



Municipality of Mississippi Mills

HERITAGE ADVISORY COMMITTEE AGENDA

Wednesday, November 5, 2025

4:00 p.m.

E-participation

	Pages
A. CALL TO ORDER	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated October 1, 2025, be approved.	3 - 17
E. DELEGATIONS AND PRESENTATIONS None.	
F. STAFF REPORTS AND HERITAGE APPLICATIONS	
F.1 Heritage Permit Application R01-MIL-25 - 7 Mill St Staff to provide a summary of the application and staff recommendation.	18 - 34
F.2 Heritage Permit, Application, and Inquiry Report Summary of the heritage permits, applications, and inquiries.	35 - 36
G. BUSINESS ARISING OUT OF MINUTES	
G.1 Downtown Secondary Plan & Public Realm Plan Documents The draft plans for the Downtown Secondary Plan and Public Realm Plan are now available on the municipal website for review and comments: • Draft Downtown Secondary Plan • Draft Public Realm Plan	
H. INFORMATION AND NEW BUSINESS	
H.1 Change to Delegated Authority By-law Staff to provide an overview of the changes to the Delegated Authority By-law and how it affects the Heritage Permit process.	37

I. MEETING ANNOUNCEMENTS

The next Heritage Advisory Committee meeting is scheduled for Wednesday December 3, 2025.

J. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Heritage Advisory Committee Meeting

MINUTES

October 1, 2025

4:00 p.m.

E-participation

Committee Present: Michael Rikley-Lancaster
Janet Carlile
Harold McKay
Sandra Franks
Jane Torrance
Gary Lamers

Committee Absent: Stephen Brathwaite

Staff Present: Melanie Knight, Director of Development Services & Engineering
Drew Brennan, Senior Planner
Jennifer Russell, Planning Technician

A. CALL TO ORDER

The Chair called the meeting to order at 4:01 pm.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

C. APPROVAL OF AGENDA

Moved by Janet Carlile

Seconded by Gary Lamers

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Gary Lamers

Seconded by Sandra Franks

THAT the minutes dated September 3, 2025, be approved.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Water Turbine Restoration Project

Melanie Knight, Director of Development Services and Engineering, presented a summary of the timeline and photos of the water turbine restoration project in Clayton Taylor Park. Melanie thanked the volunteers, Mike Dupuis, Earl Manson, Ryan Arbuthnot, Allan Goddard, and Frankie Minnille, whose efforts made this initiative a success.

The committee requested that the Chair send personalized thank-you letters to all volunteers that lent their time and efforts to this project. The Municipality's communication department will create a social media post celebrating the project and expressing gratitude to the volunteers.

Staff to include pictures from the agenda as part of the meeting minutes.

F. STAFF REPORTS AND HERITAGE APPLICATIONS

F.1 Public Realm and Downtown Secondary Plan Projects

Drew Brennan, Senior Planner, provided a summary of the Public Realm and Downtown Secondary Plan projects and the next steps.

The committee discussed the following items:

- The importance of wayfinding and if/should it be tied to heritage aspects.
- The Public Realm plan is more of a municipal wide initiative with a larger wayfinding branding strategy.
- The committee would like to be proactive and provide input from a heritage standpoint before the plan is approved.

Drew asked the heritage committee to provide their comments, revisions, and suggestions once the plans are public.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Letter to the Board of the Mississippi Valley Conservation Authority (MVCA) re: Dr. James Naismith and Dr. R. Tait McKenzie Artifacts

The attached letter of support was emailed to all board members of the Mississippi Valley Conservation Authority (MVCA) on September 8, 2025.

The MVCA has recently posted a “Draft Transition Plan for the Mill of Kintail Museum” on their website for those that would like to view it.

Additionally, the MVCA’s General Manager will be appearing as a delegation at the October 7, 2025 Council meeting to discuss potential next steps. Council meetings begin around 6pm and can be watched online from the municipal website.

G.2 Cemetery Presentation

Keith Blades and Willowbank School of Restoration presented their initial finding for the Old Methodist Church.

