

Heritage Wilmot and Castle Kilbride Advisory Committee

Meeting Agenda Package: March 11, 2025, at 7:00 p.m.
Township of Wilmot Council Chambers - Hybrid Meeting
60 Snyder's Road West, Baden

This meeting is open to the public and will be held in-person and electronically. Delegations must register by emailing planning@wilmot.ca no later than Monday March 10, 2025, at 4:30pm. Please subscribe to the [Township of Wilmot YouTube Channel](#) to watch the live stream or view after the meeting. The only matters being discussed at this meeting will be those on the Agenda.

1. Call to Order

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on March 11, 2025, be called to order at 7:00 p.m.

2. [Territorial Acknowledgement](#)

To be read by Wade Brown

3. Minutes of previous meetings

Recommendation:

That the minutes of the February 11, 2025, meeting of the Heritage Wilmot and Castle Kilbride Advisory Committee be adopted as presented.

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

5. Heritage Wilmot business

5.1 Heritage Day 2025

Update on the postponement of Heritage Day on February 15, 2025.

5.2 Bridge Subcommittee

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee appoint a bridge subcommittee consisting of committee members _____, _____, and _____ for the purpose of creating webpage content to be hosted on the Heritage Wilmot website outlining the history of bridges in Wilmot Township.

5.3 Property Heritage Designation Subcommittee

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee appoint a Property Heritage Designation subcommittee consisting of committee members Kristen Hahn, _____, and _____ for the purpose of further reviewing properties on the non-designated list and determining interest from property owners in pursuing designation.

6. Castle Kilbride business

6.1 Castle Kilbride year end summary support

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse report HCAC 02-25.

6.2 Castle Kilbride Activities Update

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC 03-25 for information purposes

6.3 Castle Kilbride 150th Anniversary Subcommittee

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee appoint a subcommittee consisting of committee members Colleen Herner, Susan Hammer, and _____ to create a plan for the Castle's 150th Celebrations in 2027.

7. Announcements / information sharing / items for next meeting

8. Next Meeting – April 8, 2025 – 7pm

9. Adjournment

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on March 11, 2025, be adjourned at __:__ p.m.

Heritage Wilmot and Castle Kilbride Advisory Committee Meeting Minutes

Date: February 11, 2025, 7:00 P.M.
Location: Council Chambers – Hybrid
60 Snyder's Road West, Baden Ontario
N3A 1A1

Members Present: Al Junker
Matt Crawford
Kristen Hahn
Colleen Herner
Susan Hammer
Councillor Stewart Cressman

Staff Present: Curator, Sherri Gropp
Senior Development Planner, Cameron Miller
Clerk, Kaitlin Bos

Regrets: Wade Brown

1. Welcome / Call to Order

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee meeting on February 11, 2025, be called to order at 7:00 p.m.

Moved: S. Cressman
Seconded: S. Hammer

Motion carried.

2. Committee Introductory Training

Training session led by Township Clerk

3. Appointment of Chair

Motion:

That A. Junker be appointed as Acting Chair for the February 11, 2025, Heritage Wilmot & Castle Advisory Committee meeting.

Moved: S. Cressman
Seconded: K. Hahn

Motion carried.

4. Territorial Acknowledgement

Read by the Acting Chair, Al Junker.

Recommendation:

That the Territorial Acknowledgement be read at subsequent meetings by committee members following alphabetical order of last names.

Moved: K. Hahn

Seconded: M. Crawford

Opposed: S. Hammer

Motion carried.

5. Minutes of previous meetings

Recommendation:

That the minutes of the December 10, 2024, meeting of the Heritage Wilmot and Castle Kilbride Advisory Committee be adopted as presented.

Moved: S. Cressman

Seconded: C. Herner

Motion carried.

6. Disclosure of pecuniary interest under the *Municipal Conflict of Interest Act*

There were none.

