



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.