

MEETING MINUTES

(Trenton DBIA – Board of Management)



Trenton DBIA – Board of Management

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

Tuesday, September 8, 2026, Closed Session - Scheduled for 5:30pm Public - Scheduled for 6:00pm

Minutes

1. Closed Session

Reason: Personal matters about an identifiable individual.

Time: 6:00pm

2. Welcome and Call to Order

Time: 6:20pm

3. Roll Call

Present: Suzanne Andrews (Chair), Shelley Stedall (Vice Chair), Remco deGooyer (Board Member), George Tomaszewski (Board Member), Lyn Sigurdson (Board Member), Lisa Kuypers Schroedter (Executive Director [ED]), Annette Marr (Admin Assistant)

Absent: Carrie Parkhurst (Board Member), Glenda deRaff (Lily) (Board Member)

Public: One person.

4. Declarations of Conflict of Interest

N/A

5. Approval of Agenda

Motion to approve Agenda.

Moved by: Remco deGooyer

Seconded: Shelley Stedall

Carried

6. Approval of Minutes (June 9, 2026)

Motion to approve minutes from previous meeting.

Moved by: George Tomaszewski

Seconded: Remco deGooyer

Carried

7. Delegations and Petitions

N/A

8. Public Input

N/A

9. Business Arising Out of the Minutes

N/A

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10. Treasurer's Report

Review of trial balance up to August 31, 2026.

Motion to receive the trial balance up to the end of August.

Moved by: Remco deGooyer

Seconded: George Tomaszewski

Carried

11. ED Report

a) Review of Business Vehicles Occupying Prime Customer Parking Spaces

Staff Report:

City of Quinte West By-law, Carrie West, will present a staff report to Council on September 23 regarding the City of Quinte West's "Park Here" downtown parking program.

The report will present three options for future parking management: maintaining the current free, unrestricted parking system; introducing four-hour time limits in high-demand municipal lots; or implementing a combined permit and time-restriction model. Public survey feedback strongly supports maintaining free parking; however, congestion remains a concern in certain municipal lots.

City Council will determine whether to maintain the current system or proceed with parking restrictions. Any changes would require by-law amendments, additional enforcement, and updated signage.

Results of Observed Parking Locations:

Trenton DBIA staff observed two downtown parking locations and identified approximately 51–54 vehicles that appeared to be associated with downtown businesses or organizations rather than customers or visitors. As some vehicles could not be confirmed, these figures are estimates.

Vehicles were already present as early as 7:00 a.m., with larger concentrations associated with RBC, the Post Office, and Veterans Affairs. The observations suggest that employees and business owners may be occupying a considerable number of convenient public parking spaces during business hours.

The DBIA and Quinte West Chamber of Commerce previously raised this concern with the City in both 2024 and 2025, noting the potential impact on parking availability for downtown customers and visitors.

Action: The ED will forward the results of the observations from the two downtown parking locations to Carrie West prior to the staff report being presented to Council on September 23. A cover letter is to be included requesting that parking limitations be reviewed and enforced by City By-law.

Motion to send a cover letter requesting that parking limitations be reviewed and enforced by City By-law.

Moved by: Shelley Stedall

Seconded: Remco deGooyer

Carried

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b) Website Review – Proposed “Start a Business in Downtown Trenton” Page Discussed and completed.

c) Review and Approval of DBIA Board Election Candidate Package
Motion to approve DBIA Board Election Candidate Package.
Moved by: Remco deGooyer
Seconded: George Tomaszewski
Carried

d) Review and Approval of Municipal Election Candidate Package
Following discussion, the Board agreed to reduce the number of questions included in the municipal election candidate package to make the questionnaire more manageable for candidates and to simplify the Trenton DBIA’s administration, review, and sharing of the responses with the public.
Action: The ED and Chair will meet to review and reduce the number of questions included in the municipal election candidate package.

e) Review of Procedures Sent from Patty Hayes
Following discussion, the Board agreed to discontinue services with Patty Hayes and have Trenton DBIA staff complete the development of any remaining policies and procedures that are required.

Motion to discontinue services with Patty Hayes.
Moved by: Remco deGooyer
Seconded: Lyn Sigurdson
Carried

The ED shared that Downtown Trenton has now been officially designated as an Ontario By Bike destination.

12. Events Committee Report

The Events Committee has proposed changes to the Festival on the Bay member participation form. The proposed changes will require review and approval from the Board before the forms are finalized and distributed.

The proposed changes include:

- 1.** Change the Festival on the Bay participation form deadline for DBIA members to an earlier date to allow sufficient time to plan and coordinate vendor locations along Dundas Street during the festival.
 - Following discussion, the Board agreed that the deadline for DBIA member participation forms will be January 31.

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2. An increase to the fee for additional member space.
 - Following discussion, the Board agreed to set the new fee for additional member space at \$50.00.
3. Changing the maximum number of additional spaces that a member can purchase. Following discussion, the Board agreed to refer the matter back to the Events Committee for further consideration and additional recommendations regarding the maximum amount of additional space permitted.
4. A proposed hydro fee of \$50.00 will apply to all Festival participants requiring access to hydro.
 - The Board agreed to this change.

13. ROD Funding Grant (Marketing Task Team Update)

The Bay of Quinte Regional Marketing Board (BOQ), in partnership with the Downtown Trenton DBIA, is conducting a branding survey with DBIA members and the public to gather feedback and perspectives on the future branding of Downtown Trenton.

As part of this initiative, BOQ will host a meeting with Downtown Trenton DBIA members on September 23 at 5:30 p.m. at the Quinte West Public Library to discuss the rebranding initiative and provide members with an opportunity to share their input.

Once BOQ has collected the survey responses and reviewed the results, a follow-up meeting will be scheduled with the ROD Committee to review the findings and discuss next steps.

14. New Business

It was noted that there is a scheduling conflict, as the All Candidates Night and Ladies' Night are both scheduled for October 1.

o Following discussion, the Board suggested starting the Ladies' Night event one hour earlier on October 1 to accommodate the All Candidates Night.

15. Adjournment

Motion to adjourn the meeting.

Moved by: George Tomaszewski

Seconded: Remco deGooyer

Carried

16. Next Board Meeting

Date & Time: Tuesday, October 6, 2026, at 6pm

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(Secretary Approval of Minutes)

(Chair or DBIA Board Delegate Approval of Minutes)