



Grimsby Downtown Business Improvement Area (BIA)
Meeting Date: March 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 – February 11, 2026 (**Attachment to be added**)
- 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.
 - c. Levy Amendment – One-time levy amendment to cover Integrity Commissioner invoices (**Attachments included**)
- 10. Events**
 - a. StoryWalk Update – Update on the spring/summer StoryWalk, set to begin in May and continue through July
 - b. Passport Program Update – Updated passport to be launched May and continue through August. More detail to be provided at meeting
 - c. Meet the Machines – New event tied to start of downtown construction project. More detail to be provided at meeting
 - d. The Happening – Event update and sponsorship conversation.
 - e. Comedy Night and Music on the Forty – Update on summer programming.

11. Beautification, Revitalization and Maintenance

- a. Planters Update – Winter plantings will be removed and new seasonal flowers to be planted in May

12. Marketing

13. Construction Task Force Update

14. Communications

- a. Memo - Delegating at Grimsby Downtown BIA Board Meetings
(Attachment included)

15. Old Business

- a. Downtown Recycling Survey – Analysis of the survey results **(Attachment Included)**

16. New Business

17. Next Meeting

The next meeting of the Grimsby Downtown BIA is scheduled for Wednesday, April 8 2026, at 9 a.m.

18. Closed Session

- a. New Horizons Grant 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.
- b. Closed Session Minutes – February 11, 2026

19. Back to Open Session

20. Adjournment

Grimsby Downtown Improvement Area

Budget vs. Actuals: Budget 2026 - FY26 P&L

January 2026

	JAN. 2026				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
BIA Levy		89,970.50	-89,970.50		\$0.00	\$89,970.50	\$ -89,970.50	0.00%
Event Sponsorships		10,000.00	-10,000.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
Grants		75,000.00	-75,000.00		\$0.00	\$75,000.00	\$ -75,000.00	0.00%
Total Income	\$0.00	\$174,970.50	\$ -174,970.50	0.00%	\$0.00	\$174,970.50	\$ -174,970.50	0.00%
GROSS PROFIT	\$0.00	\$174,970.50	\$ -174,970.50	0.00 %	\$0.00	\$174,970.50	\$ -174,970.50	0.00 %
Expenses								
Advertising					\$0.00	\$0.00	\$0.00	0.00%
Member Promotion Advertising		4,700.00	-4,700.00		\$0.00	\$4,700.00	\$ -4,700.00	0.00%
Misc. Advertising		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Print & Digital Advertising		6,200.00	-6,200.00		\$0.00	\$6,200.00	\$ -6,200.00	0.00%
Social Media Advertising		16,200.00	-16,200.00		\$0.00	\$16,200.00	\$ -16,200.00	0.00%
Total Advertising		27,100.00	-27,100.00		\$0.00	\$27,100.00	\$ -27,100.00	0.00%
Bank charges	18.96	450.00	-431.04	4.21 %	\$18.96	\$450.00	\$ -431.04	4.21 %
Charitable Rebates		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Insurance		3,500.00	-3,500.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Legal and professional fees					\$0.00	\$0.00	\$0.00	0.00%
Audit Fees		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
Bookkeeping & Accounting		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
Total Legal and professional fees		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
Office expenses					\$0.00	\$0.00	\$0.00	0.00%
Contracted Services		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
General Office Expenses		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
Memberships & Subscriptions		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
Software	95.00	500.00	-405.00	19.00 %	\$95.00	\$500.00	\$ -405.00	19.00 %
Total Office expenses	95.00	3,400.00	-3,305.00	2.79 %	\$95.00	\$3,400.00	\$ -3,305.00	2.79 %
Other general and administrative expenses					\$0.00	\$0.00	\$0.00	0.00%
Meeting Expenses		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Stationary, Supplies & Computers		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
Website		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
Total Other general and administrative expenses		1,300.00	-1,300.00		\$0.00	\$1,300.00	\$ -1,300.00	0.00%
Payroll Expenses					\$0.00	\$0.00	\$0.00	0.00%
Expense CPP Employer Portion	608.34	8,000.00	-7,391.66	7.60 %	\$608.34	\$8,000.00	\$ -7,391.66	7.60 %
Expense EI Employer Portion	258.39	2,750.00	-2,491.61	9.40 %	\$258.39	\$2,750.00	\$ -2,491.61	9.40 %
Ontario WSIB	417.42	750.00	-332.58	55.66 %	\$417.42	\$750.00	\$ -332.58	55.66 %
Payworks Service Fees	106.13	500.00	-393.87	21.23 %	\$106.13	\$500.00	\$ -393.87	21.23 %
Wages	11,323.60	85,200.00	-73,876.40	13.29 %	\$11,323.60	\$85,200.00	\$ -73,876.40	13.29 %
Total Payroll Expenses	12,713.88	97,200.00	-84,486.12	13.08 %	\$12,713.88	\$97,200.00	\$ -84,486.12	13.08 %
Shipping and delivery expense		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
Taxes and Licenses		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
Total Expenses	\$12,827.84	\$140,050.00	\$ -127,222.16	9.16 %	\$12,827.84	\$140,050.00	\$ -127,222.16	9.16 %
NET OPERATING INCOME	\$ -12,827.84	\$34,920.50	\$ -47,748.34	-36.73 %	\$ -12,827.84	\$34,920.50	\$ -47,748.34	-36.73 %
Other Income								
Transfer from Reserves		69,079.50	-69,079.50		\$0.00	\$69,079.50	\$ -69,079.50	0.00%
Total Other Income	\$0.00	\$69,079.50	\$ -69,079.50	0.00%	\$0.00	\$69,079.50	\$ -69,079.50	0.00%
Other Expenses								
BIA Special Events					\$0.00	\$0.00	\$0.00	0.00%
Canada Day Event		3,500.00	-3,500.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Christmas Parade		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
Comedy Night		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Construction Programming		30,000.00	-30,000.00		\$0.00	\$30,000.00	\$ -30,000.00	0.00%
Downtown Event Expansion	95.00	8,000.00	-7,905.00	1.19 %	\$95.00	\$8,000.00	\$ -7,905.00	1.19 %
Easter		3,500.00	-3,500.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%

Grimsby Downtown Improvement Area

Budget vs. Actuals: Budget 2026 - FY26 P&L

January 2026

	JAN. 2026				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Halloween		3,500.00	-3,500.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Happening Event		20,000.00	-20,000.00		\$0.00	\$20,000.00	\$ -20,000.00	0.00%
Music on the Forty		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Shopping Spree Promotions		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
Winter Event		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total BIA Special Events	95.00	77,500.00	-77,405.00	0.12 %	\$95.00	\$77,500.00	\$ -77,405.00	0.12 %
Downtown Beautification					\$0.00	\$0.00	\$0.00	0.00%
Decoration Planters/Hanging Baskets		8,000.00	-8,000.00		\$0.00	\$8,000.00	\$ -8,000.00	0.00%
General Beautification		6,500.00	-6,500.00		\$0.00	\$6,500.00	\$ -6,500.00	0.00%
Lighting Program		12,000.00	-12,000.00		\$0.00	\$12,000.00	\$ -12,000.00	0.00%
Total Downtown Beautification		26,500.00	-26,500.00		\$0.00	\$26,500.00	\$ -26,500.00	0.00%
Total Other Expenses	\$95.00	\$104,000.00	\$ -103,905.00	0.09 %	\$95.00	\$104,000.00	\$ -103,905.00	0.09 %
NET OTHER INCOME	\$ -95.00	\$ -34,920.50	\$34,825.50	0.27 %	\$ -95.00	\$ -34,920.50	\$34,825.50	0.27 %
NET INCOME	\$ -12,922.84	\$0.00	\$ -12,922.84	0.00%	\$ -12,922.84	\$0.00	\$ -12,922.84	0.00%

Balance Sheet

Grimsby Downtown Improvement Area

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	\$59,161.84
Total for Cash and Cash Equivalent	\$59,161.84
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-\$515.39
Total for Accounts Receivable (A/R)	-\$515.39
Due To/From General Fund	\$13,755.66
GIC Contribution	\$5,000.00
Prepaid expenses	\$1,903.37
Total for Current Assets	\$79,305.48
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	\$81,222.03
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	\$20,735.53
Total for Accounts Payable (A/P)	\$20,735.53
Credit Cards	
BMO Commercial Mastercard	\$3,011.27
Total for Credit Cards	\$3,011.27
GST/HST Suspense	-\$9,061.97
HST Collected/Payable	-\$2,216.63
Payroll Liabilities	-\$289.09
Federal Taxes	-\$1,168.47
Ontario WSIB	-\$154.43
Total for Payroll Liabilities	-\$1,611.99
Total for Current Liabilities	\$10,856.21
Total for Liabilities	\$10,856.21
Equity	
BIA Projects & Stabilization Reserve	\$148,476.96
Invested in Capital Assets - BIA	\$1,916.43
Opening Balance Equity	-\$6,900.44
Year End Surplus/Deficit	\$0.00
Retained Earnings	-\$60,204.29
Net Income	-\$12,922.84
Total for Equity	\$70,365.82
Total for Liabilities and Equity	\$81,222.03

Profit and Loss

Grimsby Downtown Improvement Area

January 1-31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
Gross Profit	
<hr/>	
Expenses	
Bank charges	\$18.96
Office expenses	
Software	\$95.00
Total for Office expenses	\$95.00
Payroll Expenses	
Expense CPP Employer Portion	\$608.34
Expense EI Employer Portion	\$258.39
Ontario WSIB	\$417.42
Payworks Service Fees	\$106.13
Wages	\$11,323.60
Total for Payroll Expenses	\$12,713.88
Total for Expenses	\$12,827.84
<hr/>	
Other Expenses	
BIA Special Events	
Downtown Event Expansion	\$95.00
Total for BIA Special Events	\$95.00
Total for Other Expenses	\$95.00
Profit	-\$12,922.84



Downtown Grimsby
downtowngrimsby.com
info@downtowngrimsby.com
160 Livingston Ave, Grimsby
ON L3M 0J5

MEMORANDUM

To: Grimsby Downtown Business Improvement Area Board
Date: March 2026
Re: Levy Amendment 2026

Recommendations

1. That the memo titled Levy Amendment 2026, dated March 11, 2026, be received;
2. That the Board ask Council to direct staff to adjust the Grimsby Downtown Business Improvement Area levy pursuant to section 208 of the Municipal Act, 2001;
3. That the Board approve an amendment to the 2026 Grimsby Downtown Business Improvement Area Budget in the amount of \$22,515.26 to fund costs associated with the completed Integrity Commissioner investigation (File IC-35563-0525); and
4. That the approved amendment be incorporated into the final installments of the 2026 Grimsby Downtown Business Improvement Area levy for properties within the Grimsby Downtown Business Improvement Area boundary.

Background

The Downtown Grimsby BIA is established under section 204 of the Municipal Act, 2001, S.O. 2001, c.25, and operates as a local board of the Town of Grimsby. The BIA's annual operating budget is funded through a special levy imposed on commercial and industrial properties within the designated BIA boundary.

Each year, the BIA Board approves a proposed budget and levy requirement, which is submitted to Council for approval. Once approved, the Town levies and collects

the required amount through the municipal tax system pursuant to section 208 of the Municipal Act, 2001.

The BIA's 2026 budget was duly approved by Council and reflects:

- Core operational expenses (administration, marketing, insurance, governance);
- Program delivery (events, beautification, economic development initiatives);
- Pre-contracted capital and construction-related commitments associated with the Downtown Reimagined construction project; and
- A planned drawdown of reserves to support construction-era mitigation initiatives and contractual obligations previously executed.

The BIA maintains a Reserve. However, the Board previously approved a structured depletion of these reserves over the current and upcoming fiscal years to offset construction-related impacts and to fulfill binding commitments entered into in good faith with vendors, contractors, and community partners.

In 2025, a formal complaint was initiated under the Municipal Conflict of Interest Act (MCIA) against a member of the BIA Board. The complaint was accepted for investigation by the Town's Integrity Commissioner and proceeded through a formal statutory inquiry process pursuant to the Town's Complaint Protocol.

The Integrity Commissioner was required to conduct the investigation and report publicly to Council, irrespective of outcome.

On December 10, 2025, the Integrity Commissioner issued a final report concluding that no contravention of section 5 of the Municipal Conflict of Interest Act had occurred. The report further acknowledged the investigation's extraordinary scope and resource demands. Two invoices were subsequently issued by ADR Chambers in connection with File IC-35563-0525:

- Invoice No. 9580A – \$4,093.43 (inclusive of HST)
- Invoice No. 9771 – \$18,421.83 (inclusive of HST)

Total statutory cost: \$22,515.26

These costs were not contemplated in the approved 2026 BIA budget. Initially, the BIA explored the option of separating the Integrity Commissioner cost into a distinct, clearly identifiable one-time levy. Following discussions with Town staff, the preferred administrative approach is to maintain a single consolidated BIA budget and implement a one-time budget amendment collected through the second installment of property taxation in 2026.

Analysis/Comments

Legislative and Governance Context

As a local board under the Municipal Act, the BIA is subject to the statutory accountability framework governing municipalities, including the Municipal Conflict of Interest Act. Once a complaint is formally accepted, participation in the investigation process is mandatory. The BIA does not have discretion to decline to be involved or to limit scope. The Integrity Commissioner's obligation to investigate and report publicly to Council is prescribed by statute and municipal protocol. While the final report determined that no contravention occurred, the process nevertheless required formal review of submissions, analysis of documentation, and issuance of a public report. The expense reflects compliance with legislated governance requirements rather than discretionary legal activity.

Structure of the BIA Levy

The BIA levy is not a flat fee applied equally across members. It is calculated proportionally based on property assessment within the designated boundary. The calculation operates as follows:

1. The total BIA levy requirement is established.
2. The total commercial and industrial assessment within the BIA boundary is determined.
3. A BIA tax rate is calculated: $\text{Total Levy Requirement} \div \text{Total Commercial \& Industrial Assessment} = \text{BIA Tax Rate}$
4. Each property's individual levy is calculated: $\text{Property Assessment} \times \text{BIA Tax Rate} = \text{Individual Levy}$

Accordingly:

- Higher-assessed properties contribute proportionally more;
- Lower-assessed properties contribute proportionally less;
- The proposed amendment would be equitably distributed across all commercial and industrial properties within the BIA boundary.

Financial Position and Reserve Implications

The BIA's current financial position reflects an active operating environment during construction disruption and planned reserve deployment. The Reserve has been strategically allocated to:

- Construction mitigation initiatives;
- Event commitments already executed;
- Beautification programs;
- Marketing and activation efforts intended to offset construction-related economic impacts.

These funds are not uncommitted surplus. Drawing further from reserves to absorb the Integrity Commissioner expense would accelerate reserve depletion beyond the Board's previously approved plan and may require mid-year program reductions. Such reductions would directly impact downtown businesses during an ongoing construction period.

Governance Risk and Precedent

Complaint-driven oversight processes are unpredictable and cannot be precisely forecast within annual operating budgets. If extraordinary statutory oversight costs must be absorbed within fixed program envelopes, governance mechanisms designed to uphold accountability may inadvertently impair service delivery. Establishing a one-time levy amendment to address this extraordinary statutory expense:

- Preserves core programming;
- Maintains financial stability;
- Protects reserve strategy during construction mitigation;
- Ensures equitable cost distribution; and
- Provides transparency within the legislated levy framework.

Financial Impact

Requested amendment: **\$22,515.26**

If approved, the 2026 final BIA levy rates will be calculated to incorporate the budget increase. Tax rates for properties within the Grimsby BIA area will be applied to the Final 2026 tax bill issued early July 2026. Final tax bills are calculated using the actual rates for 2026 less the interim levy (50% of the previous year's total levy). As such, any difference is divided between the two final installments due the first Friday of August and October each year. This year being:

- Friday August 7th, 2026
- Friday October 2, 2026

If approved:

- Existing programming and contractual commitments will proceed as approved;
- Stabilization reserves will remain aligned with previously approved drawdown plans.

If not approved:

- The BIA will be required to absorb the cost within its existing operating budget;
- Program reductions or accelerated reserve depletion would be required;
- Contractual and reputational risk may arise from altering previously approved commitments.

Conclusion

The Integrity Commissioner investigation (File IC-35563-0525) was a formal statutory process conducted pursuant to the Municipal Conflict of Interest Act. The investigation concluded that no contravention occurred. However, compliance with the legislated oversight framework generated invoices totalling \$22,515.26, which were not contemplated in the approved 2026 budget. Council approval is required to raise the additional funds necessary to address this extraordinary governance expense.

Approval of the one-time levy amendment will:

- Align with the Municipal Act framework;
- Ensure proportional and equitable cost distribution;
- Protect downtown programming during construction mitigation;
- Preserve the BIA's financial stability; and
- Maintain transparency and accountability within the legislated governance structure.



2001 Sheppard Avenue East, Suite 200
Toronto, Ontario
M2J 4Z8 Canada

t: 416.362.8555
800.856.5154
adr@adrchambers.com f: 416.362.8825
www.adrchambers.com 877.862.8825

July 15, 2025

SENT BY EMAIL TO:

Email: amanda@grimsbydowntown.com

Grimsby Downtown Improvement Area
Amanda MacDonald
160 Livingston Avenue
Grimsby, ON L3M 4G2

Dear Ms. MacDonald,

Re: ADR Chambers Office of the Integrity Commissioner

Please find attached our invoice for services rendered.

If you have any questions, please contact AnnaKay Mairs at (416) 362-8555, extension 324 or integrity@adr.ca.

Yours truly,
ADR CHAMBERS

Jonathan Teichman
Vice President of Finance
JT/akm
Enclosures



2001 Sheppard Avenue East, Suite 200
Toronto, Ontario
M2J 4Z8 Canada

t: 416.362.8555
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adr@adrchambers.com f: 416.362.8825
www.adrchambers.com 877.862.8825

IN ACCOUNT WITH:

Grimsby Downtown Improvement Area

Invoice No. 9580A

Re: ADR Chambers - Integrity Commissioner for Grimsby Downtown Improvement Area

File IC-35563-0525

Our fee in connection with a MCIA Complaint.

Michael L. Maynard - Integrity Commissioner

4.3 hours at \$350.00/hour

\$ 1,505.00

Benjamin Drory - Associate Investigator

7.7 hours at \$275.00/hour

\$ 2,117.50

Sub-Total: \$ 3,622.50

HST: \$ 470.93

Total: \$ 4,093.43

Total Balance Due: \$ 4,093.43

ADR CHAMBERS INC.
HST No. 105727580RT0001
E. & O.E.

Interest will be charged after 30 days
at a rate of one and a half percent
per month (18% per annum).



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Toronto, Ontario
M2J 4Z8 Canada

t: 416.362.8555
800.856.5154
adr@adrchambers.com f: 416.362.8825
www.adrchambers.com 877.862.8825

Payment Options

Please include the invoice number with your payment.

By E-Transfer: payment@adr.ca

By EFT: ADR Chambers Inc.
Account: 0620 5296794
Transit Number: 19922
Institution: 004

By Cheque: ADR Chambers Inc.
2001 Sheppard Avenue East, Suite 200
Toronto, ON M2J 4Z8

By Credit Card: Contact us at (416) 307-0022

<u>By Wire Transfer:</u>	ADR Chambers Inc Account: 0620 5296794 Transit Number: 19922 Institution: 004 Swift: TDOMCATTOR	Bank: TD Canada Trust 55 King Street West PO Box 1 Toronto, ON M5K 1A2 Canada
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Please add \$17.50 to cover wire transfer fees charged by the bank



2001 Sheppard Avenue East, Suite 200
Toronto, Ontario
M2J 4Z8 Canada

adr@adrchambers.com t: 416.362.8555
www.adrchambers.com f: 416.362.8825
800.856.5154
877.862.8825

January 9, 2026

SENT BY EMAIL TO:

[email: amanda@grimsbydowntown.com](mailto:amanda@grimsbydowntown.com)

Grimsby Downtown Improvement Area
Amanda MacDonald
160 Livingston Avenue
Grimsby, ON L3M 4G2

Dear Ms. MacDonald,

Re: ADR Chambers Office of the Integrity Commissioner

Please find attached our invoice for services rendered.

If you have any questions, please contact AnnaKay Mairs at (416) 362-8555, extension 324 or integrity@adr.ca.

Yours truly,
ADR CHAMBERS

Jonathan Teichman
Vice President of Finance
JT/akm
Enclosures



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adr@adrchambers.com f: 416.362.8825
www.adrchambers.com 877.862.8825

IN ACCOUNT WITH:

Grimsby Downtown Improvement Area

Invoice No. 9771

Re: ADR Chambers - Integrity Commissioner for Grimsby Downtown Improvement Area

File: IC-35563-0525

Our fee in connection with MCIA Complaints.

Michael L. Maynard - Integrity Commissioner

4.7 hours at \$350.00/hour \$ 1,645.00

Benjamin Drory - Associate Investigator

53.3 hours at \$275.00/hour \$14,657.50

Sub-Total: \$16,302.50

HST: \$ 2,119.33

Total: \$18,421.83

Total Balance Due: \$18,421.83

ADR CHAMBERS INC.
HST No. 105727580RT0001
E. & O.E.

Interest will be charged after 30 days
at a rate of one and a half percent
per month (18% per annum).



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Toronto, Ontario
M2J 4Z8 Canada

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800.856.5154
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By Cheque:
ADR Chambers Inc.
2001 Sheppard Avenue East, Suite 200
Toronto, ON M2J 4Z8

By Credit Card: Contact us at (416) 307-0022

By Wire Transfer:
ADR Chambers Inc.
Account: 0620 5296794
Transit Number: 19922
Institution: 004
Swift: TDOMCATTOR

Bank: TD Canada Trust
55 King Street West
PO Box 1
Toronto, ON M5K 1A2
Canada

Please add \$17.50 to cover wire transfer fees charged by the bank

Memo

To: Grimsby Downtown Business Improvement Area
From: Victoria Steele, Director of Legislative Services/Town Clerk
Date: March 11, 2026
Subject: Delegating at Grimsby Downtown BIA Board Meetings

Purpose

The purpose of this memorandum is to clarify the rules that apply to members of the public, including general members not on the Board, wishing to speak at Grimsby Downtown BIA board meetings.

Background

A delegation refers to any person or group who is not a member of the Grimsby Downtown BIA Board but wishes to speak in relation to a matter appearing on the agenda or which is within the jurisdiction and mandate of the Board.

As per Section 3.9(7) of Schedule A of Town of Grimsby By-law 24-31, a By-law to Adopt Procedures for Boards of Management for Business Improvement Areas (BIA), the board may hear delegations from members of the public at its discretion and may set limits for speaking time. The Board may limit the maximum number of delegations on matters not on the agenda. The Chair may end a delegation if there is disorder or a failure to observe decorum.

Recommendations:

It is recommended that the Board write and pass a procedure to accept delegations. For greater certainty, the procedure should be added into the BIA's Procedural By-law the next time it is revised.

The procedure should be similar to Council's Procedural By-law, which includes provisions such as:

1. Submit a completed delegation request form, which shall include any presentation material, to the Executive Director no later than twenty-four (24) hours prior to the start of the meeting for an agenda item, or at least seven (7) days before the meeting for a non-agenda item.

2. Not permitting delegations on: any matter which has been decided upon in the last six (6) months; litigation or potential litigation; matters outside the jurisdiction of the Grimsby Downtown BIA; previous meeting minutes; closed session items; Integrity Commissioner reports; or any previously delegated matter without new information.
3. Limiting delegations to five (5) minutes. Speaking time may be extended by an additional five (5) minutes, at the discretion of the Chair. Delegations shall speak only once during a meeting. After the question period, the delegate will not speak again.
4. Delegations must abide by the rules of procedure and public conduct. No delegate shall speak disrespectfully, use offensive language, engage in improper conduct, or speak on any subject other than their delegation. Any discourse between Members and the delegation will be limited to asking clarifying or fact-gathering questions without debate.

New Business

It is important to note that the “New Business” section of board meeting agendas serves as an opportunity for Board members to raise new matters and share announcements and comments. This section of the agenda is not intended to be used for questions or comments from the public.

Conclusion

Council and Board meeting protocols do not involve questions or comments from members of the public. To establish clear procedures, it is recommended the GDBIA write and pass a delegation policy to transparently advise members of the public how they can participate at Board meetings.

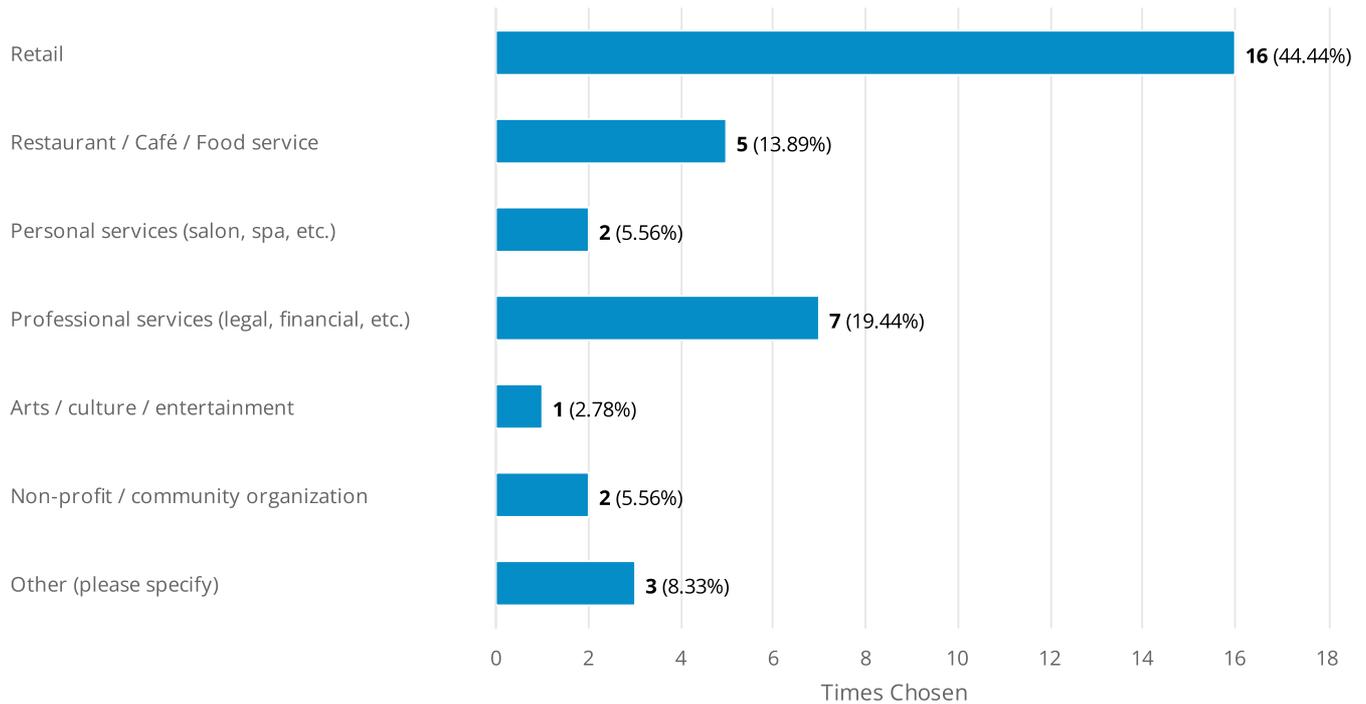


Victoria Steele
Director of Legislative Services/Town Clerk

Recycling Questionnaire

1. What type of business do you operate?

Number of responses: 36



"Other (please specify)" text answers:

Newspaper

Law Office

Royal Canadian Legion

2. What street is your business located on?

Number of responses: 35

Text answers:

11 main st east

Main Street West

Main streets west

Main st

Livingston

main st

Elm street

Ontario

Elizabeth st

Main Street West

80 Main Street

Main St west

Main Street

Main street

Main Street west

Main East

19 ELM STREET

Livingston Ave

Main

Ontario Street

Main Street

233 Elizabeth St

Main Street West

13 mountain and 19 elm

Main St

Mountain Street

Ontario Street

Main street

Main street

Christie

Ontario Street

Main Street E

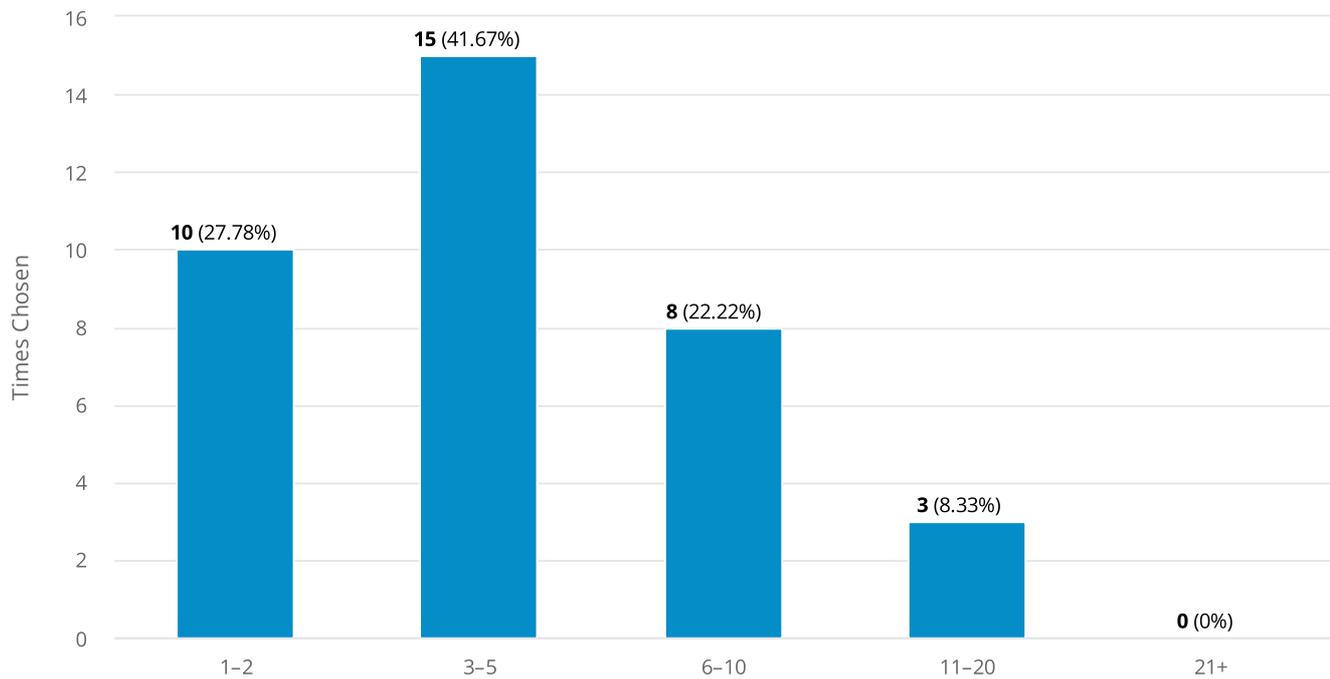
Main Street

Main

Main St

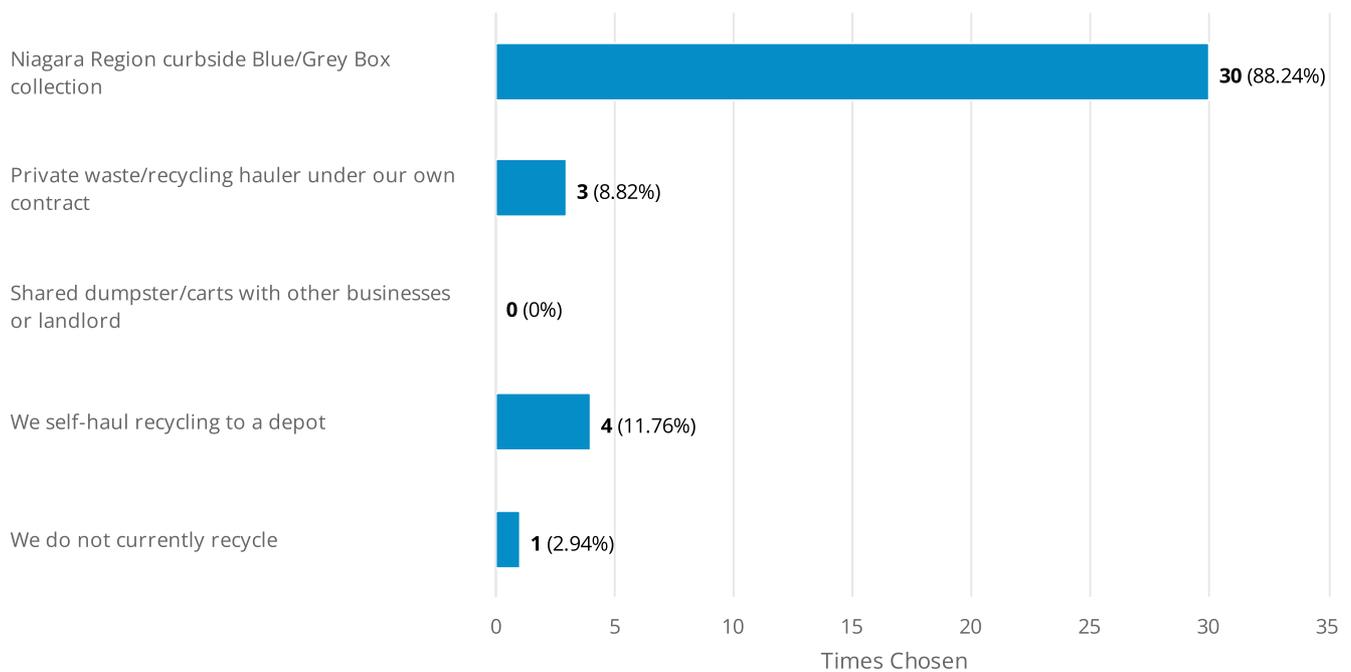
3. How many employees (including owners) work at this location?

Number of responses: 36



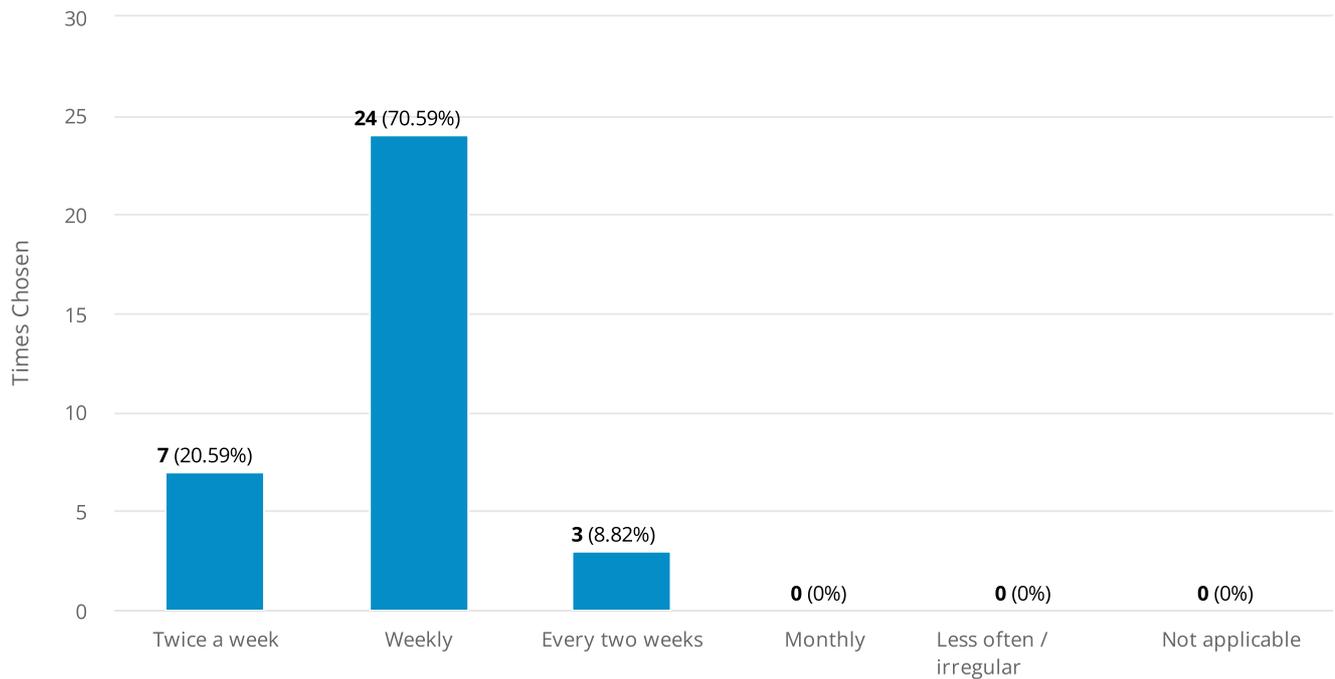
4. Which of the following recycling services do you currently use at this location? (Select all that apply.)

