



OLDE RIVERSIDE BIA MEETING MINUTES - OCTOBER 2025

DATE: Tuesday, October 14th, 2025

LOCATION: Timber + Plumb Kitchens and Cabinetry - 5640 Wyandotte Street East, Windsor, ON N8S 1M3

PRESENT: Laura Tucker (co-chair), Markie Tuckett (co-chair), Chantelle Russette (director), Nauman Tayyab (director - Excused himself at 9:27am), Candyce Mollard (Administrator)

LATE: Zorica Rainone (secretary - 9:17am arrival)

GUEST: Joanne Gignac, Molly Bradac (Red Piston)

REGRETS: N/A

ABSENT: Peter Mazza (director)

1. CALL TO ORDER:

The meeting was called to order by **Laura** at **9:03 AM**

Nauman - Excused himself from the meeting at 9:27 am - Presented his financial report before the website presentation.

Presentation by Molly Bradac from Red Piston on our new website. Molly presented a full concept for our new website that includes interactive features, a blog for community news, drone footage, updated photos, links to social media etc..

Molly needs headshots from all board members and Candyce can double-check the business descriptions to make sure all is correct. Joanne suggested we make suggestions for Realtor listings and what it's zoned for, and what it's set up to be.

Perhaps a campaign such as "what is missing in our neighbourhood" (coffee shops, sandwich spots, bakeries, etc...). Markie suggested a legend to be included with the map to identify bus stops, crosswalks, bike racks, and anything to make it more accessible.

All Meeting Minutes will be posted on a hidden page from the public but all members will be provided a link that they can access this at their discretion.

The new website is easy to update, and if we require maintenance, Red Piston can charge a maintenance fee on an hourly basis for work that needs to be completed.



2. ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION to approve the agenda.

MOVED BY: Markie. **SECONDED BY:** Chantelle. All in Favour. **MOTION CARRIED**

3. APPROVAL OF MINUTES

MOTION to approve the revised September 2025 board meeting minutes presented by Markie.

MOVED BY: Markie **SECONDED BY:** Chantelle. All in Favour. **MOTION CARRIED**

4. CHAIR UPDATE

Markie talked about the position of co-chair and how much work goes into it. She is spending anywhere from 8-12 hours a week on BIA activities and tasks to make sure things keep running smoothly. Laura, as co-chair agreed and mentioned that perhaps tasks can be delegated and split up. Each role that is filled on the board has designated tasks to complete outside of just attending meetings, so those roles are going to be addressed.

Candyce spoke about lighting and events wanted by members, but then people don't participate. Events don't tend to bring in business to members aside from food vendors; it brings community to the street, but that doesn't equate to revenue. Events take up a large portion of board members and her time to host... so is it worth it if participation is very low? Joanne noted that the purpose of a BIA is not to host events, it's to beautify and enrich the areas for businesses that pay into the tax levy to be a member of the BIA.

Chantelle is going to trial run the secretary role as Zorica is unable to do it at this time. Chantelle will take minutes for the November meeting and if it works out we will add her to the proper documentation with the city and the bank and remove Zorica as secretary.

5. COORDINATOR UPDATE

Lantern update - Candyce has information on what is approved decorative fixtures and specifications from the city. We will need to discuss this as a board, perhaps dedicate an entire meeting to plan out what we want to do with this large project and how we want to allocate funds towards it.

BIA Meet-up & Thompson House - We intend to host the BIA meet-up for the region's BIA boards throughout the city at the Thompson House.



MOTION to allocate \$600.00 to host a BIA meet-up on November 19th at Thompson House.
MOVED BY: Laura. **SECONDED BY:** Chantelle. **In Favour:** Markie & Zorica. **Absent:** Nauman & Pete. **MOTION CARRIED**

Legion Side-walk update - The legion has requested funding from two different ward funds from Joanne to help pay for the mural/sidewalk stencils. The remainder of the amount owed is going to be paid by the Legion. The amount for the stencils was \$3,500 + HST.

