



## **Southwold Family Day Committee**

### **Agenda**

**Tuesday, February 7<sup>th</sup>, 2023 at 7:00 pm**  
**Hybrid Meeting – Teams/Council Chambers**

---

1. Call to Order
2. Approval of the Agenda
3. Approval of the January 30<sup>th</sup>, 2023 Minutes
4. 2023 Event Planning

#### **Event Date February 18, 2023 – Rain Date February 20, 2023**

- a) Committee Member Reports on Action Items – see attached Action and Cost Listing
- b) SWPH Special Event Requirements – see attached
5. Other Business
6. Next meeting date, time and location
7. Adjourn



## **Southwold Family Day Committee**

### **Family Day Committee Meeting Minutes Monday, January 30<sup>th</sup>, 2023 at 7:00 pm Council Chambers/Online**

Committee Members Present: Councillor Scott Fellows, Joe McKinnon, Darlene Wadsworth, Lizanne Kerkvliet, Jane Cox, Councillor John Adzija and Morgan Gillespie (online).

Staff Present: CAO/Clerk Jeff Carswell

The meeting was called to order at 7:10 pm by Chairperson Scott Fellows.

#### **Approval of the Agenda**

Moved by Joe McKinnon

Seconded by Jane Cox

That the agenda for the January 30, 2023 Southwold Family Day Committee be approved.

**Carried**

#### **Approval of the Minutes from the Previous Meeting**

Moved by Jane Cox

Seconded by Darlene Wadsworth

That the minutes of the January 23, 2023 Family Day Committee be approved.

**Carried.**

#### **Event Highlights**

- Outdoor event, washrooms only indoor component
- 5 pm start
- Welcome from the Mayor
- Hotdogs, cookies, hot chocolate, popcorn
- Games
- Live music

- Bonfires
- Skating - if weather permits
- Fireworks at 7 pm
- End after fireworks

### **Action Item Updates**

- Fireworks – Jim confirmed Fireworks have been ordered and the Optimist Club will look after them – Jamie will be the main organizer
- Advertising and Promotion – Abi started a Facebook Event, promotion and advertising has started – \$80 approved for advertising
  - Other advertising options – Optimist Sign, Rosy Rhubarb Sign, Library
  - Provide information to Southwold Public School
- Music/Entertainment
  - Connor Wilson is not available
  - Abi reached out to Nick Ewanick who is available – 2 hrs, brings own eqp. \$400
  - Lizanne will reach out to Randy Dawdy as well – reached out but away
  - Nick Ewanick confirmed
  - 10 x 10 tent and heater – arranged by Scott Y – \$200
- Food
  - Scott F confirmed the Fire Department will BBQ
  - Will use their new BBQ – based on the size they should be able to keep up with demand between 5 – 7
  - Committee is to obtain food
  - Abi will share the 2020 pricing and quantity spreadsheet
  - Last winterfest food requirement was for about 500 people, based on attendance estimates the food estimate increased to 600 people
  - Hot Dogs – Wholesale Club Order – Scott Y – \$106 based on 2020
  - Buns – Wholesale Club Order – Scott Y – \$152 based on 2020
  - Condiments – Joe
  - Relish – Wholesale Club Order? Scott Y
  - Onions? – Wholesale Club Order – Scott Y
  - Cookies
    - Rosy Rhubarb will sponsor
    - Spicers provided in the past
    - Why Not Cookies may be another option
    - Lizanne obtained information and pricing for both
    - Committee decided to go with Spicers 3" Smile Cookies and some Chocolate Chip – 50 dozen
  - Popcorn – popper, kernels, oil, bags, staffing etc. – Scott Y – \$150
  - Supplies – there are some supplies at the old Firehall and some downstairs at the office – need to inventory and determine what needs to be purchased as part of the Wholesale Club order
- Bonfires
  - Fire Department advised 3 would be fine

