



WHITBY TOURISM DEVELOPMENT CORPORATION (“WTDC”)

MEETING OF THE BOARD OF DIRECTORS

Meeting Minutes

Date: March 10th 2026

Time: 3:30 p.m.

Location: Teams Meeting

Directors Present: Sarah Klein, Jeremy Giles, Fuwing Wong, Adriana Barbary, Sarah Kostadinov, Steve Lee being all the directors of WTDC

Directors Absent: None

Re: Board of Directors Meeting #3 (2026) – Whitby Tourism Development Corporation

1. Welcome and Call Meeting to Order

Jeremy Giles called the meeting to order at **3:31pm** and confirmed that all board members and officers were present

2. Land Acknowledgement

Sarah Klein has read the land acknowledgement

3. Approval of Agenda

- Moved by: Adriana Barbary
- Seconded by: Sarah Klein

- Carried: Yes

Declaration of Conflict of Interest

- None

Adoption of Minutes

- Board Meeting – March 3rd 2026
- Motion: Sarah Klein
- Seconded: Sarah Kostadinov
- Carried: Yes

Communications

- AGM report & presentation:
 - Jeremy confirmed that this meeting will occur on **April 13th 2026** from at 7pm
- Financial Audit Presentation
 - Samuel Vander from the **accounting firm MNP** presented the 2024-2025 **Audit Finding Report** presented the following key information:
 - MNP's Audit Process and Status
 - The identifying of key risks such as Management Override of Controls and Tax Revenue
 - Key recommendation regarding **The Host in Whitby Grant Program** and the need for the **development of a repayment policy**. This policy needs to be communicated as part of the grant application process moving forward
 - Director Representations and Auditor Independence
- April 13th Financial Audit Presentation
 - Samuel Vander from MNP will be attending and presenting the audit report during the April 13th meeting where he will present a shortened version of the report that was presented during the March 10th meeting
 - The agenda for the April 13th meeting for the WTDC will be as follows:
 - Overview of the WTDC and how the board is funded

- Samuel to present the financial report to council
 - FuWing to present other financial documents
 - Questions
- Jeremy will try to get the board's section moved up to the front of the council meeting and will advise accordingly
- Resolution of the audited financial statements
 - Moved by FuWing & Councilor Steve Lee
- Administrative Coordinator job
 - The board aligned on promoting the Administrative Coordinator job through arm's reach channels such as **LinkedIN, social media, CCT's network** and **explore whitby**. If the board doesn't receive sufficient candidates by **March 31st**, the board will consider engaging with a recruiter or recruitment agency
 - Motion to approve the Job Description as well as the motion to proceed with posting across the channels discussed as well as through networks:
 - Moved by: Sarah Klein
 - Seconded: Adriana Barbary
 - Carried

Governance Update

- The proposed MAT TAX increase will be brought forth at a later meeting in May or June of 2026 vs the April council meeting

Consideration of Items Requiring Discussion

- Treasurer Updates:
 - Fuwing presented the 2025 financial results as well as the 2026 budget. The following adjustments were made during this board meeting:
 - Inputting a specific "sponsorship" line into the budget of \$25,000 for the 2026 fiscal year to ensure this was accounted for properly within the budget

- 2026 Revenue of \$385,000 assumes the successful approval of MAT tax from 4% to 6%.
- The Marketing & Promotions Strategy (RFP) line was amended to \$50K given the RFP budget was \$25K-\$30K, the \$50K allows for a buffer
- Public and Media Relations line was adjusted to remove sponsorship language but maintained influencer and PR descriptor language
- Note to reference the amended 2026 budget document from March 10th 2026 for reference

- Motion to approve: Jeremy Giles
- Seconded: Adriana Barbary
- Carried

Next Meeting – April 13th 2026 Council Chambers

- AGM - April 13th 7pm-9pm in person provide link let them know closer to the date
- June 9th (Next in person board meeting)

Adjournment

- Meeting adjourned at 4:pm15
- Motion: Sarah Klein
- Seconded: FuWing
- Carried

The minutes of March 10th 2026, meeting of The Whitby Tourism Development Corporation have been approved:

Jeremy Giles Date: March 18th 2026

Chair

Sarah Kostadinov Date: March 18th 2026

Secretary

