



Grimsby Downtown Business Improvement Area (BIA)
Meeting Date: May 13, 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 – April 8, 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**)
- 10. Events**
 - a. StoryWalk Update – Event has been moved back due to construction and is now scheduled to run from July 2 to August 28.
 - b. Halloween Event - Planning is underway for the Halloween event, which is scheduled for October 24 and will run from 11 a.m. to 3 p.m.
 - c. Music on the Forty – Event is fully planned and will be launching this upcoming week, including the release of full event graphics.
 - d. Farmer's Market – Event is starting and will remain downtown until construction begins on June 22.
 - e. Comedy Nights – Event is fully planned and will launch in July for the August event dates.
 - f. The Happening – Update on the event.

- g. Construction Kick-Off Ceremony – Event is being planned to mark the start of the Downtown Reimagined Construction project. Details still to be confirmed.

11. Beautification, Revitalization and Maintenance

- a. Canada Flags Update - Final call will be made for anyone who would like Canada Day flags placed on their building. Requests should be received by end of day on May 13.

12. Construction Update

- a. Construction Update – An update on the revised communications approach and 2026 scope of work for Phase 1 of the Downtown Reimagined Construction project, with construction expected to begin June 22. **(Attachment included)**

13. Governance

- a. Delegation Policy – Introduction and review of finalized delegation policy. **(Attachment included)**
- b. Election Update - An update on the proposed timeline for the 2026 BIA Board of Management election process. **(Attachment included)**

14. Old Business

15. New Business

- a. Amici's Pizza - Share information with the Board about the community support effort for the former owners of Amici's Pizza, including the GoFundMe, gift card drop-off at Station 1 Coffeehouse, and requested supplies for the family. **(Attachment included)**
- b. Annual Survey – Information on the launch of the annual survey to support the budget development process.

16. Next Meeting

The next meeting of the Grimsby Downtown BIA is scheduled for Wednesday, June 10, 2026, at 9 a.m.

17. Adjournment



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

Meeting Minutes

Board Members:	Member M. Wood, Acting Chair Mayor J. Jordan Member D. Vandersteen Member B. Burns Member C. Mindorff Member L. Sproston
Absent:	Member S. Duong Member C. Kempf Councillor D. Davoli
Others:	A. MacDonald, Executive Director N. Nickel, Committee Coordinator

1. Call the Meeting to Order

The meeting was called to order at 9:07 a.m.

2. Approval of the Agenda

BIA-26-038

Moved by: Member C. Mindorff

Seconded by: Member L. Sproston

Resolved that the agenda for the April 8, 2026, Grimsby Downtown BIA board meeting be approved.

CARRIED

3. Declarations of Pecuniary and Non-Pecuniary Interests

Mayor Jordan declared a conflict of interest with item 11, as he is a co-owner of Jordan's Flowers that competed for the job.

4. Business Arising from Previous Minutes

There was no business arising from the previous meeting minutes.

5. Approval of the Minutes

BIA-26-039

Moved by: Member B. Burns

Seconded by: Member L. Sproston

Resolved that the minutes of the March 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:

- Events that have been hosted or that are scheduled between the start of the year and June;
- Work continues with the Town of Grimsby and the Grimsby Downtown BIA on the Downtown Construction Task Force; and,
- Preparations underway for municipal election-related programming.

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 noted that the audit was progressing smoothly.

BIA-26-040

Moved by: Mayor J. Jordan
Seconded by: Member B. Burns

Resolved that the general financial update be received for information.

CARRIED

10. Events

Amanda provided the following events update:

- Turnout for the Easter event was approximately 500 people, similar to last year despite colder temperatures;
- StoryWalk will be launching in mid-summer to coincide with the start of construction downtown as it is construction themed;
- Music on the Forty and Comedy Nights are prepared for their launches in June and August, respectively; and,
- Approval has been secured from the Town for Meet the Machines event to allow kids up close access to downtown construction vehicles.

Member Wood explain that the Happening in Grimsby is still looking for sponsors for this summer's festival.

BIA-26-041

Moved by: Member D. Vandersteen
Seconded by: Member C. Mindorff

Resolved that the events update be received for information.

CARRIED

11. Beautification, Revitalization and Maintenance

Amanda provided the following beautification update:

- Canada Flags are scheduled for installation over the long weekend in May. Will be reaching out to those interested in getting a flag this year who did not sign up last year; and,
- The winter planters have been removed, soil has been added, and the white and red flowers are set to be planted in the coming weeks.

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

BIA-26-042

Moved by: Member M. Wood

Seconded by: Member B. Burns

Resolved that the beautification update be received for information.

CARRIED

12. Marketing

Amanda provided the following marketing update:

- Business sign up starts during the last week of April for the passport program. It will launch in mid-July and go until the end of September;
- The website has been soft launched to ensure any mistakes are caught and addressed before a more public launch; and,
- Two weeks ago, the new Instagram and Facebook accounts were launched.

BIA-26-043

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:

- Task Force has been put on hold, in favour of staff working group;
- Tender for phase one of construction is out, expected to take a few weeks. Once vendor is selected and pre-work is completed, a more specific timeline for phase one of construction will be available; and,
- The communications consultant has requested an additional \$12,000 due to the extension of the construction timeline. The Town has provided their half of this amount, and the BIA must vote on whether to provide their portion or not.

