



2015 MARKHAM CANADA DAY COMMITTEE

MINUTES June 22, 2015 Meeting No. 7

Attendance

Members

Allan Bell
Perry Chan
Kane Elliott
Teresa Ing
Prem Kapur
Sabrina Luong (for SEAS Centre)
Aaron Madar
Raj Sethi

Council

Councillor Alex Chiu
Councillor Amanda Collucci

Guest

Richard Guimond, York Region Police

Staff

Craig Breen, Operations
Olivia Bella, Corporate Communications
Yvonne Lord Buckley, Corporate Communications
Candy Fan, EA to Councillor to Alex Chiu
Dennis Flaherty, Director, Communications &
Community Relations
Enzo Greco, Markham Museum, Rental and
Events Coordinator
Rob Hincks, Operations
Steve Matunin, Supervisor, Operations
Melissa Qi, EA to Councillor Amanda Collucci
Diane Samek, Corporate Communications
Matt Vetere, Senior Financial Analyst
Bev Shugg Barbeito, Committee Coordinator

Regrets

Munira Budheo
Farsath Hanifa
Clarence Li (for SEAS Centre)
Barb Orr
Mandy Ou

Jason Britton, Working Supervisor, Operations
Trinela Cane,
Commissioner of Corporate Services
Morgan Jones, Operations
Barb Rabicki, Operations
Jon Stiles, Operations

The seventh meeting of the 2015 Markham Canada Day Committee convened at 5:36 p.m. with Councillor Alex Chiu serving as Chair.

1. ADOPTION OF THE MINUTES OF THE JUNE 8, 2015 MEETING

It was

Moved by Perry Chan
Seconded by Matt Vetere

That the minutes of the 2015 Markham Canada Day Committee meeting held on June 8, 2015, be adopted as distributed.

CARRIED

2. PLANNING FOR CANADA DAY 2015

a) Preview to Canada Day (Media Launch)

Dennis Flaherty, Director Communications & Community Relations, reported that the media launch would be held on June 23 at 2:00 p.m. at the Civic Centre. Allan Bell will serve as emcee; Dennis Flaherty will provide him with backgrounder information. Sponsors will be recognized in the emcee's remarks. There will be comments by Mayor Scarpitti and Council members, appearances by Superhero characters, and performances by Canada Day entertainment.

b) Advertising/Posters/Invitations

Diane Samek, Corporate Communications, reported that all plans have been completed, the final advertisement will appear this week on the Markham page of the Markham Economist & Sun, and only sponsor boards need to be prepared. Invitations have been sent and a list of attendees will be provided for the emcee.

c) Mayor's Senior's Luncheon

Candy Fan, EA to Councillor Alex Chiu, reported that plans for the Mayor's Seniors Luncheon have been finalized. Notes for emcee Allen Bell will be prepared this week.

Perry Chan reminded that two projectors will be required and that Trinela Cane will make appropriate arrangements. Yvonne Lord Buckley will follow up with Le Parc regarding when Le Parc may be accessed for set up; Perry Chan requested access for 8:00 am.

d) Parade

Yvonne Lord Buckley reported that thirty-seven parade participants have been confirmed to take part in the 2015 parade. The Parade sub-committee is now planning the order of the parade line-up which will begin at 2:30 pm. It was reported that the road closure needs to be maintained until 5:15 pm to accommodate the Governor General's Horse Guards (horses and band).

Kane Elliott reported that a float and trailer has been found for the Markham float; Markham councillors and others dressed in international costumes will ride on the float. It was suggested that Councillor Collucci and Councillor Chiu, Co-chairs of the Canada Day Committee, might wish to either ride on the float or in a convertible, or walk along the route to hand out flags.

