



## **Grimsby Downtown Improvement Association**

**Meeting date:** October 11, 2023

**Meeting time:** 9 am

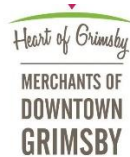
**Meeting Place:** Teddy's Sports Bar, 30 Main St W, Grimsby

**Board members:** Mayor Jordan, Councillor Davoli, Mark Wood, Simon Duong, Christine Kempf, Daniel Vandersteen, Chris Mindorff, Lacey Horn

### **Attendance:**

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- 1. Call the Meeting to Order**
- 2. Approval of the Agenda** (Additions/Deletions)
- 3. Declarations of Interest**
- 4. Approval of the Minutes**
  - a. September 13, 2023
  - b. October 2, 2023
- 5. Business Arising from the Minutes**
- 6. Delegation**
  - a. Allan Gaumont – Concert Series in Coronation Park
- 7. Reports**
- 8. Verbal Updates**
  - a. Christmas Market Plans
  - b. Garden Club invoicing
  - c. Christmas Parade
  - d. Executive Director - Progress Update
- 9. New Business**
- 10. Closed Session**
- 11. Adjournment**



## **Grimsby Downtown Improvement Association**

**Meeting date: September 13, 2023**

**Meeting time: 9 AM**

**Meeting Place: Teddy's**

### **Board members:**

**Attendance: Mark Wood, Lacey Horn, Simon Duong, Daniel Vandersteen, Councillor Delight Davoli, Mayor Jeff Jordan (exited at 10:30 am), Christine Kempf (exited at 10:35 am), Chris Mindorff**

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#### **1. Call the Meeting to Order**

The Chair called the meeting to order at 9:04 am.

#### **2. Approval of the Agenda (Additions/Deletions)**

Councillor Davoli requested a discussion of the regular B.I.A meeting time and date, and the B.I.A business data base be added to the agenda. The board agreed to this change.

Moved by: Member Wood

Seconded by: Councillor Davoli

Resolved that the agenda for the Grimsby D.I.A Board meeting, dated September 13<sup>th</sup>, be approved as amended.

**CARRIED**

#### **3. Declarations of Interest**

There were no disclosures of pecuniary or non-pecuniary interest.



#### 4. Approval of the Minutes

Moved by: Member Duong  
Seconded by: Mayor Jordan

Resolved that the minutes of August 2, 2023 be approved.

**CARRIED**

#### 5. Delegations

- a. Durham Radio:
  - i. Doug Kirk, President of Durham Radio Inc., gave a presentation to the Board introducing the newest local radio station to Grimsby, 88.5 FM the Lake, and their staff. Staff announced that there will be a grand opening for the new station on September 28<sup>th</sup> from 11 am – 2 pm in the alley way by Boone Dog.

#### 6. Business Arising from the minutes

- a. ED job search/policies/action plan
  - i. Member Mindorff gave a verbal update to the Board about the current Executive Director search, and noted that the Board will need to adopt a hiring policy before the hiring process can fully get underway.
- b. Christmas Market December 1 road closure
  - i. Member Kempf gave a verbal update on closing the street for the winter market on December 1<sup>st</sup>. Members discussed the different vendors and activities that could happen at the event. The Board agreed to further discuss, and provide updates, for this event at their next meeting.
- c. Changing of meeting date and time
  - i. Councillor Davoli put forward a meeting date change from the first Wednesday of every month, to the second Wednesday of every month. The Board decided on their new meeting date would be the second Wednesday of every month at 9 am, effective immediately.



- a. B.I.A data base update:
  - i. Member Vandersteen gave a summary of the B.I.A database and explained to the Board the continued efforts to keep this list updated.

## 7. Reports

- a. Chair's report
  - i. The Chair gave a verbal update on the draft procedural By-law, which will be shared with the board and members for review once it is completed and there will be a special meeting called to discuss it. The Chair also indicated there will be a special meeting held before October to pass the hiring policy.
- b. Treasurer's report
  - i. There was no report from the Treasurer. Councillor Davoli inquired if representatives from the Finance department could come to the next meeting, and the Chair indicated he would invite them.

## 8. New Business

- a. Kendra's resignation:
  - i. Kendra has resigned, meaning there is now an open spot on the Board. This vacancy will be advertised to the B.I.A, and the Board would like to hold this election at the AGM in January, 2024.
- b. Sheer display contract (XMAS lights):
  - i. The Chair gave a verbal update on the lighting contract.

Moved by: Member Wood  
Seconded by: Member Kempf

Resolved that the Board approves a one-year contract with Sheer, and approves a two-year extension to the contract at the call of the Chair.

**CARRIED**



a. Proxy vote:

- i. The Board discussed if they want to include vote by proxy in their procedural By-law and came to the conclusion they would like to see this included.

**9. Closed session**

Moved by: Member Wood

Seconded by: Member Duong

Resolved that the DIA meet in closed session under Section 239(2)(b) of the Municipal Act, where a closed meeting is held if the subject matter being considered pertains to personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**10. Open Session**

Moved by: Member Wood

Seconded by: Member Mindorff

Resolved that the direction provided in closed session be approved.

**CARRIED**

**11. Adjournment**

Moved by: Member Vandersteen

Seconded by: Member Wood

Resolved that the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 10:46 am.

# Grimsby Downtown Improvement Association

**Meeting date: October 2, 2023**

**Meeting time: 1 pm**

**Meeting Place:** Station 1 Coffee House, 28 Main St E, Grimsby ON L3M1M9

**Attendance:** Daniel Vandersteen, Councillor Delight Davoli, Mark Wood, Christine Kempf, Chris Mindorff, Lacey Horn (Entered at 1:07 pm)

**Absent:** Simon Duong, Mayor Jeff Jordan

**Staff:** Jessica Beaupre, Committee Coordinator

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## 1. Call the Meeting to Order

The meeting was called to order at 1:03 P.M.

## 2. New Business

### a. Review and Establish a Hiring Policy for the DIA

The Board discussed the Hiring Policy.

**Moved by:** Member Mindorff

**Seconded by:** Member Vandersteen

Resolved that the Hiring Policy be accepted and adopted by the Board.

**CARRIED**

### b. Request to submit a letter of support for a GEDAC Grant

The Board discussed the request from the Grimsby Economic Development Committee (GEDAC) to write a letter of support from the BIA. After some discussion, the Board indicated they would need more information before a letter could be written. The Chair said he would reach back out to GEDAC for more information.

**Moved by:** Member Kempf  
**Seconded by:** Member Vandersteen

Resolved that the request for a letter of support from the BIA to GEDAC be deferred until pending information is received.

**CARRIED**

### **3. Adjournment**

The meeting was adjourned at 1:19 p.m.

DRAFT