



## Santa's Village Committee Meeting Agenda

November 6, 2024, 6:00 pm

60 Fairview Ave W, Essex, ON N8M 1B6

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Pages

**1. Call to Order**

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

**4. Adoption of Published Agenda**

**4.1 Santa's Village Committee Agenda for November 6, 2024**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the published agenda for the November 6, 2024 Santa's Village Committee Meeting be adopted as presented.

**5. Adoption of Minutes**

**5.1 Santa's Village Committee Minutes for October 2, 2024**

1

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the minutes of the Santa's Village Committee meeting held October 2, 2024 be adopted as circulated.

**6. Operations and Management**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda item 6. Operations and Management, be received.

**6.1 Overall Site Plan - Review**

**6.2 Perimeter Fencing**

**6.3 Large Tent/Tents**

**6.4 Signage**

- 6.5 Power and Lighting
- 6.6 Hours of Operation
- 6.7 Setup and Take Down
- 6.8 Radio Communications with Organizers
- 6.9 Volunteer Management
- 6.10 Medical First Aid
- 6.11 Food Court
- 6.12 Washrooms
- 6.13 Entrance/Exits
- 6.14 Information Booth
- 6.15 Village Music and Speaker System
- 6.16 Pavilion

**7. Marketing, Social Media and Advertising**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 7. Marketing, Social Media and Advertising be received.

**8. Budget and Financials**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda item 8. Budget and Financials be received.

**9. Sponsorships**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 9. Sponsorships be received.

**10. Volunteers**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 10. Volunteers be received.

**11. Vendors**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 11. Vendors be received.

**11.1 Food and Beverage Vendors**

**11.2 Non-Food/Craft Vendors**

**11.3 Christmas Tree Sales**

**12. Events**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 12. Events be received.

**12.1 Story Time with Friends**

**12.2 Fantastic Fathers**

**12.3 Santa's Workshop**

**12.4 Ornament Making**

**12.5 Frost's Scavenger Hunt**

**12.6 Santa's Farm**

**12.7 Cookie Decorating**

**12.8 Trackless Train**

**12.9 Carnival Rides**

**12.10 Parade**

**12.11 Photo Booth**

**12.12 Friday Night Event**

**12.13 Teddy Bear Drive**

**12.14 Open Mic**

**12.15 Colouring Contest**

**13. Entertainment**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 13. Entertainment be received.

**14. Third Party Events**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda Item 14. Third Party Events be received.

**15. New Business**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the updates included in Agenda item 15. New business be received.

**16. Adjournment**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_  
That the meeting be adjourned at \_\_\_\_\_.

**17. Future Meetings**



The Corporation of the Town of Essex  
Santa's Village Committee Meeting Minutes

October 2, 2024, 6:00 pm  
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Cori McLean, Member  
Derek Knapp, Member  
Richard Tapping  
Tiffany Desjardins, Member  
Katie McGuire-Blais, Ward 1 Councillor

Absent: Carolyn Garon, Member  
Cate Back, Member  
Leighanne Nichol, Member

Also Present: Katie Maidment, Recording Secretary  
Vince Murphy, Assistant Manager, Parks and Facilities

Accessible formats or communication supports are available upon request. Please contact the  
**Clerk's Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.**

**1. Call to Order**

Meeting was called to order at 6:08pm.

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

No declarations of Conflict of Interest.

**4. Adoption of Published Agenda**

**4.1 Santa's Village Committee Agenda for October 2, 2024**

**SV24-10-001**

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

**That** the published agenda for the October 2, 2024 Santa's Village Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Santa's Village Committee Minutes for September 10, 2024.

SV24-10-002

Moved By Richard Tapping

Seconded By Derek Knapp, Member

**That** the minutes of the Santa's Village Committee meeting held September 10, 2024 be adopted as circulated.

Carried

6. Operations and Management

SV24-10-003

Moved By Richard Tapping

Seconded By Derek Knapp, Member

**That** the report entitled Operations and Management, be received.

Carried

6.1 Overall Site Plan - Review

No change.

6.2 Perimeter Fencing

Fencing has been reserved. No change in locations.

6.3 Large Tent/Tents

Tent has been ordered.

6.4 Signage

No change.

6.5 Power and Lighting

No change.

6.6 Hours of Operation

No change.

6.7 Setup and Take Down

No change.

6.8 Radio Communications with Organizers

Radio's have been ordered.

6.9 Volunteer Management

No change.

6.10 Medical First Aid

First aid tent will be located near info booth.

