



2016 MARKHAM CANADA DAY COMMITTEE

MINUTES July 25, 2016 Meeting No. 7

Attendance

Members

Allan Bell
Perry Chan
Teresa Ing
Prem Kapur
Sabrina Luong
Raj Sethi

Council

Councillor Alex Chiu
Councillor Amanda Collucci

Staff

Olivia Bella, Corporate Communications
Matt Busato, 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
Jay Pak, Financial Analyst
Jing Yu, Corporate Communications
Bev Shugg Barbeito, Committee Coordinator

Regrets

Kane Elliott
Farsath Hanifa
Aaron Madar
Craig Breen, Operations
Jason Britton, Working Supervisor, Operations
Zack D'Sousa, Corporate Communications
Dennis Flaherty, Director, Communications &
Community Relations
Morgan Jones, Operations
David Plant, Manager, Operations
Diane Samek, Corporate Communications
Dan Vincent, Bylaws Enforcement
Officer T. Korte, York Region Police

The seventh meeting of the 2016 Markham Canada Day Committee convened at 5:46 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 27, 2016 MEETING

It was

Moved by Allan Bell
Seconded by Perry Chan

That the minutes of the 2016 Markham Canada Day Committee meeting held on June 27, 2016, be adopted as distributed.

CARRIED

3. PLANNING FOR CANADA DAY 2016

a) Preview to Canada Day (Media Launch)

No report was available.

b) Advertising/Posters/Invitations

No report was available.

c) Mayor's Seniors' Luncheon

Candy Fan, EA to Councillor to Alex Chiu, reported that the Mayor's Seniors Luncheon was very successful with approximately 850 attendees. Having numbered tables facilitated orderly serving of the lunch. Recommendations for next year included:

- Announcing the table centrepiece giveaway at the beginning of the lunch; and
- Considering ways of improving coffee and tea service after the lunch, including having more coffee/water stations, adding a jug of hot water on each table, and ordering steeped tea.

d) Parade

Yvonne Lord Buckley, Corporate Communications, reported that the parade was popular with spectators. Having parade vehicles line up on the road in advance of the parade, and having volunteers guard the parking lot from early morning, improved the efficiency of mobilizing the parade.

e) Transit Arrangements

Olivia Bella, Corporate Communications, reported that the transit pick-ups worked well but unfortunately five seniors missed their bus for the return journey from Le Parc. Committee members discussed possible ways to prevent this from recurring, including:

- Having volunteers gather their groups in the lobby and then boarding the bus as a group;
- Having loud-speakers in the Le Parc lobby so that announcements about which bus is loading can be heard;
- Having bus doors open for boarding for only one bus at a time;
- Counting the number of passengers to ensure that all those who arrived on a bus, leave on that bus;
- Advising seniors who take a bus to Le Parc that they must leave Le Parc on that bus, rather than making arrangements to be picked up by family or friends.

f) Food Vendors

Jing Yu, Corporate Communications, reported that nine vendors participated, although three vendors reported low sales due to the weather on Canada Day. It was suggested that the application form be revised and an earlier payment date be implemented.

g) Children's Activities

Fion Lau, EA to Councillor Amanda Collucci, reported that the children's activities were well received. The tents were transparent; next year tents with a solid colour will be selected. It was reported that some volunteers did not remain to help manage the activities; Sabrina Luong asked that, if this happens next year, she be called to deal with the situation. Prem Kapur commented on the tremendous participation of parents and siblings in the children's activities and commended Fion Lau for planning them.

h) Stage & Sound

Perry Chan reported that the stage set up and event staging went well but some neighbours complained about the noise levels. He commended Matt Busato for his assistance so the schedule could be met. Perry Chan recommended that a senior Markham staff member be on hand to make and communicate go/no go decisions relating to weather conditions, for both the parade and the entertainment.

i) Fireworks

Yvonne Lord Buckley reported that there were many compliments about the excellent fireworks show.

j) Entertainment

Yvonne Lord Buckley reported that the entertainment line-up was very good, and that Allan Bell and Doo Doo the Clown were outstanding in entertaining the crowd.

It was reported that there were problems with the headline act. There were complaints that the headliner could not be heard; it was noted that the headliner's manager was controlling the sound because the headliner was lip-syncing to some of the songs. In addition, staff spent time that day sourcing items not included in the rider, yet food items that were included in the rider went to waste because the headliner spent the day at the Flato Theatre rather than at Milne Park. Next year, the Committee will work with Eric Lariviere to include terms in the contract with the headline act to address these issues.

k) Volunteers

Sabrina Luong thanked Committee members for providing their requirements in a timely way and requested feedback about the volunteers. For next year, she recommended adding 2 - 4 volunteers as backup assistance.

l) Sponsorship

It was reported that efforts of the Co-Chairs resulted in sponsorship goals being achieved.

m) Signage

It was reported that all signs were prepared and ready for Canada Day events.

n) Parking

Matt Busato reported that parking plans went well and changes would not be needed.

o) Security

Olivia Bella read an email from Sgt. Morasch, York Region Police, which cited safety concerns relating to egress from Milne Park at the end of Canada Day festivities. She will send the email to Councillor Collucci, Councillor Chu, and Trinela Cane, Commissioner of Corporate Services. Trinela Cane will facilitate a meeting with Sgt. Morasch.

p) Heritage Grant

It was reported that Markham received a larger grant this year; a follow up report will be prepared and submitted in August to Heritage Canada. To make Markham's celebrations of Canada's 150th anniversary special, the submission in 2017 will capture ideas from other divisions also.

q) Budget

Jay Pak, Financial Analyst, distributed and reviewed the budget report dated July 25, 2016. He advised that some expenses and sponsorship funds have yet to be recorded and asked Committee members to follow up with suppliers to have invoices submitted. He will continue to update and communicate information about the budget as needed.

It was

Moved by Teresa Ing
Seconded by Raj Sethi

That the budget report be received.

CARRIED

r) Miscellaneous

- Councillor Collucci and Councillor Chiu thanked Committee members for their hard work in making Canada Day great and noted that feedback has been very positive. They look forward to working with the team to make Canada Day 2017 a day to remember in celebrating Canada's 150th anniversary.

4. OTHER BUSINESS

None was identified.

5. DATES OF FUTURE MEETINGS

The next meeting of the Markham Canada Day Committee will be at the call of the Co-Chairs in 2017.

6. ADJOURNMENT

It was

Moved by Sabrina Luong
Seconded by Perry Chan

That the seventh meeting of the 2016 Markham Canada Day Committee adjourn at 7:00 PM.

CARRIED