Number of responses: 34



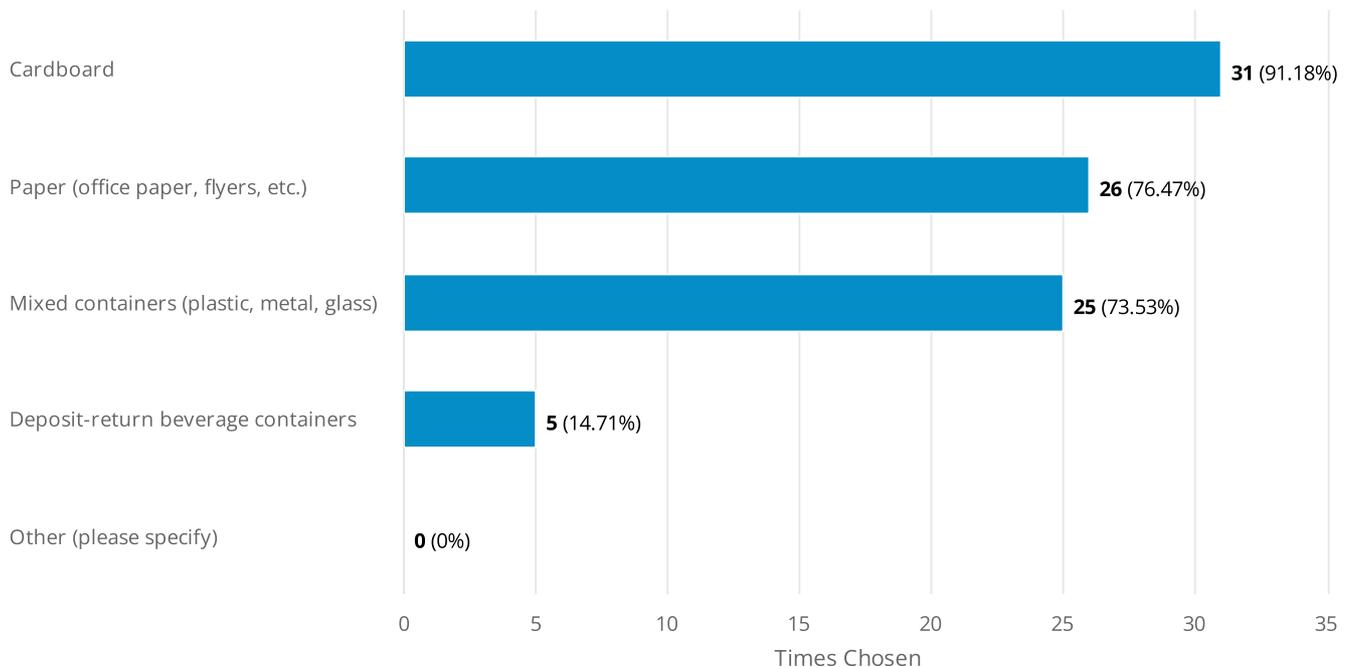
5. Roughly how often did you put out recycling for your business?

Number of responses: 34



6. What types of materials does your business regularly place in recycling?

Number of responses: 34



7. On a typical week, how many recycling containers are set-out?

Number of responses: 31

Text answers:

2

20

2

2

4

2

1

4

One

2

1

2

2

We generally have cardboard and use the biggest box and fill it with broken down boxes. This varies depending on time of year.

2

VARIES WEEK TO WEEK DEPENDING ON ORDERS/SHIPMENTS (2-6)

two

4 - 8

1

1-2

3

1 box containing cardboard

2

1-2 bags of mixed containers, 1-2 boxes of cardboard

1 cart

1

2

8

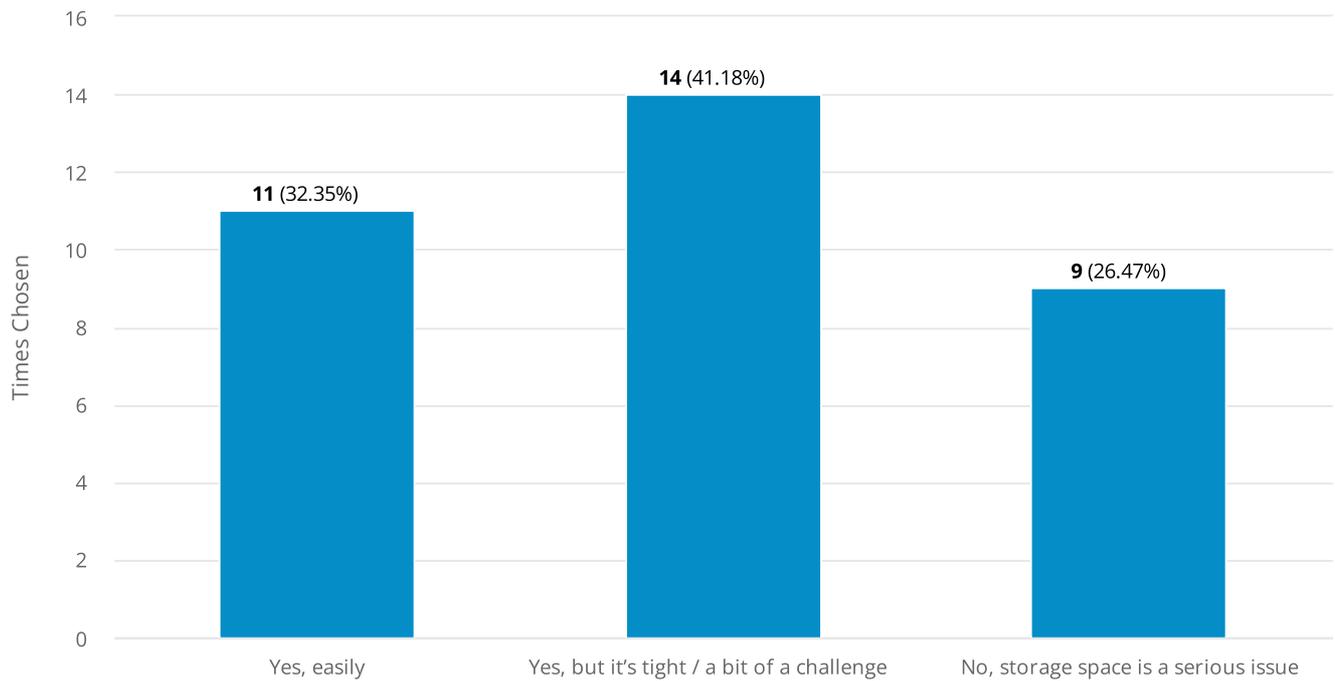
4

3-4

2-3 bags

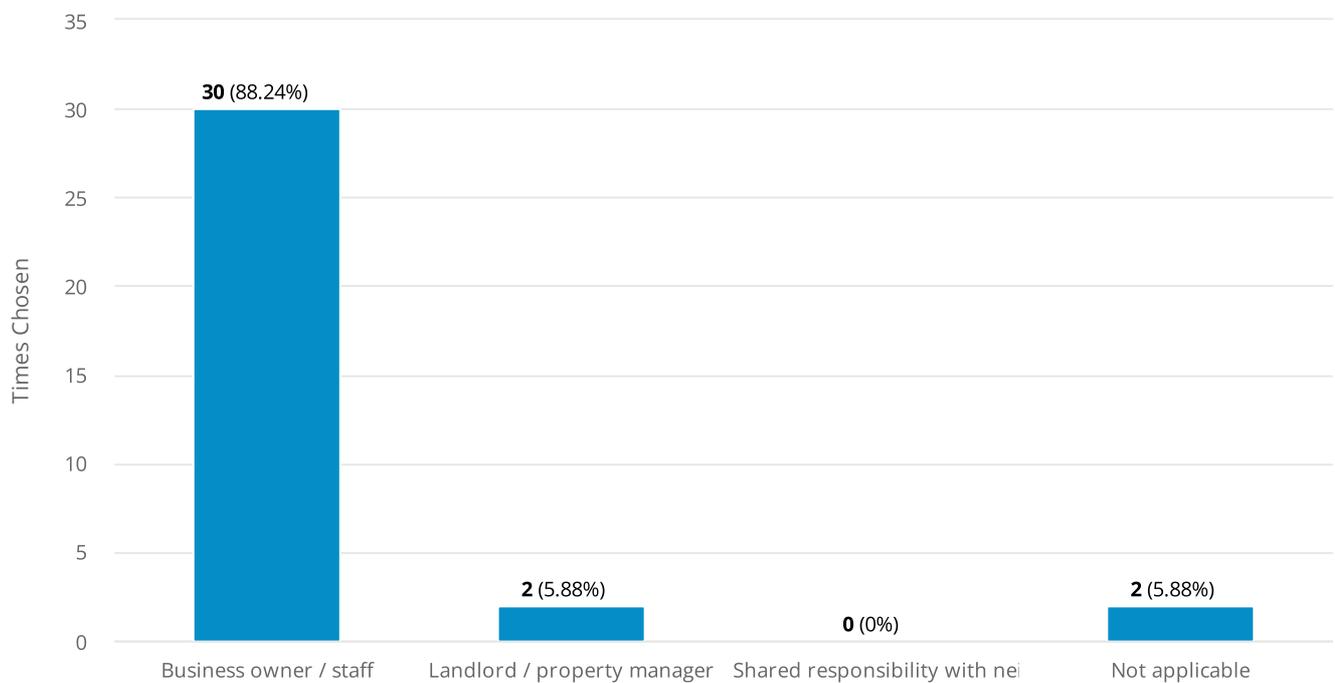
8. Do you have enough space on-site to store recycling between collections?

