



# **TOWNSHIP OF WILMOT**

## **Council Meeting Agenda**

**Monday, April 10, 2017**

**Closed Council Meeting**

**Wilmot Community Room**

**6:30 P.M.**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

### **1. MOTION TO CONVENE INTO CLOSED SESSION**

#### **Recommendation**

THAT a Closed Meeting of Council be held on Monday, April 10, 2017 at 6:30 P.M. in accordance with Section 239 (2) (b) and (c) of the Municipal Act, 2001, for the purposes of considering the following matters:

- 2 (b) personal matter about an identifiable individual; and
- (c) a proposed or pending acquisition or disposition of land by the municipality.

### **2. MOTION TO RECONVENE IN OPEN SESSION**

### **3. MOMENT OF SILENCE**

### **4. ADDITIONS TO THE AGENDA**

### **5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

### **6. MINUTES OF PREVIOUS MEETINGS**

#### **6.1 Council Meeting Minutes March 27, 2017.**

## **Recommendation**

THAT the minutes of the following meetings be adopted as presented:

Council Meeting March 27, 2017.

### **7. PUBLIC MEETINGS**

### **8. PRESENTATIONS/DELEGATIONS**

#### **8.1 Nick Bogaert, Chairperson**

**Heritage Wilmot Advisory Committee**

**Register of Non-Designated Properties in Wilmot Township**

##### **8.1.1 REPORT NO.**

**Updated Heritage Register of Non-Designated Properties  
within the Township of Wilmot**

## **Recommendation**

THAT the updated Register of Non-Designated Properties for the Township of Wilmot dated April 10, 2017 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

### **9. REPORTS**

#### **9.1 CAO – no reports**

#### **9.2 CLERK'S SERVICES**

##### **9.2.1 REPORT NO. CL 2017-13**

**Consideration of Drainage Engineer's Report**

**For the Cressman and Don Myers Municipal Drains 2017**

**Parts of Lots 25 and 26, Concession 1 Block A**

**Parts of Lots 23 to 26, Concession 2 Block A**

**Parts of Lots 23 to 26, Concession 3 Block A**

**Township of Wilmot, Regional Municipality of Waterloo**

**Recommendation**

THAT the Drainage Engineer's Report dated March 22, 2017 for the Cressman and Don Myers Municipal Drains 2017, to construct a drainage system to safely convey surface flows on the Lyle Cressman property, and to improve the subsurface outlet for tile drainage waters within the watershed for Part of Lots 25 and 26, Concession 1 Block A; Parts of Lots 23 to 26, Concession 2 Block A; Parts of Lots 23 to 26, Concession 3 Block A, Township of Wilmot, Region of Waterloo, be adopted, and further;

THAT the Provisional By-law be given first and second reading; and further,

THAT the date for the Court of Revision be scheduled for Monday, April 24th, 2017 at 7:00 pm and that: Mayor L. Armstrong, Councillors A. Junker, M. Murray and J. Gerber (as alternate member), be appointed to the Court of Revision.

**9.3 FINANCE****9.3.1 REPORT NO. FIN 2017-21****Statement of Operations as of March 31, 2017 (un-audited)****Recommendation**

That the Statement of Operations as of March 31, 2017, as prepared by the Manager of Accounting, be received for information purposes.

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2017-05****Surface Treatment – Award of Tender****Recommendation**

THAT the tender submitted by Cornell Construction Limited for the application of surface treatment to Township roads in the amount of \$454,812.99, plus HST, be accepted.

**9.4.2 REPORT NO. PW-2017-06****Hot Mix Asphalt Paving – Award of Tender****Recommendation**

THAT the tender submitted by Coco Paving Inc., for the paving of Township roads with hot mix asphalt, in the amount of \$239,100.00, plus HST, be accepted.

**9.5 DEVELOPMENT SERVICES****9.5.1 REPORT NO. DS 2017-07****2017 First Quarter Building Statistics Summary****Recommendation**

THAT the 1st Quarter 2017 Building Statistics Summary be received for information.

**9.6 FACILITIES AND RECREATION SERVICES – no reports****9.7 FIRE****9.7.1 REPORT NO. FD 2017-03****Automatic Aid Agreement – City of Waterloo****Recommendation**

THAT Report FD 2017 – 03 prepared by the Acting Fire Chief regarding the automatic aid agreement with the City of Waterloo be endorsed.

**9.8 CASTLE KILBRIDE****9.8.1 REPORT NO. CK 2017-02****Quarterly Activity Report – January, February & March 2017****Recommendation**

THAT the Castle Kilbride Activity Report for the months of January, February and March be received for information purposes.

**10. CORRESPONDENCE**

**11. BY-LAWS**

**11.1 By-law No. 2017-17 – Provisional By-law to Provide Drainage Works  
Recommendation**

THAT By-law No. 2017-17 be read a first and second time in Open Council.

**12. NOTICE OF MOTIONS**

**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2017-18**

**Recommendation**

THAT By-law No. 2017-18 to Confirm the Proceedings of Council at its Meeting held on April 10, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

**16. ADJOURNMENT**

**Recommendation**

THAT we do now adjourn to meet again at the call of the Mayor.



# TOWNSHIP OF WILMOT

## **Council Meeting Minutes**

**Monday, March 27, 2017**

**Regular Council Meeting**

**Council Chambers**

**7:00 P.M.**

Members Present: Mayor L. Armstrong, Councillors A. Junker, P. Roe, B. Fisher, J. Gerber and M. Murray

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works G. Charbonneau, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Krafka, Director of Finance P. Kelly, Planner/EDO A. Martin

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

None disclosed.

**6. MINUTES OF PREVIOUS MEETINGS**

**6.1 Council Meeting Minutes March 6, 2017.**

**Resolution No. 2017-49**

**Moved by: B. Fisher**

**Seconded by: A. Junker**

THAT the minutes of the following meetings be adopted as presented:

Council Meeting March 6, 2017.

CARRIED, AS AMENDED.

Mayor L. Armstrong advised that the creator of Flat Stanley noted in Item 13.3 is a female, grade three student from Calgary, Alberta, not male.

**7. PUBLIC MEETINGS**

**7.1 REPORT NO. DS 2017-05**

**Zone Change Application 03/17**

**Jason Droppert**

**Part of Lot 5 and 6, Concession South of Erb's Road**

**1601 Erb's Road, St. Agatha**

**Resolution No. 2017-50**

**Moved by: P. Roe**

**Seconded by: A. Junker**

THAT Council approve Zone Change Application 03/17 made by Jason Droppert, affecting Part of Lot 5 and 6, Concession South of Erb's Road to change the zoning and reduce the minimum lot width and frontage requirements for a portion of the property to Zone 2 and 4.6m respectively, and to reduce the required lot area and frontage of a separate portion of the lands to 15.3ha and 115m respectively.

CARRIED.

Mayor Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Ontario Municipal Board, the Board has the power to dismiss an appeal

if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Planner/EDO highlighted the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There were none.

Mayor L. Armstrong asked if the applicant wished to address Council on this matter. The applicant did not address Council.

**Jason Droppert, 1601 Erb's Road**

Mr. Droppert advised Council that the intention for the severance is to provide a nearby residence for his wife's parents.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments declared the public meeting to be closed.

**7.2 REPORT NO. DS 2017-06**

**Zone Change Application 04/17**

**Heidi Faul**

**Part of Lots 143 – 145 and Part of James St. (closed), Plan 532A**

**Part 1, Plan 58R-12297**

**320 Waterloo Street, New Hamburg**

**Resolution No. 2017-51**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

THAT Report DS 2017-06 be received for information.

CARRIED.

Mayor Armstrong declared the public meeting open and stated that Council would hear all interested parties who wished to speak. He indicated that if the decision of Council is appealed to the Ontario Municipal Board, the Board has the power to dismiss an appeal if individuals do not speak at the public meeting or make written submissions before the by-law is passed.

Mayor Armstrong stated that persons attending as delegations at this meeting are required to leave their names and addresses which will become part of the public record and advised that this information may be posted on the Township's official website along with email addresses, if provided.

The Planner/EDO highlighted the report.

Mayor L. Armstrong asked if there were questions of a technical nature from Council. There were none.

Mayor L. Armstrong asked if the applicant wished to address Council on this matter. The applicant did not address Council.

Mayor L. Armstrong asked if anyone wished to address Council on this matter.

### **Les Fleiszig, 15 Williams Street**

Mr. Fleiszig expressed to Council his concerns regarding this development. He reiterated the comments noted in his letter to staff. He noted that the photo of the proposed development makes the building look closer to three stories than two stories, he suggested that no new buildings should be built higher than the buildings around it nor should they be built closer to the property line than the closest building. He restated his concerns for the increase in traffic on Williams Street and the width of the road not allowing for two cars to pass if two cars are parked on both sides of the road. He questioned how large the individual units would be, how many bedrooms would be in each unit and how many people could be living in each unit. He noted the loss of greenspace and mature trees that would occur with the proposed development. He suggested that a four unit development would blend into the surrounding neighbourhood better than a six unit development. He advised that he felt the applicant should have asked the current residents about the proposed development and that a development such as this would have made more sense being built on the other side of Waterloo Street. He concluded his presentation by asking what he should do if his other neighbour decided to build a similar development.

**Max Bentz, 43 Williams Street**

Mr. Bentz thanked Council for the recent works completed on Williams Street and added that it would have been better if the road was widened as well. He noted that the street is too narrow for parking on both sides of the road and that this development may cause more on-street parking. He confirmed that he would be in favour of the development if it was for four units as opposed to six units and the number of off-street parking spaces remained at ten.

**Janina Holita, 24 Williams Street**

Ms. Holita stated that she has lived on Williams Street since 1955. She expressed her concerns for loss of greenspace, removal of mature trees and the potential for increased noise from garbage removal and snow removal. She reiterated earlier comments, that a four unit development would be preferred to a six unit development.

**Jeremy Wagler, 11 Williams Street**

Mr. Wagler also suggested that a four unit development would be preferred for this development. He advised Council of his concerns for his children playing in the front yard or driveway and how the increase in traffic combined with the narrow street could create a safety hazard.

Mayor L. Armstrong asked twice if anyone else wished to address Council on this matter, and in the absence of any comments declared the public meeting to be closed.

The Planner/EDO confirmed for Councillor J. Gerber that the parking on William Street currently allows for parking on both sides of the road.

In response to Councillor J. Gerber, the Planner/EDO clarified that the maximum allowable height for this development would be 10.5 metres and that a basement is not considered to be the first story if the ceiling is less than six feet above grade.

The Planner/EDO confirmed for Councillor J. Gerber that the photo included in the report is a photograph of an existing building to show conceptually what materials are planned for use in this development but that the layout may not be exactly as shown.

Councillor J. Gerber asked the Planner/EDO for guidelines on what best practices Council might use for determining when approval of changes in setbacks and increase in number of residential units would be justified. The Planner/EDO advised that he will be reporting

back to Council on this application and that he would provide such details at that time including what setbacks are consistent with other infilling developments in Wilmot.

The Planner/EDO confirmed for Mayor L. Armstrong that a subsequent report on this application would be brought to Council following a response from the Region on the noise study and the circulation to all parties who have expressed interest in this application.

**8. PRESENTATIONS/DELEGATIONS**

**9. REPORTS**

**9.1 CAO – no reports**

**9.2 CLERK'S SERVICES**

**9.2.1 REPORT NO. CL 2017-11**

**Consideration of Drainage Engineer's Report  
For the Cressman and Don Myers Municipal Drains 2017  
Parts of Lots 25 and 26, Concession 1 Block A  
Parts of Lots 23 to 26, Concession 2 Block A  
Parts of Lots 23 to 26, Concession 3 Block A  
Township of Wilmot, Regional Municipality of Waterloo**

**Resolution No. 2017-52**

**Moved by: M. Murray**

**Seconded by: A. Junker**

THAT the Drainage Engineer's Report dated March 22, 2017 for the Cressman and Don Myers Municipal Drains 2017, to provide a subsurface outlet for tile drainage waters within the watershed for Parts of Lots 25 and 26, Concession 1 Block A; Parts of Lots 23 to 26, Concession 2 Block A; Parts of Lots 23 to 26, Concession 3 Block A, Township of Wilmot, Regional Municipality of Waterloo, be received, and further;

THAT the date for the Consideration of the Report be scheduled for Monday, April 10th, 2017 at 7:00 pm.

**CARRIED.**

The Deputy Clerk highlighted the report.

### **9.3 FINANCE**

#### **9.3.1 REPORT NO. FIN 2017-16**

##### **Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2016**

#### **Resolution No. 2017-53**

**Moved by: M. Murray**

**Seconded by: P. Roe**

THAT Report FIN 2017-16, prepared by the Director of Finance, outlining honorariums and expenditures of Council and Council appointees for the 2016 fiscal year, be adopted.

CARRIED.

The Director of Finance highlighted the report.

#### **9.3.2 REPORT NO. FIN 2017-17**

##### **Treasurer's Statement – Development Charges Reserve Funds**

#### **Resolution No. 2017-54**

**Moved by: P. Roe**

**Seconded by: B. Fisher**

THAT the Development Charges Statement for the year ended December 31, 2016, prepared by the Director of Finance, be received for information purposes.

CARRIED.

