



Grimsby Downtown Business Improvement Area (BIA)
Meeting Date: April 8, 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 – March 11, 2026 (**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, including status, outstanding items, and overall progress.
- 10. Events**
 - a. Easter Event Debrief – Summary of the Easter event held last Saturday, including attendance, activations, overall success, and key learnings for future programming.
 - b. StoryWalk Update - Update on the construction-themed StoryWalk, including decision to shift timing to July–September 2026 to better align with construction timelines and maximize participation.
 - c. Music on the Forty - Overview of the June 2026 music series, including event format, logistics, and upcoming marketing launch scheduled for May.

- d. Comedy Nights - Introduction to the July 2026 comedy series, including concept, scheduling, and planned promotion rollout in June.
- e. Meet the Machines Update - Status update on planning for the family-focused construction event, including logistics, partnerships, and next steps.
- f. The Happening - Review of event details, planning progress, and key considerations for the upcoming event.

11. Beautification, Revitalization and Maintenance

- a. Canada Flags Update - Update on seasonal flag installation for the May long weekend and rollout of new flag sponsorship opportunities in May.
- b. Planters Removal Update - Update on seasonal transition, including removal of winter planters and preparation for spring/summer beautification.

12. Marketing

- a. Construction Passport - Update on program timeline shift to mid-July through Fall 2026, including alignment with construction mitigation strategy.
- b. Website Launch - Overview of the newly launched BIA website, including key features, improvements, and next steps.
- c. Social Media Pages - Update on growth and engagement following the launch of new social media pages, including early performance metrics and strategy moving forward.

13. Construction Task Force Update

- a. Construction Update - Update on tender status, timelines, and key developments related to the downtown construction project.

14. Communications

- a. Delegation Intake Update - Update on the development and launch of a new webpage outlining the process and requirements for submitting a delegation to the BIA Board, improving transparency and accessibility for members.

15. Old Business

16. New Business

17. Next Meeting

The next meeting of the Grimsby Downtown BIA is scheduled for Wednesday,
May 13, 2026, at 9 a.m.

18. Adjournment



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

Meeting Minutes

Board Members: Member S. Duong, Chair
Member M. Wood, Vice Chair
Mayor J. Jordan (arrived at 9:06 a.m.)
Councillor D. Davoli
Member D. Vandersteen
Member C. Kempf
Member B. Burns (arrived at 9:06 a.m.)
Member C. Mindorff
Member L. Sproston

Others: N. Nickel, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 9:02 a.m.

2. Approval of the Agenda

BIA-26-021

Moved by: Member D. Vandersteen

Seconded by: Member L. Sproston

Resolved that the agenda for the March 11, 2026, Grimsby Downtown BIA board meeting be approved.

CARRIED

3. Declarations of Pecuniary and Non-Pecuniary Interests

Chair Duong declared a conflict of interest with item 10d, as he is the Chair of the Happening in Grimsby Board.

Mayor J. Jordan declared a conflict of interest with item 11a and item 16, as he is the owner of a flower shop.

4. Business Arising from Previous Minutes

There was no business arising from the previous meeting minutes.

5. Approval of the Minutes

BIA-26-022

Moved by: Member M. Wood

Seconded by: Member L. Sproston

Resolved that the minutes of the February 11, 2026, 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:

- Recently had their Annual General Meeting, new Board has been established;
- Large event schedule over the coming months; and,
- Work continues with the Town of Grimsby and the Grimsby Downtown BIA on the Downtown Construction Task Force.

8. Chair's Report

There was no Chair's Report.

9. Financial Update

- a. General Financial Update

Member Vandersteen provided a brief overview of the documents related to the general financial update and clarified that previously identified reporting issues will be corrected in future reports.

BIA-26-023

Moved by: Member M. Wood

Seconded by: Member C. Mindorff

Resolved that the general financial update be received for information.

CARRIED

b. 2025 Audit

Member Vandersteen explained that the audit is ongoing and that the Grimsby Downtown BIA is in consistent contact with the auditors.

BIA-26-024

Moved by: Member M. Wood

Seconded by: Member B. Burns

Resolved that the 2025 Audit update be received for information.