**6.11 Food Court**

No change.

**6.12 Washrooms**

Washrooms have been ordered. 2 accessible and a two-station trailer.

**6.13 Entrance/Exits**

No change.

**6.14 Information Booth**

No change.

**6.15 Village Music and Speaker System**

No change.

**6.16 Pavilion**

No change.

**7. Budget/ Financials**

No changes to be noted. Budget is on track.

**SV24-10-004**

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

**That** the updates in Agenda 7. Budget/Financials be received.

Carried

**8. Marketing, Social Media and Advertising**

Advertising will ramp up after thanksgiving.

**S24-10-005**

Moved By Cori McLean, Member

Seconded By Derek Knapp, Member

**That** the updates included in Agenda Item 8. Marketing, Social Media and Advertising be received.

Carried

**SV24-10-006**

Moved By Richard Tapping

Seconded By Derek Knapp, Member

**That** an ad be placed in the local paper before the event and again after thanking volunteers and sponsors.

Carried

**9. Sponsorships**

No change.

**SV24-10-007**

Moved By Cori McLean, Member  
Seconded By Derek Knapp, Member

**That** the updates included in Agenda Item 9. Sponsorships be received.

**Carried**

**10. Volunteers**

Poster is being sent out to recruit more volunteers.

**SV24-10-008**

**That** the updates included in Agenda Item 10. Volunteers be received.

**11. Vendors**

No change.

**SV24-10-009**

Moved By Derek Knapp, Member  
Seconded By Tiffany Desjardins, Member

**That** the updates included in Agenda Item 11. Vendors be received.

**Carried**

**11.1 Food and Beverage Vendors**

No change.

**11.2 Non-Food/Craft Vendors**

No change.

**11.3 Christmas Tree Sales**

Members still looking into options.

**12. Events**

**SV24-10-010**

Moved By Cori McLean, Member  
Seconded By Derek Knapp, Member

**That** the updates included in Agenda Item 12. Events be received.

**Carried**

**12.1 Story Time with Friends**

Confirmed.

**12.2 Fantastic Fathers**

Confirmed.

**12.3 Santa's Workshop**

No change.

**12.4 Ornament Making**



Ornaments have been ordered.

**12.5 Frosty's Scavenger Hunt**

**SV24-10-011**

Moved By Cori McLean, Member

Seconded By Derek Knapp, Member

**That** the committee orders light up Santa rings for Scavenger hunt prizes.

**Carried**

**12.6 Petting Zoo**

Santa's farm has been confirmed.

**12.7 Cookie Decorating**

Cookies have been ordered.

**12.8 Trackless Train**

Ordered.

**12.9 Carnival Rides**

**SV24-10-012**

Moved By Richard Tapping

Seconded By Tiffany Desjardins, Member

**That** the Committee proceed with ordering the carnival ride with funding being provided by our sponsor

**Carried**

**12.10 Santa's Village Merchandise Table/Tent**

Not happening for 2024 event.

**12.11 Parade**

Confirmed.

**12.12 Photo Booth**

Sleigh will be set up for a DIY photo booth.

**12.13 Friday Night Event**

No decision has been made yet. Will discuss at next meeting.

**12.14 Teddy Bear Drive**

Confirmed. More details at next meeting.

**12.15 Open Mic**

No change.

**12.16 Colouring Contest**

Confirmed.

**13. Entertainment**

Reindeer games will be set up in the streets.

**SV24-10-013**

Moved By Derek Knapp, Member

Seconded By Richard Tapping

**That** the updates included in Agenda Item 13. Entertainment be received.

**Carried**

**SV24-10-014**

Moved By Tiffany Desjardins, Member

Seconded By Derek Knapp, Member

**That** the Committee proceed with hiring an entertainer for the Main Stage.

**Carried**

**14. Third Party Events**

All events local to Essex Center will be posted on Santa's Village website for the month of December.

**SV24-10-015**

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

**That** the updates included in Agenda Item 14. Third Party Events be received.

**Carried**

**15. New Business**

Prizes for both colouring contest and vendor decorating contest to be purchased.

**SV24-10-016**

Moved By Cori McLean, Member

Seconded By Richard Tapping

**That** the updates in Agenda 15. New business be received.

**Carried**

**16. Adjournment**

**SV24-10-017**

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

**That** the meeting be adjourned at 7:19 PM.

**Carried**

**17. Future Meetings**

November 6th, 2024.

6:00 PM Essex Center Sports Complex - Barnett Room

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Chair

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Recording Secretary