



OLDE RIVERSIDE BIA MEETING MINUTES | SEPTEMBER 2025

Date: Tuesday, September 9th, 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 - REMOVE), Nauman Tayyab (Treasurer), Zorica Rainone (Director), Pete Mazza (Director), Chantel Russette (Director), Candyce Mollard (Administrator)

GUEST: Jo-Anne Gignac (Councillor)

REGRETS: N/A

ABSENT: N/A

Record of Electronic Motions

N/A

1. CALL TO ORDER:

The meeting was called to order by Laura at 8:56 AM

2. ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION to approve the agenda.

MOVED BY: Laura

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

3. APPROVAL OF MINUTES

MOTION to approve the board meeting minutes.

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



4. CHAIR UPDATE

Community Representative - Tyler Donnelly has approached our board to see if we have a position for a community representative. The board was recommended by Joanne to wait until the provided city by-law training is completed by all directors to confirm whether the board can accept community representatives. Candyce will touch base with Tyler with the update and we will move forward after the training is provided.

5. COORDINATOR UPDATE

Slices of Riverside - The first year offering a passport event paired with in-person events was a success. We received feedback from participating and non-participating businesses and the board will structure an event next year using the provided feedback.

Legion crosswalk meeting - Candyce attended the first meeting to assist the legion with their project. The BIA will not be providing any financial support for the crosswalk. The proposed crosswalk will be on the legions sidewalk out front of their facility to avoid paint maintenance with the hefty traffic we are seeing on Wyandotte street.

MJB Bookkeeping - Candyce obtained a quote for the end of year financial report from MJB bookkeeping. The quote came in around \$550.00 + HST a year based on what we are requiring. The board will discuss the possibility of using MJB Bookkeeping after budget projections are complete for 2026.

Storage locker - The storage locker is located at StorageMart at 1577 Lauzon Rd, Windsor, ON N8S 3N4. We have a 5' x 8' x 10' and all BIA assets currently not used or needed to be stored are located there. Markie and Candace have keys to access the locker.

Annual General Meeting (AGM) - will be held Tuesday, November 4th, 2025 at Thompson house in their upstairs event space from 6:30 PM till 8:30 PM. A light dinner and non-alcoholic beverage will be supplied to those in attendance. Candyce will send out an invitation to membership and track RSVPs.

Lanterns - Candyce is working on obtaining more information on the street pole lanterns and possibly getting them replaced. She will provide the board with more information once she receives it. She will also inquire with the City about how Capital Works projects happen for BIA's.



6. COUNCILLOR UPDATE

Joanne mentioned that she was pleased with the new parking lines provided by the city. Markie mentioned there were some missing lines between spaces that will need to be added.

We have an update on the road construction for the Pumping stations on Riverside Drive as all traffic is being diverted to our district since Riverside Drive is closed from 8am-4pm Monday through Friday.

St. Pauls Pumping Station - 5 months behind schedule

St. Rose Pumping Station - should be done end of next year

7. FINANCIAL UPDATE

Nauman provided a brief budget review on where the board currently sits with spending to help prepare for the 2026 budget. A budget meeting will be held on Tuesday September 30th for the board members to discuss next year's expenses and projects.

8. COMMITTEE UPDATES

Events Committee - No updates.

Membership Committee

A few more buildings have popped up for sale/lease. Candyce will promote the spaces/buildings available on our social media pages.

Marketing/Advertising Committee

The Storefront pictures taken by Anthony Sheardown have been updated on the website along with drone footage taken in the Summer by Fly with Rye.



Markie mentioned that perhaps the board would look into custom lawn signs for special holidays and/or to promote things throughout the BIA.

Website - We received 2 quotes back for our website and website hosting from Red Piston and Generator Design. The board had approved website funding previously but it will be presented to us and await revisions before the final invoice is to be paid.

Beautification/Maintenance Committee

We received an updated quote for winter planters from Bex Design Co.

Markie suggested that we could simplify the planters and eliminate 10-12 planters and space them out a bit more through-out the BIA to be able to use more funds for the maintenance for the BIA's gardens. The extra planter boxes Pete suggested selling off if the board is no longer using them.

Ramone was off with an illness and Dana was filling in for him watering the plants in the gardens.

Ramone has been propagating plants for the BIA's gardens and will plant them when the time comes.

September 9th 2025 - ELECTRONIC MOTION to move forward with Bex Design Co. and their quote for winter planters for \$6,900 + HST to be installed in November (weather permitting)
MOVED BY: Markie **SECONDED BY:** Pete. All in Favour. **MOTION CARRIED.**

Policy and Advocacy Committee - No updates.

8. NEW BUSINESS

Pete sourced a holiday selfie station frame from Dekra Lighting and is working with The Dotte to place it on their property for use by the general public. Markie suggested we use this as a marketing piece for people to come to our area to use the Self-serve Selfie Frame Station for social media and perhaps a giveaway.

September 25th 2025 - ELECTRONIC MOTION to move forward with a Life-size Holiday Selfie Station Frame from Dekra Lighting for a total cost of \$2829.66 with HST. The selfie



station will be placed on the corner of St Louis & Wyandotte Street East in front of the Dotte on their property. The Dotte will manage the electrical requirements and maintenance of the light installation and when not in use, we will be storing the unit in the storage locker.

MOVED BY: Markie **SECONDED BY:** Pete **Abstained:** Nauman. **In favour:** Zorica, Chantelle, and Laura. **MOTION CARRIED**

Nauman is filing for our HST reimbursement for the BIA for 2024 & 2025. Funds will be approved and provided for us to deposit via cheque when complete.

Candyce has quotes for holidays windows but due to time constraints, we will do an electronic motion to approve that project throughout our district.

September 23rd 2025 - ELECTRONIC MOTION: Laura - I motion to move forward with Artners for the holiday window project for between \$125 and up to \$250 per business, plus an admin fee of \$400. Exteriors of windows will be painted/drawn on by participating businesses who sign up via email from Candyce. Time and date slots to be determined and provided by Artners.

MOVED BY: Laura **SECONDED BY:** Pete **Abstained:** Nauman. **In favour:** Zorica, Chantelle, and Markie. **MOTION CARRIED**

October 2nd 2025 - ELECTRONIC MOTION: I (Laura) propose we spend up to \$1000 to purchase and display the metal poppy lawn ornaments throughout our BIA.

MOVED BY: Laura **SECONDED BY:** Zorica **Against:** Pete **Abstained:** Nauman. **In favour:** Chantelle and Markie. **MOTION CARRIED**

9. NEXT MEETING & ADJOURNMENT

MOTION to adjourn meeting at 9:58 am.

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

NEXT MEETING DATE: Tuesday, October 17th, 2025 @ Timber + Plumb
