



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

February 10, 2026, 6:00 pm
Maedel Community Centre, 25 Gosfield Townline West, Essex, ON N8M 0A1

Present: Katie McGuire-Blais, Ward 1 Councillor, Chair
Cori McLean, Vice Chair
Caitlynn Back, Member
Carolyn Garon, Member
Cameron Hatfield, Member
Jordyn Mills, Member
Leighanne Nichol, 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 or 519-776-7336 extension 1100 or 1101.

1. Call to Order

The Chair called the meeting to order at 6:15pm.

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 February 10, 2026

SV26-02-01

Moved By Jordyn Mills, Member
Seconded By Jaime Woods, Member

That the published agenda for the February 10, 2026, Santa's Village Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Santa's Village Committee Minutes for December 4, 2025

SV26-02-02

Moved By Cameron Hatfield, Member

Seconded By Cori McLean, Vice Chair

That the minutes of the Santa's Village Committee meeting held December 4, 2026 be adopted as circulated.

Carried

6. Operations and Management

SV26-02-03

Moved By Caitlynn Back, Member

Seconded By Cori McLean, Vice Chair

That the report entitled Operations and Management, be received.

Carried

6.1 Overall Site Plan - Review

Site plan worked for 2025 event.

SV26-02-04

Moved By Cameron Hatfield, Member

Seconded By Jordyn Mills, Member

That Santa's Village relocate the 2026 event to the arena grounds.

Carried

6.2 Perimeter Fencing

6.3 Large Tent/Tents

Ice and snow melting was the only concern.

6.4 Signage

Went well.

6.5 Power and Lighting

Additional lighting is required for take down.

6.6 Hours of Operation

6.7 Setup and Take Down

Best set up and take down event has had.

6.8 Radio Communications with Organizers

6.9 Volunteer Management

6.10 Medical First Aid

6.11 Food Court

Fencing around the Food Court had to be adjusted multiple times.

6.12 Washrooms

6.13 Entrance/Exits

6.14 Information Booth

6.15 Village Music and Speaker System

6.16 Pavillion

7. Marketing, Social Media and Advertising

Marketing, social media and advertising went very well. Committee would like to do two sets of advertising. One before the event and the other after to thank all volunteers/ vendors.

SV26-02-05

Moved By Cameron Hatfield, Member

Seconded By Carolyn Garon, Member

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

Carried

8. Website

Very happy with new webiste.

SV26-02-06

Moved By Caitlynn Back, Member

Seconded By Leighanne Nichol, Member

That the updates included in Agenda item 8. Website be received.

Carried

9. Budget and Financials

Any final receipts please send to Tim.

SV26-02-07

Moved By Leighanne Nichol, Member

Seconded By Cameron Hatfield, Member

That the updates included in Agenda Item 9. Budget and Financials be received.

Carried

10. Sponsorships

Went well.

SV26-02-08

Moved By Leighanne Nichol, Member
Seconded By Caitlynn Back, Member

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

Carried

11. Volunteers

Went well.

SV26-02-09

Moved By Leighanne Nichol, Member
Seconded By Jordyn Mills, Member

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

Carried

12. Vendors

Went well.

SV26-02-10

Moved By Jordyn Mills, Member
Seconded By Leighanne Nichol, Member

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

Carried

12.1 Food and Beverage Vendors

12.2 Non-Food/Craft Vendors

12.3 Christmas Tree Sales

13. Events

SV26-02-11

Moved By Cameron Hatfield, Member
Seconded By Cori McLean, Vice Chair

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

Carried

13.1 Santa's Workshop

13.2 Ornament Making

13.3 Frosty's Scavenger Hunt

13.4 Cookie Decorating

13.5 Trackless Train

SV26-02-12

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

That two trains be placed on order for 2026 event.

Carried

13.6 Horse Carriage Rides

13.7 Parade

13.8 Photo Booth

13.9 Friday Night Event

Went well, minor tweaking to do for 2026 event.

13.10 Colouring Contest

Santa

14. Entertainment

SV26-02-13

Moved By Jaime Woods, Member
Seconded By Caitlynn Back, Member

That the updates included in Agenda Item 14. Entertainment be received.

Carried

14.1 Santa

SV26-02-14

Moved By Leighanne Nichol, Member
Seconded By Caitlynn Back, Member

That the Committee hire Santa for 2026 event.

Carried

14.2 Essex Community Band

14.3 Essex Vocal Express

14.4 Evermore

14.5 Jason Baclig

14.6 Ron Gudel Magic Show

14.7 Santa's Farm

14.8 Denver Bohdal

14.9 Fire Guy

14.10 Fire Guy

14.11 John Brett

14.12 Christmas Carolers

15. Community Events

SV26-02-15

Moved By Jaime Woods, Member

Seconded By Cameron Hatfield, Member

That the updates included in Agenda Item 16. New Business be received.

Carried

16. Adjournment

SV26-02-16

Moved By Caitlynn Back, Member

Seconded By Cori McLean, Vice Chair

That the meeting be adjourned at 8:00pm.

Carried

17. Future Meetings

August 20th, 2026, 6:00pm Barnett Room. Essex Centre Sports Complex.

Chair

Recording Secretary