The Director of Finance highlighted the report.

**9.3.3 REPORT NO. FIN 2017-18****Treasurer's Statement – Cash-in-Lieu of Parkland Reserve Fund****Resolution No. 2017-55****Moved by: A. Junker****Seconded by: M. Murray**

THAT the Cash-in-Lieu of Parkland Statement for the year ended December 31, 2016, be received for information purposes, to comply with changes to the Planning Act, resulting from the proclamation of the Smart Growth for Our Communities Act (Bill 73).

CARRIED.

The Director of Finance highlighted the report.

In response to Councillor J. Gerber, the Director of Finance confirmed that the funds from this Reserve Fund have historically been used for significant building projects such as the Wilmot Recreation Complex. He noted that senior levels of government will monitor the Township's ability to match funding dollars for projects when evaluating applications for grant funding and that it would be prudent to allow this Reserve Fund to grow. He further noted that some monies in this Reserve Fund have been earmarked for a potential future third ice pad.

The Director of Finance advised Councillor J. Gerber that he does not know the amounts of other municipalities' Cash-in-lieu of Parkland Reserve Funds for comparison purposes. He did note that the Township of Wilmot's current financial situation would indicate that all of the reserve funds would be considered strong.

Mayor L. Armstrong concurred that the Township's reserve funds are reasonably healthy.

The Director of Development Services clarified for Councillor J. Gerber that the intent of this Reserve Fund is to improve parklands and recreational facilities.

In response to Councillor J. Gerber, the Director of Finance expressed caution in using Reserve Funds to meet an immediate need as the purpose of the Reserve Funds are to accumulate monies for long term planning needs.

Mayor L. Armstrong clarified for Councillor P. Roe that funding for a project such as an opera house would not come from the Cash-in-lieu of Parkland Reserve Fund which is intended for recreational projects, not cultural.

Councillor P. Roe noted his opinion that recreation and culture are connected as many residents would attend cultural events or facilities for recreation.

#### **9.3.4 REPORT NO. FIN 2017-20**

##### **Voice Radio Upgrade Project**

#### **Resolution No. 2017-56**

**Moved by: B. Fisher**

**Seconded by: M. Murray**

THAT Council authorize the Region of Waterloo to place an order on behalf of the Township of Wilmot for the supply, delivery and installation of the P25 Voice Radio System for the Wilmot Fire Service and Public Works Departments; and further,

THAT all necessary radios and equipment be supplied by Motorola Solutions Canada Inc., for the estimated cost of \$300,000, plus applicable taxes, as outlined in Region of Waterloo Report COR-TRY-17-21.

CARRIED.

The Director of Finance highlighted the report.

The Director of Finance confirmed for Councillor M. Murray that a breakdown of what equipment will be used where compared to what is currently deployed will be circulated to Council for their information.

In response to Councillor B. Fisher, the Director of Finance clarified that the maintenance term of the contract is for fifteen years.

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2017-03****Culvert Replacement on the Wilmot-Easthope Road****Resolution No. 2017-57****Moved by: P. Roe****Seconded by: B. Fisher**

THAT the tender submitted by Theo Vandenberg Construction Inc. for the replacement of a concrete culvert located on the Wilmot-Easthope Road 230 metres north of Christner Road (Structure No. 42/B-ESH) , in the amount of \$321,995.00, plus applicable taxes, be accepted.

CARRIED.

The Director of Public Works highlighted the report.

The Director of Public Works clarified for Councillor B. Fisher that Perth East will be contributing a portion of the cost as agreed. He further explained that negotiations took place as to the type of work to be undertaken and what each municipality was prepared to contribute based on the lifespan of the replacement culvert.

**9.4.2 REPORT NO. PW-2017-04****Request for Speed Reduction on Perth Street, New Hamburg****Resolution No. 2017-58****Moved by: M. Murray****Seconded by: P. Roe**

THAT report PW-2017-04 be received for information purposes.

CARRIED.

The Director of Public Works highlighted the report.

The Director of Public Works responded to Councillor J. Gerber's inquiry about the decreasing traffic counts by stating that he is not aware of any recent road works that

would compel drivers to avoid Perth Street but that the bridge may be considered a deterrent to using Perth Street for some drivers.

At the suggestion of Mayor L. Armstrong, the Director of Public Works noted that Perth Street could be considered as a location for the speed monitoring sign. He did reiterate that his findings do not indicate speed to be an issue on Perth Street.

The Director of Public Works clarified for Councillor A. Junker that he does not know the traffic count data for Christner Road and that he cannot confirm if there has been an increase. He did note that Christner Road ends outside of New Hamburg whereas Shade Street and Perth Street would take drivers towards downtown New Hamburg.

**9.5 DEVELOPMENT SERVICES – no additional reports**

**9.6 FACILITIES AND RECREATION SERVICES – no reports**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

**10.1 Grand River Conservation Authority – GRCA Current, March 2017**

**10.2 Buckingham Palace – Letter of Thanks on behalf of Her Majesty Queen Elizabeth II**

**Resolution No. 2017-59**

**Moved by: B. Fisher**

**Seconded by: P. Roe**

THAT Correspondence Items 10.1 and 10.2 be received for information.

CARRIED.

**11. BY-LAWS****11.1 By-law No. 2017-15 – Zone Change Application 03/17, Jason Droppert, Part of Lot 5 and 6, Concession South of Erb's Road, 1601 Erb's Road, St. Agatha****Resolution No. 2017-60****Moved by: M. Murray****Seconded by: J. Gerber**

THAT By-law No. 2017-15 be read a first, second and third time and finally passed in Open Council.

CARRIED.

**12. NOTICE OF MOTIONS****13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

13.1 Councillor J. Gerber advised Council of a concern from downtown New Hamburg businesses with regards to garbage not being picked-up consistent with the posted schedule from the Region.

Mayor L. Armstrong clarified that the downtown business have full pick-up every week and that the issue is being discussed with Regional staff and the contractor. He suggested that the error may have occurred due to driver misunderstanding during this transition period. He recommends that businesses and residents continue to bring their garbage and bins to the curb as scheduled as the drivers will become accustomed to the new schedule.

Councillor M. Murray noted that downtown garbage receptacles were not emptied recently but that it has been reported and that drivers will be reminded to do so. He suggested that time will be required for all parties to become accustomed to the new program.

Mayor L. Armstrong confirmed for Councillor J. Gerber that buildings are classified as residential for this program for up to six units. He noted that the confusion at Nithview has been reported and will be clarified.

Councillor A. Junker reiterated the comments from residents in New Dundee who would like green bins available at the community centre and other institutional properties. The

feedback he has received suggests that this exclusion from the green bin program provides mixed messages on the importance of composting.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2017-16**

**Resolution No. 2017-61**

**Moved by: M. Murray**

**Seconded by: P. Roe**

THAT By-law No. 2017-16 to Confirm the Proceedings of Council at its Meeting held on March 27, 2017 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**16. ADJOURNMENT**

**Resolution No. 2017-62**

**Moved by: J. Gerber**

**Seconded by: P. Roe**

THAT we do now adjourn to meet again at the call of the Mayor.

CARRIED.

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Mayor

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Clerk

# Register of Non-Designated Properties in Wilmot Township

April 10, 2017

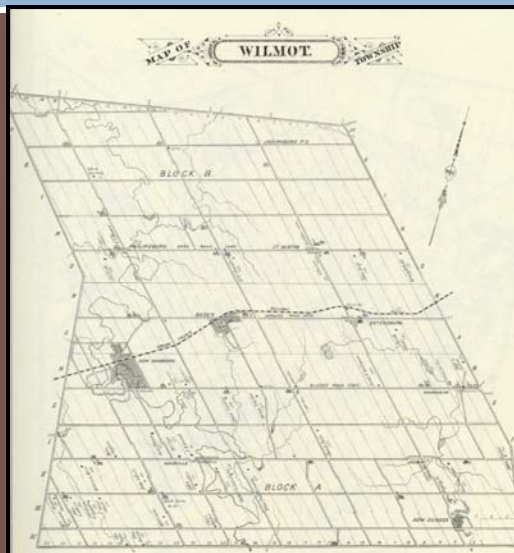
Nick Bogaert, Chairman  
Marg Rowell, Vice-Chair



Preserving  
Our Heritage  
For Tomorrow



## 2017 Update from the Heritage Wilmot Advisory Committee



## What IS a Non-Designated Municipal Register?



- ☐ It is an official list of properties that have been identified and evaluated by the Heritage Wilmot Advisory Committee to be of cultural heritage value or interest to the community.
- ☐ These properties have not been designated under the Ontario Heritage Act and are referred to as “non-designated” properties.

“While these properties are not officially designated, they are considered of historic importance and value to the Township of Wilmot, much the same as designated properties.”

## Why should a municipality include properties on the Register?

- ✓ It promotes knowledge and enhances our understanding of Wilmot's cultural heritage.
- ✓ It provides easily accessible information about cultural heritage.
- ✓ It is a planning document that will be consulted by municipal decision makers when reviewing development proposals or permit applications.
- ✓ Demonstrates a municipal council's commitment to conserve cultural heritage resources.

## Cultural Heritage Evaluations conducted

The collage shows multiple copies of the 'Township of Wilmot Cultural Heritage Resource Evaluation Form'. The forms are organized into sections such as 'Property Information', 'Historical Significance', and 'Architectural Details'. Some forms have checkboxes marked with 'X' or 'Y', indicating specific findings or designations. The forms are overlapping, showing different stages or types of evaluations.

## Notice to Property Owner

**HERITAGE WILMOT** COPY

November 17, 2016

2284 Ratzinger Road  
RR#1  
Wellesley, ON N0B 2T0

Dear \_\_\_\_\_

The Heritage Wilmot Advisory Committee is pleased to inform you that your property has been recognized as being historically/architecturally significant by the Township Heritage Committee. Accordingly, your designated property has been chosen by the Committee to be included in the updated Heritage Register of Non-Designated Properties. The Heritage Register is governed by a section of the Ontario Heritage Act that allows a Municipal Council to identify a list of properties they believe "to be of cultural heritage value or interest."

It is important to note that the inclusion of a property on the Heritage Register does not imply any official heritage designation. Your property is simply recognized by Wilmot Council as having cultural and/or heritage value. There are no additional restrictions governing alterations to your property, but should you wish to demolish your home the Township requires 60 days' notice under the Ontario Heritage Act. Inclusion does not preclude you from pursuing an official Heritage Designation under Part IV of the Ontario Heritage Act (OHA) either, should you be interested. A brochure has been included with additional information regarding the Heritage Register of Non-Designated Properties in Wilmot Township, as well as property designation under the OHA.

The Heritage Wilmot Advisory Committee is pleased to work with heritage property owners on behalf of Wilmot Council. Should you have any questions or concerns regarding this recognition and/or inclusion, please feel free to contact me, or Township staff Jason (Tracy) Louch for any assistance. We request that you contact us prior to December 15, 2016 with any questions, so that a recommendation can be brought forward to the January 10, 2017 Council Meeting. Our contact information is below.

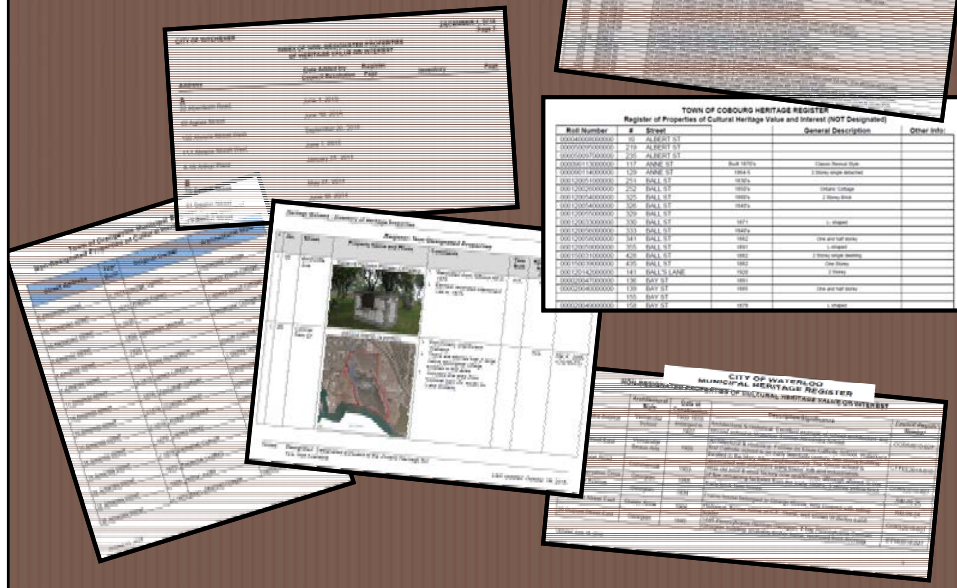
Best regards,

*NRB*  
Nick Bogart, Chairman  
Heritage Wilmot Advisory Committee

*Tracy Louch*  
Tracy Louch, Councillor/Director  
Township of Wilmot

THE CORPORATION OF THE TOWNSHIP OF WILMOT  
60 Taylor's Road West, Berlin, Ontario, N5A 1A1  
Phone: 519-833-8333 Fax: 519-833-8335 Toll Free: 1-800-468-0776 Website: www.townshipofwilmot.ca



## Samples from other municipalities



### HERITAGE REGISTER OF NON-DESIGNATED PROPERTIES FOR THE TOWNSHIP OF WILMOT (APRIL 10, 2017)



#### BADEN

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Wettlaufer / Eidt House 3018-090-010-06200	1846	3664 Erb's Road Baden	Baden	CON NORTH OF ERB'S RD, PT LOT 22	Georgian, 2 storey, granite fieldstone with gable roof and front porch; Front facade: 3 bays in each storey; 1 <sup>st</sup> floor: 1/1 rectangular window on left of entrance door with rectangular transom and sidelights, one rectangular 2/2 window to right of door; 2 <sup>nd</sup> floor: one 2/2 window on left and in centre, one 1/1 window on right; "S" shaped tie rod at attic floor level. The original owner, Friedrich Wettlaufer, bought the south 1/4 from John Rocker in 1839.
	Shantz / Hunsberger House 090-009-00300	1848	2417 Erb's Road Baden	Baden	PART LOT 12, CON SOUTH, ERB'S RD	Georgian; 2 storey, granite fieldstone; 4 over 4 bays, gabled dormers on roof are a later addition. One of the oldest houses in the township, it was built by pioneer David Y. Shantz, after whose family Shantz Mennonite Church was named.
	Hilborn General Store 040-006-02000	1854	55 Snyder's Road West Baden	Baden	PLAN 527, LOT 130, PT LOT 129 RPSR4327 PTS 2 & 3	Vernacular; board and batten construction, early style general store with typical four large show windows, two on each side of a recessed entrance, false front style, known as boomtown front and used to add prominence and elegance, was added later. Operated by the Hilborn Brothers until 1900, then Mr. I. R. Shantz, and also Abe Hunsberger. Used as a general store for over 150 years. Note: Mr. Shantz built the home directly beside this store.

