



THE DOWNTOWN WINDSOR BUSINESS IMPROVEMENT ASSOCIATION
484 PELISSIER ST., WINDSOR, ONTARIO N9A 4K9
DWBIA@DOWNTOWNWINDSOR.CA
DOWNTOWNWINDSOR.CA
519-252-5723

DOWNTOWN WINDSOR BIA BOARD OF DIRECTORS MEETING AGENDA

Date: Thursday, December 14, 2023

Time: 5:30 PM

Location: DWBIA Offices, 484 Pelissier Street

DIRECTORS:

Bars & Nightclubs:	Andrew Corbett
Commercial Property Owner/Developer:	Ray Blanchard
Hotel/Tourism/ Retail:	Sikander (Sunny) Bhatti
Member at Large:	Jennie Atkins
Professional Services:	Chris MacLeod
Restaurant (licensed):	Olivia Holt
Restaurant (unlicensed):	Ron Balla
Retail:	Misty Adams
Ward 3:	Councillor Renaldo Agostino

1. CALL TO ORDER

- Reading of Land Acknowledgement

We [!] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

- Adoption of the distributed agenda

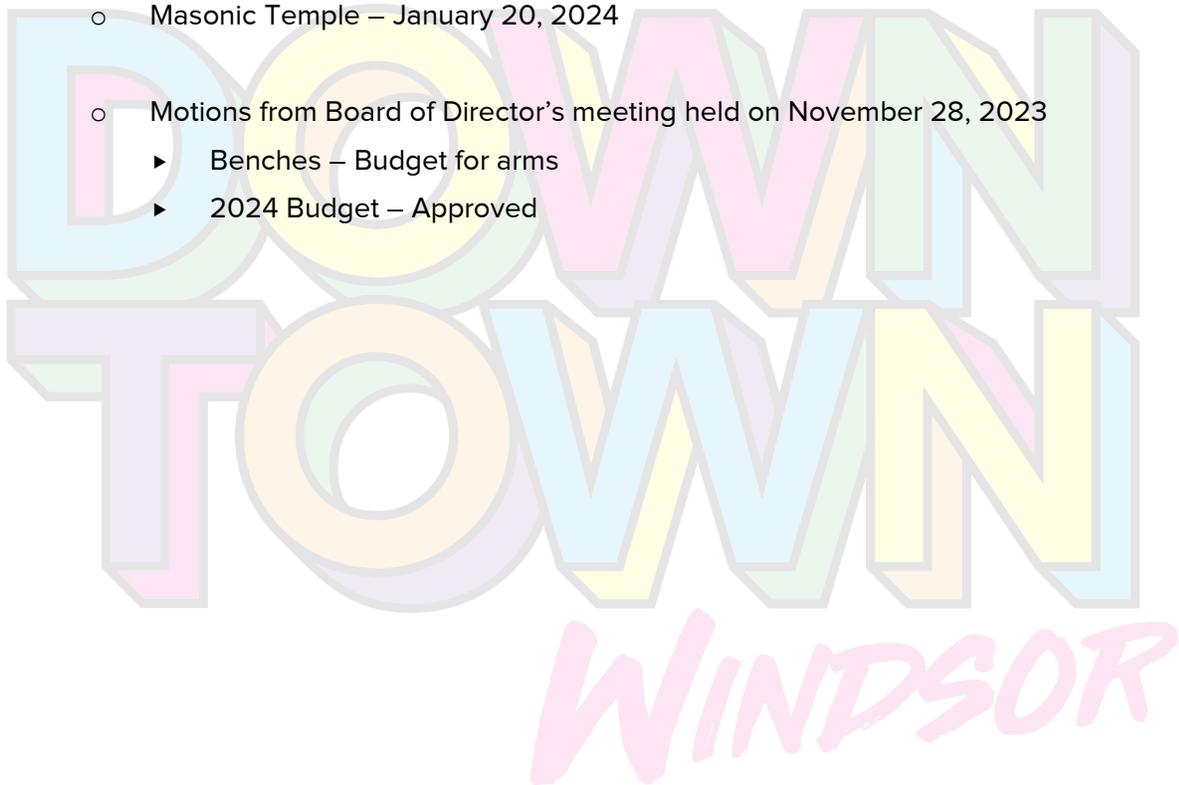
2. DISCLOSURE OF PERCUNIARY INTEREST

3. ADOPTION OF THE MINUTES

- Minutes of Board of Directors meeting held on November 28, 2023
- Minutes of combined Striking committees meeting held on December 5, 2023