CARRIED

c. Levy Amendment

Member Vandersteen explained that the Board is proposing a temporary \$22,515 levy amendment to be sent to Council for approval to cover the cost of Integrity Commissioner invoices without reallocating money previously allocated for other purposes. This amount would be raised via a proportional levy increase for all Grimsby Downtown BIA members.

BIA-26-025

Moved by: Member M. Wood

Seconded by: Mayor J. Jordan

Resolved that the that the memo titled Levy Amendment 2026, dated March 11, 2026, be received; and

1. 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;
2. 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
3. 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.

CARRIED

10. Events

a. StoryWalk Update

Member Kempf announced the invitation to sign up has been circulated to BIA members and the event will begin in May.

BIA-26-026

Moved by: Mayor J. Jordan

Seconded by: Member D. Vandersteen

Resolved that the StoryWalk Update be received for information.

CARRIED

b. Passport Program Update

Member Vandersteen provided the following update regarding the Passport Program:

- The event will be running from May to July;
- A minimum purchase amount has been added before a sticker will be provided on a passport;
- The event is themed to the downtown construction project;
- It is being done in collaboration with the Town of Grimsby and the Grimsby and District Chamber of Commerce; and,

- Efforts are being made to increase convenience for businesses who wish to participate.

BIA-26-027

Moved by: Member C. Kempf

Seconded by: Member D. Vandersteen

Resolved that the Passport Program Update be received for information.

CARRIED

c. Meet the Machines

Member Vandersteen provided the following update regarding the Meet the Machines event:

- It is a new event, meant to celebrate the start of the downtown construction project;
- It will give an opportunity for kids in the community to see the construction machines up close; and,
- Will also include a groundbreaking ceremony.

BIA-26-028

Moved by: Member D. Vandersteen

Seconded by: Member L. Sproston

Resolved that the Meet the Machines Update be received for information.

CARRIED

d. The Happening

Chair Duong recused himself from discussion and voting on this item, due to his declared conflict of interest.

Member M. Wood provided a brief update regarding the Happening Festival:

- Due to the changes in the timeline of the downtown construction project, the Happening Festival will be held downtown this year; and,

- The BIA Board should maintain their budgeted sponsorship for the Happening Festival of \$20,000, conditional on the Happening being able to provide a satisfactory sponsorship agreement.

BIA-26-029

Moved by: Member M. Wood

Seconded by: Member D. Vandersteen

Resolved that the update regarding the Happening in Grimsby be received; and,

1. That the Executive Director be directed to request and review a sponsorship agreement from the board of directors of the Happening in Grimsby; and,
2. That the Executive Director be directed to issue the \$20,000 sponsorship previously approved in the 2026 Grimsby Downtown BIA budget, conditional on receipt, review and approval of the sponsorship agreement by the Executive Director.
- 3.

CARRIED

e. Comedy Night and Music on the Forty

Member Wood briefly explained that planning for the Comedy Night and Music on the Forty events taking place this summer is progressing well.

BIA-26-030

Moved by: Member M. Wood

Seconded by: Member C. Kempf

Resolved that the updated regarding Comedy Night and Music on the Forty be received for information.

CARRIED

11. Beautification, Revitalization and Maintenance

a. Planters Update

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

Member Vandersteen announced winter flowers will be removed shortly with seasonal flowers planted in May.

BIA-26-031

Moved by: Member M. Wood

Seconded by: Member B. Burns

Resolved that the Planters Update be received for information.

CARRIED

12. Marketing

There was no marketing update.

13. Construction Task Force Update

There was no Construction Task Force Update.

14. Communications

- a. Memo - Delegating at Grimsby Downtown BIA Board Meetings

BIA-26-032

Moved by: Member C. Mindorff

Seconded by: Member M. Wood

Resolved that the memorandum from the Town of Grimsby regarding Delegating at Grimsby Downtown BIA Board Meetings be received for information.

CARRIED

BIA-26-033

Moved by: Member D. Vandersteen

Seconded by: Member M. Wood

Resolved that the Executive Director be directed to draft a delegations procedure for consideration at the next meeting of the Board.

