



2018 MARKHAM CANADA DAY COMMITTEE

MINUTES June 25, 2018 Meeting No. 8

Attendance

Members

Allan Bell
Teresa Ing
Prem Kapur
Kash Khan
Sabrina Luong (SEAS)
Aaron Madar
Raj Sethi
Francis Yim (SEAS)

Council

Councillor Alex Chiu
Councillor Amanda Collucci

Staff

Andrea Berry, Corporate Communications
& Community Engagement
Yvonne Lord Buckley, Corporate
Communications
Trinela Cane,
Commissioner of Corporate Services
Fion Lau, EA to Councillor Amanda Collucci
Jay Pak, Financial Analyst
David Plant, Manager, Operations
Jing Yu, Corporate Communications
Renee Zhang, EA to Councillor Alex Chiu
Bev Shugg Barbeito, Committee Coordinator

Regrets

Perry Chan
Kane Elliott
Shelly Srivastav
Haixian Wang
Daniel Xie
Nancy Yan
Anastasia Averkov Corporate Communications
Michael Blackburn, Corporate Communications
Matt Busato, Operations
Jason Britton, Working Supervisor, Operations
Craig Breen, Operations
Zack D'Sousa, Corporate Communications
Morgan Jones, Operations
Dean McDermid, Plant Operations
Andrea Tang, Manager Financial Planning

The eighth meeting of the 2018 Markham Canada Day Committee convened at 5:40 p.m. with Trinela Cane, Commissioner of Corporate Services, serving as Chair.

1. WELCOME

Trinela Cane, Commissioner of Corporate Services, welcomed everyone to the meeting.

2. ADOPTION OF THE MINUTES OF THE MEETING HELD ON JUNE 11, 2018

It was

Moved by Raj Sethi
Seconded by Allan Bell

That the minutes of the 2018 Markham Canada Day Committee meeting held on June 11, 2018 be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2018

a) Budget

Jay Pak, Financial Analyst, distributed and reviewed the report entitled *Canada Day 2018 Preliminary Budget as of June 25, 2018*. He noted that the budget currently projects a deficit. Committee members identified possible savings. He thanked everyone for trying as much as possible to keep expenses within budget and noted that there are some new expenses related to safety and security which will need to be incorporated in future Canada Day budget planning.

Andrea Berry, Corporate Communications, advised that children's bracelets and lanyards with safety information for staff have been acquired, and future Canada Day budgets should include provision for them.

Councillor Collucci and Councillor Chiu joined the meeting at 5:55 pm and Councillor Collucci assumed the chair.

Trinela Cane, Commissioner of Corporate Services, reported that General Committee and Council will be asked at meetings on June 26 for financial support to cover the cost of expenses such as lighting, fencing and security which were out of the control of the Committee. Committee members were invited to attend the meetings in support of the request.

b) Road Occupancy Approvals

Yvonne Lord Buckley, Corporate Communications, advised that the permits have been received and staff are ready. Trinela Cane reported that signage advising of road closures will be posted in advance of Canada Day.

c) Security

David Plant, Manager, Operations, reported that fencing will be installed on Wednesday and Thursday; the lighting has arrived and will be installed soon. He advised that pedestrians will be directed to the north side when exiting the park since this will ensure they don't need to cross the road, leaving the road only for vehicular traffic.

Yvonne Lord Buckley reported that arrangements have been made for a security guard with cell phone and vehicle for overnight at Milne Park for both June 30 and July 1, two security guards at Milne Park on Canada Day, and two security guards at Centennial Community Centre to assist people on and off buses.

d) Parade

Yvonne Lord Buckley advised that there are 43 participants registered for the parade. Floats for Council members are ready. Emails will be sent to all participants reminding them to be mindful of the hot humid weather conditions and to take appropriate precautions.

e) Corporate Communications and Community Engagement Proposal

Andrea Berry advised that all approved communications plan and social media initiatives have been implemented. Signs have been created and will be reused in future years. Corporate Communications will send appropriate messaging before and during the Canada Day events with safety tips related to the weather conditions. The Markham Emergency Officer will keep in touch with key senior managers and staff will have emergency contact information included with their lanyards.

f) Mayor's Seniors' Luncheon

Renee Zhang, EA to Councillor Alex Chiu, reported that there are 937 residents registered to attend the luncheon and this is within the budget planned for 950 attendees. Final luncheon details have been confirmed with Le Parc. Plans will be made to have food available for volunteers before the luncheon begins. Renee Zhang is working with Andrea Berry and Michael Blackburn to finalize the script for the luncheon. Andrea Berry will respond to those affected by invalid registrations.

g) Transit Arrangements

Teresa Ing reported that the buses have been ordered using the same formula as last year. Yvonne Lord Buckley advised that CUPE staff volunteers will serve as escorts on the buses.

h) Food Vendors

Jing Yu, Corporate Communications, reported that Nancy Yan forwarded a recent application bringing the total to 20 confirmed food vendors, and increasing the revenue to \$7,000.

i) Children's Activities

Fion Lau, EA to Councillor Amanda Collucci, reported that all children's activities are ready. She advised that the photo booth has been cancelled because of the associated expense.

j) Stage & Sound

No report was available.

k) Fireworks

It was reported that the plans for fireworks have been secured.

l) Entertainment

Yvonne Lord Buckley reported that the entertainment line-up has been finalized and that the script will be finalized soon.

m) Volunteers

Sabrina Luong, SEAS Centre, confirmed that the volunteers are ready. Renee Zhang provided the t-shirts required for the volunteers.

n) Sponsorship

It was reported that TD Bank has provided a sponsorship of \$7500 and two other sponsorships of \$3000 each have been received. Corporate Communications has ordered the banners with the names of sponsors currently known.

o) Signage

It was reported that all required signs are ready.

p) Parking

It was reported that a list of people authorized to park at Milne Park will be prepared.

q) Citizenship Court

Andrea Berry reported that she and Michael Blackburn have coordinated these plans, similar to last year's plans.

r) Miscellaneous

Andrea Berry will ask Aviva if it would consider sponsoring the thank you dinner for the Canada Day Committee.

4. OTHER BUSINESS

None was identified.

5. NEXT MEETING

The next meeting will be held at the call of the Co-chairs.

6. ADJOURNMENT

It was

Moved by Teresa Ing
Seconded by Prem Kapur

That the eighth meeting of the 2018 Markham Canada Day Committee adjourn at 6:30 PM.

CARRIED