



# **Uptown Leamington BIA Executive Committee Meeting Minutes**

Wednesday, May 15, 2024, at 8:00 AM  
West End Boardroom, Room 112  
111 Erie Street North, Leamington

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Present: Chad Robinson, Chair  
Chad Riley, Vice Chair

Renee Daudlin-Iacobelli, Treasurer

Absent: Michelle Fortier, Secretary

Staff: Abbie Marchildon, Council and Committee Coordinator  
Nicole Mastronardi, BIA Coordinator

## **Call to Order**

The Chair called the meeting to order at 8:00 AM

## **Closed Meeting of the Executive Committee**

Moved by: Renee Daudlin-Iacobelli  
Seconded by: Chad Riley

That the BIA Executive Committee move into a Closed Meeting at 8:00 AM pursuant to Section 239(2) of the Municipal Act, 201, as amended, for the following reason:

### **Matter for Consideration**

- i. Review of BIA Coordinator Performance Evaluation to be considered pursuant to 239(2)(b) of the Municipal Act, 2001, being personal matters about an identifiable individual, including municipal or local board employees.

Carried

## **Disclosures of Pecuniary Interest and General Nature Thereof**

Mr. Riley declared a pecuniary interest for agenda item i. Review of BIA Coordinator Performance Evaluation due to a direct conflict and advised that the BIA Office is a tenant in the building he manages.

## **Resumption of Open Meeting**

The Chair resumed the meeting at 8:27 AM.

## **Report of Out Closed Meeting**

A closed meeting was held at 8:00 AM on May 15, 2025 to discuss the following matter:

- i. Review of BIA Coordinator Performance Evaluation to be considered pursuant to 239(2)(b) of the Municipal Act, 2001, being personal matters about an identifiable individual, including municipal or local board employees.

There was nothing further to report.

## **Matters for Consideration**

- 6.1 Discussion on Employee Retention and Continuous Improvement Opportunities

Ms. Daudlin-Iacobelli asked the Committee how the BIA Coordinator role could be improved to enhance employee retention. Ms. Daudlin-Iacobelli stated that identifying professional development opportunities can help employees grow and asked the Committee what methods of retention they provide at their place of business. She noted that her company provides retention bonuses and birthday acknowledgements with gift cards.

Mr. Riley stated that his place of business does annual salary reviews and is flexible with requested vacation. He stated that due to being a not-for-profit organization, he focuses on improving culture in the workplace to retain employees.

Ms. Daudlin-Iacobelli stated that flexibility, mental health support, benefits, and workplace culture are successful retention strategies.

Ms. Mastronardi stated that proper explanation of procedure, open communication, and clear structure and feedback are beneficial for the BIA Coordinator role.

Mr. Robinson suggested that the Leamington BIA consider retention strategies undertaken by other local BIAs.

6.2 Combined Security and Uplift Grant

- Funding Amounts
- Equipment Quality
- Professional Installation

Mr. Robinson stated that the original concern for the grant was to help rectify illegal dumping and has evolved since that time. He suggested the Board offer security systems to all the BIA Members.

The Committee reviewed the updated security and uplift grant application and determined that more information should be included in a second draft. It was suggested that a requirement to share information and a minimum or maximum amount of monies to be given be included in the updated application.

Action Items:

- *BIA Coordinator to add suggested line items to the combined security and uplift grant application.*
- *BIA Coordinator prepare a second draft of the Application for Committee review.*

6.3 Follow-up from Royal Bank Canada, Email Transferring

Ms. Mastronardi stated that she is waiting for a Criminal Record Check to be completed prior to being granting access to provide for email transferring of BIA Bucks.

Mr. Robinson asked whether Cowlick Studios has provided a quote on adding the online banking option to the website. Ms. Mastronardi replied that the BIA is responsible for obtaining the Stripe service and once complete, Cowlick Studios can integrate this into the website.

The Committee determined that Ms. Albuquerque can facilitate e-transferring BIA Bucks until Ms. Mastronardi has access.

Mr. Robinson stated that the BIA can purchase Stripe, develop communications packages for BIA members and launch the online BIA Bucks system once it is ready.

The Committee discussed using Stripe or Square for online BIA Bucks transactions and determined that Stripe will be used.

6.3 Credit Card Options for Coordinator

6.4 Updating Technology for the Coordinator

6.6 Surveys for BIA Stakeholders

Moved by: Chad Riley

Seconded by: Renee Daudlin-Iacobelli

That the Executive Committee postpone consideration of Credit Card Options for the Coordinator, Updating Technology for the Coordinator and Surveys for BIA Stakeholders agenda items until the next Executive Committee Meeting scheduled on June 19, 2024.

Carried

## **Adjournment**

Moved by: Chad Riley

Seconded by: Renee Daudlin-Iacobelli

That the Uptown Leamington BIA Executive Committee adjourn at 9:15 AM until their next meeting scheduled for June 19, 2024.

Carried