4. REGULAR BUSINESS ITEMS

- Benches - update
- 2024 Membership Budget Meeting
- Holiday Giveaway – update
- Grants
- Masonic Temple – January 20, 2024
- Motions from Board of Director’s meeting held on November 28, 2023
 - ▶ Benches – Budget for arms
 - ▶ 2024 Budget – Approved



5. NEW BUSINESS

6. UPCOMING MEETINGS

ADJOURNMENT

A quorum of five (5) voting members is required for DWBIA Board Meetings





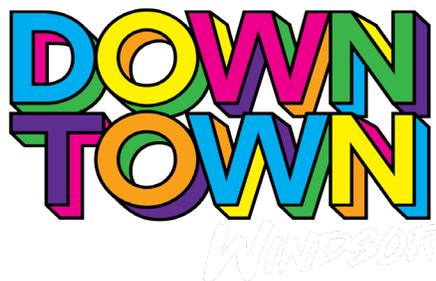
MINUTES

MEETING: Board of Directors
DATE: Tuesday, November 28, 2023
TIME: 6:30 PM
LOCATION: 484 Pelissier Street
ATTENDEES: Andrew Corbett, Chris MacLeod, Misty Adams, Olivia Holt, Ray Blanchard, Sunny Bhatti, Councillor Renaldo Agostino
REGRETS: Jennie Atkins, Ron Balla
STAFF: Debi Croucher, Janice Dyett

Agenda and Discussion	Responsibility of:
<p>CALL TO ORDER</p> <p>Mr. MacLeod opened the meeting at 6:36.</p> <p>Reading of Land Acknowledgement.</p> <p>Distributed agenda was adopted by Ms. Holt, seconded by Mr. Corbett.</p>	<p>Administration</p> <p>Administration</p> <p>Board of Directors</p>
<p>DISCLOSURE OF INTEREST</p> <p>None.</p>	
<p>ADOPTION OF THE MINUTES</p> <p>The minutes of the Board of Directors meeting held on October 24, 2023; the Striking Committees meeting on November 9, 2023, and the Executive Committee meeting on November 14, 2023 were adopted by Mr. Agostino, seconded by Mr. Corbett. Approved by all.</p>	<p>Board of Directors</p>

<ul style="list-style-type: none"> • Benches <ul style="list-style-type: none"> ○ Administration noted the cost to manufacture and install arms for the remaining benches and the time frame for manufacture and installation would be approximately be the end of January 2024. ○ Motion made by Mr. Blanchard to “approve a budget up to \$7000 to add arms to the remaining benches.” ○ The Motion was seconded by Mr. Bhatti, and approved. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> • Cigarette Bins <ul style="list-style-type: none"> ○ Administration confirmed that the cigarette ballot bins had arrived. ○ Discussion surrounded the final 6 questions and installation locations. ○ The questions will be printed, installed and a news conference will be arranged for late in the week of December 4, 2023. 	<p>Administration</p>
<ul style="list-style-type: none"> • Santa Claus Parade <ul style="list-style-type: none"> ○ Administration spoke to the number of floats and bands registered for the parade. ○ Administration noted that hot chocolate stations would be set up in the vicinity of Maiden Lane as well as close to the Chrysler Building. ○ Administration also noted that The Downtown Mission would be setting up a tent with roasted chestnuts close to the Chrysler Building. 	<p>Administration Administration Administration</p>
<ul style="list-style-type: none"> • Winter Fest <ul style="list-style-type: none"> ○ Administration noted that installation of holiday window decorations has been widely accepted, with numerous businesses participating. ○ Administration noted the number of vendors registered for the Holiday Market. The Market will run from 3-8pm at the Pelissier Street Parking Garage. 	<p>Administration Administration</p>