The committee discussed the following items:

- The previous cemetery restoration project in 1970 is a good example of what not to do, although good intentioned.
- A proposed timeline and budget will be provided by Keith Blades in the new year.
- The Chair to send a personalized thank-you letter to Keith Blades and the students, thanking them for their efforts.

H. INFORMATION AND NEW BUSINESS

H.1 2025 Municipal Heritage Committee Virtual Fall Forum

Jennifer Russell, Planning Technician, circulated the invitation for the online heritage forum taking place on Saturday November 1, 2025.

The organizers have asked each municipality to submit a photo of the most concerned property to be lost; or the most favourite property to have been protected, with details and the location.

- Gary Lamers and Councillor Torrance to attend.
- Photo suggestions include:

- Mill of Kintail, as the most concerned to be lost.
- Pakenham General Store, 5 span bridge, or water turbine as the favourite to be protected.

I. MEETING ANNOUNCEMENTS

The next meeting is scheduled for November 5, 2025.

J. ADJOURNMENT

Moved by Gary Lamers

Seconded by Harold McKay

THAT the meeting be adjourned at 4:51 pm.

CARRIED

Jennifer Russell, Recording
Secretary

A photograph of a large, dark-colored water turbine installed outdoors in a park setting. The turbine is mounted on a stone-paved area and is surrounded by a low black metal fence. In the background, there are green trees and a cloudy sky. The text "Clayton Taylor Park Water Turbine Repair & Reinstallation Process" is overlaid in white, bold font.

Clayton Taylor Park Water Turbine Repair & Reinstallation Process

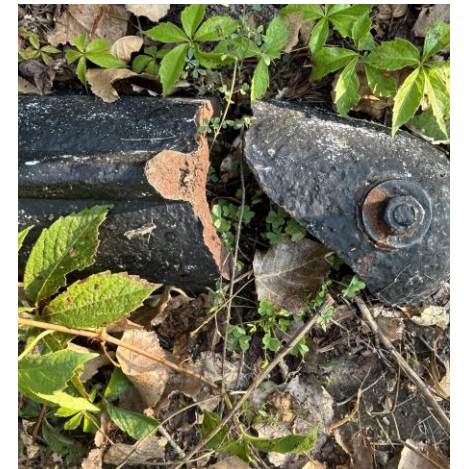


Water turbine pre and post tree fall





Water turbine damage







Repair: May 28, 2025





Site clean up: June 10, 2025





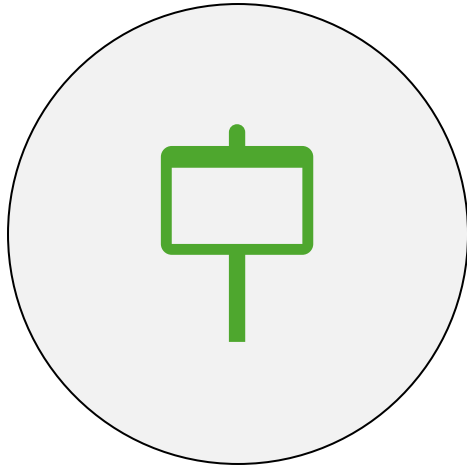


Reinstatement: August 29, 2025





Phase 2 – Next Steps (2026):



- New signage design and installment to provide background on tree damage and repair process



- Continued garden clean up and planting – spring 2026

Thank you

This project would not have been possible without the hard work, time, and expertise of so many individuals:

Special thanks to:

- Mike Dupuis and Canadian Hydro Components Ltd.
- Earl Manson, crane operator with Manson Cartage
- Ryan Arbuthnot with Valley Steel
- Allan Goddard, arborist
- Frankie Minnille
- Lizz Thrasher

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: November 5, 2025

TO: Heritage Advisory Committee

FROM: Jennifer Russell, Planning Technician

SUBJECT: **Heritage Permit Application R01-MIL-25 - 7 Mill Street**

OWNER: Lanark Standard Condominium Corporation Number 17
(Victoria Woollen Mills Condos) – Janice Cheney

APPLICANT: Sean Mackenzie

RECOMMENDATION:

THAT Heritage Advisory Committee approve the Major Heritage Permit to install steel angle irons under stone window lintels and repair masonry work on an exterior wall on the subject lands municipally known as 7 Mill Street, Almonte Ward, Municipality of Mississippi Mills.

