



Electronic Heritage Markham Committee Agenda

June 10, 2020, 7:00 PM

Electronic Meeting

The Fifth Heritage Markham Committee Meeting of
The Corporation of The City of Markham in the year 2020.

Alternate formats are available upon request.

Pages

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. PART ONE - ADMINISTRATION

3.1 APPROVAL OF AGENDA (16.11)

A. Addendum Agenda

B. New Business from Committee Members

Recommendation:

That the June 10, 2020 Heritage Markham Committee agenda be approved.

3.2 MINUTES OF THE MAY 13, 2020 HERITAGE MARKHAM COMMITTEE
MEETING (16.11)

7

See attached material.

Recommendation:

That the minutes of the Heritage Markham Committee meeting held on May 13,
2020 be received and adopted.

4. PART TWO - DEPUTATIONS

5. PART THREE - CONSENT

5.1 HERITAGE PERMIT APPLICATIONS

18

22 COLBORNE STREET THORNHILL HCD

141 MAIN STREET UNIONVILLE HCD
12 WISMER PLACE MARKHAM HERITAGE ESTATES
DELEGATED APPROVALS: HERITAGE (16.11)

FILE NUMBERS:

- HE 20 111876
- HE 20 111502
- HE 20 110835

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

That Heritage Markham receive the information on heritage permits approved by Heritage Section staff under the delegated approval process.

5.2 BUILDING OR SIGN PERMIT APPLICATIONS

19

7681 YONGE STREET THORNHILL HCD
11 PRINCESS STREET MARKHAM VILLAGE HCD
40 ALBERT STREET MARKHAM VILLAGE HCD
26 MARKHAM STREET MARKHAM VILLAGE HCD
DELEGATED APPROVALS: BUILDING (16.11)

FILE NUMBERS:

- 20 109123 AL
- 19 138593 HP
- 20 111437 HP
- 20 111853 HP

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

That Heritage Markham receive the information on Building Permits approved by Heritage Section staff under the delegated approval process.

5.3 EVENTS

20

DOORS OPEN MARKHAM 2020 EVENT (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

That Heritage Markham receive this item as information.

5.4 DEMOLITION PERMIT APPLICATION

22

**31 WALES AVENUE, MARKHAM VILLAGE HERITAGE
CONSERVATION DISTRICT
UPDATE: DEMOLITION OF ACCESSORY BUILDING (16.11)
FILE NUMBER: 20 112282 DP
Extracts: R. Hutcheson, Manager of Heritage Planning**

See attached staff memorandum and material.

Recommendation:

That Heritage Markham receive this item as information.

6. PART FOUR - REGULAR

6.1 HERITAGE PERMIT APPLICATION

26

**156 MAIN STREET, UNIONVILLE HERITAGE CONSERVATION
DISTRICT
RESTORATION OF LEADED GLASS TRANSOM WINDOWS (16.11)
FILE NUMBER: HE 20 115154
Extracts: R. Hutcheson, Manager of Heritage Planning**

See attached memorandum.

Recommendation:

That Heritage Markham receive the memorandum on 156 Main Street,
Unionville as information.

6.2 SITE PLAN CONTROL APPLICATION

30

**45 PETER STREET, MARKHAM VILLAGE HERITAGE CONSERVATION
DISTRICT
PROPOSED ADDITION TO AN EXISTING HERITAGE DWELLING (16.11)
FILE NUMBER: SPC 20 113739
Extracts:**

R. Hutcheson, Manager of Heritage Planning
P. Wokral, Senior Heritage Planner

See attached staff memorandum and material.

Recommendation:

That Heritage Markham has no objection to the proposed additions to the
existing dwelling at 45 Peter St. dated April 29, 2020 from a heritage perspective
and delegates final review of the application to Heritage Section staff, provided
that large oak tree on the north property line can be adequately protected and
preserved.

6.3 SITE PLAN CONTROL APPLICATION

39

19 PETER STREET, MARKHAM VILLAGE HERITAGE CONSERVATION DISTRICT

PROPOSED 2-CAR GARAGE/ACCESSORY BUILDING (16.11)

FILE NUMBER: SPC 20 113665

Extracts:

R. Hutcheson, Manager of Heritage Planning

P. Wokral, Senior Heritage Planner

See attached staff memorandum and material.

Recommendation:

1. That Heritage Markham has no objection to the proposed garage at 19 Peter Street from a heritage perspective subject to confirmation that the mature maple tree will not be negatively impacted by the location and construction of the proposed garage; and,
2. That final review of the site plan application be delegated to Heritage Section staff.

6.4 COMMITTEE OF ADJUSTMENT VARIANCE APPLICATION

46

31 WALES AVENUE, MARKHAM VILLAGE HERITAGE CONSERVATION DISTRICT

ACCESSORY BUILDING WITH ACCESSORY DWELLING UNIT (16.11)

FILE NUMBER: A/064/20

Extracts:

R. Hutcheson, Manager of Heritage Planning

G. Duncan, Senior Heritage Planner

J. Leung, Secretary, Committee of Adjustment

See attached staff memorandum and material.

Recommendation:

That Heritage Markham has no objection to the requested variances (Application No. A/064/20) relating to the future construction and use of a new accessory building at 31 Wales Avenue.

6.5 DEMOLITION PERMIT APPLICATION

51

10536 MCCOWAN ROAD, CASHEL COMMUNITY UPDATE: SUMMERFELDT-STICKLEY HOUSE (16.11)

FILE NUMBER: 20 110958 DP

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached staff memorandum and material.

Recommendation:

That Heritage Markham form a sub-committee (or two separate sub-committees) as a discussion group to develop recommended strategies for dealing with vacant heritage buildings and for addressing the current designation strategy.

7. PART FIVE - STUDIES/PROJECTS AFFECTING HERITAGE RESOURCES - UPDATES

The following projects impact in some manner the heritage planning function of the City of Markham. The purpose of this summary is to keep the Heritage Markham Committee apprised of the projects' status. Staff will only provide a written update when information is available, but members may request an update on any matter.

- a) Doors Open Markham 2020
- b) Heritage Week, February 2020
- c) Unionville Heritage Conservation District Plan Amendments/ Update
- d) Unionville Heritage Centre Secondary Plan
- e) Unionville Core Area Streetscape Master Plan (2020)
- f) Update to Markham Village Heritage Conservation District Plan (2019)
- g) New Secondary Plan for Markham Village (2019)
- h) Comprehensive Zoning By-law Project (2019) – Review of Development Standards – Heritage Districts

7.1 UPDATE

59

MAIN STREET UNIONVILLE COMMERCIAL CORE STREETSCAPE MASTER PLAN 2020

FINAL DRAFT STUDY REPORT – UPDATE (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

That Heritage Markham Committee receive as information the update on the status of the Main Street Unionville Commercial Core Streetscape Master Plan 2020 – Final Draft Study Report.

7.2 INFORMATION

61

ONTARIO HERITAGE CONFERENCE 2020 – UPDATE (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

1. That Heritage Markham Committee receive for information the update on the 2020 Ontario Heritage Conference; and,

2. That Heritage Markham Committee supports a Markham bid to host the conference in the future.

7.3 REQUEST FOR FEEDBACK

63

DRAFT HERITAGE MARKHAM TERMS OF REFERENCE AND BY-LAW (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

See attached memorandum.

Recommendation:

That Heritage Markham Committee supports the proposed Heritage Markham Terms of Reference and By-law (June 2020 draft);

Or

That Heritage Markham Committee supports the proposed Heritage Markham Terms of Reference and By-law (June 2020 draft) subject to the following:

8. PART SIX - NEW BUSINESS

9. ADJOURNMENT



Heritage Markham Committee Minutes

Meeting Number: 4
May 13, 2020, 7:00 PM
Electronic Meeting

Members	Councillor Keith Irish Councillor Karen Rea Councillor Reid McAlpine Graham Dewar David Nesbitt Paul Tiefenbach	Evelin Ellison Ken Davis Doug Denby Anthony Farr Jason McCauley
Regrets	Shan Goel	
Staff	Regan Hutcheson, Manager, Heritage Planning Peter Wokral, Senior Heritage Planner George Duncan, Senior Heritage Planner	Laura Gold, Council/Committee Coordinator Scott Chapman, Election and Committee Coordinator

1. CALL TO ORDER

Graham Dewar, Chair, convened the meeting at 7:10 PM by asking for any disclosures of interest with respect to items on the agenda.

2. DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. PART ONE - ADMINISTRATION

3.1 APPROVAL OF AGENDA (16.11)

A. Addendum Agenda

B. New Business from Committee Members

There was no new business.

Moved by Paul Tiefenbach

Seconded by David Nesbitt

Recommendation:

That the May 13, 2020 Heritage Markham Committee agenda be approved.

Carried

3.2 MINUTES OF THE MARCH 11, 2020 HERITAGE MARKHAM COMMITTEE MEETING (16.11)

The following correction was made to the March 11, 2020, Heritage Markham Committee Minutes:

Under item 6.2, paragraph four, in the first sentence - the word "shingles" was changed to "roofs" and the words "as metal shingles" was deleted.

Moved by Paul Tiefenbach

Seconded by Anthony Farr

Recommendation:

That the minutes of the Heritage Markham Committee meeting held on March 11, 2020 be received and adopted, as amended.

Carried

4. PART TWO - DEPUTATIONS

4.1 DEMOLITION PERMIT APPLICATION

**10536 MCCOWAN ROAD, CASHEL COMMUNITY
REQUEST FOR DEMOLITION – SUMMERFELDT-STICKLEY HOUSE
(16.11)**

FILE NUMBER: 20 110958 DP

Extracts: R. Hutcheson, Manager of Heritage Planning

George Duncan addressed the Committee and summarized the details of the staff memorandum and other supporting documents. Staff found that the Summerfelt-Stickley House cultural heritage value represents the important theme of agriculture in Markham Township, and the historic development of the community by Berczy and Pennsylvania-German settlers. The house has been classified as a Group 2 heritage building, but is in an advanced state of deterioration, as indicated in the submitted documents. Consequently, staff support the demolition of the property on the condition that a commemorative "Markham Remembered" plaque be installed and the opportunity to salvage materials is advertised.

Mr. Clay Leibel felt staff provided an accurate summary of the property and the demolition permit application. He indicated the house was in a poor condition when the property was purchased in 2016, and has deteriorated more since this time. Measures have been taken to prevent trespassers from entering the house, but they continue to trespass, and the house is no longer safe to enter.

The Committee discussed how it can prevent demolition by neglect. It acknowledged that the property owner has only owned the property since 2016, and that house was being neglected long before the current owner purchased the property. The importance of enforcing the City's "Markham Beautiful By-Law" to prevent houses from reaching this state of deterioration was emphasized.

It was suggested that rather than just installing a "Markham Remembered" plaque, the new development should reflect a heritage character. Mr. Leibel advised that there is no plans to develop the property in the near future, therefore, there is no vision for the re-development of the property at this time.

Moved by Councillor Keith Irish

Seconded by Councillor Karen Rea

Recommendation:

1. That in view of the advanced deteriorated condition of the Summerfeldt-Stickley House at 10536 McCowan Road, Heritage Markham recommends that Council not oppose the demolition permit application; and,
2. That as a condition of the demolition permit, Council require the owner to undertake the following:
 - to install a commemorative plaque in the Markham Remembered series at their expense, near the front of the property, to the satisfaction of the Manager of Heritage Planning; and,
 - to advertise in a local newspaper the availability of the building for the salvage of heritage materials.

Carried

4.2 REQUEST FOR FEEDBACK

12 WILSON STREET, MARKHAM VILLAGE HERITAGE CONSERVATION DISTRICT STATUS OF BUILDING FROM A CULTURAL HERITAGE PERSPECTIVE (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

Regan Hutcheson addressed the Committee and provided a summary of the staff memorandum and supporting documentation. In 1989, the City classified 12 Wilson Street as a ‘Type A’ heritage property, which possess historical/architectural value of major importance to the area. In the redevelopment of the property in the 1990s, the house was renovated, and much of the original materials were removed (windows, doors, exterior cladding, and decorative features), compromising the authenticity of the heritage resource. However, staff noted that to the average person the house still resembles a historic house, and it complements the neighbouring properties. Due to this unique situation, four potential options for the house were provided to the Committee.

Nikolas Papapetrou from Smart Centres provided a general introduction to their proposal to redevelop Markham Village Lanes for retirement living and indicated that they propose to incorporate all the heritage buildings on site on Main Street, but needed further direction on 12 Wilson Street.

Philip Evans, ERA Consultants, advised that they are seeking the Heritage Markham Committee’s feedback in regards to the value and need to retain 12 Wilson Street, given the building’s degree of alterations and loss of heritage fabric, prior to proceeding with plans for the re-development. A presentation was provided to the Committee by the consultants detailing the history of development and recent exploration of the structure’s features and building fabric. It was noted that the building is on a new concrete block foundation, and most of the building’s original materials have been replaced, often with inferior products.

In response to the Committee’s inquiries, Mr. Evans advised that the house is currently not occupied, but being well maintained, and that the plans for 12 Wilson Street have yet to be determined.

Committee Members provided the following feedback on the house:

- The alterations to the house tell the story of what has happened to it overtime.

- The heritage portion of the house should be preserved, and something special should be done with the house. The 1990 additions do not possess any value
 - Restore/replicate the house and ensure it retains prominence.

After some discussion, the majority of the Committee supported Option 1: that the portion of the building fronting onto Wilson Street that possesses cultural heritage value should be retained and restored as part of any future development of the overall property.

Moved by Anthony Farr
Seconded by Jason McCauley

Recommendation:

That the information provided by the owner of 12 Wilson Street regarding the building from a cultural heritage perspective be received as information; and,

That the owner receive the feedback from the Heritage Markham Committee on the cultural heritage value of 12 Wilson Avenue for their consideration.

Carried

5. PART THREE - CONSENT

5.1 PROPOSED DESIGNATION

33 DICKSON HILL ROAD

UPDATE ON THE INTENTION TO DESIGNATE A PROPERTY UNDER PART IV OF THE ONTARIO HERITAGE ACT, JOSEPH & LEAH PIPHER FARMHOUSE AND SMOKEHOUSE (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning

Moved by David Nesbitt
Seconded by Paul Tiefenbach

Recommendation:

That Heritage Markham Committee receive as information the update on the proposed designation of 33 Dickson Hill Road.

Carried

5.2 2020 DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

15 COLBORNE STREET

17 EUCLID STREET

8 DAVID GOHN CIRCLE

10 DAVID GOHN CIRCLE

16 GEORGE STREET

309 MAIN STREET NORTH

2020 DESIGNATED HERITAGE PROPERTY GRANT APPLICATIONS REVIEW (16.11)

Extracts:

R. Hutcheson, Manager of Heritage Planning

P. Wokral, Senior Heritage Planner

Regan Hutcheson and Peter Wokral provided a brief background of the Designated Heritage Grant Program, including the funding of the program.

Moved by Councillor Keith Irish

Seconded by Doug Denby

Recommendation:

1. That Heritage Markham supports the funding of the following five grant applications in the amounts noted at a total cost of \$24,940.53 subject to conditions noted on the individual summary sheets:

- 15 Colborne Street, Thornhill (up to \$2,774.15);
- 17 Euclid Street, Unionville (\$1,694.48);
- 8 David Gohn Circle (\$7,500.00);
- 10 David Gohn Circle (\$5,000.00)
- 16 George Street, Markham Village (\$5,000.00);
- 309 Main Street North, Markham Village (\$2,971.90); and,

2. That \$5,059.47 of the unallocated funds in the 2020 Designated Heritage Property Grant Program be returned to the funding source.

Carried

5.3 2020 COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM

10137 WOODBINE AVENUE

REVIEW OF 2020 COMMERCIAL FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATIONS (16.11)

Extracts:

R. Hutcheson, Manager of Heritage Planning

P. Wokral, Senior Heritage Planner

Moved by David Nesbitt

Seconded by Paul Tiefenbach

Recommendation:

That Heritage Markham supports a matching grant of up to \$10,000.00 for the scraping, priming and painting of the historic wooden tongue and groove exterior cladding, window sill metal treatment, and for the replication of the two wooden recessed panel entrance doors of the Victoria Square Schoolhouse at 10137 Woodbine Avenue.

Carried

6. PART FOUR - REGULAR

6.1 DEMOLITION PERMIT APPLICATION

31 WALES AVENUE, MARKHAM VILLAGE HERITAGE CONSERVATION DISTRICT

DEMOLITION OF ACCESSORY BUILDING (16.11)

FILE NUMBER: 20 112282 DP

Extracts: R. Hutcheson, Manager of Heritage Planning

Regan Hutcheson and George Duncan addressed the Committee and summarized the details of the staff memorandum. The accessory building was built in 1910, and may have been used as a stable or for storage. The dwelling is a Type B heritage property in the Markham Village Heritage Conservation District and the accessory building is not specifically listed as heritage asset on the property. The Applicant would like to demolish the structure and replace it with a new larger, but similar structure. The Applicant is also willing to allow the salvage of materials from the structure for other heritage properties.

