



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

December 4, 2025, 6:00 pm  
Barnett Room, Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON N8M 1B6

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

Absent: Tiffany Desjardins, 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 6:08PM.

**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 December 4, 2025**

**SV25-012-01**

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

**That** the published agenda for the December 4, 2025 Santa's Village Committee Meeting be adopted as presented.

Carried

**5. Adoption of Minutes**

**5.1 Santa's Village Committee Minutes for November 13, 2025**

**SV25-012-02**

Moved By Cameron Hatfield, Member

Seconded By Jordyn Mills, Member

**That** the minutes of the Santa's Village Committee meeting held November 13, 2025 be adopted as circulated.

Carried

**6. Operations and Management**

**SV25-012-03**

Moved By Cameron Hatfield, Member

Seconded By Jordyn Mills, Member

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

Carried

**6.1 Overall Site Plan - Review**

No change.

**6.2 Perimeter Fencing**

No change.

**6.3 Large Tent/Tents**

No change.

**6.4 Signage**

Float has been dropped off, will be ready for parade.

**6.5 Power and Lighting**

No change.

**6.6 Hours of Operation**

No change.

**6.7 Setup and Take Down**

No change.

**6.8 Radio Communications with Organizers**

2 walkie talkies. One will be in the information booth and the other in the train station.

**6.9 Volunteer Management**

No change.

**6.10 Medical First Aid**

No change.

**6.11 Food Court**

No change.

**6.12 Washrooms**

No change.

**6.13 Entrance/Exits**

No change.

**6.14 Information Booth**

Town staff will have the information booth set up Thursday before the event.

**6.15 Village Music and Speaker System**

No change.

**6.16 Pavilion**

Pavilion will be wrapped with black wind tarp from Fun Fest.

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

**SV25-12-04**

Moved By Leighanne Nichol, Member

Seconded By Carolyn Garon, Member

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

**Carried**

**SV25-12-05**

Moved By Jaime Woods, Member

Seconded By Cate Back, Member

**That** The Committee take out an advertisement in the Essex Free Press to promote the Friday Night movie.

**Carried**

**8. Budget and Financials**

Financial update will be given at our next meeting in the New Year.

**SV25-12-06**

Moved By Cori McLean, Vice Chair

Seconded By Leighanne Nichol, Member

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

**Carried**

**9. Sponsorships**

No change in sponsorships.

**SV25-12-07**

Moved By Leighanne Nichol, Member  
Seconded By Carolyn Garon, Member

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

**Carried**

**10. Volunteers**

Final update has been sent to all volunteers.

**SV25-12-08**

Moved By Jordyn Mills, Member  
Seconded By Cate Back, Member

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

**Carried**

**11. Vendors**

All vendors will be getting a final email with instructions for day of event.

**SV25-012-09**

Moved By Jaime Woods, Member  
Seconded By Carolyn Garon, 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**

**SV25-012-10**

Moved By Cameron Hatfield, Member  
Seconded By Jaime Woods, Member

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

**Carried**

**12.1 Santa's Workshop**

No change.

**12.2 Ornament Making**

No change.

**12.3 Frosty's Scavenger Hunt**

No change.

**12.4 Cookie Decorating**

No change.

**12.5 Trackless Train**

No change.

**12.6 Horse Carriage Rides**

No change.

**12.7 Parade**

No change.

**12.8 Photo Booth**

No change.

**12.9 Friday Night Event**

No change.

**12.10 Colouring Contest**

No change.

**13. Entertainment**

**SV25-012-12**

Moved By Cori McLean, Vice Chair

Seconded By Jordyn Mills, Member

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

**Carried**

**13.1 Santa**

No change.

**13.2 Essex Community Band**

No change.

**13.3 Essex Vocal Express**

No change.

**13.4 Evermore**

No change.

**13.5 Jason Baclig**

No change.

**13.6 Ron Gudel Magic Show**

No change.

**13.7 Santa's Farm**

No change.

**13.8 Denver Bohdal**

No change.

**13.9 Fire Guy**

No change.

**13.10 John Brett**

No change.

**13.11 Christmas Caroler's**

No change.

**14. Third Party Events**

No new events.

**SV25-12-13**

Moved By Carolyn Garon, Member

Seconded By Cori McLean, Vice Chair

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

**Carried**

**15. New Business**

No new business.

**SV25-12-14**

Moved By Jordyn Mills, Member

Seconded By Cameron Hatfield, Member

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

**Carried**

**16. Adjournment**

**SV25-12-15**

Moved By Cori McLean, Vice Chair

Seconded By Leighanne Nichol, Member

**That** the meeting be adjourned at 7:25PM.

**Carried**

**17. Future Meetings**

January 15, 2026, 6:00pm Barnett Room. Essex Centre Sports Complex.

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Chair

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Recording Secretary

