

MEETING MINUTES

(Trenton DBIA – Board of Management)



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

Tuesday, December 16, 2025 In Camera - Scheduled for 5:30pm Public - Scheduled for 6:00pm

Minutes

1. Closed Session

Reason: Personnel matters (identifiable individuals, wages & employment considerations)

Time: 5:30pm

2. Welcome and Call to Order

Time: 6:30pm

3. Roll Call

Present: Suzanne Andrews (Chair), Zack Card (City Elect.), George Tomaszewski (Board Member), Carrie Parkhurst (Board Member), Glenda deRaaf (Lily) (Board Member), Lisa Kuypers (Executive Director [ED]), Annette Marr (Administrative Assistant)

Absent: Shelley Stedall (Vice Chair), Remco deGooyer (Board Member),

Public: Abby Hare, Scott Sexsmith, Ryan O'Shaughnessy, Maryanne Gaudreault

4. Declarations of Conflict of Interest

N/A

5. Approval of Agenda

Motion moved by: Carrie

Seconded: Lily

Carried by all

6. Approval of Minutes (November 10, 2025)

Motion moved by Zack

Seconded: George

Carried by all

Before proceeding, the Chair noted the following:

- ❖ *The posting of the November 10, 2025 meeting minutes was delayed due to the timing of the approval process. A "Complaint Form" was subsequently received regarding the delay. The current approval process requires that the Chair of a Board meeting approve the minutes before they are posted on the DBIA website, and this process was discussed. **It was decided by the Board that this will be changed so that any Board Member who is present at a given meeting may approve the minutes if the chair is unavailable.***

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7. Delegations and Petitions

N/A

8. Public Input

- Ryan O'Shaughnessy raised a concern regarding flower costs as part of DBIA beautification expenses, noting that in other areas of Quinte West such costs are fully covered by the city. He had signed statements from members not supporting the DBIA covering the costs of the flowers. The Chair noted that for 2026, the City will fund three-fifths of the flower costs, with the DBIA responsible for the remaining two-fifths. The Board will pursue discussions with the City regarding funding for the full cost of flowers for the DBIA for 2027.
- Scott Sexsmith submitted an Input Form to discuss Festival on the Bay, specifically why it was not outlined on the agenda under the event committee report and whether the event should be held over two days or three days. He was also joined by Ryan O'Shaughnessy and Abby Hare who presented signed petitions from members supporting keeping the festival at three days. The petitions were accepted by the board and were included in the discussions about the festival. Please refer to the Events Committee Report (page 4) for details of the discussion and outcome.

9. Business Arising Out of the Minutes

ACTION: Zack will follow up with the City to find out if the City covered the cost of the flags for Frankford.

Follow up: The cost is covered by the City. **Complete**

ACTION: The ED will resend the budget survey to the Board by email, compile all responses from SurveyMonkey and email, and present the results at the next Board meeting.

Follow up: **Complete**

ACTION: Board members will review the remaining sections of the Procedure By-law and submit comments to the Chair by December 9.

Follow up: ***The Board will have a Zoom meeting to review the By-laws in January, with approval scheduled for the February Board meeting.***

ACTION: The ED will prepare a final draft budget document to be circulated to Board members in advance of the next Board meeting.

Follow up: Final draft budget sent to Board members. **Complete.**

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10. Treasurers Report

- The Final 2026 draft budget was discussed and approved with a 2.8% increase of the levy for total income of \$261,672. Expenses were adjusted to match this amount.
Motion moved by Zack
Seconded: Carrie
Carried by all
- The Board discussed how the 2026 Budget will be presented to the membership. The 2026 draft budget approved by the Board will be sent to the City for final approval. The City approved budget will then be shared on the DBIA website.
- [October Trial Balance](#) was reviewed.

11. ED Report

- The ED requested that a date be set for the 2026 AGM.
The Board determined that all required information will be available by May 2026 to proceed with the meeting. A specific date in May will be confirmed at a later time.
- Hanging Baskets 2026: The City did not extend the Little Village Garden Centre contract, so it will be put out for tender.
- Due to ongoing merchant challenges and lack of provider support, the ED recommended discontinuing the DBIA Gift Card program and returning to the DBIA Dollar program. The Board agreed and requested that the ED conduct a survey.
ACTION: The ED will conduct a survey of DBIA businesses to determine interest in participating in the DBIA Dollar program.
- The ED received feedback regarding the CIP process, including concerns about the short application window and complexity for small businesses. Zack acknowledged similar concerns and advised that the comments would be forwarded to Economic Development. A follow up meeting was subsequently scheduled with the business owner and Linda Lisle.
- Rachel Braithwaite, Executive Director of OBIAA and TIAO, met with MPP Tyler Allsopp to discuss key tourism priorities. A brief follow up indicated the meeting was productive and that MPP Allsopp was engaged and knowledgeable about his riding, including Trenton and Belleville. Further details will be shared if received.

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12. Events Committee Report

Festival on the Bay

- Following a review of feedback from downtown businesses and vendors, the Events Committee put forward a recommendation to transition Festival on the Bay to a two-day format beginning this year, subject to Board approval. The intent is to improve vendor participation, enhance the attendee experience, and align with community feedback. The format would be reviewed following the event after data is collected from DBIA members and outside vendors.
 - Following discussion with members of the public in attendance and the Board, the Board decided to retain the current three-day event model for Festival on the Bay.
Motion moved by Zack
Seconded: George
Carried by all

13. New Business

- Zack raised concerns about City permitting for new business openings. The Executive Director confirmed that the DBIA provides a new member package and a rack card to help guide businesses to the appropriate City contacts for permitting requirements and processes.
 - Lily suggested adding a monthly “Did You Know” feature to the newsletter to share information such as City permitting contacts.
- The Chair suggested that, moving forward, the Events Committee Report include brief bullet points on the DBIA Board meeting agenda to highlight discussion items, especially those that may require a Board vote. This was agreed to by the board.

14. Adjournment

Motion moved by Lily
Seconded: Carrie
Carried by all
Time: 8:00pm

15. Next Board Meeting

Date & Time: **TBD**

A discussion was held about setting a regular Board meeting schedule for 2026. The Chair will send an email to Board members to confirm availability and establish a consistent schedule.