- Darlene confirmed 45 bales available for Collards
- Rosy Rhubarb may be able to help with a wagon for haybales – the Cattle Barn may be an option to store the hay on wagon if needed.
- Township PW can supply firewood
- Games
  - Confirmed
  - Believe in Wonders
  - 5 outside games, supplied, setup, staffed – Scott Y - \$405
  - Location of games TBD – Scott F/Scott Y
- Site Layout
  - Committee discussed and marked out various site layout considerations
  - Optimist Club will cordon off the Fireworks area to keep people away
  - Scott F to meet with Scott Y on site to determine game areas
  - Jeff to speak with Township staff about parking east of the complex on the grass
  - The Committee discussed on-site parking constraints – options include parking at SOSP parking lot, street parking, east of Keystone on grass (if possible)
- Skating – weather dependent – Scott F will advise the people that look after the rink about the event so it can be ready for use, weather permitting
- SWPH – Jeff to advise of event, ask about any Health and Safety Recommendations
- Winterfest Toques – Determine where they are/how many are available – they would be good it help identify event organizers/volunteers

## **Next Meeting**

The next meeting will be held Tuesday, February 7, 2023 at 7pm.

## **Adjournment**

Moved by Joe McKinnon

Seconded by June Cox

That the meeting adjourn at 8:35 pm

**Carried**

2023 Winterfest

Saturday, February 18, 2023, Rain Date Monday, February 20, 2023

Component	Description/Notes	Action / Responsible Person	Cost	Notes
Fireworks	ordered from Mikes, Optimist Club prepared to look after	Jim/Optimist Club/Jamie	\$3,000	estimate based on other Fireworks
		Jamie to pickup / organize		
Advertising Promotion	Facebook event started, promotion taking place	Abi	\$80	approved
	Tracking responses for attendance estimates			
	2023-01-30 FB around 360 going or interested			
	Add info to Optimist Sign			
	Add info to Rosy Rhubarb Sign			
	Information to Library			
	Information to Southwold Public School			
Music/Entertainment	Conner Wilson not available			
	Nick Ewanick is available, 2 hrs, brings own eqp			
	Randy Dawdy? Usually a band, but may be able to do something smaller?			
	2023-01-30 unable to get ahold of Randy			
	10 x 10 tent and heater	Scott Y	\$200	approved
	2023-01-30 Nick Ewanick booked as per Abi	Abi	\$400	approved
Food and Supplies	Firefighters available to BBQ	Scott F confirmed with FF		
	Want to use new BBQ - should be able to keep up with demand bxn 5 and 7			
	Want committee to obtain food			
Quantity	Pricing and quantity spreadsheet from Deb from 2020 - Abi sent to committee			
	500 Last Winterfest - <b>Current estimate - 600 people</b>			
Hot Dogs	Wholesale Club Order	Scott Y	\$175	2020 \$106
Buns	Wholesale Club Order	Scott Y	\$225	2020 \$152
Condiments	Supply ketchup, mustard, hot sauce	Joe		
Relish	add to Wholesale Club Order?	Scott Y		
Onions??	Wholesale Club Order - Frozen? Didn't see on 2020 list?	Scott Y		
Hot Chocolate	add to Wholesale Club Order?, 2020 7 no name-1 brand	Scott Y	\$100	estimate
Coffee??	Coffee was with Chili Cook-off from 2020?	Committee direction?		
McDonalds Orange	3 Jugs		\$40	estimate
Cookies	Rosy Rhubarb will sponsor			
	Spicers - provided in the past			
	Why Not Cookies may be another option			
	Obtain pricing for larger, sugar cookies with icing			
	Going with Happy Face/Choc Chip Cookies from Spicers - 50 dozen	Lizanne	\$650	approved

