



Heritage Kitchener Committee Agenda

Tuesday, November 4, 2025, 4:00 p.m. - 6:00 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 - J. Haalboom

Vice-Chair - N. 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 None at this time.

4. Discussion Items

4.1 Heritage Permit Application HPA-2025-V-020 -
Victoria Park Picnic Shelter, DSD-2025-436

10 m

3

4.2	Victoria Park Master Plan Update, INS-2025-401	30 m	31
4.3	Update to Delegated Authority By-law, DSD-2025-313	45 m	34
5.	Information Items		
5.1	Heritage Permit Application Tracking Sheet		56
6.	Adjournment		

Mariah Blake
Committee Coordinator

REPORT TO: Heritage Kitchener

DATE OF MEETING: November 4, 2025

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

PREPARED BY: Victoria Grohn, Heritage Planner, 519-783-8912

WARD(S) INVOLVED: Ward 9

DATE OF REPORT: October 9, 2025

REPORT NO.: DSD-2025-436

SUBJECT: Heritage Permit Application HPA-2025-V-020
92 David Street/135 Water Street South (35 Dill Street)
Demolition of Picnic Shelter in Victoria Park

RECOMMENDATION:

That pursuant to Section 42 of the *Ontario Heritage Act*, Heritage Permit Application HPA-2025-V-020 to permit the demolition of the picnic shelter at the property municipally addressed as 92 David Street/135 Water Street South (35 Dill Street) be approved in accordance with the supplementary information submitted with this application and subject to the following conditions:

1. That final building permit drawings be reviewed and heritage clearance provided by Heritage Planning staff prior to the issuance of a demolition permit.

REPORT HIGHLIGHTS:

- The purpose of this report is to present the proposed demolition of the picnic shelter in Victoria Park.
- The key finding of this report is that the picnic shelter, constructed in 1952, is unfit for public use and is slated for demolition and future replacement.
- There are demolition costs to the municipality.
- Community engagement included consultation with the Heritage Kitchener Committee and through the Victoria Park Master Plan public engagements.
- This report supports the delivery of core services.

BACKGROUND:

The Development Services Department is in receipt of Heritage Permit Application HPA-2025-V-020 for the property municipally addressed as 92 David Street/135 Water Street South (35 Dill Street), commonly referred to as Victoria Park. The application is seeking permission to demolish the picnic shelter located within the park.

The location of the picnic shelter is at 35 Dill Street, which is in the southerly portion within the broader Victoria Park. The park is designated under Part V of the *Ontario Heritage Act*, being located within the Victoria Park Area Heritage Conservation District (VPAHCD). The picnic shelter is identified in the VPAHCD Plan as a built feature within the park.

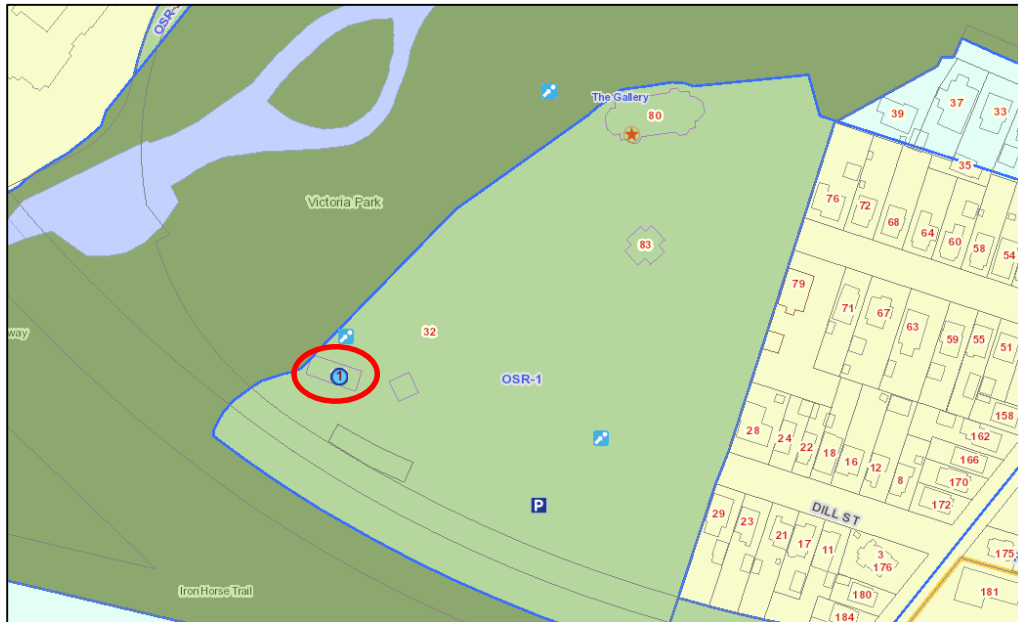


Figure 1: Location of subject property with the location of the picnic shelter circled in red.

REPORT:

The picnic shelter in Victoria Park was constructed in 1952 and is an approximately 28 feet by 76 feet (2,128 sq. ft) structure open on all sides. It consists of a corrugated metal roof that is supported by steel posts.



Figure 2: Image of picnic shelter (image source: Structural Condition Assessment report prepared by WitzelDyce Engineering Inc.)

The VPAHCD is comprised of two parts: the residential areas and Victoria Park. The goals of the VPAHCD Plan with respect to the park is *to conserve and enhance the 18th century Romantic Landscape style of Victoria Park*. The VPAHCD Plan goes on to note that:

“Victoria Park is one of the nation’s finest examples of a civic park in the 18th century Romantic Landscape style. Laid out in 1894, with the advice of landscape engineer George Ricker, it exemplifies the key qualities of the Romantic Landscape style, namely:

- *Naturalistic character*
- *Lake*
- *Woods*
- *Sweeps of grass*
- *Meandering drives and paths*
- *“Antique” buildings and monuments*
- *Vistas*

The conservation and enhancement of these key landscape qualities is deemed essential to maintain the park’s historic landscape ideals, as well as appropriate design of contemporary park elements.”

The picnic shelter is referenced within the section of the VPAHCD Plan regarding “Antique” Buildings and Monuments. This section of the VPAHCD Plan contains conservation policies for these built structures and monuments within the park.



Figure 3: Excerpt from VPAHCD Plan showing location of buildings, structures and monuments. The picnic shelter is shown in the red circle.

The VPAHCD Plan identifies specific built features within Victoria Park that are recommended to be removed or relocated over time as these features are considered misplaced and inappropriately designed for the Romantic Landscape of Victoria Park. The picnic shelter is identified as one of these specific built features recommended for removal/relocation. The VPAHCD Plan contains policies and guidelines pertaining to demolition within the HCD. While the policies do outline a presumption against demolition, they refer specifically to the demolition of historic buildings in the residential areas and their associated heritage attributes.

Structural Condition Assessment

A Structural Condition Assessment (“SCA”) was completed by WitzelDyce Engineering Inc. on April 22, 2025. The purpose of this assessment was to provide an opinion on the condition of the existing picnic shelter structure and to recommend any action items required over the next 15 years, as necessary. The picnic shelter has been identified as being in fair-to poor condition.

The SCA identified the structural posts as an area for priority repair as this presents a potential safety concern for the public. The tarmac paving is recommended to be removed and replaced due to it being a potential tripping hazard to the public, and the current design/condition of the tarmac paving does not adequately shed water away from the base of the posts. The SCA goes on to note that if the noted repairs are not completed the structural components are susceptible to further deterioration and may worsen or result in safety hazards. It is recommended that if the repairs are not completed by November 2025, that the shelter be closed to the public and temporary fencing be installed. The SCA report is attached to this report as Attachment B.

Victoria Park Master Plan

The Parks and Cemeteries Division is currently in the process of developing a Master Plan for Victoria Park. It has been identified through this work that the picnic shelter is slated to be replaced in 2026. A decision has been made by Facilities Management staff and Parks and Cemeteries Division staff to pursue demolition of the existing picnic shelter structure rather than repair. It is noted that any replacement structure within Victoria Park will be subject to the policies and guidelines of the VPAHCD Plan and that a heritage permit for the construction or installation of a new building or structure within the park will be required.

Heritage Planning Comments

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

- The picnic shelter was constructed in 1952, has been identified as being in fair-poor condition and portions of the shelter pose a risk to public safety.
- The VPAHCD Plan contains policies and guidelines pertaining to demolition within the HCD. While the policies do outline a presumption against demolition, they refer specifically to the demolition of historic buildings in the residential areas and their

associated heritage attributes. The picnic shelter is not identified as a heritage attribute of Victoria Park.

