

Staff Report



Development Services Department

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REPORT TO: Heritage Kitchener

DATE OF MEETING: February 4, 2025

SUBMITTED BY: Garett 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.

*** This information is available in accessible formats upon request. ***
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

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:

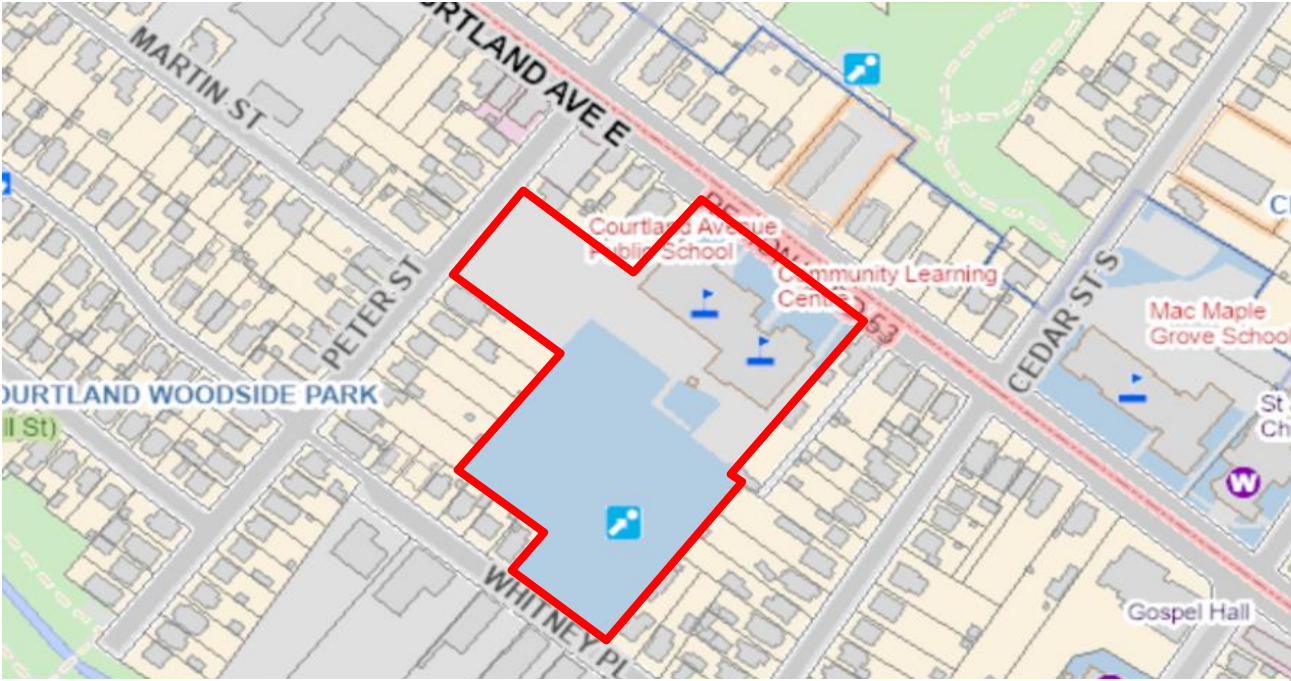


Figure 1: Location Map of the Subject Property

