



**Grimsby Downtown Business Improvement Area (BIA)**

**Meeting Date: January 15, 2025**

**Meeting Time: 9 a.m.**

**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

**Staff:** Amanda MacDonald – Executive Director of the Grimsby Downtown BIA, Noah Nickel, Committee Coordinator

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1. Call the Meeting to Order
2. Approval of the Agenda
3. Declarations of Pecuniary and Non-Pecuniary Interests
4. Business Arising from Previous Minutes
5. Approval of the Minutes
  - a. Grimsby Downtown BIA Meeting Minutes – December 11, 2024
6. Chair's Report - VERBAL UPDATE
7. Annual General Meeting
  - a. Recap of 2024 – Verbal Update
  - b. Plans for 2025 – Verbal Update
8. Financials
  - a. Budget Review (Attachments to be uploaded Monday, January 13, 2025)
    - GDBIA 2025 Budget
    - GDBIA Finance Balance Sheet
    - GDBIA Profit/Loss Statement
9. Old Business
10. New Business

## 11. Closed Session

### a. Executive Director Contract

Pursuant to Section 239(2)(b) of the Municipal Act, personal matters about an identifiable individual, including municipal or local board employees, as well as Section 239(2)(d) labour relations or employee negotiations.

### b. Approval of Closed Minutes

- Grimsby Downtown BIA Closed Minutes - November 13, 2024

## 12. Open Session

## 13. Adjournment



**Grimsby Downtown Business Improvement Area (BIA)  
Meeting Date & Time: December 11, 2024; 9 a.m.  
Teddy's Sports Bar, 30 Main Street West, Grimsby**

Present: Councillor Delight Davoli  
Mark Wood  
Simon Duong  
Christine Kempf  
Daniel Vandersteen  
Ben Burns  
Lisa Sproston

Absent: Mayor Jeff Jordan  
Chris Mindorff

Staff: Amanda MacDonald – Executive Director, GDBIA  
Noah Nickel – Committee Coordinator

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**1. Call the Meeting to Order**

The meeting was called to order at the hour of 9:02 a.m.

**2. Declarations of Pecuniary and Non-Pecuniary Interests**

There were no pecuniary or non-pecuniary interests that were declared.

**3. Approval of the Agenda**

BIA-24-102

Moved by: Ben Burns  
Seconded by: Lisa Sproston

Resolved that the December 11, 2024, BIA meeting agenda be approved.

**CARRIED**

#### **4. Business Arising from the Minutes**

There was no business arising from the minutes.

#### **5. Approval of the Minutes**

BIA-24-103

Moved by: Simon Duong  
Seconded by: Daniel Vandersteen

Resolved that the following minutes be approved:

- Grimsby Downtown BIA Meeting Minutes – November 13, 2024

**CARRIED**

#### **6. Delegation/Presentation**

##### **a. Marilyn McCrea – Christmas Market**

This item was moved below Item 8 (d.) on the agenda due to technical difficulties.

Marilyn McCrea gave a debrief on the Balsam Lane Christmas Market and presented a photo slideshow of the event.

#### **7. Chair's Report - VERBAL UPDATE**

Chair Wood provided his verbal update. This included the Annual General Meeting, what will be included in that meeting and when it will take place. Chair Wood noted that the exact date would be determined at the end of this meeting.

#### **8. Events**

- Ladies Night**
- Christmas Updates**
- Story Walk**
- Passport**

Member Kempf provided a debrief on the listed BIA events that took place, discussed how they went, feedback that was received, and provided insight on how to improve similar events in the future.

## **9. Financials**

### **a. Financial Update**

Member Vandersteen provided a verbal update on the BIA's transition to financial independence:

- The most up-to-date year-end financial data will be presented to members at the Annual General Meeting in January
- Nine BIA members have applied for the Christmas Decoration Reimbursement Program, and five reimbursements have been released thus far
- Work is underway on grant applications for 2025 funding opportunities.

## **10. Beautification**

### **a. GDBIA Christmas Decorations – Update**

Member Kempf highlighted some areas where the Downtown Area Christmas decorations were not lighting up.

Chair Wood explained that this issue has been identified and has been brought to the attention of Town of Grimsby staff.

## **11. Old Business**

Chair Wood explained that a meeting was held between the BIA and Town of Grimsby staff to establish the Downtown Construction Committee. They will begin monthly meetings in February 2025 to provide new information and updates on the progress of the Downtown Construction Project.

