



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

November 26, 2024, 6:00 pm
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Carolyn Garon, Member
Cate Back, Member
Cori McLean, Member
Derek Knapp, Member
Richard Tapping, Vice Chair
Tiffany Desjardins, Member
Katie McGuire-Blais, Chair

Absent: Leighanne Nichol, Member

Also Present: Jake Morassut, Director, Community Services
Katie Maidment, Recording Secretary

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.

1. Call to Order

The Chair called the meeting to order at 6:06pm.

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 are no declarations of conflict of interest.

4. Adoption of Published Agenda

4.1 Santa's Village Committee Agenda for November 26, 2024

SV24-11-016

Moved By Cori McLean, Member

Seconded By Richard Tapping, Vice Chair

That the published agenda for the November 26, 2024 Santa's Village Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Santa's Village Committee Minutes for November 6, 2024

SV24-11-017

Moved By Cate Back, Member

Seconded By Tiffany Desjardins, Member

That the minutes of the Santa's Village Committee meeting held November 6, 2024, be adopted as circulated.

Carried

6. Operations and Management

SV24-11-018

Moved By Cate Back, Member

Seconded By Richard Tapping, Vice Chair

That the report entitled Operations and Management, be received.

Carried

6.1 Overall Site Plan - Review

Committee members met with Town Staff to go over site plan. Everything is set and good to go.

6.2 Perimeter Fencing

No change.

6.3 Large Tent/Tents

Waiting on one final locate. All lighting will be set up Friday before event.

6.4 Signage

6.5 Power and Lighting

Outdoor plugs have been ordered; extension cords will be zip-tied to ensure all electrical outlets are returned at the end of the night.

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

Social Media posts are scheduled. Will start advertising vendors a week before the event.

SV24-11-019

Moved By Derek Knapp, Member

Seconded By Tiffany Desjardins, Member

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

Carried

8. Budget and Financials

SV24-11-020

Moved By Cate Back, Member

Seconded By Carolyn Garon, Member

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

Carried

SV24-11-021

Moved By Carolyn Garon, Member

Seconded By Cate Back, Member

That the Committee purchases Christmas decorations for around the event location in the amount of \$500.

Carried

SV24-11-022

Moved By Richard Tapping, Vice Chair

Seconded By Cori McLean, Member

That the Committee purchase all signage for the event.

Carried

9. Sponsorships

No change.

SV24-11-023

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

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

Carried

10. Volunteers

Still actively looking for volunteers.

SV24-11-024

Moved By Cori McLean, Member

Seconded By Cate Back, Member

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

Carried

11. Vendors

No change.

SV24-11-025

Moved By Tiffany Desjardins, Member

Seconded By Derek Knapp, Member

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

Carried

11.1 Food and Beverage Vendors

11.2 Non-Food/Craft Vendors

11.3 Christmas Tree Sales

12. Events

Will have schedule of all events at information booth.

SV24-11-026

Moved By Cori McLean, Member

Seconded By Tiffany Desjardins, Member

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

Carried

12.1 Story Time with Friends

12.2 Fantastic Fathers

12.3 Santa's Workshop

12.4 Ornament Making

12.5 Frosty'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 Colouring Contest
- 12.15 Open Mic
- 12.16 Horse Carriage Rides

2:30PM - 5:30PM

13. Entertainment

No change.

SV24-11-027

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

14. Third Party Events

Third party events are posted on the website. BIA is discussing a moonlight madness event.

SV24-11-028

Moved By Derek Knapp, Member

Seconded By Carolyn Garon, Member

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

15. New Business

No new business.

SV24-11-029

Moved By Tiffany Desjardins, Member

Seconded By Cate Back, Member

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

Carried

16. Adjournment

SV24-11-030

Moved By Derek Knapp, Member

Seconded By Tiffany Desjardins, Member

That the meeting be adjourned at 7:00pm

Carried

17. Future Meetings

Future Meeting will be posted at a later date.

Chair

Recording Secretary