



Heritage Kitchener Committee Agenda

Tuesday, February 4, 2025, 4:00 p.m. - 5:00 p.m.

Council Chambers

City of Kitchener

200 King Street W, Kitchener, ON N2G 4G7

People interested in participating in this meeting can register online using the delegation registration form at www.kitchener.ca/delegation or via email at delegation@kitchener.ca. Written comments received will be circulated prior to the meeting and will form part of the public record.

The meeting live-stream and archived videos are available at www.kitchener.ca/watchnow.

Accessible formats and communication supports are available upon request. If you require assistance to take part in a city meeting or event, please call 519-741-2345 or TTY 1-866-969-9994.

Chair - Jean Haalboom

Vice-Chair - Natalie Pikulski

Pages

1. **Commencement**
2. **Disclosure of Pecuniary Interest and the General Nature Thereof**
Members of Council and members of the City's local boards/committees are required to file a written statement when they have a conflict of interest. If a conflict is declared, please visit www.kitchener.ca/conflict to submit your written form.
3. **Delegations**
Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of five (5) minutes.
 - 3.1 **Item 4.1 - Josh Bedard, ABA Architects Inc.**
4. **Discussion Items**

4.1	Heritage Permit Application HPA-2025-IV-003, 107 Courtland Avenue East, Replacement of 22 Windows and Front Doors on Front Façade, DSD-2025-024	10 m	3
4.2	Kitchener's Great Places Awards Program Update - Mike and Pat Wagner Heritage Awards, DSD-2025-037	20 m	33
5.	Information Items		
5.1	Heritage Permit Application Tracking Sheet		38
6.	Adjournment		

Mariah Blake
Committee Coordinator

REPORT TO: Heritage Kitchener

DATE OF MEETING: February 4, 2025

SUBMITTED BY: Garrett Stevenson, Director of Development and Housing Approvals,
519-783-8922

PREPARED BY: Jessica Vieira, Heritage Planner, 519-783-8924

WARD(S) INVOLVED: Ward 9

DATE OF REPORT: January 9, 2025

REPORT NO.: DSD-2025-024

SUBJECT: Heritage Permit Application HPA-2025-IV-003
107 Courtland Avenue East
Replacement of 22 Windows and Front Doors on Front Façade

RECOMMENDATION:

The pursuant to Section 33 of the *Ontario Heritage Act*, Heritage Permit Application HPA-2025-IV-003 requesting permission for:

1. The replacement of 22 windows on the front façade with new window units; and
 2. The replacement of the main entrance doors on the front façade with new doors
- on the property municipally addressed as 107 Courtland Avenue East, **BE APPROVED** in accordance with the supplementary information submitted with the application.

REPORT HIGHLIGHTS:

- The purpose of this report is to present a proposal to replace 22 non-original single-hung aluminum windows and the front entrance doors on the front façade of the property municipally addressed as 107 Courtland Avenue East (commonly known as Courtland Public School) with new multi-pane aluminum clad wood windows and new doors. Further details about the proposal can be found in this report and in the documents that were submitted as part of Heritage Permit Application HPA-2025-IV-003,
- The key finding of this report is that the proposed work is not anticipated to negatively impact the cultural heritage value or interest of the property, as it does not impact identified heritage attributes, is appropriate for the architectural style of the building, and is in keeping with local and provincial standards and guidelines.
- There are no financial implications associated with this report.
- Community engagement included posting this report and associated agenda in advance of the meeting and consultation with the Heritage Kitchener Committee.
- This report supports the delivery of core services.

EXECUTIVE SUMMARY:

Heritage Permit Application HPA-2025-IV-003 proposes the replacement of 22 non-original single-hung aluminum windows as well as the main entrance doors with new window units and doors on the property municipally addressed as 107 Courtland Avenue East, commonly known as Courtland Public School. A Notice of Intention to Designate the property under Part IV of the *Ontario Heritage Act* was issued on October 25, 2024 with the designating by-law anticipated to go before Council in January of 2025. In reviewing the merits of this application, Heritage Planning staff would note that the proposed work, which is part of a Capital Improvement Plan developed by the regional school board, does not impact identified heritage attributes, maintains the character and integrity of the building given that the proposed replacement units are appropriate for the Beaux Arts Classicism architectural style and resemble previous window units that were installed, and otherwise upholds the standards and guidelines for the conservation of historic places.

BACKGROUND:

The Development Services Department is in receipt of a complete Heritage Permit Application HPA-2025-IV-003 for the property municipally addressed as 107 Courtland Avenue East, also known as Courtland Avenue Public School. The applicants are seeking permission to replace 22 existing non-original aluminum windows as well as the front doors on the front façade of the property with new aluminum clad wood windows and aluminum doors. The proposed work is part of a Capital Improvement Plan developed by the Waterloo Region District School Board (WRDSB), with the intent of the replacement being to improve thermal performance, ventilation, lighting, and operability within the school building.

REPORT:

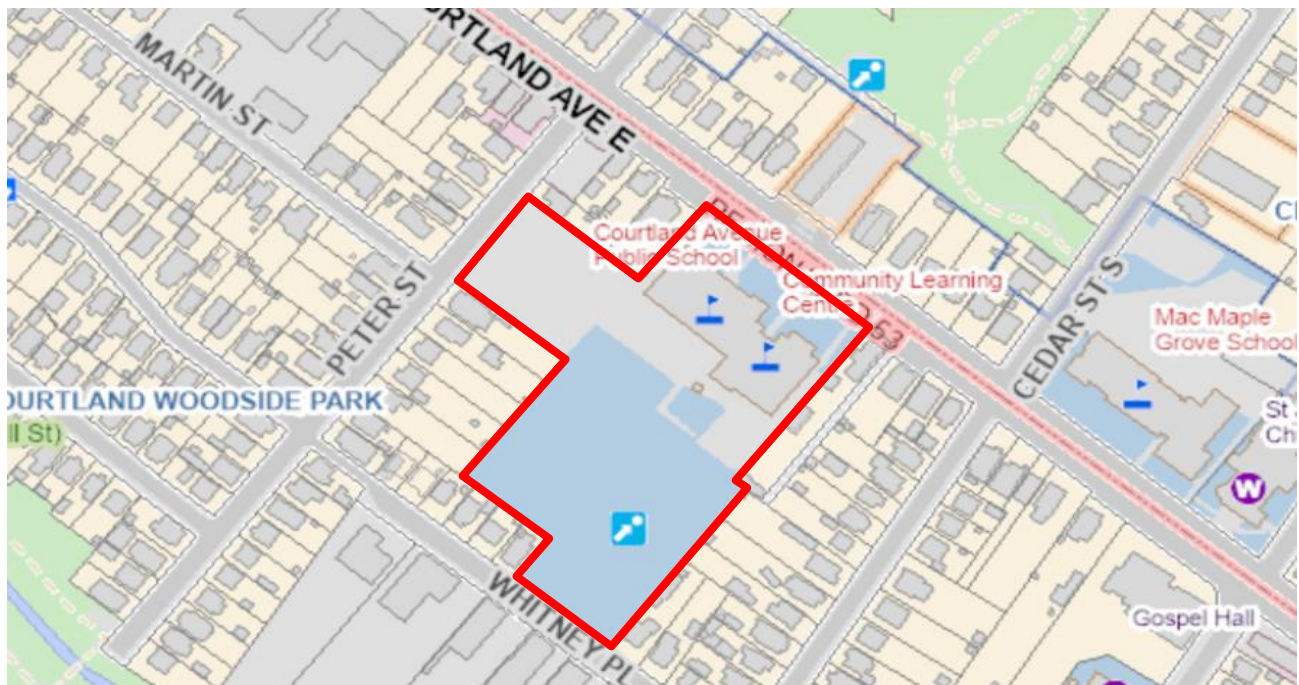


Figure 1: Location Map of the Subject Property

The subject property is located on the south side of Courtland Avenue East between the intersections of Peter Street to the west and Cedar Street to the east (Figure 1). At the time of this report, the principal resource on the property is the two-storey 20th century brick school built as a vernacular example of the Beaux Arts Classicism architectural style.

A Notice of Intention to Designate the property municipally addressed as 107 Courtland Avenue East under Part IV of the *Ontario Heritage Act* was published October 25, 2024. No objection to the NOID was received. The Designating By-law for the property is anticipated to go to Council on January 20, 2025. Per Section 30(2) of the *Ontario Heritage Act*, *“Sections 33 and 34 apply with necessary modifications to property as of the day notice of intention to designate the property is given under subsection 29 (3) as though the designation process were complete, and the property had been designated under section 29.”* Section 33(1) states that *“No owner of property designated under section 29 shall alter the property or permit the alteration of the property if the alteration is likely to affect the property’s heritage attributes, as set out in the description of the property’s heritage attributes in the by-law that was required to be registered under clause 29 (12) (b) or subsection 29 (19), as the case may be, unless the owner applies to the council of the municipality in which the property is situate and receives consent in writing to the alteration.”*

The NOID which was issued recognizes the school for its design/physical value, historical/associative value, and contextual value. Courtland Public School was the third site for a public school in what was then Berlin (now Kitchener), with the original building being constructed in 1890. The current building was designed by architect Bernal A. Jones and constructed by the Dunker Brothers in 1928. The NOID identified all elements related to the design/physical value of the brick school as a vernacular example of the Beaux Arts Classicism architectural style as being a heritage attribute. This includes the fenestration of the front façade. As such, a Heritage Permit Application is required for the proposed alterations to the exterior of the building.

Proposed Work

Window Replacements

This Heritage Permit Application is proposing to replace 22 single-hung aluminum windows on the front façade of the school with new single-hung aluminum clad wood windows. The existing 22 windows (**Figure 2**) are not original to the building, though the exact date they were installed is unknown. The proposed replacement windows are produced by Ridley Windows & Doors from their Norwood NORCLAD series. They are multi-paned and will be fitted to the existing opening sizes. The stone surround on the second-floor pair of windows above the entrance as well as the stone sills under the other windows will be maintained. The proposed windows are the same units which were installed at 171 Frederick Street, commonly known as Suddaby Public School. 171 Frederick Street is designated under Part IV of the *Ontario Heritage Act* and the work was done in 2021 under Heritage Permit Application HPA-2021-IV-012 (**Figure 3**).



Figure 2: The 22 Windows and Main Entrance Doors Proposed for Replacement on Front Façade of Subject Property

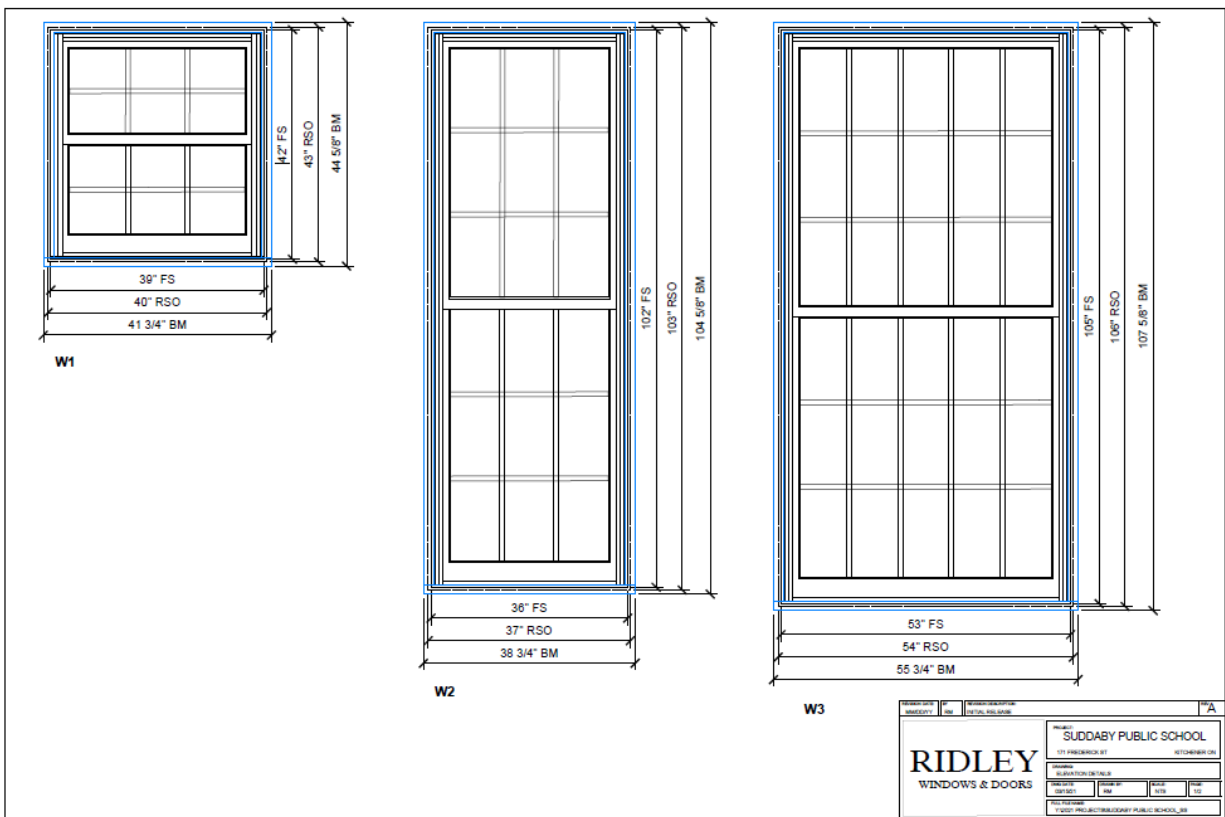


Figure 3: Details of the Window Units Originally Proposed for Suddaby Public School and to be Used for Courtland Public School

The proposed scope of work also includes replacing the existing non-original aluminum doors in the main entrance with new aluminum doors with a multi-pane glass insert and multi-pane sidelite and transom (**Figure 4**). The existing opening is to be maintained and the decorative entrance surround will be maintained.



In reviewing the merits of this application, Heritage Planning staff note the following:

- A Notice of Intention to Designate the subject property municipally addressed as 107 Courtland Avenue East under Part IV of the *Ontario Heritage Act* was issued on October 25, 2024.
- The NOID identified the fenestration and window openings as being heritage attributes but not the existing window units themselves.
- The existing single-hung aluminum windows are not original to the building.
- Multi-pane windows are a common design choice seen on Beaux Arts Classicism architectural style buildings. As such, the proposed window units respect and complement the architectural integrity and character of the building.
- Photographs from c. 1967 show that multi-pane windows, and a door more similar in style to what is being proposed than what currently exists, were formerly installed at the school building (**Figure 5**)
- A sample of the proposed Norwood NORCLAD product was provided to City Heritage Planning staff in 2021 as part of the replacement work completed at Suddaby Public School under Heritage Planning Application HPA-2021-IV-012. In addition, a sample

window was installed for clearance by Heritage Planning staff prior to the installation of the rest of the windows.

- The fenestration, existing window openings, stone sills, stone surround of the pair of windows above the entrance, and stone surround of the entrance are to be maintained.
- The applicants have noted that the proposed replacements are intended to improve thermal performance, ventilation, lighting, and operability within the school building.
- The proposed work is not anticipated to negatively impact the cultural heritage value or interest of the property, as no identified heritage attributes are to be changes and the proposed window units are appropriate for the architectural style of the building and are similar to the design of former units that were installed.
- The proposed work is in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, which is a tool created through the collaborative efforts of all levels of government across Canada and which the City of Kitchener adheres to. In particular the following are met:
 - Guideline 4.3.5.17 “*Replacing missing historic features by designing and installing new windows, doors and storefronts based on physical and documentary evidence, or one that is compatible in size, scale, material, style and colour.*”
 - Guideline 4.3.5.18 “*Designing and constructing a new window, door or storefront when it is completely missing, with a new design that is compatible with the style, era and character of the historic place, or a replica based on documentary evidence.*”



Figure 5: Courtland Public School c. 1967, Displaying Multi-pane Windows and Doors

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the Council / Committee meeting.

CONSULT – The Heritage Kitchener Committee will be consulted regarding the subject Heritage Permit Application.

PREVIOUS REPORTS/AUTHORITIES:

- Notice of Intention to Designate 107 Courtland Avenue East, DSD-2024-426
- *Ontario Heritage Act*

APPROVED BY: Justin Readman, General Manager, Development Services Department

ATTACHMENTS:

- Attachment A – Signed Heritage Permit Application Form HPA-2025-IV-003
- Attachment B – WRDSB Exterior Windows Design Brief
- Attachment C – Suddaby School Window Details



HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS

Development & Housing Approvals
200 King Street West, 6th Floor
Kitchener ON N2G 4V6
519-741-2426; planning@kitchener.ca

PART A: SUBMISSION REQUIREMENTS

The following requirements are designed to assist applicants in submitting sufficient information in order that their Heritage Permit Application may be deemed complete and processed as quickly and efficiently as possible. If further assistance or explanation is required please contact heritage planning staff at heritage@kitchener.ca.

1. WHAT IS A HERITAGE PERMIT APPLICATION?

The Province of Ontario, through the *Ontario Heritage Act*, has enacted legislation to assist its citizens with the protection and conservation of cultural heritage resources.

Once properties are designated under the *Ontario Heritage Act*, the City is enabled to manage physical change to the cultural heritage resources as a means of protection. The principal mechanism of management is the Heritage Permit Application process, which allows the municipality to review site-specific applications and determine if proposed changes will beneficially or detrimentally affect the reasons for designation and heritage attributes.

As a general rule, the preferred alterations to heritage properties are those that repair rather than replace original heritage attributes, and those that do not permanently damage cultural heritage resources and their heritage attributes. Where replacement of materials or new construction is necessary, these should be compatible with the original. Reversibility is also preferable as this allows for the future reinstatement of heritage attributes.

According to the *Ontario Heritage Act*, no owner of designated property shall alter the property or permit the alteration of the property if the alteration is likely to affect the property's heritage attributes, unless the owner applies to the council of the municipality and receives written consent. This consent is obtained through the approval of a Heritage Permit Application.

Heritage Permit Applications are applicable for all individually designated properties (under Part IV of the *Ontario Heritage Act*) and all properties located within the boundaries of Heritage Conservation Districts (designated under Part V of the *Ontario Heritage Act*).

2. WHEN IS A HERITAGE PERMIT APPLICATION REQUIRED?

Under the Ontario Heritage Act, R.S.O. 1990, any new construction or "alteration" to a property designated under Part IV of the Act (individually designated property) or a property designated under Part V of the Act (within a Heritage Conservation District) requires a Heritage Permit Application. "Alteration" is defined as: "to change in any manner and includes to restore, renovate, repair or disturb." In addition, the approval of a Heritage Permit Application is required for any demolition of a property designated under Part IV or V of the Act. **Please contact Heritage Planning staff directly to confirm if your specific project requires the approval of a Heritage Permit Application.**

Below are some examples of typical Part IV alterations that may require a Heritage Permit Application:

- Addition and/or alteration to an existing building or accessory building
- Replacement of windows or doors, or a change in window or door openings
- Change in siding, soffit, fascia or roofing material
- Removal and/or installation of porches, verandahs and canopies
- Removal and/or installation of cladding and chimneys
- Changes in trim, cladding, or the painting of masonry

- Repointing of brick

Note: Heritage Permit Application requirements differ between Part V designations depending on the policies and guidelines of the respective Heritage Conservation District Plans. Please refer to the City of Kitchener's website at www.kitchener.ca/heritage to download a copy of the relevant Heritage Conservation District Plan (Civic Centre Neighbourhood, St. Mary's, Upper Doon, and Victoria Park Area).

3. WHAT INFORMATION IS REQUIRED WITH A HERITAGE PERMIT APPLICATION?

The information required varies with each application. The intent of the application is to ensure that Heritage Planning staff and, where required, the Heritage Kitchener committee understand the specific details of any proposed changes in order to be sufficiently informed so they may offer advice to the applicant and, where required, to City Council. An incomplete application cannot be processed and the official notice of receipt (as required under the *Ontario Heritage Act*) will not be issued until all of the documents have been submitted. Failure to provide a complete application may result in deferral by Heritage Planning staff or the Heritage Kitchener committee in order to secure additional information, which will delay final approval. At minimum, the following information is required:

Heritage Permit Application Form

The applicant must provide a complete original copy, including signature of the owner, of the Heritage Permit Application Form.

Written Description

The applicant must provide a complete written description of all proposed work. The description should complement drawings, detailed construction plans, photos and any other sketches or supporting information submitted with the application. The written description must include a list and the details of all proposed work including, but not limited to, proposed colours, materials, sizes, etc.

Construction and Elevation Drawings

Along with construction elevation drawings (drawn to scale) the applicant may also, **but not in lieu of**, submit a sketch of the proposed work made over a photograph.

Drawings must be drawn to scale and include:

- Overall dimensions
- Site plan depicting the location of existing buildings and the location of any proposed new building or addition to a building
- Elevation plan for each elevation of the building
- Specific sizes of building elements of interest (signs, windows, awnings, etc.)
- Detailed information including trim, siding, mouldings, etc., including sizes and profiles
- Building materials to be used (must also be included in the written description)
- Construction methods and means of attachment (must also be included in the written description)

Some of the above components may be scoped or waived at the discretion of Heritage Planning staff following discussion with the applicant.

