

Grimsby Downtown Business Improvement Area (BIA)

Meeting Date: February 11, 2026

Meeting Time: 9 a.m.

Meeting Place: Teddy's Sports Bar, 30 Main Street West, Grimsby

Agenda

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 – January 14, 2025 (Attachment included)**

6. Delegations and Presentations

7. Chamber of Commerce Update

8. Chair's Report

9. Financial Update

- a. General Financial Update (Attachments included)**

- b. 2025 Audit – Update on the audit process is beginning. Confirmation of HST & WSIB Filings**

- c. Annual Report Card – Overview of the annual member survey launching in June to gather feedback ahead of budget planning, including timelines and use of prior-year input.**

10. Events

- a. Easter Update – Update on event planning, timelines, and logistics.**
- b. StoryWalk Spring/Summer – Update on timelines and anticipated dates.**
- c. Comedy Nights – Update on planning and organization progress.**
- d. Music on the Forty – Update on the event collaborator and the BIA's role.**
- e. Ladies Night – Continued discussion and next steps.**

11. Beautification, Revitalization and Maintenance

- a.** Winter Update – Update on seasonal removals, including planter removals and Christmas décor takedown.
- b.** Spring and Summer Update – Overview of planting plans, including flower selections, fuller greenery, and anticipated installation timing.
- c.** Flag Installation and Renewal / New Sign-Ups – Update on spring flag installation timing and upcoming communications for business sign-ups.

12. Marketing

- a.** Valentine's Day Specials – Update on business submissions and current promotional schedule.
- b.** Christmas Look Book – Early planning update for the 2025 Christmas season, including use of summer student support for development.
- c.** Recycling Survey Communications Update – Update on door-to-door outreach and survey communications related to shared recycling services, with a reminder that the survey closes at the end of the month.

13. Construction Task Force Update

- a.** Task Force Schedule Update – Update that the meeting schedule, with a revised schedule to be set at the next task force meeting.
- b.** Construction Update – Update on status and communications.

14. Communications

15. Old Business

16. New Business

17. Next Meeting

The next meeting of the Grimsby Downtown BIA is scheduled for Wednesday, March 11, 2026, at 9 a.m.

18. Closed Session

- a.** Digital Communications Plan

Pursuant to Section 239(2)(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.

b. Annual Summer Student Grants Update

Pursuant to Section 239(2)(h) of the Municipal Act, information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

c. Closed Session Minutes – October 8, 2025

19. Back to Open Session

20. Adjournment



TOWN OF

GRIMSBY



Grimsby Downtown Business Improvement Area (BIA)

Date: January 14, 2026

Time: 9 a.m.

Location: Teddy's Sports Bar, 30 Main Street West, Grimsby

Meeting Minutes

Board Members: Member S. Duong, Chair
Mayor J. Jordan
Councillor D. Davoli
Member D. Vandersteen
Member C. Mindorff
Member L. Sproston
Member C. Kempf

Absent: Member M. Wood, Vice Chair
Member B. Burns

Others: A. MacDonald, Executive Director
N. Nickel, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 9:03 a.m.

2. Approval of the Agenda

Chair Duong amended the agenda to include an update on The Happening, as well as an update on the Grimsby Farmer's Market, under New Business.

BIA-26-001

Moved by: Member C. Kempf

Seconded by: Member C. Mindorff

Resolved that the agenda for the January 14, 2026, Grimsby Downtown BIA Board meeting be approved as amended.

CARRIED

3. Declarations of Pecuniary and Non-Pecuniary Interests

Chair Duong declared a conflict with item 14a, Integrity Commissioner Report, as he is the subject of the report, as well as item 16a and b, as he is the Chair of the Board of the Happening in Grimsby, and they do regularly work with the Grimsby Farmer's Market.

Mayor Jordan declared a conflict with item 11a, as his company has previously provided winter décor removal services for the Grimsby Downtown BIA.

4. Business Arising from Previous Minutes

There was no business arising from previous minutes.

5. Approval of the Minutes

BIA-26-002

Moved by: Member C. Mindorff

Seconded by: Member D. Vandersteen

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

CARRIED

6. Delegations and Presentations

There were no delegations or presentations.

7. Chamber of Commerce Update

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

- Eight events planned for Q1 2026, including one potentially in partnership with the Grimsby Downtown BIA to present the Town of Grimsby's draft official plan;
- Annual General Meeting is set for February 25, 2026;
- Working on Elevate Her Campaign for International Women's Day alongside the Grimsby Benevolent Fund;

- Working alongside the Town and the Grimsby Downtown BIA on the Downtown Construction Communications Plan; and,
- 2026 Municipal Election preparations.

8. Chair's Report

There was no Chair's report.

9. Financial Update

Member Vandersteen provided the following financial update:

- Discussed the error with the financial reporting software that did not allow for reports to be generated for last meeting;
- No major changes, concerns or other items of note; and
- The 2025 Audit process is underway and is done alongside the Town using the same vendor.

BIA-26-003

Moved by: Member C. Mindorff

Seconded by: Member C. Kempf

Resolved that the financial update be received for information.

CARRIED

10. Events

Member Kempf provided the following events update:

- Positive feedback was received via email regarding StoryWalk. Anecdotally, people were seen walking by and reading the story pages posted in the windows; and,
- The Grimsby Downtown BIA's Easter event will proceed as it was last year and will take place on Saturday April 4 from 10 a.m. to 2 p.m. Business sign ups for participation will go out soon. Expected to bring out approximately 500 – 600 people.

BIA-26-004

Moved by: Member D. Vandersteen
Seconded by: Mayor J. Jordan

Resolved that the events update be received for information.

CARRIED

11. Beautification, Revitalization and Maintenance

Mayor Jordan recused himself from discussion and voting on this item due to his declared conflict.

Amanda provided the following beautification update:

- Winter Décor has been removed and is tentatively scheduled for installation and removal next year; and,
- Planter removal is still in place for next year.

BIA-26-005

Moved by: Member C. Mindorff
Seconded by: Member C. Kempf

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

CARRIED

12. Marketing

Amanda provided the following marketing update:

- Grimsby Downtown BIA staff are collecting information from the members regarding any sales or promotions that they will be offering for Valentine's Day. This information will then be distributed publicly, primarily through social media; and,
- There was no Christmas Marketing Update at this time

BIA-26-006

Moved by: Mayor J. Jordan
Seconded by: Member D. Vandersteen

Resolved that the marketing update be received for information.

CARRIED

13. Construction Task Force Update

Member Vandersteen provided the following Construction Task Force update:

- The Task Force will be stepping back slightly to provide more high-level leadership and guidance on a more infrequent basis;
- Instead, the internal staff working group, which includes staff members from the Grimsby Downtown BIA, the Grimsby and District Chamber of Commerce, and the Town, will be convening on a more regular basis to undertake more of the hands-on work, and to bring necessary items and updates to the Task Force, to then be brought to the Grimsby Downtown BIA Board as necessary;
- The Grimsby Downtown BIA will continue to be the main avenue for members to voice their concerns regarding the downtown construction project;
- Due in part to the advocacy of the Grimsby Downtown BIA Board, staff and the general membership, the Town has adjusted the construction timeline in order to reduce the uninterrupted length of construction, and thus mitigate the negative impacts on downtown businesses;
- This will involve work for several months across 2026 and 2027, with the streets off Main Street being done in 2026, and Main Street being done in 2027. Construction will happen in chunks of time across a few months in 2026, with a break in between, and then a few months in 2027; and,
- Once the Grimsby Downtown BIA is made aware of the finalized timeline, this will be communicated to the membership.

The Grimsby Downtown BIA Board engaged in discussion.

BIA-26-007

Moved by: Member C. Kempf
Seconded by: Member L. Sproston

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

CARRIED

14. Communications

a. Integrity Commissioner Report

Chair Duong stepped down as Chair and recused himself from the meeting at this time, as he declared a conflict of interest with the item.

BIA-26-008

Moved by: Mayor J. Jordan
Seconded by: Councillor D. Davoli

Resolved that Member Vandersteen serve as Acting Chair for the duration of Item 14a on the agenda.

