

Recommendation:

That the report Clerk's Office-2026-07, dated February 17, 2026, regarding key Township Events be received, that Council approve the purchase of new A.V. system items with a budget of \$300.00, and lastly, that Council provide direction to staff regarding the creation of a survey to solicit feedback.

Overview:

The Township of Douro-Dummer hosts several community events throughout the year. Three (3) events have been identified by Mayor Watson in her September 2, 2025 "Committee Appointments and Portfolios" report as being "key events". These key events are the Douro Canada Day Parade, Warsaw Remembrance Day Ceremony and the Warsaw Santa Claus Parade.

Through Resolution Number 239-2025, Township staff have been asked to report to Council on the key event feedback to ensure their continued success. The portion of Resolution Number 239-2025 that relates to this report reads as follows:

Resolution Number 239-2025

Moved by: Deputy Mayor Nelson

Seconded by: Councillor Watt

..... And lastly that staff report back to Council with a plan to seek input from the community regarding our key events: Canada Day Parade, Remembrance Day Service and Santa Claus Parade. Carried

Township staff met with the Co-Chairs of the Santa Claus Parade, the Remembrance Day Ceremony. Their feedback is included in this report along with Township staff suggestions for improvement.

Key Event Titles

Key events hosted by The Township of Douro-Dummer have historically had titles that refer to the Township of Douro-Dummer and the location where the event is taking place. Staff has been informed that these event titles have caused confusion for community members.

To minimize community confusion and improve turnout, staff suggests that the events are named to reflect the location of the event, such as: Douro Canada Day Parade, Warsaw Remembrance Day Ceremony, and Warsaw Santa Claus Parade.

Warsaw Remembrance Day Ceremony

The Remembrance Day Service is held at the Warsaw Cenotaph on November 11 of each year. Prior to the service, representatives from local organisations gather at the Warsaw Town Hall to collect their wreaths. All representatives then walk down to the Warsaw Cenotaph and place their wreath when called during the ceremony. The ceremony features the reading of the Warsaw Roll of Honour, The Lords Prayer, reading

of poems, and musical accompaniment. After the service, community members are invited to Town Hall for coffee and light refreshments.

The 2025 Remembrance Day Ceremony was well attended and supported by two local volunteers. These volunteers purchased food for the event and organised with Warsaw Public school and St. Joseph's Catholic Elementary School to ensure that students were in attendance.

Remembrance Day Ceremony Co-Chairs have requested updates to the audio equipment to improve the experience for attendees. The updates would include speaker stands, microphone wind blocks, and plastic microphone holders. These items would be used for all three key events, to ensure that audio is clear, and that set-up is uncomplicated.

Santa Claus Parade

The Santa Claus Parade is a popular community event that features a parade and a tree lighting in Millennium Park. The tree lighting involves free cookies and hot chocolate, and live music. Attendees are also invited to purchase raffle tickets for gingerbread houses created and donated by volunteers, with the proceeds being split between Warsaw Public School and St. Joseph's Catholic Elementary School for their breakfast programs.

Co-chairs for the event have highlighted the need for better lighting in the park following the parade as the lack of lighting is unsafe for small children and creates a significant tripping risk. The CAO has noted that his office will work to find a solution to the lighting issue in Millennium Park by fixing the streetlights in the park and/or by finding temporary lighting solutions for the day of the event.

Santa Claus Parade co-chairs have noted that the advertisement for the Tree Lighting could be improved through the posting of signage along the route to encourage Community Members to visit Millennium Park after the Parade. This suggestion has been added to the event planning spreadsheet and will be implemented for the 2026 Santa Claus Parade.

To ensure that the Parade Route is clear, printed parade routes will be available for drivers to view at the Public Works Depot prior to Parade Departure. A printed copy will also be given to the Ontario Provincial Police and the Legion Colour Party, as they lead the Parade. These additional steps have been added to the 2026 Santa Claus Parade spreadsheet.

During the 2025 Parade, Staff noticed a clear lack of community volunteers available to assist Santa along the parade route and in Millennium Park. This along with the lack of lighting made it challenging for Santa Claus to make it to the gazebo safely. Staff

suggests that Council seeks out volunteers in advance of the Parade to ensure that the event is adequately staffed.

Community Feedback

Staff has been asked through Council Resolution Number 239-2025 to gather feedback from the Douro-Dummer Community on key events. With council direction, staff will create a survey for community members to provide feedback on key events. If created, the survey will be advertised via the Township social media channels and website news article and will be made available digitally on the Township website and in paper format at key locations. Feedback from this survey would be incorporated into the planning of key events in 2026.

Conclusion:

The Douro Canada Day Parade, The Warsaw Remembrance Day Ceremony and The Warsaw Santa Claus Parade are key community events for the Township. For the continued success of these events, along with the suggestions made by co-chairs, it is essential that Council work to find volunteers for the events that they chair. Staff asks that Members of Council work to find community volunteers who are interested in volunteering for their event, and that Council works with staff and volunteers to ensure that event planning is organised primarily by Council with assistance from staff and volunteers.

Financial Impact:

Co-chairs have indicated the need for supplies to improve events. These supplies include a set of two speaker stands, plastic microphone clip, a microphone wind block. Staff are requesting \$300.00 for the updated audio equipment. Funds for the purchase of this equipment can be taken from the Capital Computer Hardware budget.



Report Approval Details

Document Title:	Clerk's Department - Township Events - Clerk's Office-2026-07.docx
Attachments:	
Final Approval Date:	Feb 12, 2026

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Todd Davis