

MEETING MINUTES Trenton DBIA – Board of Management



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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.

MEETING MINUTES

Trenton DBIA – Board of Management

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

Tuesday, March 4, 2025 – Scheduled for 6:00 p.m.

1. Welcome and Call to Order

Time: 6:01pm

2. Roll Call

Present:

Shelley Stedall - Vice Chair
Zack Card - City Elect
Abby Hare - Board Member
Lisa Kuypers-Schroedter - Executive Director
Annette Marr - Administrative Assistant

Absent:

Suzanne Andrews - Chair
Krystal Turcotte - Board Member

Public:

Jessie Powers - The Tattoo Shop
Scott Sexsmith - The Geek Shack

3. Declarations of conflict of interest

None

4. Approval of Agenda

Motion moved by: Zack Card
Seconded: Abby Hare
Carried

5. Approval of Minutes (from February 4, 2025)

Motion moved by: Zack Card
Seconded: Abby Hare
Carried

MEETING MINUTES Trenton DBIA – Board of Management

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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.



6. Business Arising Out of the Minutes

ACTION: Lisa to send out a notice for additional board members.

- **Follow-up:** Lisa requested a letter from the DBIA Chair. Letter was received and sent out to the membership via the DBIA closed door Facebook page and by email.

ACTION: Changes to be made to the forms; public input and delegation forms.

- **Follow-up:** Forms have been updated, approved by Suzanne Andrews and posted on the DBIA website.

7. Treasurer's Report

The Treasurer's report is not available yet. The December 2024 draft trial balance has been posted on the DBIA website.

8. Executive Director's Report

- a. The DBIA is on the emergency contact list for city updates regarding water and wastewater issues. The office provided updates on the DBIA Facebook group to keep members informed and personally called all downtown restaurants to notify them about the boil water advisory.

Discussion:

- Lisa commented that going forward the DBIA will contact the dentist as well, due to their high water usage.

- b. A DBIA member business submitted a complaint concerning the new parking by-laws. In response, a follow-up email was sent with a link to the City's by-law complaint form. The complaint letter was also forwarded to the Board of Directors for review and decide what steps if need to be taken.

Discussion:

- Lisa commented that the complainant had some ideas on how to improve parking for themselves, downtown merchants, and visitors to downtown.
- Lisa also commented that the By-law Office spoke to the complaint as well.
- All present agreed that it is a city issue.

ACTION: Lisa will follow up and confirm with that person that parking is a city issue.

- c. The DBIA experienced a sewer backup, which resulted in soaked insulation and carpeting at the front of the office. Due to the lack of sewer and water access, the office was temporarily closed. The office will request new insulation and or new flooring or deep cleaning.

Discussion:

- Lisa commented there is still an issue with the sewer, it is outside in the sidewalk in front of the building, the pipes don't line up and it freezes. There is also an issue inside under the building under the concrete pad.

MEETING MINUTES Trenton DBIA – Board of Management

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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.



- Lisa also commented that she sent an email to Sean Beamer commending the city as they were right on top of the situation.
- Lisa also commented that the sidewalk was ripped up last year and they thought they had resolved the issue.

- d. A business on Elgin Street reported that streetlights were not turning on at night. The DBIA office contacted the City to address the issue.

Discussion:

- Although Lisa contacted the city, she has not heard back on whether the issue has been resolved. Lisa also commented that she didn't know the lights were not turning on at night on Elgin Street but learned that it has been an issue for a few months now.

ACTION: Lisa will follow up with the city to find out if the issue is resolved yet.

- e. The DBIA received a complaint (see below) regarding issues on Elgin Street. The DBIA Board discussed how concerns related to mental health, substance use, violence, and vulnerable individuals should be addressed. The Board determined that these matters are best handled by the City of Quinte West By-law Enforcement and the Quinte West OPP.

Outcome:

- In response, the DBIA provided guidance on how to proceed with the complaint. The ED also forwarded it to City Councillors Zack Card and Shelley Stedall. As directed by the Acting Chair, the DBIA office also followed up with the OPP and the business involved in the complaint. As of now, no response has been received.

During the discussion it was brought up that a complaint was received about a vulnerable individual sleeping in a private parking lot. A City By-Law enforcement officer was present at the time and is handling the situation.

- f. A DBIA member raised a concern about receiving two emails, as email is not their preferred communication method. The first email was sent by the office at the request of the DBIA Chair to let him know the date of the January board meeting had changed. The second was the monthly newsletter, which was accidentally sent via email while using Mailchimp for the first time. The member had already received a printed copy of the newsletter the previous week.