CARRIED

BIA-26-009

Moved by: Member C. Mindorff
Seconded by: Member L. Sproston

Resolved that the Integrity Commissioner Report be received for information.

CARRIED

b. 2026 Grimsby Downtown BIA Board Meeting Schedule

Chair Duong returned to the meeting and resumed his role as Chair.

Amanda noted changes will need to be made to this meeting schedule, at which point an updated version of the schedule will be distributed. These changes include:

- The removal of the meetings scheduled in September and October 2026 due to the timing of the Municipal Election; and,
- The re-scheduling of the Annual General Meeting to November 18, 2026, to avoid conflict with Remembrance Day and to align with the beginning of the new term of Council.

BIA-26-010

Moved by: Member D. Vandersteen
Seconded by: Mayor J. Jordan

Resolved that the 2026 Grimsby Downtown BIA Board Meeting Schedule be received for information.

CARRIED

c. OBIAA Awards Update

Amanda explained that the Grimsby Downtown BIA was nominated for an award from the OBIAA for their 2025 Halloween event, GrimsBoo.

BIA-26-011

Moved by: Member L. Sproston
Seconded by: Member D. Vandersteen

Resolved that the OBIAA Awards Update be received for information.

CARRIED

d. Recycling Survey

Amanda provided the following update on the Grimsby Downtown BIA's Recycling Survey:

- As a reminder, this survey is to gather information from local businesses regarding the impacts of the recent changes by the provincial government to recycling pick-up, and to gauge interest in funding a recycling pick-up service;
- The survey is ready and will be going out shortly; and,
- All businesses, whether BIA members or not, Chamber of Commerce members or not, are welcome and invited to fill it out.

The Board engaged in discussion.

BIA-26-012

Moved by: Mayor J. Jordan
Seconded by: Member C. Mindorff

Resolved that the Recycling Survey Update be received for information.

CARRIED

15. Old Business

There was no old business.

16. New Business

a. The Happening in Grimsby Update

Item 16a was added to the agenda via amendment.

Chair Duong recused himself from the Chair, as he had declared a conflict of interest with this agenda item.

BIA-26-012

Moved by: Member L. Sproston

Seconded by: Member D. Vandersteen

Resolved that Member Vandersteen serve as Acting Chair for the duration of items 16a and 16b on the agenda.

CARRIED

Simon Duong, in his role as Chair of The Happening in Grimsby, provided the following update regarding The Happening in Grimsby:

- Due to the change in the Downtown Construction Project timeline, The Happening Festival will remain downtown for the 2026 season;
- The Town will be instructing the vendor for the construction project once they are chosen, that all construction must cease and all construction equipment must be removed from the premises for the duration of the Happening Festival; and,
- The Happening Festival will be taking place on June 18-20, 2026.

The Board engaged in discussion.

b. Grimsby Farmer's Market Update

Michelle Seaborn, Manager of the Grimsby Farmer's Market, provided the following update regarding the Grimsby Farmer's Market for 2026:

- Despite changes to the downtown construction project timeline, the Grimsby Farmer's Market will still need to relocate to the Major Refrigeration Peach King Centre for the 2026 and 2027 seasons;
- Will be holding a Farmer's Market downtown on Thursday June 18, 2026, to align with the Happening Festival; and,
- Looking into the possibility of holding the Farmer's Market downtown for the preceding two weeks in June as well, though this is not confirmed.

The Grimsby Downtown BIA Board engaged in discussion.

c. Spring Ladies' Night

Simon Duong resumed his role as Chair.

Member Kempf provided the following update regarding the planned Spring Ladies' Night event:

- The Spring Ladies' Night will not be going forward in its current form, due to concerns around attendance, operations and logistics of the event; and,
- Looking for feedback on how to improve the event or ideas for a new event to replace it this Spring.

17. Next Meeting

The Chair stated that the next meeting of the Grimsby Downtown BIA is scheduled for Wednesday, February 11, 2026, at 9 a.m.

18. Adjournment

The meeting was adjourned at 10:07 a.m.

