



Grimsby Downtown Business Improvement Area (BIA)

Meeting date: April 10, 2024

Meeting time: 9 am

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

Attendance: Mayor Jordan (exited at 10:03 AM), Councillor Davoli, Mark Wood, Simon Duong (exited at 10:00 AM), Christine Kempf, Daniel Vandersteen, Chris Mindorff, Lisa Sproston (exit at 9:59 AM)

Staff: Amanda MacDonald – Executive Director of the Grimsby Downtown BIA, Jessica Beaupre – Committee Coordinator

Absent: Ben Burns

1. Call the Meeting to Order

The meeting was called to order at 9:01 AM.

2. Approval of the Agenda (Additions/Deletions)

Councillor Davoli requested the following items be added to the agenda under item 5, Business Arising from the Minutes:

- Update on Grant Applications
- Christmas Lights

BIA – 24 – 027

Moved by: Councillor Davoli

Seconded by: Member Vandersteen

Resolved that the agenda for the April 10, 2024, Grimsby Downtown BIA meeting be approved, as amended.

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 – March 13, 2024

Councillor Davoli noted an administrative error in item 12 from the previous minutes; the phrase is supposed to be student conference fee, not student fee. **Jessica Beaupre, Committee Coordinator**, noted this error for correction.

BIA – 24 – 028

Moved by: Councillor Davoli

Seconded by: Member Duong

Resolved that the Grimsby Downtown BIA Minutes, dated March 13, 2024, be approved.

CARRIED

5. Business Arising from the Minutes

a. OBIAA Letter of Support

This item was deferred from the previous meeting. The Chair noted the OBIAA is looking to lobby the provincial government on updating the Municipal Act.

BIA – 24 – 029

Moved by: Member Mindorff

Seconded by: Member Sproston

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

CARRIED

b. Special Meeting Policy Update

Amanda MacDonald, Executive Director of the Grimsby Downtown BIA explained the intent of the policy is to create a more detailed policy of when a special meeting can occur. The first draft of the policy will be on the agenda for the May Board meeting.

c. Grant Applications

Amanda noted that they have tentatively secured two summer student positions and are currently working on a memorandum of understanding (MOU). She will provide the MOU to the Board when it is complete.

d. Christmas Lights

Amanda explained she submitted the My Mainstream Grant on March 29, 2024. **The Chair** noted mapping of the area for will be scheduled. The Board discussed the Christmas lights, including the location, storage, maintenance, and the RFP process.

6. Chair Report

The Chair provided a verbal update on; solidifying election policies and procedures, speaking with to Town staff on the process for policies and procedures going forward, and the financial transition.

7. Election of Secretary

The Chair opened the floor for nominations, and **Member Kempf** nominated herself for the Secretary position.

BIA – 24 – 030

Moved by: Member Duong
Seconded by: Member Sproston

Resolved that the Board elect Christine Kempf as the Secretary of the Grimsby Downtown BIA Board.

CARRIED

8. Financial Transition Update

The Chair noted they have had meetings with Finance Department from the Town.

- a. **Town of Grimsby Corporate Services Memo**
- b. **CRA and Bank Update**

The Chair explained that they have received the CRA business number, which is needed number to apply for grants.

BIA – 24 – 031

Moved by: Member Kempf
Seconded by: Member Sproston

Resolved that the Board approves a letter to be sent to the CRA, adding the current Board members to the CRA account as Directors and removing any previous members, including Anthony Tony Quirk.

CARRIED

- c. **Bookkeeper RFQ**

BIA – 24 – 032

Moved by: Member Kempf
Seconded by: Member Mindorff

Resolved that the Bookkeeper RFQ discussion be deferred until the next regularly scheduled Board meeting on May 8, 2024.

CARRIED

- d. **Financial Policies Approval**

BIA – 24 – 033

Moved by: Member Kempf
Seconded by: Member Vandersteen

Resolved that the Grimsby Downtown BIA formally adopts the following financial policies: FN001, FN002, and FN003.

CARRIED

e. Open Floor Delegation Session from Members

The Chair noted this item would not be discussed at this time.

9. Ad-hoc Construction Committee

The Chair noted the sub-committee would meet quarterly. They are suggesting the creation of a 3-member sub-committee with the following membership:

- A representative from the Developer (DeSantis Homes)
- A representative from the Town of Grimsby Public Works Department
- A representative from the BIA Board.

BIA – 24 – 034

Moved by: Member Mindorff

Seconded by: Member Wood

Resolved that the Board request Council to appoint a staff member from the Public Works department to participate in a construction sub-committee, to be created by the Board upon appointment.

CARRIED

10. Visual Identity

The Chair noted this item would be discussed in closed session, under item 13.

11. Executive Directors Report

BIA – 24 – 035

Moved by: Member Mindorff

Seconded by: Member Vandersteen

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

CARRIED

12. New Business

Member Kempf asked questions of clarification around advertisement for the Ladies Night event. **The Chair** opened the floor to new business from the membership. **Member Mindorff** inquired about a collaboration with the Grimsby Economic Development Advisory Committee on filling vacancies downtown. A BIA member inquired about the procedural process regarding the RFP process. Another BIA member inquired about the rules for businesses participating in the Ladies Night event who will be serving Alcohol.

13. Closed Session

a. Labour Relations Matter

Section 239 (2)(b) of the Municipal Act states a meeting is held for the purpose of personal matters about an identifiable individual, including municipal or local board employees.

b. Beautification Contract Negotiations

Section 239 (2)(k) of the Municipal Act states a meeting is held for the purpose of a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

c. Visual Identity and Website Pricing and Negotiation Discussion

Section 239 (2)(k) of the Municipal Act states a meeting is held for the purpose of a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

BIA – 24 – 036

Moved by: Member Vandersteen

Seconded by: Member Kempf

Resolved that Grimsby Downtown BIA Board meet in closed session under:

1. Section 239(2)(b) of the Municipal Act, where a closed meeting is held for the purpose of personal matters about an identifiable individual, including municipal or local board employees; and

2. Section 239(2)(k) of the Municipal Act, where a closed meeting is held for the purpose of a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

The Board entered Closed Session at 10:25 AM and exited Closed Session at 10:40 AM.

BIA – 24 – 037

Moved by: Member Wood
Seconded by: Member Vandersteen

Resolved that the direction provided in Closed Session be approved.

CARRIED

BIA – 24 – 038

Moved by: Member Wood
Seconded by: Member Vandersteen

Resolved that the Board award the RFQ to Trillium Hill Greenhouses and proceed as directed in Closed Session.

CARRIED

14. Next Meeting, May 8, 2024

The next Board meeting will be held on May 8, 2024, at 9 AM.

15. Adjournment

The meeting was adjourned at 10:45 am.