



TOWNSHIP OF SOUTH FRONTENAC
Heritage Advisory Committee Meeting
Minutes



Meeting # 2025-02

Time: 3:00 PM

Location: Fire Station 8 - 4490 Battersea Road

Present: Michael Gemmell, Wilma Kenny, John McDougall, Michael Payne, Councillor Scott Trueman

Staff: Heather Grosney - Executive Assistant/Communications Officer, Noah Perron - Planner, Heather Woodland - Deputy Clerk

1 Call to Order

a) Resolution

Resolution No. 01

Moved by John McDougall

Seconded by Councillor Trueman

That the Heritage Advisory Committee meeting of April 10, 2025 be called to order at 3:02 p.m.

Carried

2 Approval of the Agenda

a) Resolution

Resolution No. 02

Moved by Councillor Trueman

Seconded by John McDougall

That the agenda be approved, as presented.

Carried

3 Confirmation of Minutes

a) Resolution

Resolution No. 03

Moved by John McDougall

Seconded by Wilma Kenny

That the minutes of the February 6, 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) Planning Session – 2025 Heritage Event

Heather Woodland, Deputy Clerk, provided an overview of the report, and requested that the Committee provide feedback and additional suggestions so that staff can prepare a report to take to Council for their information.

Michael Payne suggested that the speakers be limited to one in the interest of time, and that other speaker could attend future events.

The Committee offered additional input regarding the event. It was discussed that the museum would be an acceptable place to host the event, and that evenings or weekends would be feasible for timing. In terms of roles, it was agreed that the Committee Chair would host and that the Deputy Clerk would organize and provide logistical support.

As an action item, it was decided that Michael Payne will connect with Dr. Gray and will schedule a meeting with Heather Woodland to discuss the event.

b) Letter to Heritage Property Owners

Heather Woodland provided additional context regarding the letter and acknowledged that more information regarding the grant program on the Township website is being considered.

c) Update and Next Steps - Walking Tours (Sydenham and Verona)

Michael Payne provided an update on the walking tours project.

John McDougall reiterated that engaging a photographer to take photos for the tour was discussed at previous meetings and that it should continue to be considered.

The Committee discussed proposed adjustments to the Sydenham walking tour. Michael Payne elaborated that the Sydenham tour is quite long and suggested to possibly create two tours: an abbreviated walkable version and a longer tour with additional properties. There was also discussion of sites that could be listed collectively instead of as individual buildings.

Wilma Kenny suggested that using sites with existing plaques or inscriptions would be beneficial.

Heather Grosney suggested that guided tours could be a good addition to the Canada Day festivities. Wilma Kenny agreed and mentioned that in the past, guides have been posted to specific locations where participants could walk around and visit them to learn about specific history on that site.

Michael Payne suggested that Queens University may have photos in archives that could be used.

Heather Grosney requested that any photographs or copies of the text be provided in digital format.

Michael Payne suggested that the Doors Open Ontario event could be leveraged for both the walking tour and the reopening of the Town Hall.

For the Verona tour, the Committee discussed narrowing down the properties

to 10 or 12 sites of interest for the tour.

The Verona publication was discussed and it was reiterated and agreed upon that the publication is final and not to be amended for the tour. John McDougall mentioned that he would send a copy to Heather Grosney. It was suggested that the publication be added to the Township's website and that it would be beneficial to new residents moving to the area.

In terms of next steps, it was agreed that Michael Payne would send out communications to the Committee and would set up an in-person visit to Sydenham and Verona with Heather Grosney and Heather Woodland in attendance. Heather Woodland reminded the Committee that the online platform which hosts the Sydenham walking tour is being retired by the end of the year, and that refreshing the Sydenham tour should be priority so that it is not lost.

d) South Frontenac Architectural Tour

John McDougall presented copies of the South Frontenac Architectural Tour. He noted that they are difficult to read and flagged that there are errors in the pamphlet. He provided additional context as to how these tours came to be.

The Committee discussed refreshing the pamphlet and adding this to the Committee's list of initiatives. Heather Woodland agreed to scan copies and save them in digital format, and would attempt to reprint them in a larger format.

e) Inventory Project

Michael Payne provided a brief update on the inventory project. It was decided that Heather Woodland would provide flash drives to Committee members for file sharing purposes.

8 Motions

a) There were none.

9 Notices of Motion

a) There were none.

10 Correspondence

a) There were none.

11 Date of Next Meeting

a) The next meeting of the Heritage Advisory Committee is on June 26, 2025.

12 Adjournment

a) Resolution

Resolution No. 04

Moved by Michael Gemmell

Seconded by John McDougall

That the Heritage Advisory Committee meeting of April 10, 2025 be adjourned at 3:53 p.m.

Carried