



Canada Day Committee Agenda

June 4, 2026, at 7:30 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
 - l. Advertising
 - m. Fireworks
 - n. MC and Program

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



Canada Day Committee Agenda

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

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

- 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 6:35 pm.
- 3. Approval of Agenda:** The agenda was approved as circulated
- 4. Approval of Minutes from Previous Meeting:** The minutes were approved as circulated.
- 5. Division of Responsibilities**

- a. Location of Event**

Unsure if the sanitary system construction occurring in Fingal will impact the Fingal Ball Park at the time of the event.

The event location has been moved from the Fingal Optimist Ball Park to the Southwold Keystone Complex.

The success of the location change will be reviewed following the event.

- b. Invitation to Local Dignitaries**

Allison to send the invitations to Councillor Adzija and have them sent to local dignitaries by the end of this week.

Allison to provide updates to the committee as RSVPs come in.

Allison to invite MyFM.

c. Insurance

Andrea is completing insurance for the event. Andrea to begin the process once updated on the event location.

d. Fireworks Permit

Steve is completing the permit for the fireworks.

e. Canada Day Swag

Stacy to obtain swag, the same as previous years, such as flags and temporary tattoos.

f. Harvest Hands

Already confirmed

Stacy to update them on the change in location to the Southwold Keystone Complex.

Discussion about the location for collection. No decision was made.

g. Southwold Fire Department

Councillor Adzija to update the fire department of the change in location.

h. Music

The deposit cheque has been received by Barb.

Remained of the balance can be settled on the day of the event.

Allison to confirm with Caitlyn that the cheque will be ready for them.

i. Registration Table

The registration table will be located near the pavilion and playground.

Aiming for 3 or 4 volunteers to be at the table.

j. Cakes

Melissa is to order cakes at the beginning of June.

Ordering one decorative cake, the rest will be the

Order one of the cakes to be decorated for Canada Day; the rest will be the pre-marked sheet cakes.

Cake cutting and plating can be done inside the pavilion kitchen.

Serving of the cake will be done outside the kitchen by local dignitaries.

k. Food Truck

Stacy to update food trucks of the location change.

The committee would like to use local food trucks when possible.

Councillor Adzija has informed La Cucina that we will not be needing them at the event.

Melissa to contact 180 Coffee Co. to gauge interest in attending the event.

Possible location discussed next to the pavilion.

l. Baseball Park

Location changes to Southwold Keystone Complex.

Joe to design map.

Possible location for stage, south of pavilion facing east.

m. Advertising

Andrea is creating posters for the event with the location change.

Allison to create an advertisement for the electronic sign at the complex.

Advertising will begin on the May long weekend.

n. Fireworks

Steve to order fireworks through Mike's.

There are a number of people to help with fireworks.

Fireworks located in green space southeast of Complex.

o. MC and Program

Stacy has the program.

Allison to inform the committee when the dignitaries RSVP, so they can be added to the program.

p. Glowsticks

Melissa to prep the glowsticks.

Stacy has two volunteers on the day of the event to help distribute.

Glowsticks cost \$99.98.

q. Tables and chairs

Allison to confirm how many outdoor folding plastic tables are in the Keystone Complex and the pavilion kitchen.

Allison to confirm with Corey if the Committee can utilize.

The number of tables needed for cakes is reduced as there are counters in the pavilion kitchen.

Fire is bringing their own table and does not need to borrow one.

Total number of tables needed is 10.

15 chairs to brought in. Councillor Adzija to confirm.

r. Dotsy

Stacy to update Dotsy on the change in location.

Dotsy is to be set up near the pavilion area.

s. Games

Melissa is to look at the prices of games.

Melissa will pick some up once it is confirmed that they are within the committee's budget.

The committee's goal is to have games that can be unsupervised and withstand the use.

t. Parking Lot

Accessible Parking Lot will be the pavement parking at the Complex and Library.

Rosy Rhubarb has signs for accessible parking. Joe to inquire about borrowing.

General public entrance off of Fairground Road and park in the green space by the baseball diamond.

u. Drone

Drone will not be pursued this year.

6. Finance

Allison to confirm if anything has been submitted to Green Lane for 2026.

\$1,300 left over from 2025

\$2,000 from the Township

7. Next Meeting

Next meeting is set for June 4th, 2026, at 7:30 pm at Southwold

8. Adjournment

Meeting adjourned at 7:40 pm.

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