



DOORS OPEN MARKHAM ORGANIZING COMMITTEE

Virtual Meeting
May 28, 2025
6:30 PM
Minutes

Attendance

<p><u>Present</u></p> <p>Yuning Chen Andrew Fuyarchuk Richard Huang (Heritage Markham Committee) Teresa Kwoon Agatha McPhee Tejinder Sidhu (Heritage Markham Committee) Ken Steinberg Sheila Zahraei Regional Councillor Alan Ho</p> <p><u>Staff</u></p> <p>Regan Hutcheson, Manager, Heritage Planning Bev Shugg Barbeito, Committee Coordinator</p>	<p><u>Regrets</u></p> <p>Bowie Leung Yat Chi Ling Kenneth Ng Dominica Tang Councillor Reid McAlpine Vance Kornobis, Communications Advisor, Corporate Communications Renee Zhang, Manager, Corporate & Community Events</p>
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1. CALL TO ORDER

The Doors Open Markham 2025 Organizing Committee convened at 6:32 PM with Andrew Fuyarchuk serving as Chair.

2. CHANGES OR ADDITIONS TO THE AGENDA

The agenda was accepted as distributed.

3. ADOPTION OF THE MINUTES OF THE DOORS OPEN MARKHAM 2025 ORGANIZING COMMITTEE MEETING HELD ON APRIL 23, 2025

It was

Moved by Regional Councillor Alan Ho
Seconded by Agatha McPhee

That the minutes of the Doors Open Markham 2025 Organizing Committee meeting held on April 23, 2025, be adopted as distributed.

CARRIED

4. MATTERS ARISING FROM THE MINUTES

- a) Follow up with The School (restaurant) – No report was available from Kenneth Ng who had volunteered to contact The School; it might agree to provide a set prix fixe luncheon menu that might encourage people to visit the site, eat lunch there, and learn about the old schoolhouse. Regan Hutcheson will contact Kenneth Ng to learn whether he will pursue this matter with The School.
- b) Contact School Board regarding promoting the event given this year's theme – Regan Hutcheson advised that Vance Kornobis had provided a written update. The York Region District School Board (YRDSB) permits the distribution of pre-approved materials from non-profit organizations that align with its priorities, mission, vision, and values. This service is offered as a courtesy, and any distribution is at the discretion of both the Board and individual school principals; a minimum of 15 business days is needed for materials to be reviewed. A response has not yet been received from the York Catholic District School Board.
- c) Reach out to School Board Museum/Archives staff – Vance Kornobis provided a written update to advise that the School Board Museum/Archives staff can support promotions through its internal channels. Once the promotional framework is submitted for approval, it will be added to the Museum's official calendar, which schools reference when selecting content for their newsletters. Staff also offered to share the information via their internal Google Classroom network. Staff will follow up with Regan Hutcheson to confirm if there is an updated template that the Committee should use. It should be noted that it is likely their process follows similar protocols to the YRDSB communications guidelines mentioned above.
- d) Update the City's website – Vance Kornobis' written report provided a link to the updated Doors Open page on the City of Markham website. He advised that it will be revised as more information becomes available.
- e) Contact Destination Markham about social media – Vance Kornobis' written report advised that Destination Markham was asked for feedback about some high-level ideas. Given the tourism connection with Doors Open Markham, a member of the Destination

Markham media team was invited to collaborate with the Committee in developing a teaser-style video to promote all event sites and services. Vance Kornobis also reported that he introduced the idea of a passport-style stamp book to gamify the experience, allowing families to collect stamps at each location. Destination Markham staff are currently reviewing the request and are expected to share their feedback soon.

