
THE CORPORATION OF NORFOLK COUNTY
Heritage Advisory Committee Minutes

May 26, 2025

9:30 a.m.

Norfolk County Archives

Present: Tom Masschaele, Barbara Ellen Boyko, Bob Wood,
Leonard Herrewynen, Mary Caughill, Wesley Wilson

Absent with Wayne Hingston
Regrets:

Staff Present: M. Colver, Director, Heritage and Culture, A. Wallace,
Planner,

1. Call to Order

Chair Boyko called the meeting to order at 9:30 am.

2. Approval of the Agenda

Resolution No. 47

Moved By: Leonard Herrewynen

Seconded By: Wesley Wilson

THAT the agenda be approved with the addition of the CHO Conference 2025 under Other Business.

Carried.

3. Disclosure of Pecuniary Interest

None disclosed.

4. Approval of Previous Minutes

Resolution No. 48

Moved By: Leonard Herrewynen

Seconded By: Bob Wood

THAT the Norfolk Heritage Committee minutes from March 24, 2025, be approved as presented.

Carried.

4.1 Heritage Advisory Committee Meeting Minutes - March 24, 2025

5. Deputations

None.

6. Presentations

None.

7. Matters to be Considered

7.1 Waterford Old Town Hall Property

Resolution No. 49

Moved By: Leonard Herrewynen

Seconded By: Mary Caughill

THAT Heritage Permit Application HPA-2025-03 submitted for the Waterford Town Hall property be approved as per staff recommendation.

Carried.

7.2 Van Norman/Guiler/Smale Property

Resolution No. 50

Moved By: Leonard Herrewynen

Seconded By: Councillor Masschaele

THAT Heritage Permit Application HPA-2025-01 submitted for the Van Norman/Guiler/Smale property be approved as per staff recommendation.

Carried.

7.3 Union Hotel Property

Resolution No. 51

Moved By: Leonard Herrewynen

Seconded By: Bob Wood

THAT Heritage Permit Application HPA-2025-02 submitted for the Union Hotel property be approved as per staff recommendation.

Carried.

7.4 Former Norfolk Tavern Property Update

A. Wallace, Planner presented an update to the committee.

Resolution No. 52

Moved By: Bob Wood

Seconded By: Leonard Herrewynen

THAT the information be received as information.

Carried.

7.5 Port Dover Property Update

A. Wallace, Planner provided an update to the committee.

Resolution No. 53

Moved By: Wesley Wilson

Seconded By: Councillor Masschaele

THAT the committee proceed with designation of this property.

Carried.

7.6 Joint Heritage Meeting Update

Committee members who attended the Joint Municipal Heritage meeting provided an overview of the event.

7.7 Heritage Review Sub-Committee Update

Sub-committee members provided an update.

8. Other business

CHO Conference 2025 is being held in Prince Edward County in June. Those interested in attending can reach out to staff.

9. Next Meeting

Next Meeting: June 23, 2025

10. Adjournment

Resolution No. 54

Moved By: Leonard Herrewynen

Seconded By: Wesley Wilson

THAT the meeting be adjourned at 11:05 a.m.

Carried.

Chair:

Clerk: