

AGENDA (Trenton DBIA – Board of Management)

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

Monday, April 7, 2025 @ 5:30pm-In Camera – 6:00pm-Public



Agenda

1. **Closed Session**
Time: 5:30 pm
2. **Welcome and Call to Order**
Scheduled Time: 6:00 pm
3. **Roll Call**
Present:
Absent:
Public
4. **Declarations of conflict of interest**
5. **Approval Of Agenda**
6. **Approval Of Minutes (from March 4th meeting)**
7. **Business Arising Out Of The Minute**
Actions & Follow-ups

ACTION: ED to follow up with a business complaint and confirm that parking is a city issue.

Follow-up: ED followed up, and the complainant acknowledged.

ACTION: ED to follow up with the city regarding the resolution of the no-lighting issue on Elgin.

Follow-up: ED contacted both the City and the complainant but received no response from either.

ACTION: Lisa to follow up with Brenda to schedule a meeting to discuss new GL codes.

Follow-up: ED emailed Brenda Westfall to discuss further.

ACTION: New Procedural By-laws tabled for discussion when the Chair is available.

Follow-up: To be discussed at the April 7th Board Meeting.

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ACTION: Lisa to follow up with the city to obtain applicable group emails.

Follow-up: Emails have been received and added to Mailchimp.

ACTION: At the board's request, an email will be sent to CAO David Clazie to formally address concerns regarding the DBIA's exclusion from city decisions impacting the downtown area.

Follow-up: ED met with both CAO David Clazie and Director Jacklyn Grimmon.

ACTION: Lisa to arrange for pop, water, and coffee to be available at the AGM.

Follow-up: Beverages were purchased and served at the AGM.

ACTION: Lisa to request supporting numbers for the Levey increase from the city, compile them, and make them available for the AGM.

Follow-up: The City provided the numbers and presented them at the AGM.

Discussion on Facebook Post Deletion

Abby raised a concern regarding the deletion of a specific 2024 Facebook post from the DBIA closed-door page. Lisa advised that Abby should direct the question to the DBIA Board Chair. Shelley clarified that rules and procedures are in place, and any deletion would have been vetted.

Further discussion arose about. Shelley reminded the group that this was not on the agenda and should be classified as New Business. She suggested that if a board member has background information or concerns about the policy, they should be presented at the next board meeting. Shelley emphasized maintaining decorum and keeping the meeting within the scheduled time.

ACTION: Post deletions on the DBIA closed-door Facebook page to be discussed at the April 7th Board meeting.

Follow up; Added to public input for April 7th Board meeting

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8. Treasurers Report

9. ED Report

The rent increase previously discussed during budget talks was signed for another year on March 31, 2025. The standard 3% annual increase remains in place.

The Events Committee was unable to reach an agreement on how to address a complaint regarding a DBIA member who did not pay for extra space used during the Festival on the Bay 2024.

DBIA members located on Dundas Street are allotted the full space in front of their businesses, while those not located on Dundas receive a complimentary 10' x 10' space. Members requesting additional space beyond their storefront or the allotted space have previously been charged the same rate as non-DBIA members.

In this case, a DBIA member approached a neighboring business and asked to use their space. They later submitted a letter to the DBIA office stating that the neighboring business had agreed, as they did not intend to participate in the festival.

The Events Committee noted that spaces in front of businesses do not belong to the business itself and should not be assigned at their discretion if they are not participating. Instead, the DBIA is responsible for allocating and selling these spaces to vendors to generate revenue for the festival. The committee also expressed concerns about fairness, as other businesses have paid for additional space at previous Festivals

The Events Committee is seeking guidance on two key questions:

Should some members be allowed to use extra space for free while others must pay?

Should DBIA members pay the same rate as non-DBIA members (\$150.00), or should they receive a discounted fee of \$75.00?

The Events Committee appreciates your input on how to move forward with this matter.

Just a reminder to the board that the DBIA Administrative Assistant takes direction from the ED. Board members are reminded that they cannot enter the office to assign tasks directly to the Administrative Assistant.

The ED met with David Clazie and Jacklyn Grimmon to discuss effective communication between the City and DBIA. The City and the DBIA will be moving forward with a more collaboration between the two.

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The City of Quinte West Economic Development has reached out to see if the DBIA would run the Farmers Market.

10. Events Committee Report

11. New Business

Discussion on the removal of Facebook posts from 2024.

12. Public Input

13. Adjournment

14. Next Board Meeting