- f) Contact Heritage Markham members and planning staff regarding volunteering – Regan Hutcheson advised that he has provided Heritage Markham Committee with an update on Doors Open Markham initiatives and members were asked about volunteering on the Doors Open Markham event day; about five indicated their interest to be volunteers on that day. Andrew Fuyarchuk advised that he has a source for high school student volunteers as well. Vance Kornobis will add to the webpage information about volunteering and a link to the City of Markham’s volunteer application process, with a call to action for visitors to check back in August for volunteer opportunities; the link will be activated by August 12.
- g) Volunteer T-shirts- Renee Zhang provided a written report to advise that forty Volunteer t-shirts sponsored by Regional Councillor Alan Ho have been received and are stored at the Civic Centre. Information about three quotes for customized logo printing was presented; it was recommended to accept the quote of \$228.40 including shipping from GQ Printing, because of the quality of the printing and the various types of printing/embroidery on apparel which are possible. It was confirmed that the quoted amount falls within the existing approved budget.

It was

Moved by Ken Steinberg
Seconded by Sheila Zahraei

That the quote of \$228.40 including shipping be accepted and the contract for customized logo printing be awarded to GQ Printing.

CARRIED

ACTION: Regan Hutcheson to follow up with Kenneth Ng to determine whether he is able to contact The School (restaurant) about any interest it might have in participating in the Doors Open Markham event.

ACTION: Vance Kornobis to follow up with York Catholic District School Board and provide an update about promotional materials for distribution to schools.

ACTION: Vance Kornobis to provide an update about the promotional framework to be submitted to School Board Museum/Archives staff for review and approval.

ACTION: Regan Hutcheson to provide an update about any updated template that the Committee should use when providing materials for review by School Board Museum/Archives staff.

ACTION: Vance Kornobis to provide an update about collaborative initiatives, including passport designs, with Destination Markham.

5. PLANNING FOR 2025 DOORS OPEN MARKHAM EVENT

- (a) **Sites** – Regan Hutcheson reported there were no changes to the list of proposed sites. He is waiting to receive the paperwork to confirm Box Grove’s participation. Over the next month, he will be contacting all the event sites to re-confirm their participation.

Please see Appendix A for the list of proposed sites, their status and their need for volunteers as of May 28, 2025.

The Committee discussed the need for someone assigned to each site to be responsible for ensuring that the site is open and running well. It was noted that even sites, which have not requested volunteers, will still need a site coordinator. Committee members were asked to consider which site they would be interested in being the coordinator for; they were asked to email Regan Hutcheson or advise their choice at the next meeting. Andrew Fuyarchuk expressed interest in serving at the Markham Village Train Station site. Ken Steinberg volunteered to serve as a roaming coordinator visiting all sites throughout event day to ensure things are running smoothly.

ACTION: Regan Hutcheson to re-confirm the participation of the thirteen sites for the Doors Open Markham event.

ACTION: Committee members to consider which site(s) they would like to serve as Site Coordinator, and to advise Regan Hutcheson by email or at the next meeting.

- (b) **Displays and Activities**

Regan Hutcheson advised that, to help animate certain event sites, Markham Heritage staff will create photo displays using archival pictures to show what the schools used to look like.

- (c) **Marketing**

Vance Kornobis provided a written report advising that additional materials will be added once additional locations are confirmed. A few generic samples were provided for information purposes.

Vance Kornobis also reported that he is coordinating with the Culture, Recreation, and Libraries departments about Welcome Week programming. The plan is to position Doors Open Markham as the kick-off event in the City’s Welcome Week campaign, using the Doors Open Markham media release to highlight this connection.

It was reported that event day signage from last year is in storage at the Civic Centre. Regan Hutcheson had previously confirmed with Doors Open Ontario that the signs may be re-used this year. Additional signs may be ordered from Doors Open Ontario if needed.

(d) Provincial Website

Regan Hutcheson reported that he and Vance Kornobis are uploading information and pictures about the thirteen event sites to populate the Doors Open Ontario website. He reported that it is important to take care in promoting what is available at the sites. It is hoped to have information about most of the event sites uploaded soon on both the Doors Open Ontario and Doors Open Markham sites.

