



OLDE RIVERSIDE BIA MEETING MINUTES | APRIL 2025

Date: Tuesday, April 8, 2025

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

PRESENT: Laura Tucker (Co-Chair), Markie Tuckett (Co-Chair), Olivia Ryan (Secretary), Chantel Russette (Director), Pete Mazza (Riviera Pizza), Jo-Anne Gignac (Councillor) Candyce Mollard (Administrator)

GUEST: Zorica Rainone (In Focus Optical)

REGRETS: Nauman Tayyab (Treasurer)

ABSENT: N/A

Record of Electronic Motions

April 2, 2025

MOTION to amend the motion to order tote bags for Jane's walk. This motion will include ordering 50 bags total (to meet minimum order requirement) at no more than \$5.00 a bag, including HST.

MOVED BY: Markie **SECONDED BY:** Chantel

IN FAVOUR : Laura, Olivia, Markie, Chantel

ABSTAINED FROM VOTING: Pete, Nauman

MOTION CARRIED

1. CALL TO ORDER:

The meeting was called to order by **Laura** at 8:59 am

2. APPROVAL OF THE MINUTES FROM MARCH

MOTION to approve the March board meeting minutes.

MOVED BY: Olivia **SECONDED BY:** Chantel. All in Favour. **MOTION CARRIED**

3. ADDITIONS TO/APPROVAL OF THE AGENDA

Laura and Markei request that Non-Closure Road Events be added to New Business.



The agenda was supported by consensus.

4. PRESENTATION from Riverside Minor Baseball Presentation

- Mr. Tom Laporte & Mr. Bill Kell from Riverside Minor Baseball Association came to talk about potential partnership opportunities with the BIA
- They mentioned that they have a jumbotron where we can display business logos, videos, messaging, etc. We can also put a banner up on the fences - both at the diamonds and at Miracle Park. They have specific sizing & guidelines for signage and banners that they would provide us that comply with city guidelines.
- There is also the opportunity to hand out any pamphlets/brochures that we have to each team as well as using their space to hold events (ex. Hosting a BBQ in the summers, music in the park, movie night).

MOTION for the BIA to contribute \$2,500 to Riverside Minor Baseball/Miracle Park in exchange for advertising, promotion and signage opportunities, event space, etc., once Nauman can confirm it's within our budget and presents a financial review to the board.

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

5. CHAIR UPDATE

BIA meet/greet update

- Laura and Candyce met with other BIA chairs and staff for an informal gathering to share ideas and confirm event dates. This group will try to meet quarterly to keep each other apprised of major events, milestones and challenges. Our BIA was the only one without an event on the horizon but our beautification efforts were recognized. The next meeting is to be held on Ford City on June 25th at 6:00 pm.

Motion/Voting Timeline

- Markie suggests putting a timeline on electronic votes.
- Jo-Anne says as long as we notify all of the voting members of the deadline, this is something we can implement. She also stated that all electronic votes must be included in the next month's board meeting minutes.

MOTION to put a timeline cap for electronic voting to 48 hours notice. If a member does not vote in that time but the voting quorum is met, the motion will be passed, and if not, the motion will expire. Electronic voting will be reserved for items that cannot wait until the following month's board meeting.

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

6. COORDINATOR UPDATE



Storefront Sales

- Candyce met with Kyla Bardwell who owns a company called "Storefront Sale". She hosts a website where you can create a profile to advertise and/or look for any business opportunities, such as renting out your space. It is a very new business, but there are a lot of opportunities to grow. Right now, it is free to join for 3 months. If anybody is interested, Candyce will send further information.
- Jo-Anne asked if Kyla is willing to present to the BIA. Candyce said she asked if she was willing when she met, and Kyla said she would be. Laura suggested that instead, maybe she can present at the next BIA meetup so she can reach all the BIAs at once.

Jane's Walk

- Candyce says everything is going excellent. She will be focusing on business awareness and has the 1.5km walk planned out.
 - Laura suggested sending out a separate e-blast to businesses as a reminder for Jane's Walk to see if anybody would like to hand in any promotional material to put in the tote bags for Jane's Walk attendees.
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7. FINANCIAL UPDATE

City Auditing Documents Complete

- Laura says that Nauman is waiting for the October statement from 2024. He will have a full financial report for May to present to the board.
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8. COMMITTEE UPDATES

Membership Committee

Spring Social (April 29 12 pm-2 pm)

- Candyce has sent out the invites and has gotten a few RSVP's and a few comments about the timing of the event. Markie mentioned that we have tried to do after-work hours in prior years, so we figured that more people would likely pop in for a slice of pizza during their lunch break.
- Candyce will send out another e-blast specifically for the Spring Social to our members. The Chamber of Commerce will be there, which will be a great opportunity for our members to speak directly to them to gather more information. Constable Patterson will also be in attendance.

Printed Member Newsletter

- A discussion was had on whether we should do a printed newsletter quarterly to hand out to members who are not checking their emails. The board felt that the e-newsletter was sufficient so no printed copy will be distributed quarterly but the board will print the annual report for members for 2025.
- Markie will streamline our electronic newsletter with Christina McWilliams. Candyce will start doing specific e-blasts for events/other important information that we would like our members



to see. With the specific e-blasts, it will be short and to the point to highlight specific information that requires immediate action.

Marketing/Advertising Committee

N/A

Beautification/Maintenance Committee

Shed Storage - Watering Cart + supplies

MOTION to spend a max of \$700 tax included to purchase a small storage shed that will be kept behind Bergeron. Plus, an additional cost for someone to build the shed for up to \$100.

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

Dana - Watering & Garbage Pick Up

MOTION to increase Dana's hours from bi-weekly garbage pick-up to weekly garbage pick-up to also allow time for cigarette sweep. The BIA to purchase a broom and dustpan to store in the shed for Dana to use for sweeping up cigarette butts.

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

Spring Planters

- Winter has been removed and embellishments are stored in Markie's store right now.
- Spring planters are tentatively going to be installed April 14th.
- We need a storage unit to store all of the BIA's property such as the bins with embellishment/paperwork/bubble machines, etc. There is a storage unit that is 50 square ft for about \$8.08/week plus tax. We must keep an eye on the units as they come and go quickly.

MOTION to invest in a storage unit for up to \$700 a year.

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

Hanging Planters

- The City is covering the cost for 11 hanging baskets this year (50%) with the offer for our BIA to cover the other 50% of baskets at our own expense. This will include watering and maintenance. In 2026, the city is not going to cover the cost for any hanging baskets. Joanne says they would still install them if the BIA wanted to pay.

- Because our 2025 budget was approved by the membership back in November and submitted to the City prior to finding out about the City's plan to only cover 50%, the board agrees it's too late to cover the remaining 50%.

- Candyce has gotten a few emails from people in the community asking about the hanging baskets. Jo-Anne said to remind them that we have an allotted budget and that the BIA is putting efforts into the gardens and sidewalk planters.

- Jo-Anne mentioned that there is always an opportunity for the BIA to find a sponsor for the



hanging baskets.

MOTION to advise the City that the BIA would like them to install the 11 hanging baskets at no expense to the BIA and advise them that the BIA is unable to cover the expense of any additional hanging baskets for 2025. We will request they distribute the hanging baskets as evenly as possible throughout the BIA.

MOVED BY: Laura **SECONDED BY:** Pete. All in Favour. **MOTION CARRIED**

Garden Boxes

- The city is going to be providing new mulch for the garden boxes along with the plants. Ramone is scheduled for the end of April to plant the gardens and will likely have a couple of shifts for maintaining the gardens.

Parking Lines/Bus Stop Indication

- Jo-Anne has taken it upon herself to have parking lines painted throughout the BIA (thanks Jo-Anne!). She says it will be happening within the next two weeks.

Policy and Advocacy Committee

Banner Project

- Banner project underway. If anyone is looking to purchase a banner for a loved one, it will be coming up at the end of April. They are hoping to get 53 this year. The legion will be covering the cost of removal of banners, as the BIA has covered the cost in the past.

- On the Legion's website, Laura saw that they have LED poppy signs. She asks the board if there's any interest in purchasing them for our members to display in their windows. Branch 255 in Riverside, would not get any kickback if we purchased through them. Jo-Anne suggested finding alternative signs online to see what the cost difference would be. It would make a good impact if everyone participated. Unfortunately, participation is something that we struggle with.

- Markie suggested adding some poppy embellishments to our planters instead. This way, we don't have to get participation from our members. It would have a greater impact as every planter in the BIA would have some sort of poppy embellishment. Candyce to look into these alternatives.

8. NEW BUSINESS

Non-Closure Road Events

- Laura and Markie spoke about doing a "Pizza Passport" month where we could focus on the restaurants in the area. Stephen from Sandwich BIA spoke about the success of their Sandwiches on Sandwich event last year, and Candyce will reach out to him for further details. Everybody agreed this is an idea that we can look further into, perhaps for the month of July.



9. NEXT MEETING & ADJOURNMENT

MOTION TO ADJURN MEETING at 10:26am

MOVED BY: Laura **SECONDED BY:** Olivia All in favour. **MOTION CARRIED**

NEXT MEETING DATE: Tuesday, May 13, 2025 @ Timber + Plumb