PURPOSE AND EFFECT:

The purpose and effect of Heritage Permit Application R01-MIL-25 is to obtain approval for the installation of steel angle irons under stone window lintels and repair masonry work on an exterior east facing wall at 7 Mill Street. The proposed repair work is due to cracked stone lintels and wall stones required repair as noted in Attachment B - Lintel Assessment MM, and Attachment C - Rationale for LSCC 17 stone maintenance.

BACKGROUND:

The subject property is individually designated under Part IV of the Ontario Heritage Act and is also within the Almonte Downtown Heritage Conservation District (Part V of the Act) as a property that strongly contributes to the district. By-law 16-1978 individually designates the subject property and is provided in Attachment A.

The property is located at the northeast corner of the intersection of Mill Street and Almonte Street. The existing building, referred to as 'The Victoria Woollen Mill', was built in 1853 with a three (3) storey addition later constructed in 1862. Although the building was originally constructed as a woollen mill, it has historically been used for a variety of commercial uses. In 2008, the building was renovated and converted into a mixed-use condominium consisting of twelve (12) units with accompanying common elements and

exclusive use areas. The condominium currently features both residential and commercial uses.

Figure 1 below shows an aerial image of the subject property.

Figure 1: Subject Lands



PROPOSED DEVELOPMENT:

Lintel Repair

The current stone lintels are structural elements made up of soft local sandstone with tooled margins and a pecked face. Each lintel measures approximately 12" tall by 5' long and is estimated to be 6" thick. Several lintels exhibit cracking and settlement ranging in condition from fully cracked and sagging, to no visible signs of damage. In Attachment B – Lintel Assessment MM, the applicant has provided a visual layout of the existing lintels and their current condition. The proposed method of repair for the stone lintels involves removing the cracked stone lintels and any rubble stone as needed, and installing galvanized steel angle irons. The removed stone lintels and any rubble stone removed will then be reinstalled in their original location.

Masonry Repair

The wall adjacent to the upper parking lot has undergone multiple repairs since the building's conversion to condominiums, with subsequent repairs using non-structural stone sizes and hard mortar, which further deteriorated the original stone.

Most of the existing stones were cracked, broken, or fragile. As a result, much of the existing material was unusable and needed to be replaced with local limestone, either salvaged from nearby projects or sourced from un-blasted local extractions. The repair work was completed using Type O mortar.

Building Permit

A Heritage Permit is considered 'applicable law' under the Ontario Building Code, and the applicant has already applied for the necessary building permit to undertake the proposed lintel repair work. The masonry work does not require a building permit and was completed a few weeks ago. Staff suggested that this work be added to the Heritage permit application as a Permit would have been required. By retroactively issuing a Heritage permit the Municipality will have a formal record of the repair work that was completed.

EVALUATION:

Heritage Conservation District Plan

All properties within the Heritage Conservation District (HCD) are designated under Part V of the Ontario Heritage Act and are subject to the HCD Plan. The subject property is also individually designated under Part IV of the Act. Although the HCD guidelines require a minor permit for "minor repairs to exterior elements that match the existing in-kind, using the same material in the same style, size and detailing" as per section 5.2, including exterior cladding, this property is also individually designated under Part IV, requiring the work to be covered under a Major Heritage permit.

As per the HCD, where original materials exist, they should be conserved, maintained and repaired where necessary. Masonry should also be repointed regularly to avoid water filtration and subsequent damage and should be undertaken by qualified masons trained in heritage practices. The proposed work will be reinforcing the existing stone lintels with angle irons that are not visible from the street or river, and the masonry work included replacement stones found locally and completed by a qualified mason.

Designating By-law

By-law 16-1978 and the Statement of Significance contain information on the elements of the building including the wall construction which consists of squared rubble stone, sandy brown in colour, and the structural system and framing which consists of masonry load-bearing walls. In the statement of significance, the windows are also noted.

As these items are significant historical elements and are directly spoken to within the by-law and statement, it's important that these elements be repaired and replaced using existing lintels and stones, or locally sources stones, and be covered under a Major Heritage Permit.