(e) Volunteer recruitment

It was reported that the Canada Room, Markham Civic Centre, has been reserved for September 17, 2025, from 6:30 – 8:30 pm for the Volunteer Orientation session and Committee meeting, with an opportunity for Committee members serving as Site Coordinators to pick up supplies for event day.

6. NEW BUSINESS

- (a) The Committee discussed the possibility of providing volunteers with lanyards and information identifying the City of Markham, the event, the event site, and the status of “Volunteer”. For security reasons, personally identifiable information of volunteers would not be included. This idea will be further discussed at the next meeting.
- (b) The Committee discussed whether there would be a need for a photographer. This topic will be discussed at a future meeting.

ACTION: Committee to discuss with Renee Zhang the feasibility of providing lanyards for Volunteers.

ACTION: Committee to discuss possible need for an event photographer.

7. OTHER BUSINESS

None was identified.

8. NEXT MEETING

The next meeting is scheduled for Wednesday, June 25, 2025, at 6:30 p.m., via Zoom.

9. ADJOURNMENT

It was

Moved by Agatha McPhee
Seconded by Ken Steinberg

That the Doors Open Markham 2025 Organizing Committee adjourn at 7:25 PM.

CARRIED

APPENDIX A

LIST OF POTENTIAL EVENT SITES as of May 28, 2025

Site ID	Name (Historic)	Status	Volunteers Needed?
1	Brown's Corner School House YORK REGION DISTRICT SCHOOL BOARD	Confirmed	To be confirmed
2	Cedar Grove School House CITY, Cedar Grove Community Centre	Confirmed	To be confirmed
3	Box Grove School House CITY, Box Grove Community Centre	Verbally confirmed, awaiting completed application	To be confirmed
4	Former Markham High School PRIVATE	Confirmed	To be confirmed
5	Franklin Street Public School SCHOOL BOARD	Not being pursued	
6	German Mills Schoolhouse (SS#2) CITY	Confirmed on condition that the Committee provides volunteers to staff this site	Yes
7	Mount Joy Public Schoolhouse (SS #16) CITY/MARKHAM MUSEUM	Confirmed (Schoolhouse only)	Yes 1 or 2
8	Colty Corners Schoolhouse (SS#11) (PRIVATE BUSINESS)	Not being pursued	
9	Victoria Square Schoolhouse (SS #6) (PRIVATE BUSINESS)	Not being pursued	
10	School Section #14 School (SS#14) (PLACE OF WORSHIP)	Not being pursued	
11	Hagerman Schoolhouse (SS#18) (PRIVATE RESTAURANT)	Kenneth Ng volunteered to contact about willingness to participate	
12	Mongolia Schoolhouse (SS#22) (PRIVATE HOME)	Not being pursued	
13	Milnesville Schoolhouse (SS#19) (PRIVATE HOME)	Not being pursued	

Site ID	Name (Historic)	Status	Volunteers Needed?
14	Jonathan Calvert House (Montessori School PRIVATE BUSINESS)	Not being pursued	
15	Benjamin Marr House Cornell (Montessori School PRIVATE BUSINESS)	Not being pursued	
16	Adam Clendenen House Cornell (Montessori School PRIVATE BUSINESS)	Not being pursued	
17	Sinclair Hagerman House (Family Day Care PRIVATE BUSINESS)	Not being pursued	
18	York University- Markham Campus Markham Centre YORK U	Confirmed	No
19	Bill Crothers Sport High School Markham Centre SCHOOL BOARD	Not being pursued	
20	Unionville High School Unionville- Markham Centre School Board	Not being pursued	
21	Unionville Historic Station CITY Community Centre	Confirmed	Yes
22	Markham Village Historic Station CITY, Community Centre/ GO Station	Confirmed	Yes
23	Heintzman House CITY	Confirmed	Yes
24	Markham Fire Station 97 CITY	Confirmed	No
25	Varley Art Gallery and McKay Art Gallery CITY	Confirmed	To be confirmed