



**Grimsby Downtown Business Improvement Area (BIA)  
Meeting Date & Time: January 15, 2025; 9 a.m.  
Teddy's Sports Bar, 30 Main Street West, Grimsby**

Present: Mayor Jeff Jordan  
Councillor Delight Davoli  
Mark Wood  
Simon Duong  
Christine Kempf (Arrived at 9:05 a.m., exited at 9:51 a.m.,  
returned at 10:07 a.m.)  
Daniel Vandersteen  
Ben Burns  
Lisa Sproston  
Chris Mindorff

Staff: Noah Nickel – Committee Coordinator

---

**1. Call the Meeting to Order**

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

**2. Approval of the Agenda**

**BIA-25-01**

**Moved by:** Simon Duong

**Seconded by:** Lisa Sproston

Resolved that the agenda for the January 15, 2025, Annual General Meeting of the Grimsby Downtown Business Improvement Area be approved.

**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**

There were no minutes approved.

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

Chair Woods explained the future schedule for Annual General Meetings:

- They will no longer be taking place in January
- That the budget will be presented to the general membership for the next fiscal year in the Fall going forward.
- Audited financial statements will be presented to the membership at a standard Board meeting in the first half of the year.

#### **7. Annual General Meeting**

##### **a. Recap of 2024**

Chair Woods provided a recap of events that the Board undertook in 2024:

- Hiring an Executive Director
- Hosting a Ladies' Night event in the Spring for the first time
- Bringing on part-time student employees in the Summer to help with event coordination and marketing
- Becoming the title sponsor of the Happening in Grimsby Festival
- Hosting Music in the Park and Comedy in the Park events in Coronation Park
- Hosting the Board's first-ever Halloween event
- Hosting a Ladies' Night event in December
- Sponsoring the Grimsby Santa Claus Parade
- Hosting a Christmas-themed event
- Launching the four-week Holiday Passport Program to increase the holiday shopping window for downtown businesses

Chair Woods provided a recap of administrative updates in 2024:

- A complete update of the By-laws and made them more publicly available
- The Board became financially autonomous of the Town of Grimsby
- Created a hiring policy and currently developing a human resources policy
- Created the Construction Communication Task Force, which is designed to discuss how to best address the BIA's needs throughout the construction project

**b. Plans for 2025**

- Completing the disbursement of funds for the Christmas Decoration Reimbursement Program by the end of January 2025
- Creating and approving a proxy policy ahead of the next Annual General Meeting
- Beginning meetings of the Construction Communication Task Force will meet monthly at minimum, and more as required to plan how to support BIA members throughout the downtown construction project
- Procuring their own Christmas decorations to reduce costs

**8. Financials**

**a. Budget Review**

Member Vandersteen provided a review of the 2025 Budget, which was previously approved at the board meeting held on November 13, 2024.

**9. Old Business**

There was no old business.

**10. New Business**

Councillor Davoli Re: AGM notice to membership. The Chair suggested updates to the BIA's By-laws to provide more flexibility for advertising ahead of the next AGM.

BIA Member DeSantis Re: start date and general nature of the downtown construction project. The Chair indicated the Board will be providing indirect support to BIA members during the construction period through marketing, communications, and events.

Councillor Davoli Re: International Plowing Match from September 16-20, 2025, and related economic opportunities.

## **11. Closed Session**

a. Executive Director Contract

### **BIA-25-02**

**Moved by:** Simon Duong

**Seconded by:** Lisa Sproston

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

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

**CARRIED**

## **12. Open Session**

### **BIA-25-03**

**Moved by:** Member Mindorff

**Seconded by:** Member Vandersteen

Resolved that the direction provided in closed session regarding the Executive Director Contract be approved.

**CARRIED**

## **13. Adjournment**

The meeting adjourned at 10:32 a.m.