

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



*Trenton DBIA – Board of Management*

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

***Monday, November 10, 2025 In Camera - Scheduled for 5:30pm Public - Scheduled for 6:00pm***

### **Minutes**

#### **1. Closed Session**

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

**Time:** 5:30pm

#### **2. Welcome and Call to Order**

**Time:** 6:25pm

#### **3. Roll Call**

**Present:** Shelley Stedall (Vice Chair), Zack Card (City Elect.), George Tomaszewski (Board Member), Carrie Parkhurst (Board Member), Glenda deRaaf (Lily) (Board Member), Remco deGooyer (Board Member), Lisa Kuypers (Executive Director [ED]), Annette Marr (Administrative Assistant)

**Absent:** Suzanne Andrews (Chair)

**Public:** None

#### **4. Declarations of conflict of interest**

None

#### **5. Approval Of Agenda**

Motion moved by: Zack

Seconded: Lily

Carried by all

#### **6. Approval Of Minutes (October 10, 2025)**

Motion moved by: Carrie

Seconded: Zack

Carried by all

#### **7. Delegations and Petitions**

None

#### **8. Public Input**

None

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



### 9. Business Arising Out Of The Minute

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

**Follow-up:**

- ❖ *Follow-up on this action has been moved to the next meeting.*
- ❖ ***This Item is deferred to next meeting for discussion.*** Zack will email Lisa information tomorrow regarding this item.

**ACTION:** Remco to look into the creation of a contact form on the DBIA website. **ACTION:** The ED will resend the survey using email.

**Follow up:** The ED sent out the Survey in a regular email format with little reply.

- ❖ *Through discussion, it was agreed that a workable solution is to use ChatGPT instead of SurveyMonkey for the next survey distributed by the Executive Director.*

**ACTION:** The Executive Director will compile the results collected through both SurveyMonkey and regular email and present them at the next board meeting.

**ACTION:** The ED is to look into the cost associated with upgrade the OneDrive storage

**Follow up:** The ED included this in the 2026 budget draft.

**ACTION:** All board members present are to bring back any changes or additions they would like to see in the list of submissions and requests to the next meeting.

**Follow-up:** Lisa resent.

- ❖ ***This Item is deferred to next meeting for discussion.***

**ACTION:** The ED is to include this item in the next board meeting agenda under the ED Report. The Executive Director will note in the agenda that the purpose of the “Wish List” of submissions and requests is for board review prior to being forwarded to the City.

**ACTION:** The ED to follow-up with the City regarding clarification of the Vendor Commissions dollar amount.

**Follow up:** Ed has not yet received the August/ Sept trial balance from the City.

- ❖ *The Ed has since received the September trial balance and the board now has clarification of the correct Vendor Commissions dollar amount. [September Summary of DBIA Operations](#)*

**ACTION:** The Events Committee will prepare a draft budget for the next DBIA Board meeting to allow the board to review the line items and understand how they fit within the overall budget.

**Follow up:** The Events Committee budget has been added to the 2026 draft budget.

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



**ACTION:** Board members agreed to review the remainder of the Procedure By-law individually and submit their comments to the Chair before Nov 10.

**Follow up:** Procedure By-law resent to board members.

❖ *This Item is deferred to next meeting for discussion.*

**ACTION:** The ED to include the Film.ca mural, the ROD Grant, the display case, and software in the draft budget.

**Follow up:** This item has been added to the draft budget.

**ACTION:** The ED will prepare an initial draft budget document to be circulated to board members in advance of the November 10th Board meeting.

**Follow up:** Draft budget sent to board members.

### 10. Treasurers Report

The budget was discussed with the goal of preparing a 2026 draft budget. After reviewing the numbers and discussing various options, it was agreed that a modest 2.8% increase to the levy would be necessary.

Motion moved by: Zack

Seconded: Remco

Carried by all

**ACTION:** The board will complete a final review of the 2026 draft budget at the next meeting before sending it to the membership for feedback and input.

### 11. ED Report

a) Flowers – Following discussions with the City, it was agreed that the City will cover 50% of the cost of the downtown flowers and that potentially 18 hanging baskets will be removed from the total count.

b) 2026 Little Village Garden Centre – Contract Renewal – Following discussions with the City, it was confirmed that the contract with Little Village Garden Centre will be renewed for 2026. The City will review potential provider changes for 2027.

c) A date for the AGM needs to be set.

❖ *This Item is deferred to next meeting for discussion.*

### 12. Events Committee Report

i) Halloween Trick-or-Treat Event – The event had an excellent turnout and received very positive feedback from both businesses and the community. The pet photo and colouring contests were successful, and efforts will be made to increase participation next year, pending budget approval.

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



- ii) Events Budget submitted for inclusion with overall budget.
- iii) After reviewing feedback from both downtown businesses and vendors, the Events Committee has decided to move Festival on the Bay from a three-day to a two-day format beginning this year.  
The goal is to make the event more engaging, energetic, and enjoyable for everyone involved.

### Key reasons for the change:

- **Stronger vendor participation:** Many vendors found it difficult to commit to three full days due to staffing and scheduling challenges. A two-day schedule allows more vendors to participate, increasing variety and excitement.
- **Better experience for attendees:** Concentrating resources into two days enables higher-quality entertainment, interactive performances, and activities, creating a vibrant atmosphere throughout the weekend.
- **Positive community feedback:** Most DBIA members and vendors supported a two-day format, noting it would help maintain enthusiasm and attendance.
- **Comfort and enjoyment:** Shorter hours will reduce fatigue and heat exposure for vendors and visitors alike.
- **Flexibility for the future:** The new schedule keeps the festival fresh and adaptable, with the option to return to three days if demand and resources justify it.

### Conclusion:

The Events Committee believes this change will make Festival on the Bay stronger, more engaging, and better aligned with community and vendor needs. The structure will be reviewed after this year's event to determine whether to continue or adjust in future years.

### 13. New Business

None

### 14. Adjournment

Motion moved by: Remco  
Seconded: Zack  
Carried by all  
Time: 7:48pm

### 15. Next Board Meeting

**Date:** Tuesday, December 09, 2025  
**Time:** In Camera – 5:30pm, Public – 6:00pm