- The picnic shelter is specifically identified within the VPAHCD Plan as a built feature recommended for removal/replacement as it is considered misplaced and inappropriately designed for the Romantic Landscape style of Victoria Park.
- A heritage permit application is required for the proposed work not because it is anticipated to have any negative impact on the heritage attributes of the VPAHCD as a whole, but because the demolition or removal of any building or structure on a designated property requires Council approval.
- Any replacement structure will be subject to the policies and guidelines contained within the VPAHCD Plan and a heritage permit application will be required.
- The proposed demolition will not negatively impact the cultural heritage value or significance of Victoria Park or the overall Victoria Park Area Heritage Conservation District.

In accordance with the Heritage Permit Application form, the approval of any 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 Ontario Building Code and City of Kitchener Zoning By-law. A building permit may be required to demolish the picnic shelter.

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 an 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, R.S.O., 1990*
- *Victoria Park Area Heritage Conservation District Plan*

REVIEWED BY: Sandro Bassanese, Manager of Site Plan

APPROVED BY: Justin Readman, General Manager, Development Services

ATTACHMENTS:

Attachment A – Heritage Permit Application Form HPA-2025-V-020

Attachment B – Structural Condition Assessment completed by WitzelDyce Engineering Inc. dated April 22, 2025



HERITAGE PERMIT APPLICATION & SUBMISSION REQUIREMENTS

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

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 PROPERTY

Municipal Address: 35 Dill Street, Kitchener ON

Legal Description (if know): Covered Picnic Shelter

Building/Structure Type: ☐ Residential ☐ Commercial ☐ Industrial ☒ Institutional

Heritage 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: City of Kitchener - Parks - Jeffrey Silcox-Childs/Mark Parris

Address: 131 Goodrich Drive

City/Province/Postal Code: Kitchener/Ontario/N2C 1J3

Phone: _____

Email: _____

4. AGENT (if applicable)

Name: Peter Downar

Company: City of Kitchener - Facilities Management

Address: 131 Goodrich Drive

City/Province/Postal Code: Kitchener/Ontario/N2C 1J3

Phone: 226-748-4950

Email: peter.downar@kitchener.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.

Picnic shelter Built in 1952. Based on a structural assessment of the picnic shelter by Witzel Dyce, it was recommended that structural repairs are necessary and if those repairs are not carried out by november of 2025 that the structure be fenced off from public use. As part of the Victoria park master plan, the picnic shelter was slated to be replaced in 2026. Therefore a decision has been made by FM and Kitchener parks to demolish the existing structure.

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

Describe why it is necessary to undertake the proposed work:

Public safety, future replacement

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

Picnic shelter is unfit for use.

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):

7. PROPOSED WORKS

- a) Expected start date: November 2025 Expected completion date: November 2025
- b) Have you discussed this work with Heritage Planning Staff? ☐ Yes ☒ No
- If yes, who did you speak to? _____
- 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: Peter Downar Date: August 26 2025

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

Signature of Owner/Agent: _____ 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: _____

May 21, 2025

WDE File No.: 17428-100

Matt Vanderzee, M.Eng., P.Eng.

Project Manager, Facilities Capital Planning and Asset Management

City of Kitchener

200 King St W, Kitchener, ON N2G 4G7

PROJECT INFORMATION:**PROJECT NAME:** VICTORIA PARK STRUCTURAL CONDITION ASSESSMENTS**PROJECT #:** 25-054**DATE:** MAY/23/2025**REVIEW:** MKV

MARK-UPS FOR WDE

COORDINATION w WDE

CoK COORDINATION

**RE: Victoria Park Picnic Shelter – Structural Condition Assessment
35 Dill St, Kitchener, ON N2G 1L2**

Dear Mr. Vanderzee:

Joe Figliomeni from Witzel Dyce Engineering (WDE) conducted a Structural Condition Assessment on April 22, 2025, at the address above. The purpose of this assessment was to provide our professional opinion on the condition of the existing picnic shelter structure and to recommend any action items required over the next 15 years, as necessary.

1.0 Background

At the time of this report, no existing building drawings have been provided to WDE for review. WDE was provided with WalterFedy's Building Condition Assessment dated October 24, 2022, for the purpose of background information regarding the structure. The approximate 28' x 76' (2,128 sq.ft.) shelter is open on all sides and was constructed in 1952. It consists of a corrugated metal roof that is supported by structural steel angles and channels. The structural angles and channels are supported by round structural steel posts that bear on concrete footings. The typical approximate service life for a structure of this construction/make is 35 - 50 years if maintained well.

2.0 Observations and Discussions

Refer to Appendix A for photos from the assessment. Refer to Appendix B for detailed observations, discussions, and estimated costs. The following components were reviewed for this assessment, as conditions allowed:

- Concrete foundations
- Corrugated metal roof decking
- Structural angles
- Structural channels
- Structural posts
- Tarmac paving
- Wood roof sheathing

The structural posts were observed to be in the most severe condition due to section loss being observed at the base of the posts, refer to photos 2 to 5 in Appendix A. The tarmac paving was observed to be cracked, uneven, and crumbling in multiple locations, refer to photos 2 to 7 in Appendix A. The majority of the structural steel was observed to have paint flaking and surface corrosion, refer to photos 9 to 11 in Appendix A.

3.0 Recommendations

In our opinion, the structural posts are the priority repair that should be addressed as soon as possible because they present a potential safety concern for the public. We recommend repairing the base of the posts in order to eliminate the safety concern, which would also prolong the expected service life of the posts. Alternatively, the existing posts could be removed and replaced with galvanized steel, which would require less maintenance long term, however, it may cost more initially.

The tarmac paving is recommended to be removed and replaced due to it being a potential tripping hazard for the public. The tarmac paving can be replaced with a similar material, however, it may require maintenance within 15 years. Replacing the tarmac with a waterproofed concrete surface may be a better option for longevity, however, it may cost more initially. The current design/condition of the tarmac paving does not adequately shed water away from the base of the posts. Therefore, replacing the tarmac like-for-like may not solve the issue of water pooling unless that detail is redesigned.

It is our opinion that the estimated cost to repair the picnic structure is \$48,000 (excluding soft costs and HST, cost is subject to +/- 25% of expected actual costs) over 15 years. Refer to Appendix B for the estimated cost breakdown. The scope of the repairs would likely prolong the service life of the structural elements for an additional 10 to 15 years before they may require maintenance again. If the noted repairs are not completed, the structural components are susceptible to further deterioration and may worsen or result in safety hazards. If the structural posts are not repaired by November 2025, we recommend that the shelter be closed to the public and temporary fencing be installed. Based on the age and condition of the existing picnic structure, it may be more feasible to replace it entirely and install a new structure with material such as galvanized steel and waterproofed concrete that typically lasts longer than 15 years before any maintenance is required. The cost to replace the new structure with the previously mentioned materials would be approximately \$190,000 (excluding soft costs and HST, cost is subject to +/- 25% of expected actual costs).

WDE CONFIRMED VIA. EMAIL THAT IF WE WANTED TO GO WITH A CONCRETE SLAB ON GRADE WE WOULD BE AN ADDITIONAL \$17,000.00 (APPROX.).

We trust this meets your current requirements. Should you have any questions, comments, or require repair design, please feel free to contact our office.

Sincerely,

Witzel Dyce Engineering Inc.



Joe Figliomeni,
Project Manager



Dennis Nadon, P.Eng.
Structural Engineer

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Disclaimer and Limitations of Assessment

This report has been prepared by Witzel Dyce Engineering Inc. (WDE) at the request of the City of Kitchener. The material in it reflects the best judgment of WDE based on limited visual observations and the information that was available at the time of its preparation. Any use of this report by a third party or any reliance or decisions made based on this report is the responsibility of that third party. WDE accepts no responsibility for damages, if any are incurred, suffered by any third party as a result of decisions or actions made based upon this report.

This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards, or losses in connection with a property. No physical or destructive testing and no engineering calculations have been performed unless specifically mentioned in the report. Existing conditions that have not been recorded may not have been apparent given the level of study undertaken. Further investigation into any items of concern can be undertaken if required. Only specific information that has been identified has been reviewed. The consultant is not obligated to identify any mistakes or insufficiencies in the information obtained from various sources, nor is it obligated to verify the accuracy of such information. The consultant is permitted to use the information provided by various sources in performing its services and is entitled to rely upon the accuracy and completeness thereof. It is not WDE's responsibility to detect or advise on any pollutants, contaminants, or hazardous materials.

Appendix A
Photos



Photo 1 - General view of picnic shelter



Photo 2 - Deteriorated post base and tarmac



Photo 3 - Deteriorated post base and tarmac



Photo 4 - Deteriorated post base and tarmac



Photo 5 - Deteriorated post base and tarmac



Photo 6 - Deteriorated tarmac



Photo 7 - Settled tarmac and exposed concrete pier



Photo 8 - Aged and weathered corrugated metal roof decking



Photo 9 - Paint chipping on wood sheathing and corrosion on angle/fastener



Photo 10 - Corrosion on a perimeter angle



Photo 11 - Corrosion on a channel



Photo 12 - General view of the roof structure

Appendix B
Observations, Discussions, and Estimated Costs

PROJECT INFORMATION:

Project Name:	Victoria Park Picnic Shelter - SCA
Project Location:	35 Dill Street, Kitchener ON
Last Update:	5/21/2025
Updated by:	JFF

NOTES:

- 1 Anticipated costs only include estimated construction costs. Soft costs (engineering fees, material testing & permits), HST, inflation & contingencies are excluded.
2 Anticipated construction costs are provided in 2025 CAD dollars.
3 Costs are subject to +/- 25% of expected actual costs.

RECOMMENDATIONS AND TIMELINES:

Priority:	Photo #:	Component Name:	Component Description:	Component Observations:	Component Discussion:	Component Recommendation:	Action Type:	Action Year:	Condition:	Estimated Cost (15-year period):
1	Photos 2 to 5	Structural Posts	The roof structure it supported by structural steel posts. The approximately 3"diameter posts support the 8" structural steel channels. The 6 approximately 2-1/2" diameter posts support the 6" channel cantilevers. The posts at the low points of the roof are approximately 7-1/2' tall. The posts at the high points of the roof are approximately 10-1/2' tall.	Localized paint chipping and surface corrosion was observed on the posts. Moderate to severe corrosion was primarily located at the bottom of the posts. Multiple posts were observed with section loss at the bottom.	The paint chipping and corrosion on the posts has likely occurred due to their age and weathering. The bottom of the posts have likely deteriorated the most because of water sitting at the base of the posts. The tarmac built-up around the base of the posts has cracked, causing gaps where water can sit and deteriorate the posts.	In our opinion, all of the structural posts are recommended to be repaired or replaced due to the severity of corrosion observed at the base of them. Note, the repair cost is highly dependant on the type of repair. 17 posts are recommended for replacement/repair based on this assessment. 10 posts are recommended for further investigation before a replacement/repair may be required.	Repair	2025	Poor	\$ 15,000.00
2	Photos 2 to 7	Tarmac Paving	The floor of the picnic shelter consists of tarmac paving. The paving is estimated to be tarmac and not asphalt due to its roughness and coarse aggregates.	The paving was cracked, uneven, and crumbling in multiple locations. The paving was built-up around the base of the structural posts due to settlement. Deterioration of the paving was observed at each post location. Holes and settlement of the paving was observed in multiple locations.	The paving has likely deteriorated due to temperature fluctuations, the freeze-thaw cycle, and ground settlement/heaving. Tarmac can expand in warm weather conditions, and contract in cold weather conditions. This expansion and contraction can put stress on the tarmac, resulting in cracking to occur. Once cracked, moisture can enter the pavement and freeze as the temperature drops below 0°C, resulting in internal pressure. As the temperature rises, the internal pressure is released, but the cracks and voids remain. Additionally, if the soil below the tarmac settles or heaves, the tarmac is susceptible to cracking. The existing cracking and uneven surface creates a potential tripping hazard for the public.	In our opinion, the tarmac is recommended to be removed and replaced. It can be replaced with the same material, however, it will likely require maintenance within a 15 year timeframe. A suitable replacement material could include concrete with a waterproofing coating. If unaddressed, the tarmac will likely continue to deteriorate, potentially resulting in uneven surfaces and tripping hazards for the public.	Replacement (like-for-like)	2025	Poor	\$ 13,000.00
3	Photo 8	Corrugated Metal Roof Decking	The roof surface of the picnic shelter consists of corrugated metal roof decking.	The roof decking appeared to have localized paint peeling. Localized areas of the decking were dented, displaced, and lifting upwards from the roof structure.	Based on previous reports, the decking is likely original to the structure's construction in 1952. The localized paint peeling, dents, and displacement have likely occurred due to age, weather, and impacts from the adjacent tree.	In our opinion, the corrugated metal roof decking is recommended to be cleaned, refastened to the roof structure as needed, and repainted. Repeat every 10 years. (Estimated cost includes 2 applications)	Repair	2027	Fair	\$ 5,000.00
4	Photos 9, 10, and 12	Structural Angles	The intermediate and perimeter members for the roof structure consist of structural steel angles. The size of the angles varies from 1-1/2" to 3-1/2".	Paint chipping was observed on the surface of the angles. Minor to moderate surface corrosion was observed on the angles. Surface corrosion was also observed on the fasteners connecting the angles to the wooden roof decking.	The paint chipping and corrosion on the angles has likely occurred due to their age and weathering.	There appeared to be no significant signs of section loss on the angles, therefore, they are recommended to be repaired. The paint is recommended to be chipped off followed by wire brushing any surface corrosion. The angles are then recommended to be repainted to prolong their service life. Repeat every 10 years. (Estimated cost includes 2 applications)	Repair	2027	Fair	\$ 5,000.00
5	Photos 11 and 12	Structural Channels	The primary structural members for the roof consist of structural steel channels. There are two sizes of channels. One size is approximately 8" deep by 2-1/4" wide and the second size is approximately 6" deep by 2" wide. The 6" channels span above the 8" channels and act as rafters for the roof structure. The 8" channels are spliced together and span the length of the shelter.	Localized paint chipping and surface corrosion was observed on the channels. The corrosion varied from minor to moderate severity.	The paint chipping and corrosion on the channels has likely occurred due to their age and weathering.	There appeared to be no significant signs of section loss on the channels, therefore, they are recommended to be repaired. The paint is recommended to be chipped off followed by wire brushing any surface corrosion. The channels are then recommended to be repainted to prolong their service life. Repeat every 10 years. (Estimated cost includes 2 applications)	Repair	2027	Fair	\$ 5,000.00

PROJECT INFORMATION:

Project Name:	Victoria Park Picnic Shelter - SCA
Project Location:	35 Dill Street, Kitchener ON
Last Update:	5/21/2025
Updated by:	JFF

NOTES:

- 1 Anticipated costs only include estimated construction costs. Soft costs (engineering fees, material testing & permits), HST, inflation & contingencies are excluded.
2 Anticipated construction costs are provided in 2025 CAD dollars.
3 Costs are subject to +/- 25% of expected actual costs.

RECOMMENDATIONS AND TIMELINES:

Priority:	Photo #:	Component Name:	Component Description:	Component Observations:	Component Discussion:	Component Recommendation:	Action Type:	Action Year:	Condition:	Estimated Cost (15-year period):
6	Photos 9 and 12	Wood Roof Sheathing	The roof sheathing consists of wood boards supported by the structural steel channels and angles.	Paint chipping was observed on the underside of the wood roof sheathing.	The paint chipping on the underside of the sheathing has likely occurred due to their age and weathering.	In our opinion, the underside of the sheathing is recommended to be cleaned and repainted. At the time of cleaning, if any rotten or broken wood boards are discovered, they are recommended to be replaced. Repeat every 10 years. (Estimated cost includes 2 applications)	Repair	2027	Fair	\$ 5,000.00
7	Photo 7	Concrete Foundations	The foundations for the picnic shelter likely consist of concrete piers below grade.	The majority of the concrete piers were not visible at the time of the assessment due to being below grade. One concrete pier appeared to be extending above grade potentially due to settlement of the surrounding tarmac. The pier showed signs of spalling where it was exposed above grade.	The overall condition of the concrete piers could not be assessed due to them being below grade. The spalling observed on the one concrete pier that extended above grade is not a structural concern due to most of the pier structure expected to be below grade. Based on the existing structural posts being sturdy and plumb, the concrete piers are assumed to be performing as intended.	In our opinion, the concrete foundations are recommended to remain undisturbed.	N/A	N/A	N/A	N/A
Estimated Total:										\$ 48,000.00

Appendix C
Relevant Terminology and Definitions

As per the **Structural Condition Assessments of Existing Buildings and Designated Structures Guidelines**, developed by Professional Engineers Ontario (PEO), the following is a list of definitions and phrases for qualitative terms about the condition of a structure, structural element, or part of a structural element:

Primary Structural System

A combination of primary structural elements that support a building's self-weight and applicable live loads based on occupancy, use of the space, and environmental loads, such as wind, snow, and seismic forces.

Structural Integrity

Defined in the Structural Commentary L of the 2010 edition of the NBC-Part 4 Division B, to mean the ability of a structure to absorb local failure without widespread collapse.

Structurally Adequate

Buildings are deemed to be structurally adequate provided they satisfy the evaluation criteria prescribed by Commentary L of the User's Guide-NBC of the Structural Commentaries (Part 4 Division B).

Structurally Sufficient

Buildings and other designated structures that are designed and built to the minimum structural requirements of the current Building Code, in compliance with a valid building permit and where applicable, with the design and general review requirements of the Building Code are deemed to be "structurally sufficient."

Structurally Sound

A building or other structure exhibiting no evidence of defects, damage, deterioration, or distress that might impair its structural function or its present occupancy and use. Sound is not the same as adequate. Sound simply means undamaged.

Structurally Unsafe

As per article 15.9 (2) of the Ontario Building Code Act, "A building is unsafe if the building is,

- a) Structurally inadequate or faulty for the purpose for which it is used; or
- b) In a condition that could be hazardous to the health or safety of persons in the normal use of the building, persons outside the building, or persons whose access to the building has not been reasonably prevented."

The following terms are from Ontario's Structure Inspection Manual (OSIM) published by the Ministry of Transportation and dated October 2000 (revised November 2003 and April 2008):

- i) Excellent
 - This refers to an element (or part of an element) that is in "new" (as constructed) condition.

- No visible deterioration type defects are present and remedial action is not required.
 - Minor construction defects do not count as visible deterioration type defects.
- ii) Good
- This refers to an element (or part of an element) where the first sign of “Light” (minor) defects are visible. This usually occurs after the structure has been in service for a number of years. These types of defects would not normally trigger any remedial action since the overall performance of the element is not affected.
- iii) Fair
- This refers to an element (or part of an element) where medium defects are visible. These types of defects may trigger a “preventative maintenance” type of remedial action where it is economical to do so.
- iv) Poor
- This refers to an element (or part of an element) where severe and very severe defects are visible. In concrete, any type of spalling or delamination would be considered “poor” since these defects usually indicate more serious underlying problems in the material. These types of defects would normally trigger rehabilitation or replacement if the extent and location affect the overall performance of that element.

The following is a list of definitions and phrases from the **Ontario Structure Inspection Manual (OSIM)** developed by the Ontario Ministry of Transportation:

Defect

An identifiable, unwanted condition that was not part of the original intent of design.

Deterioration

A defect that has occurred over a period of time.

Distress

A defect produced by loading.

Rehabilitation

Any modification, alteration, retrofitting, or improvement to a component of the structure which is aimed at correcting existing defects or deficiencies.

Repair

Any modification, alteration, retrofitting, or improvement to a component of the structure which is aimed at correcting existing defects or deficiencies.

Delamination

A discontinuity of the surface concrete which is substantially separated but not completely detached from concrete below or above it.

Severity

Light – Delaminated area measuring less than 150 mm in any direction.

Medium – Delaminated area measuring 150 mm to 300 mm in any direction.

Severe – Delaminated area measuring 300 mm to 600 mm in any direction.

Very Severe – Delaminated area measuring more than 600 mm in any direction.

Spalling

A fragment that has been detached from a larger concrete mass. Spalling is a continuation of the delamination process where pressure exerted by the corrosion of reinforcement or by the formation of ice in the delaminated area results in the breaking off of the delaminated concrete.

Severity

Light – Spalled area measuring less than 150 mm in any direction or less than 25 mm in depth.

Medium – Spalled area measuring between 150 mm to 300 mm in any direction or between 25 mm and 50 mm in depth.

Severe – Spalled area measuring between 300 mm to 600 mm in any direction or between 50 mm and 100 mm in depth.

Very Severe – Spalled area measuring more than 600 mm in any direction or greater than 100 mm in depth.

Cracking

A linear fracture in concrete which extends partly or completely through the member.

Severity

Hairline cracks – less than 0.1 mm wide.

Narrow cracks – 0.1 mm to 0.3 mm wide.

Medium cracks – 0.3 mm to 1.0 mm wide.

Wide cracks – greater than 1.0 mm wide.

Corrosion of Steel

The deterioration of steel by chemical or electro-chemical reactions resulting from exposure to air, moisture, deicing salts, industrial fumes, and other chemicals and contaminants in the environment in which it is placed.

Severity

Light – Loose rust formation and pitting in the paint surface. No noticeable section loss.

Medium – Loose rust formation with scales or flakes forming. Definite areas of rust are noticeable. Up to 10% section loss.

Severe – Stratified rust with pitting of the metal surface. Between 10% to 20% section loss.

Very Severe – Extensive rusting with local perforation or rusting through. In excess of 20% section loss.

REPORT TO: Heritage Kitchener

DATE OF MEETING: November 4, 2025

SUBMITTED BY: Mark Parris, Manager Parks & Open Space Design & Development
519-783-8872

PREPARED BY: Karen Leasa, Landscape Architect, 519-783-8867

WARD(S) INVOLVED: Ward(s) – All

DATE OF REPORT: October 13, 2025

REPORT NO.: INS-2025-401

SUBJECT: Victoria Park Master Plan Update

RECOMMENDATION:

For Information.

REPORT:

Staff are intending to provide a general update on the Victoria Park Master Plan project for Heritage Kitchener. This is part of the overall engagement phase to capture feedback and comments from this committee that is integral to the overall masterplan and next phase of the project.

Project Overview

The Master Plan is composed of three main phases:

Phase 1: Inventory, Data Collection & Analysis (2023/2024)

Phase 2: Engage & Envisioning (2024/2025)

Phase 3: Master Plan Development (2025/2026)

The Victoria Park Master Plan will be the guiding document that is intended to re-assess both public and municipal priorities within Victoria Park, highlight current and future challenges as well as opportunities, and plan for the long-term support of infrastructure within this signature park space. A thorough review of existing conditions and amenities within the park has been undertaken, as well as analysis of current park use, and future needs of park users. This data-driven approach will allow staff to develop at 10-year prioritized forecast and proposed allocation of funding for park maintenance and operations.



Figure 1.0 Park Aerial Map: Victoria Park (2025)

Heritage References

The park was included as critical section of the Victoria Park Area Heritage District Conservation Plan (1996), as well as provincially designated as a Cultural Heritage Landscape.

Currently, Parks Design & Development staff are seeking input and comments from members of the Heritage Kitchener committee. This input is in response to what we have heard thus-far from internal and external stakeholders and the direction of possible future recommendations that could be presented to Kitchener City council as part of Phase 3 in 2026.

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 – Following a presentation to committee members, staff would welcome dialogue and consultation with Heritage Kitchener staff on the Master Plan.

For additional context on our public engagement (Phase 2) of the Victoria Park Master Plan, our project Engage page is a resource that outlines some of the tools, methods, and events that have taken to gather valuable feedback from the community:

<https://www.engagewr.ca/victoriaparkmp>

Over the spring and summer of 2025 our team has also consulted with the community via. multiple in-person sessions, a ‘Heritage & History’ walk-shop, meeting with other advisory committees, targeted community groups, and in-park pop-ups.

PREVIOUS REPORTS/AUTHORITIES: • Ontario Heritage Act • Planning Act

APPROVED BY: Denise McGoldrick, General Manager, Infrastructure Services Department

ATTACHMENTS: None

REPORT TO: Heritage Kitchener

DATE OF MEETING: November 4, 2025

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

PREPARED BY: Victoria Grohn, Heritage Planner, 519-783-8912

WARD(S) INVOLVED: All

DATE OF REPORT: August 5, 2025

REPORT NO.: DSD-2025-313

SUBJECT: Proposed Repeal and Replacement of Chapter 642 of the City of Kitchener Municipal Code Regarding Delegated Approval Authority for Heritage Permit Applications

RECOMMENDATION:

That the draft by-law attached as Appendix 'A' to report # DSD-2025-313 be enacted to repeal and replace Chapter 642 of the City of Kitchener Municipal Code regarding delegation of the power to consent to alterations to property designated under Part IV and Part V of the Ontario Heritage Act.

REPORT HIGHLIGHTS:

- The purpose of this report is to repeal and replace Chapter 642 of the City of Kitchener Municipal Code regarding the delegation of Council's authority to Staff to consent to alterations to property designated under Part IV and Part V of the *Ontario Heritage Act*.
- The key finding of this report is that there is a need to expand the scope of Council's delegated approval authority to Staff given changes to the *Ontario Heritage Act* and an increase in the number of Part IV designated properties across the City.
- There are no financial implications.
- Community engagement included consultation with the Heritage Kitchener committee.
- This report supports the delivery of core services.

