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January 22, 2026

Glovebox (2019) Inc  
6755 Mississauga Rd  
Mississauga ON L5N 7Y2

**RECEIVED**  
2026/01/27  
(YYYY/MM/DD)  
Ontario Heritage Trust

**Re: Notice of Complete Application: Heritage Permit Application HPA-2026-IV-003**  
**Subject Property: 120 Victoria Street South, Kitchener**

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The City of Kitchener has received a Heritage Permit Application to permit *alterations to the interior of suite 200* at the property municipally addressed as 120 Victoria Street South, which is designated under Part IV of the *Ontario Heritage Act*.

The application form and supporting materials submitted on January 14, 2026, are sufficient to process the Heritage Permit Application. As a result, the Heritage Permit Application is deemed complete under the *Ontario Heritage Act*. The Heritage Permit Application number assigned to this application is HPA-2026-IV-003. Under the *Ontario Heritage Act*, Heritage Planning staff have 90 days to process a complete Heritage Permit Application. City staff will be processing the subject application under delegated approval authority.

Please don't hesitate to contact the undersigned if you have any questions.

Yours truly,

Michelle Drake, MAES, MCIP, RPP  
Senior Heritage Planner

cc. Cyril Fauche, Clear Architecture Inc. (applicant)  
Committee Administrator (via e-mail)  
Provincial Heritage Registrar, *Ontario Heritage Act*, Ontario Heritage Trust



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January 27, 2026

Glovebox (2019) Inc  
6755 Mississauga Rd  
Mississauga, ON L5N 7Y2

**Re: Delegated Approval of Heritage Permit Application HPA-2026-IV-003**  
**Subject Property: 120 Victoria St S, Kitchener**

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Please be advised that on January 27, 2026, the Director of Development and Housing Approvals within the Department of Development Services of the Corporation of the City of Kitchener granted the following approval in accordance with By-law 2009-89, being a by-law to delegate certain authority of Council to consent to permits for the alteration of property designated under Part IV and V of the *Ontario Heritage Act*:

*“Pursuant to Section 33 of the Ontario Heritage Act, Heritage Permit Application HPA-2026-IV-003 is approved to permit alterations to the interior of suite 200 on the property municipally addressed as 120 Victoria St S, in accordance with the plans and supplementary information submitted with the application.”*

Attached is your Heritage Permit. Please post it in a location on the property visible from the street for the duration of the work.

Please don't hesitate to contact the undersigned if you have any questions.

Yours truly,

Michelle Drake, MAES, MCIP, RPP  
Senior Heritage Planner

Cc Cyril Fauche, Clear Architecture Inc. (applicant)  
Committee Administrator (via email)  
Provincial Heritage Registrar, *Ontario Heritage Act*, Ontario Heritage Trust

**Heritage Planning**  
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**Heritage Permit #: HPA-2026-IV-003**

**Issue Date: Jan 27, 2026**

**Site Address:**  
120 Victoria St S

**Description:**  
alterations to the interior of suite 200

**Designation:**  
Part IV

**Heritage Conservation District:**

**Work:**  
Alteration (Heritage Property)

**Project People**

Applicant ..... Clear Architecture Inc.  
Owner..... Glovebox (2019) Inc.

**Special Conditions and notes**

The approval was granted in accordance with By-law 2009-89, being a by-law to delegate certain authority of Council to consent to permits for the alteration of property designated under Part IV and V of the *Ontario Heritage Act*.

**Pursuant to Section 33 of the Ontario Heritage Act,  
permission is hereby granted for the above noted project  
in accordance with the plans and supplementary information submitted with the application,  
and reviewed and approved by the City of Kitchener and subject to any provisions thereon.**

**Any departure from the conditions or approved plans or specifications is prohibited, unless the amended plans or specifications are expressly approved by Heritage Planning staff.**

**This Permit must be posted in a location on the property visible from the street for the duration of the work.**

**Call (519) 783-8909, to request a final inspection.**