Some of the Committee Members were concerned that they were approving a demolition permit without being provided with the Site Plan for the replacement structure, and without concrete evidence that the structure is in poor condition. There was also concern that demolition permits were being issued too frequently for accessory buildings, like barns that add character to heritage communities. There was a further inquiry if the trees on the property would be preserved with the re-development of the structure.

Staff advised that the Committee will have an opportunity to review and approve the Site Plan Application for the replacement structure, as the property is located in a heritage district. Staff observed during their site visit, that the barn was leaning and that the beams were sagging. Traditionally, the City has permitted the demolition of accessory buildings, as they tend not to be substantial structures and often do not have the same degree of cultural heritage value as the main dwelling. Staff recommended that a decision on the demolition permit application be made at this meeting so that the application can be brought to Council within the legislated time frame.

Shane Gregory, Applicant advised that the Site Plan Application for the replacement structure will be brought before the Committee soon, and that the current structure has significant structural issues. The new structure will resemble the existing structure, but will be larger in size. One tree will be affected by the replacement of the structure.

Moved by Doug Denby

Seconded by David Nesbitt

Recommendation:

1. That Heritage Markham has no objection to the demolition of the accessory building in the rear yard of 31 Wales Avenue to allow for the future construction of a new accessory building; and,
2. That as a condition of demolition approval the owners be required to advertise in the local newspaper the building/materials for salvage if they do not intend to use the materials themselves; and further,
3. That the applicant be required to protect mature trees in the vicinity of the old building during demolition.

Carried

6.2 RESEARCH & EVALUATION

4592 HIGHWAY 7 EAST, UNIONVILLE COMMUNITY BRICK BUNGALOW (16.11)

Extracts: R. Hutcheson, Manager of Heritage Planning
D. Pagratis, Senior Planner, Central District

George Duncan presented the staff research and evaluation of 4592 Highway 7 East, Unionville. The bungalow was built in 1922, is typical of the time period and a good example of the Arts and Crafts style. The bungalow has not been modified much over the years, but the surroundings have changed. The house was evaluated using the City's approved Heritage Evaluation System and categorized as a Group 2 building, which means it warrants preservation and potential designation under the Ontario Heritage Act.

Doug Denby was thanked for assisting with researching the property's history.

Regan Hutcheson advised that bungalow is not currently listed on the Markham Register of Property of Cultural Heritage Value or Interest. However, the new Official Plan provides the opportunity to add properties to the Registry that warrant heritage consideration at any time. Mr. Hutcheson noted that given there is a proposal to develop the property, the Committee needs to determine if the building has cultural heritage value and if it should be protected.

There is currently a proposal to build an automobile dealership on the property, and the former dwelling is proposed to be removed. However, the bungalow is not impacted by the new building or driveway associated with the development proposal. The bungalow is partly also located on lands requested by York Region for expansion of the Highway 7 right-of-way. However, preliminary feedback from York Region is that if the building is of cultural heritage value and is to be retained, they would not take the portion of the property where the building sits.

After some consideration, the Committee agreed that the bungalow has cultural heritage value that is important to the municipality, but suggested that a discussion should be held with the property owner regarding incorporating the bungalow into the develop proposal prior to making any decisions.

Moved by Councillor Reid McAlpine
Seconded by Doug Denby

Recommendation:

That Heritage Markham receive the research and evaluation on the brick bungalow at 4592 Highway 7; and,

That Heritage Markham acknowledges that the subject building is not listed on the Markham Register of Property of Cultural Heritage Value or Interest, but that after a review of the research and evaluation of the property, believes the building does possess cultural heritage value to the municipality; and

That further discussion be held with the Applicant in regards to the incorporation of the brick bungalow at 4592 into the new development.

Carried

6.3 SITE PLAN CONTROL APPLICATION

28 CHURCH STREET

PROPOSED ADDITION TO AN EXISTING HERITAGE DWELLING

(16.11)

FILE NUMBER: SPC 20 106477

Extracts:

R. Hutcheson, Manager of Heritage Planning

P. Wokral, Senior Heritage Planner

The Committee was satisfied that Applicant made the changes to the site plan and elevation drawings requested by the Heritage Markham Committee at its November 6, 2019, meeting.

In response to Committee inquiries, staff advised that the trees on the property are being protected, and that the neighbour has not objected to the project at this time.

Moved by Paul Tiefenbach

Seconded by David Nesbitt

Recommendation:

1. That Heritage Markham has no objection to the design of the proposed addition to the existing heritage dwelling at 28 Church Street dated stamped January 13, 2020 from a heritage perspective and delegates final review of the Site Plan application to the City (Heritage Section Staff);
2. That the applicant enter into a Site Plan Agreement with the City containing the standard conditions regarding materials, colour windows etc.

Carried

7. PART FIVE - STUDIES/PROJECTS AFFECTING HERITAGE RESOURCES - UPDATES

The following projects impact in some manner the heritage planning function of the City of Markham. The purpose of this summary is to keep the Heritage Markham Committee apprised of the projects' status. Staff will only provide a written update when information is available, but members may request an update on any matter.

- a) Doors Open Markham 2020
- b) Heritage Week, February 2020
- c) Unionville Heritage Conservation District Plan Amendments/ Update
- d) Unionville Heritage Centre Secondary Plan
- e) Unionville Core Area Streetscape Master Plan (2020)
- f) Update to Markham Village Heritage Conservation District Plan (2019)
- g) New Secondary Plan for Markham Village
- h) Comprehensive Zoning By-law Project (2019) – Review of Development Standards – Heritage Districts

Members did not request an update on any projects.

8. PART SIX - NEW BUSINESS

The Chair noted that it was likely that the Committee's June meeting would also be held in a similar manner. Staff indicated that the City will review the heritage applications to determine if a June meeting will be necessary.

Ken Davis was congratulated on a letter he wrote that was published in the Globe and Mail.

9. ADJOURNMENT

The Heritage Markham Committee adjourned at 9:36 PM.



MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: Delegated Approvals
Heritage Permits Approved by Heritage Section Staff

The following Heritage Permits were approved by Heritage Section staff under the delegated approval process:

Address	Permit Number	Work to be Undertaken
22 Colborne Street Thornhill HCD	HE 20 111876	Re-paint exterior in existing colour scheme.
141 Main Street Unionville HCD	HE 20 111502	Replace existing shingles with black asphalt shingles.
12 Wismer Place Markham Heritage Estates	HE 20 110835	Re-paint window shutters in existing colour.

Suggested Recommendation for Heritage Markham

THAT Heritage Markham receive the information on heritage permits approved by Heritage Section staff under the delegated approval process.

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MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: Delegated Approvals
Building Permits Approved by Heritage Section Staff

The following Building Permits were approved by Heritage Section staff under the delegated approval process:

Address	Permit Number	Work to be Undertaken
7681 Yonge Street Thornhill HCD	20 109123 AL	Interior renovations to a commercial building.
11 Princess Street Markham Village HCD	19 138593 HP	Revision to permit for basement finishing and skylight, new dwelling under construction.
40 Albert Street Markham Village HCD	20 111437 HP	Addition to a heritage dwelling to create a semi-detached pair, pursuant to an approved Site Plan Control application.
26 Markham Street Markham Village HCD	20 111853 HP	Interior alterations to create a code-compliant staircase.

Suggested Recommendation for Heritage Markham

THAT Heritage Markham receive the information on Building Permits approved by Heritage Section staff under the delegated approval process.

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MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: Doors Open Markham 2020 Event Status

Background:

- Doors Open Markham has been an annual event since 2003.
- Markham's event is part of the province-wide Doors Open Ontario hosted by the Ontario Heritage Trust.
- The Doors Open Markham event is planned and held by the Doors Open Markham Organizing Committee, which includes two members of City Council and a number of citizen members appointed by Council. The committee is assisted by staff from Planning & Urban Design and staff from Corporate Communications. Heritage Markham is included in the Organizing Committee but at this time, no citizen members of the committee have volunteered, so Heritage Markham is represented on the committee by Councillor Reid McAlpine.
- This year's Doors Open Markham event is scheduled for Saturday, September 12.

Current Event Status:

- The Doors Open Markham Organizing Committee has met three times so far in 2020 and has done some preliminary event planning, including the selection of selected repeat sites from previous years and some suggestions for new sites.
- When the COVID-19 situation became an issue, committee meetings were suspended. Staff has recently been advised by the Clerk's Department that this type of committee meetings may now resume, but are to be held remotely via ZOOM.
- The Ontario Heritage Trust has advised that the spring Doors Open events have been cancelled due to the COVID-19 situation. As for summer and fall events, they are still potentially possible, but at this time the decision to proceed or not rests with each municipality.

- The Ontario Heritage Trust has advised that 2020 registration fees can be applied to 2021 if the event does not go ahead.
- Aurora, Windsor, Burlington, and Brockton have decided to cancel their August – September events.

Next Steps:

- Markham's Corporate Communications staff has suggested that planning continue for Markham's September 12 event, taking a "wait and see" approach.

Suggested Heritage Markham Recommendation:

THAT Heritage Markham receive this item as information.

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MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: DEMOLITION PERMIT APPLICATION 20 112282 DP
Update: Demolition of Accessory Building
31 Wales Avenue Street
Markham Village Heritage Conservation District

Property/Building Description:

- One and a half storey frame accessory building associated with a dwelling constructed c.1910. Vertical wood siding, gable roof. The building may have been designed to serve as a stable and village-scaled storage barn.

Use:

- Storage and games room.

Heritage Status:

- The dwelling is a Type B heritage building in the Markham Village Heritage Conservation District. The accessory building is not listed as a heritage attribute on the property.

Background:

- The property owners plan to build a new accessory building to replace the current structure.
- A demolition permit was applied for and reviewed by Heritage Markham on May 13, 2020.
- The owners have advised staff that the current structure has structural issues and they plan to remove the building and replace it. A Minor Variance application (A/064/20) has been submitted in support of a future Site Plan Control application and has been included in the Heritage Markham agenda for June 10, 2020 in a separate memorandum.

Staff Comment:

- Heritage Markham's recommendations regarding the demolition permit application were incorporated into the recommendations contained in the staff report prepared for the May 25, 2020 meeting of the Development Services Committee.
- On May 25, 2020 the Development Services Committee approved the following recommendation as part of the Consent agenda, with no discussion, and on May 26, 2020 Council confirmed the decision.

RECOMMENDATION (Approved by Development Services Committee and Council):

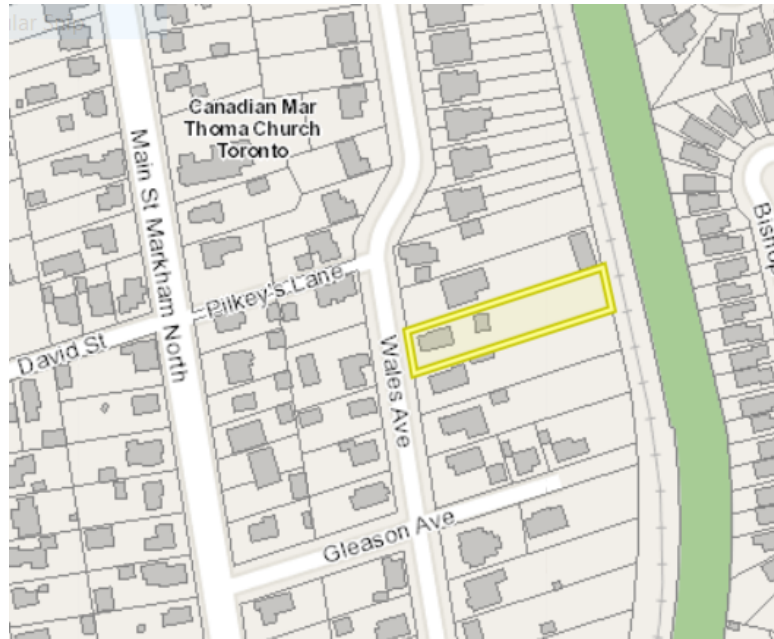
- 1) That the staff report entitled "Recommendation Report, Demolition Permit Application, Accessory Building, 31 Wales Avenue, Markham Village Heritage Conservation District, Ward 4, File No. 20 112282 DP", dated May 25, 2020 be received;
- 2) That Council endorse the demolition of the frame accessory building at 31 Wales Avenue, with the conditions that the applicant consult and comply with any requirements of the City's Urban Design staff to address the protection of mature trees during demolition, and that the owner advertise the heritage materials for salvage in a local newspaper, to the satisfaction of the Manager of Heritage Planning;
- 3) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

Suggested Heritage Markham Recommendation:

THAT Heritage Markham receive this item as information.

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Location Map



Street View of Accessory Building at 31 Wales Avenue

Close-up Views of the Accessory Building at 31 Wales Ave.



Side elevation



MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: HERITAGE PERMIT APPLICATION HE 20 115154
Restoration of Leaded Glass Transom Windows
156 Main Street
Unionville Heritage Conservation District

Property/Building Description:

- Two storey, frame commercial building, historically known as Brown's Store, c.1870.

Use:

- Retail store.

Heritage Status:

- A Class A heritage building within the Unionville Heritage Conservation District, designated under Part V of the Ontario Heritage Act. Also has a Heritage Easement.

Application:

- A Heritage Permit application has been submitted for the restoration of the leaded glass transom windows of the storefront at 156 Main Street, to correct an unauthorized alteration that occurred in 2019.
- At this time, the application is incomplete because the required drawings and specifications for the window restoration were not included with the application.

Background

- In early October, 2019, Heritage Section staff was advised by a community volunteer who conducted a Gilmore Girls tour of Unionville that the leaded glass transom windows of 156 Main Street had been removed. This storefront was featured in the pilot episode of the TV series.
- Staff immediately contacted the owner about the removal and replacement of the windows. The owner's sister, acting on the owner's behalf, advised that the windows

were damaged during a wind storm and were removed and replaced. It is very likely that the leaded glass windows have been disposed of.

- The owner was advised by staff to restore the original windows if they had them, or reproduce them exactly as they were with replicas. A Heritage Permit form was sent to them to be completed and submitted.
- By-law Enforcement was notified and issued an order on the property. Notwithstanding this action by City staff, By May of 2020, nothing had been done by the owner or agent to restore or replicate the windows, or even apply for the Heritage Permit.
- The owner was sent a letter on May 21, 2020 to advise them to submit a Heritage Permit to initiate the restoration process. The letter noted that failure to comply could result in charges under the Ontario Heritage Act. Pursuant to the letter, a Heritage Permit was submitted on May 24, 2020. The application was not accompanied by any drawing or specifications and is therefore incomplete.

Staff Comment

- Until drawings and specifications for the work are received from the applicant, the Heritage Permit cannot be processed. Staff has contacted the applicant to remind them to send in the required information.
- The delay in the applicant providing the information may be due to them needing to contact companies that can do this specialized work and deciding on one to use for the restoration project.
- The Legal Department has recommended that a deadline for the submission of the information be given to the applicant. Staff has asked them to reply by June 30, 2020, which should be enough time to obtain quotations for the work.

Suggested Recommendation for Heritage Markham

THAT Heritage Markham receive the memorandum on 156 Main Street, Unionville as information.



156 Main Street, Unionville showing leaded glass transom windows on storefront prior to alteration



and below, current Google Street View





MEMORANDUM

TO: Heritage Markham Committee

FROM: Peter Wokral, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: Site Plan Control Application
45 Peter Street, Markham Village Heritage Conservation District
SPC 20 113739

Property/Building Description: 1storey single detached dwelling constructed c. 1855

Use: Residential

Heritage Status: Designated under Part V of the Ontario Heritage Act and identified as a Type 'A' building (buildings which define the heritage character of the district).

Application/Proposal

- The owner of the property has submitted a site plan application to obtain the City's approval to construct a one storey 36.54m² (393.17 ft²) garage addition to the north, and a 31.44m² (338.29 ft²) one storey addition to the east of the existing one storey portion of the dwelling.

Background

- The proposed additions have been designed to not require any variances in the Zoning By-law and to protect the root zone of a mature specimen Oak tree that the owner would like to preserve;

Staff Comment

- It is the opinion of staff that the proposed additions clad in pre-finished, horizontal wooden cladding are complementary to the existing house and heritage district from a heritage perspective and therefore recommends that final review of the site plan application for 45 Peter St. be delegated Heritage Section Staff;
- There is some uncertainty as to whether the additions are located far enough away from the tree to protect its critical root zone;

- If the locations of the proposed additions are unacceptable from an Urban Design perspective in terms of being able to ensure preservation of the Oak tree, alternative concepts for an addition and garage may have to be explored, which will be brought back for the committee for review.

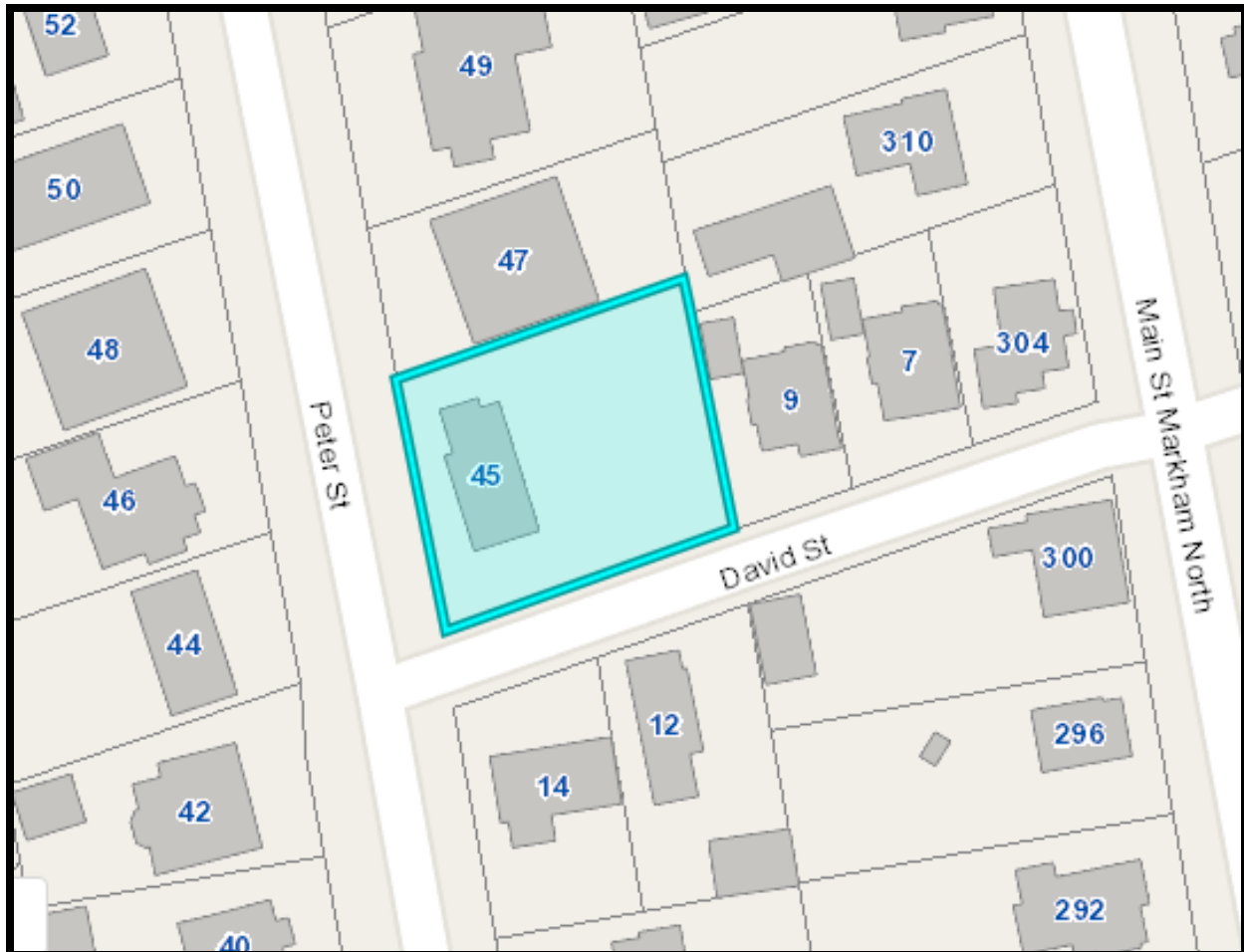
Suggested Recommendation for Heritage Markham

THAT Heritage Markham has no objection to the proposed additions to the existing dwelling at 45 Peter St. dated April 29, 2020 from a heritage perspective and delegates final review of the application to Heritage Section staff, provided that large oak tree on the north property line can be adequately protected and preserved.

File: 45 Peter Street

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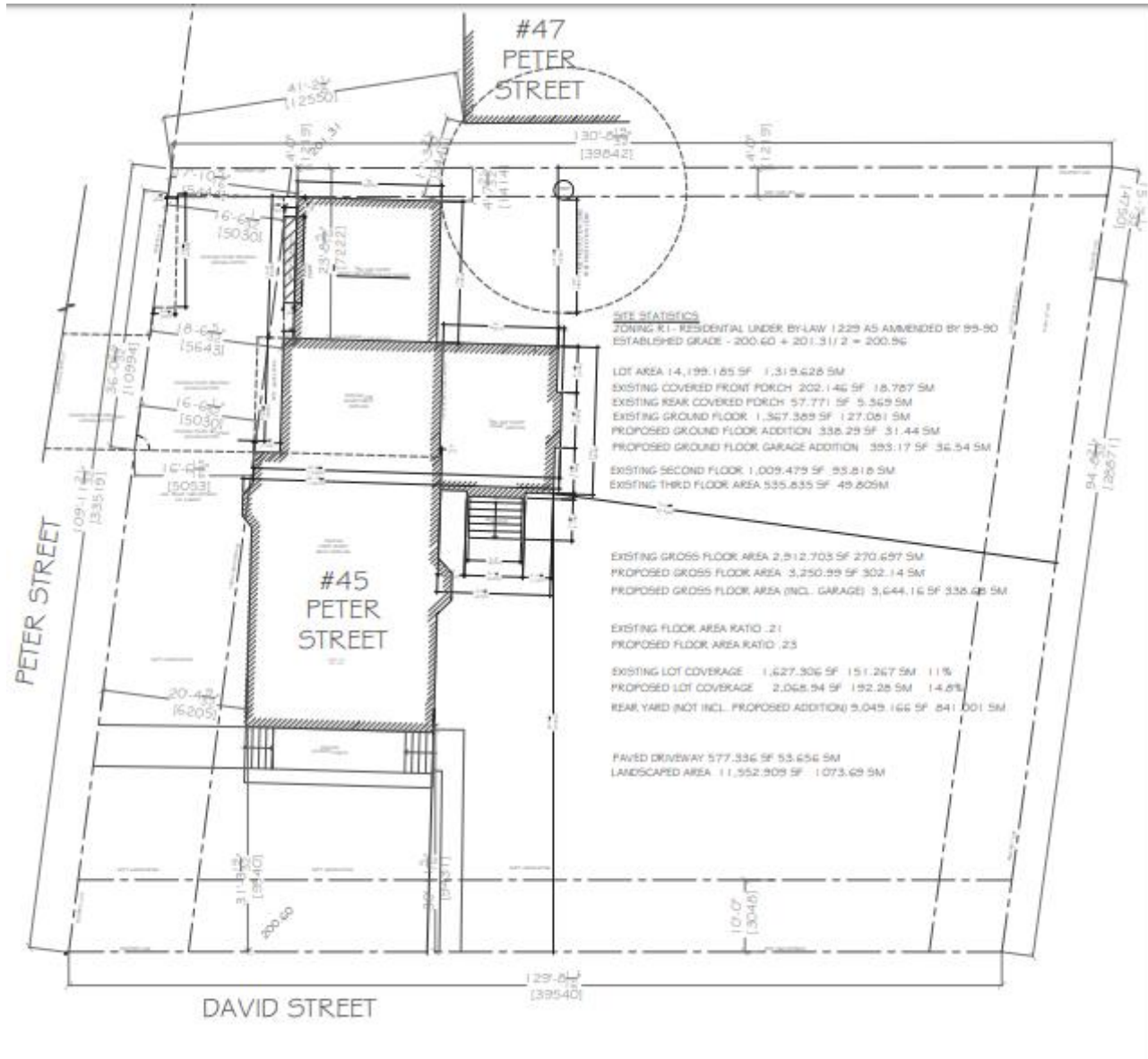
45 Peter Street, Markham Village Heritage Conservation District



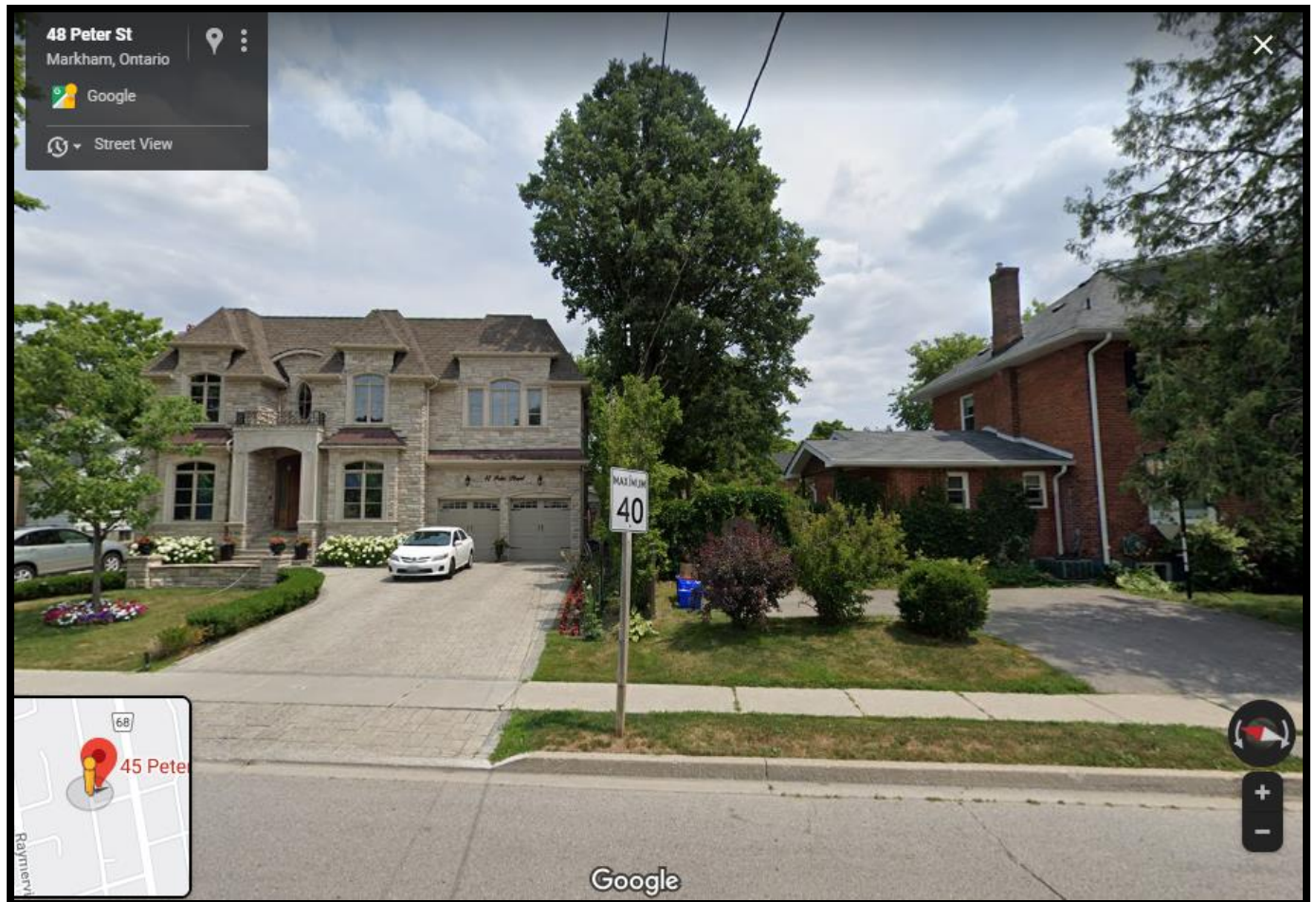
45 Peter St., Markham Village Heritage Conservation District
(Front faces David Street)



