

**Ottawa St. Business Improvement Area**  
**Board of Directors Meeting**

**MINUTES**

**Date:** May 3, 2023

**Location:** Virtual meeting through Zoom

**Present:** Ettore Bonato, Mike Osborne, Tracy Paterson, Lawrence Holland, Mark Trudell, Byron Griffith, Mark McKenzie, Syx Langemann

**Regrets:** Constable Andie Suthers – has a training/meeting to attend

**Guest Speakers:**

- None

**Absent:** None

**Recorder:** Ettore Bonato

**Meeting Called to Order:** 6:35PM

**Approval of Agenda:**

- Mike Osborne, 2<sup>nd</sup> Tracy Paterson, CARRIED

**Disclosure of Interest:**

- None

**Adoption of Past Minutes:**

- April meeting
- Mike Osborne, 2<sup>nd</sup> Tracy Paterson, CARRIED

- Adoption of new governance by-laws prepared by the City of Windsor; in future, will post on our website the Agenda for upcoming meetings and minutes of past meetings
- Will also put photos of board members and e-mail addresses

### **Coordinators Report:**

- Banners have been ordered advertising this year's events and will be installed at each end of the BIA by May 26<sup>th</sup>
- The direct mail cards have also been ordered and should be going out by May 26<sup>th</sup>
- 5000 cards will be delivered to surrounding areas to the Ottawa Street corridor
- Pridefest sponsorship, located on the Pridefest website, payment of \$5000.00, has been prepared and ready for pick up
- UPDATE: Wendi Nicholson, president of Pridefest, has picked up the cheque

### **Council Report:**

- An update and rundown of re-installing the BIA's was given; as of April 24<sup>th</sup>, the Ottawa Street BIA has resumed the reigns
- The board of directors decided on at the AGM last November, have been accepted by the City of Windsor
- During Pridefest weekend, Mark McKenzie will be talking to parking enforcement in order not to ticket people after 6PM, even with the no parking signs being up Saturday evening in preparation for the Parade on Sunday morning
- The BIA can access the City of Windsor's website any time to find minutes pertaining to the BIA if needed
- The test for paint for the Pride crosswalks has been done at Traffic Operations at the Mercer location; once decided upon, it will be applied to 3 crosswalks on Ottawa Street
- The work will be done after midnight to avoid too much traffic on Ottawa Street

- The light posts from Howard to Marentette will be replaced this year
- The garbage and graffiti will be cleaned up at Lanspeary Park, especially the band stand; UPDATE: the City did clean it up and had to return another 2 times to do it again
- The City of Windsor is looking at a controlled crosswalk in front of Lanspeary Park, Benjamin/Ottawa Street area
- They are also looking at traffic calming methods to be applied for the amount of speeding traffic on Ottawa Street

### **Treasurer's Report:**

- Everything is up to date
- The contract with Blackframe Studios has been finalized and down payment plus first payment have been made
- After the bills for this month have been paid, we have approx. \$98,000.00 in the bank

### **Safety & Crime Prevention Committee Report:**

- Unfortunately Constable Suthers could not attend the meeting
- We will be getting in touch with Barry Horrobin to review Ottawa Street on crime prevention; UPDATE: he is a little busy at the moment and will discuss in the future.
- Constable Suthers will set it up
- We can then move forward with the Safety Village about neighbourhood watch

### **Communications:**

- The City of Windsor would like to be updated on any new developments within the BIA
- The new by-laws provide instructions on what information the City needs

- We have been contacted by Greg Atkinson about the expansion of Ottawa Street BIA and we are going through the process in making this a reality
- Art Windsor Essex will be installing the artwork shortly under the 'Look Again' initiative
- The grant press release information and Syx has been instructed to post it on all social media pages and to contact the media outlets in the Windsor/Essex region

### **Chairperson's Report:**

- The BIA is still waiting for the proper bills to pay for the alley lighting project; UPDATE: Mark McKenzie will look into it for us
- Many meetings have been attended in order to re-instate us as the Ottawa Street BIA under our management as the board; UPDATE: as of April 24, the facilitating has been returned to the board
- The board has been re-instated also
- All the BIA's have attended the meetings and great ideas have come from them

### **New Business:**

- The discussion about expanding the BIA has happened and the City has given us guidance and how to approach it
- UPDATE: we received a map and will draw out the desired new boundaries
- Re-confirmation of board members and their duties; Ettore Bonato, President, Treasurer, Secretary; Lawrence Holland, Vice-President; Mark McKenzie, first board member by election as councillor Ward 4, Mark Trudell, board member and communication liaison with Blackframe Studios; Tracy Paterson, board member and liaison to the Art community and lead to Uptown Ottawa Art Project, Mike Osborne, board member and co-ordinator for events on Ottawa Street, Byron Griffith, board member and outreach person to the other businesses on Ottawa Street
- With the \$5000.00 allocated to the Art Project, that account now has \$7000.00 to spend on murals; Tracy, Dinial and Syx will be the committee to make this happen
- Social media contract has been decided on, Blackframe Studios, under the title of Communication Director, was awarded the contract; the other applicants have been thanked for applying for the job

- The construction signs letting people know about road closure and diversion for traffic have fallen over and blocking pedestrians right of way; UPDATE: the company responsible has been contacted and they have been taken care of
- The board was discussing other ways of advertising Uptown Ottawa; a plan for usable cloth bags was hatched; UPDATE: they were ordered and have arrived

### **Next Meeting**

- To take place virtually via Zoom
- Future meetings: all on first Wednesday of every month
- June 7 @ 7:00PM
- July 5 @ 7:00PM
- August 2 @ 7:00PM
- September 6 @ 7:00PM
- October 11 @ 7:00PM
- AGM, November 1 @ 7:00PM – doors open 6:30PM, location to be determined
- December 6 @ 7:00PM

### **Adjournment:**

- Motion to adjourn, Byron Griffith, 2<sup>nd</sup> Tracy Paterson
- Time adjourned 7:51PM