As the proposed work is structural, on the exterior of the building and will require mortar application, it is time sensitive due to the upcoming cold weather.

SUMMARY:

Having reviewed and assessed the proposed Heritage Permit application, Staff are satisfied that that proposal is consistent with the Heritage Conservation District Plan and the Standards and Guidelines for the Conservation of Heritage Places in Canada.

Respectfully submitted by,

Approved by,



Jennifer Russell
Planning Technician

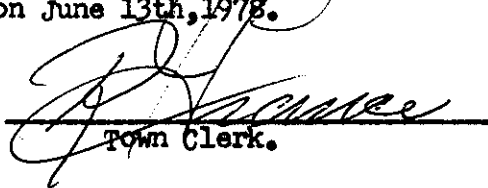


Melanie Knight
Director of Director of Development
Services and Engineering

ATTACHMENTS:

1. Attachment A – By-law 16-1978
2. Attachment B – Lintel Assessment MM
3. Attachment C - Rationale for LSCC 17 stone maintenance

A CERTIFIED TRUE COPY OF BY-LAW NUMBER
16-1978 of the Town of Almonte passed
on June 13th, 1978.


Town Clerk.

CORPORATION OF THE TOWN
OF ALMONTE
BY-LAW NUMBER 16 -1978

A BY-LAW TO DESIGNATE THE
PROPERTY KNOWN MUNICIPALLY
AS 7 Mill Street, Pinecraft
Building, AS BEING OF ARCHITECTURAL
AND HISTORICAL VALUE OR INTEREST.

WHEREAS section 29 of The Ontario Heritage Act, 1974
authorizes the Council of a municipality to enact by-laws
to designate real property, including all buildings and
structures thereon, to be of architectural or historic
value or interest; and

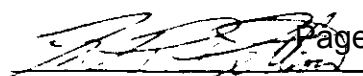
WHEREAS the Council of the Corporation of the Town of
Almonte has caused to be served on the owners of the
lands and premises known as the Pinecraft Building at
7 Mill Street in the Town of Almonte and upon the Ontario
Heritage Foundation, notice of intention to so designate
the aforesaid real property and has caused such notice of
intention to be published in the same newspaper having
general circulation in the municipality once for each of
three consecutive weeks; and

WHEREAS no notice of objection to the proposed designation
has been served on the clerk of the municipality;

THEREFORE the Council of the Corporation of the Town of
Almonte enacts as follows:

- 1) There is designated as being of architectural and
historical value or interest the real property known as
the Pinecraft Building at 7 Mill Street in the Town of
Almonte; and being Parts of Lots 22 and 23 on Mill Street
and Part of Mill Street, Plan 6262, as described in
Instrument No. 23550.
- 2) The municipal solicitor is hereby authorized to cause
a copy of this by-law to be registered against the property
described in the proper land registry office.
- 3) The Clerk is hereby authorized to cause a copy of
this by-law to be served on the owner of the aforesaid
property and on the Ontario Heritage Foundation and to
cause notice of the passing of this by-law to be published
in the same newspaper having general circulation in the
municipality once for each of three consecutive weeks.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 13th
day of June, 1978.


MAYOR

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CLERK

Location: 7 Mill Street, Almonte, Lanark County, Ontario,
part of Town Lot 22, Shipman Survey

Present Owner: John C. Cook & wife

Present Occupant: Pinecraft Ltd.

Present Use: Furniture factory

Statement of Significance: The importance of this building lies both in its unusual visual features and in its historical connections. In many respects it is a true

'survivor' of Almonte's past.

It was built as part of the original Rosamond mill complex and as such is one of Almonte's earliest woollen mills. Additionally, it has remained in operation as a manufacturing centre almost continually up to the present day.

Architecturally, it represents the so-called 'Almonte' style with its lighter stone quoins in contrast with the darker stone of the walls; moreover, the five-sided plan coupled with the 'two-tone' effect produced by the lighter stone of the top two floors makes it a particularly unusual structure.

Finally, it is a key tall building on Almonte's main thoroughfare, drawing the street together as it is reflected in the Old Post Office building.