**2023 Winterfest**
**Saturday, February 18, 2023, Rain Date Monday, February 20, 2023**

Component	Description/Notes	Action / Responsible Person	Cost	Notes
Popcorn	popper, kernals, oil, bags, etc., staffing incl.	Scott Y	\$150	approved
Supplies	Check for supplies at old Firehall downstairs at office - some styrofoam cups/napkins/small plates/utensils	Keith		
	Purchase what is needed - Add to Wholesale Club Order	TBD		
Paper Cups	add to Wholesale Club Order?		\$40	estimate
Lids	add to Wholesale Club Order?		\$10	estimate
Napkins	add to Wholesale Club Order?		\$25	estimate
Bonfires	FD is good with 3 bonfires	Scott F confirmed with FD		
	Haybales for seating around Bonfires - approx. 45 - source suppliers - Collards or Fife?			
	Use of Rosy Trailer to store/move??	Keith		
	Darlene confirmed 45 bales available from Collards	Darlene		
	Wood - Township PW can supply - confirmed	Jeff confirmed		
Fire Prevention Table	FD would also like to setup a Fire Prevention Table	Scott F - OK with Group		
Games	Believe in Wonders	Scott Y		
	5 Outside Games			
	Sports Challenge, Connect 4, Ladder Ball, Yard Pong, Giant Jenga			
	supplied, setup, staffed		\$405	approved
Site Layout	determine approx. game locations			
	Lighting setup -			
	Any Township concerns/constraints - check with Park & Facilities			
	Determine Game Locations	Scott F/Scott Y		
	Finalize Site Layout	Committee		
Skating	Advise people that look after rink of event and possible activity Feb 18 or 20	Scott F		
SWPH	advise SWPH of event - any safety recommendations to incorporate			
	special event form submitted - add' info to be provided	Jeff - Completed		
	Information needed for SWPH - mainly around food handling/prep	Scott F/Firefighters/Justin?		
Library	Jeff advise Library of event - FYI - complete	Jeff - completed		

2023 Winterfest

Saturday, February 18, 2023, Rain Date Monday, February 20, 2023

Component	Description/Notes	Action / Responsible Person	Cost	Notes
Committee Member Identification	Toques - search for Winterfest Toques from prior event			
	Darlene found 1 + 7 Found at Municipal Office = 8 total			
	Office ones don't look worn - in a plastic bag, neatly organized			
	Distribute as determined by the Committee	Committee		
			\$5,500	Cost Estimate
				Revenue
			(\$650)	Rosy Rhubarb - Cookies
			\$4,850	Net



overflow parking - Staff have concerns  
ground frozen ?? requirement to clear if snows



FP - Fire Pit  
SP - Snow Pile?

Games  
Viewing  
OFF  
FP  
RO

OFF  
Ice

Fireworks  
Firetruck  
Parking

Fireworks  
Debris  
Zone?

Trail

↓ SOSP Parking



**From:** [Councillor Fellows](#)  
**To:** [Jeff Carswell](#)  
**Subject:** Re: Southwold Winterfest / Family Day  
**Date:** February 1, 2023 4:42:46 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.png](#)  
[image008.png](#)  
[image004.png](#)  
[image005.png](#)

---

Jeff,

Can we please make sure this gets added to the agenda for Tuesday? I'll follow up with some of the others in the meantime. Thanks for reaching out to SWPH.

Scott,

Thank you,

Scott Fellows  
Councillor

Township of Southwold  
35663 Fingal Line  
Fingal, Ontario  
N0L 1K0  
519-769-2010

On Feb 1, 2023, at 16:36, Jeff Carswell <[cao@southwold.ca](mailto:cao@southwold.ca)> wrote:

FYI,

Would you be the main contact for food prep for Winterfest or is it someone else on the Fire Dept.

Anything I can pass along to SWPH about the food prep? See below for their initial questions.

Thanks

<[image002.jpg](#)>

**Jeff Carswell**  
CAO/Clerk

email [cao@southwold.ca](mailto:cao@southwold.ca)

tel 519-769-2010

**Township of Southwold**

35663 Fingal Line, Fingal, Ontario, N0L 1K0

[<image003.png>](#)

[<image004.png>](#)

[<image005.png>](#)

[<image008.png>](#)

The contents of this e-mail and any attachments are intended for the named recipient(s). This e-mail may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this message in error, are not the named recipient(s), or believe that you are not the intended recipient immediately notify the sender and permanently delete this message without reviewing, copying, forwarding, disclosing, or otherwise using it or any part of it in any form whatsoever.

