



MEETING MINUTES | JULY 2026

Date: July 14th 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), Marko Pocedic (Director), Candyce Mollard (Administrator)

Regrets: Joanne Gignac

CALL TO ORDER: 9:08 AM By Markie Tuckett

APPROVAL OF THE MINUTES

MOTION: Markie Tuckett **SECONDED BY:** Sean Pawluck

MOTION CARRIED

ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION: Markie Tuckett **SECONDED BY:** Sean Pawluck

All in favour. **MOTION CARRIED**

CHAIR UPDATE

Laura shared that Markie's last month with the BIA will be August. The next Board meeting at Timber's and Plumb will be the final meeting held at that location. It was noted that Pete has stepped down from the BIA Board as a director. Candyce will work to make sure he is removed from any board communication as well as city documents and our website.

Legion Roof Replacement Fund- Candyce Mollard

The Legion is an important part of our BIA community and brings significant activity and attention to the area, despite not contributing financially to the BIA levy. Candyce asked whether the Board would be interested in considering financial support toward the Legion's upcoming roof replacement project. The BIA already supports the Legion through initiatives such as the banner project.

Laura shared that she has spoken with the Chair of the Legion's Board, who indicated that the Legion currently has sufficient funds to complete the roof replacement and does not support pursuing crowdfunding for the project.

It was also noted that the Legion will be participating in this year's Open Streets event.

At this time, no formal request for funding has been received. Should the Legion submit an official funding request in the future, the Board will consider bringing the matter forward for discussion and a formal motion

Chimczuk Museum Exhibit

The representative from the Chimczuk Museum reached out to share information about a new exhibit featuring historical artifacts and stories from our local area, including the house (5845 Wyandotte Street East) located next to Mr. C's.

The exhibit is on display now through October 4, 2026. Board members and the public are encouraged to contact Candyce Mollard - located at Art Windsor Essex - 401 Riverside Dr W, Windsor, ON N9A 7J1

The museum has also requested that the BIA help promote the exhibit through our social media channels and newsletters.

COUNCILLOR UPDATE - Jo Anne Gignac - N/A

FINANCIAL UPDATE

Financial Update – Treasurer: Sean Pawluck

Sean presented the general financial update to the Board.

Candyce, Dana & Ramon have been receiving their normal pay cheques for the work allotted. Chantel purchased the new BIA event tent.

Open Streets expenses included: Bike lights, Bubbles, Stickers, Postcards, T-shirts, Prize wheel. All of these have been paid in full and are in storage till Open Streets.

The BIA account currently has approximately \$20,000 available.

HST Rebate / CRA Update

Candyce advised that she had reached out to Markie's accountant (Hawkins & Co. Located in Pilette Village) regarding the BIA's HST rebate and CRA requirements.

It was discussed that each time there is a change to the Board, the CRA requires updated information. The Board acknowledged that this process has become difficult to manage due to changes in Board membership, leaving the organization in limbo. It was noted that the CRA will require updated documentation, including Board meeting minutes and other supporting records, to process future changes. The Board also emphasized the importance of ensuring the BIA does not lose its HST rebate, as has happened in the past.

It was further noted that there is an approximate \$150 fee each time changes to the Board must be filed with the CRA. To simplify future administration, it was suggested that one designated contact be appointed for CRA correspondence. Markie advised that the Board's accountant could serve as the CRA contact and signing authority, allowing them to manage communications with the CRA and advise the Board of any required documentation or actions.

Motion:

Sean Pawluck motions that Hawkins & Co. Chartered Professional Accountants are appointed to manage the BIA's CRA and HST administration on behalf of the Board.

MOTION: Sean Pawluck **SECONDED BY:** Laura Tucker

All in favour. MOTION CARRIED

COMMITTEE UPDATES

Membership

The Board acknowledged the resignation of Pete Mazza as a director from the Olde Riverside BIA.

Marketing & Advertising

Neighbour Corridor Command Centre

Candyce shared information about the Neighbour Corridor Command Centre, a new app currently being developed to improve communication and collaboration between BIAs and local businesses.

A representative approached Candyce with information about the free platform, which is designed to:

- Connect local businesses more effectively.
- Allow businesses to promote sales, events, and marketing initiatives.
- Increase awareness of businesses within the community.
- Encourage collaboration and support among local businesses.

