



Office of the City Clerk
Kitchener City Hall
200 King St.W. - 2nd Floor
Kitchener ON N2G 4G7

Heritage Kitchener Agenda

Tuesday, March 5, 2013
4:00 p.m. - 6:00 p.m.
Conestoga Room
(Main Floor)

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Chair – Mr. G. Zeilstra

Vice-Chair – Ms. E. Rudland

Delegations

Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of 5 minutes.

- None

Discussion Items

1. Appointment of New Member -
Representative from the Victoria Park Heritage Conservation District (20 min)
Materials to be circulated under separate cover.
2. Overview of the Heritage Permit Application Process (30 min)
3. Process for Listing Non-Designated Properties on the Municipal Heritage Register (30 min)
4. Development of Heritage Kitchener 2013-2014 Work Plan (10 min)

Information Items

- Correspondence re: Heritage Property Grant dated February 4, 2013
- Heritage Permit Application Tracking Sheet

DAPHNE LIVINGSTONE
COMMITTEE ADMINISTRATOR



HERITAGE PERMIT APPLICATION SUBMISSION REQUIREMENTS

City of Kitchener
Community Services Department
200 King Street West
Kitchener, Ontario N2G 4G7
(519) 741-2426

The following requirements are designed to assist applicants in submitting sufficient information so 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 **Leon Bensason, Coordinator, Cultural Heritage Planning** at (519) 741-2306 or at leon.bensason@kitchener.ca.

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 (under Part V of the Ontario Heritage Act).

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 (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
- Removal and/or installation of decks, fences, gates, trellises, arbours and gazebos
- Change in trim, cladding, door or window colour(s) or 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 Plan. Please refer to the City of Kitchener's website at www.kitchener.ca to download a copy of the relevant Heritage Conservation District Plan (Civic Centre, St. Mary's, Upper Doon, and Victoria Park).

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 can 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 a 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 of all proposed work 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 (all 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:

1. overall dimensions;
2. site plan depicting the location of existing buildings and the location of any proposed new building or addition to a building;
3. elevation plan for each elevation of the building;
4. specific sizes of building elements of interest (signs, windows, awnings, etc.);
5. detailed information including trim, siding, mouldings, etc., including sizes and profiles;
6. building materials to be used (must also be included in the written description); and,

7. 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, the 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 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.

What can I do if my Heritage Permit application is denied?

The City of Kitchener Heritage Planning staff and the Heritage Kitchener Committee endeavor 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).

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, draftsman or others familiar with the assessment of building types 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.

HERITAGE PERMIT SUBMISSION & COMMITTEE MEETING SCHEDULE

2013 Heritage Permit Application Submission Deadlines	2013 Heritage Kitchener Meeting Dates
November 30, 2012	January 8, 2013
December 28, 2012	February 5, 2013
January 25, 2013	March 5, 2013
February 22, 2013	April 2, 2013
March 28, 2013	May 7, 2013
April 26, 2013	June 4, 2013
-	No Meeting
-	No Meeting
July 26, 2013	September 3, 2013
August 23, 2013	October 1, 2013
September 27, 2013	November 5, 2013
October 25, 2013	December 3, 2013

How do I Proceed with Submitting my Heritage Permit Application?

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.

Formal submission of Heritage Permit Application with all supporting documentation (written description, construction drawings, sketch plans, scale drawing, photographs) to Heritage Planning Staff. Applications are due one month prior to Heritage Kitchener meeting (See schedule for submission deadlines and committee meeting dates).

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.

Heritage Planning staff determine whether the Heritage Permit Application can be processed under delegated approval without the need to go to Heritage Kitchener and/or Council. Where Heritage Permit Applications can be processed under delegated approval without the need to go to Heritage Kitchener and Council, Heritage Planning staff will endeavour to process the application within 10 business days.

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.

Heritage Kitchener Meeting Agenda, including Staff Report, circulated to Committee members prior to Heritage Kitchener meeting. Staff Report circulated to applicant prior to meeting.

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 can be processed under delegated approval 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.

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.

Applicant may within 30 Days of Receiving Notice of Council's Decision:

- Appeal the decision and/or terms and conditions to the Conservation Review Board or Ontario Municipal Board.

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; and,
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; and,
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; and,
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; and,
- 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; and,
- exterior trim should match the original.

Roofing

The application should include:

- description of proposed roofing material to be applied; and,
- 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; and,
- 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); and,
- 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 perhaps into wooden building elements); and,
- type of illumination, if applicable.

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.

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). In addition, the Heritage Permit Application must demonstrate how the proposed work is consistent with the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (available at www.pc.gc.ca).

For more information on Heritage Planning in the City of Kitchener please contact:

Leon Bensason, Coordinator, Cultural Heritage Planning, 519-741-2306, leon.bensason@kitchener.ca



HERITAGE PERMIT APPLICATION FORM
 City of Kitchener
 Community Services Department
 Planning Division
 200 King Street West
 Kitchener, Ontario N2G 4G7
 (519) 741-2426

Application No.
 HPA _____

Nature of Application

Exterior Interior Signage
 Demolition New Construction Alteration Relocation

Subject Property

Municipal Address: _____
 Legal Description (if known): _____

Building/Structure Type: Residential Commercial Industrial Institutional

Heritage Designation: Part IV Part V (HCD) _____

Is the Subject Property subject to a Heritage Easement or Agreement? Yes No

Property Owner

Name: _____
 Address: _____
 Telephone (Home): _____ Telephone (Work): _____
 Fax: _____ E-Mail: _____

Agent (if applicable)

Name: _____
 Address: _____
 Telephone (Home): _____ Telephone (Work): _____
 Fax: _____ E-Mail: _____

Written Description

Please provide a written description of the project proposal including any conservation methods you plan to use. 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 guidance.

Review of City of Kitchener Heritage Permit Application Submission Guidelines

Describe why it is necessary to undertake the proposed work.

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

Describe how the proposal is consistent with the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada (available at www.pc.gc.ca).

Expected Start Date: _____ **Expected Completion Date:** _____
(Day/Month/Year) (Day/Month/Year)

Have you discussed this work with Heritage Planning Staff? Yes No
If yes, who? _____

Have you discussed this work with the Building Division? Yes No
If yes, who? _____

Have you applied for a Building Permit for this work? Yes No

Other Related Applications (Building/Planning): Application No. _____

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 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 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: _____ Date: _____

Signature of Owner/Agent: _____ Date: _____

Authorization

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

I / We, _____, owner of the land that is subject of this application, hereby authorize _____ to act on my / our behalf in this regard.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ 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).

INTERNAL 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 _____

What is the Municipal Heritage Register?

The Municipal Heritage Register is the official list or record of cultural heritage properties that have been identified as being important to the community.

Prior to 2005, only designated heritage buildings were recorded on the registry. In 2005, the Ontario Heritage Act was amended to allow properties that have not been designated, but that the municipal council believes to be of cultural heritage value or interest, to be placed on the register.

Non-designated properties added to the Municipal Heritage Register are referred to as "listed properties".



Why Protect Properties Of Cultural Heritage Value Or Interest?

Listing properties on the Municipal Heritage Register is an important tool in managing the conservation of the city's cultural heritage resources.

A Register of Cultural Heritage Properties:

- Recognizes properties of cultural heritage value in a community
- Fosters civic identity and pride by promoting knowledge and enhancing an understanding of a community's cultural heritage
- Provides easily accessible information about cultural heritage value for property owners, land-use planners, developers, the tourism industry, educators and the general public
- Is a key component of any municipal heritage conservation strategy



What Is The Impact Of Having My Property Listed On The Municipal Heritage Register?

Listing properties on the Municipal Heritage Register is an administrative process rather than a legal process. It serves to formally identify that certain properties are of cultural heritage value or interest to the municipality.

Listing your property:

- does not provide any protection under the Ontario Heritage Act
- does not impose restrictions or obligations with regard to obtaining heritage approvals

Property owners:

- are not subject to the Heritage Permit process or Heritage Kitchener review; and
- are not required to obtain Council approval to make alterations to their property.

Listing your property:

- does increase the amount of time municipalities have to process demolition applications made under the Ontario Building Code (from 10 to 60 business days depending on the type of building) to provide sufficient time to evaluate whether the property merits some form of protection such as designation under the Ontario Heritage Act, which is subject to a separate formal legal process.
- does have implications relating to Planning Act Applications (such as Site Plans and Plans of Subdivision) and the Provincial Policy Statement, regarding conservation issues that may be addressed by preparing a Conservation Plan or a Heritage Impact Assessment.



