



2016 MARKHAM CANADA DAY COMMITTEE

MINUTES June 27, 2016 Meeting No. 6

Attendance

Members

Allan Bell
Perry Chan
Allan Bell
Sabrina Luong
Raj Sethi

Council

Councillor Alex Chiu
Councillor Amanda Collucci

Regrets

Kane Elliott
Farsath Hanifa
Prem Kapur
Aaron Madar
Jason Britton, Working Supervisor, Operations
Morgan Jones, Operations
Diane Samek, Corporate Communications
Dan Vincent, Bylaws Enforcement
Officer T. Korte, York Region Police

Staff

Olivia Bella, Corporate Communications
Craig Breen, Operations
Matt Busato, Operations
Trinela Cane,
Commissioner of Corporate Services
Zack D'Sousa, Corporate Communications
Candy Fan, EA to Councillor Alex Chiu
Dennis Flaherty, Director, Communications &
Community Relations
Fion Lau, EA to Councillor Amanda Collucci
Yvonne Lord Buckley, Corporate Communications
Jay Pak, Financial Analyst
David Plant, Manager, Operations
Jing Yu, Corporate Communications
Bev Shugg Barbeito, Committee Coordinator

The sixth meeting of the 2016 Markham Canada Day Committee convened at 5:41 p.m. with Councillor Alex Chiu serving as Chair.

1. WELCOME

Councillor Alex Chiu welcomed everyone to the meeting.

2. ADOPTION OF THE MINUTES OF THE JUNE 7, 2016 MEETING

It was

Moved by Raj Sethi
Seconded by Perry Chan

That the minutes of the 2016 Markham Canada Day Committee meeting held on June 7, 2016, be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2016

a) Preview to Canada Day (Media Launch)

It was reported that the Preview to Canada Day media launch, held on Tuesday, June 14 from 11:30 am – 12:30 pm in the Great Hall of the Markham Civic Centre, was successful.

b) Advertising/Posters/Invitations

Dennis Flaherty, Director Communications & Community Relations, reported that ads have already been placed and other advertising via banners, posters, electronic signs and the Markham website are well in hand. He reported that Virgin Radio wishes to cover the performance of Alyssa Reid, the headline act.

c) Assistants

It was reported that Committee members have advised Sabrina Luong of the numbers of volunteers needed to assist in managing events on Canada Day and that she has made the appropriate arrangements.

d) Mayor's Seniors' Luncheon

Candy Fan, EA to Councillor to Alex Chiu, reported that that plans for the Mayor's Seniors Luncheon have been finalized. It was confirmed that Matt Busato will deliver the floral centrepieces to Le Parc.

e) Parade

Zack D'Sousa, Corporate Communications, reported that plans for the parade have been finalized. There will be 32 participants in this year's parade compared to 34 in 2015; however, this year's parade will feature more bands. He reported that a tractor trailer has been arranged for Council members to ride on and a car has been arranged for the Canada Day Committee Co-chairs Councillor Amanda Collucci and Councillor Alex Chiu.

f) Transit Arrangements

Olivia Bella, Corporate Communications, reported that there will be nine buses for seniors to use to travel to the Mayors' Seniors Luncheon, and seven buses to transfer residents between Markville Mall and Milne Park. She is waiting for confirmation of the number of constables to be assigned at Markville Mall and Milne Park.

g) Food Vendors

Jing Yu, Corporate Communications, reported that 11 vendors have confirmed their participation, although one has yet to complete and submit the required forms and one still needs to submit payment. York Region Health inspectors will inspect the food vendor facilities on July 1.

h) Children's Activities

Fion Lau reported that all plans for the children's activities have been finalized with the vendors and arrangements have been made for the required tents.

i) Stage & Sound

Perry Chan reported that the stage will be installed at 1:00 pm and inspection will take place at 4:00 pm on June 30, 2016. He reported that he is waiting for confirmation from the headline act about the time of the dress rehearsal.

j) Entertainment

Yvonne Lord Buckley reported that the entertainment schedule has been finalized and she circulated the list of acts. The headline act has been confirmed for 9:00 pm. Most plans are ready with only a few details left to be finalized. She also circulated a map of Milne Park indicating the location of the various activities.

k) Volunteers

Sabrina Luong reported that volunteers have been recruited and trained for their duties on Canada Day. She has given lists of the volunteers to Zack D'Sousa and Jing Yu. It was reported that there will be a tent for the volunteers and the tent will have a SEAS banner.

l) Sponsorship

Dennis Flaherty reported on behalf of Trinela Cane, Councillor Collucci and Councillor Chiu that a total of \$30,800 has been received to date compared to a target of \$30,625. He commended Councillor Chiu for achieving the last sponsorship of \$5000.

m) Signage

Craig Breen reported that all signs are being prepared and will be ready for Canada Day. The entertainers' names will have Velcro backing so that it will be easy to change the order of the entertainers if need be.

n) Parking

Matt Busato reported that many volunteers, entertainers, staff and VIPs do not yet have parking passes so it may be necessary to reassess and reallocate the passes already distributed. He asked that Committee members advise him as soon as possible the number of parking spots needed and who the passes are for.

o) Security

Olivia Bella reported that security plans are close to being finalized. There will be six constables, 1 sergeant, four mounted police and two vehicles; the number on bike patrols is still to be confirmed. The Committee discussed the possible increase in cost of security plans. Olivia Bella will discuss costs with TRP Sergeant Morasch and propose that the vehicles be reserved for the four-hour minimum rather than a full day.

p) Budget

Jay Pak, Financial Analyst, distributed and reviewed the budget report dated June 27, 2016. He advised that the Security costs increase could be covered by the surplus. Dennis Flaherty requested that the Committee review the cost to host the parade and asked Jay Pak to gather all expenses related to the parade for this review.

It was

Moved by Teresa Ing
Seconded by Raj Sethi

That the budget report be received.

CARRIED

q) Miscellaneous

- No items were identified.

4. OTHER BUSINESS

None was identified.

5. DATES OF FUTURE MEETINGS

The next meeting of the Markham Canada Day Committee is scheduled for Monday, July 25, 2016 at 5:30 pm in the Council Chambers.

6. ADJOURNMENT

It was

Moved by Craig Breen
Seconded by Matt Busato

That the sixth meeting of the 2016 Markham Canada Day Committee adjourn at 6:30 PM.

CARRIED