



Grimsby Downtown Business Improvement Association Annual General Meeting

Meeting date: Tuesday, January 16, 2024

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

Staff: Jessica Beaupre – Committee Coordinator, Stephanie Nagel – Director of Finance, Ese Ijevu – Senior Financial Analyst

1. Call the Meeting to Order

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

2. Approval of the Agenda (Additions/Deletions)

BIA – 24 – 001

Moved by: Member Duong

Seconded by: Mayor Jordan

Resolved that the agenda for the January 16, 2024, Annual General Meeting of the Grimsby Downtown Business Improvement Association be approved.

CARRIED

3. Declarations of Interest

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

4. Chair's Remarks

The Chair gave a summary of the Board's activities from 2023 and highlighted some of their goals for 2024. He spoke about the website re-launch from Member Vandersteen, and he explained that they plan on utilizing social media to better support the membership. He also noted that they have created a portal on the website so people can register their business or update their business information, and he noted the importance of increasing the awareness of the portal feature. The Chair also spoke about the Board's role in beautification of downtown, some of which includes the planters and the Christmas lighting program. He noted they have a conversation scheduled with the company who does the Christmas lights to expand the program for the upcoming year; he also noted that they are looking to expand the lights and some other programs into the greater BIA area.

He noted that the Board increase some of their financial commitments to events that happen downtown, and he highlighted some of the events that happened in 2023. He also noted they will be bringing a new event downtown in 2024 for the Holiday season that previous happened at Southward Park, so they are hoping that'll boost traffic for the businesses. He also highlighted their work with the Town; they had a new administrative liaison start working with the Board, and they have been working on the procedural by-law for the Board. They are on their 3rd draft of the by-law, and they held a public meeting for membership input. The draft of the procedural by-law is on the Board's website, and they will be voting on this by-law at the February 14th meeting. The Chair advised the members that if they had any questions or comments regarding the by-law, to reach out before February 13th. He explained the by-law needs to be approved by the board, and then it will proceed to Council where it will also need to be approved. Lastly, he noted that policies and procedures, under the procedural by-law, will require a 2/3s majority vote by the Board to make any changes.

5. Vote for Board Vacancies

The Chair explained there are currently two vacant seats on the board, and three members submitted their names for nomination. The three candidates were:

- Ben Burns, Spaceless Marketing
- Lisa Sproston, Farm Gate to Your Plate
- Dakota TenBrinke, Forest and Harbour Co.

The candidates each had an opportunity to speak to the room; Simon and another member spoke on Dakota's behalf as she could not attend the meeting.

Members voted in secret ballot; **Jessica Beaupre, Committee Coordinator**, counted ballots and gave the results to the Chair.

6. Budget Presentation by Treasurer

Member Vandersteen, Treasurer, gave the membership an overview of the 2024 budget. The Board opened the floor for questions from the membership, where members asked several questions including questions about forward projections for 2025, how the Grimsby Downtown BIA compares to other BIAs, and about the Watermain project status.

7. Executive Director Update

The Chair explained that the Executive Director search has been in progress, and they hope to make an announcement on this in the near future. He explained the future Executive Director will take on a number of roles in the BIA, including event planning, grant writing, and administrative tasks. He noted they will be holding a meeting on Monday, January 22, 2024, at 12 pm at Station 1 Coffeehouse to vote on the budget, and then on the executive director process in closed session.

8. Newly Elected Board Members for Consideration

The Chair announced the Board's new members, Ben Burns and Lisa Sproston. He congratulated them and thanked everyone who participated. He noted they will become voting members of the Board after they are confirmed at the next Council meeting.

9. Announcement of February 2024 Meeting

The Chair noted the next meeting is February 14, 2024. He explained that they have invited several staff members from the Town, along with Regional Councillor Michelle Seaborn, to the meeting to speak about the construction management plan for century condos, the watermain project, and the impact of these projects on the Downtown Re-Imagined Project. The Chair explained Regional Councillor Seaborn will also speak to the Farmers Market.

10. Adjournment

The meeting adjourned at 10:02 am.