<ul style="list-style-type: none"> ○ Administration spoke to the Swift-Mas Christmas Contest and noted that is to begin on December 2 and run to December 27, 2023. 	<p>Administration</p>
<ul style="list-style-type: none"> ○ Administration noted that the premise is to make a purchase at any downtown business, scan the QR code, upload your receipt, and be entered to win. 	<p>Administration</p>
<ul style="list-style-type: none"> ● Security Cameras 	
<ul style="list-style-type: none"> ○ Administration noted that there is a possible grant that the DWBIA can apply for to help with the cost of security cameras. 	<p>Administration</p>
<ul style="list-style-type: none"> ○ Administration noted that the deadline to apply is December 12, 2023. 	<p>Administration</p>
<ul style="list-style-type: none"> ● Windsor Eats Farmers’ Market 	
<ul style="list-style-type: none"> ○ Administration noted that the DWBIA was contacted by Windsor Eats, asking if they could use our legal documents as templates for a Farmers’ Market that they are hoping to run on Sundays in the next year. 	<p>Administration</p>
<ul style="list-style-type: none"> ○ Discussion surrounded the size of the market that they would be able to host and whether this would or could impact our Downtown Windsor Farmers’ Market. 	
<ul style="list-style-type: none"> ○ The issue was voted upon and denied, 100%. 	<p>Board of Directors</p>
<ul style="list-style-type: none"> ● Recycling in the BIA’s 	
<ul style="list-style-type: none"> ○ Administration noted that we received notice from the City that, effective August 2024, the City will transition the collection of recycling materials to Producers. 	<p>Administration</p>
<ul style="list-style-type: none"> ○ Administration noted that they City had requested a list of all of the business locations from the BIA’s. The purpose of this is to negotiate the collection of business recycling with the Producers. 	<p>Administration</p>
<ul style="list-style-type: none"> ○ Administration noted that if this is agreement is not successful, the individual BIA’s may have to consider paying for recycling in their respective business districts. 	<p>Administration</p>



MINUTES

MEETING: Combined Striking Committees
DATE: Tuesday, December 5, 2023
TIME: 5:30 PM
LOCATION: 484 Pelissier Street
ATTENDEES: Andrew Corbett, Chris MacLeod, Misty Adams, Ray Blanchard, Sunny Bhatti, Olivia Holt, Councillor Renaldo Agostino
REGRETS: Jennie Atkins, Ron Balla
STAFF: Debi Croucher, Janice Dyett

Agenda and Discussion	Responsibility of:
<p>CALL TO ORDER</p> <p>Mr. MacLeod opened the meeting at 5:41 pm</p> <p>Reading of Land Acknowledgement.</p> <p>Distributed agenda was adopted by Ms. Adams, seconded by Mr. Agostino.</p>	<p>Administration</p> <p>Administration</p> <p>Board of Directors</p>
<p>DISCLOSURE OF INTEREST</p> <p>None.</p>	
<p>ADOPTION OF THE MINUTES</p> <p>Adoption of the Minutes of the combined Marketing & Events and Infrastructure & Development Striking committees held on November 9, 2023 was adopted by Mr. Agostino and seconded by Mr. Corbett.</p>	<p>Board of Directors</p>

REGULAR BUSINESS ITEMS	
<ul style="list-style-type: none"> • Benches – update <ul style="list-style-type: none"> ○ Administration noted that a motion was made at the November 28, 2023 Board of Directors meeting to approve up to \$7,000 to add arms to the remaining benches. ○ Administration noted the hope is to have the arms manufactured by year end and installed early in the new year. 	<p>Board of Directors</p> <p>Administration</p>
<ul style="list-style-type: none"> • Cigarette Bins – update <ul style="list-style-type: none"> ○ Administration noted that the questions have been printed and installed on the Cigarette Ballot Bins. ○ Administration noted that the bins are to be installed in six downtown locations on Thursday, December 7 between 6:00-9:00am. ○ Administration noted that a news conference will take place on Thursday, December 7 at 10:30am at The Loose Goose. ○ Administration noted that there is an area on the DWBIA website where the public can suggest questions to pose on the ballot bins. 	<p>Administration</p> <p>Administration</p> <p>Administration</p> <p>Administration</p>
<ul style="list-style-type: none"> • Santa Claus Parade <ul style="list-style-type: none"> ○ Administration noted that there was an excellent turnout for the event and how wonderful it was to see people of all ages downtown enjoying the event. ○ Discussion surrounded whether there was a way to determine economic impact during the hours of the parade. Administration noted the only way to make a determination would be to approach each individual business and ask for their stats for that time frame. Administration also noted that many businesses are not open to sharing any information. ○ Mr. MacLeod noted that the hot chocolate stands were a huge success, with less people attending the one close to Riverside Drive. 	<p>Administration</p> <p>Administration</p> <p>Administration</p>
<ul style="list-style-type: none"> • Winter Fest – Holiday Market <ul style="list-style-type: none"> ○ Administration noted that the Holiday Market ran from 3pm to 8pm on December 2. 	<p>Administration</p>

<p>UPCOMING MEETING DATES</p> <ul style="list-style-type: none">• DWBIA Board of Directors Thursday, December 14, 2023• Holiday Party Thursday, December 14, 2023	
<p>ADJOURNMENT</p> <p>Meeting adjourned at 8:15pm</p>	