

AGM Minutes

Trenton DBIA – Board of Management

Location: Trenton Town Hall 1861, 55 King Street, Trenton, Ontario

Thursday, May 21, 2026, Public - Scheduled for 5:30pm

1. **Welcome and Call to Order**

Time: 5:40pm

2. **Roll Call**

Present: Suzanne Andrews (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]),

Absent: Shelley Stedall (Vice Chair),

Public: Angela Wildish, Debbie Cook

3. **Declarations of conflict of interest**

N/A

4. **Approval Of Agenda**

Moved by: Remco deGooyer

Seconded: Angela Wildish

Carried

5. **Delegations and Petitions**

N/A

6. **2025 Annual Report**

The Chair presented the 2025 Annual Report highlighting the DBIA's continued focus on advocacy, marketing, tourism partnerships, economic development, downtown events, and community engagement. Key initiatives included support for local businesses, collaboration with regional partners, downtown beautification discussions with the city, governance improvements, and professional development opportunities. Successful events such as Festival on the Bay, Ladies' Night, and Christmas initiatives were recognized for contributing to increased downtown activity. The Chair also thanked Angela Wildish for her dedication as Chair of the Events Committee and recognized the work and commitment she has provided in supporting downtown events and activities.

Applications were submitted for a Marketing Grant, Canada Summer Job Funding, CEED Funding for bridge Mural, and a City of Quinte West Tourism Grant for a weekend stay in Downtown Trenton during Festival on the Bay.

7. Treasurers Report

The chair presented the 2025 fiscal year financial summary as the treasurer was unable to attend.

The year ended with a surplus primarily due to several expenditures coming in under budget, including strategic work not undertaken during the year, lower payroll costs, reduced office supply expenses, lower-than-anticipated legal fees, and reduced costs related to special events and Fraser Park.

Total revenue for 2025 was reported at \$226,019, including tax levy revenue of \$189,563, federal grants of \$9,824, municipal grants of \$11,000, Festival on the Bay vendor fees of \$10,437, and interest earned of \$5,195.

Total expenses for the year were \$201,119. Major expenditures included wages of \$84,468, special events of \$71,361, rent of \$11,043, employee payroll costs of \$9,853, and advertising/promotions of \$7,512.

The 2026 budget was also presented with a proposed Downtown Trenton levy increase of 2.8%. The budget continues to focus on downtown beautification initiatives in partnership with the City of Quinte West, including funding of \$33,000 in support towards summer flowers, events, and downtown economic promotion. Additional marketing initiatives are planned for 2026 to support business growth, increase community engagement, and enhance the visibility of Downtown Trenton. These initiatives will be funded through reserve funds and a secured marketing grant. It was also noted that reserve balances remain strong and continue to support future initiatives and projects.

Suzanne Andrews thanked Shelley Stedall for providing the Treasures report presentation.

Motion moved by: Carrie Parkhurst

Seconded: Debbie Cook

Carried

8. Update from the City

The City of Quinte West provided updates on several major infrastructure and economic development initiatives currently underway. Council highlighted the upcoming Division Street Reconstruction project, beginning in summer 2026 and continuing through late 2026, which will include road reconstruction, underground infrastructure replacement, landscaping improvements, pedestrian upgrades, and a new roundabout at the Division Street, Front Street, and DJ MacDonald Bridge intersection.

An update was also provided on the Trenton Trunk Sewer Project, scheduled from 2025 to 2027, which will increase water and sewer capacity to support future residential growth in the west end of Trenton.

Economic Development staff advised that funding was secured through the Rural Ontario Development Program (ROD) for a Business Retention and Expansion project that will include business surveys and recommendations to support the commercial sector, including downtown businesses.

The city also participated in the First Impressions Community Exchange (FICE) program in partnership with the Town of Stouffville, focusing on downtowns, tourism assets, and commercial areas.

Council provided an update on the Commercial and Tourism Community Improvement Plan (CIP), noting strong participation and continued private sector investment through the program.

Additional updates included the return of the Front Street Farmers' Market for the 2026 season and recognition of several new business openings throughout Quinte West, demonstrating continued economic growth and investment within the community

9. 2026 Updates

An update was provided regarding changes to the DBIA Board election process following the completion of updated procedural by-laws developed with the assistance of a professional consultant. Moving forward, Board elections will align with the municipal election cycle and will now take place in the Fall. Members will begin receiving information regarding the new election procedures and timelines in September.

The DBIA also advised that a professional consultant has been retained in 2026 to develop a comprehensive Policies and Procedures Manual intended to improve organizational consistency, accountability, transparency, and operational guidance for the Board, committees, staff, and future leadership.

The DBIA confirmed the approval of a Canada Summer Jobs funding for three summer staff positions.

The approved marketing funding grant initiative currently underway in Downtown Trenton. The project includes the development of a new Downtown Trenton brand identity, logo, marketing materials, and a comprehensive brand guide designed to strengthen the visibility and promotion of the downtown core. Discussions surrounding long-term marketing strategies, tourism promotion, digital engagement, and downtown awareness are also ongoing as part of the initiative.

The Events and Marketing Committee continues to focus on initiatives that encourage residents and visitors to shop, dine, and experience Downtown Trenton. Festival on the Bay was highlighted as one of the downtown's signature summer events, with vendor participation nearly at full capacity for 2026. The DBIA also confirmed the continuation of

Ladies' Night and advised that the committee is currently exploring new ideas and programming concepts for the 2026 Christmas season aimed at enhancing the downtown holiday experience and supporting local businesses.

10. Questions

Debbie Cook inquired about the future traffic flow around Market Square during and following the Division Street infrastructure project. Details regarding the project can be found in the January 20, 2026, meeting minutes available on the Downtown Trenton website.

Angela Wildish thanked Councillor Zack Card and Lisa Kuypers Schroedter for their follow-up regarding the CIP Development Fund and matters relating to the City of Quinte West.

Suzanne Andrews advised that the 2027 Board of Directors will be developing a new strategic plan for the organization to guide them on future endeavours and priorities.

11. Adjournment

Motion moved by: Debbie Cook

Seconded: Angela Wildish

Carried

12. Next Board Meeting

Date & Time: June 9, 2026

(Secretary Approval of Minutes)

(Chair or DBIA Board Delegate Approval of Minutes)