



**2018 MARKHAM CANADA DAY COMMITTEE  
MINUTES  
April 16, 2018  
Meeting No. 5**

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**Members**

Perry Chan  
Teresa Ing  
? (SEAS)

**Council**

Councillor Alex Chiu

**Staff**

Andrea Berry, Corporate Communications  
& Community Engagement  
Michael Blackburn, Corporate  
Communications  
Trinela Cane,  
Commissioner of Corporate Services  
Craig Breen, Operations  
Yvonne Lord Buckley, Corporate  
Communications  
Dean McDermid, Plant Operations  
Jay Pak, Financial Analyst  
Jing Yu, Corporate Communications  
Renee Zhang, Assistant to Councillor Chiu  
Laura Gold, Committee Coordinator

**Regrets**

Councillor Amanda Collucci  
Aaron Madar  
Raj Sethi  
Kash Khan  
Prem Kapur  
Davin Kong (SEAS)  
Sabrina Luong (SEAS)  
Fion Lau, EA to Councillor Amanda Collucci

The fifth meeting of the 2018 Markham Canada Day Committee convened at 5:42 p.m. with Trinela Cane serving as Chair without quorum.

**1. WELCOME**

Trinela Cane welcomed everyone to the meeting.

**2. ADOPTION OF THE MINUTES OF THE MINUTES OF MARCH 19, 2018 MEETING**

The minutes of the March 19, 2018, Markham Canada Day Committee meeting were reviewed, but could not be approved, as there was no quorum.

**3. PLANNING FOR CANADA DAY 2018**

a) Corporate Communications and Community Engagement Proposal

Michael Blackburn, Corporate Communications suggested against ramping up the promotion for the Senior's Luncheon on Canada Day, as the event is at capacity with existing promotional activities. However, a blurb about the Senior's Luncheon will be given to the Councillors to include in their newsletter in an effort to promote the luncheon to a broader audience.

Andrea Berry advised that she will follow-up with Councillor Collucci regarding the status of the sponsorship of the jumbotron screens.

b) Sponsorship

Michael Blackburn, Corporate Communications advised that the sponsorship package for the event is complete. A copy of the package was sent to past sponsors and to the four organizations that had demonstrated an interest in being presenting sponsors at last year's event.

The City has been advised that its Canadian Heritage Grant in the amount of \$32,000 has been approved.

c) People's Parade

It was reported that there are eight participants to date in the parade. Staff anticipated that other groups will join the parade closer to the event date.

Staff will meet to discuss the parade logistics, as Markville Mall will not be able to provide the same space as it provided in the past for the parade start. The Committee discussed possibly using one of the plazas on the east side of McCowan for the parade start.

d) Road Occupancy Approvals

There was no report on this item.

e) Food Vendors

To date there are 14 confirmed food vendors and 2 tentative food vendors.

f) Budget

Jay Pak distributed and reviewed the report entitled *Canada Day 2018 Preliminary Budget as of April 16, 2018*.

Based on the proposed budget to date, the Committee would have a \$7606 surplus. The surplus would be used to help pay off the deficit from last year's event.

g) Security

Dean McDermid reported that: the lighting for the event has been arranged for approximately \$630 plus tax; the fence has been rented and will be installed at cost of approximately \$8,200; and that City's security staff will work the event, but some additional security guards may be required for the evening shift.

The Committee inquired about purchasing a fence for the event. Staff advised that this was looked into in the past, but was not approved due to the cost of storing the fence and the

labour required to set-up and take down the fence. Keeping this in mind, Dean McDermid agreed to report back on the cost of purchasing a fence.

A Member also asked if the City has considered installing solar lighting at Milne Park.

Dean McDermid advised that the City is currently meeting with Toronto Region & Conservation Area to discuss pathway lighting at Milne Park.

h) Mayor's Seniors' Luncheon

Renee Zhang advised that she was in the process of getting insurance for the senior's luncheon. Allan Bell has been confirmed as the master of ceremonies for the luncheon. Blue Soul has been asked to perform at the luncheon, but has not been confirmed at this time. The menu will be the same as last year. Senior's can start to register for the luncheon on May 28, 2018. The number of attendees will be confirmed on June 6, 2018.

Yvonne Lord-Buckley was asked to see if she could arrange for a package deal for Blue Soul to perform at both Milne Park and Le Parc and to report back at the next meeting.

Committee directed Renee Zhang to order food for the actual number of attendees, noting there does not need to be a buffer.

Corporate Communications staff confirmed that the promotional material for the Senior's Luncheon will be a slightly different design than the other Canada Day promotional materials.

It was noted that Parks Operations will provide the centre pieces for the Senior's Luncheon. Renee Zhang was asked to provide Parks Operation with the number of tables once confirmed.

It was anticipated that 10 volunteers from CEAS would be needed to help with the Senior's Luncheon.

i) Transit Arrangements

It was confirmed that no cover bus will be used for this year's Canada Day. The total number of all buses is still to be confirmed.

j) Children's Activities

There was no update provided on the Children's Activities.

k) Stage & Sound

No report was provided.

l) Entertainment

Neon Dreams has been confirmed as the headline performance. Turning Point has also been asked to perform at the event, but is still to be confirmed.

m) Markham Star Search Contest

It was confirmed that the City will not be hosting a Markham Star Search this year, but may consider hosting it again in the future.

j) Fireworks

No report was provided.

n) Volunteers

It was anticipated that the same number of volunteers will be needed as last year. Laura Gold was asked to email the section heads to determine how many volunteers they require.

o) Signage

No report was provided.

p) Parking

Will use parking passes again this year. A list with everyone who has been given a parking pass will be kept and will be available at the event.

q) Citizenship Court

No report was provided.

r) Miscellaneous

There were no miscellaneous items discussed.

**4. OTHER BUSINESS**

None was identified.

**5. NEXT MEETING**

The next meeting of the Canada Day Committee will be held on Monday, May 14, 2018 at 5:30 p.m. in the Canada Room, Markham Civic Centre.

**6. ADJOURNMENT**

That the fourth meeting of the 2018 Markham Canada Day Committee adjourned at 6:45 PM.