



Committee Meeting Revised Agenda

Heritage Wilmot and Castle Kilbride Advisory Committee

Tuesday, October 14, 2025

7:00 pm

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

This meeting is open to the public and will be held in-person and electronically.

Delegations must register with planning@wilmot.ca. The only matters being discussed at this meeting will be those on the Agenda.

Please subscribe to the [Township of Wilmot YouTube Channel](#) to watch the live stream or view after the meeting. The only matters being discussed at this meeting will be those on the Agenda.

Items marked with an asterisk represent additions to the agenda.

	Pages
1. CALL TO ORDER	
RECOMMENDATION	
THAT the Heritage Wilmot and Castle Kilbride Advisory Committee on October 14, 2025 be called to order at 7:00 p.m.	
2. TERRITORIAL LAND ACKNOWLEDGEMENT	
K. Hahn will read the Territorial Land Acknowledgement.	
3. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT	
<i>Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.</i>	
4. MINUTES OF PREVIOUS MEETING	3
RECOMMENDATION	
THAT the Minutes of the August 12, 2025, Heritage Wilmot and Castle Kilbride Advisory Committee be adopted as presented.	
5. HERITAGE WILMOT BUSINESS	
5.1 HCAC 08/25 - 90 Wilmot Street, New Hamburg - Proposed Signage	7

RECOMMENDATION

THAT the Heritage Wilmot and Castle Kilbride Advisory Committee endorse the proposed signs as presented in report HCAC 08-25.

***5.2 HCAC 10/25 - New Hamburg Library - Sign Replacement**

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RECOMMENDATION

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse the proposed sign as presented in report HCAC 10-25.

5.3 Bridges of Wilmot Township

Update from the subcommittee (A. Junker, S. Cressman).

5.4 Property Heritage Designation

Update from the subcommittee (K. Hahn, M. Crawford).

5.5 Heritage Day 2026

Update on Heritage Day.

RECOMMENDATION

THAT the Heritage Wilmot and Castle Kilbride Advisory Committee appoint a subcommittee consisting of committee members

_____, _____, and _____ as a planning committee for the event.

6. CASTLE KILBRIDE BUSINESS**6.1 HCAC 09/25 - Castle Kilbride Activities Update**

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RECOMMENDATION

THAT the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC 09-25 for information purposes.

6.2 Castle Kilbride's 150th Anniversary

Update from the subcommittee (C. Herner, S. Hammer & A. Junker).

7. ANNOUNCEMENTS / INFORMATION SHARING / ITEMS FOR NEXT MEETING**8. NEXT MEETING**

November 12, 2025 at 7:00 p.m.

9. ADJOURNMENT**RECOMMENDATION**

THAT the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on October 14, 2025, be adjourned at __:__ p.m.

Heritage Wilmot and Castle Kilbride Advisory Committee Meeting Minutes

Date: August 12, 2025, 7:00 P.M.
Location: Council Chambers – Hybrid
60 Snyder's Road West, Baden Ontario
N3A 1A1

Members Present: Colleen Herner
Matt Crawford (late)
Kristen Hahn
Susan Hammer
Councillor Stewart Cressman

Staff Present: Curator, Sherri Gropp
Senior Development Planner, Cameron Miller
Senior Policy Planner, Rachel Greene

Regrets: Al Junker

1. Call to Order

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on August 12, 2025, be called to order at 7:13 p.m.

Motion carried.

2. [Territorial Acknowledgement](#)

Read by Councillor Stewart Cressman.

3. Minutes of previous meetings

Recommendation:

That the minutes of the May 13, 2025, meeting of the Heritage Wilmot and Castle Kilbride Advisory Committee be adopted as presented.

Moved: S. Hammer

Seconded: S. Cressman

Motion carried.

4. [Disclosure of pecuniary interest under the *Municipal Conflict of Interest Act*](#)

There were none.



HERITAGE WILMOT



5. Heritage Wilmot business

5.1 Development Services – New Staff Member

C. Miller provided an introduction to Rachel Greene, Senior Policy Planner. R. Greene expressed looking forward to supporting the Committee in preserving the heritage of the community.

5.2 Bridges of Wilmot Township

S. Cressmen remarked there were no updates from the sub-committee for this meeting in the absence of A. Junker.

5.3 Property Heritage Designation

Chair K. Hahn advised that as a result of Heritage Day someone reached out expressing interest in being registered as a heritage property with follow up pending. K. Hahn remarked that simple messaging to spread awareness through future events could help generate interest or involvement in the process.

5.4 Heritage Day 2026

C. Miller advised the Committee it is time to start thinking about the next Heritage Day event. The previous discussion at prior meetings centred around keeping the date on Family Day weekend as this is ideal for community turnout. This item is to get members thinking about potential topics, themes, and if anyone has interest in joining the Heritage Day sub-committee, they can be appointed at a future meeting. Chair K. Hahn ask what the date of Family Day weekend was next year. C. Miller confirmed it is from February 14-16 and if held on Saturday again, it would fall on Valentines Day. C. Miller explained that the Committee would need to think about whether that could be incorporated into the theme or choose an alternate day on the same weekend as some items to consider at a future meeting.

5.5 166 Peel Street, New Hamburg – Demolition of Loading Docks

C. Miller introduced the report. S. Cressman asked for clarification whether the proposed demolition includes the removal of the whole square area containing the loading docks or simply the loading doors themselves. C. Miller remarked that the scope of the demolition is not just limited to the loading doors, it would be the entire loading dock building that would be removed. S. Hammer asked if the fencing was also being removed. C. Miller explained this endorsement is specific to the loading docks to accommodate some site remediation, and any other removals that may be contemplated, would come to the Committee in the future.



HERITAGE WILMOT


C.A.S.T.L.E
KILBRIDE

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse the proposed demolition of the loading docks at 166 Peel Street, New Hamburg, as presented in report HCAC 06-25.

Moved: S. Cressman

Seconded: C. Herner

Motion Carried.

6. Castle Kilbride business

6.1 Castle Kilbride Activities Update

S. Gropp introduced the report. S.Cressman asked if the impact of the construction on Snyder's Road has impacted visitor numbers. S. Gropp explained that they take this into account. Staff are pleased that the main driveway remains accessible until mid-September which helps mitigate anticipated complaints.

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC 07-25 for information purposes

Moved: C. Herner

Seconded: S. Hammer

Motion carried.

6.2 Castle Kilbride's 150th Anniversary

S. Gropp advised the sub-committee is to meet in September to start to put some ideas together in order to plan for the next year with respect to budgets, etc.

7. Announcements / information sharing / items for next meeting

8. Next Meeting – September 9, 2025 at 7:00 pm.

9. Adjournment

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on August 12, 2025, be adjourned at 7:30 p.m.



HERITAGE WILMOT


CASTLE
KILBRIDE



Moved: S. Cressman
Seconded: C. Herner

Motion carried.

DRAFT



HERITAGE WILMOT





Report to Heritage Wilmot and Castle Kilbride Advisory Committee

Report No: HCAC 08-25

Prepared By: Rachel Greene, MPI
Senior Policy Planner

Date: October 14, 2025

Subject: 90 Wilmot Street, New Hamburg – Proposed Signage

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse the proposed signs as presented in report HCAC 08-25.

Comments:

90 Wilmot Street, constructed in 1847, was formerly home to the Waterlot restaurant, also referred to as the Scott/Merner/Kirkpatrick Home. It is a significant landmark located within the New Hamburg Heritage Conservation District (HCD). The building was designated by the Township of Wilmot in 1987 for its heritage value and interest under Part IV of the Ontario Heritage Act. The Waterlot, constructed of Flemish bond brick, is a fine example of an opulent local residence built in the Gothic Revival style of architecture with Italianate influences.

In September 2023, the previous HCAC endorsed the redevelopment and restoration plans for the former Waterlot restaurant building. At the time, HCAC expressed full support for both the portion of the building to be reconstructed as well as the comprehensive restoration of the original home that forms the basis of the building's designation under Part IV of the Ontario Heritage Act.

The now completed addition features ground-level commercial space which includes a large catering kitchen. The commercial tenant is proposing a new ground sign to advertise their business, "The Garden Stand" as well as three round fascia signs. Signage within the HCD requires a Heritage Permit, which includes a review by the HCAC.

Figure 1 illustrates a mock-up of the proposed ground sign. The design features a double-sided black aluminum composite panel mounted on two Douglas fir wood posts. The sign will include vinyl graphics and a dimensional logo crafted from wood and PVC. It is proposed to measure a maximum of 5 feet (60") in height with a total surface area of 15.8 square feet, which complies with the requirements of the Sign By-law.





Figure 1: Proposed ground sign

Figure 2 illustrates the fascia signs on the new addition which feature a white PVC cutout mounted to a black stained wood backer. The signs have a diameter of 48 inches.



Figure 2 Fascia signs

The Heritage Conservation District (HCD) study encourages traditional materials such as wood, brass, bronze, or wrought iron but also includes provisions for man-made materials that resemble or complement the original. The proposed signs align with the character of the new addition and do not detract from the historic and architectural details of the original building.

Figure 3 indicates the proposed location for the ground sign. The proposed placement avoids any impact on the original façade and ensures that architectural features of the historic house remain unobstructed.



Figure 3 Proposed ground sign location

Figure 4 demonstrates that the proposed signage is not anticipated to obstruct the character features of the original house.



Figure 4 Front/Side Facade of the Waterlot facing South on Wilmot Street

Staff are of the opinion that the proposed signage complements the new addition and will be compatible with the New Hamburg Heritage Conservation District.



HERITAGE WILMOT





Report to Heritage Wilmot and Castle Kilbride Advisory Committee

Report No: HCAC 10-25

Prepared By: Rachel Greene, MPI
Senior Policy Planner

Date: October 14, 2025

Subject: New Hamburg Library – Sign Replacement

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse the proposed sign as presented in report HCAC 10-25.

