



Canada Day Committee Agenda

May 5, 2026, at 6:30 pm
Council Chambers

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
 - l. Advertising
 - m. Fireworks
 - n. MC and Program

- o. Glowsticks
 - p. Tables
 - q. Dotsy
 - r. Games
 - s. Parking Lot
 - t. Drone
6. Finance
 7. Next Meeting
 8. Adjournment



Canada Day Committee Agenda

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

Attendance: Councillor John Adzija, Melissa Day, Stacy Danielson (virtual), Allison Duncan

Regrets: Joe McKinnon, Severn Day

1. **Welcome:** Planning for the Canada Day Event, June 30th, with a rain date of July 2nd.
2. **Call to Order:** Councillor Adzija opened the meeting at 7:14 am.
3. **Approval of Agenda:** The agenda was approved as amended.
4. **Approval of Minutes from Previous Meeting:** Minutes were approved as amended.
5. **Division of Responsibilities**
 - a. **Invitation to Local Dignitaries:**
 - Allison has the draft and will create them for Councillor Adzija.
 - Allison to check when they need to be sent out.
 - b. **Insurance**
 - Confirmed that Andrea is completing.
 - c. **Fireworks Permit**
 - Confirmed that Steve Garvin is completing.
 - d. **Canada Day Swag**
 - Stacy can only find items that cost money.
 - There is some leftover swag (flags, tattoos, stickers).
 - Stacy to request some more from Heritage Canada.

e. Harvest Hands

- Harvest Hands is confirmed.

f. Southwold Fire Department

- Councillor Adzija to follow up with the Fire Department to confirm.

g. Music

- Musician, Barb, has quoted the event at \$550.
- Barb has confirmed she can address the issue of music not being loud enough.
- Melissa to confirm Barb's booking.

h. Registration table

- The topic of having more Optimist members for the registration table was not covered at the last meeting.
- The topic will be brought up at the next Optimist meeting on April 15th.

i. Cakes

- Melissa confirmed cake prices remain \$25 each.
- Melissa will order 10 cakes.
- The Committee will have access to the fridge at the ball diamond and can store the cakes there overnight.

j. Food Truck

- Councillor Adzija received an email from Patricia, who owns a food truck, *La Cucina*, and is interested in being a part of the event.
- *La Cucina* is from Woodstock, and the group noted all the food trucks they have booked, both from Fingal. The Committee would like to keep things local.
- Councillor Adzija noted it may be important to keep in mind the number of food trucks they would like at the event. There shouldn't be

too many, as it becomes unprofitable for all, and it is a deterrent from coming back.

- The committee notes it is good to know she is interested, and they will bank it for another event, but will pass for this year.

k. Baseball Park

- Fingal Ball Park booking is confirmed.
- Allison brought up that construction is set to be ready in time; however, the group should consider an alternative location as a backup.
- The committee recommends we book off the Keystone Complex.

l. Advertising

- Advertising will begin closure to the date, the May long weekend, as previously discussed.

m. Fireworks

- Steve Garvin confirmed he is doing.
- Steve orders the fireworks from Mike.

n. MC and Program:

- Barb will address the issue with the microphone volume.
- Melissa and Stacy will be the MCs.
- Stacy has the program and will be sending it to Melissa.

o. Glowsticks:

- Councillor Adzija has bought the glow sticks and will bring them to the next meeting.

p. Tables

- Councillor Adzija to organize tables from the Township.
- Will try to get 15 tables and 15 chairs, as discussed in the previous meeting.

q. Dotsy

- Stacy has confirmed Dotsy is booked.

r. Games

- Stacy has not heard back from the company she reached out to for a quote on games.
- Stacy will look into another company.

s. Parking Lot

- The Committee will block off an area for the trailer
- Last year, there were no issues with the fire truck. The location and the table had no issues, and all went well.

t. Drone

- Stacy's contact quoted \$1000 to complete aerial images.
- The individual decided it was not good with their schedule.
- Stacy is to discuss with her dad to see how much it costs, as he has a drone.
- There is a possibility that Stacy's dad could do it, but the Committee would need to cover the cost of licensing.

6. Financial/Budget Discussion

- Allison confirmed that the report to the Council to request an increase in funding had not been made
- The Committee's budget from the Township for 2026 remains \$2,000.
- In 2025, \$5,000 was received from Green Lane. The committee believes the thank-you letter was done by Lizanne.
- Canada Day Budget from 2025 was \$7,088.71.
- Total expenses for the event totalled \$5,757.38
- \$1,331.33 left over from the 2025 Budget.
- Deduction of the cost of glow sticks last year, of \$100.

- Total left over from 2025 is \$1,231.33
- If the group can find a company to do games, the surplus would help cover the cost.
- This year's expenses:
 - \$99.98 for the glow stick this year
 - Music is quoted at \$550, with a \$100 cheque deposit at the time of booking.
 - Allison to email Michelle to confirm who makes out the cheque.
 - Allison to reply to the email chain to inform Melissa so that she is able to reach out to Barb.
 - Stacy is in charge of the budget and keeps track of expenses

7. Next Meeting

- Next meeting is set for May 6th, at 6:30 pm in Council Chambers.

8. Adjournment

- Meeting adjourned at 7:53 pm.