



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

**Heritage Advisory Committee Meeting**

**MINUTES**

**March 5, 2025**

**4:00 p.m.**

**E-participation**

Committee Present: Michael Rikley-Lancaster  
Janet Carlile  
Stephen Brathwaite  
Harold McKay  
Sandra Franks  
Jane Torrance

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

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**A. CALL TO ORDER**

The Chair, Michael Rikley-Lancaster, called the meeting to order at 4:11 pm.

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

None.

**C. APPROVAL OF AGENDA**

**Moved by** Janet Carlile

**Seconded by** Jane Torrance

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Jane Torrance

**Seconded by** Sandra Franks

**THAT** the minutes dated January 15, 2025 be approved.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

**E.1 Heritage Permit Application R01-CUR-24 - 7 Mill Street**

Melanie Knight, Director of Development Services and Engineering, presented an overview of the Heritage Permit Application and staff's recommendation. The Chair invited comments from the applicant, committee members and the public.

The following items were discussed:

- Rodrigue Escayola, Solicitor representing the applicant, clarified that the proposed fence is needed to prevent pedestrians from using the private parking lot to access the viewing platform instead of the dedicated riverwalk path, which is causing safety and traffic concerns for the Condo Corporation. Rodrigue Escayola explained that previous attempts to resolve this issue with signage had been ineffective and further requested that the Municipality consider adding wayfinding signage in addition to the proposed fence provided by the Condo Corporation.
- Janet Carlile inquired about the Owner of the viewing platform and the location of the easement to access the platform.
  - Melanie Knight confirmed that the easement is in favour of the Municipality over the private property.
  - Stephen Brathwaite clarified that the viewing platform was funded through both municipal funds and private donations.
  - Rodrigue Escayola explained that the parking lot is owned by the Condo Corporation. In the case of an accident in the parking lot leading to the platform, the Condo Corporation would be liable.

- Janet Carlile asked whether the proposed fence would interfere with emergency vehicle access to the platform.
  - Rodrigue Escayola responded that adequate access could be provided through the neighboring property and suggested that a gate could be installed in the fence to allow for emergency access if needed.
- Janet Carlile also asked if the view of the falls is part of the heritage designation and whether it would be impacted by the proposed fence.
  - Rodrigue Escayola confirmed that the public viewing right is from platform and not from the private property.
- Councillor Torrance raised questions about the egress from the building for residents, specifically whether the back entrance is required for emergency access and requested that this clarification be brought to Council. Additionally, Councillor Torrance noted that barrier-free access from the easement will be required, as the private property has been providing barrier-free access to the platform.

**Moved by** Jane Torrance

**Seconded by** Stephen Brathwaite

**THAT** Heritage Advisory Committee recommend that Council approve the Major Heritage Permit to construct a fence on the subject lands municipally known as 7 Mill Street, Almonte Ward, Municipality of Mississippi Mills following consideration of alternate design solutions.

**CARRIED**

## **E.2 Heritage Permit Application R01-BRA-25 - 65 Mill Street**

Melanie Knight, Director of Development Services and Engineering, presented an overview of the Heritage Permit Application and staff's recommendation. The Chair invited comments from the applicant, committee members and the public. No one spoke.

**Moved by** Harold McKay

**Seconded by** Sandra Franks

**THAT** Heritage Advisory Committee recommend that Council approve the Major Heritage Permit for exterior façade alterations on the subject lands

municipally known as 65 Mill Street, Almonte Ward, Municipality of Mississippi Mills.

**CARRIED**

### **E.3 Heritage Permit Application R01-ARB-25 - 38 Mill Street**

Melanie Knight, Director of Development Services and Engineering, presented an overview of the Heritage Permit Application and staff's recommendation. The Chair invited comments from the applicant, committee members and the public.

The following items were discussed:

- Councillor Torrance requested the application to be circulated to the Accessibility Committee for review.
  - Melanie Knight confirmed that the application will be circulated to the Accessibility Committee as requested.
- Sandra Franks inquired if the image shown was of the proposed door.
  - Melanie Knight clarified that the door is conceptual at this stage. The applicant has requested suggestions from the Committee for door manufacturers. As part of the Heritage Permit process, staff will require shop drawings of the door to ensure that its design aligns with the proposed concept.

**Moved by** Jane Torrance

**Seconded by** Harold McKay

**THAT** Heritage Advisory Committee recommend that Council approve the Major Heritage Permit to replace the exterior storefront door on the subject lands municipally known as 38 Mill Street, Almonte Ward, Municipality of Mississippi Mills.

**CARRIED**

### **E.4 Heritage Permit Applications**

Melanie Knight, Director of Development Services and Engineering, presented a summary of the staff report and recommendation. The Chair invited comments from the committee members. No one spoke.

**Moved by** Stephen Brathwaite  
**Seconded by** Janet Carlile

**THAT** Heritage Advisory Committee recommends to Council to repeal By-law 19-46 which implemented changes to the heritage permit process and reclassified the permit requirements for non-contributing buildings in the Heritage Conservation District, both of which could cause undue impacts to the District.

**CARRIED**

**F. STAFF REPORTS AND HERITAGE APPLICATIONS**

**F.1 Heritage Applications Report**

The Chair advised that the report was provided for information purposes.

**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 progress, and confirmed that the road had been re-opened and stabilization is almost complete.

**G.2 Old Methodist Cemetery**

The Chair recommended to postpone this item to next month's meeting since Sarah More was unable to attend.

**G.3 Algonquin College - Perth Campus**

The Chair advised that the letter to the Board of Governors/President's Office, Algonquin College and email response was provided for information purposes.

**H. INFORMATION AND NEW BUSINESS**

**H.1 Pakenham Stone Arch Bridge - Rehabilitation Project**

The Chair advised that Lanark County received approval for the proposed work from the Ontario Heritage Trust.

**H.2 Almonte Old Town Hall - Curtainwall Replacement Project**

Melanie Knight, Director of Development Services and Engineering, confirmed that the curtainwall replacement is scheduled for this month.

### **H.3 27 Bridge Street - Heritage Permit Application**

Melanie Knight, Director of Development Services and Engineering, advised the Committee that the property Owner has decided not to pursue the restaurant project at this time due to economic uncertainties.

### **H.4 Heritage Committee Orientation Refresher**

The Chair recommended to postpone this item to the next month's meeting when all members are present.

### **H.5 Alameda - Installation of Dungarvon stone**

Stephen Brathwaite provided an update to the Committee on the proposal. The Alameda Committee is scheduled to present the proposed project to the County on March 11th and to Council on March 18th. The project involves restoring the stones that were removed from Dungarvon, and the Committee is calling the installation the "Dungarvon Folly." The proposed installation will be located at the John Street end of the green space in a manner that would not restrict the parking.

- Councillor Torrance mentioned that the Heritage Committee had expressed interest in preserving the stones and commended Stephen for his vision and efforts to relocate the stones as a representative of the Heritage Committee.
- Stephen Brathwaite confirmed that the drawings could be sent to Melanie Knight for distribution to the Heritage Committee.

## **I. MEETING ANNOUNCEMENTS**

The next meeting is scheduled for Wednesday, April 2, 2025 at 4:00 pm.

J. **ADJOURNMENT**

**Moved by** Stephen Brathwaite

**Seconded by** Jane Torrance

**THAT** the meeting be adjourned at 4:56 pm.

**CARRIED**

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Melissa Fudge, Recording  
Secretary