City of Kitchener Municipal Heritage Register



For more information on the Municipal Heritage Register or on cultural heritage planning in the City of Kitchener, please visit www.kitchener.ca or contact Heritage Planning staff at 519-741-2426 or at planning@kitchener.ca



City of Kitchener Role in Heritage Conservation

Municipalities have a responsibility to identify, evaluate and conserve resources that have lasting cultural heritage value or interest in their community.

Listing a property is the very first step a municipality should take in the identification and evaluation of a property that may warrant some form of heritage conservation, recognition and/or long term protection. Part of taking stock is deciding as a community which resources are most important to conserve today and for future generations.



Recent amendments to the Ontario Heritage Act and the Planning Act have made listing property an important tool in the ongoing effort to conserve our cultural heritage. Kitchener City Council has approved a 4-step listing process that serves to standardize the selection criteria and methodology used to evaluate cultural heritage resources by introducing consistency and objectivity to the process; property owner consultation and notification; and several levels of review before recommendations are considered by City Council.



Heritage properties are evaluated for inclusion on the municipal heritage register using a set of criteria that measures architectural, contextual and historical significance including:

Architectural Significance:

- Style & type
- Design
- Construction
- Interior
- Integrity

Contextual Significance:

- Continuity
- Setting
- Completeness

Historical and/or Associative Significance or Value:

- Association with person, event, activity
- Previous or present use



The 4 Steps In The Listing Process

The City's 4-step listing process was carefully developed to ensure thorough and objective evaluation of each property and involves the following:

1. Initial evaluation by a recorder through completion of a survey form and taking photographs (only where properties are visible from the public realm).
2. Short listing of properties following a review of the recorder's survey form and photographs; undertaken by an evaluation sub-committee comprised of City Staff and Heritage Kitchener Committee members.

Heritage Planning staff prepare a 'statement of significance' for each short-listed property and notify the property owner of the heritage interest in the property. Property owners are invited to make comment and to attend the Heritage Kitchener meeting where their property will be discussed and considered for possible listing on the Municipal Heritage Register.

3. The City's Heritage Kitchener Committee reviews the merits of the short listed properties; considers the comments of the property owner (if made); and makes a recommendation to City Council.

4. City Council makes a decision on whether or not to list the properties on the Municipal Heritage Register as "non-designated property of cultural heritage value or interest".



Heritage Kitchener 2011-2012 Work Plan

Strategic Direction	Theme	Vision	Initiative	Actions	2011	2012	Timelines	Responsibility and/or Priority Key Staff Contact	Budget Limitations
Municipal Heritage Register Identify properties of cultural heritage value or interest.	Conservation	A community that identifies and conserves its cultural heritage resources.	Implement the 4-Step Listing Process for adding non-designated properties of cultural heritage value or interest to the Municipal Heritage Register.	Develop a list of priority areas (e.g. intensification areas/corridors, schools, churches, etc.)	✓	✓	Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1 N/A
				Recommend 20-30 properties 3-4 times per year.	✓	✓	Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1 N/A
				Develop a list of the top 10 priorities for designation.	✓	✓	Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (LB & MW)	2 N/A
				Designate 3-5 properties per year.	✓	✓	Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (LB & MW)	2 Yes
				Heritage Conservation District Candidate Area Selection Process.	✓		Ongoing	Heritage Planning staff (with consultation and input from Heritage Kitchener), (LB & MW)	1 N/A
				Heritage Conservation District Study			Ongoing	Heritage Planning staff (with consultation and input from Heritage Kitchener), (LB & MW)	1 Yes
				Housekeeping Items (i.e. designation of Hymen Hardware, Mayfair Hotel, Schoerg Barn and Donnenworth House; dedesignation of Forsyth)			Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1 Yes
Ontario Heritage Act Management of alterations to designated properties.	Conservation	A community that promotes the conservation of heritage values and attributes when considering proposals for alterations, additions or new construction that impacts cultural heritage resources.	Provide comments and recommendations regarding proposed alterations, additions and/or new construction that impacts cultural heritage resources.	Recommend approval, refusal to Council for Heritage Permit Applications.	✓	✓	Ongoing	Joint (Heritage Kitchener and Heritage Planning Staff), (LB & MW).	1 N/A

Heritage Awareness Programs

Promote heritage awareness.

