



Grimsby Downtown Improvement Association

Meeting date: Wednesday, December 13, 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

1. **Call the Meeting to Order**
2. **Approval of the Agenda** (Additions/Deletions)
3. **Declarations of Interest**
4. **Approval of the Minutes**
 - a. **DIA Minutes - November 8, 2023**
 - b. **DIA Minutes (Special Meeting) November 22, 2023**
5. **Business Arising from the Minutes**
6. **Budget Presentation**
7. **Annual General Meeting (AGM)**
 - a. **Elections process / announcements for AGM**
 - b. **Time and Date for AGM**
8. **Procedural By-law Update**
9. **Xmas Shopping Update**
10. **New Business**

11. Closed Session

a. Executive Director Update

Section 239(2)(b) of the Municipal Act states a closed meeting is held if the subject matter being considered is about personal matters about an identifiable individual, including municipal or local board employees.

12. Adjournment

Grimsby Downtown Improvement Association

Meeting date: Wednesday, November 8, 2023

Meeting time: 9 am

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

Attendance: Councillor Davoli, Mark Wood, Simon Duong, Christine Kempf, Daniel Vandersteen, Lacey Horn

Absent: Mayor Jordan, Chris Mindorff

Staff: Stephanie Nagel – Director of Finance (exited at 9:18 am), Ese Ijevu – Senior Financial Analyst (exited at 9:18 am), Jessica Beaupre – Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 9:04 am.

2. Approval of the Agenda (Additions/Deletions)

Moved by: Member Kempf

Seconded by: Member Duong

Resolved that the agenda for the November 8, 2023 DIA meeting be approved.

CARRIED

3. Declarations of Interest

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

4. Approval of the Minutes

a. October 11, 2023

Moved by: Member Duong

Seconded by: Member Kempf

Resolved that the minutes from the October 11, 2023 DIA meeting be received.

CARRIED

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Reports

a. Financial Report (Q3) – Plans to execute a Budgetary Meeting

Stephanie Nagel, Director of Finance, introduced herself to the Board as the new Director of Finance. **Ese Ijevu, Senior Financial Analyst**, gave an overview of the Q3 Financial Report to the Board, where she highlighted the projected surpluses and the reserve funds. She also noted the upcoming budgetary process for the Board. The Board engaged in discussion with Stephanie and Ese.

7. New Business

a. Ladies Night Progress

Member Kempf gave a verbal update on the Ladies Night event planning. She explained they have had 13 vendors apply, and they have a few potential locations to host, including the alley / back parking lot near Harmony Jewellers and the Teddy's patio.

Moved by: Member Duong

Seconded by: Member Kempf

Resolved that the Board approve an advertisement expense of \$549.00 + HST for a half page print advertisement for the "Ladies Night" event.

CARRIED

Moved by: Member Wood

Seconded by: Member Kempf

Resolved that the Board approve an up to \$300.00 budget for boosting social media posts until the end of the calendar year (2023).

CARRIED

b. Xmas Shopping Night Progress

Member Kempf explained progress continues for the Christmas Shopping night event, and they are currently looking for live musical talent to play. She also noted they have secured a person to play Santa, and suggested

they reach out to local photographers to offer photographs with Santa for children. The Board also discussed potentially partnering with GBF to provide gift wrapping, and inviting carolers from the Grimsby Seniors Club to participate in the event.

Moved by: Member Kempf

Seconded by: Member Duong

Resolved that the Board approve a budget of up to \$600.00 for hiring a photographer for Xmas Shopping night.

CARRIED

a. Xmas Planters (Quote) execution

The Chair explained the company that used to do the planters, Coles, is no longer providing this service as their business is winding down. He received a quote from Jordan's Flowers (with a discounted rate) of 25 planters for \$3955.00 total. The Chair explained this was around the same quote they received from Cole's last year.

Moved by: Member Vandersteen

Seconded by: Member Duong

Resolved that the Board approve the expense of \$3955.00 to purchase 25 holiday floral arrangements from Jordan's Flowers for the Downtown Area.

CARRIED

b. Xmas Decorations and Installation

The Chair noted they have entered into a 1-year contract for the lights, and they will be installed on November 22nd. He also noted Town Staff have offered to transfer some Christmas Decorations to the DIA, and the Chair will bring a list of assets to the next meeting for the Board to consider.

c. Xmas Parade Sponsorship

The Board received an invoice from the Town for \$2500.00 for a sponsorship for the parade. The Board discussed being more involved in this event going forward, and opportunities to be more present. The Board also discussed placing an advertisement in the local paper to let residents know about the upcoming holiday activities.

Moved by: Member Duong
Seconded by: Member Vandersteen

Resolved that the Board approve the expense of \$2500.00 to sponsor the Town of Grimsby Holiday Parade event.

CARRIED

Moved by: Member Horn
Seconded by: Member Vandersteen

Resolved that the Board approve the expense of \$549.00 + HST to place a holiday advertisement in NewsNow.

CARRIED

The Chair updated the Board on the construction management plan for Century Condos. He explained their position has been made clear to both the Town and the Region, and once this plan is finalized, representatives will be invited to come discuss this at the DIA.

8. Draft Procedural By-law (Distribution)

The Chair announced they will be calling a special meeting on Wednesday, November 22, 2023 to discuss the procedural by-law. The Chair will be sending out some examples of By-laws from other BIAs to the Board ahead of the next meeting, and they will present their procedural By-law to the membership at the Annual General Meeting in January.

9. Closed Session

a. Proposed Executive Director Candidate

- i. Section 239(2)(b) of the Municipal Act states a closed meeting is held if the subject matter being considered is personal matters about an identifiable individual, including municipal or local board employees.**
- ii. Section 239(2)(d) of the Municipal Act states a closed meeting is held if the subject matter being considered is labour relations or employee negotiations.**

Moved by: Member Duong
Seconded by: Member Horn

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 is personal matters about an identifiable individual, including municipal or local board employees and under section 239(2)(d), where a closed meeting is held if the subject matter being considered is labour relations or employee negotiations.

CARRIED

Moved by: Member Wood

Seconded by: Member Vandersteen

Resolved that the direction provided in closed session be approved.

CARRIED

Moved by: Member Kempf

Seconded by: Member Duong

Resolved that the Board approve the Executive Director Operational Policy.

CARRIED

10. Adjournment

The meeting was adjourned at 10:41 am.

Grimsby Downtown Improvement Association

Meeting date: Wednesday, November 22, 2023

Meeting time: 9 am

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

Attendance: Chris Mindorff, Simon Duong, Daniel Vandersteen, Mark Wood, Christine Kempf

Absent: Mayor Jordan, Councillor Davoli, Lacey Horn

Staff: Jessica Beaupre, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 9:15 am.

2. Approval of the Agenda (Additions/Deletions)

Moved by: Member Kempf

Seconded by: Member Duong

Resolved that the agenda for the November 22, 2023 DIA meeting be approved.

CARRIED

3. Declarations of Interest

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

4. Procedural By-law Review Discussion

The Chair gave the Board an overview of the previous meeting between the Executive and the Town regarding the procedural by-law. The Board went through the draft of the procedural by-law.

5. New Business

The Chair explained the DIA was approached by the organizers of the Grimsby Christmas Market being held at Southward Park for a sponsorship. The Board discussed the sponsorship.

Moved by: Member Wood

Seconded by: Member Vandersteen

Resolved that the Board approve a sponsorship of \$500 for the creation of a banner for the Grimsby Christmas Market at Southward Park.

CARRIED

6. Adjournment

The meeting was adjourned at 11:23 am.