BIA-26-044

Moved by: Member D. Vandersteen

Seconded by: Mayor J. Jordan

Resolved that the Grimsby Downtown BIA Board approve spending an additional \$6,000 plus taxes for the Downtown Construction Communications Project.

DEFEATED

14. Communications

Amanda informed the Board that the delegation policy is currently being written. Following its completion, it will be reviewed by the Clerks department and presented at a future meeting of the Board.

BIA-26-045

Moved by: Member D. Vandersteen

Seconded by: Mayor J. Jordan

Resolved that the communications update be received for information.

CARRIED

15. Old Business

There was no old business.

16. New Business

Member B. Burns

Re: Ownership of the bridge banners heading into the Downtown Area.

Member D. Vandersteen

Re: Reminder of municipal election-related policies to be provided at the next meeting.

17. Next Meeting

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

18. Adjournment

The meeting was adjourned at 10:14 a.m.

Grimsby Downtown Improvement Area

Balance Sheet As of Mar 31, 2026

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	\$77,946.90
Undeposited Funds	\$0.00
Total for Cash and Cash Equivalent	\$77,946.90
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	\$16,099.04
Total for Accounts Receivable (A/R)	\$16,099.04
Due To/From General Fund	\$13,755.66
GIC Contribution	\$5,000.00
Prepaid expenses	\$1,903.37
Total for Current Assets	\$114,704.97
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	\$116,621.52
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	\$9,785.42
Total for Credit Cards	\$9,785.42
GST/HST Suspense	-\$9,061.97
HST Collected/Payable	-\$3,232.17
Payroll Liabilities	-\$289.09
Federal Taxes	-\$1,168.47
Ontario WSIB	-\$154.43
Total for Payroll Liabilities	-\$1,611.99
Total for Current Liabilities	\$13,172.24
Total for Liabilities	\$13,172.24
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
Profit for the year	\$20,160.63
Total for Equity	\$103,449.28
Total for Liabilities and Equity	\$116,621.52

Grimsby Downtown Improvement Area

Profit and Loss

January 1-March 31, 2026

	TOTAL
Income	
BIA Levy	\$43,487.48
Event Sponsorships	\$3,500.00
Grants	\$22,470.00
Total for Income	\$69,457.48
Gross Profit	\$69,457.48
Expenses	
Advertising	\$2,900.04
Member Promotion Advertising	\$52.00
Print & Digital Advertising	\$1,900.00
Total for Advertising	\$4,852.04
Bank charges	\$78.96
Legal and professional fees	
Bookkeeping & Accounting	\$225.00
Total for Legal and professional fees	\$225.00
Office expenses	
General Office Expenses	\$38.99
Memberships & Subscriptions	\$355.00
Software	\$1,090.20
Total for Office expenses	\$1,484.19
Other general and administrative expenses	
Meeting Expenses	\$167.13
Website	\$287.38
Total for Other general and administrative expenses	\$454.51
Payroll Expenses	
Expense CPP Employer Portion	\$1,912.94
Expense EI Employer Portion	\$821.25
Ontario WSIB	\$730.62
Payworks Service Fees	\$214.15
Wages	\$35,986.80
Total for Payroll Expenses	\$39,665.76
Total for Expenses	\$46,760.46
Other Expenses	
BIA Special Events	
Downtown Event Expansion	\$95.00
Easter	\$1,726.40
Halloween	\$14.99
Ladies Night	\$700.00
Total for BIA Special Events	\$2,536.39
Total for Other Expenses	\$2,536.39
Profit	\$20,160.63

Grimsby Downtown Improvement Area

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

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
BIA Levy	43,487.48	89,970.50	-46,483.02	48.34 %
Event Sponsorships	3,500.00	10,000.00	-6,500.00	35.00 %
Grants	22,470.00	75,000.00	-52,530.00	29.96 %
Total Income	\$69,457.48	\$174,970.50	\$ -105,513.02	39.70 %
GROSS PROFIT	\$69,457.48	\$174,970.50	\$ -105,513.02	39.70 %
Expenses				
Advertising	2,900.04		2,900.04	
Member Promotion Advertising	52.00	4,700.00	-4,648.00	1.11 %
Misc. Advertising		0.00	0.00	
Print & Digital Advertising	1,900.00	6,200.00	-4,300.00	30.65 %
Social Media Advertising		16,200.00	-16,200.00	
Total Advertising	4,852.04	27,100.00	-22,247.96	17.90 %
Bank charges	78.96	450.00	-371.04	17.55 %
Charitable Rebates		0.00	0.00	
Insurance		3,500.00	-3,500.00	
Legal and professional fees				
Audit Fees		3,000.00	-3,000.00	
Bookkeeping & Accounting	225.00	3,000.00	-2,775.00	7.50 %
Total Legal and professional fees	225.00	6,000.00	-5,775.00	3.75 %
Office expenses				
Contracted Services		1,000.00	-1,000.00	
General Office Expenses	38.99	400.00	-361.01	9.75 %
Memberships & Subscriptions	355.00	1,500.00	-1,145.00	23.67 %
Software	1,090.20	500.00	590.20	218.04 %
Total Office expenses	1,484.19	3,400.00	-1,915.81	43.65 %
Other general and administrative expenses				
Meeting Expenses	167.13	500.00	-332.87	33.43 %
Stationary, Supplies & Computers		400.00	-400.00	
Website	287.38	400.00	-112.62	71.85 %
Total Other general and administrative expenses	454.51	1,300.00	-845.49	34.96 %
Payroll Expenses				
Expense CPP Employer Portion	1,912.94	8,000.00	-6,087.06	23.91 %
Expense EI Employer Portion	821.25	2,750.00	-1,928.75	29.86 %
Ontario WSIB	730.62	750.00	-19.38	97.42 %
Payworks Service Fees	214.15	500.00	-285.85	42.83 %
Wages	35,986.80	85,200.00	-49,213.20	42.24 %
Total Payroll Expenses	39,665.76	97,200.00	-57,534.24	40.81 %
Shipping and delivery expense		100.00	-100.00	
Taxes and Licenses		1,000.00	-1,000.00	
Total Expenses	\$46,760.46	\$140,050.00	\$ -93,289.54	33.39 %
NET OPERATING INCOME	\$22,697.02	\$34,920.50	\$ -12,223.48	65.00 %
Other Income				
Transfer from Reserves		69,079.50	-69,079.50	
Total Other Income	\$0.00	\$69,079.50	\$ -69,079.50	0.00%