CARRIED

15. Old Business

Member Vandersteen briefly explained the recycling survey results and suggested research on the procurement of recycling services.

BIA-26-034

Moved by: Member D. Vandersteen

Seconded by: Member M. Wood

Resolved that the recycling survey results be received; and

1. That the Executive Director be directed to investigate potential procurement options for recycling services for Grimsby Downtown BIA members, to be presented at a future meeting of the Board.

CARRIED

16. New Business

Kevin Luttjehuizen, Harmony Jewellers

Re: Responsibility for flowers in planters installed by the Town in front of his store.

Mayor J. Jordan abstained from discussion and voting on this new business item due to it being related to item 11a, for which he declared a conflict of interest.

BIA-26-035

Moved by: Member B. Burns

Seconded by: Member M. Wood

Resolved that the planters in front of Harmony Jewellers be included in the Grimsby Downtown BIA's request for quote for planter flowers.

CARRIED

17. Next Meeting

The Chair stated that 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

BIA-26-036

Moved by: Member B. Burns

Seconded by: Member M. Wood

Resolved that the March 11, 2026, meeting of the Grimsby Downtown BIA board proceed into closed session, 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.

CARRIED

19. Back to Open Session

BIA-26-037

Moved by: Member M. Wood

Seconded by: Member C. Kempf

Resolved that the Executive Director be authorized to sign the agreement with the provincial government of Ontario to receive the New Horizons Grant.

CARRIED

20. Adjournment

The meeting was adjourned at 10:25 a.m.

Balance Sheet

Grimsby Downtown Improvement Area

As of February 28, 2026

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	\$48,975.02
Total for Cash and Cash Equivalent	\$48,975.02
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	-\$2,020.96
Total for Accounts Receivable (A/R)	-\$2,020.96
Due To/From General Fund	\$13,755.66
GIC Contribution	\$5,000.00
Prepaid expenses	\$1,903.37
Total for Current Assets	\$67,613.09
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	\$69,529.64
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	\$17,292.95
Total for Accounts Payable (A/P)	\$17,292.95
Credit Cards	
BMO Commercial Mastercard	\$6,550.90
Total for Credit Cards	\$6,550.90
GST/HST Suspense	-\$9,061.97
HST Collected/Payable	-\$2,532.49
Payroll Liabilities	-\$289.09
Federal Taxes	-\$1,168.47
Ontario WSIB	-\$154.43
Total for Payroll Liabilities	-\$1,611.99
Total for Current Liabilities	\$10,637.40
Total for Liabilities	\$10,637.40
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	-\$60,204.30
Net Income	-\$24,396.41
Total for Equity	\$58,892.24
Total for Liabilities and Equity	\$69,529.64

Profit and Loss

Grimsby Downtown Improvement Area

January 1-February 28, 2026

	TOTAL
Income	
Grants	\$4,350.00
Total for Income	\$4,350.00
Gross Profit	\$4,350.00
Expenses	
Advertising	\$84.93
Print & Digital Advertising	\$1,900.00
Total for Advertising	\$1,984.93
Bank charges	\$40.96
Office expenses	
Memberships & Subscriptions	\$100.00
Software	\$217.57
Total for Office expenses	\$317.57
Other general and administrative expenses	
Meeting Expenses	\$118.13
Total for Other general and administrative expenses	\$118.13
Payroll Expenses	
Expense CPP Employer Portion	\$1,260.64
Expense EI Employer Portion	\$539.82
Ontario WSIB	\$574.02
Payworks Service Fees	\$160.14
Wages	\$23,655.20
Total for Payroll Expenses	\$26,189.82
Total for Expenses	\$28,651.41
Other Expenses	
BIA Special Events	
Downtown Event Expansion	\$95.00
Total for BIA Special Events	\$95.00
Total for Other Expenses	\$95.00
Profit	-\$24,396.41

