



## INFORMATION ON HERITAGE MARKHAM MEETINGS

This brochure provides background information on Heritage Markham's mandate and explains the procedure for making a presentation at Heritage Markham meetings.

### What is Heritage Markham?

Heritage Markham was established by the Town of Markham in 1975 under the provisions of the Ontario Heritage Act with its mandate being to advise and assist Council on all heritage matters affecting the community. Comprised of ten volunteer representatives of the community appointed by Council and three members of Council, the Committee meets once a month as a whole to review applications and projects. Heritage staff from the Planning and Urban Design Department provides technical assistance to the Committee.

### When does the committee meet?

Heritage Markham meets at 7:15 p.m. on the second Wednesday of each month. The Committee normally meets in the Canada Room at the Markham Civic Centre.

### What does Heritage Markham review?

Heritage Markham provides comment on proposals relating to new construction, alteration, demolition, conservation and/or designation of:

- individual properties of cultural value and interest;
- properties located within a heritage conservation district; and,
- archaeological resources.

The Committee also reviews zoning by-laws, plans of subdivision, variances and severance applications and financial assistance requests affecting heritage resources. Signage applications in the heritage districts are also reviewed. The Committee is very active in promoting heritage conservation within Markham and provides advice to heritage property owners on appropriate conservation and maintenance practices.

### What policies does Heritage Markham use?

Heritage Markham is guided by the policies of the Ontario Heritage Act, policies endorsed by the Ministry of Culture, the Markham Official Plan, individual heritage conservation district plans and heritage policies adopted by Heritage Markham and/or Council.

### Where can I get a copy of meeting agendas?

Copies of Heritage Markham agendas are available from the Clerk's Office on the Friday afternoon preceding the Heritage Markham meeting, at the meeting and can also be found on the Town's website.

### How can I speak at a Heritage Markham meeting?

Heritage Markham meetings are open to the public, **but are not public meetings**. Most individuals who wish to speak to the Committee arrange a deputation prior to the meeting agenda. If you wish to make a presentation to Heritage Markham at a regularly scheduled meeting, please complete the Deputation Form on the back of this flyer and return it to the Manager, Heritage Planning.

The priority in which deputations are heard by the Committee are in accordance with the following:

- deputations arranged prior to the agenda distribution and listed therein;
- deputations who, after the preparation of the agenda and prior to the commencement of the meeting, ask to be placed on the Committee's Addendum Agenda;
- deputations who appear at a meeting and who are not identified until such time as the item comes forward for discussion **may be heard at the discretion of the Committee.**

### **How long may I speak?**

No person other than the delegate may speak on the matter and for not more than a total of five (5) minutes except that a deputation consisting of more than five (5) persons who are present at the meeting may have more than one (1) speaker provided the total speaking time does not exceed ten (10) minutes.

### **What if I want to distribute some material?**

If you wish to provide a handout to the Committee, fifteen copies will be required.

### **What will happen during my deputation?**

The deputation procedure is as follows:

1. At the specified deputation time, you will be welcomed by the Chair and invited to address the Committee.
2. The Chair of the Committee will invite you to make a brief presentation. Please remember the five minute time rule. Often the Committee is following a tight deputation schedule.
3. The members of the Committee may ask questions, request further clarification or provide advice or suggestions. If required, a recommendation will be adopted.

### **What happens after I speak?**

After you have spoken and answered any questions, please return to your seat and remain silent being cognizant of the fact it is now time for the Committee to debate the issue and make their recommendation. Necessary decorum dictates that all opinions must be respected and speaking from the gallery is inappropriate.

### **Can I receive a copy of the Committee's recommendation?**

If requested, the Clerk's Department will provide you with a copy of the Committee's recommendation.

### **What if I don't agree with the Heritage Markham recommendation?**

A recommendation on each application/issue is approved and forwarded to the appropriate municipal department (or Committee of Adjustment) for consideration. If, after meeting with Heritage Markham, there are outstanding heritage issues to be addressed, the applicant is given the opportunity to modify the application. If the modification is addressed, Council approval of the heritage recommendation would not be necessary.

If unresolved issues continue to exist (e.g. conflict between what Heritage Markham has recommended and what the applicant wishes to undertake), the application along with the heritage recommendation can be forwarded to Development Services Committee and Council for a decision as part of the overall application review process. There, the applicant may present their case for consideration of an alternate resolution or compromise.

### **How do I obtain more information on heritage matters?**

It is hoped that the above information is useful and provides you with a better understanding of the role and responsibilities of the Heritage Markham Committee. If further information is required, please contact the Heritage Section at (905) 477-7000, extension 2585 or at [heritage@markham.ca](mailto:heritage@markham.ca)