No funds have been requested from the BIA at this time.

The sidewalk mural is intended to be done this year before Remembrance day, but the sidewalk requires maintenance and repairs before any painting can commence.

Chamber of Commerce - Candyce had a conversation with the chamber regarding the BIA feeling that we weren't getting enough out of them with our paid membership. Candyce met with Andrew from the Chamber about some partnerships and working together with them to bring business to our district.

Andrew recommended our members use the perk app through the chamber. All members can sign up for this app and this connects all chamber members to network and use one another's services/products or promote their services/products.

6. COUNCILLOR UPDATE

City provided training - Joanne to chat with the individuals who are responsible for the city providing training as we are looking for updates on dates of when the training will be offered. She will keep us posted if she gets any more information.

7. FINANCIAL UPDATE - Presented at the beginning of the meeting (left at 9:27am).

Nauman has prepared the budget for 2026 in the city recommended documents. He reviewed all expenses for the rest of the year to project what we are spending for the remainder of the year up to the end of December.

The final 2025 cheque from the City has been deposited.

2025 HST remittance has been filed, and we will be reimbursed \$3,269.00. The amount will be paid out to us most likely via cheque in the mail.

It was also discussed that the CRA account for the BIA is registered under our former coordinator, Bridgette. The board discussed getting this removed and changed to reflect either one of our board



members or our coordinator, Candyce. Candyce does not want to be on the CRA account, but will assist us in getting the name changed over if help is needed.

Capital works projects were commented on by Joanne, mentioning that it takes some time to be approved as it has to go through City Council. If we are intending on doing a capital works project we need to submit it at least 1 year in advance to be eligible.

8. COMMITTEE UPDATES

Events Committee - N/A

Membership Committee

Riverside Pie building has sold and there will hopefully be more updates on that to come soon. Other places up for sale or lease have not sold or moved yet, so we will keep an eye on those for any updates.

Marketing/Advertising Committee

Selfie Station - We will need to come up with a marketing plan for that. Pete spearheaded the project and Chantelle said she could assist Pete in marketing it.

Spitfire's Sponsorship - Almost all options have sold out for sponsorships for the upcoming season however, Candyce has some other options that she is looking into for sponsorships.

Beautification/Maintenance Committee

Winter planters will be arriving in November - weather dependent.

Current summer planters - we will keep them until after remembrance day.

Decorative Aluminum poppies - have been ordered and once they arrive, they will be distributed into some planters and gardens. The date of them being "planted" will be determined by the date of arrival and they will be removed after Remembrance Day and stored in the storage locker.



Salt Bins - We are going to purchase 6-8 salt bins and fill them with salt for Dana in the winter months. During the off-season the bins will have a lock so that they stay secured and not filled with litter over time. Dana will salt according to weather conditions, and business owners will be notified of where the bins are placed so they will know they are BIA property if they notice an area in need of salt, they can use it. Candyce/Dana will monitor salt amounts in the bins to make sure they are replenished if needed.

MOTION to allocate \$1,500.00 to purchase 6 salt bins, scoopers, and a wagon for Dana to salt during the winter months. Salt will be purchased once we receive the bins, Chantelle is going to look into the cost and filling. Laura will purchase a wagon to make salting easier for Dana.

MOVED BY: Laura. **SECONDED BY:** Chantelle. **In Favour:** Markie & Zorica **ABSENT:** Pete & Nauman. **MOTION CARRIED**

Policy and Advocacy Committee

N/A

8. NEW BUSINESS

N/A

9. NEXT MEETING & ADJOURNMENT

MOTION to adjourn meeting at 10:28am

MOVED BY: Markie. **SECONDED BY:** Chantelle. **In Favour:** Laura & Zorica. **Absent:** Nauman & Pete. **MOTION CARRIED**

NEXT MEETING DATE: Tuesday, November 11th, 2025 at Timber + Plumb
