



2018 MARKHAM CANADA DAY COMMITTEE

MINUTES June 11, 2018 Meeting No. 7

Attendance

Members

Perry Chan
Teresa Ing
Prem Kapur
Sabrina Luong (SEAS)
Aaron Madar
Raj Sethi
Francis Yim (SEAS)

Council

Councillor Alex Chiu
Councillor Amanda Collucci

Staff

Michael Blackburn, Corporate Communications
Yvonne Lord Buckley, Corporate Communications
Dean McDermid, Plant Operations
Andrea Tang, Manager Financial Planning
Jing Yu, Corporate Communications
Renee Zhang, EA to Councillor Alex Chiu
Bev Shugg Barbeito, Committee Coordinator

Regrets

Kane Elliott
Kash Khan
Shelly Srivastav
Haixian Wang
Daniel Xie
Nancy Yan
Anastasia Averkov Corporate Communications
Andrea Berry, Corporate Communications
& Community Engagement
Matt Busato, Operations
Jason Britton, Working Supervisor, Operations
Trinela Cane,
Commissioner of Corporate Services
Craig Breen, Operations
Fion Lau, EA to Councillor Amanda Collucci
Zack D'Sousa, Corporate Communications
Morgan Jones, Operations
Jay Pak, Financial Analyst
David Plant, Manager, Operations

The seventh meeting of the 2018 Markham Canada Day Committee convened at 5:36 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 MARCH 19, 2018 MEETING, THE MINUTES OF THE APRIL 14, 2018 MEETING, AND THE MAY 14, 2018 MEETING

It was

Moved by Perry Chan
Seconded by Raj Sethi

That the minutes of the 2018 Markham Canada Day Committee meetings held on March 19, 2018, April 14, 2018, and on May 14, 2018 be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2018

a) Budget

Andrea Tang, Manager Financial Planning, distributed and reviewed the report entitled *Canada Day 2018 Preliminary Budget as of June 8, 2018*. She noted that the budget currently projects a deficit. She led Committee members in a review of budget items to determine whether expenses were on budget, or whether there might be savings or additional expenses. It was noted that costs related to

- the Mayor's Seniors Luncheon will be determined by the final number of attendees;
- security expenses will increase because of the increased presence of York Region Police for the parade;
- transportation expenses may decrease because there will be one less bus.

Councillor Collucci recommended that a meeting be held with Trinela Cane, Commissioner of Corporate Services, and Michael Blackburn, Corporate Communications, to brainstorm ways to balance the budget.

b) Road Occupancy Approvals

Yvonne Lord Buckley, Corporate Communications, advised that she has requested paid duty officers for the YRT line up at Centennial CC and to direct traffic for parade participants.

c) Security

Dean McDermid, Plant Operations, reported that the lighting and fencing have been secured.

d) Parade

Yvonne Lord Buckley advised that there are 21 participants registered for the parade.

e) Corporate Communications and Community Engagement Proposal

Michael Blackburn, Corporate Communications, advised that all approved communications plan initiatives have been implemented.

f) Mayor's Seniors' Luncheon

Renee Zhang, EA to Councillor Alex Chiu, reported that registration for the luncheon had closed and the final number of registrants will be available within the next week. It was thought that the luncheon expenses would be within the budget. It was noted that transportation is available to veterans from the established pick-up points.

g) Transit Arrangements

Yvonne Lord Buckley advised that the number of buses will be finalized once the number of attendees for the Mayor's Seniors Luncheon is known. CUPE staff volunteers will serve as escorts on the buses.

h) Food Vendors

Jing Yu, Corporate Communications, reported that there are 17 confirmed food vendors. The layout used last year will be used again.

i) Children's Activities

Renee Zhang reported for Fion Lau, EA to Councillor Amanda Collucci, that all children's activities have been secured, and parking requests have been submitted. Jing Yu will send details regarding food vouchers to Fion Lau.

j) Stage & Sound

Perry Chan reported that the stage and ramp will be delivered and set up on the afternoon of June 30; the banner will be needed then so it may be installed. The ESA safety inspection will be conducted later that same afternoon.

k) Fireworks

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

l) Entertainment

Yvonne Lord Buckley reported that the entertainment line-up includes Doo Doo the clown, J'net (First Nations Welcome and Thanks to the Land), Quisha Wint (O Canada), Markham Federation of Filipino Canadians, Rum Cuillen, Markham Star Search finalists Daniela De Pinto and Michelle White, the opening act Something Free, and the headline act Neon Dreams.

m) Volunteers

Sabrina Luong, SEAS Centre, confirmed that 20 volunteers would be needed for activities coordinated by Fion Lau and Yvonne Lord Buckley. She will email to Renee Zhang the number and sizes of t-shirts required for volunteers. An official thank you letter will be issued for each volunteer.

n) Sponsorship

Councillor Collucci recommended that a meeting be held with Trinela Cane, Commissioner of Corporate Services, and Michael Blackburn, Corporate Communications, to brainstorm ways to increase sponsorship.

o) Signage

Michael Blackburn advised that Corporate Communications is working with Craig Breen to produce all required signs, and will endeavour to minimize expenses.

p) Parking

Dean McDermid reported that it is necessary to reduce the number of available parking spaces. All requests for parking passes should be sent to Jing Yu.

q) Citizenship Court

Yvonne Lord Buckley reported that these plans are being coordinated by Andrea Berry and Michael Blackburn of Corporate Communications.

r) Miscellaneous

Yvonne Lord Buckley will invite Allan Bell to the June 25, 2018 meeting.

4. OTHER BUSINESS

None was identified.

5. NEXT MEETING

The next meeting will be held on Monday, June 25, 2018 at 5:30 p.m., in the Canada Room, Markham Civic Centre.

6. ADJOURNMENT

It was

Moved by Perry Chan
Seconded by Prem Kapur

That the seventh meeting of the 2018 Markham Canada Day Committee adjourn at 6:50 PM.

CARRIED