## Proposed additions to the Non-designated Register



### Gehring House

2749 Nafziger Road, New Prussia

Built 1905





## Detzler House

2994 Nafziger Road, New Prussia

Built 1853







**Gerber House**  
1081 Settlement Road, St. Agatha

Built c.1850





# Mosburger House

3106 Notre Dame Drive, St. Agatha

Built 1879





## Wagler House

1785 Witmer Road, Shingletown

Built 1858





## Future Steps for the Heritage Wilmot Advisory Committee

- 68 properties currently on the Non-designated Register for Wilmot Township
- Continue inventory of properties summer 2017.
- Next update to Register to be presented to Council in November 2017.
- Committee plans to return with a designation in 2017 as well.

Thank you





## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CK2017-03

**TO:** Council

**PREPARED BY:** Tracy Loch, Curator/Director

**DATE:** April 10, 2017

**SUBJECT:** Updated Heritage Register of Non-Designated Properties within the Township of Wilmot

### **Recommendation:**

THAT the updated Register of Non-Designated Properties for the Township of Wilmot dated April 10, 2017 as submitted on behalf of the Heritage Wilmot Advisory Committee, be adopted.

### **Background:**

As part of its mandate from Wilmot Council, the Heritage Wilmot Advisory Committee periodically reviews and updates the Register of Non-Designated properties within the Township of Wilmot for Council's approval. Using a checklist for criteria, properties are graded and classified to ensure a consistent evaluation approach. This municipal register is considered an inventory of properties of cultural heritage value or interest to Wilmot Township and is created and maintained by the Committee.

### **Discussion:**

As part of the process, Heritage Wilmot has evaluated the list and recommended at the April 5, 2017 meeting the addition of five (5) new properties to the Non-Designated Heritage Register for 2017. Letters to the property owners were mailed on November 17, 2016 informing the owner that their property has been recognized as being of historic interest to the Township of Wilmot's heritage committee and that the property has been chosen to be included on the Heritage Register of Non-designated Properties. A pamphlet also accompanied the letter which provided further information to the owner regarding the Non-Designated Register. Owners were notified that the updated list would be brought forward as a recommendation to Council and were invited to contact the Staff liaison (Tracy Loch) or Chairperson of Heritage Wilmot (Nick Bogaert) with any questions or concerns by December 15, 2016. One objection was raised from the property owner at 1107 Christner Road in New Hamburg who advised they did not want their property included and as such, the Committee decided not to include the property on the Non-Designated Register.

Heritage Wilmot recommends the following five properties to be added to the 2017 Heritage Register of Non-Designated Properties for the Township of Wilmot:

- 2749 Nafziger Road (New Prussia) –Gehring House (Built 1905)
- 2994 Nafziger Road (New Prussia) – Detzler House (Built 1853)
- 1081 Settlement Road (St. Agatha) – Gerber House (Built 1850s)
- 1785 Witmer Road (Shingletown) – Wagler House (Built 1858)
- 3106 Notre Dame Drive (St. Agatha) – Mosburger House (Built 1879)

In addition, the Register as a whole was reviewed and updated with additional historical information added to various properties. In addition, formatting and descriptions were edited to ensure consistency.

**Strategic Plan Conformity:**

The report implements the following goals from the Strategic Plan:

- We are an engaged community through involving and supporting volunteers from the Heritage Wilmot Advisory Committee.
- We enjoy our quality of life by protecting and promoting the Township's built heritage.
- The actions noted are in accordance with the municipal work program.

**Financial Considerations:**

n/a

**Conclusion:**

That report CK2017-03, the Heritage Register of Non-Designated Properties within the Township of Wilmot dated April 10, 2017 be adopted.

Tracy Loch  
Curator/Director




Grant Whittington  
Reviewed by CAO











# HERITAGE REGISTER OF NON-DESIGNATED PROPERTIES FOR THE TOWNSHIP OF WILMOT (APRIL 10, 2017)








## BADEN


Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Wettlaufer / Eidt House  3018-090-010-06200	1846	3664 Erb's Road <b>Baden</b>	Baden	CON NORTH OF ERB'S RD, PT LOT 22	Georgian, 2 storey, granite fieldstone with gable roof and front porch; Front façade: 3 bays in each storey; 1 <sup>st</sup> floor: 1/1 rectangular window on left of entrance door with rectangular transom and sidelights, one rectangular 2/2 window to right of door; 2 <sup>nd</sup> floor: one 2/2 window on left and in centre, one 1/1 window on right; "S" shaped tie rod at attic floor level. The original owner, Friedrich Wettlaufer, bought the south ¼ from John Rocker in 1839.
	Shantz / Hunsberger House  090-009-00300	1848	2417 Erb's Road <b>Baden</b>	Baden	PART LOT 12, CON SOUTH, ERB'S RD	Georgian; 2 storey, granite fieldstone; 4 over 4 bays, gabled dormers on roof are a later addition. One of the oldest houses in the township, it was built by pioneer David Y. Shantz, after whose family Shantz Mennonite Church was named.
	Hilborn General Store  040-006-02000	1854	55 Snyder's Road West <b>Baden</b>	Baden	PLAN 627, LOT 130, PT LOT 129 RP58R4327 PTS 2 & 3	Vernacular; board and batten construction, early style general store with typical four large show windows, two on each side of a recessed entrance; false front style, known as boomtown front and used to add prominence and elegance, was added later. Operated by the Hilborn Brothers until 1900, then Mr. I. R. Shantz, and also Abe Hunsberger. Used as a general store for over 150 years. Note: Mr. Shantz built the home directly beside this store.

	Miller / Schmidt House  040-006-08900	1856	130 Queen Street <b>Baden</b>	Baden	PART LOT 16 CON SOUTH OF SNYDER'S RD	Georgian; 2 storey, salmon brick, 4 bays on each floor; enclosed entrance porch with balcony above; small attic windows on end walls. A century farm for five generations of Millers; the birthplace of Christian S. Miller who aided Jacob Beck in the founding of Baden. The Honourable Adam Beck, Jacob's son, in his speech on Dec. 29 1911 when hydro- electric power first illuminated the village of Baden, paid tribute to Christian Miller, "My father, in the early fifties, helped to found this village with kindly Chris Miller who...helped the hardy pioneers hew their way through forests and bush, to found a home." (Berlin News Record, December, 1911)
	Steinman Furniture  040-006-26100	1857	43 Snyder's Road East <b>Baden</b>	Baden	PT LOT 26 MILL PLAN	Vernacular; rectangular wood building with plain front façade, large windows. Originally a grocery, furniture, undertaker and feed & seed store. Several generations of the Steinman family operated businesses from this location from 1904 to 1994.
	Hurle / Fraser House  3018-090-010-07902	1863	3092 Wilby Road <b>Baden</b>	Baden	BLK B CON 1 PT LOT 17	Georgian; Front façade: 1 ¾ storey granite fieldstone, gable roof, 5 bay, two 2/2 rectangular windows on each side of centre door, stucco painted white under front porch, raised porch with plain railings and plain posts; Left façade: two 2/2 windows on 1 <sup>st</sup> floor with stone soldier course above windows, two replacement 1/1 windows on 2 <sup>nd</sup> floor. Date stone mid-way between 2 <sup>nd</sup> storey windows inscribed "Konrad Hurle 1863". Note: Hurle bought 100 acres from the Canada Company in 1852.
	Lebold House  040-006-23600	c.1870	229 Snyder's Road East <b>Baden</b>	Baden	CON SOUTH SNYDER'S RD EAST PT LOT 14 RP58R6402 PT 2	Gothic Revival; yellow brick, front peaked gable with pointed arch window, metal roof. Contrasting white brick voussoirs over windows, decorative white brick quoins.






	<p>Livingston Linseed Oil Mill / Baden Feed &amp; Supply</p> <p>040-006-09610</p> <p>040-006-09600 (store)</p> <p>040-006-07120 (remainder of the property including the grain bins etc).</p>	c.1870	<p>75 Charles Street <b>Baden</b></p> <p>76 Mill Street <b>Baden</b></p>	Baden	<p>PLN 627 LOTS 112 TO 114, 119 120 126 TO 128 183 TO 190 199 TO 201 PT MILL POND RP58R6700 PT 2</p> <p>PLN 627 LOT 165 to 168 173 174 181 182 PT LOT 169 PT</p>	<p>Industrial; a series of brick buildings that are directly related to the operation of James Livingston's flax business that manufactured linseed oil c.1867 in Baden. Some buildings contain elevators, various multi-paned windows and one notable section is where the train would enter for the product to be unloaded into hopper cars. The oldest building is a 1 storey building currently painted white and has 8 sections divided by pilasters. The top of each section has corbelled brickwork. Historic use of the various buildings include: oil works, elevator, iron oil tanks, boiler/engine room, warehouse, and oil storage.</p>
	<p>Lorentz / Miller Store</p> <p>040-006-075</p>	1876	<p>8 Foundry Street <b>Baden</b></p>	Baden	<p>PLN 627, PT LOTS 105, 106 RP58R1287 Part 1, PT 5</p>	<p>Italianate; 2 storey, 3 over 3 bays facade, decorative upper storey porch. Originally an early store, apothecary store, and antique store. John Lorentz (born in Petersburg 1843) built and operated a hardware store and tinsmith shop; bought by J.P. Livingston who passed it on to his son-in-law, then sold to local resident J. C. Miller, whose sons continue to operate it as an antique store.</p>
	<p>Hunsberger / Shinnie House</p> <p>040-006-020 01</p>	1893	<p>53 Snyder's Road West <b>Baden</b></p>	Baden	<p>PLN 627, PT LOT 129 RP58R4327 PT 1</p>	<p>Queen Anne; 2 storey, yellow brick, projecting bay on right with gable roof, brackets at angles of bay, large half round window on first floor of bay, hipped metal roof, rubble stone foundation, decorated frieze, open double porch. Built by Mr. I. R. Shantz, owner of the general store located beside this home.</p>
	<p>Hunsberger / Miller House</p> <p>040-006-24200</p>	1895	<p>189 Snyder's Road East <b>Baden</b></p>	Baden	<p>CON SOUTH SNYDER'S RD EAST PT LOT 14</p>	<p>Queen Anne; 2 storey, yellow brick, high gabled roof with a hipped roof on part of house, 2 storey projecting bay on left side, brackets on either side of bay at roof line, large round headed window on 1st floor of bay, segmentally arched window on 2<sup>nd</sup> floor, rubble stone foundation, 2 storey decorative open porch.</p>

	Hunsberger / Schmidt House  040-006-22100	1908	344 Snyder's Road East <b>Baden</b>	Baden	CON NORTH SNYDER'S RD PT LOT 13 RP58R1292 PT 1	Queen Anne; 2 storey, red brick, farmhouse, projecting bay on left side with brackets at top of bay, high gabled roof, rubble stone foundation, open porch, stone voussoir with larger keystone over half circle stained glass window on 1 <sup>st</sup> storey on left; date of 1908 in gable.
	Hunsberger / Schenk House  040-005-12000	1909	1064 Snyder's Road East <b>Baden</b>	Baden	CON NORTH SNYDER'S RD PT LOT 1	Queen Anne; 2 storey, red brick, farmhouse, "L" shaped, 2 bays in each storey, projecting bay on left, 3 part window in gable, large rectangular window on left with leaded windows in transom, rusticated stone lintels and sills.
	Hunsberger / Honderich House  040-005-12100	1910	520 Snyder's Road East <b>Baden</b>	Baden	CON NORTH SNYDER'S RD PT LOT 12	Queen Anne; 2 storey, red brick, farmhouse, gable to the street, triple window in attic gable, 3 part window in each storey, decorative shingles below gable, rubble stone foundation, open porch on upper and lower storey; date of 1910 in gable.
	Hunsberger / Leiskau House  040-006-23500	1910	243 Snyder's Road East <b>Baden</b>	Baden	CON SOUTH SNYDER'S RD EAST PT LOT 14	Edwardian; 2 storey, red brick, 2 bay "L" shaped, large 4 part window on right side, high hipped roof, rubble stone foundation, open porch.
	Hunsberger / Lichti House  040-006-21400	1910	288 Snyder's Road East <b>Baden</b>	Baden	CON NORTH SNYDER'S RD EAST PT LOT 13	Italianate; 2 storey, yellow brick, 3 bays on each floor, segmentally arched window, brackets under eaves, rubble stone foundation, open porch.



#### **FOXBORO GREEN**

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Shantz House  090-010-04001	1858	2632 Erb's Road <b>Foxboro Green</b>	Baden	PT LOT 13 LOT 14 CON NORTH ERB'S RD RP58R5597 PTS 1- 3	Gothic Revival, 1½ storey, fieldstone, 4 bays on 1 <sup>st</sup> floor, 2/2 windows, door with curved top in gable opens onto balcony, stuccoed walls under porch, turned porch posts, red and yellow brick surrounds windows on east and west side.


## HAYSVILLE

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Somerville / Sydney-Smith House  010-001-16200	1852	3448 Huron Road <b>Haysville</b>	New Hamburg	PT LOT 20 CON 2 BLK A	Georgian; 2 storey; yellow brick, five over four bays. Served as a store and post office that was run by Margaret Somerville (writer, community legal adviser).
	St. James Anglican Church  010-001-10300	1854	4339 Huron Road <b>Haysville</b>	New Hamburg	PT LOT 27 CON 3 BLK A	Gothic Revival; salmon brick, English rural style pioneer church, oldest in township; excellent detail especially the tower, stained glass and the brickwork, iron fences and cemetery with early graves. This represents an important phase of Wilmot's settlement of Block A by immigrants from the British Isles.
	Ball / Myers House  010-001-11000	1855	4053 Huron Road <b>Haysville</b>	New Hamburg	PT LOT 25 CON 2 BLK A	Georgian; 1 ½ storey; stone, front gable with small round arch window, half circle upper porch on pillars, sidelights and transom window around front door.
	Christner House  010-001-10810	1857	4157 Huron Road <b>Haysville</b>	New Hamburg	BLK A CON 2 PT LOT 26	Georgian; 2 storey, granite fieldstone with white mortar outlining the stones to make it look like cut stone, 3 bay, gable roof, centre doorway with small paned sidelights and straight transom, some original 6/6 windows, 4 paned small attic windows on gable end walls. This is very characteristic of the Georgian style favoured by Pennsylvania Mennonites. Built by Peter Christner.
	Shantz / Holst House  010-001-13800	1857	2771 Huron Road <b>Haysville</b>	New Hamburg	PT LOT 14, 15, 16 CON 2 BLK A	Georgian; 2 storey, stone, front wall and side wall of house under porch, stuccoed and painted white, 4 over 4 bays, medium gable roof, stone voussoirs, small attic windows. Built by Joshua Shantz, son of Jacob, who was a founding pioneer of Berlin (Kitchener).





	Allan / Lass House 010-001-18500	1858	4510 Huron Road <b>Haysville</b>	New Hamburg	LOT 28 CON 1 BLK A	Gothic Revival; 1½ storey; rubble stone; projecting middle bay in front; front gable, sidelights and recessed transom at front door, open porch. Built by Malcolm Allan of Paisley, Scotland, known for donating land for St. James School.
	Cleland / Puddicombe House (Fernye Bank Farm) 30-18-010-001-16800-0000	1860	3542 Huron Road <b>Haysville</b>	New Hamburg	LOT 21 CON 1 BLK A	Georgian; 2 storey, yellow brick, 3 bays on each floor, slightly projecting centre section with peaked roof. Built by Andrew Cleland and was the Puddicombe family residence from 1883 until the 1980s. The Puddicombe property boasted a race track and club house east of the school grounds.
	Anderson / Dunker House  010-001-01000	1861	966637 Oxford –Waterloo Road <b>Haysville</b>	New Hamburg	LOT 21 CON 4 BLK A	Georgian; 2 storey, stone, 3 over 3 bays, sidelights and transom around front door, has Gothic tail section featuring a side gable with pointed arch window. William Anderson came to Wilmot from Belfast, Ireland about 1830 along with his brothers and father. Mr. Anderson was one of the oldest and most prominent members of St. James Anglican Church.
	Daniel / Silcox House  010-001-17500	1868	3994 Huron Road <b>Haysville</b>	New Hamburg	PT LOT 25 CON 1 BLK A	Gothic Revival; 1½ storey, yellow brick, two bays on 2 <sup>nd</sup> floor, three bays on 1 <sup>st</sup> floor, bargeboard trim, finials on roof, 2 arched gable windows in peak, quoins at the corners. Edwin Daniel purchased all of Lot 25 Con 1 Block A in 1850 from the Canada Land Company. This home is illustrated in the 1983 Waterloo Historical Society Annual Reports article, “Haysville District Pioneers.”
	Baird House “Shearer/ Prospect Farm”  010-001-01300	1880	966277 Oxford-Waterloo Road <b>Haysville</b>	New Hamburg	BLK A CON 4 LOT 27	Italianate farmhouse with a hip and gabled roof with a granite fieldstone foundation; triple yellow brick with brick quoins at all the corners; all windows have a triple row of bricks forming a label over the windows. Property purchased in 1843 by James Baird of Scotland; Passed to Thomas Baird as noted on the 1861 Tremaine Map of Waterloo County. In 1958 Shearer family purchased property.

	Bethel / Grace Mennonite Church  010-001-05500	1880	2111 Bean Road <b>Haysville</b>	New Hamburg	BLK A CON 3 PT LOT 30 RP58R4367 PT 2	Gothic Revival church; 1 storey yellow brick building with a granite fieldstone foundation; Gothic window with a label. All windows have coloured panes of glass. Originally known as Bethel Church. In 1861 Robert Leathorn deeded one-half acre to the Trustees of the Bethel Primitive Methodist Church; later joining Wesleyan Methodists and services discontinued in 1971 when sold to Grace Mennonite Church congregation.
	Tye House / "Pomona Grove"  010-001-15300	1900	3330 Huron Road <b>Haysville</b>	New Hamburg	LOT 19 CON 1 BLK A	Queen Anne; 2 storey, red brick, left side has a projecting bay, windows have stone voussoirs, lintels and sills, 2nd storey window has stained glass transom, 1 <sup>st</sup> storey window has a round arched transom with stained glass, decorative gable has a 3 part window, finials on metal roof, round window on front second floor, decorative porch. Commonly known as Pomona Grove, it was built by Henry D. Tye, an esteemed businessman and local politician.






### **MANNHEIM**


Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	St. James Evangelical Lutheran Church  030-004-06700	1873	1000 Knechtel Court <b>Mannheim</b>	Petersburg	CON NORTH OF BLEAMS RD PT LOT 1	Gothic Revival; yellow brick church, enclosed brick entrance porch with Gothic window above door, Gothic lancet window in gable above entrance, frame steeple, Gothic windows in gable wall and 3 Gothic windows in side walls. Brick pilasters on either side of lancet window and between windows on side walls.

## **NEW DUNDEE**

<b>Photo</b>	<b>Name of Building/Roll #</b>	<b>Year Built</b>	<b>Property Address/ Closest Settlement Area</b>	<b>Mailing Address</b>	<b>Legal Address</b>	<b>Cultural Heritage Value/ Heritage Attributes</b>
	Millar / Coleman Store  020-003-13500	1848	168-172 Main Street <b>New Dundee</b>	New Dundee	PLN 628 LOT 53 168-172 MAIN ST	168 Main (left side of building): 1½ storey extension to main house (172 Main), board and batten, 2 bays on each floor, door on right, one modern window to left of door, square windows in 2 <sup>nd</sup> storey, flat shed roof.
	Millar / Coleman Store  020-003-13500	1848	168-172 Main Street <b>New Dundee</b>	New Dundee	PLN 68 LOT 53 168-172 MAIN ST	172 Main (right side of building): Georgian; 2 storey, board and batten frame building, 6 bays on 1 <sup>st</sup> floor, main entrance door on right with transom and sidelights, large window on either side of door, 2 rectangular windows to the right of door, recessed door for bakery on left, all windows have been replaced, return eaves, half round window in attic. This is one of New Dundee's oldest structures. E. Coleman installed the first gasoline pump at this site in 1915.
	Sheard / Mumford House  020-003-24601	1857	1054 Bethel Road <b>New Dundee</b>	New Dundee	PT LOT 2 CON 2 BLK A	Gothic Revival; 1½ storey, stone, ½ round curved Gothic window in gable with top part filled in, 3 bay 1 <sup>st</sup> floor with centre door and window on each side of door. Built by Titus Sheard from Yorkshire County, England.
	O'Krongli House 020-003-14300	c. 1860	56 Main Street <b>New Dundee</b>	New Dundee	PLAN 628 LOT 6 NS MAIN ST	Gothic Revival; 1 ½ storey, frame, board and batten; double house, has 2 front doors with round arched windows on ground floor. Window in gable has wide vertical division bar. Porch roof is curved.

## NEW HAMBURG


Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Ruthig / Grierson House  070-007-11800	c.1863	1228 Perth Street <b>New Hamburg</b>	New Hamburg	LOT 25 CON SOUTH SNYDER'S RD RP58R1812 PT 1	Georgian, 2 storeys, stone farmhouse; 3 over 3 bays, recessed paneled entrance door with sidelights and transom, open porch with turned posts, excellent squared and cut stone detail with limestone detailing. Built by Hyacinth Roth for area pioneer John Ruthig, the house is a smaller, less detailed version of the Moses Hostetler house, 1145 Christner Road, New Hamburg also built by Roth.
	Pinchenat House  070-015-01800	1869	110 Waterloo Street <b>New Hamburg</b>	New Hamburg	PLN 193 PART LOT 1	Gothic Revival; 1½ storey, yellow brick, open porch, sidelights and transom at front door, front gable features two pointed Gothic arch lancet windows and pointed wooden finial. Built by Vincent Pinchenat (Pinchnot, Pinchenant), an early Catholic inhabitant who emigrated from Alsace Lorraine. His son George later owned the home who was Private in WWI.
	Ernst House / Jutzi Funeral Home  060-014-08800	1879	291 Huron Street <b>New Hamburg</b>	New Hamburg	SMITH PLN PT LOT 2	Italianate; 2 storey, yellow brick, high gabled roof, brackets under eaves, rubble stone foundation, glassed in (open) porch, half circle transom over front door, stone voussoirs with molded keystones, rounded arched windows in upper storey, projecting bay windows.
	Graff / Mark House  060-013-05200	1882	230 Peel Street <b>New Hamburg</b>	New Hamburg	SMITH PLN LOT 17 PART LOT 18	Italianate; 2 storey yellow brick, 5 bays on 2 <sup>nd</sup> floor, 4 bays on 1 <sup>st</sup> floor, decorative frieze board under eaves, enclosed porch, door has transom and sidelights, projecting bay windows, segmentally arched windows with labels and moulded keystones; side porch with turned posts. Built by Jacob Graff (local businessman/town Councillor).
	Holy Family Roman Catholic Church  060-014-086	1883	329 Huron Street (327) <b>New Hamburg</b>	New Hamburg	PLN 536 LOT 3 PT LOT 2	Gothic Revival; yellow brick. 4 storey tower, statue in recessed niche on 3 <sup>rd</sup> floor of tower; corbelled brick work; buttresses on side walls, stained glass windows. Work of prominent Waterloo contractor Charles Moogk.

	St. George's Anglican Church  070-014-19200	1888	3 Byron Street <b>New Hamburg</b>	New Hamburg	SCOTT SURVEY PART LOT 1 SMITH PLN	Gothic Revival; yellow brick, pointed Gothic stained glass window, brick labels over windows, buttresses on walls; well detailed. Work of prominent architect, Frank Darling R.C.A. (Sun Life Waterloo, Bank of Montreal Toronto, various buildings of U of T).
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## **NEW PRUSSIA**





Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Detzler House 090-010-11400	1853	2994 Nafziger Road <b>New Prussia</b>	Wellesley	BLK B CON 2 PT LOT 19	Vernacular; storey and half; rectangular house constructed of round logs with wide chinking in between logs; gable roof with cedar shingles; windows have been replaced; Original owner was Jacob Detzler who was born 1792 in Prussia, Germany; immigrated to Wilmet in 1851 to farm.
	Guenther House 090-010-11100	1863	3429 Berlett's Road <b>New Prussia</b>	St. Agatha	PT LOT 20 CON 2 BLK B	Georgian; 1½ storey; 5 bays; rubble stone; detailed entrance. Century farm – 5th generation; verandah across front of house. Lloyd Guenther (4th generation) was a school trustee who built New Prussia School S.S. #18. This is one of the longest continually run century farms in the area.
	Gehring House 090-010-09400	1905	2749 Nafziger Road <b>New Prussia</b>	New Hamburg	BLK B CON 1 PT LOT 18	Gothic Revival; storey and half; granite fieldstone construction; a number of small paned windows that are original; decorative barge board on west side; beautiful appropriate porch on north side; beautiful gardens; 1905 Date stone; Original owner was Matthias Gehring


## **PETERSBURG**

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Wilker House 030-004-22800	1832	1684 Snyder's Road <b>Petersburg</b>	Petersburg	CON NORTH SNYDER'S RD PT LOT 6 PR589843 PT 1	Georgian; log house, solid oak, no nails, newer vinyl cove siding, newer rectangular single paned windows, 3 bay with centre doorway, centre doorway to balcony above open porch. Original owner Peter Wilker came from Germany and is said to be the founder and namesake of Petersburg.


