



**Downtown Grimsby**

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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 4 to November 18, 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](http://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 November 2026 and ending in November 2030.

## **ELECTION PROCESS:**

BIA members may express their interest in serving on the Board by submitting a nomination. To register as a nominee, you must have the support of at least two (2) other BIA members. The nomination form is found in Appendix A, or alternatively on the BIA website 'Member Info – Board of Management' section for printing and submission to Town Hall (see details below for times and dates). The nomination form will also be provided upon request from the BIA. The form will be circulated electronically on the opening day of nominations.

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

The nomination period opens on November 4, and runs until November 18, 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.

The election voting period opens and closes at the Annual General Meeting on December 2, 2026. The meeting will be held at Teddy's starting at 9 a.m. 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 sign the "Nomination Consent Form."

## 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](http://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, from November 4 to 2 p.m. on November 18. Please reach out to [clerks@grimsby.ca](mailto:clerks@grimsby.ca) or 905-945-9634 to schedule an appointment to review your nomination package for completeness prior to submission.

## 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 December 2, 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 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: Submitted nomination packages will be public documents, available to be reviewed by request at Town Hall from the date they are submitted until December 12, 2026. 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 : \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Supporting BIA Member #2:**

Name: \_\_\_\_\_

Business : \_\_\_\_\_

Business Address: \_\_\_\_\_

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 ACCEPTANCE (REQUIRED IF NOMINATED BY ANOTHER PARTY)

I, the undersigned, confirm that I accept this nomination and, if elected, agree to serve as a member of the Downtown Grimsby BIA Board and fulfill the associated responsibilities.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nomination packages must be submitted to Grimsby Town Hall, 160 Livingston Avenue, by 2 p.m. on November 18, 2026. Nominees **MUST** schedule an appointment to review their nomination package with a Town staff member for completeness prior to submission. Please contact via email at [clerks@grimsby.ca](mailto:clerks@grimsby.ca), or by phone at 905-945-9634.



## Appendix B

### Downtown Grimsby BIA Election 2023-2026 Nominee Biography

Please note: This document is intended for public distribution and will be published online. By completing and submitting this biography as part of the nomination process, you acknowledge and consent to the information provided being made publicly available.

Name:

Property Number/Business Name and/or Company work for:

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Your Area of Expertise:

*(Desired experience from Board of Management members includes: Marketing, Strategy, Finance, Legal, HR, Sponsorship/Partnerships, Innovation, Board Governance, Stakeholder Relations, Information Technology, Urban Planning, Real Estate, Economic Development, etc. You may wish to highlight that you have one or more of these skills or highlight other distinct areas of expertise.)*

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What are you most looking forward to by being a member of the BIA Board?

*(Answer may be written in full or point form.)*

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

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