MEETING MINUTES

(Trenton DBIA – Board of Management)

Trenton DBIA – Board of Management
Location: Trenton DBIA Office: 29 Dundas St. W. Trenton, Ontario
Tuesday, June 9, 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

3. **Roll Call**
   Present: Suzanne Andrews, (Chair) Shelley Stedall (Vice Chair), Remco deGooyer (Board Member), George Tomaszewski (Board Member) Lyn Sigurdson (Board Member), Carrie Parkhurst (Board Member), Glenda deRaff (Lily) (Board Member) Lisa Kuypers Schroedter (Executive Director [ED])

   Absent: Zack Card (City Elect.)

4. **Coming Out of Closed Session**
   Approval of hiring an Administrative Assistant for a 6-month contract
   Implementation of security cameras in the DBIA office
   Action: ED to hire an Administrative Assistant for a contract potion
   ED to obtain Quotes for a security system.

   Motion to approve
   Moved by: Remco deGooyer
   Seconded by: Lily deRaff
   Carried

5. **Declarations of conflict of interest**
   N/A

6. **Approval Of Agenda**
   Motion to approve the agenda.
   Moved by: George Tomaszewski
   Seconded: Lyn Sigurdson
   Carried

7. **Approval Of Minutes (May 12, 2026)**
   Motion to approve the May 12, 2026, minutes.
   Moved by: Lily deRaff
   Seconded: Remco deGooyer
   Carried

8. **Approvel Of AGM Minutes (May 21, 2026)**
   Motion to approve the AGM May 21, 2026, minutes.
   Moved by: Lily deRaff
   Seconded by: Carrie Parkhurst
   Carried

9. **Delegations and Petitions**
   N/A

10. **Public Input**
    N/A

11. **Business Arising Out Of The Minutes**
    N/A

12. **Treasurers Report**

- Complete trial balance for May 2026 was reviewed, with discussion on explanation of entry items.

- Discussed how the trial balance is presented by the city
  Action Shelley to follow up with the City Finance Dept.

- Discussion regarding the proposed 2.8% increase to the 2026 levy budget. The increase is primarily attributable to the DBIA's successful marketing grant application in the amount of $35,422. As this is a matching grant program, the DBIA has committed $17,711 from its reserve funds toward the project.
  In addition, reserve funds have been allocated toward the review and update of the DBIA's Procedural By-laws and the development of a comprehensive Policies and Procedures Manual. These investments are intended to strengthen the organization, improve governance, enhance marketing efforts, and provide long-term benefits to the entire DBIA membership.
  Motion to approve the May trial balance.
  Moved by: Remco deGooyer
  Seconded: Lyn Sigurdson
  Carried

13. ED Report

a) Downtown Maintenance and Beautification

- A brief discussion was held regarding the cleanliness and overall appearance of the Downtown Core. It was agreed that ED and Chair would discuss the matter further with City CAO Chris Angelo, at the next quarterly City–DBIA- Chamber Of Commerce meeting. The discussion will focus on opportunities for collaboration between the city and the DBIA to enhance the cleanliness, maintenance, and overall appearance of the downtown area. The opportunity to invite members of Council to participate in a downtown walkabout to identify areas for improvement and discuss potential solutions will also be explored.

- Board Members Lyn Sigurdson, Remco deGooyer, and Carrie Parkhurst Shared their concerns over human feces at the back of their businesses.

b) Vacant Commercial Storefront Tax

The ED presented information regarding municipalities that have implemented a Vacant Commercial Storefront Tax. Following discussion, the Board agreed that the matter should be further explored with CAO Chris Angelo at the next quarterly meeting between the City, the Trenton DBIA, and the Chamber of Commerce.

c) Policy Manual

Patty Hays has sent the First Draft of the Policy Manual. Suzanne Andrews and the Ed will review the document and work with Patty through out the summer to refine the document before bringing it back to the DBIA Board in the fall for review, discussion and feedback.

d) Patio Program

- The ED presented information to the Board regarding outdoor patio programs offered by the City of Belleville and the Downtown District.

- The Board was advised that Belleville offers seasonal patios to restaurants and cafés for a fee of $650.00 per patio. The fee includes the installation and leveling of the patio structure. In addition, the City and Downtown District provide flower planters and flowers and are responsible for the ongoing watering and maintenance of the planters throughout the season.

- The Executive Director noted that the City of Belleville and the Downtown District utilized grant funding to establish this initiative several years ago. It was also noted that this program differs significantly from the approach currently used by the City of Quinte West.

Action: The ED will continue to research the Belleville patio program and report back to the Board with additional information and findings.

14. Events Committee Report

- An update was provided on Festival on the Bay. Vendor space is now full, the PAL request has been submitted to the City, and discussions continue regarding performer insurance and insurance practices used by other municipalities.
  Action: The ED will reach out to the Municipality of Brighton to inquire about performer insurance requirements and coverage practices.

- The committee confirmed that the theme for Ladies' Night Out will remain "Mrs. Roper's Ladies' Night Out." Plans include the distribution of up to $500 in DBIA Dollars during the event.

- Halloween programming was also discussed, including a pet costume contest, colouring contests for various age groups, and a Downtown Trick-or-Treat event scheduled for October 31.

- Preliminary discussions began regarding a potential "Plaid Christmas Month" promotion for the downtown area.

- The next Events and Marketing Committee meeting is scheduled for July 28, 2026, at 8:30 a.m.

15. New Business

Marketing Grant

- As the DBIA moves forward with the implementation of its new Marketing Grant initiatives. It was agreed that Dug Stevenson from the Bay of Quinte Regional Marketing Board would assist in guiding the branding process and the development of a new logo strategy. Input and feedback from the DBIA membership will be sought throughout the process to ensure the branding reflects the identity and vision of Downtown Trenton.

- Lyn Sigurdson suggested that a portion of the Marketing Grant funding be considered for advertising opportunities at Film.ca Cinema. She said Jake Jackman would provide additional information regarding available advertising options and associated costs for the committee's consideration.

16. **Adjournment**
    Motion to adjourn.
    Moved by: Remco deGooyer
    Seconded: Carrie Parkhurst
    Carried
    Time: 7:20pm

17. **Next Board Meeting**
    Date & Time: September 8, 2026, at 6:00pm

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(Secretary Approval of Minutes)

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(Chair or DBIA Board Delegate Approval of Minutes)