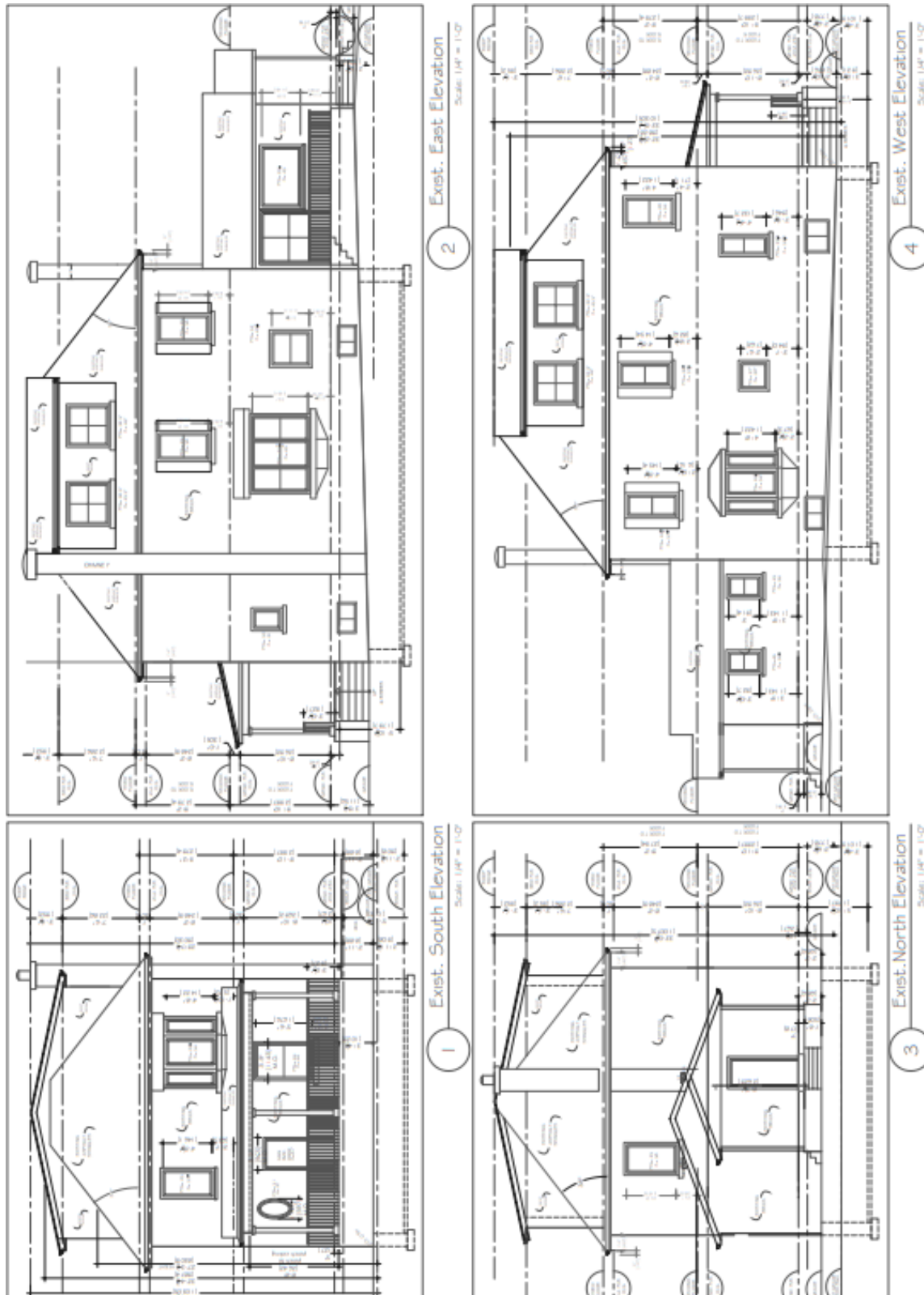
Proposed Site Plan

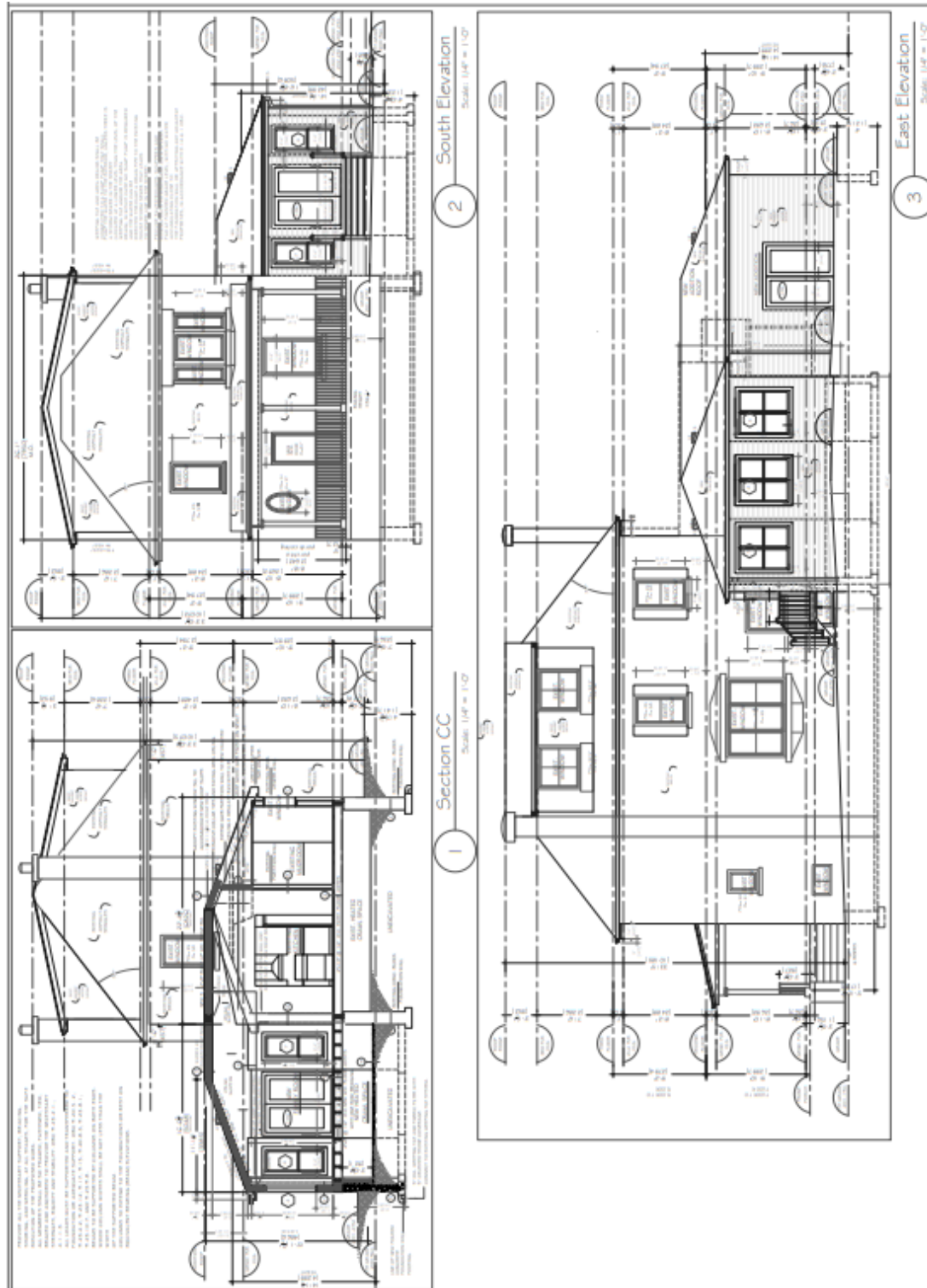


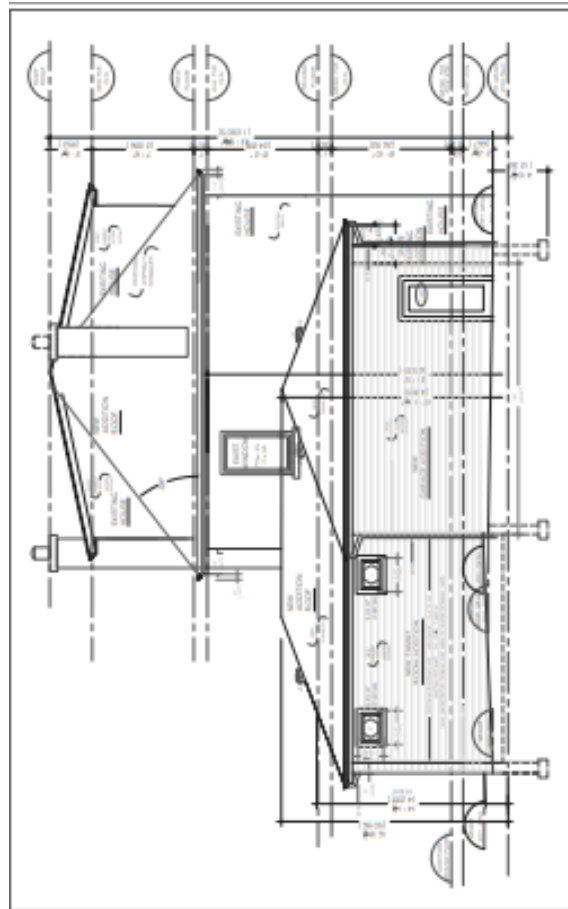
View looking east from Peter St. showing the large oak tree located on the northern property line



Existing Elevations

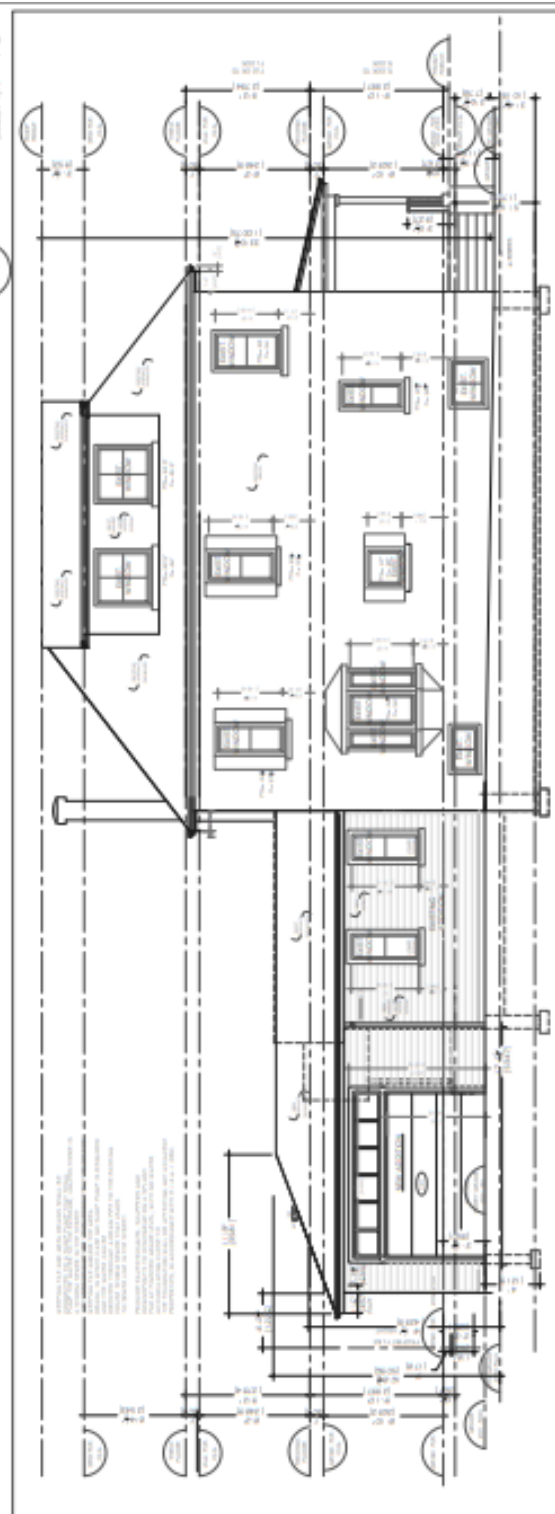






North Elevation

Scale: 1/4" = 1'-0"



West Elevation

Scale: 1/4" = 1'-0"



MEMORANDUM

TO: Heritage Markham Committee

FROM: Peter Wokral, Heritage Planner

DATE: June 10, 2020

SUBJECT: Site Plan Control Application
19 Peter Street, Markham Village Heritage Conservation District
SPC 20 113665

Property/Building Description: 1-1/2 storey single detached dwelling constructed c. 1890

Use: Residential

Heritage Status: Designated under Part V of the Ontario Heritage Act and identified as a Type 'A' building (buildings which help define the heritage character of the district).

Application/Proposal

- The owner of the property has submitted a site plan application to obtain the City's approval to construct a one storey 45.56m² (490.4 ft²) one storey detached, 2-car garage/accessory building fronting Springdale Avenue.

Background

- The location of the proposed garage is partially within the root zone of a mature healthy sugar maple tree located along the south property line, in order to provide two outdoor parking spaces in front of the garage.

Staff Comment

- It is the opinion of staff that the proposed garage accessory building is complementary to the existing house and heritage district from a heritage perspective. The building's scale and massing are appropriate and the siding material is a vertical tongue and groove with complementary garage doors. Therefore it is recommended that final review of the site plan application be delegated Heritage Section Staff;
- Staff has requested the applicant to provide the opinion of a professional arbourist on whether the mature maple tree can be protected from negative impacts of the proposed garage as well as strategies on how to protect the tree during construction. If the arbourist

concludes that that the proposed location of the garage will negatively impact this tree, Staff will recommend that the garage be move further north to an acceptable location.

Suggested Recommendation for Heritage Markham

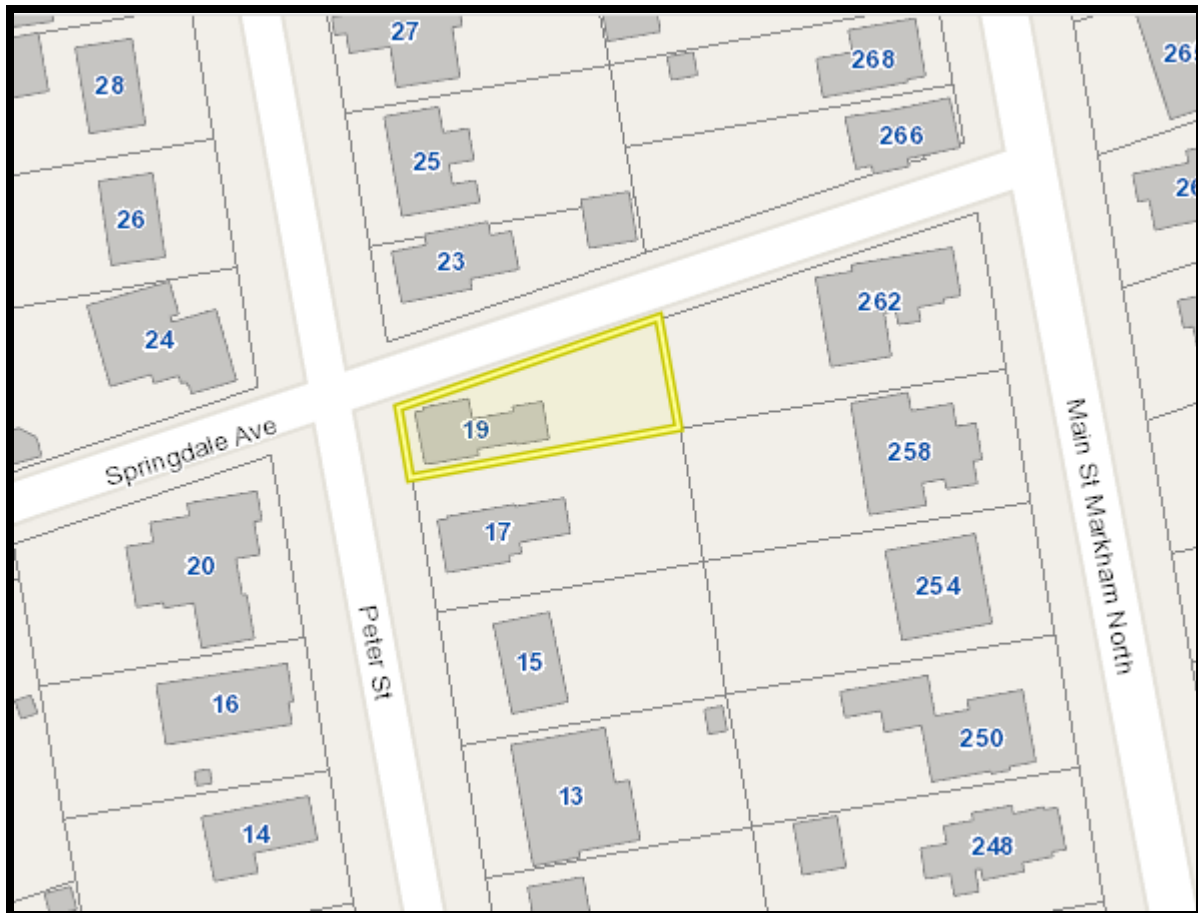
THAT Heritage Markham has no objection to the proposed garage at 19 Peter Street. from a heritage perspective subject to confirmation that the mature maple tree will not be negatively impacted by the location and construction of the proposed garage;

AND THAT final review of the site plan application be delegated to Heritage Section staff.

File: 19 Peter Street

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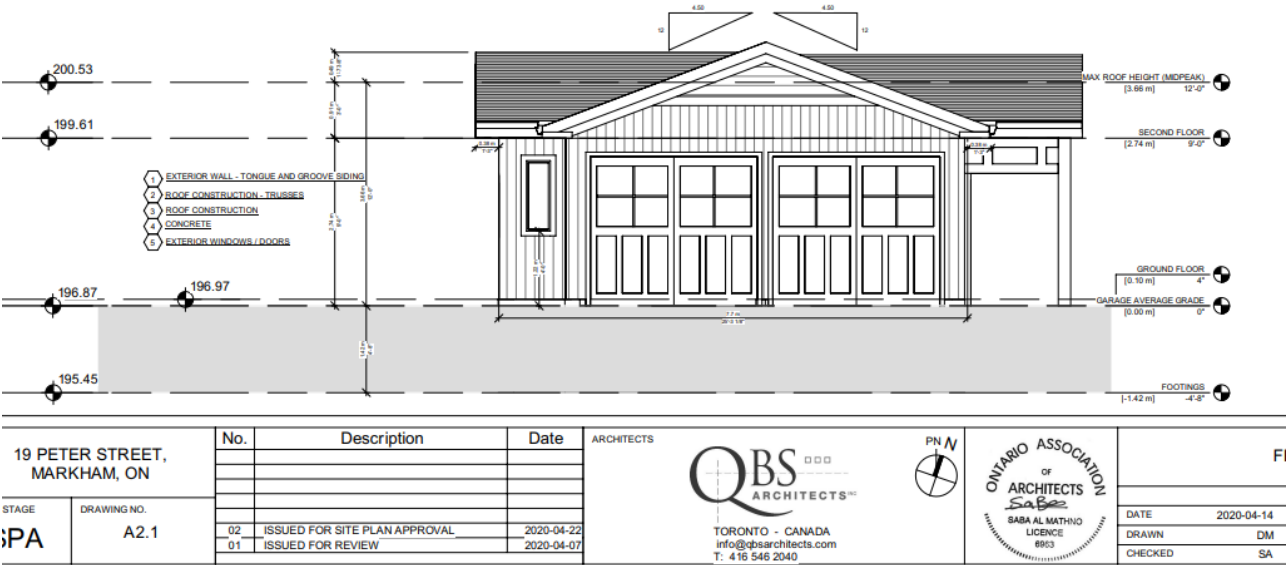
19 Peter Street, Markham Village Heritage Conservation District



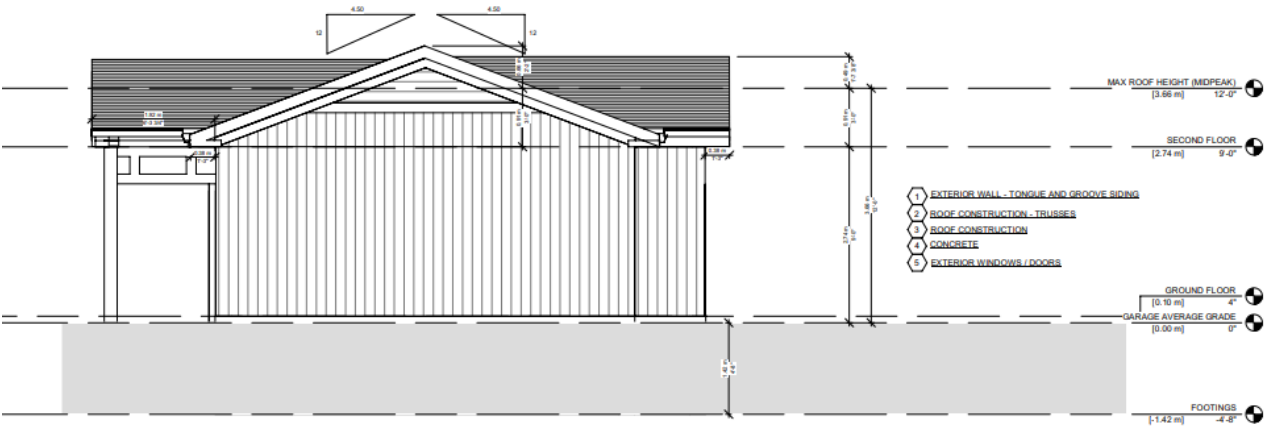
19 Peter St., Markham Village Heritage Conservation District
(north elevation along Springdale Ave)



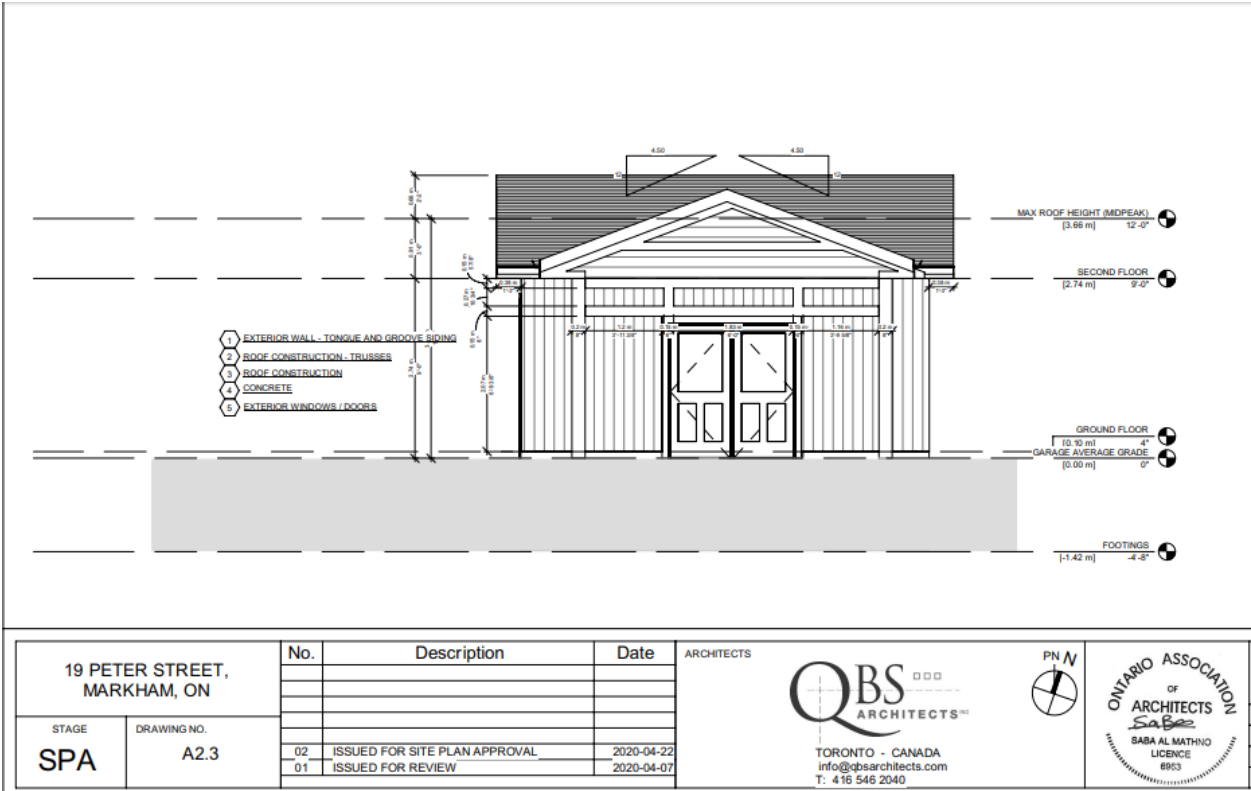
North Elevation



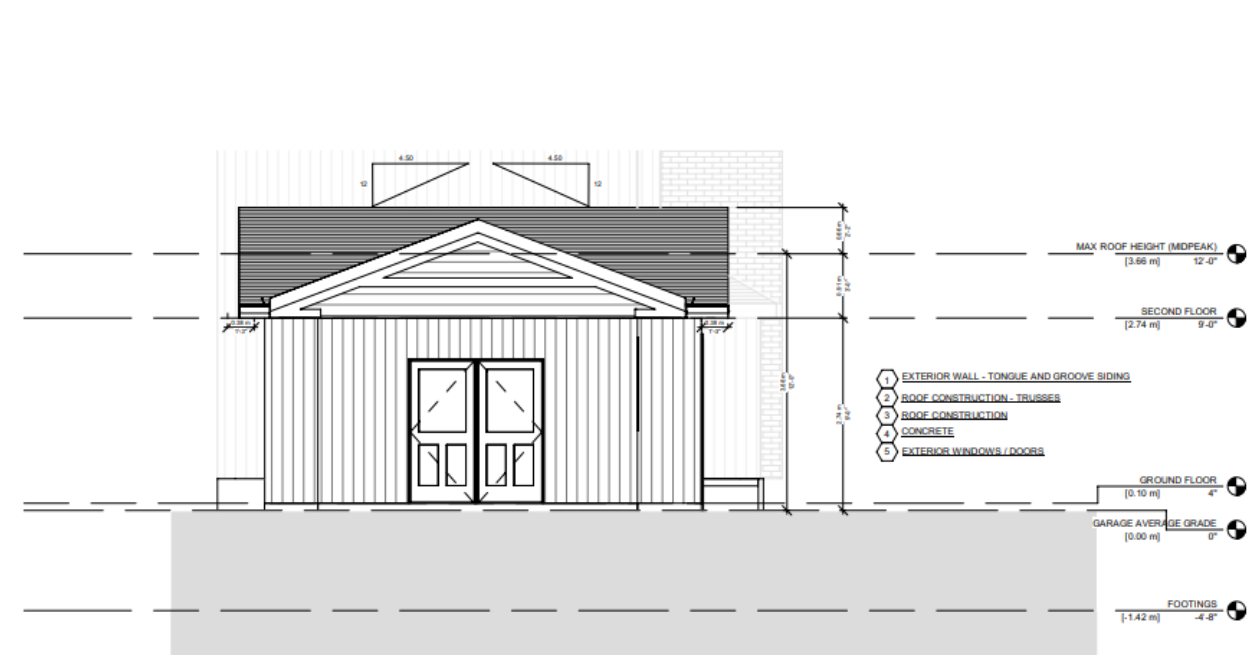
South Elevation



West Elevation



East Elevation





MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: Minor Variance Application A/064/20
Accessory Building with Accessory Dwelling Unit
31 Wales Avenue Street
Markham Village Heritage Conservation District

Property/Building Description:

- One and a half storey frame accessory building associated with a dwelling constructed c.1910. Vertical wood siding, gable roof. The building may have been designed to serve as a stable and village-scaled storage barn.

Use:

- Storage and games room.

Heritage Status:

- The dwelling is a Type B heritage building in the Markham Village Heritage Conservation District. The accessory building is not listed as a heritage attribute on the property.

Application/Proposal:

- The property owners plan to build a new accessory building similar in design to the existing old accessory building on the property, but with a dwelling unit on the upper level and with a toolshed addition on the south side and a covered seating area on the east side (see attached drawings).
- A Minor Variance application has been submitted in support of a future Site Plan Control application. The requested variances include:
 - a) Section 11.3: A maximum building height of 6.85m, whereas the By-law permits a maximum building height of 3.65m;
 - b) Section 6.1: To permit an accessory dwelling unit, whereas the By-law does not permit such unit;

- c) Section 3.2: To permit a dwelling unit in an accessory building, whereas the By-law does not permit such a unit.

Background:

- The applicants have applied for and obtained through Council a demolition permit for the existing old accessory building on the property.
- The Minor Variance Application is the next step in the process to construct a new accessory building in the same location on the property.
- A Site Plan Control application is expected to be made shortly, and will be circulated to Heritage Markham when received.

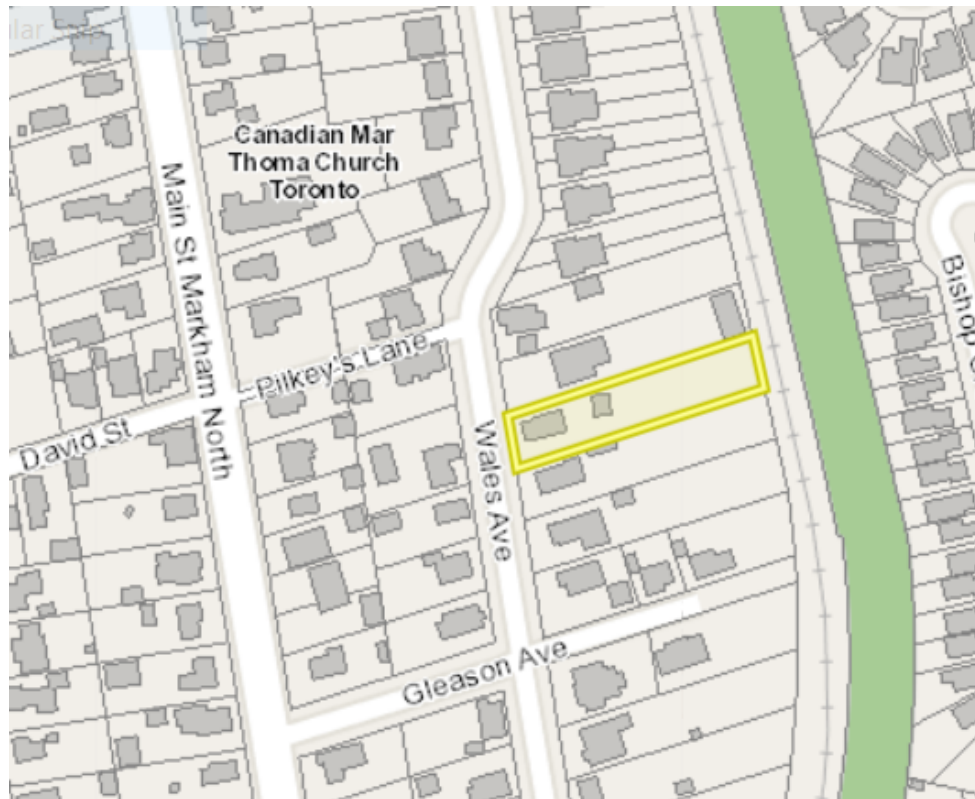
Staff Comment:

- The proposed accessory building will present a similar street view as the existing old accessory building. The toolshed will be partially visible from the street, and the covered seating area at the rear will have no street impact whatsoever.
- There are several examples in Markham where accessory dwelling units in detached accessory buildings have been approved through this type of Minor Variance process. This is a low-impact means of providing accessory dwelling units in existing, built-up areas. There is ample room for parking on this property to serve the occupant of the proposed new dwelling unit and the residents of the main dwelling.
- Heritage Section staff has no concerns with the requested variances or the proposed design of the new building from a heritage perspective, and recommend no objection to the Minor Variance application.
- Tree preservation and lot grading/servicing will be dealt with in the context of the future Site Plan Control application.

Suggested Heritage Markham Recommendation:

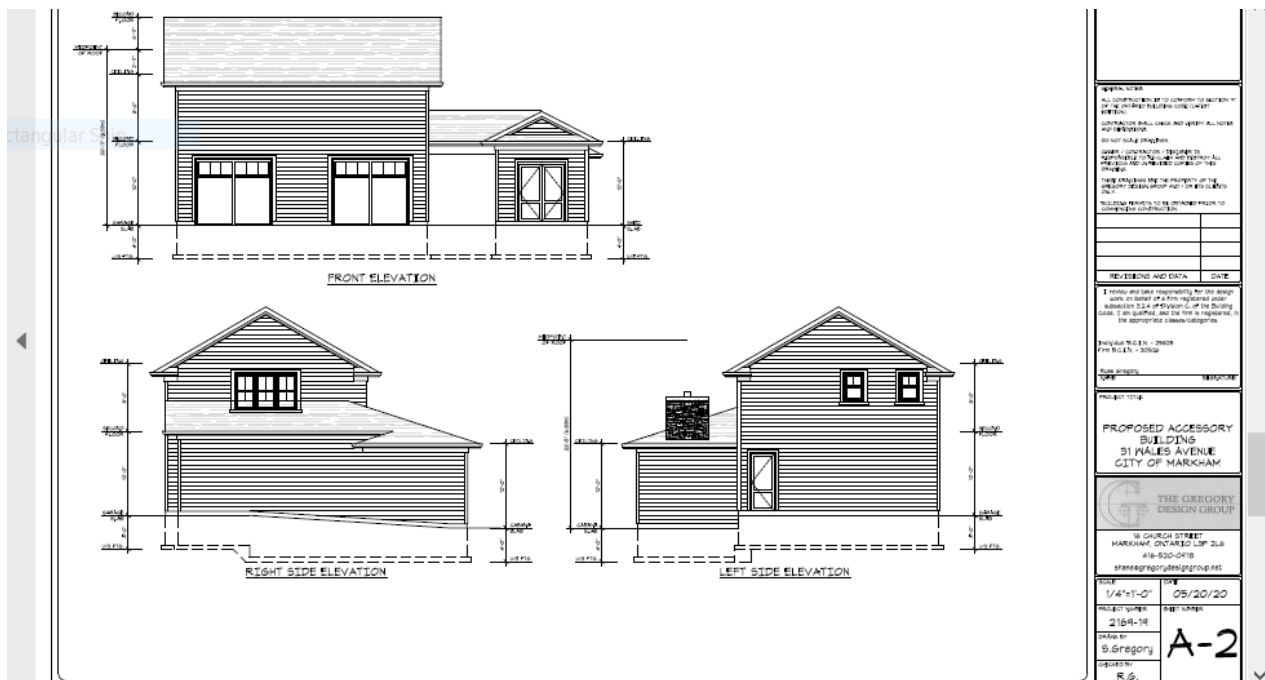
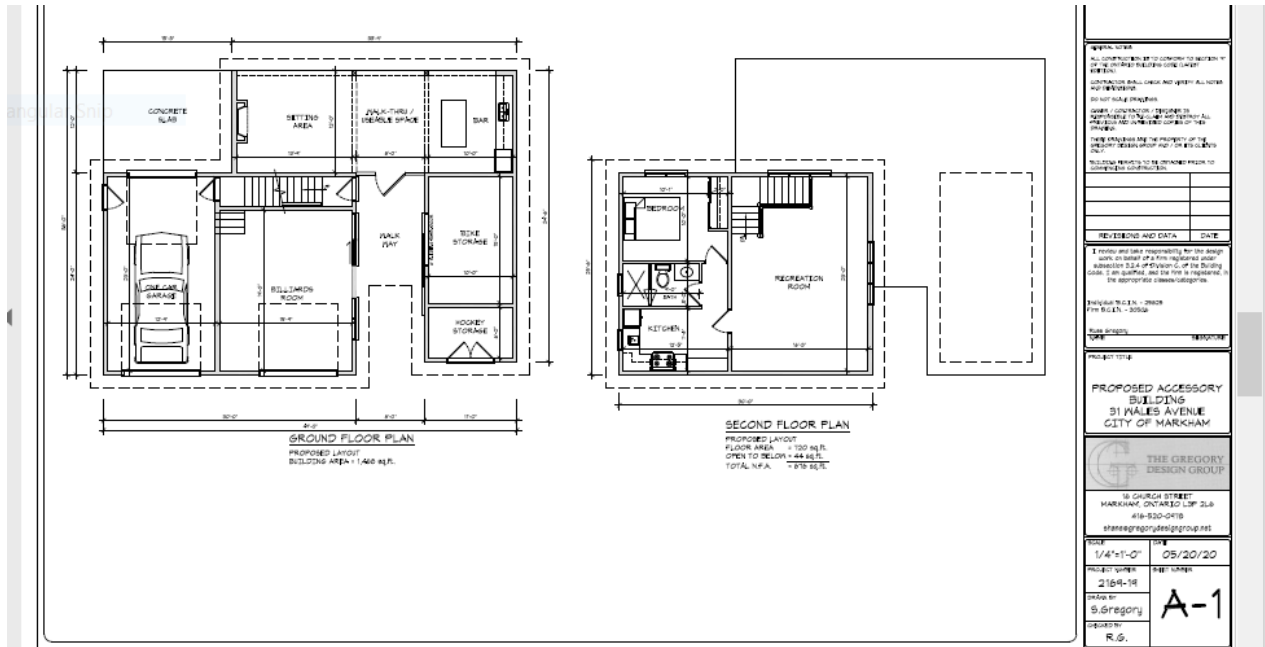
THAT Heritage Markham has no objection to the requested variances (Application No. A/064/20) relating to the future construction and use of a new accessory building at 31 Wales Avenue.

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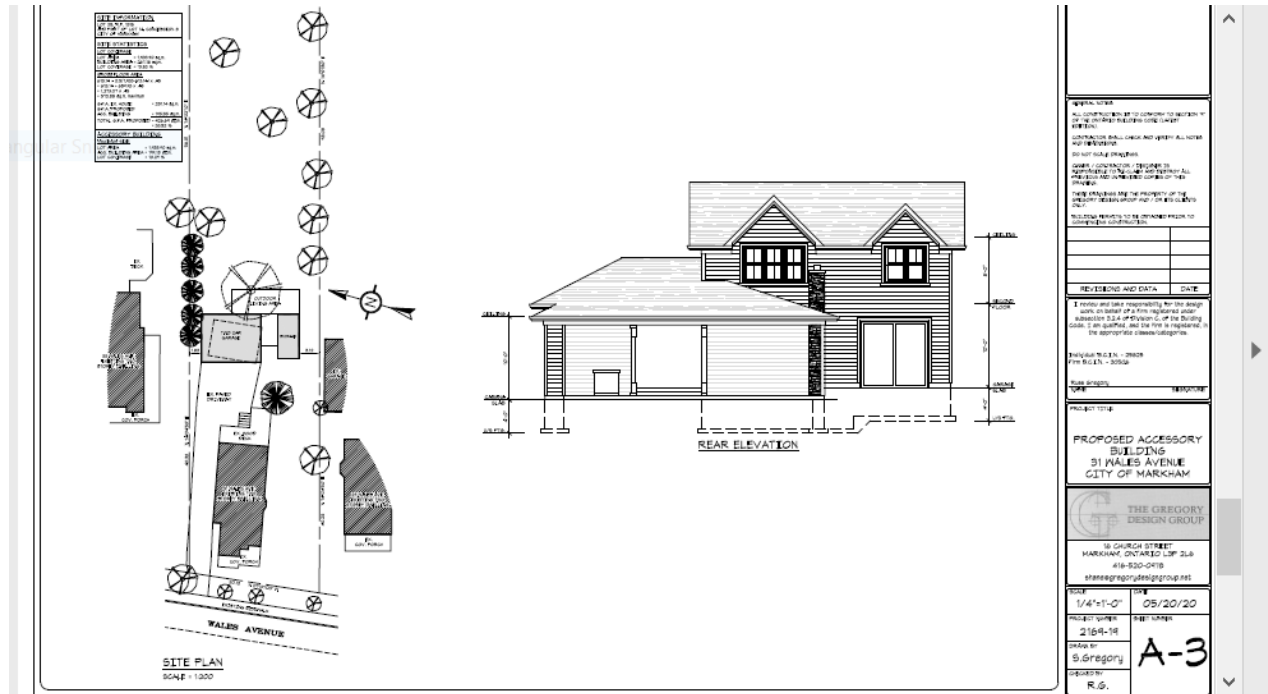


Location Map

Floor Plans and North, West and South Elevations



Site Plan and East Elevation





MEMORANDUM

TO: Heritage Markham Committee

FROM: George Duncan, Senior Heritage Planner

DATE: June 10, 2020

SUBJECT: DEMOLITION PERMIT APPLICATION 20 110958 DP
Update: Summerfeldt-Stickley House
10536 McCowan Road
Cashel Community

VACANT/THREATENED HERITAGE RESOURCES

Property/Building Description:

- Summerfeldt-Stickley House, a one and a half storey frame farmhouse. A vernacular dwelling designed with the influence of the Gothic Revival style, c.1860, possibly enlarged with an addition to the north in the last quarter of the 19th century.

