

# Staff Report



Development Services Department

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**REPORT TO:** Heritage Kitchener

**DATE OF MEETING:** February 6, 2024

**SUBMITTED BY:** Garett Stevenson, Director of Development and Housing Approvals,  
519-741-2200 ext. 7070

**PREPARED BY:** Jessica Vieira, Heritage Planner, 519-741-2200 ext. 7291

**WARD(S) INVOLVED:** Ward 9

**DATE OF REPORT:** January 12, 2024

**REPORT NO.:** DSD-2024-052

**SUBJECT:** Heritage Permit Application HPA-2024-IV-01  
25 Joseph Street  
Replacement of 7 Windowpanes

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## RECOMMENDATION:

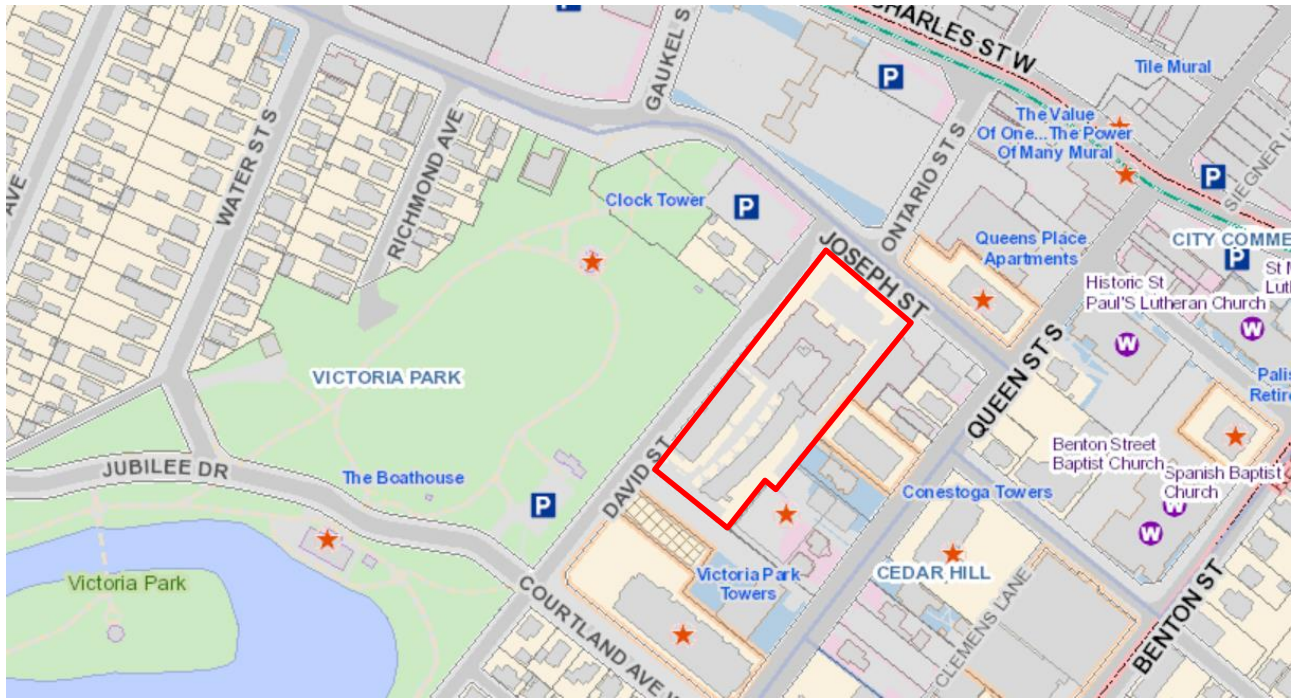
That pursuant to Section 33 of the Ontario Heritage Act, Heritage Permit Application HPA-2024-IV-01 be approved to permit the replacement of seven windowpanes on the property municipally addressed as 25 Joseph Street.

