



Canada Day Committee Agenda

Wednesday, March 25th, 2026, at 7 pm
Southwold Keystone Complex

1. Welcome
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes from Previous Meeting
5. Division of Responsibilities
 - a. Invitation to Local Dignitaries
 - b. Insurance
 - c. Fireworks Permit
 - d. Canada Day Swag
 - e. Harvest Hands
 - f. Southwold Fire Department
 - g. Music
 - h. Registration Table
 - i. Cakes
 - j. Food Truck
 - k. Baseball Park: lights, garbage cans, recycling cans, garbage bags, washrooms, etc.
 - l. Advertising: social media, posters
 - m. Fireworks: Optimists
 - n. MC and Program:
 - o. Glowsticks: order 1000

- p.** Table and Chairs
 - q.** Dotsy and Balloon Artist
 - r.** Games for children
 - s.** Parking Lot
6. Financial/Budget Discussion
 7. Next Meeting
 8. Adjournment



Canada Day Committee

Wednesday, February 18, 2026 @ 6:30 PM
Southwold Township Office

Attendance: Councillor John Adzija, Joe McKinnon, Melissa Day, Stacy Danielson

Regrets:

1. **Call to Order:** Councillor Adzija opened the meeting at 6:33 pm
2. **Approval of Agenda:** Agenda approved as circulated.
3. **Approval of Minutes from Previous Meeting:** Minutes approved as circulated.
4. **Committee Members Update:**
 - Lizanne Kerkvliet has stepped down from the committee.
 - The committee will try to find 1 or 2 people to replace Lizanne.
 - Stacy recommended recruiting someone young to bring a fresh perspective.
 - Allison to confirm if the representative needs to be an Optimist member and if there is an age requirement.
5. **Discussion on Potential Changes to 2026 Events:**
 - Stacy is to look into different swag for this year's event.
 - Discussed the addition of games.
 - Stacey reached out to a company that would provide games with setup and take-down included, but has not heard back.
 - No major changes to be made.
6. **Division of Responsibilities:**
 - a. **Invitation to Local Dignitaries:** Councillor Adzija

b. Insurance: Optimist Club.

- Stacy to follow up with Andrea at the upcoming Optimist Club meeting.

c. Fireworks Permit: Optimist Club

- Committee believe it is completed by Steve Garvin. Joe to follow up at the upcoming Optimist Club meeting and report the findings.

d. Canada Day Swag: Stacy

- Stacy is looking into different options.

e. Harvest Hands:

- Booked at the end of last year's event.

f. Southwold Fire Department:

- Councillor Adzija to confirm.

g. Music:

- Last year, the music was too low.
- Melissa is to reach out to the performer to see if they can increase the music volume, confirm the date availability, and the cost.
- Councillor Adzija to get a quote from an alternative performer.

h. Registration Table:

- An increased number of Optimist members is needed at the registration table.

i. Cakes:

- Cakes were all consumed last year.
- Melissa to order the cakes.
- The addition of tents to protect cakes against the weather.
- Joe to inquire about the use of tents from Rosy Rhubarb.\
- Use of trays to deliver cake to individuals with mobility issues and those doing fireworks. Trays to be used from the Complex.
- Additional volunteers are needed to help with the cake.

j. Food Truck:

- The food trucks went over well last year.
- The trucks were parked in a good spot. The Streeterly brought the smaller truck, which worked out nicely. The serving side was towards the diamond.
- The Streeterly was booked last year. Stacy to confirm booking and request the smaller truck again.
- The Ice Box was parked under the tree, at the end of the sidewalk, with its nose to the diamond.
- Melissa to confirm booking of the Ice Box.

k. Baseball Park:

- Allison to confirm booking.

l. Advertising:

- No additional advertising is needed than what was done last year.
- Committee to try to get advertising to high school students sooner for volunteers.
- Joe is to put up a sign at Corsley Park.
- Advertising to begin after the May long weekend.

m. Fireworks:

- Done by Steve Garvin. Confirmation to follow the upcoming Optimist Club meeting.

n. MC and Program:

- The microphone was loud enough last year, but the speaker needs to be louder.
- Melissa is to talk to the DJ about the sound.
- Melissa, Stacy, and Joe put forward that they are comfortable being the MC. MC to be decided at a later date.

o. Glow Sticks:

- Glow Sticks went over last year.
- There are some remaining, but not enough for this year's event. Councillor Adzija to order more.
- Melissa to precap the glow sticks again this year.

p. Tables and Chairs:

- The committee noted the tables and chairs from the Township were much easier to maneuver than those of the Optimist Club.
- Prefer to borrow tables and chairs from the Township. Decided 15 tables and 15 chairs will be needed.
- Councillor Adzija to ask the Township closer to the event date.
- If the Township does not have enough tables and chairs, the Optimist Club will provide them.

q. Dotsy and Balloon Artists:

- The balloons went over very well last year
- Stacy to book Dotsy for the same as last year.

r. Games for the children:

- Melissa is to get a quote from a possible group.
- Councillor Adzija noted some games may require volunteers to facilitate.
- Previously, Scouts were asked if they could volunteer. Councillor Adzija

s. Parking Lot:

- The tractor did not come out last year. Believed it was due to the rain.
- Parking went well last year. It was not very busy.

- Parking attendant to assist.

7. Financial / Budget Discussion:

- Lizanne was to submit a request for more funds following the last meeting.
- Allison to check if the report to Council was made.

8. Next Meeting:

- Committee to reconvene March 25th, 2026, at 6:30 pm at the Southwold Keystone Complex.

9. Adjournment:

- Meeting adjourned at 7:36 pm.

John Adzija, Chair

Secretary

Date