Awareness, Education & Promotion	A community that educates and heightens public concern for, and interest in, the City's cultural heritage resources.	Support a range of heritage awareness programs.	Prepare a display for the Waterloo Regional Heritage Foundation Heritage Showcase.	Dec. - Feb.	Heritage Kitchener (with support from Heritage Planning Staff), (MW)	2	N/A
Prepare and participate in the annual Doors Open event.			✓	Sept.	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	2	N/A
Produce Heritage Newsletter for distribution to designated property owners.			✓		Heritage Planning Staff (with consultation and input from Heritage Kitchener), (LB & MW)	3	Yes
Complete and publish Heritage Walking Tours for the Upper Doon and Civic Centre Heritage Conservation Districts.			✓		Heritage Planning Staff (with consultation and input from Heritage Kitchener), (MW)	2	N/A
Design and build Upper Doon Heritage Conservation District Entrance Sign(s).			✓		Heritage Planning Staff (with consultation and input from Heritage Kitchener), (LB & UD)	2	Yes
Produce and distribute Heritage Conservation District Homeowner's Guide for Civic Centre, St. Mary's, Upper Doon and Victoria Park.			✓		Heritage Planning Staff (with consultation and input from Heritage Kitchener), (LB & MW)	2	Yes
Design and install Civic Centre Heritage Conservation District Interpretive Signage.			✓		Heritage Planning staff (with consultation and input from Heritage Kitchener (LB & UD)	2	Yes
Review the existing Designated Heritage Property Grant Program.			✓		Heritage Planning staff (with consultation and input from Heritage Kitchener), (LB & MW).	1	Maybe

Design and install street signs for the Civic Centre Heritage Conservation District.	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (MW)	2	Yes
Implement Mike Wagner Heritage Awards Program.	✓	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1	Yes
Respond to results from Heritage Planning Survey.	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (MW)	3	N/A
Develop a 'one-stop' source for heritage information on the City's website.	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (MW)	3	N/A
Develop list of contractors for heritage property owners.	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (MW)	3	Maybe
Develop workshops, "how to" seminars, and resources for designated property owners.	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (LB & MW)	3	Maybe
Develop a communication network for designated property owners (i.e. blog, e-mail list, facebook, twitter, etc.)	✓	Heritage Planning Staff (with consultation and input from Heritage Kitchener). (MW)	3	N/A

Advisory Committee Review

Commitment to the ongoing review of form and function of the Heritage Kitchener Committee.

Develop and submit a work plan to Council for implementation.	✓	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1	N/A
Review Terms of Reference for clarity and relevance of mandate and submit recommendations to Council for ratification.	✓	Joint (Heritage Kitchener and Heritage Planning Staff), (CG)	1	N/A
Prepare an annual progress report for Council.	✓	Joint (Heritage Kitchener and Heritage Planning Staff), (MW)	1	N/A

Priority =

1. Budget Related; Council Commitment; Legislated Requirement; Time Sensitive
2. Work Plan Priority but not Time Sensitive
3. Work Plan Priority but subject to available resources

Key Staff Contact =

1. Michelle Wade (MW)
2. Leon Bensason (LB)
3. Urban Design Staff (UD)
4. Colin Goodeve (CG)

February 4th 2013

[REDACTED]

Leon Bensason
Planning Division / Community Services Department,
Kitchener ON, City Hall 6th floor
200 King Street West P.O. Box 1118
Kitchener ON, N2G 4G7.

Dear Leon Bensason & Staff,

With the financial generosity of the City of Kitchener Designated Heritage Property Grant program it was possible for me to restore my 1860 yr. wooden porch at [REDACTED] Doon Village Road, Kitchener. It was restored to its original pine wooden structure. Without this heritage restoration grant, it would never have been accomplished.

What you have achieved is a great service to Upper Doon Heritage Area. Making it possible for one more completed Heritage Project in an important Community.

It is with sincere gratitude that I thank you, your staff and knowledgeable committee. Also Michelle Wade who gave me constant guidance with heritage structural requirements and answers to my many questions.

To all of you,
Thank you!

[REDACTED]

Enclosed picture: stages of projects.

2013 HERITAGE PERMIT APPLICATIONS

#	Application Number	Property Address	Date Received	Staff Report #	Considered by Heritage Kitchener	Approved by Council
1	HPA-2013-V-001	10 Hermie Place	02-Jan-13			<i>Dealt with under delegated approval authority</i>