



MEMORANDUM



TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: December 11, 2025

SUBJECT: Heritage Markham Election – January 2025

As per the Committee's Terms of Reference, the election of Chair and Vice Chair will take place at the January meeting. Currently the Committee does not have a Vice Chair as the former Vice Chair completed her term as of November 30, 2024. The current Chair is Councillor McAlpine.

The Committee will also select members to participate in various sub-committees.

Background:

HM Terms of Reference – Section 2.4

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.

Suggested Recommendation for Heritage Markham

That Heritage Markham receive the notice of the requirement for the election of Chair and Vice Chair and other appointments which will be on the January 8, 2025 Agenda.

File:

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