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

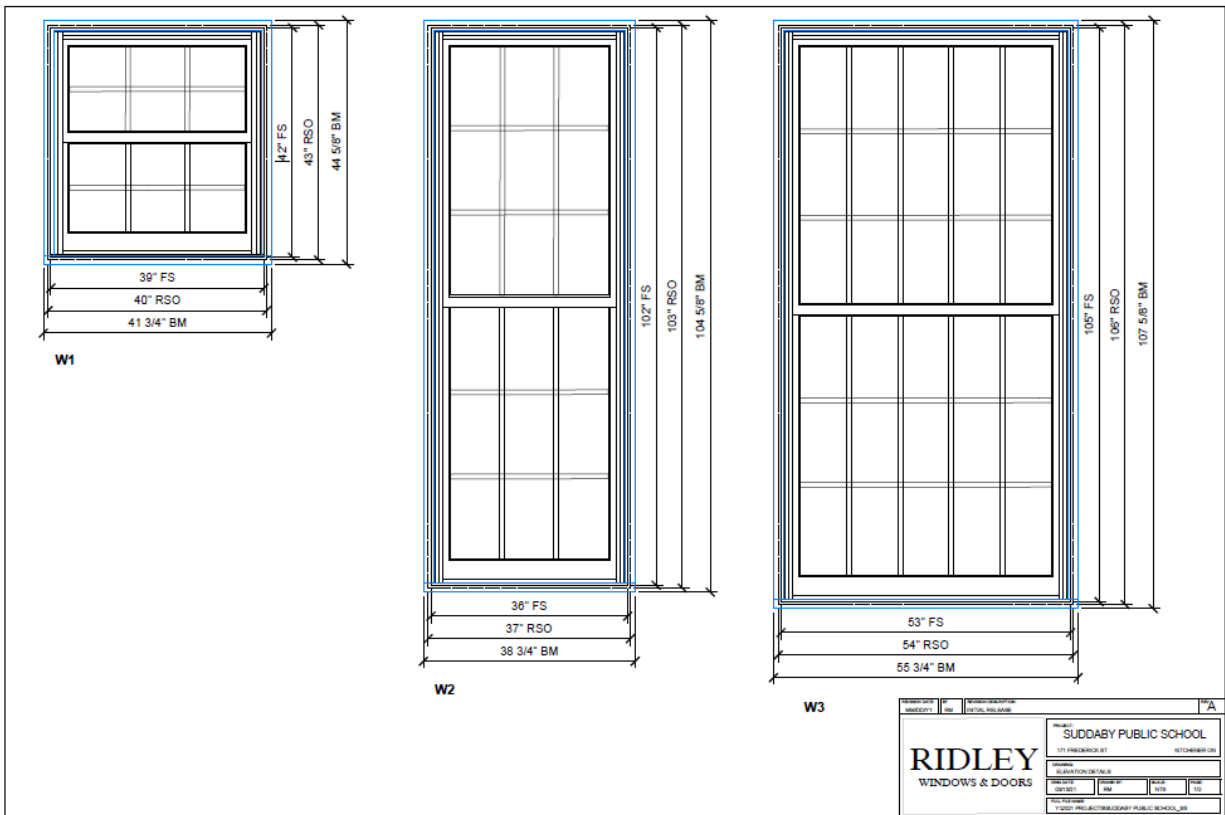


Figure 3: Details of the Window Units Originally Proposed for Suddaby Public School and to be Used for Courtland Public School

Door Replacements

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.

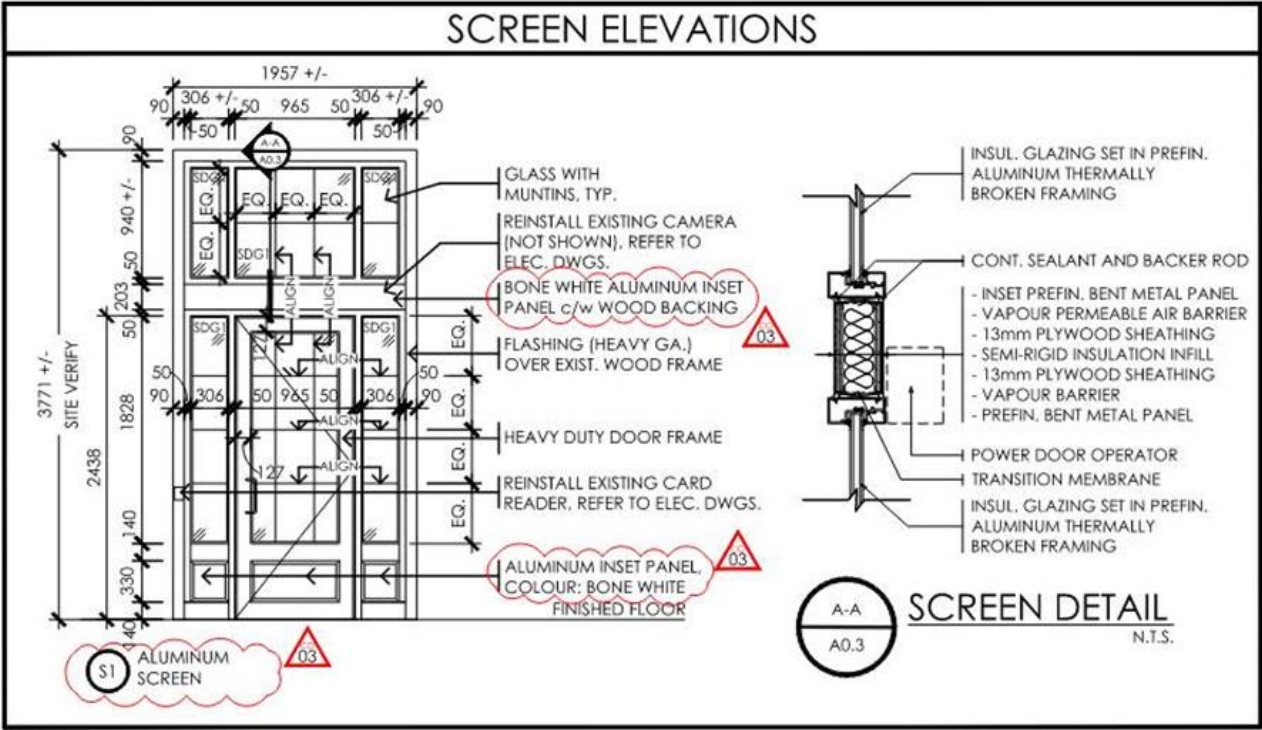


Figure 4: Details of Proposed Replacement Door Units

Heritage Planning Comments

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