



## MEMORANDUM



**TO:** Heritage Markham Committee

**FROM:** Regan Hutcheson, Manager, Heritage Planning

**DATE:** May 14, 2025

**SUBJECT:** Markham Village Heritage Conservation District Plan Update Project (2025)  
Request for Additional Funding

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**Project:** Markham Village Heritage Conservation District Plan Update Project (2025)

**Background:**

Heritage Markham Committee review and support is required to secure additional funding for the Markham Village Heritage Conservation District Plan Update Project for consulting services and to assist with community engagement costs.

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The City recognizes that the current document is out of date, not reflective of current City policies and provincial legislation, and is lacking in the guidance and direction it provides to Staff, the Heritage Markham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

The requirement for consulting services has been scoped to specific tasks (i.e. issue identification and resolution including introducing new/revised policies to address issues) to complement the work currently being undertaken by Heritage Section 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

### **Status/ Staff Comment**

#### **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.

This request is going to be considered by Development Services Committee on May 13<sup>th</sup> and Council on May 27<sup>th</sup>.

#### **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).

### **Suggested Recommendation for Heritage Markham**

That Heritage Markham supports the use of the Heritage Reserve Fund to provide the necessary additional funding to undertake the Markham Village Heritage Conservation District Update Project.

#### **File:**

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