



2019 MARKHAM CANADA DAY CELEBRATION ORGANIZING COMMITTEE

MINUTES June 11, 2019 Meeting No. 4

Attendance

Members

Satya Arora
Perry Chan
John Chan
Edward Chiu
Zulaika Hoosainny
Kash Khan
Sabrina Luong (SEAS)
Saadia Zakki

Council

Councillor Amanda Collucci
Councillor Khalid Usman

Staff

Andrea Berry, Corporate Communications
Rebecca Cotter, Corporate Communications
Yvonne Lord Buckley, Corporate
Communications
Tasha Manesh, EA to Councillor Khalid Usman
Maxine Roy, Corporate Communications
Jing Yu, Corporate Communications
Bev Shugg Barbeito, Committee Coordinator

Guests

YRP PC Karen Chen
YRP PC Niko Dimitrakopoulos

Regrets

Allan Bell
John Chin (Scouts Canada)
Kane Elliott
Teresa Ing
Prem Kapur
Susan Li (SEAS)
Aaron Madar
Francis Yim (SEAS)
YRP PC Jin Park

Michael Blackburn, Corporate Communications
Matt Busato, Operations
Craig Breen, Operations
Jason Britton, Working Supervisor, Operations
Morgan Jones, Operations
Fion Lau, EA to Councillor Amanda Collucci
Dean McDermid, Plant Operations
Jay Pak, Financial Analyst
David Plant, Manager, Operations
Andrea Tang, Manager Financial Planning
Renee Zhang, Special Events

The fourth meeting of the 2019 Markham Canada Day Celebration Organizing Committee convened at 6:14 p.m. with Councillor Amanda Collucci serving as Chair.

1. WELCOME

Councillor Amanda Collucci welcomed everyone to the meeting.

2. ADOPTION OF THE MINUTES OF THE MEETING HELD ON MAY 15, 2019

It was

Moved by Satya Arora
Seconded by Sabrina Luong

That the minutes of the 2019 Markham Canada Day Celebration Organizing Committee meeting held on May 15, 2019 be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2019

a) Budget

Trinela Cane, Commissioner of Corporate Services, reporting for Jay Pak, Financial Analyst, distributed and reviewed the report entitled *Canada Day 2019 Preliminary Results as of June 10, 2019*. She reviewed the report, advising that the 2018 Actual Expenses serve as the Canada Day 2019 base budget, the 2019 column will be filled in as expenses are known, and the Current Commitment column shows the expenses known to date.

Yvonne Lord Buckley, Corporate Communications, reported that the number of buses would be confirmed soon and then the cost of YR Transit could be finalized, and a meeting would be held to finalize security plans and their cost.

It was

Moved by Satya Arora
Seconded by Sabrina Luong

That the 2019 Markham Canada Day Celebration Organizing Committee offer an honorarium of \$800 to Scouts Canada for providing first aid services on Canada Day meeting.

CARRIED

Trinela Cane reviewed other expenses to ensure they are tracking within budget. It has been confirmed that Le Parc will provide volunteers with a lunch of pizza and a beverage at a cost of \$5.00 per person.

It was noted that the Canada Day 2018 budget had started with a deficit, but that through the diligent efforts of Committee members, savings were found and there was an accumulated surplus for Canada Day 2019 events. It was felt that it would be advantageous to economize where possible without sacrificing the quality of the event in order to provide a surplus for the 2020 Canada Day plans.

b) Road Occupancy Approvals

YRP PC Niko Dimitrakopoulos noted that a meeting would be held soon with City staff to confirm plans and that costs would remain similar to those of last year.

c) First Aid

No report was available.

d) Security

It was reported that lighting and fencing plans have been finalized. Perry Chan will meet with Dean McDermid on June 19 to review the plans.

e) Parade

It was reported that there are currently 19 entries confirmed for the parade. This is lower than in the past but it is not unusual for the number of participants to increase close to the date of the event. It was noted that YRP would appreciate having a list of parade participants and VIP attendees, such as Councillors, MPs, and MPPs.

f) Corporate Communications and Community Engagement Proposal

Andrea Berry, Corporate Communications, advised that the Facebook event is now live and encouraged Committee members to share this with their contacts. The communications and social media plan, and general promotions such as mobile signs and posters, will be in effect as of June 12. Communications is arranging to have interesting backdrops for photo opportunities at Milne Park and is creating a promotional video. The Emergency Plan will be created in conjunction with Operations staff and YRP.

g) Mayor's Seniors' Luncheon

Jing Yu reported for Renee Zhang that registration for the luncheon is full. It is expected that costs will be within budget. Saadia Zakki will provide Andrea Berry with the timing of the luncheon events. Renee Zhang will provide an orientation of the event for new Markham Councillors.

