



## 2017 MARKHAM CANADA DAY COMMITTEE

### MINUTES June 21, 2017 Meeting No. 7

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#### **Attendance**

##### **Members**

Perry Chan  
Teresa Ing  
Davin Kong (SEAS)  
Sabrina Luong (SEAS)

##### **Council**

Councillor Amanda Collucci  
Councillor Alex Chiu

##### **Guests**

Juliana Liu, D & H Show Production  
Sgt. Elaine Morasch, York Regional Police  
Lucy Wo, Markham Financial

##### **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**

Allan Bell  
Kane Elliott  
Farsath Hanifa  
Prem Kapur  
Kash Khan  
Aaron Madar  
Raj Sethi  
Shelly Srivastav  
Haixian Wang  
Daniel Xie  
Francis Yim  
Nancy Yon  
Anastasia Averkov, Corporate  
Communications  
Matt Busato, Operations  
Jason Britton, Working Supervisor, Operations  
Zack D'Sousa, Corporate Communications  
Morgan Jones, Operations

The seventh meeting of the 2017 Markham Canada Day Committee convened at 5:45 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 MAY 15, 2017 AND JUNE 5, 2017 MEETINGS**

Alan Bell authorized Trinela Cane, Commissioner of Corporate Services, to vote on his behalf, thereby ensuring quorum.

It was

Moved by           Teresa Ing  
Seconded by       Sabrina Luong

That the minutes of the 2017 Markham Canada Day Committee meetings held on May 15, 2017 and on June 5, 2017, be adopted as distributed.

CARRIED

**3. PLANNING FOR CANADA DAY 2016**

a) Corporate Communications and Community Engagement Proposal

Sara McMillen, Corporate Communications & Community Engagement, reported that there was a great turnout for the Media Launch press conference on June 20, 2017 and it was very successful.

Michael Blackburn, Corporate Communications, provided an update on the final phase of plans for Canada Day: promotional pieces, social media, and the Markham website have been refreshed to include information about entertainment acts, the City page of the Markham Economist & Sun for next week will include entertainment information. The top three finalists of the Markham Star Search competition were named at the press conference on June 20; comments about the competition on the Markham Facebook page have been extremely positive.

b) Mayor's Seniors' Luncheon

Candy Fan, EA to Councillor Alex Chiu, advised that a total of 950 people, including seniors, performers, Councillors, and volunteers, will be served at the luncheon. Table set up has been arranged. Committee members briefly discussed how four seniors wishing gluten free meals should be identified; Yvonne Lord Buckley will discuss this with Teresa Ing and Candy Fan. Corporate Communications will provide speaking notes for Mayor Scarpitti and the Committee Co-Chairs. Yvonne Lord Buckley reported that guidelines about responsibilities have been created for volunteers on buses transporting seniors to and from the luncheon.

Lucy Wo, Markham Financial, advised that Markham Financial had made 150 lime green t-shirts for volunteers to wear; 11 CUPE volunteers will wear CUPE t-shirts.

c) Parade

Yvonne Lord Buckley praised the special events team for their efforts to secure 40 entries in the parade including the City's float to mark the Canada 150 event. The Governor General's Horse Guards are able to send eight horses at a cost of \$2,300; this is within the budget of \$3,100. Trinela Cane advised that Alan Bell has made arrangements for a BMW and he will be a driver in the parade.

d) Transit Arrangements – Seniors Luncheon

Teresa Ing reported that the buses have been ordered. Most wristbands are on hand; the last shipment is expected within days. An orientation for SEAS volunteers will take place on June 28 so they are aware of their duties on the buses and at the luncheon. Yvonne Lord Buckley and Craig Breen will coordinate signs that are needed. Yvonne Lord Buckley advised that a "cover bus" will be available to pick up any seniors who might happen to miss the return bus trip after the luncheon.

e) Transit Arrangements – Markville Mall to Milne Park

Yvonne Lord Buckley reported that a larger number of buses have been ordered. Sixty foot buses, which can accommodate larger numbers of passengers, will be used.

f) Food Vendors

Jing Yu, Corporate Communications, reported that 11 food vendors have been confirmed; however, it is possible that Nancy Yon may have also recruited others. The layout must be confirmed by the end of this week; Jing Yu will confirm any other vendors with Nancy Yon. York Region Health inspectors will inspect the food vendor facilities on July 1. The Committee discussed providing food for staff working at Milne Park on Canada Day. Food vouchers to be redeemed at one of the food vendors will be provided to staff and volunteers; Sara McMillen, David Plant, and Sabrina Luong will provide Fion Lau with the number of vouchers needed. Craig Breen will make arrangements for Operations staff and submit receipts.

It was also noted that Love Me Cheesecake Company will provide cheesecakes which will be cut into tasting slices for Milne Park attendees

g) Children's Activities

Fion Lau, EA to Councillor Amanda Collucci, advised that approval is needed for an additional expense of \$60.

It was

Moved by     Sabrina Luong  
Seconded by   Teresa Ing

That the additional expense of \$60 be approved.