Number of responses: 34



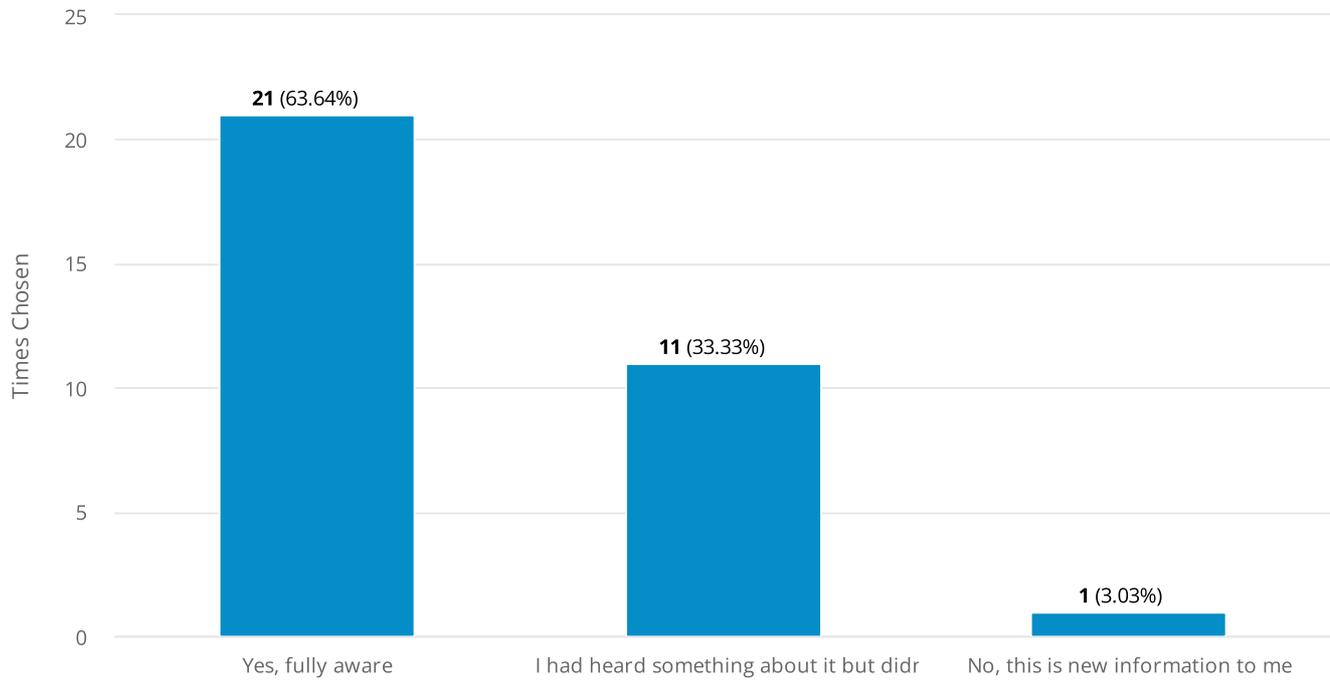
9. If you currently use Niagara Region's curb side recycling, who is responsible for rolling the containers out?

Number of responses: 34



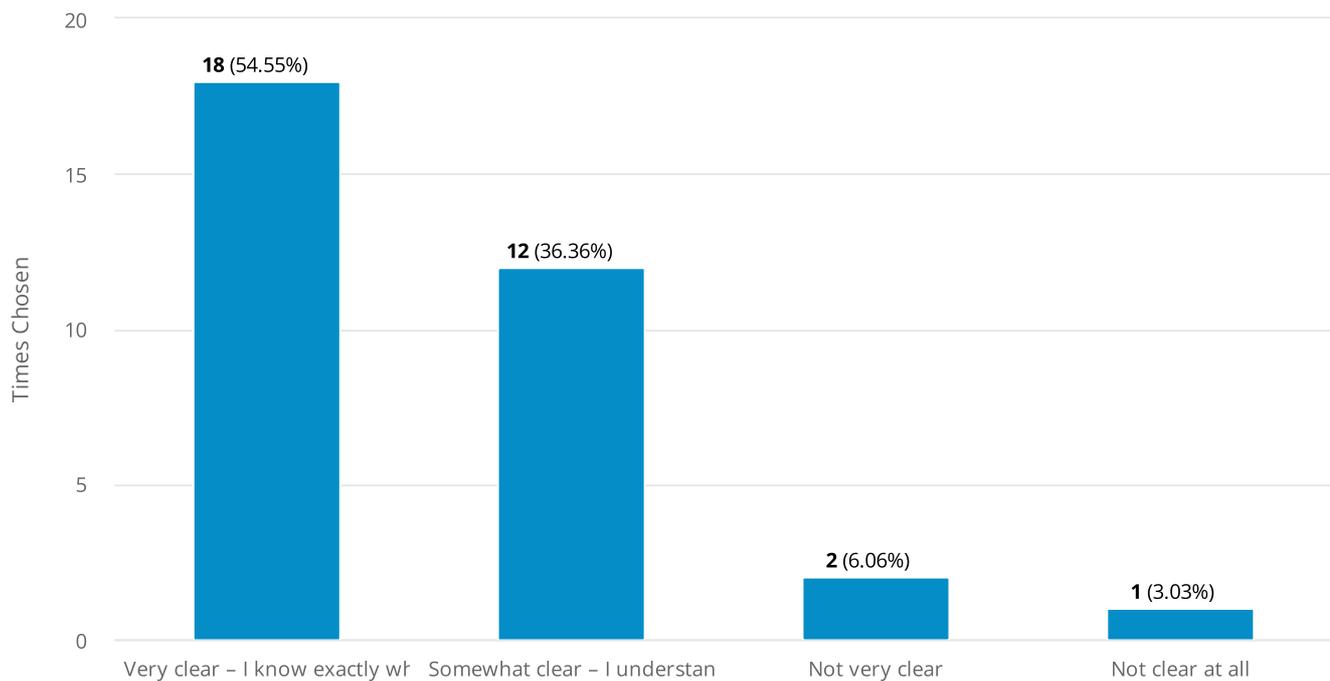
10. Before receiving this survey, were you aware that: starting January 1, 2026, Niagara Region ended curbside recycling collection for most small businesses (“non-eligible sources”), unless your municipality decides to pay for an enhanced service?

Number of responses: 33



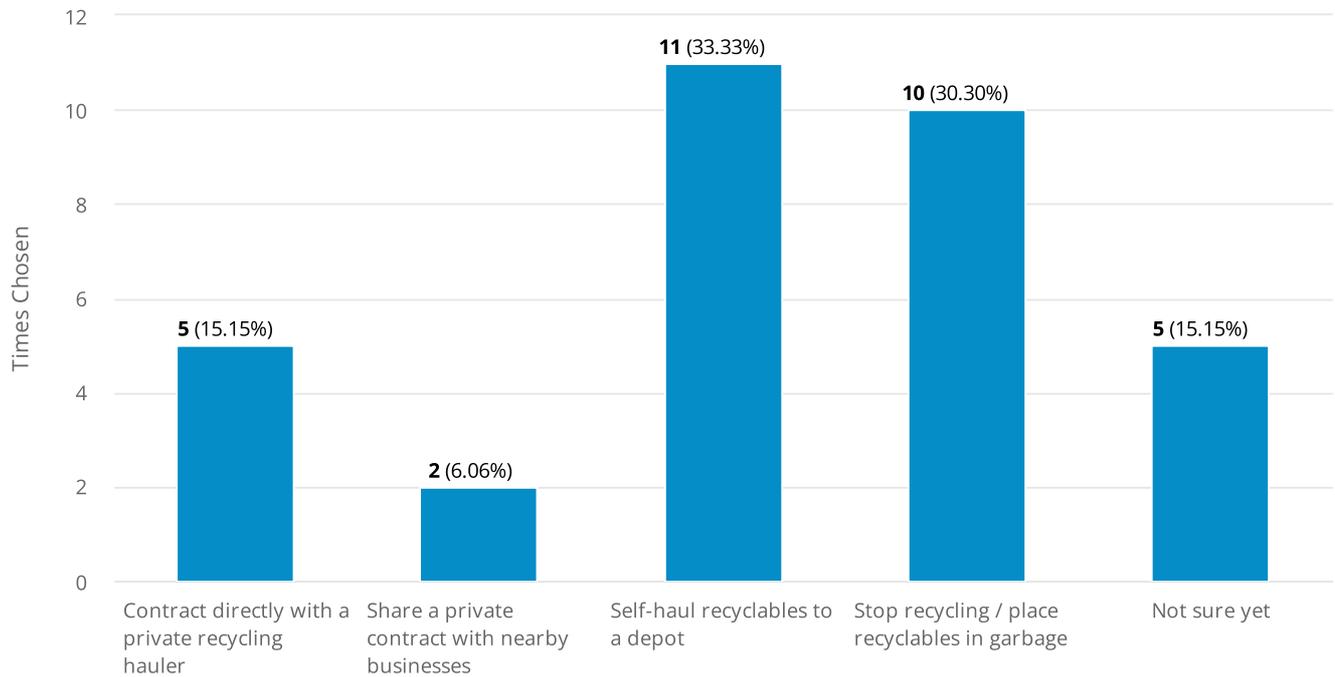
11. How clear are you about what this change could mean for your business?

Number of responses: 33



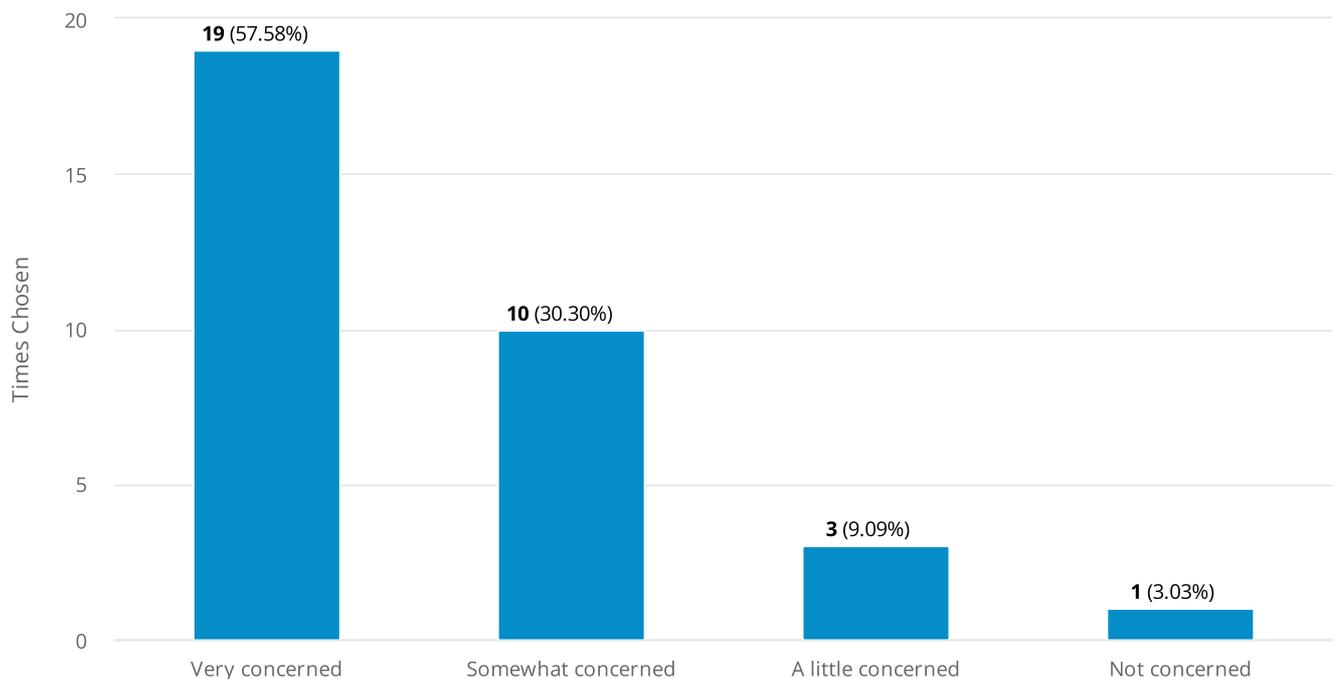
12. If Niagara Region stops providing curbside recycling for your business, what would you most likely do?