- g. A member submitted a complaint about snow removal near their business. A City of Quinte West By-Law enforcement officer was on-site and is investigating the issue.

Discussion:

Lisa commented that the City was **not** clearing the snow away properly so the whole parking space could not be utilized.

- h. A complaint was received regarding two individuals using a business's back entrance to consume drugs. The office directed the business to contact the Quinte West OPP.

MEETING MINUTES Trenton DBIA – Board of Management

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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.



- i. A DBIA member reported unauthorized public parking in their private lot. The DBIA provided information on private ticketing options through the City of Quinte West.
- j. The ED did not meet with Brenda Westfall as the meeting was scheduled on the same day the pipes froze.
ACTION: Lisa will follow up with Brenda to schedule a date to meet.
- k. In collaboration with BOQ and the City of Quinte West, a photo contest is currently running on our social media platforms. Three \$100 gift cards are available to be won. The contest ends on March 31st
Discussion:
 - Abby asked who was supplying the gift card prizes for the Photo Contest and Lisa responded that it was the City of Quinte West and the Bay of Quinte Marketing Board.
- l. The AGM has been announced on our closed-door page and included in the March newsletter.
Discussion:
 - Abby said the invitation sent out via email was the wrong one, and she was concerned about which invitation was sent to the Trentonian. Lisa responded that the invitation was not sent to the Trentonian; instead, a blurb/announcement was sent.
 - Lisa also explained that there have always been two separate documents for the AGM: an 'Invitation' and a board-approved 'Agenda,' as there was some confusion about whether the invitation also served as the agenda.

Additional updates from the ED (these updates were not included on the agenda)

- m. We have now budgeted to hire someone to draft new Procedural By-laws. The Executive Director asked for direction on reaching out to Patty Hays, who has been recommended by OBIAA, to seek quotes from other candidates as well? It was noted that there is no Procedural By-law in place requiring obtaining multiple quotes.
Discussion:
 - Shelley recommended that the chair should be present to discuss how to move forward with getting quotes and the other members agreed.**ACTION:** Tabled for discussion later when the Chair is available.

Motion to table the discussion on hiring someone to draft new procedural bylaws.

Moved by: Zack Card
Seconded: Abby Hare
Carried

MEETING MINUTES Trenton DBIA – Board of Management



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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.

- n. The City has requested that our newsletter be distributed to additional City staff. However, a previous board decision specified that the newsletter should only be sent to select staff members, such as Linda Lisle, who oversees Economic Development and Tourism, and Rebecca Cotter, who oversees Tourism and Communications.

Discussion:

- Shelley and Zack suggested that when sending emails to the city via MailChimp that the DBIA send them to City group mailboxes.

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

- o. The AGM is set to be announced in The Trentonian within the required timeframe outlined in the municipal DBIA governance. The ED reached out to the City, and they have agreed to include the announcement in their regularly running standard ad.

- p. The ED voiced concerns about why the DBIA was not included in the decision-making process for the downtown parking signage. In the past, the DBIA approached the City to install wayfinding signage for public washrooms, which we were willing to fund. However, this request was denied because the signage did not align with the City's branding colors.

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.

- q. Lisa will not be attending the April 1st Board meeting as Lisa will be attending the OBIAA conference.

Discussion:

- It was decided that the next board meeting (scheduled for April 1st) be rescheduled for when the ED is available. Dates were discussed and a tentative date was set for April 7th for the next board meeting.

- r. The Executive Director advised dates she will be on holiday in 2025. She advised there will be staff coverage in her absence.

- s. The Executive Director emphasized the importance of responding to electronic board meeting invitations. It is essential for board members to confirm their attendance for several reasons, including:

Ensuring Quorum – A meeting cannot proceed or make official decisions without the required number of attendees. Confirming attendance helps ensure we meet quorum.

Respect for Everyone's Time – If quorum is not met, the meeting may need to be rescheduled, leading to wasted time and delays in decision-making.

Accountability and Engagement – Active participation in meetings is a key responsibility of board members and contributes to effective governance.

Please make it a priority to respond to meeting invitations.

MEETING MINUTES Trenton DBIA – Board of Management

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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.



Discussion:

- It was discussed that some board members were having issues responding to electronic board meeting invitations. Lisa said she would be happy to receive a text confirmation if they were having trouble responding to the electronic meeting invitation. Board members also said if they are having issues responding to electronic board meeting invitations they will respond with an email separate from the electronic invitation.

9. New Business

AGM Discussion

The ED went over the agenda format for the AGM. Shelley suggested that the approval of the March 4th Minutes be moved to the next regular board meeting.