CARRIED

Lucy Wo, Markham Financial, advised that Markham Financial prefers to sponsor a children's bouncy castle since a slide could have negative connotations. It was noted that Markham is not able to permit an enclosed bouncy castle for liability reasons. Lucy Wo advised that, with regret, Markham Financial would withdraw its offer to sponsor a bouncy castle. Councillor Collucci thanked Markham Financial for its other support for Canada Day events. Fion Lau will adjust the map showing locations of children's activities.

h) Stage & Sound

Perry Chan reported that the stage will be installed at 1:00 pm and the ESA inspection will take place at 4:00 pm on June 30, 2017. He advised that it would be important for the stage banners to be sent to Milne Park before 1 pm.

The Committee discussed whether to include an LED screen in the Canada Day plans. Concerns included the amount of space the screen would take up thereby limiting the amount of available space for performers and the weight of the screen would limit the number of people and equipment which could be on stage at any one time. Having the LED screen will incur expenses for an additional generator and ESA inspection, required to eliminate any risk of not having power available for the headline act. In response to safety concerns, such as the screen falling over injuring performers or damaging equipment on stage, it was noted that heavy duty wire is used to secure the screen in place. Fion Lau will schedule a meeting for Councillor Collucci, Councillor Chiu, Perry Chan, Julianne Liu, Trinela Cane, Michael Blackburn, and other Markham staff to discuss the intention for having the LED screen and the associated issues, and report back to the Committee at the June 28, 2017 meeting.

i) Markham Star Search Contest

Sara McMillen reported that the contest was extremely well received. The three finalists have been invited to perform at Markham's Canada 150 event in September.

j) Fireworks

Dean McDermid reported that plans have been finalized.

k) Security

Sgt. Morasch reported that paid duty positions have been filled and she has requested two designated officers for a rolling unit. Since the pond in Milne Park will not be fenced, she suggested that volunteers be stationed there to ensure attendees don't fall into the pond. David Plant advised that two staff members will be positioned there. Sgt. Morasch advised that York Region Police will be sending tweets encouraging attendees to report thefts or suspicious behaviour. She recommended signs "Keep an eye on your kids" for Milne Park.

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 staff are trimming bushes to ensure the path is passable and lighting towers are being tested.

Yvonne Lord Buckley reported that other security measures are in place for the buses, in Milne Park and the shuttle stop at Markville Mall.

l) Entertainment

The Committee discussed a concern brought forward by Councillor Chiu that Taste of Broadway, a group that has performed for many years on Canada Day at Milne Park, has not been included on the entertainment line-up. The Committee reviewed the line-up and timing of the entertainment. After discussion, it was agreed to schedule Taste of Broadway after Splash ‘N Boots. Time will be found by reducing the time for the Splash ‘N Boots performance and, the set up time for the opening act and the headliner act.

Yvonne Lord Buckley advised that the entertainment line-up is:

- Doo Doo the Clown
- Lion Dance
- Doo Doo the Clown
- Little Pear Garden Dance Company (Chinese Dance with live music),
- Honour Guard
- Kim Wheatley, Anishnaabe band member of Shwanaga First Nation, performing a traditional blessing of the land
- Quisha Wint, singing “O Canada”
- Town Crier
- Toronto Dance Institute
- Gadfly Urban Dance Company (hip-hop group)
- Quisha Wint, singing “Maple Leaf Forever”
- Splash ‘N Boots
- Taste of Broadway
- Markham Star Search Winner – Julia Gartha
- Panicland
- Headliner Francesco Yates
- Fireworks

m) Volunteers

Sabrina Luong reminded Committee members to request any other requirements as soon as possible.

n) Sponsorship

Jay Pak, Financial Analyst, reported that a recent sponsorship in the amount of \$3,000 has brought the total sponsorships raised to \$69,300. Trinela Cane reported that Sun Life may be interested; Councillor Collucci asked Fion Lau to contact Sun Life to discuss a possible sponsorship. A last push will also be made for other sponsorships.

Yvonne Lord Buckley requested that staff advise Jing Yu if any sponsors will need a tent at Milne Park. David Plant asked that the site plan be made available so that staff could mark out locations.

o) Signage

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

p) Parking

It was reported that parking passes will be distributed; Operations staff will also have a list of names.

q) Budget

Jay Pak distributed the budget report and reviewed the Canada 150 budget vs the base budget to show the standard costs year over year vs special one-time costs.

It was

Moved by Councillor Chiu

Seconded by Teresa Ing

That an additional expense of \$8,000, for a total expense of \$14,000, related to the Markham Star Search Contest be approved.

CARRIED

It was

Moved by Councillor Chiu

Seconded by Teresa Ing

That the expense of \$4,000 for additional equipment for the headline act be approved.

CARRIED

It was

Moved by Sabrina Luong

Seconded by Teresa Ing

That the expense of \$1,000 for additional buses be approved.

CARRIED

It was

Moved by Sabrina Luong

Seconded by Teresa Ing

That a subcommittee of Councillor Collucci, Councillor Chiu, Perry Chan, David Plant, Yvonne Lord Buckley and Michael Blackburn, with input from D & H Show Production, be delegated to approve an expense of up to \$4,000 for an LED screen.

CARRIED

r) Miscellaneous

None was identified.

**4. OTHER BUSINESS**

None was identified.

**5. DATES OF FUTURE MEETINGS**

The next meeting is scheduled for Wednesday June 28, 2017 at 5:30 pm in the Canada Room.

**6. ADJOURNMENT**

The seventh meeting of the 2017 Markham Canada Day Committee adjourned at 8:05 PM.