

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



*Trenton DBIA – Board of Management*

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

*Tuesday, February 10, 2026 In Camera - Scheduled for 5:30pm Public - Scheduled for 6:00pm*

### Minutes

#### 1. Closed Session

**Reason:** Personal matters about an identifiable individual.

**Time:** 5:30pm

#### 2. Welcome and Call to Order

**Time:** 6:20pm

#### 3. Roll Call

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

**Absent:** N/A

**Public:** Vincent Tam (Liberty Tax)

#### 4. Declarations of conflict of interest

N/A

#### 5. Approval Of Agenda

Motion moved by: Zack

Seconded: Remco

Carried by all

#### 6. Approval Of Minutes (January 20, 2026)

Motion moved by: George

Seconded: Carrie

Carried by all

#### 7. Delegations and Petitions

N/A

#### 8. Public Input

N/A

# MEETING MINUTES

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### 9. Business Arising Out Of The Minute

- See events committee report: Festival start time and DBIA Dollars
- The Chair shared the following information regarding the Procedural By-law:
  - A Zoom meeting was held on January 27<sup>th</sup> with Patty Hays from Page by Page consulting to review the draft Procedural By-law. Patty made additional revisions, and the updated draft was sent to Josh, the City Clerk, who has since provided further comments.

Lisa and Suzanne will meet to consolidate feedback before circulating a revised version to the Board. The by-law is not yet ready for approval, but progress is being made. Board members will have an opportunity to review the updated draft and provide feedback.

### 10. Treasurers Report

No trial balance was included in the meeting package, as the December report was received only a couple of hours before the meeting. The Shelley emphasized the need for monthly financial reports to be received at the beginning of each month so they can be included in the Board package and reviewed in advance.

**Action:** Lisa to send the December trial balance to the board for review.

### 11. ED Report

- AGM Date and Venue
  - The Board discussed hosting the AGM at the Trent Port Historical Society in May.
  - Attendance expectations and quorum requirements were reviewed.
- Festival – Dragon Boat Sponsor Request
  - The Dragon Boat Festival organizer has reached out regarding sponsorship support. As the request was not included in the current budget, it was suggested that the matter first be reviewed by the Events Committee to determine if funding is available within the existing events budget before bringing a recommendation to the Board.
  - Additionally, it was discussed that, moving forward, direct communication between the Dragon Boat Festival organizer and City staff would be more appropriate, rather than the DBIA acting as intermediary.
- Board Election Format
  - The Board discussed implementing a new process for Board elections, including voting procedures, tie-breaking protocols, election timing, ballot distribution, and the submission of ballots to the City Clerk for counting.
- Employee and Policy Manual.
  - Following completion of the Procedural By-law, the Board will begin developing supporting policies and procedures. An Employee Policy and Procedures Manual was

# MEETING MINUTES

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circulated for Board review. Board members were asked to review the manual in advance of further discussion at an upcoming meeting.

- ROD Funding
  - The Board discussed establishing a small working group to oversee the strategic implementation of the ROD funding if approved. A motion was made to create a task team to oversee the implementation of the ROD funding if approved with the group reporting monthly to the Board and dissolving upon completion of its mandate.  
Motion moved by: Shelley  
Seconded: Remco  
Carried by all

### **12. Events Committee Report (Meeting)**

- New Members
  - The Events Committee met and welcomed Maryanne Gaudreault (O2 Oxygen Bar) as a new member.
- Review of Events Committee Budget
  - The 2026 Events Committee budget was reviewed, and committee members expressed satisfaction with the approved allocation.
- Bay of Quinte (BoQ) Funding
  - The Events Committee requested follow-up with Dug Stevenson regarding promotion of downtown EV charging stations, encouraging visitors traveling along Highway 401 to stop downtown to charge, dine, and shop. The possibility of additional signage from Highway 401 was also discussed.
- Festival on the Bay
  - Committee to create 3–4 photo-based social media reels
  - Vendor update: 4 (10×20) booths, 9 (10×10) booths, 3 food vendors, and 3 DBIA members confirmed.
  - The Board reviewed the survey results regarding the Festival start time (2 votes for 9:00 a.m., 3 for 10:00 a.m., 1 for 11:00 a.m., and 2 for 12:00 p.m.). Although the Committee recommended a 9:00 a.m. start, discussion indicated support for a later time, and the Board agreed to a 10:00 a.m. start.
  - The Board reviewed the recommendation to change Saturday’s closing time from 5:00 p.m. to 4:00 p.m., citing low attendance during the final hour. Following discussion, the Board agreed to a revised closing time of 4:30 p.m.
- City of Quinte West Tourism Grant
  - The Events Committee supported applying for a tourism grant to support a contest for a staycation downtown during the Festival on the Bay.

# MEETING MINUTES

## (Trenton DBIA – Board of Management)



- Gift Card/DBIA Dollars
  - Gift Card/DBIA Dollars survey results supported discontinuing the plastic gift cards in favour of reinstating DBIA Dollars. The Board agreed to discontinue the Gift Card program and reinstate DBIA Dollars.
  
- Additional Discussion
  - The Community Grant application submitted by the DBIA was denied. The request was for additional bike racks in the downtown; however, City staff determined that the City already has bike racks available that can be installed as needed, and therefore did not approve the funding request.
  - A discussion was held regarding the beautification process associated with the new Division Street infrastructure project.

### **13. New Business**

It was noted that the lease renewal document, unchanged from previous years, was not included on the agenda. As the renewal deadline is April 1, the full lease agreement will be placed on the next meeting agenda for formal Board approval.

**Action:** Lease to be circulated to the board for review prior to the March meeting.

### **14. Adjournment**

Motion moved by: George

Seconded: Zack

Carried by all

Time: 7:15pm

### **15. Next Board Meeting**

Tuesday, March 10, 2025/ 6:00pm

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(Secretary Approval of Minutes)

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(Chair or DBIA Board Delegate Approval of Minutes)