ACTION: Lisa to follow-up with Suzanne to confirm the use of the regular board meeting format for the AGM.

The budget was discussed, and the budget summary will be attached to the AGM agenda on the DBIA website and at the AGM. Printed copies of the budget will be made available for members at the AGM.

It was discussed that no food would be available for the AGM. It was suggested that beverages be available.

ACTION: Lisa to make provision for pop, water and coffee to be available for the AGM.

Procedures and protocols regarding the governance of the AGM were discussed.

The venue for the AGM was questioned and discussed. It was suggested that the venue be moved from the DBIA office to a different location for the AGM. It was decided that the chair should have some input.

10. Events Committee Report

Festival on the Bay

Abby reported that there are 18 vendors are booked. Lisa commented that more have come in since she gave Abby that number.

Spring Into Summer

Abby reported there are 2 vendors booked for this event that was rebranded from “Magic Moon” to “Spring Into Summer”. The Committee will encourage the membership to decorate their windows because that generated a lot of participation from businesses. They are going to keep the magic moon element with the ceremonies and vendors on King Street and are hoping to incorporate more of the membership. The Committee is not sure what everything looks like yet. It was acknowledged that the new event, 'Spring into Summer,' should be approved by the board. The board discussed and confirmed the event.

MEETING MINUTES Trenton DBIA – Board of Management



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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.

Motion to approve the new event Spring into Summer event

Moved by: Abby Hare
Seconded: Zack Card
Carried

Kids Colouring Contest

The Committee and DBIA staff are looking into doing a “Kids Colouring Contest” for Easter. This will be discussed more at the next committee meeting which is on the 11th.

Other Discussion

Both Lisa and Abby commented that their first Events Committee meeting was very successful.

There was a discussion regarding the closure of Fraser Park this summer and how a potential road closure of Fraser Park Drive could impact the Festival on the Bay. Lisa commented that she followed up with the city, and their start date for construction in Fraser Park has not yet been determined.

11. Public Input

- i) Scott Sexsmith suggested that any surplus in the DBIA budget should be reallocated to help prevent a tax increase for building owners, which could ultimately impact the businesses renting the spaces.

The board's response to Scott's suggestion was that the Trial Balances posted on the DBIA website are draft documents, and the final 2024 numbers are not yet available. Once the final numbers are available, the board expects to just break even on the 2024 budget, as several large invoices have not yet been issued. However, if there is a substantial surplus, it could be used to subsidize 2025 to some extent and potentially lower the proposed levy increase.

Zack said this would be a discussion at the AGM and suggested some supporting numbers would be helpful and asked Lisa to collect them from the city. Zack also suggested that numbers be clear and made available at the AGM. The numbers need to reflect the average levy for the year and what the % increase represents in terms of actual dollar increases. These numbers should also reflect the dollar increase for the building owners and also the dollar increase that would filter down to the business owners renting the spaces.

There was also some confusion regarding how the percent increase in the levy filters down to the businesses owners who rent the spaces. It was explained that the total percent increase was on the whole DBIA area, not the individual building owner and individual renter. When calculated for individual building owners and renters, the percentage increase is substantially lower. It was further explained that the City levy increase cannot be added to the BIA increase for a total increase, as they are separate levies and the calculation does not work in that manner. More information will be made available at the AGM to explain.

ACTION: Lisa will request supporting numbers from the city, prepare them, and make them available for the AGM.

MEETING MINUTES Trenton DBIA – Board of Management

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

Tuesday, March 04, 2025_Scheduled for 6:00p.m.



ii) Abby also had input and asked why a specific Facebook post from 2024 on the DBIA closed-door page had been deleted. Lisa responded that Abby should direct that question to the Chair of the DBIA board. Shelley stated that there are rules and procedures in place and that the deletion would have been vetted.

Further discussion arose regarding the deletion of posts on the DBIA closed-door Facebook page. Shelley reminded the group that this item was not on the agenda, classifying it as new business, and advised that the discussion should be moved to the next board meeting under New Business. Shelley suggested that if the board member has background information and/ or concerns about the policy and wishes to present them forward, they will be discussed at the next board meeting. Shelley preferred to maintain decorum at this meeting and avoid going over time.

ACTION: Annette to add this item to the April agenda for the next meeting under New Business as per Shelley (Vice Chair).

12. Adjournment

Motion moved by: Zack

Seconded: Abby

Carried

Time: 7:15 pm

13. Next Board Meeting

Tentative Date: April 7th

Annual General Meeting (AGM): Tuesday March 18th 2024 @ 5:30pm