Number of responses: 33



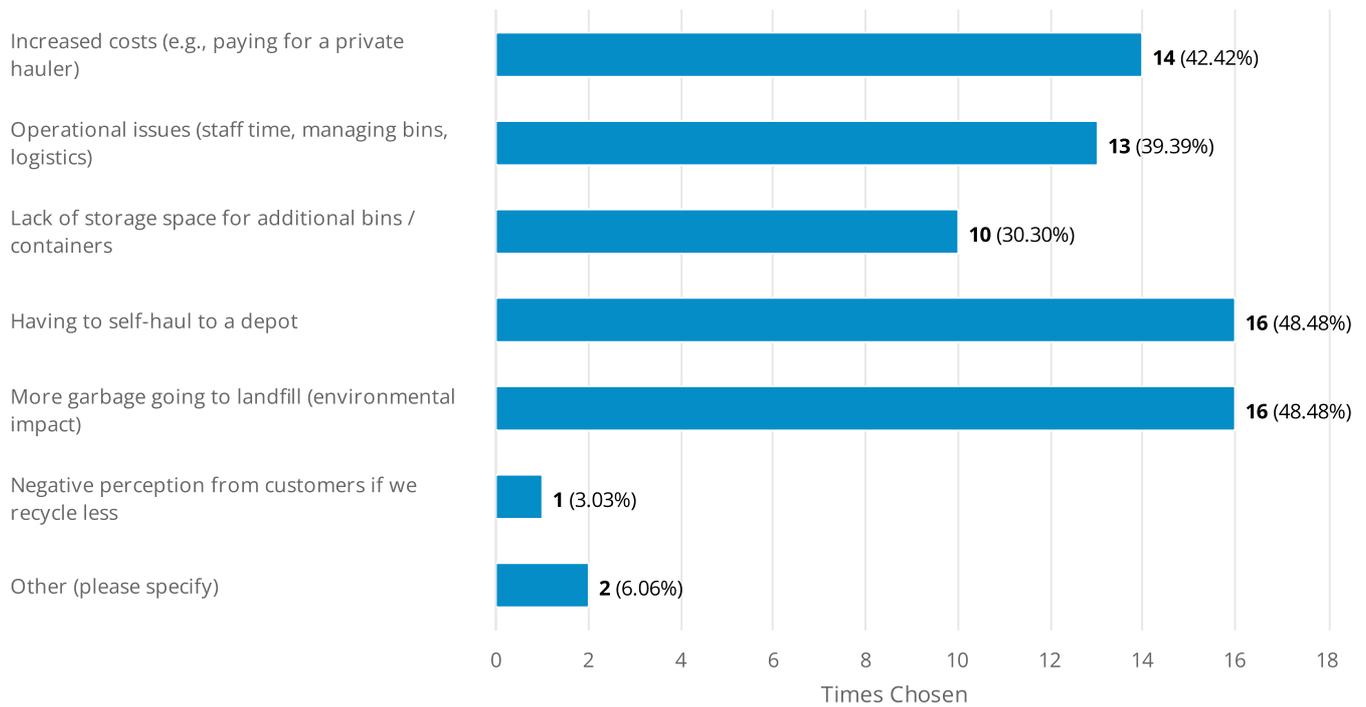
13. How concerned are you about the potential impacts of these recycling changes on your business?

Number of responses: 33



14. Which impacts worry you the most?

Number of responses: 33



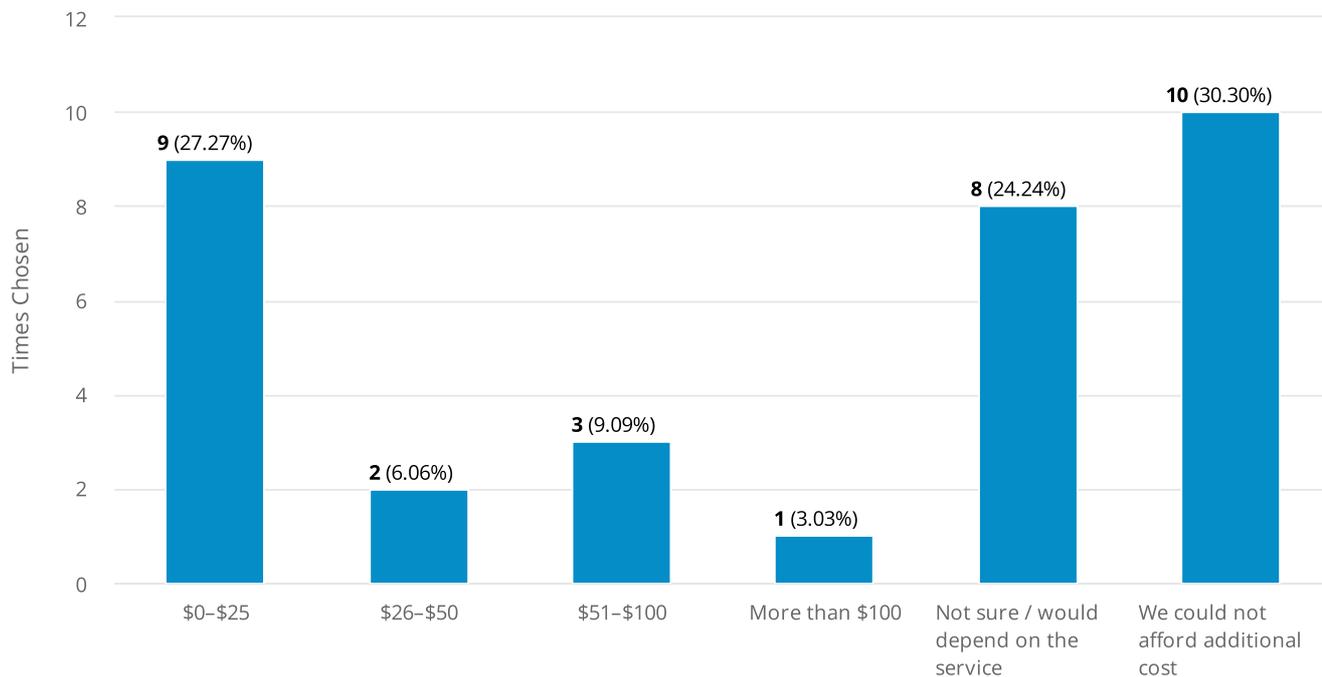
"Other (please specify)" text answers:

People will start using our cardboard bin

That we are seeing increased taxes yearly, yet more things being taken away.

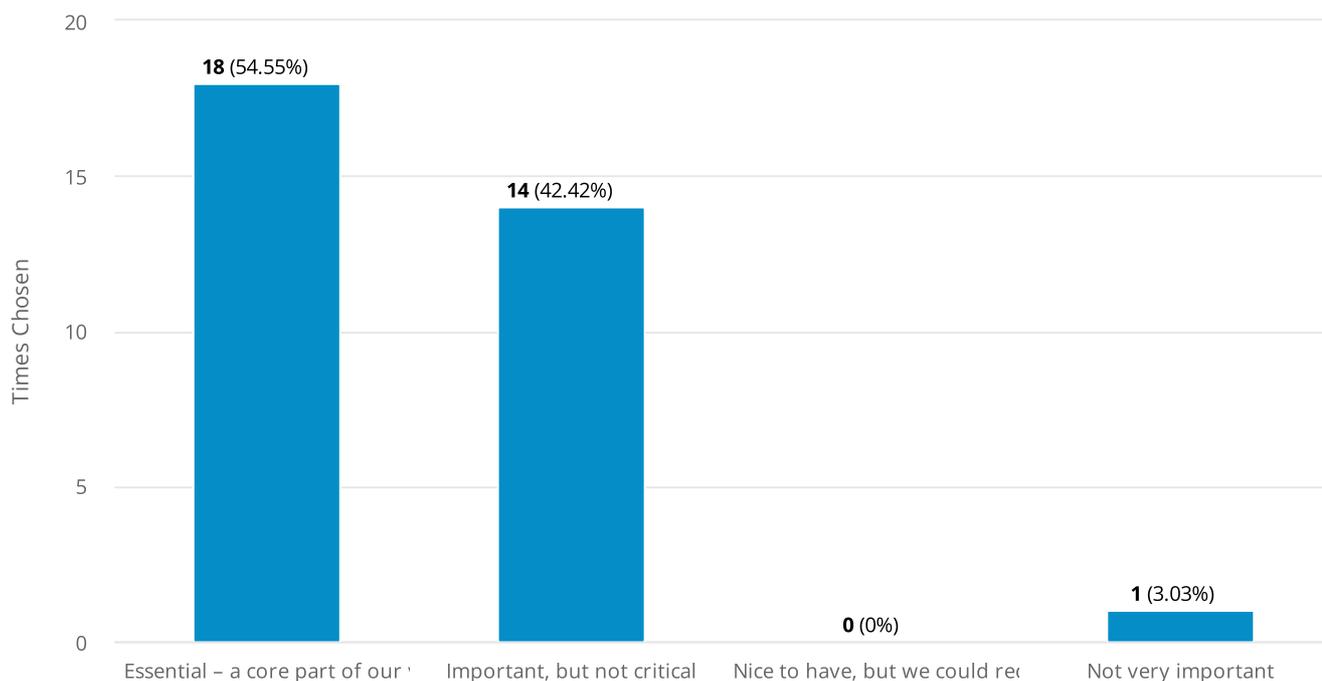
15. If you had to arrange private recycling collection on your own, what additional monthly cost would be manageable for your business?

Number of responses: 33



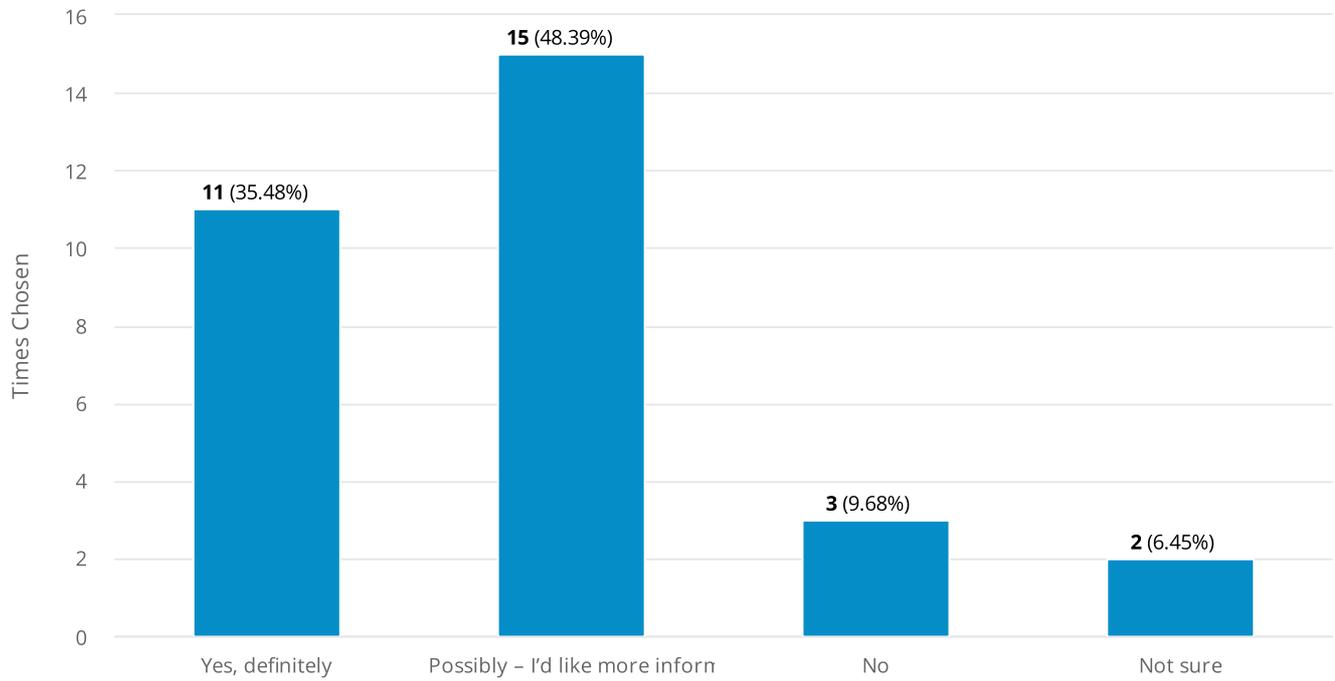
16. How important is it to your business to maintain or improve your current level of recycling?

