



## MEMORANDUM



**TO:** Heritage Markham Committee

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

**DATE:** November 13, 2024

**SUBJECT:** December Meeting and End of Year Reception

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To acknowledge the volunteer efforts and the numerous hours provided by Committee members in dealing with complicated and often controversial subject matter, the City has in the past sponsored a year end reception at the last meeting of the year or, on occasion, after the first meeting in the following year.

At the October meeting, Councillor Karen Rea suggested that an in-person meeting be planned in December to allow for an end of year reception/social since members primarily only see each other virtually.

### **Background:**

- In December 2023, the Heritage Markham Committee held its regular meeting in-person at the Civic Centre (Canada Room). Prior to the meeting, the members met in the Ontario Room for dinner.
- In other years, the event was held after the formal meeting and included coffee, tea, juices and a variety of finger foods. Prior to the Covid years, the event was held in the Councillor's lounge, the use of which was arranged for by one of Heritage Markham's Councillor members.

### **Status/ Staff Comment**

- If the committee wishes to meet in-person, it should support a recommendation to that affect to allow staff to make the necessary meeting room arrangements and any required notification to the public that the meeting will not be virtual.
- If the committee wishes to have refreshments/food prior to or after the scheduled meeting, this should be discussed. In prior years, staff or a Councillor have made such arrangements. The Heritage Markham Budget 2024 did include a general expense item for Year End Reception - \$350.

## **Suggested Recommendation for Heritage Markham**

That Heritage Markham's December meeting be held in-person at the Civic Centre and staff is requested to make the necessary arrangements.

Or

That Heritage Markham's December meeting will continue to be conducted virtually.

That arrangements for a Year End Reception for the Heritage Markham Committee be undertaken by [.....] and be held [before/after] the regular meeting.

Or

That Heritage Markham Committee does not wish to hold a Year End Reception for 2024.

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