



**DOORS OPEN MARKHAM 2024  
ORGANIZING COMMITTEE**

**MINUTES**

**Electronic Zoom Meeting  
March 6, 2024**

**Attendance**

**Present**

Andrew Fuyarchuk  
Bowie Leung  
Agatha McPhee  
Kenneth Ng  
Domenica Tang  
Councillor Reid McAlpine  
Regional Councillor Alan Ho

**Regrets**

Yat Chi Ling  
Jude Mahmoud  
Ken Steinberg  
Bryan Frois, Office of the CAO  
Chris Rickett, Director, Economic Growth,  
Culture and Entrepreneurship  
Maxine Roy, Manager, Corporate  
Communications

**Staff**

Audrey Bouman, Corporate Communications  
Regan Hutcheson, Manager, Heritage  
Planning  
Renee Zhang, Manager, Corporate &  
Community Events  
Bev Shugg Barbeito, Committee Clerk

**1. CALL TO ORDER**

The Doors Open Markham 2024 Organizing Committee was called to order at 5:35 PM with Agatha McPhee 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 2024  
ORGANIZING COMMITTEE MEETING HELD ON FEBRUARY 7, 2024**

It was

Moved by            Agatha McPhee  
Seconded by       Councillor Reid McAlpine

That the minutes of the Doors Open Markham 2024 Organizing Committee meeting held on February 7, 2024 be adopted as distributed.

**CARRIED**

#### **4. MATTERS ARISING FROM THE MINUTES**

##### **(a) Event Sites**

It was reported that the following sites are not available: E. J. Sand Public School, Old Markham High School, IBM lab, Venture Lab, and Six Semi-Conductor lab. The Markham Civic Centre and the Flato Markham Theatre were recommended as potential event sites; Renee Zhang will check their availability. Kenneth Ng will check on the availability of Police Station District 5. Please see Appendix A for the updated list of confirmed sites.

A concern was noted about including the Fire Stations as event sites, in case fire engines would be needed on the day of the event. Andrew Fuyarchuk will ask the Fire Chief to consider the situation and make recommendations.

The Committee discussed whether to include places of worship as event sites, since attendance at these sites had been low in past years. It was suggested that the Committee could consider including two religious venues each year and rotate the venues from year to year, or requiring that a place of worship be listed on a register of cultural heritage and have some heritage value. The Committee will consider this matter at a future meeting.

Committee members suggested grouping event sites by location so that attendees could walk from site to site. It was noted that Jane's Walk, with similar walking tours, will take place on May 4, 2024. It was suggested that next year the Committee might consider a partnership with this event.

##### **(b) Event Site Descriptions**

It was reported that Andrea Bouman and Andrew Fuyarchuk have been drafting the event site descriptions. Committee members were reminded that, according to Ontario Heritage Trust rules, site descriptions for at least three sites are due by March 31, 2024 with the remainder due 30 days before the event. Andrea Bouman and Andrew Fuyarchuk will liaise with Regan Hutchinson about submitting the site descriptions.

##### **(c) Budget**

Renee Zhang reported that HST is charged to the budget and that it was recommended not to pursue sponsorships this year, if the current amount of funding can support what is needed for this year's event. The Committee discussed how to allocate the \$300 no longer needed as contingency funds. It was reported that a quote from the printers for 500 printed brochures was \$465; Kenneth Ng volunteered to provide information about a less expensive printing option. The Committee discussed whether to consider printing a larger supply of brochures. Audrey Bouman advised that budget funds would be required for printing stickers with the bar code for the door of each event site; attendees will be able to scan the barcode to access the digital brochure. The Committee agreed to promote the digital brochure and print the limited number of 500 brochures.

Audrey Bouman advised that she is developing a poster that Committee members will be able to distribute at the participating event sites and other community locations to help promote the Doors Open Markham 2024 event.

**(d) Draft Communications Plan**

Audrey Bouman advised that the details of the plan have not changed but she has moved forward creating the materials, drafting descriptions and gathering photos for each event site, and creating the website. It was agreed that Audrey Bouman would use descriptions of the currently confirmed event sites to launch the website; descriptions of additional event sites may be added as that information becomes available. Audrey Bouman reported that plans are to launch the website soon, and she is working with the design team to create the visual graphics to be shared with the event sites. She is also developing a document for participating sites informing them how they can self promote their involvement and how they can interact with the City of Markham online to cross promote the Doors Open Markham 2024 event.

In answer to questions about pictures of the event sites, it was advised that additional pictures of the fire station and the Thornhill Village Library would be welcome because then different photos can be used in various promotion pieces.

Kenneth Ng, Domenica Tang, Bowie Leung, and Agatha McPhee will work together to develop programming which may be required for the event sites, and bring proposals to the Committee for discussion.

**(e) Event Day Coverage**

The Committee discussed the need for a Volunteer Coordinator to assign volunteers to assist at the various event sites. Andrew Fuyarchuk volunteered to take on this role. Audrey Bouman advised that she and Andrew will liaise with Renee Zhang who has experience with the volunteer recruitment process.

**(f) Insurance**

Renee Zhang reported that the Doors Open Markham 2024 event will be covered under the City of Markham's insurance. Each event site will also carry appropriate insurance.

**5. NEW BUSINESS**

The Committee enquired about Markham's policy for Committee member attendance at meetings and the possible need to revisit the membership list. It was suggested that the Clerk's Office be advised that a certain individual or individuals have not been attending and ask the Clerk's Office to look into the matter per the policies for boards and committees.

**6. OTHER BUSINESS**

None was identified.

**7. NEXT MEETING**

The next meeting of the Doors Open Markham 2024 Organizing Committee is scheduled for Wednesday, April 3, 2024 at 5:30 p.m., via Zoom.

**8. ADJOURNMENT**

The Doors Open Markham 2024 Organizing Committee adjourned at 6:55 PM.

## APPENDIX A

### EVENT SITES

**UPDATED MARCH 6, 2024**

**Registration closes March 31st**

1. Heintzman House	Confirmed
2. Markham Village Train Station	Confirmed
3. Unionville Train and Station Stiver Mill	Confirmed
4. Stiver House – Main Street Unionville	Confirmed
5. Old Curiosity Tea Shop (Main Street Markham) <a href="http://www.cuppa.ca">www.cuppa.ca</a> <a href="https://www.instagram.com/markhamtearoom/?hl=en">https://www.instagram.com/markhamtearoom/?hl=en</a>	Confirmed
6. Varley Art Gallery and McKay Art Gallery	Confirmed
7. Thornhill Village Branch Library <a href="https://markhampubliclibrary.ca/locations/tv/">https://markhampubliclibrary.ca/locations/tv/</a>	Confirmed
8. Heritage Estates Markham	Confirmed
9. Fire Station (across from Markham Village Train Station on Main Street)	Confirmed
10. Markham Museum	Confirmed, requested follow up after March Break
11. Markham Civic Centre	R. Zhang to contact
12. Flato Markham Theatre	R. Zhang to contact
13. Police Station District 5	K. Ng to contact