## **PHILIPSBURG**

	Robitsch Inn  30-18-090-010-01300-000	1845	3247 Erb's Road <b>Philipsburg</b>	Baden	CON SOUTH ERB'S RD PT LOT 19	Georgian; two storey hipped roof brick and frame, decorative pediment over each set of 2 windows, hipped roof dormer with triple 3/1 windows, East Façade: three 3/1 windows in 2nd storey, two 3/1 windows on 1st floor, window opening in the centre has been bricked up, West Façade: no windows, the right frame portion of the house is covered in vinyl siding Rear Façade: not accessible from road. In the 1851 census Frederick Robitsch had a 2 storey log inn. In 1861 he had a 2 ½ storey frame and brick inn built in 1845. The 1861 Tremaine Map of Waterloo County lists Frederick as a merchant/ hotel keeper.
	Shantz House  090-010-07200	1846	2675 Wilby Road <b>Philipsburg</b>	Baden	CON NORTH ERB'S RD PT LOT 13 PT LOT	Georgian; 2 storey, stone house, six windows on second floor, two doors and four windows on first floor, open porch. One of four original deeds in the township. Built by John C. Shantz, who was the first deacon for Shantz Mennonite Church in 1850.
	Royal Hotel  30-18-090-010-04700-000	1847	3250 Erb's Road <b>Philipsburg</b>	Baden	CON NORTH ERB'S RD PT LOT 19	Georgian; 2 storey frame, covered in aluminum siding, metal hip roof. 1851 Census owner is Jacob B. Forler, 1861 Registry Office owner is George S. Holtzmann. The property has been severely altered; an early photograph appears in "More Than A Century in Wilmot Township" on page 84. It was known as the Royal Hotel, and later as Bast's General Store. Moses Pfanner bought it about 1880.
	Schmidt / Eidt House  30-18-090-010-00900-000	1860	3301 Erb's Road <b>Philipsburg</b>	Baden	CON SOUTH ERB'S RD PT LOT 19	Georgian; 2 storey granite fieldstone, 5 bay, gable roof. Porch runs full length of front of house, supported by plain wooden posts has a turned wooden railing. The stone wall under the porch is stuccoed and painted Round iron tie rod ends are located at the attic and 2nd floor level. This is a very attractive stone farmhouse. The corner stone states Henry B. Smith, also known as Henrich B. Schmidt. 1860.


	Philipsburg Baptist Church  090-010-09000	1878	2514A Nafziger Road <b>Philipsburg</b>	Baden	LOT 19 CON 1 BLK B RP58R4072 PT 1 RP58R8417	Vernacular; log building, built as a church, logs donated by the congregation; 1½ storey, 3 bays in gable end with centre doorway and segmentally arched 6/6 windows on either side of door, segmentally arched 6/6 windows on east wall.
	Forler House  090-010-01700	1910	3233 Erb's Road <b>Philipsburg</b>	Baden	CON SOUTH ERB'S RD PT LOT 18	Queen Anne 2 storey painted brick home; including a one storey red metal siding outbuilding; roof slopes up on all sides of a gable roof. This property was owned by Conrad L. Forler who had a planing, chopping and cider mill. He was a contractor and builder who built a number of the homes in Philipsburg.
	Armbrecht House  090-010-04600	1916	3238 Erb's Road <b>Philipsburg</b>	Baden	CON NORTH ERB'S RD PT LOT 18	Vernacular; 1 1/2 storey, hipped roof, vinyl siding Front Façade: 3 bay, centre entrance door, large 3 part window one either side of door, gable roof dormer with 2 part window, West Façade: 2 rectangular windows larger one on right of chimney, smaller one on left of chimney, porch at rear, rear extension door under porch. East Façade: 2 rectangular windows, granite fieldstone foundation. Red Workshop was a former blacksmith shop built in 1916. Small wooden gable roofed shed, 1 door facing Erb's Road to the right of the house. Henry Armbrecht owned a 1 storey house on the property in 1851. In the 1861 census, the property was listed as a 2 storey house. The current house was built in 1916 to replace a house that had previously been burned.
	Philipsburg School S.S. #17  30-18-090-010-04800-000	1917	3262 Erb's Road <b>Philipsburg</b>	Baden	CON NORTH ERB'S RD PT LOT 19	Edwardian; 2 storey red brick, hip roof, cupola for bell on roof near front of building, has metal bell cast roof with finial. The school was erected in 1917. Construction started before the school year ended and classes were held in Conrad Forler's shop at the south-east corner of Erb's road and Nafziger Road in Philipsburg for the month of June. Ratepayers who had teams were requested to deliver loads of stone at fifty cents per load. The work of leveling the schoolyard was done gratis.


	Zion Evangelical Lutheran Church  30-18-090-010-04700-000	1929	3357 Erb's Road <b>Philipsburg</b>	Baden	CON SOUTH ERB'S RD PT LOT 19 & 20	Gothic Revival; brown brick, 3 storey square tower topped by pointed finials on each corner of tower, narrow Gothic window. The Zion Lutheran Church has records dating back to 1843. These indicate that the greatest influx of pioneers occurred from 1840 to 1850. Original and later donations of land came from Heinrich C. Eidt. It is believed the contractors were Heinrich Doering and Jacob Forler. The present brick edifice was constructed in 1929 by Conrad Forler, assisted by members of the congregation, at a cost of \$15,000.
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### SHINGLETOWN



Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Wagler House 020-002-09500	1858	1785 Witmer Road <b>Petersburg</b>	<b>Petersburg</b>	BLK A CON 1 PT LOT 19	Gothic Revival; storey and a half; vinyl siding; 5 bay; centre doorway; replacement windows; gable roof covered in shingles; door to second floor porch is in Gothic peak rather than the traditional Gothic style window; Original owner is unknown at time of recording.

### ST. AGATHA


Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Herber House 080-008-02800	1851	1157 Erb's Road <b>St. Agatha</b>	St. Agatha	LOT 2 CON SOUTH ERB'S RD	Vernacular interpretation of Georgian, decorative porch; 1 ½ storey; 4 bays; rubble stone. Home of former Reeve John Herber (3 <sup>rd</sup> generation).

	Kaiser Inn/ Angie's Kitchen"  3018-080-009-02200	1854	1761 Erb's Road <b>St. Agatha</b>	St. Agatha	CON SOUTH ERB'S RD PT LOT 7	Georgian; 2 storey frame, stuccoed, painted yellow. Front façade: 1 <sup>st</sup> floor 6 bays, paneled door on left with small paned straight ransom and side lights; 2 single paned windows with shutters to left of front entrance, 6 paneled wooden door with blind fan transom and wooden key stone. Owned by Antony Kaiser II, an Inn Keeper, Justice of the Peace, first Postmaster, Deputy Reeve and Reeve (1859-1862) and Enumerator for Twp. assessments.
	Seip / Kroetsch House  3018-080-008-01700	1857	1513 Erb's Road <b>St. Agatha</b>	St. Agatha	CON SOUTH ERB'S RD PT LOT 5 RP58R5739 PT 1	Georgian; 2 storey, granite fieldstone, cedar shingle gable roof. Front façade: 5 bay centre hall plan, all windows have been replaced, two 8/8 windows on either side of front entrance, wooden paneled door with multi-paned straight transom and sidelights, plaster wall on 1 <sup>st</sup> floor under slanted porch floor. Concrete porch floor with wooden steps and railings; chamfered porch post support porch roof. Home built by Seip brothers; Adam built on this Lot 5; Justus built a similar home on Lot 4.
	Tschirhart Hotel  080-009-04300	1859	1744 Erb's Road <b>St. Agatha</b>	St. Agatha	LOT 7 CON NORTH ERB'S RD	Georgian; 2 ½ storey; salmon brick, seven over seven bays; early hotel structure, altered window and door arrangement on front facade, altered windows at attic level, many uses (store, post office, apartment building). Built by Peter Tschirhart, member of first council.
	Doersom Inn / Kennedy's  080-009-045	c.1860	1750 Erb's Road <b>St. Agatha</b>	St. Agatha	PT LOT 7 CON NORTH ERB'S RD RP583922 PT 1	Georgian; 2 storey, brick structure, plastered and painted green, 2 storey, front porch with columns, small attic windows. Formerly Prince of Wales Hotel, currently Kennedy's.
	Shrine of the Sorrowful Mother Roman Catholic Church  080-009-02600	1860	1820 Notre Dame Road <b>St. Agatha</b>	St. Agatha	LOT 7 CON SOUTH ERB'S RD	Vernacular Gothic; early chapel; prominent shrine; cemetery contains rare iron cross grave markers; half circled, rounded arch stained-glass window. Only shrine in Hamilton Diocese. Collection of relics from saints; Swiss/Bavarian tower, decorative interior altar and paintings; built by prominent local priest Eugene Funcken (founder of St. Agatha Orphanage, St. Jerome's College). Funcken is buried under the chapel; one of the few surviving monuments to an era when St. Agatha was the centre of the Catholic Church in Waterloo County.


	Dietrich House  3018-080-008-04600	1861	1386 Erb's Road <b>St. Agatha</b>	St. Agatha	CON NORTH ERB'S RD PT LOT 4	Georgian; 1 ½ storey granite fieldstone; shingle gable roof, 5 bays wide, 2 bays deep. Front façade: two 1/1 windows on each side of the centre door with transom and sidelights. Porch: 5 turned porch posts support hipped porch roof. Right façade: two rectangular 1/1 windows on each floor. Left façade: two 1/1 windows on each floor, stone gable roofed cellar entrance way on left side. Farm has been in the Dietrich family since 1840s.
	Zion Evangelical Lutheran Church  080-008-02000	1863	1363 Erb's Road <b>St. Agatha</b>	St. Agatha	PT LOTS 3 & 4 CON SOUTH ERB'S RD RP58R11813 PT 1	Gothic Revival; tower of Swiss/Bavarian design with a bell cast steeple; early stone church; rounded arch windows with amber glass, cemetery at the rear.
	Roth / Gold House  090-010-07300	1863	3876 Sandhills Road <b>St. Agatha</b>	St. Agatha	PT LOT 13, CON NORTH ERB'S RD	Gothic Revival; 1½ storey; stone construction, front gable has a rounded arch window; open porch; rubble stone summer kitchen.
	Kuttler / Martin House  3018-080-008-08500	1873	1360 Wilby Road <b>St. Agatha</b>	St. Agatha	BLK B CON 1 PT LOT 3	Georgian; 1 ¾ storey, granite fieldstone; 4 bay, original windows, two 2/2 windows to left of front entrance; entrance has a straight transom, one 2/2 window on right of entrance, raised front porch with cellar access below porch. Porch has wooden railing wall and plain square porch posts, stucco painted white over all the stone walls.
	Ditner / Foster House  3018-080-008-08700	1874	1410 Wilby Road <b>St. Agatha</b>	St. Agatha	BLK B CONC 1 PT LOT 4	Gothic Revival; Front façade: 1 ½ storey granite fieldstone; Gothic gable and lancet (pointed) window are later additions; 3 bay one 2/2 replacement window on either side of wooden 4 paneled centre door, sidelights and transom have distinctive slanted mullions, stone wall plastered under porch; Open porch, no railing, chamfered porch post. Right façade: 2 bays deep, two 2/2 replacement windows on each floor, stone, hipped roofed cellar entrance in centre of 1 <sup>st</sup> floor. Date stone near peak of wall inscribed with owner's name "Ditner 1874."

	Gerber House 090-010-15500	1850s	1081 Settlement Road <b>St. Agatha</b>	Wellesley	BLK B CONC 3 PT LOT 13	Georgian; two storey; granite fieldstone with large limestone corner stones; gable roof; replacement windows; south side(front façade) 3 bay 1 <sup>st</sup> floor; 4 bay second floor; small 4 paned attic windows in gable end walls; Original owner was Johannes (John) Gerber, born 1809 in France and immigrated to Wilmot Twp. in 1842 as a Yeoman.
	Mosburger House 080-009-16700	1879	3106 Notre Dame Drive <b>St. Agatha</b>	St. Agatha	BLK B CON 3 PT LOT 7	Georgian; 1 ½ storey granite fieldstone, 3 bay, centre door with straight transom & side lights, replacement windows, stuccoed and painted white under front porch, gable roof covered by cedar shingles. Date stone 1879. Original owner was Egidius Mosburger, born 1806 in Bavaria, Germany; immigrated to Canada and settled in St. Agatha c. 1850.

