

MEETING MINUTES

(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

Minutes

1. Closed Session

Reason: Personal matters about an identifiable individual.

Time: 5:30PM

2. Welcome and Call to Order

Time: 6:10pm

The Chair officially welcomed new Board member Lyn Sigurdson, representing the Film.Ca Centre Cinemas.

3. Roll Call

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

Absent: Shelley Stedall (Vice Chair),

4. Declarations of conflict of interest

N/A

5. Approval Of Agenda

Motion to approve the agenda.

Moved by: Carrie Parkhurst

Seconded: Remco deGooyer

Carried

6. Approval Of Minutes (March 10, 2026)

Motion to approve the March 10, 2026, minutes.

Moved by: George Tomaszewski

Seconded: Remco deGooyer

Carried

7. Delegations and Petitions

N/A

8. Public Input

N/A

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9. Business Arising Out Of The Minutes

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

Follow-up: The Summary was included in the Board Members package and discussed during the Executive Director's Report. Complete

- *Discussion took place regarding insurance coverage, renewal timelines, and whether to obtain new quotes. It was noted that insurance has not been shopped out in approximately three years. The Board agreed coverage appears adequate but supported reviewing and obtaining updated quotes prior to the next renewal in November.*

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

10. Treasurers Report

Complete trial balances for January, February, and March 2026 were reviewed, with discussion focused on March. Expenses were in line with budget expectations, though some discrepancies with how the city categorized GL Codes and accruable items from 2025.

Action: The ED and Chair to review and clarify budget line items with the city.

Motion to approve the January, February and March 2026 trial balances.

Moved by: Remco deGooyer

Seconded: Lyn Sigurdson

Carried

The ED also reported that, as of March 31, reserve funds total \$136,868, with approximately \$17,000 planned for use toward marketing and branding.

11. ED Report

a) **Downtown Maintenance and Beautification**

ED reported meeting with the Quinte West Chamber of Commerce and CAO Chris Angelo to discuss downtown maintenance and beautification; updates were shared via the DBIA newsletter and Facebook page. Additional details were provided in the Board package.

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

At the Economic Development meeting, the city outlined upcoming initiatives, including a BR+E report, participation in the FICE program, and plans to apply for a ROD grant to support city-wide wayfinding signage.

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

Fire code concerns were raised for several downtown buildings; the DBIA contacted Fire Prevention Officer David Wheeler and is awaiting a response.

d) **Trial Balance Reporting Concerns**

The Board discussed trial balance reporting and agreed that only complete trial balances should be provided for review, as partial reports may cause confusion.

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e) Landlord & Small Business Sustainability Issues

Concerns were raised regarding landlord practices, property maintenance, rising rents, and impacts on small business sustainability. Issues related to the CIP program were noted, including instances where property improvements led to significant rent increases and tenant displacement. Economic Development has been notified and will coordinate a meeting with community partners.

Action #2: Councillor Zack Card to look into the CIP program, including funding flow, tenant protections, and potential policy considerations.

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.

The office reached out to the city to explore hosting a downtown Trash Bash station; however, no response was received. The opportunity will be revisited next year.

i) Fireworks Provider Update & RFQ Concerns

The DBIA received notice from fireworks provider Mark Phillips that this will be his final year supporting Festival on the Bay. Concerns regarding the City's RFQ and procurement process were raised, particularly around recognition of local vendors and in-kind community contributions. The matter was discussed at Council, with reports forthcoming to review the specific contract and broader procurement practices. Council is exploring potential improvements to balance cost efficiency with support for local businesses.

j) Farmers' Market Coupon Book Funding Request

A request for \$4,800 in funding for a Farmers' Market coupon book was presented. Based on past experience and limited effectiveness, the Board did not support funding the initiative. The Board agreed to continue supporting the market through existing marketing efforts.

k) Our TMH Donation Request

Our TMH has asked for \$50 in DBIA bucks. They will match it with another \$50 for the a prize for Doctor recruitment sign up at the Quinte West Home Show

Motion to approve \$50 in DBIA bucks for Our TMH event.

Moved by: Remco deGooyer

Seconded: Carrie Parkhurst

Carried

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I) Summer Students

Downtown Trenton was granted three students this year through the Canada Summer Jobs grant: one for outdoor maintenance, one for marketing, and one for administration.

12. Events Committee Report

The Events Committee met with limited attendance and discussed potential changes, including not hosting a traditional Christmas event and exploring a “12 Days of Christmas” promotion. Initial discussions also included Ladies’ Night and Festival on the Bay entertainment.

It was suggested that a call-out to membership is needed to recruit new committee members due to recent changes in membership. The Board agreed that participation should include both business owners and employees.

Action: The ED to issue a call-out to membership through the newsletter and social media to recruit participants for the Events and Marketing Committee.

Board of Directors member Lyn Sigurdson offered to step up and join the committee.

The Board discussed and supported renaming the Events Committee to the “Events and Marketing Committee” to better reflect expanded responsibilities and encourage greater member participation.

A motion was put forward to approve the name change.

Moved by: Zack Card

Seconded: Remco deGooyer

Carried

Efforts to organize a May sidewalk sale were unsuccessful as we did not get the required approvals from the City; as a result, the event will not proceed.

Festival on the Bay is the next upcoming event. A meeting of the Events and Marketing Committee is scheduled for next Tuesday, April 28 at 8:30 a.m. at the DBIA office. It was clarified that the Board can approve initiatives directly if committee decisions are delayed, and broader participation in the committee is encouraged.

13. New Business

Discussed contract Patty Hayes to develop a policies and procedures manual to support the new bylaws, at a cost of \$950 plus HST.

Motion to approve hiring Patty Hayes.

Moved by: George Tomaszewski

Seconded by: Lily deRaaf

Carried

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14. Adjournment

Motion to adjourn.

Moved by: Remco deGooyer

Seconded: Lyn Sigurdson

Carried

Time: 7:20pm

15. Next Board Meeting

Date & Time: May 12, 2026, at 6:00pm

NOTE: The proposed AGM will take place on Thursday, May 21, 2026, at 5:30 p.m. at the Trent Port Historical Society, located at 55 King Street in Trenton.

(Secretary Approval of Minutes)

(Chair or DBIA Board Delegate Approval of Minutes)