Number of responses: 33



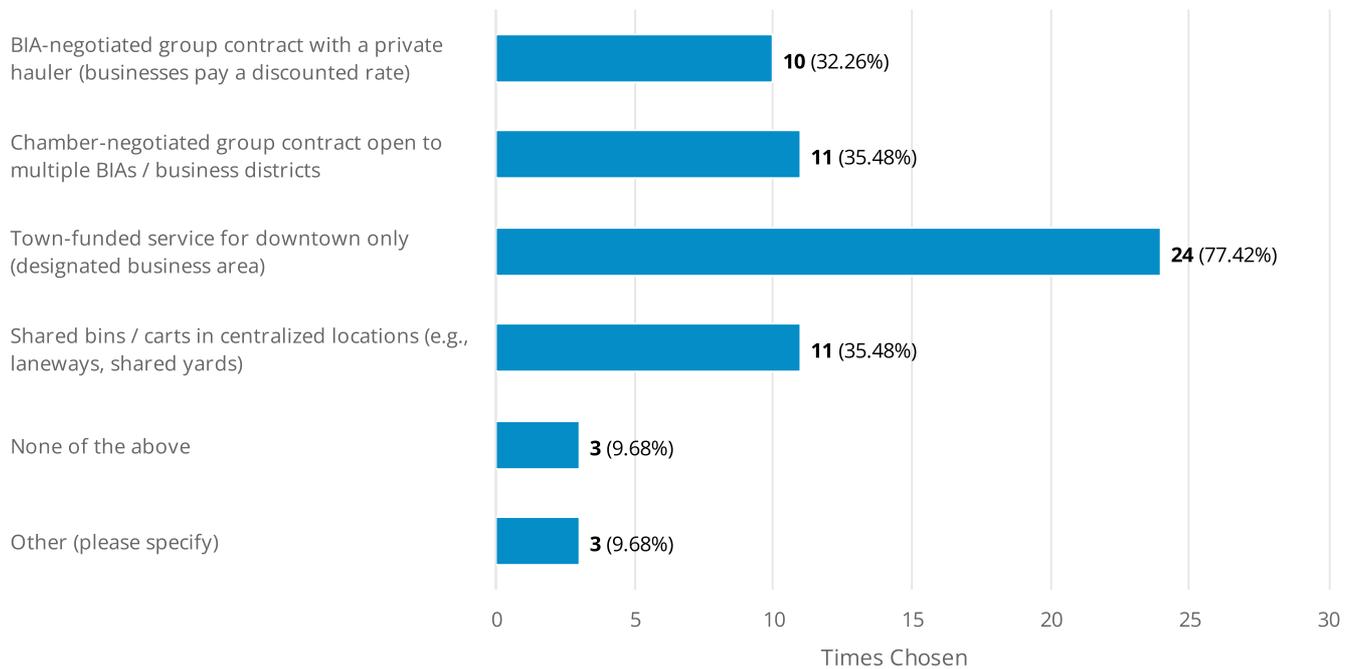
17. Would you be interested in exploring a collective recycling service organized through the BIA, Chamber, or Town (e.g., group contract with a hauler or municipally-funded DBA service)?

Number of responses: 31



18. Which types of collective arrangements would you consider?

Number of responses: 31



"Other (please specify)" text answers:

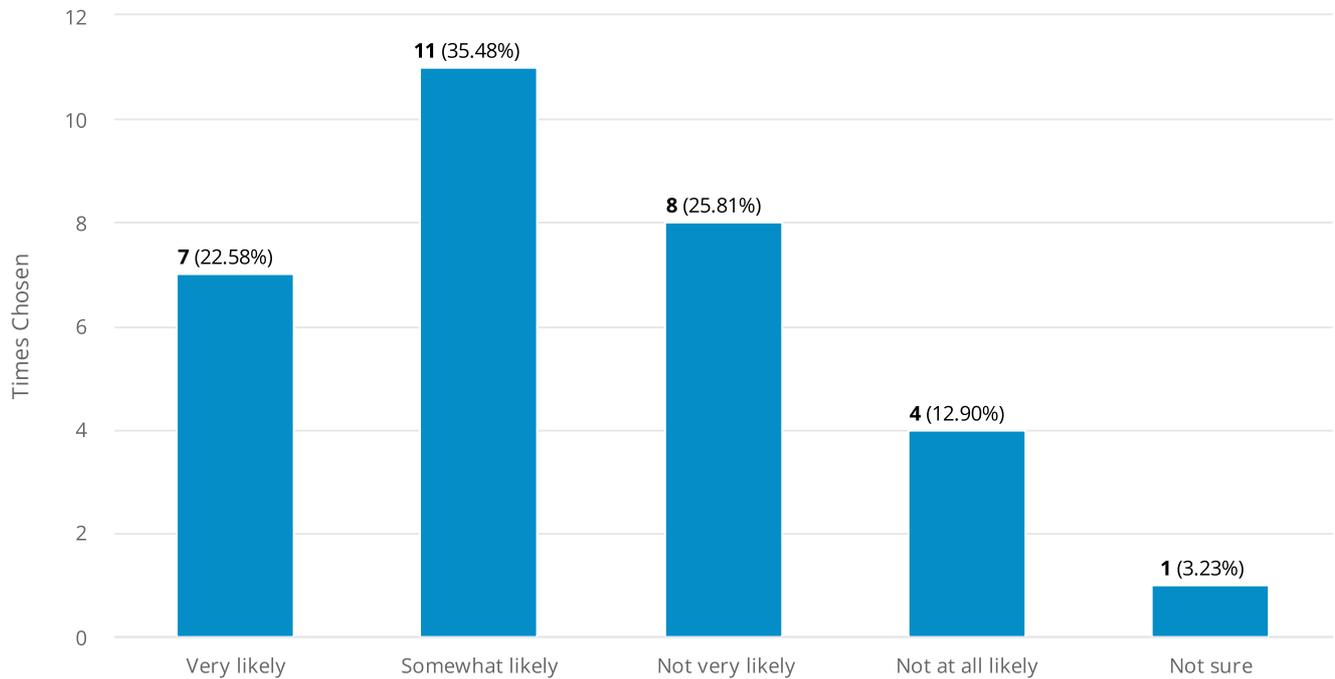
Is Livingston Ave considered "downtown"? It should be.

Not interested in paying an additional expense with paying for regular garbage with no discount for not collecting recycling, taxes are increasing, etc.

All businesses downtown, not just the designated business area as that does not cover all of the downtown core businesses.

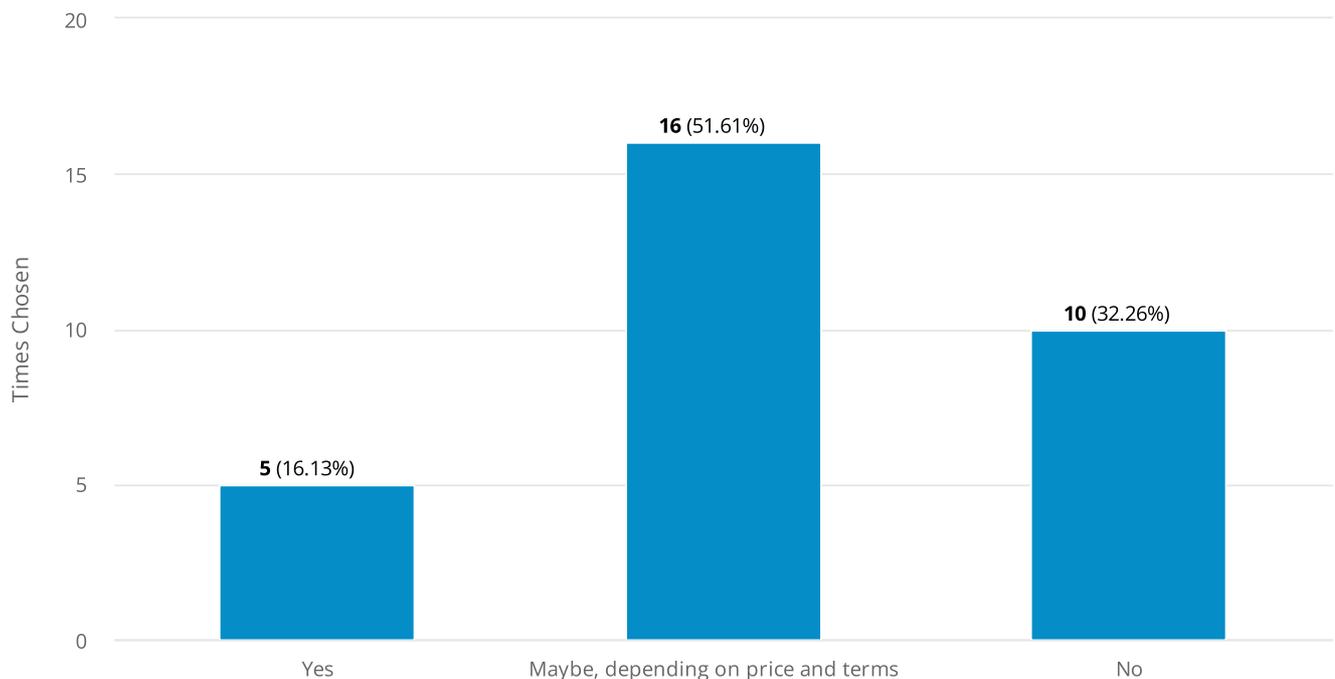
19. If a Town, BIA, or Chamber negotiated group contract offered reliable recycling service at a discounted rate, how likely is your business to participate?

Number of responses: 31



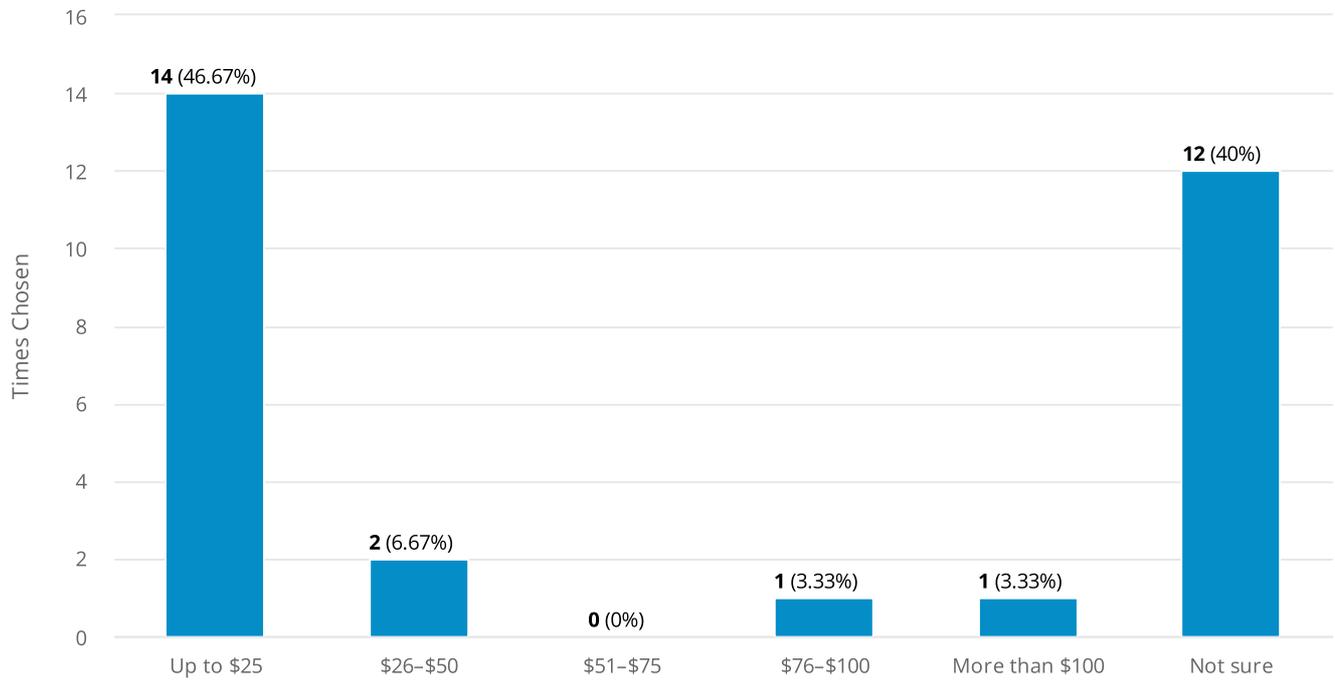
20. Would your business be willing to sign a 1-2 year commitment to a group recycling contract if it kept costs lower for everyone?

