: BBM- 45/25

Moved by Director, Heba Al-Faouri

Seconded by Director, Leo Demarce

That all reports as appended to the agenda and presented to the Board **be accepted**.

Carried

1. Chair Report

The Chair noted there several agenda items and asked the Board to be aware of time and discussion.

He noted Governance Training on Saturday October 4th at Oven360.

He reminded the Board of the upcoming AGM on Wednesday October 8th at Perfetto Bistro.

2. Treasurer Report

The Treasurer reports on the month end finances as provided by the accountant. There were no concerns noted.

3. Manager Report

The Manager reports on projects and initiatives.

Motion: BBM- 46/25

Moved by Director, Jeanine Jordin
 Seconded by Sandra Zanet

THAT the TOTBIA Board approves the two new Tecumseh Dollar initiatives including Tecumseh Dollar Cash Stash and Thursdays Taste Better in Tecumseh to promote and market the Tecumseh Dollar Holiday Sale and bring awareness of the program to residents;

AND THAT the total cost for the two initiatives be covered from the Tecumseh Dollar program GL with funds allocated as part of the 2025 Operating Budget and not exceed \$3,300.

Carried

4. Council Report

Councillor Houston updated the Board on the waste removal contract that the first green bin will be picked up the week of October 6. The waste pick up plan along Tecumseh Rd E might change for businesses. More information to follow after administration reports.

West Lake extension is approved (West Lake to Sylvester Dr.) It is in design phase currently.

5. Committee Reports**a. Marketing Committee**

The video was presented from ESC and discussion on the on going initiatives to promote Shop Local, Dine Local and the upcoming Tecumseh Dollars Sale in November.

The Chair highlighted the new "This store accepts Tecumseh Dollars Badge" that will be used with any social media posts promoting those business included in the program.

b. Beautification Committee

The Chair update the Board on the plans to repurpose the 36 planters for winter holiday themed decor. The trees are being removed and replanted in the Town parks by their staff by mid-October. A landscape company will transform the planters into holiday decor to enhance beautification along Tecumseh Rd E and Lesperance. The project is funded by the remaining money from the "Planter" project in the 2025 budget.

There was discussion about the impact the planters will make along Tecumseh Rd E. and the beautification the planters will offer to the residents and visitors to the area.

Motion: BBM- 47/25

Moved by Director, Carlyn Bistany
Seconded by Sandra Zanet

THAT the quote from Sunrise Landscape Company for \$7,200 + HST to design and deliver 36 Holiday Planters for November be approved;

AND THAT the remaining funds in the Planter Project included in the 2025 budget, be allocated to cover the cost.

Carried

c. Events Committee

The Chair presented an update on the Twinkling Lights Night Market.

There was discussion around the planning for 2026 events which will include two markets, community events and a focus on collaborating with small business owners and bringing tourism to the town of Tecumseh.

Discussion around the Holiday Party took place to review the day and time and the conflict with the town parade. A vote with the Board decided to cancel the Holiday Party for 2025.

Motion: BBM- 48/25

Moved by Vice Chair, Laura Carcelen
Seconded by Sandra Zanet

THAT the BIA Holiday Party be cancelled for 2025 and that the funds that were allocated for the Holiday Party be reallocated to support a Holiday Market up to \$7,500, the Board Christmas Dinner for up to \$1,500 and \$2,500 for the Christmas Parade BIA float.

Carried

d. Finance Committee

G. Unfinished Business

1. Updated BIA Constitution

The Manager spoke to the Board about the abundance of work that took place between the Town's Deputy Clerk and staff to ensure the document was finalized for the AGM. The Chair addressed that the revised constitution now aligns the BIA with best practices, meets legislation and better supports the BIA's operation.

Moved by Director, Leo Demarce
Seconded by Vice Chair, Laura Carcelen

That the memo entitled “Summary of Proposed Changes to the BIA Constitution” **be received**;

And that the proposed Town of Tecumseh Business Improvement Area Constitution in Attachment 1 **be approved** by the Board and presented at the Annual General Meeting scheduled for October 8, 2025, for adoption.

And further that the current BIA Constitution **be repealed and replaced** with Attachment 1 given the proposed changes outlined therein.

Carried

H. New Business

The draft 2026 Operating Budget was presented for discussion and approval.

Motion: BBM- 50/25

Moved by Director, Jeanine Jordin
Seconded by Director, Anne Waters

That the 2026 Operating Budget and Strategic Plan be approved and presented to the membership at the AGM for approval:

AND THAT if approved by the membership at the AGM on October 8th, the 2026 Operating Budget and Strategic Plan be presented to town Council for approval at the November 24th Council meeting.

Carried

1. 2026 Operating Budget

The budget was presented with minimal discussion. The Board was supportive of building on the successes from 2025.

2. 2026 Strategic Plan

Councillor Houston spoke to the Strategic Plan and commended staff for creating an excellent document that will help guide the success of the BIA in 2026. The Board agreed that the plan included important and key goals for the upcoming year and reflected accurately the objectives of the 2026 budget.

I. Next Meeting

The next regular general meeting is scheduled on Wednesday November 19th at 6:00pm and is currently scheduled to be held in person.

J. Adjournment

Motion: BBM- 51/25

Moved by Director, Carlyn Bistany
Seconded by Sandra Zanet

That there being no further business, the October 1, 2025 regular board meeting of the Town of Tecumseh Business Improvement Area **be adjourned** at 7:27 pm.

Carried

Eddy Hammoud, Chair

Julie McShee, BIA Coordinator