EXECUTIVE SUMMARY:

The *Ontario Heritage Act* permits municipal councils to delegate its consent or approval authority to staff for proposed alterations to designated heritage property. Kitchener City Council enacted By-law 2009-089 to delegate its approval authority for certain classes of alterations to Heritage Planning staff. Between 2018 and 2019, Heritage Planning staff proposed amendments to the Delegated Approval Authority by-law to improve processes related to the issuance of heritage permits. However, the Council at the time did not

support the changes proposed by staff. In 2023, amendments to the *Ontario Heritage Act* came into effect and altered how properties are identified and conserved by municipalities. These legislated changes also introduced timelines for municipalities to designate “listed” properties on municipal heritage registers. In light of these changes, amendments to the Delegated Approval Authority by-law and Chapter 642 of the City’s Municipal Code are warranted. The changes proposed by Heritage Planning staff expand the delegated approval authority to apply to both Part IV and Part V designated properties in effort to further streamline the heritage permit process and optimize Heritage Kitchener and Council meeting time to focus on more strategic and pressing heritage matters across the City. The City of Kitchener is proud to be a provincial leader in accelerating housing development. Since signing our Housing Pledge in 2023, we’ve consistently met legislated planning timelines and streamlined approvals to get homes built faster.

BACKGROUND:

In April 2005, the *Ontario Heritage Act* was amended to permit a municipal council to delegate its consent or approval authority for proposed alterations to designated heritage property. The objective of delegating approval authority is primarily to streamline the approval process for alterations, and to eliminate routine and administrative matters from heritage committee and council agendas. This typically includes applications compliant with recognized conservation practices and existing heritage policies and guidelines.

In 2009, Kitchener City Council enacted By-law 2009-089 delegating its approval for certain classes of alterations to Heritage Planning staff. The provisions of the by-law were subsequently incorporated into Chapter 642 of the City of Kitchener Municipal Code – Heritage Property Consent – Alterations (see Attachment B). Chapter 642 of the Municipal Code outlines the circumstances and criteria to be used when qualifying a heritage permit application to be processed through delegated approval.

In 2015, City Council directed Heritage Planning staff to examine heritage best practice measures in Ontario and to identify priority measures for implementation in Kitchener. Following discussion with Heritage Kitchener, one priority included improving processes related to the issuance of heritage permits. This included giving consideration to reviewing delegated approval authority for heritage permits and an updated Chapter 642 of the City’s Municipal Code to provide greater opportunity for heritage permits to be issued through delegated approval, when appropriate to do so.

In 2018, Heritage Planning staff presented a discussion paper on the issue to the Heritage Kitchener committee, and at the time the committee expressed general support for considering an *all alterations* approach, whereby Council delegates approval authority to City staff for all alterations conditional on staff and the Committee Chair agreeing to process the application through delegated approval.

In 2019, a new Heritage Kitchener committee was appointed and delegated approval was discussed. There was mixed support from the committee on the proposed changes. Some committee members expressed continued support for making changes if efficiencies in processing times and customer service would result. Other committee members expressed reservation with providing more delegated approval authority to staff and questioned if there was a need to amend the current provisions. Heritage Planning staff

recommended minor amendments to the provisions of Chapter 642 of the City's Municipal Code, and in particular to the criteria for the review of applications made for Part V designated property. The Heritage Kitchener committee at the time was supportive of this recommendation, but it was not approved at City Council.

Starting in 2020, through our Development Services review (DSR), the City has eliminated unnecessary steps and optimized processes to support housing delivery. The DSR looked at how the City's development functions interact and made improvements resulting in clearer accountability, stronger collaboration, and ultimately a better customer experience. A key takeaway from the DSR was a staff commitment to continue to focus on process improvements that strengthen the City's long term planning goals while streamlining and reducing the time for development application review. The proposed amended delegated approvals to staff processes build on this work. In January 2023, amendments to the *Ontario Heritage Act* came into effect through Bill 23, the *More Homes Built Faster Act*. The key goals of this legislation are to increase housing supply, promote affordability, and streamline development through a reduction of red tape and bureaucracy in the planning and approval process.

Bill 23 altered how heritage properties are identified and conserved by municipalities. One of the changes introduced was the imposition of a new timeline which requires "listed" properties on the Municipal Heritage Register to be evaluated to determine if they meet the criteria for heritage designation. Bill 200, the *Homeowners Protection Act, 2024* extended the time municipalities must designate properties listed on their municipal heritage registers to January 1, 2027. Since these changes have come into effect, Heritage Planning staff has reviewed 94 properties. Of these properties, 35 are currently undergoing the designation process at various stages of completion and 45 have been fully designated under Part IV of the *Ontario Heritage Act*. The remaining properties reviewed were determined that no action should be taken at this time. As such, there are currently 139 Part IV designated properties across the City.

The recent amendments to the *Ontario Heritage Act* warrant another review of Chapter 642 of the City's Municipal Code and proposed changes to improve productivity and optimize time for Heritage Planning staff, the Heritage Kitchener committee and Council.

REPORT:

Purpose and Current Scope of Delegated Approval Authority

The delegation of Council's authority to staff to approve certain types of heritage permit applications is generally regarded as a customer service measure. Delegated Approval Authority (DAA) can reduce the timelines for granting heritage approval from 6-8 weeks down to approximately 10 days and provides more efficient use of time and resources toward Heritage Kitchener committee and Council priorities.

The current DAA by-law extends to alteration applications made under Part IV or Part V of the *Ontario Heritage Act* (OHA) but does not include applications for demolition.

Part IV Designated Property

Under the City's current DAA by-law, staff may consent to a heritage permit application (after consulting with Heritage Kitchener) if:

- Heritage Kitchener recommends approval (with or without conditions); and
- The conditions are either the same as those recommended by Heritage Planning staff or are conditions that Heritage Planning staff agree to.

Part V Designated Property

For properties designated under Part V of the *Ontario Heritage Act* (OHA), heritage approval through DAA may be granted in two scenarios:

Scenario 1: Direct Staff Approval

Heritage Planning staff may approve the application without referring it to Heritage Kitchener, provided that:

- The application does not meet specific criteria that would require committee review; and
- Staff consults with the HCD representative that sits on Heritage Kitchener, or with the Chair if no representative is available.

Scenario 2: Committee Recommendation

If the application is referred to Heritage Kitchener, and the committee recommends approval, then:

- Staff may grant final approval under DAA, following the same process used for Part IV designated properties.

Heritage Permit Applications

In practice, the application of DAA for Part IV and Part V properties is working well. While many heritage permit applications can be processed through DAA under the current framework and permissions, there have been instances when alteration applications in compliance with recognized conservation practices have not been able to be approved directly by staff due to the existing criteria as it is written in the current by-law. Additionally, applications for alterations to Part IV properties are approved through DAA after consultation with the Heritage Kitchener committee, in most instances. Further, the majority of heritage permit applications received for Part V properties are granted approval by Heritage planning staff through DAA without having to consult with Heritage Kitchener.

The following are specific examples of heritage permit applications processed in the last few years where staff believe the existing by-law has limited the opportunity to further streamline the heritage approval process for designated property owners:

Application Year 2021

HPA-2021-IV-007 (23 Roland Street)



In this example, an application was made to remove and reconstruct the rear porch and balcony, based on evidence found in a historic photograph. The property is designated under Part IV of the OHA and located within the Victoria Park Area Heritage Conservation District (VPAHCD). Typically, applications for porch repairs and replacements in the VPAHCD are processed through DAA. However, given that this particular property is also designated under Part IV of the OHA, the proposal was required to be reviewed and considered by Heritage Kitchener as per the DAA by-law. The application was approved unanimously at Heritage Kitchener and the application was further processed by staff through DAA.

Application Year 2023

HPA-2023-IV-020 (307 Queen Street South)



In this example, an application was made to replace a portion of the roof on the property addressed as 307 Queen Street South. The designating by-law for this property identifies the exterior façade of each elevation, including the roof lines of the 1879 and 1893 buildings as well as the façade and roof line of the Queen Street elevation of the 1919 building as heritage attributes. The portion of the roof replaced as part of this application is not original to the building and not visible from the street. However, given that this is a Part IV designated property, the application was required to be reviewed and considered by

Heritage Kitchener as per the DAA by-law. The application was approved unanimously at Heritage Kitchener and the application was further processed through DAA.

Application Year 2025

HPA-2025-V-014 (59 Park Street)



In this example, an application was made to demolish a non-original attached garage and non-original shed on the property addressed as 59 Park Street. The property is located within the VPAHCD. Neither the shed nor the garage contributed to the property's cultural heritage value or significance. Given that this application contemplated the removal of a building or structure within the VPAHCD, the application required review and consideration by Heritage Kitchener. The application was approved unanimously at Heritage Kitchener and the application was required to go to Council for final approval.

Reasons for Undertaking Review

Municipal Heritage Register Review Project

Following the 2023-2024 amendments to the *Ontario Heritage Act* (OHA), the City must re-evaluate all properties listed on the Municipal Heritage Register (MHR) by January 1, 2027. Properties not designated by this deadline will be removed from the MHR and cannot be re-listed for five (5) years. This review remains a key priority for Heritage Planning staff.

Since the amendments came into effect, the City has designated 45 properties, with an additional 34 undergoing the designation process at various stages. Under the current DAA By-law, all heritage permit applications for these Part IV properties must be reviewed by Heritage Kitchener and, in some cases, Council; a process that typically takes 6-8 weeks. While the full impact on staff workload is not yet known, it is anticipated that continued reliance on the current DAA process will significantly increase demands on report preparation by Heritage Planning staff and committee agendas, regardless of application complexity or compliance.

Changes to the *Ontario Heritage Act* – Extension of Timelines

Recent amendments to the OHA introduced new time limits for individual property designations, alterations to designated properties, and changes within heritage conservation districts. These timelines govern when applications must be deemed complete, when Council must make decisions, and when Notices of Intention to Designate must be issued. Currently, extending these timelines requires Heritage Kitchener review and Council approval. Proposed changes to the DAA By-law would allow Heritage Planning staff to manage extensions directly with property owners, streamlining processes and reducing the number of items requiring Heritage Kitchener committee and Council consideration.

Impacts on Public Perception

The heritage permit process under Parts IV and V of the OHA is often perceived as time-consuming, which can discourage property owners from supporting designation due to procedural delays. The proposed amendments to the DAA By-law aim to streamline approvals by expanding staff authority to process a broader range of applications, thereby reducing administrative burden for designated property owners.

Proposed Changes to Delegated Approval Authority By-law

To address the changes to the OHA regarding the MHR review and extension of timelines, as well as improve public perception around designated heritage properties, Heritage Planning staff propose the following amendments to the DAA by-law. The purpose of these amendments is to improve efficiencies around the processing of heritage permit applications and allow Council and committee agendas to focus on more complex or strategic heritage planning matters.

Delegation of Consent to Alterations on Part IV and Part V Applications

Heritage Planning staff recommend that Part IV and Part V properties be treated consistently under the DAA by-law. Most designating by-laws and HCD Plans clearly identify attributes contributing to cultural heritage value, allowing staff to assess compliance with proposed alterations. However, under the current DAA framework, even fully compliant applications for Part IV properties require review by Heritage Kitchener and, in some cases, Council.

Minor alterations, such as the construction or removal of detached accessory structures under 15 square metres (161 square feet) which are not identified as heritage attributes, are examples of applications staff proposes to be processed through DAA, aligning with building permit exemptions. Larger structures or those with heritage value would continue to require Heritage Kitchener review.

Heritage Planning staff propose an “all alterations” approach, whereby Council delegates approval authority to staff for all alterations, except in defined cases. Below are the instances in which DAA would not apply:

- (a) The removal of heritage attributes as identified in a designating by-law, Heritage Conservation District Plan, or by Heritage Planning staff as having cultural heritage value;
- (b) The construction of a new single storey detached accessory building on the property if the entire footprint is greater than 15 square metres (161 square feet);
- (c) The removal of a single storey detached accessory building if the entire footprint is greater than 15 square metres (161 square feet) and is identified as a heritage attribute in the designating by-law, Heritage Conservation District Plan, or by Heritage Planning staff as having cultural heritage value;
- (d) Alterations that would have significant impact on the cultural heritage value of the property as identified in the designating by-law, the Heritage Conservation District Plan, or by Heritage Planning staff as having cultural heritage value; and
- (e) The application is highly complex, including situations in which a heritage impact assessment, conservation plan, or other heritage-related study is required to be submitted.

A clause will remain allowing staff to refer any application to Heritage Kitchener and Council at their discretion.

The purpose of the amendments to the DAA by-law is not to eliminate Heritage Kitchener's role in reviewing heritage permit applications, but rather to optimize the committee's time to more pressing and larger heritage planning matters (ex. Kitchener 2051, designation of properties on the inventory).

Municipal Examples of Delegated Approval Authority

Several Ontario municipalities have implemented DAA by-laws, including the surrounding municipalities of Waterloo, Cambridge, and Guelph. Many of these municipalities define scenarios where staff may approve heritage permit applications without municipal heritage committee or Council review. Inclusion-based lists, which specify permitted alterations, can create ambiguity when certain types of work are not explicitly identified. An exclusions-based approach provides greater clarity by outlining when DAA does not apply. The proposed amendments to the City's DAA by-law are informed by the model used in the Town of Oakville.

Heritage Planning Staff Recommendations and Conclusion

In alignment with changes to provincial legislation, optimizing Heritage Kitchener and Council time on heritage planning matters, and creating greater efficiencies to the heritage permitting process, Heritage Planning staff recommend the following:

- Expanding delegated approval authority to staff for all alterations to Part IV and Part V properties, except in defined circumstances, ensuring consistent treatment across properties;
- Utilizing an exclusions-based framework to reduce ambiguity and improve clarity around when delegated approval authority does not apply;
- Authorizing staff to manage extensions to statutory timelines directly with property owners, reducing the need for Heritage Kitchener and Council involvement; and

- Repealing and replacing Chapter 642 of the City's Municipal Code through enactment of the draft by-law included as Attachment A to this report.

The changes being recommended should improve customer service by further streamlining the approval process for alteration applications that are consistent with heritage policy and good conservation practices. Applications that will

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 proposed amendments to the Delegated Approval Authority By-law.

PREVIOUS REPORTS/AUTHORITIES:

- DTS-09-087 Delegation of Council Approval for Alteration Applications
- DSD-19-273 Amendment to Chapter 642 of the Municipal Code Regarding Delegated Approval Authority
- *Ontario Heritage Act*

REVIEWED BY: Sandro Bassanese, Manager of Site Plan

APPROVED BY: Justin Readman, General Manager, Development Services

ATTACHMENTS:

Attachment A – Draft Delegated Approval Authority By-law
Attachment B – Current Chapter 642 of the City's Municipal Code

BY-LAW NUMBER
OF THE
CORPORATION OF THE CITY OF KITCHENER

(Being a by-law to repeal By-law 2009-089 and to replace it with a by-law to delegate certain authority of Council to consent to permits for the alteration of property designated under Parts IV and V of the *Ontario Heritage Act*)

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

AND WHEREAS section 11(3) 5 of the *Municipal Act, 2001* provides that a municipality may pass by-laws within the culture, parks, recreation and heritage sphere of jurisdiction;

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

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

AND WHEREAS sections 33 and 42 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 provide that Council may delegate its authority to consent to alteration of property designated under Part IV of the *Ontario Heritage Act* and to grant permits for the alteration of property located in a Heritage Conservation District designated under Part V of the *Ontario Heritage Act*;

AND WHEREAS pursuant to sections 33(15) and 42(16) of the *Ontario Heritage Act*, the Council of The Corporation of the City of Kitchener has consulted with its municipal heritage committee, Heritage Kitchener, respecting the delegation contained within this Chapter;

NOW THEREFORE the Council of the City of Kitchener enacts as follows:

Article 1
INTERPRETATION

642.1.1 Act – defined

“Act” means the *Ontario Heritage Act*, R.S.O. 1990, c. O.18, as amended.

642.1.2 Alter – defined

“Alter” means to change in any manner and includes to restore, renovate, repair, erect, or disturb and “alteration” and “altering” have corresponding meanings. For clarity, Alter does not mean to demolish or to permanently remove.

642.1.3 City – defined

“City” means The Corporation of the City of Kitchener.

642.1.4 Compliant – defined

“Compliant” means conforming to the City’s cultural heritage resource policies in the Official Plan, guidelines, and agreements, including any relevant Heritage Conservation District Plans, conservation easement agreements, designation by-laws, and Urban Design Guidelines, as well as accepted conservation standards and practices, including but not limited to, Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada, Ontario’s Eight Guiding Principles in the Conservation of Built Heritage Resources, and the Ontario Heritage Toolkit.

642.1.5 Council – defined

“Council” means the Council of the City.

642.1.6 Director – defined

“Director” means the Director of Development and Housing Approvals, and includes any designate or designates acting under their direction, or any successor in position title.

642.1.7 Heritage attributes – defined

“Heritage attributes” means in relation to real property and the buildings and structures on the real property, the elements which contribute to the cultural heritage value or interest, as outlined in a designating by-law, Heritage Conservation District Plan, and/or easement agreement.

642.1.8 Heritage Conservation District – defined

“Heritage Conservation District” means a heritage conservation district established under Part V of the *Act*.

642.1.9 Heritage Kitchener – defined

“Heritage Kitchener” means the City’s municipal heritage committee established pursuant to the *Act*.

642.1.10 Heritage Planning staff – defined

“Heritage Planning staff” means the City’s Heritage Planner, the City’s Senior Heritage Planner, the City’s Manager of Site Plan, and the City’s Director of Development and Housing Approvals, and also includes any other individual or individuals to whom the Director has delegated the responsibility and functions of Heritage Planning Staff under this By-law.

