



MEMORANDUM



TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager, Heritage Planning

DATE: May 14, 2025

SUBJECT: Ontario Heritage Conference 2025
Attendance by Kugan Subramaniam

Project: Ontario Heritage Conference 2025
Attendance by a Heritage Markham Member

Background:

- Heritage staff enquired at the April Heritage Markham meeting whether any member was interest in attending the upcoming Ontario Heritage Conference in Picton/Prince Edward County in June.
- After the meeting, Kugan Subramaniam indicated his interest in attending to represent the Committee.
- Given that the early bird registration deadline was at the end of April, staff contacted members by email to secure the committee's agreement in principle with his attendance and the cost expenditure. A majority of members of the committee responded, all in support. This allowed Kugan to register and secure accommodation in April.
- Staff noted a recommendation would need to be formally approved at the May 14th meeting.
- In the past, the Committee has supported covering the cost of conference registration, mileage and accommodation to an upset limit. It often depends on how many people wish to attend the conference or training, and how much budget is available. The HM Budget 2025 indicated a training component of \$2,000.

Status/ Staff Comment

- For the PEC 2025 conference, most of the food is included with registration (Friday breakfast- coffee/tea, muffins and fruit, Lunch (Included) and Gala Dinner). Meals (breakfast and Lunch) for Saturday are not included in the registration cost as the sites are located at various locations. Main costs include:

- Mileage costs- effective March 1, 2025, the City's current kilometric reimbursement rate is \$0.72/km. Markham to Picton and return – 205 km x 2 x 0.72 = \$295.
- Registration - \$300 plus small ticketing fee
- Accommodation – one night (Friday) assuming you drive down early in the morning - \$250
- Estimated costs: \$850.00

Suggested Recommendation for Heritage Markham

THAT Kugan Subramaniam, be authorized to attend the Ontario Heritage Conference 2025 in Prince Edward County (June 19-21) to represent the Heritage Markham Committee and be reimbursed for registration, mileage and accommodation to an upset limit of \$850 from the 2025 Heritage Markham budget (Technical Workshops- Training for Volunteers).

File:

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