Photographs

Photographs of the building including general photos of the property, the streetscape in which the property is located, facing streetscape and, if the property is located at an intersection, all four corners. Photos of the specific areas that may be affected by the proposed alteration, new construction, or demolition must be included.

Electronic copies of construction and elevation drawings, sketches, and photographs, along with hard copies submitted with the application, are encouraged.

Samples

It is recommended that applicants bring samples of the materials to be used to the Heritage Kitchener meeting when their application is to be considered. This may include a sample of the windows, brick, siding, roofing material, as well as paint chips to identify proposed paint colours.

Other Required Information

In some circumstances Heritage Planning staff may require additional information, such as a Heritage Impact Assessment or Conservation Plan, to support the Heritage Permit Application. The requirement for additional information will be identified as early on in the Heritage Permit Application process as possible. Pre-consultation with Heritage Planning staff before formal submission of a Heritage Permit Application is strongly encouraged.

4. WHAT CAN I DO IF MY HERITAGE PERMIT APPLICATION IS DENIED?

City of Kitchener Heritage Planning staff and the Heritage Kitchener committee endeavour to come to solutions for every Heritage Permit Application submitted. Discussions with the applicant and revisions usually result in successful applications.

However, if the municipality refuses your application and you choose not to resolve the issue with a revised application, you have the option of appealing the decision to the Conservation Review Board (for alterations to designated properties under Part IV) or the Ontario Municipal Board (for demolition of property designated under Part IV or for any work to designated property under Part V).

5. IMPORTANT NOTES

Professional Assistance

Although it is not a requirement to obtain professional assistance in the preparation of this information, the applicant may wish to seek such assistance from an architect, architectural technologist, drafts person or others familiar with the assessment of buildings and the gathering together of building documents.

Building Codes and Other By-laws

It is the applicant's responsibility to ensure compliance with all other applicable legislation, regulations and by-laws. These items include the Ontario Building and Fire Codes, and the City's zoning and property standards by-laws.

2024 Heritage Permit Application Submission Deadlines	2024 Heritage Kitchener Meeting Dates
November 24, 2023	January 9, 2024
December 29, 2023	February 6, 2024
January 26, 2024	March 5, 2024
February 23, 2024	April 2, 2024
March 29, 2024	May 7, 2024
April 26, 2024	June 4, 2024
-	No July Meeting
June 28, 2024	August 6, 2024
July 26, 2024	September 3, 2024
August 23, 2024	October 1, 2024
September 27, 2024	November 5, 2024
-	No December Meeting

6. HOW DO I PROCEED WITH SUBMITTING MY HERITAGE PERMIT APPLICATION?

- a) Heritage Planning Staff are available to meet with applicants and review all documentation prior to formal submission. Often Heritage Planning staff can assist you with historical and architectural information that might help with your proposed changes.
- b) Formal submission of a Heritage Permit Application with all supporting documentation (written description, construction drawings, sketch plans, scale drawing, photographs) to Heritage Planning staff are due approximately five (5) weeks prior to a Heritage Kitchener meeting (see schedule for submission deadlines and committee meeting dates).
- c) Upon confirmation of the submission of a complete application, including the owner's signature and all supporting documentation, Heritage Planning staff will issue a Notice of Receipt, as required by the *Ontario Heritage Act*, to the Applicant.
- d) Heritage Planning staff determine whether the Heritage Permit Application may be processed under delegated authority approval without the need to go to Heritage Kitchener and/or Council. Where Heritage Permit Applications can be processed under delegated authority approval without the need to go to Heritage Kitchener and Council, Heritage Planning staff will endeavour to process the application within 10 business days.
- e) Where Heritage Permit Applications are required to go to Heritage Kitchener, Heritage Planning staff prepare a staff Report based on good conservation practice and the designating by-law, or the guidelines and policies in the Heritage Conservation District Plan. Preparation of the staff Report may require a site inspection.
- f) Heritage Kitchener Meeting Agenda, including staff Report, circulated to Committee members prior to Heritage Kitchener meeting. Staff Report circulated to applicant prior to meeting.
- g) Heritage Permit Application is considered at Heritage Kitchener meeting. Heritage Planning staff present staff Report and Recommendations to Heritage Kitchener. Applicants are encouraged to attend the Heritage Kitchener meeting in order to provide clarification and answer questions as required. Failure to attend the Heritage Kitchener meeting may result in a deferral in order to secure additional information, which would delay consideration of the Heritage Permit Application. Where the applicant, Heritage Planning staff, and Heritage Kitchener support the Heritage Permit Application, the application may be processed under delegated authority and approved by the Coordinator, Cultural Heritage Planning. Where the applicant, Heritage Planning staff and/or Heritage Kitchener do not support the Heritage Permit Application, the staff report with recommendation and Heritage Kitchener recommendation will be forwarded to Council for final decision.
- h) Where the staff report with recommendation and Heritage Kitchener recommendation are forward to Council for final decision, Council may:
 1. Approve the Heritage Permit Application;
 2. Approve the Heritage Permit Application on Terms and Conditions; or,
 3. Refuse the Heritage Permit Application.
- i) Within 30 days of receiving Notice of Council's Decision, the applicant may appeal the decision and/or terms and conditions to the Conservation Review Board or Local Planning Appeal Tribunal (LPAT).

7. SPECIFIC REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS AND ADDITIONS TO DESIGNATED PROPERTY

Information presented in the Heritage Permit Application should indicate an understanding of the reasons for designation and heritage attributes of the designated property and, if applicable, the surrounding area, including the following:

Setting

1. Positioning of the heritage building or structure on the property
2. Lot size related to building size
3. Streetscape (relationship to other properties and structures on the street)

Building Details

1. Proportion and massing
2. Roof type and shape
3. Materials and detailing
4. Windows and doors:
 - Style
 - Proportions
 - Frequency or placement
5. Relationship of the heritage building to other buildings on the lot and to the streetscape

Heritage Attributes

The following applies where a Heritage Permit Application includes work on heritage attributes:

Windows and Doors

The applicant should consider in order of priority:

1. Repairing or retrofitting the existing units (information on how to make older windows more energy efficient is available from Heritage Planning staff)
2. Replacing the units with new units matching the originals in material, design, proportion and colour
3. Replacing the units with new units that are generally in keeping with the original units

If historic window units are proposed to be replaced the application should include the following:

- Description of the condition of the existing units
- Reasons for replacing the units
- Description of the proposed new units

If approval to replace historic window units is given, the following action should be considered:

- A sample of a window removed should be stored on site in case a future owner wishes to construct a replica of the original
- The masonry opening and/or door framing should not be disturbed
- Exterior trim should match the original

Roofing

The application should include:

- Description of proposed roofing material to be applied
- If there is a request to install a different roofing material, the applicant may wish to investigate what the original material might have been

Masonry Work

The application should include:

- A description of the proposed work, materials (type/style of brick, type of mortar mix, etc.) and methods of repair and application
- Outline the reasons for the work

Signage

The application should include:

- A general written description of the proposed signage to be installed
- A scale drawing of the signage with dimensions, materials, methods of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between historic masonry units or into wood building elements)
- Type of illumination, if applicable

Awnings

The application should include:

- A sketch view of the proposed awning – perhaps over a photo
- A scale drawing of the awning on the building with dimensions, materials, operating mechanism, method of construction, colours and means of attachment (the means of attachment should be arranged to anchor into joints between masonry units or into wooden building elements)
- Type of illumination, if applicable.

8. SPECIFIC REQUIREMENTS FOR DEMOLITION

Information presented in the Heritage Permit Application should describe the existing conditions, including the existing setting and existing heritage attributes, of the designated property and the surrounding area, specifically as they relate to the building proposed for demolition. The Heritage Permit Application should provide a detailed rationale for the demolition, including an assessment of the current condition of the building, and a cost comparison identifying the difference in cost to repair and restore the building versus cost to demolish and construct a new building.

9. HERITAGE CONSERVATION PRINCIPLES

The Heritage Permit Application must demonstrate how the proposed work (e.g., alteration, new construction or demolition) is consistent with the designating by-law for individual properties (Part IV) or the Heritage Conservation District Plan for properties within a Heritage Conservation District (Part V designation). In addition, the Heritage Permit Application must demonstrate how the proposed work is consistent with the Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (available at www.historicplaces.ca/en/pages/standards-normes.aspx).

For more information on Heritage Planning in the City of Kitchener please contact our heritage planning staff at heritage@kitchener.ca.

	<h2 style="text-align: center;">HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS</h2> <p style="text-align: center;">Development & Housing Approvals 200 King Street West, 6th Floor Kitchener ON N2G 4V6 519-741-2426; planning@kitchener.ca</p>
---	---

STAFF USE ONLY

Date Received:	Accepted By:	Application Number:
		HPA-

PART B: HERITAGE PERMIT APPLICATION FORM**1. NATURE OF APPLICATION**

- ☒ Exterior
 ☐ Interior
 ☐ Signage
☐ Demolition
 ☐ New Construction
 ☐ Alteration
 ☐ Relocation

2. SUBJECT PROPERTYMunicipal Address: 107 Courtland Ave. Kitchener, ON

Legal Description (if know): _____

Building/Structure Type: ☐ Residential ☐ Commercial ☐ Industrial ☒ InstitutionalHeritage Designation: ☒ Part IV (Individual) ☐ Part V (Heritage Conservation District)Is the property subject to a Heritage Easement or Agreement? ☒ Yes ☐ No**3. PROPERTY OWNER**Name: Waterloo Region District School BoardAddress: 51 Ardelt Ave.City/Province/Postal Code: Kitchener, ON N2C 2R5Phone: 519.501.1965Email: oliver_wandelt@wrdsb.ca**4. AGENT (if applicable)**Name: Josh BedardCompany: ABA Architect Inc.Address: 101 Randall Drive, Unit BCity/Province/Postal Code: Waterloo, ON N2V 1C5Phone: 519.884.2711 x225Email: jbedard@abarchitect.ca

5. WRITTEN DESCRIPTION

Provide a written description of the project including any conservation methods proposed. Provide such detail as materials to be used, measurements, paint colours, decorative details, whether any original building fabric is to be removed or replaced, etc. Use additional pages as required. Please refer to the City of Kitchener Heritage Permit Application Submission Guidelines for further direction.

The exterior work will be limited to replacing the single-hung aluminum windows on Courtland Avenue street-facing façade with new aluminum awning style windows of the same fenestration size. The proposed windows will offer better thermal performance and improved operability. Operable Awning to match the existing lower mullion height with a constrictor to limit opening to a maximum of 100mm.

6. REVIEW OF CITY OF KITCHENER HERITAGE PERMIT APPLICATION SUBMISSION GUIDELINES

Describe why it is necessary to undertake the proposed work:

Existing single-hung aluminum windows have outlived their useful lifespan to the point where periodic maintenance is now a challenge. This is part of WRDSB capital improvement plan to replace these windows with new operable windows to help with better ventilation as well as, to allow much natural daylighting as possible.

Describe how the proposal is consistent with the Part IV individual designating by-law or the Part V Heritage Conservation District Plan:

The fenestration and pattern of the proposed windows to match that of the existing windows.

Describe how the proposal is consistent with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (www.historicplaces.ca/en/pages/standards-normes.aspx):

The new windows being proposed follow similar character defining element of the existing windows.

7. PROPOSED WORKS

- a) Expected start date: June/ July 2025 Expected completion date: August 2025
- b) Have you discussed this work with Heritage Planning Staff? ☒ Yes ☐ No
- If yes, who did you speak to? Jessica Vieira
- c) Have you discussed this work with Building Division Staff? ☐ Yes ☒ No
- If yes, who did you speak to? _____
- d) Have you applied for a Building Permit for this work? ☐ Yes ☒ No
- e) Other related Building or Planning applications: Application number _____

8. ACKNOWLEDGEMENT

The undersigned acknowledges that all of the statements contained in documents filed in support of this application shall be deemed part of this application. The undersigned acknowledges that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. The undersigned acknowledges that the Council of the City of Kitchener shall determine whether the information submitted forms a complete application. Further review of the application will be undertaken and the owner or agent may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application will be processed and, if necessary, scheduled for the next available Heritage Kitchener committee and Council meeting. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including taking photographs, which are necessary for the evaluation of this application. The undersigned acknowledges that where an agent has been identified, the municipality is authorized but not required to contact this person in lieu of the owner and this person is authorized to act on behalf of the owner for all matters respecting the application. The undersigned agrees that the proposed work shall be done in accordance with this application and understands that the approval of this application under the *Ontario Heritage Act* shall not be a waiver of any of the provisions of any by-law of the City of Kitchener or legislation including but not limited to the requirements of the Building Code and the Zoning By-law. The undersigned acknowledges that in the event this application is approved, any departure from the conditions imposed by the Council of the City of Kitchener or from the plans or specifications approved by the Council of the City of Kitchener is prohibited and could result in a fine being imposed or imprisonment as provided for under the *Ontario Heritage Act*.

Signature of Owner/Agent: Ronald Dallan

Digitally signed by Ronald Dallan
DN: cn=Ronald Dallan, o=WRDSB,
ou=Fac Serv,
email=ronald.dallan@wrdsb.ca, c=CA
Date: 2024.12.09 13:19:35 -05'00'

Date: _____

Signature of Owner/Agent: _____

Date: _____

9. AUTHORIZATION

If this application is being made by an agent on behalf of the property owner, the following authorization must be completed:

I / We, R.Dallan (on behalf of WRDSB), owner of the land that is subject of this application,

hereby authorize ABA Architects to act on my / our behalf in this regard.

Signature of Owner/Agent: Ronald Dallan

Digitally signed by Ronald Dallan
DN: cn=Ronald Dallan, o=WRDSB,
ou=Fac Serv,
email=ronald.dallan@wrdsb.ca, c=CA
Date: 2024.12.09 13:20:17 -05'00'

Date: _____

Signature of Owner/Agent: _____

Date: _____

The personal information on this form is collected under the legal authority of Section 33(2), Section 42(2), and Section 42(2.2) of the Ontario Heritage Act. The information will be used for the purposes of administering the Heritage Permit Application and ensuring appropriate service of notice of receipt under Section 33(3) and Section 42(3) of the Ontario Heritage Act. If you have any questions about this collection of personal information, please contact the Manager of Corporate Records, Legislated Services Division, City of Kitchener (519-741-2769).

STAFF USE ONLY

Application Number: _____

Application Received: _____

Application Complete: _____

Notice of Receipt: _____

Notice of Decision: _____

90-Day Expiry Date: _____

PROCESS:

☐ Heritage Planning Staff: _____

☐ Heritage Kitchener: _____

☐ Council: _____



Waterloo Region District School Board

DESIGN BRIEF FOR EXTERIOR WINDOWS, ENTRANCE & CURTAIN WALL SYSTEMS

For:

Waterloo Region District School Board

Prepared:

March 2015

Δ Updated as notes by WRDSB October 19, 2015

TABLE OF CONTENTS

Design Brief for Exterior Windows, Entrance & Curtain Wall Systems

This Design Brief is to provide the design consultant a parameter for the design for the building envelop closures and access points.

Table of Content.....	2
1) Design Parameters	3
a) Maximum Ratio Glazing vs. Building Envelope.....	3
b) Skylights.....	3
2) Δ Framing.....	3-4
3) Glazing.....	4
a) Glazing Types and Locations.....	4-5
b) Maximum Glazing Panels.....	5
4) Operable Windows.....	5-6
5) Hardware.....	6
6) Δ Blinds.....	6
7) Installation, Inspection and Testing.....	7
8) Maintenance.....	7
9) Warranty.....	7
10) Δ List of Approved Vendors.....	7-8
11) Typical Opening Details.....	9-12

1 Design Parameters

Design parameters are to meet the latest Ontario Building Code Compendium SB-10 prescriptive method for Energy Conservation for all building envelope and access point closures and shall follow the WRDSB requirements outlined in this document.
An Energy Assessment Analysis for retrofit projects may be required at the request of the WRDSB.

a) Maximum Ratio Glazing vs. Building Envelope

- Overall building vertical fenestration-to-wall-ratio (FWR) shall not exceed 25%. The method of calculating the FWR shall match that required for demonstrating compliance with OBC energy provisions. Areas of vertical fenestration ratio exceeding the 25% requires WRDSB approval at the design stage.
- Exterior spandrel glazing area ratio shall not exceed 7.5% of the overall building vertical surface area. (All exterior spandrel glazing within a glazing system shall have an insulated back pan.)
- Vision glass area in teaching spaces should be targeted at 10% of the floor area of the room. Vision glass area for Child Care rooms shall be a minimum of 10% of the floor area of the room.

b) Skylights

- The use of skylights is not permitted in new construction by the WRDSB. Clerestory fenestration is an acceptable option in lieu of skylights.

2 Framing

Exterior Fenestration:

- Thermally broken extruded aluminum framing.
- Non-thermally broken hollow metal framing kept to a minimum and shall be used at exterior entrances for the following spaces: Shipping & Receiving, Storage Room, Utility Room. The non-thermally broken hollow metal frames shall be filled solid with spray foam insulation.
- Locate thermal break of the aluminum framing in line with the exterior building envelope insulation space to obtain maximum thermal resistance at the transition.
- Suggested classroom window sill heights: 800mm A.F.F. to allow millwork positioning below the window sill at ground floor levels and 1000mm A.F.F. at upper floors.

Suggested kindergarten window sill height: 400mm A.F.F.

Where snow build-up may occur at exterior wall locations where there is typically no snow removal carried out, a minimum 400mm sill height above finished grade shall be provided.

2 Framing (cont'd.)

- Δ *Window sills – prefinished extruded aluminum, as shown on drawings, colour and finish to match exterior finish of window frames. **Site-fabricated bend aluminum plates/sheet sills are not acceptable.***

1. *Drip deflectors (end dams, rounded cap) at all ends*
2. *Joint covers where sills are not continuous lengths, and at mitres*
3. *Align intermediate joints with mullions*

4. Round off all protruding edges and corners

5. Precast concrete window sills preferred, if possible

- All fenestration above roof levels shall have a minimum sill height of 500mm above the finished roof below.
- All spandrel glazing shall have sealed insulated metal back pans to maximize insulation value. (Minimum R value of the insulated back pan shall be R-14 or the full depth of the back frame in which the spandrel panel is installed in, but in no case less than R-14)
- All framing shall be secured with stainless steel fasteners and sealed to the building envelop opening perimeters to form a continuous barrier.
- All exterior doors aluminum entrance doors shall be thermally broken door frames.

3 Glazing

a) Glazing Types and Locations

The following glazing types shall be provided at the following locations:

- Exterior entrance doors and sidelight glazing, Sliding doors, Exterior ground floor glazing, Exterior glazing above ground floor :
Outer Light Glass: 6mm (1/4") Tempered Glass
Inner Light Glass: 6mm (1/4") Tempered Glass
- Exterior and interior glazing not protected by a guard and below guard height adjacent to a minimum 600mm grade differential: Glazing shall be designed to withstand the loads on guards as per Division B, Section 4 and SB-13 of the O.B.C.
- Interior doors and sidelight glazing: 6mm tempered clear vision glass
- Fire rated glazing: 5mm (3/16") minimum thick Firelite safety premium grade (impact resistant) glass, conforming to CAN/CGSB - 12.11-M90, ASTM E2010, CAN 4 S-104 and CAN 4 S-106 and thickness required by manufacturer for fire rating required in the assembly in which the glazing is installed.
- No Georgian Wire Glazing shall be used for interior/exterior glazing applications.
- Insulating units conforming to CAN/CGSB - 12.8 - M90 and
 - IGUs shall be double-glazed.
 - IGUs shall include an argon-filled inter-pane gap (minimum 90% argon). The gap thickness shall be approximately 12.7 mm (0.50 inches).
 - IGUs shall include low-e coating on surface #2. (low-e on surface 3 for tinted glazing)
 - Center-of-glass U-value shall not exceed 1.53 W/m²/°C (0.27 btu/hr/ft²/°F) (NFRC or CSA rating).
 - Center-of-glass SHGC shall not exceed 0.40 (NFRC or CSA rating).
 - Center-of-glass VT (visible transmittance) shall not be less than 0.60 (NFRC or CSA rating).

The low-e coating products listed below are examples of products that will typically meet all the above requirements for U-value, SHGC, and VT (when used in an IGU with argon fill).

- PPG Solarban 60
- Guardian Sunguard SuperNeutral 68
- Cardinal LoE²-270

3 Glazing

a) Glazing types and Locations (cont'd.)

- Glass tinting is recommended for all new facilities & all wholesale glass replacement projects. Glass tinting for partial re-glazing projects to be reviewed with School Board project coordinator.
- Spandrel Glass Panels: 6mm (1/4") tempered glass with opaci-coat back . (Spandrel glazing requires a sealed insulated metal back pan with min R-14 insulating value)
- Translucent Insulated Glazing Units :
Acid-etched application on glass surface 3
Glass Outer Lite – 6mm tempered glass
Inner Lite – 6mm clear tempered glass
Acid-etched texture & tinting, if required, to be confirmed to maximize natural light transmission.
- Consult the WRDSB to identify areas where high impact glazing may be required i.e. near play areas, sport areas or known high vandalized areas. Suggest 10mm (3/8") thick tempered exterior or interior glazing pane. Thick glazing pane to be installed on the side of direction of impact.

b) Maximum Glazing Panels

It is recommended that the maximum glazing panel sizes shall be kept within the following limits:

- For all types of glass 1220 x 2440mm (48"x96") – The dimension in only one direction may exceed 1220mm (48")

4 Operable Windows

- Operable Windows: Recommended for all teaching spaces, meeting rooms, administration/staff areas or where constant supervision is available. The operable vent area shall be a min. of 1% of the floor area in which the vent is located.
- Operable Window Type: Slider windows preferred in buildings without air conditioning.
Slider window operation shall be located within 1200mm (4'-0") above the finished floor. Provide slider stop on operable windows located on upper floor levels to prevent opening the vent more than 100mm (4").

4 Operable Windows (cont'd.)

- Alternate Operable Window Type: Awning window type (top hinged, out swinging) preferred in buildings with air conditioning.

All out swinging operators shall be minimum 2100mm (6'-11") above exterior grade with crank operation at maximum 1200mm above finished floor or have a maximum outswing operation of 100mm (4") with the vent projection not extending beyond the exterior window sill projection, whichever is less.

- Insect screens on all operable windows.

5 Hardware

- All hardware to be supplied under Hardware Allowance.
- Exterior doors with continuous weather stripping and maximum 12.7mm (1/2") high thresholds.
- Exterior doors: Roton concealed leaf geared hinges.
- Interior doors: stainless steel ball bearing hinges.
- Locking and security to be coordinated with School Board hardware expert.
- All entrance hardware operators shall be compatible with accessibility devices and security operation.

6 Blinds

- All teaching and administration spaces to receive manual rolling blinds at all exterior windows.
- Automatic operated rolling blinds to be provided at all high ceiling spaces exceeding 3000mm (10'-0").
- Rolling blinds to be 1% open weave flame retardant fabric for teaching spaces and libraries and 3% for administration areas.
- Δ *Cassette design shall be a one piece aluminum extruded box closed on all four sides, top, back, sides and bottom return. Cassette sections to be square profile. Cassette section with internal groove to accommodate a self-cleaning brush to insure fabric maintenance as well as a gap brush on top back side of cassette to provide for a light seal.*
- Δ *Finish clear anodized aluminum or custom painted in colour section by Consultant.*
- Δ *Operating chain (manual shades) shall be no. 10 qualified heavy duty stainless steel bead chain 90 lb. load test formed in a continuous loop with stops at highest and lowest positions to prevent over winding and unrolling.*

7 Installation, Inspection & Testing

- Installation shall be in accordance with ASTM E2112 – "Standard Practice for Installation of Exterior Windows, Doors & Skylights"
- The cost of inspection and testing will be paid out of an allowance specified.
- Inspection and Testing Companies for trades will be selected from competitive bids obtained by the General Contractor for review and recommendation.
- Provide full size mock-up of typical window installation within wall opening at start of construction for review and approval.
- Provide inspection and testing reports prepared by independent Inspection and Testing Agency of the building envelope components (air-barrier, insulation,

flashing, transition membranes, etc.) tied to the fenestration including a blower door test in accordance with ASTM E783 – “Standard Test Method for Field Measurement of Air Leakage Through Installed Exterior Windows and Doors”

Suggested intervals of inspection at following stages of installation:

- Air/vapour barrier window perimeter installation.
- Window frame installation.
- Window perimeter seal to wall installation.
- Glass installation.
- Provide thermography testing of all fenestration during the first heating season after Substantial Completion.

8 Maintenance

- All maintenance within the warranty period, pertaining to the operation of the components specified, shall be included in the tender amount.
- Maintenance and Operation Manuals shall be submitted for the components supplied and installed to the School Board upon completion of the project.

9 Warranty

The following warranties are to be provided and shall include labour and materials:

- Aluminum Windows, Entrance Framing & Doors 5 years
- Glazing 10 years

Δ 10 LIST OF APPROVED VENDORS

Acceptable Manufacturers

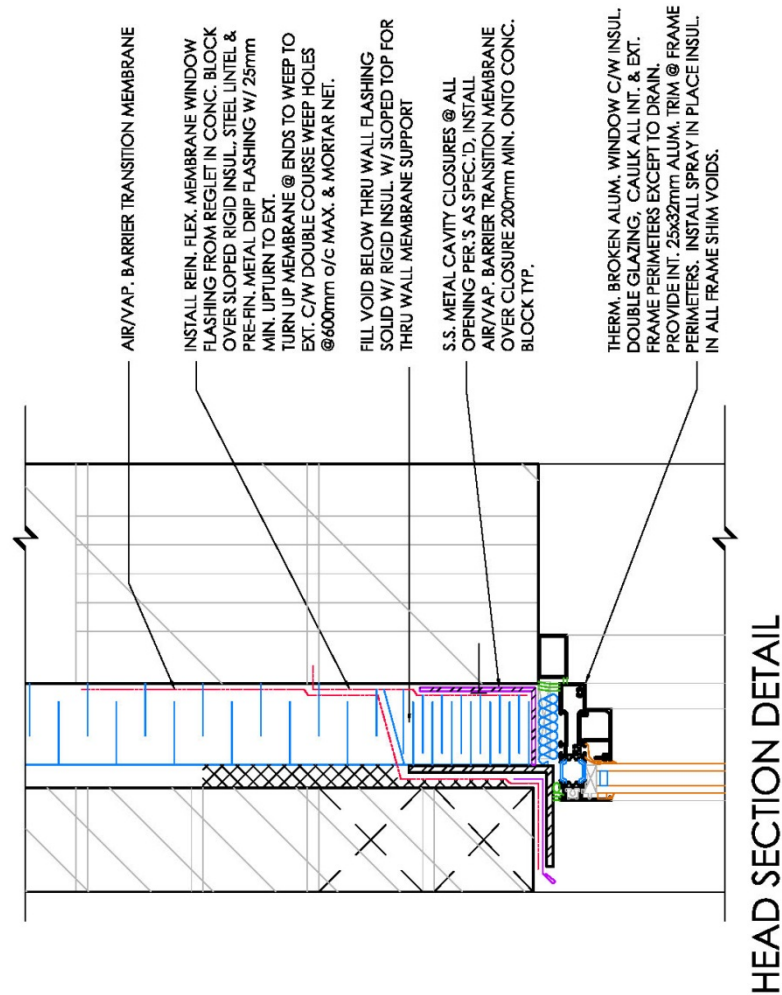
- Kawneer Company Inc
- Alumicor Ltd.
- Sherwood Windows Group
- Aerloc Industries Ltd.

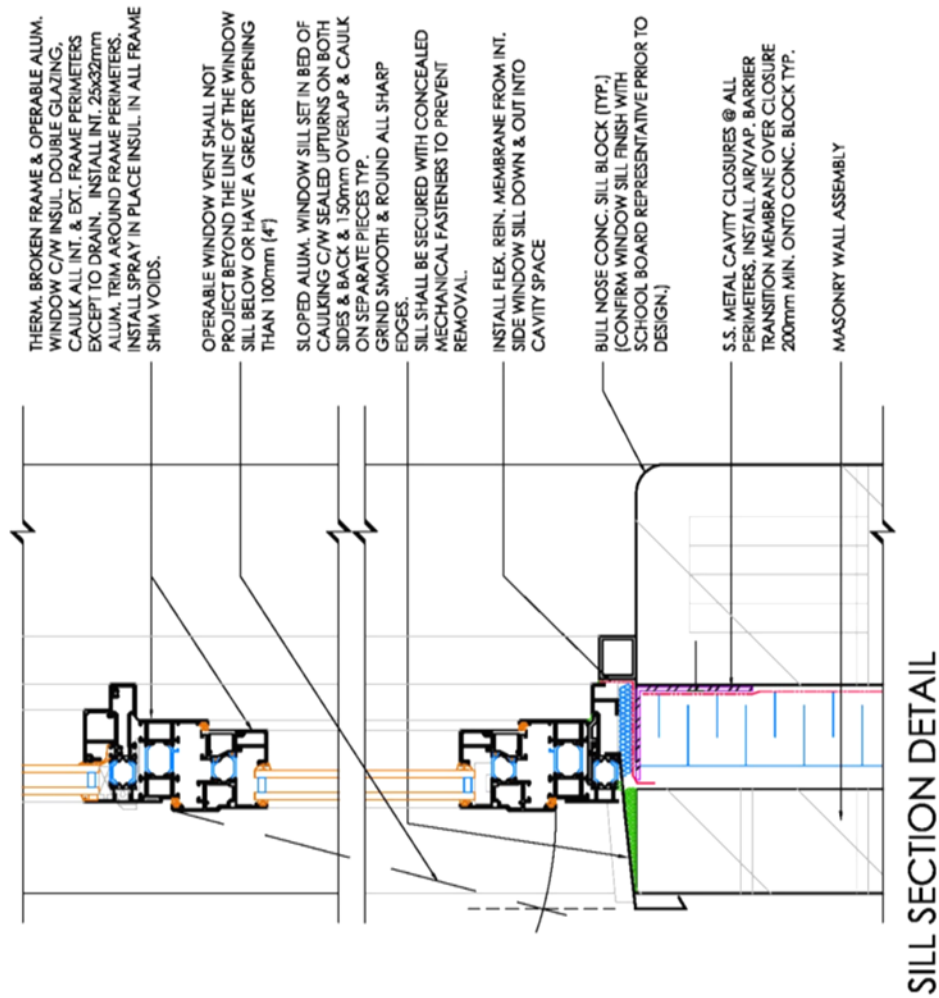
Installers

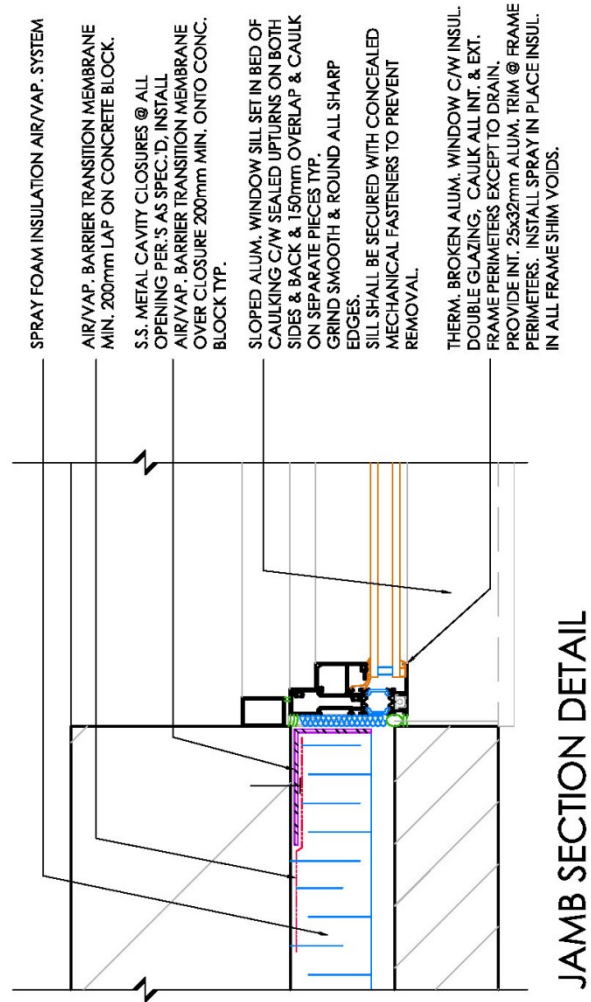
- See record of vendor list from purchasing

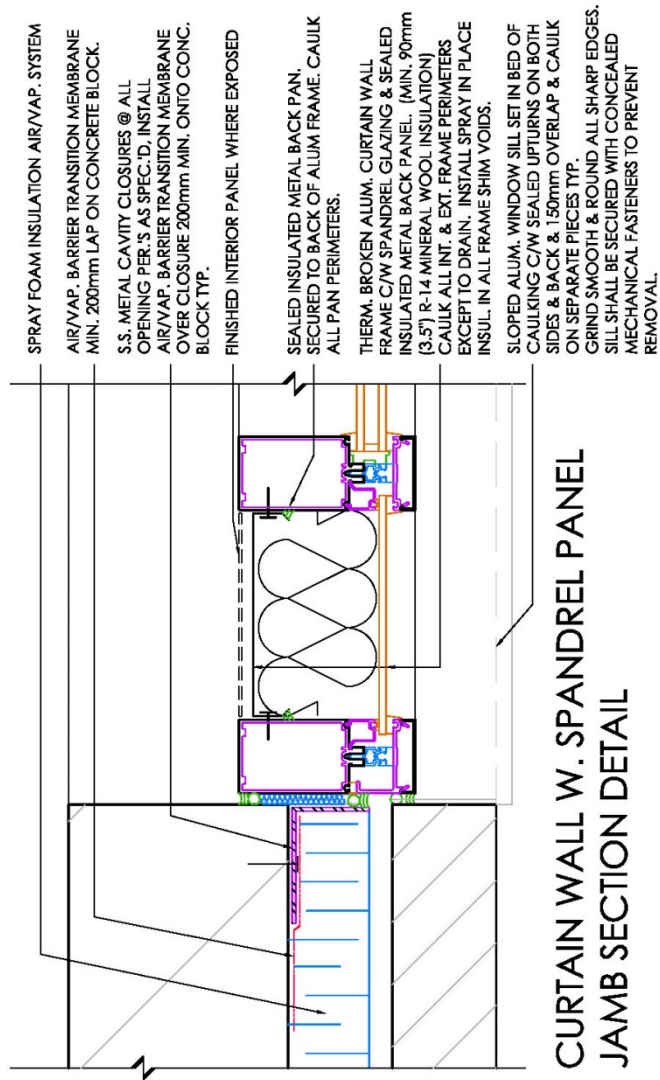
Not to be modified without approval from Board

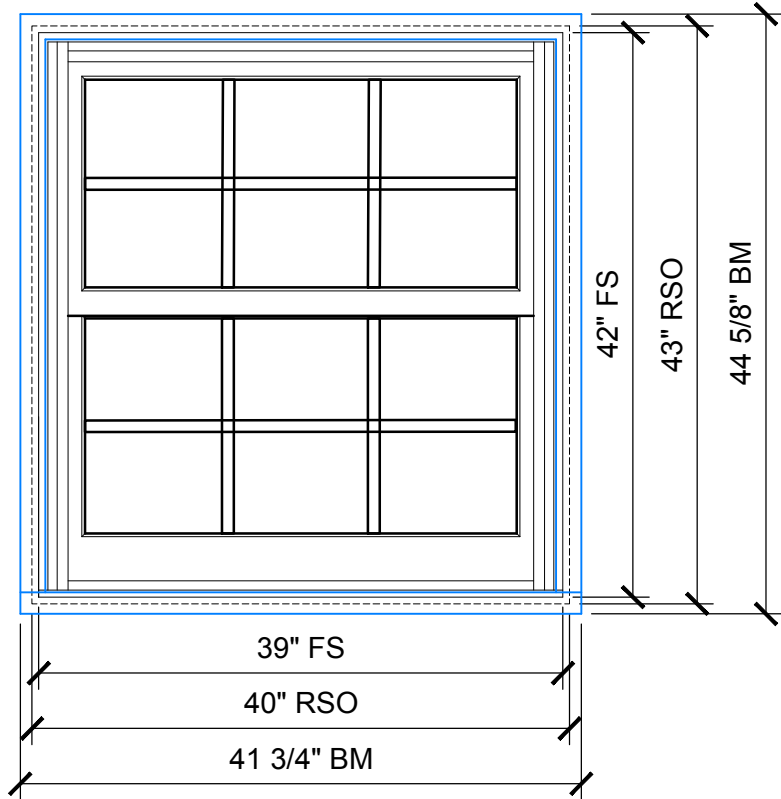
11. Typical Opening Details



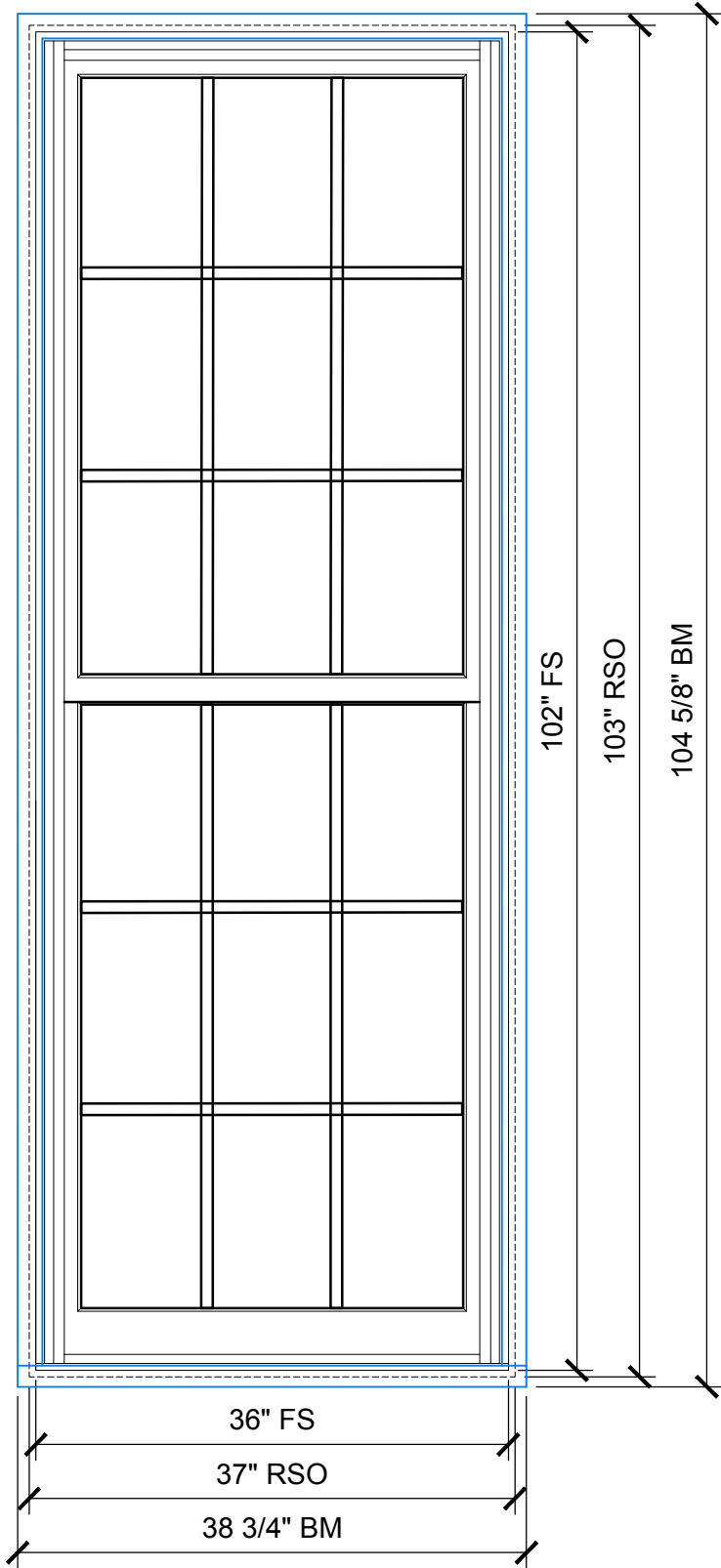




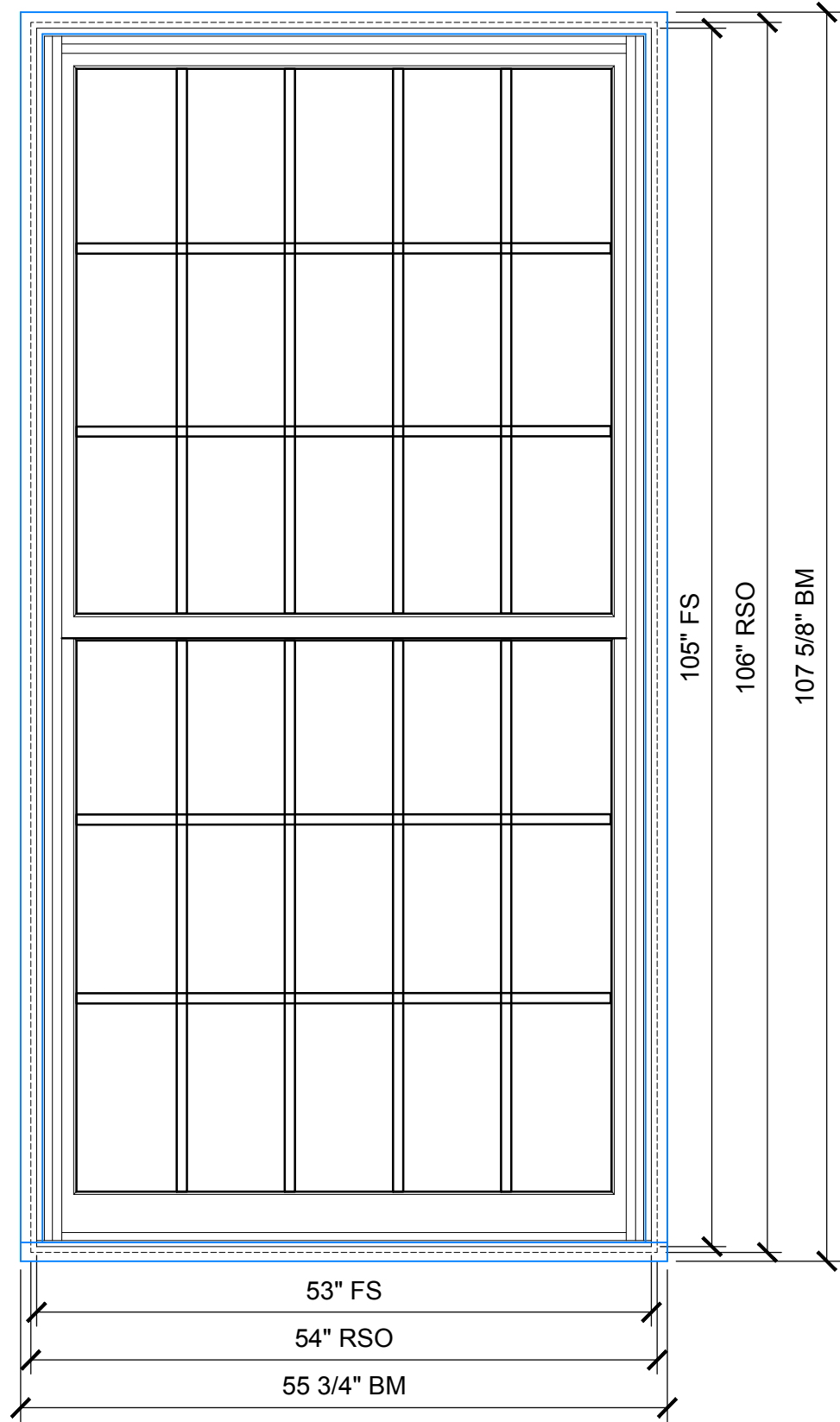




W1

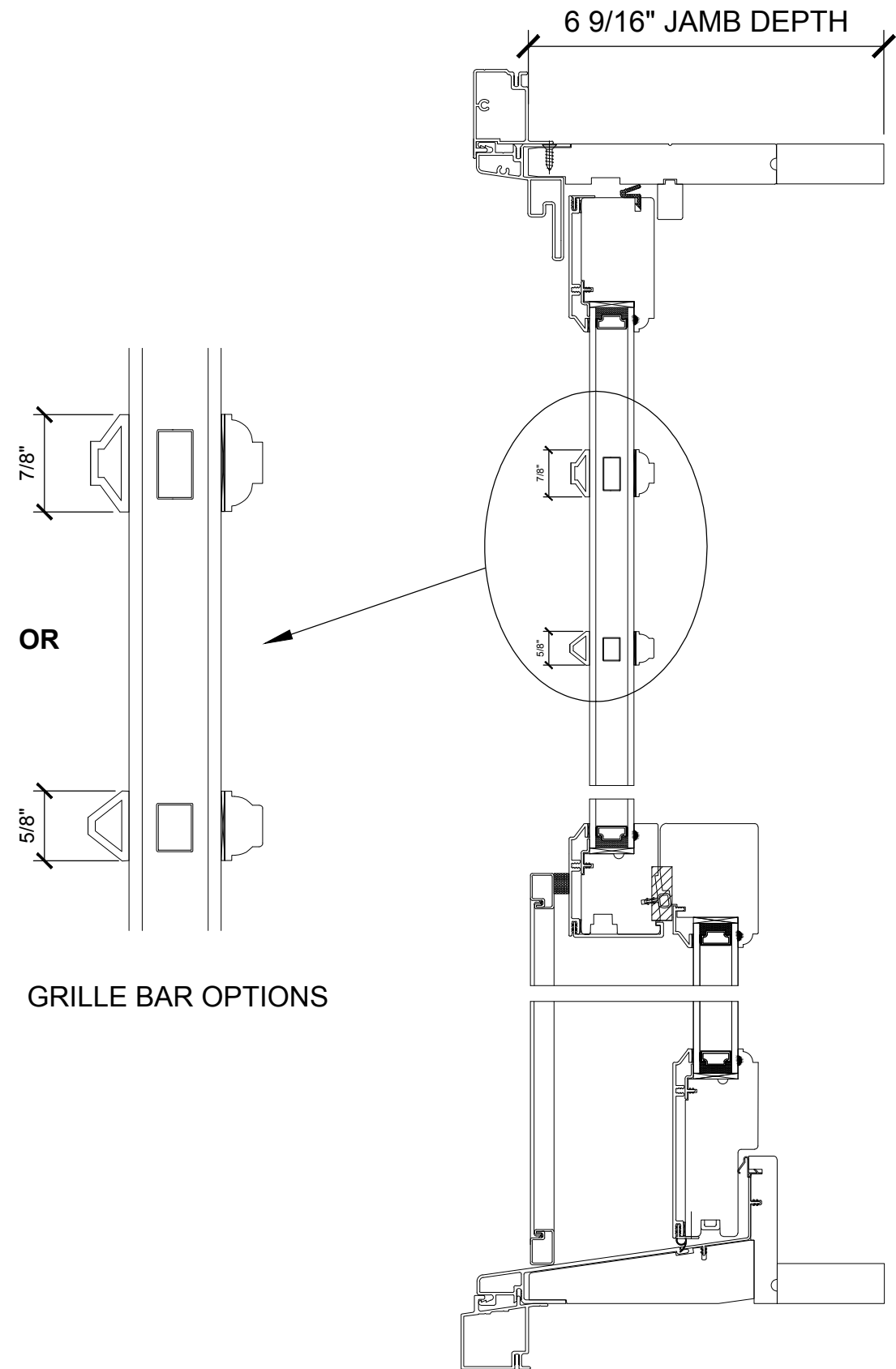


W2



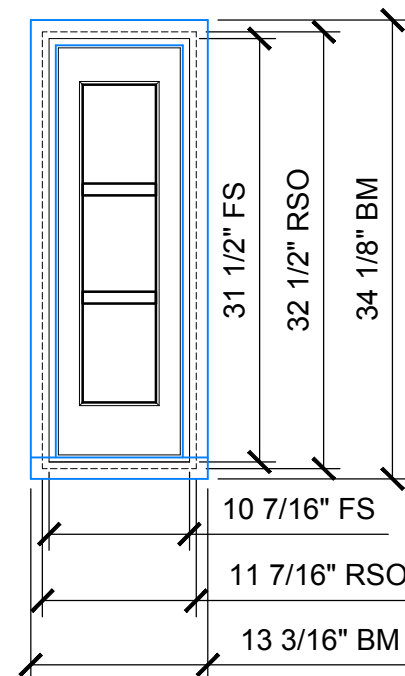
W3

REVISION DATE: MM/DD/YY		BY RM	REVISION DESCRIPTION: INITIAL RELEASE		REV A
<div>RIDLEY</div> <div>WINDOWS & DOORS</div>			PROJECT: SUDDABY PUBLIC SCHOOL		
			171 FREDERICK ST KITCHENER ON		
			DRAWING: ELEVATION DETAILS		
			DWG DATE: 03/15/21	DRAWN BY: RM	SCALE: NTS
FULL FILE NAME: Y:\2021 PROJECTS\SUDDABY PUBLIC SCHOOL_SS					

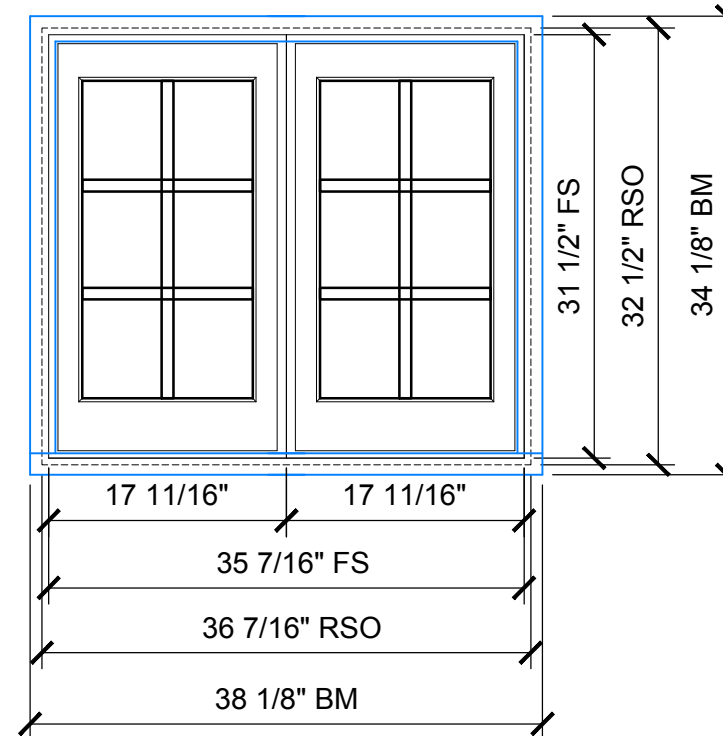


GRILLE BAR OPTIONS

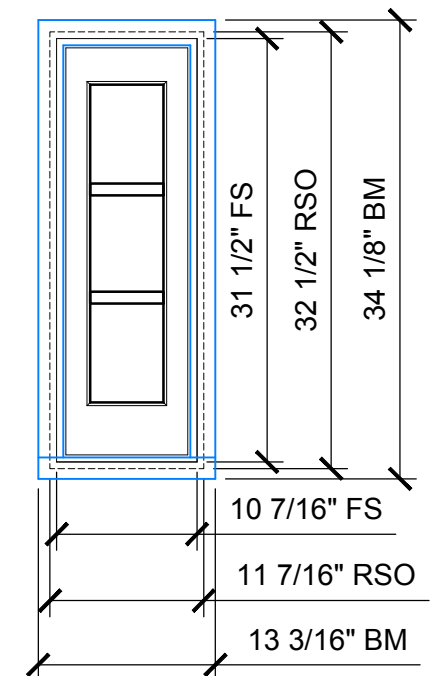
TYPICAL HUNG WINDOW
SECTION (NOT TO SCALE)



W4



W4



W4

REVISION DATE: MM/DD/YY	BY RM	REVISION DESCRIPTION: INITIAL RELEASE	REV A
RIDLEY WINDOWS & DOORS		PROJECT: SUDDABY PUBLIC SCHOOL	
		171 FREDERICK ST KITCHENER ON	
		DRAWING: ELEVATION DETAILS	
		DWG DATE: 03/15/21	DRAWN BY: RM
FULL FILE NAME: Y:\2021 PROJECTS\SUDDABY PUBLIC SCHOOL_SS		Page 32 of 38	

REPORT TO: Heritage Kitchener

DATE OF MEETING: February 4, 2025

SUBMITTED BY: Janine Oosterveld, Manager, Customer Experience & Project Management, 519-783-8942

PREPARED BY: Oluseyi Ojurongbe, Project Manager (Planning), 519-783-8941
Deeksha Choudhry, Heritage Planner, 519-783-8906

WARD(S) INVOLVED: All

DATE OF REPORT: January 24, 2025

REPORT NO.: DSD-2025-037

SUBJECT: Kitchener's Great Places Awards program update with respect to the Mike and Pat Wagner Heritage awards

RECOMMENDATION:

That Heritage Kitchener endorse program amendments to the Kitchener's Great Places Awards with respect to the award recipient selection for the Mike and Pat Wagner Heritage Awards as recommended in DSD-2025-037.

REPORT HIGHLIGHTS:

- The purpose of this report is to inform and seek Heritage Kitchener's input on the proposed amendments to the Kitchener's Great Places Awards (KGPA) program with respect to the selection process for the Mike and Pat Wagner Heritage Awards.
- The key finding of this report is that staff are recommending a change in the process for selecting the successful recipients of Mike and Pat Wagner Heritage Awards which integrates a jury panel. The intention of this change is to streamline and align this award category with the other KGPA selection processes.
- This recommendation will be accommodated in the KGPA capital budget.
- Community engagement included posting this report with the agenda in advance of the Heritage Kitchener committee meeting.
- This report supports the delivery of core services.

BACKGROUND:

In 1997, the City of Kitchener established the Mike Wagner Heritage Awards to pay tribute to property owners, businesses and individuals who have contributed to the conservation of the City's cultural heritage resources. The program was named after former City Councillor Mike Wagner who served on City Council from 1989 to 1997, and who was a strong advocate for heritage, culture, and the arts. In 2017, the heritage awards were renamed the

Mike & Pat Wagner Heritage Awards in recognition of the many contributions of Pat Wagner, who was a long-time member of Heritage Kitchener and a recipient of the Lieutenant Governor's Ontario Heritage Award for Lifetime Achievement.

In 2015, Council endorsed the establishment of a new comprehensive planning awards program celebrating a broad range of categories. Known as the Kitchener's Great Places Awards (KGPA), the program honours outstanding development projects that show a commitment to design excellence and innovation in urban design, sustainability and heritage conservation and contribute to a built environment to enhance quality of life. Since inception, the program has brought people together, fostered community pride and the recognized projects have contributed to the quality-of-life in Kitchener. Over the years, the award ceremony has recognized projects across 9 categories as listed below:

1. Future Design Leaders
2. Master Planning
3. Mike and Pat Wagner Heritage Awards
4. Neighborhood Design
5. People's Choice
6. Placemaking
7. Schmalz Award for Design Leadership
8. Sustainable Kitchener
9. Urban Design Excellence

The last KGPA event was held in 2023. Staff received six (6) nominations for the Mike and Pat Wagner Heritage Awards. At its June 6, 2023 meeting, Heritage Kitchener was given a summary of the award nominations, and then voted to select the winners which were subsequently endorsed by Council. The 2023 Mike and Pat Wagner Award winners were:

- Preservation / Restoration: The Legion Building, 48 Ontario Street North
- Preservation / Restoration: 87 Scott Street
- Rehabilitation / Adaptive Re-Use: American Hotel Building, 1 Queen Street North
- Rehabilitation / Adaptive Re-Use: Hog and Hen Barn Restoration, 883 Doon Village Road

REPORT:

Building on the success of previous editions and as part of the KGPA program going forward, staff are requesting the Committee's and Council's endorsement to update the program for the Mike and Pat Wagner Heritage Awards to establish a heritage jury panel to select award winners.

Staff are seeking to refine the selection process of the Mike and Pat Wagner Heritage Awards to align with how winning projects are chosen similar to other categories. Attachment A provides an overview of the Mike and Pat Wagner Heritage Award including existing eligibility requirements, award categories, nomination criteria, and the proposed jury panel composition. Staff propose that the jury panel for this category will include a representative from the Heritage Kitchener Committee, the Director of Development & Housing Approvals and up to four other professionals with expertise in heritage conservation, urban planning, urban design, architecture and landscape architecture. The

jury plan will review nominated projects and may select up to four winning projects in a program year outlining reasons why projects were selected.

This change in process will allow a more comprehensive review of the nominations for the award among experts in heritage and other related fields. The representative from the Heritage Kitchener Committee will be selected by the Committee.

The Committee will be informed of the progress through regular updates including:

- The call for nominations and jury panelists and the request for a committee representative on the jury panel;
- The announcement of the People's Choice Award community voting;
- The invitation to the award event; and,
- A post event summary of winning projects.

Bringing these information reports forward at different points throughout the process will ensure that the Committee stays informed and involved.

At the time of writing, timelines for the KGPA are still being finalized but staff anticipate a nomination period to be open this spring with the award event to be held in the fall. Pending Council's endorsement of the change in process for the Mike and Pat Wagner Heritage Awards along with other program updates, the timelines will be finalized. Once the timelines are finalized, as mentioned above, staff will inform the Committee regarding next steps in the process.

STRATEGIC PLAN ALIGNMENT:

The recommendation of this report supports the achievement of the City's strategic vision through the delivery of core service.

FINANCIAL IMPLICATIONS:

N/A

COMMUNITY ENGAGEMENT:

INFORM - This report has also been posted to the City's website in advance of the Heritage Kitchener committee meeting.

PREVIOUS REPORTS/AUTHORITIES:

CSD-18-046: Re-naming the Mike Wagner Heritage Award to the Mike & Pat Wagner Heritage Award

CSD-15-083: Urban Design Awards Program Update

REVIEWED BY: Garrett Stevenson, Director of Development and Housing Approvals

APPROVED BY: Justin Readman, General Manager, Development Services Department

ATTACHMENTS:

Attachment A - Overview of the Mike and Pat Wagner Heritage Awards

Attachment A: Overview of the Mike and Pat Wagner Heritage Awards

Eligibility Requirements

The Mike & Pat Wagner Heritage Awards are open to all individuals, businesses, organizations and institutions that have conserved cultural heritage resources or have demonstrated commitment to the conservation of cultural heritage resources within Kitchener. For the award program, cultural heritage resources are defined as:

- properties designated under the Ontario Heritage Act;
- properties listed as a non-designated property of cultural heritage value or interest on the Municipal Heritage Register; or
- properties identified on the Heritage Kitchener Inventory of Historic Buildings.

Award Categories

Up to 4 heritage awards may be presented in a given award year, and nominations may be received in one of three categories as follows:

Preservation / Restoration of Cultural Heritage Resources

Preservation projects involve protecting, maintaining and stabilizing the existing form, material and integrity of a cultural heritage resource while protecting its heritage attributes and values. Preservation projects generally relate to cultural heritage resources that are intact and do not require extensive repair, extensive replacement, alterations or additions.

Restoration projects involve revealing, recovering or representing the state of a cultural heritage resource or of an individual heritage attribute as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value. Restoration projects are based on physical and documentary or oral evidence.

Rehabilitation / Adaptive Reuse of Cultural Heritage Resources

Rehabilitation and Adaptive Reuse projects involve the sensitive adaptation of a cultural heritage resource or of an individual heritage attribute for a continuing or compatible contemporary use, while protecting its heritage value. This may be achieved through repairs, replacements, alterations and/or additions.

Individual Contributions to the Field of Heritage Conservation

Awarded to individuals, businesses, organizations, institutions who have made exceptional and/or long lasting contributions to the conservation of cultural heritage resources.

Nomination Criteria

Nominations for a Mike Wagner Heritage Award must demonstrate that:

- The conservation project involves a cultural heritage resource;
- The conservation project conserves the heritage attributes and values associated with the cultural heritage resource;
- The conservation project is located within the City of Kitchener;
- The conservation project is complete;
- The conservation project obtained all required approvals such as Building Permits and Heritage Permits;

- The conservation project has not received a previous Mike Wagner Heritage Award for the same work; and,
- The individual, business, organization or institution nominated has made exceptional or long-lasting contributions to the conservation of cultural heritage resources within the City of Kitchener.

Eligible Mike & Pat Wagner Heritage Award nominees in the Preservation / Restoration of Cultural Heritage Resources and Rehabilitation / Adaptive Reuse of Cultural Heritage Resources categories will also be eligible to be nominated and receive an award under two other KGPA award categories:

1. **People's Choice Award:** given to a project that receives the greatest number of votes from the community through a variety of polling options. Projects for consideration will be short-listed to a group of up to 10 projects from those eligible in the Urban Design, Neighbourhood Design, Placemaking, Mike & Pat Wagner Heritage and Sustainable Kitchener award categories that contribute to making Kitchener a great city.
2. **Schmalz Award for Design Leadership:** given to an exceptional project that achieves overall excellence in meeting the City's objectives in two or more categories - urban design, heritage conservation, and sustainable design. It represents the best overall project of the awards program. Named after W.H.E. Schmalz, the architect who designed Kitchener's first City Hall and clock tower (which is now a landmark in Victoria Park) along with numerous other buildings in the city. His father, W.H. Schmalz, was mayor when the Town of Berlin became a city.

Jury Panel

Award winners will be selected by a jury panel comprised of the following:

- A Heritage Kitchener committee member
- Director of Development & Housing Approvals (or designate)
- Up to four professionals which represent such expertise as heritage conservation, urban planning, urban design, architecture and landscape architecture

2025 HERITAGE PERMIT APPLICATIONS (HPA)								
Legend: Unanimously approved by Heritage Kitchener permits an HPA to be approved through delegated authority.								
#	Application Number	Property Address	Date Complete	Staff Report #	HK Meeting	Heritage Kitchener Recommendation	Council Meeting Date / Delegated Approval	HPA Description
1								
2								
3	HPA-2025-IV-003	107 Courtland Avenue East		DSD-2025-024	4-Feb-25			Replacement of 22 Windows and Front Doors on Front Façade
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
29								
29								
30								
31								