PART I. HISTORICAL INFORMATION

A. Physical History:

1. Original and subsequent owners: The property was purchased by the Ramsay Woollen Cloth Manufacturing Co. in 1851 from Daniel Shipman for the sum of £100 and was described as a "mill site in Ramsayville". Both the aforementioned Shipman and James Rosamond were shareholders in the company. A frame manufacturing building was erected but was consumed by fire within the next two years. In 1853 the business was sold to Rosamond for \$700. He built a large 3½ storey stone building to the east of the present Pinecraft Mill in or about 1855. "In 1863 the capacity of the mill was doubled to meet the increasing demand for their goods"*. This was accomplished by the addition of the Pinecraft Building which was joined to the earlier structure by a third storey walk-way. Its five-sided plan is probably an adaption to the timber slide which once divided the property. The complex was sold to the B.&W. Rosamond

Woollen Co. (James' sons, Bennett and William, and George Stephen) in 1866 for \$24,000. In 1869, reg. 1870, the Rosamonds had built another larger mill on Coleman's Island and the #2 Mill was sold to Elliott, Routh and Sheard, which company had become Elliott, Sheriffs Co. by 1882. Both companies produced woollen materials. In 1892 the "Victoria Woollen Mills", by which name the mills had been known since their erection, were listed for sale and were not in operation. It was described as a large '5 set' mill. In 1902 the Pinecraft Building alone was sold to Richard Lee and Hirst Taylor, 5315 sq. ft. for \$5000, with the stipulation that the connecting passageways be sealed off. Circa. 1910 the older stone building was destroyed by fire. The Yorkshire Wool Stock Mills Co. bought the property for \$26,500 in 1919. In 1968 it was sold to the present owner, Mr. John C. Cook, for \$11,950.

2. Date of erection: c. 1862

3. Architect: unknown

4. Alterations and additions: An 1863 drawing of the B. & W. Rosamond Mill #2 would suggest that the building was original only 3 storeys tall and that an additional 2 storeys were added sometime before 1879 when another depiction shows a five storey building on the site; however, these early drawings and photographs do not illustrate the 'two-tone' effect seen today. Charred sections of the structural timbers on the fourth and fifth floors are evidence that the building was at one time touched by fire and may indicate that these top two floors are basically reconstructions. A stone shed extension on the south side was added in the latter part of the 19th C. and with the raising of the street level basement windows have been blocked in. Upon the individual sale of the complex in 1902, third floor windows and doors were blocked in as well. The original casement windows, shown in early photographs, have been replaced. The main door was once on the single-bay wall.

B. Historical Events and Persons Connected with the Structure:

The 'Victoria Woollen Mills', as the complex was known throughout the 19th C. was one of Almonte's earliest and most important woollen mills. Its original owner and builder, James Rosamond, was a driving force in the burgeoning community particularly with regard to the Anglican Church. His son and subsequent owner of the mill, Bennett Rosamond, held the office of Reeve in 1884, the year of Almonte's incorporation as a Town. With the acquisition of the mill by Bennett and his brother William, a third historical

entity was introduced in the form of the third shareholder, George Stephen. Stephen was later to become Lord Mountstephen through his involvement in and success with the C.P.R..

C. Sources of Information:

1. Old Views:

North Lanark Historical Society Photograph Collection

- i) The first Rosamond Mill, c. 1860
- ii) Lower Mill St., Marching Band, c. 1910
- iii) Ruins of fire of 1906, from Farm St.
- iv) Old View of Bay, c. 1900
- v) Shoddy Mill, c. 1935

Public Archives of Ontario

- i) Almonte knitting and woollen mills, timber slide, Ref. S15195

2. Bibliography:

Books:

Belden, H. & Co.. Illustrated Atlas of Lanark County. Toronto, 1880. reprint edition, Ross Cumming, 1972.

Periodicals:

"Almonte Illustrated", Canadian Illustrated News. Vol. XIX, #1 (Sat. Jan. 4, 1879). 7-10.

*"Almonte", The Saturday Globe. Vol. XLVIII (Sat. Sept. 24, 1892). 1-4.

Directories:

Ontario Business and Professional Directory, 1871
Lovell's Business and Professional Directory of Ontario, 1882

Plans:

North Lanark Registry Office-

- Plan #189 by Josiah Richey, Coleman's Island, 1861
- Plan #208 by Andrew Bell, Coleman's Island, 1867
- Plan attached to Instrument #7391 (1902)

Public Archives of Canada-

"Plan of part of the town of Almonte shewing the subdivision into Town and Park Lots of the west half lot 16, 9th concession Ramsay. Surveyed and drawn by Andrew Bell P.L.S., Almonte, 13th Dec. 1869."

Deeds, etc.:

North Lanark Registry Office, Almonte, Ontario

PART III. ARCHITECTURAL INFORMATION

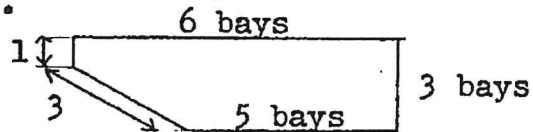
A. General Statement:

1. Architectural character: The building is a good example of the so-called 'Almonte' style - contrasting stone quoins. As well, the lighter stone used in the top two floors and the five-sided plan make it a very unusual specimen of its kind. It retains a functional integrity in its continued use as a manufactory.

2. Condition: good

B. Description of Exterior:

1. Over-all dimensions: The building is approx. 100' deep by 30' wide.
bays:



This free-standing stone structure is 5 storeys tall with basement. There is a one storey stone extension on the south side and a two storey frame and stone extension to the rear of the building on the river side.

2. Foundations: The foundations are rubble stone.

3. Wall construction, finish and colour: The walls are squared rubble stone, sandy brown in colour. The corners are finished with dressed stone quoins of a darker gray colour.

4. Structural system and framing: masonry load-bearing walls

5. Porches: None.

6. Chimneys: There is a large brick chimney stack to the rear of the building rising from the roof.

7. Openings:

a) Doors and doorways: The main doorway is in the central bay of the angled south-west wall. It is recessed by about three feet and the recess walls are vertically panelled. The door itself is a plain vertical plank. There are also loading bays out of the southern stone extension.

b) Windows and shutters: The windows of the upper four floors are four-over-four light double-hung sash; however, the height of the windows on the uppermost two floors is approx. one foot greater than those on the other upper floors, reflecting the greater ceiling height on those floors.

On the ground floor, the windows are comparable in height to those on the 4th and 5th floors but are a fixed, six light sash divided centrally by a heavy wooden muntin. With the exception of the angled wall on which the two ground floor windows are both nine light fixed sash.

8. Roof:

- a) Shape, covering: The present roof is a flat, tar and gravel covered, type.

C. Description of Interior:

Ceiling height varies considerably from floor to floor. Ground floor, fourth and fifth floors being from 12-15 feet in height while second and third floors are approx. 8 feet high.

Also, depth of wall as measured on window sills decreases somewhat from the base to the top storey, from about 28" at the basement level to only 20" on the fifth floor.

The interior has been renovated to meet the needs of a furniture factory.

D. Site:

- a) General setting and orientation: The mill is situated on the banks of the Mississippi River at the intersection of Mill and Almonte (Highway 44) on the north-west corner. The main facade faces south, south-west across Mill Street.
- b) Outbuildings: None.

PART III. PROJECT INFORMATION

Compiled by M. Christine Castle, architectural researcher, under the auspices of the Almonte Local Architectural Advisory Committee and the Ontario Heritage Foundation, July, 1976.

Appended material:

- i) modern photographs
- ii) photocopy of 1863 Walling Survey, taken from Ross Cumming reprint of Illustrated Atlas of Lanark County, 1972
- iii) photocopy of Plan attached to Instrument #7391 (Almonte), 1902.
- iv) photocopies of rough sketches of Plans #189 and #208

Dominion Masonry Stoneworks & Construction

41 Wellington St. PO 1105
Almonte Ont K0A 1A0
Phone 613 295 9715
GST#846392314RT0001
WSIB#4403973

Attention: LSCC17
RE: 7 Mill St

Lintel Assessment, 7 Mill St Almonte

(Attention): This was a visual inspection only

Lintels are structural elements that span openings to support any loads above. The lintels at 7 Mill St are composed of a soft local sandstone, with tooled margins and a pecked face. They are approximately 12" tall x 5' long and are presumed to be only 6" thick from inspections done during previous repointing repairs. Multiple lintels have cracked but due to the jagged nature of the cracks they have been holding by friction for some time, however, there is settlement in several locations.

