



# COMMITTEE MINUTES

**FANTASY OF LIGHTS COMMITTEE**  
**Wednesday, July 18, 2023 at 5 P.M.**  
**Kingsville Arena – Room C**  
**1741 Jasperson Drive, Kingsville**

**PRESENT:** Janet Willoughby  
Leslie Pittendreigh  
Maria Edwards  
Glenda Willemsma  
Councillor Tony Gaffan

Shelby Wye, Staff Liaison  
Claire Buxton, Summer Student

**ABSENT:** Chair Kristina Sanecki  
Dave Laman

## **A. CALL TO ORDER**

Vice-Chair, J. Willoughby called the meeting to order at 5:05 P.M.

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Vice Chair J. Willoughby reminded the Committee of their duty to disclose any pecuniary interests as they arise.

## **C. AMENDMENTS TO THE AGENDA**

Kingsville Optimist Club donation added to the agenda for discussion by M. Edwards

## **D. STAFF REPORTS**

### **1. C. Buxton, Summer Student**

C. Buxton gave an update on the Fantasy of Lights' participation in the Christmas in July Open Streets, being held Saturday, July 29. The Fantasy Express Train is confirmed.



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The committee will highlight the sponsors so far for the Christmas on the Fantasy Express Train and use the remaining spots to say that they are still seeking sponsors.

### **E. MINUTES OF THE PREVIOUS MEETING**

1. Fantasy of Lights Committee Meeting Minutes—June 20, 2023

**Moved by Councillor Gaffan**  
**Seconded by L. Pittendreigh**

**THAT the minutes of the Fantasy of Lights Committee dated June 20, 2023 BE RECEIVED.**

**CARRIED**

### **F. NEW AND UNFINISHED BUSINESS**

1. Christmas Artisan Market

L. Pittendreigh updated the committee on details about the Christmas Artisan Market being held at Lakeside Park Pavilion. The two-day market, being held Saturday, December 2 from 2 P.M. to 8 P.M. and Sunday, December 3, from 10 a.m. to 4 P.M., will include only vendors who have hand-made their items.

L. Pittendreigh said the Kingsville Scouts have been asked to come to provide food items, and that the committee should look into the possibility of having s'mores ingredients over the available fire pits at the park.

The committee discussed the logistics of music at the vendor market, and agreed on Bluetooth speakers with a tablet and downloaded playlist of holiday music.

2. Parade

The logistics of the parade was discussed by the committee. To avoid floats being trapped by street closures, the committee said to change marketing to include a stipulation that floats need to be at the staging area an hour before start time (staging for 4 P.M., parade begins at 5 P.M.).

Radio protocol for emergencies will be reviewed and added to the volunteer manual for the event.



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The committee notes that Herrington St. needs to be closed for the Parade.

The committee will approach the Kingsville Lions Club to see if they are interested in driving the Fantasy Express Train after it returns to the park after the parade.

### 3. Crafts with Santa/Collaboration with Optimist Club – Lakeside

M. Edwards confirms the collaboration with the Optimist Club is established and will be hosted at Lakeside Park.

### 4. Lights – review of the condition, repairs, updates

Canada Flag installation to be top priority for the repair process.

**Moved by Councillor Gaffan**

**Seconded by G. Willemsma**

**THAT the motion to seek permission from council to erect the Fantasy of Lights installations before Remembrance Day, to avoid interruptions/delays due to inclement weather or short-staff due to holidays, but will not turn them on until the opening ceremonies on November 18th BE CARRIED.**

**CARRIED**

### 5. New Business – Optimist Club Donation

The Kingsville Optimist Club would like to donate a photo opportunity prop to the Fantasy of Lights committee, with the stipulation that a “donated by Kingsville Optimist Club” signage is included when it is erected. This will be at no cost to the town, but the town will be responsible for storage, set up, and take down of the prop.

**Moved by M. Edwards**

**Seconded by Councillor Gaffan**

**That the Fantasy of Lights committee moves to accept the offer of the Kingsville Optimist Club, on the basis the condition of storage and installation is approved by the Manager of Recreation, Programs, and Special Events Karen Loney.**

**CARRIED**



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### **G. INFORMATION ITEMS - NONE**

### **H. NEXT MEETING DATE**

September 19, 2023 at 5 P.M. at the Kingsville Arena – Room C

### **I. ADJOURNMENT**

Moved by G. Willemsma  
Seconded by M. Edwards

**THAT the meeting adjourn at 6:18 PM**

**CARRIED**

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**VICE CHAIR, Janet Willoughby**

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**S. Wye**  
**RECORDING SECRETARY, Shelby Wye**