642.1.11 Owner – defined

“Owner” means the registered owner or owner(s) listed on title with the Land Registry Office

642.1.12 Part IV application(s) – defined

“Part IV application(s)” means an application under section 33 of the *Act* to alter a property designated under Part IV of the *Act*.

642.1.13 Part V application(s) – defined

“Part V application(s)” means a heritage alteration permit application under section 42 of the *Act* for property located within a Heritage Conservation District.

642.1.14 Property – defined

“Property” means real property and includes all buildings and structures thereon and includes a cultural heritage landscape.

Article 2
DELEGATION OF CONSENT TO
ALTERATIONS ON PART IV OR PART V APPLICATIONS

642.2.1 Authority – delegated to Director

Council delegates to the Director all of the power that Council has respecting the process of granting its consent under section 33 of the *Act* or issuing a permit under section 42 of the *Act* including the ability to attach conditions, subject to the provisions of this Chapter

642.2.2 Application – consideration – Heritage Planning Staff

Upon receipt of a Part IV or Part V application, Heritage Planning Staff shall consider the application and may recommend one of the following:

- (a) Refusal of the application;
- (b) Consent to the application or grant the permit with no conditions; or,
- (c) Consent to the application or grant the permit with conditions.

642.2.3 Application – refusal – referred to Heritage Kitchener

In the case of a recommendation as set out in Section 642.2.2(a), Heritage Planning Staff shall refer the application to Heritage Kitchener for recommendation and Council shall retain decision making power on the Part IV or Part V application.

642.2.4 Application – consented to/permit granted – compliant

In the case of a recommendation as set out in Section 642.2.2(b) or (c), the Director may consent to the alteration of Part IV heritage properties or grant a permit for Part V heritage properties when the application is determined by the Director to be Compliant, except in the circumstances set out in section 642.2.5

642.2.5 Application – consent/permit – referred to Heritage Kitchener

In the case of a recommendation as set out in Section 642.2.2(b) or (c), heritage planning staff will refer to Heritage Kitchener applications for Part IV and Part V properties in the

following instances:

- (a) The removal of heritage attributes as identified in a designating by-law passed in accordance with section 29 of the *Act* ("Designating By-law"), Heritage Conservation District Plan adopted in accordance with section 41.1 of the *Act* ("Heritage Conservation District Plan"), or by Heritage Planning Staff as having cultural heritage value;
- (b) The construction of a new single storey detached accessory building on the property if the entire footprint is greater than 15 square metres (161 square feet);
- (c) The removal of a single storey detached accessory building if the entire footprint is greater than 15 square metres (161 square feet) and is identified as a heritage attribute in the Designating By-law, Heritage Conservation District Plan, or by Heritage Planning Staff as having cultural heritage value;
- (d) Alterations that would have significant impact on the cultural heritage value of the property as identified in the Designation By-law, the Heritage Conservation District Plan, or by Heritage Planning Staff as having cultural heritage value; and
- (e) The application is highly complex, including situations in which, in the opinion of the Director, or pursuant to the *Act*, a heritage impact assessment, conservation plan, or other heritage-related study is required to be submitted.

642.2.6 Referral to Heritage Kitchener – conditions

Where Heritage Planning Staff refer a Part IV or Part V application to Heritage Kitchener pursuant to section 642.2.4 and:

- (a) If Heritage Kitchener unanimously recommends consent to the Part IV application or granting of the permit to the Part V application with or without conditions that are the same as recommended by Heritage Planning staff, then the Director shall consent to the Part IV application or grant the permit of the Part V application; or
- (b) if Heritage Kitchener recommends that a Part IV or Part V application be refused, or consented to or permit granted with or without condition(s) that are different than those recommended by Heritage Planning staff, or be consented to or granted without unanimous recommendation of approval, then Council shall retain decision making power on the Part IV or Part V application.

Article 3 GENERAL PROVISIONS

642.3.1 Referral – to Council – for any reason

Notwithstanding any other provision of this Chapter, the Director may refer any Part IV application and any Part V application to Council at any time.

642.3.2 Delegation of authority to request information

Council delegates to the Director all of the power that Council has to request such

information as Council may require from the owner respecting a Part IV application and a Part V application.

642.3.3 Delegation of authority to extend timelines

Council delegates to the Director all of the power that Council has to agree in writing with the property owner to the extension of any time limit under the *Act*, or agree that any time limit does not apply within which Council must make a decision under the *Act* for any of the following:

- (a) The exception to prescribed event in subsection 29(1.2) of the *Act*;
- (b) The prescribed circumstances to subsection 29(8)1 of the *Act*;
- (c) An application made under section 32 of the *Act*;
- (d) An application made under section 33 of the *Act*;
- (e) An application made under section 42 of the *Act*; and
- (f) As may be otherwise permitted or prescribed under the *Act*.

Article 4 SEVERABILITY

642.4.1 Validity

It is hereby declared that each and every foregoing Sections of this Chapter is severable and that, if any provisions of this Chapter should for any reason be declared invalid by any Court, it is the intention and desire of Council that each and every of the then remaining provisions hereof shall remain in full force and effect.

Article 5 GENERAL

642.5.1 Effective Date and Repeal of Previous By-law

This By-law shall come into effect on the date of its passing, and By-law No. 2009-089 shall be repealed on the date that this By-law comes into effect.

642.5.2 Municipal Code

The Clerk of the City is hereby directed to make this by-law a part of The City of Kitchener Municipal Code by adding it to the Concordance and arranging and numbering it so as to fit within the scheme of the Code.

PASSED at the Council Chambers in the City of Kitcher on this day of ,
2025.

Mayor

Clerk

PROPERTY MAINTENANCE

Chapter 642 HERITAGE PROPERTY CONSENT - ALTERATIONS

Article 1 INTERPRETATION

642.1.1	Act - defined
642.1.2	Alter - defined
642.1.3	City - defined
642.1.4	Coordinator - defined
642.1.5	Council - defined
642.1.6	Heritage Conservation District - defined
642.1.7	Heritage Kitchener - defined
642.1.8	Heritage planning staff - defined
642.1.9	Owner - defined
642.1.10	Part IV application(s) - defined
642.1.11	Part V application(s) - defined
642.1.12	Property - defined
642.1.13	Standard condition - defined

Article 2 DELEGATION OF CONSENT TO ALTERATIONS ON PART IV APPLICATIONS

642.2.1	Authority - delegated to Coordinator
642.2.2	Application - consideration - heritage planning staff
642.2.3	Application - refusal - referred to Heritage Kitchener
642.2.4	Application - consented to - conditions - referral

HERITAGE PROPERTY

Article 3 DELEGATION OF GRANTING OF PERMITS ON PART V APPLICATIONS

- 642.3.1 Authority - delegated to Coordinator
- 642.3.2 Application - consideration - heritage planning staff
- 642.3.3 Referral to Heritage Kitchener - conditions
- 642.3.4 Application refused - referral to Heritage Kitchener

Article 4 GENERAL PROVISIONS

- 642.4.1 Retention of delegated authority
- 642.4.2 Referral - to Council - for any reason
- 642.4.3 Delegation of authority to request information

Article 5 SEVERABILITY

- 642.5.1 Validity

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

AND WHEREAS section 11(3) 5 of the *Municipal Act, 2001* provides that a municipality may pass by-laws within the culture, parks, recreation and heritage sphere of jurisdiction;

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

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

AND WHEREAS sections 33 and 42 of the *Ontario Heritage Act*, R.S.O. 1990, c. O.18 provide that Council may delegate its authority to consent to alteration of property designated under Part IV of the *Ontario Heritage Act* and to grant permits for the alteration of property located in a Heritage Conservation District designated under Part V of the *Ontario Heritage Act*;

AND WHEREAS pursuant to sections 33(15) and 42(16) of the *Ontario Heritage Act*, Council of The Corporation of the City of Kitchener has consulted with its municipal heritage committee, Heritage Kitchener, respecting the delegation contained within this Chapter;

Article 1 INTERPRETATION

642.1.1 Act - defined

“Act” shall mean the *Ontario Heritage Act*, R.S.O. 1990, c. O.18.

642.1.2 Alter - defined

“alter” means to change in any manner and includes to restore, renovate, repair, erect, or disturb and “alteration” and “altering” have corresponding meanings.

642.1.3 City - defined

“City” shall mean The Corporation of the City of Kitchener.

642.1.4 Coordinator - defined

“Coordinator” shall mean:

- (a) the City’s Coordinator of Cultural Heritage Planning;
- (b) in the absence or unavailability of the City’s Coordinator of Cultural Heritage Planning shall mean the City’s Manager of Long Range and Policy Planning; and
- (c) in the absence or unavailability of the City’s Coordinator of Cultural Heritage Planning and Manager of Long Range and Policy Planning shall mean the City’s Director of Planning.