Approximately 50 volunteers will be needed. Many Markham staff members have volunteered to assist with setup and clean-up activities; other volunteers are provided by YR Police, Markham Fire Services, YR Transit, EMS, and CUPE.

h) Transit Arrangements

Jing Yu reported that 11 buses will pick up approximately 490 seniors at seven pick-up points. This will mean 11 volunteers, and 2 alternates, will be required as bus captains. An orientation session will be arranged for the volunteers. Councillor Usman will provide the names of potential volunteers to Yvonne Lord Buckley. Edward Chiu volunteered to help coordinate the transit plans.

Yvonne Lord Buckley advised that the transit arrangements from Centennial Community Centre to Milne Park will remain the same as last year. She will confirm whether there will be any price increase.

i) Food Vendors

Jing Yu, Corporate Communications, reported that there are 14 confirmed and paid food vendors; Milne Park could accommodate 18-20 food vendors. The paid vendors are offering a variety of food such as ice cream, BBQ, Japanese, South Asian, Juice/Bubble Tea, and Hot Dogs.

j) Children's Activities

Councillor Amanda Collucci reported for Fion Lau that all of the activities have been secured and costs are within budget. Food vouchers @ \$7.00 will be purchased to provide a sandwich wrap and drink for volunteers.

k) Stage & Sound

Perry Chan reported that plans are on schedule. He reminded Committee members that the stage will be used for the Asian Festival immediately prior to Canada Day and therefore will not be delivered to Milne Park until 11 pm on June 30. This will require set-up overnight on June 30, all appropriate inspections to be scheduled for early in the day on July 1, 2019, and the sound check for School of Rock scheduled for 1 pm. Perry Chan noted that it will be important for all involved in the set up to adhere to the schedule to ensure everything is ready for the Canada Day entertainment. The banners will need to be delivered to Milne Park on June 29 to ensure they're on hand for installation.

Perry Chan noted that the City permit has not yet been issued.

l) Fireworks

It was reported that high level fireworks are most appropriate for use at Milne Park. Dean McDermid will develop a contingency plan in the event of rainy and/or windy weather.

Action: D. McDermid

m) Entertainment

Yvonne Lord Buckley reported that the City is finalizing the agreement with the School of Rock; Perry Chan is waiting for information about the bands' requests contained in the agreement rider.

n) Volunteers

Sabrina Luong, SEAS Centre, reported that some subcommittees have advised how many volunteers would be needed for their activities and what the duties would be; Yvonne Lord Buckley will confirm the times and locations required for activities she is coordinating. T-shirts have been ordered for volunteers and will be distributed at the June 26 meeting. A tent and booth will be provided for volunteers. Yvonne Lord Buckley will co-ordinate an orientation for volunteers.

o) Sponsorship

It was reported that total sponsorship revenue to date is very close to the 2019 target. Councillor Usman has been most helpful in securing sponsorships and recommended that the Committee write the YRP Police to request sponsorship support. Corporate Communications continues to follow up on promising leads.

p) Signage

Many signs can be used again in 2019; only signs specific to this event, such as the entertainment line-up, will need to be created. Corporate Communications will work with Craig Breen to produce all required signs.

q) Parking

It was reported that only food vendors, artists, Councillors, City staff and Committee members will be able to park at Milne Park.

Kash Khan arrived at 7:10 pm.

r) Citizenship Court

It was reported that the Corporate Communications coordinates the arrangements in conjunction with the Clerk's Office. 50 new Canadians will be sworn in during the ceremony this year. Rebecca Cotter will confirm whether Canada pins will be provided.

4. OTHER BUSINESS

- a) Rebecca Cotter will confirm with the Mayor's Office that invitations to the Mayor's Seniors Luncheon, Parade, and formal ceremony, have been sent to dignitaries.
- b) Andrea Berry will provide the line-up for the formal ceremony and the script for Alan Bell.
- c) Lanyards, with a card containing contact numbers to be used in case of emergencies on Canada Day, will be distributed to Committee members.

5. NEXT MEETING

The next meeting will be held on Wednesday, June 26, 2019 at 6:00 pm in the Canada Room, Markham Civic Centre.

6. ADJOURNMENT

It was

Moved by Edward Chiu
Seconded by Kash Khan

That the fourth meeting of the 2019 Markham Canada Day Celebration Organizing Committee adjourn at 7:20 PM.

CARRIED