#### VICTORIABURG

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Brenneman House 010-070-08200	1848	2344 Sandhills Road <b>Victoriaburg</b>	Petersburg	PT LOT 13 CON SOUTH BLEAMS RD	Georgian style stone house, 2-storey, four openings on both floors, walk-in basement. Built by John Brenneman, one of the two first ordained ministers for the first congregation in Wilmot Township as noted by the plaque located in front of Steinmann Mennonite Church cemetery.

#### WILMOT CENTRE

Photo	Name of Building/Roll #	Year Built	Property Address/ Closest Settlement Area	Mailing Address	Legal Address	Cultural Heritage Value/ Heritage Attributes
	Appel / Wagler House 040-007-09000	1855	2744 Bleams Road <b>Wilmot Centre</b>	New Hamburg	PT LOT 15 CON NORTH BLEAMS RD	Georgian, 1 storey, fieldstone, 5 bays, with centre doorway, small porch with turned columns, 2 gabled dormers on roof, red brick voussoirs above windows. Peter Appel emigrated from Germany and was a shoemaker and farmer.



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CL2017-13

**TO:** Council

**PREPARED BY:** Dawn Mittelholtz, Deputy Clerk

**DATE:** April 10, 2017

**SUBJECT:** Consideration of Drainage Engineer's Report  
For the Cressman and Don Myers Municipal Drains 2017  
Parts of Lots 25 and 26, Concession 1 Block A  
Parts of Lots 23 to 26, Concession 2 Block A  
Parts of Lots 23 to 26, Concession 3 Block A  
Township of Wilmot, Regional Municipality of Waterloo

### **Recommendation:**

**THAT the Drainage Engineer's Report dated March 22, 2017 for the Cressman and Don Myers Municipal Drains 2017, to construct a drainage system to safely convey surface flows on the Lyle Cressman property, and to improve the subsurface outlet for tile drainage waters within the watershed for Part of Lots 25 and 26, Concession 1 Block A; Parts of Lots 23 to 26, Concession 2 Block A; Parts of Lots 23 to 26, Concession 3 Block A, Township of Wilmot, Region of Waterloo, be adopted, and further;**

**THAT the Provisional By-law be given first and second reading; and further,**

**THAT the date for the Court of Revision be scheduled for Monday, April 24th, 2017 at 7:00 pm and that: Mayor L. Armstrong, Councillors A. Junker, M. Murray and J. Gerber (as alternate member), be appointed to the Court of Revision.**

### **Background:**

As Council is aware, the Drainage Engineer's Report for the abovementioned municipal drain was filed with the Clerk on March 22, 2017. As per Council resolution on March 27, 2017, the date to consider the Report was scheduled for a Council Meeting on Monday, April 10, for 7:00 p.m.

### **Discussion:**

Pursuant to the requirements of the Drainage Act, copies of the Report have been mailed to all persons and affected agencies entitled to receive them, along with a Notice that the Engineer's Report will be considered by Council.

At this meeting to consider the Report, the Drainage Engineer will review the Report for Council and answer any questions that may arise. The landowners and all other affected parties will be given the opportunity to voice their concerns relating to any aspect of the Report. At the conclusion of the meeting, the owners affected will be given an opportunity to add or withdraw their names from the petition.

If Council wishes to proceed to adopt the Report, a By-law known as the Provisional By-law for drainage works is given first and second reading only. (By-law is attached to this Report), Council sets the date for the Court of Revision wherein any appeals to the assessments are reviewed, and members appointed to the Court. All affected parties will be mailed a notice of the date and time of the Court of Revision.

**Strategic Plan Conformity:**

By proceeding with the requirements of the Drainage Act, Council is supporting the infrastructure within the municipality.

**Financial Considerations:**

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule, and levied by by-law upon completion of the project.

The net assessment for these works is estimated as follows:

	Net Assessment on Lands and Roads	Township of Wilmot Assessment
Don Myers Drain	\$183,840	\$36,210
Cressman Drain	<u>\$124,805</u>	<u>\$70,896</u>
Total	<u>\$308,645</u>	<u>107,106</u>

The Council approved 2017 Capital Program included \$70,800 in general levy funding for the Cressman Drain. At the time of compiling the 2017 budget and updated 10-year forecast, the assessment for the Don Myers Drain was unknown. As such, no funding allocations were included for 2017 or 2018 for these works. The 2018 proposed Capital program will be updated to include funding of \$36,210 for the Don Myers Drainage works.

**Conclusion:**

It is staff's recommendation that based on the findings of the Engineer's Report, that Council proceed with the adoption of the Cressman and Don Myers Municipal Drains 2017 Report by giving two readings to the provisional by-law and that the Court of Revision be set and members appointed.

Dawn Mittelholtz

Deputy Clerk

Barbara McLeod

Director of Clerk's Services

Grant Whittington

Reviewed by CAO



## ***Township of Wilmot*** ***REPORT***

**REPORT NO.**            **FIN 2017-21**

**TO:**                      **Council**

**PREPARED BY:**      **Ashton Romany, Manager of Accounting**

**DATE:**                **April 10, 2017**

**SUBJECT:**            **Statement of Operations as of March 31, 2017 (un-audited)**

### **Recommendation:**

**That the Statement of Operations as of March 31, 2017, as prepared by the Manager of Accounting, be received for information purposes.**

### **Background:**

Finance staff report to Council on the status of municipal operations on a quarterly basis.

### **Discussion:**

Attached is the statement of operations as of March 31, 2017. The report is divided into sections outlining revenues and expenses from general government, protective services, transportation services, recreation and cultural services and development services.

#### ***Net General Levy Expenditure***

The total section of the report outlines revenues and expenses from all municipal operations, and how they relate to the Council approved operating budget. As of the statement date, YTD revenues and expenses are within the budgetary guidelines, and the net effect on general levy is 28.0% of budget (Q1 2016 – 25.8%).

#### ***Wilmot Recreation Complex***

The WRC represents approximately 26% of all operating expenses from the general levy. Staff are pleased to continue reporting that as of the statement date, operations are meeting budget projections, with the combination of administrative and operating/maintenance costs at approximately 26.5% of the annual budget (Q1 2016 – 28%).

The WRC also represents approximately 62% of the budgeted operating revenues to the general levy. As of the statement date, WRC revenues are on target to meet budget projections, with current receipts at approximately 30.3% (Q1 2016 – 31%).

### ***Winter Maintenance Operations***

Winter maintenance activity levels for Q1 2017 were slightly above the preceding 3-year average. YTD expenditures of \$301,200 represent 74.9% of the annual budget (Q1 2016 – 57%). The capacity of this expense line to stay within the total budget of \$401,930 will be contingent upon weather events in early Q2, and the last few months of 2017.

In the event that annual operating expenditures exceed the budget allocation for the winter maintenance program, funds will be allocated from the dedicated winter maintenance reserve fund to offset any overage.

### ***User Pay Divisions***

The second section of the attached statements outlines financial performance from the user pay divisions. Each of these divisions is independent of the levy, and any surplus/deficit from current year operations is transferred to/from dedicated reserve funds at year end.

Each division is well below the projected year-end transfers to reserve funds, for a number of reasons. Water/Sanitary rate increases came into effect on April 1, 2017, and as such are not reflected within these statements. Building activity levels and cemetery burials historically peak in the middle two (2) quarters of the fiscal year.

### **Strategic Plan Conformity:**

This report is aligned with the goal of being an engaged community through the communication of municipal matters. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

### **Financial Considerations:**

As part of year end processing, net operating expenditures and capital funding from the general levy are deducted from income generated through taxation, provincial grants and investments, to calculate the annual transfer to/from infrastructure replacement reserve funds.

### **Conclusion:**

The preceding report is presented to Council for information purposes. The next report outlining operating results will occur in July to include activities up to the end of Q2.

Ashton Romany  
Manager of Accounting

Patrick Kelly CPA, CMA  
Director of Finance

Grant Whittington  
Reviewed by Chief Administrative Officer

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>REVENUE</u></b>			
Administration Fees / Sale of Surplus Assets	(48,580)	(16,862)	34.7%
Grant Funding - General Government	(2,230)	-	0.0%
Licenses and Fines <sup>1</sup>	(82,900)	(53,161)	64.1%
Penalties & Interest Revenue	(261,500)	(62,322)	23.8%
	<b><u>(395,210)</u></b>	<b><u>(132,346)</u></b>	<b><u>33.5%</u></b>
<b><u>EXPENSES</u></b>			
Council <sup>2</sup>	130,220	96,328	74.0%
CAO, Clerks	611,140	177,449	29.0%
Insurance <sup>3</sup>	311,450	7,399	2.4%
Municipal Law Enforcement/Animal Control	215,230	69,426	32.3%
Municipal Election <sup>4</sup>	15,780	1,526	9.7%
Financial Services	493,870	155,584	31.5%
IT Services <sup>5</sup>	192,460	79,750	41.4%
	<b><u>1,970,150</u></b>	<b><u>587,462</u></b>	<b><u>29.8%</u></b>
<b><u>REVENUE</u></b>			
Fire Services Revenues <sup>6</sup>	(27,850)	(5,575)	20.0%
	<b><u>(27,850)</u></b>	<b><u>(5,575)</u></b>	<b><u>20.0%</u></b>
<b><u>EXPENSES</u></b>			
Fire Services Administration	928,740	226,588	24.4%
Fire Services Operating Expenses	258,320	68,612	26.6%
	<b><u>1,187,060</u></b>	<b><u>295,200</u></b>	<b><u>24.9%</u></b>

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>PUBLIC WORKS</u></b>			
<b><u>REVENUE</u></b>			
Roads/Engineering Service Charges	(16,850)	-	0.0%
Aggregate Resource Fees	(92,000)	-	0.0%
Grant Funding - Public Works	(9,000)	-	0.0%
	<b>(117,850)</b>	<b>-</b>	<b>0.0%</b>
<b><u>EXPENSES</u></b>			
Engineering Administration	162,250	46,028	28.4%
Roads Administration	604,680	125,427	20.7%
Roads Operating Expenses <sup>7</sup>	509,620	91,078	17.9%
Winter Control Expenses <sup>8</sup>	401,930	301,200	74.9%
Municipal Drainage Operating Expenses	16,000	-	0.0%
Street Lighting Operating Expenses	145,000	39,326	27.1%
Crossing Guards Operating Expenses	48,160	13,056	27.1%
	<b>1,887,640</b>	<b>616,115</b>	<b>32.6%</b>
<b><u>RECREATION AND FACILITIES</u></b>			
<b><u>REVENUE</u></b>			
Wilmot Recreation Complex Revenues <sup>9</sup>	(1,415,320)	(429,141)	30.3%
Park, Facility and Community Centre Rental Revenue	(132,150)	(12,742)	9.6%
Grant Funding - Recreation and Facilities <sup>10</sup>	(18,500)	(18,500)	100.0%
	<b>(1,565,970)</b>	<b>(460,383)</b>	<b>29.4%</b>
<b><u>EXPENSES</u></b>			
Recreation Administration	689,680	188,660	27.4%
Wilmot Recreation Complex Administration	1,565,870	436,740	27.9%
Wilmot Recreation Complex Operating Expenses	969,100	236,092	24.4%
Parks & Facilities Administration	487,450	102,350	21.0%
Parks and Community Centre Operating Expenses <sup>11</sup>	345,440	47,565	13.8%
Municipal Facilities Operating Expenses	170,950	31,551	18.5%
Abandoned Cemetery Operating Expenses	3,000	750	25.0%
	<b>4,231,490</b>	<b>1,043,708</b>	<b>24.7%</b>

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>CULTURAL SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Castle Kilbride Admissions & Events	(47,740)	(13,397)	28.1%
Grant Funding - Castle Kilbride	(25,310)	-	0.0%
	<b><u>(73,050)</u></b>	<b><u>(13,397)</u></b>	<b><u>18.3%</u></b>
<b><u>EXPENSES</u></b>			
Castle Kilbride Administration	216,960	54,870	25.3%
Castle Kilbride Operating Expenses <sup>12</sup>	46,530	17,596	37.8%
Archives Operating Expenses	1,550	-	0.0%
Heritage Wilmot Operating Expenses	9,840	920	9.4%
	<b><u>274,880</u></b>	<b><u>73,386</u></b>	<b><u>26.7%</u></b>
<b><u>DEVELOPMENT SERVICES</u></b>			
<b><u>REVENUE</u></b>			
Planning Application Fees	(106,900)	(13,500)	12.6%
Business Licensing	(4,500)	-	0.0%
	<b><u>(111,400)</u></b>	<b><u>(13,500)</u></b>	<b><u>12.1%</u></b>
<b><u>EXPENSES</u></b>			
Planning	173,330	55,564	32.1%
Economic Development <sup>13</sup>	55,000	50,500	91.8%
	<b><u>228,330</u></b>	<b><u>106,064</u></b>	<b><u>46.5%</u></b>
<b><u>TOTAL OPERATING</u></b>			
<b><u>REVENUES</u></b>	<b><u>(2,291,330)</u></b>	<b><u>(625,200)</u></b>	<b><u>27.3%</u></b>
<b><u>EXPENSES</u></b>	<b><u>9,779,550</u></b>	<b><u>2,721,933</u></b>	<b><u>27.8%</u></b>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<b><u>7,488,220</u></b>	<b><u>2,096,733</u></b>	<b><u>28.0%</u></b>

**NOTES:**

- 1 Includes Dog and Kennel Licenses (\$45,370); Parking Fines (\$3,250); Marriage Licenses (\$1,875); Property Standards Fees (\$2,244); Lottery Licenses (\$422).
- 2 Includes distribution of Municipal Grants (\$43,334); Discover Your Wilmot funding (\$15,500); and Discover Your Wilmot: Canada 150 funding (\$10,950).
- 3 Insurance Pool Premiums for 2017, projected at \$271,000, are anticipated to be remitted in Q2. YTD expenditures reflect claims falling under the Township's deductible limit of \$10,000.
- 4 Budget includes annual transfer of \$13,750 to cover costs associated with 2018 municipal election; YTD expenditures reflect annual fees for on-going maintenance of Municipal voters' list.
- 5 Several third party software support contracts are paid in full in Q1. These fees represent approximately \$29,525 of YTD operations.
- 6 Includes Boundary Fire Service Agreement with Blandford-Blenheim (\$5,055).
- 7 Roads operations and staffing costs are impacted by seasonality. The majority of focus in Q1 is on Winter Maintenance operations.
- 8 Winter maintenance activities peak in Q1 and Q4. Any savings from the program at year end are transferred to a dedicated reserve fund to offset any overages from years of higher than average snowfall.
- 9 Revenues include: Ice Rentals (\$218,377); Aquatics (\$121,986); Programming (\$13,522); Concessions (\$45,100); Room/Field Rentals (\$10,420); Advertising/Promotional Fees (\$12,525); Other (\$7,211)
- 10 Represents Grant funding provided under the Healthy Kids Community Challenge.
- 11 Activity levels at Township parks and community centres are seasonal, with majority of activities in Q2/Q3.
- 12 Expenditures include membership with Waterloo Region Tourism Marketing Corporation (WRTMC) (\$10,000); and marketing/promotional materials (\$7,173).
- 13 Includes Township membership with the Waterloo Region Economic Development Corporation (\$50,000).

**TOWNSHIP OF WILMOT  
2017 OPERATING**

	2017 Budget	2017 Actual	Variance %
<b><u>WATER/SANITARY</u></b>			
<b><u>REVENUE</u></b>			
Utility User Fees, including Local Improvements <sup>1</sup>	(5,144,230)	(571,113)	11.1%
Utilities Sales, Service Charges	(60,000)	(18,810)	31.4%
	<b><u>(5,204,230)</u></b>	<b><u>(589,923)</u></b>	<b><u>11.3%</u></b>
<b><u>EXPENSES</u></b>			
Water/Sanitary Administration	521,690	145,443	27.9%
Water/Sanitary Operating Expenses	646,890	153,451	23.7%
Water Regional Charges <sup>2</sup>	1,328,000	190,232	14.3%
Sanitary Regional Charges <sup>2</sup>	1,412,170	298,281	21.1%
	<b><u>3,908,750</u></b>	<b><u>787,407</u></b>	<b><u>20.1%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>4</sup></u></b>	<b><u>(1,295,480)</u></b>	<b><u>197,484</u></b>	<b><u>-15.2%</u></b>
<b><u>CEMETERY</u></b>			
<b><u>REVENUE</u></b>			
Cemetery User Fees	(69,850)	(5,565)	8.0%
Cemetery Investment Income	(3,500)	-	0.0%
	<b><u>(73,350)</u></b>	<b><u>(5,565)</u></b>	<b><u>7.6%</u></b>
<b><u>EXPENSES</u></b>			
Cemetery Administration	23,720	646	2.7%
Cemetery Operating Expenses	32,940	5,331	16.2%
	<b><u>56,660</u></b>	<b><u>5,977</u></b>	<b><u>10.5%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>4</sup></u></b>	<b><u>(16,690)</u></b>	<b><u>412</u></b>	<b><u>-2.5%</u></b>
<b><u>BUILDING</u></b>			
<b><u>REVENUE</u></b>			
Building Permit Fees <sup>3</sup>	(503,000)	(115,823)	23.0%
	<b><u>(503,000)</u></b>	<b><u>(115,823)</u></b>	<b><u>23.0%</u></b>
<b><u>EXPENSES</u></b>			
Building Administration	394,480	109,171	27.7%
Building Operating Expenses	203,290	52,216	25.7%
	<b><u>597,770</u></b>	<b><u>161,387</u></b>	<b><u>27.0%</u></b>
<b><u>TRANSFER (TO)/FROM RESERVE FUNDS <sup>4</sup></u></b>	<b><u>94,770</u></b>	<b><u>45,564</u></b>	<b><u>48.1%</u></b>

**NOTES:**

- 1 The new water/sanitary rates came into effect on April 1, 2017. YTD fees represent January billing for New Hamburg residents and January/February billing for the remainder of the Township.
- 2 Reflects flows to/from the Region of Waterloo for the months of January and February.
- 3 YTD permit fees are outlined within Building Statistics reporting from Development Services.
- 4 The new water/sanitary rates came into effect on April 1, 2017. YTD fees represent January billing for New Hamburg residents and January/February billing for the remainder of the Township.
- 5 Transfers to/from reserve funds are completed as part of year end processing.



## Township of Wilmot *REPORT*

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**REPORT NO.:** PW-2017-05

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** April 10, 2017

**SUBJECT:** Surface Treatment – Award of Tender

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### **Recommendation:**

**That the tender submitted by Cornell Construction Limited for the application of surface treatment to Township roads in the amount of \$454,812.99, plus HST, be accepted.**

### **Background:**

The application of surface treatment to Township roads continues the program of upgrading the service level of roads through hard surfacing. Surface treatment will be applied to the following road sections:

Single Layer: Bethel Road from Sandhills Road to Trussler Road  
 Wilmot-Easthope Road from Christner Road to Huron Street  
 Christner Road from Waterloo Street to Wilmot-Easthope Road

Triple Layer: Bridge Street from Diamond Road to Oxford Road 5  
 Bethel Road from Sandhills Road to Pinehill Road

In addition Blandford-Blenheim will be applying a single surface treatment to Oxford-Waterloo Road from Trussler Road to Queen Street. The cost of this work will be shared 50/50 between the two municipalities with Wilmot's allocation estimated at \$44,500.

### **Discussion:**

We received tenders for the application of surface treatment to Township roads and the tender results (plus HST), are as follows:

Cornell Construction Limited, Brantford	\$454,812.99
Duncor Enterprises Inc., Barrie	\$497,583.05
Norjohn Contracting and Paving Ltd., Niagara Falls	\$599,567.50

**Strategic Plan Conformity:**

Maintaining our infrastructure ensures a prosperous economy for our municipality.

**Financial Considerations:**

The approved 2017 Budget for the application of surface treatment to Township roads is \$622,500. Included in this amount is our cost sharing with Blandford-Blenheim (\$44,500) and also utility re-location costs on Bethel Road (\$37,500).

Therefore there is \$540,500 available for the application of surface treatment to Township roads and the low tender is within budget.

**Conclusion:**

That the tender submitted by Cornell Construction Limited be approved by Council.

\_\_\_\_\_  
Gary Charbonneau

Director of Public Works

\_\_\_\_\_  
Grant Whittington

Reviewed by CAO



## Township of Wilmot *REPORT*

**REPORT NO.:** PW-2017-06

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** April 10, 2017

**SUBJECT:** Hot Mix Asphalt Paving – Award of Tender

### **Recommendation:**

That the tender submitted by Coco Paving Inc., for the paving of Township roads with hot mix asphalt, in the amount of \$239,100.00, plus HST, be accepted.

### **Background:**

The hot mix asphalt paving program is determined through asset management planning based on existing road conditions and life span. In 2017 Sandhills Road between Huron Road and Bridge Street will be paved with hot mix asphalt. In addition Main Street between Bridge Street and Alderview Drive in New Dundee which, was reconstructed in 2016, will receive a lift of surface asphalt.

### **Discussion:**

We received tenders for the paving of Township roads with hot mix asphalt and the results (plus HST), are as follows:

Coco Paving Inc., Petersburg	\$239,100.00
E & E Seegmiller Ltd., Kitchener	\$269,682.97
Brantco Construction, Cambridge	\$269,823.00
Steed and Evans Limited, St. Jacobs	\$277,583.00
Capital Paving Inc., Guelph	\$286,012.45
Cox Construction Limited, Guelph	\$332,756.65
Ashland Paving Ltd., Concord	\$392,192.00

### **Strategic Plan Conformity:**

Maintaining our infrastructure ensures a prosperous economy for our municipality.

**Financial Considerations:**

The approved 2017 Budget includes \$253,000 for the Hot Mix Paving Program with funding provided by the Federal Gas Tax. Additional funding in the amount of \$41,000 was accrued from the 2016 budget for the surface asphalt on Main Street.

Therefore the total amount available for the Township hot mix asphalt program is \$294,000 and the low tender is within budget.

**Conclusion:**

That the tender submitted by Coco Paving Inc. be approved by Council.

\_\_\_\_\_  
Gary Charbonneau

Director of Public Works

\_\_\_\_\_  
Grant Whittington

Reviewed by CAO



## ***Township of Wilmot*** **REPORT**

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<b>REPORT NO.</b>	<b>DS 2017-07</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Harold O'Kafka, Director of Development Services</b>
<b>DATE:</b>	<b>April 10, 2017</b>
<b>SUBJECT:</b>	<b>2017 First Quarter Building Statistics Summary</b>

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### **Recommendation:**

**That the 1<sup>st</sup> Quarter 2017 Building Statistics Summary be received for information.**

### **Background:**

Building Statistics are provided to Council for information purposes.

Month end reporting to is also provided to the public via the Township website in addition to statistical reports provided monthly to the Region of Waterloo, Statistics Canada and Municipal Property Assessment Corporation..

### **Discussion:**

The total number of permits issued in the first quarter of 2017 was significantly higher than 2016 and the historical 10yr average. The number of new home starts for the year was also higher than the 10 year historical average and significantly higher than 2016.

These increases continue on the building surge which started in the 4<sup>th</sup> quarter of 2016 and staff expect the trend to continue well into 2017.

Having said that, the Township is moving towards build out of its remaining vacant residential lots which will slow growth until such time as new developments come on stream.

Inspections completed under the Septic System Mandatory Maintenance Inspection Program are expected to ramp up over the next few months as we approach the deadline for voluntary completion of the inspection- August 15, 2017.

Following that date it may be necessary to place orders, under the Ontario Building Code, on property owners who have not complied with the requirements.

**Strategic Plan Conformity:**

Tracking of building activity provides a statistical basis for decision making related to land use planning in the community which contributes to the quality of life of Wilmot residents.

Reporting statistics contributes to enhanced community engagement.

**Financial Considerations:**

Administration and enforcement of the Ontario Building Code is a user pay enterprise and is not funded by general levy.

**Conclusion:**

In conclusion, building activity rates have remained high in the first quarter of 2017 and are significantly higher than 2016 and the historical 10 year average. It appears that the upswing in residential activity, which began in December 2016, will continue well into 2017.

The SSMMIP continues to be very successful to date with approximately 77.5% of the program now completed.

