



**Regular Meeting Minutes**  
**Municipality of Thames Centre**  
**Thames Centre Special Events Committee**

**December 4, 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  
P. Wearne, Community Representative  
A. Marr, Community Representative  
J. Kraft, Community Representative  
K. Carter, Community Representative  
M. Mundy, Community Representative

Members Absent: D. Lockie, Council Representative  
S. Baker, Community Representative  
N. Abra, Community Representative

Staff Present: D. Barrick, Chief Administrative Officer  
M. Ramnanan, Communications Manager  
D. Brown, Staff Representative  
S. MacDonald, Staff Representative  
S. Henshaw, Deputy Clerk  
A. Malchesky, Recording Secretary

---

**1. Call To Order**

Chair Crockett called the meeting to order at 12:01 p.m.

**2. Adoption of Agenda**

**Resolution # TCSEC-052-2024**

**Moved by:** M. Murray

**Seconded by:** A. Marr

**THAT** the December 4, 2024 Regular Meeting Agenda of the Thames Centre Special Events Committee **BE APPROVED** as circulated.

**Carried.**

**3. Disclosure Of Pecuniary Interest**

No pecuniary interests were disclosed.

**4. Previous Minutes**

**Resolution # TCSEC-053-2024**

**Moved by:** P. Wearne

**Seconded by:** M. Mundy

**THAT** the minutes of the Thames Centre Special Events Committee meeting held on November 13, 2024, **BE RECEIVED** as presented.

**Carried.**

**5. Presentations/Delegations**

No items.

**6. Reports of Staff**

**6.1 C-TCSEC-014-2024 - 2025 Meeting Dates**

The Committee discussed changing the meeting time from 12:00 p.m. to 9:00 a.m.

The Committee discussed establishing the 2026 special event dates prior to the committee meeting dates for that year.

**Resolution # TCSEC-054-2024**

**Moved by:** K. Carter

**Seconded by:** J. Kraft

**THAT** Report No. C-TCSEC-014-2024 **BE RECEIVED** for information;

**AND THAT** the following schedule of meeting dates for 2025 **BE APPROVED**:

- Wednesday, February 12, 2025 at 9:00 a.m.

**AND THAT** the remaining 2025 meeting times **BE SCHEDULED** at the February 12, 2025 meeting.

**Carried.**

**6.2 Festival of Lights Recap - Verbal Report by D. Brown**

D. Brown, Praks & Facilities Manager, was in attendance and provided a verbal report regarding a recap on the Festival of Lights event.

The Committee discussed the turnout and the feedback that was received after the event on Friday, November 22, 2024.

The Committee discussed potentially limiting the school choirs performance to a shortened time to allow for the lights to be turned on earlier, resulting in people staying longer.

The Committee discussed that the sound system was provided by Thames Centre this year, despite usually hiring that out. The Committee further discussed that for next year, additional speakers will be used to ensure the sound is loud enough for people in the crowds.

**6.3 New Years Eve Update - Verbal Report by D. Brown**

D. Brown, Praks & Facilities Manager, was in attendance and provided a verbal report regarding an update on the upcoming New Years Eve event.

The Committee discussed what the event looked like last year, who from the Thames Centre Special Events Committee will be attending this year and that the hours of this event will be from 5:00-8:00pm.

The Committee discussed that the remaining budget will be used for supplies that potentially will include popcorn, crafts, themed decorations, hats, bouncy castles and more.

**6.4 Holiday Light Tour Update - Verbal Report by M. Ramnanan**

M. Ramnanan, Communications Manager, confirmed that no residents had signed up yet for the Holiday Light Tour for 2024.

**Resolution # TCSEC-055-2024**

**Moved by:** K. Carter

**Seconded by:** M. Murray

**THAT** Reports of Staff Agenda Items 6.2. through 6.4 **BE RECEIVED** as information.

**Carried.**

**7. Committee Business**

No items.

**8. Correspondence**

No items.

**9. Unfinished Business**

No items.

**10. New Business**

No items.

**11. Scheduling of Meetings**

Wednesday, February 12, 2025 at 9:00 a.m.

**12. Adjournment**

There being no further business to discuss it was:

**Resolution # TCSEC-056-2024**

**Moved by:** M. Mundy

**Seconded by:** A. Marr

**RESOLVED THAT** the meeting adjourn at 12:25 p.m.

**Carried.**