



MEETING MINUTES | AUGUST 2026

Date: August 11th 2026

Location: Timber + Plumb, 5640 Wyandotte St E, Unit 1, Windsor ON, N8S 1M3

PRESENT: Laura Tucker (Co-Chair), (Markie Tuckett (Co-Chair), Chantel Russette (Secretary), Sean Pawluck (Treasurer), Zorica Rainone (Director), Candyce Mollard (Administrator)

Regrets: Jo Anne Gignac

Absent: Marko Pocedic (Director)

Guest : Nick Jirgens - Running for City Council WARD 6

CALL TO ORDER: 9:08 AM By Laura Tucker

APPROVAL OF THE MINUTES

MOTION: Markie Tuckett **SECONDED BY:** Chantel Russette

MOTION CARRIED

ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION: Markie Tuckett **SECONDED BY:** Chantel Russette

All in favour. **MOTION CARRIED**

Electronic Motions-

Sean moved to approve spending up to **\$250** on a parting gift for Markie from Timber+Plumb

MOTION: Sean Pawluck

SECONDED BY: Zorica Rainone

ABSTAINED: Marko Pocedic

MOTION CARRIED

Markie made a motion to have a custom-framed photograph created by Bergeron Art + Frame for Councillor Jo-Anne Gignac in recognition of her years of dedicated service on our board.

The approved budget is up to \$400, depending on the cost of the photograph and framing. Once completed, the gift will be presented to Councillor Gignac by the board, along with a signed card.

MOTION: Markie Tuckett

SECONDED BY: Chantel Russette

ABSTAINED: Marko Pocedic

MOTION CARRIED

CHAIR UPDATE**Communication Concern- Marko**

We have received a response from Marko through email. There are currently motions in place that cannot move forward without his response. This is the second time we have formally raised concerns regarding his lack of communication.

Board members are responsible for remaining responsive and actively participating in board business. If Marko is unable to comply with these expectations moving forward, we should discuss removing him from the board.

New Meeting Location & Time

Going forward, all meetings will be held at TD Bank and will begin at 9:15 a.m.

Guest Speaker: Nick Jirgens

Nick Jirgens joined us as a guest and shared that he is running to represent Ward 6. He is a lawyer and has lived in Riverside for nearly 20 years.

Nick discussed his desire to contribute to Riverside, Ward 6, and the city as a whole. His priorities include exploring ways to generate more funding for the ward without increasing taxes, improving the city's cleanup efforts, and developing stronger emergency-response plans for extreme heat and potential fires that could pollute our air like the past.

Coordinator Update – Candyce Mollard

Jo Anne has announced she will not be seeking re-election for Ward 6 City Council. We extend our best wishes and sincere thanks for her many contributions to Riverside and the wider community; her dedication and positive impact will be greatly missed.

Regarding Markie's departure from the BIA, a gift is currently being prepared. We are awaiting final approvals before we can proceed with presenting it.

Financial Update – Sean Pawluck

Financial Report

- The Visa statement balance is less than \$600.
- Biweekly payments have been issued to Dana, Candyce, and Roman.

HST and Registered Business Number

Candyce continues to experience difficulties accessing the organization's HST account and registered business number. She has contacted everyone she can for assistance but has not yet been able to resolve the issue.

The CRA will only provide information to the individual currently listed on the account, who is former coordinator Bridget. Unfortunately, Bridget has not assisted with transferring or recovering the account information. We have also been unable to confirm the organization's registered business number or the name under which it was originally registered. Because the current board members are not listed on the account, the CRA will not release this information to them.

The board may need to register for a new business number and determine whether the necessary filings can be backdated. Before taking this step, we will seek professional guidance to ensure it is the correct course of action. Candyce will continue looking into the matter and determining how the organization can move forward.

Open Streets

Current expenses and planned items include:

- Bike lights: approximately
- Bubbles

- Stickers
- Postcards

The account currently has a balance of approximately \$20,000.

Committee Updates – Membership

Welcome to Our New Business: Drift Studio

We are pleased to welcome Drift Studio to the BIA. Candyce will deliver a welcome gift containing a BIA mug and pen. Drift Studio will also be added to the BIA website

Marketing and Advertising – Open Streets

Applications have been sent to all paid service providers participating in Open Streets. Each provider must complete the application so the City knows who will be attending and where they will be located within the BIA.

The committee reviewed the Open Streets rules to determine whether electric scooters and e-bikes are permitted. Concerns were raised that these vehicles could create a safety risk with pedestrians walking in the streets. Further clarification will be sought regarding the applicable rules.

Riverside Baseball has confirmed that it will not participate in Open Streets this year, as there is not enough time to organize an activity.

Merchandise Sales

- Shirts: \$20 each, including tax — cash only
- Stickers: \$2 each or three for \$5 — cash only

All proceeds will go back into the BIA to support future business-improvement initiatives.

Beautification and Maintenance

The summer planters are not looking their best. Many have dried out and require trimming and additional care. The plants did not tolerate this year's extreme heat well, so we will need to reconsider our plant selections and maintenance plan for next summer.

Roman is currently watering the raised garden beds. If time permits within his scheduled hours, he will also be asked to trim and care for the flowers in the summer planters so we can improve their appearance and maintain them for the remainder of the season.

Lantern Survey-

Candyce distributed a lantern survey to residents and businesses throughout the BIA to gather feedback on the current lanterns and what the community would like to see happen with them moving forward.

We would also like to run numbers to determine how much property tax is paid annually by each business owner within our BIA.

A reminder will be sent to all BIA businesses encouraging them to complete the survey. All board members are also asked to participate and provide their feedback.

LED Frame

The board discussed donating the LED frame to the Legion.

Motion: Laura moved that the LED frame be donated to the Legion.

MOTION: Laura Tucker

SECONDED BY: Sean Pawluck

All in favour. **MOTION CARRIED**

Storage Unit

The storage unit needs to be cleaned and better organized in preparation for the upcoming winter season. There are currently numerous decorative sticks from the planter displays taking up space and scattered throughout the unit. These items will need to be properly stored elsewhere or disposed of if they are no longer required.

Next meeting

Date: Tuesday, September 8th, 2026

Time: 9:15am

Location: TD Bank

Motion to Adjourn: Markie Tuckett

MOTION: Markie Tuckett

SECONDED BY: Laura Tucker

All in favour. **MOTION CARRIED**

Carried.

Meeting adjourned at 10:35a.m.