

# Trenton DBIA – AGENDA: Board of Management Meeting

Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario

Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public



## Agenda

### 1. In Camera (scheduled for 5:30pm)

- personal matters about an identifiable individual, including municipal or local board employees

### 2. Welcome and Call to Order (scheduled for 6:00pm)

Time:

### 3. Roll Call

Present: [List Names]

Absent: [List Names]

Public: [List Names]

### 4. Declarations of conflict of interest [List any declarations or state "None"]

- 

### 5. Approval Of Agenda

Motion: [Name]

Seconded: [Name]

Carried: [Yes/No]

### 6. Approval Of Minutes (from previous meeting)

Motion: [Name]

Seconded: [Name]

Carried: [Yes/No]

# Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



## **7. Business Arising Out Of The Minutes**

- Action: Zack will follow up with the city to clarify why the DBIA is responsible for covering the costs of flowers and not across the bridge.
  - Follow-up: [Details if available]
- Action: Lisa will meet with Jaclyn Grimmon to draft policies for the DBIA closed-door page for both membership and office purposes.
  - Follow-up: Policies and procedures have been created. It has been added to the ED report for approval.
- Action: The board decided that Lisa will obtain quotes for hiring a professional to develop the Strategic Plan.
  - Follow-up: Request for strategic planning proposals sent, only two responses received.
- Action: Follow-up with the City of Quinte West regarding their potential involvement in hosting some of the Friday Night Concerts in the Park.
  - Follow-up: No confirmation from the City yet.

Action: Request for more Christmas decorations on Elgin Street.

- Follow-up: Request sent to the City of Quinte West for Christmas 2025.
- Action: Lisa to follow up with Kay Mathews for membership governance training costs over Zoom.
  - Follow-up: The cost would be \$850.00.
- Action: Discussion on hiring Patty Hays for Policies and Procedures. Lisa to add it to the budget.

Follow-up: Added to the 2025 budget draft.
- Action: Error in the budget sent to members noted by Abby, with extra zeros on two lines to be corrected.
  - Follow-up: The error has been corrected.
- Action: Suzanne tasked Shelley with leading the budget formatting and sharing it via email before the next meeting.
  - Follow-up: Shelley has sent the proposed budget out to the Board and Ed

# Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



## 8. Treasures Report

- Due to the holiday season, the trial balance for December has not been received, but the November balance is available at the following [Link](#).

Motion: [Name]

Seconded: [Name]

Carried: [Yes/No]

- Meeting with Brenda Westfall on February 19th to review and adjust GL codes for the DBIA 2025 Budget.
- Budget Review

## 9. ED Report

- There is not much to add as the last board meeting was not that long ago.
- Policies and Procedures have been created for the New events Committee that need to be approved by the board.
  - All communications with the City of Quinte West must be routed through the DBIA office, where the Executive Director will then forward the information to the city events liaison.
  - The Committee must adhere to all applicable rules and regulations set by the City of Quinte West, the Electrical Safety Authority, the Public Health Unit, and the Quinte West Fire Department.
  - All contact and correspondence with vendors must be directed to the DBIA office, where the Executive Director will in turn relay the information.
  - All contact and correspondence with contracted performers or businesses must be sent to the DBIA office, where the Executive Director will then forward the information accordingly.
  - The Committee Chair is required to present an events report to the Board of Directors at monthly board meetings.

## Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



- The Committee must adhere to all applicable rules and regulations set by the City of Quinte West, the Electrical Safety Authority, the Public Health Unit, The Ontario Provincial Police and the Quinte West Fire Department.
- The Committee must recognize that there are between 150 and 160 businesses in the downtown area. All events planned should serve the greater good of the downtown community rather than a select few businesses.
- Committee members must not organize events that primarily benefit their own businesses. Events should be designed to benefit the broader membership and the downtown community as a whole.
- All financial transactions and budgets related to events must be fully documented and made available for review by the DBIA Board of Directors. This includes all expenses, revenues, and sponsorships.
- Events should be designed to be inclusive and accessible to all members of the community, regardless of age, ability, or background.
- The Committee must ensure that all vendors and contractors engaged for events are selected through a fair and transparent process.
- The Events Committee must operate within the allocated annual budget. Any requests for additional funding must be approved by the Board.
- Following each event, the Committee is required to gather feedback from participants, vendors, and stakeholders via the DBIA office to evaluate the event's effectiveness and pinpoint areas for enhancement. This feedback must be compiled into a formal review by the chair and presented to the Board of Directors, including any key insights and recommendations for future events.
- The Events Committee should understand that the DBIA office is responsible for managing a range of responsibilities, including both events and daily operational tasks. As such, the Committee's requests will be integrated into the existing workflow and addressed in conjunction with other ongoing duties. It is important to note that immediate responses may not always be feasible, and patience is appreciated as the office balances its comprehensive set of responsibilities.

## Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



- Lisa met with Jacklyn and these policies and procedures were created.
  - This would be posted for new members joining the page.
  - The DBIA has offered this page as a communication tool to foster information sharing among members. Staff are limited in the ability to monitor and govern use and respond to inquiries using this platform. Questions for staff should continue to be directed to dbia@downtowntrenton.ca or by phone during business hours. The DBIA invites members to post, share and discuss, while treating each other with respect, and, in addition, content posted to the page shall be related to the mandate of the DBIA. The DBIA reserves the right to remove content that is posted for any reason or at any time.
  - Have you read and understand the above. Yes No
  - This would be posted in the about and pinned to the top of the closed door page.
  - The Trenton DBIA will not tolerate inappropriate posts or comments that include, but are not limited to:
    - Profane or inappropriate language or content; sarcastic or disrespectful comments;
    - Content that including personal attacks on an individual or a specific group;
    - Content that promotes, fosters or perpetuates discrimination on the basis of race, national or ethnic origin, religion, age, creed gender, marital status, socio-economic status, physical or mental disability, or sexual orientation, ancestry, place of origin, colour, citizenship, sex, gender identity, gender expression, a record of offences, family status or disability;
    - Content considered to be in oversight with the municipal Human Resources, Health & Safety and other policies, disrespectful or insulting to the Trenton DBIA staff or representatives or content that discusses politically charged issues and/or statements, political rants or attacks on the Trenton DBIA;
    - Content related to any industries or businesses or related to sales, advertising or promotions falling outside the boundaries of the Trenton DBIA;

## Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



- 
- Content containing spam;
  - Sexual content or links to sexual content;
  - Accusations or messages that impersonate or misrepresent someone else, including public figures, Trenton DBIA staff or the Trenton DBIA board of Directors;
  - Conduct or encouragement of illegal activity;
  - Information that may compromise the safety or security of the public or public systems;
  - Promotion or opposition to a candidate for a municipal, provincial or federal election;
  - Information that discloses personal information as protected in the Municipal Freedom of Information and Protection Act (MFIPPA);
  - Plagiarized or copyrighted material;
  - Information about individuals, unless the individual has provided written consent to the Trenton DBIA in advance;
  - Messages that do not add to the normal flow of conversation, dialogue or debate;
  - Any other content that is believed to be inappropriate in the opinion of the Trenton DBIA staff.

### *General Online Etiquette Guidelines:*

- Consider whether social media is the best way to communicate;
- Do not send information that you would not want to be forwarded to a large audience;
- It is better to offer a humble opinion and write with reason and diplomacy than to preach it;

# Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*



- Commentary should be expressed in such a way that it cannot be misrepresented or misunderstood. Keep in mind that brief, well-written messages have a greater impact;
- Spelling and grammar are important; Write, edit and proofread. Use professional, but easy to understand language;
- Be the first to correct your own mistakes;
- Understand that content contributed to a social media page could encourage comments or discussion of opposing ideas. Consider responses carefully and think about how it will reflect on you and/or the Trenton DBIA.
- The name of the page needs to be renamed: “Trenton DBIA closed door page”.
- I met with the Bay of Quinte and the City of Quinte West to discuss strategies for marketing downtown using the City of Quinte West MATT funds. The City of Quinte West and the BOQ is currently reviewing the notes from our meeting and will establish guidelines on how these funds will be allocated for social media marketing to the DBIA. This will be completed by April.
- I met with the By-law Office on January 13th to discuss the distribution of information about upcoming parking changes. We agreed that I would accompany the downtown By-Law Officer during the week of January 20th to visit businesses and share this information. However, the City did not initiate this outreach as planned.
  - The issue of business owners and staff parking in prime spots designated for visitors in our downtown area has been ongoing for several years. With parking now free in the major lots, I believe the problem will worsen. Currently, there is no penalty for business owners or their staff who park in prime locations. It is crucial that staff and business owners are directed to park in specific lots to alleviate this issue: they should use the parking lot above Metro and the lot north of the Chamber. Meanwhile, TD Bank, The Post Office, Veterans Affairs, and the majority of businesses on Front St. tend to use the parking lot on the south side of the Chamber. Employees of Missions Thrift Store, Scotia Bank, and Royal Bank use the Market Square parking lot and the one on Elgin Street. We need to find a solution to educate those who do not understand how these prime spots generate money for our downtown. If we don't offer convenient parking to visitors of our downtown, they will simply drive by.

# Trenton DBIA – AGENDA: Board of Management Meeting

*Location: Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario*

*Tuesday, February 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public*

---



## 10. Events Committee Update

- 

## 11. New Business / Public Input

- 

## 12. Adjournment

Motion: [Name]

Seconded: [Name]

Carried: [Yes/No]

Time:

## 13. Next Board Meeting

Date & Time: