



Council Meeting Agenda

Monday, September 27, 2021

Closed Council Meeting

4:30 P.M.

Regular Council Meeting

Virtual

7:00 P.M.

This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot You Tube Channel](#) to watch the live stream or view after the meeting.

Delegations must register with the [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

1. MOTION TO CONVENE INTO CLOSED MEETING

RECOMMENDATION

THAT a Closed Meeting of Council be held on Monday, September 27, 2021 at 4:30 p.m. in accordance with Section 239(2), for the purposes of:

- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

2. MOTION TO RECONVENE IN OPEN MEETING

RECOMMENDATION

THAT Council reconvenes in Open Session at 7:00 p.m.

3. **MOMENT OF SILENCE**
4. **LAND ACKNOWLEDGEMENT – Councillor C. Gordijk**
5. **ADDITIONS TO THE AGENDA**
6. **ADOPTION OF THE AGENDA**

RECOMMENDATION

THAT the Agenda, as presented, for September 27, 2021 be adopted.

7. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
8. **MINUTES OF PREVIOUS MEETINGS**

8.1 Council Meetings Minutes Monday September 13, 2021

RECOMMENDATION

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

Regular Council Meeting September 13, 2021.

9. PUBLIC MEETINGS

9.1 REPORT NO. DS 2021-027

Draft Plan of Subdivision Application 30T-21601

Zone Change Application 07/21

Snyder's Road (Baden) GP Inc. / MHBC

Part of Lot 16, Concession North of Snyder's Road

1012 Snyder's Road West, Baden

RECOMMENDATION

THAT Report DS 2021-027 be received for information.

Registered Delegations

1. Pierre Chauvin, MHBC Planning
2. Penny Collins

10. PRESENTATIONS**10.1 Non-Designated Heritage Register
Marg Rowell, Vice Chair of Heritage Wilmot****10.1.1 REPORT NO. CK 2021-004
Non-Designated Heritage Register Update****RECOMMENDATION**

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the addition of seventeen (17) properties as follows:

1. U.S.S. #1 & 3 New Dundee Public School (Built 1928) Bridge Street, New Dundee
2. U.S.S. #5 St. James' School (Built 1886) Huron Road, Haysville
3. S.S. #6 Haysville School (Built 1889) Huron Road, Haysville
4. S.S. #7 Pinehill School (Built 1886) Huron Road, Pinehill
5. S.S. #11 Cressman's School (Built 1897) Bleams Road, New Hamburg
6. S.S. #12 Hostetler's School (Built 1900) Christner Road, New Hamburg
7. S.S. #14 Petersburg School (Built 1923) Snyder's Road, Petersburg
8. S.S. #16 Schmidt School (Built 1908) Sandhills Road, Baden
9. S.S. #18 New Prussia School (Built 1859) Berlett's Road, New Prussia
10. S.S. #19 Horn's/Berlett's Corner School (Built 1857) 2502 Berlett's Road, Berlett's Corner
11. Grandview Public School (Built 1949) Huron Place, New Hamburg
12. Waterloo Oxford District Secondary School (Built 1955) Snyder's Road West, Baden
13. Holy Family Catholic School (Built 1959) Huron Street, New Hamburg
14. Former Wilmot Senior Public School; (Built c.1908) 2483 Bleams Road, New Hamburg
15. Former St. Agatha Catholic School (Built in 1958) 1869 Notre Dame Drive, St. Agatha
16. Former North Wilmot Public School; (Built 1965). 2400 Erb's Road, St. Agatha
17. Forest Glen Public School (Built in 1974) 437 Waterloo Street, New Hamburg

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the removal of two (2) properties as follows:

1. Steinmann Furniture, 43 Snyder's Road East, Baden (demolished)
2. St. James Lutheran Church, 66 Mill Street, Baden (designated under Part IV, OHA)

THAT the Director / Curator of Castle Kilbride notify the affected property owners of the decision of Council in accordance with the requirements of the Ontario Heritage Act.

Registered Delegation

1. Victor Rocha

11. CONSENT AGENDA

12. REPORTS

12.1 CORPORATE SERVICES

12.1.1 REPORT NO. COR 2021-032

Procurement By-law Update

RECOMMENDATION

THAT Report COR 2021-032, regarding the update to the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods, be received for information purposes; and further

THAT an updated by-law be adopted, with an effective date of October 1, 2022.

13. CORRESPONDENCE

13.1 Integrity Commissioner Report Nos. IC-2021-05

RECOMMENDATION

That Correspondence Item No. 13.1 be received for information.

14. BY-LAWS

14.1 By-law No. 2021-43

Procurement By-law

RECOMMENDATION

THAT By-law Nos. 2021-43 be introduced, read a first, second and third time and finally passed in Open Council

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS****17. BUSINESS ARISING FROM CLOSED SESSION****18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-44****RECOMMENDATION**

THAT By-law No. 2021-44 to Confirm the Proceedings of Council at its Meeting held on September 27, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

19. ADJOURNMENT**RECOMMENDATION**

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



Council Meeting Minutes

Monday, September 13, 2021

Closed Council Meeting

4:00 P.M.

Regular Council Meeting

Virtual

7:00 P.M.

Members Present: Mayor L. Armstrong, Councillors A. Hallman, C. Gordijk, B. Fisher, J. Gerber and J. Pfenning

Staff Present: Acting Chief Administrative Officer / Director of Parks, Facilities and Recreation S. Jackson, Director of Information and Legislative Services / Municipal Clerk D. Mittelholtz, Director of Public Works and Engineering J. Molenhuis, Director of Development Services H. O'Krafka, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson, Manager of Information and Legislative Services / Deputy Clerk T. Murray, Manager of Planning / EDO A. Martin.

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2021-181

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT a Closed Meeting of Council be held on Monday, September 13, 2021 at 4:00 p.m. in accordance with Section 239 (2), for the purpose of:

- b) personal matters about an identifiable individual, including municipal or local board employees;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

CARRIED.

2. MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2021-182

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT Council reconvenes in Open Session at 7:00 p.m.

CARRIED.

3. MOMENT OF SILENCE

4. LAND ACKNOWLEDGEMENT

4.1 Councillor J. Pfenning read the Land Acknowledgement.

5. ADDITIONS TO THE AGENDA

6. ADOPTION OF THE AGENDA

Resolution No. 2021-183

Moved by: Councillor J. Pfenning

Seconded by: Councillor B. Fisher

THAT the Agenda, as presented, for September 13, 2021 be adopted.

CARRIED.

**7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT**

7.1 None Disclosed.

8. MINUTES OF PREVIOUS MEETINGS

8.1 Council Meetings Minutes Monday August 23, 2021

Resolution No. 2021-184

Moved by: Councillor J. Pfenning

Seconded by: Councillor C. Gordijk

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

Regular Council Meeting September 13, 2021.

CARRIED.

9. PUBLIC MEETINGS

10. PRESENTATIONS

11. CONSENT AGENDA

11.1 REPORT NO. PFRS 2021-014

Wilmot Seniors Woodworking & Craft Centre License Agreement

Resolution No. 2021-185

Moved by: Councillor J. Pfenning

Seconded by: Councillor C. Gordijk

THAT Report No. PFRS 2021-014 be approved.

CARRIED.

The Director of Parks, Facilities, and Recreation Services confirmed that the insurance limit has been cleared with the Insurance Pool to their satisfaction.

12. REPORTS

12.1 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

12.1.1 REPORT NO. CAO 2021-003

2021 Mid-Term Work Program Report

Resolution No. 2021-186

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Pfenning

THAT the 2021 Mid-Term Work Program Report CAO 2021-003, dated September 13, 2021, submitted by the Interim Chief Administrative Officer, be endorsed.

CARRIED.

The Interim Chief Administrative Officer outlined the report.

The Manager of Information and Legislative Services advised that an update on the status of the Flag and Proclamation Governance Policy and the Code of Conduct update will be provided upon return of the Director of Information and Legislative Services.

The Manager of Information and Legislative Services advised that the Thank You Neighbor Program was completed in the spring; however, staff are open to launching another social media campaign in the fall. It was also confirmed that the Crime Prevention Committee will be meeting this fall.

The Director of Corporate Services clarified that several grant applications noted within the Work Program are in process with the Corporate Leadership Team considering eligible projects for the various streams. The Director of Corporate Services noted that when an application is not successful, generally no rationale is provided.

The Director of Parks, Facilities and Recreation Services advised that staff could look into the use of QR codes for trail information, noting that existing resources present challenges and that the Trails Committee will be engaged.

12.2 CORPORATE SERVICES

12.2.2 REPORT NO. COR 2021-29

Indigenous Reconciliation Action Plan – Update and Actions

Resolution No. 2021-187

Moved by: Councillor J. Pfenning Seconded by: Councillor A. Hallman

WHEREAS the Truth and Reconciliation Commission (TRC) released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of Wilmot does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities; and further

THAT rental-related fees associated with the use of municipal parks and facilities, for recognized Indigenous organizations to lead cultural and ceremonial events, be suspended for September 30, 2021; and further,

THAT staff be directed to develop a Corporate Guideline to support access and use of public spaces by Indigenous peoples to carry out cultural and ceremonial practices.

CARRIED.

The Director of Corporate Services outlined the report, and noted that early consultation with the Indigenous community has had some requests for use of park space for ceremonial purposes; however, mostly in the cities. It was clarified that the Township does have the ability to host events in many park spaces, that fit the needs of the Indigenous community.

The Director of Corporate Services confirmed that staff will undertake further consultation to establish a program for other dates of importance to the Indigenous community for ceremonial events, and that a full list of available spaces has been provided.

12.3 DEVELOPMENT SERVICES

12.3.1 REPORT NO. DS 2021-023

Aggregate Zoning Status Review

Resolution No. 2021-188**Moved by: Councillor B. Fisher****Seconded by: Councillor J. Pfenning**

THAT Report DS 2021-023 be received for information.

The Manager of Planning / EDO outlined the report.

The Manager of Planning / EDO confirmed that applications and their studies determine the appropriate setback for each location and that Council ultimately approves or refuses those site-specific setbacks. It was noted that the basis for setbacks is set by the Aggregate Resources Act (ARA).

In response to a question the Manager of Planning / EDO advised that the report was circulated to the Stone, Sand and Gravel Association and no comments were received and noted that this was the first time they have reached out for comment.

In response to a question the Director of Development Services advised that Council has the ability to make comment to the Province, whereas, staff are limited due to legislative requirements.

In response to a request the Manager of Planning / EDO confirmed they will reach out to neighbouring municipalities to ask why they chose to impose setbacks of 120 meters.

Samantha Lernout and Allan Ramsey appeared as delegations. The presentation is attached at Appendix A.

Allan Ramsey provided his opinion on the Township's current by-law and his perspective on elected officials advocating to the Province for set back standards. Allan Ramsey also provided clarification that he is not requesting the Township have a standard that is hard to meet, rather a standard that is appropriate for the Township.

The Director of Development Services emphasized that the application process and set back distances are based on multiple studies of each site on a site-specific basis. Each site is unique and a uniform standard beyond the base standard of the ARA would be somewhat meaningless.

Allan Ramsey noted that to his knowledge there is no buffer standard in the ARA Policy and that buffers have 3 components that need to be taken into consideration, and noted that there are variations on buffers but typically they are 6 to 9 meters wide.

In response to a question the Manager of Planning / EDO clarified the difference between a buffer and a berm.

The Director of Development Services noted that the Region of Waterloo has expert team to protect the groundwater and they review applications for each site.

Allan Ramsey advised that he is of the opinion that the standards set out are appropriate and many are above standards in the ARA.

Rory Farnan appeared as a delegation, expressing concerns for the Township potentially abandoning agricultural roots for aggregate. Rory Farnan provided public expressions of the effects of gravel pits on the landscape in North Dumfries and concerns that Wilmot Township will end up the same.

12.4 PARKS, FACILITIES AND RECREATION SERVICES

12.4.1 REPORT NO. PFRS 2021-016

Emergency Repairs to Township Facilities

Resolution No. 2021-189

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

THAT report PRFS 2021-016, regrading Emergency Repairs to Township Facilities, be received for information purposes.

CARRIED.

The Director of Parks, Facilities and Recreation Services outlined the report and clarified that staff are undertaking condition assessments on HVAC equipment across all facilities to identify any deficiencies.

12.5 FIRE SERVICES

12.5.1 REPORT NO. FR 2021-10

Open Air By-law Update

Resolution No. 2021-190

Moved by: Councillor J. Pfenning

Seconded by: Councillor B. Fisher

That Council approves the by-law to regulate the setting of Open-Air Fires including establishing the times during which Open Air Fires may be set and to repeal By-law No. 2004-42 being a Bylaw to regulate the setting of fires and precautions to be observed.

CARRIED.

The Fire Chief outlined the report.

The Fire Chief clarified the charge out rate is aligned with the MTO rate and the rate per fire fighter, and that is how they determine costs for open air fire calls.

The Fire Chief noted that the yearly permit fee also allows for education and compliance on a yearly basis and is common across several municipalities across Ontario. The fee is based upon administrative costs. The Fire Chief provided a high level overview of the permitting process.

The Fire Chief noted that the records for legacy permits are incomplete and any estimate on how many there are would likely not be accurate.

The Fire Chief noted that staff are planning a media release and advertising between now and January 1st. He confirmed there is a manual process in place for residents that are unable to apply online.

It was noted that any propane fire tables fall under the jurisdiction of the TSSA and if there is a complaint, staff will determine what the manufacture's requirements are to ensure compliance.

The Fire Chief advised that the website process will be the next step in the process once the By-law has been approved, it was noted that there are only 2 providers available to choose from and the more commonly used provider was chosen for the permit application. It was also noted that fees for permits typically do not have pushback from residents.

12.5.2REPORT NO. FR 2021-11

Fire Route Bylaw Update

Resolution No. 2021-191

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

That Council approves Bylaw 2021-41 to designate private roadways as emergency Fire routes along which no parking of vehicles shall be permitted and to Repeal Bylaw No. 85-5 being a Bylaw to designate private roadways as emergency fire routes and requirements to be observed.

CARRIED.

The Fire Chief outlined the report and clarified that the by-law is applied to particular streets depending on the design of the street, and the ability for the fire trucks to navigate. It was also noted that there are corners that have been identified throughout the Township for setback clearance and advised that that process is completed in consultation with Public Works and Engineering, not through this by-law.

13. CORRESPONDENCE

13.1 Integrity Commissioner Report No. 2021-04

Resolution No. 2021-192

Moved by: Councillor C. Gordijk

Seconded by: Councillor A. Hallman

THAT Correspondence Item 13.1 be received for information.

CARRIED.

14. BY-LAWS

14.1 By-law No. 2021-41

By-law to regulate the setting of open air fires

14.2 By-law No. 2021-42

Fire Route By-law

Resolution No. 2021-193

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT By-law Nos. 2021-41 and 2021-42 be introduced, read a first, second and third time and finally passed in Open Council.

CARRIED.

15. NOTICE OF MOTIONS**16. ANNOUNCEMENTS**

- 16.1** Councillor C. Gordijk noted that there was a concert for Terry Fox last Friday that collected \$900 for cancer research and thanked Councillor A. Hallman for her efforts in organizing the event.
- 16.2** Councillor C. Gordijk advised that the ice cream truck parked at Sobey's is holding a weeklong fundraiser and proceeds from orders will be collected.
- 16.3** Councillor C. Gordijk encouraged everyone to register and participate in the virtual Terry Fox Run on Sunday September 19, 2021.
- 16.4** Councillor C. Gordijk advised that the New Hamburg Board of Trade is hosting a candidate debate for the Kitchener-Conestoga Riding on Wednesday September 15 at 7:00 pm.
- 16.4** Councillor A. Hallman reminded everyone to get out and vote on Monday September 20, 2021 and thanked all the volunteers and Township staff working for the election.

17. BUSINESS ARISING FROM CLOSED SESSION**18. CONFIRMATORY BY-LAW****18.1 By-law No. 2021-42****Resolution No. 2021-194****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT By-law No. 2021-42 to Confirm the Proceedings of Council at its Meeting held on September 13, 2021 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

19. ADJOURNMENT (9:57 PM)**Resolution No. 2021-195****Moved by: Councillor C. Gordijk****Seconded by: Councillor B. Fisher**

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

CARRIED.



DEVELOPMENT SERVICES

Staff Report

REPORT NO: DS 2021-027

TO: Council

SUBMITTED BY: Harold O'Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning and Economic Development

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: September 27, 2021

SUBJECT: Draft Plan of Subdivision Application 30T-21601
Zone Change Application 07/21
Snyder's Road (Baden) GP Inc. / MHBC
Part of Lot 16, Concession North of Snyder's Road
1012 Snyder's Road West, Baden

RECOMMENDATION:

THAT Report DS 2021-027 be received for information.

SUMMARY:

The Township of Wilmot is in receipt of an application for Draft Plan of Subdivision and an application for changes to the Township Zoning By-law. The lands to which these applications apply are presently undeveloped and located on the west side of Baden, north of Snyder's Road West. The lands are designated Urban Residential in the Township Official Plan and are presently zoned Zone 1 (Agricultural) and Zone 3 (Residential) within the Township Zoning By-law 83-38, as amended.

This report provides a summary of the draft plan of subdivision and associated zone change applications that have been filed for the subject property along with comments received to date.

BACKGROUND:

Notice of a Public Meeting was given to property owners within 120 metres of the subject lands on August 26, 2021. The following is a summary of comments received prior to the Public Meeting.

Public

(complete comments included as Attachment C)

Ed Berwick, Baden – commenting that the development is primarily townhouse units, is not in keeping with the community, and will cause traffic issues

Ian Collins, Baden – concerned with walkability, active transportation, lack of parks and recreation space, provision for proper drainage from his property including the removal of an existing easement, buffering of proposed walking trail from abutting homes, construction traffic on existing streets, future traffic flow, need to improve local transit, and recreation facility improvements prior to the introduction of new homes

Ian Haight, Baden – requesting considerations to address current drainage and removal of existing easements

Keith Hori, Baden – questioning zoning provisions for building height and additional dwelling units, suggesting the need for infrastructure upgrades, requesting a greater buffer width between the proposed development and the existing neighbourhood, and expressing traffic concerns

Brent Kuehl, Baden – suggesting lands abutting the proposed development should be rezoned from their present agricultural zoning and questioning if adjoining properties would be responsible for costs of new roads bordering their properties

Marie Pavey (Let's Tree Wilmot) – providing comments with respect to tree selection, tree canopy, green space and topsoil requirements within the proposed development

Michelle Svartsjo, Baden - commenting that the development is primarily townhouse units, is not in keeping with the community, and will cause traffic issues

Wayne Yantz, Foxboro Green – concerned with the potential for people to trespass into Foxboro Green and requesting that the hydro corridor be fenced

Agencies

Enbridge – requesting necessary easements and/or agreements for the provision of gas services for this project to the satisfaction of Enbridge

Bell Canada – requesting necessary easements and/or agreements to service this new development to the satisfaction of Bell Canada

CN – indicating no comments or concerns

Canada Post – requesting draft approval conditions relative to the provisioning for community mailbox locations and standards

Hydro One – requesting draft approval conditions relating to lot grading and drainage approvals as well as protection provisions for development adjacent to the hydro corridor, if applicable

WCDSB – acknowledging that the plan identifies the requested school block and providing draft approval conditions relative to the proposed school block, and identifying that unless the provincial funding model provides sufficient funds to construct a new school, there can be no assurance as to the timing of a new school construction nor a guarantee that an elementary school will be provided within this subdivision

WRDSB – requesting proposed lotting of the subdivision to be established prior to approval to assist in accommodation review and to include conditions of draft approval to inform future purchasers of potential temporary school and bus accommodations should existing facilities be at capacity

The Region of Waterloo and Grand River Conservation Authority are still reviewing associated technical studies.

REPORT:

The lands subject to these applications were added to the Baden Urban Area as part of the Township's Official Plan review and boundary rationalization process that was undertaken starting in 2017 and approved in April 2019.

Draft plan of subdivision application 30T-21601, is comprised of approximately 20.73ha and includes between 269-325 dwelling units in the form of single detached and townhouse dwellings. The plan includes a future school block as requested by the Waterloo Catholic District School board, a storm water management area and an integrated trail network that will be interconnected with existing and future sidewalks, trails and walkways.

Zone change application 07/21 proposes amendments to the zoning by-law to implement the draft plan of subdivision. Development blocks neighbouring existing residential properties on the south and east side of the subject property are proposed to be zoned Zone 2c (Residential), which would permit single detached dwellings and accessory uses as currently permitted within that zone. The remaining residential blocks are proposed to be zoned to permit both single detached and townhome dwellings and accessory uses. The stormwater management block and trail network would be zoned Zone 11 (Open Space) and the future school block Zone 12 (institutional) with provisions to permit residential uses should the school not be built.

The purpose of this report is to summarize the purpose of the applications that have been filed, and to include comments received through the public circulation process preceding the public meeting.

At such time as any additional comments received at the Public Meeting are considered and review of all technical documents provided in support of the applications have been completed and accepted by internal departments and external agencies, staff will return to Council with a detailed report and recommendation on the application including a summary of all comments received and how they have been addressed.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Holding public meetings to gather input on planning matters promotes an engaged community.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

GOAL 17: Partnerships to achieve the Goal – holding public meetings to gather community input on planning matters acts as a partnership between residents and government to achieve goals.

FINANCIAL CONSIDERATIONS:

The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

ATTACHMENTS:

Attachment A	Proposed draft plan of subdivision
Attachment B	Illustration of the proposed zoning
Attachment C	Public comments

Attachment A

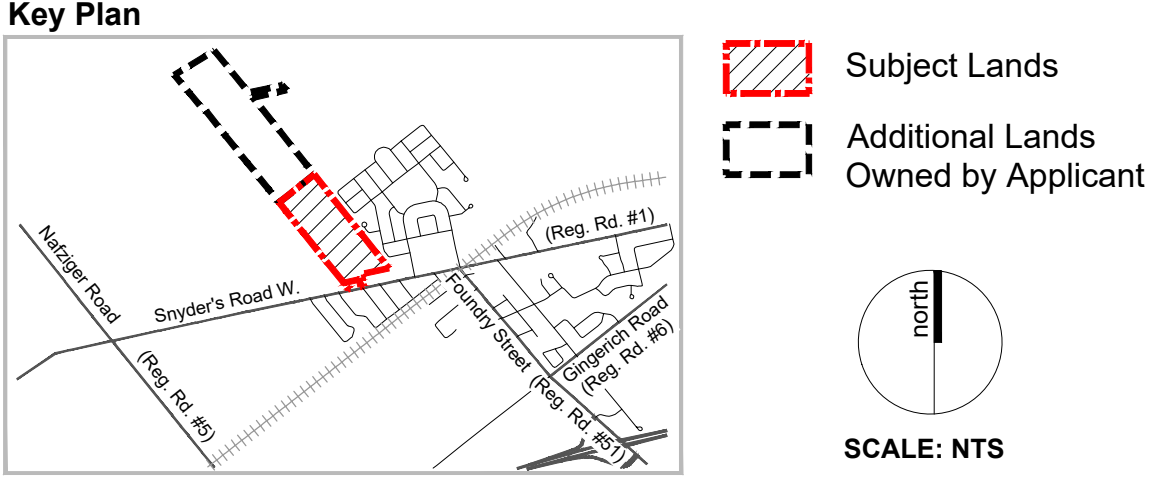
Proposed draft plan of subdivision

DRAFT PLAN OF SUBDIVISION

Legal Description
PART OF LOT 16, CONCESSION NORTH OF SNYDERS ROAD
TOWNSHIP OF WILMOT
REGION OF WATERLOO

Owner's Certificate
I HEREBY AUTHORIZE MACNAUGHTON HERMSEN BRITTON CLARKSON PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.
DATE: April 1, 2021
NICK GOUGOLIAS - PRESIDENT (SNYDER'S ROAD (BADEN) GP INC.)

Surveyor's Certificate
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
DATE: MARCH 30, 2021
TREVOR D.A. McNEIL, OLS (MTE OLS LTD.)



Additional Information Required Under Section 51(17) of the Planning Act R.S.O. 1990, c.P.13 as Amended

A. AS SHOWN	B. AS SHOWN	C. AS SHOWN
D. RESIDENTIAL, SCHOOL, STORMWATER MANAGEMENT, TRAIL	F. AS SHOWN	
E. AS SHOWN	G. AS SHOWN	H. MUNICIPAL WATER SUPPLY
I. CLAY/SANDY LOAM	J. AS SHOWN	K. ALL SERVICES AS REQUIRED
L. AS SHOWN		

Area Schedule

Description*	Stage 1			Stage 2		
	Blocks	Units** (min/max)	Area (ha)	Block	Units** (min/max)	Area (ha)
Residential	1-28	245-296	10.381			
School				1	57-74	2.039
Stormwater Management Facility	29		1.299			
Trail	30-35		0.519			
Walkway	36		0.036			
Future Development	37-45	24-29	1.319			
0.3m Reserves	46-57		0.094			
Roads			5.043			
	57	269-325	18.691	1	57-74	2.039
Total	58	326-399	20.730			

*Blocks shown on Draft Plan are "Residential" unless otherwise specified.
** For minimum unit yield 11.582 m (38 ft) wide lots are assumed. For maximum unit yield, 10.973 m (36 ft) wide lots are assumed and 30% townhomes (6m wide units/lots) where feasible. School Block assumes townhouse block and street towns for maximum unit yield and townhouse block and 11.582 m (38 ft) wide lots for minimum unit yield. Conceptual lotting assumed adjacent to existing development.

Notes
1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE SHOWN.
2. SITE BOUNDARY AND LEGAL BASE PLAN PREPARED BY MTE OLS LTD.
3. TOPOGRAPHIC AND EXISTING FEATURES SURVEY COMPLETED BY MTE AND DATED APRIL 2019.
4. ADJACENT PARCEL FABRIC IS FROM REGION OF WATERLOO OPEN DATA AND IS APPROXIMATE.

Stage Limits Countryside Line Baden Urban Area Boundary

1. Mar. 31, 2021 For Submission/Draft Plan of Subdivision application; DGS
Revision No. Date Issued / Revision By

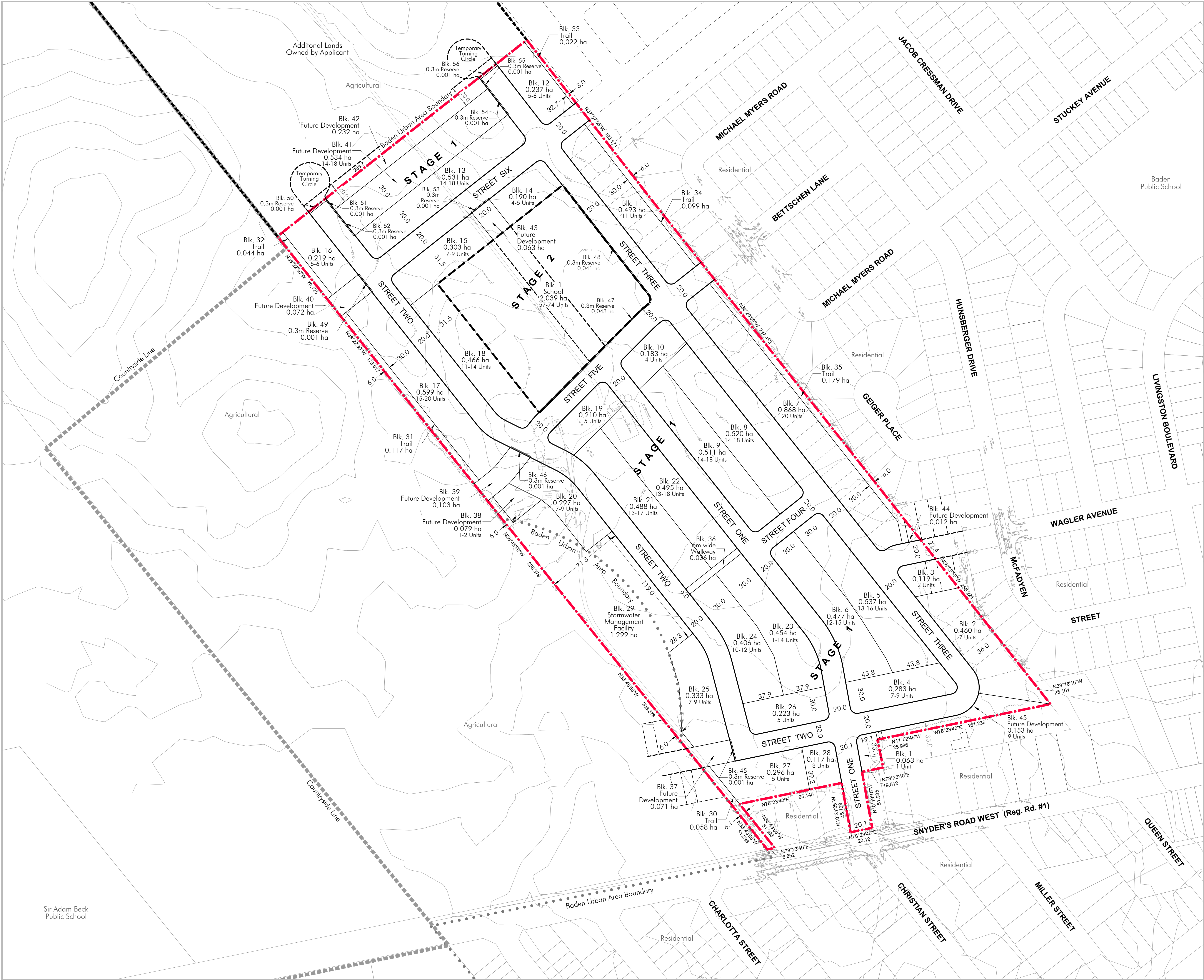
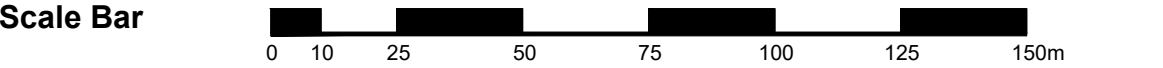


Approval Stamp

Date	March 31, 2021
File No.	1985A
Plan Scale	1:1,500 (24x36)
Drawn By	DGS
Checked By	PC

Project Snyder's Road Property
Applicant SNYDER'S ROAD (BADEN) GP INC. 91 Caldari Road, Unit 1 Concord, ON L4K 3Z9 P: 905.893.9997

File Name DRAFT PLAN OF SUBDIVISION



Attachment B

Illustration of the proposed zoning

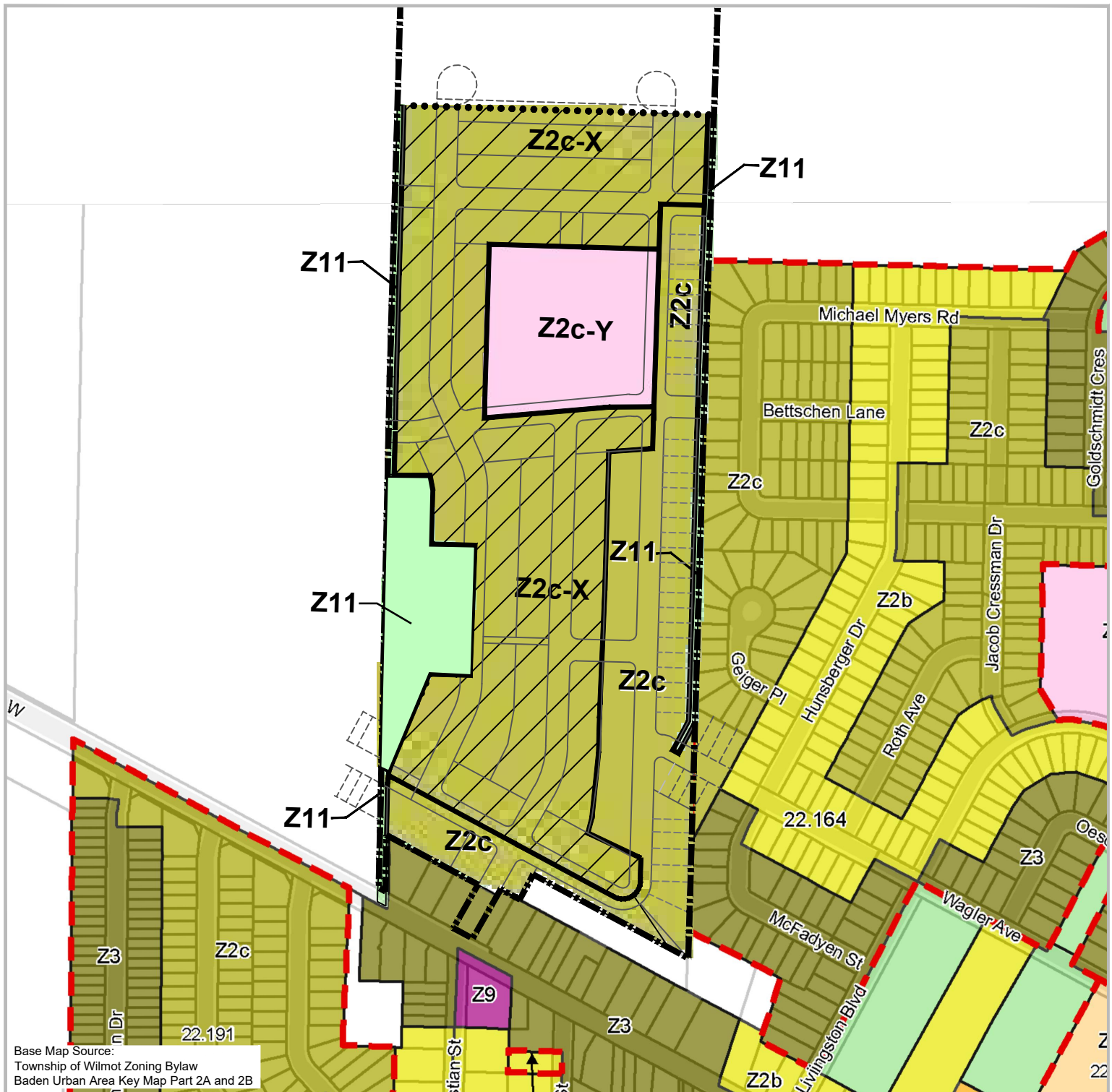


Figure 6
**Proposed Zoning
By-law Amendment
Schedule**

**Snyder's Road (Baden)
Developments Inc.**
Part of Lot 16,
Concession North of Snyder's Road
Township of Wilmot
Regional Municipality of Waterloo

LEGEND



Snyder's Road (Baden)
Developments Inc. Lands



Township Urban Area Boundary

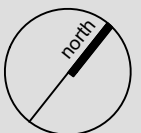
Site Specific. See Section 22	Z4 (Residential)
Z1 (Agricultural)	Z4a (Residential)
Z2 (Residential)	Z5 (Commercial)
Z2f (Residential)	Z5f (Commercial)
Z2a (Residential)	Z8 (Commercial)
Z2b (Residential)	Z9 (Commercial)
Z2bf	Z10 (Industrial)
Z2c (Residential)	Z10a (Light Industrial)
Z3 (Residential)	Z11 (Open Space)
Z3f (Residential)	Z12 (Institutional)

DATE: March 2021

SCALE: 1:5,000

FILE: 1985A

DRAWN: DGS



K:\1985A-SNYDERS ROAD (BADEN) DEVELOPMENTS INC-1012 SNYDERS ROAD-BADEN\RP\PLANNING
REPORT MAP\ZONING BYLAW AMENDMENT SKETCH MARCH15 2021.DWG



**PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE**

200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

Attachment C

Public comments

Andrew Martin

From: ed berwick
Sent: Monday, August 30, 2021 10:50 AM
To: Planning
Cc: Mami Berwick
Subject: Proposed plan for Snyder's Road development Baden.

I have had the chance to view the proposed development plan for Snyder's Road, and as I see it, the development consists of primarily townhouse units. This strongly goes against the appeal of this community and serves only the purpose of heavy revenue for the builder. This quiet family community would be overrun with traffic and impact the tranquil quality of life. I am in strong disagreement with this development and believe an expansion of the community of similar type housing is in everyone's best interest.

Thanks
Ed Berwick

Andrew Martin

From: Ian Collins
Sent: Monday, September 13, 2021 2:12 PM
To: Planning
Subject: Appeal/Comments/Concerns on - Draft Plan of Subdivision Application 30T-21601

Here are my appeal, comments and concerns for the record on Application 30T-21601.

Development appeal/concerns as it relates to my residence:

- 1) There is no walkability or active transport in the entire south and south-east corner of the proposed development. Reference pg 20-21 of "Urban Design Brief". We know kids going to high school will flow out of the existing community via the Wagler entrance to this new development and walk street three to shortcut to highschool. There should be consideration for this. Sidewalks and or natural walking paths.
- 2) There are zero parks or recreational space in the first phase unlike the adjacent development. There might be a plan for parks & recreational space in the next Phase but that is unacceptable, it should be built in to each phase of development. Reference pg 16-17 of "Urban Design Brief". Recommendation. Use the southeast corner of the development (BLK. 2) be an ideal spot for park or green space as it would be adjacent to BLK. 45 under future development review and is a very sharp corner in the plan. This would also buffer the existing homes and the only area where there is no walking path to buffer the existing homes from the new development.
- 3) My residence is ■■■ McFadyen St. Currently there is a large 6m easement in the back of the property. All the runoff from the current development property currently exits to my property and flows south to the drain behind 35 McFadyen St. There are a number of incidences annually where the flow of water is 1-2 feet deep and runs like a river through the easement. My concern is this should be changed during the construction

and proper drainage should be put in place between the new development and my property to address residential drainage. Additionally the easement should be removed or shrunk to an appropriate size with proper grading redone by the township & developer.

- 4) If there is no change to add a natural walking path along Street three in the south east corner (BLK.2) we would recommend that there be tall coniferous trees put in place to buffer the existing homes from the development which will take place over a number of years. Ideally, 6ft apart and 10-15ft in size. This will block dirt and dust and provide some relief from the construction noise and the unappealing view.
- 5) There should be no construction vehicles allowed down Livingston or McFadyen St. or Wagler Street during development. Recommendation: the west side road entrances should be blocked and/or have speed bumps to discourage this.
- 6) There should be a 4 way stop put in the corner of Wagler & McFadyen/Hunsberger to calm the flow of future traffic.

Community concerns:

- A) There has been no proposed plan to improve local transit to support this development. It currently takes over 2 hours to go for groceries in New Hamburg on the current system which comprises of a single short-bus and one route. We request multiple transit routes to be added prior to the addition of 300+ families.
- B) Recreational facilities are currently over utilized and will not accommodate the increase in population. There has been no improvement to increase capacity for essential youth sports. For example, hockey teams have to go to Plattsville, Tavistock and Wellesley to find ice-times and swimming/baseball/soccer associations are also limiting numbers in the township to accommodate the lack of available facilities and times. We may also be the only township in the region that doesn't have 1 or multiple clay fastpitch diamonds for youth sports. Facility improvements are requested prior to the addition of 300+ families.

C) We would like to ensure the development incorporates the vision & mission of Wilmot. "Wilmot is a cohesive, vibrant and welcoming countryside community".

Ian Collins

Andrew Martin

From: Ian Haight
Sent: Tuesday, August 31, 2021 10:53 AM
To: Bryan Bishop
Subject: Easement Info

Good morning Bryan,

I've been looking at the development application (30T-21601) and am wondering if this will impact the current easements for surface drainage directing to current lots 72/76 (south and west sides of McFayden Street). You may recall I was looking to have my easement reduced but am thinking that, in light of this development, the drainage easement would no longer be required. Please let me know if this is being considered as part of the development application.

Hope all is well,

Ian Haight

BB

From: Ian Haight <iehaight@gmail.com>
Sent: Tuesday, August 31, 2021 10:53 AM
To: Bryan Bishop <bryan.bishop@wilmot.ca>
Subject: Easement Info

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize the sender and know the content is safe.

Good morning Bryan,

I've been looking at the development application (30T-21601) and am wondering if this will impact the current easements for surface drainage directing to current lots 72/76 (south and west sides of McFayden Street). You may recall I was looking to have my easement reduced but am thinking that, in light of this development, the drainage easement would no longer be required. Please let me know if this is being considered as part of the development application.

Hope all is well,

Ian Haight

(519) 497-3911

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Andrew Martin

From: Ke Jo
Sent: Monday, September 13, 2021 9:31 PM
To: Planning
Subject: Questions: New Sub Division In Baden Adjacent to Michale Myers Road, Geiger Place and McFadyen Road

Here are questions for the new development that we wish addressed please. We will be represented at the meeting but this email seems the best way to ask our questions. Will they be answered at the meeting by submitting this way? If you could let us know that would be great.

Q1) AREA Z2C Please explain to us “Accessory uses including second dwelling units” behind Michael Myers Road and Geiger Place and McFadyen

Does this mean the home could have a separate dwelling on it in addition to the primary resident? An accessory apartment , in-law type set up, living facilities independent from the primary resident?
Or does it mean that there is a possibility for multi-dwelling home?

Q2) Our infrastructure needs upgrading and needs to be a priority before any development, water pressure was brought up at the initial meeting as well as sewage/grey water, what is being done prior to the beginning of any development.

Q3) Area Z11 The 6 meter path between Michael Myers Road and Geiger Place and McFadyen and the proposed subdivision, we recommend a greater width that buffers the previous development (which provided 3 meters of land for this buffer from the previous developer Eastforest Homes) and the new developer, to a minimum of 12 meters where the new developer provides the additional 8 meters of trail use.

Q4) The plan calls for 2 access points one of which goes through either Wagler or Bettchen. The traffic through our community would be unsafe as there are many children who play in our area. One access post from Snyders Road would create a safer access point for our community.

Q5) What is the maximum height and elevation of the single family homes and multi dwelling units? Will consideration be given to maintaining skyline views from the from the existing neighbourhoods.

Thank You, Keith Hori

Andrew Martin

From: Brent Kuehl
Sent: Wednesday, September 8, 2021 7:01 AM
To: Planning
Subject: Public meeting re: application 30T-21601

Planning department:

I have 2 questions for the Public meeting on Sept. 27/21 regarding the Subdivision Application 30T-21601:

- If I read “figure 6” (Proposed Zoning by-law Amendment schedule) correctly, I believe the new subdivision will be land locking some land that is currently zoned Agricultural behind some houses on Snyder’s Rd. W. Wouldn’t this be a good time to re-zone this land so you don’t have land in the middle of Baden that is zoned agricultural?
- Will any of the property owners that border this new subdivision be responsible for any cost of the new roads that border their property? (eg. 160 Snyder’s Rd., W., Baden)

Regards,

Brent F. Kuehl

September 15, 2021

Marie Pavey
Co-chair of Let's Tree Wilmot Policy Committee
147 Snyder's Road West,
Baden, ON N3A 2M3

RE: Draft Plan of Subdivision Application 30T-21601 (1012 Snyder's Rd W)

To: Township of Wilmot,
Andrew Martin, Manager of Planning and Economic Development
Township of Wilmot Council

This letter is in response to the *Notice of Public Meeting on September 27, 2021* and the *Draft plan of subdivision application*.

Having reviewed the Planning Report, Draft Plan of Subdivision, Urban Design Brief and other associated documents, I am responding on behalf of Let's Tree Wilmot (LTW) to the proposed subdivision in regards to tree selection, tree canopy, green space and topsoil requirements.

In the Urban Design Brief, LTW is pleased to see the following points included under section 2.5 Sustainability Considerations:

- The streetscape should include street trees comprised of native/indigenous, non-invasive species.
- Plan and design the subject lands to reduce salt impact (ice control products) to natural environment and water systems.
- Plant native and non-invasive plant species on private sites and within the public realm.
- Encourage low maintenance, salt tolerant and drought tolerant plant species.
- Increase the shading of surfaces by planting trees or other vegetation.
- A boulevard landscape plan should be required to ensure a well-coordinated and visually attractive streetscape. The boulevard landscape plan will address boulevard planting, the location of driveways, on-street parking, and pedestrian crossings.

Tree plantings are also mentioned briefly under 2.4 Public Realm and Placemaking and more specifically under section 2.2 Trails and Open Space:

- Develop a planting plan that complements adjacent land uses, provides shade opportunities and reduces the heat island effect associated with urban development.

For further sustainability considerations, LTW is recommending the following:

- To meet the target of the 40% tree canopy for urban areas in Wilmot, increased green space is required. This could be attained by further intensification of housing, including low-rise multiple housing units within the development. Increased green space would also allow for more vibrant eco-systems, animal corridors, improve mental health of residents and a myriad of other environmental benefits.
- Native and non-invasive plantings should include a diversity of species, with no single species making up more than 30% of the total subdivision tree population. Biodiversity improves survival rates as it provides protection and resiliency from insects and diseases that affect single tree species. (For reference, please see pages 30, 43 and 49 of The Township of Woolwich Design Guidelines, 2019 available at https://www.woolwich.ca/en/doing-business/resources/HUMMINGBIRD-64284-v1-Landscape_and_Design_Guidelines_2019.pdf)
- Planting, maintenance, mulching and watering of trees to adhere to Wilmot Township guidelines found at https://www.wilmot.ca/en/doing-business/resources/Documents/Current_Projects/Watering-newly-planted-trees-and-shrubs-U-of-Minnos.pdf

In regards to topsoil, the proposed sustainability considerations state the following:

- When landscaping development sites, maintain a minimum of 15 cm/6” of quality topsoil for areas to be sodded. Appropriate topsoil levels absorb runoff and help to ensure plants survive and thrive.
- Proper storage of topsoil will retain soil health and quality. Reusing soil promotes responsible use of a natural resource and minimizes the need to truck soil to and from the site. Retain and reuse uncontaminated on-site topsoil in areas not covered by the building and parking/hard surface areas.

For healthy topsoil to sustain healthy trees, LTW recommends:

- 45 cm/18” of organic-matter-rich topsoil where trees are to be planted, for example, boulevards and green spaces. (For reference, please see pages 63 of The Township of Woolwich Design Guidelines, 2019 available at https://www.woolwich.ca/en/doing-business/resources/HUMMINGBIRD-64284-v1-Landscape_and_Design_Guidelines_2019.pdf)

.../3

- Further clarification and research of best practices of the referenced “proper storage of topsoil” is required. Removing and simply piling topsoil kills the micro biome, degrading the topsoil. Soil compaction caused by development practices also prevents the growth of healthy trees and vegetation.

It is disheartening to see that there is no consideration given to protecting the mature maple, spruce and birch trees that are currently on the property. For younger trees to match the environmental benefits of existing and mature trees, it takes careful planting, maintenance and 20 years of growth.

Overall, I am encouraged to see the inclusion of native tree species and topsoil considerations in the developer’s proposal. Following the above recommendations by LTW would be a start to improving the chances of survival of trees in the new development.

Sincerely,

Marie Pavey
Co-chair Let’s Tree Wilmot Policy Committee

Andrew Martin

From: M.Svartsjo
Sent: Monday, August 30, 2021 11:02 AM
To: Planning
Subject: Proposed development Snyder road

I have had the chance to view the proposed development plan for Snyder's Road, and as I see it, the development consists of primarily townhouse units.

This strongly goes against the appeal of this community and serves only the purpose of heavy revenue for the builder.

This quiet family community would be overrun with traffic and impact the tranquil quality of life. As I see it, the current infrastructure, economic development and schools don't necessarily meet the current occupancy needs of its existing community, so how by increasing the number of bodies into a tight space would benefit anyone other than the builder is beyond comprehension.

I am strongly opposed with this development and believe an expansion of the community of similar type housing is in everyone's best interest.

Thank you
Michelle Svartsjo

Andrew Martin

From: Wayne Yantz
Sent: Wednesday, September 8, 2021 2:17 PM
To: Planning
Subject: Draft Plan of Subdivision Application 30T-21601

My name is Wayne Yantz and I am a resident of Foxboro Green and live at [REDACTED], Baden. I received the above subdivision application in the mail, probably due to the fact that our property backs onto the Petersburg Forest line and the existing Hydro towers and surrounding Hydro corridor.

When the leaves fall and there is a clear sight line through the forest, we can see the farthest extent of the existing Baden subdivision, which we now understand will be extended further in both directions.

My concern is that as these future subdivisions move closer and closer to the Hydro corridor behind us, there will be the opportunity for these new residents to walk through the forest and into the private property of Foxboro Green. I would strongly suggest that the Building contractor associated with these new subdivisions be required to erect adequate fencing along the Hydro corridor to restrict entrance into that area.

Please ensure my comment above is recorded as part of your process prior to the Public Meeting on Monday September 27, 2021. Thank you very much.

Register of Non-Designated Properties in Wilmot Township

Presenter: Marg Rowell, Heritage Wilmot Vice-Chair.

Date: September 27th, 2021



HERITAGE WILMOT

Preserving
Our Heritage
For Tomorrow



TOWNSHIP
OF WILMOT

2021 Update from the Heritage Wilmot Advisory Committee

Nick Bogaert, Chair
Patty Clarke
Rene Eby
Scott Williams
Yvonne Zyma
Councillor Barry Fisher




Marg Rowell, Vice-Chair
Elisia Scagnetti
Artem Voytsekhovskiy
Al Junker
Councillor Jennifer Pfenning
Tracy Loch, Curator/Director




What is a Heritage Register?



- An official list of properties identified and evaluated by Heritage Wilmot to be of cultural heritage value or interest to the community.
- These properties are referred to as “non-designated” properties.

Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>BADEN</u>					
	Wettlaufer / Eidt House 090-010-06200	1846	3664 Erb's Road Baden	Baden	CON NORTH OF ERB'S RD, PT LOT 22
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian, 2 storey, granite fieldstone with gable roof and front porch; Front façade: 3 bays in each storey; 1 st 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 nd 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 Baden	Baden	PART LOT 12, CON SOUTH, ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 627, LOT 130, PT LOT 129 RP58R4327 PTS 2 & 3



**“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.”**

Samples from across Ontario

CITY OF KITCHENER		INDEX OF NON-DESIGNATED PROPERTIES OF HERITAGE VALUE OR INTEREST		DECEMBER 1, 2016 Page 2	
Address		Date Added by Council Resolution	Register Page	Inventory	Page
A					
55 Aberdeen Road		June 1, 2015			
69 Agnes Street		June 30, 2014			
100 Ahrens Street West		September 20, 2010			
111 Ahrens Street West		June 1, 2015			
8-16 Arthur Place		January 27, 2014			
B					
19 Benton Street		May 27, 2014			
51 Benton Street		June 30, 2014			
79 Benton Street		June 30, 2014			



Town of Orangeville Municipal Register of Non-Designated Properties of Cultural Heritage Value or Interest			
Street Address	Year Built	Original Owner	Architectural Style
6 Alexander Street	c 1874	George Ogden	Vernacular Cottage
16 Alexander Street	c 1873	William Franks	1 Storey Wood Cottage
18 Alexander Street	c 1930	Alexander Mitchell	1 Storey Wood Cottage
3 Amanda Street	1856		Vernacular Cottage Regency
4 Amanda Street	1926		
7 Amanda Street	1928	Doris Richardson	Dutch Colonial Revival
11 Amanda Street	c 1878	James Lennox	1 Storey Georgian Cottage
14 Amanda Street	1878	Zachariah Cutham	Vernacular Gothic Ore
16 Amanda Street	c 1878	Thomas Lawton	Vernacular Gothic
17 Amanda Street	c 1878	Joseph Campbell	Vernacular Gothic
18 Amanda Street	1878	James Henry	1-1/2 Storey Georgian Cottage
19 Amanda Street	c 1878	Zachariah Cutham	Gothic Revival
22 Amanda Street	1875	Frederick Godfrey	1-1/2 Storey
24 Amanda Street	1928	Arthur Jones	Dutch Colonial Revival
30 Amanda Street	c 1875	Mary (Morroe) Craigie	Vernacular Gothic Cottage

Notes: D
N

Heritage Oshawa - Inventory of Heritage Properties

Register: Non-Designated Properties

Page 14 of 180

No.	Street	Property Name and Photo	Comments	Year Built	Research Report Year	Date Listed (Report #)
00	Birchcliffe Ave		<ul style="list-style-type: none"> Relocated from Gifford Hill in 1975 Earliest recorded interment was in 1816 	N/A	N/A	Mar 9, 2009 (DS-09-72)
00	Colonel Sam Dr		<ul style="list-style-type: none"> Provincially Significant Wetland There are stories that a large native aboriginal village existed in the area Includes the area from Colonel Sam Dr. south to Lake Ontario 	N/A		Mar 9, 2009 (DS-09-72)

Designated: Designated pursuant to the Ontario Heritage Act
N/A: Not Available

Last updated: October 19, 2015

[illegible]

TOWN OF COBOURG HERITAGE REGISTER				
Register of Properties of Cultural Heritage Value and Interest (NOT Designated)				
Roll Number	#	Street	General Description	Other Info:
0000400000000000	10	ALBERT ST		
0000500090000000	219	ALBERT ST		
0000500097000000	235	ALBERT ST		
0000901130000000	117	ANNE ST	Built 1870's	Classic Revival Style
0000901140000000	129	ANNE ST	1864-5	2 Storey single detached
0001200510000000	251	BALL ST	1830's	
0001200226000000	252	BALL ST	1850's	Ontario Cottage
0001200540000000	325	BALL ST	1880's	2 Storey Block
0001200540000000	328	BALL ST	1840's	
0001200550000000	329	BALL ST		
0001200330000000	330	BALL ST	1871	L-shaped
0001200560000000	333	BALL ST	1840's	
0001200590000000	341	BALL ST	1882	One and half storey
0001200590000000	355	BALL ST	1891	L-shaped
0001500310000000	428	BALL ST	1882	2 Storey single dwelling
0001500330000000	435	BALL ST	1882	One Storey
0001201420000000	141	BALL'S LANE	1920	2 Storey
0000200470000000	136	BAY ST	1891	
0000200420000000	139	BAY ST	1885	One and half storey
	155	BAY ST		
0000200490000000	156	BAY ST	1878	L shaped

NON-DESIGNATED PROPERTIES OF CULTURAL HERITAGE VALUE OR INTEREST				
Address	Architectural Style	Date of Construction	Description/Significance	Council Report Number
35 Alexandra Avenue	Vernacular School	1920-1910 enlarged in 1922	Architectural & Historical. Excellent example of school architecture and second school in Waterloo. Former Alexandra School.	CORR2010-027
75 Allen Street East	Vernacular Blaux Arts	1905	Architectural & Historical. Former St. Louis Catholic School. Waterloo's first Catholic school is an early twentieth century, two story building located in the Mary Allen neighbourhood. The former school is associated with prominent early twenty first and industrialists.	CORR2010-027
12 Bridgeport Road East	Georgian	1803	War old boot & shoe factory now apartments, although altered, is one of few remaining factories from the early 1800's, 3 story yellow brick	CTTR2013-010
405 Concession Drive South	Georgian	1855	Early brick farm house	CORR2010-027
22 Dupont Street East	Georgian	1834	Frame house belonged to George Moore, now covered with siding	RL09-24
26 Dupont Street East	Georgian	1845	Industrial, former home of C.F. Thell, well known Waterloo band leader	RL09-24
			1845 Pennsylvania German Georgian, 4 bay Pennsylvania German Georgian building, probably timber frame, recessed front doorway	CORR2010-027

Updated June 16, 2016

IPFW2016-041

Why include properties on the Register?



