



**Grimsby Downtown Business Improvement Area  
Open Session Meeting Minutes  
Meeting Date & Time: July 9, 2025; 9 a.m.  
Teddy's Sports Bar, 30 Main Street West, Grimsby**

<b>Board Members:</b>	Simon Duong, Chair Mark Wood, Vice Chair Mayor Jordan (exited at 9:58 a.m.) Councillor Davoli Chris Mindorff Lisa Sproston Daniel Vandersteen
<b>Absent:</b>	Ben Burns Christine Kempf
<b>Others:</b>	Daniel Glasbergen, KPMG (exited at 9:35 a.m.) Tony Del Monaco, Director of Finance/Treasurer (exited at 9:40 a.m.) Ese Ijevu, Senior Financial Analyst (exited at 9:40 a.m.) Noah Nickel, Committee Coordinator

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**1. Call the Meeting to Order**

The meeting was called to order at 9:01 a.m.

**2. Approval of the Agenda**

The agenda was amended to:

- Move Item 8a, Audit, to immediately follow Item 6; and,
- Remove and replace closed session Items 16a and 16b with a new open session item, "Downtown Reimagined Communications Strategy RFP Process Update".

**BIA-25-051**

**Moved by:** Mark Wood

**Seconded by:** Lisa Sproston

Resolved that the agenda for the July 9, 2025, Grimsby Downtown BIA Board meeting be approved as amended.

**CARRIED**

### **3. Declarations of Pecuniary and Non-Pecuniary Interests**

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

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

There was no business arising from previous minutes.

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

**BIA-25-052**

**Moved by:** Daniel Vandersteen

**Seconded by:** Mayor Jordan

Resolved that the following meeting minutes be approved:

- Grimsby Downtown BIA Meeting – June 25, 2025

**CARRIED**

### **6. Delegations and Presentations**

#### **a. Daniel Glasbergen, KPMG – Grimsby Downtown BIA 2024 Audit Report**

Daniel Glasbergen, KPMG, provided a brief presentation regarding the final draft of the Grimsby Downtown BIA's 2024 Audit Report:

- Errors were found throughout the audit process and related to the financial transition of the BIA away from the Town. Errors were addressed with Grimsby Downtown BIA staff;
- The financial statements present fairly, in all material respects, the financial position of the Grimsby Downtown BIA as of December 31, 2024.

The Board engaged in discussion with KPMG regarding:

- Types of errors found in the audit process;
- The adequacy of reporting and recordkeeping;
- How errors found in the audit have been addressed;

- The impact of the financial transition on financial statements;
- Ways to improve bookkeeping procedures for 2025 and beyond.

**BIA-25-053**

**Moved by:** Daniel Vandersteen

**Seconded by:** Mark Wood

Resolved that the presentation from Daniel Glasbergen, KPMG, regarding the Grimsby Downtown BIA's 2024 Audit Report, be received.

**CARRIED**

**Grimsby Downtown BIA 2024 Audit Report**

The Board identified two errors to be addressed in the audit report:

- Update the name of the Grimsby Downtown BIA Chair to Simon Duong; and
- To change the word "qualified" on page two to "unqualified".

**BIA-25-054**

**Moved by:** Mark Wood

**Seconded by:** Daniel Vandersteen

Resolved that the Grimsby Downtown BIA 2024 Audit Report be approved, pending the correction of two errors identified in the report.

**CARRIED**

**7. Chamber of Commerce Update – Rebecca Shelley**

Rebecca Shelley, Executive Director of the Grimsby and District Chamber of Commerce, was absent from the meeting.

**8. Financial Update**

**a. Audit**

This item was considered following the delegation from KPMG.

**b. Budget Process Update**

Member Vandersteen provided a brief update regarding the Grimsby Downtown BIA's 2026 budget process:

- The Town of Grimsby requires that the budget be completed and provided to Town staff by October 2025.
- The board will be discussing budget priorities for 2026 at the August board meeting;
- A draft budget will be reviewed, edited, and approved at the September board meeting;
- The budget will then be submitted to Town staff in October, and then presented in full at the 2025 Annual General Meeting in the fall;
- It will be communicated to Grimsby Downtown BIA members ahead of time that comments on the budget will need to be provided at the September 2025 board meeting, as it will already be approved when shown at the Annual General Meeting.

**9. Chair's Report**

The Chair thanked the Executive Director and other Grimsby Downtown BIA staff for their work on the Canada Day Flag Project.

**10. Governance**

**a. Grimsby Downtown BIA Proxy Voting Policy**

Member Vandersteen provided a brief explanation of the Proxy Voting Policy. Specific elements of the policy that were highlighted include:

- Only allowing each member present at an Annual General Meeting to serve as a proxy for up to one (1) other member; and
- Requests for a voting proxy must be made formally by completing a Voting Proxy Form.

Board members suggested that the completed forms should be submitted to the Town of Grimsby either physically in-person at Town Hall, or digitally via email. This change will be made pending approval from the Town Clerk.

**BIA-25-055**

**Moved by:** Daniel Vandersteen

**Seconded by:** Mark Wood

Resolved that the Grimsby Downtown BIA Proxy Voting Policy be approved as amended.

**CARRIED**

**11. Events – Halloween, Story Walk, Music on the Forty, Comedy Nights**

There was no discussion on this item as Member Kempf was absent from the meeting.

Members of the Board suggested that event information be documented by Grimsby Downtown BIA staff and/or Board members going forward to ensure updates are provided during meetings.

**12. Beautification, Revitalization and Maintenance**

**a. Canada Day Flags Update**

There was no update on this item as the Executive Director was absent from the meeting.

**13. Communications**

**a. Ontario Ministry of the Environment, Conservation and Parks – Response to Letter – RE: Recycling Collection**

Member Vandersteen provided a summary of the response letter received from the Ontario Ministry of the Environment, Conservation and Parks regarding the discontinuation of recycling services for businesses in the downtown BIA.

The Board requested the Chair follow up with Regional Councillor Seaborn to request action from the Niagara Region, as recycling is a regional responsibility. Comments are due by July 21, 2025.

**BIA-25-056**

**Moved by:** Daniel Vandersteen

**Seconded by:** Mark Wood

Resolved that the letter from the Ontario Ministry of the Environment, Conservation and Parks regarding Recycling Collection be received.

**CARRIED**

#### **14. New Business**

- Noah Nickel, Committee Coordinator, spoke to Council approving the Memorandum of Understanding on July 7, 2025. A By-law to ratify the MOU will be brought to the next Council meeting on August 11, 2025.
- Chair Duong recognized Jaco Haas, owner and operator of the Service Ontario in Grimsby for 17 years.

#### **15. Downtown Reimagined Communications Strategy RFP Process Update**

Member Vandersteen provided a brief verbal update regarding the Downtown Reimagined Communications Strategy RFP Process. This update included:

- The Communications Strategy RFP was opened, and three submissions were received prior to the submission deadline;
- The submissions received were larger in scale and scope than had been anticipated;
- The Downtown Construction Task Force will review the submitted proposals in closed session on July 28, 2025 and make a recommendation to the Board.
- The Board will review the submissions in closed session on August 13, 2025 and make a final decision on the RFP.

#### **16. Next Meeting**

The next meeting of the Grimsby Downtown BIA is scheduled for Wednesday, July 9 at 9 a.m.

#### **17. Adjournment**

The meeting was adjourned at 11:05 a.m.