---

**From:** Renee McVicar <RMcVicar@swpublichealth.ca>

**Sent:** Wednesday, February 1, 2023 4:07 PM

**To:** Jeff Carswell <cao@southwold.ca>

**Subject:** Southwold Winterfest / Family Day

Good Afternoon,

I received the Special Event Notification form for the event being held at the Keystone Complex on February 18. I have a few questions/requirements for you, but I will also address your questions as noted on the bottom of the form:

1. "The Committee is also looking for any advice SWPH would have with regards to holding a public event, in light of COVID." – **There are no longer any requirements for these events. People should still be encouraged to wash/sanitize hands as often as possible, keep their distance and stay home if they are feeling unwell.**
2. "Also, what is the exemption to the food premises regulation? Would that apply to this event based on BBQ hot dogs, drinks and cookies." – **No, the exemption to the regulation only applies to church's, service clubs, fraternal organizations and farmer's market food vendors. Anyone else that provides food/drink to the public (such as this event) are required to follow the Food Premises Regulation and all food must come from an inspected source or be prepared in an inspected facility.**

Below are the questions I have for you after reviewing your form:

1. How will you keep food cold? If it is in coolers outside, ensure they are packed with ice and a thermometer inside so you can verify the temperature remains at 4 degrees

Celsius or colder.

2. How will hot dogs be kept hot? (Warming units? Made to order?) Any food being hot held must be kept at 60C or hotter.

3. Will you be having any toppings/condiments? If you have toppings that require cutting/slicing, ensure this is done in the kitchen at the complex as it is inspected. Ensure any toppings that are sliced/diced are stored on ice and kept covered to protect from contamination.

4. Ensure there is a portable hand washing station located outside where the food will be prepared. The hand washing station inside the complex is not sufficient as it is not easily accessible if food is being prepared outside. I have attached a photo of what this set up should look like.

5. Ensure you have extra cooking utensils available outside (stored in a clean, covered Tupperware type thing) in case they fall on the ground or get dirty and you don't have time to run them inside for washing and sanitizing.

6. All food must be stored off the ground and kept covered/sealed to protect from contamination.

7. You will need a tent/canopy if food will be stored/displayed outside.

Hopefully I've answered your questions and I look forward to hearing from you.

Kind Regards,  
Renee

**RENEE MCVICAR, BHSc, BASc, CPHI(C)**  
Public Health Inspector, Environmental Health  
**SOUTHWESTERN PUBLIC HEALTH**  
1230 Talbot Street, St. Thomas, ON N5P 1G9  
519-631-9900, ext. 1211 | 1-800-922-0096  
[rmcvicar@swpublichealth.ca](mailto:rmcvicar@swpublichealth.ca) | [www.swpublichealth.ca](http://www.swpublichealth.ca)

*My work hours may differ from yours. Please do not feel the need to respond to my message if it is received outside of your work hours.*

<image001.png>

<Temporary handwashing station April 2019.pdf>



## Temporary Handwashing Station

Under the food premises regulation, a handwashing station with hot and cold running water, liquid soap in a dispenser, paper towels and a waste disposal container are required for every food premise.

A temporary hand-washing station may only be used in temporary settings like fairs, midways or special events. Hand sanitizers are recommended for use after hand-washing.

### **Why handwashing stations are necessary:**

- Install where no plumbing is available (there must be access to a sanitary or septic system to empty waste water)
- Removes bacteria and dirt from hands
- Prevents transmission of infections

### Supplies Needed:

<p><b>1. Paper towel in a dispenser</b></p> 	<p><b>2. Soap and hand sanitizer in a dispenser</b></p> 	<p><b>3. Large insulated container with warm water that provides continuous flow with spigot</b></p> 
<p><b>4. Receptacle for waste water</b></p> 	<p><b>5. Receptacle for paper waste</b></p> 	<p><b>6. Table</b></p> 

**Example of a temporary handwashing station set-up**



**For more information, contact:**

**Southwestern Public Health – Health Protection**

**Phone: 1-800-922-0096**

**E-mail: [environmentalhealth@swpublichealth.ca](mailto:environmentalhealth@swpublichealth.ca)**