

AGENDA

(Trenton DBIA – Board of Management)



Trenton DBIA – Board of Management

Location: Trenton DBIA Office: 29 Dundas St. W. Trenton, Ontario

Tuesday, April 21, 2026, Closed Session - Scheduled for 5:30pm Public - Scheduled for 6:00pm

Agenda

1. **Closed Session**

Reason: Personal matters about an identifiable individual

2. **Welcome and Call to Order**

3. **Roll Call**

4. **Declarations of conflict of interest**

5. **Approval Of Agenda**

6. **Approval Of Minutes (March 10, 2026)**

7. **Delegations and Petitions**

8. **Public Input**

9. **Business Arising Out Of The Minutes**

Action: The Executive Director will revise the proxy voting language within the new policies.

Follow-up: Pending Board approval to proceed with hiring Patty Hays.

Action: Administration to complete minor formatting adjustments to the By-laws.

Follow-up: Completed.

Action: Executive Director to submit the Board-approved By-law to the City Clerk for final review.

Follow-up: By-laws were submitted; clarification received that approval authority rests with the DBIA Board.

Action: Administration to link the By-law documents within the March Minutes and post them to the DBIA website.

Follow-up: Completed.

Action: Executive Director to request the DBIA reserve bank balance and report back.

Follow-up: To be presented as part of the Treasurer's Report.

Action: Executive Director to provide a summary of insurance coverage.

Follow-up: To be included in the Board Members package and discussed during the Executive Director's Report.

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Action: Executive Director to prepare and issue an RFQ for branding services.

Follow-up: Completed.

Action: Administration to share the draft budget with membership via the website.

Follow-up: Completed.

10. Treasurers Report

Review of the February and March trial balances (if available).

Total Balance of DBIA reserve funds as of March 31, 2026, - \$136,868.77

11. ED Report

a) **Downtown Maintenance & Beautification Meeting**

The Quinte West Chamber of Commerce and the Downtown Trenton BIA met with CAO Chris Angelo to discuss ongoing issues affecting the downtown, with a primary focus on enhanced maintenance and beautification. The discussion items were shared in the DBIA Newsletter and on the Downtown Trenton Members Facebook page.

b) **Economic Development Initiatives & ROD Grant**

The City of Quinte West Economic Development meeting with the Quinte West Chamber of Commerce. The city outlined several upcoming initiatives, including a BR+E (Business Retention and Expansion) report to be conducted across the city this year, participation in the Stouffville community exchange program (FICE), and plans to apply for the ROD grant to support new wayfinding signage.

c) **Fire Code Concerns in Downtown Buildings**

The Downtown Trenton office has reached out to Fire Prevention Officer David Wheeler regarding concerns about potential fire code violations in the downtown area. Several buildings have been identified as posing possible risks to public safety.

d) **Trial Balance Reporting Concerns**

The Board has requested that trial balances provided by the city for review at Board meetings be Partial or incomplete. Trial balances can be difficult to interpret and may lead to confusion for Board members as we saw at the last board meeting. I am requesting that trial balances be only sent when complete.

e) **Landlord & Small Business Sustainability Issues**

The DBIA has received several recent concerns regarding landlords who may not be adequately maintaining or investing in their properties or supporting the sustainability of small businesses. In addition, several downtown businesses have reported issues related to utilities disruptions, by-law infractions, and significant increases in rent. I reached out to our community partners with the email below. Linda Lisle from and Economic Development subsequently followed up with a phone call and indicated they would coordinate a meeting with community partners to discuss these matters further.

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f) Downtown Cleanliness & Debris Concerns

Due to the significant snowfall this winter, there has been an increased accumulation of debris throughout the downtown area. While many property owners and businesses are maintaining their spaces, there remain several locations where additional attention to cleanliness would be beneficial in supporting an inviting and well-maintained downtown environment.

g) Trash Bash Partnership Inquiry

The office has reached out to the city to explore the opportunity to partner on the Trash Bash by hosting a station downtown; however, we have not yet received a response, maybe this is something we should look into for next year.

h) CIP Grant Agreement Review Request

A DBIA member recently reached out requesting a review of how the CIP Grant Agreement is communicated to tenants applying for funding. I am wondering if this is something the Executive Director and Board should review.

i) Fireworks Provider Update & RFQ Concerns

The DBIA office has received correspondence from Mark Phillips advising that this will be the final year he will be providing fireworks for the festival at a significantly reduced cost. Mark also noted that he has concerns regarding the RFQ process and how contracts are awarded within the City of Quinte West.

I have responded to Mark, thanking him for his contributions to the DBIA and to the Festival on the Bay. The response read:

Good morning, Mark,

Thank you for reaching out and for letting me know.

I want to sincerely acknowledge the incredible generosity you have shown over the years in supporting Festival on the Bay and the Trenton community. Providing a fireworks and drone show of that scale—especially at your own cost—is something that has had a tremendous impact on our downtown and on the thousands of people who attend. It truly has not gone unnoticed.

While I understand and respect your decision, I also want to say that this news represents a real loss for our community. Your contributions have helped shape the festival into what it is today, and your commitment has created lasting memories for residents and visitors alike.

I also hear and understand your concerns regarding support for local businesses. These are important conversations, and I will ensure your feedback is shared appropriately.

On behalf of the DBIA and our downtown businesses, thank you again for your years of generosity, partnership, and dedication to Trenton. We are very grateful.

Regards,

Lisa

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j) Farmers' Market Coupon Book Funding Request

The Front Street Farmers' Market has submitted a request for \$4,800 in funding to support the development and implementation of a Market Days Coupon Book. This initiative is intended to increase market attendance, drive foot traffic to downtown businesses, and enhance overall economic activity within the downtown core. Targeting tourists, local consumers, and military families, the campaign will utilize existing promotional channels to maximize visibility throughout the market season. With an estimated reach of 6,000–8,000 visitors, the program focuses on converting current market traffic into broader engagement with downtown merchants. Would this be something we would like to fund?

12. Events Committee Report

13. New Business

14. Adjournment

15. Next Board Meeting