OLDE RIVERSIDE
BUSINESS IMPROVEMENT ASSOCIATION

MEETING MINUTES | OCTOBER 2026

Date: Tuesday, October 13, 2026

Location: TD Bank 5790 Wyandotte St E, Windsor, ON N8S 1M5

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

GUEST: N/A

CALL TO ORDER: 9:15 AM By Laura Tuker

APPROVAL OF THE MINUTES

MOTION: Laura Tucker **SECONDED BY:** Chantel Russette

MOTION CARRIED

ADDITIONS TO/APPROVAL OF THE AGENDA
MOTION: Laura Tucker **SECONDED BY:** Chantel Russette

All in favour. **MOTION CARRIED**

CHAIR UPDATE :

Laura printed copies of the account balance and financial report, outlining what we have spent and what remains available in the budget.

Insurance costs increased this year beyond the amount budgeted, which was based on last year's premium. Storage costs also increased by $20. We should allow for possible increases to both expenses in next year's budget.

We have $4,000 allocated for the Christmas window project, as planned during last year's budget discussions. We still need to contact the artist to coordinate this work.

Advertising spending remains well below budget. We have reached out to Red Piston to see how they can help with our advertising needs.

We also need to revisit Dana's approved raise and ensure it is included in next year's budget.

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A key concern is the surplus the City believes we have. This is the outstanding HST funds that is owing to us but because the previous coordinator didn't pass long any files, we've yet to be able to get in touch with CRA to change any information on our account and may need to create a new one. This amount is not currently available to spend, and there remains uncertainty about when—or whether—we will receive it.

We need assistance clarifying the status of these funds, how to recover them, and how they should be reflected in the financial information reviewed by the City. We do not expect to receive the money this year and are hopeful, with the help of an accountant and the new board, we can acquire it next year.

Although we have remained below our overall spending budget, it is important that the City understands the difference between the KPMG reported HST surplus and the funds actually available in our account.

CHRISTMAS PLANTERS

We approved $8,192.50 for the Christmas planters. Removal is scheduled for November 11, with installation planned for mid-November, approximately one week later.

DANA AND RAMONE — NEXT YEAR'S BUDGET

We may need to reduce Dana and Ramone's hours next year. However, maintaining support for beautification and bylaw requirements remains important to our businesses.

We need to review the costs, workload, and coverage required before making a decision.

Dana currently attends daily for two hours or less. This should be considered alongside his approved raise as we determine what we can afford and how best to meet our needs moving forward.

COORDINATOR UPDATE — Candyce Mollard

The AGM will take place on November 10, 2026, at Thomson House. The menu will be slightly different this year while remaining within budget. Food will be covered by the BIA; bar purchases will be at attendees' own expense.

COUNCILLOR UPDATE — No Update

FINANCIAL UPDATE — Treasurer Sean Pawluck

If we don't receive the cheque from the City before the VISA is due, we'll just pay the minimum.

COMMITTEE UPDATES

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Membership — AGM Planning

The AGM is scheduled for November 10, 2026, at Thomson House. A projector will be available again this year to display photographs. Printed copies of the current year's budget and the proposed budget for next year will be provided to attendees.

Election Review

Candyce received the City's election notice and has already distributed the required information. If an election is necessary, it will be held on October 26, 2026, at the Legion.

Marketing and Advertising

Red Piston Quote Review - Quote will be reviewed once the second payment installment is received from the City.

Beautification and Maintenance

Selfie Frame:

Currently being stored at Riviera Pizza. The Legion will be accepting the frame as a donation from the Olde Riverside BIA. Candyce has started communication between the Legion and Riviera and they will make arrangements to pick up the frame and store it moving forward.

Poppies:

Metal garden poppies will be put out on November 1. Candyce will distribute a handful to each Director to place in the raised garden beds along their respective street blocks.

Holiday Windows:
The budget includes $4,000 for holiday window artwork. An email will be sent to businesses to confirm who would like to participate. The budget is based on interest from previous years so this year may be less or more.

Fall/Winter Planters:
The approved amount for the Christmas planters is $8,192.50. Fall planters will be removed on November 11, 2026, with winter installation expected approximately one week later.

Dana and Roman:
The board discussed potentially reducing hours in 2027 or retaining only one position, depending on available funding. Beautification and support with bylaw requirements remain important to local businesses.

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Dana currently attends daily for two hours or less. Staffing needs, costs, and Dana's approved raise will need to be considered during the 2027 budget review. No final staffing decision was recorded.

Bylaw Review / AGM Process / Election Year

NEXT MEETING

Tuesday, November 10, 2026, at 9:00 a.m. – the board may move this meeting to the week prior to give more preparation time for the AGM and avoid having two meetings on the same day since the AGM is on the 10th in the evening.

ADJOURNMENT