

**SUBJECT:** RECOMMENDATION REPORT  
Additional Funding for Markham Village Heritage Conservation District  
Plan Update Project

**PREPARED BY:** Regan Hutcheson, Manager of Heritage Planning, ext. 2080

**REVIEWED BY:** Stephen Lue, Senior Development Manager, ext. 2520

**RECOMMENDATION:**

- 1) THAT the Staff report, dated May 13, 2025, titled, "RECOMMENDATION REPORT, Additional Funding for Markham Village Heritage Conservation District Plan Update Project", be received;
- 2) That Council allocates up to \$37,800 from the Heritage Reserve Fund (Acct. No. 087 2800 115) to provide additional funding for the Markham Village Heritage Conservation District Plan Update Project to fund consulting services (\$34,800) and the City's community engagement costs (\$3,000);
- 3) That any funds not used at the completion of this Project be returned to the Heritage Reserve Fund (Account No. 087 2800 115);
- 4) And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this Staff report is to recommend additional funding for the Markham Village Heritage Conservation District Plan Update Project for consulting services and to assist with community engagement costs.

**BACKGROUND:**

**The Markham Village Heritage Conservation District Plan ("MVHCD Plan") was approved in 1990 and needs to be updated.**

The overall goal of this project is to update and revise the existing MVHCD Plan (1990) to reflect the format used in Markham for other more recently approved heritage conservation district plans, update policies and guidelines to reflect current best practice within heritage conservation, and revise building/property classifications.

The City recognizes that the current document is out of date, not reflective of current City policies and provincial legislation, and is lacking in the guidance and direction it provides to Heritage Section staff ("Staff"), the Heritage Markham Committee, Council, impacted property owners, and the public.

The current Heritage Conservation District plan was published in six volumes: The new plan will replace Volumes 3, 4 and 6:

Volume 1 – Defining the District  
Volume 2 – History of the Area  
**Volume 3 – Design Guidelines**

**Volume 4 – Implementation Process**

Volume 5 - Public Participation Process

**Volume 6 – Building Inventory**

Volumes 1, 2 and 5 will remain as background information regarding the creation of the District. This project does not include re-visiting the existing boundaries of the MVHCD as approved by Council in 1990.

The requirement for consulting services has been scoped to specific tasks (i.e. issue identification and resolution including introducing new/revised policies) to complement the work currently being undertaken by Staff (i.e. preparing Plan Objectives, property classification, and inventory of contributing properties).

**Council previously allocated \$50,900 to this project**

Based upon a review of consultant submissions by Heritage Section and Purchasing Staff, and the selection of a preferred consultant as well as the identification of City costs associated with community consultation (meeting notices/mailings), additional funding is required in the amount of \$37,800. The breakdown of additional funding is as follows:

- Additional Consulting Fees \$34,800
- Community Engagement Expenses \$3,000

**OPTIONS/ DISCUSSION:****Allocation of funds from the Heritage Reserve Fund complies with the program's funding criteria**

Staff support the provision of additional funding to address the shortfall in the study's current capital allocation. The original allocation of funding for this project came from the City's Heritage Reserve Fund. Providing the additional funding required from this Fund will allow the MVHCD Plan Update Project to be undertaken.

The Heritage Reserve Fund is the repository for monies drawn from Heritage Letters of Credit. In situations where heritage buildings have been damaged or destroyed, or not restored as per approved plans, the letter of credit is drawn by the City. In 1991, Council created a special Reserve and adopted the Heritage Reserve Fund Guidelines describing the criteria for use of the funding and procedures for approval.

Monies collected in the Heritage Reserve Fund are to be used to provide funding in four general program areas one of which is 'Heritage Studies' such as heritage conservation district projects. All projects being considered for financial assistance from this fund must be reviewed by Heritage Markham Committee and approved by Council.

**Heritage Markham will be consulted on May 14<sup>th</sup> regarding the additional allocation of funding**

If Heritage Markham does not support the funding allocation, Council will be alerted at the May 27<sup>th</sup> Council meeting.

**Staff recommend that additional funding be approved to allow the MVHCD Plan Update Project to proceed.**

Additional funding of up to \$37,800 from the Heritage Reserve Fund (Acct. No. 087 2800 115) is supported to fund consulting services (\$34,800) and the City's community engagement costs (\$3,000). It is also recommended that any funds not used at the completion of this project be returned to the Heritage Reserve Fund.

**FINANCIAL CONSIDERATIONS:**

Council previously approved a capital project #17035 with an available budget of \$50,900 to undertake the MVHCD Plan Update and was funded from the Heritage Reserve Fund (087-2800-115). Additional funding in the amount of \$37,800 is required to successfully undertake this project and being requested from the Heritage Reserve Fund account. The remaining balance of the Heritage Reserve Fund account (087-2800-115) is \$586,986 as of April 30, 2025 and any unused funds from capital project #17035 would be returned to the Heritage Reserve Fund.

**HUMAN RESOURCES CONSIDERATIONS:**

Not Applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This project aligns with the City's Strategic Priority of Managed Growth by providing appropriate policies and guidelines for alterations and new development to reinforce the special character of the MVHCD.

**BUSINESS UNITS CONSULTED AND AFFECTED:**

This report has been reviewed by the Finance Department. Heritage Markham will also be consulted on this proposal.

**RECOMMENDED BY:**

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Giulio Cescato, RPP, MCIP  
Director of Planning and Urban Design

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Arvin Prasad, MPA, RPP, MCIP  
Commissioner of Development Services