Number of responses: 31



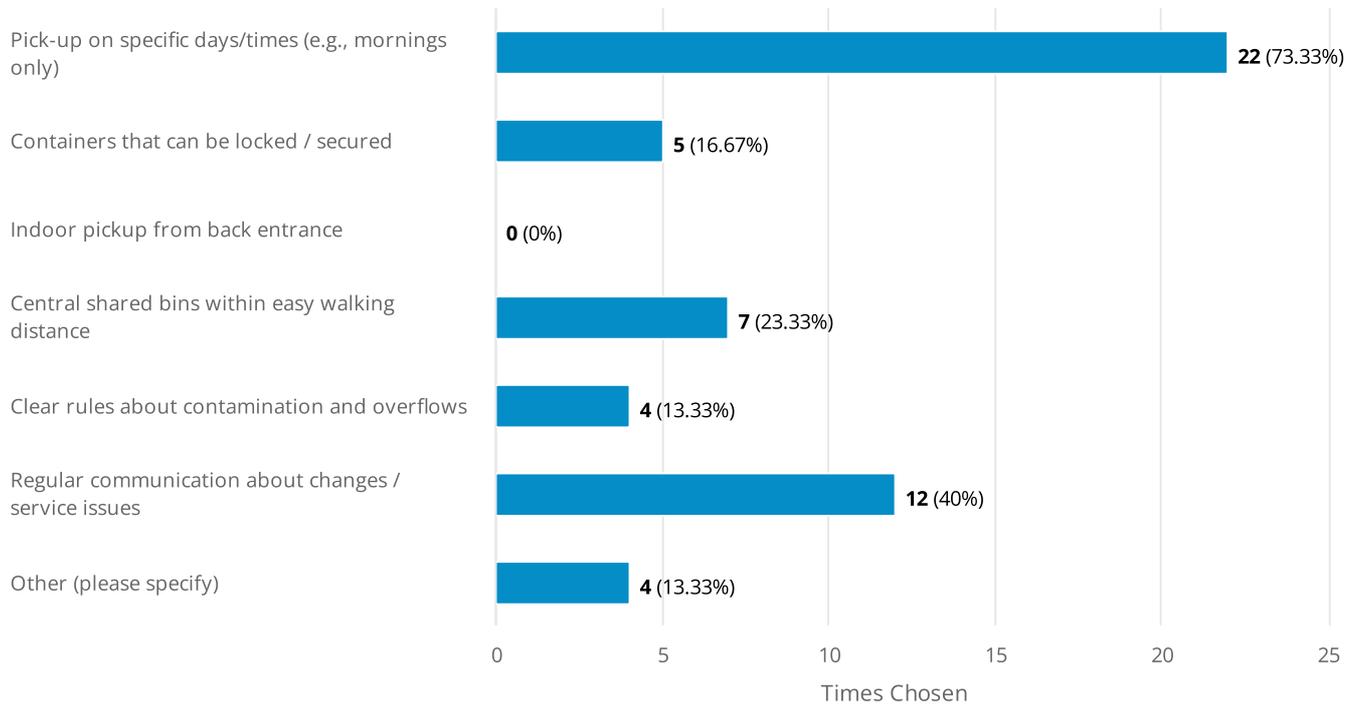
21. What is the most your business would realistically pay per month for a shared/group recycling service that meets your needs?

Number of responses: 30



22. Are there any specific requirements that a shared recycling service would need to meet for you to participate?

Number of responses: 30



"Other (please specify)" text answers:

I am not interested in paying addition fees for recycling service. I would not participate. Bring it up to dump myself.

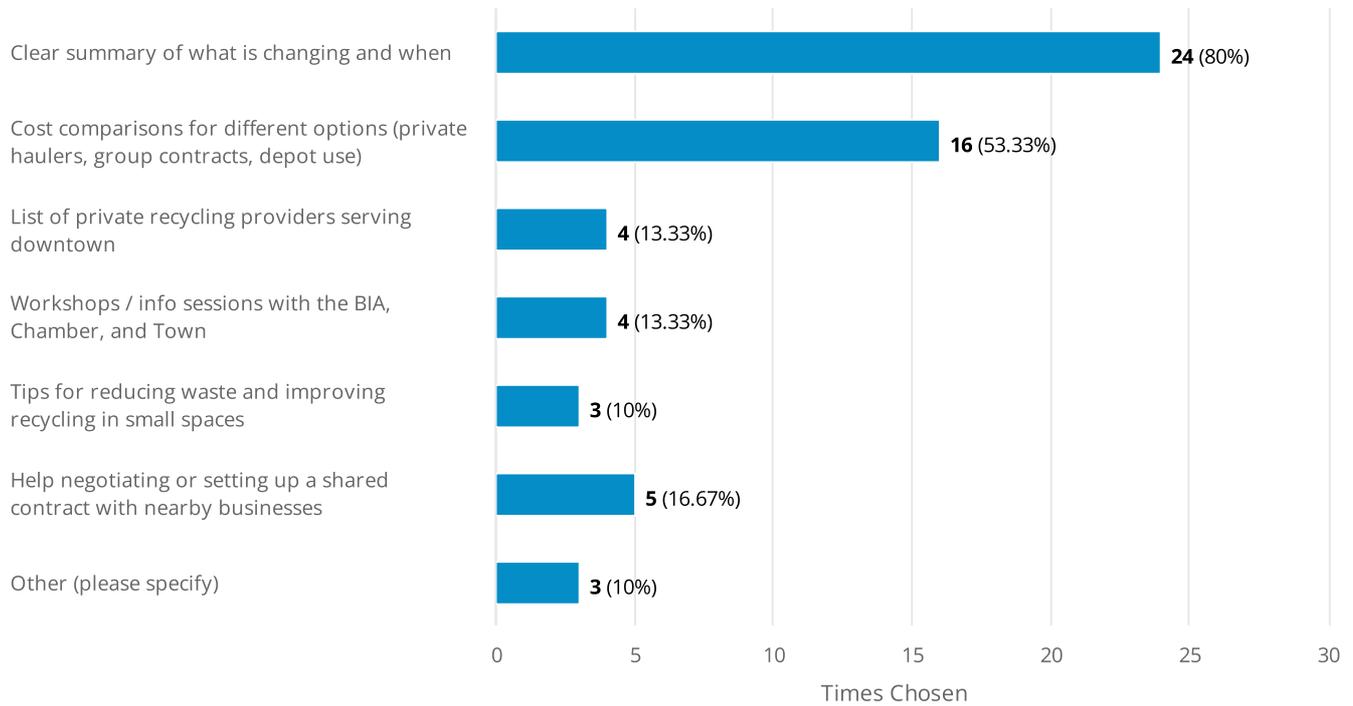
Trucks can pull up to bins in parking lot

We will just redirect to landfill

Wouldn't participate in a paid program.

23. What kind of information or support would help your business prepare for these changes?

Number of responses: 30



"Other (please specify)" text answers:

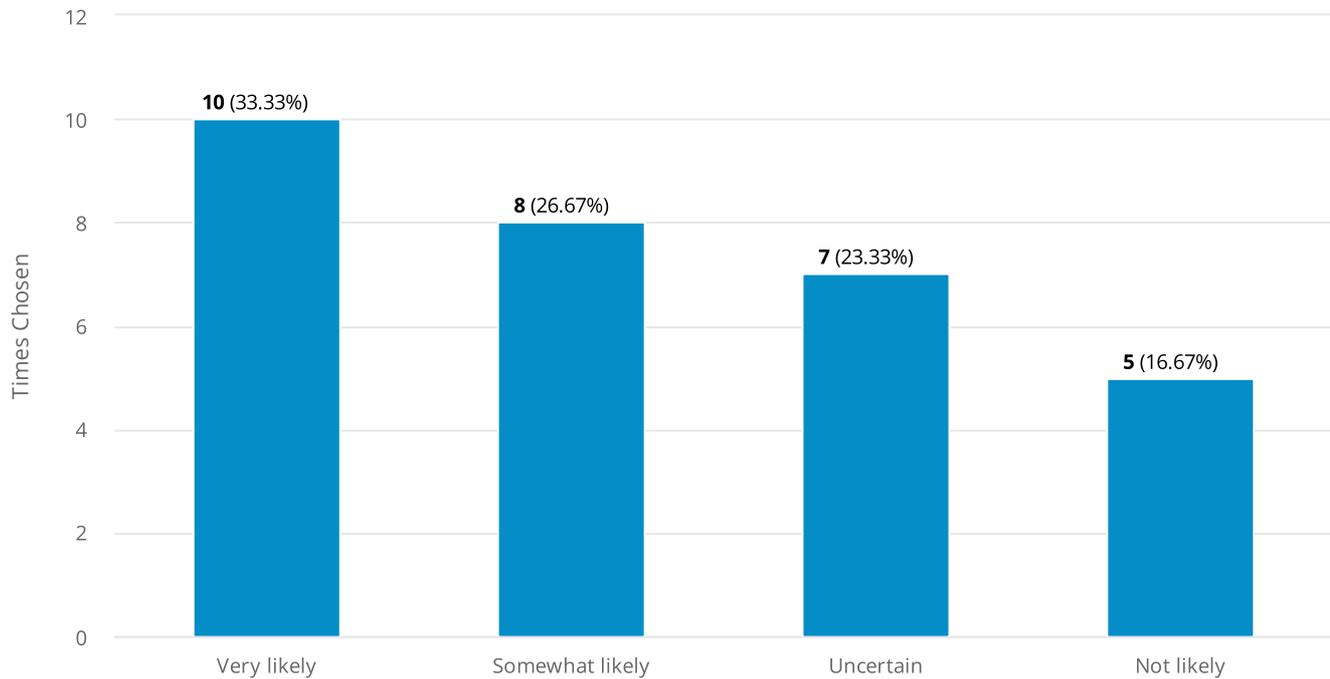
We have already signed a contract with a private hauler.

Why is this happening in the first place?

Nothing

24. If we organize an information session with the BIA, Chamber, and Town about recycling changes and options, how likely are you to attend?

Number of responses: 30



25. Is there anything else you'd like us to know about how these recycling changes might affect your business or ideas you have for solutions?

Number of responses: 6

Text answers:

We all know what is going to happen. I find it hilarious that you are pretending to try to find solutions. Everyone will just stop recycling. congratulations!

This is a little late after we already had to find a private hauler. To bad business on mountain street still have there recycling picked up. We are non profit and once again we have been told to hand out more money to have our recyclable's taken away.

Education on how to minimize waste would be helpful

Why are you including small business that recycle but have less that a bag every two weeks. You have put us with business that produce large stacks of carboard per day with 20-50+ employees. A large percentage of business are in a house setting or have tenants upstairs which allows for pick up. These fees should be on a scale of how much volume a business produces in recycling. My business produces about 1/4 of what I recycle in my home.

Not yet

We are non profit and donate to our community now we have to budget money to pay for recycling to be picked up. This will effect what we can donate to our community

Please enter your contact details:

Number of responses: 15

First and last name	Street address	Postal code and city	Phone number	Email address
Catherine Bratton	45 Main street West	L3M 1R3	2894420352	catherine@wn3.ca
Sunnie Hu	76 main st w	Grimsby	9059450872	Shu@rmwfarms.ca
Kin	33 elm street	L3m 3g5	289 686 2715	Shanekin80@gmail.com
Debbie Bulloch	233 Elizabeth st	Grimsby	9055157396	Debbulloch@gmail.com
Davinder Thukral	-	Grimsby	2892358855	EuroSenses.DaySpa@gmail.com
Matt	Main Street	-	-	-
James Remers	19 ELM STREET	l3m1h4	289-235-8299	SIMPLYMOTOCANADA@GMAIL.COM
Daniel Vandersteen	52 Main St W	l3m1r4, Grimsby	905-945-3688	Daniel@DutchShop.ca
Grimsby Legion	233 Elizabeth	Grimsby	9055157396	Grimsbylegionmaintenance@gmail.com
Christine K	31 Main Street West	Grimsby L3M 1R3	9053095555	Christine@mrsgreenway.ca
David Kosacky	50 Main St W	L3M1R4	9059454456	dkosacky@xtremecollectables.com
Nicole Pajak	6 Ontario street	Grimsby	9056411097	Nicole@happies.ca
Nuran Acikel	7 Main Street east	L3M1M7	2899295241	nurishkitchen@gmail.com
Lisa sproston	35 main street west	L3M 1R3	-	-
John Wolfe	35 Main Street East	Grimsby L3M 1M7	905-945-9231	brandy@johnwolfelawyer.com