## REPORT HIGHLIGHTS:

- The purpose of this report is to present the proposed replacement of seven damaged windowpanes on the property municipally addressed as 25 Joseph Street.
- The key finding of this report is that the proposed alterations are necessary for the comfort and well-being of the property residents due to the poor condition of the existing windows and is not anticipated to have an adverse impact on the cultural heritage value or interest of the subject property.
- There are no financial implications associated with this report.
- Community engagement included consultation with the Heritage Kitchener committee.
- This report supports the delivery of core services.

## BACKGROUND:

The Development Services Department is in receipt of Heritage Permit Application HPA-2024-IV-01 seeking permission to replace seven damaged windowpanes with new panes at the property municipally addressed as 25 Joseph Street.



**Figure 1: Location Map of 25 Joseph Street**

This permit has been brought before the Heritage Kitchener Committee as the subject property is designated under Part IV of the *Ontario Heritage Act* through Designating By-law 1988-154. In accordance with By-law 2009-089, delegating Council's approval for certain classes of alterations to Staff, delegated authority is permitted for Part IV designated property after consultation with the Heritage Kitchener Committee.

**REPORT:**

The subject property is located on the southern side of Joseph Street and eastern side of David Street, directly across from the Ontario Street South intersect. The former Victoria Public School, the subject property is comprised of three buildings having separate construction dates; the main Edwardian Baroque block constructed between 1910-1911 (Figure 2) is the identified heritage attribute within the designating by-law. Specifically, the main façade (Joseph Street elevation) and east and west side elevations in addition to the slate roof are identified.



**Figure 2: Front Facade of Subject Property**

## **Window Replacement**

WalterFedy was retained by the Region of Waterloo to complete a Building Condition Assessment (BCA) for the property municipally addressed as 25 Joseph Street (Attachment C). The intent of the assessment was to determine the physical condition of the different components of the building and make lifecycle repair / replacement recommendations for deficiencies identified. Visual deficiencies, including the damaged windows, were identified during a site visit conducted as part of this work on June 21, 2022. The BCA identified the windows in the original portion of the building as being wood-framed units in poor condition with visible aging and deterioration. It recommended that the windows be refurbished rather than replaced, to maintain the historical value of the building. However, several located on the western elevation of the building contained broken panes of glass (Figure 3-4).



**Figure 3-4: Broken Windowpanes on the Subject Property**

To comply with the recommendations of the BCA, these broken panes are proposed to be replaced with new tempered thermal sealed glass units, frosted for privacy, rather than replace the entire window unit. While the new glass panes are not an exact match to what is currently existing, they will maintain a similar appearance.

The broken panes will be removed by first carefully taping the shattered pieces, then using a heat gun to remove the putty around the sash edge. Once this is done the opening will be cleaned and prime painted before the new glass is installed in a new bed of putty with glazier's points every 6 inches.

### **Heritage Planning Comments**

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

- The subject property municipally addressed as 25 Joseph Street is designated under Part IV of the *Ontario Heritage Act* by way of designating by-law number 1988-154;
- The proposal is for the replacement of seven panes of glass on the original 1910-1911 Edwardian Baroque portion of the building;
- The windows are identified as heritage attributes in the designating by-law;
- The existing panes of glass proposed to be replaced are broken, impacting resident's quality of living and exposing the interior to damaging conditions;
- While replacement is proposed for the broken panes of glass, the original window unit is proposed to be retained and refurbished;
- The work is required for the comfort and well-being of the residents;

- The work will also protect the interior of the building from damage as a result of weather and animals;
- The proposed work is consistent with the *Eight Guiding Principles in the Conservation of Built Heritage Properties* and with Parks Canada's *The Standards and Guidelines for the Conservation of Historic Places in Canada*; and
- The proposed alteration is not anticipated to adversely impact the cultural heritage value or interest of the subject property.

#### **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 Heritage Kitchener committee meeting.

CONSULT – Heritage Kitchener has been consulted regarding the subject Heritage Permit Application.

#### **PREVIOUS REPORTS/AUTHORITIES:**

- *Ontario Heritage Act, 2022*

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

#### **ATTACHMENTS:**

- Attachment A – Heritage Permit Application HPA-2024-IV-01
- Attachment B – Designating By-law 1988-154
- Attachment C – Supporting Documents