



**Grimsby Downtown Business Improvement Area (BIA)
Open Session Meeting Minutes
Meeting Date & Time: December 10, 2025; 9 a.m.
Meeting Place: Teddy's Sports Bar, 30 Main Street West, Grimsby**

Board Members: Member S. Duong, Chair
Member M. Wood, Vice Chair
Member D. Vandersteen
Member C. Mindorff
Member L. Sproston
Member C. Kempf (arrived at 9 a.m.)

Absent: Mayor Jordan
Councillor Davoli
Member B. Burns

Others: Amanda MacDonald, Executive Director
Noah Nickel, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 8:59 a.m.

2. Approval of the Agenda

BIA-25-088

Moved by: Member D. Vandersteen

Seconded by: Member C. Mindorff

Resolved that the agenda for the December 10, 2025, meeting of the Grimsby Downtown BIA board be approved.

CARRIED

3. Declarations of Pecuniary and Non-Pecuniary Interests

Chair Duong declared a conflict of interest with Item 9 on the agenda, Financial Update, as he sits on the board of the Happening and the event was discussed during this agenda item.

4. Business Arising from Previous Minutes

There was no business arising from previous minutes.

5. Approval of the Minutes

BIA-25-089

Moved by: Member D. Vandersteen

Seconded by: Member L. Sproston

Resolved that the following minutes be approved:

- Grimsby Downtown BIA – October 8, 2025; and,
- Downtown Construction Task Force – October 27.

CARRIED

6. Delegations/Presentations

There were no delegations or presentations.

7. Chamber of Commerce Update – Rebecca Shelley

Rebecca Shelley, Executive Director, Grimsby and District Chamber of Commerce, provided her update:

- Final event for 2025, Wine Women and Wisdom, to be held tonight, December 10, 2025; and,
- Signature events for the Chamber for 2026 have been booked and planning work continues for the rest of the year.

8. Chair's Report

Chair Duong thanked Town of Grimsby staff for their work to help downtown businesses adjust to the provincial change of recycling collection by agreeing to fund collection for businesses affected that are located on Main Street for 2026.

9. Financial Update

Member D. Vandersteen explained that due to technical difficulties with the Grimsby Downtown BIA's accounting software, reports could not be generated, and thus no financial update occurred. This financial update will be covered in the next meeting of the Grimsby Downtown BIA.

The Grimsby Downtown BIA board will review the decision to sponsor the Happening in Grimsby in 2026 in the new year, depending on if the event is able to take place in the Downtown Area or not.

10. Events

Member C. Kempf provided an update on the Grimsby Downtown BIA's recent and ongoing events:

- GrimsBoo was successful, approximately 1,000 kids participated. Logistics will continue to be ironed out in future years;
- Ladies Night has opportunities for growth and innovation in future years that need to be explored;
- The Grimsby Downtown BIA sponsored the Grimsby Santa Claus Parade, which took place on Saturday December 6, 2025. It was a success; and,
- StoryWalk is underway and based on early feedback, it is being well received.

BIA-25-090

Moved by: Member D. Vandersteen

Seconded by: Member L. Sproston

Resolved that the events update be received for information.

CARRIED

11. Beautification, Revitalization, and Maintenance

Amanda MacDonald, Executive Director, provided an update on the BIA's ongoing beautification, revitalization and maintenance efforts:

- Christmas décor has been installed, and some light poles have been identified to not be working. This will not be able to be addressed this season. The removal of the Christmas décor has been scheduled for the new year;

- Planning and logistics for the 2026 Spring and Summer flower baskets and hangers is currently underway; and,
- Canada flags will be rein-stalled in May 2026, weather dependent. Some flags and wall brackets need to be replaced prior to flag installation.

BIA-25-091

Moved by: Member D. Vandersteen

Seconded by: Member C. Mindorff

Resolved that the beautification, revitalization and maintenance update be received for information.

CARRIED

12. Marketing Update

Amanda provided a brief marketing update:

- The Holiday Passport program could not be done this year, in large part due to the postal strike; and,
- Instead, a Christmas Rack Card, promoting “shop local”, was sent out to 11,000 homes in Grimsby.

BIA-25-092

Moved by: Member C. Mindorff

Seconded by: Member L. Sproston

Resolved that the marketing update be received for information.

CARRIED

13. Construction Task Force Update

Member D. Vandersteen provided an update from the Downtown Construction Task Force:

- Discussed the public information session that Town of Grimsby staff held last week regarding the Downtown Reimagined project;
- Thanked the board and general members for attending;
- Town has received the letter that was requested by motion at the Grimsby Downtown BIA’s Annual General Meeting, and is aware that the primary

concerns of the BIA and its members going forward is project communication and business promotion;

- Work and communication between the Grimsby Downtown BIA Board, the task force, Town staff, and the communications consultants, is ongoing; and,
- Will be looking to discuss with Town staff the possibility of retooling the task force in 2026.

BIA-25-093

Moved by: Member C. Kempf

Seconded by: Member M. Wood

Resolved that the Downtown Construction Task Force update be received for information.

CARRIED

14. Old Business

a. Regional Recycling Program

Amanda provided a brief update on the regional recycling program:

- The Town is providing recycling collection services through 2026 to businesses located on Main Street who are affected by the provincial legislative change to end recycling collection services;
- Further clarification on this still to come from the Town, at which point it will be disseminated to the general membership;
- Work on the recycling survey continues, will be open for approximately two months, closing in February, with the goal of gathering information on the membership's opinion toward procuring recycling collection services themselves.

BIA-25-094

Moved by: Member L. Sproston

Seconded by: Member M. Wood

Resolved that the regional recycling program update be received for information.

CARRIED

b. OBIAA Update

Amanda provided a brief update on the OBIAA Conference:

- The 2026 OBIAA Conference is being hosted in St. Catharines, but will see attendees being brought on buses for a mobile portion of the conference;
- Mobiles are for sale to BIA's in the Niagara Region, all have been claimed;
- Town of Lincoln BIA has offered to split the last mobile for the OBIAA conference, which would mean attendees would be brought to Grimsby Downtown BIA for a tour; and,
- The cost would be \$250 and would see 500-600 conference attendees come down.

BIA-25-095

Moved by: Member D. Vandersteen

Seconded by: Member C. Mindorff

Resolved that the Grimsby Downtown BIA direct the Executive Director to spend \$250 to split the Town of Lincoln BIA's mobile for the 2026 OBIAA Conference.

Yes (5): Member S. Duong, Member D. Vandersteen, Member C. Mindorff, Member L. Sproston, and Member C. Kempf

No (1): Member M. Wood

CARRIED

15. New Business

There was no new business.

16. Next Meeting

The Chair stated that the next meeting of the Grimsby Downtown BIA is scheduled for Wednesday January 14, 2026, at 9 a.m.

17. Adjournment

The meeting was adjourned at 9:48 a.m.