Candyce noted that the developer manages the uploading of business information, making the platform easy for businesses to participate in. She believes the app has the potential to better connect businesses within the BIA and help promote local economic growth.

Candyce also completed a survey for the developer, spending approximately one hour providing feedback. She explained that several BIAs are participating in the survey as the app is being tested and evaluated for use in their communities.

Miracle Park Car Show

We had promotional postcards for Riverside BIA included in the event goodie bags distributed at the Miracle Park Car Show. Volunteers at the baseball centre also handed postcards out to attendees, helping promote the Riverside BIA and its businesses.

Open Streets

Candyce provided an update on preparations for the upcoming Open Streets event.

- The Riverside stickers have been completed and received.
- Event t-shirts have arrived and are being picked up by Candyce.
- Branded bubbles, and bike lights have also been received.

The Board discussed pricing for merchandise and agreed on the following:

- T-shirts: \$20.00 (tax included, cash only)
- Stickers: \$2.00 each or 3 for \$5.00 (cash only)

Many of the promotional items will be used as prizes on the event prize wheel, while additional merchandise will be available for purchase during the event.

Candyce will source a cash box with a lock for merchandise sales. Zorica has offered to lend the BIA a cash box for the event.

It was reported that approximately \$5,000 has been spent to date on Open Streets preparations.

Zorica has also offered to donate a pair of sunglasses and a coupon as prizes for the prize wheel. Urban Edge Beauty Salon will also be donating a prize.

A detailed breakdown of Open Streets expenses and attractions is included in the event budget.

Beautification & Maintenance Committee

Lantern replacement project

Candyce provided an update on the Lantern Replacement Project.

The City has advised that it is unable to provide financial assistance for the project. Candyce expressed concerns to the City regarding the current condition of the lanterns, noting that several are no longer providing adequate lighting, creating a potential safety concern within the BIA. While the City has completed repairs in the past, they have indicated they no longer provide this service.

Laura suggested asking the City whether the BIA could pay the City to clean and repair the lanterns, given their familiarity with the infrastructure.

Sean further suggested requesting estimates from the City for:

- Repairing the four lanterns that are currently not functioning.
- Repairing and maintaining all 16 lanterns within the BIA.
- Removing all existing lanterns, if necessary.

Obtaining these estimates will allow the Board to compare the City's pricing with the quote already received from an external contractor and determine the most appropriate approach.

It was noted that there are 16 lanterns throughout the Riverside BIA.

Markie suggested exploring available grant opportunities that could assist with funding the project.

Chantel suggested engaging the businesses & community by conducting a poll through the BIA's social media channels and newsletter to gather feedback on future lighting preferences. Examples could include:

- Sidewalk lighting
- Street lighting
- Decorative lighting
- Business lighting

Markie recommended adding an incentive to encourage participation, such as a \$50 gift card to a Riverside BIA business.

Laura reported that, based on current financial projections, the BIA would be approximately \$44,000 short of funding if the lantern replacement project were to proceed next year.

The Board also noted that the quote received for complete replacement of all lanterns is approximately \$74,000.

Markie suggested exploring community fundraising opportunities by reaching out to Riverside residents and local supporters to determine whether there would be interest in donating toward the project.

Dana and Ramon Update

Candyce provided an update on Dana and Ramon.

They are doing an excellent job with their responsibilities. Their work has been consistent, and they have been keeping the BIA clean and well maintained. Dana has expressed that he is happy with his recent wage increase.

The Board acknowledged and appreciated their continued efforts in maintaining the Riverside BIA.

Policy & Advocacy Committee

Candyce advised that she has researched and printed copies of the **Code of Ethics** for Board members to review.

Board members were encouraged to read through the document for future discussion and consideration.

By law review/AGM process/election year

The Board discussed the upcoming **By-Law Review**, the **Annual General Meeting (AGM) process**, and preparations for the upcoming **Board election year**.

Next meeting

Date: Tuesday, August 11, 2026

Time: 9:00 a.m.

Location: Timber+Plumb

Motion to Adjourn: Laura Tucker

Seconded By: Chantel Russette

Carried.

Meeting adjourned at 10:24 a.m.