



**Grimsby Downtown Business Improvement Association**

**Meeting date: March 13, 2024**

**Meeting time: 9 am**

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

**Attendance:** Councillor Davoli, Mark Wood, Simon Duong, Christine Kempf (exited at 10:22 am, re-entered at 10:35 am), Daniel Vandersteen, Ben Burns, Lisa Sproston (exited at 9:58 am)

**Staff:** Amanda MacDonald – Executive Director of the BIA, Caitlin Sutherland – Art Gallery Manager / Curator, Janet Oakes – Museum Manager / Curator (exited at 9:14 am) Jessica Beaupre – Committee Coordinator

**Absent:** Chris Mindorff, Mayor Jordan

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**1. Call the Meeting to Order**

The meeting was called to order at 9:03 am.

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

BIA – 24 – 016

**Moved by:** Member Burns

**Seconded by:** Member Sproston

Resolved that the agenda for the February 14, 2024, Grimsby Downtown BIA meeting be approved.

**CARRIED**

**3. Declarations of Interest**

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

**4. Approval of the Minutes**

**a. Grimsby Downtown BIA Minutes – February 14, 2024**

BIA – 24 – 017

**Moved by:** Member Vandersteen

**Seconded by:** Member Sproston

Resolved that the Grimsby Downtown BIA Minutes – February 14, 2024, be approved.

**CARRIED**

**5. Business Arising from the Minutes**

There was no business arising from the minutes.

**6. Delegations / Presentations**

**a. GLaM Gala – Kathryn Drury, Grimsby Public Library**

Janet Oakes, Museum Manager / Curator, and Caitlin Sutherland, Art Gallery Manager / Curator, presented to the Board on the GLAM Gala. They highlighted how this event supports the library, art gallery, and the museum. They also highlighted their sponsors and the entertainment at the event.

BIA – 24 – 018

**Moved by:** Member Duong

**Seconded by:** Member Kempf

Resolved that the delegation on the GLaM Gala be received.

**CARRIED**

**7. Procedural By-law**

**Member Vandersteen** read out the executive summary from the Finance Board Recommendation report to explain to the Board the procedural by-law financial amendments motion on the floor. The Board discussed the motion prior voting.

**Councillor Davoli** moved a motion to defer the discussion regarding financial changes to the draft procedural by-law but was unable to obtain a seconder to put the motion to the floor. Therefore, it could not be voted on by the Board.

BIA – 24 – 019

**Moved by:** Member Vandersteen

**Seconded by:** Member Burns

Resolved that the Board of Management for the Grimsby Downtown BIA adopts the following adjustments to the draft by-law;

1. That item 5.2 be removed from the draft; and
2. That line 19 be adapted from the previous BIA bylaw to read as follows:
  - a. “The Board shall adopt and maintain reasonable banking arrangements and ordinary good accounting practices and keep such books of accounts and submit such statements from time to time to the Town Treasurer as required.”
3. That item 5.3 be changed to read March 31<sup>st</sup> from February 28<sup>th</sup>.

**CARRIED**

BIA – 24 – 020

**Moved by:** Member Wood

**Seconded by:** Member Vandersteen

Resolved that the legal name be changed to the Grimsby Downtown Business Improvement Area (BIA); and

1. That the operating name be changed to Downtown Grimsby.

**CARRIED**

Prior to the vote on the Procedural by-law, the Board moved to item 10 to discuss summer students. After this discussion, they moved back to item 7 and proceeded through the agenda as listed.

The Board noted for the minutes that the Executive Director was directed to create an internal policy on how Special Meetings of the Members are conducted.

BIA – 24 – 022

**Moved by:** Member Duong  
**Seconded by:** Member Vandersteen

Resolved that Grimsby Downtown BIA recommend that Council approve the draft Procedures for Boards of Management for Business Improvement Areas By-law, as amended.

**CARRIED**

## **8. BIA Financial Process Recommendation**

BIA – 24 – 023

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

Resolved that the Board formally adopts the recommendations outlined in the attached report and authorizes their immediate implementation.

**CARRIED**

## **9. OBIAA Letter of Support**

BIA – 24 – 024

**Moved by:** Councillor Davoli  
**Seconded by:** Member Wood

Resolved that the Board defer the vote regarding writing an OBIAA letter of support until the next regularly scheduled meeting on April 10, 2024.

**CARRIED**

## **10. Summer Students**

The Chair explained the positions they are hoping to have available for summer students. They are looking for an event planner and a social media and graphic designer, pending receipt of government grant funding. The remaining funding for the positions would come from the BIA's budget. The Board discussed the details

of hiring students and the job descriptions. The Executive Director will send out a follow up email to the Board on job descriptions.

BIA – 24 – 021

**Moved by:** Member Wood  
**Seconded by:** Member Kempf

Resolved that the Board formally adopts the recommendations outlined in the attached report and authorizes their implementation, conditional upon obtaining grant funding.

**CARRIED**

## **11. Reports**

### **a. Executive Director Report**

BIA – 24 – 025

**Moved by:** Member Burns  
**Seconded by:** Member Duong

Resolved that the Board accepts the report from the Executive Director as information.

**CARRIED**

## **12. OBIAA Conference**

BIA – 24 – 026

**Moved by:** Member Duong  
**Seconded by:** Member Burns

Resolved that the Board approves the student fee of \$675 for the Executive Director to attend the 2024 OBIAA conference.

**CARRIED**

## **13. New Business**

The Chair explained that the Niagara Region has approved their Official Plan, and the Town is currently in the process of working on their Official plan. The

Board, in collaboration with the Chamber of Commerce, will be sending out a survey to business owners soliciting feedback on the Official Plan, and will be forwarding this feedback to the Town.

Councillor Davoli inquired about mapping out the BIA catchment area to identify where Christmas lights can go.

#### **14. Adjournment**

The meeting was adjourned at 10:46 am.