642.1.5 Council - defined

“Council” shall mean the Council of the City.

642.1.6 Heritage Conservation District - defined

“Heritage Conservation District” means a heritage conservation district established under Part V of the *Ontario Heritage Act*.

642.1.7 Heritage Kitchener - defined

“Heritage Kitchener” shall mean the City’s municipal heritage committee established pursuant to the Act.

642.1.8 Heritage planning staff - defined

“heritage planning staff” shall mean the City’s Heritage Planner, Coordinator of Cultural Heritage Planning, Manager of Long Range and Policy Planning, and Director of Planning.

642.1.9 Owner - defined

“owner” shall mean the person registered on title in the proper land registry office as owner.

642.1.10 Part IV application(s) - defined

“Part IV application(s)” means an application to obtain consent for an alteration to property designated under Part IV of the Act.

642.1.11 Part V application(s) - defined

“Part V application(s)” means a heritage alteration permit application for property located within a Heritage Conservation District.

642.1.12 Property - defined

“property” means real property and includes all buildings and structures thereon and includes a cultural heritage landscape.

642.1.13 Standard condition - defined

“standard condition” shall mean a condition or conditions acknowledged by resolution of Council for use as a standard condition of approval for a Part IV application or a Part V application.

Article 2**DELEGATION OF CONSENT TO
ALTERATIONS ON PART IV APPLICATIONS****642.2.1 Authority - delegated to Coordinator**

Council delegates to the Coordinator all of the power that Council has respecting the granting of consent for Part IV applications including the ability to attach conditions to such consent, subject to the provisions of this Chapter.

642.2.2 Application - consideration - heritage planning staff

Upon receipt of a Part IV application, heritage planning staff shall consider the application and may recommend:

- (a) that the application be decided by Council after consultation with Heritage Kitcheners;
- (b) refusal of the application;
- (c) consent to the application with no conditions;
- (d) consent to the application with the standard condition and/or other conditions.

642.2.3 Application - refusal - referred to Heritage Kitchener

In the circumstances set out in Section 642.2.2(a) or (b), heritage planning staff shall refer the application to Heritage Kitchener for recommendations and Council shall retain decision making power on the Part IV application.

642.2.4 Application - consented to - conditions - referral

In the circumstances set out in Section 642.2.2(c) or (d), heritage planning staff shall refer the Part IV application to Heritage Kitchener and:

- (a) where Heritage Kitchener recommends consent to the Part IV application with or without conditions that are the same as recommended by the heritage planning staff or with or without conditions that are agreeable to heritage planning staff, the Coordinator shall consent to the Part IV application and impose any conditions agreed upon by heritage planning staff and Heritage Kitchener; or
- (b) where Heritage Kitchener recommends that a Part IV application be refused, be consented to with condition(s) that in the opinion of heritage planning staff are excessive or insufficient, or be consented to without condition(s) that in the opinion of heritage planning staff are necessary, Council shall retain decision making power on the Part IV application.

Article 3**DELEGATION OF GRANTING OF PERMITS
ON PART V APPLICATIONS****642.3.1 Authority - delegated to Coordinator**

Council delegates to the Coordinator all of the power that Council has respecting the granting of permits on Part V applications, including the ability to attach conditions to such permit, subject to the provisions of this Chapter.

642.3.2 Application - consideration - heritage planning staff

Upon receipt of a Part V application, heritage planning staff shall consider the application and may:

- (a) refer the application to Heritage Kitchener for review and recommendation in the circumstances set out in Section 642.3.3;
- (b) recommend refusal of the application;
- (c) grant the permit with no conditions; or
- (d) grant the permit with the standard condition and/or other conditions.

642.3.3 Referral to Heritage Kitchener - conditions

Heritage planning staff shall refer Part V Applications to Heritage Kitchener for review and recommendation in the following circumstances:

- (a) the application is highly complex, including situations in which a heritage impact assessment, conservation plan or other study is required to be submitted;
- (b) there is no existing City policy to address the proposed work or situation;
- (c) in the opinion of heritage planning staff, there is significant sensitivity or controversy associated with the property or proposed work;
- (d) the proposed work does not meet with good heritage conservation practice;
- (e) the proposed work does not meet the policies or guidelines of the respective Heritage Conservation District plan;
- (f) the application is made for a property identified by Council or in a heritage conservation district study or plan as a Group “A” property or as property of very high cultural heritage value or interest;
- (g) heritage planning staff recommends granting the permit for alteration subject to conditions other than the City’s standard condition; and
- (h) heritage planning staff is of the opinion that the application should be forwarded to Heritage Kitchener for discussion.

642.3.4 Application refused - referral to Heritage Kitchener

In the circumstances set out in Section 642.3.2(b), heritage planning staff shall refer the application to Heritage Kitchener for review and recommendations and Council shall retain decision-making power.

Article 4**GENERAL PROVISIONS****642.4.1 Retention of delegated authority**

Regardless of any authority delegated to the Coordinator under this Chapter, Council may, after notifying the Coordinator, exercise any authority that it delegated to the Coordinator.

642.4.2 Referral - to Council - for any reason

Notwithstanding any other provision of this Chapter, heritage planning staff may refer any Part IV Application and any Part V application to Council at any time.

642.4.3 Delegation of authority to request information

Council delegates to the Coordinator all of the power that Council has to request such information as Council may require from the owner respecting a Part IV application and a Part V application.

Article 5**SEVERABILITY****642.5.1 Validity**

It is hereby declared that each and every of the foregoing Sections of this Chapter is severable and that, if any provisions of this Chapter should for any reason be declared invalid by any Court, it is the intention and desire of Council that each and every of the then remaining provisions hereof shall remain in full force and effect. By-law 2009-089, 15 June, 2009.

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	HPA-2025-V-001	21 St. Leger St		DSD-2025-075	4-Mar-25	Carried	7-Apr-25	Repairs and Reconstruction of Porch
2								
3	HPA-2025-IV-003	107 Courtland Ave E		DSD-2025-024	4-Feb-25	Carried	10-Feb-25	Replacement of 22 Windows and Front Doors on Front Façade
4	HPA-2025-V-004	54 Benton St		DSD-2025-191	6-May-25	Carried	Delegated Approval	Alterations to Two Sanctuary Windows
5	HPA-2025-IV-005	122 Frederick St		DSD-2025-192	6-May-25	Carried	26-May-25	Alterations to Exterior Limestone Steps
6	HPA-2025-IV-006	122 Frederick St		DSD-2025-193	6-May-25	Carried	26-May-25	Alterations to Interior Marble Steps
7	HPA-2025-V-007	279 Queen St S		DSD-2025-172	6-May-25	Carried	26-May-25	Replacement of Windows and Repainting of Exterior Elements
8	HPA-2025-V-008	14 Hermie Pl		-	-		Delegated Approval	Replacement of Vinyl Siding in the Front and Rear Gable Ends
9	HPA-2025-V-009	1404 Doon Village Rd		DSD-2025-189	6-May-25	Carried	26-May-25	Minor Demolition and Rear Yard Addition
10	HPA-2025-IV-010	60 Victoria St N		DSD-2025-173	6-May-25	Carried	26-May-25	Demolition of Additions with Retention in Full of 1913 Building
11	HPA-2025-IV-011	122 Frederick St		DSD-2025-242	3-Jun-25	Unanimous	Delegated Approval	Repairs to Carved Limestone Parapet and Capstones
12	HPA-2025-IV-012	119 Arlington Blvd		DSD-2025-247	3-Jun-25	Unanimous	Delegated Approval	Repairs to Exterior Steps and Cleaning of Exterior of the Building
13	HPA-2025-V-013	1366 Doon Village Rd					Delegated Approval	Sidewalk Installation along either side of Doon South Drive between Doon Village Road and Homer Watson Boulevard
14	HPA-2025-V-014	59 Park St			5-Aug-25	Unanimous	Delegated Approval	Demolition of an attached garage and detached shed
15	HPA-2025-V-015	11 Roy St & 68 Queen St		DSD-2025-324	5-Aug-25	Carried	25-Aug-25	Demolition of single detached building.
16	HPA-2025-V-016	11 Roy St & 68 Queen St		DSD-2025-324	5-Aug-25	Carried	25-Aug-25	Demolition of single detached building.
17	HPA-2025-V-017	57 Jubilee Drive		DSD-2025-333	11-Aug-25	Carried	11-Aug-25	To permit a rear addition
18	HPA-2025-V-019	49 Michael Street		DSD-2025-397	7-Oct-25	Unanimous	Delegated Approval	Demolition of one-storey rear addition