Grimsby Downtown Improvement Area

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

January - February, 2026

	JAN. 2026				FEB. 2026				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income												
BIA Levy		89,970.50	-89,970.50			0.00	0.00		\$0.00	\$89,970.50	\$ -89,970.50	0.00%
Event Sponsorships		10,000.00	-10,000.00			0.00	0.00		\$0.00	\$10,000.00	\$ -10,000.00	0.00%
Grants	4,350.00	75,000.00	-70,650.00	5.80 %		0.00	0.00		\$4,350.00	\$75,000.00	\$ -70,650.00	5.80 %
Total Income	\$4,350.00	\$174,970.50	\$ -170,620.50	2.49 %	\$0.00	\$0.00	\$0.00	0.00%	\$4,350.00	\$174,970.50	\$ -170,620.50	2.49 %
GROSS PROFIT												
	\$4,350.00	\$174,970.50	\$ -170,620.50	2.49 %	\$0.00	\$0.00	\$0.00	0.00%	\$4,350.00	\$174,970.50	\$ -170,620.50	2.49 %
Expenses												
Advertising												
Advertising					84.93		84.93		\$84.93	\$0.00	\$84.93	0.00%
Member Promotion Advertising		4,700.00	-4,700.00			0.00	0.00		\$0.00	\$4,700.00	\$ -4,700.00	0.00%
Misc. Advertising		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Print & Digital Advertising	1,900.00	6,200.00	-4,300.00	30.65 %		0.00	0.00		\$1,900.00	\$6,200.00	\$ -4,300.00	30.65 %
Social Media Advertising		16,200.00	-16,200.00			0.00	0.00		\$0.00	\$16,200.00	\$ -16,200.00	0.00%
Total Advertising	1,900.00	27,100.00	-25,200.00	7.01 %	84.93	0.00	84.93		\$1,984.93	\$27,100.00	\$ -25,115.07	7.32 %
Bank charges	18.96	450.00	-431.04	4.21 %	22.00	0.00	22.00		\$40.96	\$450.00	\$ -409.04	9.10 %
Charitable Rebates		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Insurance		3,500.00	-3,500.00			0.00	0.00		\$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	0.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
Bookkeeping & Accounting		3,000.00	-3,000.00			0.00	0.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
Total Legal and professional fees		6,000.00	-6,000.00			0.00	0.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
Office expenses												
Contracted Services		1,000.00	-1,000.00			0.00	0.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
General Office Expenses		400.00	-400.00			0.00	0.00		\$0.00	\$400.00	\$ -400.00	0.00%
Memberships & Subscriptions		1,500.00	-1,500.00		100.00	0.00	100.00		\$100.00	\$1,500.00	\$ -1,400.00	6.67 %
Software	95.00	500.00	-405.00	19.00 %	122.57	0.00	122.57		\$217.57	\$500.00	\$ -282.43	43.51 %
Total Office expenses	95.00	3,400.00	-3,305.00	2.79 %	222.57	0.00	222.57		\$317.57	\$3,400.00	\$ -3,082.43	9.34 %
Other general and administrative expenses												
Meeting Expenses		500.00	-500.00		118.13	0.00	118.13		\$118.13	\$500.00	\$ -381.87	23.63 %
Stationary, Supplies & Computers		400.00	-400.00			0.00	0.00		\$0.00	\$400.00	\$ -400.00	0.00%
Website		400.00	-400.00			0.00	0.00		\$0.00	\$400.00	\$ -400.00	0.00%
Total Other general and administrative expenses		1,300.00	-1,300.00		118.13	0.00	118.13		\$118.13	\$1,300.00	\$ -1,181.87	9.09 %
Payroll Expenses												
Expense CPP Employer Portion	608.34	8,000.00	-7,391.66	7.60 %	652.30	0.00	652.30		\$1,260.64	\$8,000.00	\$ -6,739.36	15.76 %
Expense EI Employer Portion	258.39	2,750.00	-2,491.61	9.40 %	281.43	0.00	281.43		\$539.82	\$2,750.00	\$ -2,210.18	19.63 %
