



TOWNSHIP OF SOUTH FRONTENAC
Heritage Advisory Committee Meeting
Minutes



Meeting #

Time: 3:00 PM

Location: Virtual Via Zoom

Present: Michael Gemmell (arrived at 3:20 p.m.), Wilma Kenny, John McDougall, Michael Payne, Councillor Scott Trueman

Staff: James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services

1 Call to Order

2 Approval of the Agenda

a) Resolution

Resolution No. 02

Moved by Wilma Kenny

Seconded by John McDougall

That the agenda be amended to include an update from the Deputy Clerk regarding insurance rates for rural designated properties and as amended, be approved.

Carried

3 Confirmation of Minutes

a) Resolution

Resolution No. 03

Moved by Councillor Trueman

Seconded by Wilma Kenny

That the minutes of the November 14, 2025 Heritage Advisory Committee meeting be approved.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Delegations

a) There were none.

6 Briefings

a) There were none.

7 Business

a) Inventory Project - Progress Update

Michael Payne, Chair, provided a brief update regarding the inventory project.

It was noted that the inventory project would be handled by the new Planner. Brad Wright was present and spoke to the recruitment timelines to backfill the vacant position.

The Committee identified that the next steps are to share the inventory list with members who requested access and that staff would consider ways to compile and share digital information as work on the inventory progresses.

b) Verona Walking Tour - proposed draft

John McDougall provided an overview of the content within the Verona Walking Tour document. He noted hard copies of the document have been made and shared with interested residents, and that there are updated versions with new pictures.

Wilma Kenny identified that the online walking tour would require the information on the document to be narrowed down so that it is presented in smaller and more digestible pieces.

The Committee shared examples of other walking tour and historical content that may be useful as reference material.

As next steps, it was established that Heather Woodland would meet with John McDougall to establish the content for the walking tour. Heather Woodland committed to meeting with the Communications and GIS teams to discuss the possibility of refreshing the Sydenham content and creating the Verona content so that they are consistent. The results of these discussions will be brought back to the Committee at the next meeting to receive direction to take to Council for final approval.

c) Heritage Event Planning

The Committee shared ideas for potential speakers, timelines, content and venues. It was decided that Heather Woodland would bring a report back to the next meeting which outlines these ideas and creates a draft framework of the event for the Committee's endorsement, and which will be taken to Council for final approval.

d) De-designation Process Discussion

Michael Payne introduced the topic and the rationale for the discussion.

Brad Wright provided a brief overview of the de-designation process for the Committee's awareness.

Following a brief conversation regarding the importance of preserving the heritage attributes of designated properties, the Committee requested that staff send out letters to remind designated heritage property owners of the heritage property grant funding available to them for restorations and renovations.

e) Update regarding insurance rates for rural properties

Heather Woodland provided a brief update regarding the articles in the Whig Standard covering the impacts of heritage designations on agricultural properties for the Committee's awareness. Heather Woodland explained that the City of Kingston is working with insurance companies to understand these impacts so that they can report back to Kingston City Council, and that this report would be shared with the Committee once it is released.

Minutes of Heritage Advisory Committee
February, 6, 2025

8 Motions

- a) There were none.

9 Notices of Motion

- a) There were none.

10 Correspondence

- a) There were none.

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

- a) Not applicable.

12 Date of Next Meeting

- a) The date of the next Heritage Advisory Committee meeting: March 27, 2025

13 Adjournment

- a) Resolution

Resolution No. 04

Moved by John McDougall

Seconded by Michael Gemmell

That the Heritage Advisory Committee meeting of February 6, 2025 be adjourned
at 4:06 p.m.

Carried