Use:

- An abandoned rural dwelling.

Heritage Status:

- Listed on the Markham Register of Property of Cultural Heritage Value or Interest. Researched and evaluated as a Group 2 cultural heritage resource.

Background:

- The property owner intends to demolish the vacant building due to its advanced state of disrepair. According to the owner, the rural dwelling has been vacant for a number of years and has been subject to trespassing.
- This is one of a group of vacant heritage properties that has been visited by By-law Enforcement officers pursuant to the new provisions for the protection of vacant heritage buildings in the amended Property Standards By-Law and Keep Markham Beautiful By-Law.
- The owner engaged the services of MHBC Planning, Urban Design & Landscape Architecture Consultants to examine the building and make recommendations. The owner

has also engaged TACOMA Engineers Inc. to assess the structural condition of the building. Both of these consultant reports were in support of demolition.

- A Demolition Permit application was submitted to the City by the owner on March 27, 2020. It was reviewed by Heritage Markham on May 13, 2020, and the Development Services Committee of Council on May 25, and approved by Council on May 26, 2020.

Staff Comment:

- Heritage Markham's recommendations regarding the demolition permit application were incorporated into the recommendations contained in the staff report prepared for the May 25, 2020 meeting of the Development Services Committee.
- On May 25, 2020 the Development Services Committee approved the following recommendation, after some discussion about the City's issues with vacant heritage buildings. On May 26, 2020 Council confirmed the decision.

RECOMMENDATION (Approved by Development Services Committee and Council):

- 1) That the report titled "Recommendation Report, Demolition Permit Application for a Building Listed on the Markham Register of Property of Cultural Heritage Value or Interest, Summerfeldt-Stickley House, 10536 McCowan Road, Ward 6", File No. 20 110958 DP, dated May 25, 2020, be received;
- 2) That Council approve the demolition of the vacant listed heritage building known as the Summerfeldt-Stickley House on the basis of its advanced state of disrepair and the unlikely possibility of repairs being undertaken based on the applicant's structural review by a qualified engineering consultant;
- 3) That as conditions of demolition approval, the owner be required to provide at their sole cost a Markham Remembered commemorative plaque to interpret the history of the property, and place it in near the front of the property, and the owner be required to advertise in a local newspaper the availability of the building for potential salvage of materials that could be used elsewhere, both to the satisfaction of the Manager of Heritage Planning;
- 4) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

Further Comments about Vacant or Threatened Heritage Buildings:

- During the May 25, 2020 Development Services Committee meeting, when the demolition permit application for 10536 McCowan Road was under review, there was some discussion about the need to assess the extent of vacant heritage buildings within the City and bring back a report about strategies to address the problem. (see the attached Minutes from May 25th). This initiative was not included in the resolution that was adopted, but it was clear from the discussion that took place that Council has an expectation of pursuing this matter.

- Staff has determined that there are currently at least 66 vacant heritage buildings in Markham.
- 19 of these vacant heritage buildings are located within the Rouge National Urban Park. The others are primarily in future development areas or in rural areas being held long-term for future development.

Vacant/Threatened Buildings

- What has been done:
 - In Nov/Dec 2016, staff identified all the vacant/threatened heritage resources and created the top 10 most threatened heritage resources. R. Hutcheson presented a powerpoint summary of the purpose, findings and recommendations of a study undertaken a few years ago by consultants on this topic. The genesis of the study was Council's direction to staff to look into the potential of another Markham Heritage Estates subdivision, since the existing heritage subdivision is nearly complete.
 - The consultant team proposed a variety of approaches, some of them potentially applicable to the Markham situation, some of them not applicable given the local development model and land values.
 - G. Duncan provided an overview of vacant heritage buildings in heritage conservation districts, other historic communities, development sites, rural locations and within the Rouge National Urban Park. At the time, the total number is 65 – but there may be more and Committee members were asked to email staff with any that they know of that have not been included on the list.
 - Committee members thought that the topic of threatened heritage buildings requires more discussion and consideration
 - Heritage Markham Recommendation: Use the information contained in the Vacant Heritage Buildings: Priorities 2016 chart, and the Top 10 Threatened Vacant Heritage Buildings November 30, 2016 list to assist in the consideration of proposals to relocate heritage buildings to Markham Heritage Estates or to advise By-law Enforcement staff of priorities for issuing orders.
 - In **November and December 2018**, By-law Enforcement Staff inspected 62 identified heritage properties and put Orders on 10 properties. Compliance date was the end of Jan 2019. All properties were asked to board any holes in the structures to make them weather tight.
 - Two of the threatened buildings were approved for relocation to Markham Heritage Estates (Rev Jenkins House and the Alfred Read House)
 - City also has retained a consultant to provide a strategy on what can be done with the heritage buildings located in the Future Urban Area Employment Lands (study is ongoing).

Designation Strategy

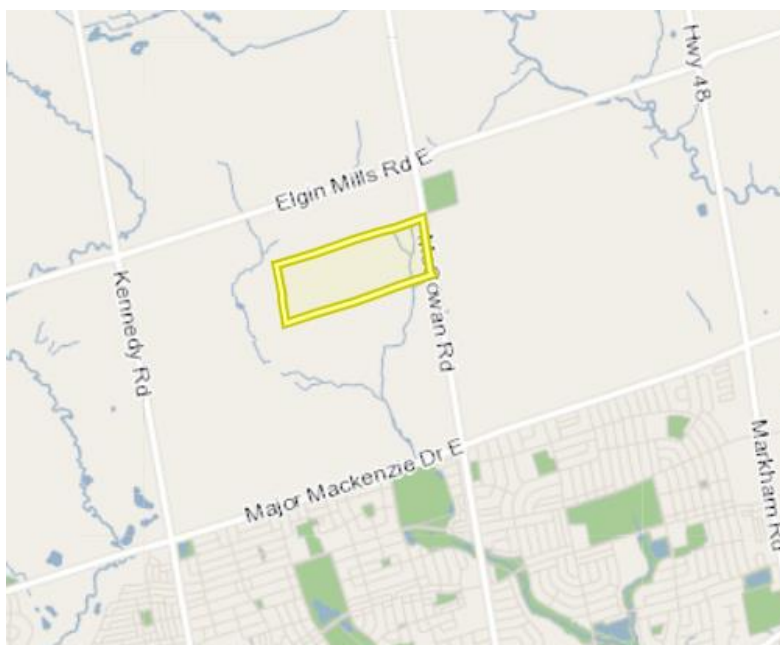
- There was also some discussion of the approach taken by staff and Heritage Markham to bring forward heritage buildings to be recommended for designation under the Ontario Heritage Act. The question was asked: why was 10536 McCowan Road not designated at the time when it was evaluated as a Group 2 heritage building?

- Our current designation strategy:
 - Designation of property can be either as a proactive or re-active practice or a combination of both. In Markham for the last decade, our designation program has been primarily re-active usually initiated when a cultural heritage resource is threatened, or a requirement necessary to receive financial assistance or as a condition of development approval.
- Although designation would not have prevented the demolition by neglect scenario played out in this instance, it does appear prudent for staff and Heritage Markham to report back to Council with an explanation of what are current strategy is and whether pro-actively pursuing the designation of important heritage buildings, vacant or occupied, that are outside of existing heritage conservation districts should be initiated.
- Staff recommends that a sub-committee (or two separate sub-committees) be formed as a discussion group to develop recommended strategies for dealing with vacant heritage buildings and for addressing the issue of designation (i.e. prioritizing properties for pro-active heritage designation that can be presented to Council).

Staff indicated that a report on these matters could be brought back in the fall.

Suggested Heritage Markham Recommendation:

THAT Heritage Markham form a sub-committee (or two separate sub-committees) as a discussion group to develop recommended strategies for dealing with vacant heritage buildings and for addressing the current designation strategy.



Location Map



Building Photograph 2000



Front and rear of building, 2020. TACOMA Engineering Photographs

Minutes from May 25th Development Services Committee

**7.5 RECOMMENDATION REPORT DEMOLITION PERMIT
APPLICATION FOR A BUILDING LISTED ON THE MARKHAM
REGISTER OF PROPERTY OF CULTURAL HERITAGE VALUE OR
INTEREST, SUMMERFELDT-STICKLEY HOUSE 10536 MCCOWAN
ROAD, WARD 6 FILE NO. 20110958 DP (16.11, 10.13)**

The Committee inquired as to strategies followed to-date to address vacant and neglected heritage buildings in Markham. Staff advised of the list of threatened heritage buildings identified and the actions undertaken by Heritage and By-law Enforcement staff to bring these into compliance with the City's property standards regulations. There was discussion regarding potential strategies for protecting existing heritage buildings from demolition moving forward.

It was requested that staff report back to Development Services Committee in the fall of 2020 with a status update on list of heritage buildings across the City of Markham identified to be in a threatened condition. It was also requested that additional information be provided on the process and considerations applied in determining whether a building of potential cultural heritage value or interest is recommended for heritage designation.

Moved by Councillor Keith Irish

Seconded by Councillor Khalid Usman

1. That the report titled "Recommendation Report, Demolition Permit Application for a Building Listed on the Markham Register of Property of Cultural Heritage Value or Interest, Summerfeldt-Stickley House, 10536 McCowan Road, Ward 6", File No. 20 110958 DP, dated May 25, 2020, be received;
2. That Council approve the demolition of the vacant listed heritage building known as the Summerfeldt-Stickley House on the basis of its advanced state of disrepair and the unlikely possibility of repairs being undertaken based on the applicant's structural review by a qualified engineering consultant;
3. That as conditions of demolition approval, the owner be required to provide at their sole cost a Markham Remembered commemorative plaque to interpret the history of the property, and place it in near the front of the property, and the owner be required to advertise in a local newspaper the availability of the building for potential salvage of materials that could be used elsewhere, both to the satisfaction of the Manager of Heritage Planning;

4. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

Carried



MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: June 10, 2020

SUBJECT: Main Street Unionville Commercial Core Streetscape Master Plan 2020
Final Draft Study Report - Update

Project: Main Street Unionville Commercial Core Streetscape Master Plan 2020

Background:

- The interim study document was reviewed by Heritage Markham Committee in March 2019.
- Consultation with the public and a number of community groups as well as City staff has been ongoing during 2019.
- A preferred concept and suggested streetscape components was presented to the Unionville Sub-Committee on January 23, 2020 which included the Historic Unionville Community Vision Committee members. The Sub-Committee recommended the endorsement of Modified Concept #2 and the Enhanced Treatment Option #6.
- The preferred concept, streetscape features and enhanced treatment options were presented to the Heritage Markham committee on February 12, 2020. Heritage Markham supported the Modified Concept #2 and Enhance Treatment Option #6 for the Main Street from a heritage perspective, and supported the improvements to the East Lane from a heritage perspective.

Status/ Staff Comment

- The final study document and staff report was to be presented to Development Services Committee in the spring of 2020. Given the COVID 19 situation, it was determined that strategically it would be more appropriate to bring the project forward in the fall of 2020. Also, the next stage of the work is detailed design to be coordinated by the Engineering Department which has indicated that the work cannot begin until 2021 due to other priorities.

Suggested Recommendation for Heritage Markham

That Heritage Markham Committee receive as information the update on the status of the Main Street Unionville Commercial Core Streetscape Master Plan 2020 – Final Draft Study Report.

File:

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MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: June 10, 2020

SUBJECT: Ontario Heritage Conference 2020 Update

Project: Ontario Heritage Conference
Theme: 20/20 Vision – Clarity for a New Decade

Background:

- The City was awarded the hosting duties of the **2020 Ontario Heritage Conference** in 2018 and has been planning the event with the **Local Organizing Committee (LOC)** ever since. The conference organizations are: Community Heritage Ontario (CHO), Architectural Conservancy of Ontario (ACO), and the Ontario Association of Heritage Professionals (OAHP).
- Originally, the event was scheduled for May 28 - 30, 2020, but that date was not feasible due to the Covid-19 crisis. The conference was then **postponed to October 22 -24, 2020**. All venues and conference hotel were re-booked and all speakers were notified and re-confirmed.
- Recently, there has been some discussion regarding whether the October date will be feasible. Although many places may well be open again, we still may have physical distancing issues, a potential second-wave and need to consider if people will want to pay to gather in a conference setting, especially older people who are more the target audience of the conference (and unfortunately, the target of Covid).
- Recently, the Board of one of the three conference partners (Ontario Association of Heritage Planners -OAHP) met and indicated the following:

In light of the uncertainty surrounding gatherings of any size in the foreseeable future and the likelihood that the National Heritage Conference will be completely on-line, as a sponsor of the Ontario Heritage Conference the OAHP board feels that the conference for 2020 should be moved to 2021. We recommend that Markham host the 2021 conference in May and the 2022 conference be offered to Brockville. We feel that this is a prudent move and will be the easiest to carry out, especially if done sooner rather than later.

Staff Comment:

- The **Community Heritage Ontario** (CHO) board which is the governing body for the Conference will be meeting on June 28, 2020 to discuss the 2020 conference and whether it may be necessary to further postpone/cancel the conference.
- Markham's Local Organizing Committee (LOC) met on June 3, 2020 to assess the advisability and feasibility of holding the conference in October of this year given the ongoing issues related to COVID 19.
- Staff had prepared four options for review and consideration-
 - Continue with October 22-24th as organized
 - Continue with October 22-24th in a different format
 - Postpone the conference to May 2021
 - Cancel the conference and Markham's participation
- After considerable discussion, the consensus of the LOC was to recommend the cancellation of the conference and not postpone to a later date (such as May 2021). There was a fear that people will not want to gather at conferences until a vaccine is available and in use and the LOC did not think that this would happen by April 2021. There was also concern that registration (numbers and revenue) would be impacted as would needed revenue from sponsors and exhibitors who are also being economically impacted by COVID.
- There was no interest in holding some form of virtual conference (concern that people will not want to sign up for two days of sitting in front of their computers to watch on-line presentations, and from a host community perspective, this option would not achieve the objectives of providing economic value or promotion for Markham).
- The LOC passed the following resolution to be forwarded to the Community Heritage Ontario's Board of Directors for its June 28th meeting:
 - "That the 2020 Ontario Heritage Conference Local Organizing Committee recommends that the 2020 Conference scheduled for October 22-24, 2020 with Markham as the host community be cancelled and that Markham re-apply to host the conference to be held in 2023".

Suggested Recommendation for Heritage Markham

That Heritage Markham Committee receive for information the update on the 2020 Ontario Heritage Conference; and

That Heritage Markham Committee supports a Markham bid to host the conference in the future.

File:

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MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: June 10, 2020

SUBJECT: Request for Feedback
Draft Heritage Markham Terms of Reference and By-law

Project: Heritage Markham New Terms of Reference and By-law

Background:

- Heritage Markham Committee was established by by-law in 1975 making it one of the oldest advisory committees in the City (By-law 173-75).
- A procedural by-law in respect to the operation of the Heritage Markham Committee was approved in 1991 (By-law 54-91). This by-law is now quite dated and does not reflect the current procedures or operations of the Committee.
- The new Markham Official Plan (2014) provides additional guidance on the role and responsibilities of the municipal heritage committee.
- On March 2017, Development Services Committee received a staff report on the Heritage Markham Committee- Conflicts of Interest and directed staff to report back on the following:
 - The **proposed improvements 1, 2 and 3** outlined in the report;
 - A **revised Terms of Reference** for the Heritage Markham Committee
 - **Appointment Committee guidelines** for the Heritage Markham Committee
 - **Code of Conduct** for all City of Markham advisory committees and boards.
- The three proposed improvements were:
 - Improvement 1 - **Revise the Heritage Markham Terms of Reference** to better identify the characteristics or attributes desired for committee members so the Appointment Committee fully understands the desired qualifications.
 - Improvement 2 - Require the Appointment Committee to enquire as to the extent to which a candidate employed in a heritage-related occupation expects to be

undertaking local heritage work and whether there are others in his or her organization who could present before the heritage committee in the place and stead of the member, who will still declare a conflict if he or she were to be appointed to the Committee.