Grimsby Downtown Improvement Area

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

January - March, 2026

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
Other Expenses				
BIA Special Events				
Canada Day Event		3,500.00	-3,500.00	
Christmas Parade		2,500.00	-2,500.00	
Comedy Night		2,000.00	-2,000.00	
Construction Programming		30,000.00	-30,000.00	
Downtown Event Expansion	95.00	8,000.00	-7,905.00	1.19 %
Easter	1,726.40	3,500.00	-1,773.60	49.33 %
Halloween	14.99	3,500.00	-3,485.01	0.43 %
Happening Event		20,000.00	-20,000.00	
Ladies Night	700.00		700.00	
Music on the Forty		2,000.00	-2,000.00	
Shopping Spree Promotions		2,500.00	-2,500.00	
Winter Event		0.00	0.00	
Total BIA Special Events	2,536.39	77,500.00	-74,963.61	3.27 %
Downtown Beautification				
Decoration Planters/Hanging Baskets		8,000.00	-8,000.00	
General Beautification		6,500.00	-6,500.00	
Lighting Program		12,000.00	-12,000.00	
Total Downtown Beautification		26,500.00	-26,500.00	
Total Other Expenses	\$2,536.39	\$104,000.00	\$ -101,463.61	2.44 %
NET OTHER INCOME	\$ -2,536.39	\$ -34,920.50	\$32,384.11	7.26 %
NET INCOME	\$20,160.63	\$0.00	\$20,160.63	0.00%

Memorandum

To: Downtown Grimsby Business Improvement Association (“BIA”)
From: Brandon Wartman, Director of Public Works, Town of Grimsby
Date: May 7, 2026
Subject: Downtown Reimagined – Updated Communications Strategy and 2026 Scope

The purpose of this memorandum is to provide the Grimsby Downtown Business Improvement Association (the “BIA”) with an update regarding revisions to the communications approach for the Downtown Reimagined Construction project and the corresponding scope of work for 2026.

Background

The Town of Grimsby will be completing infrastructure improvements within Grimsby’s Downtown. The first phase of work will focus on cast iron watermain replacement in the area surrounding the downtown core in 2026. The second phase will focus on underground works and road reconstruction improvements within the downtown core area in 2027. The project limits and phasing are shown in the enclosed plan.

In preparation for this project, the BIA prepared a Request for Proposal (RFP) to retain a communications consultant to support project-related marketing and communications. The RFP process was led by the BIA with input from the Town and the Chamber of Commerce (the “Chamber”). The BIA ultimately recommended awarding the work to Gestalt Communications Inc. (“Gestalt”) at a total cost of \$80,000, excluding HST. The Town agreed to cover 50% of the cost of this work. The original scope contemplated services to be provided over the course of the entire project, which was originally intended to be constructed in one year.

In late 2025, the Town determined that the project should be implemented in two phases over two years, with one of the main benefits being that construction could be staged to maintain traffic flow more efficiently throughout the work.

Updated Scope

As project planning has progressed, the communications team, comprised of representatives from the Town, the BIA, and the Chamber, has worked to refine the workplan to better reflect stakeholder requirements. An updated proposal was prepared by Gestalt to address the updates workplan for the Phase 1 / 2026 scope of work. This updated scope includes the development of a comprehensive communications plan, the provision of monthly progress reporting, non-construction signage and visual assets,

branding and marketing campaign development (including a Downtown Reimagined branding refresh), and social media management. The communications team has reviewed the updated proposal and supports the revised approach.

The revised scope results in an incremental increase of approximately \$12,000, excluding tax, bringing the total cost to \$92,000, excluding HST. The Town has agreed to fully fund the additional \$12,000, with the remaining balance of the \$80,000 continuing to be cost-shared with the BIA at 50%. The scope is intended to cover Phase 1 of the project only.

Project Schedule

Phase 1 of the project was put out to tender in late March of 2026 and closes on May 7, 2026. The tender process allows the town to obtain competitive pricing from contractors to carry out construction. Upon award, the Town will refine the construction schedule with the contractor, with an expected start date of June 22, 2026. Additional notices will be issued as the project approaches the start date.