Comments:

145 Huron Street, New Hamburg was constructed in 1914 and is located within the New Hamburg Heritage Conservation District (HCD). The building was one of many libraries constructed thanks to grants provided by Andrew Carnegie to build libraries across eastern North America. The building remains as a library, which is owned by the Township and operated by the Region of Waterloo. The property is identified on the Building Inventory as Classification "A", which are of major importance in creating the Heritage District and are the buildings that give the main heritage character to the district.

The library is proposing to replace its existing sign as shown in Figure 1, which has deteriorated due to weathering and minor graffiti. Signage within the HCD requires a Heritage Permit, which includes a review by the HCAC.

Figure 2 illustrates a mock-up of the proposed ground sign. The proposed sign includes a new double sided white aluminum panel (AlumaCorr) mounted on two wood posts. The design includes vinyl graphics and incorporates both the Township and Region of Waterloo logos. It is proposed to measure a maximum of 7.6 feet (91") in height with a total surface area of 16 square feet which complies with the requirements of the sign by-law.





Figures 1 & 2 Existing & Proposed Replacement Sign

The HCD study encourages traditional materials such as wood, brass, bronze, or wrought iron but also includes provisions for man-made materials that resemble or complement the original. Although the proposed material is not traditional, it offers strong resistance to corrosion and rust. Overall, the proposed sign represents an improvement over the existing condition.

Figures 3 and 4 show the current location of the existing sign, which is to be replaced by the proposed new sign. Positioned near the sidewalk, the sign's placement ensures that it does not obstruct any architectural features of the original building.



Figure 3 Current sign location (View of sign facing east)



Figure 4 Current sign location (View of sign facing south)

Staff are of the opinion that the proposed signage will continue to be compatible with the New Hamburg Heritage Conservation District.



Report to Heritage Wilmot and Castle Kilbride Advisory Committee

Report No: HCAC-07-25

Prepared By: Sherri Gropp
Curator

Date: October 14, 2025

Subject: Castle Kilbride Summary of Activities

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC-07-25 for information purposes.

Comments:

The following is a summary of activities at Castle Kilbride for the months of August and September 2025

Events:

Extended hours - with the addition of our summer students the museum expanded their hours to include Tuesdays from June 3 until August 31 from 10am – 3pm.

My oh My and a Slice of Pie Tea and Tour - 4 dates in August 8, 9, 15 & 16. We had 60 participants.

Ghost Walks - started back up on September 27. In October there will be seven nights.

Whimsical Weekends - themed weekend and craft. One weekend in the month features tours and a special craft to match the Handcrafted History exhibit. August – Nith Monster key chain, September Watercolour Bookmarks.

Summer Concert Series - 15 years of front lawn concerts. Final dates in August were Aug. 7 - Uptown Swing, Aug.14 - Onion Honey, Aug.21 - York Street Thought Process and unfortunately our last concert was rained out. We welcomed 879 in August and 2889 patrons for the whole season.



Programs/Education:

We partnered with the Region of Waterloo Library for a special Spy it and Try it tour on August 15th. There were 32 participants.

September 17 - the museum toured three classes, 81 Grade 10 History students from Waterloo-Oxford DSS.

Bus Group - Custom Holiday Tours Other groups included: Probus Club, Briarfield Gardens, Schlegel Village, Ivitours

Exhibits:

“Crossection” juried art show for the Central Ontario Art Association. July 19 to August 17. This is the second year in a row we have successfully partnered with COAA. There were 60 paintings in the exhibition.

Belvederes in the Belvedere - exhibit featuring homes in North America with a “beautiful view”. Created by summer student Lily.

August Stats

Month	Program	Group	Regular	Event	Total
2025	32	59	1021	949*	2061
2024	47	13	494	1872	2426
2023	0	0	533	1380	1913
2022	48	0	401	1149	1598
2021	--	--	264	--	264
2020	--	--	--	--	Closed
2019	100	0	418	3081	3599
2018	136	0	563	2533	3232

**only 3 concerts, 2024 had 5.*

September Stats

Month	Program	Group	Regular	Event	Total
2025	95	40	503	62	700
2024	82	35	382	244*	743
2023	64	51	335	383*	833
2022	0	77	229	16	322
2021	--	--	157	--	157
2020	--	--	115	--	115
2019	169	25	218	350	762
2018	0	0	260	10	270

**2024- larger number for Ghost Walks, 2023- Rain delayed concert*



HERITAGE WILMOT



Recent Donations

Item	Source
Original Livingston artifacts- pottery, costume jewellery, purses	Private Donor

- Responded to research inquiries for publications and for genealogical research.
- Cleaning and maintenance of the museum each week

Marketing/Social Media:

- Continual website and social media updates
- Prepared and submitted articles for the Baden Outlook.

Other

- Mentored YCW and CSJ students Alison until August 30th and Lily until August 17th
- Accepted Co-op student Kirstyn 4 credit co-op September 22 to January 22

Coming up....

- *Ghost Walks*
- *Cinderella's Ball – Children's workshop October 25 1-3 p.m.*
- *Christmas at the Castle begins November 19th until January 4th*
- *Herner's Victorian Village- November 19th – January 4th*



HERITAGE WILMOT

