



## MEMORANDUM

**TO:** Heritage Markham Committee

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

**DATE:** January 13, 2021

**SUBJECT:** Heritage Markham Election and Appointments  
1) Election of Chair and Vice-Chair  
2) Sub-Committees of Heritage Markham  
3) Heritage Markham Representative- Other Committees

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### **Background**

- The by-law which governs the operation of Heritage Markham indicates that “at the first meeting of Heritage Markham of each year, the members shall elect from within the membership a Chairperson and Vice Chairperson, and such other officers as deemed necessary, and these persons shall hold office until a successor for each position is elected”.
- Given that Heritage Markham is currently reviewing its Terms of Reference and how the Chair and Vice Chair could be selected, it may be prudent to delay the election of Chair and Vice Chair until Council adopts a new Terms of Reference.

### **Chair and Vice-Chair**

Heritage Markham is required to elect a Chair and Vice Chair. The current Chair is Graham Dewar and the Vice Chair is Ken Davis.

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### **Sub-Committees of Heritage Markham**

Members of Heritage Markham are also requested to volunteer for sub-committee duties and are usually appointed. The standard sub-committees are as follows:

#### **Architectural Review Sub-Committee**

- the purpose of this sub-committee is to examine in greater detail any issue referred by the main Heritage Markham committee.
- Heritage Markham may delegate its review function to the sub-committee in certain circumstances if timing is factor.
- any member may attend, but it is preferable to have a core group of at least 3 members.

- Depending on who is appointed and their constraints, the sub-committee may meet either during business hours or in the evening.

#### Building Evaluation Sub-Committee

- two members of Heritage Markham are required. Involves a review of historical and architectural information package
- assist Heritage Section staff in evaluating and classifying heritage properties using the City's own evaluation system.
- Meetings are held as required.
- Current Members: **David Nesbitt and Graham Dewar with Evelin Ellison as alternate.**

### **Heritage Markham Representation on Other City Committees**

(a vote would only be needed if more than one person wishes to represent Heritage Markham on committees where only a specific number of representatives is needed)

#### Doors Open Markham – Heritage Markham Reps.

- Heritage Markham members have been very active on this committee in the past few years. The City now organizes this committee.
- Planning meetings are usually held once a month or as needed
- Council resolution of December 1, 2009 allows up to 2 representatives of Heritage Markham to be members of the committee.
- Current members: **Vacant**

#### Historic Unionville Community Vision Committee

- Heritage Markham is provided the opportunity to have one (1) representative on this advisory committee
- Purpose is provide advice and guidance on the implementation of the Historic Unionville Community Vision Plan
- Committee meets as needed as part of the Unionville Sub-Committee of Council
- Usually a Unionville representative from Heritage Markham is selected.
- **Ken Davis** is the current representative.

#### **Suggested Heritage Markham Recommendation:**

THAT the matter of electing a Chair and Vice Chair for 2021 be deferred until Council approves a new Terms of Reference for Heritage Markham:

THAT the following members comprise the Architectural Review Sub-Committee \_\_\_\_ effective January 14, 2021;

THAT \_\_\_\_\_ and \_\_\_\_\_ are the Heritage Markham representatives on the Heritage Building Evaluation Sub-Committee effective January 14, 2021;

THAT \_\_\_\_\_ are the Heritage Markham representatives on the Doors Open Committee effective January 14, 2021;

THAT \_\_\_\_\_ is the Heritage Markham representative on the Historic Unionville Community Vision Committee effective January 14, 2021.