



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

September 18, 2025, 6:00 pm  
Barnett Room, Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON N8M 1B6

Present: Carolyn Garon, Member  
Caitlynn Back, Member  
Cori McLean, Vice Chair  
Leighanne Nichol, Member  
Tiffany Desjardins, Member  
Katie McGuire-Blais, Ward 1 Councillor, Chair  
Cameron Hatfield, Member  
Jordyn Mills, Member  
Jaime Woods, Member

Also Present: Katie Maidment, Recording Secretary  
Tim Stanley, Assistant Manager, Facilities and Events

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**

The Chair called the meeting to order at 6:05pm.

**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 September 18, 2025**

**SV25-009-01**

Moved By Carolyn Garon, Member  
Seconded By Caitlynn Back, Member

**That** the published agenda for the September 18, 2025 Santa's Village Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Santa's Village Committee Minutes for August 7, 2025

SV25-009-02

Moved By Tiffany Desjardins, Member

Seconded By Cori McLean, Vice Chair

**That** the minutes of the Santa's Village Committee meeting held August 7, 2025 be adopted as circulated.

Carried

6. Operations and Management

SV25-009-03

Moved By Caitlynn Back, Member

Seconded By Carolyn Garon, Member

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

Carried

6.1 Overall Site Plan - Review

Site plan will be same as 2025 event. Food Vendors will stay on the vacant land.

6.2 Perimeter Fencing

Same amount of fencing as 2025 event.

6.3 Large Tent/Tents

Large tent has been ordered.

6.4 Signage

No update as of yet.

6.5 Power and Lighting

Discussions will take place next meeting.

6.6 Hours of Operation

2:00pm-9:00pm

6.7 Setup and Take Down

More volunteers for set up and take down are needed.

6.8 Radio Communications with Organizers

Discussions are still happening whether or not radios are needed.

6.9 Volunteer Management

Volunteer Management will be at the Train Station. More details at future meeting.

6.10 Medical First Aid

Confirmed.

6.11 Food Court

Same location as 2025 event.

**6.12 Washrooms**

Portable washrooms have all been ordered.

**6.13 Information Booth**

Lights will be needed in the information booth.

**6.14 Village Music and Speaker System**

DJ is confirmed.

**6.15 Pavillion**

Pavillion will be used as the stage.

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

Members were asked to send pictures to create posts for social media. Advertising has begun.

**SV25-009-04**

Moved By Cori McLean, Vice Chair

Seconded By Jordyn Mills, Member

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

**Carried**

**8. Budget and Financials**

No budget updates as of yet.

**SV25-009-05**

Moved By Caitlynn Back, Member

Seconded By Cori McLean, Vice Chair

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

**Carried**

**9. Sponsorships**

Letters have gone out to all sponsorships from 2025. Committee has received a lot of positive feedback.

**SV25-009-06**

Moved By Tiffany Desjardins, Member

Seconded By Cori McLean, Vice Chair

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

**Carried**

**10. Volunteers**

It is still early to ask for Volunteers. Update to be had at next meeting.

**SV25-009-07**

Moved By Cameron Hatfield, Member

Seconded By Jaime Woods, Member

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

Carried

**11. Vendors**

Applications have been sent out. 69 Vendors have already responded.

**SV25-009-08**

Moved By Caitlynn Back, Member

Seconded By Cameron Hatfield, 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**

Waiting on confirmation.

**12. Events**

**SV25-009-09**

Moved By Tiffany Desjardins, Member

Seconded By Jaime Woods, Member

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

Carried

**12.1 Santa's Workshop**

Decorator is confirmed.

**12.2 Ornament Making**

Same ornaments as 2025.

**12.3 Frosty's Scavenger Hunt**

Confirmed.

**12.4 Cookie Decorating**

Confirmed.

**12.5 Trackless Train**

Confirmed.

**12.6 Horse Carriage Rides**

**SV25-009-10**

Moved By Caitlynn Back, Member

Seconded By Leighanne Nichol, Member

That the payment for Horse Carriage rides be increased to \$1,500.

Carried

**12.7 Parade**

**SV25-009-11**

Moved By Leighanne Nichol, Member

Seconded By Cameron Hatfield, Member

That Santa's Village Committee to put a float in the parade.

Carried

**12.8 Photo Booth**

Confirmed with characters.

**12.9 Friday Night Event**

Confirmed.

**12.10 Colouring Contest**

Confirmed. Will also have a contest for Adults.

**13. Entertainment**

**SV25-009-12**

Moved By Cameron Hatfield, Member

Seconded By Cori McLean, Vice Chair

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

Carried

**13.1 Essex Community Band**

Confirmed.

**13.2 Essex Vocal Express**

**13.3 Evermore Princess Show**

Confirmed.

**13.4 Jason Baclig**

**13.5 Jon Brett Show**

**13.6 Kobbler Jay**

**13.7 Matthew Romain Holiday Show**

**13.8 Ron Gudel Magic Show**

**13.9 Santa's Farm**

**SV25-009-13**

Moved By Leighanne Nichol, Member

Seconded By Carolyn Garon, Member

That the Committee agrees to pay \$250 to Santa's Farm to be at event.

Carried

**14. Third Party Events**

Craft event at EHS with the Life Saving Society.

**SV25-009-14**

Moved By Cori McLean, Vice Chair

Seconded By Leighanne Nichol, Member

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

Carried

**15. New Business**

**SV25-009-15**

Moved By Cameron Hatfield, Member

Seconded By Tiffany Desjardins, Member

**That** the updates included in Agenda Item 15. New Business be received.

Carried

**SV25-009-16**

Moved By Tiffany Desjardins, Member

Seconded By Jaime Woods, Member

**That** the Committee purchase mechanical Rudolph characters for \$2500.

Carried

**16. Adjournment**

**SV25-009-17**

Moved By Cameron Hatfield, Member

Seconded By Caitlynn Back, Member

**That** the meeting be adjourned at 8:04pm

Carried

**17. Future Meetings**

October 16, 2025, 6:00pm Barnett Room, Essex Centre Sports Complex

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Chair

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Recording Secretary