



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

**June 11, 2025, 9:00 A.M.**  
**Municipal Office - Council Chambers**  
**4305 Hamilton Road, Dorchester, ON**

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

Members Absent: D. Lockie, Council Representative  
P. Wearne, Community Representative  
M. Mundy, Community Representative  
S. Baker, Community Representative

Staff Present: D. Barrick, Chief Administrative Officer  
S. MacDonald, Director of Community Services and Facilities  
D. Brown, Parks & Facilities Manager  
M. Ramnanan, Communications Manager  
S. Henshaw, Recording Secretary

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**1. Call To Order**

Chair Crockett called the meeting to order at 9:02 a.m.

**2. Approval of Agenda**

**Resolution # TCSEC-012-2025**

**Moved by:** N. Abra

**Seconded by:** M. Murray

**THAT** the June 11, 2025 Regular Meeting Agenda of the Thames Centre Special Events Committee **BE APPROVED** as circulated.

**Carried.**

**3. Disclosure Of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**4. Previous Minutes**

**Resolution # TCSEC-013-25**

**Moved by:** A. Marr

**Seconded by:** K. Carter

**THAT** the minutes of the Thames Centre Special Events Committee Regular Meeting held on May 7, 2025 **BE RECEIVED**.

**Carried.**

**5. Presentations/Delegations**

No items.

**6. Reports of Staff**

**6.1 Canada Day**

D. Brown, Parks and Facilities Manager, presented the Report titled, "Canada Day 2025 Final Update", as appended to the agenda.

The Committee discussed the circulation of the Canada Day advertisement with updated information on it.

**Resolution # TCSEC-014-25**

**Moved by:** J. Kraft

**Seconded by:** M. Murray

**THAT** the Thames Centre Special Events Committee **RECEIVE** the Canada Day 2025 Final Update report.

**Carried.**

**6.2 Corn Fest - Vendor Registration**

S. Henshaw, Deputy Clerk, provided a verbal update on vendor registration so far for Corn Fest.

**7. Committee Business**

No items.

**8. Correspondence**

**8.1 Economic Development Advisory Committee - Resolution (May 22, 2025 Meeting)**

S. Henshaw, Deputy Clerk, advised that Council approved the Economic Development Advisory Committee's resolution to support a Monster Walk Event (being a children's "Trick or Treat" event with local businesses) in Thames Centre, as appended to the agenda.

The Committee discussed two different approaches to holding a Monster Walk Event - one being for children to "Trick or Treat" at participating businesses throughout the community, and the other approach being an event where businesses could gather in one central spot with tables/booths for children to participate.

The Committee discussed the benefits of a "Trick or Treat" event which would promote community members exploring new business locations.

The Committee discussed a third "hybrid" option, to have children Trick or Treat around the community and also include the option for businesses to gather in a centralized spot.

The Committee discussed utilizing the gravel parking lot as a centralized spot in Dorchester. D. Brown confirmed the parking lot would be full that day for a scheduled tournament. The Committee discussed instead utilizing the green space by the skate park along Dorchester Road.

The Committee discussed any potential centralized locations in Thorndale owned by the Municipality.

**Resolution # TCSEC-015-25**

**Moved by:** K. Carter

**Seconded by:** N. Abra

**THAT** the Thames Centre Special Events Committee **RECOMMEND** hosting two (2) "Monster Walk" events in both Dorchester and Thorndale, where participating local businesses in Thames Centre can engage in handing out candy to young children;

**AND THAT** this event take place in both Dorchester and Thorndale on Saturday, October 25, 2025 from 10:00 a.m. – 12:00 p.m.;

**AND THAT** Dorchester's event also include a centralized spot for businesses to gather to hand out candy, located in the green space south of the Skate Park along Dorchester Road;

**AND THAT** staff **BE DIRECTED** to advertise and invite local businesses to participate in these events.

**Carried.**

**9. Unfinished Business**

No items.

**10. New Business**

D. Brown, Parks and Facilities Manager, presented the idea of adding lit-up individual metal structures to the park for upcoming Festival of Lights events, which range between four to six feet in height.

D. Brown advised these structures range between \$775-820 in price, depending on its design. D. Brown further advised that the Committee has saved approximately \$5,000 in its 2025 entertainment budget by not hiring as much live music as previous years.

The Committee inquired about the usage of extension cords and pedestrian traffic. D. Brown advised that the cords are strategically placed throughout the park.

The Committee discussed potential sponsorship opportunities, including utilizing small plaques to advertise each sponsor.

D. Brown further advised that the structures are durable and the lights are replaceable and easy to fix.

The Committee asked if these structures would be permanent. D. Brown advised that they would be put up after Remembrance Day and taken down after the holidays.

**Resolution # TCSEC-016-25**

**Moved by:** N. Abra

**Seconded by:** A. Marr

**THAT** the Thames Centre Special Events Committee **RECOMMEND** that staff be directed to purchase one light structure in the shape of a snowflake at a cost of \$775 + HST.

**Carried.**

The Committee recommended that staff prepare a sponsorship proposal for the next meeting to outline the new light structures for Festival of Lights.

**11. Scheduling of Meetings**

Wednesday, August 6, 2025 at 12:00 p.m.

**12. Adjournment**

**Resolution # TCSEC-017-25**

**Moved by:** M. Murray

**Seconded by:** K. Carter

**RESOLVED THAT** the meeting **ADJOURN** at 9:38 a.m.

**Carried.**