



**Grimsby Downtown Business Improvement Area
Open Session Meeting Minutes
Meeting Date & Time: June 25, 2025; 10 a.m.
Teddy's Sports Bar, 30 Main Street West, Grimsby**

Board Members:	Simon Duong, Chair Ben Burns Christine Kempf Lisa Sproston Daniel Vandersteen
Absent:	Mark Woods, Vice Chair Mayor Jordan Councillor Davoli Chris Mindorff
Staff:	Amanda MacDonald, GDBIA Executive Director Dylan Carr, Events Coordinator
Others:	Victoria Steele, Town Clerk (exited at 10:20 a.m.) Noah Nickel, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 10:09 a.m.

2. Approval of the Agenda

The agenda was amended at the request of the Chair to remove Item 8a – delegation from Tracy Borlase regarding Harmony Jewelers.

BIA-25-044

Moved by: Daniel Vandersteen

Seconded by: Christine Kempf

Resolved that the agenda for the June 25, 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. Closed Session

BIA-25-045

Moved by: Christine Kempf
Seconded by: Daniel Vandersteen

Resolved that the GDBIA meet in closed session under:

- Section 239(i) of the Municipal Act, a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization, specifically regarding the Website Design, Development & Hosting RFP submissions; and
- Section 239(k) of the Municipal Act, 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, specifically regarding the Memorandum of Understanding between the Town of Grimsby and the Grimsby Downtown BIA.

CARRIED

5. Open Session

BIA-25-046

Moved by: Christine Kempf
Seconded by: Daniel Vandersteen

Resolved that the Memorandum of Understanding between the Town of Grimsby and the Grimsby Downtown BIA be approved, pending approval by the Council of the Town of Grimsby.

CARRIED

BIA-25-047

Moved by: Christine Kempf
Seconded by: Ben Burns

Resolved that the Website Design, Development and Hosting request for proposals be received; and

1. That the Executive Director be directed to procure a vendor for the website design, development and hosting project, up to a maximum cost of \$5,000, to be taken out of the “Construction Programming” 2025 budget line item.

CARRIED

6. Business Arising from Previous Minutes

There was no business arising from previous minutes.

7. Approval of the Minutes

BIA-25-048

Moved by: Christine Kempf

Seconded by: Daniel Vandersteen

Resolved that the following meeting minutes be approved:

- Grimsby Downtown BIA Meeting – May 14, 2025

CARRIED

8. Delegations and Presentations

a. Tracy Borlase, Harmony Jewelers

This item was removed from the agenda.

9. Chamber of Commerce Update – Rebecca Shelley

Rebecca Shelley, Executive Director of the Grimsby and District Chamber of Commerce, provided a brief update on the activities of the Chamber of Commerce which included:

- Hosting Business Connect: The Economic Exchange, on Thursday June 26 at 5 – 7 p.m.;
- Preparing for the Small Business Awards;
- Continuing work on educational programming for the Chamber's members.

10. Financial Update – Key Financial Highlights, Overview of Current Audit Status, and Annual Survey Update

Member Vandersteen provided a brief financial update, which addressed:

- The Year-to-Date budget report, as attached to the agenda, is near completion, with only minor adjustments left to be made to it;
- The audit has been completed without any concerns raised by the auditors;
- The annual survey is complete, and work continues creating marketing and advertising materials for the survey. It will be published after Canada Day to ensure the greatest level of exposure and engagement.

11. Chair's Report

Chair Duong provided his Chair's Report, which included thanking everyone who contributed to and those who attended The Happening.

12. Marketing

a. Updated Branded Materials and Strategies

The board briefly deliberated which of the four options for the updated branded materials and strategies for the Grimsby Downtown BIA they wished to move forward with.

BIA-25-049

Moved by: Daniel Vandersteen

Seconded by: Ben Burns

Resolved that the Board approve option one for the updated branded materials and strategies.

CARRIED

b. OBIAA Mobile

Amanda MacDonald, Executive Director, provided a brief explanation of the opportunity to purchase a mobile during the OBIAA Conference in St. Catharines in 2026, which would provide a shuttle for attendees to downtown Grimsby during the conference.

BIA-25-050

Moved by: Daniel Vandersteen

Seconded by: Christine Kempf

Resolved that the Executive Director be directed to gather more information on the opportunity to secure a mobile during the 2026 OBIAA Conference.

CARRIED

13. Events – Comedy Nights, Music on the Forty, Happening Recap

Amanda provided a brief update on the ongoing and upcoming events that the Grimsby Downtown BIA is involved in organizing, which included:

- Comedy Nights set to begin in August;
- Music on the Forty events currently taking place that have thus far been successful;
- The success of the Happening, and the Memorandum of Understanding between the Grimsby Downtown BIA and the Happening will be discussed at a later board meeting.

14. Beautification, Revitalization and Maintenance

Amanda provided a brief update on the Grimsby Downtown BIA's beautification efforts, which included:

- The flowers that the Grimsby Downtown BIA ordered have been delivered and placed in the appropriate containers in the downtown area; and,
- The installation of the Canadian Flags for the Canada Day Flag project is set to begin Thursday, June 26, and will conclude on Friday, June 27.

Member Vandersteen inquired about a provincial grant program to fund the Grimsby Downtown BIA's winter holiday lights for the 2025 holiday season.

Amanda indicated that funding for this grant program has been announced by the provincial government, but the application period has yet to begin. Once it begins, Amanda will ensure that the Grimsby Downtown BIA applies.

15. International Plowing Match

a. Update

Chair Duong provided an update on the Grimsby Downtown BIA's plans to attract International Plowing Match attendees to the downtown area. This included:

- The farmer's market will be extended to 8 p.m., and that additional entertainment will be hired for the evening; and,
- The efforts to secure a shuttle service are ongoing with the Town of Grimsby.

Work is underway to ensure that the International Plowing Match is well communicated to the Grimsby Downtown BIA's members ahead of the event taking place, to ensure they are logistically prepared for the interruption that the event is expected to present. Some of this work will be undertaken with support from the Town of Grimsby. It was also suggested that the Board consider collaborating with the Grimsby and District Chamber of Commerce.

b. Beautification Competition

Amanda provided a brief explanation of the Beautification Competition that has been announced as part of the events to prepare for the International Plowing Match.

16. New Business

There was no new business from members of the Grimsby Downtown BIA board.

17. Next Meeting

Chair Duong noted that the next meeting of the Grimsby Downtown BIA board is scheduled for Wednesday, July 9 at 9 a.m.

18. Adjournment

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