

Canada Day Committee

Agenda

Wednesday, March 20, 2024
Township Office
6:30pm

Attendance: John Adzija, Melissa Day, Severn Day, Stacy Danielson and Lizeanne Kerkvliet.

1. **Welcome:** John Adzija welcomed everyone to the meeting, excited to start another year planning the Canada Day event.
2. **Agenda:** Approved. (Severn Day, Melissa Day)
3. **Minutes:** Approved. (Severn Day, Stacy Danielson)
4. **Finance:**
 - a. **Budget:** Members reviewed the final budget from 2023. John Adzija to find out if the surplus has been carried forward and if Council budgeted \$2000 for this year's event.
 - b. **Green Lane Community Trust** request to be added to the agenda for their upcoming meeting in March.
5. **Division of Responsibilities:**
 - a. **Invitation to Local Dignitaries** to be sent by the township. John will review the letter to ensure that a designated arrive time of 7:45pm is stated with opening ceremonies scheduled to begin at 8:00pm. Members will forward request to have designated parking for the dignitaries in the parking lot to the Optimist Club for discussion at their next meeting.
 - b. **Insurance** will be secured by the Optimist Club with the township listed as an additional insured. Insurance cannot be obtained until within 30 days of the event. It was agreed to extend the coverage period on the insurance from 6:30pm to 11:30pm due to the number of early arrivals in the ball park. Gates for the public will open at 7:30pm.
 - c. **Fireworks Permit:** Optimist Steve Garvin will complete the fireworks permit.
 - d. **Canada Day Swag:** Stacy Danielson to order from the Government of Canada website and consider other swag items for discussion and consideration at the next meeting.

- e. **St. Thomas - Elgin Food Bank:** Stacy Danielson will contact Karen McDade at the Food Bank to see if they will come and pick up the canned goods and non-perishable items that night.
- f. **Southwold Fire Department:** John Adzija to ask the Southwold Volunteer Fire Department to attend Canada Day. John will confirm if they need a table for their swag.
- g. **Zero Waste Committee:** John will confirm their attendance at this year's Canada Day.
- h. **Music:** A&M Sound c/o Adrian Peters to be confirmed by Stacy Danielson.
- i. **Cakes:** Members reported that not all the dignitaries wanted assistance with the cake cutting. However, it was very helpful to have someone available to separate the plates and get the forks ready. It was agreed that we would order 5 vanilla cakes and 5 chocolate cakes at Costco. Melissa Day will order the cakes. They will also order plates, napkins and forks for 1000 servings. Extras can be stored for next year.
- j. **Food Truck:** Melissa and Stacy to confirm the ice cream truck and 'The Streeterly' food truck.
- k. **Baseball Park:** John to ensure we know how to access and operate the overhead ball park lights, find garbage cans, garbage bags, recycling cans, clean and stocked washrooms etc.
- l. **Volunteers:** Optimist members will operate the entry table, donation box and Canada swag items. The firemen usually assist with collecting the canned goods and non-perishables. We can pull volunteers from the crowd for assistance with the cake cutting. Ensure safe food handling by asking everyone to wash hands with soap and water before putting gloves on. We need several helpers to clean the field at the end of the night.
- m. **Advertising:** We will be using social media, Optimist web site, township website and posters to advertise our event. It was recommended that we state fireworks will end the evening on our poster. Apparently it was not clearly stated on last year's poster.
- n. **Fireworks:** John to ensure there are no baseball games scheduled for the night of Canada Day. Optimists to order and light the fireworks again. Fireworks to be ordered from Mike's Country Store. Budget was set at \$3000.00

- o. MC and Program:** Stacy Danielson will be the MC for the evening and can use last year's program as a template for writing her own this year.
 - p. Glow Sticks:** John Adzija will order 1000 glow sticks through the township to give to Melissa Day. Melissa will assemble them before handing them out on Canada Day evening.
 - q. Children's Program:** Members considered running organized games after the cake and opening ceremonies. Possibility of using Canada swag items as the prizes. Suggested games included: 3-legged race, potato sack race, balancing egg on a spoon or using the games from the Optimist Halloween party. To be discussed at the next Optimist meeting.
 - r. Dotsy the Clown:** Members agreed to have 5 face painters and 2 balloon artists at a cost of \$1779.75. Stacy Danielson to make the arrangements.
 - s. Bathrooms:** John Adzija to ensure the automatic locks on the bathrooms do not lock until 11pm, once fireworks is done and families have gone home.
- 6. Canada Day Evening Agenda:** A start time for Opening Ceremonies has been updated to the invitation letter to the dignitaries. Members will start after lunch with the setup of the Rosy Rhubarb trailer. The slide outs are very heavy and we need to ensure Keith is available for setup and tear down. Lizeanne Kerkvliet to ask Keith Orchard for the use of the trailer for Canada Day. Cakes, supplies and food safe preparation equipment need to be at the ball diamond by 7:00pm. Fireworks are set off at 10pm sharp. In the event of inclement weather, Optimist Steve Garvin makes the final decision whether we proceed or move to the rain date.
- 7. Next Meeting:** Thursday, May 2, 2024 at the Southwold Township Office at 6:30pm. John will book the meeting with the township.
- 8. Topics for Next Meeting:**
- a. Update the budget
 - b. Update responsibilities
 - c. Review swag items for possible prizes
 - d. Children's Games: games, equipment, volunteers
- 9. Adjourned** at 8:21pm. (Stacy Danielson, Melissa Day)

John Adzija, Chair

Lizeanne Kerkvliet, Secretary

Date

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