



Grimsby Downtown Business Improvement Association

Meeting date: February 14, 2024

Meeting time: 9 am

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

Board members: Mayor Jordan, Councillor Davoli, Mark Wood, Simon Duong, Christine Kempf, Daniel Vandersteen, Chris Mindorff, Ben Burns, Lisa Sproston

1. **Call the Meeting to Order**
2. **Approval of the Agenda (Additions/Deletions)**
3. **Declarations of Interest**
4. **Approval of the Minutes**
 - a. **Grimsby Downtown BIA Minutes - December 13, 2023**
 - b. **Grimsby Downtown BIA Minutes (Special Meeting) - January 22, 2024**
 - c. **Grimsby Downtown BIA Minutes (Special Meeting) - February 2, 2024**
5. **Business Arising from the Minutes**
6. **Procedural By-law**
7. **Delegations / Presentations:**
 - a. **Brandon Wartman – Public Works (Town of Grimsby)**
 - i. **Downtown Reimagined/Downtown Watermain Update**
 - ii. **Strategic Parking Study Update (Downtown)**
 - iii. **Century Condos Update**
 - iv. **Downtown Beautification**
 - b. **Michelle Seaborn – Regional Councillor**
 - i. **Farmers Market**
 - c. **Harley Valentine**

- i. Downtown Re-Imagined
 - d. Delegate from Town of Grimsby
 - e. Delegate from the Niagara Region

8. Ladies Night – Spring Event

9. Street Closure – December 6, 2024 (Christmas Market)

10. New Business

11. Solstice – April 6, 2024

12. Adjournment



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

Attendance: Mayor Jordan, Councillor Davoli, Mark Wood, Simon Duong, Daniel Vandersteen, Chris Mindorff, Christine Kempf

Absent: Lacey Horn

Staff: 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 Vandersteen

Seconded by: Member Duong

Resolved that the agenda for the December 13, 2023, DIA meeting be approved.

CARRIED

3. Declarations of Interest

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

4. Approval of the Minutes

a. DIA Minutes - November 8, 2023

b. DIA Minutes (Special Meeting) - November 22, 2023

Member Mindorff brought up an administrative error from the November 8th minutes on the numbering of the agenda items. **Jessica Beaupre, Committee Coordinator**, made a note of this for correction.

Moved by: Councillor Davoli
Seconded by: Member Mindorff

Resolved that the DIA Minutes, dated November 8, 2023, be approved as amended.

CARRIED

Moved by: Member Mindorff
Seconded by: Member Duong

Resolved that the DIA Minutes (Special Meeting), dated November 22, 2023, be approved.

CARRIED

*Councillor Davoli abstained from this vote.

5. Business Arising from the Minutes

Councillor Davoli noted she met with **Brandon Wartman, the Director of Public Works**, to talk about downtown beautification opportunities and the Downtown Re-imagined project. The Board discussed several ideas, including hosting a brainstorming session, creating a sub-committee to provide input, and connecting with other BIAs who have gone through the process of having their downtown re-designed. **The Chair** noted he will invite Brandon to the February 14th meeting to further discuss these ideas.

6. Budget Presentation

Member Vandersteen gave a presentation on the Board's 2023 budget and projected 2024 budget. He highlighted the Executive Director budget line, inclusion of more funds for member-to-member promotions, and an increase in the events budget line. He noted this is a balanced budget, and the reserve funds will land where they started at the beginning of 2023. The Board discussed the budget and noted that this will be going to the Annual General Meeting in January to provide the opportunity for membership feedback.

7. Annual General Meeting (AGM)

a. Elections process / announcements for AGM

The Chair explained that there are now two vacant spots on the board, and they will be electing the new members at the AGM. The instructions for nominations and eligibility will be provided to the BIA members. Anyone interested in nominating themselves will be instructed to send their name and intent via email to the Town Clerk no later than seven days before the AGM.

b. Time and Date for AGM

The AGM will be held at 9 am on January 16, 2024, at Teddys Sports Bar, (30 Main St W, Grimsby).

