



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

December 10, 2025, 5:00 pm
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Vice Chair - Meloche, Richard
Councillor - Allard, Brad, Ward 3
Councillor - Hammond, Rodney, Ward 4
Member – Freele, Peter
Member – Raji, Kemmy

Regrets: Chair - Maguire, Grant
Member - Atkinson, Nicole
Member - Quinn-Ouellette, Diane

Also Present: Cynthia Cakebread, Manager, Recreation and Culture
Trevor Martin, Recording Secretary
Sarah Newton, Assistant Manager, Aquatics

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

Richard Meloche, Vice Chair, called the meeting to order at 5:02 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 December 10, 2025

ACT25-12 -001

Moved By Councillor Hammond

Seconded By Councillor Allard

That the published agenda for the December 10, 2025 Arts, Culture and Tourism Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Arts, Culture and Tourism Minutes for November 12, 2025

ACT25-12 -002

Moved By Councillor Allard

Seconded By Councillor Hammond

That the minutes of the Arts, Culture and Tourism meeting held November 12, 2025 be adopted as circulated.

Carried

6. Unfinished Business

6.1 Committee Events and Projects

Cynthia Cakebread, Manager, Recreation and Culture informed the Committee that the Our Rural Roots mural restoration project site work is under way and the project is slated be completed by the end of the year.

The Committee agreed to further discuss the butterfly benches project at the next meeting.

6.2 Holiday Lights Tour

Cynthia Cakebread, Manager, Recreation and Culture informed the Committee that the website and promotion for Holiday Lights Tour has launched. She also provided an update on the process to get homes or businesses added, reviewed prize categories and the number of current registrants.

6.3 Downtown Essex Tea Party

The Committee discussed a few planning items related to the event and agree to continue planning at the next meeting.

7. New Business

There were no items discussed under New Business.

8. Adjournment

ACT25-12 -003

Moved By Kemmy Raji

Seconded By Peter Freele

That the meeting be adjourned at 5:14 PM.

Carried

9. Future Meetings

January 14, 2026 at 5:00PM

Location: Essex Centre Sports Complex - Barnett Meeting Room

Chair

Recording Secretary