



MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: March 13, 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

Background

- The Heritage Markham Terms of Reference adopted by Council in March 2021 provides direction for 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.
- The Manager, Heritage Planning will conduct the elections of Chair and Vice Chair positions.
- The Terms of Reference suggest that once elected the Chair shall preside over the remainder of the meeting (however staff has suggested in the past that if a new chair is elected, it be effective starting the next day to allow an appropriate transition).

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.
- This Sub-Committee likely is not needed given our Priority Designation Program.
- **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 8th.
- **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 _____ is the Chair and _____ is the Vice Chair of the Heritage Markham Committee for 2024 effective March 14, 2024;

THAT the following members comprise the Architectural Review Sub-Committee ____ effective March 14, 2024;

THAT _____ and _____ are the Heritage Markham representatives on the Heritage Building Evaluation Sub-Committee effective March 14, 2024;

THAT _____ is the Heritage Markham representatives on the Doors Open Committee effective March 14, 2024;

THAT _____ is the Heritage Markham representative on the Historic Unionville Community Vision Committee effective March 14, 2024.

Q:\Development\Heritage\HERITAGE MARKHAM FILES\MEMBERS\Elections\2024\Election March 13 2024 memo for HM.doc