Moved by: Member Duong

Seconded by: Member Kempf

Resolved that the Board approve \$500.00 + HST to place an advertisement for the AGM and for the Board seat vacancies in NewsNow.

CARRIED

8. Procedural By-law Update

The Chair explained they are working on making the edits to the document, and they will have the most up to date version presented at the AGM.

9. Xmas Shopping Update

Member Kempf updated the Board regarding the Ladies Night event and the Xmas Shopping event. She explained that Ladies night was huge success and they had very positive reception. They had a minor miscommunication with a member that was rectified, and she also noted they added quite a few people to the BIA communication list. She noted the Xmas Shopping event was not as successful due to inclement weather, but Santa was a hit with everyone. The Board discussed different ideas to expand the events next year to drive more traffic.

10. New Business

Member Duong noted a BIA member mentioned to him that they were having trouble getting approval for their new business sign. The Board discussed relaying to this member who they can speak to about this at the Town and the process.

11. Closed Session

a. Executive Director Update

No closed session occurred; **the Chair** informed the Board they are still actively looking for an Executive Director.

12. Adjournment

The meeting was adjourned at 10:11 am.



Grimsby Downtown Business Improvement Association

Meeting date: Monday, January 22, 2024

Meeting time: 12 pm

Meeting Place: Station 1 Coffeehouse, 28 Main St E, Grimsby

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

Absent: Mayor Jordan, Councillor Davoli

Staff: Jessica Beaupre – Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 12:07 pm.

2. Approval of the Agenda (Additions/Deletions)

BIA – 24 – 002

Moved by: Member Mindorff

Seconded by: Member Kempf

Resolved that the agenda for the January 22, 2024, Special Grimsby Downtown BIA meeting be approved.

CARRIED

3. Declarations of Interest

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

4. Approval of the Budget

BIA – 24 – 003

Moved by: Member Duong

Seconded by: Member Mindorff

Resolved that the 2024 Grimsby Downtown BIA Budget be approved.

CARRIED

5. New Business

There was no new business.

6. 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.**

BIA – 24 – 004

Moved by: Member Wood

Seconded by: Member Vandersteen

Resolved that the Grimsby Downtown BIA 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
- Section 239(2)(d) of the Municipal Act, which states a closed meeting is held if the subject matter being considered is labour relations or employee negotiations.

CARRIED

BIA – 24 – 005

Moved by: Member Mindorff

Seconded by: Member Duong

Resolved that the direction provided in closed session be approved.

CARRIED

7. Adjournment

The meeting was adjourned at 12:44 pm.



Grimsby Downtown Business Improvement Association

Meeting date: Friday, February 2, 2024

Meeting time: 12 pm

Meeting Place: Station 1 Coffeehouse, 28 Main St E, Grimsby

Attendance: Councillor Davoli, Mark Wood, Simon Duong, Daniel Vandersteen, Chris Mindorff

Absent: Mayor Jordan, Christine Kempf

Staff: Jessica Beaupre – Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 12:03 pm.

2. Approval of the Agenda

BIA – 24 – 006

Moved by: Member Vandersteen

Seconded by: Member Mindorff

Resolved that the agenda for the January 22, 2024, Special Grimsby Downtown BIA meeting be approved.

CARRIED

3. Declarations of Interest

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

4. Closed Session

a. Proposed Executive Director Candidate Contract

- 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.**

BIA – 24 – 007

Moved by: Councillor Davoli

Seconded by: Member Vandersteen

Resolved that the Grimsby Downtown BIA 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
- Section 239(2)(d) of the Municipal Act, which states a closed meeting is held if the subject matter being considered is labour relations or employee negotiations.

CARRIED

BIA – 24 – 008

Moved by: Councillor Davoli

Seconded by: Member Vandersteen

Resolved that the direction provided in Closed Session regarding the Executive Director Contract be approved; and

1. That the Treasure proceed as directed.

CARRIED

5. Adjournment

The meeting was adjourned at 12:44 pm.