Conclusion

The Town appreciates the BIA's ongoing collaboration as the Downtown Reimagined Construction project advances. The revised communications scope is intended to ensure clear, consistent, and timely information for businesses and stakeholders during Phase 1 in 2026, while allowing for further refinement of communications requirements for Phase 2 based on lessons learned. The Town will continue to coordinate with the BIA and the Chamber of Commerce and will provide additional updates as key milestones are reached.

To support timely and consistent distribution of information throughout Phase 1, the BIA is requested to encourage its members to subscribe for updates through the Town's project page: [Downtown Reimagined Construction Phase | Let's Talk Grimsby](#).

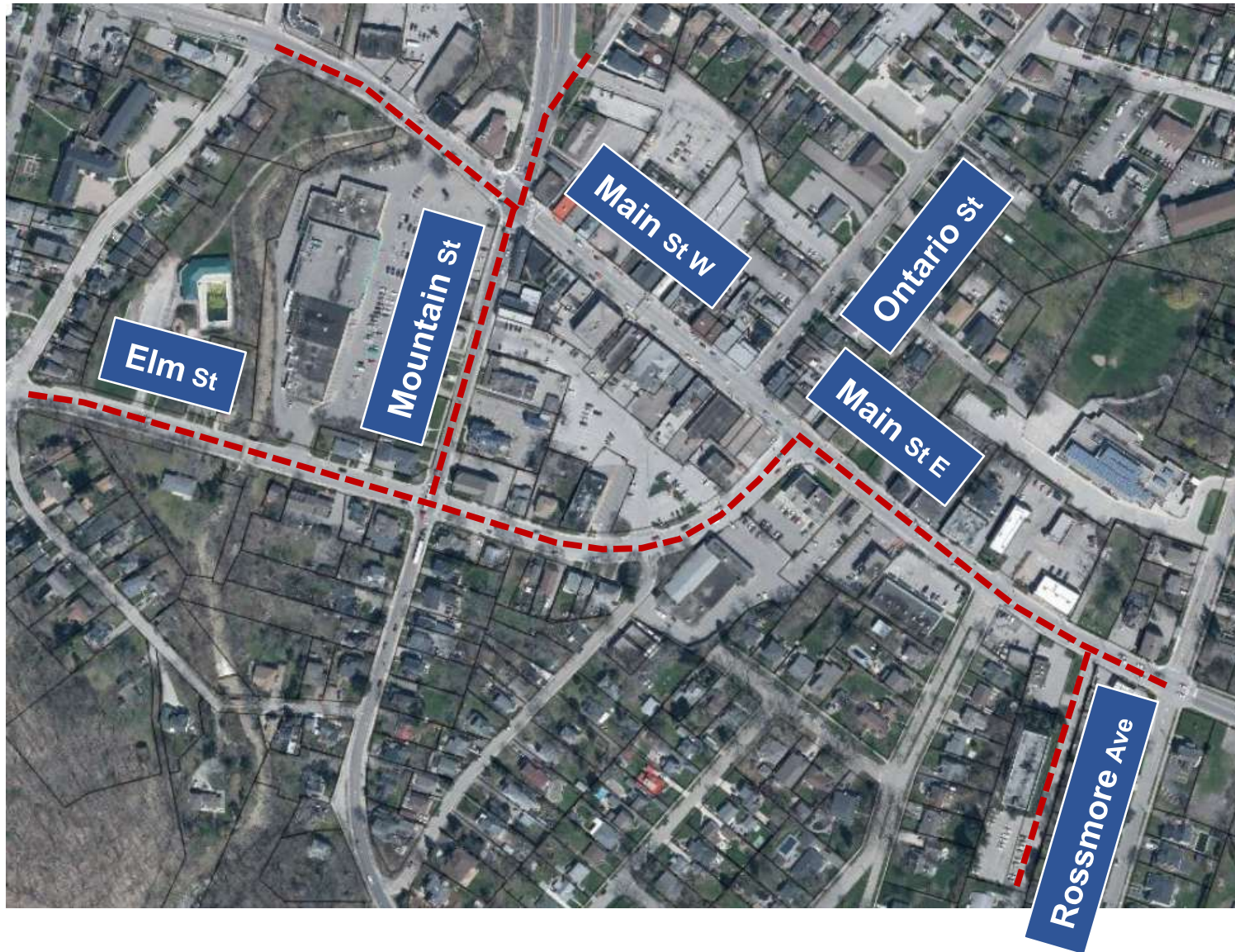
Respectfully,



Brandon Wartman
Director of Public Works
Town of Grimsby

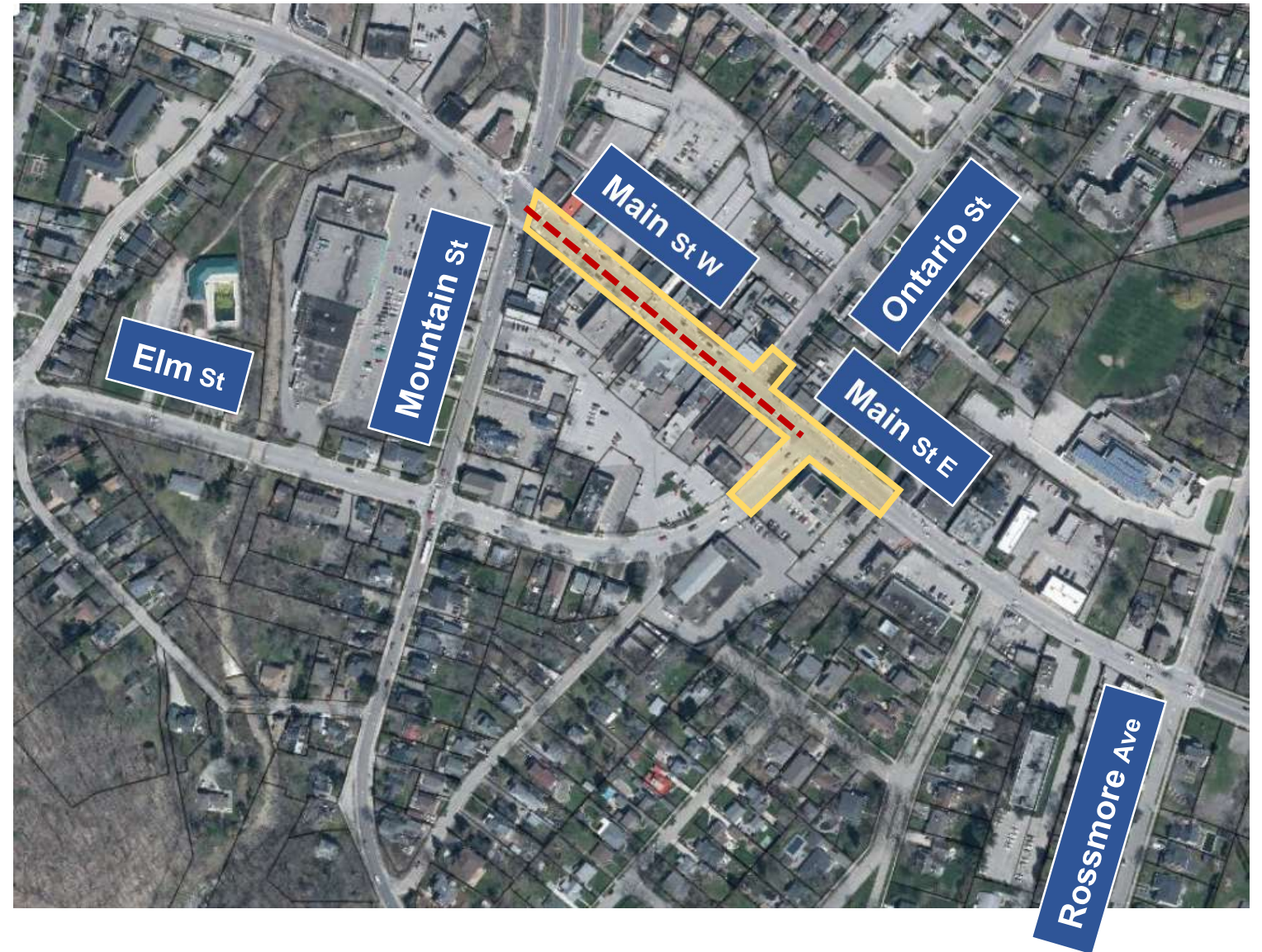
Enclosure

2026 - Phase 1



--- Underground Work (Watermain)

2027 - Phase 2



--- Underground Work (Watermain, Sewers)

■ Aboveground Work (Road, Sidewalks, Lighting)



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

Grimsby Downtown BIA Delegations at Board Meetings Policy

Governance Policy 001

1. Introduction

The Grimsby Downtown Business Improvement Area (GDBIA) is committed to transparent, fair, orderly, and efficient Board meetings. This policy establishes a consistent procedure for members of the public, including general GDBIA members who are not members of the Board of Management, to request to speak to the Board as delegations.

The purpose of this policy is to clarify how public participation may occur at GDBIA Board meetings while preserving the Board's ability to conduct its business in accordance with applicable rules of procedure, public conduct, and decorum.

