



**TOWNSHIP OF SOUTH FRONTENAC
Heritage Advisory Committee Meeting
Minutes**



Meeting # 03

Time: 1:00 p.m.

Location: Council Chambers / Virtually via Zoom

Present: Michael Gemmell, Wilma Kenny, John McDougall, Michael Payne

Absent: Councillor Scott Trueman

Staff: Tom Fehr - Planner, Michelle Hannah - Deputy Clerk

1 Call to Order

2 Approval of the Agenda

a) Resolution

Resolution No. 02

Moved by Michael Gemmell

Seconded by John McDougall

That the Agenda be approved as presented.

Carried

3 Confirmation of Minutes

a) Resolution

Resolution No. 03

Moved by Wilma Kenny

Seconded by Michael Gemmell

That the minutes of the January 25, 2024 and April 25, 2024 Heritage Advisory Committee meetings be approved.

Carried

4 Disclosure of Pecuniary Interest

a)

There was none declared.

5 Delegations

a)

There were none.

6 Briefings

a)

There were none.

7 Business

a) Heritage Grant Program

b)

Tom Fehr provided an overview of the status of the budget and program.

Michael Gemmell shared that he thought advertising in the newspaper regarding grants may be helpful to spread the word. He also noted that notifications could go out to the properties that are designated to remind property owners of the grant.

John McDougall shared that there were some possibilities with the Stewart House and the Albion property but nothing came to fruition with respect to the grants.

Wilma Kenny wondered if it is possible to have the grant set up for the marker program.

Tom Fehr advised that grants for the marker program would have to be separate funding from the current program.

Michael Payne suggested contacting owners specifically to remind them of the grant program, and outline what types of work are eligible and what portion of the total costs is covered. He also noted that reminding the public of terms and conditions of the grants would be helpful, similar to how the other grants in the Township are advertised.

Wilma Kenny noted that she believes it would be helpful to provide more specific information to jog individuals' imaginations. The program and specifications need to be out to the public to entice them to apply.

c)

Built Heritage Program
(Discussion RE: Grant program, Walking Tour and Historic Plaque/Marker Program)

Tom Fehr advised the Committee that it is important to raise awareness of these programs and once awareness is brought to the residents, there may be more willingness or eagerness to designate.

Michael Gemmell noted that Kingston has had a plaque program for years and the committee cannot come up with a budget plan until more information is gathered. He shared that it might be helpful to reach out to individuals who have already implemented a plaque program to seek more information. In some instances they are presented to individuals with heritage buildings and they have to be installed. He offered to reach out to individuals in Kingston to obtain more information.

Wilma Kenny agreed that it is a good idea to research the process before creating our own.

Tom noted that looking forward it might be a good idea to build something around Heritage Week such as information sessions or a communication plan for the website and social media.

John McDougall inquired about opinions regarding the most effective way of using the walking tour. He noted that the Sydenham tour is on the website and that the Verona tour is almost completed and added that it would be beneficial to have someone who is dedicated to communications to assist with that aspect.

Michael Payne inquired about the different options for a walking and driving tour. He shared that in terms of the plaque program, the Committee may want to look at different municipalities' programs to see what multiple groups are

doing and what best suits the needs of the municipality. He shared some options regarding plaques including minimal content versus ones with great detail about the property and building type and the reasons for designation. Michael Payne advised that all options have cost implications and will involve more staff members for installation and communications, it just depends on the extent the Committee wishes to go.

Michael Gemmell shared that Loyalist has a robust program on their website, and it would be a good starting point (Link: [Loyalist Township Heritage Plaque Program](#)).

Michael Payne also shared that municipally designated properties may be able to be put on the Historic Places Canada system which is set up and administered by Parks Canada. He noted that almost all of the provincial jurisdictions and designated properties are placed on the directory with a short historical background and photograph.

Resolution No. 04

Moved by John McDougall

Seconded by Michael Gemmell

That staff be requested to report back to the Committee at the next meeting regarding options and feasibility of the implementation of heritage promotion initiatives related to the grant, walking tour and plaque/marker program.

Carried

- d) Verbal Update regarding Inventory Project and Discussion regarding methodology

Michael Payne advised that he has used the form created by staff and the content areas for a number of properties and inquired if that method is working.

Tom Fehr noted that he has reviewed some of the material and as the committee works through properties emailing the information is the best way and then he will compile a spreadsheet.

Michael Payne shared his concern for including many photographs which may be too big for email.

Michelle Hannah shared information about the 2Big4Email program that can be utilized if required.

Wilma Kenny shared information about archives that can be found in the Sydenham Library including the Tweedsmuir histories and some other local items.

Tom Fehr noted that inventory is an ongoing project.

- 8 Motions

- a) There were none.

- 9 Notices of Motion

- a) There were none.

- 10 Correspondence

- a)

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There was none.

11 Round Table Discussion

a) Tom Fehr shared that staff have no updates regarding the Railton Rectory.

John McDougall noted that there seems to be meeting time challenges.

12 Questions of Clarity (from the public on outcome of agenda items)

a) There were none.

13 Date of Next Meeting

a) Date of the next meeting: October 24, 2024

14 Adjournment

a) Resolution

Resolution No. 05

Moved by John McDougall

Seconded by Wilma Kenny

That the Heritage Advisory Meeting be adjourned at 1:46 p.m.

Carried