



Ford City Business Improvement Association  
Annual General Meeting (AGM)

**When: Monday, November 10, 2025 at 6:00 pm,**

**Location: Cookie Bar – 1093 Drouillard Rd. Windsor, ON**

*Called to Attendance:*

**Kaitlyn DiPietro, Executive Director of the Ford City BIA**

*Appointed Board of Directors as of April 25, 2023:*

**Shane Potvin (Spotvin, Co-Workshare), Nicole Baillargeon (1012 Drouillard), Dana Horwitz (Waters Edge), Lauren Potvin (Bunch), Thad Renaud (City Cyclery), Anna Eschuk (Cookie Bar)**

*Ex Officio Members:* **Kate Gibb (Drouillard Place)**

*Delegates/Guests:* **Ford City BIA Membership**

**Membership in Attendance:**

Shane Chiasson & Ray Brisson (Circuit)  
Gisele Bick & Lisa Gabriele (Ford City Potters)  
Sinisa Simic (1012 Drouillard)  
Alex Mitchel (Coachworkx)  
Brent Phillips (Cookie Bar)  
Larry Horwitz (Waters Edge)  
Joseph, Andrew Colautti (1086 Drouillard, old merch runners)  
Inder Dhillon & partner (988 Drouillard)  
Stephen Mueller & Erin Fyfe (Artcite Inc)  
Sevi & Nick (Euro Motors)  
Rino Bortolin (Petrellas)  
Michael Difazio (Reclaimed Artistry)  
Christiaan Meyer (1037 Drouillard)  
Michelle MacIntyre (1111 Drouillard)  
Tyler (New Tenant, 1086 Drouillard)  
Jeremy McGraw (Nuts4Dates Building)  
Justin Carrothers (1018 Drouillard)

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**\*The meeting will begin with a quick welcome and an introduction to how AGMs are run.**

- Shane reminds everyone that in Oct 2026 you can nominate yourself to join the board, officially voted in at next AGM from approved list, explains the responsibilities and the ground rules
- Voting ground rules
- **6:06pm meeting called to order**

*Topics of Discussion*

- 1. Approval of the November, 2025 Annual General Meeting Agenda**
  - a. Motion: Lauren Potvin
  - b. Second: Dana Horwitz

- c. In Favour: Yes
- d. Opposed: n/a

*Motion Carries*

**2. Approval of the October 20, 2025 Board Meeting Minutes**

- a. Motion: Lauren Potvin
- b. Second: Dana Horwitz, Thad Renaud
- c. All in Favour: Yes
- d. Opposed: n/a

*Motion Carries*

**3. Approval of the November 2024, AGM Minutes**

- a. Motion: Thad Renaud
- b. Second: Lauren Potvin
- c. All in Favour: Yes
- d. Opposed: n/a

*Motion Carries*

**4. Approval of the 2024 Auditor's Financial Report**

- a. Motion: Rino Bortolin
- b. Second: Lauren Potvin
- c. All in Favour: Yes
- d. Opposed: n/a

*Motion Carries*

**5. Approval of the 2026 Budget - Kaitlyn reviewing budget summary in person**

- High level budget summary reflects the levy increase passed 2025, only BIA with a fixed levy. +\$200
- membership benefits updated to remove the chamber of commerce which would save \$2k
- Recommendation to move some funds towards bump outs, future street scaping and some art components (flags, garbage cans etc.) Placemaking like bike racks were accomplished in previous year. Reminder to the membership that we work in collaboration with the city in order to determine what's in bump outs/planters.
- \$13k of the budget goes into Dropped on Drouillard. Event estimate is \$30k total to run. The required difference comes from corporate sponsorships and in-kind work.
- There remain funds in the reserves and if the membership would choose to use it, it must be voted on.

**Questions and Comments from Membership:**

- Joseph Collauti: Is the intended \$2k to clean up existing whisky barrels and determine next steps for beautification? We want to make sure we are consistent with our decision.
  - *Yes, we will need to do some clean up first and then we can look at our options to fill the gap. And yes, it will need to be a cohesive effort across the BIA when we implement new elements.*
- Alex Mitchel: We want to make sure our decisions are unique for the neighbourhood and we should be able to pick what we would like to see in lieu of the barrels and planters
  - *Yes, we will as a group come to a decision that is able to be implemented across the BIA and we must also take into consideration the maintenance of our selection of planters as they require upkeep. A reminder that the BIA does not oversee the community garden and this is unrelated to the implementation of planters or other beautification out front of our businesses.*
- Budget review is completed and clarifications are received by the membership with no further questions
  - a. Motion: Thad Renaud
  - b. Second: Lisa Gabriele
  - c. All in Favour: Yes
  - d. Opposed: n/a

