



## 2017 MARKHAM CANADA DAY COMMITTEE

### MINUTES June 28, 2017 Meeting No. 8

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#### **Attendance**

##### **Members**

Allan Bell  
Perry Chan  
Teresa Ing  
Davin Kong (SEAS)  
Prem Kapur  
Sabrina Luong (SEAS)  
Aaron Madar  
Raj Sethi  
Haixian Wang  
Nancy Yan

##### **Council**

Councillor Amanda Collucci  
Councillor Alex Chiu

##### **Guests**

Eric Li, Markham Financial  
Ryan Lu, CNTV  
Juliana Liu, D & H Show Production  
Sgt. Elaine Morasch, York Regional Police  
Lucy Wo, Markham Financial  
Mary Zhang, CNTV

##### **Staff**

Michael Blackburn, Corporate Communications  
Craig Breen, Operations  
Trinela Cane,  
Commissioner of Corporate Services  
Candy Fan, EA to Councillor Alex Chiu  
Fion Lau, EA to Councillor Amanda Collucci  
Yvonne Lord Buckley, Corporate  
Communications  
Dean McDermid, Plant Operations  
Sara McMillen, Corporate Communications  
& Community Engagement  
Jay Pak, Financial Analyst  
David Plant, Manager, Operations  
Jing Yu, Corporate Communications  
Bev Shugg Barbeito, Committee Coordinator

##### **Regrets**

Kane Elliott  
Farsath Hanifa  
Kash Khan  
Shelly Srivastav  
Daniel Xie  
Francis Yim  
Anastasia Averkov Corporate Communications  
Matt Busato, Operations  
Jason Britton, Working Supervisor, Operations  
Zack D'Sousa, Corporate Communications  
Morgan Jones, Operations

The eighth meeting of the 2017 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 JUNE 21, 2017 MEETING**

It was

Moved by           Sabrina Luong  
Seconded by       Teresa Ing

That the minutes of the 2017 Markham Canada Day Committee meeting held on June 21, 2017, be adopted as distributed.

CARRIED

## **3. PLANNING FOR CANADA DAY 2016**

### **a) Corporate Communications and Community Engagement Proposal**

Michael Blackburn, Corporate Communications, reported that the promotion campaign has been very successful to date and efforts would now be transitioned to encourage attendance on the day of the event, including a media advisory to be issued on June 29. Discussion focussed on how Committee members could promote attendance at Canada Day events. Committee members were advised that, on social media, they should use #Markham150.

### **b) Mayor's Seniors' Luncheon**

Candy Fan, EA to Councillor Alex Chiu, advised that all set up arrangements are in place and speaking notes for Mayor Scarpitti and the Committee Co-Chairs have been prepared.

### **c) Parade**

Yvonne Lord Buckley reported that there will be 50 entries in the parade including the City's float to mark the Canada 150 event and a stilt walker dressed as Team Canada. The Governor General's Horse Guards will send eight horses and its band. The parade line up has been completed and she will send this to the Co-chairs. In keeping with the parade theme of "Markham: Past, Present and Future", parade officials will walk in the parade holding signs announcing the various sections of "Past", "Present" and "Future".

Presenting sponsor Markham Financial advised it would like to participate in the parade; Yvonne Lord Buckley will work with them to finalize the details.

### **d) Transit Arrangements – Seniors Luncheon**

Teresa Ing reported that the buses have been ordered. Yvonne Lord Buckley advised that, in response to concerns expressed by York Region Police, "cover buses" will be available to pick up any seniors who might happen to miss the return bus trip after the luncheon. Volunteers serving on the buses will arrive early; orientation packages have been arranged to inform them of their duties. Signs have been completed; Yvonne Lord Buckley will arrange delivery with Craig Breen.

e) Transit Arrangements – Markville Mall to Milne Park

Yvonne Lord Buckley reported that all plans are in place.

f) Food Vendors

Councillor Collucci thanked Nancy Yan for recruiting five additional food vendors; they have been added to the layout plan. Jing Yu will confirm York Region Health inspections of food vendor facilities on July 1, as well as insurance requirements and payments. It was agreed that all documentation from food vendors would need to be submitted no later than Thursday June 29 at noon. Fion Lau reported that 85 food tickets will be provided for Markham employees working at Canada Day events.

g) Children's Activities

Fion Lau, EA to Councillor Amanda Collucci, reported that all plans are in place.

h) Stage & Sound

Perry Chan reported that walkie-talkies will be used and David Plant reported that testing of the radios will take place before Canada Day.

