

**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

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**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 22<sup>nd</sup>. 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.