Harold O’Krafka, MCIP RPP  
Director of Development Services

Grant Whittington  
Reviewed by CAO

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF MARCH	10 Year Average	2016	2017
Number of Permits Issued	25	27	36
Dwelling Units Constructed	10	3	6
Dwelling Units Demolished	0	1	2
Residential - New Dwelling Units	\$ 2,417,778	\$ 895,000	\$ 1,970,000
Residential - Addition/Alteration	\$ 275,556	\$ 575,000	\$ 545,000
Residential - Accessory	\$ 77,778	\$ 75,000	\$ 225,000
Agricultural - New	\$ 153,333	\$ 200,000	\$ 355,000
Agricultural - Addition/Alteration	\$ 99,444	\$ -	\$ 100,000
Commercial - New	\$ 4,444	\$ 5,000	\$ -
Commercial - Addition/Alteration	\$ 205,000	\$ 85,000	\$ 70,000
Industrial - New	\$ -	\$ 150,000	\$ -
Industrial - Addition/Alteration	\$ 35,556	\$ 10,000	\$ 350,000
Institutional - New	\$ 145,000	\$ -	\$ -
Institutional - Addition/Alteration	\$ 77,778	\$ 5,000	\$ 2,610,000
Miscellaneous	\$ 11,111	\$ 15,000	\$ -
Total Construction Value	\$ 3,502,778	\$ 2,015,000	\$ 6,225,000
YEAR TO DATE	10 Year Average	2016	2017
Number of Permits Issued	56	52	84
Number of Dwelling Units	21	8	30
Total Construction Value	\$ 7,494,778	\$ 9,415,000	\$ 15,578,000

March 2017			
Residential - New		Agricultural - New	
NEW HAMBURG		1527 Holland Mills Road	
221 Kettle Lake Drive	44 Theodore Schuler Boulevard	966335 Oxford-Wat. Rd	
43 Piccadilly Square	48 Theodore Schuler Boulevard	1427 Pinehill Road	
63 Piccadilly Square	84 Theodore Schuler Boulevard	Agricultural - Add.	
Residential - Alteration		2146 Bridge Street	
265 Livingston Boulevard	38 West Morningside Circle	Agricultural - Demo.	
323 Snyder's Road E	44 Williams Street	1427 Pinehill Road	
20 Kurt Place	2634 Bleams Road	Commercial - Alt.	
407 Fairview Street	3247 Erb's Road	25 Byron Street	
106 Piccadilly Square	2194 Bleams Road	Industrial - Add.	
Residential - Accessory		1427 Gingerich Road	
3524 Sandhills Road	511 Joseph Street	Industrial - Alt.	
154 Hostetler Road	144 Laschinger Boulevard	1413 Gingerich Road	
4578 Huron Road	1064 Huron Street	Institutional - Add.	
Residential - Addition		87 Foxboro Drive	
1021 Punkeydoodles Avenue		Institutional - Alt.	
Residential - Demolition		251 Jacob Street	
966565 Oxford-Waterloo Road	2089 Witmer Road	1291 Nafziger Road	

# SSMMIP STATISTICS

Source: Township of Wilmot  
Development Services

	Total 2015	Total 2016	PTD - March 31, 2017
Systems to be inspected	541	548	549
System Inspected	162	334	347
Systems not requiring Stage 2 inspection	161	331	344
Systems requiring Stage 2 inspection	1	3	3
Systems exempted from Stage 1 inspection	105	78	78
<b>Systems remaining to be inspected</b>			<b>124</b>



## ***Township of Wilmot REPORT***

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<b>REPORT NO.</b>	<b>FD 2017 - 03</b>
<b>TO:</b>	<b>Council</b>
<b>PREPARED BY:</b>	<b>Brad Otterbein, Acting Fire Chief</b>
<b>DATE:</b>	<b>April 10, 2017</b>
<b>SUBJECT:</b>	<b>Automatic Aid Agreement – City of Waterloo</b>

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### **Recommendation:**

**That Report FD 2017 – 03 prepared by the Acting Fire Chief regarding the automatic aid agreement with the City of Waterloo be endorsed.**

### **Background:**

That as per the approved 2017 Municipal Work Program, the Townships of Wilmot and Woolwich had initiated discussions with the City of Waterloo regarding automatic aid, particularly with regards to structural fires within close proximity to the municipal boundary.

### **Discussion:**

Based on these discussions, the Townships explored the opportunity of establishing an automatic aid agreement with the City of Waterloo. The Fire Chief, CAO and Mayor from each municipality were in attendance at the meetings. The provisions of the proposed agreement were established and agreed upon, as follows:

- The effected properties within Township of Wilmot are identified on the appendix 'A' with the municipal addresses noted;
- The City of Waterloo Fire Service would be first response to confirmed structural fire and/or alarm ringing to identified properties. Upon arrival of the Wilmot Fire Services they would fully transition into fire ground operations and command as conditions dictate;
- When the alarm is activated or dispatched, Waterloo and Wilmot would be dispatched simultaneously;
- This agreement would enhance the current mutual aid plan;
- A payment of \$1,000 payable to the City of Waterloo would occur for a structural fire incident;
- The Fire Dispatch will be notified of the list of effected properties for future calls.

The staff report recommending the automatic aid proposal is on the April 10<sup>th</sup> City of Waterloo Council Meeting and April 11<sup>th</sup> Township of Woolwich Council Meeting for their approval.

**Strategic Plan Conformity:**

This report is aligned with the Strategic Plan goals of being an engaged community through communication of municipal matters and enjoying our quality of life by increasing public safety.

**Financial Considerations:**

The payment of \$1,000 to the City of Waterloo would occur only when a structural fire occurs within the identified properties.

**Conclusion:**

Upon Council's approval of this report, staff will begin the preparation of the legal agreement, which will be presented for approval at a future City of Waterloo and Township of Wilmot Council Meeting.

Brad Otterbein  
Acting Fire Chief

Grant Whittington  
Reviewed by CAO

Automatic Aid Agreement with City of Waterloo

- City of Waterloo Automatic Aid-properties
- Township of Wellesley (St. Clements Station) response area

Key No.	Address
0	303 Wilmot Line
1	1028 Wilby Rd
2	1127 Carmel Koch Rd
3	1083 Carmel Koch Rd
4	489 Wilmot Line
5	505 Wilmot Line
6	567 Wilmot Line
7	1013-1019 Berlett's Rd
8	585 Wilmot Line
9	1018 Berlett's Rd
10	1115 Cedar Grove Rd Unit 7
11	1115 Cedar Grove Rd Unit 5
12	1115 Cedar Grove Rd Unit 3
13	1115 Cedar Grove Rd Unit 6
14	1115 Cedar Grove Rd 2
15	1115 Cedar Grove Rd 4
16	1115 Cedar Grove Rd 8
17	1115 Cedar Grove Rd 10
18	1115 Cedar Grove Rd Unit 1
19	1105 Cedar Grove Rd
20	1081 Cedar Grove Rd
21	763 Wilmot Line



**WILMOT**  
FIRE DEPARTMENT

0 0.1 0.2 0.4 0.6 0.8 Kilometers



## ***Township of Wilmot*** **REPORT**

**REPORT NO.** CK2017-02

**TO:** Council

**PREPARED BY:** Tracy Loch

**DATE:** April 10, 2017

**SUBJECT:** Quarterly Activity Report – January, February & March 2017

### **Recommendation:**

That the Castle Kilbride Activity Report for the months of January, February and March be received for information purposes.

### **Background:**

Providing quarterly reports for informational insight and knowledge into the operations of the Castle Kilbride department.

### **Discussion:**

#### **Curator/Director's Summary:**

- Completed the Castle Kilbride Christmas season on January 8<sup>th</sup> which is always well received by the public.
- Wrote two federal grant applications for summer youth employment with Castle Kilbride and Heritage Wilmot.
- Distributed information to college/university museum program administrators to advertise internship opportunities with Castle Kilbride for Spring of 2016.
- Finalized 2017 exhibit and event schedule in conjunction with Assistant Curator.
- Coordinated all aspects of the filming of Anne by Northwood Anne / CBC at Castle Kilbride.
- Met with Chairs of Heritage Wilmot and Castle Kilbride to establish meeting schedules and committee initiatives for 2017.
- Continue to be an active member of the Prime Ministers Statue Committee; assisted with two grant applications, creation of promotional banners and printed material. Met with Conestoga College students to discuss an education component for new Canadians.
- Assisted Heritage Wilmot with the planning, marketing and coordination of Heritage Day 2017: Celebrating 25 Years of the New Hamburg Heritage Conservation District. The event was hosted on February 25 at the New Hamburg Community Centre.
- Updated and provided editorial support and photographs to the Waterloo Region Tourism Marketing Corporation (WRTMC) on behalf of Wilmot Township for their annual Travel Guide.

- Provided assistance to the New Hamburg Independent pertaining to 2017 Heritage Edition newspaper.
- Assisted two property owners of designated properties to seek funding from the Waterloo Regional Heritage Foundation.
- Met with the Coordinator of Communications with the Region of Waterloo Library to explore partnerships in 2017 between the libraries and Castle Kilbride.
- Began coordination of the 2017 Castle Summer Concert Series line up of entertainment.
- Began coordination of the sign replacement of the historic Huron Road signs in Wilmot Township.
- Assisted various researchers and responded to genealogical requests. They include: history of harness racing in New Hamburg, historic Wilmot bridges, New Hamburg hockey in 1967 and a double drowning in the Nith River in 1871.

\*For further details, please see the attached report for the Assistant Curator's summary

**Strategic Plan Conformity:**

The report implements the following goals from the Strategic Plan:

- We are an engaged community through strengthening communicating municipal matters.
- The actions noted are in accordance with the municipal work program.

**Financial Considerations:**

n/a.

**Conclusion:**

The report CK2017-02 noting the activities of the Castle Kilbride department be received.

Tracy Loch  
Curator/Director

Grant Whittington  
Reviewed by CAO

### **Assistant Curator's Report**

**SUBJECT: Quarterly Report for January, February & March 2017**

**SUBMITTED TO: Tracy Loch**

**SUBMITTED BY: Sherri Gropp**

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#### **Education:**

##### **Curriculum Programming**

During the first week of January we opened to the public to coincide with school holidays which brought in many families.

**Curriculum Programming-** We were pleased to offer the following curriculum-based programs:

Grade JK/SK- **Playing in the Past** – 26 students

Grade 4- **A Knight at the Museum** (enhanced program, new power point) we welcomed 25 students

**March Break-** This was the third year we offered specialty drop-in programs for *March Break*. We had different themes for each day. In total we had 37 participants plus parents/grandparents. The program was very well received and we plan on expanding it in 2018.

**Girl Guide Tour-** created a special tour designed to encourage the members to earn their Community badge. We offered this program after-hours to coincide with their meeting night. We had 14 participants.

**Summer Camp-** created the 2017 summer camp program. Marketed the camp, processed payment and registration forms. Camps are filling up nicely.

#### **Collection**

##### **Castle Kilbride Collection**

- Continued with entering artifacts into the Past Perfect database program. I am excited about the potential and ease of use with this program. This is a huge project that will take a number of years to complete.
- Catalogued new artifacts, numbered, filled in proper paperwork and then stored item according to nomenclature classification.
- Re-organized some of the units in the collections room.

#### **Special Events & Exhibits**

- Dismantled Christmas interior and exterior decorations of the Castle. Organized and carefully stored decorations.
- Moved all small items for the Northwood Anne filming inside Castle Kilbride on Jan.23<sup>rd</sup>. Cleaned the house from top to bottom. Remained on site during filming to ensure safety of paintings and artifacts. Once filming had finished moved all small artifacts back to their home and arranged all items for proper display.
- Dismantled the 2016 special exhibit *"The Trip of '36"* Properly packed artifacts and then returned to owner.

- Planned, organized and installed our major 2017 exhibition *"To Canada with Love from Wilmot"* on exhibit from May 2, 2017 until Jan.7, 2018. Arranged for items to be loaned. Contacted individuals to be included. Designed display panels. Uncrated and properly arranged artifacts for display.
- *Lecture Series*- created poster and flyers for our 2017 lecture series, took bookings and processed payments.

### **Marketing/Promotion**

- Maintained hours, exhibit and events listing on the website
- Regularly updated our Facebook page.
- Created forms and sent all of our 2017 events to Tourism Stratford.
- Marketed a spring educational brochure to schools, daycares and camps in Perth County and Waterloo Region.

### **Castle Maintenance**

- Prepared the Castle for re-opening.
- Full cleaning of house and artifacts while closed to the public. Washed floors, baseboards, fireplaces, glassware and wood trim.

### **Administration**

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Handled inquiries for archival material, artifacts in the collection, weddings etc.
- Responsible for booking for tours, school programs, camp registration and registration for special events.
- Conducted group tours.
- Inspected rooms and insured security of their contents.
- Prepared updates and responsibilities for weekend supervisors

### **Visitor Statistics for January, February & March 2017**

Month	School	Bus	Regular	Event	Total
January	0	0	261	100	361
February	0	10	0	5	15
March	106	33	129	0	268
<b>Total</b>	<b>106</b>	<b>43</b>	<b>390</b>	<b>105</b>	<b>644</b>
<b>2016</b>	173	8	290	29	<b>500</b>
2015	176	62	242	0	<b>480</b>
2014	107	32	186	9	<b>334</b>
2013	177	29	296	10	<b>512</b>
2012	165	0	217	10	<b>392</b>

**By-law for Municipalities Not Within a Regional  
Municipality, the County of Oxford or The  
District Municipality of Muskoka – Form 5***Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)*Drainage By-law Number 2017-17

A by-law to provide for a drainage works in the Township of Wilmot  
in the Regional Municipality of Waterloo.

Whereas the council of the Township of Wilmot has procured a  
report under section 4 and 78 of the *Drainage Act* for the construction and improvement  
of the Cressman and Don Myers Municipal Drains 2017 drain;

And whereas the report dated 2017/03/22 has been authored by Dietrich Engineering Limited  
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$308,645.00 ;

And whereas \$107,106.00 is the amount to be contributed by the Township  
of Wilmot for the drainage works;

And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.);*

_____	is being assessed in the <u>Municipality</u>	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____
_____	is being assessed in the _____	of _____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Wilmot  
pursuant to the *Drainage Act* enacts as follows:

**1. AUTHORIZATION**

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

**2. BORROWING**

The Corporation of the Township of Wilmot  
may borrow on the credit of the Corporation the amount of \$308,645.00 being the amount necessary for  
the construction and improvement of the drainage works.

This project will NOT be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the " Cressman and Don Myers Drains 2017 \_\_\_\_\_ by-law".

First reading 2017/04/10

Second reading 2017/04/10

Provisionally adopted this 10 day of April, 2017

Name of Head of Council (Last, First Name) <u>Armstrong, Les</u>	Signature
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Name of Clerk (Last, First Name) <u>McLeod, Barbara</u>	Signature
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Third reading \_\_\_\_\_

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Name of Head of Council (Last, First Name)	Signature
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Name of Clerk (Last, First Name)	Signature
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I, \_\_\_\_\_  
clerk of the Corporation of the Township of Wilmot,  
certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)	Signature
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