



**The Corporation of the Municipality of Mississippi Mills**

**Heritage Advisory Committee Meeting**

**MINUTES**

**June 19, 2024**

**3:00 p.m.**

**E-participation**

Committee Present: Michael Rikley-Lancaster  
Harold McKay  
Sandra Franks  
Jane Torrance  
Sarah More, Researcher

Committee Absent: Janet Carlile  
Stephen Brathwaite  
Jill McCubbin

Staff Present: Melanie Knight, Director of Development Services & Engineering  
Melissa Fudge, Planning Technician

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**A. CALL TO ORDER**

The Chair, Michael Rikley-Lancaster, called the meeting to order at 3:01 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

**C. APPROVAL OF AGENDA**

**Moved by** Jane Torrance

**Seconded by** Harold McKay

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Jane Torrance  
**Seconded by** Sandra Franks

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

None.

**F. STAFF REPORTS AND HERITAGE APPLICATIONS**

**F.1 Heritage Applications Report**

Melanie Knight, Director of Development Services and Engineering, provided an update on the monthly Heritage Applications and Inquiries report; and informed the committee that a heritage permit for a proposed gazebo at Metcalfe Park is anticipated for the Heritage Committee's review.

**F.2 Delegated Authority for Heritage Permit Applications - Staff Analysis**

Melanie Knight, Director of Development Services and Engineering, provided a summary of the current status of the Delegated Authority analysis. It was proposed that Staff prepare an analysis report outlining the recommended changes to the Delegated Authority By-law for Heritage Permit Applications. Staff expressed their intention to postpone the report until the Fall, aiming to deliver a comprehensive report that outlines several heritage related items, allowing for a more thorough and fulsome analysis.

**F.3 The Reformed Presbyterian Church of Almonte/Ramsay "Hillside Church" - 273 Almonte Street**

Sarah More, Researcher, provided an overview of the history of the Reformed Presbyterian Church of Almonte/Ramsay "Hillside Church" located at 273 Almonte Street. The Committee discussed the following items:

- The Church is in the preliminary stages of exploring a potential expansion of the lands that they use.
- Historically, horse barns used by the church existed on the property. These barns were relocated off of the property to make room for the current hall. It appears from photos that the horse

barns may have extended further onto the property than previously thought.

- The Committee requested additional information regarding the horse barn, including its location and size, as well as, the original size of the land that was used by the Church.

#### **F.4 104 Old Mill Lane, Appleton - Heritage Designation**

Melanie Knight, Director of Development Services and Engineering, provided a summary of the formal request submitted by the property owners at 104 Old Mill Lane to add the property to the Heritage Register list. Staff recommended proceeding with the request and adding the property to the Heritage Register List for evaluation by the Heritage Consultant for potential heritage designation.

The Chair recommended engaging Sarah More to conduct initial heritage research of the property as a starting point.

### **G. BUSINESS ARISING OUT OF MINUTES**

#### **G.1 38 Main Street East - Dungarvon Building Update**

Melanie Knight, Director of Development Services and Engineering, provided an update on the current status of the Dungarvon Building. The Owner has responded to the recent order issued by the Chief Building Official, including the submission of supporting documentation. The Chief Building Official is currently reviewing the submitted documentation.

#### **G.2 Mississippi Valley Textile Museum - Kitchen Venting Proposal**

Melanie Knight, Director of Development Services and Engineering, provided an update on the building permit for the amendment to the kitchen venting through the roof at the Mississippi Valley Textile Museum. It was confirmed with the Deputy Chief Building Official that no additional fees are required, and the building permit has been issued for the revised venting.

#### **G.3 Doors Open**

Melanie Knight, Director of Development Services and Engineering, confirmed that the Economic Development Department is leading the Doors Open event and will reach out to the Heritage Committee if volunteers or additional support are required.

Councillor Torrance asked Sarah More if the Reformed Presbyterian Church of Almonte "Hillside" or 104 Old Mill Lane could be good options for participating in Doors Open to demonstrate how to initiate the heritage designation process, the benefits of designating a property, and the importance of protecting the community's assets.

The Chair recommended contacting Tiffany MacLaren, Manager of Community and Economic Development, prior to approaching property owners.

The Doors Open website that compiles the properties that will be showcased.

<https://www.doorsopenontario.on.ca/pages/events/mississippi-mills>

The Heritage Committee can review this list and offer support or available heritage information.

#### **G.4 Extension of the Deadline for Listed Non-Designated Heritage Properties**

Melanie Knight, Director of Development Services and Engineering, confirmed that the deadline extension for Non-Designated Heritage Properties on the Heritage Register has been approved until the end of 2026. Additionally, the budget including Heritage Consultant fees, for completing the Heritage designation work will be allocated over a two-year period rather than being limited to this year.

#### **G.5 Cemeteries**

The Chair, Michael Rikley-Lancaster, proposed that the Heritage Committee support the Parks and Recreation Department with the maintenance of the cemeteries in a manner consistent with heritage preservation principles.

Councillor Torrance requested a list of cemeteries within the Municipality, as well as, those currently maintained by the Municipality, to be presented to the Heritage Committee. Once the list is compiled, Calvin Murphy, Recreation Manager to attend the Committee meeting to discuss current maintenance processes.

Melanie Knight, Director of Development Services and Engineering, confirmed that a Staff Report outlining a proposed policy for the maintenance of Municipally owned cemeteries was prepared in 2021 but was not approved at that time. This report will be provided for review at the next meeting.

**H. INFORMATION / NEW BUSINESS**

None.

**I. MEETING ANNOUNCEMENTS**

The next Heritage Committee meeting is tentatively scheduled for Wednesday, July 17, 2024 at 3:00 pm. Council observes a summer recess in July. The Committee will only meet if there is a pressing Heritage matter. Staff will confirm if the meeting will proceed.

**J. ADJOURNMENT**

**Moved by** Harold McKay

**Seconded by** Sandra Franks

**THAT** the meeting be adjourned at 3:33 pm.

**CARRIED**

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Melissa Fudge, Recording  
Secretary