2. Scope and Application

- I. This policy applies to all regular and special meetings of the GDBIA Board of Management, unless otherwise directed by the Board or required by law.
- II. This policy applies to any person or group that is not a member of the GDBIA Board and wishes to speak to the Board about a matter that appears on the agenda or falls within the GDBIA's jurisdiction and mandate.
- III. For the purposes of this policy, GDBIA general members who are not Board members are considered members of the public when requesting to speak at a Board meeting.
- IV. This policy does not apply to Board members speaking during debate, asking questions, raising motions, or bringing forward items under New Business in accordance with the Board's rules of procedure.

3. Authority

This policy is adopted under the Board's authority to regulate delegations and meeting conduct. In accordance with section 3.9(7) of Schedule A to Town of Grimsby By-law 24-31, the Board may hear delegations from members of the public at its discretion and may set limits for speaking time. The Board may also limit the maximum number of delegations on matters not on the agenda, and the Chair may end a delegation if there is disorder or a failure to observe decorum.

Where this policy conflicts with applicable legislation, Town by-laws, or the GDBIA Procedural By-law, the legislation, Town by-law, or Procedural By-law shall prevail.

4. Definitions

Delegation: Any person or group, other than a member of the GDBIA Board, who requests to speak to the Board about an agenda item or a matter within the jurisdiction and mandate of the GDBIA.

Delegate: The person or group approved to speak to the Board as a delegation.



Agenda Item: A matter listed on the agenda for the meeting at which the delegate requests to speak.

Non-Agenda Item: A matter that is not listed on the agenda but is within the jurisdiction and mandate of the GDBIA.

Executive Director: The GDBIA staff member or designate responsible for receiving delegation requests, coordinating agenda administration, and communicating with delegates.

Chair: The presiding officer of the meeting, or the person acting in that capacity.

5. Delegation Requests

- I. A person or group wishing to appear as a delegation shall submit a completed Delegation Request Form, along with any presentation materials, to the Executive Director via the Downtown Grimsby website.
- II. Delegation requests regarding an item listed on a published agenda must be submitted to the Executive Director no later than twenty-four (24) hours before the start of the meeting.
- III. Delegation requests for a new matter not listed on a published agenda but within the jurisdiction and mandate of the GDBIA Board must be submitted at least seven (7) calendar days before the meeting. The Executive Director shall review each request and determine whether the matter relates to a published agenda item or is a new matter.
- IV. Where a request is received after the agenda has been published and the matter is not listed on the agenda, the request will normally be referred to the next regular Board meeting, unless the Chair, in consultation with the Executive Director, permits the delegation to proceed.
- V. The Executive Director shall review requests for completeness and may consult with the Chair to determine scheduling, agenda capacity, and compliance with this policy.
- VI. Presentation material received by the applicable deadline may be included in the meeting materials or circulated to the Board. Material submitted after the deadline may not be accepted or circulated.

6. Matters Not Eligible for Delegation

Delegations shall not be permitted on the following matters:

- Any matter that has been decided by the Board within the previous six (6) months, unless the request includes new information that was not previously available;
- Litigation, potential litigation, or matters subject to solicitor-client privilege;
- Matters outside the jurisdiction and mandate of the GDBIA;
- Previous meeting minutes;
- Closed session items or matters properly considered in closed session;
- Integrity Commissioner reports;
- Any matter that has been previously delegated to the Board, unless the delegate provides new information; and
- Any matter that the Chair or Board determines is not appropriate for delegation under the Board's rules of procedure, public conduct requirements, or applicable law.



7. Scheduling and Board Discretion

- I. The Board retains discretion to determine whether a delegation will be heard.
- II. The Board may limit the maximum number of delegations on matters that are not on the agenda.
- III. Where multiple delegation requests are received on the same matter, the Chair may encourage delegates to appoint a spokesperson or may otherwise manage the order and timing of delegations to avoid unnecessary repetition.
- IV. The receipt of a delegation request does not require the Board to make an immediate decision on the matter. The Board may receive the delegation for information, refer the matter to staff or a committee, defer the matter, or take any other action available under its procedures.

8. Speaking Time and Meeting Procedure

- I. Each delegation is limited to five (5) minutes.
- II. The Chair may, at the Chair's discretion, extend speaking time by up to an additional five (5) minutes.
- III. A delegation shall speak only once during a meeting.
- IV. After the question period for the delegation has concluded, the delegate shall not speak again unless expressly permitted by the Chair.
- V. Delegates shall address their remarks through the Chair and shall speak only to the subject identified in their delegation request.
- VI. Delegates may not use the delegation process to engage in debate with Board members, staff, other delegates, or members of the public.

9. Rules of Conduct and Decorum

- I. Delegates must comply with the Board's rules of procedure, rules of public conduct, and the Chair's directions.
- II. No delegate shall speak disrespectfully of any person, use offensive language, make inappropriate comments, engage in improper conduct, interrupt the meeting, or speak on a subject other than the subject identified in the delegation request.
- III. The Chair may caution a delegate, interrupt a delegation, end a delegation, or take any other action permitted under the Board's rules of procedure in the event of disorder, improper conduct, or a failure to observe decorum.
- IV. A delegate who does not comply with this policy may be refused permission to continue speaking and may be refused future delegation opportunities on the same matter.

10. Questions from Board Members

- I. Following a delegation, Board members may ask clarifying or fact-gathering questions through the Chair.
- II. Questions shall not be used to debate the delegate or the merits of the matter.
- III. The Chair shall determine when the question period has concluded.

11. Public Comments and New Business

Members of the public may not participate in meeting discussions, ask questions, or provide comments unless they have been approved and recognized as a delegation in accordance with this policy.

The New Business section of a Board meeting agenda is reserved for Board members to raise new matters and share announcements or comments. New Business is not intended for questions, comments, or delegations from members of the public. Members of the public may not make material asks of the Board in New Business, and requests requiring the use of BIA resources must be made through delegation.

12. Roles and Responsibilities

Board of Management: Approves and amends this policy, determines whether delegations will be heard, and conducts meeting business in accordance with the applicable rules of procedure.

Chair: Administers meeting order, recognizes delegates, manages speaking time, determines when questions have concluded, and enforces decorum.

Executive Director: Receives delegation requests and materials, confirms deadlines and completeness, consults with the Chair where needed, communicates with delegates, and supports agenda administration.

Delegates: Submit complete requests by the applicable deadline, provide presentation materials in advance, speak only to the approved subject, and comply with all rules of conduct and decorum.

13. Enforcement and Amendments

- I. The Chair is responsible for enforcing this policy during meetings, subject to the Board's authority.
- II. The Board may refuse, defer, or terminate a delegation if it does not comply with this policy or applicable meeting procedures.
- III. The Board may revise this policy as needed to align with legislative requirements, Town by-laws, the GDBIA Procedural By-law, or best practices for public participation at Board meetings.

14. Statutory Provisions / Other Relevant Policies

This policy operates in conjunction with applicable legislation, Town by-laws, and GDBIA governance documents, including:

- Municipal Act, 2001, as amended;
- Town of Grimsby By-law 24-31, including Schedule A, Procedure for Boards of Management for Business Improvement Areas;
- GDBIA Procedural By-law, as amended;
- Town of Grimsby Procedural By-law, where applicable; and
- Any applicable GDBIA policies relating to Board conduct, public conduct, agendas, minutes, and meeting administration.



15. Term and Procedural By-law Integration

This policy is intended to apply unless amended or repealed by the Board. For greater certainty, the procedure established by this policy should be added to the GDBIA Procedural By-law the next time the Procedural By-law is reviewed or revised.

16. Revision History

Revision #	Description of Changes	Date Created	Date Revised	Reviewed By	Approved By
001	Creation of document	[Insert Date]	N/A	Executive Team	Board of Management - Pending



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

Downtown Grimsby Business Improvement Area Board of Management Elections 2026–2030 Term

**The 2026-2030 BIA Board of Management nomination period is open
November 4th to November 18th, 2026**

Your expertise and passion for Downtown Grimsby, combined with your desire to collaborate and work positively with fellow members, are shaping the district as it undergoes significant change. We invite you to apply this expertise as a BIA Board member and help ensure Grimsby's success for years to come. Read on to find out how.

WHAT IS A BUSINESS IMPROVEMENT AREA (BIA)?

A BIA allows local businesspeople and property owners, with the municipality's support, to organize, finance, and implement physical improvements within an established business district. The BIA's boundaries are available on the BIA website at www.downtowngrimsby.com.

The Downtown Grimsby BIA is led by a volunteer Board of Management comprised of seven (7) elected members and two (2) members of Town Council. The Board's term of office is four years, concurrent with the Town Council. The Board of Management is elected for consideration by the general membership and then officially appointed by the Town Council.

WHAT DOES A BIA BOARD MEMBER DO?

- Provide strategic direction to BIA initiatives that support the overall purpose of the BIA
- Represent the interests of the downtown BIA membership both as a whole and as a representative of your industry;
- Attend all regularly scheduled Board meetings (monthly in Downtown);
- Support BIA Board-approved initiatives via: aiding in the dissemination of information to members and the public; presenting positive and respectful representation of approved initiatives; participating as appropriate in approved initiatives; providing knowledge/expertise as it may pertain to BIA activities and initiatives;
- Attend select BIA and/or Town of Grimsby meetings as required



Each Board member should have a keen interest in the affairs of the Grimsby community and a commitment to serve and represent the best interests of all businesses in downtown Grimsby.

Further, to ensure the BIA members have a Board that is well-positioned to represent the key functions of the BIA, we are looking for individuals with expertise in the following categories:

Marketing	Board Governance
Strategy	Stakeholder Relations
Finance	Information Technology
Legal	Urban Planning
HR	Real Estate
Sponsorship/Partnerships	Economic Development
Innovation	

Each Nominee is required to indicate which category(s) they have experience in and provide a brief biography on their experience and/or training. The biography must be 250 words or fewer, and point form is accepted.

WHAT IS THE TERM DURATION?

The 2026–2030 term runs concurrently with the Town of Grimsby Council's 4-year term, beginning in December 2026 and ending in November 2030.

ELECTION PROCESS:

BIA members may express their interest in serving on the Board by submitting a completed self-nomination package. To register as a nominee, applicants must submit the nomination form, a nominee biography, and support from at least two (2) other BIA members. The nomination form is available in Appendix A or on the BIA website under the “Member Info – Board of Management” section for printing and submission to Town Hall. The nomination form will also be provided upon request from the BIA and circulated electronically on the opening day of nominations.

Nominees must also submit a nominee biography, found in Appendix B.

The nomination period opens on Wednesday, November 4th, 2026, and closes on Wednesday, November 18th, 2026.

If more candidates are nominated than there are positions on the BIA Board, the nominees will be presented to the BIA Members for voting. Members may vote for one candidate per available seat. Those candidates with the most votes will be presented to the Council for approval and formal appointment to the Board. If a lesser number of candidates are nominated than the number of open positions on the Board,



those candidates will be presented to the Council for approval and formal appointment. The Board will continue to recruit to fill open positions.

The election voting period opens and closes at the Annual General Meeting on Wednesday, December 2nd, 2026. Details on time and location pending. Please see the Downtown Grimsby website for more information.

WHO CAN BE NOMINATED?

To be eligible to serve on the Board of Management, one must:

- Be a BIA Member (whereby Member is determined to be a person who owns a property that has been assessed the BIA levy or be a tenant of said property that is required to pay all or part of the levy within the rental agreement), or a shareholder, director, or employee of a Member who has the written consent of the Member to run for, and if elected to serve as, a Board Member;
- Be at least eighteen (18) years of age;
- Complete and submit the required nomination materials.

HOW DO I BECOME A NOMINEE?

To register as a nominee, Members must submit a completed Nomination Form and Nominee Biography during the nomination period. Only hard-copy submissions will be accepted. The Nomination Form is attached to this package as Appendix A and available on the Downtown Grimsby BIA website at www.downtowngrimsby.com. The Nominee Biography is attached to this package as Appendix B.