- Improvement 3 - Incorporate the principles already found in the Heritage Markham Members Occupation-Related Conflict of Interest Policy into the new Code of Conduct that is being developed by the Legislative Services Department and ensure that the new Code of Conduct clearly outlines the responsibilities of members who have a direct or indirect pecuniary interest in agenda items and the process for how these will be handled.

Comments:

- A new **Heritage Markham Terms of Reference and By-law** have been drafted by Heritage Section staff. The new version would replace By-law 54-91. Sources used to help prepare these documents included the Ministry of Culture's "Guide to Establishing and Sustaining an Effective Municipal Heritage Committee", our current Heritage Markham procedural by-law, info from Legal Services, and others over the years related to Heritage Markham operations, our Official Plan heritage policies, and other MHC Terms of Reference documents such as Kingston and Oakville.
- The **proposed improvements (1-3 from above) have been addressed in the new Terms of Reference.**
- Separate guidelines for the Appointment Committee were not prepared, **but guidance is now provided in the new Terms of Reference.**
- The **Code of Conduct** for City advisory committees and boards is a separate project being undertaken by Clerks.
- The new terms of reference attempts to reflect and provide direction on common matters for the successful operation of the Heritage Markham Committee.

Need for a By-law

- Section 28 (1) of the *Ontario Heritage Act* indicates that the council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to this Part, matters relating to Part V **and such other heritage matters as the council may specify by by-law.** 2002, c. 18, Sched. F
- Markham established Heritage Markham in By-law 173-75 to assist and advise on matters related to Part IV and V of the Heritage Act, but not any other non-statutory roles, Council did adopt a Heritage Markham procedural by-law that does specify the other heritage matters, but as previously noted, this is out of date and needs to be replaced.
- The proposed Terms of Reference are separate from the by-law. We proposed this approach to allow the terms of reference to be amended in the future without the need of a by-law amendment.

Next Steps:

Proposed Review Process

- 1/ review material with Heritage Section staff - done
- 2/ review with Clerks Dept - done
- 3/ Heritage Markham Committee review – current stage
- 4/ final review by Planning Department
- 5/ possible second review by Heritage Markham Committee
- 6/ report to DSC
- 7/ Council approval

Suggested Recommendation for Heritage Markham

That Heritage Markham Committee supports the proposed Heritage Markham Terms of Reference and By-law (June 2020 draft);

Or

That Heritage Markham Committee supports the proposed Heritage Markham Terms of Reference and By-law (June 2020 draft) subject to the following:

File:Q:\Development\Heritage\HERITAGE MARKHAM FILES\Terms of Reference and By-law\HM June 10 2020 RH Committee Review.doc

THE CORPORATION OF THE CITY OF MARKHAM

DRAFT

BY-LAW NUMBER

A By-law in respect to the mandate and operation
of the City's municipal heritage committee
(Heritage Markham)

WHEREAS the Council of the City of Markham is desirous of fostering an interest in and awareness of the City's cultural heritage resources, as well as providing for the protection, conservation , celebration and commemoration of these resources;

AND WHEREAS Council desires to be advised and assisted in this regard by members of the community with an interest, expertise and knowledge in this area;

AND WHEREAS Council of the Town of Markham did enact By-law 173-75 pursuant to Section 28 of the *Ontario Heritage Act* to establish a Local Architectural Conservation Advisory Committee on October 28, 1975, hereinafter referred to as the Heritage Markham Committee;

AND WHEREAS Council did enact By-law 54-91 on February 26, 1991 to adopt a procedural by-law in respect to the operation of the Heritage Markham Committee;

AND WHEREAS the Province of Ontario amended the *Ontario Heritage Act* in 2002 specifying that every local architectural conservation advisory committee established by the council of a municipality before the day subsection 2 (7) of Schedule F to the *Government Efficiency Act, 2002* comes into force is continued as the municipal heritage committee of the municipality;

AND WHEREAS Council deems it appropriate to adopt a new by-law in respect to the mandate and operation of the City's municipal heritage committee;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:

1. That By-law 54-91 – A By-law in respect to the operation of the Town of Markham Local Architectural Conservation Advisory Committee (Heritage Markham) be repealed;
2. That the function of the Heritage Markham Committee is to advise and assist Council in matters relating to the identification, protection, conservation, use and/or management, celebration and commemoration of cultural heritage resources within the City in such a way that their heritage values, attributes and integrity are retained.
3. That subject to the *Ontario Heritage Act*, R.S.O. 1990, c.O.18, as amended from time to time, and to such limitations and restrictions as Council may herein and hereafter impose either by by-law or resolution, the Heritage Markham Committee shall provide advice to Council on:

- statutory matters pursuant to the *Ontario Heritage Act* that require the input of a municipal heritage committee, (unless those matters have been delegated to staff through a delegation by-law), and
 - non-statutory matters as identified by Council which involve or affect cultural heritage resources, including but not limited to, review of development and building permit applications and public works; maintaining a heritage register; research, evaluation and classification of properties; protection mechanisms; policy development and review; financial assistance opportunities; and education, promotion and commemoration;
4. That a Terms of Reference for the Heritage Markham Committee shall be adopted to address the mandate and operation of the committee, including but not limited to, the identification of statutory and non-statutory responsibilities, the organization of the committee (such as composition, qualifications, terms of service, officers), the organization of meetings (such as scheduling, sub-committees, agendas, quorum, delegations, conflicts), annual budget, role of committee members, role of City staff and reporting methods.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS ____ DAY OF _____, 2020

KIMBERLEY KITTINGHAM, CITY CLERK

FRANK SCARPITTI, MAYOR

Heritage Markham Committee

DRAFT Terms of Reference

Table of Contents

1.	Mandate of Heritage Markham Committee
1.1	Municipal Heritage Committee
1.2	Statutory Role
1.2	Non-Statutory Role
2.	Organization of the Committee
2.1	Composition
2.2	Qualifications
2.3	Term
2.	Chair/Vice Chair
3.	Meetings
3.1	Schedule
3.2	Sub-Committees
3.3	Agendas
3.4	Quorum and Attendance
3.5	Consideration of Agenda Items
3.6	Deputations
3.7	Conflict of Interest
3.8	Compensation
3.9	Other Meetings
3.10	Safety/Disruptions
3.11	Adjournment
3.12	Media Requests
3.13	Procedural Matters
4.	Annual Budget
5.	Role of Committee Members
6.	Role of City Staff
6.1	Clerks Department
6.2	Planning and Urban Design Department – Heritage Section
7.	Reporting Method
7.1	Heritage Markham Recommendations
7.2	Development Services Committee/Council
7.3	Delegated Approvals

Approved By Council:

Revisions:

Note

The provisions in this terms of reference shall be interpreted in accordance with the Glossary of Terms, attached as Appendix 'A'.

1. Mandate of Heritage Markham Committee

1.1 Municipal Heritage Committee

- 1.1.1 As authorized under the *Ontario Heritage Act*, in 1975 Markham Council established, through By-law 173-75, a municipal heritage committee.
- 1.1.2 The name of Markham's municipal heritage committee is 'Heritage Markham'.
- 1.1.3 The Heritage Markham Committee is appointed by and is responsible and accountable to Markham Council.
- 1.1.4 Markham Council will consult with the Heritage Markham Committee on matters as required by the *Ontario Heritage Act*, the Markham Official Plan, as specified through the passing of a by-law or resolution, and as set out in this Terms of Reference.
- 1.1.5 The Heritage Markham Committee will be guided by the policies and regulations of the *Ontario Heritage Act*, heritage conservation guidelines endorsed the Province of Ontario, policies in the Markham Official Plan, individual heritage conservation district plans and heritage policies adopted by Heritage Markham and Council.
- 1.1.6 The Heritage Markham Committee is an advisory committee. The role of the Committee is to advise and make recommendations on the identification, protection, conservation, use and/or management, celebration and commemoration of cultural heritage resources. All final decisions rest with Markham Council (or a Standing Committee of Council) except where Council has delegated approval authority to municipal staff or to Heritage Markham.

1.2 Statutory Role

- 1.2.1 Markham Council and City staff will seek the advice of the Heritage Markham Committee on the statutory provisions requiring consultation as provided for in the *Ontario Heritage Act*, as amended, including the following:

Under Part IV of the *Act*, to consult with the Heritage Markham Committee:

- before including a property in the Markham Register of Property of Cultural Heritage Value or Interest or removing the reference to such a property from the register;
- before Council passes an intention to designate a property;

- on an application to alter a designated property;
- on an application to amend or repeal a designation by-law;
- on an application to demolish or remove any of a property's heritage attributes as set out in a by-law or any building or structure on the property;
- before passing a by-law regarding an easement or covenant for the purpose of conservation of property of cultural heritage value or interest;
- before delegating by by-law Council's power to consent to alterations to property to an employee or official of the municipality.

Under Part V of the Act, to consult with the Heritage Markham Committee:

- before undertaking a study of any area of the municipality for the purpose of designating one or more heritage conservation districts;
- on an application to erect a building or structure, demolish or remove a building or structure, or demolish or remove any attribute of the property if the demolition or removal would affect a heritage attribute described in the heritage conservation district plan; (the 'erect' reference is from the new changes in 2020 that are to come into force Jan 1 2021 – previously it was July 1, 2020 but COVID)
- before delegating by by-law Council's power to grant permits for the alteration of property situated in a heritage conservation district to an employee or official of the municipality.

1.3 Non-Statutory Role

1.3.1 Markham Council and City staff will seek the advice of the Heritage Markham Committee on non-statutory activities and responsibilities including the following, subject to such limitations and restrictions as Council may herein or hereafter impose either by by-law or resolution. Heritage Markham may:

a) Land Use Planning Applications

- Provide advice to the land use planning process where cultural heritage resources are located on or adjacent to properties that are the subject of development applications including, but not limited to, amendments to the official plan and zoning by-laws, plans of subdivision, site plan control review, consent applications, minor variance applications, and heritage permits.

b) Building Permits

- Provide advice through review and comment on building permits, signage permits and demolition permits affecting cultural heritage resources.
- c) Public Works
- Render advice and information related to public works affecting cultural heritage resources.
- d) Markham Register of Property of Cultural Heritage Value or Interest
- Identify and recommend properties to be added or deleted from the Register.
 - Ensure the Register is maintained, accurate, updated as required and available to the public.
- e) Evaluation of Cultural Heritage Resources
- Assist in the research, evaluation and classification of properties as to their cultural heritage significance.
- f) Research
- Ensure research and inventory projects are undertaken, as required
- g) Protection of Cultural Heritage Resources
- Identify and provide advice on properties that warrant designation and/or further protection, under the *Ontario Heritage Act*.
 - Offer advice on proposals affecting or impacting cultural heritage resources on properties in Markham owned or under the control of the municipality, other municipalities, the provincial government and the federal government, including the Rouge National Urban Park.
 - Offer advice on heritage conservation plans, heritage impact assessments and other similar documents affecting cultural heritage resources.
- h) Policy Development
- Provide advice related to the development, implementation and/or review of policy respecting:
 - the Markham Official Plan and any Secondary Plans, which include cultural heritage resources;
 - Council's strategic and corporate documents which may impact cultural heritage resources;
 - The development of municipal heritage conservation guidelines, policies, plans and programs.

- Zoning by-laws which may impact cultural heritage resources.

- Recommend strategies, policies and initiatives in support of heritage conservation in Markham.

i) Funding Assistance

- Advise on the need for or availability of fiscal tools, funding, incentives and financial assistance, such as grants, loans or tax reduction programs, to facilitate the maintenance and conservation of protected properties of cultural heritage significance.
- Advise on the allocation of financial assistance related to existing heritage funding assistance programs.

j) Budget

- Assist in the development of an annual Committee budget for submission to Council through the Planning and Urban Design Department's operational budget.

k) Education, Promotion and Commemoration

- Promote public awareness of heritage conservation initiatives and programs, and engage the local community, as appropriate.
- Assist owners of cultural heritage properties in understanding and undertaking appropriate conservation and maintenance practices.
- Advise and/or inform on new legislation or funding initiatives that affect cultural heritage resources.
- Promote the commemoration of existing cultural heritage resources through means such as interpretive signage programs and designated property plaque programs, and the commemoration of significant cultural heritage resources which have been lost or negatively impacted through forms of interpretation, where appropriate.
- Support and advocate for the implementation of communication and educational programs to foster awareness, appreciation and enjoyment of cultural heritage resources such as in the form of newsletters, publications, website information, walking tours, exhibits, heritage awards programs, workshops and heritage celebrations.
- Support and encourage participation in promotional and educational programs offered by other levels of government or other groups related to cultural heritage resources.
- Cooperate with other public agencies and civic organizations and groups interested in the protection and promotion of cultural heritage resources.

l) Other

- Undertake such other duties and responsibilities relating to the City's heritage conservation program as may be assigned to it by Council.
- Keep Council informed of Committee plans and activities through Committee minutes, recommendations and an annual report, as necessary.
- Evaluate the effectiveness of the Committee examining accomplishments, both quantitative and qualitative, as well as areas requiring improvement.

2. Organization of the Committee

2.1 Composition

2.1.1 The Heritage Markham Committee will be comprised of ten (10) citizen members appointed by Council and three (3) members of Council. The Mayor is an ex-officio member of the Committee.

2.1.2 If possible, the citizen members will be selected on a geographic basis as follows:

- Thornhill Heritage Conservation District or Thornhill community (3 members)
- Markham Village Heritage Conservation District or Markham Village community (3 members)
- Unionville Heritage Conservation District or Unionville community (3 members)
- Buttonville Heritage Conservation District or rural area (1 member)

Notwithstanding the above, Council may choose to deviate from this geographic approach, if necessary.

2.1.3 If possible, the Council members on the Heritage Markham Committee should be the Ward Councillors who represent the three largest heritage conservation districts.

2.2 Qualifications

2.2.1 A member of Heritage Markham Committee should possess a demonstrated interest, expertise and/or knowledge of heritage matters based on their profession, education or life experiences. A member should express a dedication and commitment to Markham's heritage conservation program.

2.2.2 Qualities or skills which are desirable for Heritage Markham Committee members include those with an interest or experience in:

- Local community history
- Heritage legislation, matters and programs
- Heritage related research
- Historical architecture, design or trades
- Restoration, conservation and construction approaches
- Interpreting heritage guidelines and plans
- Understanding of municipal procedures and legislation

- 2.2.3 Those responsible for recommending candidates for the Heritage Markham Committee through the appointment process will be guided by the identified qualifications, characteristics and attributes desired for Committee members.
- 2.2.4 Those responsible for recommending candidates for the Heritage Markham Committee will not disqualify those candidates who are employed in a heritage or heritage-related occupation (i.e heritage architect, contractor, lawyer, real estate agent) and from time to time may have a conflict of interest, but may enquire as to the extent to which a candidate expects to be undertaking local work involving heritage properties and whether there are others in their employment who could represent clients at the Committee if the candidate was to be appointed to the Committee.
- 2.2.5 Heritage Markham Committee members act in the capacity of volunteers to the municipality.

2.3 Term

- 2.3.1 Members of the Heritage Markham Committee will typically be appointed by Council for a three (3) year term.
- 2.3.2 Appointments will be staggered to prevent representatives from a specific area of the City from leaving the Committee at the same time. This will also ensure continuity of experience and succession planning.
- 2.3.3 If a member of the Heritage Markham Committee ceases to be a member, then any appointment of a replacement member will be only for the balance of such term, if practical.
- 2.3.4 Members of the Heritage Markham Committee will continue in their role until a successor is appointed by Council. If the member chooses to leave at the end of their identified term, the position will be declared vacant until Council appoints a new member.
- 2.3.5 Members are eligible for re-appointment upon expiry of their term provided that no member is appointed for more than two (2) consecutive terms (total of six years). The member must take a leave from the committee for a minimum of one year prior to re-applying. Council may, at its discretion, waive this requirement.

2.4 Chair/Vice Chair

- 2.4.1 The Heritage Markham Committee will elect a chairperson (Chair) and a vice-chairperson (Vice Chair), annually at its first meeting, or as soon as practicable, from among the members.
- 2.4.2 The Chair and Vice Chair will retain the position until a successor for each position is elected.
- 2.4.3 The Chair (or Vice Chair) is responsible for the effective and respectful operation of the Heritage Markham Committee. They will ensure that the Committee's discussions and recommendations are within the scope of the Committee's mandate and that the focus of dialogue and debate is from a heritage perspective.

