



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