- ✓ Recognizes properties of cultural heritage value in Wilmot Township.
- ✓ Demonstrates Council's commitment to conserving cultural heritage resources.
- ✓ Promotes knowledge and enhances the understanding of Wilmot's cultural heritage.
- ✓ 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.

Ontario Heritage Act background

- Ontario Heritage Act requires municipalities to establish a heritage register of designated properties.
- The Act also allows municipalities to contain properties on the heritage register that are not designated, but that the municipal heritage committee believes are of heritage value.
- Including properties on the non-designated register flags them as being important to the municipality.
- Also provides for additional review should demolition be proposed. Often additional study requirements if development is proposed onsite or adjacent.

What process do we go through?

Township of Wilmot Cultural Heritage Resource Evaluation Form



PLEASE respect private property. When entering any property, identify yourself and state the purpose of your visit to the property owner. Seek permission to photograph buildings.

Address: 966277 Oxford-Waterloo Road Settlement Area: Wilmot Township Date of Construction: (Date Stone)

Roll #: Legal Address: (i.e. Index, St. Agatha, Pembroke)

Type of Property (i.e. residence, farm, church, public building, business, natural area) Farm, known as Prospect Farm

Estimated Date: 1880 Research ☐ Registry Office ☐ Census Records ☐ Other ☐

Architectural Style: Italianate

*Choose the appropriate one: Georgian, Mennonite Georgian, Regency, Italianate, Gothic, Vernacular, Second Empire, Queen Anne, Edwardian, Colonial Revival, Classical Revival, Other

Photographs: Front Façade ☒ Left Façade ☒ Right Façade ☒ Rear Façade ☒ Details ☒ Setting ☒

Date of visit to property: October 2014 Date Photos Taken October 2014

Design or Physical Value:

RECORDER

EVALUATION SUBCOMMITTEE

Style Is this a notable, rare or unique example of a particular style or type? N/A ☐ Unknown ☐ No ☒ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Construction Does this structure demonstrate a high degree of technical or scientific achievement? N/A ☐ Unknown ☐ No ☒ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Design Is this a particularly all because of the merits of craftsmanship or detail? Interior Is the interior arrangement, finish, craftsmanship and/or detail noteworthy? N/A ☐ Unknown ☒ No ☐ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Notes: Include a detailed description of the features of the building. (Columns, posts, porches, brackets, chimneys, window & door details, gingerbread, etc.)

2 storey granite fieldstone construction. Front facade: 3 bays in each storey, 1st floor, 1/1 rectangular window on left of entrance door, that has a rectangular transom and sidelights, one rectangular 2/2 window to right of door, 2nd floor, one 2/2 window on left and in centre, one 1/1 window on right gable roof with return eaves on main house. Front porch: slanted roof, plain porch posts and railing wall plastered painted white under porch.

Contextual Value:

RECORDER

EVALUATION SUBCOMMITTEE

Continuity Does this structure contribute to the continuity or character of the street, neighbourhood or area? N/A ☐ Unknown ☐ No ☐ Yes ☒ N/A ☐ Unknown ☐ No ☐ Yes ☐

Setting Is the setting or orientation of landscaping noteworthy? Completeness Does this structure have other original outbuildings, such as barns, drive sheds, smoke houses, out houses, chicken coops. Also note any significant landscaping: gardens, orchards. N/A ☐ Unknown ☒ No ☐ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Does it provide a physical, historical or visual link to its surroundings? large coniferous trees in front yard

Landmark Is this a particularly important within the township, or neighbourhood (indicate degree of importance) Notes: Describe outbuildings. Also include notes on any significant landscape features and/or gardens and orchards.

Degree of Importance:

Integrity:

RECORDER

EVALUATION SUBCOMMITTEE

Site Does the structure occupy its original site? N/A ☐ Unknown ☐ No ☐ Yes ☒ N/A ☐ Unknown ☐ No ☐ Yes ☐

Alterations Does this building retain most of its original materials and design features? N/A ☐ Unknown ☐ No ☐ Yes ☒ N/A ☐ Unknown ☐ No ☐ Yes ☐

Is this a notable structure due to sympathetic alterations that have taken place over time? N/A ☐ Unknown ☐ No ☒ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Condition Is this building in good condition? N/A ☐ Unknown ☐ No ☒ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Notes:

music, or a people?

Notes:

History: The original owner, Friedrich Wettlauffer, bought the south 1/4 (50 acres) from John Rocker in 1839. In the 1851 Census he is listed owning a 1 storey log house and in the 1861 Census he is listed as having a 2 storey stone Right Façade: 2 bays deep, 2 rectangular windows on each floor, two 4 paned attic windows. Left Façade: 2 bays deep, 2 rectangular windows on each floor, two 4 paned attic windows, "S" shaped tie rod end at attic floor level. Both left and right facades have brick soldier courses above the windows. The home deserves to be on the Non-Designated list because of its early date and its prominent position on a hill on a curve at the extreme western end of the township. It has been in the present family for many years.



HERITAGE WILMOT

April 22, 2021

Property Owner
Our Lady of Mount Carmel Academy
Formerly Wilmot Senior Public School
2483 Bleam's Road
New Hamburg, ON N3A 3J2



Dear Property Owner:

The Heritage Wilmot Advisory Committee is pleased to inform you that your property has been recognized as being historically/architecturally significant by the Township of Wilmot Heritage Committee. Accordingly, your distinguished 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 holding cultural and/or heritage value. There are no additional restrictions governing alterations to your property, but should you wish to demolish your property, 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 wish to 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 the Committee through our Township staff liaison (Tracy Loch) for any assistance. We request that you contact us prior to May 21, 2021 with any questions, so that a recommendation can be brought forward to the June 14, 2021 Council meeting.

Best regards,

Nick Bogaert, Chairperson
Heritage Wilmot Advisory Committee

Tracy Loch, Director/Curator
HeritageWilmot@wilmot.ca
519-634-8444 ext.256

THE CORPORATION OF THE TOWNSHIP OF WILMOT

60 Snyder's Road West, Baden, Ontario N3A 1A1

Phone: 519-634-8444 Fax: 519-634-5035 Toll free: 1-800-469-5576 Website: www.heritagewilmot.ca

Additions to the Register







**17 PROPERTIES
TO BE ADDED!**

Proposed additions

- ✓ Focus of this update has been schools within Wilmot which supports the story of the rural education system.
- ✓ Wanted to ensure all schools that met the requirements for consideration were evaluated by the Committee.
- ✓ Result has been to include schools ranging from 19th century schoolhouses, right up to mid-century modern buildings.
- ✓ Mixture of operating schools and converted schools represented on the proposed additions to the Register.

19th century schools

	S.S. #11 Cressman's School 010-007-10600	c.1897	3492 Bleams Road, New Hamburg	New Hamburg	CON NORTH OF BLEAMS RD PT LOT 20 PT LOT 21
	S.S. #12 Hostetler's School 070-007-12400	c.1900	1107 Christner Road, New Hamburg	New Hamburg	CON SOUTH OF SNYDERS RD PT LOT 20
	S.S. #18 New Prussia School 090-010-13000	1859	3254 Berlett's Road, New Prussia	Wellesley	BLK B CON 3 PT LOT 19
	S.S. #7 Pinehill School 010-001-14300	1886	2653 Huron Road, Pinehill	New Hamburg	BLK A CON 2 PT LOT 14

19th century schools



S.S. #19
Horn's/ Berlett's
Corner School

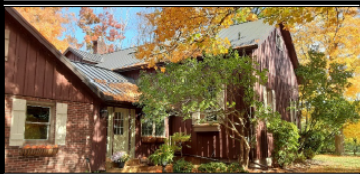
090-010-12300

1857

2502 Berlett's Road, Berlett's
Corner

Wellesley

WILMOT CON 3 BLK B PT LOT 13 RP
58R18958 PART 1



U.S.S. #5
St. James' School

010-001-17900

1886

4360 Huron Road, Haysville

New
Hamburg

BLK A CON 1 PT LOT 28



S.S. #6
Haysville School

010-001-13100

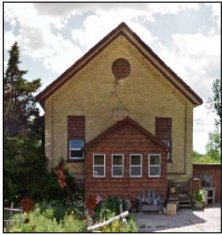
1899

3433 Huron Road, Haysville

New
Hamburg

BLK A CON 2 PT LOT 20 RP 58R1394 PART
1 PART 2

Early 20th century schools



S.S. #16
Schmidt School

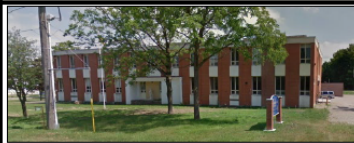
090-010-07400

1908

3812 Sandhills Road, Baden

Baden

CON NORTH ERBS RD PT LOT 13



Formerly Wilmot
Centre/Wilmot
Senior Public
School

010-007-08100

c.1908

2483 Bleam's Road, Wilmot
Centre

New
Hamburg

WILMOT CON SBR PT LOT 13



S.S. #14
Petersburg School

030-004-22100

1923

1786 Snyder's Road East,
Petersburg

Petersburg

CON NORTH SNYDERS PT LOT 5 PT 6
RP58R 3907 PART 1



U. S.S. 1 & 3
New Dundee
Public School

020-003-06600

1928

1430 Bridge Street, New Dundee

New
Dundee



WILMOT CON 3 BLK A PT LOT 6 PAN 628
PT LOTS 2 3 4 AND 5 PT BUCK ST RP
58R3192 PART 2

Mid-century Modern

	Waterloo-Oxford D.S.S 040-007-19600	1955	1206 Snyder's Road, Baden	Baden	WILMOT NORTH OF SNYDERS RD PT LOTS 17 and 18 RP 58R16614 PT 1
	Grandview Public School 060-014-02000	1949	341 Huron Place, New Hamburg	New Hamburg	PLAN SMITH'S PT LOT 10 N BLEAMS RD PLAN 536 PT LOTS 4 TO 9 PLAN 636 PT LOTS 11
	Holy Family Catholic School 060-014-08700	1959	313 Huron Street, New Hamburg	New Hamburg	PLAN 536 LOTS 1 AND 2 PLAN SMITH'S PT LOT 3 S HURON ST PT LOT 10 N BLEAM'S RD AND RP 58R12219 PTS 1 TO 3
	Forest Glen Public School 050-016-03501	1974	437 Waterloo Street, New Hamburg	New Hamburg	PLAN 885 PT LOT 1 SUBJ TO R.O.W.
	Former St. Agatha Catholic School 080-008-06500	1958	1869 Notre Dame Drive, St. Agatha	St Agatha	CON NORTH OF ERBS RD PT LT 6
	Formerly North Wilmot Public School 090-009-10400	1965	3601 Sandhills Road, Baden	Baden	WILMOT CON NORTH ERBS RD PT LOT 12 RP 58R3414 PART 1

Proposed deletions

- Heritage Wilmot is recommending two properties be removed from the non-designated register:

	Steinman Furniture 040-006-26100	1857 Demolished	43 Snyder's Road East Baden	Baden	PT LOT 26 MILL PLAN
	St. James Evangelical Lutheran Church 040-006-07100	1864 Designated under Part IV of OHA	66 Mill Street Baden	Baden	PLAN 627, LOT 180

- Heritage Wilmot approved the proposed additions and deletions at our April 7th, 2021 meeting.

Future steps for Heritage Wilmot

- If approved, **111** properties will now be listed on the Register of Non-Designated Properties for Wilmot Township.
- Heritage Wilmot will continue to add properties for consideration by Council.
- Will work on additional updates to the Heritage Register for 2022.
- Next year perhaps even look for a heritage designation!



To learn more, visit us at

www.heritagewilmot.ca



CASTLE KILBRIDE *Staff Report*

REPORT NO: CK 2021-004

TO: Council

SUBMITTED BY: Tracy Loch, Director/Curator

PREPARED BY: Tracy Loch

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: September 27, 2021

SUBJECT: Non-Designated Heritage Register Update

RECOMMENDATION:

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the addition of seventeen (17) properties as follows:

1. U.S.S. #1 & 3 New Dundee Public School (Built 1928) Bridge Street, New Dundee
2. U.S.S. #5 St. James' School (Built 1886) Huron Road, Haysville
3. S.S. #6 Haysville School (Built 1889) Huron Road, Haysville
4. S.S. #7 Pinehill School (Built 1886) Huron Road, Pinehill
5. S.S. #11 Cressman's School (Built 1897) Bleams Road, New Hamburg
6. S.S. #12 Hostetler's School (Built 1900) Christner Road, New Hamburg
7. S.S. #14 Petersburg School (Built 1923) Snyder's Road, Petersburg
8. S.S. #16 Schmidt School (Built 1908) Sandhills Road, Baden
9. S.S. #18 New Prussia School (Built 1859) Berlett's Road, New Prussia
10. S.S. #19 Horn's/Berlett's Corner School (Built 1857) 2502 Berlett's Road, Berlett's Corner
11. Grandview Public School (Built 1949) Huron Place, New Hamburg
12. Waterloo Oxford District Secondary School (Built 1955) Snyder's Road West, Baden
13. Holy Family Catholic School (Built 1959) Huron Street, New Hamburg
14. Former Wilmot Senior Public School; (Built c.1908) 2483 Bleams Road, New Hamburg
15. Former St. Agatha Catholic School (Built in 1958) 1869 Notre Dame Drive, St. Agatha
16. Former North Wilmot Public School; (Built 1965). 2400 Erb's Road, St. Agatha
17. Forest Glen Public School (Built in 1974) 437 Waterloo Street, New Hamburg

THAT COUNCIL endorse the recommendation of the Heritage Wilmot Advisory Committee to update the Heritage Register of Non-Designated Properties for the Township of Wilmot to reflect the removal of two (2) properties as follows:

1. Steinmann Furniture, 43 Snyder's Road East, Baden (demolished)
2. St. James Lutheran Church, 66 Mill Street, Baden (designated under Part IV, OHA)

THAT the Director / Curator of Castle Kilbride notify the affected property owners of the decision of Council in accordance with the requirements of the Ontario Heritage Act.

SUMMARY:

This report recommends the addition of seventeen (17) properties, and deletion of two (2) properties, to the Non-Designated Heritage Register for the Township of Wilmot.

The report provides background information on the legislation which empowers municipalities efforts to protect and preserve properties of potential heritage value in Wilmot Township and details the process used by Heritage Wilmot to evaluate and formulate its recommendations.

In so doing, this report supports the initiatives and recommendations by the Heritage Wilmot Advisory Committee.

BACKGROUND:

The Ontario Heritage Act (OHA) requires every municipality in Ontario to maintain a publicly accessible municipal heritage register of all properties of cultural heritage value or interest. Section 27 (1.2) of the OHA, as amended, allows municipal councils to expand the Register to list properties that have not been designated, but which the Council believes to be of cultural heritage value or interest.

Having a comprehensive municipal heritage register that includes non-designated properties, and not just those that have already been designated under the Ontario Heritage Act, is an important initiative through Heritage Wilmot as it accomplishes the following:

- demonstrates a municipal council's commitment to conserve cultural heritage resources with the Township.
- recognizes properties of cultural heritage value or interest within Wilmot Township on a single, comprehensive document.
- promotes knowledge and enhances an understanding of the community's cultural heritage
- provides a database of properties of cultural heritage value or interest for land use planners, property owners, developers, tourism industry, educators, and the public.
- is a planning document that would be consulted by municipal decision makers when reviewing development proposals or building permit applications
- is a way to introduce property owners to the Ontario Heritage Act and perhaps a desire to have their property designated in the future.

While designation is a legal process, listing a property on the Non-Designated Heritage Register is an administrative process with fewer implications for property owners. Being listed as a non-designated property does not imply impending designation under the Ontario Heritage Act, nor does it change any

legal documents on title for the property, trigger maintenance requirements, restrict renovations to a building or place any other restrictions. The only implication of being listed relates to the ability to demolish buildings or structures. The Chief Building Official is required to provide 60 days notice of an application to demolish a non-designated property on the municipal heritage registry to allow the Heritage Wilmot committee to discuss alternatives, to obtain photo documentation prior to demolition or, to have sufficient time to proceed to recommend that Council designate the property under the OHA.

Heritage Wilmot, in considering which properties should be recommended for inclusion on the Heritage Register of Non-Designated Properties for the Township of Wilmot, considers a number of factors including the policies of the Township of Wilmot Official Plan.

Section 9.2.2 of the Township Official Plan sets as a matter of Township policy that in order to be included on the Heritage Register a cultural heritage resource must satisfy at least two of the following criteria:

- a) it dates from an early time period in the development of the Township;
- b) it is a good, representative example of the work of an outstanding local, regional, provincial, national or international architect, engineer, builder, designer, landscape architect, interior designer, craftsman, or sculptor;
- c) it is associated with a person who is recognized as having made a significant contribution to the Township's social, cultural, political, economic, technological or physical development or as having materially influenced the course of local, regional, provincial, national or international history;
- d) it is directly associated with an historic event which is recognized as having local, regional, provincial, national or international importance;
- e) it is an example and illustration of the Township's social, cultural, political, economic or technological development history;
- f) it is a representation of construction methods now rarely used;
- g) it is a representative example of its architectural style or period of building;
- h) it is an outstanding example of architectural design;
- i) it terminates a view or otherwise makes an important contribution to the landscape or streetscape of which it forms a part;
- j) it is generally well recognized as a historic Township landmark;
- k) it is an example of outstanding historic interior design;
- l) it is an example of a rare or otherwise important historic feature of good urban design or landscaping, or streetscaping; or
- m) it makes an important contribution to the urban/rural composition given its unique aesthetic or picturesque qualities.
- n) it meets other criteria established or accepted by the Province.

As part of the Committee's Terms of Reference, Heritage Wilmot leads the process of recommending updates to the Heritage Register of properties for Council's approval. The Committee has been actively leading this for nearly two decades and the Township is seen as a leader by other heritage groups with its detailed Register. The identification, evaluating, listing and protection of built heritage is an ongoing process for Heritage Wilmot and the Register is the first step towards heritage preservation.

Heritage Wilmot uses a specific checklist for evaluating properties that is based on the criteria contained within provincial regulation and the Official Plan. The checklist is attached as Attachment 1 to this report and allows the Committee to assess and classify each entry to ensure a consistent evaluation approach is conducted.

Once the evaluation is completed Heritage Wilmot then makes its recommendations to Council of those properties which meet the criteria to be considered for the Register. The evaluation can also help inform future designation efforts.

REPORT:

In August of 2020, Heritage Wilmot began the evaluation of adding properties to the Register. While navigating through COVID-19 restrictions and adapting to virtual meetings, members decided to wait until 2021 for Council recommendations.

However, during this time, work continued by the Committee researching, assessing, and meeting with property owners. The focus was considering the addition of seventeen school buildings of Wilmot, which supports the preservation and social history regarding the rural education system. The Committee also considered including one residential dwelling that was originally brought forth for consideration in 2015 but was removed, at that time, upon request of the property representative during a Council meeting and was supported by Council.

For 2021, the official list of properties to be added to the Non-Designated Register that was endorsed by the Heritage Wilmot Advisory Committee on the April 7, 2021 included seventeen (17) schools and one (1) residential dwelling. They included:

1. U.S.S. #1 & 3 New Dundee Public School (Built 1928) Bridge Street, New Dundee
2. U.S.S. #5 St. James' School (Built 1886) Huron Road, Haysville
3. S.S. #6 Haysville School (Built 1889) Huron Road, Haysville
4. S.S. #7 Pinehill School (Built 1886) Huron Road, Pinehill
5. S.S. #11 Cressman's School (Built 1897) Bleams Road, New Hamburg
6. S.S. #12 Hostetler's School (Built 1900) Christner Road, New Hamburg
7. S.S. #14 Petersburg School (Built 1923) Snyder's Road, Petersburg
8. S.S. #16 Schmidt School (Built 1908) Sandhills Road, Baden
9. S.S. #18 New Prussia School (Built 1859) Berlett's Road, New Prussia
10. S.S. #19 Horn's/Berlett's Corner School (Built 1857) 2502 Berlett's Road, Berlett's Corner
11. Grandview Public School (Built 1949) Huron Place, New Hamburg
12. Waterloo Oxford District Secondary School (Built 1955) Snyder's Road West, Baden
13. Holy Family Catholic School (Built 1959) Huron Street, New Hamburg
14. Former Wilmot Senior Public School; (Built c.1908) 2483 Bleams Road, New Hamburg(*)
15. Former St. Agatha Catholic School (Built in 1958) 1869 Notre Dame Drive, St. Agatha
16. Former North Wilmot Public School; (Built 1965). 2400 Erb's Road, St. Agatha
17. Forest Glen Public School (Built in 1974) 437 Waterloo Street, New Hamburg
18. Beckdale Farms (Built c.1880) 1149 Snyder's Road, Baden(**)

(*) requested by owner to be removed

(**) demolition permit issued

In order to ensure complete transparency with private property owners, on April 22, 2021 a formal letter (Attachment 2) and information package was mailed to each property owner. A pamphlet (Attachment 3) also accompanied the letter which provided further information to the owner regarding the Non-Designated Register.

A municipality is not required to consult with property owners before including the property on the municipal register however, for decades, Heritage Wilmot has always informed property owners to support transparency while encouraging education and open communication between the Committee and property owners.

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. A deadline of May 21, 2021 was noted so that the Committee could address any concerns before the finalized list would be presented to Council.

As part of the process for recommending properties, should an owner object to being included, they are advised to share their opinion at a scheduled Council meeting where the proposed list will be presented.

Upon receipt of the letter, staff received three general enquiries for clarification from current and former school property owners. Through conversation and education, the owners were satisfied and were in agreement with the inclusion.

Two additional letters were received identifying concerns with being included on the Registry. A description of those property's is as follows:

3601 Sandhills Road

One property representative/owner in a former school at 3601 Sandhills Road (formerly known as North Wilmot Public School) objected to the inclusion, and despite conversation with Committee members and staff, they have remained firm as to their request that their property be removed from the list and shared with the Committee member that they were not interested.

Staff followed up for clarity, and the owner referenced the service that they provide, and they did not want limitations put on the property. This property was discussed previously by the Committee, and they felt that by removing this property, it would not only make the list of schools incomplete for Wilmot but devalue the inventory that the Committee has built for the Township. The Committee decided to still include the property as part of their recommendation as it represents Mid-Century Modern architecture, which is part of a larger grouping of schools that are also being included.

The representative was invited to attend at Council to advise Council directly of the concern.

1149 Snyder's Road West, Baden

On August 20, 2021 staff received an email (Attachment 4) from the property owner of 1149 Snyder's Road West (known as Beckdale Farms) stating they strongly disagree with the Committee's assessment of the subject property and would ask not to be included. They indicated that the property has been identified for future residential development and that inclusion would ultimately impede their ability to efficiently service/grade the lands to create a cohesive future community.

Unfortunately, this request came three months after the deadline to comment and the Committee had already made a motion to approve the list to bring forward for Council's consideration. Staff responded to the property owner's email to acknowledge the objection and invited him to attend the Council meeting if interested.

Staff also provided additional background information to the owner as this has been a property of interest for many years due to its unique architecture. That background included advising that this

property was originally assessed by Heritage Wilmot in 2015 and was included as part of the recommended updated Register for Council's consideration at that time. However, staff were advised of a request to defer this addition just before the Council meeting. The property owner representative at that time indicated that the property had complex land issues and inclusion on the Register would pose an obstacle and that the owners did not want this property listed as it would be detrimental to a future sale.

During the Council meeting, the Chair of Heritage Wilmot agreed to defer the recommendation of the property so that the Committee could discuss this matter in greater detail with the property owner. The Committee met with the owner and was sympathetic to their request and agreed to temporarily remove this property from the list as ownership was in transition.

In response to the correspondence advising that Heritage Wilmot intended to proceed with the recommendation that 1149 Snyder's Road West be included on the registry the owner acted within his legal rights to obtain a demolition permit for the dwelling.

Development Services notified Heritage Wilmot on September 14, 2021, that a demolition permit had been issued by the Chief Building Official in accordance with his duties under the Building Code Act as the property, although recommended, had not yet been placed on the registry and was not subject to the delay provisions of the Ontario Heritage Act.

As a result, due to the timing of this notice and the timing of this report, this property has been removed from the Committee's original recommendation. With support from the Director of Development Services, he is actively working with the property owner to ensure Heritage Wilmot has the opportunity to photograph the property prior to the demolition of the house and to provide a historic record.

CONCLUSION:

Heritage Wilmot is recommending that Council update the Heritage Register of Non-Designated Properties for Wilmot Township to include seventeen (17) additional properties that reflect all current or former schools. (Attachment 5).

The Committee recognizes the objection from the owner of 3601 Sandhills Road and will accept the decision of Council with respect to including or removing this property from the list.

To maintain an accurate listing, Heritage Wilmot is further recommending the removal of two properties from the current list (approved prior by Council) which include former Steinmann Furniture at 43 Snyder's Road East in Baden (demolished) and St. James Lutheran Church in Baden at 66 Mill Street (now designated under Part IV of the OHA).

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This report directly supports the Strategic Goal: Quality of Life: Arts, Culture & Heritage. By sharing and supporting heritage preservation initiatives, we engage the community through strengthening communicating municipal matters.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

This report supports Goal 4: Education; and Goal 17: Partnerships

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

Attachment 1: Evaluation Checklist

Attachment 2: Letter to property owner

Attachment 3: Brochure - A Guide for Non-Designated Property Owners

Attachment 4: Correspondence from Objectors

Attachment 5: Property Recommendations for Council

Attachment 6: Heritage Register of Non-designated Properties for the Township of Wilmot

**Township of Wilmot****Cultural Heritage Resource Evaluation Form****HERITAGE WILMOT**

PLEASE respect private property. When entering any property, identify yourself and state the purpose of your visit to the property owner. Seek permission to photograph buildings.

Address: _____ **Settlement Area:** _____ **Date of Construction:** (Date Stone) _____

(i.e. Baden, St. Agatha, Petersburg)

Roll #: _____ **Legal Address:** _____

Type of Property (i.e. residence, farm, church, public building, business, natural area): _____

Estimated Date: _____ ☐ Research ☐ Registry Office ☐ Census Records ☐ Other _____

Architectural Style: _____

*Choose the appropriate one: Georgian, Mennonite Georgian, Regency, Italianate, Gothic, Vernacular, Second Empire, Queen Anne, Edwardian, Colonial Revival, Classical Revival, Other: _____

Photographs: Front Façade ☐ Left Façade ☐ Right Façade ☐ Rear Façade ☐ Details ☐ Setting ☐

Date of visit to property: _____ **Date Photos Taken** _____

Design or Physical Value:**RECORDER****EVALUATION SUBCOMMITTEE****Style**

Is this a notable, rare or unique example of a particular style or type?

N/A ☐ Unknown ☐ No ☐ Yes ☐

N/A ☐ Unknown ☐ No ☐ Yes ☐

Construction

Is this a notable, rare, unique or early example of a particular material or method of construction?

N/A ☐ Unknown ☐ No ☐ Yes ☐

N/A ☐ Unknown ☐ No ☐ Yes ☐

Design

Is this a particularly attractive or unique structure because of the merits of its design, composition, craftsmanship or details?

N/A ☐ Unknown ☐ No ☐ Yes ☐

N/A ☐ Unknown ☐ No ☐ Yes ☐

Does this structure demonstrate a high degree of technical or scientific achievement? N/A ☐ Unknown ☐ No ☐ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Interior
Is the interior arrangement, finish, craftsmanship and/or detail noteworthy? N/A ☐ Unknown ☐ No ☐ Yes ☐ N/A ☐ Unknown ☐ No ☐ Yes ☐

Notes: Include a detailed description of the features of the building. (Columns, posts, porches, brackets, chimneys, window & door details, Gingerbread, etc.)

<i>Contextual Value:</i>	RECORDER	EVALUATION SUBCOMMITTEE
Continuity Does this structure contribute to the continuity or character of the street, neighbourhood or area?	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Setting Is the setting or orientation of the structure or landscaping noteworthy?	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Does it provide a physical, historical, functional or visual link to its surroundings?	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>	N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Landmark Is this a particularly important visual landmark within the township, or neighbourhood? (<i>indicate degree of importance</i>)	Twp N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Neigh N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>	Twp N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Neigh N/A <input type="checkbox"/> Unknown <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
Degree of Importance:	Very Important: Yes <input type="checkbox"/> No <input type="checkbox"/> Some what <input type="checkbox"/>	Very Important: Yes <input type="checkbox"/> No <input type="checkbox"/> Some what <input type="checkbox"/>

Completeness

Does this structure have other original outbuildings, such as **barns, drive sheds, smoke houses, out houses, chicken coops**. Also note any significant landscaping, gardens, orchards

N/A☐

Unknown☐

No☐

Yes☐

N/A☐

Unknown☐

No☐

Yes☐

Notes:

Describe outbuildings.
Also include notes on any significant landscape features and or gardens and orchards

Integrity:

Site

Does the structure occupy its original site?
Note: if relocated, i.e. relocated on its original site, moved from another site, etc.

N/A☐

Unknown☐

No☐

Yes☐

N/A☐

Unknown☐

No☐

Yes☐

Alterations

Does this building retain most of its original materials and design features?

N/A☐

Unknown☐

No☐

Yes☐

N/A☐

Unknown☐

No☐

Yes☐

Is this a notable structure due to sympathetic alterations that have taken place over time?

N/A☐

Unknown☐

No☐

Yes☐

N/A☐

Unknown☐

No☐

Yes☐

Condition

Is this building in good condition?

N/A☐

Unknown☐

No☐

Yes☐

N/A☐

Unknown☐

No☐

Yes☐

Notes:

RECORDER

EVALUATION SUBCOMMITTEE

Historical or Associative Value & Significance:

Does this property or structure have strong associations with and/or contribute to the understanding of a belief, person, activity, organization or institution that is significant or unique within the Township?

Is the original, previous or existing use significant?

Does this property meet the definition of a significant built heritage resource or cultural heritage landscape, as identified in the Provincial Policy Statement under the Ontario Planning Act?

A property or structure valued for the important contribution It makes to our understanding of the history of a place, an event, or a people?

Notes:

RECORDER

Unknown ☐ No ☐ Yes ☐

Unknown ☐ No ☐ Yes ☐

Unknown ☐ No ☐ Yes ☐

EVALUATION SUBCOMMITTEE

Unknown ☐ No ☐ Yes ☐

Unknown ☐ No ☐ Yes ☐

Unknown ☐ No ☐ Yes ☐

Further Action/Follow Up:

Recorder

<input type="checkbox"/>	Add to Heritage Register
<input type="checkbox"/>	High Priority for Designation
<input type="checkbox"/>	Heritage District Potential
<input type="checkbox"/>	Additional Research Required
<input type="checkbox"/>	Additional Photographs Required (Setting <input type="checkbox"/> All Façades <input type="checkbox"/> Details <input type="checkbox"/>)
<input type="checkbox"/>	Request Permission to Access Property
Other _____	

Evaluation Sub-Committee

<input type="checkbox"/>	Add to Heritage Register
<input type="checkbox"/>	High Priority for Designation
<input type="checkbox"/>	Heritage District Potential
<input type="checkbox"/>	Additional Research Required
<input type="checkbox"/>	Additional Photographs Required
<input type="checkbox"/>	Request Permission to Access Property
Other _____	

General Comments:

<i>* Date of Property Owner Notification:</i> _____
<i>Property Owner Name and Address:</i> _____

Heritage Wilmot Recorders: _____

Recommendation:

Heritage Wilmot Committee Recommendation

<input type="checkbox"/>	Add to Heritage Register
<input type="checkbox"/>	No Action - Keep on File

Date _____

Council Decision

<input type="checkbox"/>	Add to Heritage Register
<input type="checkbox"/>	No Action - Keep on File

Date _____

**The Township of Wilmot kindly acknowledges the permission from the City of Kitchener to adapt this form for the use by the Heritage Wilmot Advisory Committee.*



HERITAGE WILMOT

April 22, 2021

Property Owner
Our Lady of Mount Carmel Academy
Formerly Wilmot Senior Public School
2483 Bleam's Road
New Hamburg, ON N3A 3J2



Dear Property Owner:

The Heritage Wilmot Advisory Committee is pleased to inform you that your property has been recognized as being historically/architecturally significant by the Township of Wilmot Heritage Committee. Accordingly, your distinguished 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 holding cultural and/or heritage value. There are no additional restrictions governing alterations to your property, but should you wish to demolish your property, 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 the Committee through our Township staff liaison (Tracy Loch) for any assistance. We request that you contact us prior to May 21, 2021 with any questions, so that a recommendation can be brought forward to the June 14, 2021 Council meeting.

Best regards,

Nick Bogaert, Chairperson
Heritage Wilmot Advisory Committee

Tracy Loch, Director/Curator
HeritageWilmot@wilmot.ca
519-634-8444 ext.256

THE CORPORATION OF THE TOWNSHIP OF WILMOT

60 Snyder's Road West, Baden, Ontario N3A 1A1

Phone: 519-634-8444 Fax: 519-634-5035 Toll free: 1-800-469-5576 Website: www.heritagewilmot.ca

Heritage Wilmot “Preserving Our Heritage for Tomorrow”

The purpose of the Heritage Wilmot Advisory Committee is to advise and assist Council and staff of The Township of Wilmot on any matter relating to the designation and conservation of property of cultural heritage value or interest, and to promote heritage interests and to assist with the recognition of the historical continuity within the community.



Bethel / Grace Mennonite Church
c.1880
Non-Designated property

**For more information regarding
Non-Designated Registers please
contact:**

Heritage Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1

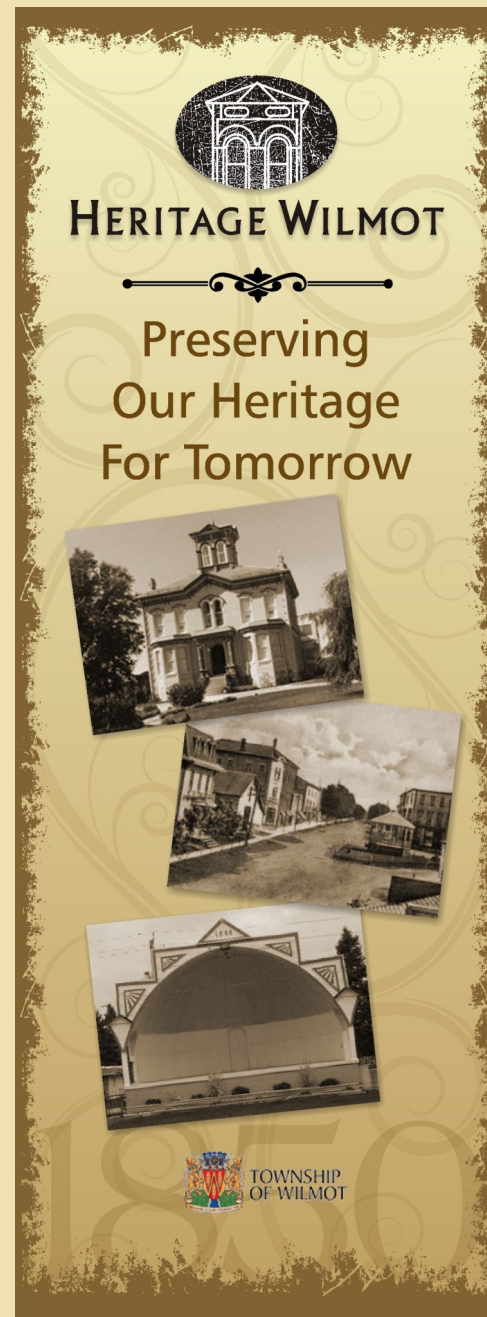
(519)-634-8444
www.heritagewilmot.ca

Or email: info@heritagewilmot.ca

**For more information about the
Ontario Heritage Act:**

The Ontario Heritage Act:
[http://www.e-laws.gov.on.ca/html/
statutes/english/
elaws_statutes_90o18_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o18_e.htm)

Listing Cultural Heritage Properties on
the Municipal Register:
[http://www.culture.gov.on.ca/english/
heritage/info_sheets/
InfoSheet_Listing_Final.pdf](http://www.culture.gov.on.ca/english/heritage/info_sheets/InfoSheet_Listing_Final.pdf)



**A Guide for Non-Designated
Property Owners**

Non-Designated Sites

- In addition to recommending sites for heritage designation, Heritage Wilmot Advisory Committee may recommend sites to Council that are included on a Non-Designated Heritage Municipal Registry. 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.

Q. What is a municipal Register?

- The municipal register is the official list or record of cultural heritage properties that have been identified as being important to the Township of Wilmot. The Ontario Heritage Act allows municipalities to include properties of cultural heritage value that have not been designated.

Q. Why include properties on the Register?

- To recognize properties of cultural heritage value in the community.
- To promote knowledge and enhance an understanding of the community's cultural heritage.
- It is a planning document that

will be consulted by municipal decision makers when reviewing development proposals or permit applications.

- It provides easily accessible information about cultural heritage properties for land-use planners, property owners, developers, the tourism industry, educators and the general public.

Q. How does listing protect a culturally significant building?

- The register provides interim protection for listed properties. The Township can delay issuance of a demolition permit for up to 60 days in order to provide Council with the opportunity for dialogue with the property owner, or to initiate full designation of the structure under the Act and therefore prevent its demolition.

Q. . What if I want my property removed from the Register?

- You may submit a letter to the heritage committee/municipality stating why you would like your home removed. The committee will then review your request. As per the Ontario Heritage Act, Council will confer with the heritage committee before a property is removed.

Q. Does this affect any renovations or maintenance improvements of my property?

- No. Having your property included on the Register does not affect your ability to perform renovations or maintenance.



*Pinchenant/ Bender House c.1869
Non-Designated property*



3FF35: ? 7@F &

Stremma Developments (Baden Southeast) Inc

91 Caldari Road, Unit 1, Concord, ON L4K 3Z9

Tel: 905-893-9997

Township of Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1

August 20, 2021

Attention: Ms. Tracy Loch

Re: 1149 Snyder's Road West - Baden

We are in receipt of your letter dated April 22, 2021. We strongly disagree with your assessment of the subject property and would ask it **NOT** be included in the updated Heritage Register of Non-Designated Properties.

The subject property has been identified for future residential development. Including the property on a heritage register would ultimately impede our ability to efficiently service/grade the lands to create a cohesive future community.

I would respectfully request you re-consider your position and not include the subject property in the updated heritage register.

Sincerely,
Stremma Developments (Baden Southeast) Inc.



Nick Gougoulis



HERITAGE WILMOT

2021 Non-Designated Property Recommendations

1. U.S.S. #1 & 3 New Dundee Public School (Built 1928) Bridge Street, New Dundee
2. U.S.S. #5 St. James' School (Built 1886) Huron Road, Haysville
3. S.S. #6 Haysville School (Built 1889) Huron Road, Haysville
4. S.S. #7 Pinehill School (Built 1886) Huron Road, Pinehill
5. S.S. #11 Cressman's School (Built 1897) Bleams Road, New Hamburg
6. S.S. #12 Hostetler's School (Built 1900) Christner Road, New Hamburg
7. S.S. #14 Petersburg School (Built 1923) Snyder's Road, Petersburg
8. S.S. #16 Schmidt School (Built 1908) Sandhills Road, Baden
9. S.S. #18 New Prussia School (Built 1859) Berlett's Road, New Prussia
10. S.S. #19 Horn's/Berlett's Corner School (Built 1857) 2502 Berlett's Road, Berlett's Corner
11. Grandview Public School (Built 1949) Huron Place, New Hamburg
12. Waterloo Oxford District Secondary School (Built 1955) Snyder's Road West, Baden
13. Holy Family Catholic School (Built 1959) Huron Street, New Hamburg
14. Former Wilmot Senior Public School; (Built c.1908) 2483 Bleams Road, New Hamburg
15. Former St. Agatha Catholic School (Built in 1958) 1869 Notre Dame Drive, St. Agatha
16. Former North Wilmot Public School; (Built 1965). 2400 Erb's Road, St. Agatha
17. Forest Glen Public School (Built in 1974) 437 Waterloo Street, New Hamburg

3FF35: ? 7@F (



HERITAGE REGISTER OF NON-DESIGNATED PROPERTIES FOR THE TOWNSHIP OF WILMOT (SEPTEMBER 27, 2021)



*NEW PROPERTIES ARE NOTED IN **YELLOW**

*All Roll numbers start with 30-18.




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>BADEN</u>					
	Wettlaufer / Eidt House 090-010-06200	1846	3664 Erb's Road Baden	Baden	CON NORTH OF ERB'S RD, PT LOT 22
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian, 2 storey, granite fieldstone with gable roof and front porch; Front façade: 3 bays in each storey; 1 st 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 nd 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 Baden	Baden	PART LOT 12, CON SOUTH, ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 627, LOT 130, PT LOT 129 RP58R4327 PTS 2 & 3




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Baden	Baden	PART LOT 16 CON SOUTH OF SNYDER'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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)					
	Hurle / Fraser House 3018-090-010-07902	1863	3092 Wilby Road Baden	Baden	BLK B CON 1 PT LOT 17
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 st floor with stone soldier course above windows, two replacement 1/1 windows on 2 nd floor. Date stone mid-way between 2 nd 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 Baden	Baden	CON SOUTH SNYDER'S RD EAST PT LOT 14 RP58R6402 PT 2
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival; yellow brick, front peaked gable with pointed arch window, metal roof. Contrasting white brick voussoirs over windows, decorative white brick quoins.					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Livingston Linseed Oil Mill / Baden Feed & Supply 040-006-09610 040-006-09600 (store) 040-006-07120 (remainder of the property including the grain bins etc).	c.1870	75 Charles Street Baden 76 Mill Street Baden	Baden	PLN 627 LOTS 112 TO 114, 119 120 126 TO 128 183 TO 190 199 TO 201 PT MILL POND RP58R6700 PT 2 PLN 627 LOT 165 to 168 173 174 181 182 PT LOT 169 PT
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 includes: oil works, elevator, iron oil tanks, boiler/engine room, warehouse, and oil storage.					
	Lorentz / Miller Store 040-006-075	1876	8 Foundry Street Baden	Baden	PLN 627, PT LOTS 105, 106 RP58R1287 Part 1, PT 5
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	Hunsberger / Shinnie House 040-006-020 01	1893	53 Snyder’s Road West Baden	Baden	PLN 627, PT LOT 129 RP58R4327 PT 1



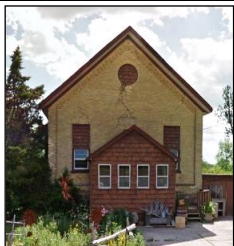
Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Queen Anne; 2 storey, yellow brick, projecting bay on right with gable roof, brackets at angles of bay, large half round window on first 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.					
	Hunsberger / Miller House 040-006-24200	1895	189 Snyder's Road East Baden	Baden	CON SOUTH SNYDER'S RD EAST PT LOT 14
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 nd floor, rubble stone foundation, 2 storey decorative open porch.					
	Hunsberger / Schmidt House 040-006-22100	1908	344 Snyder's Road East Baden	Baden	CON NORTH SNYDER'S RD PT LOT 13 RP58R1292 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 st storey on left; date of 1908 in gable.					
	S.S. #16 Schmidt School 090-010-07400	1908	3812 Sandhills Road, Baden	Baden	CON NORTH ERBS RD PT LOT 13




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Heritage Value/ Heritage Attributes</u> Vernacular; yellow brick. The building has a rectangular shape and is constructed with a gable roof. The front façade features a circular vent in the centre of the gable, two symmetrical windows on the first storey, and central covered entrance. Detailed brick patterning is featured on the undersides of the eaves, above the windows. The side façades each feature brick pillars and five large rectangular window openings. Similar to the front façade, decorative brick patterning is used on the undersides of the eaves and above the windows. The current S.S. #16 was the fourth school built. However, this schoolhouse became too crowded during the centralization of schools and a fifth schoolhouse was built on the site of the second and third schoolhouses. The fourth school was sold after it closed and was converted into a private residence.					
	Hunsberger / Schenk House 040-005-12000	1909	1064 Snyder's Road East Baden	Baden	CON NORTH SNYDER'S RD PT LOT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Baden	Baden	CON NORTH SNYDER'S RD PT LOT 12
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Baden	Baden	CON SOUTH SNYDER'S RD EAST PT LOT 14
<u>Cultural Heritage Value/ Heritage Attributes</u> Edwardian; 2 storey, red brick, 2 bay "L-shaped", large 4 part window on right side, high hipped roof, rubble stone foundation, open porch.					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Hunsberger / Lichti House 040-006-21400	1910	288 Snyder's Road East Baden	Baden	CON NORTH SNYDER'S RD EAST PT LOT 13
<u>Cultural Heritage Value/ Heritage Attributes</u> Italianate; 2 storey, yellow brick, 3 bays on each floor, segmentally arched window, brackets under eaves, rubble stone foundation, open porch.					
	Shantz Mennonite Church 090-009-00200	1929	2473 Erb's Road Baden	Baden	CON SOUTH OF ERBS RD PT LOT 12 RP 58R6075 PARTS 1 3 4
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; red brick; Front façade (north side): gable roof faces Erb's Road; 2 narrow round headed windows on each side of a larger 6 paned window with a pediment; pilasters between the windows; newer extension on east (left side) has entrance door with a roof over entrance, date stone to left of door says "1929 & addition 1988". West façade (right side): 10 narrow round topped windows set in pairs with pilasters in between each pair; the rear part has 2 segmentally arched windows with a transom and 1/1 lower sash; Rear façade (south side): rear wall of extension is red brick; entrance door on left; East façade of rear extension (left side): 2 segmentally arched windows with transom and 1/1 panes; double window with 1/1 panes. Main church has 6 segmentally arched windows with transom and 1/1 panes set in pairs; the rear wall of the front extension has a double entrance door; the east wall of the front addition has the same window arrangement as the front of the church. The congregation was formed in 1840. Church services first began in 1853, in a stone meeting house on this site. Remodeled in 1900, the building was replaced in 1929 by the existing red brick building with a basement; a dedication service in new red brick building was held October 13, 1929. A wing was added in 1959 on the south side of the church and a major addition in 1988 of a new entrance, library, offices and Sunday school rooms.					
	Steinmann Mennonite Church 040-007-19900	1946	1316 Snyder's Rd West Baden	Baden	CON N OF SNYDER'S RD PT LOT 18 RP 58R15509 PART 5



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular; 1 storey reddish-brown brick; gable faces south: The entrance door is in the centre, the date stone says 1884, and 1946 is near the bottom of the left hand buttress. This church was originally called The Wilmot Amish Mennonite Congregation. As it grew, a frame meeting house was built in 1884 on land purchased from Daniel Steinmann. In 1946, a decision to build a new church was made and the church dedication was May 16, 1948. In 1964, the church was renamed Steinmann Mennonite Church. An educational wing was built in 1976. Above the door are 3 Gothic windows with multiple panes. 2 Gothic windows with multiple panes are on either side of the buttresses. Right side (east): a low 1 storey addition covers part of the right hand wall of the church. Left side (west): 6 Gothic windows with small panes and Gothic framing are evenly spaced with a brick pilaster in between each window. The foundation is parged and marked out to look like stone. The newer addition starts at the rear of the left wall of the church and extends across the back of the church and part way up the right hand wall. The church's main entrance is at the back corner. It is constructed of darker red brick and has a number of pointed arched windows.</p>					
	<p>Waterloo-Oxford D.S.S</p> <p>040-007-19600</p>	1955	1206 Snyder's Road, Baden	Baden	WILMOT NORTH OF SNYDERS RD PT LOTS 17 and 18 RP 58R16614 PT 1
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>-Century Modern; built of red brick and white siding, entrance faces Snyder's Road. Double front doors with 1/1 windows in each door, flat roof over entrance columns, support roof. Section to right has one-storey parts with multi-paned windows high up on wall. Section on left has one-storey and two-storey parts. The rear is very irregular in plan and consists of many additions over time. This is and continues to be the only high school in Wilmot Township.</p>					
<u>BERLETT'S CORNER</u>					
	<p>S.S. #19 Horn's/ Berlett's Corner School</p> <p>090-010-12300</p>	1857	2502 Berlett's Road, Berlett's Corner	Wellesley	WILMOT CON 3 BLK B PT LOT 13 RP 58R18958 PART 1
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular style; the school is white stucco and the gable end faces the road. The entrance door is a modern 8 paneled door with a sidelight on the left and a fan light transom over the door. A 1/1 rectangular window is on each side of the door. The left side has an entrance door and four rectangular 6/1 windows. The right side has four rectangular 6/1 paned windows. There is a cemetery at the rear of the school yard. The school section was first formed in 1852, yet the first attempt at building a schoolhouse began with the purchase of a half an acre of land from Jacob Wilhelm in 1857 by the Trustees of S.S. #19. The land was to be used for a Common School. The school is thought to have been built soon after the land purchase. The school served the area for many years, but eventually closed in 1966, and was subsequently sold. The school was originally called Horn's School, after Henry Horn, who owned the land across the street from the school. After 1887 the school changed its name to Berlett's Corner School, after the former settlement, Berlett's Corner, in which it is located.</p>					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>FOXBORO GREEN</u>					
	Shantz House 090-010-04001	1858	2632 Erb's Road Foxboro Green	Baden	PT LOT 13 LOT 14 CON NORTH ERB'S RD RP58R5597 PTS 1-3
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival, 1½ storey, fieldstone, 4 bays on 1 st 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.					
<u>HAYSVILLE</u>					
	Somerville / Sydney-Smith House 010-001-16200	1852	3448 Huron Road Haysville	New Hamburg	PT LOT 20 CON 2 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	PT LOT 27 CON 3 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> Picturesque; salmon brick, South façade; right side; 3 pairs of two narrow Gothic windows with diamond-shaped panes of coloured glass; Rear façade; west side; 3 Gothic windows, centre one is taller than ones on either side; Front façade; west side; 3 storey square tower with hipped roof; corbelled brickwork under roof; buttresses at the corners; Gothic window with stained glass and brick label over window; on first floor of tower; 2 pointed Gothic widows on either side of tower; North façade; left side of tower; double Gothic doors with Gothic window above door; remainder of north side window arrangement same as south side. The church was built in 1854 on land donated by the Canada Company. This English rural style pioneer church is the oldest in the township. A chancel and porch were added in 1880 and a tower in 1896. The church discontinued regular use in 1931, but is used for weddings and funerals. This church represents an important phase of Wilmot's settlement of Block A by immigrants from the British Isles.					





Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Ball / Myers House 010-001-11000	1855	4053 Huron Road Haysville	New Hamburg	PT LOT 25 CON 2 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	BLK A CON 2 PT LOT 26
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	PT LOT 14, 15, 16 CON 2 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	LOT 28 CON 1 BLK A




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	LOT 21 CON 1 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	LOT 21 CON 4 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	PT LOT 25 CON 1 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival; 1½ storey, yellow brick, two bays on 2 nd floor, three bays on 1 st 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."					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Baird House "Shearer/ Prospect Farm" 010-001-01300	1880	966277 Oxford-Waterloo Road Haysville	New Hamburg	BLK A CON 4 LOT 27
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Haysville	New Hamburg	BLK A CON 3 PT LOT 30 RP58R4367 PT 2
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; 1 storey yellow brick building with a granite fieldstone foundation; Front façade; north side; Gothic window on right of enclosed entry porch; Right façade; west side three pointed windows; Rear façade; south side; more modern addition with main entrance; Left façade; east side; similar window arrangement as right side; an addition is on this side towards the back of the 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.					
	U.S.S. #5 St. James' School 010-001-17900	1886	4360 Huron Road, Haysville	New Hamburg	BLK A CON 1 PT LOT 28
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; yellow brick is covered in maroon coloured board and batten, front façade faces the road and has two 6/6 windows with a 6 paned window in the gable, the right side has four windows, a smaller rear addition is on this side, the left side has an addition between the school and the red brick garage, the right side at the rear has row of multi-paned windows and a deck. S.S. #5 was constructed using brick and stone that was transported from Tavistock, ON. The school had a bricked-in furnace, a modern innovation at the time. The previous frame building was moved to the side of the new building. In addition to teaching children, the school also provided adult education in the evenings as early as 1880. The schoolhouse was also where the Literary Societies were organized and where they held meetings beginning in 1908-9. The school was eventually closed and sold in 1966 and became a private residence.					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	S.S. #6 Haysville School 010-001-13100	1899	3433 Huron Road, Haysville	New Hamburg	BLK A CON 2 PT LOT 20 RP 58R1394 PART 1 PART 2
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; built on land previously owned by Ed Everatt, who owned a hotel on the site. One storey yellow brick facing the road, entrance door in vestibule, one segmentally arched 6/6 window on each side, granite fieldstone foundation with segmentally arched windows, modern sliding windows on right façade, rear slanted roof addition, left facade of school has a bricked in window and a modern addition that is the community centre. In 1959, a new room was added that was half the size of the original schoolhouse. In 1966, many students from the surrounding area were bused to the school with only eight students walking. The school eventually closed in 1976 and was purchased by the Township of Wilmot, who converted the school into the Haysville Community Centre and pre-school. This specific schoolhouse is associated with the village landscape of Haysville and contributes to the streetscape of Huron Road.					
	Tye House / "Pomona Grove" 010-001-15300	1900	3330 Huron Road Haysville	New Hamburg	LOT 19 CON 1 BLK A
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 st 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.					
	Green's School S.S. #4 010-001-04200	1907	3734 Bridge Street Haysville	New Hamburg	BLK A CON 3 PT LOT 24




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular; 1 storey red brick school; gable roof. Front façade=porch with gable roof and round columns; entrance door in centre; round date stone with School Section No 4 1907 above door; 1/1 window on left and double 1/1 window on right. Left facade: much altered. Right façade: 6 rectangular windows with filled in transom. Rear façade: decorative brickwork with yellow bricks in shape of a cross under gable. The first school was built on land purchased from Cyrus Green on the opposite side of the road. Architect William Hallman built this school for \$1,900 and it opened Sept. 1907 with Miss Jessie Oliver as the teacher.</p>					
<u>MANNHEIM</u>					
	Stoltz House 020-003-26800	1850	1040 Huron Road Mannheim	Kitchener	WATERLOO CON 1 PT BLK A PT LOT 1
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Georgian; 1 ½ storey; 3 bay granite fieldstone house; Front facade: centre entrance 1/1 window on each side of door; large pedimented porch in centre of roof with door to open balcony; the roof was raised in 1920 to provide more space in the second storey. Left façade: two 1/1 windows on each floor; three part window with 1/1 centre window and one single paned window on each side of centre window in attic; there are eaves returns at the corner of the roof. The property was owned by the Stoltz family until 1996.</p>					
	St. James Evangelical Lutheran Church 030-004-06700	1873	1000 Knechtel Court Mannheim	Petersburg	CON NORTH OF BLEAMS RD PT LOT 1
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular; yellow brick; 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. The original log church was built in 1848. The present church was built in 1873. In 1893 the church affiliated with the Strasburg German Evangelical Lutheran Congregation.</p>					
	Mannheim (Latschar) Mennonite Church 030-004-09900	1908	1494 Bleams Road Mannheim	Petersburg	CON NORTH OF BLEAMS RD PT LOTS 4 and 5 AND RP 58R12817 PART 2




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; yellow brick; Bleams Road façade (south side): left side no windows; the entrance is in a flat-roofed square wooden clad portion; the older portion of the church has four segmentally arched 6/6 windows; Rear façade (east side) of the extension: has 2 segmentally arched 1/1 windows. North façade of the old part of the church has the same windows as the south side; the wall of the cross gable has 1 window; to the right of this part is a wooden structure with several rectangular windows and an entrance way. West side: yellow brick in the lower portion and vertical board and batten siding above that; 3 single paned rectangular windows in the siding part and a 1/1 window above these windows. The first log meeting house was built in 1839 on land purchased from Isaac Latshar, replaced with a stone structure in 1853, and then with brick in 1908; this was enlarged with front and back additions in 1923. The church building was moved 75 feet uphill and turned 90 degrees onto a new foundation in 1980. It was then joined with a passageway to the former No. 9 schoolhouse on the property and a new entrance and fellowship hall were added.					
<u>NEW DUNDEE</u>					
	Millar / Coleman Store 020-003-13500	1848	168-172 Main Street New Dundee	New Dundee	PLN 628 LOT 53 168-172 MAIN ST
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 nd storey, flat shed roof.					
	Millar / Coleman Store 020-003-13500	1848	168-172 Main Street New Dundee	New Dundee	PLN 68 LOT 53 168-172 MAIN ST
<u>Cultural Heritage Value/ Heritage Attributes</u> 172 Main (right side of building): Georgian; 2 storey, board and batten frame building, 6 bays on 1 st 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 New Dundee	New Dundee	PT LOT 2 CON 2 BLK A




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival; 1½ storey, stone, ½ round curved Gothic window in gable with top part filled in, 3 bay 1 st 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 New Dundee	New Dundee	PLAN 628 LOT 6 NS MAIN ST
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Dundee Baptist Church 020-003-07000	1862	1173 Queen Street New Dundee	New Dundee	BLK A CON 3 PT LOT 6
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; brown brick church; Front façade (west side): Gable to the street; entrance porch in front of main church; the church has a gothic window with lancet wood framing in peak; steeple topped by a ball finial; sits on a 4 sided tower clad in white siding with a pointed louvered opening on each side; single entrance door at left side on rear addition. Right façade (south side): 1 pointed arched window in entrance porch; date stone on lower left says: "1862 & 1934" wall of main church has 3, 3 part pointed gothic windows; Rear façade (east side): No windows, only a chimney in the centre; newer addition with gable roof is on right hand corner; Left façade (north side): 3 part 1/1 window in addition; 2 pointed gothic windows in main part of church. A frame church was built in 1862 and extensively remodeled and brick veneered in 1934 as well as turning the building 90 degrees to face Queen Street.					
	United Brethren in Christ Church 020-003-14400	1869	28 Main Street New Dundee	New Dundee	Plan 628 LOT 7



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival red brick; South façade facing Main St; the gable end of the church has a slight projection in the centre with three narrow stained glass windows set close together; the centre window is taller than the one on either side; to the right is a slightly arched double entrance door surrounded by a stone frame; Left façade; West side; four pointed Gothic stained glass windows are on this side; the rear addition is a storey and a half with two multi-paned rectangular windows; Right side; East façade; a Gothic stained glass window is in the entrance portion and three Gothic windows are in the original church; the addition has several multi-paned windows; Rear façade; North side; is a storey and a half with a door on the left and two, two part rectangular windows; a shed dormer is on the roof. The congregation first worshipped around 1860 in the Union House west of Roseville. The church was built in New Dundee in 1869 with renovations in 1931 and an addition in 1958. The church is now a private home.					
	Bethel Missionary Church 020-003-03100	1921	1439 Bridge Street New Dundee	New Dundee	PLAN 629 PT LOTS 5, 6, 16 & 17 RP58R7336 PART 1
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; red brick; gable to the street; Front façade; South side; the gable is outlined with a heavy wooden reeded molding; centre double door entrance with peak above with same reeded pattern as on edge of roof; pointed Gothic windows with brick labels beside door and under roof; Left façade; East side; brick corbeling under roof; brick pilasters between each of five Gothic windows with Gothic frames; all windows have brick labels; Right façade; West side; same as east side. The congregation began in 1855 as a Mennonite Congregation. By the late 1880s they were holding services in New Dundee in a schoolhouse. They bought the former Evangelical Church at the corner of Front and South Streets, but this building was dismantled in 1921. The present church was built in 1921. The church is now a private home.					
	U.S.S. 1 & 3 New Dundee Public School 020-003-06600	1928	1430 Bridge Street, New Dundee	New Dundee	WILMOT CON 3 BLK A PT LOT 6 PAN 628 PT LOTS 2 3 4 AND 5 PT BUCK ST RP 58R3192 PART 2
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; SS #1 & 3 Bridge Street marks the 4 th build for this school as the three prior were demolished or destroyed. This school was built as a union school combining USS #1: New Dundee School, and USS #3: Blenheim School. USS #1 & 3 was built to house both elementary (bottom floor), and continuation school (high school) (second floor) students. School was built with the typical boys (east) and girls (west) entrances. This specific schoolhouse is associated with the village landscape of New Dundee and contributes to the streetscape of Bridge Street. The school is a two storey, brown brick with a high basement, projecting front gable with a pediment and decorative treatment in pediment, an ornate cupola with a bell sits on the roof, two pilasters on the front façade and one on each corner, windows with cement lintels, are set in pairs with three panes on the first floor and two panes on the second floor. Left side: the portion behind the bay is square with five windows together on each storey, entrance door on right of first storey, a more modern one storey, flat roofed, brown brick addition is at the rear. A newer addition is to the right of the original school.					



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	St. James Lutheran Church 020-003-07100	1953	1177 Queen Street New Dundee	New Dundee	BLK A CON 3 PT LOT 6
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular; red brick church; Front façade (west side): the front centre section has a gable portion with a buttress on either side; 3 long narrow pointed arched windows with coloured glass are in this part with the centre window being taller than the other 2 windows; to the left is a square, flat-roofed tower with corner buttresses; the double entrance door with an arched label above it is on the left in this tower; on the right side is another square, flat-roofed tower with corner buttresses. This tower is lower than the one on the left; it has 3 narrow, pointed gothic windows with the centre window being taller than the other 2 windows. Right façade (south side): The wall of the lower tower extends along the side of the church; there are buttresses along this side; the first section on the left has 3 pointed arched windows; the centre window is taller than the other 2 windows; the third section has a large 2 part window with a pointed window above; the rear part of the wall of the main church has 3 pointed gothic windows with coloured glass, the centre one being taller; below that is a 2 part rectangular basement window; the section beside this has a 2 part rectangular window with coloured glass; Rear façade (east side): A double entrance door with a gothic window above it faces the back of the church; the rear of the main church has an entrance door on the left side and 3 pointed gothic windows with a taller centre window higher up on the wall; there are 3 rectangular basement windows. Left façade (north side): The tower on the left has corner buttresses; a 2 part rectangular leaded coloured glass window is in the tower; a date stone that states "St. James Lutheran 1952" (completed in 1953) is part way down on the buttress; this side of the church is divided into 3 sections with a buttress in between each section; each part has 3 pointed arched windows with the centre window being larger than the other 2 windows. St. James Lutheran congregation was organized in 1859 but their first church was built in 1863. Over the years New Dundee was in a parish with Mannheim, Plattsville and Berlin and services were held in the original white frame building until it was dismantled and replaced with the building on the same site in 1953.</p>					
	Bethel Church 020-002-01301	1968	1531 Bridge Street New Dundee	New Dundee	BLK A CON 4 PT LOT 7 PLAN 1690 BLK 21
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Mid-century modern church; brown brick; Front façade; North side; gable to the street; narrow white steeple on roof; large cross on wall in centre; window with many coloured glass panes on each side of cross; Left façade; East side; entrance door on right side; six rectangular windows with coloured glass panes set in between pilasters; section to the left at the rear has the main double entrance doors and two rectangular windows on the left; Right façade; West side; ten rectangular windows with coloured glass panes set in between pilasters; the rear square section has 2 square windows that face Bridge Street; three rectangular windows are in rear section facing west; the entrance is two sets of double doors set at an angle; two windows to right of doors; Rear façade; South side; a hipped roofed lower section is at the back; no windows or doors here; left side of rear part has four windows. Bethel Church has been part of the area since before 1877. The present church was built in 1968.</p>					




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<u>NEW HAMBURG</u>					
	Ruthig / Grierson House 070-007-11800	c.1863	1228 Perth Street New Hamburg	New Hamburg	LOT 25 CON SOUTH SNYDER'S RD RP58R1812 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 New Hamburg	New Hamburg	PLN 193 PART LOT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	Zion United Church 050-012-02600	1870	215 Peel Street New Hamburg	New Hamburg	SURVEY SHADE LOT 19




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<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; brown brick; Front façade: A large gable to the street on the right side, square tower with a smaller steeple on the left; entrance doors with pointed arches on the right side and on the left in the tower; the glass above the doors says Zion United Church; large multi-paned pointed arch window on the right; sign below window says Evangelical Church; buttresses on the corner on the right side and at corner of tower; foundation is beveled, tooled lime stone blocks; the older section of the church behind the front portion is yellow brick; windows are stained glass with pointed arches; basement windows are segmentally arched with 1/1 pane; a sign, in German, on the left hand wall at the side says "Kirche der Evangelischen Gemeinschaft;"(Church of the Evangelical Congregation). The rear of the church has a modern addition with pointed arched windows designed to be in keeping with the original church. The German speaking congregation built churches on this site in 1843 and 1870, with renovations in 1919 and after an extensive fire in 1946. English language services replaced the German language ones by 1923.					
	Ernst House / Jutzi Funeral Home 060-014-08800	1879	291 Huron Street New Hamburg	New Hamburg	SMITH PLN PT LOT 2
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 New Hamburg	New Hamburg	SMITH PLN LOT 17 PART LOT 18
<u>Cultural Heritage Value/ Heritage Attributes</u> Italianate; 2 storey yellow brick, 5 bays on 2 nd floor, 4 bays on 1 st 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) New Hamburg	New Hamburg	PLN 536 LOT 3 PT LOT 2



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Gothic Revival; yellow brick: Front façade faces north; 3 storey tower with pointed roof steeple with cross on top is in centre of front wall; 1st floor of tower has main entrance door with a stained glass pointed window with brick labels over window; a niche in the tower above the door has a statue of Joseph, Mary and the baby Jesus; the tower has corbelled brick work; buttresses are on the side walls of the tower; two former entrance porches, one either side of the main entrance have pointed stained glass windows above the door; there is a pointed stained glass window on the right side of the porch and a similar window on the left side of the left porch; there is corbelled brick work above the doors and windows; East façade; left side; 2 tall stained glass Gothic windows in each of 6 sections; buttresses in between sections; Right façade; west side; same as east side with the exception of a square addition in the middle of the wall; newer addition at rear. The church was built on donated land given by Joseph Hartmann Sr. It was built in 1883 by a prominent Waterloo contractor, Charles Moogk. Additions to the church were constructed in 1967-1968.</p>					
	<p>St. George's Anglican Church</p> <p>070-014-19200</p>	1888	3 Byron Street New Hamburg	New Hamburg	SCOTT SURVEY PART LOT 1 SMITH PLN
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Gothic Revival; yellow brick; Façade facing east is a rear section with 5 narrow Gothic windows; buttresses on either side of this section; Right façade; north side; 3 Gothic windows with stained glass on rear section; there are 3 Gothic windows along main wall of church and a door that is blocked up; there is a newer addition at the front with the main entrance door; Right façade; facing south towards Waterloo Street; the section on the right has 3 Gothic windows with a round window in the gable; a 3 storey tower in the centre has a pointed roof steeple; there is a former blocked up entrance at the base of the tower; left of tower faces south and has an altered Gothic window; the wall to the left of the tower has 3 Gothic windows; and a buttress near the corner; an entry porch is on the left side near the corner with a double pointed door; the windows are stained glass. The church was built in 1888. It was designed by the prominent architect, Frank Darling, who also designed the head office of the Sun Life building in Waterloo. The Parish Hall was built in 1957-1958.</p>					
	<p>S.S. #11 Cressman's School</p> <p>010-007-10600</p>	c.1897	3492 Bleams Road, New Hamburg	New Hamburg	CON NORTH OF BLEAMS RD PT LOT 20 PT LOT 21
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Vernacular; yellow brick. The gable end of the yellow brick school faces the road. Central entrance with a narrow sidelight on each side, 6 paned segmentally arched window over door, segmentally arched window with 6 over 1 pane on each side, granite fieldstone foundation with segmentally arched 6 paned windows, one window is now an entrance to the basement, left side has three segmentally arches 6/1 windows, right side is the same except for centre window is a door to the deck, with a 6 paned window above. The school was most likely named after Daniel Cressman, the owner of the land before the school was built. The school closed in 1961 and students were transported to the centralized school of S.S. # 10: Wilmot Center School.</p>					




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	S.S. #12 Hostetler's School 070-007-12400	c.1900	1107 Christner Road, New Hamburg	New Hamburg	CON SOUTH OF SNYDERS RD PT LOT 20
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; yellow brick. The building has a front gable design, featuring a circular window in the centre of the gable. A central door is located at the front façade, with a 6/6 window on each side. The side façades each have three bays, each with a window on the main floor and a smaller window on the basement level. The building features a fieldstone foundation. The school cost \$1,523 to construct which included planting shade trees and the school bell. The school's name is derived from Moses Hostetler, who played a major role in the formation of this school in the community. Mrs. Isabell Ruthig of New Hamburg was the last teacher at the school before it closed in 1966 following the introduction of the consolidated school district.					
	Trinity Evangelical Lutheran Church	1910	23 Church Street New Hamburg	New Hamburg	SURVEY SHADE PT LOT 9
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival; yellow brick; Front façade (North side) two towers, one on the right is tall with a pointed steeple; the date stone of 1910 is at the lower right; pointed arch entrance door with stained glass window above is in the centre of the tower; two narrow pointed windows are above the door; two arched louvered openings with intricate wood tracery are below the roof of the tower; to the left of the tower is the gable portion of the church; with corbelled brick work along the slopes; the church as well as the towers have a variety of Gothic style stained glass windows; the square, flat-roofed tower is on the left; the pointed arched entrance door is similar to the one on the right; to the left is, a more modern gable roof section; a corner tower is to the left with a door blocked up and a statue where the door would be; to the left of this is a newer addition built in 1983 set back from the original church; a double entrance door with a large pointed stained glass window above it; Right facade (West side); the tower has same window arrangement as on the front; six stained glass pointed windows are on the side with a shallow brick buttress in between each window; Rear façade(South side); an entrance door is on the left; a large stained glass window is under the peak of the roof; this window is behind the altar; Left façade (East side); would have originally been the same as the west side but is now an interior wall within the newer addition. The congregation was organized c. 1834 by Rev. F. W. Bindemann. This church was built in 1910 to replace an earlier church on the same site. An addition to the church was built in 1957. Another addition was built in 1983.					
	Grandview Public School 060-014-02000	1949	341 Huron Place, New Hamburg	New Hamburg	PLAN SMITH'S PT LOT 10 N BLEAMS RD PLAN 536 PT LOTS 4 TO 9 PLAN 636 PT LOTS 11




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Mid-Century Modern; one storey, red brick with off white horizontal trim near flat roof. The plan is very irregular with many additions. The front entrance faces north. To the right is a square larger section with rectangular two-part windows. To the right of this part and towards the rear of the school are classrooms with brick below the multi-paned windows and vertical siding above the windows. The rear wall has a double entrance door and no windows. The left side towards the back is similar to the right side. There is a large block of multi-paned windows with many panels of orange, yellow and brown panels. The school serves children kindergarten to grade six.					
	Holy Family Catholic School 060-014-08700	1959	313 Huron Street, New Hamburg	New Hamburg	PLAN 536 LOTS 1 AND 2 PLAN SMITH'S PT LOT 3 S HURON ST PT LOT 10 N BLEAM'S RD AND RP 58R12219 PTS 1 TO 3
<u>Cultural Heritage Value/ Heritage Attributes</u> Mid-Century Modern; built of red brick with beige cement accents and white siding. The front faces Huron Street steps up to the front door, with multi-paned windows. A gable with a cross in it is above the entrance. The left side has several tall rectangular double windows with 2/2 panes. The lower section is much bigger than the upper section. The entrance door is past the first window. It is a double door with sidelights and a transom. A flat roof is over the doors. The school serves children kindergarten to grade eight.					
	New Hamburg Conservative Mennonite Church 050-016-16700	1960	347 Hamilton Road New Hamburg	New Hamburg	PLAN 982 LOT 11 TO LOT 15 PT LOT 10 PT LOT 16 PT LOT 22 & 23 RP 58R7235 PARTS 2 & 3 CORNER
<u>Cultural Heritage Value / Heritage Attributes</u> Mid Century Modern; red brick built in 1960 addition; 1997; West façade Front; original church is red brick gable to the street; flat roofed entrance is an addition; gable roof over double entrance doors; 1/1 rectangular window on either side of door; brick quoins at corners of building; left side of front addition has two 1/1 windows; there is 1 window above flat roof entrance addition on front wall of church; South side of front addition; entrance door with window above and gable roofed porch; smaller 1/1 rectangular window on left five 1/1 windows along wall; Rear façade; East side; door in centre; 1/1 rectangular windows on either side of door; smaller 1/1 rectangular window in peak; North façade of original church; same as south side; North façade of front addition; three 1/1 rectangular windows; East façade of addition; small hipped roof section with entrance door facing north 1/1 rectangular window faces east.					
	Hillcrest Mennonite Church 070-007-10700	1964	1056 Huron Street New Hamburg	New Hamburg	CON NORTH OF BLEAMS ROAD PT LOT 26 RP 58R4446 Parts 1&2



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<p>Mid Century Modern, "L-shaped", red brick and sandstone, original building has a date stone of 1964, addition on right side, date stone of 1990. The formation of the church came about because the congregation at East Zorra Mennonite church was getting too large. Henry Yantzi is the founding member of the group. South façade; Huron Street, front wall is "V-shaped" with a cross in the centre of the "V"; "V-shaped" section is stone, the rest is red brick, addition on right is stone; large entrance; double doors with large panes of glass above door; gable roof over entrance; East façade of left side or original church has tall narrow window between stone front and red brick; 5 rectangular multi-paned windows in original church; gable roof over entrance on east side of edition; this part is red brick and some beige siding; 2 rectangular 4 part windows on this wall; Rear façade; North Side; of original church and addition has beige siding with vertical brown sections between windows; on left of addition are 3 2 part 1/1 windows; with 2 part and 1 paned windows below this; entrance door on left side of original church; window on right side of door; West façade has 6 multi-paned windows; wall is red brick; tall narrow windows between the stone and brick at front is the same as on the other side.</p>					
	<p>Nith Valley Mennonite Church</p> <p>010-001-06600</p>	1964	1355 Bean Road Haysville	New Hamburg	BLK A CON 3 PT LOT 24
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Mid-century Modern; Front facade; North side; red brick gable to the street; pointed multi-paned window in peak; a large car port covers the entrance; Right façade; West side; the car port continues down the west side and covers an extension to the church; an entrance door is under the car port with a window to the right; the right wall of the original church has a large multi-paned window and a taller narrower window and door on the left near the front wall of the church; Rear façade; South side; one window in newer addition; rear of original church wall comes to a slight "V-shape"; a white cross is on the "V"; East façade; left side; a multi-paned window on the right and the same on the left; the centre window consists of six windows close together. A cemetery is at the back of the church. Services began in 1865 and were held in Green's School until Biehn's Meeting House was built in 1870. A frame church was built in 1904. The present church was built in 1964 with an addition in 1986.</p>					
	<p>Forest Glen Public School</p> <p>050-016-03501</p>	1974	437 Waterloo Street, New Hamburg	New Hamburg	PLAN 885 PT LOT 1 SUBJ TO R.O.W.
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>1970s Modern; The plan of the school is very complex with many additions. The front entrance faces Waterloo Street. It is built of red brick with some dark brown bricks set into the walls at random intervals. The right side has a series of step backs along the wall. The windows are rectangular set in pairs. A series of solar panels are on the flat roof. The school officially opened on February 18, 1975 serving kindergarten to grade eight with a total enrolment of 450 students.</p>					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Wilmot Mennonite Church 010-007-07400	1979	2995 Bleams Road Wilmot Centre	New Hamburg	CON SOUTH OF BLEAMS RD PT LOT 17 RP58R9166 PTS 1&2
<u>Cultural Heritage Value/ Heritage Attributes</u> Modern church; Brown brick; Front façade; West side; large double entrance with multi-paned narrow windows; large square brick pillars support porch roof; the side walls slope on either side of the front wall; roof slopes; steeple in centre of roof; Right façade; South side; walls step back; entrance door on this side; the rear portion has a narrow window towards the back; Left façade; North side; entrance door near front; narrow window towards back on this wall; a row of rectangular windows under the roof; Left façade; Front façade to left of entrance has rectangular windows under the roof. There is a cemetery at the rear of the church yard. The congregation was organized sometime in the 1830s. It was known as the Geiger Mennonite Church. The first building was erected in 1844 and another building in 1876. The present building was constructed in 1979.					
<u>NEW PRUSSIA</u>					
	Detzler House 090-010-11400	1853	2994 Nafziger Road New Prussia	Wellesley	BLK B CON 2 PT LOT 19
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Wilmot in 1851 to farm.					
	S.S. #18 New Prussia School 090-010-13000	1859	3254 Berlett's Road, New Prussia	Wellesley	BLK B CON 3 PT LOT 19




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular style; the original yellow brick school had the gable end facing the road. There are no windows or door in this section. The newer yellow brick school with modern rectangular windows in the siding above the brick is on the left side. The back of this portion has a door and two rectangular windows. The right side is a large metal clad industrial building. In 1848, Peter Brick and other Wilmot residents from the area made a petition to the District of Wellington for a new school to be built. Land was purchased from Aldois Walter in 1859 by the trustees of the school section and the current school was built. The schoolhouse was named after the settlement of New Prussia in which it is located. In 1956, a new school was built on the left side of the original schoolhouse, costing \$20,000. The original schoolhouse was altered during the new school's construction, and it was integrated into the new schoolhouse. The schoolhouse eventually closed in 1966 and converted into industrial/commercial use.					
	Guenther House 090-010-11100	1863	3429 Berlett's Road New Prussia	St. Agatha	PT LOT 20 CON 2 BLK B
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 New Prussia	New Hamburg	BLK B CON 1 PT LOT 18
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	Wellesley Community Church 090-010-13001	1969	3158 Nafziger Road New Prussia	Wellesley	BLK B CON 3 PT LOT 19



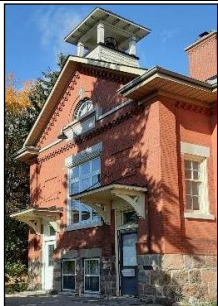
Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Mid-century modern; Brown brick; date stone 1969; Front façade; East side; gable to the street; cross outlined in brick on right side; Left façade; South side; entrance door towards the front; rear section is square built with a double entrance door; Right façade; North side; five rectangular 1/1 windows with a white stucco panel under each one; Rear façade; West side; vinyl siding; three 1/1 rectangular windows and an entrance door towards the rear; Left façade of rear square section has square windows with stucco panels above and below the windows.					
<u>PETERSBURG</u>					
	Wilker House 030-004-22800	1832	1684 Snyder's Road Petersburg	Petersburg	CON NORTH SNYDER'S RD PT LOT 6 PR589843 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	Emmanuel Lutheran Church 030-004-22400	1916	1716 Snyder's Road East Petersburg	Petersburg	CON NORTH OF SNYDER'S RD PT LOT 6
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; Front façade; (south side); The red brick church has the gable to the street with corbelled brick work under the sloping roof; a round headed louvered opening is in the peak of the gable and a rose window is below that; a flat roofed square tower with corbelling under the roof is at the left side; the tower has three pointed arched louvered openings on each side of the tower as well as some pointed arched windows; a new flat-roofed addition on the front with corbelling under the roof has a double entrance door with a pointed arched window above the doors on the left side; the front façade of the addition has a larger pointed arched window on the left and two pointed arched windows are on the right side above two rectangular windows; the right side of the addition has two pointed arched windows above two rectangular windows; Left façade; (west side); an entrance door in the tower has a small gable roof over it supported by brackets; there are four pointed arched stained glass windows separated by buttresses along this wall; the foundation is granite fieldstone with red mortar; Right façade; (east side) of the main church is the same as the left side; the rear of the church has a hipped roof section with an entrance door that faces towards the front of the church; a pointed window is on the wall of this part of the building; a hipped roof section is also at the back on the church on the left side with a pointed arched window; Rear façade; (north side); a rectangular window is on the left side of the hipped roof section and a rectangular window and entrance door is on the right side. Between these two section is a larger gable roof section with siding on the side walls and a cross in the centre made of rectangular louvered openings. Church buildings were constructed at the site of the cemetery in 1844, 1851 and 1876. The congregation was known as "Emmanuel's Congregation" at the time. The present structure was begun in 1915 at this location and completed the following year; the cornerstone reads " Ev. Luth. Emmaneuls Gemeinder 1915". An addition was added in 1962.					


Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	S.S. #14 Petersburg School 030-004-22100	1923	1786 Snyder's Road East, Petersburg	Petersburg	CON NORTH SNYDERS PT LOT 5 PT 6 RP58R 3907 PART 1

Cultural Heritage Value/ Heritage Attributes

Edwardian; single-storey structure constructed of red brick and features a finely-detailed stone foundation. The front façade of the building has an entrance on either side, central windows on the main floor, a set of windows below on the basement level, and an arched window near the roof. Brick patterning is found above the doors, under the eaves and under the central arch window. A bell tower is located at the front of the roof, with a chimney towards the rear. The side contains a 3-bay design with a window at the front and blank openings on the rearward two bays. A more recent addition is located to the rear of the main building.

The school as an institution has existed since 1836 when it opened in a building that was originally a home and after a church used by the Emanuel Evangelical Lutheran Church of Petersburg from 1844-1852 (1720 Snyder's Road). It is said that the school was one of the first to be established by the people who colonized Wilmot Township. The first schoolhouse was located near 1678 Snyder's Road East (Lot 6). It was built in 1848 from red brick. It is interesting to note that this school was formerly known as S.S. #11 Wellington District. The second schoolhouse was built in 1868 and remodeled in 1895 (location unknown). The third and current schoolhouse was built in 1923 and has undergone many renovations and additions since it was built. The school eventually closed and was converted into commercial space.

PHILIPSBURG

	Robitsch Inn 30-18-090-010- 01300-000	1845	3247 Erb's Road Philipsburg	Baden	CON SOUTH ERB'S RD PT LOT 19
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Cultural Heritage Value/ Heritage Attributes

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.





Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Shantz House 090-010-07200	1846	2675 Wilby Road Philipsburg	Baden	CON NORTH ERB'S RD PT LOT 13 PT LOT
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 090-010-04700	1847	3250 Erb's Road Philipsburg	Baden	CON NORTH ERB'S RD PT LOT 19
<u>Cultural Heritage Value/ Heritage Attributes</u> 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; See photograph in "More Than A Century in Wilmot Township" page 84. Was known as the Royal Hotel, and later, as Bast's General Store. Moses Pfanner bought it c.1880.					
	Schmidt / Eidt House 090-010-00900	1860	3301 Erb's Road Philipsburg	Baden	CON SOUTH ERB'S RD PT LOT 19
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian; 2 storey granite fieldstone, 5 bay, gable roof. Porch runs full length of front of house, supported by plain wooden posts with 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. Corner stone states Henry B. Smith, also known as Henrich B. Schmidt 1860.					
	Philipsburg Baptist Church 090-010-09000	1878	2514A Nafziger Road Philipsburg	Baden	LOT 19 CON 1 BLK B RP58R4072 PT 1 RP58R8417




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Philipsburg	Baden	CON SOUTH ERB'S RD PT LOT 18
<u>Cultural Heritage Value/ Heritage Attributes</u> Queen Anne; 2 storey painted brick home; includes 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 for a number of the homes in Philipsburg.					
	Armbrecht House 090-010-04600	1916	3238 Erb's Road Philipsburg	Baden	CON NORTH ERB'S RD PT LOT 18
<u>Cultural Heritage Value/ Heritage Attributes</u> 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. The 1861 census lists the property as a 2 storey. The current house was built in 1916 to replace a house that had previously been burned.					
	Philipsburg School S.S. #17 090-010-04800	1917	3262 Erb's Road Philipsburg	Baden	CON NORTH ERB'S RD PT LOT 19
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Zion Evangelical Lutheran Church 090-010-04700	1929	3357 Erb's Road Philipsburg	Baden	CON SOUTH ERB'S RD PT LOT 19 & 20
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; red brick; Front façade; North side; square tower on right side; curved double doors at base of tower; pointed stained glass Gothic window above door; three narrow Gothic windows above door ; middle window is taller than the other two; louvered pointed openings above windows; buttresses at corners left side of tower; large Gothic window; entrance door with pointed Gothic window on left; Left façade facing east; 3 sections divided by a buttress; each section has 2 pointed Gothic windows; windows are stained glass; Right façade; facing west same as left side. The congregation began in 1843 and a frame church was built in 1849. Zion was joined in the parish with St. James Evangelical Lutheran in Baden and Zion Evangelical Lutheran in St. Agatha in 1930. This continued until 1992 when the three congregations agreed to separate. The present building was erected in 1929.					
<u>PINEHILL</u>					
	S.S. #7 Pinehill School 010-001-14300	1886	2653 Huron Road, Pinehill	New Hamburg	BLK A CON 2 PT LOT 14
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; with segmentally arch windows. The gable to the street yellow brick school has a centre door with a large single paned segmentally arched window above the door and a similar window on either side of the door with inset brick panels below the window, a cupola with a bell is on the roof, the granite fieldstone foundation has segmentally arched windows. Both side walls have three modern segmentally arched window. In 1853 the school was first formed, but it was not until 1855 that the land was deeded to the school section by Joseph Y. Shantz. The first schoolhouse was built to years later in 1857 at the same location as the current school. It was names Pinehill after the settlement that was built on a hill surrounded by pine trees. The brock school was eventually dismantled in 1887 by Gottlieb Bettschen who used the materials to build Jubilee Block in New Dundee, known today as the Emporium. Up until 1873, the school only taught three grades, then four grades in 1874, then five in 1878. It was not until 1893 that a school completed the entrance Examination for high school. The second school was built in 1886 and included a basement. The schoolhouse was used until 1964 when it was closed and eventually sold. This specific schoolhouse is associated with the settlement landscape of Pinehill to the rural landscape.					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>ROSEBANK</u>					
	Egerdee House 020-002-08000	c.1870	2022 Huron Road Rosebank	Petersburg	BLK A CON 1 PT LOT 9
<u>Cultural Heritage Value/ Heritage Attributes</u> Italianate; 2 storey stone, stuccoed, marked out to resemble cut stone. Front facade: first floor, three bay, centre door, segmentally arched 2/2 windows with shutters one each side of door; second storey, centre door segmentally arched 2/2 window on each side of door; front porch was removed. Left façade: two segmentally arched 2/2 windows on each floor; recessed tail with one 2/2 segmentally arched window on second floor; side porch covers first floor. The Egerdee family resided in the home for over 100 years.					
	Rosebank Brethren in Christ Church 020-003-27500	1902	1434 Huron Road Rosebank	Petersburg	BLK A CON 1 PT LOT 4 RP58R2652 PT 1
Vernacular; South façade faces Huron Rd; the original church is on the left constructed of yellow brick; the gable end wall has no openings; the right hand wall has a door near the front and four rectangular 1/1 windows; the left hand wall is the same as the right side; a large storey and a half addition is attached to the rear wall of the original church; the west wall has several rectangular windows in both stories; the rear wall of the addition has an entry door and four rectangular windows; South façade of addition is attached to the original church on the right hand wall of the church; there is a rectangular window on the left of the double entrance door; there are four rectangular windows on the right of the entrance; North façade of addition has four rectangular windows. The congregation was founded in northwest Lancaster County Pennsylvania in the late 1700s. They were known as Tunkers in Canada. The church was built in 1902 and a Sunday School was added in 1913. Remodeling the church was done in 1962 and an addition was constructed in 1985.					
	Rosebank School S.S. #8 020-003-25400	1908	1495 Huron Road Rosebank	Petersburg	BLK A CON 2 PT LOT 5




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; large red brick school with granite fieldstone foundation. Front façade: cupola with bell on roof above peak with date 1908; sign with S.S. No. 8, decorative brick band below this; rectangular window with transom to right; entrance has a large brick arch with keystone; entrance door with semicircular fan transom and side lights. Left façade: 5 windows. Right facade: 7 windows 1/1 with transom; decorative brick band along entire wall along the bottom of the transoms. All windows have rusticated stone sills. Architect: Chas Knechtel. This was the 3 rd Rosebank school, built on land purchased from Jacob C. Hallman at a total cost of \$4,000 which incl. site and furniture.					
<u>SHINGLETOWN</u>					
	Wagler House 020-002-09500	1858	1785 Witmer Road Petersburg	Petersburg	BLK A CON 1 PT LOT 19
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
<u>ST. AGATHA</u>					
	Herber House 080-008-02800	1851	1157 Erb's Road St. Agatha	St. Agatha	LOT 2 CON SOUTH ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular interpretation of Georgian style; 1 ½ storey granite fieldstone; Front façade; North side; two rectangular 2/2 windows on right side of porch; porch has a hip roof; one rectangular 2/2 window on left side; Right façade; West side; two rectangular windows on each floor are evenly spaced; East façade; Left side; same as west side except for a small stone entry way to basement; rear addition has vinyl siding and an entry door. Home of former Reeve John Herber (3rd generation).					
	Kaiser Inn/ Angie's Kitchen" 080-009-02200	1854	1761 Erb's Road St. Agatha	St. Agatha	CON SOUTH ERB'S RD PT LOT 7




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian; 2 storey frame, stuccoed, painted yellow. Front façade: 1 st 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 080-008-01700	1857	1513 Erb's Road St. Agatha	St. Agatha	CON SOUTH ERB'S RD PT LOT 5 RP58R5739 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 st 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 St. Agatha	St. Agatha	LOT 7 CON NORTH ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	Gerber House 090-010-15500	1850s	1081 Settlement Road St. Agatha	Wellesley	BLK B CONC 3 PT LOT 13
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian; two storey; granite fieldstone with large limestone corner stones; gable roof; replacement windows; south side(front façade) 3 bay 1 st 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.					




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Doersom Inn / Kennedy's 080-009-045	c.1860	1750 Erb's Road St. Agatha	St. Agatha	PT LOT 7 CON NORTH ERB'S RD RP583922 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 Chapel 080-009-02600	1860	1820 Notre Dame Road St. Agatha	St. Agatha	LOT 7 CON SOUTH ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 080-008-04600	1861	1386 Erb's Road St. Agatha	St. Agatha	CON NORTH ERB'S RD PT LOT 4
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					





Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Zion Evangelical Lutheran Church 080-008-02000	1863	1363 Erb's Road St. Agatha	St. Agatha	PT LOTS 3 & 4 CON SOUTH ERB'S RD RP58R11813 PT 1
<u>Cultural Heritage Value/ Heritage Attributes</u> Georgian; granite fieldstone; Front façade; north side; the entry is a double door in the front porch; blind fan transom above door; left side of entry has a single round headed window with Gothic tracery; left side of main church has three round headed windows with amber glass and Gothic tracery; right side; west side; is the same as the east side; the steeple is square covered in white siding; louvered openings on each side of steeple; the roof of the steeple is a Swiss/Bavarian design with a bell cast roof. The church services were held in a log school house at the property in 1834. The present small stone church was erected in 1863. Zion was joined in a parish with Philipsburg and Baden in 1930, but separated in 1992.					
	Roth / Gold House 090-010-07300	1863	3876 Sandhills Road St. Agatha	St. Agatha	PT LOT 13, CON NORTH ERB'S RD
<u>Cultural Heritage Value/ Heritage Attributes</u> Gothic Revival; 1½ storey; stone construction, front gable has a rounded arch window; open porch; rubble stone summer kitchen.					
	Kuttler / Martin House 080-008-08500	1873	1360 Wilby Road St. Agatha	St. Agatha	BLK B CON 1 PT LOT 3
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 080-008-08700	1874	1410 Wilby Road St. Agatha	St. Agatha	BLK B CONC 1 PT LOT 4




Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>Cultural Heritage Value/ Heritage Attributes</u> 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 st floor. Date stone near peak of wall inscribed with owner's name "Ditner 1874."					
	Mosburger House 080-009-16700	1879	3106 Notre Dame Drive St. Agatha	St. Agatha	BLK B CON 3 PT LOT 7
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
	St. Agatha Mennonite Church 080-009-01000	1885	1967 Erb's Road St. Agatha	Baden	CON SOUTH OF ERBS RD PT LOT 8 PT LOT 9
<u>Cultural Heritage Value/ Heritage Attributes</u> Vernacular; Front façade; North side; the siding is horizontal, vertical and diagonal; the main entrance has double doors and a rectangular 1/1 window on each side; a cross is under the peak; Right façade; West side; the front section is taller than the rear portion; there are seven 1/1 rectangular windows; Rear façade; South side; has three rectangular windows; Left façade; East side; same as right side except for an entrance door towards the rear; and another one at the front of the left side. The congregation was formed in 1824. Peter Nafziger, an ordained bishop from Bavaria, arrived in 1826 and served the congregation until 1831. The present frame church was built in 1885. Siding was installed on the exterior in 1938. A basement was constructed in 1953. At the same time the building was turned to face another direction and the front vestibule was added.					
	St. Agatha Catholic Church 080-008-06200	1899	1839 Notre Dame Drive St. Agatha	St. Agatha	CON NORTH ERB'S RD PART LOT 6



Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Gothic Revival; yellow brick. Front façade (west side): a square tower in the centre of the front supports a tall pointed steeple surmounted by an ornate iron cross; the tower has buttresses at the corners and a front entrance with a pointed decorative window above the door; 3 pointed windows set close together are above the centre door; a pointed louvered opening is in the centre above these windows; at the top of the square portion of the tower are 2 narrow louvered windows on each side of the tower; there are entrance doors, one each side of the tower with pointed arched windows above the door; a round window is farther up the wall above each side door; the foundation is granite field stone; Right side (south side): a small pointed arched window on left side; all windows have rusticated stone sills; there are 6 sections each with a pointed arched window with brick labels above them and a buttress in between each section; a prominent chimney is in the centre of the wall with a buttress on the face of the chimney. Left side (north side): the same as the right side except for 2 entrance ways towards the rear of the church. Rear façade (east side): 2 straight walls and 2 angled walls with smaller pointed arched window on each side except for the back wall; there are pilasters in between each window; a rectangular flat roofed portion is at the right side of the rear part of the church; 3 pointed arched openings with rectangular window are on the wall facing south; 1 pointed arched window is on the wall facing north. St. Agatha was the first Roman Catholic Mission established in Waterloo County. A school in St. Agatha was used for church services. A frame church was built in 1840. The present church was erected in 1899.</p>					
	<p>Former St. Agatha Catholic School</p> <p>080-008-06500</p>	1958	1869 Notre Dame Drive, St. Agatha	St Agatha	CON NORTH OF ERBS RD PT LT 6
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Mid-Century Modern; constructed of red brick with metal trim accents and a cement foundation. The northern portion of the façade facing Notre Dame Road contains large multi-paned windows facing the street, while the central portion has linear windows in the upper portion. The southern portion of the building contains a later addition. The building features a flat roof design. The school closed in 2017.</p>					
	<p>Formerly North Wilmot Public School</p> <p>090-009-10400</p>	1965	3601 Sandhills Road, Baden	Baden	WILMOT CON NORTH ERBS RD PT LOT 12 RP 58R3414 PART 1
<p><u>Cultural Heritage Value/ Heritage Attributes</u></p> <p>Mid-Century Modern; the front entrance faces Erb's Road, it is brown brick with a stone accent wall to the right of the entrance. There are two former classrooms to the right with 1/1 and 2/2 windows. To the left is a higher brick section with decorative windows below the flat roof. The left side has an addition at the rear. The back of the former school has classrooms on the left side. The school closed and is now Carizon Family and Community Services.</p>					





Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
<u>VICTORIABURG</u>					
	Brenneman House 010-070-08200	1848	2344 Sandhills Road Victoriaburg	Petersburg	PT LOT 13 CON SOUTH BLEAMS RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					
<u>WILMOT CENTRE</u>					
	Wilmot Centre Missionary Church 010-005-01300	1850	2463 Bleams Road Wilmot Centre	Petersburg	CON SOUTH OF BLEAMS RD PT LOT 12
Vernacular; The original church is a white frame Gothic revival church. West façade; the gable part of the church seems to be the original and the gable end faced Sandhills Rd.; a vestibule has a large cross on the wall; an entry door is on the left side; North façade; facing Bleams Rd has three pointed Gothic windows with Gothic tracery. A square addition at the rear has an entry door and two long narrow windows; South façade; Gothic window in vestibule; a large addition is attached to the south wall of the original church; it has large rectangular windows; attached to this portion is another section with four narrow windows; the rear wall of this section has an entry door on the left and two small rectangular windows; the east wall of this addition has four narrow windows in it; North façade; the entrance doors are in a square part of the building attached to the east wall; there is a small gable roof building on the right; and an addition to the right of this is attached to the rear wall of the original church. The congregation formed in 1838. The church was built in 1850. An addition was built in 1955 and the church was remodeled in 1957.					
	Appel / Wagler House 040-007-09000	1855	2744 Bleams Road Wilmot Centre	New Hamburg	PT LOT 15 CON NORTH BLEAMS RD
<u>Cultural Heritage Value/ Heritage Attributes</u> 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.					

Photo	Name of Building/Roll #	Year Built	Property Location/ Closest Settlement Area	Mailing Address	Legal Address
	Formerly Wilmot Centre/Wilmot Senior Public School 010-007-08100	c.1908	2483 Bleams Road Wilmot Centre	New Hamburg	WILMOT CON SBR PT LOT 13
<u>Cultural Heritage Value/ Heritage Attributes</u> Mid-Century Modern; two storey red brick, front entrance faces Bleams Road. The entrance is blocked in. The windows are narrow rectangular ones with smaller panes in the lower section and white panels below the window. The right side has an entrance door with another entrance towards the rear. A low red brick section with no windows is at the rear. The left side has an entrance door with a multi-paned window above it. This was the first composite school for Wilmot and joined together Section 10 & 11 and eventually 7. In 1966 the name was changed from Wilmot Centre to Wilmot Senior Public School and all grade 7 and 8 students in Wilmot attended this school. The school closed and is now Our Lady of Mount Carmel Academy.					



CORPORATE SERVICES

Staff Report

REPORT NO: COR 2021-032

TO: Council

SUBMITTED BY: Patrick Kelly CPA, CMA Director of Corporate Services / Treasurer

PREPARED BY: Marzena Kutnik PCP, Supervisor of Procurement / Payroll
Patrick Kelly CPA, CMA Director of Corporate Services / Treasurer

REVIEWED BY: Sandy Jackson, Interim CAO

DATE: September 27, 2021

SUBJECT: Procurement By-Law Update

RECOMMENDATION:

THAT Report COR 2021-032, regarding the update to the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods, be received for information purposes; and further

THAT an updated by-law be adopted, with an effective date of October 1, 2022.

SUMMARY:

This report outlines the results of the five-year review of the exiting by-law and update of the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods.

BACKGROUND:

In 2010, Council established a by-law (2010-41) to provide for fair, transparent and accountable purchasing and tendering procedures. As part of the 2014 municipal work program the by-law was updated to allow for the appropriate environmental considerations noted within the Corporate Strategic Plan (2014-45).

The 2016 Work Program included a further update to the by-law due to significant changes in the bidding process associated with Electronic Bidding (eBidding) and Electronic Submissions (eSubmissions).

As part of the 2021 Work Program staff undertook a comprehensive 5-year review and update of the existing by-law. The updated by-law aligns with modern public sector procurement practices, and attempts to further streamline the overall process, while maintaining fairness and transparency in municipal purchasing.

REPORT:

The last comprehensive review and update to the Township's Procurement By-Law occurred five years ago. Over that time several things have changed, most notably the dollar value of contracts. As a result, the Corporate Services Team reviewed the common values / thresholds, and some inefficiencies with the current purchasing guidelines, and have proposed the attached update of By-Law 2016-30.

Below is a summary of the key changes that were reviewed by purchasing agents and presented to the Corporate Leadership Team (CLT) for endorsement, prior to proposing the updated by-law to Council for approval. In addition to these items, general housekeeping and improved organization to the by-law were completed.

Thresholds

Thresholds for purchase authorizations are proposed to be updated based on inflationary and market increases to the overall values of contracts. There have been an increasing number of occurrences whereby the requirement for Council approval has delayed project initiation. It should be noted that these approvals are essentially for the vendor selection, as dollars and funding had previously been committed and approved by Council within the capital budget.

Under Part III of the proposed by-law, language was modified to indicate that thresholds noted are applicable only when purchases were included within a "Council endorsed Municipal Budget". This covers both operating and capital budgets.

The threshold for the Treasurer authority has increased from \$50,000 to \$100,000, while the threshold for the CAO authority, when less than three (3) quotes are received, has increased from \$50,000 to \$100,000.

Finally the language for Mayor and Clerk authorization to sign agreements has been changed from "authorized" to "required" for contracts exceeding \$100,000.

Low-Dollar Value Items

Thresholds were increased from \$1,000 minimum to \$2,000 minimum based on inflationary pressures on purchasing from the past five (5) years. Likewise, the conditions for purchases between \$5,000 and \$20,000 have been updated as follows:

- Quotations must be submitted to the Supervisor of Procurement or the Treasurer prior to issuance of an order; and
- Where less than three (3) quotations are received, an explanation must be provided and acceptable to the Treasurer prior to issuance of order.

Bids and Tenders

Provided the purchase is within the approved budget, the requirement to publicly post RFQ/RFP for the \$20,000 to \$50,000 range may be waived, if deemed beneficial by the Treasurer. This update was made due to several scenarios whereby three (3) competitive quotations could be obtained from local or previous contractors, without posting publicly, thereby removing the requirement to review a significant volume of proposals/quotations from vendors from across the province.

For the same price range, if less than three (3) are obtained, authorization would be approved by the Treasurer, rather than the CAO. All purchases over \$50,000 will still require formal tender or proposal; however, only where the contract value “exceeds” \$100,000 is Council approval required. Purchases between \$50,000 and \$100,000 would now be reported to Council for information only.

RFP's

The section previously segregated for RFP's is now included with the larger section regarding Bids and Tenders. Item 45 d) has been added to provide clearer direction on the requirements for selection committees. This section now encourages a staff member from another department to participate on selection committees.

Consultants

Based on the relative success in the use of consultants and current market pricing, the thresholds for selection and reporting have been adjusted. Contracts under \$20,000 may be selected directly by the department head with no reporting requirement for approvals. Between \$20,000 and \$50,000, contracts may be approved by the Treasurer with a report provided to Council for information purposes. Finally, consultant contracts over \$50,000 will still require the approval of Council.

Special Provisions

All special provisions throughout the previous by-law have now been consolidated into a single section of the by-law (Items 65-78).

Auctions

The authority to participate in purchasing via public or private auction is now explicitly outlined in the by-law (Items 75-77).

Vendor Evaluations

The requirement and process for Vendor Evaluations is now explicitly outlined in the by-law (Item 88). Evaluations will be required for all contracts exceeding \$250,000. The rationale and objectives for the Vendor Evaluation Program are included in item 88 b).

Green Procurement

Language regarding sustainable purchasing has been updated specifically in Item 2 d) and Item 31, based on language from area municipal by-laws and recent commitments from the Township under the TransformWR Strategy.

Other Notable Items

Over the past five years staff suggested that clothing purchases should be included within the list of exemptions, as such the “Refundable Employee Expenses” section of the Exemptions table was updated.

Language regarding Term Contracts (Items 54-57) were updated to note the new centralized filing location that will be established as part of the 2021 Work Program. In addition, Advertising requirements have now been consolidated into one section of the by-law (Items 60-64).

Finally, the Disposal of Surplus authority now includes “online sales”, to allow for posting surplus items on GovDeals, Kijiji, etc.

The Corporate Leadership Team has reviewed the proposed updates, and support this move toward a more efficient procurement process, that continues to follow the guiding principles of fairness and transparency.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This strategy is aligned with the Strategic Plan goal of Responsible Governance.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

This report and the associated by-law are consistent with the Sustainable Development Goals for Sustainable Cities and Communities, Responsible Consumption and Production, and Peace, Justice and Strong Institutions.

FINANCIAL CONSIDERATIONS:

The revisions to the by-law proposed will generate process efficiencies, thereby reducing the overall cost of administering fair and transparent bid opportunities for the Township.

ATTACHMENTS:

Appendix A – By-Law 2021-XX Procurement of Goods and Services and Disposal of Surplus Goods

**The Corporation of the
Township of Wilmot**

By-law Number 2021-43

**BEING A BY-LAW TO PROVIDE FOR PROCUREMENT OF GOODS AND SERVICES
AND THE DISPOSAL OF SURPLUS GOODS**

WHEREAS the Council for the Corporation of the Township of Wilmot has deemed it desirable to have a by-law to provide for fair, transparent and accountable purchasing and tendering procedures and thereby to protect Council, vendors and staff involved in the process by providing clear direction and accountabilities; and

WHEREAS pursuant to Section 270 (1) 3 of the Municipal Act, S.O. 2001, c. 25, a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

NOW THEREFORE, the Council for the Corporation of the Township of Wilmot enacts as follows:

PART I – DEFINITIONS:

1. In this By-law:

- a. **“Authority”** or **“Authorized”** means the legal right to conduct tasks outlined in this By-law as directed by Council and delegated to Department Heads. **“Authorized purchases”** are those that have prior approval of Council either through resolution or through the Annual budget.
- b. **“Authorized Requisitioner”** means a person authorized in writing by the Department Head or Designate to make purchases under the limits prescribed within this By-law.
- c. **“CAO”** means the Chief Administrative Officer of the Corporation of the Township of Wilmot or designate.
- d. **“Clerk”** means the Director of Information and Legislative Services of the Corporation of the Township of Wilmot or designate.
- e. **“Consultant”** means a person or firm, who by virtue of a particular expertise, is hired by the Corporation to undertake a specific task or assignment that may include, but is not limited to designing specifications or preparing plans or programs.
- f. **“Contract”** means any formal legal agreement for supply of goods, services, equipment or construction.
- g. **“Corporation”** or **“Township”** means the Corporation of the Township of Wilmot
- h. **“Council”** means the Municipal Council of the Corporation of the Township of Wilmot
- i. **“Department”** means any Department within the Corporation of the Township of Wilmot

- j. **"Department Head"** means a member of the Senior Management Team.
- k. **"Designate"** means a person authorized in writing by the Department Head or by the CAO or Clerk or Treasurer to act on his/her behalf, for the purposes of this By-law.
- l. **"Emergency"** means an event that occurs, which in the opinion of the CAO or designate, requires immediate repair or replacement of equipment, services, or facilities in order to maintain a required public service or to prevent danger to life, limb or property within the Township of Wilmot
- m. **"Electronic Bidding (eBidding)"** refers to a process by which vendors are required to submit bids to the Township via the Township administered online bidding portal
- n. **"Goods and Services"** means all supplies, materials or equipment and related procurement services. This may include installation, training, inspection, maintenance and repairs and related procurement services, but does not include land purchases, land sales and property leases.
- o. **"Lowest Ultimate Cost"** means the costs that results in the lowest cost of ownership, operation or purchase to the Corporation. This cost is derived from the consideration of all factors, such as price, quality, service, terms, conditions and warranties.
- p. **"Mayor"** means the elected Mayor of the Corporation or the person duly appointed to act in place of the Mayor.
- q. **"Online Bidding Portal"** refers to a third party secure bidding platform administered online by the Township Supervisor of Procurement
- r. **"Procedures"** means internal instructions or guidelines to Departments, approved by the Senior Management Team.
- s. **"Proposal"** means an offer to supply goods or services on which end results are outlined but no detailed specifications given to the Bidders as to the goods or how the work is to be performed, that is obtained through a formal Request for Proposal (RFP).
- t. **"Purchasing Agent"** means a Department Head or designate.
- u. **"Purchase ID"** means the individually assigned purchasing identification for each authorized requisitioner of the Corporation.
- v. **"Purchase Order"** means the legal document that is the Corporation's commitment to the supplier for the value of the goods or services ordered. It is also the supplier's authority to ship and charge for the good specified on the order. A **"Blanket Purchase Order"** is an agreement between the Township and a supplier to sell goods for a specified period of time with a dollar limitation that is prepared by the Supervisor of Procurement under the authority of the Treasurer.
- w. **"Quotation"** means a request for prices on specific goods or services obtained formally through a Request for Quotations (RFQ) or informally from selected sources.
- x. **"Receiver"** means an individual(s) designated by the Purchasing Agent to accept shipment(s) on behalf of the Corporation of the Township of Wilmot.
- y. **"Relationship"** means a parent, spouse, child, brother or sister.

- z. **“Registered Bid Taker”** means vendors that have registered via the online bidding portal to be part of a specific bidding process.
- aa. **“Requisition”** means a written or electronically transmitted request on an approved form, authorized by a purchasing agent, sent to the Treasurer to procure goods or services.
- bb. **“Responsible”** means a Bidder or Offerer who is deemed to be fully technically and financially capable of supplying the goods or services requested in the solicitation.
- cc. **“Responsive”** means a Bidder or Offerer who correctly and completely responds to all of the significant requirements outlined in the solicitation.
- dd. **“Senior Management Team”** means the Senior Management Team of the Corporation of the Township of Wilmot.
- ee. **“Supervisor of Procurement”** means the Supervisor of Procurement and Payroll of the Corporation of the Township of Wilmot.
- ff. **“Tender”** means an offer in writing by way of a Call for Tender to execute certain specified work or to supply certain specified goods or services at a specific rate in response to the information contained in the Call for Tender.
- gg. **“Treasurer”** means the Director of Corporate Services/Treasurer of the Corporation of the Township of Wilmot or designate.

PART II – OBJECTIVE

2. The objectives of this By-law are to establish and maintain a high level of confidence in the purchasing process by ensuring that the Township of Wilmot’s procurement of the goods and services necessary to provide the programs and services of the municipality is carried out in an open, fair, consistent, efficient and competitive manner that strikes a balance between public accountability, competition, quality and innovation. Therefore, the Township of Wilmot is committed to:
 - a. Basing all acquisition decisions for goods on total acquisition costs from suppliers who meet the Township’s requirements for quality, delivery and warranty;
 - b. Ensuring that the Township’s requirements for goods and services are met through an open and fair process that provides the highest possible degree of competition and value to the Township;
 - c. Encouraging innovation in purchasing and acquisition whether it be through partnerships, purchasing co-operatives, joint contracts or any other mechanism that best meets the interests of the municipality while maintaining the integrity of this By-Law;
 - d. The purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally sensitive products and services;
 - e. Ensuring when and where appropriate, consideration is given to the accessibility of the goods and services for persons with disabilities;
 - f. Ensuring that purchasing decisions are free of any conflict of interest between suppliers and Members of Council, officials or employees and members of their immediate families; and,

- g. Ensuring that, all other things being equal, the Township will seek to purchase Canadian goods and services from local (i.e. Wilmot Township), regional, provincial or national sources, in that order.

PART III – AUTHORITY

- 3. This By-law authorizes Department Heads and their designate(s) to act as legal Purchasing Agents of the Corporation of the Township of Wilmot.
- 4. The signatures of the Treasurer, CAO or the Mayor and Clerk when legally required, are necessary on all agreements to purchase, lease or contract for goods and services.
- 5. For purchases included within the Council endorsed Municipal Budget:
 - a. The Treasurer shall have signing authority up to \$100,000.00;
 - b. The CAO shall have signing authority up to \$100,000.00 if less than 3 competitive quotations are received.
 - c. Except where delegation of authority has been expressly assigned by By-Law, the Mayor and Clerk shall be required to sign contracts over \$100,000.00 as approved by Council.
- 6. Where any tender or contract has been authorized under this By-law, the CAO may authorize disbursement of additional funds provided that the additional funds:
 - a. Shall not exceed ten percent (10%) of the original contract price;
 - b. Are available within the program budget; and
 - c. Are required to complete works that are necessary as part of the original contract.
- 7. The Supervisor of Procurement shall monitor adherence to the provisions of this By-law and the procedures adopted for its use. Failures to comply with the provisions of the By-law and procedures shall be reported to the Treasurer. Continued non-compliance shall be reported to the CAO and may lead to disciplinary action up to, and including, dismissal.
- 8. The Supervisor of Procurement shall assist Purchasing Agents in maintaining good vendor relations and in the conduct of all negotiations with vendors, subject to the other provisions of this By-law.
- 9. Throughout the bidding process, all inquiries regarding materials, prices, services, delivery, terms, conditions and adjustments, are to be conducted by or through the Supervisor of Procurement.

PART IV – GUIDING PRINCIPLES

10. Responsibilities of Purchasing Agents

- a. To ensure that, except otherwise stipulated, any purchase of goods, services or equipment shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with applicable federal, provincial and municipal laws;
- b. To ensure that purchases are made at the lowest ultimate cost, with due consideration to the importance of quality and service, and in accordance with the approved policies and procedures of the Corporation;
- c. To, wherever possible, promote and coordinate standardization of goods with the cooperation of all Departments and where beneficial to the Corporation, participate with other levels of government and other local agencies in co-operative purchasing plans
- d. To be responsible for the return of all supplies and termination of all contracts that do not meet the specifications set out in the Purchase Order or contract

11. Except in accordance with this By-law, Purchasing Agents shall not:

- a. Order goods that have not been provided for in the annual budgets of each department;
- b. Split a purchase to avoid any of the purchasing processes outlined in this By-law;
- c. Make or authorize personal purchases;
- d. Solicit in-house bids in competition with outside firms; and
- e. Utilize the Purchase ID of another Purchasing Agent to avoid any of the purchasing processes outlined in this By-law.

12. The Corporation of the Township of Wilmot reserves the right in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

PART V – PURCHASING PROCESSES

13. The Methods of Procurement for the Corporation of the Township of Wilmot are summarized in ‘Schedule A’ of this By-law.

14. Dollar amounts shown in this By-law setting parameters for the purchasing process, except otherwise stated, shall be the total cost excluding taxes and freight.

15. Payment Vouchers are to be utilized only in cases where the payee does not issue an invoice for the goods or services rendered or in the case of a refund from the Corporation.

EXEMPTIONS

16. The following items are exempt from the purchasing process and Purchase Order requirements under Part V of this By-law, and will be paid by the Treasurer upon an invoice signed by a Purchasing Agent certifying the goods or services have been received along with appropriate general ledger coding:

Exemption	Description
Petty Cash Items	Purchases made in accordance with the Petty Cash Policy
Blanket Purchase Order Items	Items that have been placed under a blanket purchase order by the Supervisor of Procurement as per the authority of the Treasurer
Conference, Training and Seminars	Conferences, Conventions, Courses, Seminars, Memberships, Staff Workshops, Subscriptions
Refundable Employee Expenses	Meal Allowances, Miscellaneous Non-Travel, Travel Expenses, Clothing
Employer's General Expenses	Payroll Deductions, Licenses, Debenture Payments, Insurance Premiums, Grants to Agencies, Damage Claims, Petty Cash Replenishment, Tax Remittances, Building Lease Payments, Postage, Freight Charges, Township Vehicle Fuel and Maintenance, Charges to or from other Government Agencies
Professional and Special Services	Laboratory Services, Legal Services, Temporary Help, Banking and Investment Fees, Real Estate Fees, Audit Fees, Insurance Adjuster Fees, Honorarium, Municipal Election Costs
Utilities	Water, Wastewater, Hydro, Gas, Telephone, Cell Phone and Internet Service Charges

LOW-DOLLAR VALUE ITEMS

17. Authorized requisitioners are permitted to make direct acquisitions for items with a **value less than \$2,000.00**, provided that they utilize the small-order purchasing procedure outlined in 'Schedule B' of this By-law.

18. Purchasing Agents are permitted to make direct acquisitions for items with a **value between \$2,000.00 and \$4,999.99**, provided that they use their individual Purchase ID.
19. Where the requirement for goods or services has an estimated **value between \$5,000.00 and \$19,999.99**, the purchasing agent, with a properly signed or electronically transmitted Purchase Order, is empowered to make the purchase from such suppliers and upon such terms and conditions that are best for the Corporation, subject to the following conditions:
- a. The purchasing agent is to solicit a minimum of three (3) written/electronic quotations wherever possible;
 - b. Quotations must be submitted to the Supervisor of Procurement and/or Treasurer for review prior to issuance of the order;
 - c. Where it is deemed that it is not possible to obtain the number of quotations specified under this section, an explanation must be provided to the Treasurer prior to issuance of the order.
20. Authorized requisitioners are permitted to use Corporate Credit Cards up to the limit prescribed on the card that has been assigned to them. The maximum credit limit for a Corporate Credit Cards is assigned based on the decision of the Treasurer.

BIDS AND TENDERS

21. Where the requirement for goods or services is estimated to **cost \$20,000.00 or more, but less than \$50,000.00**, the bid will be issued via RFQ/RFP and the Purchasing Agent will work with the Supervisor of Procurement and the purchase may be made on the authority of the Treasurer provided that the purchase is within the approved budget, and a minimum of three (3) competitive bids have been obtained. All bids will be opened and reviewed by the Purchasing Agent and the Supervisor of Procurement or designate(s). The requirement to publicly post an RFQ/RFP for competitive bidding may be waived if beneficial by the Treasurer.
22. Where information supplied indicates that three (3) quotations cannot be obtained for the goods or services estimated to **cost \$20,000.00 or more, but less than \$50,000.00**, justification to and approval to make the purchase is required by the Treasurer.
23. All requirements for goods, services, equipment or construction estimated to cost **\$50,000.00 or more**, shall be obtained by tender or proposal, and contract values exceeding **\$100,000.00** shall be awarded by Council approval.
24. In the case of large capital projects where a project manager/general contractor is hired, the requirements outlined in Section 21 will only apply to the initial tendering for project management purposes. Subsequent to the award of contract through Council

approval, the project manager/general contractor will work with the Purchasing Agent to hire any requisite sub-trades.

25. The Supervisor of Procurement with the assistance of the Purchasing Agent shall distribute and receive all tender, proposal and consultant calls. Distribution shall take place via the online bidding portal. All submissions shall be submitted electronically through the online bidding portal, unless authorized by the Treasurer, to follow the traditional hardcopy format. The Purchasing Agent will be responsible to obtain any drawings from outside consultants. Where a registered bid taker requires printed copies of drawings, copies will be provided for an additional fee.
26. The Treasurer, in consultation with the Purchasing Agent, will determine whether or not Performance and Labour and Materials bonding, tender deposits or bid bonds are required, subject to the following:
 - a. Bid Bonds and Performance and Labour and Material bonding will be required for purchases over \$200,000.00;
 - b. Purchase less than \$200,000.00 may include bonding requirements if it is deemed by the Treasurer to be in the best interest of the Township;
 - c. Where tender deposits or bid bonds are required, the Treasurer shall determine the amount and form of deposit;
 - d. Under no circumstances will interest be paid on tender deposits;
 - e. The Treasurer or designate shall retain, in safekeeping, the deposits of all tenders until an award has been determined, accepted, and a contract executed;
 - f. Should a tender not be awarded, the Treasurer or designate shall forthwith arrange the return of tender deposits to the Bidders; and
 - g. The tender deposit or bid bond may be used to mitigate costs or damages to the Corporation where a successful Bidder fails to execute the contract, or furnish any required documents within ten calendar days or as specified within the tender documents after notice to them to do so, or where a Bidder withdraws their tender after tenders have been opened.
27. The Supervisor of Procurement shall review all tender documents for quality assurance purposes, with technical assistance from the Purchasing Agent. All tender documents, where applicable shall be issued in a standardized format, and will have clearly stated criteria and specifications, defined quality and servicing standards. All tender documents shall include the following items:
 - a. Terms and conditions of the specific tender as well as the Township's standard terms and conditions document;
 - b. The tender form, which provides the following:
 - i. A statement by the Bidder that the Bidder reviewed and understands the tender documents and that the Bidder is capable of and willing to perform the requirements of the contract and enter into a legal agreement with the Corporation in regard thereto;

- ii. An execution by the Bidder. Where the tender is submitted in hardcopy format by a corporation, it shall be signed by the duly authorized officer(s) of the corporation, or in the case of a partnership, by all signing partners. With electronic submissions, a digital signature shall be obtained in accordance with the eCommerce Act
- iii. Irrevocable period of the tender response;
- iv. The time limit for signing the contract shall be clearly stated; and
- v. The following terms and conditions:
 - 1. "The Corporation of the Township of Wilmot reserves the right in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted."
 - 2. "Notwithstanding and without restricting the generality of the statement immediately above, the Township of Wilmot shall not be required to award or accept a tender, or recall the tenders at a later date if the tenders:
 - a. Do not meet the specifications of the Tender Terms and Conditions;
 - b. Are too high based on estimated costs of the goods or services;
 - c. Are too low based on estimated costs of the goods or services;
 - d. Are incomprehensible;
 - e. Are from an ineligible/non-registered bidder; or
 - f. Will not be completed as outlined within the tender documents, in the opinion of the Purchasing Agent.
- c. Special provisions where applicable; and
- d. Specifications

28. Traditional (Hardcopy) tender submissions to the Township are to:

- a. Be signed and submitted in the time and manner required by the Township,
- b. Be in a sealed envelope referencing the following:
 - i. Name and Address of the Township;
 - ii. The official that has been designated to receive tenders;
 - iii. The closing date and time;
 - iv. The contract or tender number; and
 - v. The name and general description of the tender
- c. Include evidence of good standing with WSIB;
- d. Include bonding or deposit, when applicable;
- e. Include the unit cost and/or hourly rate;
- f. Include the total cost of like items or total cost for hours required to complete task;
- g. Include the freight charges;
- h. Include any applicable travel expenses;
- i. Itemize other sundry expenses;
- j. Include all applicable taxes; and

k. Include the Total cost of the Tender

29. Electronic submissions must be completed in accordance with the requirements outlined on the Township's Online Bidding Portal. The treatment of any bid irregularities in the online bidding portal shall be in accordance with "Schedule C" of this by-law.
30. Purchasing Agents shall be responsible to prepare and provide to the Supervisor of Procurement, specifications when required as part of the tender and proposal documents.
31. Purchasing Agents shall review their bids and tender specifications for goods and services, to ensure that wherever possible and economical, specifications are amended to provide for expanded use of products and services that contain post-consumer recyclable waste and/or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is also recognized that a cost analysis may be required in order to ensure that the products are made available at competitive prices in order to increase the development and awareness of Environmentally Sound Products.
32. When preparing specifications for good or services for the Township, the Purchasing Agent shall have regard to accessibility for persons with disabilities to the goods or services.
33. Where it is deemed necessary by the Corporation to revise the tender documents or extend the closing date, an addendum shall be generated in the online bidding portal by the Supervisor of Procurement, for automatic distribution to registered bid takers. It is the responsibility of the registered bid taker to review and acknowledge any addenda during the bid process.
34. Where it is deemed necessary by the Corporation to cancel a tender call, the Supervisor of Procurement will ensure an advertisement shall be placed in the electronic medium and/or publication in which the original advertisement appeared stating that the tender call has been cancelled and every person who obtained tender documents shall be notified by telephone, facsimile or technological equivalent of the cancellation. Where a tender call is cancelled prior to closing, no tenders shall be accepted. Where submissions are permitted in traditional hardcopy format, all tenders received shall be returned unopened by registered mail with a covering letter.
35. All Bidder inquiries shall be submitted via the online bidding portal. When necessary, the Supervisor of Procurement, shall obtain a response from the Purchasing Agent. These questions and their respective answers shall be posted on the online bidding portal for review by all bidders prior to closing. Any questions occurring during Bidders' meetings, site visits or information sessions will be treated in the same fashion where possible.

36. In traditional hardcopy submissions, every tender envelope received shall be noted with the date and time received, initialed by the Supervisor of Procurement and forthwith deposited unopened in the secured tender container.
37. Hardcopy tenders received after the closing time shall be returned unopened to the Bidder by the Treasurer or designate, together with a covering letter.
38. Hardcopy tenders shall be opened at the appointed time in the presence of any member of the public in attendance for the opening, the Purchasing Agent that requested the tender, the Supervisor of Procurement or designate(s), and a witness. The Supervisor of Procurement or Purchasing Agent or designate(s) shall announce for each bid the bid number, bid description, the name of the Bidder, the total amount of the bid (excluding HST). Following the public opening, an unofficial summary of the bids will be posted to the online bidding portal by the Supervisor of Procurement.
39. Where two or more identical tenders are submitted in the same tender envelope, the one bearing the lowest price shall be considered as the tender.
40. Where two or more identical tenders are submitted by the same bidder, and no withdrawal request has been received, only the bid received at the latest time shall be considered.
41. Following authorization by the Treasurer, CAO or Council, the Purchasing Agent and/or Supervisor of Procurement, shall notify the successful Bidder. Where a formal contract is required and approved, it shall be submitted to the successful Bidder for execution.
42. Where a contract has been awarded and the successful Bidder fails to execute the contract or any other required documents within the specified time, the Treasurer, in consultation with the Purchasing Agent may:
 - a. Grant the successful Bidder additional time to fulfill the requirements; or
 - b. Award the contract to the second most qualified bidder.
43. Where the Corporation contracts out the procurement services to an external consultant, the policies and procedures of the Corporation will prevail in all tender, quotation and proposal calls.
44. Requests for Proposals (RFP) may be called when the requirement for goods or services needed cannot be definitely specified. In these cases a proposal call will be made to obtain specific offers from Bidders to fulfill the requirements for the goods and services at a particular price.
45. Requests for Proposals, where applicable shall be issued via the online bidding portal, in a standardized format, and will:

- a. Clearly establish required project outcome or requirements and contain existing conditions if applicable;
 - b. Specifically outline response requirements at time of proposal receipt; and
 - c. Clearly outline the 'evaluation criteria';
 - d. A Selection Committee, which must include at minimum three (3) independent evaluators, including the Purchasing Agent and preferably one (1) member from outside their department, is to be identified and will be responsible for weighing vendor responses using established scores identified in the proposal call.
46. In the case of hardcopy submission of RFP's, these submissions will be opened by the Purchasing Agent or designate, and their receipt acknowledged on the online bidding portal. Prices for proposals will not be disclosed.
47. A two-envelope system is to be used to isolate cost from technical specifications. The pricing will not be opened/disclosed to the selection committee until all members have completed review and scoring on technical submissions. Bids may be shortlisted following scoring of technical submissions, at the discretion of the Purchasing Agent. Where applicable, only the short-listed bidders will have cost proposals opened/reviewed.
48. Proposal values or contents of vendor proposal response and evaluation comments from the selection committee will not be disclosed and will be held in confidence. Scoring activities of the Selection Committee will also be held in strict confidence until after the award of contract.
49. Requests for Proposals may include requests for initial expressions of interest from consultants and the subsequent submission of detailed proposals.
50. Proposals for any type of consulting services shall be called and managed according to sections 49 to 51 of this By-law. The methods of procurement regarding use of Consultants are summarized in 'Schedule A' of this By-law.
51. Where the requirement for Consultant Services is estimated to cost **less than \$20,000.00**, the Purchasing Agent will select the Consultant, and notify the Treasurer of this selection.
52. Where the requirement for Consultant Services is estimated to cost **\$20,000.00 or more, but less than \$50,000.00**, a minimum of three written/electronic proposals are required, where possible. The selection shall be made by the Purchasing Agent, and final approval of the selection shall be provided by the Treasurer.
53. Where the requirement for Consultant Services is estimated to cost **\$50,000.00 or more**, a minimum of three written/electronic proposals are required. The selection

shall be made by the Purchasing Agent and reviewed by the Treasurer and CAO, prior to being presented in report format to Council for approval of the Consultant choice.

TERM CONTRACTS

54. Where it is deemed to be beneficial to the Corporation, term contracts shall be issued for on-going services required by the Township. These services include, but are not limited to, custodial services, grass cutting, plumbing/electrical or HVAC maintenance agreements, audit services, banking services, IT consulting services, animal control, veterinary services, winter maintenance, and municipal drainage superintendent services.
55. Term contracts shall follow the same procurement processes as tenders and proposals do for one-time items.
56. Term contracts and all supporting information will be maintained in a centralized file location, overseen by the Supervisor of Procurement.
57. Term contracts and any renewals thereto shall not exceed a 5-year term. Renewals within the 5-year term that avoid re-tendering the contract must be justified and approved by the Treasurer and CAO.

CO-OPERATIVE PURCHASING

58. Purchasing through co-operatives, such as the Co-op Purchasing Group of Waterloo Region (CPGWR), joint ventures, joint contracts and other such ventures are encouraged and may be used, if in the opinion of the Senior Management Team, such purchases ensure the procurement of supplies and services that meet the objectives of this By-law.
59. Purchases made through co-operative buying procedures involving the Corporation require approval of Council only where the Corporation's portion of the purchase will be or exceeds **\$100,000.00** in value, excluding taxes and freight.

ADVERTISING

60. The Supervisor of Procurement shall ensure that advertising for all formal tenders, quotations or proposals, is placed on the online bidding portal and social media. Advertisements may also be placed in third-party mediums (i.e. Newspaper, Industry Newsletter, etc.) at the discretion of the Purchasing Agent.
61. The advertising timelines shall be in accordance with existing legislative and free-trade agreements, unless otherwise directed by Council.

62. The Supervisor of Procurement or designate shall review all advertisements prepared by the Purchasing Agent, prior to posting. The following contents shall be included in every advertisement:
- a. The name of the Corporation;
 - b. The bid or tender number as assigned by the Supervisor of Procurement;
 - c. A general description of tender complete with securities required;
 - d. The date and time of closing, and any mandatory bidder's meetings or site visits;
 - e. The location of the performance of the contract;
 - f. A statement that the lowest or any tender will not necessarily be accepted; and
 - g. Direction for bidders on where to submit bid inquiries.
63. Where it is deemed beneficial to the Corporation to pre-qualify bidders for any tender or proposal, a formal Request for Pre-Qualification (RFPQ) will be completed. This RFPQ will be advertised in the same manner as any other tender or proposal. Through the RFPQ process, the Purchasing Agent will determine the eligible bidders to bid on the formal tender or proposal. This list of eligible bidders must be approved by the Treasurer, and subsequently be submitted to the Supervisor of Procurement for distribution and receipt of bid documents.
64. Where it is deemed necessary invitations to tender and Request for Quotation or Proposal (RFQ/RFP) may be sent to potential Bidders by the Purchasing Agent or designate, to ensure the best possible response to the call, and the Supervisor of Procurement shall be notified accordingly.

SPECIAL PROVISIONS (EMERGENCIES, PHASED-ACQUISITIONS, NEGOTIATIONS AND AUCTIONS)

65. When an emergency occurs, the Treasurer has the authority to authorize a direct purchase, upon receiving written or verbal request from a Purchasing Agent, for the goods and services required.
66. After the emergency is over, any expenditure over and above this By-law's authorization, shall be reported according to the requirements of the By-law.
67. Emergency purchases must have regard for the provisions of this By-law and related procedures wherever practical, and must be concluded as swiftly and cost effectively as possible.
68. The Township may consider a phased process for acquisition or service provision if:
- a. Detailed specifications are not available or it is impractical to prepare specifications based on price;
 - b. The project is of a significant nature and is a long-term project; and/or
 - c. The project may be broken into various project phases.

69. The phased purchasing process may take a number of forms, depending on the complexity and requirements of the Township at the time requisitions are being considered.
70. Phased acquisitions must have regard for the provisions of this By-law and related procedures wherever practical, and must be approved by Council where applicable.
71. The Purchasing Agent may under the following conditions negotiate directly with one or more Bidders and in such cases the requirement for inviting tenders or quotations is waived:
- a. When goods are judged to be in short supply due to market conditions;
 - b. Where there is only one source of supply for the goods or services;
 - c. Where the extension or reinstatement of an existing contract or continuation with an existing vendor, with CAO and Treasurer approval, would be more cost effective or beneficial to the Township;
 - d. Where two or more identical bids have been received;
 - e. Where the lowest tender or quotation meeting specifications substantially exceeds the estimated cost and it is impractical to recall or reissue the tender or quotation;
 - f. When all bids received fail to meet the specification of tender terms and conditions and it is impractical to recall tenders or quotations;
 - g. When no bids are received in the tender or quotation call; or
 - h. When only one bid received in a tender or quotation.
72. When negotiations are deemed necessary they shall be carried out in consultation with the Treasurer.
73. Any negotiated purchase contract for \$100,000.00 or more in value, excluding taxes and freight, shall be subject to approval from Council.
74. The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair ethical practices, as outlined in the *Purchasing Code of Ethics* of the Purchasing Management Association of Canada (PMAC) and the National Institute of Governmental Purchasing (NIGP).
75. In special circumstances, Purchasing Agents may seek pre-approval from the Treasurer and/or Council, depending on the dollar value specified in Section 77, to participate in purchasing processes via public or private auction.
76. Purchases via auction must have specific regard for the quality of goods and remain within the approved municipal budget. Any unbudgeted purchases via auction must obtain pre-budget approval by Council.

77. An upset limit for bidding via auction will be confidentially approved by the Treasurer for bids up to \$100,000.00, and by Council if/when in excess of \$100,000.00.
78. Purchasing Agents may review unsolicited proposals received by the Township. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this By-law. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

RECEIVING AND INSPECTION OF GOODS

79. When a shipment is received, the Receiver is responsible to ensure that there is no evidence of damage and that the goods and quantities described in the Bill of Lading are correct.
80. In the event that there are discrepancies, the Receiver is responsible to note the details on the Bill of Lading and, if possible, the delivery agent should sign the Bill of Lading to indicate his/her concurrence.
81. Bills of Lading, Freight bills and/or packing slips should then be signed by the Receiver and forwarded to Accounts Payable.

PART VI – CONFLICT OF INTEREST

82. Elected officials, employees and volunteers are expected to avoid actual or perceived conflicts of interest and are to abide by the provisions of the Code of Conduct and Municipal Conflict of Interest Act. In the case of a tender or RFP, the Supervisor of Procurement shall not open and consider any bid from an elected official or employee of the Township, when the involvement of the elected official or employee is known, unless the elected official or employee obtains approval from Council prior to the close of the bid.
83. The Supervisor of Procurement shall report other routine purchases from elected officials, employees or volunteers to Council, when the involvement of an elected official, employee or volunteer is known, prior to the award of a contract or the acquisition of goods or services, for Council's information, without any action required on the part of Council, unless Council wishes to provide alternative direction to staff.
84. No Council member or employee of the Township may purchase goods or services for personal use through the Corporation.
85. Except in accordance with this By-law, no elected officials or employees of the Township shall have contact with a person, or any officer, employee or agent of the person who has submitted a bid to the Township, unless the bid call has been awarded, the contact is for the purpose of receiving a complaint or the contact is for a purpose entirely unrelated to the bid or contract.