Balance Sheet
Grimsby Downtown Improvement Area
As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	\$58,688.90
Total for Cash and Cash Equivalent	\$58,688.90
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	\$19,244.57
Total for Accounts Receivable (A/R)	\$19,244.57
Due To/From General Fund	\$13,755.66
GIC Contribution	\$5,000.00
Prepaid expenses	\$1,903.37
Total for Current Assets	\$98,592.50
Non-current Assets	
Property, plant and equipment	
Equipment	\$20,901.55
Accum Amortization	-\$18,985.00
Total for Equipment	\$1,916.55
Total for Property, plant and equipment	\$1,916.55
Total for Non-current Assets	\$1,916.55
Total for Assets	\$100,509.05
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	\$22,699.53
Total for Accounts Payable (A/P)	\$22,699.53
Credit Card	
BMO Commercial Mastercard	\$2,480.42
Total for Credit Card	\$2,480.42
GST/HST Suspense	-\$9,125.64
HST Collected/Payable	-\$2,074.75
Payroll Liabilities	-\$289.09
Federal Taxes	-\$1,168.47
Ontario WSIB	-\$154.43
Total for Payroll Liabilities	-\$1,611.99
Total for Current Liabilities	\$12,367.57
Total for Liabilities	\$12,367.57
Equity	
BIA Projects & Stabilization Reserve	\$183,495.36
Invested in Capital Assets - BIA	\$1,916.43
Opening Balance Equity	-\$18,173.86
Year End Surplus/Deficit	\$13,720.36
Retained Earnings	-\$12,099.28
Profit for the year	-\$80,717.53
Total for Equity	\$88,141.48
Total for Liabilities and Equity	\$100,509.05

Profit and Loss
Grimsby Downtown Improvement Area
January-December, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
BIA Levy	\$87,170.80
Event Sponsorships	\$1,950.00
Grants	\$55,238.57
Total for Income	\$144,359.37
Gross Profit	\$144,359.37
Expenses	
Advertising	\$241.38
Member Promotion Advertising	\$1,197.96
Print & Digital Advertising	\$4,308.94
Social Media Advertising	\$3,517.51
Total for Advertising	\$9,265.79
Bank charges	\$422.81
Disposal Fees	\$44.25
Insurance	\$3,313.44
Legal and professional fees	
Audit Fees	\$2,150.00
Bookkeeping & Accounting	\$1,682.50
General Legal or Professional Expenses	\$3,622.50
Total for Legal and professional fees	\$7,455.00
Office expenses	\$80.00
General Office Expenses	\$39.63
Memberships & Subscriptions	\$1,459.13
Software	\$878.17
Total for Office expenses	\$2,456.93
Other general and administrative expenses	
Meeting Expenses	\$580.08
Website	\$2,986.70
Total for Other general and administrative expenses	\$3,566.78
Payroll Expenses	
Expense CPP Employer Portion	\$4,445.62
Expense EI Employer Portion	\$1,943.28
Ontario WSIB	\$1,074.73
Payworks Service Fees	\$655.88
Taxes	\$1,216.61
Wages	\$99,225.34
Total for Payroll Expenses	\$108,561.46
Rent or lease payments	\$134.87
Shipping and delivery expense	\$1,894.31
Utilities	\$110.62
Total for Expenses	\$137,226.26

Profit and Loss
Grimsby Downtown Improvement Area
January-December, 2025

DISTRIBUTION ACCOUNT	TOTAL
Other Income	
Interest earned	\$124.63
Total for Other Income	\$124.63
Other Expenses	
BIA Special Events	\$85.00
Canada Day Event	\$1,713.79
Christmas Parade	\$2,500.00
Comedy Night	\$2,000.00
Construction Programming	\$12,211.20
Downtown Event Expansion	\$5,521.92
Easter	\$3,074.49
Halloween	\$4,987.19
Happening Event	\$30,000.00
Music on the Forty	\$2,000.00
Shopping Spree Promotions	\$654.18
Total for BIA Special Events	\$64,747.77
Downtown Beautification	
Decoration Planters/Hanging Baskets	\$12,517.50
General Beautification	\$2,720.00
Lighting Program	\$7,990.00
Total for Downtown Beautification	\$23,227.50
Total for Other Expenses	\$87,975.27
Profit	-\$80,717.53