Ontario WSIB	417.42	750.00	-332.58	55.66 %	156.60	0.00	156.60		\$574.02	\$750.00	\$ -175.98	76.54 %
Payworks Service Fees	106.13	500.00	-393.87	21.23 %	54.01	0.00	54.01		\$160.14	\$500.00	\$ -339.86	32.03 %
Wages	11,323.60	85,200.00	-73,876.40	13.29 %	12,331.60	0.00	12,331.60		\$23,655.20	\$85,200.00	\$ -61,544.80	27.76 %
Total Payroll Expenses	12,713.88	97,200.00	-84,486.12	13.08 %	13,475.94	0.00	13,475.94		\$26,189.82	\$97,200.00	\$ -71,010.18	26.94 %
Shipping and delivery expense		100.00	-100.00			0.00	0.00		\$0.00	\$100.00	\$ -100.00	0.00%
Taxes and Licenses		1,000.00	-1,000.00			0.00	0.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
Total Expenses	\$14,727.84	\$140,050.00	\$ -125,322.16	10.52 %	\$13,923.57	\$0.00	\$13,923.57	0.00%	\$28,651.41	\$140,050.00	\$ -111,398.59	20.46 %
NET OPERATING INCOME	\$ -10,377.84	\$34,920.50	\$ -45,298.34	-29.72 %	\$ -13,923.57	\$0.00	\$ -13,923.57	0.00%	\$ -24,301.41	\$34,920.50	\$ -59,221.91	-69.59 %
Other Income												
Transfer from Reserves		69,079.50	-69,079.50			0.00	0.00		\$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	\$0.00	\$0.00	0.00%	\$0.00	\$69,079.50	\$ -69,079.50	0.00%
Other Expenses												
BIA Special Events												
Canada Day Event		3,500.00	-3,500.00			0.00	0.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Christmas Parade		2,500.00	-2,500.00			0.00	0.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
Comedy Night		2,000.00	-2,000.00			0.00	0.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Construction Programming		30,000.00	-30,000.00			0.00	0.00		\$0.00	\$30,000.00	\$ -30,000.00	0.00%
Downtown Event Expansion	95.00	8,000.00	-7,905.00	1.19 %		0.00	0.00		\$95.00	\$8,000.00	\$ -7,905.00	1.19 %
Easter		3,500.00	-3,500.00			0.00	0.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Halloween		3,500.00	-3,500.00			0.00	0.00		\$0.00	\$3,500.00	\$ -3,500.00	0.00%
Happening Event		20,000.00	-20,000.00			0.00	0.00		\$0.00	\$20,000.00	\$ -20,000.00	0.00%
Music on the Forty		2,000.00	-2,000.00			0.00	0.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Shopping Spree Promotions		2,500.00	-2,500.00			0.00	0.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
Winter Event		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total BIA Special Events	95.00	77,500.00	-77,405.00	0.12 %		0.00	0.00		\$95.00	\$77,500.00	\$ -77,405.00	0.12 %
Downtown Beautification												
Decoration Planters/Hanging Baskets		8,000.00	-8,000.00			0.00	0.00		\$0.00	\$8,000.00	\$ -8,000.00	0.00%
General Beautification		6,500.00	-6,500.00			0.00	0.00		\$0.00	\$6,500.00	\$ -6,500.00	0.00%
Lighting Program		12,000.00	-12,000.00			0.00	0.00		\$0.00	\$12,000.00	\$ -12,000.00	0.00%
Total Downtown Beautification		26,500.00	-26,500.00			0.00	0.00		\$0.00	\$26,500.00	\$ -26,500.00	0.00%
Total Other Expenses	\$95.00	\$104,000.00	\$ -103,905.00	0.09 %	\$0.00	\$0.00	\$0.00	0.00%	\$95.00	\$104,000.00	\$ -103,905.00	0.09 %
NET OTHER INCOME	\$ -95.00	\$ -34,920.50	\$34,825.50	0.27 %	\$0.00	\$0.00	\$0.00	0.00%	\$ -95.00	\$ -34,920.50	\$34,825.50	0.27 %
NET INCOME	\$ -10,472.84	\$0.00	\$ -10,472.84	0.00%	\$ -13,923.57	\$0.00	\$ -13,923.57	0.00%	\$ -24,396.41	\$0.00	\$ -24,396.41	0.00%