Nomination materials must be submitted in person to the Town of Grimsby Town Hall, 160 Livingston Avenue, Monday to Friday, between 9:00 a.m. and 4:00 p.m., from Wednesday, November 4th through Wednesday, November 18th.

All nomination materials must be placed in a sealed envelope clearly labelled "BIA Nomination", with the name of the nominee printed on the front of the envelope and delivered to the front desk.

HOW DO I VOTE?

If there are more nominees than seats available, an election is needed, which will be held at the Annual General Meeting on Wednesday, December 2nd, 2026. The list of nominees will be sent electronically via the BIA newsletter and on the BIA website for your review. The final list will be circulated and available after the close of nominations at 2 PM on Wednesday, November 18. At the Annual General Meeting, you must provide proof of membership status to receive a ballot. Voting instructions will be provided at the meeting.



NOTE: We encourage you to review the biographies of all nominees before making your vote selection (biographies will be delivered electronically via our newsletter and be available on the BIA website).

We value diversity and welcome nominees from all businesses, backgrounds, races, religions, creeds, genders, orientations, geographic locations within the district, industries, and otherwise.

COUNCIL APPOINTMENTS

Council shall appoint two (2) members of Town Council to the BIA Board and shall appoint all elected members to the Board.

In accordance with the Municipal Act, 2001, Town Council may refuse to appoint a person who has been elected or nominated to the BIA Board of Management. In the event of any vacancies, Council shall prescribe the method of filling such vacancies.

REMUNERATION

Board Members receive no remuneration, either directly or indirectly, for services rendered as a Board Member, but may be reimbursed for out-of-pocket expenses incurred by them in representing the BIA upon approval of the Board.



Appendix A BIA Board of Management 2026-2030 Nomination Form

Please note: This form is intended for public use and will be published online. By completing and submitting this nomination form, you acknowledge and consent to the information provided being made publicly available.

Name of Nominee:	
Business Name/Property(s) Owned:	
Position within Business:	
Address of Business/Property(s):	
Email:	
Telephone:	
Date:	

Supporting BIA Member #1: Name: _____ Business : _____ Signature: _____ Date: _____
--

Supporting BIA Member #2: Name: _____ Business : _____ Signature: _____ Date: _____
--

EMPLOYER APPROVAL (FOR EMPLOYEE NOMINEES ONLY)

I, the undersigned business/property owner (or authorized signing authority), hereby approve and support the above-named employee's nomination to run for and, if elected, represent our business/property within the Downtown Grimsby BIA.

Name: _____ Title: _____
Signature: _____ Date: _____



NOMINEE DECLARATION

I, the undersigned, confirm that I am submitting this nomination package for consideration and, if elected and appointed, agree to serve as a member of the Downtown Grimsby BIA Board of Management and fulfill the associated responsibilities.

Name: _____ Title: _____
Signature: _____ Date: _____

***** RETURN NOMINATION FORM by 2:00 PM Wednesday, November 18th, 2026 .** Completed forms may be delivered to the front desk at Town Hall, 160 Livingston Ave, Grimsby. No nomination forms will be accepted after this time.



If applicable, any involvement in Grimsby related activities or volunteering (provide a detailed description):

***** RETURN NOMINATION FORM by 2:00 PM Wednesday, November 18th, 2026.**
Completed forms may be delivered to the front desk at Town Hall, 160 Livingston Ave, Grimsby. No nomination forms will be accepted after this time.



**FORMER DOWNTOWN
BUSINESS OWNERS NEED SUPPORT**



PINO & KATIE FROM AMICI'S PIZZA LOST EVERYTHING IN THEIR BEAMSVILLE HOME FIRE MAY 4TH



PINO'S FUN PERSONALITY & COMMUNITY SPIRIT MADE A MARK ON GRIMSBY FOR YEARS - HIS FAMILY COULD NOW USE OUR SUPPORT TO GET THEM THROUGH THE NEXT MONTHS.



IN SHOCK AND FEELING BLESSED THAT EVERYONE IS SAFE - THEY WILL BE STARTING FROM SCRATCH. CURRENTLY STAYING WITH FRIENDS AND FAMILY LOCALLY SO ANY HELP YOU CAN GIVE WILL REALLY MATTER.

- ✓ GO FUND ME ACCOUNT IS SET UP
- ✓ GIFT CARDS ARE AMAZING, CAN BE DROPPED OFF AT STATION 1 COFFEEHOUSE
- ✓ CLOTHING/TOILETRIES/SUPPLIES FOR THEIR KIDS:
(AGE 16) MEN'S LG SHIRTS, SZ 32 JEANS, 12 SHOES
(AGE13) GIRLS SIZE 16/LADIES 5 PANT/DRESS, 8.5 SHOES
- ✓ PANTRY SUPPLIES/BUSINESS SERVICES EVEN OFFERED AT A LATER DATE IS APPRECIATED

gofundme

Scan to donate to Karen's fundraiser
"Help The Seminerios after losing their home to a fire"

*NICKI AT STN1 IS IN CONTACT WITH PINO & KATIE - FOR ANY INFO AND LARGER DROP OFFS.
REACH OUT TO NICKI@STATIONONECOFFEEHOUSE.CA*

gofundme™



Scan to donate to Karen Dell's fundraiser
**“Help The Seminerios after losing their home to
a fire”**