The lintels vary in condition with some being cracked all the way through and sagging to some that are only partly cracked and staying in place and some that have no visible cracking at all. **I've labeled the windows as A-H going left to right starting at the west elevation, going east up Mill St and numbered by floor level; see photos on subsequent pages**

Method of repair

Remove cracked stone lintels (those deemed in need of immediate repair) and rubble stone as needed . Install galvanised steel angle irons and reinstall stone lintels on angle iron. Point as needed and reinstall any rubble stone removed to facilitate lintel removal

A

5

4

3

2

1



B

C

D



E

F

G

H



	A	B	C	D	E	F	G	H
5	Good	Good	Good	Good	Good	Good	M/C	M/C
4	R/S	Good	Good	I/R	M/C	R/S	Good	Good
3	I/R	R/S	R/S	R/S	R/S	R/S	I/R	R/S
2	I/R	R/S	R/S	I/R	R/S	M/C	I/R	N/A
1	N/A	Good	R/S	R/S	R/S	R/S	I/R	N/A

Good – Lintel appears to be in good condition with no visible cracks or settlement. There does not appear to be immediate need to repair, however, additional support is recommended for long term longevity.

M/C- Minor Cracking. Cracking should be addressed in the future but does not appear to be urgent at this time.

R/S- Repair soon. These lintels have cracks, and some have shifted but appear to be somewhat stable due to the nature of the cracks.

I/R- Immediate Repair. These lintels have cracks and continue to show signs of settlement, or the cracks are in a vulnerable shape or location.

Dominion Masonry Stoneworks & Construction

41 Wellington St. PO 1105
Almonte ON K0A 1A0
Phone 613 295 9715
GST#846392314RT0001
WSIB#4403973

DATE: Oct 21 2025

For: Maintenance

LSCC 17

7 Mill St Almonte, ON

DESCRIPTION		
Rationale for performing repairs The wall at the upper parking lot has undergone numerous repairs since being converted to condos. None of the previous repairs have had long term durability. There was a previous fire which damaged many of the stones, as well, the previous repairs have been done with many stone of a size to be considered non-structural and with hard mortar that further damaged the stone. Most of stone were cracked and broken or broke apart in hand. Much of the stone was not useable and was replaced with local limestone either salvaged from previous local projects or sourced from unblasted local extractions. Type O mortar was used for the repair.		

THANK YOU FOR YOUR BUSINESS!



Heritage Permit Applications and Inquiries Summary

Reporting Date: November 5, 2025

HERITAGE PERMITS - 2025						
File No.	Address	Description of Work	Associated Planning Applications	Associated Building Permits	Delegated Authority	Heritage Permit Issued
R01-CUR-24	7 Mill St	To construct a fence	N/A	N/A	Council	2025/04/17
R01-BRA-25	65 Mill St	Exterior façade alterations to add 8 windows, new door, and relocate a door	Site Plan Amendment	A24-1272	Council	2025/03/24
R01-ARB-25	38 Mill St	To replace existing storefront door	N/A	A24-1156	Council	2025/04/09
R01-MTV-25	3 Rosamond St	Scrape, caulk and repaint all trim (windows, doors and eaves) of original office portion	N/A	N/A	Staff	2025/03/10
R01-CAD-25	77 Little Bridge St	Replacement of exterior windows	N/A	N/A	Council	2025/05/07
R01-MM1-25	14 Bridge St (AOTH)	Replacement the curtainwall on the front entrance addition (a non-contributing element to a Part IV and Part V designated property).	N/A	PRM-2025-0076	Staff	2025/05/23
R01-229-25	27 Bridge St	Alterations to the façade of a non-contributing building, consisting of installing asphalt shingles, cement lap siding, flashing, soffit and fascia, trim, front doors, and one window. *Note: does not include permanent sign approval.	N/A	PRM-2025-0055	Staff	2025/05/28
R01-ALL-25	88 Mill St (Alliance Coin and Banknote)	Replacement of 2 nd and 3 rd floor windows.	N/A	N/A	Staff	2025/10/14
R01-FRI-25	125 Brougham Street (Old Registry Office)	Exterior renovations - create a door at the rear where the window exits. Move the window and stonework detailing from the back to the side to create a second window matching the first window.	N/A	PRM-2025-0165	Council	2025/10/15
R01-MVC-25	2854 Ramsay Conc 8 (Mill of Kintail)	Removal of existing stairs on educational building to construct new stairs and entrance ramp	N/A	PRM-2025-0207	Staff	2025/10/03

HERITAGE APPLICATIONS - 2025						
<i>File #</i>	<i>Address</i>	<i>Description of Work</i>	<i>Planning Application Required? (Yes/No)</i>	<i>Building Permit Required? (Yes/No)</i>	<i>Delegated Authority</i>	<i>Outstanding Items</i>
R01-BMO-25	62 Mill St (BMO)	To replace the doors and windows	No	Yes for interior renovation work	Staff	Revised drawings
R01-756-25	38 Mill St (Canada Post)	Sign for Canada Post	No	Sign Permit	Staff	Revised drawings

HERITAGE INQUIRIES - 2025						
<i>Date of Inquiry</i>	<i>Address</i>	<i>Description of Work</i>	<i>Funding</i>	<i>Building Permit Required ? (Yes/No)</i>	<i>Delegated Authority</i>	<i>Date of Response</i>
2025-05-07	256 Wilson St	Property for sale and received 5 inquiries related to heritage designation.	No	No	N/A	Multiple
2025-07-13	73 Mill St	Check all wood areas of the entire clock tower, inspect all windows, remove and replace any rotten wood, scrape cracking and peeling paint, remove old caulking, replace rotted wood flagpole and replace, revive and repaint all areas, sand and scrape brown windows, paint all brown windows, pressure wash the roof, sand, scrape and grind rust areas before painting the roof, prime and paint the roof.	Requested	N/A	Council	Aug 7, 2025
2025-10-10	1923 Ramsay Con 8 (Auld Kirk)	Windowsill repair work.	N/A	N/A	N/A	2025-10-27
2025-08-25	297 Strathburn (The Glen)	Add sky lights in attic.	N/A	Yes	N/A	2025-09-02
2025-09-22	297 Strathburn (The Glen)	Masonry work, finish the attic for bedrooms, renovation, demo garage & retaining wall, build a chapel	N/A	Yes	Council	Meeting scheduled to discuss all items

Delegated Authority By-law 25-019 Amendments - Heritage Permits

The following items were approved by Council.

The table below identifies amended sections of Schedule F - Development Services & Engineering of by-law 25-019. Amendments are highlighted.

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate	New	Rationale for Amendment
F.4	Minor Heritage Permits	Director of Development Services & Engineering or designate	Authority to approve Minor Heritage Permits in accordance with the Downtown Almonte Heritage Conservation District (HCD).	Adherence to guidelines and evaluation criteria as outlined in the HCD. Monthly report prepared for the Municipal Heritage Advisory Committee. Any refusal for major heritage permit requires Council approval.	Municipal Act, s. 23.1	No	Description matches specific delegation of authority

The table below identifies proposed new sections to schedule F.

Number	Description of Matter	Delegate	Specific Delegation of Authority	Checks and Balances	Authority to Delegate	New	Rationale for Amendment
	Major Heritage Permits	Director of Development Services & Engineering or designate	Authority to approve Major Heritage Permits in accordance with the Downtown Almonte Heritage Conservation District (HCD) or properties that are individually designated under the Ontario Heritage Act.	Staff report prepared to Heritage Committee for approval. Heritage Committee must pass the staff recommendation. Adherence to guidelines and evaluation criteria as outlined in the HCD or as detailed in the designating by-law for individual properties. Any refusal for major heritage permit requires Council approval.	Ontario Heritage Act s. 33 (15); and s. 46	Yes	Allows for major permits to be issued to properties within the HDC or individually designated with a reduced approval timeline.