



OLDE RIVERSIDE BIA MEETING MINUTES | MAY 2025

Date: Tuesday, May 13, 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), Nauman Tayyab (Treasurer), Zorica Rainone (Director), Candyce Mollard (Administrator)

GUEST: Chris Pistagnesi (Intact Insurance Company)

REGRETS: Pete Mazza (Director), Chantel Russette (Director), Jo-Anne Gignac (Councillor)

ABSENT: N/A

Record of Electronic Motions

April 14, 2025

Motion: Peter (Pete) Mazza of Riviera Pizza and Spaghetti House Restaurant be formally appointed to the Board of Directors for the Olde Riverside BIA. Peter (Pete) will serve as a director, effective immediately upon confirmation of his acceptance.

Moved by: Markie. All in favour. **Motion Carried.**

Motion: Zorica Rainone of Infocus Optical be formally appointed to the Board of Directors for the Olde Riverside BIA. Zorica will serve as a director, effective immediately upon confirmation of her acceptance.

Moved by: Markie. All in favour. **Motion Carried.**

April 25, 2025

Motion: to proceed with an event in July with a budget of \$7000.

Moved by: Laura **Seconded by:** Pete All in favour. **Motion carried.**

1. CALL TO ORDER:

The meeting was called to order by **Laura** at 9:01am.



2. ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION to approve the agenda.

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

3. APPROVAL OF MINUTES

MOTION to approve the APRIL board meeting minutes.

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

4. PRESENTATION from Intact Insurance Company

- See Appendix A.

- Chris Pistagnesi gave an overview of the BIA's coverage. He said that our coverage is very good & sufficient for our needs. We can always add extra insurance in the future if need be.

5. CHAIR UPDATE

Credit Card Application + Approval - Savings Account (New Bank Manager)

- The BIA is able to get a pre-paid credit card. We just have to have someone's name attached to it. The limit is \$2,500 and that \$2,500 will be held in our savings account in order to have a credit card for our type of organization. If for some reason, the credit card doesn't get paid the bank will be able to pay it off from the money that is held in our savings account. Nauman offered to put his name on the credit card, and his information was shared with the TD Bank representative to proceed with the credit card application. All e-sign packages have been sent and signed by the appropriate board members to approve the credit card application and finalize its approval.

- It was agreed that Candyce will be holding on to the chequebook and writing any cheques moving forward. She will then have to collect 2 signatures from those who have signing authority.

- Candyce has agreed to start doing data entry of money in/out alongside Nauman. Laura explained that there is a program called WAVE, which is free and allows us to easily keep track of our finances. Laura will share the login information for our WAVE account with Candyce so moving forward she has access to that software.



6. COORDINATOR UPDATE

Coordinator Role Review

- Candyce presented an updated Role Enhancement & Compensation Proposal
- **See Appendix B**
- Candyce asked for \$28/hr and up to 20 hours a week (\$3 increase)

The board discussed Candyce and her role as an independent contractor for the BIA and the consensus is that we have been satisfied with her involvement in the BIA as our coordinator and we would like to continue working with her. The wage increase and hours increase were discussed in detail and were approved to keep moving forward with Candyce and to make sure she has enough time allotted to complete all assigned tasks. The board noted that Candyce's role will be reviewed before the next budget allocation/AGM meeting to ensure we can cover her costs going forward in 2026.

MOTION to increase Candyce's to \$28/hour.

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

7. COUNCILLOR UPDATE

N/A

7. FINANCIAL UPDATE

- Nauman reports that the bank account is in good standing. Will update the budget once the spending is inputted.
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8. COMMITTEE UPDATES

Events Committee

Update the board on July's Event

- Candyce says that she has went around to each business and handed out a letter as well as



emailed them about this event. So far, the retail stores that are interested in participating is; Grip on Golf, Formally Yours, In Focus, Urban Edge & Bergeron Art + Frame Shop

- Zorica said that she spoke with Sean from Skin Medical and he said he was interested in participating. Zorica also said she spoke with Salon B and the owner is not interested - but her staff might be.

- Chantel is the only retail store so far that has submitted her finalized idea. Anybody who gets a wash & blow out in the month for July will qualify for a stamp for the passports. She will also be throwing some pop-ups in her salon as well throughout the month.

- Candyce reached out to Crystal Gage (singer) & Ron (magician) for their availability for July. She also spoke with KB Dog Trainer to see if they were willing to put on a dog fashion show or some sort of animal event.

- Zorica said the front of her building has an “overhang” and she is willing to have some sort of entertainment out front of her store. She says she will do 25% off for passport holders the month of July on any prescription glasses/sunglasses & non-prescription sunglasses.

Membership Committee

Spring Social - Results/Feedback

- We received great feedback from our pizza party Spring social. We had a great turnout and met some neighbours who had never attended any BIA related events previously. We all agreed this is something we should continue. Markie suggested potentially doing breakfast at Baker's next time so we rotate through different places who can host and at times of the day.

Marketing/Advertising Committee

Reusable grocery bag program for retail stores - tote bags for Jane's Walk

- To support our retail stores, the board previously discussed buying BIA reusable grocery bags to supply to participating retail stores. Everybody still agreed this is a good idea. The marketing/advertising sub-committee will meet to go over details.

Beautification/Maintenance Committee

Planter Update

- Beautification did initially agree to pilot permanent planters (perennials) for 5-6 businesses. After speaking with the legion, Candyce stated that she doesn't think we should switch the legion's flowers to the pilot program as they are a great community partner. Everyone agreed. It



was discussed that we only switch out the TD Bank's, CIBC Bank's flowers and Riviera Pizza's flowers for the pilot program as they are in the harshest sun-side/weather side of the street.

- Candyce/Markie will ask Bethany from BEX to subtract 5 planters from her summer flower quote.

- Candyce has still not heard from Discovery Landscape. Pete gave them Candyce's contact so they could provide a formal quote for 5-6 planters. Laura suggested if we don't hear from him by Friday, then we should go ahead with BEX for all planters this Summer. Candyce does not have Discovery Landscape's contact, he only has hers.

- Dana has been watering but the planters are still really dry. Candyce has told him to make sure to extra saturate the planters. He has adjusted the amount of water he is using for each planter and all is well.

- Bethany quoted for holiday planters for 2025. We will be reusing the embellishments that we saved from last year. We will wait to vote on holiday planters until a later date.

MOTION to have BEX to provide us with summer planters for up to \$7,265.90.

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

MOTION to have Dana paid bi-weekly with increase of hours.

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

Bicycle Baskets

- Waiting on a quote from BEX.

Beacon Banners

- Candyce believes everything is tied up & ready to go. It is not worth it working with Angel Star in the future as his communication is lacking and they are hard to get a hold of.

- Candyce spoke with the city and the globe lanterns do belong to them. She had filed a claim with 311 and when she checked it had been closed completely but she did not receive any further information. Krista from Dufour Dental had her husband who is a contractor call the city about this issue. He was told the globes are about \$3K each if we want to move forward with fixing them. Laura mentioned we do have money in capital works.

Garden Boxes

- Candyce has been dealing with Ramone and the city in regards to our gardens. Ramone has picked up 20 plants so far and is looking to get more. The city has put in more mulch.

Policy and Advocacy Committee



N/A

8. NEW BUSINESS

N/A

9. NEXT MEETING & ADJOURNMENT

MOTION to adjourn meeting at 10:32am.

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

NEXT MEETING DATE: Tuesday, June 10, 2025 @ Timber + Plumb