*Motion Carries*

## **6. 2025 Ford City Recap- Kaitlyn**

- a. 2025 was another big, successful year for Ford City!  
 We welcomed **4** number of businesses (Artcite, Circuit, Nuts4Dates, 1082 (in the Merch Runners building, should be in attendance and can mention that), and **10** number of buildings (988, 1018, 1036, 1037, 1052, 1053, 1063, 1067, 1082, 1111 were purchased in 2025. Within the next 2 years, we will see a lot of change happening with businesses coming and going. 4 large events took place in Ford City (Ford City Flea in the spring and fall, Dropped on Drouillard and Open Streets), which we will recap at item number 7. In 2025 we launched our physical newsletter, Ford City Flash, with thanks to Sabrina, Morgan and Kitty for their time and efforts on this campaign. We will be continuing the newsletter with 3 issues a year to help promote all businesses within the BIA. Flash was a huge success and well received by the public. Our BIA invested in additional bike parking infrastructure and worked with the City to implement traffic calming along Drouillard Rd. 2025 was a trying year administratively as all BIA's in the City are undergoing and we have already completed a compliance audit as of the result of the City of Windsor BIA take over from a few years ago. As the City's budgets continue to change, we will see pieces that impact our BIA come and go, such as the hanging baskets and other initiatives. 2026 will see a lot of change, but the Board of Directors are committed to continuing to support the BIA businesses and properties as we continue to grow and evolve.

## 7. 2025 Events Recap - Kaitlyn

This year, we hosted our 3 signature Ford City BIA events, Ford City Flea (times 2) and Dropped on Drouillard. The 4th event in our neighbourhood was Open Streets which is hosted and organized by the City of Windsor.

### a. Ford City Flea (Spring & Fall)

- i. Ford City Flea is a “low lift” event. This event comprises of a small street closure between Whelpton and Richmond, and hosts approximately 25-30 vintage vendors along Drouillard Road. We activate the street with live music, and vendors for visitors to enjoy, all while encouraging them to visit the businesses that are open within the BIA. You may notice that we **never** block the frontage of our businesses for that reason. We often get asked, “why didn’t you have more vendors?”, and that is the reason. We are here to promote our businesses. Ford City Flea has been extremely successful, and we are happy to announce that we will be continuing the event in 2026.

### b. Dropped on Drouillard

- i. Dropped on Drouillard is our most beloved event in the neighbourhood. With a large street closure, this year we hosted: 29 external vendors (not from the BIA), 6 community-based vendors, 9 food and beverage external vendors (not from the BIA), and 20 entertainers from DJs to bands, stilt walkers, and visual artists, and one car show hosted by Plump Automotive. We are extremely grateful for our 6 financial sponsors, and to our 6 community-service partners (graphic design, photography, videography etc).

Dropped on Drouillard is no small feat to plan. Planning for this event begins very early in the year and no detail is missed. With new leadership, and changing of properties we are looking forward to the evolution of Dropped on Drouillard and what it will be and how it will grow and change.

### c. Open Streets

- i. We are very fortunate to be included in Open Streets each year by the City. We are the only BIA that participates in both the east and west routes thanks to our location within the City. Again, Open Streets is a City of Windsor run event, so the BIA has very little involvement. We do hire a DJ to have live music on the street, but we are thankful for the traffic and involvement.

## 8. New Businesses + Tenancy Changes- Shane

- a. Discussion - Shane updates membership on tenancy changes and how this is positive but ultimately will affect the amount of possibilities for Dropped on Drouillard in 2026. BIA Coordinator and Chair keep the BIA website database as updated as possible with business’s contact info, website or active with listings.

- b. As we mentioned in the opening recap, We welcomed **4** new businesses, and **10** buildings were purchased in 2025.

**9. Welcoming the New Ford City BIA Coordinator- Kaitlyn**

- a. "As I have informed you all, I will be stepping down from my role as Executive Director as of December 31, 2025. By no means was this an easy decision to make. Over the past 4.5 years I have grown personally and professionally and have watched this neighbour grow and evolve. I am extremely proud of the work that has happened while I have been here. While this chapter is coming to a close, I will still be around enjoying what Ford City has to offer. My reason for stepping down has nothing to do with the BIA itself or the work, but more of a personal decision as I continue into the next stages of my life. With all of that, I am proud to announce that we have hired and are welcoming a Coordinator for the Ford City BIA, Maria Mediratta. I have known Maria for a little while now and we share a lot of the same backgrounds, so I know you are all in good hands. I have already been doing the relational work on the ground, letting our community partners know that Maria will be the new Coordinator and her and I have been having training sessions so she is all set to go in January."
- Brief introduction by new coordinator, Maria Mediratta
- b. Discussion - Membership gave positive feedback and many thanks to Kaitlyn and a welcome to Maria.

**10. Other Business**

- a. There were no submissions for other business prior to the deadline (10 days in advance).

**11. Called for Meeting to be adjourned**

- a. Motion: Mike DiFazio
- b. Second: Thad Renaud
- c. All in Favour: All
- d. Opposed: n/a

*Meeting adjourned: 6:46pm*

**Next Board of Directors meeting will be on January 12, 2026 at 5:30**