
THE CORPORATION OF NORFOLK COUNTY
Heritage Advisory Committee Minutes

February 23, 2026
9:30 a.m.

Trillium Room – Gilberston Administration Building
12 Gilberston Drive, Simcoe

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

Also Present: C. Saunders, Committee Coordinator, A. Wallace,
Planner, A. Cull, Acting Director of Planning and Realty
Services

Staff Absent L. Castles, Committee Coordinator, W. Tigert, County
Clerk

1. Call to Order

Chair Barb Boyko called the meeting at 9:40 a.m.

2. Approval of the Agenda

Resolution No.1

Moved By: Wesley Wilson

Seconded By: Mary Caughill

That the agenda include the Bloomsburg Bridge Update

Carried.

Resolution No.2

Moved By: Leonard Herrewynen

Seconded By: Wayne Hingston

That the agenda be approved as amended.

Carried.

3. Disclosure of Pecuniary Interest

Bob Wood, declared a conflict with Item 8.2 150 Prospect Street (Clonmel Castle) and did not participate in the discussion or vote.

4. Approval of Previous Minutes

4.1 Norfolk Heritage Committee Minutes - December 8th, 2025

A change was noted by committee to the attendance, staff will make the required change.

Resolution No.3

Moved By: Leonard Herrewynen

Seconded By: Wesley Wilson

That the minutes of the Norfolk Heritage Advisory Committee meeting held on December 8th, 2025 be approved.

Carried.

5. Deputations

No deputations today

6. Presentations

No presentations today

7. Matters to be Considered

7.1 841 Norfolk Street North, Simcoe - Heritage Permit Application

Alisha Cull, Acting Director of Planning and Realty Services, presented the report to the committee and recommended approval.

Committee discussions related to the permit process included: late fees for applications submitted past the deadline, increased awareness to property owners about the process for heritage applications.

Resolution No.4

Moved By: Mary Caughill

Seconded By: Wayne Hingston

That the staff report be received as information.

Carried.

7.2 7 Lamport Street, Vittoria - Designation Application

Andrew Wallace, Planner provided an overview of the report to the committee on the Christ Church in Vittoria. The report is ready to present to council and will include that the Heritage Advisory Committee does approve of the designation.

Resolution No.5

Moved By: Wesley Wilson

Seconded By: Wayne Hingston

That the staff report be received as information and;

That the Norfolk Heritage Advisory Committee approves the designation.

Carried.

7.3 Designation De-Designation Request - 45 Peel Street

Andrew Wallace, Planner provided an overview of the report that will be presented to Council in March. The current owner would like to repeal the heritage designation.

Resolution No.6

Moved By: Leonard Herrewynen

Seconded By: Wayne Hingston

That the Norfolk County Heritage Advisory Committee accept the staff recommendation.

Carried.

8. Other business

8.1 Lynnwood Arts Centre - Barb Boyko

Barb Boyko, was approached by the Lynnwood Arts Centre about the future of the Lynnwood building. The committee had discussions around the art pieces, building issues and the space at the Norfolk County Archives building.

Resolution No.7

Moved By: Leonard Herrewynen

Seconded By: Councillor Masschaele

That the item be received as information.

Carried.

8.2 150 Prospect Street (Clonmel Castle) - Andrew Wallace

Bob Wood, declared a conflict and did not partake in discussions or a vote.

Andrew Wallace, Planner, provided a brief overview of the subject lands, and the request from a real estate agent in regards to the future development of the adjacent property and answered questions from the committee.

Committee would like to see an update to the cultural heritage landscape (CHL), to add another level of protection for the lands.

Resolution No.8

Moved By: Wesley Wilson

Seconded By: Leonard Herrewynen

That committee recommend that a CHL be completed in accordance with the LPAT decision and;

That a report comes back to committee once it is complete.

Carried.

8.3 150 Main Street, Waterford - Delegation Discussion

Andrew Wallace, Planner provided the committee with an overview of an application for part lot control for a property in Waterford. The site is a subject of a heritage designation.

The Applicant would like to present the committee as a deputation at a later date.

Resolution No.9

Moved By: Leonard Herrewynen

Seconded By: Mary Caughill

That the discussion be received as information.

Carried.

8.4 573 Highway 6, Port Dover - Potential Designation

Andrew Wallace, Planner provided an overview of the potential designation of this property. Staff will need to get some information on this property to complete the application. Wesley Wilson, Committee member can assist staff with compiling information.

Resolution No.10

Moved By: Wesley Wilson

Seconded By: Mary Caughill

That the item be received as information

Carried.

8.5 Bloomsburg Bridge Update

Alisha Cull, Acting Director of Planning and Realty Services provided an update on the project.

Staff will request that engineering staff and reports come back to next meeting to answer questions from the committee.

Resolution No. 11

Moved By: Councillor Masschaele

Seconded By: Wesley Wilson

That the item be received as information.

Carried.

9. Next Meeting

March 30, 2026 at the Gilbertson Administration Building – 12 Gilbertson Dr.

10. Adjournment

Resolution No.12

Moved By: Leonard Herrewynen

Seconded By: Wesley Wilson

That the meeting be adjourned at 10:48 a.m.

Carried.

Chair:

Clerk: