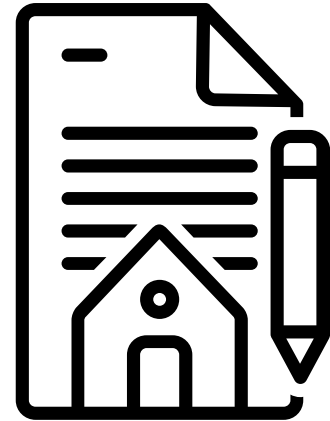




Mississippi  
Mills

# Property Owners Guidelines for Heritage Conservation District



Municipality of  
Mississippi Mills

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## OVERVIEW

### Cultural Heritage Value

Almonte was settled as a mill town beginning in the 1820s along the shores of the Mississippi River. The history of the town and its success as a textile manufacturing centre is conveyed through its setting on the Mississippi River, its surviving industrial, commercial, institutional and residential architecture.

The ensemble of historic buildings, streetscapes, the natural and cultural features of the Mississippi River, the network of open spaces, and commemorations arranged in a complex pattern that responds to the river and its topography, results in a picturesque townscape and distinct cultural landscape.

The collage-like arrangement of the District results from over a century and a half of natural, economic, social and physical change, making downtown Almonte unique among historic town centres. The distinctive heritage character emerges from the built forms, diverse streetscapes and overlapping cultural landscapes.

Its unusual and unique road layout, combined with its dynamic topography, creates a compelling and unique sense of place. The cultural heritage value of downtown Almonte resides in its legacy as a 19th century mill town; its function as Almonte's principal cultural and commercial area; its association with community well-being resulting in a strong sense of place; its aesthetic value as a picturesque townscape; and its river-based cultural landscape.

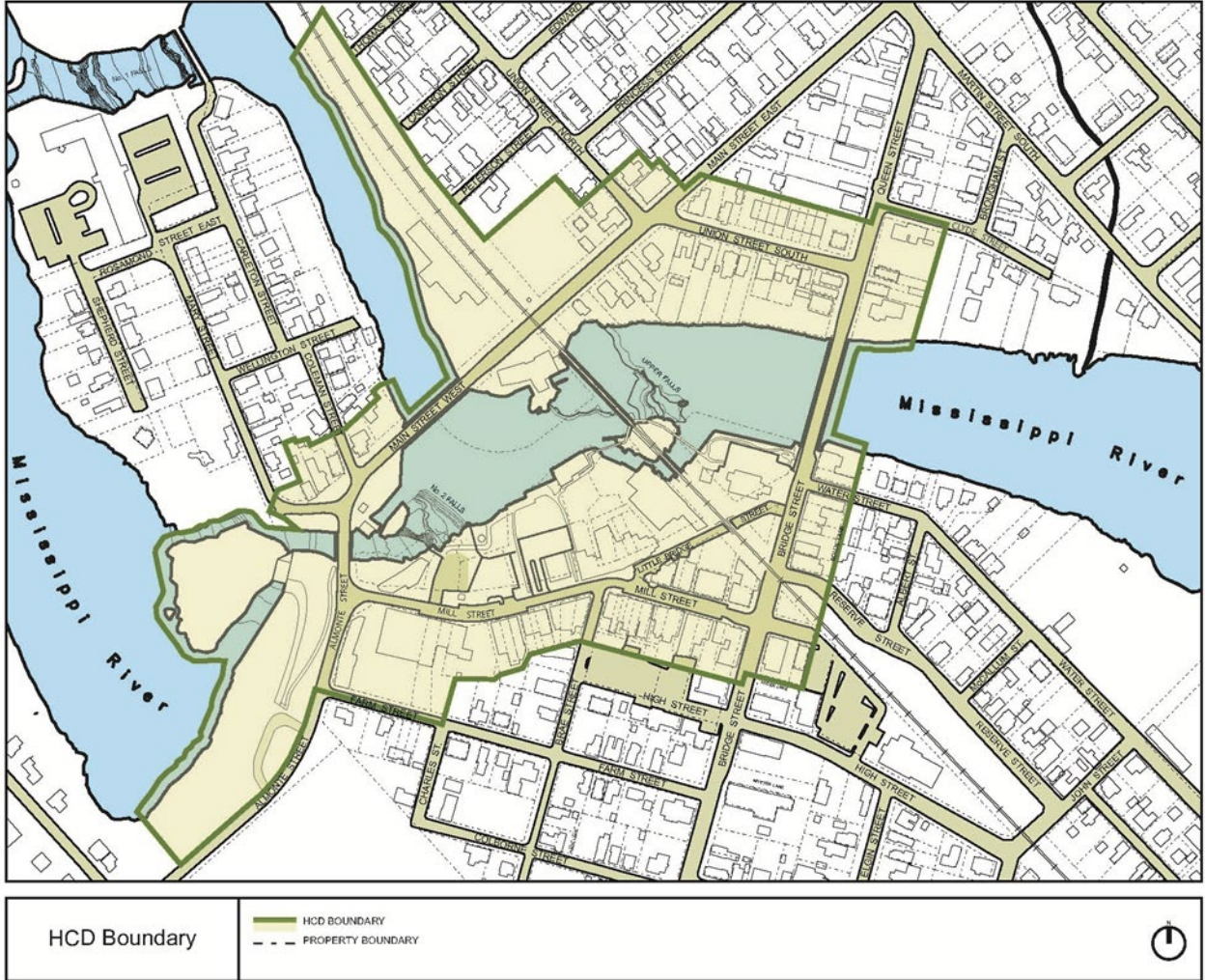
Focused on the preservation of a defined area, Heritage Conservation Districts enable the preservation of key functional and visual attributes that convey or have a connection to the collective history of the of the area in which they are located. A Heritage Conservation District can include heritage buildings, sites, structures, designed and natural landscapes, all linked through aesthetic, historical and socio-cultural contexts. When an area is designed as a Heritage Conservation District, the character defining, or essential elements are protected. It does not mean that an area is 'frozen' in time or intended to be restored to a specific historical period or style.

The streetscape, the buildings and the River are the focus of a Heritage Conservation District. As a result, policies and guidelines are put in place to provide direction regarding the types of alterations, additions or new construction that will be considered appropriate. Heritage permits are generally required for work on the parts of buildings or properties that can be seen from the street (including side streets and side laneways, but not rear lanes), and/or that can be seen from the river. Minor alterations do not require heritage permits. Guidelines are provided to assist with maintenance and repair of certain built form or landscape elements. A Heritage Conservation District does not refer to or affect the interior of a building.

The cultural landscape which encompasses both the private and public realm is an important aspect of a Heritage Conservation District. As such, guidelines and policies

are often established for landscaping, street furniture, laneways, viewscales, illumination and other such public infrastructure. This is to ensure that municipal infrastructure improvements or changes do not have a negative impact on the heritage characteristics of the district.

# MAP OF DOWNTOWN ALMONTE HERITAGE CONSERVATION DISTRICT



## MISSISSIPPI MILLS COMMUNITY OFFICIAL PLAN (2006)

The 2006 Mississippi Mills Community Official Plan (COP) is intended to guide development of the town until the year 2025. Development policies are based on the following Vision Statement:

*“Mississippi Mills is an outstanding urban and rural community that is recognized for its natural and architectural beauty, high quality of life and respect for its heritage and environment. In its vision for the future, the community will be seen to promote and manage balanced economic growth.”*

The Mississippi Mills Community Official Plan provides a framework for heritage conservation in Section 4.3 – Heritage Resources. The key goals of this section are to “recognize the area’s heritage as being of central importance to the community’s sense of identity” and to “protect and enhance the area’s built and natural resources for their cultural, historic, architectural and/or economic value to the community”.

In recognizing the central importance of heritage to the community’s sense of identity, the COP provides a framework for the conservation of heritage resources through the designation of groups of buildings and areas as Heritage Conservation Districts. The COP describes these areas as an “environment that contributes positively to the atmosphere of the Town by means of offering diversity and interest within its contemporary setting”, as well as discussing an association with “a former way of life which is of significance to the community”, and architectural “craftsmanship, style, age and representation of particular period” (Section 4.3.4.2).

Heritage resources guidelines are categorized in the Heritage Conservation District Plan under the following headings:

1. Character Areas
2. General Guidelines for Built Resources
3. Restoration
4. Rehabilitation and Adaptive Reuse
5. New and Infill Construction
6. Urban Form
7. Public Realm
8. Demolition



## BENEFITS OF A HERITAGE CONSERVATION DISTRICT

Designation as a Heritage Conservation District provides the following benefits to property owner:

- The protection and management of heritage assets (architecture, landscape and history);
- Additional information and guidance to property owners who are undertaking restoration, renovation and redevelopment;
- Potential financial assistance through grants and tax relief programs for renovation and restoration works
- Source of new promotion and tourism initiatives (walking tours, interpretive features); and
- Increased community sustainability

A Heritage Conservation District provides an opportunity to retain and enhance an area's most unique and attractive features for the overall benefit of property owners, business owners, the community as a whole and the economic development plan of the community.

## GUIDELINES

### Character Area Guidelines

The first category of guidelines addresses those for the Character Areas, which are described by their particular attributes followed by a set of specific guidelines. Like the areas themselves, which overlap within the District, these should be read in conjunction with other categories of guidelines.

#### Mill Street and Little Bridge Street

Mill and Little Bridge Streets are characterized by the topography and unique S-curve of Mill Street, which frames oblique views and informs the prominence of key landmark buildings and heritage attributes within the area. Today, the collection two- and three-storey, 19th and early 20th century commercial architecture in brick-clad, stone-clad and wood-frame construction continues to reflect the commercial development of these streets since the 19th century.

The articulation of the commercial façades, characterized by variations in façade treatments and a rhythm of individual storefronts with independent entrances, results in a continuous street wall on the south side of Mill Street, and is a heritage attribute. The typical placement of commercial buildings at the lot-lines and the sidewalk frontage, the two- or three-storey heights, with flat roofs and intact or restored cornices are also heritage attributes of this area.

Unique architectural features include projecting balconies, arched carriageways, passages through buildings and side laneways between buildings providing access to the river, rear yards, outbuildings and parking. Contextual elements include painted advertisement slogans on side walls.

The treatment of public spaces defines this area as being of special value to the community; including generous sidewalks allowing for street furniture and street trees, the use of distinctive pedestrian lights fixed to building façades, and the presence of distinctive lamp standards.

The public realm is enhanced by the treatment of the intersection of Mill and Little Bridge Street, where the continuous paved surface and the use of commemorative devices serve as a natural gathering place for the community. Surviving remnants of the former CPR network, specifically the bridge across Little Bridge Street including its rough-faced stone piers and steel guard rails, is an attribute of this area.

The presence of late-19th century landmark buildings reflect key civic and commercial building programs in the history of Almonte, including the old Post Office and the collection of large-scale industrial buildings located at the water's edge in stone and brick construction, some in the Lanark Style. The adaptive reuse of these buildings to serve contemporary functions is also an attribute of this area.

- The mixed use character should be maintained and enhanced. The established pattern of ground floor retail or commercial use, combined with upper floor office or residential use is encouraged.
- The irregular streetscapes should be retained, and the width of streets should not be enlarged or regularized.
- The asymmetrical pattern and porous street wall on the north side of lower Mill Street may be re-established through new development and infill construction. New buildings should treat the façades facing the street and the river as 'fronts'.
- A coordinated approach should be taken to create a cohesive pedestrian environment through streetscaping, including landscaping, paving, street furniture, street lighting and utilities on Mill and Little Bridge Streets. Streetscaping should be contemporary in design, and should use similar materials and colours which are compatible with the commercial and cultural character of the area. Where possible, utilities should be located to the side or rear of buildings.
- Future rehabilitation of Mill Street and Little Bridge Street should enhance the sense of this area as a gathering place, which is now defined by distinctive and contemporary paving at the intersection of these streets. Consideration should be given to incorporating the intersection of Brae Street in this condition, creating the opportunity of a town square.
- Commemorations will be preserved and maintained. Streetscaping will complement the street character and enhance the communal experience of these spaces.

### The Mississippi River Cultural Landscape

The Mississippi River is an organizing feature around which the community of Almonte emerged and developed. While the use and form of the river at Almonte has continually evolved over time, its most enduring activity and the primary defining element has been the river's use as a source of power, first by means of hydraulic, and later through hydro-electric generation.

The portion of river included in this designation is the area between the Maclan Bridge and Metcalfe Park/Gemmill's Bay. The topography of the river in this area, including drops in elevation resulting in a series of natural waterfalls at downtown Almonte, were historically important in providing water power to drive local industry and support settlement. These features continue to support power-generation today, and are a defining element of the river's heritage character.

The geography of the river, including its channels and meandering form at Almonte, combined with its dramatic topography, have had a direct influence on the unique S-shape of Mill Street, and the arrangement of adjoining lots. The resulting street grid addresses both the river and the surrounding area, and is a direct result of the river.

There are a number of bridges that cross the river within the District. These provide road and pedestrian transportation, and historically provided rail transport. The concentration and arrangement of bridge structures in the District contributes to the visual character of the area.

The evolution of the river shoreline as a result of human activity is related to the settlement, industrial growth, and development of commercial, social and cultural life in Almonte. The pattern of continual alterations of the river's south shore relate historically to the evolving needs of industry to harness the power of the river. More recent changes relate to recreational and community uses, including infilling the shoreline to create public green spaces in the downtown and at Gemmill's Bay.

Built features include both contemporary and historic industrial infrastructure in the river, including weirs, water intakes and breakwaters that divert and control the flow of the river, resulting in ponds (formerly mill ponds) and picturesque cascades; and the arrangement of large-scale industrial buildings that face the river and back onto surrounding streets. These elements serve as tangible reminders of the origins of Almonte as a 19th century mill town, and are attributes of the District.

Significant cultural features include the public open and green landscape spaces, including a network of pedestrian paths, riverfront parks, and linear parks that are oriented around the river; key views from all bridges and publicly accessible shorelines, providing views of the river and its infrastructure, the townscape, and landmark buildings.

- The Mississippi River cultural landscape shall be protected through the conservation of its historic man-made edges, and the retention, maintenance and stabilization of its natural edges.
- The cultural landscape shall be conserved and enhanced through the retention of public spaces associated with the river, such as the Riverwalk, the Metcalfe/GeoHeritage Park, and publicly accessible vantage points that afford significant views of the river and its surroundings.
- The cultural landscape will be conserved through enhanced access to the waterway for recreational and navigational uses (where access is safe and possible).
- The cultural landscape will be conserved through continued use of the river to generate hydro-electric power.

- Significant views and viewsheds, listed as heritage attributes of the District, will not be visually obstructed. Refer to Section 4.10 on the public realm and viewscales for additional guidelines.
- The demolition of existing bridges, without replacement, is strongly discouraged. Opportunities should be explored to retain or convert decommissioned bridges to pedestrian or recreational use (e.g. the rail bridges).
- Sidewalks should be retained and enhanced on any redevelopment of existing bridges to improve and enhance pedestrian connectivity within the District.
- The open railing systems on existing bridges and publicly accessible shorelines allow for views of the river and townscape. These should be maintained. When necessary, replacement railings should be similarly open to allow for enhanced viewing opportunities.
- Modifications to or replacement of existing bridges will require that a Cultural Heritage Impact Assessment (HIA) be submitted as part an environmental assessment. The HIA should demonstrate that alterations will not adversely affect the Mississippi River cultural landscape.
- The river is defined by its rock formations, ledges and outcroppings. Water flow over rock ledges and around outcrops will be maintained.
- Parts of the shoreline are natural or naturalized and are important to the character of the river. Naturalized shorelines and vegetation should be retained to support this character.
- New vegetation and shoreline plantings should be selected for planting in locations that will not obstruct important views of the river or townscape.
- The demolition of industrial relics in the water, and demolition of water control features (without replacement) is strongly discouraged.
- Regulation of river levels by water control features that results in ponds and emphasizes the falls should be maintained.
- When necessary, replacement of water control features with new structures should be of similar size and scale, and with similar flow control options. Replacement or alterations to water control features require a heritage permit.

## Bridge Street

Bridge Street is the community's ceremonial and symbolic centre, and is principally defined by the Almonte Old Town Hall, which sits at the river's edge, and the presence of important ceremonial and commemorative devices that integrate Almonte's historical events with the everyday experience of place. These features are heritage attributes of this area.

Small commercial buildings of varying quality line the east side of the street. The incremental conversion of commercial storefronts to private dwelling units has weakened the commercial function that once characterized this street. The treatment of public spaces defines this area as being of special value to the community, and include the use of distinctive streetlights and street furniture. The alignment of the railway as it bisects the town centre, and the prominence of the former Almonte House Hotel expresses the importance of the rail line.

- Mixed uses should be maintained with a particular focus on civic and ceremonial uses, and re-establishing the pattern of ground floor commercial uses, combined with upper floor office or residential use.
- Landscaping at the Almonte Old Town Hall should be enhanced to reinforce the importance of the civic and ceremonial character of this area, and should include the use of permeable surfaces, flexible spaces for community events, and landscaped edges that provide screening without obstructing views or vistas of the river.
- Street furniture should be compatible with the civic and ceremonial character of the street. These need not be 'historic' in character.
- Commemorations will be preserved and maintained. Landscaping in these areas should complement the heritage character of the street and enhance the ceremonial and civic experience of these spaces.
- Should ownership of the rail bed be transferred to the County of Lanark, its bisection with Bridge Street should be explored as the site for commemorating and interpreting the importance of the rail line. Any redevelopment of the former Almonte House Hotel also provides a similar opportunity.

### North of River

The North of River character area includes Main Street East, Union Street South and Queen Street. This area is predominantly residential, where single-family dwellings are set back from the street, with landscaped front yards. The tree canopy on private lots, on the municipal right-of-way, and the natural vegetation and tree cover along the river's edge are attributes of this area. The soft margins and absence of sidewalks on one side of Union Street South lends a semi-rural ambiance.

The mix of built forms and variety of 19th century residential architectural styles and landscape features, including historic stone walls and ornamental iron fencing, are attributes of this area. The spacing between houses provides visual amenity and a sense of openness. Landmark buildings include the Trinity Methodist Church (aka Dungarvon), the Doctor's House, the Wylie House (aka Riverside Inn), the Menzies House, and the Wylie Mill (aka the Almonte Flour Mill).

In general, parking is limited to side and rear yards, and in separate garages. This pattern has been eroded along Union Street South, where parking is located in the front yard of some dwellings, and attached garages have recently been introduced.

The orientation of Union Street South and Queen Street is an expression of the early settlement pattern and street grid laid out in response to the river. Streetscape vistas frame distinct views of landmark buildings, the river and townscape. The properties adjoining the river are of particular importance since these are visible in many views of the river, and form part of the Mississippi River cultural landscape.

- The predominantly residential character on Main Street East should be retained and enhanced as a distinct transition between the suburban commercial functions lying further

east along Ottawa Street, and the historic and unique character of the commercial core on Mill and Bridge Streets.

- The mixed-use character of Queen Street should be retained and enhanced. Were the property at the north-west corner of Union and Queen to be redeveloped, a denser scale and commercial use of the site should be re-established.
- Where residential properties are defined by stone and iron fencing, these should be retained and maintained.
- The introduction of new low-profile boundary fencing in residential areas is appropriate in the contemporary landscape. Appropriate materials for new fencing include stone, metal and wood. Use of plastic and unpainted wood is discouraged.
- Preservation of existing landscaping and mature trees is strongly encouraged. In front yards, planting of deciduous tree species that develop a broad overhanging leaf canopy are encouraged. Against the river, mature trees and shrubs should be maintained to provide a soft division, especially where these private spaces are visible from the public realm.
- A number of lots on Union Street South were redeveloped in the 1980s, where a suburban typology was introduced. Were these sites to be redeveloped, they should reflect the historic pattern of development in this area, including free-standing or semi-detached dwellings, regularly spaced, with moderate setbacks and side or rear yard parking. For the area at large, the creation of new front yard parking spaces and garages attached to dwellings is not permitted.
- New development in the severed north side lot on Main Street East should respect the established pattern on this part of the street, including lot sizes, building-to-lot ratios, setbacks and landscaped front yards. Row units are not appropriate. The inner lot is more flexible, and could accommodate more intense development. The historic stone gates should be retained and restored, and lilac plantings and mature tree cover should be retained where possible.
- To facilitate and encourage pedestrian use, neither Main Street East, nor Queen Street, should be widened. Sidewalks should be maintained on both sides of the streets.
- The soft margin and lack of sidewalk on the east side of Union Street South should be retained to reinforce the residential character of this street.

### Main Street West and Almonte Street

Main Street West and Almonte Street are faster-paced commuter roads that also serve as gateways to the downtown core. The bridges linking these streets provide distinct viewing opportunities of the river and townscape, and of key landmark buildings in the District. The parkette at the Almonte Power Plant provides additional viewing opportunity, and with enhanced landscaping could serve a potential commemorative function. Pedestrian movement and crossings are a challenge on these streets, and should be improved through enhanced streetscaping.

Built forms include active industrial buildings in 19th and early 20th century architectural styles and landscape features, including the stone wall on Mary Street. Landmark buildings include the Wylie Mill (aka Almonte Flour Mill) and the Almonte Electric Plant.

The combined Metcalfe/GeoHeritage Park includes many amenities, such as open landscaped areas, gathering and resting areas, and a boat launch. These recreational functions are attributes of the district.

- Enhancement of the parkette on Main Street West (adjacent to the Almonte Electric Plant) should be explored, including improved pedestrian access, to provide enhanced viewing opportunities of the river landscape and the townscape beyond. The opportunity of an interpretive vocation for this parkette, and potential links with the Riverwalk, should be explored.
- The Metcalfe/GeoHeritage Park, including its interpretive function, open green space, waterfront access and links to Gemmill Park, is an important attraction. Improved links to downtown should be explored through improved pedestrian crossings via Almonte Street.
- The gateway function of Main Street West is somewhat confused by the undefined and soft margin on its north side, where it intersects with Mary Street. Demarcation of the road margin in this area should be more clearly defined to provide distinction between the roadway and adjoining residential lots. Introduction of curbs and/or sidewalks, and street trees is encouraged.
- The low stone wall at the edge of Mary Street is a picturesque landscape feature, and should be retained and conserved.

## General Guidelines for Built Resources

### General

1. Buildings and structures that support cultural heritage value will be retained, protected and enhanced through ongoing conservation and maintenance.
2. The use of correct materials, sizes and details is essential. Original or early material should always be used as a preference. Substitute materials should be avoided. In general, it is better to repair than replace.
3. Maintenance and repair techniques will be different, depending on the age of a property and its type of construction.

### Height in the Commercial Core

Guidelines for height will ensure compatibility between existing built resources and new construction. The height of buildings in the commercial core is predominantly 2 to 3 storeys. Building heights in residential areas are similar. This scale is considered a heritage attribute.

The current *Zoning By-law* allows for greater heights and density in the commercial core of Almonte. This means that new buildings, or additions to existing buildings, could result in overall heights of up to 4 storeys (or 14 metres). The following guidelines emphasize maintaining the existing street wall and predominant heights by encouraging that additional storeys or height be stepped back from the building façade.

1. The heights of *Contributing* buildings should be maintained.



2. To preserve the continuous street wall, and the sense of enclosure in commercial areas, the height of the façade of buildings should be not less than 2 storeys.
3. Where additional storeys, or a new building, are proposed to exceed the predominant height of existing buildings (in the immediate area and adjacent to the property), the storeys above the predominant height should be stepped back to maintain the continuous street wall.
4. Proposals to increase or decrease the height of an existing building should be accompanied by a Cultural Heritage Impact Assessment (HIA), prepared by a qualified professional. Similarly, proposals for new developments that exceed the dominant height of adjacent buildings should be accompanied by an HIA. The HIA must demonstrate that the change in height has no adverse impact on the building or the heritage character and attributes of the immediate area and the District.
5. Floor-to-ceiling heights on the façades of new buildings should be aligned and compatible with the composition of adjacent buildings.

### Roofs and Rooflines

There are a variety of roof forms, roof lines and finishes in the District. Within the commercial core, rooflines are predominantly flat and are concealed behind a parapet that creates a horizontal roofline. Within the character areas north of the river, and on Coleman Island, the rooflines are predominantly sloped or gabled. Character-defining roof materials are most visible on the sloped roof forms of residential and landmark buildings, such as the Almonte Old Town Hall.

1. The roof form and rooflines of *Contributing* buildings should be conserved.
2. Alterations to the roof form or roofline of an existing building should be compatible with, and complement, the design of the building and of the existing and surrounding rooflines.
3. The roof form or roofline of an infill building should be compatible with, and complement, the design of existing and surrounding rooflines.
4. Additions to commercial buildings will generally have flat roofs, unless the host building has a sloped or different roof shape that may serve as a guide for the design of the new roof.
5. Evidence of earlier roofing materials, such as slate tile, wood shingles, or sheet metal, should be documented and used as a reference if re-roofing of an older property is required.
6. Where historic roofing materials are present, and if repair is required, the same material should be used.

### Additions and Alterations

Additions and alterations to existing properties will conserve both the character-defining elements of individual buildings and resources, and the District as a whole. Any work that requires removal or obstruction of significant architectural features such as porches, balconies, chimneys, overhanging eaves, cornices or parapets, are not appropriate.

1. Additions must be subordinate to and distinguishable from the original building, and will not compete in size, scale or design. This can be achieved through consideration of height, massing, materials, relationship of solids to voids, window patterns and rooflines.



2. Generally, additions to residential buildings should be located at the rear or, where feasible, on the side of the building that is least visible from the street or river. The height of additions on residential buildings should not exceed the height of the existing building.
3. Additions to all building types should be compatible in style and materials with the existing building and with the character of the District. Use of imitation and synthetic materials is discouraged. Refer to guidelines on materials for additional guidance.
4. Alterations and additions should be of their own time and designed in a contemporary manner. Historicism or falsifying a past architectural style is strongly discouraged (e.g. adding windows with muntin bars where none existed before).

## Doors and Windows

Early doors often featured multi-panel designs with raised mouldings. Glass was introduced into entry doors in the late 19th century. Prior to this, glass was limited to transoms and sidelights. Similarly, early buildings were fitted with multi-paned windows, and reflected the glass sizes that were available at the time. By the late 19th century, larger glass sizes were available. Storefront windows began to feature single sheets of heavy plate glass, with smaller-paned transom windows above.

1. Good surviving examples of early doors and windows are increasingly rare, and these should be protected and repaired wherever possible.
2. Increased energy efficiency can often be achieved by adding interior or exterior storm windows; rather than full replacement, which has the potential to adversely impact the cultural heritage value of a resource. Interior secondary glazing generally has less impact on the external appearance of a building.
3. If repair is required, every effort should be made to ensure accurate and in-kind reproduction of the size, shape, dimension and profile of the original. Millwork shops provide these services.
4. If original or historic windows and doors are beyond repair, replacements should match the original in design, size, shape, dimension, profile and glazing pattern. If a new design is proposed, the replacement should reference but not imitate the historic form and proportions with contemporary design and materials.
5. Original finishes and colours on windows and doors should be investigated and restored, where appropriate.
6. Window mounted air-conditioning units in windows facing the street or the river detracts from the character of the District and are discouraged.
7. Where new window and door openings are proposed in existing buildings, documentary and physical evidence regarding the original openings and glazing patterns should inform the location and style.

## Storefronts

Storefronts play an important role in defining the visual character of the District and in enhancing the pedestrian experience and the public realm. Storefronts are typically the most altered feature on a commercial building, since alterations are undertaken to adapt storefronts to a new business type, or to improve advertising and merchandising. The character and vitality of the District can

be eroded by the deterioration of original storefronts and by poor modern alterations and replacements.

The lower façade of traditional commercial buildings is typically defined by a storefront framed by columns and framed at its upper edge by a cornice. Shops traditionally had high ceilings, and the storefront was transparent, with large display windows with clear glazing, sometimes with a glazed transom above.

The traditional pattern of commercial façades in downtown Almonte features grade-level commercial or retail space, with commercial or residential occupancies above. Signage and cornice lines provide a visual separation between these functions, which are further distinguished by larger window openings at grade, and smaller windows, sometimes with decorative surrounds, on the upper floors.

Storefronts in downtown Almonte also typically include a recessed entryway. Base panels, located below the display windows, are typically made of wood, and might be decorated with moulded and fielded panels. Street level entry doors for the upper floors are incorporated into many façades, in a separate vertical bay. These relate to the design of the storefront entry.

1. Existing traditional storefronts should be retained conserved, and restored wherever possible.
2. Restoration of historic storefronts should be based on the guidelines for Restoration. Otherwise, contemporary styles of sympathetic design should be used.
3. Rehabilitation of existing, and construction of new storefronts, should be compatible with the host building in size, scale, proportions, colour, material, and style. Where contemporary designs are introduced, they should reflect and consider the traditional elements, scale and proportions of historic storefronts.
4. Contemporary design within the historic storefront frame is permitted, provided that original structural elements and details are retained, and provided that the predominant material is clear glass.
5. While it is discouraged to merge multiple commercial spaces into a single unit, where this is proposed, the individual historic storefronts, including their widths, should be retained. The use of a continuous cornice, the elimination of entry doors, and large horizontal expanses of glass can harm the rhythm of the streetscape and the architectural character of the buildings. The vertical emphasis between the individual commercial units shall be maintained.
6. Recessed store entrances provide shelter, allow for additional merchandizing windows, and create depth and articulation to the street façade. Recessed entrances should be conserved and maintained where they exist, and should be incorporated into new storefront design.
7. Awnings play an important role in the streetscape and public realm. Many historic commercial buildings in downtown Almonte had awnings for sun or rain protection. Retractable fabric awnings were common. The size of awnings should be designed to fit within the dominant structuring elements of the lower façade, and should not obscure architectural features and detailing. Traditional horizontal fabric awnings are encouraged, since these can be retracted and do not conceal architectural features.
8. Metal and glass fixed canopies may be appropriate, if there is archival evidence of their precedent on the building or on similar historic buildings in the area.

9. Stretch skin plastic or vinyl awnings, and idiosyncratically shaped fixed awnings are not permitted.
10. Internal illumination of awnings or canopies is not permitted.

### Decorative Wood Elements: Porches, Vestibules and Balconies

Existing decorative wood elements add considerable character to individual buildings and streetscapes. Collectively, they add a distinct character to the District. Decorative wood elements appear in porches, balconies, projecting entry vestibules, balusters, bargeboard and door and window trim. Turned columns and spindles, and detailed fretwork were typical of the 19th century. By the early 20th century, emphasis was on squared columns and spindles, and geometric trim details.

The addition of porches, balconies and vestibules may not always be compatible with the design and style of an existing building. The addition of these building elements should only be considered where there is sufficient evidence that these elements existed previously.

Original or historic porches, vestibules and balconies should be conserved.

1. Where historic trim elements are in good condition, they should be retained. Where replacement is necessary, consideration should be given to replicating original detailing, but only where good documentation and accurate information exists and the design can be faithfully replicated. Otherwise, contemporary styles of sympathetic design should be used.
2. New porches, vestibules and balconies should be compatible with, and complement, the existing building in scale, materials, design and detailing. Historic styles of these building elements may be replicated only where good documentation and accurate information exists, and the design can be faithfully replicated. Otherwise, contemporary styles of sympathetic design should be used.

### Signs

Thoughtfully designed signage can make an attractive contribution to a building's façade and to the District. It is not the intent of these guidelines to restrict design creativity. Commercial storefront signage may exhibit a wide range of styles and materials, reflective of both historic and contemporary approaches to signage. Signage on public buildings and in public spaces should not detract from or conceal any significant architectural features or views of landscape elements. All exterior signage shall also comply with the *Mississippi Mills Sign By-law*.

1. The location of commercial signage may vary: on awnings; painted on building façades or side walls; projecting signs perpendicular to building faces; or located on or above store windows.
2. Traditional storefronts are designed with a cornice, which divides a glazed storefront from the upper façade of a building. The cornice is generally the most appropriate location for external signage.
3. All exterior signage should be designed to complement the proportions, colour and detail of the host building, and should be compatible with the heritage character of the District. Contemporary designs are encouraged. New signs need not look 'historic'.
4. Where regulatory, safety and directional signage are required in landscaped areas, parks or in the river, wherever possible these should be proportioned to the area, and should complement the character and features of surrounding landscape elements.

5. Window signs should not unduly obscure or obstruct vision through the window into the commercial space. Vinyl graphics and perforated window film that fills a window opening and obscures the transparency is not permitted.
6. Mural signs that advertise a business within the building on which the mural is located are permitted and should complement the architectural features of the building. Existing mural signs advertising past businesses/products, and which are identified as character-defining elements, need not be removed.
7. Lighting for signage may vary, but in all cases should complement the building façade. External illumination is preferred. Internally illuminated (luminous or backlit) signs should be avoided, unless it can be demonstrated they complement the building and do not have an adverse impact on the heritage attributes of the District.
8. New signs proposed to be modelled on historic signs should be based on historical evidence of what existed previously on the property or similar properties. Such reproduction signs should be referred for review and recommendation by the Heritage Committee Signage Working Group.

## Materials

Buildings in the District were typically constructed using local and regional materials, including wood, brick and stone. Traditional materials tend to be more durable and sustainable, and are more easily maintained, requiring less frequent replacement than contemporary materials. For example, wood windows are easily repaired, and do not require to be replaced when damaged or deteriorated, whereas vinyl windows are difficult to repair, and typically require full replacement when damaged or worn. Contemporary materials may be introduced, where appropriate, and should contribute to the historic layering and evolved character of the District.

1. Where original and/or traditional materials exist, they should be conserved, maintained and repaired, when necessary.
2. New materials should contribute to the character of the District by being physically and visually compatible with the existing materials of a building, and visually compatible with the materials of neighbouring *Contributing* buildings.
3. New materials should be durable and of a high quality. The use of traditional materials such as brick, stone and wood is encouraged.
4. Contemporary materials such as vinyl, aluminum or steel siding and soffits, 'cultured' stone, stucco fashioned to resemble stone, are not appropriate to the character of the District and are not recommended for use on properties within or adjacent to the District.
5. Where contemporary cladding, such as vinyl siding, aluminum or steel siding, or stucco has reached the end of its life cycle, its removal is encouraged. Once removed, appropriate solutions include repairing and restoring the exposed original material or re-cladding with a traditional or contemporary material that is physically and visually compatible with the existing building.
6. Wood siding should be repaired rather than replaced, if possible. The use of aluminium, vinyl or steel siding is not recommended. New wood trim boards at corners and around windows and doors should match existing dimensions.

7. Masonry should be repointed regularly to avoid water infiltration and subsequent damage. Repointing should be undertaken by qualified masons trained in heritage practices. Soft mortars must be used. Only gentle methods of masonry cleaning should be used.
8. For repairs involving replacement brick, it is important to match both the size and colour. When a match is difficult, it may be possible to reuse brick from a hidden location elsewhere on the building.
9. Painting to historic colours can add to the heritage value of a property. Simple tests can be carried out to determine the pattern of colours that have been used on a property throughout the years.

### Architectural Detailing

Architectural detailing includes exterior building elements such as cornices, friezes and brackets in wood or pressed metal, decorative pilasters, decorative brick or stone work such as stringcourses, window surrounds, arches and brackets, and decorative woodwork, and so on. Typically seen on the façade of a building, these elements provide visual interest, and help to articulate and visually break up the overall massing and scale of the façade. Architectural detailing also contributes to and defines the style of a property, and the character of an area.

1. Historic architectural detailing should be conserved, maintained and repaired.
2. Alterations should not conceal or obscure existing architectural features on the façades of buildings facing the streets, side streets, side laneways or the river.
3. Replacement parts should be fabricated to the same profile and with the same material as the original.
4. The design of new construction should consider existing architectural detailing in the District and on adjacent *Contributing* buildings. New construction should incorporate a quality of detailing that reflects the visual interest, proportions and massing of *Contributing* buildings.
5. Where architectural detailing has been concealed under contemporary cladding, and where the cladding has reached the end of its life cycle, consideration should be given to removing the cladding and restoring the historic detail.

### Modern Equipment

Modern equipment (such as satellite dishes, air conditioners, service ducts, utility meters, and solar panels) should not detract from the character and visual qualities of buildings, streetscapes or the river landscape.

1. Modern equipment should be located away from the street and/or the river, and where possible, at the rear of buildings.
2. New solar panels or other rooftop structures should be located to the rear of the roof, and should be either minimally or not visible from the street or the river, where applicable.

### Non-Contributing Resources

There are few *Non-Contributing* properties in the District. These include empty lots, and buildings of a later era or style that differ from the predominant District character. While these buildings are not considered significant to the cultural heritage value of the District, alterations can nonetheless affect its character. The following guidelines are intended to guide change to *Non-Contributing*

buildings to ensure they are sensitive to the character of downtown Almonte. For guidance on empty lots refer to the guidelines on Infill Construction.

1. Replacement of building elements (e.g. windows, doors, porches, trim work) should be in keeping with the architectural style and era of the building in question.
2. Alterations and additions to *Non-Contributing* buildings should be of their own time and not recreate or imitate an historical style or detail that exists elsewhere. For example, Victorian detailing should not be added to a building where none ever existed in an attempt to make it look 'historic'.
3. Exterior cladding and finishing materials for alterations and additions should be sympathetic to the character of the building, and should reflect its era of construction and architectural style.
4. Where a *Non-Contributing* building is proposed to be demolished, approval of a Heritage Permit will be required, prior to issuance of the Demolition Permit. The design of the replacement building shall meet the intent of these Guidelines. Refer to Section 4.11 for additional guidelines on demolition.

## Interiors

Alterations to building interiors are not regulated by this Plan. Some building interiors may be designated through a Part IV (*Ontario Heritage Act*) designation by-law or by a conservation easement agreement. Interior historic features are an irreplaceable component of the cultural heritage of downtown Almonte. The Town encourages property owners to conserve interior historic features, wherever possible. Owners of properties designated under Part IV should inquire with the Town about the features that are included in the designation by-law for their property.

## Restoration

Restoration involves accurately revealing, recovering or representing the earlier form, material and detailing of a heritage resource, as it appeared at a particular period in its history. Restoration has to be undertaken with care, in order to avoid confusing or falsifying the historical record. Restoration can enhance both a building and its immediate streetscape.

1. Restoration must be based on accurate historical documentation. This documentation may be a combination of photographs, drawings, written reports and oral accounts, as well as physical evidence.
2. Accurate duplication of early detailing and materials is difficult. It is very important to keep as much original material in place as possible, and to focus on stabilizing various components, rather than replacing these.
3. Restoration of individual buildings should respect the evolution that each building and the area as a whole has undergone. The contribution of various periods to the form may be of equal value as that of the original building. These should always be recognized.
4. A restoration project should consider a building within its context, including streetscape, landscape setting and interior detailing.

## Rehabilitation and Adaptive Reuse

Rehabilitation refers to the work required to sensitively adapt an historic building or individual component to contemporary functional standards, while protecting its heritage value. Adaptive reuse refers to the notion of reusing a structure, landscape or site for a use or purpose other than the historic use. These processes typically involve some modification of the structure, landscape or site. They may involve some restoration, but also introduce new forms and materials to accommodate new requirements.

Many buildings in the District have already been rehabilitated and adaptively reused several times. Sensitive rehabilitation achieves functional goals while protecting and enhancing the attributes that give the property its unique heritage character.

1. Good rehabilitation is based on good historical documentation.
2. New or modified uses should be contained within the historic property, without causing undue damage to the layout or finishes.
3. Structural upgrades should respect the original design intentions and reinforce these.
4. New mechanical, electrical and environmental systems, such as insulation, should not upset the existing equilibrium of a building, and should avoid introducing possibilities for deterioration.
5. Architectural layout and finishes should be respected and retained, both inside and outside the property. This includes retaining distinctive features and examples of good craftsmanship.
6. New work should be of its own time, but subordinate to the heritage character of the existing property. The design of new work should take its form and direction from the history of the property itself. The contribution of all periods to the history of the property should be respected and incorporated where possible.

## Commercial and Mixed Use Infill

Infill relates to new development on vacant lots. Downtown Almonte has been undergoing a continuous process of infill for over 150 years. New development will respect established patterns, including setbacks, street wall design and openings. New work will be of its own time, and in a contemporary style that complements and enhances the character of the District. Infill adjacent to the river will respect the river cultural landscape.

The shape that is created by the walls, roof and other projections of a building is referred to as its massing. The combined effect of height, bulk and silhouette of a building comprises its scale. The massing and scale of a group of buildings contribute to the sense of place by defining urban density and form. The massing and scale of commercial buildings along Mill, Bridge and Queen Streets is fairly consistent except where larger landmark buildings punctuate the street wall, or where incompatible post-war buildings are set back on the lot. The height of contributing commercial buildings is predominantly 2 to 3 storeys, and is a heritage attribute of the District.

1. Infill in commercial areas must respect and reflect the character of existing historic properties and streetscapes, including the character of built form, massing and scale resulting from traditional smaller-scale lot sizes.

2. The design of new buildings should be of its own time and sympathetic to the heritage character of the District. At the same time, the contribution of all periods to the history of the property should be respected and incorporated where possible.
3. The traditional pattern of commercial façades should be respected and reflected in the design of new work. The design, rhythm, alignment, proportion and pattern of windows and door openings should be compatible with the composition of adjacent *Contributing* buildings. The introduction of split-level ground floors, or mezzanine levels, is discouraged.
4. Horizontal scale of development is important in downtown Almonte. Traditional store widths of about 6.0 metres (20 feet), each with their own entrance, ensures continuous sidewalk activity and variation along a streetscape. This pattern of horizontal and vertical rhythms should be respected. Enclosed malls or lobbies are not appropriate, in particular where they create widely spaced entry/exit points that interrupt the sense of rhythm and continuity along a streetscape.
5. While traditional storefronts vary in downtown Almonte, they typically feature columns with large glazed areas, and recessed entries, allowing for openness and transparency. The design of new infill should consider and reflect the historic pattern of the buildings that previously occupied the site. Adjacent properties should also be reflected in the new work.
6. Where lots with frontage on both a street and the river are redeveloped, the infill building will be designed so that the façades facing the street and the river are both treated as 'fronts'. The street façade shall address the pattern and scale of the streetscape. The river façade shall address the pattern, scale and rhythm of surrounding riverfront properties.
7. Building setbacks and heights should respect adjacent heritage properties, as well as the streetscape and riverside.
8. Side laneways should be maintained where possible. Refer to guidelines on laneways for further direction.
9. Parking in rear or side yards, with access through a side laneway, is the only surface parking that is appropriate to the District. Wide access ramps should not be used for any kind of parking, since they disrupt the continuity of the street wall.
10. Property owners are encouraged to engage an architect, designer or heritage professional when planning a new building in the District. Property owners should consult the Town Planner early in the process on all applications for new construction in the District.
11. Refer to the general guidelines for built resources for additional guidance on existing patterns and character.

## Residential Infill

Infill in residential areas includes new development on vacant land. New development will respect established patterns, including setbacks, street wall design, and the rhythm and pattern of openings. New work will be of its own time, and in a contemporary style that complements and enhances the character of the District. Infill adjacent to the river will respect the river cultural landscape.

1. Infill in areas zoned for residential use must respect the heritage character of the area as a whole, as well as the more immediate environment.



2. Open spaces around buildings should be maintained, in particular on the rear portion of lots.
3. Where a multi-unit dwelling (semi-detached, town-house) is proposed, entrances to individual units should be from the sidewalk. The front yard setback should be the same as for adjacent *Contributing* properties.
4. Small lot development is encouraged (rather than land assembly). The density of new development can be the maximum allowed under current height and lot coverage zoning.
5. The building form of new development should respect the massing of adjacent *Contributing* properties. For single family development, the front or side gable form is typical and should be used.
6. Materials and detailing should be contemporary in style, and should respect and reinforce the character of the immediate area. Infill must not disrupt the continuity of residential streetscapes.
7. Refer to the general guidelines for built resources for additional guidance on existing patterns and character.

## Urban Form

### Lot Size, Shape and Frontage

The traditional pattern of land ownership and block development in the District has emphasized small-scale lots, with frontage or access from the street and rear lanes, or from the water in the case of riverfront properties. These patterns, combined with the building coverage in relation to lot area, are character-defining attributes of the District and contribute to the experience of the residential and commercial areas.

1. The retention of existing building lot patterns, which often consist of side laneway access, interior undeveloped land, small-scale lots and irregular shapes, is strongly encouraged.
2. Consolidation of land parcels is discouraged.
3. Site development that respects traditional development patterns is encouraged.
4. Along Mill Street, pedestrian access to the river through mid-block laneways is permitted and encouraged, extending the pattern that already exists along this street.
5. For development along the river, the continued use of riverfront spaces for cafés, public use or private open space is permitted and encouraged.

### Setbacks

The historic pattern of setbacks in the commercial areas features buildings that are built up to the front lot line, with no side yards (except where side laneways or public spaces exist). Civic buildings are generally defined by a generous setback from the street, except the Old Post Office, which was built to its lot lines. In the residential areas, setbacks are generous, but somewhat irregular, with continuity among groups of buildings. Waterfront industrial buildings tend to be set back from their street frontage, while being built up to or into the waterfront.

1. The pattern of existing building setbacks within each character area should be maintained.

2. Redevelopment of empty lots or *Non-Contributing* properties should reflect the front and side setbacks of historic neighbouring buildings.
3. Development of waterfront properties should respect and reflect the pattern of development that existed historically on the site. The design of new work should take direction from the history of the property, including the form and location of buildings that previously existed. The contribution of all periods to the history of the property should be respected and incorporated where possible.

## Land Use

The historic pattern of land use in the District has resulted in a variety of built forms and patterns of development that exist in close proximity. These land use patterns are heritage attributes of the District.

1. The downtown commercial area should continue to function as the primary commercial core for Almonte. Commercial uses should be maintained at ground level in order to foster vibrant street life.
2. The mixed use character of the District including residential, civic, commercial, light industrial and recreational uses should be maintained.
3. Land uses within and adjacent to the commercial core will be compatible with the traditional civic, commercial and cultural activities of downtown Almonte and its heritage attributes.
4. Land uses within and adjacent to residential areas will be compatible with the traditional activities of these areas and their heritage attributes.
5. Community activities are integral to the cultural heritage value of the District, and should continue to be encouraged and promoted. These activities and uses include the farmer's market, outdoor concerts and festivals, community and civic events, and the availability of community services and community gatherings at the Almonte Old Town Hall.

## Parking

Surface parking areas tend to disrupt the historic pattern of urban development.

1. Minimize the size of surface parking, and restrict parking to side or rear-yard locations (except riverfront properties, where parking should be limited to side yards).
2. Maintain and encourage on-street parking on Mill, Bridge and Queen Streets.
3. Where riverside parking exists (e.g. at the Almonte Old Town Hall), permeable surfaces and landscaped edges should be introduced to help soften the visual dominance of parking areas, and provide screening without obstructing views.

## Demolition

The *Ontario Heritage Act* allows Council to prohibit the demolition of a structure designated under the Act. Except where the Chief Building Official has determined that demolition is required, the Municipality will not support demolition, in whole or in part, of *Contributing* heritage resources within the District.

- The demolition or relocation of *Contributing* built resources in the Heritage Conservation District is discouraged.

- Demolition of *Contributing* built resources will be permitted only in situations where:
- The resource has been damaged by a catastrophic event (fire, flood, earthquake, or similar event).
- Public health and safety is considered to be compromised, and the Chief Building Official has received a building assessment advising that a building or structure is beyond repair and has been determined to be unsafe.
- Where demolition of a *Contributing* built resource is proposed, in whole or in part, for reasons other than those listed above, approval of a heritage permit will be required prior to issuing a demolition permit. The owner should consult with the Town as early as possible.
- Where a *Contributing* building is proposed to be demolished or relocated, the property owner shall record the building or the remains of the building through photography and/or measured drawings.
- Demolition of *Non-Contributing* resources may be considered on the merits of a proposed replacement structure. In these circumstances, the approval of a Demolition Permit may be contingent on the approval of a Heritage Permit for redevelopment that is informed by and meets the principles and Guidelines of this Plan.

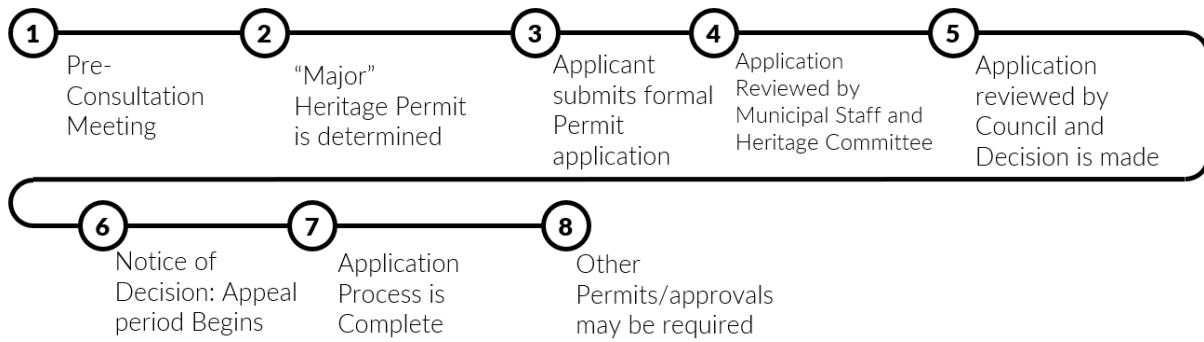
## PART IV AND PART V DESIGNATIONS

A number of Designated Properties in the Downtown are currently designated under Part IV of the *Ontario Heritage Act*. When such properties are included in a Heritage Conservation District, the requirements of Part V of the Act also apply to the Part IV property. As a result, the specific heritage attributes that are identified and protected under Part IV continue to be protected in the Downtown Almonte Heritage Conservation District Plan. The Municipality and individual property owners may continue to designate properties in the Downtown Almonte Heritage District under Part IV of the *Ontario Heritage Act* to provide additional protection to features of the property that are not specifically protected by Part V designation, such as interiors or features obscured from the street. The following policies are established for properties previously designated under Part IV:

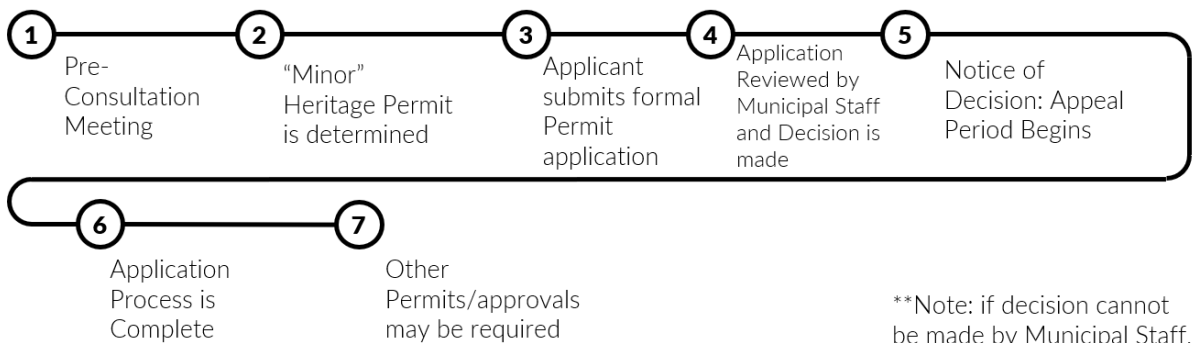
- The policies and guidelines of the Downtown Almonte Heritage Conservation District Plan are to apply to all properties previously designated under Part IV of the *Ontario Heritage Act*
- In addition to the policies and guidelines of this Plan, all interior and exterior features previously designated under Part IV of the *Ontario Heritage Act* will continue to be protected in the same manner as prior to their designation under Part V.

# HERITAGE PERMIT APPROVAL PROCESS

## Major Heritage Permit



## Minor Heritage Permit



\*\*Note: if decision cannot be made by Municipal Staff, the Permit will need to follow "Major" process.\*\*

## HERITAGE REVIEW PROCESS

Municipal Staff will use the Guidelines contained in this Plan to assess and evaluate all applications to alter properties located in the heritage conservation district. Because all properties within the District are designated under Part V of the *Ontario Heritage Act*, any significant alterations legally require a Heritage Permit, which must be approved by the Municipality. There are a range of minor alterations which do not require a heritage permit.

### Administration of Heritage Permits

All heritage permit applications are administered by the Building and Planning Department. There will be no application fee charged for a Heritage Permit. Fees for Building Permits and Site Plan approvals will be the same as for non-heritage applications.

There are two types of heritage permits:

- Major Heritage Permits are required for major alterations, additions and new construction; and require review and recommendations from Planning Staff and the Heritage Advisory Panel, with input from the Heritage Committee if required, and approval by Council.
- Minor Heritage Permits are required for small repairs with limited impact on heritage attributes, and may be reviewed and approved by Planning Staff through delegated authority from Council.

Once the type of permit approval has been established, the heritage permit is reviewed and a decision is issued as 'approved', 'approved with terms and conditions' or 'refused.'

### Pre-consultation

Applicants are encouraged to meet with the Municipal Planner and/or the Heritage Advisory Panel and/or the Heritage Committee regarding proposed work prior to making a formal application. This pre-consultation is intended to allow for open dialogue to ensure that the process is expedited once an application is formally submitted, and that the best possible design is achieved. It will inform both the planner and the applicant about the proposal, determine whether a heritage permit is required, and help to determine whether changes may be required to a proposal. At the time of pre-consultation, the applicant may also be advised of other measures required by existing planning processes (e.g. Site Plan Application).

The Municipality is committed to assisting applicants with the preparation, approval and implementation of a heritage permit that is consistent with the policies and guidelines contained in this Plan. This includes providing historical and technical assistance to applicants in preparing applications.

To prevent any issues arising in the application process, it will be helpful for all parties to engage in open dialogue, which may include holding on-site discussions to review physical conditions and, if required, the guidance of a qualified heritage consultant to provide assistance in resolving issues.

### Heritage Permits Issued by Municipal Staff

In the Downtown Almonte HCD, Municipal Staff may be authorized to issue heritage permits on behalf of the Municipality when the proposed work is compatible with the Guidelines outlined in

this Plan. In these instances, and at the discretion of Municipal Staff, staff may solicit advice from the Heritage Committee only.

## Appealing a Decision

If Staff or the Heritage Advisory Panel refuses an application for a permit under the *Ontario Heritage Act*, the applicant may appeal the decision to Council. If Council sustains the decision of Staff or the Heritage Advisory Panel, the applicant can then appeal the decision to the *Ontario Municipal Board* (OMB), as described in Section 42(6)-(8) of the Act. The Board has the authority to deny the appeal, or grant it, with or without conditions and terms.

## When is a Heritage Permit Not Required?

Before performing any work, property owners are encouraged to consult with the Municipal Planner to confirm that work to be undertaken does not require a Heritage Permit. Some work may still require a regular Building Permit (for example, interior alterations). Proponents are encouraged to carry out these works in a manner that is informed by and meets the intent of this Plan and its Guidelines.

The following are considered minor alterations not requiring a Heritage Permit under the *Heritage Act*:

- Interior alterations that do not affect the exterior building elements;
- Repainting / paint colour selection;
- Regular on-going building maintenance such as replacement or repair of eaves troughs;
- Regular maintenance of character-defining elements, which may require minor repair or replacement in-kind of damaged components, and where the replacement components match the existing using the same materials in the same style, size and detailing as the original. This includes minor repairs to, or regular maintenance of, roofs, exterior cladding, entrances, windows, and decorative wood, metal, stone or brick work;
- Minor alterations to the rear of buildings, where these are not visible from the river;
- Removal of non-contributing and non-character defining elements; and
- Gardening and alterations to soft landscaping on private property, except where these are adjacent to the river.

When preparing to undertake work, proponents should consult Parks Canada's *Standard and Guidelines for the Conservation of Historic Places in Canada* as a valuable resource.

## When is a Heritage Permit Required?

Only the exterior of properties designated under Part IV and V of the *Ontario Heritage Act* are regulated and protected. A permit is legally required for alterations to the exterior of properties located within the District, and is issued under Part V of the Act. Generally, the requirement for Heritage Permits only applies to work on the parts of buildings or properties that can be seen from the street (including side streets and side laneways, but not rear lanes), and/or that can be seen from the river.

Approval by the Municipality under the OHA does not constitute approval under other municipal, regional or provincial Acts. Regardless of whether a heritage permit is required, a Building Permit continues to be required under the *Ontario Building Code* for all construction, renovation, demolition and changes of use, as well as work involving sewage systems. Building Permits are issued by the Building and Planning Department. Where both a Heritage Permit and Building Permit are required, the Heritage Permit must be approved and issued prior to issuing a Building Permit (*Building Code Act*, 8.(2)(a)). A Heritage Permit may be required for a project that does not require a Building Permit.

Development in the river corridor and its floodplain requires approval from the Mississippi Valley Conservation Authority, and may require additional permits under other regional or provincial agencies. It is the responsibility of project proponents to obtain all necessary approvals.

## Heritage Permit (Major)

A Major permit is required when substantial changes are proposed that may have a significant impact on the cultural heritage value of a resource or the District. These major alterations may be accompanied by a Building Permit, or require Site Plan approval, and would require review by Municipal Staff and the Heritage Advisory Panel and/or Heritage Committee, prior to approval.

The following list identifies the types of proposals that may require a Major Heritage Permit:

- Major alterations, including:
  - New or replacement of historic cladding materials for both walls and roofs
  - New or replacement of historic windows and doors
  - Alterations to or removal of heritage attributes including architectural decoration, and other exterior character defining elements such as porches, balconies, parapets, cornices, chimneys and historic storefronts
  - Relocating a building or structure
  - Demolition, in whole or in part, of a building or structure
  - New construction or replacement of existing porches, chimneys, roofs, walls, or other character-defining elements
  - Replacement or major alteration to a storefront
  - New commercial signage
  - New awning installation
  - Additions that will be visible from the street or the river
- New building construction (i.e. infill building)
- Any development within or adjacent to the Mississippi River, and
- Projects that do not conform with the Guidelines outlined in this Plan.

The list should not be considered complete or exhaustive. All proposals should be discussed with the Municipal Planner to confirm when a Heritage Permit will be required.

## Heritage Permit (Minor)

A Minor permit is required for small repairs with limited impact on heritage attributes. These projects may or may not require a Building Permit, and may be reviewed and approved by Staff only, through delegated authority from Council.

The following list identifies the types of proposals that may require a Minor Heritage Permit:



- Restoration or replacement in-kind, whether in whole or in part, of heritage attributes including architectural decoration, or other exterior character-defining elements such as storefronts, porches, balconies, chimneys, parapets, cornices, brackets, columns, balustrades and steps
- Replacement in-kind or alterations to existing commercial signage
- Masonry cleaning, masonry re-pointing, foundation repairs, chimney repairs
- Alterations to 'Non-contributing' resources
- New or extended fences
- New or extended parking areas
- Permanent exterior lighting installations
- Installation of television or mechanical equipment that may be visible from the street or river
- Planting or removal of trees in the public right-of-way or adjacent to the river
- New or alterations to existing hard landscaping such as retaining walls, garden walls, decorative fencing and surfaced pathways visible from the street or the river.

The list should not be considered complete or exhaustive. All proposals should be discussed with the Municipal Planner to confirm when a Heritage Permit will be required.

## Heritage Permit Application Process

The following procedure has been developed to streamline the application process, and minimize the time and effort needed to gain Heritage Permit approval. Council delegates the approval of minor Heritage Permits to staff.

### Role of Applicant:

- Arrange pre-consultation with Municipal Staff to confirm whether a Heritage Permit, and/or other Permits are required.
- Consult the Plan and Guidelines, with the Municipality's resource library made available, to ensure that the contemplated work meets the intent and spirit of the District.
- Submit completed permit application in advance of anticipated work to allow sufficient time for review and approval.

### Role of Municipal Staff:

- Review and process applications as prescribed by the *Ontario Heritage Act*.
- Forward application to Heritage Advisory Panel and/or Heritage Committee, for further review and advice, as required.

### Role of Heritage Advisory Panel:

- Review forwarded applications; provide advice to the Municipal Planner and seek advice where necessary from the Heritage Committee; and make decisions on approval or refusal of a permit, with comments.



- Forward applications and advice to Council where outstanding issues related to Minor permits cannot be resolved.

Role of Heritage Committee:

- Review forwarded applications; provide advice to the Municipal Planner, and Heritage Advisory Panel with comments;

## Cultural Heritage Impact Assessment

The *Provincial Policy Statement* requires that municipalities conserve cultural heritage resources. In the case of a Heritage Conservation District, cultural heritage resources include individual buildings within the District as well as the District as a whole.

The Municipality may require that a Cultural Heritage Impact Assessment (HIA) be prepared prior to approving an application to demolish or relocate a heritage resource, or to alter a resource in a manner that is likely to affect the heritage attributes of a designated cultural heritage resource. A Cultural Heritage Impact Assessment (HIA) is a study to evaluate the impact of a proposed development or site alteration on the cultural heritage value of a property/resource(s) and to recommend an overall approach to the conservation of the heritage resources.

To assist project proponents in the preparation of an HIA, a Cultural Heritage Assessment Guide is attached in Schedule 'A' to this document.

## HERITAGE FINANCIAL INCENTIVE PROGRAM

Property owners are not required to restore their buildings. However, any new work should seek to enhance the value of the District through the appropriate choice of materials and design. Financial incentives help to offset the costs of restoration or conservation work. A variety of funding and incentives exist that aim at encouraging and supporting property owners to preserve, restore or rehabilitate their properties.

### Heritage Tax Relief Program

Mississippi Mills is committed to assisting property owners with their conservation projects. A Heritage Property Tax Relief Program has been in effect for many years. This program provides heritage property owners with a 25% rebate on their municipal and education property taxes for the heritage portions of their property. To be eligible for this program, properties must be designated under Part IV or V of the *Ontario Heritage Act* and be subject to a Heritage Conservation Agreement or Heritage Easement Agreement. Further information on this program may be obtained from the Building and Planning Department at the Municipal Offices.

## Heritage Grant Program

A new grant program has been designed to assist with works specifically within a Heritage Conservation District. The program allows Owners of an heritage property to apply for one (1) grant per year of between \$500 to \$5,000 based on 50% of the cost of the works for up to two (2) consecutive years. Further details of this program can be found attached as Schedule B to this document.

## FREQUENTLY ASKED QUESTIONS

### What is a Heritage Conservation District?

A Heritage Conservation District or HCD is a defined geographical area within a municipality that is protected under a local by-law to ensure conservation of its existing heritage character. The focus of this type of designation is on the prevailing character of an area, particularly its contextual attributes – such as the variety of buildings and how they interrelate, the physical attributes includes trees, landscapes, building setbacks, roads, street furniture and lighting. A district designation allows a municipal council to cooperatively manage and guide future change in the district by adopting a district plan with policies and guidelines tailored to the area's conservation, protection and enhancement requirements.

### Is my property designated if it is part of a Heritage Conservation District?

For a building to become designated according to the *Ontario Heritage Act*, a municipal by-law must be passed by your local council. Heritage Conservation Districts (HCDs) require a similar by-law to be passed. As a result, registered HCDs are also designated. Therefore, if your property is part of a registered HCD, it is by default designated and protected by the *Ontario Heritage Act*. Since 2005, properties in HCDs approved since that time, must have HCD by-laws registered on title at the Land Registry Office.

### What is meant by the character of a Heritage Conservation District?

Typically, Heritage Conservation Districts (HCDs) can be found in both rural and urban areas and may include elements of residential, commercial, institutional and main streets. There is also a growing interest in the designation of industrial, mining, waterfront and other cultural heritage settings that have not yet been explored in full.

Overall, HCDs are distinct groupings whose character derives from the natural and cultural resources within its boundaries. Beyond its cultural and built heritage, HCDs are also characterized by landscapes, the diversity of lifestyles and traditions of the people; the community forms an important element of the district. The designations of HCDs by municipal councils allow many of these municipalities to maintain a strong sense of place and sense of identity.

### What is a Heritage Conservation District Plan?

Since 2005, the *Ontario Heritage Act* has stipulated that all new Heritage Conservation Districts (HCDs) must be guided by district plans. A district plan is a comprehensive summary of the geographical boundaries of an HCD, its overall character, heritage attributes and its relationship with municipal land-use planning policies. A district plan may begin by defining why an HCD is significant. It also provides guidelines on how best to conserve and protect heritage attributes, and to guide future changes in the district. For example, a district plan will illustrate approaches to alteration and infill. Overall, the policies and guidelines contained in a district plan will help to protect and enhance the area's special character. A full copy of your Municipality's HCD plan is available at the Municipal Offices, 3131 Old Perth Road, Almonte.

## How big is a Heritage Conservation District?

Heritage Conservation Districts (HCDs) vary in size and character. In some instances, they are areas with a group or complex of properties and buildings, while some others are even larger areas, such as entire neighbourhoods within communities. An HCD can technically comprise an entire municipality.

## How can Park's Canada's [The Standards and Guidelines for the Conservation of Historic Places in Canada](#) be used?

This resource includes practical advice towards achieving good conservation practices. It is also a useful resource for the assessment of proposed conservation interventions on historic places which would help in examining technical means for treating the site. Moreover, the 2010 edition includes new information on cultural landscapes, as well as information on the significance of heritage districts. Many municipalities add official plan clauses recognizing these standards. Currently this resource has been adopted by many federal, provincial, territorial and municipal bodies. View it at <http://www.historicplaces.ca/en/pages/standards-normes>

## What are some incentives to encourage the designation of a Heritage Conservation District?

Municipal incentive programs vary. Depending on the municipality, there may be grants, loans and/or tax relief available that function as incentives to encourage property owners to designate their buildings and sites. As a means of support the conservation of the property, some municipalities will offer tax rebate programs for properties protected under the *Ontario Heritage Act*. Other incentives provided by the municipality may include matching grant programs that benefit property owners in such a way that they share in the cost of repair and conservation with the municipality. Further information on Mississippi Mills' incentive programs can be found in Schedule B of this document and by checking with the Planning staff at the Municipal Office.

## What are the requirements of a property owner within a Heritage Conservation District?

Heritage Conservation District (HCD) designation applies only to the exterior of buildings and the surrounding property. A property owner requires a heritage permit (approved by Staff

delegated by Council) before they can undertake any major exterior alterations or demolitions, or any other works likely to have a substantial impact on the heritage attributes of the property. As such, it is up to the owner to notify Staff of the intended changes to be made.

Moreover, as an owner of a property held within an HCD, one must have regard for the existing built form and character of the neighbourhood with respect to its form, materials, height, and massing in design proposals. A property owner must also avoid removing original building details, mature trees and other character-defining elements of the property, while always adhering to the minimum maintenance by-law or property standards that can be found in legislation.

### Who do I contact for further information?

If you have any questions, comments or concerns, please contact the Municipal Planner at 613 256-2064 ext. 259.

### Where can I find additional online resources?

A complete reference guide is included in the HCD plan.

Ontario Ministry of Tourism, Culture and Sport  
<http://www.mtc.gov.on.ca/en/heritage/heritage.shtml>

Parks Canada  
[www.historicplaces.ca/nor-stan\\_e.aspx](http://www.historicplaces.ca/nor-stan_e.aspx)

Municipality of Mississippi Mills  
[www.mississippimills.ca](http://www.mississippimills.ca)

Ontario Heritage Trust  
[www.heritagefdn.on.ca](http://www.heritagefdn.on.ca)

Heritage Canada Foundation  
[www.heritagecanada.org](http://www.heritagecanada.org)

## SCHEDULE A

# CULTURAL HERITAGE IMPACT ASSESSMENT GUIDE

### **DESCRIPTION**

A Cultural Heritage Impact Assessment (HIA) is a study to evaluate the impact of a proposed development or site alteration on the cultural heritage value of a property/resource(s) and to recommend an overall approach to the conservation of the heritage resources.

The Cultural Heritage Impact Assessment should:

- Be based on a comprehensive understanding of the significance and heritage attributes of the cultural heritage resource(s);
- Identify any impact the proposed development or alteration will have on the resource(s);
- Consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development;
- Apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s).

The HIA will be broad in scope but provide sufficient detail to communicate the site issues and inform the evaluation of the recommended conservation approach for the cultural heritage resource(s).

This analysis is to be prepared by a qualified heritage specialist or an architect with experience in heritage restoration. Applicants may refer to the Canadian Association of Heritage Professionals (CAHP) at <http://www.caphc.ca> which lists members by their specialization.

The Cultural Heritage Impact Assessment is required in order to determine compliance with relevant cultural heritage policies at municipal, provincial and federal levels. Furthermore, it assists Municipal staff in the processing and evaluation of development and heritage permit applications.

### **WHEN REQUIRED**

A Cultural Heritage Impact Assessment is required for the following application types if the property is designated under Part IV of the *Ontario Heritage Act* or included in a Heritage Conservation District:

- Official Plan Amendment
- Zoning By-law Amendment
- Plans of Subdivision
- Site Plan Control

and in the following circumstances:

- For major development in the river corridor;

- For alterations that do not meet the intent of the Guidelines including exceeding height limits;
- In accordance with the submission requirements for applications to demolish, relocate, or de-designate.

A Cultural Heritage Impact Assessment may be required by staff for the following additional application types:

- Consent and/or Minor Variance and Building Permit applications for any property designated under Part IV of the *Ontario Heritage Act*;
- Where properties adjacent to a cultural heritage resource are subject to Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Site Plan Control and/or Consent and/or Minor Variance applications
- Heritage Permit (Major) applications for any property designated under Part IV (individual) or Part V (Heritage Conservation District) of the Ontario Heritage Act

For the purposes of this guide, Development means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring the approval under the Planning Act.

## **RATIONALE**

The rationale for the requirement to provide a Cultural Heritage Impact Assessment includes:

- The *Ontario Heritage Act*
- Section 2 (d) of the *Planning Act*
- Section 2.6 of the *Provincial Policy Statement (2014)*
- Info Sheet #5 (Heritage Impact Assessments and Conservation Plans), Provincial Policy Statement (2005)
- Sections 4.3.4.3 (ii) and 4.3.4.4.2. of the Municipality of Mississippi Mills' Community Official Plan

## **PRINCIPLES**

The HIA will apply appropriate conservation principles such as:

- The Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada* (2010);
- Ontario Ministry of Culture's *Eight Guiding Principles in the Conservation of Historic Properties* (1997);
- Ontario Ministry of Culture's *Heritage Conservation Principle's for Land Use Planning* (2007); and
- *Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation* (1988)

## **REQUIRED CONTENTS**

A Cultural Heritage Impact Assessment should contain, but is not limited to:

**a. Introduction to Development Site**

- A location plan and current site plan of the property;
- Present owner's contact information
- A concise written description of the property and its location, identifying significant features, buildings, landscapes and vistas;
- A concise written description of the cultural heritage resources located within the site, identifying any significant features, building, landscapes and vistas, and including any municipal, provincial and/or federal heritage recognition of the property (*Mississippi Mills' Inventory of Heritage Properties* and *Properties of Significance Listing*, *Ontario Heritage Properties Database*, *Parks Canada National Historic Sites of Canada* and/or *Canadian Register of Historic Places*) and including existing heritage descriptions as available;
- A concise written description of the context of the property, including adjacent heritage properties and cultural resources, their recognition at the municipal, provincial and/or federal level, and any as yet unidentified or unrecognized potential cultural heritage resources

**b. Background Research and Analysis**

- A comprehensive review of the history of the property's development as documented and observed through archival, historical, archeological, written and visual records;
- A chronological description of the development of any structures, including mention of original construction, and any additions, alterations, removals, conversions, etc. and referencing substantiated dates of construction;
- An evaluation of the heritage significance of the site with emphasis on important architectural/physical features, historical associations within the community, and the situation of the site in local context;
- Reference to, or inclusion of, any relevant research materials including, but not limited to, maps, atlases, drawings, photographs, permit records, land title records, tax assessment rolls, etc.

**c. Statement of Significance**

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s) in accordance with provincial legislation, Ontario Regulation 9/06 made under the *Ontario Heritage Act* and referenced in the *Ontario Heritage Tool Kit*;
- This statement should be informed by current research and analysis of the site as well as pre-existing heritage descriptions;
- This statement should be written in a way that does not respond to or anticipate any current or proposed interventions to the site;

**d. Assessment of Existing Conditions**

- A comprehensive written description of the exterior physical condition of the structures on the site
- High quality colour photographic documentation of the cultural heritage resource(s) in its current condition and including:
  - Views of the area surrounding the property to show it in context with adjacent properties

- Exterior views of each elevation of each building;
- Views of the property including all significant landscape features;
- Close-up views of all significant exterior heritage features

**e. Description of the Proposed Development or Site Alteration**

- A written description of the proposed development or site alteration;
- A conceptual site plan and conceptual drawings of all building elevations;
- The written description and conceptual drawings should note which heritage attribute(s) are considered for retention and which are considered for removal or alteration.

**f. Impact of Development on Heritage Attributes**

- A discussion identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s) and heritage attributes of the site;
- Negative impacts on cultural heritage resources may include, but are not limited to:
  - The destruction of any, or part of any, significant heritage attributes or features;
  - Alteration that is not sympathetic to, or is incompatible with, the heritage attribute;
  - Shadows created by new development that alter the appearance of, or change the viability of a heritage attribute;
  - Isolation of a heritage attribute from its surrounding environment, context or significant relationship;
  - Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features;
  - A change in land use which negates the property’s cultural heritage value;
  - Land disturbances such as a grade change that alters soils and drainage patterns that adversely affect a cultural heritage resource.

**g. Considered Alternatives and Mitigation Strategies**

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s) (see the *Ontario Heritage Tool Kit*) including, but not limited to:
  - Alternative development approaches
  - Isolating development and site alteration from significant built and natural features and vistas;
  - Design guidelines that harmonize mass, setback, setting and materials;
  - Limiting height and density;
  - Allowing only compatible infill and additions;
  - Reversible alterations.

**h. Recommended Conservation Strategy**

- The preferred strategy recommended to best protect and enhance the cultural heritage value and attributes of the cultural heritage resource(s) including, but not limited to:
  - A mitigation strategy;
  - A conservation scope of work including the proposed methods; and
  - An implementation and monitoring plan.
- Recommendations for additional studies to be undertaken related to, but not limited to:
  - Site specific design guidelines;
  - Interpretation and commemoration;



- Lighting, landscaping and signage;
- Structural analysis;
- Additional written and photograph documentation prior to demolition;
- Long-term maintenance.

**i. Appendices**

- A bibliography listing source materials used and institutions consulted in preparing the HIA

**PEER REVIEW**

The Municipality of Mississippi Mills reserves the right to request an independent peer review of a Cultural Heritage Impact Assessment at the applicant's expense. Peer reviews will evaluate the assessments provided by Cultural Heritage Impact Assessments. These reviews may include, but are not limited to, addressing inconsistencies, factual errors, discrepancies, inappropriate conservation advice not consistent with recognized standards, omissions and misrepresentations.

**DELIVERABLES**

The Cultural Heritage Impact Assessment is to be submitted in hard copy (2 copies) and in PDF format.

## SCHEDULE B

# HERITAGE GRANT PROGRAM

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 16-62

**BEING** a by-law to establish a heritage grants program for owners of properties located within a Heritage Conservation District under Part V of the *Ontario Heritage Act*.

**WHEREAS** Section 8(1) of the Municipal Act, 2001 provides that the powers of a municipality under any Act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, c.25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, 2001;

**AND WHEREAS** Section 11 (3) 5 of the Municipal Act, provides that a municipality may pass By-laws within the following sphere of jurisdiction: culture, parks, recreation and heritage;

**AND WHEREAS** Sections 39 (1) and 45 of the Ontario Heritage Act authorizes a municipality to pass By-laws providing for the making of a grant to an Owner of a property designated under the Act for the purpose of paying for the whole or any part of the cost of alteration of the property on such terms and conditions as the Council may prescribe;

**AND WHEREAS** Section 23.1 of the Municipal Act, 2001 provides that Sections 9 and 11 of the Municipal Act, 2001 authorize a municipality to delegate its powers under the Municipal Act, 2001 or any Act, subject to certain limitations;

**AND WHEREAS** Section 227 of the Municipal Act, 2001 provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions;

**AND WHEREAS** Council of the Municipality of Mississippi Mills deems it important to establish a Heritage Incentive Grant Program where property owners within a Heritage Conservation District under Part V of the Ontario Heritage Act may apply for a grant to assist with offsetting costs associated with restoration / preservation of designated façade or other elements of properties within the heritage conservation district;

**AND WHEREAS** the Municipality of Mississippi Mills desires to assist heritage property owners and encourage the restoration and preservation of buildings or structures of historic or architectural value;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

## **A. DEFINITIONS**

In this By-law,

1. “Act” means the Ontario Heritage Act, R.S.O., 1990, c.O.18 as amended from time to time
2. “Alter” means to change in any manner and includes to restore, renovate, repair or disturb and “alteration” has a corresponding meaning and for the purposes of this By-law “Altering” has the same meaning
3. “Applicant means the owner of the property applying for a Heritage Property Incentive Grant, or their agent, if authorized in writing by the owner to act as agent
4. “Approved Work” means the alteration, rehabilitation, reconstruction, conservation and/or repair of a building or property, or a portion of a building or property that is included in a Heritage Conservation District and that is conducted in a manner so as to maintain or restore the authenticity of the heritage elements or that contributes to the character of the Heritage Conservation District Area and that is conducted in accordance with design guidelines or policies as specified in the Heritage Conservation District Plan adopted by the Municipality.
5. “Council” means the Council of the Municipality of Mississippi Mills
6. “Eligible Heritage Property” means a property or a portion of a property,
  - a) That is part of a Heritage Conservation District under Part V of the *Ontario Heritage Act* within the Municipality of Mississippi Mills,
  - b) That:
    - (1) Is in compliance with the *Ontario Heritage Act* and Municipality of Mississippi Mills Property Standards By-laws;
    - (2) Is not owned by a Federal, Provincial, or Municipal Government Agency;
    - (3) Has no taxes, local improvement charges, fees or other monies owing to the Municipality of Mississippi Mills.
7. “Heritage Approval” means the approval issued by the Heritage Advisory Panel and/or the Heritage Committee of Approved Work.
8. “Heritage Committee” means the Mississippi Mills Heritage Committee (MMHC) as appointed by Council
9. “Heritage Conservation District” means the lands within the Municipality identified by By-law as a Heritage Conservation District
10. “Heritage Incentive Grant” means a grant payable pursuant to this By-law to an Owner of an Eligible Heritage Property to compensate an Owner for performing Approved Work on the Eligible Heritage Property.

11. "HAP" means the Heritage Advisory Panel (HAP) established pursuant to the terms of this By-law.
12. "Maintenance" is considered routine, cyclical, non-destructive actions, necessary to slow the deterioration of an Eligible Heritage Property. Maintenance includes the following actions: periodical inspection; property cleanup; gardening and repair of landscape features; replacement of glass in broken windows; minor exterior repairs (including replacement of individual asphalt shingles where there is little or no change in colour or design); repointing areas of wall space under 1.5 square metres.
13. "Municipality" means The Corporation of the Municipality of Mississippi Mills
14. "Owner" means the person or persons or corporation registered as the Owner of the lands on title in the Registry Office or Land Titles Office.
15. "Program" means the Heritage Incentive Grant Program established by Council pursuant to the provisions of this By-law
16. "Property" means land, buildings or structures that are located in a Heritage Conservation District designated under Part V of the Ontario Heritage Act
17. Definitions also include the plural form where applicable

## **B. GRANTS**

### **1. APPLICATION**

- a) Owners of an Eligible Heritage Property must submit an application for a Heritage Incentive Grant on the prescribed form available from the Planning & Building Department. To be eligible for a Heritage Grant, the application must comply with the following:
  - i. The application form must be for compensation on Approved Work planned for the Eligible Heritage Property;
  - ii. The application must be submitted between March 1 and August 31<sup>st</sup> for work that will be fully completed on December 31<sup>st</sup> of the year in which the Owner proposes to start the Approved Work on the Eligible Heritage Property, and prior to any construction taking place. Any work done prior to receiving written confirmation shall not be eligible for funding.
  - iii. At least two (2) quotations from qualified contractors for the Approved Work must be submitted with the application form to the Corporation
  - iv. The application must be complete
- b) An Owner may receive support for one (1) grant per property per year for up to two (2) consecutive years as it is the intent of this program to distribute funding to numerous property owners as funding permits. Grants may be considered on a

more frequent basis once all other applications received on an annual basis have been processed and subject to the availability of funding.

## 2. APPLICATION CRITERIA

- a) A complete Heritage Incentive Grant Program application shall include, but not be limited to, the property owner providing:
  - i. A brief description of the project/work to be done with supporting information such as photographs of areas that require restoring, historical drawings or photographs of significant architectural features which have been lost and are intended to be restored;
  - ii. A complete Heritage Incentive Grant Application with all required supporting information such as plans, drawings, diagrams and specifications that illustrate the extent of the work as shown on the Heritage Incentive Grant Program application and building permit issued drawings (where applicable) and particulars of the methods that are to be used to do the work;
  - iii. Two (2) detailed estimates for the cost of any work directly related to the application. Costs associated with scaffolding and preparation of drawings, if required will be considered as eligible costs of the project; and
  - iv. A copy of the building permit where a building permit is required

## 3. GRANT REVIEW PROCESS

- a) Grant applications will be considered in the order in which they are received.
- b) Grant applications will not be considered for Maintenance of a property.
- c) Within the overall financial guidelines, it is within the discretion of the Heritage Advisory Panel to set the amount of any Heritage Incentive Grant, with or without terms and conditions, to determine whether costs related to certain elements of the work proposed are ineligible or to reject an application or any part thereof.
- d) In consideration of any application for a grant pursuant to the provisions of this By-law, the HAP shall consider, among other things, the degree to which the alteration will follow accepted heritage guidelines and the degree to which the proposed work/alteration will have a positive impact on the streetscape. The HAP shall at its sole discretion seek input on and/or approval of the application from the Heritage Committee depending on the size and scope of the proposed work.
- e) Only owners of property for which all municipal taxes and other charges, if any, levied against the property, for which the Heritage Incentive Grant is sought are paid in full to date and in good standing, are eligible to receive a Heritage Incentive Grant under this By-law.

#### 4. GRANT AMOUNTS

- a) The minimum and maximum grant amounts are \$500 and \$5,000 respectively which are based on 50% of eligible construction costs of the Approved Work. Grant funds approved by the Municipality must be at least matched by the Owner.
- b) Donated labour and materials shall not be considered part of the eligible project costs or part of the Owner's matching contribution
- c) The awarding of grants is subject to the availability of funding.
- d) The Heritage Incentive Grant Program shall continue at the discretion of Council and may be terminated at any time, without prior notice by the passage of a duly enacted By-law of Council.
- e) Any grant that has been approved and authorized by the Heritage Advisory Panel pursuant to the terms of this By-law shall be paid by the Municipality upon:
  - i. the authorized representative from the HAP verifying that the work has been completed to the satisfaction of HAP in compliance with the approved Heritage Incentive Grant application;
  - ii. the Chief Building Official or designate shall undertake a final inspection and provide verification the work has been satisfactorily completed and is in compliance with all regulatory legislation;
  - iii. the submission of detailed paid invoices

#### C. HERITAGE ADVISORY PANEL

- a) Eligible applications shall be reviewed and approved by a Heritage Advisory Panel comprised of the Municipal Planner, Chief Administrative Officer, 1 member at-large appointed by Council, and 2 members of the Heritage Committee (one being the councillor appointed to the Heritage Committee). Grant approvals shall require a majority decision of the HAP.
- b) Council hereby authorizes the Heritage Advisory Panel to administer the allocation of the Heritage Incentive Grant Program in accordance with applicable legislation, Municipal By-law and Policies and to provide advice to Council on the Heritage Incentive Grant Program.
- c) Where a Heritage Incentive Grant application has been awarded funding and the work to be undertaken cannot be completed within the calendar year (by December 31), a property owner must apply to HAP prior to the calendar year end for an extension to complete the work. Extensions may be authorized by HAP for a period of up to one (1) year. Grant approval is rescinded for any project not completed within the approved timeframe.

#### D. VALIDITY

- a) If any term or provision or any part of a provision of this By-law or the application submitted thereof is declared to be invalid, or unenforceable, the remainder of this By-law, or such application shall not be affected and shall be applied and enforced in accordance with its terms to the fullest extent possible according to the law.

**E. EFFECT**

- a) This By-law shall come into force and take effect on the date of passing of the Heritage Conservation District By-law.

**BY-LAW READ**, passed, signed and sealed in open Council this 28<sup>th</sup> day of June, 2016.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
HERITAGE INCENTIVE GRANT APPLICATION**

**FOR PROPERTIES WITHIN A HERITAGE CONSERVATION DISTRICT DESIGNATED  
UNDER PART V OF THE ONTARIO HERITAGE ACT**

**PURSUANT TO MUNICIPALITY OF MISSISSIPPI MILLS' BY-LAW NO. 16-62**

For Internal Use Only:	
File No. _____	Date Received: _____
Mississippi Mills Heritage Committee Approval (if HAP deems necessary)	
Date approved: _____	File No. _____

(Applications are to be submitted between March 1 and August 31 of any calendar year to the Clerk's Office, 3131 Old Perth Rd., PO Box 400, Almonte, ON K0A1A0)

**NOTE: Only one (1) heritage grant application will be reviewed per address per year.**

1. Name of property Owner/s \_\_\_\_\_

Mailing Address \_\_\_\_\_

Property Address (if different from mailing address) \_\_\_\_\_

2. Have you received a grant for this property previously pursuant to By-law No. 16-62?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Note: For the purposes of a Heritage Grant, "Property" means land, buildings or structures that are located within a Heritage Conservation District designated under Part V of the Ontario Heritage Act.**

3. Is the property located within a Heritage Conservation District Designated under Part V of the Ontario Heritage Act?

Yes: \_\_\_\_\_ No \_\_\_\_\_

4. Estimated construction start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_



**Note:** The Owner must apply to the Heritage Advisory Panel for an extension of any project not completed within the year (December 31) of making the Grant Application. Extensions may be authorized for up to 1 year. Grant approval is rescinded for any project not completed within the approved time frame.

5. Is a Building Permit required? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has a Building Permit been issued? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Note:** If a Building permit is required, a copy of the Building Permit must be attached to this application. Please consult with Building Officials at the Municipal Office, 3131 Old Perth Road, to verify permit requirements.

6. Provide a brief description of the project:

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7. Total estimated eligible cost of the project: \$\_\_\_\_\_

**Approved projects are eligible for a grant of up to 50% of the project cost, to a maximum of \$5,000, in accordance with Section 2 of By-law 16-62. Grants are initially based on the estimates, but the actual payment amount will equal 50% of the actual project cost or the approved grant whichever is less.**

**Note:** Price estimate(s) for the project must be attached to this application

I/We hereby make application for Heritage Incentive Grant and acknowledge that I/we have received a copy of By-law No. 16-62 and have read the terms and provisions therein.

\_\_\_\_\_  
Signature/s of Owner/s

\_\_\_\_\_  
Date

**FOR INTERNAL USE ONLY**

Approved amount of Grant \$ \_\_\_\_\_ Date Approved \_\_\_\_\_

Items not included in approved grant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Chair: \_\_\_\_\_ Date \_\_\_\_\_

Date Paid Receipts submitted \_\_\_\_\_

Date of inspection to confirm work completed: \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_ Date \_\_\_\_\_

Completion of Project/Work to the satisfaction of the Mississippi Mills Heritage  
Committee

Authorized by \_\_\_\_\_ Date \_\_\_\_\_