Chair Wood thanked Executive Director of the Grimsby and District Chamber of Commerce, Rebecca Shelley, for her attendance at the meeting and reiterated a previous commitment to allow Rebecca to speak at the BIA meetings to provide updates on the activities and upcoming events of the Grimsby and District Chamber of Commerce.

## **12. New Business**

- Councillor Davoli inquired about Christmas decoration procurement for the 2025 holiday season. The Chair indicated the BIA does not intend to rent decorations after the 2024 season and will be purchasing them in 2025.

- Member Burns spoke about some of the preliminary efforts of the Downtown Construction Task Force, which have thus far included discussions with Economic Development Officer for the Town of Grimsby, Frank Miele, regarding potential future funding opportunities.
- The BIA discussed when to hold the Annual General Meeting in January 2025. It was decided that the Annual General Meeting of the Grimsby Downtown BIA will be held on Wednesday, January 15, 2025, at 9 a.m.

### **13. Adjournment**

BIA-24-104

Moved by: Daniel Vandersteen

Seconded by: Christine Kempf

Resolved that the meeting be adjourned at the hour of 10:03 a.m.

**CARRIED**

# Grimsby Downtown Improvement Area

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
Chequing	145,599.25
<b>Total Cash and Cash Equivalent</b>	<b>\$145,599.25</b>
GIC Contribution	5,000.00
Invested in Capital Assets -DIA	-3,553.43
Payroll Refunds	-0.06
Year End Surplus/Deficit	-13,720.36
<b>Total Current Assets</b>	<b>\$133,325.40</b>
Non-current Assets	
Property, plant and equipment	
Downtown Beautification	3,052.80
Decoration Planters/Hanging Baskets	3,450.00
Lighting Program	7,000.00
<b>Total Downtown Beautification</b>	<b>13,502.80</b>
Equipment	20,901.55
Accum Amortization	-17,348.00
<b>Total Equipment</b>	<b>3,553.55</b>
<b>Total Property, plant and equipment</b>	<b>\$17,056.35</b>
<b>Total Non Current Assets</b>	<b>\$17,056.35</b>
<b>Total Assets</b>	<b>\$150,381.75</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
Downtown Improvement Area Levy 2	-1,088.47
GST/HST Payable	-2,008.94
Payroll Liabilities	-145.75
Federal Taxes	3,145.02
Ontario WSIB	173.46
<b>Total Payroll Liabilities</b>	<b>3,172.73</b>
<b>Total Current Liabilities</b>	<b>\$75.32</b>
Non-current Liabilities	
Downtown Improvement Area Levy 1	-86,293.60
Due To/From General Fund	197,140.02
<b>Total Non-current Liabilities</b>	<b>\$110,846.42</b>
<b>Total Liabilities</b>	<b>\$110,921.74</b>
Equity	
BIA Projects & Stabilization Reserve	-183,495.36
Opening Balance Equity	325,777.96
Transfers to Reserves	11,346.89

# Grimsby Downtown Improvement Area

## Balance Sheet

As of December 31, 2024

	TOTAL
Retained Earnings	
Profit for the year	-114,169.48
<b>Total Equity</b>	<b>\$39,460.01</b>
<b>Total Liabilities and Equity</b>	<b>\$150,381.75</b>



# Grimsby Downtown Improvement Area

## Profit and Loss

January - December 2024

	TOTAL
<b>INCOME</b>	
Donations	-500.00
<b>Total Income</b>	<b>\$ -500.00</b>
<b>GROSS PROFIT</b>	<b>\$ -500.00</b>
<b>EXPENSES</b>	
Advertising	1,066.06
Print & Digital Advertising	2,948.72
<b>Total Advertising</b>	<b>4,014.78</b>
Bank charges	8.00
Charitable Rebates	378.60
Legal and professional fees	2,971.22
Installation Services	900.00
<b>Total Legal and professional fees</b>	<b>3,871.22</b>
Office expenses	346.69
Other general and administrative expenses	
Meeting Expenses	304.26
Memberships & Subscriptions	2,872.92
Stationary, Supplies & Computers	27.01
Website	521.54
<b>Total Other general and administrative expenses</b>	<b>3,725.73</b>
Payroll Expenses	
Taxes	3,982.69
Wages	55,724.80
<b>Total Payroll Expenses</b>	<b>59,707.49</b>
Amortization	75.70
<b>Total Expenses</b>	<b>\$72,128.21</b>
<b>OTHER EXPENSES</b>	
DIA Special Events	41,212.00
Events	329.27
<b>Total Other Expenses</b>	<b>\$41,541.27</b>
<b>PROFIT</b>	<b>\$ -114,169.48</b>