



MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: February 20, 2024

SUBJECT: Heritage Markham Election and Appointments- 2024
1) Election of Chair and Vice-Chair
2) Sub-Committees of Heritage Markham
3) Heritage Markham Representative- Other Committees

Notice of the need for election and new appointments – Proposed Date: **March 13, 2024**
Members are encouraged to review the various opportunities noted below and consider serving.

Background

- The Heritage Markham Terms of Reference adopted by Council in March 2021 provides direction of the election of the Chair/Vice Chair and the roles, as well as the need for appointments to sub-committees. See Attachment “A”
- The Terms of Reference indicates that at the first meeting of Heritage Markham of each year (or as soon as practicable), the members shall elect from within the membership a Chair and Vice Chair, and these persons shall hold office until a successor for each position is elected.

Chair and Vice-Chair

Heritage Markham is required to elect a Chair and Vice Chair. **The current Chair is Councillor Karen Rea and the Vice Chair is Lake Trevelyan**

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.
- **Current Members: Ken Davis, Elizabeth Wimmer, Victor Huang, Karen Rea**

Building Evaluation Sub-Committee

- two members of Heritage Markham are required. Involves a review of a 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: Ken Davis, Elizabeth Wimmer, Victor Huang, and Karen Rea**

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.
- Committee is currently meeting to plan 2024 event set for June.
- **Current Representative(s): David Wilson**

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.
- **Current Representative: Lake Trevelyan**

Suggested Heritage Markham Recommendation:

That the information on the need for election of a Heritage Markham chair and vice chair, and the appointment of members to subcommittees be received;

And That the election and appointments be addressed at the March 13, 2024 meeting.

Attachment “A”

Heritage Markham Terms of Reference

2.4 Chair/Vice Chair

- 2.4.1 The Heritage Markham Committee will elect a chairperson (Chair) and a vice-chairperson (Vice Chair) from all members, annually at its first meeting of the year, or as soon as practicable. The Manager, Heritage Planning will conduct the elections of Chair and Vice Chair positions. Once the Chair and Vice Chair are elected, the Chair will preside over the remainder of the meeting.
- 2.4.2 The Chair and Vice Chair will retain the position until a successor for each position is elected.
- 2.4.3 The Chair (or Vice Chair) is responsible for the effective and respectful operation of the Heritage Markham Committee. They will ensure that the Committee’s discussions and recommendations are within the scope of the Committee’s mandate and that the focus of dialogue and debate is from a heritage perspective.
- 2.4.4 Additional responsibilities and duties of the Chair, including meeting protocols (i.e. voting and motions) is provided for in the City’s Procedural By-law and any City guidelines for advisory committees, boards and committees. Where the document is silent on a matter, Robert’s Rules of Order would apply.
- 2.4.5 If both the Chair and Vice Chair are not present within fifteen minutes after the time for the meeting to begin, the Manager, Heritage Planning will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair’s rights, duties and responsibilities.
- 2.4.6 The Chair (or designate) is the official spokesperson for the Heritage Markham Committee and will represent the Committee at official events, functions and other meetings, when required. See section 3.12 regarding media requests.

3.2 Sub-Committees

- 3.2.1 The Heritage Markham Committee may appoint a sub-committee from its members to investigate, organize and report on any matter related to the Committee’s mandate.
- 3.2.2 In addition to any other sub-committees, on an annual basis, the Heritage Markham Committee will form the following sub-committees to meet as required:
- an Architectural Review Sub-Committee comprised of a minimum of three (3) members to address issues and applications requiring detailed analysis, review and consultation with an applicant or proponent. Depending on the issues under discussion, other members of the main Committee are welcome to attend and participate.
 - A Building Evaluation Sub-Committee comprised of two (2) members and two (2) members of Heritage Section staff to evaluate and classify cultural heritage resources.
- 3.2.3 Decisions of sub-committees can be made by voting or by consensus.