- 2.4.4 Additional responsibilities and duties of the Chair, including meeting protocols (i.e. voting and motions) is provided for in the rules for procedure governing statutory and advisory committee as adopted by Council. Where the document is silent on a matter, Robert's Rules of Order would apply.
- 2.4.5 If both the Chair and Vic-Chair are not present within fifteen minutes after the time for the meeting to begin, the Manager, Heritage Planning will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties and responsibilities.
- 2.4.5 The Chair is the official spokesperson for the Heritage Markham Committee and will represent the Committee at official events, functions and other meetings, when required. See section 3.12 regarding media requests.

3. Meetings

3.1 Schedule

- 3.1.1 The Heritage Markham Committee will meet a minimum of twelve (12) times per year, usually once a month. Additional meetings may be held as required with proper notification.
- 3.1.2 The date and time of the regular meetings will be held on consistent day, time and location throughout the year (i.e. the second Wednesday of each month beginning at 7:15 pm at the Markham Civic Centre). Established meeting dates will not be changed unless circumstances warrant special consideration.
- 3.1.3 If circumstances warrant, a Heritage Markham Committee meeting may be held in a remote manner using technology that would not require members to meet in-person.
 Clerk **Note- This is only permitted now due to the Emergency Order. The Municipal Act does not currently permit virtual meetings. Heritage Markham is created under the OHA**

3.2 Sub-Committees

- 3.2.1 The Heritage Markham Committee may appoint a sub-committee from its members to investigate, organize and report on any matter related to the Committee's mandate.
- 3.2.2 In addition to any other sub-committees, on an annual basis, the Heritage Markham Committee will form the following sub-committees to meet as required:
- an Architectural Review Sub-Committee comprised of a minimum of three (3) members to address issues and applications requiring detailed analysis, review and consultation with an applicant or proponent. Depending on the issues under discussion, additional members of the Committee are welcome to attend and participate.
 - A Building Evaluation Sub-Committee comprised of two (2) members and two (2) members of Heritage Section staff to evaluate and classify cultural heritage resources.

3.3 Agendas

- 3.3.1 Meetings of the Heritage Markham Committee will have a formal agenda prepared by the Clerks Department.
- 3.3.2 The Heritage Markham Committee agenda package will include the minutes from the previous meeting and memorandum from staff on each agenda item. The agenda package will be sent to Committee members at least five (5) days prior to the next Committee meeting.
- 3.3.3 Members of the Heritage Markham Committee may submit agenda items for inclusion on the agenda.
- 3.3.4 The Heritage Markham Committee agenda will be posted on the City website.
- 3.2.4 If required, a Heritage Markham Committee Addendum Agenda comprised of time-sensitive additional items for the Committee's consideration may be prepared. The Committee will determine at its meeting if the Addendum Agenda will be considered.

3.4 Quorum and Attendance

- 3.4.1 The quorum for the Heritage Markham Committee will six (6) members being in attendance.
- 3.4.2 As soon as there is a quorum present, the Chair shall call the meeting to order. Where a quorum is not present within fifteen minutes after the hour fixed for a meeting, Clerk will record the names of the members present. In the absence of a quorum, the meeting may continue, however no motion or recommendation may be made or passed.
- 3.4.3 Absenteeism and late arrivals by members will be will be subject to the City's rules of procedure governing statutory and advisory committees as adopted by Council.

3.5 Consideration of Agenda Items

- 3.5.1 The Chair will introduce the item on the agenda and ask Heritage Section staff to provide a brief overview, including the suggested staff recommendation for the Committee's consideration.
- 3.5.2 The Chair will invite those who have asked to provide a deputations to speak (See 3.6). The Chair will ask the applicant or their representative if they wish to provide any commentary on the item. Members will be afforded the opportunity to ask questions to those providing commentary on the application or matter. The merits of the application or matter will not be discussed at this time.
- 3.5.3 Discussion of the merits of an application or matter is confined to the members with the support of staff. The Chair will moderate and facilitate discussion and, as a courtesy, will wait until all members have made their comments before adding their own.
- 3.5.4 The Chair will seek a motion from the members to address the item under consideration. No member will discuss the merits of a motion before it is on the table (moved and seconded). Once discussion has concluded, the Chair will put to a vote the motion and announce the result.

3.5.5 Recorded votes are not permitted. Members are required to vote by a show of hands and if a member abstains from voting, the member's vote is considered in the negative. The Chair or Acting Chair will vote with other members upon all motions.

3.5.6 A tie vote is deemed to be negative and the motion is lost.

3.6 Deputations

3.6.1 Applicants and others may make deputations to the Heritage Markham Committee. Applicants may choose not to make a deputation, but instead make themselves available to answer any questions from the Committee when the item is being considered.

3.6.2 Deputations should be pre-arranged with staff and will be reflected in the agenda. A request for a deputation once the agenda has been published will only be permitted at the discretion of the Heritage Markham Committee members.

3.6.3 The priority in which deputations are heard by the Heritage Markham Committee and the amount of time allocated to the presentation will be as outlined in Markham's rules of procedure governing statutory and advisory committees, as adopted by Council.

3.6.4 After a deputation is made to the Heritage Markham Committee and all questions from members are addressed, the individual making the deputation will return to the public gallery and is to remain silent being cognizant that it is now time for the Committee to discuss the issue and make their recommendation. Necessary decorum dictates that all opinions must be respected and speaking from the audience is inappropriate.

3.7 Conflict of Interest

3.7.1 Heritage Markham Committee members will abide by the *Municipal Conflict of Interest Act* unless otherwise specified in this terms of reference.

3.7.2 Heritage Markham Committee members will be responsible to seek their own legal advice as to whether they have a conflict of interest with any matter before the Committee. The Act refers to whether there is a 'pecuniary interest' and according to the Act, a 'personal economic benefit' is key to determining if there is a pecuniary interest. City staff will not provide advice on this matter.

3.7.3 The conflict and the nature of the conflict will be declared at the beginning of the meeting and prior to any consideration of the matter on the agenda. Prior to the matter being considered by the Committee, the member with the identified conflict will leave the meeting table and sit in the public gallery area until consideration of the matter is completed.

3.7.4 A Heritage Markham Committee member who earns their living in a heritage-related occupation and/or has been retained for a matter that is before the Committee is strongly encouraged, if feasible, to have another representative of the member's firm or company appear before the Committee if a presentation is required or to answer questions.

3.7.5 A Heritage Markham Committee member who earns their living in a heritage-related occupation and/or has been retained for a matter that is before the Committee, and from time to time may have to appear before the Committee to represent a client (and cannot comply with 3.7.4), will undertake the following:

- The member will declare a conflict of interest due to being retained by a client in a professional capacity or for being an employee of the entity hired by the client.
- If a presentation is necessary, the member in conflict may do so on behalf of the client to explain the project or application, and answer any technical questions from the Committee.
- Once all questions are addressed, the member will leave the deputation area and sit in the public gallery area while the Committee members discuss the application and formulate a recommendation. The member with the professional conflict is strongly encouraged to voluntarily leave the meeting room when the Committee undertakes its deliberations so as to not influence the outcome in any manner.
- Once the Committee has approved a recommendation, the member will be invited to rejoin the Committee and proceed with other business.

3.7.6 Heritage Markham Committee members will not use their status on the Committee for personal, economic or political gain.

3.8 Compensation

3.8.1 Members of the Heritage Markham Committee will serve without compensation other than reimbursement of approved expenses incurred while performing duties on behalf of the Committee.

3.9 Other Meetings

3.9.1 Heritage Markham Committee members may through a Committee resolution be appointed to represent the Heritage Markham Committee on other committees or working groups created by municipality or others.

3.9.2 Heritage Markham Committee members may wish to attend an information session offered by Heritage Section staff immediately prior to a Heritage Markham Committee meeting. Attendance is voluntary and members can seek further clarification from staff on any agenda issues or applicable policies. The merits of an application or matter will not be discussed and no decisions will be made.

3.10 Safety/Disruptions

3.10.1 If at any time prior to, during or after the meeting, the safety of members of the Heritage Markham Committee or others in attendance is at risk, building security personnel (or local police) can be summoned by the Chair or City staff to address the situation and may involve removal of the person from the premises.

- 3.10.2 If a member of the Heritage Markham Committee or others in attendance at the meeting are being disruptive to the operations of the committee, that person will be warned by the Chair to cease the disruptive behavior, and failing to do so, will be asked to leave the meeting room. If they fail to leave, they may be removed from the meeting premises by building security personnel.

3.11 Adjournment of Meetings

- 3.11.1 Unless otherwise determined by a resolution of the Heritage Markham Committee, the meeting will adjourn no later than 11:00 p.m.
- 3.11.2 If there is unfinished business on the agenda at the time of adjournment, the Committee shall reconvene at an hour, date and place identified in a resolution detailing where the unfinished business will be considered which may include a special meeting or the next regularly scheduled Heritage Markham meeting.

3.12 Media Requests

- 3.12.1 All media requests will be coordinated through the City's Corporate Communications Department.

3.13 Procedural Matters

- 3.13.1 Procedural matters for the Heritage Markham Committee will be subject to the City's rules of procedure governing statutory and advisory committees as adopted by Council, unless otherwise specified in this terms of reference.

4. Annual Budget

- 4.1 The Heritage Markham Committee will develop and recommend an annual budget in a form satisfactory to the Director of Planning and Urban Design.
- 4.2 The annual budget will identify expenses associated with the operation of the Heritage Markham Committee, and may include among others matters, public education, special events, memberships, meeting refreshments, resource materials and training for members.
- 4.3 The annual budget allocation will be included as part of the Planning and Urban Design Department's operational budget, and will be administered by the Manager, Heritage Planning, or designate.

5. Role of Committee Members

- 5.1 Heritage Markham Committee members will attend all scheduled meetings and will notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.

- 5.2 Heritage Markham Committee members will read and possess a good understanding of all information supplied to them. If clarification is required on any material provided, the member will consult with staff from the Heritage Section. Members should be familiar with municipal, provincial and federal legislation, policies and programs that apply to cultural heritage resources.
- 5.3 Heritage Markham Committee members will disclose any conflicts of interest at the beginning of meetings, and adhere to any municipal code of conduct, and rules and procedures governing advisory committees as adopted by the municipality.
- 5.4 Heritage Markham Committee members will actively participate in and contribute to committee discussion and debate, in a respectful manner and focus their comments on heritage matters.
- 5.5 Heritage Markham Committee members will endeavor to participate in staff organized site visits to properties identified on the committee agenda, if possible, and as required. When attending site visits, members will conduct themselves in a respectful manner as representatives of the City of Markham, and focus their comments on heritage related matters. Members will not visit private property without the owner's consent. Viewing properties from the public right-of-way is permissible.
- 5.6 Heritage Markham Committee members will undertake training, as required, to perform and enhance their role as a committee member with expenses to be covered through the Committee's budget.
- 5.7 Newly appointed Heritage Markham Committee members will undertake an orientation session with Heritage Section staff preferably prior to the member's first Heritage Markham meeting.
- 5.8 Heritage Markham Committee members will promote and support the protection and conservation of cultural heritage resources and the mandate of the municipal heritage committee.
- 5.9 Heritage Markham Committee members may assist in the identification and/or recruitment of future candidates for appointment consideration by the City.
- 5.10 Heritage Markham Committee members as individual appointees do not possess any authority or responsibilities, and the exercise of power is only through the recommendations and/or resolutions of the municipal heritage committee. Any observations or remarks related to Committee business or interpretation of Committee decisions (past or present) from a member (or a former member) are personal comments and should be qualified as such when speaking with others. Members (or former members) are cautioned not to represent themselves as possessing special knowledge or insight as to how the Committee will address a matter.

6. Role of City Staff

6.1 Clerks Department

- 6.1.1 The Clerks Department will be responsible for agenda production and delivery, the recording of Committee minutes, the preparation and distribution of Heritage Markham Committee extracts for each agenda item (for both internal and external recipients) and the forwarding of the Heritage Markham Committee minutes to Council to be received for information purposes.
- 6.1.2 The Heritage Markham Committee recording clerk possesses no voting privileges.
- 6.1.3 The Clerks Department will be responsible for maintaining a permanent record of the previous minutes of Heritage Markham Committee meetings.
- 6.1.4 The Clerks Department will be responsible for the administration of notices of intention to designate properties, appeals related to the notices and the registration of designation by-laws.

6.2 Planning and Urban Design Department – Heritage Section

- 6.2.1 Staff from the Heritage Section of the Planning and Urban Design Department will attend Heritage Markham Committee meetings and provide the Committee with professional planning and heritage advice, technical and procedural assistance, research, and administrative support. Staff will prepare information memos, including suggested recommendations, for Heritage Markham's consideration as part of the agenda package. Staff will also assist the Committee in educational and outreach projects, if possible.
- 6.2.2 Heritage Section staff will attend sub-committee meetings of the Heritage Markham Committee (i.e. Architectural Review Sub-Committee, Building Evaluation Sub-Committee), as required, and prepare notes from these meetings.
- 6.2.3 Heritage Section staff possesses no voting privileges.
- 6.2.4 Heritage Section staff will ensure that other staff and departments of the municipality, whose responsibilities and actions may impact cultural heritage resources, are aware of the status of these resources, the review and approval process related to alterations, and the role of the Heritage Markham Committee.
- 6.2.5 Heritage Section staff from the Heritage Section of the Planning and Urban Design Department will ensure that Heritage Markham Committee recommendations are forwarded to the appropriate staff at the City, or others as necessary, for consideration and/or action. This will include facilitating the recommendations of the Committee through the preparation of staff reports (see 7.2.2).
- 6.2.6 Heritage Section staff will prepare a Heritage Markham annual budget for consideration by the Heritage Markham Committee. Staff will administer the budget once approved by Council.
- 6.2.7 Heritage Section staff will maintain correspondence, files and records related to the operations and activities of the Heritage Markham Committee.
- 6.2.8 Heritage Section staff will conduct the elections of Heritage Markham Committee officers on an annual basis.

- 6.2.9 Heritage Section staff will conduct an orientation session with new members of the Heritage Markham Committee, as required.

7. Reporting Method

7.1 Heritage Markham Recommendations

- 7.1.1 A recommendation on an application or issue approved by the Heritage Markham Committee, will be forwarded to the appropriate municipal department (or to the Committee of Adjustment) for attention. If, there are outstanding heritage issues to be addressed, the applicant or proponent will be given the opportunity to modify the application or project. If the issue is satisfactorily addressed, Council approval of the heritage recommendation may not be necessary due to staff's delegated approval authority (see 7.3).
- 7.1.2 If unresolved issues continue to exist (i.e. conflict between what the Heritage Markham Committee has recommended and what the applicant or proponent wishes to undertake), the matter can be forwarded to the Development Services Committee and Council in the form of a staff report for a decision. There, the applicant or proponent may present their case for consideration.

7.2 Development Services Committee/Council

- 7.2.1 The minutes of the Heritage Markham Committee will be forwarded to Council through the Development Services Committee.
- 7.2.2 Development applications (or other matters) that involve a cultural heritage resource and require Development Services Committee/Council approval will include the Heritage Markham Committee's recommendation and advice as part of the staff report. If the Heritage Markham recommendation is contrary to the staff recommendation on the matter, the Heritage Markham Committee's position/recommendation will be noted in the Recommendation section of the staff report and 'received as information' so that Council is aware of the advice from its municipal heritage committee, in addition to the staff recommendation.
- 7.2.3 The Council representatives on the Heritage Markham Committee may also assist in conveying the Committee's issues and recommendations to other members of Council.

7.3 Delegated Approvals

- 7.3.1 As per By-law 2007-67, the Manager, Heritage Planning, or designate, is delegated Council's approval authority respecting the granting of consents and approvals for alterations to individually designated properties and properties in heritage conservation districts, including the authority to attach terms and conditions. If the Manager, Heritage Planning has any concerns regarding an application, it will be forwarded to the Heritage Markham Committee for review and if necessary, Development Services Committee/Council for resolution.

- 7.3.2 The requirement for consultation and review with the Heritage Markham Committee for alterations of individually designated properties and properties located within heritage conservation districts that are compliant with accepted policies and guidelines is delegated to the Manager, Heritage Planning, or designate.
- 7.3.3 The Heritage Markham Committee will be informed of any staff approvals for information purposes on the next available Committee agenda.
- 7.3.4 Delegation authority to the Manager, Heritage Planning to approve on behalf of Council does not include the authority to refuse an application to alter a designated property, or the authority to consider applications for demolition or removals of individually designated properties or properties in heritage conservation districts.

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Appendix 'A' – Glossary of Terms

“Act” refers to the Ontario Heritage Act

“Committee” refers to the Heritage Markham Committee

“Cultural Heritage Resources” refers to built heritage resources (which include significant buildings, structures, monuments, installations or remains associated with architectural, cultural, social, political, economic or military history noted as being important to our community, and may be identified through designation, heritage easement or listing) and cultural heritage landscapes (defined geographical areas of heritage significance that have been modified by human activities and are valued by the a community, examples include heritage conservation districts, villages, parks, main streets, and cemeteries).

“Register of Property of Cultural Heritage Value or Interest” or **“Register”** refers to the Markham Register of Property of Cultural Heritage Value or Interest maintained pursuant to the Ontario Heritage Act as an inventory of individually designated properties, properties in heritage conservation districts and listed properties.

Additional terms will be added