

**MINUTES**  
**THAMES CENTRE SPECIAL EVENTS COMMITTEE**  
**THURSDAY, DECEMBER 12, 2019**  
**10:00 A.M., COUNCIL CHAMBERS, MUNICIPAL OFFICE**

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PRESENT: A. Warwick, Chair/Council Representative  
A. Marr, Community Representative (arrived at 10:06 a.m.)  
B. Jones, Community Representative  
K. Ross, Community Representative  
M. Henry, Staff Representative  
M. Murray, Community Representative  
T. Haffner, Staff Resource  
J. Wood, Recording Secretary

ABSENT WITH REGRET:  
K. Elliott, Council Representative  
P. Wearne, Community Representative

ABSENT: A. Hill, Vice Chair/Community Representative

ALSO PRESENT:  
D. Brown, Parks & Facilities Supervisor

The Chair called the meeting to order at 10:03 a.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed at this time.

2. APPROVAL OF PREVIOUS MINUTES

(A) **October 17, 2019, regular meeting minutes.** It was:

Moved by: K. Ross  
Seconded by: B. Jones  
(Resolution #TCSEC-33-2019)

RESOLVED THAT the minutes of the Thames Centre Special Events Committee held on October 17, 2019, be adopted. Carried.

3. PRESENTATIONS/DELEGATIONS – None.

4. REPORTS OF STAFF – None.

5. REPORTS OF SUB-COMMITTEE

(A) **Community Calendar.** Chair, A. Warwick provided a verbal report on the update of the sub-committee meetings regarding the community calendar:

- Draft letter has been prepared to send to all service/community groups within Thames Centre;
- Would like to advertise the calendar on the Municipality of Thames Centre website;
- Suggested having a local artist playlist on phone, when individuals are on hold;
- Will budget for the cost of municipal staff to monitor the calendar; and
- Requested municipal staff to inquire with Middlesex County in regards to the cost of adding a calendar widget to the website.

A. Marr entered the meeting at 10:06 a.m.

6. COMMITTEE BUSINESS

- (A) **Canada Day Grant.** Chair, A. Warwick opened discussion for the 2020 Canada Day Grant. J. Wood advised that the 2020 Canada Day Grant was submitted in November and will update the Thames Centre Special Events Committee on the value granted when received, anticipated in early 2020.
- (B) **2020 Budget.** M. Henry opened the discussion, addressing the Thames Centre Special Events Committee (TCSEC) that the 2020 budget remains at \$25,000.00 and re-confirmed with the TCSEC if they would like to purchase or rent an Outdoor Theatre System for future events. It was then:

Moved by: K. Ross

Seconded by: A. Marr

(Resolution #TCSEC-34-2019)

RESOLVED THAT M. Henry be directed to bring forward the 2020 capital budget to Council to purchase an Outdoor Theatre System. Carried.

- (C) **New Year's Eve.** The Thames Centre Special Events Committee discussed the details of the Magical New Years Eve Party. T. Haffner confirmed all the activities: magician, free skate, music, crafts, bouncy castle and popcorn. B. Jones was requested by the committee to see if he could arrange for an entertainer to play children's music throughout the evening.
- (D) **Donnybrook Legion.** M. Henry opened the discussion, informing the Thames Centre Special Events Committee (TCSEC) of a Donnybrook Legion member who inquired about having a banner on the Municipal Banner Program on the street poles. M. Henry suggested the opportunity to have different banners, ie. The Municipality's logo, TCSEC events (Canada Day, Remembrance Day) and service groups that would be changed seasonally.

K. Ross vacated her seat at 10:49 a.m. and returned shortly after.

A. Marr vacated his seat at 10:50 a.m. and returned shortly after.

- (E) **Spirit Awards.** Chair, A. Warwick brought forward the idea of issuing Spirit Awards to acknowledge home owners who decorate their homes and/or lawns according to seasons/holidays. The acknowledgment would be a lawn sign placed on their front yard for a specified timeframe. It was then:

Moved by: A. Marr  
Seconded by: K. Ross  
(Resolution #TCSEC-35-2019)

RESOLVED THAT Municipal Staff, J. Wood and T. Haffner be directed to create design options for the lawn signs to bring forward for the first Thames Centre Special Events Committee meeting in 2020 for final approval of the committee. Carried.

7. CORRESPONDENCE – None.

8. UNFINISHED BUSINESS – None.

9. NEW BUSINESS

- (A) **Festival of Lights Follow Up.** The Thames Centre Special Events Committee discussed the success of the Festival of Lights event and had a few suggestions for next year:

- Have the countdown earlier;
- Safety concerns. The trail is too dark and congested, consider a horse and wagon ride versus the tractor and train;
- Outgrowing the space at the Municipal Office and consider a new location ie. park pavilion; and
- New shuttle service for individuals with accessibility needs.

10. SCHEDULING OF MEETINGS

After discussion, it was:

Moved by: K. Ross  
Seconded by: M. Murray  
(Resolution #TCSEC-36-2019)

RESOLVED THAT the following schedule of the Thames Centre Special Events Committee meeting dates for the 2020 calendar year be approved:

Thursday, February 20, 2020 at 10:00 a.m.  
Thursday, April 16, 2020 at 10:00 a.m.  
Thursday, May 21, 2010, 2020 at 10:00 a.m.  
Thursday, June 18, 2020 at 10:00 a.m.  
Thursday, July 16, 2020 at 10:00 a.m.  
Thursday, August 20, 2020 at 10:00 a.m.

Thursday, September 17, 2020 at 10:00 a.m.

Thursday, October 15, 2020 at 10:00 a.m.

Thursday, December 10, 2020 at 10:00 a.m.

noting that such dates and times may be subject to change and that the meetings will be held in the Council Chambers located at the Municipal Office in Dorchester. Carried.

The next regular meeting is therefore scheduled to be held on Thursday, February 20, 2020 at 10:00 a.m. in the Council Chambers located at the Municipal Office in Dorchester.

11. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: K. Ross

Seconded by: M. Murray

(Resolution #TCSEC-37-2019)

RESOLVED THAT the meeting adjourns at 11:05 a.m. Carried.

Original signed by:  
Alison Warwick, Chair

Original signed by:  
Jenny Wood, Recording Secretary