



**The Corporation of the Town of Essex**  
**Arts, Culture and Tourism Meeting Minutes**

November 8, 2023, 5:30 pm  
Barnett Room, 60 Fairview Ave W, Essex, ON N8M 1B6  
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Present: Chair - Maguire, Grant  
Vice Chair - Meloche, Richard  
Councillor - Allard, Brad, Ward 3  
Member - Armstrong, Tracy  
Member - Atkinson, Nicole  
Councillor - Hammond, Rodney, Ward 4  
Member - Quinn-Ouellette, Diane

Also Present: Cynthia Cakebread, Manager, Recreation and Culture  
Trevor Martin, Recording Secretary

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**

Grant Maguire, Chair, called the meeting to order at 5:30 PM.

**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**

There were no declarations of conflict of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Arts, Culture and Tourism Meeting Agenda for November 8, 2023**

**ACT23-11 -001**

Moved By Nicole Atkinson

Seconded By Tracy Armstrong

**That** the published agenda for the November 8, 2023 Arts, Culture and Tourism Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**5.1 Arts, Culture and Tourism Minutes for October 11, 2023**

**ACT23-11 -002**

Moved By Councillor Hammond

Seconded By Tracy Armstrong

**That** the minutes of the Arts, Culture and Tourism meeting held October 11, 2023 be adopted as circulated.

**Carried**

**6. Reports from Administration**

**6.1 Committee Appointment - Peter Freele**

Cynthia Cakebread, Manager, Recreation and Culture informed the Committee that Council has appointed Peter Freele as a member of the Committee.

**7. Unfinished Business**

**7.1 Events Update**

Cynthia Cakebread, Manager, Recreation and Culture provided the Committee with an update on the Family Halloween Movie Spooktacular that took place on October 27, 2023.

Cynthia also provided an update to the Committee on the Sidewalk Astronomy Partial Eclipse event that occurred on October 14, 2023.

The Committee discussed the potential for an event to align with the full solar eclipse on April 8, 2024 and concluded that Grant Maguire, Chair, will continue to engage with Royal Astronomy Society of Canada regarding this.

**7.2 Holiday Lights Tour**

Cynthia Cakebread, Manager, Recreation and Culture noted that the website and submissions forms for the event are set up and that the Essex Centre BIA has committed to sponsoring the event. Cynthia noted that based on previous Committee discussion, there will be a Voter's Choice Award added to increase community participation.

Cynthia added that the contest will start on November 23, 2023 and conclude on January 6, 2024.

**7.3 Downtown Essex Tea Party**

Cynthia Cakebread, Manager, Recreation and Culture informed the Committee that the Essex Train Station has been booked for the event on February 10, 2024. The Committee also discussed catering options for the event.

8.     **New Business**

8.1    **Future Meetings**

After discussion, the Committee decided to move the December regular meeting to December 11, 2023 and to hold an annual planning session at the February meeting.

9.     **Adjournment**

**ACT23-11 -003**

Moved By Richard Meloche, Vice Chair  
Seconded By Diane Quinn-Ouellette

**That** the meeting be adjourned at 5:58 PM.

**Carried**

10.    **Future Meetings**

December 11, 2023 at 5:30 PM  
Location: Maedel Community Centre

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Chair

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Recording Secretary