Perry Chan discussed the production set up schedule. The Committee discussed the logistics of CNTV conducting video recording of Canada Day events at Milne Park.

Councillor Amanda Collucci advised that side panels for the LED screen would cost \$3875 plus HST.

It was

Moved by Prem Kapur

Seconded by Teresa Ing

That the expense of \$3,875 plus HST for side panels for the LED screen be approved.

CARRIED

i) Fireworks

Dean McDermid reported that plans have been finalized for a 20-25 minute show. He reported that Red Boss has advised that it is not able to carry out the show if winds are 45 km/hour or greater. Professional weather services will be used to assist in determining whether cancellation is necessary. Red Boss has offered that, if Markham is not able to offer the fireworks show on July 1, then Red Boss would disarm and secure the fireworks, and run the show on July 2. In that case, it was recommended that it be advertised that Milne Park would be closed and residents be encouraged to watch the fireworks from outside the park.

j) Security

Sgt. Morash formally thanked the City of Markham for its willingness to listen to York Region Police concerns and to implement YRP recommendations to enhance safety for Milne Park attendees. She reported that there will be many officers and plain clothes officers in attendance to ensure a safe event.

David Plant reported that, in order to ensure attendees walk on the path when exiting Milne Park, large signs will direct attendees to the path, 4' high fencing will be erected along the exit route from Milne Park, Markham staff will be stationed along the route and will have radio contact with supervisors to request assistance as required, and supervisors will patrol the route to ensure no attendees are walking on the road. He advised that five additional lights have been rented to ensure the path out of Milne Park will be well lit. It is felt that there is a comprehensive plan to ensure safety of pedestrians. It was recommended that the emcee include reminders in the announcements for Milne Park attendees.

David Plant advised that two staff members will be positioned in the beach area to ensure attendees don't fall into the pond.

k) Entertainment

Jing Yu distributed and reviewed the final line-up and timing of the entertainment. The Committee discussed the video coverage to be provided by CNTV and D & H Show Production. Councillor Collucci will provide a list of moments that should be captured. It was thought that one camera would be sufficient; the camera could pan slowly from left to right, and back. Councillor Collucci thanked CNTV for their role as a media sponsor.

l) Volunteers

Sabrina Luong reported that all plans have been finalized.

m) Sponsorship

Yvonne Lord Buckley reported that the Tim Hortons at John St. and Woodbine Ave. has donated \$300 worth of coffee and donuts for staff working on Canada Day.

Jay Pak, Financial Analyst, reported that sponsorship of \$5,000 from Electra Utilities has brought the total sponsorship to \$74,300, which exceeds the stretch goal by \$10,000.

Markham Financial, the presenting sponsor, has provided t-shirts for the volunteers and t-shirts, candy and potato chips to be given away to Milne Park attendees.

Mary Zhang and Ryan Lu of CNTV were welcomed as sponsors. Committee members discussed the use of photos and video to capture the events of Canada Day and whether a second camera would be required. Councillor Collucci listed the events to be covered. Perry Chan advised he would notify CN TV in time for them to set up to cover the required events.

n) Signage

Craig Breen advised that existing signs will be updated and new signs will be made as they are requested.

o) Parking

It was reported that parking passes have been allocated for 160 parking spots. Operations staff will also have a list of names.

p) Budget

Jay Pak distributed the budget report and reviewed the Canada 150 budget vs the base budget; to date there will be an operating surplus of \$16,252.

q) Miscellaneous

Trinela Cane, Commissioner of Corporate Services, advised that an emergency protocol would be put in place whereby senior staff and the Co-chairs would be available to make weather-related or security-related decisions for the Canada Day events.

David Plant reported that staff will be testing walkie-talkie radios for use by

**4. OTHER BUSINESS**

None was identified.

**5. DATES OF FUTURE MEETINGS**

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

**6. ADJOURNMENT**

The eighth meeting of the 2017 Markham Canada Day Committee adjourned at 7:15 PM.