



**Minutes**

**Municipality of Thames Centre**

**Thames Centre Special Events Committee**

**April 10, 2024, 12:00 P.M.**

**Municipal Office - Council Chambers  
4305 Hamilton Road, Dorchester, ON**

Members Present: C. Crockett, Chair/Council Representative  
M. Murray, Vice-Chair/Community Representative  
D. Lockie, Council Representative  
A. Marr, Community Representative  
K. Carter, Community Representative  
M. Mundy, Community Representative  
N. Abra, Community Representative

Members Absent: P. Wearne, Community Representative  
J. Kraft, Community Representative  
S. Baker, Community Representative

Staff Present: D. Brown, Staff Representative  
S. MacDonald, Staff Representative  
S. Zylstra, Communications Coordinator  
A. Malchesky, Recording Secretary  
S Henshaw, Deputy Clerk

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**1. Call To Order**

Chair Murray called the meeting to order at 12:05 p.m.

**2. Disclosure Of Pecuniary Interest**

No pecuniary interests were disclosed.

**3. Previous Minutes**

**Resolution # TCSEC- 010-2024**

**Moved by:** M. Mundy

**Seconded by:** K. Carter

**THAT** the minutes of the Thames Centre Special Events Committee meeting held on Wednesday, March 13, 2024, be received.

**Carried.**

#### 4. Presentations/Delegations

No items.

#### 5. Reports of Staff

##### 5.1 C-TCSEC-004-2024 - Corn Fest 2024

Parks & Facilities Supervisor, D. Brown presented Report No. C-TCSEC-004-2024.

The Committee discussed and inquired about the following:

- Food – utilizing food trucks but also prioritizing local service groups
- Timing of vendor market – giving vendors enough time to take down their booths
- Timing of Corn Fest to potentially include fundraising events
- Timing of events – hosting kids programming in the morning and adult programming in the afternoon on the Saturday
- Entertainment
  - Timing and scheduling of potential buskers, live music and choir
  - Reaching out to local talent
  - Obtaining additional speakers down the path in the park to play prerecorded music
  - Budget for live entertainment to be brought back to committee
- Corn Fest Logo
  - Wanting to have a Corn Fest mascot
  - Changing the word “Vendor” in the logo to “Market” to give a more hometown feel
  - Including wording in the logo that it is a licensed event
- Corn Fest Vendors - Application & Fees
  - Comparing this event to other existing local markets (Art in the Barn, etc.)
  - Resident vs. Non- Resident – important to prioritize Thames Centre vendors, but do not want to charge different fees
  - Discussed total number of applications and total fees received for 2023 Bridgefest.

*Communications Coordinator, S. Zylstra arrived at 12:12 p.m.*

The Committee asked about potentially implementing an insurance requirement for vendors and directed staff to look into insurance coverage for the vendor market.

The Committee asked about potential copyright issues with respect to the sale of merchandise with the Corn Fest logo. Staff noted they would look into this, and report back to the committee.

*A. Marr retired from the meeting at 12:40 p.m.*

#### **Resolution # TCSEC- 011-2024**

**Moved by:** K. Carter

**Seconded by:** N. Abra

**THAT** Report No. C-TCSEC-004-2024 **BE RECEIVED** for information;

**AND THAT** the Corn Fest vendor market hours be as follows:

- Friday, September 6, 2024 from 6:00 p.m. – 9:00 p.m.
- Saturday, September 7, 2024 from 9:00 a.m. – 4:00 p.m.;

**AND THAT** the Corn Fest hours be as follows:

- Friday, September 6, 2024 from 6:00 p.m. – 10:00 p.m.
- Saturday, September 7, 2024 from 9:00 a.m. – 10:00 p.m.;

**AND THAT** the Corn Fest Logo **BE RECEIVED** by the committee, as amended to replace the word "Vendor" with "Market", and if possible to include wording that it is a licensed event;

**AND THAT** staff be directed to use the same BridgeFest Application for Corn Fest; as amended to include wording that there is no option for vendors to apply for just 1-day, and to implement a fee of \$100.00 for vendors for the 2-day event and to eliminate resident vs. non-resident fees.

**Carried.**

## **5.2 Canada Day Update 2024**

Parks & Facilities Supervisor, D. Brown presented Report No. C-TCSEC-005-2024.

The Committee discussed and inquired about the following:

- Timing and scheduling of entertainment on both days
- IODE Breakfast
  - Kitchen - not available due to FlightExec Centre renovations & is needed to operate the pancake breakfast
  - Discussed reaching out to Fire Department for their potential involvement
- Entertainment
  - Kids programming - potentially doing a candy toss and a free kids bingo event
  - Discussed reaching out to Playground Staff for their potential involvement with the kids event
- Timing of Fireworks – potentially moving fireworks to July 1<sup>st</sup>, however committee determined it's best to keep fireworks on Sunday, June 30, 2024
- Dorchester Lion's Club will be operating and running the BBQ and Beer Tent

The Committee provided direction to staff to reach out to the Thames Centre Fire Department regarding the annual IODE annual pancake breakfast.

*Councillor Crockett retired from the meeting at 12:54 p.m.*

### **Resolution # TCSEC- 012-2024**

**Moved by:** M. Mundy

**Seconded by:** K. Carter

**THAT** Report No. C-TCSEC-005-2024 be received for information;

**AND THAT** the timing of the Canada Day Celebrations be scheduled as follows:

- Sunday, June 30, 2024 from 2:00 p.m. – 10:00 p.m.
- Monday, July 1, 2024 from 12:00 p.m. – 10:00 p.m.

**Carried.**

## **6. Committee Business**

### **6.1 Thames Centre's 25th Anniversary (January 1,2026) - Committee Discussion**

Communications Coordinator, S. Zylstra brought forward the fact that Thames Centre will be turning 25 on January 1, 2026 and inquired if the Committee would like to consider hosting and planning an event. The Committee discussed potential ideas and directed that this be brought forward at a future meeting.

**7. Correspondence**

No items.

**8. Unfinished Business**

No items.

**9. New Business**

No items.

**10. Scheduling of Meetings**

The next meeting is scheduled to be held Wednesday, May 8, 2024 at 12:00 p.m.

**11. Adjournment**

There being no further business to discuss it was:

**Resolution # TCSEC- 013- 2024**

**Moved by:** M. Mundy

**Seconded by:** N. Abra

**RESOLVED THAT** the meeting adjourn at 1:14 p.m.

**Carried.**