PART VII – SUPPLIERS, SUCCESSFUL BIDDERS AND VENDOR EVALUATIONS

86. All suppliers and contractors to the Township are required to maintain confidentiality with respect to any and all work conducted for or on behalf of the Township. Suppliers or successful bidders will direct all inquiries pertaining to Township business or activities to the Township.
87. All suppliers and contractors to the Township are required to ensure strict compliance with any and all applicable Federal and Provincial legislation, including, but not limited to, Worker's Safety Insurance Board coverage, the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act (AODA), environmental standards and requirements for the supply and transportation of materials and supplies, including: the Transportation of Dangerous Goods Act, the Hazardous Products Act, and Provincial Legislation regarding WHMIS for hazardous products. All costs associated with such compliance will be borne by contractors and suppliers. Failure to comply will result in the disqualification of the supplier.
88. The Purchasing Agent or designate shall facilitate a Vendor Performance Evaluation upon substantial completion of all contracts exceeding \$250,000.00. For contracts less than \$250,000 Vendor Performance Evaluations are encouraged, and may be undertaken at the discretion of the department head.
- a. The purpose of the Vendor Performance Evaluation is to monitor the performance of Township approved vendors. It shall be a tool used by the Township to hold vendors accountable for their actions and their responsibilities under a contract with the Township, as well as a means to communicate to the vendor both positive and negative demonstrated performance.
 - b. The objectives of the Vendor Performance Evaluation are:
 - i. To achieve best value for the municipality;
 - ii. To measure, monitor, evaluate and report on vendor performance;
 - iii. To create an atmosphere that fosters better communication and results in improved Township-Vendor relationships;
 - iv. To protect the Township's interests and provide transparency on what the Township's expectations are, what evaluation criteria will be used to assess Vendor performance, and what the outcomes will be as a result; and
 - v. To create an mechanism to inform future contracts and prevent award of contract to poor performers
 - c. Vendor Performance evaluations will be shared with the vendor, held on file with the Purchasing Agent and Supervisor of Procurement.
 - d. Unsatisfactory performance may be considered and result in a negative outcome for vendors on future solicitations.
 - e. At the discretion of the Treasurer a meeting may be held with the vendor, the Purchasing Agent and the Supervisor of Procurement to discuss evaluation outcomes.

89. The Township may disqualify any supplier or bidder for failure to meet quality, service, project budget, specifications, requirements, after sales service and contract adherence.

90. Suppliers will be immediately disqualified when:

- a. The supplier is convicted of a criminal offence relating to the obtaining of (or, an attempt to obtain) a contract or subcontract.
- b. The supplier is in serious breach of a contract, or terms of contract, or unwillingness to perform a contract in accordance with the terms and conditions of that contract.
- c. The supplier is determined to have a record of unsatisfactory performance on one or more contracts.
- d. The supplier has made any slanderous comments about the Township on any public medium, included, but not limited to print medium, social media and blogs.
- e. The supplier is a party in a legal action against the Township.

91. Suppliers will be notified in writing of potential disqualification and accorded a reasonable opportunity to respond. If response is not obtained or in the event the response is deemed inadequate, the supplier will be placed on the disqualification list. Disqualification lists and documentation on suppliers disqualified will be maintained by the Supervisor of Procurement. Such disqualification will mean submissions from any disqualified supplier are not considered for a period of three (3) years from the time the supplier is placed on the disqualification list.

PART VIII – DISPOSAL OF SURPLUS

92. Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus by the Purchasing Agent or designate.

93. When a Purchasing Agent or designate declares that no other use can be found for these items in other Departments, they shall be declared surplus by the Treasurer, and disposed through public auction, online sales, formal tender or quotation, whichever is in the best interests of the Corporation.

94. At the discretion of the Treasurer, and in consultation with the affected Department Head, rolling stock that is declared surplus may be offered, for a fair price, to the other municipal agencies within the Region of Waterloo prior to public disposal.

95. Where the surplus item, is deemed by the Treasurer to have limited market value, the Treasurer may, to the benefit of the Corporation, dispose of the item in a manner other than the ones listed above (i.e. Donation).

PART IX – PAYMENT

96. The Treasurer shall honour and pay for all goods or services covered by a Purchase Order, Contract, Progress Certificate on Construction or other authorized purchase methods available to Township departments.
97. No prepayment of all or part of any goods, services or equipment shall be made unless provision for it is included in the Purchasing agreement as evidence by a tender, Purchase Order, or other form of purchasing contract.
98. The Supervisor of Procurement may prepare forms of the certificates and approvals referred to in this By-law, which will be used by all Members of Council, Purchasing Agents and other officers and employees.

PART X – LITIGATION POLICY

99. The Supervisor of Procurement or Purchasing Agent shall not open and consider any sealed bid or otherwise acquire any goods or services from a person with whom the Township is in litigation or pending litigation unless approval allowing such is obtained by the person from Council prior to the close of the bid call or the acquisition of the goods or services.

PART XI – COMPLAINTS

100. Resolution of a complaint from any vendor shall not cause delay in awarding contracts.
101. Any complaint that the Township failed to abide by the provisions of this By-law that is significant in nature shall be reported to the Treasurer and the Treasurer shall investigate the complaint and report to Council as necessary.

PART XII – ADMINISTRATION

102. Failure to adhere to the provisions of this By-law shall not render any acquisition, contract or other document to be void or voidable.
103. Council may waive any provisions or requirements of this By-law by resolution.
104. If any section or sections of this By-law or parts thereof are found by any Court to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

105. The Treasurer will bring forward from time to time, amendments to this By-law to update, whether adding new clauses or adjusting those currently in force.

106. This By-law will repeal By-Law 2016-30 and shall come into force and effect on October 1, 2021.

READ a first and second time this 27th day of September, 2021

READ a third time and finally passed this 27^h day of September, 2021

MAYOR_____

CLERK_____

Schedule A – Methods of Procurement

ESTIMATED COST*	TYPE OF QUOTATION	SOURCE OF APPROVAL	PURCHASE DOCUMENTS	REPORTING STATUS
GOODS AND SERVICES				
Under \$2,000	N/A	Authorized Requisitioner	Small order Purchase ID	N/A
\$2,000-\$4,999.99	N/A	Department Head or Designate	Small order Purchase ID	N/A
\$5,000-\$19,999.99	Three (3) written/electronic quotations	Department Head	Small Order Purchase ID	N/A
\$20,000-\$49,999.99	Competitive Bid**	Department Head and Treasurer	System Purchase Order	N/A
\$50,000-\$99,999.99	Formal Bid	Treasurer	System Purchase Order	Report to Council required for information
\$100,000.00 or more	Formal Bid	Council	System Purchase Order	Report to Council required for approval
CONSULTANTS				
Under \$20,000	N/A	Department Head	System Purchase Order	N/A
b. \$20,000.00-\$50,000	Three (3) written/electronic proposals	Treasurer	System Purchase Order	Report to Council required for information
c. Over \$50,000	Three (3) written/electronic proposals	Council	System Purchase Order	Report to Council required for approval

Purchasing Agents shall inform the Treasurer of any perceived or known involvement of any elected official to avoid any conflict of interest.

*All cost thresholds are based upon the assumption of sufficient funding within the Council approved budget

**Requirement to post externally may be waived when deemed beneficial to do so by the Treasurer

Schedule B - Small Order Purchase ID System

Purpose: For purchases of products in small quantities or on a frequent basis, this system is designed to streamline the buying process at various supplies (ex. Hardware Stores)

Process: Under this system, a unique purchase order ID is given to each employee for making direct purchases. The P.O. Number will identify the department and the employee making the purchase for future invoice approvals. Table 1 Below outlines the numbering methodology.

TABLE 1

Department	P.O. Structure
By-Law	BL + 4-digit employee number
CAO	CA + 4-digit employee number
Castle Kilbride	CK + 4-digit employee number
Financial Services	FN + 4-digit employee number
Fire Department	FD + 4-digit employee number
Development Services	DS + 4-digit employee number
Information and Legislative Services	IL + 4-digit employee number
IT Services	IT + 4-digit employee number
Parks, Facilities and Recreation Services	PF + 4-digit employee number
Public Works - Engineering	EN + 4-digit employee number
Public Works - Roads	RD + 4-digit employee number
Public Works - Utilities	UT + 4-digit employee number

Schedule C - Submission Irregularities

Item	Description	Action
C-1	Late Submission	Automatic rejection. Online Bidding Portal shall not accept late submissions.
C-2	Bid Form not Signed	Automatic rejection. The Online Bidding Portal shall not accept bids unless the Proponent has checked a box confirming authority to submit a proposal on behalf of the Proponent.
C-3	All Addendum(s) not acknowledged (if issued)	Automatic rejection. The Online Bidding Portal shall not accept bids unless the Proponent has checked a box confirming review of all addenda
C-4	Failure to provide bid bond/deposit or letter of credit	Automatic rejection.
C-5	Insufficient bid deposit	Automatic rejection.
C-6	Proponent did not attend mandatory site meeting	Automatic rejection.
C-7	Other bid irregularities, including deviations in terms.	Referred to CAO, Treasurer and Supervisor of Procurement for review, consideration and determination. Upon request of Purchasing Agent, the Proponent may be given up to five (5) working days to correct such irregularities.

Treatment of any bid irregularities not listed above will be at the discretion of the Treasurer and may be added to future amendments of this By-Law

Report IC2021 - 05
to the Council of the Township of Wilmot
in relation to an investigation under the
Code of Conduct for Members of Council related to
Council Code of Conduct Inquiry 2021-05

=====

Robert J. Williams, Ph.D.
Integrity Commissioner
Township of Wilmot
September 15, 2021

Summary

1. Report IC2021-05 of the Township of Wilmot Integrity Commissioner dated September 15, 2021 advises Wilmot Township Council that an investigation of the Township of Wilmot's Code of Conduct for Council as a result of an application for an investigation under the Code (Inquiry 2021-05) concludes that no contravention has occurred.

A. Context

2. Amendments to the *Municipal Act, 2001* passed in 2006 added a new part to the Act entitled "Accountability and Transparency" which authorized municipalities to establish codes of conduct for members of the council and to appoint an Integrity Commissioner. The Township of Wilmot adopted a Code of Conduct for Elected Officials on November 19, 2007.

3. The Township of Wilmot retained me in January 2014 to serve as its Integrity Commissioner under the terms of what are now section 223.3 of the Ontario *Municipal Act, 2001*. Under that section, the Integrity Commissioner is responsible for performing in an independent manner the functions assigned by the municipality including "the application of the code of conduct for members of council" and "the application of any procedures, rules and policies of the municipality ... governing the ethical behaviour of members of council."

B. The Request for an Investigation

4. A resident of Wilmot Township filed an application for an investigation in accordance with the proper procedure for the submission of a formal complaint under the Township of Wilmot Code of Conduct for Elected Officials ("the Code").
5. The appellant's submission makes a number of allegations against Councillor Cheryl Gordijk based on four parts of the Code in the following order:
 - the Statement of Principle
 - Conflicts of Interest
 - Conduct at Council/Committee Meetings
 - Encouragement of Respect for Municipality, its Bylaws and Policies

As discussed in Report IC2021-04, the statement of principle found in the Code creates no legally enforceable obligations and therefore cannot be applied to evaluate certain allegations made by the appellant (see Paragraph 19 below). I will first address the contentions made in relation to three substantive rules included in the Code noted above and will afterwards consider those made in this request under the statement of principle. In the present political climate in the

Township of Wilmot, I believe that it is in the interests of members of Council and the community to consider all allegations made in this submission and two others filed by the same resident to help to clarify the scope and applicability of the Township's Code of Conduct.

6. The appellant contends that statements made by Councillor Gordijk related to the April 26, 2021 meeting of Council and certain actions observed during that meeting constitute violations of the provisions of the Code that warrant a number consequences including an apology and removal "from any further work in regard to the [Prime Ministers] path and voting, etc." and that she "be reprimanded, fined, suspended, and or removed from her seat as councillor." However, as will be discussed later in this report (Paragraphs 23 and 24), several of these actions are outside the legislated mandate of the Integrity Commissioner and even of Wilmot Council itself.

A Note on Confidentiality:

7. The *Municipal Act, 2001* (s.223.6 (2)) directs that an Integrity Commissioner shall only disclose "such matters as in the Commissioner's opinion are necessary for the purposes of the report." In keeping with the responsibility of the Integrity Commissioner to respect confidentiality during the conduct of an inquiry, I will continue to hold the name of the appellant in confidence in this report.

C. Background

8. I spoke with the appellant and Councillor Gordijk by phone to clarify some of the matters raised in the submission. I shared an anonymized copy of the resident's submission with Councillor Gordijk and requested that she provide me with a written response. I viewed the video record of the April 26 meeting several times to help me understand some of the events that the appellant described, in particular the portion of the meeting when members of the public appeared as delegations since one of the Code provisions that I have been asked to consider relates to Councillor Gordijk's actions during these presentations. I have also clarified certain points made in the applicant's submission with the Clerk's Office.

D. The Allegations

Conflicts of Interest

9. The first allegation to be considered is that Councillor Gordijk has been "biased" in her views on the Prime Ministers Path [the PMP] and the second that she gave "confidential township information" to her husband in relation to a matter on the agenda for the April 26 Council

meeting. Note that this latter question does not actually fall under the Conflicts of Interest section of the Code but will be considered in the context it was raised by the applicant.¹

10. In relation to the former allegation, the applicant contends that because Councillor Gordijk's husband several times spoke "negatively" on the PMP and that since "many times" she "quot[ed] exactly what her husband has presented, it is obvious she is biased. This alone shows her violation of the code." This allegation seems to me to be directed more at the views of Councillor Gordijk's husband Nigel - views that the appellant clearly disagrees with - rather than identifiable or explicit statements made by the Councillor herself that I can actually investigate and confirm. The Code does not preclude members of Council from expressing deeply held personal beliefs, especially on contentious matters that require public decisions. The fact that these beliefs may be shared with a spouse or expressed publicly by a spouse is, in my view, not a matter that falls under the Code.

The Code of Conduct does not apply to Nigel Gordijk nor, in this circumstance, do I conclude that the information presented by the appellant is sufficient to demonstrate that Councillor Gordijk violated the Code of Conduct in respect to a conflict of interest.

11. The second allegation again largely targets Nigel Gordijk since the appellant asserts that he "directly contacted another delegate who was to present at that evening's council meeting, 'demanding' they refrain from making false comments about him." The applicant asks how Mr. Gordijk was able to get the delegate's contact information and concludes that it "could only have come from his wife." On that basis, the appellant asserts, Councillor Gordijk therefore violated the Code of Conduct by "giving confidential township information to a family member."

12. My research on this matter confirms two points:

- (i) the address of the delegation did not come from Councillor Gordijk but had been included in earlier communication with Mr. Gordijk from a third party where the delegation's contact information was clearly visible; and
- (ii) although Mr. Gordijk stated at the April 26 Council meeting that he "demanded" the removal of correspondence included in the agenda package that included statements

¹ The Code states: "A conflict exists when an individual is, or could be, influenced, or appear to be influenced by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, prejudgement, close mindedness or undue influence." Prohibitions related to holding information in confidence appear in a separate part of the Code.

about him that were incorrect, the message was removed from the published agenda package with the consent of the delegation following a request from the Clerk's Office.

The facts I have established do not sustain the allegation that this episode constitutes in any way a violation of the Wilmot Code of Conduct for Elected Officials.

Conduct at Council/Committee meetings

13. The appellant states that during presentations at the April 26, 2021 Council meeting "by delegates who opposes the removal of the statues and [by] the First People Group," Councillor Gordijk "continued to do other things and not listen to the presentations," such as "checking her phone" and at one point leaving the meeting "completely for another 2 minutes." The submission includes a general description of what the appellant observed and a detailed list of seven examples of these actions.

14. I reviewed the video of the part of the meeting running from 3:03 to 3:11 when six of the seven incidents listed by the appellant occurred as well as the later time when it is alleged that Councillor Gordijk left the meeting "completely." While I concur that Councillor Gordijk was not looking directly at a camera throughout this time, the video offers no confirmation that Councillor Gordijk was actually "checking her phone" or not listening as the appellant claims. She was wearing headphones at all times but I saw no indication – as the appellant asserts - that "another conversation was being had with someone." Also, since five of the actions took place during a presentation by a delegation who did not appear on camera, it was not necessary to look at the screen to follow those remarks.

15. In her written response to me, Councillor Gordijk also responded to three of these allegations:

- (i) "I have stated at many council meetings since COVID restrictions have been put in place that my internet connection is not stable. I have sent emails to both clerks to advise them I may not be on camera and I have also announced numerous times during council meetings that I may lose connection or that I may turn off my camera to save bandwidth so that I don't lose my connection."²

² The issue of stable broadband in Wilmot has been raised by other Councillors. For example, the minutes of the August 24, 2020, Council meeting includes the following: "The Manager of Information and Legislative Services noted that Councillor J. Pfenning has shut off her video to ensure a more stable internet connection and confirmed that she is still participating in the meeting."

- (ii) "I did not realize that the YouTube channel doesn't show me at all when I am off camera, which differs from what I see on Zoom. I have never left a meeting during this past year, but I have lost connections numerous times during council meetings."
- (iii) "I also have my agenda package printed and I make notes for the council meeting on those agenda packages. I have copies of all of my agenda packages with notes for reference. My eyes may be diverted due to note taking, note reading, or even to take a drink during the meeting."

The facts I have established and the explanations offered by the Councillor Gordijk and verified by Township staff do not sustain the allegation that these actions constitute a violation of the Wilmot Code of Conduct for Elected Officials.

16. In this part of the submission, the appellant also makes reference to a statement made by Councillor Gordijk during a meeting in the summer of 2020 "that she 'didn't want to hear from delegates anymore' regarding the Prime Ministers Path and the Sir John A. McDonald [sic.] statue" and contends that "this is a complete slap in the face to her constituents" The appellant asserts that it "does not show respect for" the consultation process. The applicant recommends that "Councillor Gordijk should be removed from any further work in regard to the path and voting, etc."

17. To address this allegation, it was necessary to review video recordings and minutes of the Council meetings in the summer of 2020 to locate the specific comments referred to by the applicant; I determined that they took place at the August 24, 2020 meeting. My conclusion is that the appellant has taken Councillor Gordijk's remarks out of context and oversimplifies and inaccurately interprets them as designed "to shut the process down and not want delegates to speak further." Both the minutes and the recording (beginning at 4:34:00 but also at 4:42:31) indicate that Councillor Gordijk was actually trying to get Council to make a decision at that meeting to deal specifically with the Macdonald statue rather than delaying that particular decision while consultation on the future of the entire project went ahead or having to hold the same discussion about the Macdonald statue at a later meeting when delegations would probably feel the need to participate all over again. I heard her say "I do not want to silence the citizens but I don't think we need to hear another replay of this evening and two weeks ago and the week before that." Furthermore, in her response to me she observes that in her opinion "Council had already heard enough to make a decision" about placing the Macdonald statue in

storage while the minutes of the meeting say “the continual listening is not productive since Council has heard from the delegations.”

The evidence I have reviewed does not sustain the allegation that these remarks constitute a violation of the Wilmot Code of Conduct for Elected Officials.

Encouragement of Respect for Municipality, its Bylaws and Policies

18. The application for an inquiry includes the text of a lengthy email sent to Councillor Gordijk by two residents of the Township on the morning of April 26, 2021 with the subject line “Wilmot is not a racist community.” It appears that the original email was also submitted to the Clerk as an item of correspondence for the April 26, 2021 Council meeting (see Paragraphs 11 and 12 (ii)). The message – including the Councillor’s response - was later forwarded to a number of other Wilmot residents, one of whom is the applicant. The version I received in the application for an inquiry includes all of the Councillor’s extensive responses, one of which is what the applicant believes establishes a violation of the Code.

The gist of this allegation is that in the course of responding to the email, specifically in relation to the red paint poured over the Sir John A. Macdonald statue in June 2020, Councillor Gordijk wrote “this was not an act of vandalism – the red paint was an act of protest and happened on Indigenous day.” The applicant asserts that in this comment she “clearly has given permission to anyone wanting to throw paint on something out of ‘protest’ and not fear any type of punishment, etc. This is a clear lack of encouraging respect for the Municipality, its bylaws and policies.”

There is no dispute in Wilmot over what happened to the Macdonald statue; there is still lingering disagreement about whether what happened should be considered an act of vandalism or a protest, although Council’s later actions support the latter interpretation. An elected official condoning actions that deliberately damage or deface municipal property would definitely constitute a violation of the Code; in my reading, however, Councillor Gordijk’s statement does not do that. The writer of the original email asks Councillor Gordijk about her remarks in the media (see Paragraph 21 below) and, in passing, describes protests at the statue in early June that occurred “following the red paint vandalism.” At this point, Councillor Gordijk inserts a response into the text with the words the appellant has drawn attention to (“this was not an act of vandalism – the red paint was an act of protest and happened on Indigenous day”). I believe that they simply express a difference of opinion on the way the residents described the episode

in the email. There is nothing in that specific response or Councillor Gordijk's other responses that have any bearing on the question of respecting the municipality or protecting its property or bylaws.

The evidence I have reviewed does not sustain the allegation that these remarks constitute a violation of the Wilmot Code of Conduct for Elected Officials.

The Statement of Principle

19. As was explained in IC Report 2021-04, it is the responsibility of the Integrity Commissioner to apply the substantive rules included in the Code to the facts of the situation brought to his attention by the appellant to determine whether the actions or words of an elected official can be deemed to be a violation of those rules. However, under what may be called the ordinary principles of statutory interpretation, a statement of principle does not create a clear enforceable obligation.³ Rather, it establishes a framework for expected behavior and decision-making that may be used to interpret substantive obligations that are found elsewhere in the Code that can be applied to the behaviour of an individual Member.

20. The appellant contends that Councillor Gordijk's statements in the media are contrary to the "Statement of Principle" in the Township of Wilmot Code of Conduct for Elected Officials. One declaration in that part of the Code states that "Members of Council are responsible for making honest statements. No member shall make a statement when they know that statement is false." The applicant also lists a second part of the statement of principle as a reason for this inquiry: "All members to whom this Code of Conduct applies shall serve their constituents in a conscientious and diligent manner."

21. To return to the allegation the appellant makes first, it focuses on two matters that arise out of the statements made by Councillor Gordijk that appeared in local media outlets in which she referred to "an underbelly of white supremacy" in Wilmot⁴ stemming from posters advertising a "White Lives Matter" rally in New Hamburg.

³ See, for example, Township of Madawaska Valley Integrity Commissioner File 2016-03, August 9, 2018.

⁴ The Councillor's words are quoted in Luisa D'Amato, "'White Lives Matter' flyer may not be all it seems," Waterloo Region Record, April 23, 2021 <https://www.therecord.com/news/waterloo-region/2021/04/23/white-lives-matter-flyer-may-not-be-all-it-seems.html>.

See also Ben Eppel, "'White Lives Matter' posters show up in New Hamburg one day after verdict in George Floyd murder," Kitchener Today, April 21, 2021 <https://www.kitchenertoday.com/police->

22. The applicant asserts that the statements quoted in the media are “completely false and misleading to the public” and goes on to claim that there is “NO proof” that posters promoting a “White Lives Matter” rally “were actually posted by someone who lives in the township.” The applicant states that the police “have no evidence to support her false claims” and Councillor Gordijk only gives “examples of high school students making remarks” that the appellant summarily dismisses as unimportant (“we all know that kids can be cruel”).

Councillor Gordijk has provided me with information indicating that the individual who put up the posters does reside in Wilmot and that police have interviewed him. I accept that evidence as valid and conclude that the applicant’s claim is incorrect.

The applicant also explicitly takes issue with the term “underbelly” by stating that Councillor Gordijk “is inferring that there is a society, or organization that is hidden in Wilmot” and that the statements in the local media that claim there are such groups in Wilmot are “completely false and misleading.” The applicant asserts that “an underbelly by definition is the largest part of an animal, so to infer an ‘underbelly of White supremacy’ in Wilmot, she is inferring that the largest part of Wilmot residents are white supremacists.” First of all, I can find no “definition” or example of the term “underbelly” that squares with this characterization of it as referring to “the largest part” of anything. Most definitions certainly refer to something usually hidden from sight or having unpleasant or reprehensible implications and this is the way I believe Councillor Gordijk used the term. Nowhere in the media reports I have reviewed (see Footnote 4) is there a specific reference that there is such an organization in Wilmot or a claim that there is widespread support for racial intolerance, let alone that “the largest part of Wilmot residents are white supremacists” as the applicant contends.

The suggestion that “the largest part of Wilmot residents are white supremacists” is an inference drawn by the applicant and is not found in the evidence presented as the basis for this inquiry.

The applicant also includes a brief reference to an email directed to Mr. Gordijk after a previous meeting of Council when he spoke in support of removing the Macdonald statue that told him to “go back where he came from.” The applicant suggests that Councillor Gordijk “twisted” the

email's content "to support her false claims" that racism exists in Wilmot. The contents of the email itself were not shared with me by the applicant nor was evidence provided to verify how or when the contents were "twisted" by Councillor Gordijk. I am in no position to appraise the validity of this allegation without corroborating evidence.

E. Sanctions

23. It was noted in Paragraph 6 (above) that the applicant urged that a number sanctions be imposed on Councillor Gordijk including an apology ("for her misleading and false statements, made with zero proof"), removal "from any further work in regard to the [Prime Ministers] path and voting, etc." and that she "be reprimanded, fined, suspended, and or removed from her seat as councillor."

Under section 223.2 (1) of the *Ontario Municipal Act, 2001*, "A municipality shall establish codes of conduct for members of the council of the municipality" and under 223.4 (5) of the same *Act*, the municipality "may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council ... for a period of up to 90 days"

Furthermore, section 223.2 (3) prohibits a by-law that provides "that a member who contravenes a code of conduct is guilty of an offence or is required to pay an administrative penalty." Finally, only a judge has the power to declare the seat of a member of a municipal council vacant and that can only happen when that member has contravened the provisions of the *Municipal Conflict of Interest Act*.

24. On the basis of Ontario legislation, most of the sanctions advocated by the appellant are not permitted and the two that are found in legislation are only open to Council when an Integrity Commissioner has determined that a violation of the Code has occurred. It is presumably possible for a Council to remove one of its members from a committee or other working group under its

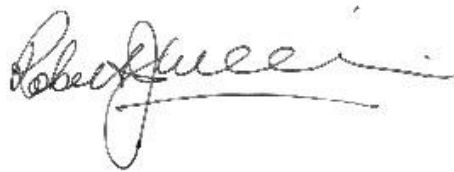
Procedural Bylaw but such a decision is not predicated on the recommendation of the Integrity Commissioner.

In any case, I do not find that the allegations made against Councillor Gordijk provide plausible and convincing evidence that she is in violation of the Township Code of Conduct for Elected Officials and therefore no sanctions are recommended.

25. **Based on the foregoing, I find that Councillor Cheryl Gordijk has not violated the Township of Wilmot Code of Conduct for Elected Officials. The application is dismissed.**

Recommendation

That Council receive for information the Integrity Commissioner's Report 2021 – 05 dated September 15, 2021.

A handwritten signature in black ink, appearing to read "Robert J. Williams", with a horizontal line drawn underneath the name.

Robert J. Williams, Ph.D.
Integrity Commissioner, Township of Wilmot