Volunteers will be stationed at the end of the parade to advise parade participants how to disband in a safe manner.

e) Transit Arrangements

Olivia Bella reported that she has finalized plans for the buses to transport seniors to the Mayors' Seniors Luncheon and from Markville Mall to Milne Park. She advised that an additional eleven volunteers would be required.

f) Food Vendors

Perry Chan reported that fifteen food vendors, offering diverse food choices, have been confirmed. Rob Hincks will mark the layouts for the food vendors. Volunteers will be ready to sign in the vendors on the morning of Canada Day and health inspections will take place later in the day.

g) Children's Activities

Melissa Qi, EA to Councillor Amanda Collucci, reported that there will be a variety of activities including face painters, balloon twisters, a trampoline, a colouring area, and superhero figures. She advised that twenty-five volunteers will be needed to manage line-ups, wear the superhero costumes and guide those wearing the superhero costumes. Sabrina Luong expressed concern about the number of volunteers required. Councillor Collucci advised that Bell Canada would provide ten volunteers and Kane Elliott advised that he has a contact who will be able to provide high school volunteers.

h) Stage & Sound

Perry Chan reported that the stage and ramp will be set up on the afternoon of June 30. The sound check will be conducted on July 1. The Tyler Shaw equipment will be set up on stage initially and the equipment for other acts will be set up later.

i) Fireworks

It was reported that all plans are in place; the fireworks permit is expected soon.

j) Entertainment

Enzo Greco and Melissa Qi reported that the entertainment schedule has been revised to allow time to set up Tyler Shaw's equipment first and to set up the second set of equipment later. As a result, all bands have been scheduled later in the roster. Melissa Qi is acquiring the hospitality items required by Tyler Shaw and will provide the final roster to Craig Breen. Melissa Qi reported that the bio from one act on the entertainment roster is still needed; she will follow up to obtain it and then send all bios to Allan Bell to use in introducing the acts.

k) Volunteers

Candy Fan reported she had identified the needs for volunteers with Sabrina Luong, who advised that SEAS Centre will endeavour to provide the volunteers required. It was reported that two to four volunteers will be needed for the Bike Valet. Colour coded signs and wrist bands are ready for volunteers and seniors on buses to the Mayor's Seniors Luncheon.

l) Signage

Craig Breen reported that all signs are ready and that signs prohibiting parking in certain areas will be installed.

m) Parking

Diane Samek reported that the parking passes have been printed and she will give them to Rob Hincks for distribution. Candy Fan and Melissa Qi will provide Rob Hincks with a list of Councillors and dignitaries who have indicated they will attend the Canada Day events so he can distribute parking passes to them. Rob Hincks asked Committee members to request any passes they needed. Olivia Bella and Enzo Greco will provide a list of vendors and performers to Craig Breen; he will ensure that both entry points to the park have a copy so it's known who may bring vehicles in the park.

n) Security

It was reported that four Bylaw officers will be on hand from noon to midnight on Canada Day to ticket illegally parked cars and to assist with crowd control. Olivia Bella distributed a contact list for use by Committee members.

o) Budget

Matt Vetere, Senior Financial Analyst, reported that there may be a surplus.

It was

Moved by Perry Chan

Seconded by Steve Matunin

That the budget report be received.

CARRIED

p) Citizenship Ceremony

It was reported that Diane Samek and Yvonne Lord Buckley have worked with Lorraine Li to confirm plans, which will be finalized this week.

q) Miscellaneous

- Yvonne Lord Buckley circulated a run list for the Seniors Luncheon.
- Rob Hincks will place steel crowd control barriers around the flagpole.
- Dennis Flaherty reported that he has received Canada flags, pins and bookmarks from Heritage Canada.
- It was reported that lost children will be directed to the Skydancer.

4. OTHER BUSINESS

Councillor Collucci advised that she was very proud of the Committee's accomplishments and thanked Committee members for their hard work in planning the Canada Day events.

5. NEXT MEETING

The next meeting of the Markham Canada Day Committee is scheduled for Monday, July 13 2015 at 5:30 PM in the Council Chambers at the Markham Civic Centre.

6. ADJOURNMENT

It was

Moved by	Rob Hincks
Seconded by	Steve Matunin

That the seventh meeting of the 2015 Markham Canada Day Committee adjourn at 6:50 PM.

CARRIED