7. Heritage Wilmot business

7.1 Heritage Day 2025

C. Miller provided a verbal update on the upcoming Heritage Day event on February 15, 2025 from 10:00 a.m. to 2:00 p.m. at the New Dundee Community Centre.

C. Herner asked a question regarding giveaways at the event. A. Junker asked a question regarding a potential postponement of the event due to expected inclement weather.

S. Gropp provided a verbal update on the exhibitors and general program of Heritage Day 2025.



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8. Castle Kilbride business

8.1 Castle Kilbride Activities Update

S. Gropp introduced the report. M. Crawford asked a question about holiday attendance at the Castle for 2024. S. Gropp remarked that regular Monday and Tuesday closures may have impacted attendance during Christmas break.

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC 01-25 for information purposes

Moved: K. Hahn

Seconded: S. Hammer

Motion carried.

9. Future meeting dates

C. Herner asked if there would be a summer recess, as was the case in 2024. C. Miller explained that the meeting schedule is intended to serve as a placeholder, and that is not anticipated that the committee would meet every month, only when there are matters on the agenda.

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee regular meeting schedule for 2025 be adopted as follows:

- Tuesday March 11, 2025: 7pm
- Tuesday April 8, 2025: 7pm
- Tuesday May 13, 2025: 7pm
- Tuesday June 10, 2025: 7pm
- Tuesday July 8, 2025: 7pm
- Tuesday August 12, 2025: 7pm
- Tuesday September 9, 2025: 7pm
- Tuesday October 14, 2025: 7pm
- Wednesday November 12, 2025: 7pm
- Tuesday December 9, 2025: 7pm

Moved: S. Cressman

Seconded: C. Herner

10. Announcements / information sharing / items for next meeting



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11. **Next Meeting** – March 11, 2025.

12. **Adjournment**

Moved: S. Cressman

Seconded: C. Herner

Motion carried.

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Report to Heritage Wilmot and Castle Kilbride Advisory Committee

Report No: HCAC-02-25

Prepared By: Sherri Gropp
Curator

Date: March 11, 2025

Subject: Castle Kilbride Year End Activity Report for 2024

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee endorse report HCAC 02-25.

Comments: This report is a year end review for the activities carried out by staff of Castle Kilbride National Historic Site.

Days open to public: 232 (Wed- Sun 10-3 plus extended in summer)

Hours open for visitation/programming: 1350

Total patrons: 12,237

Highlights:

- Fabled exhibit- partnership with Stratford Festival Archives
- Ghost Walks increased from 10 in 2023 to 22 nights
- First Juried Art show in partnership with Central Ontario Art Association
- Summer Concerts- 10 evenings
- Tea and Tours – 10 afternoons
- Christmas at the Castle
- Included of a mystery travel program which had approximately 1100 patrons
- New events: Peter Pan Pet Parade, Princess Workshops, Father Christmas and Whimsical Weekends.

2024 Special Exhibits



- **Fabled** March 13, 2024 – January 5, 2025
Once upon a time in a lovely Castle in Baden lived a young girl that loved to read. One hundred years later these timeless tales have become the focus of a special exhibit where fairytales and fables have leapt from the pages and into all the rooms of the museum. In partnership with the Stratford Festival Archives, Castle Kilbride is pleased to host “Fabled” an exhibit that pairs the childhood books of Laura Louise Livingston with costumes from Stratford Festival productions.
- **Perceptions - COAA Juried Art Show**- August 10 – September 7. Central Ontario Art Association. Over 65 works displayed throughout Belvedere Gallery and lower-level hallways.
- **A Year with Fairies**- March to August 9. Illustrations from Laura Louise’s book to compliment the Fabled Exhibit.
- **Cheers to 30 Year**- September 10 to November 9. A photographic exhibition featuring 30 years of Castle Kilbride as a museum.
- **Christmas at the Castle**- Our most popular exhibit ran from November 19, 2024 until January 5, 2025. The interior and exterior of the home are decorated for the season. This year also included Herner’s Victorian Village. The village had kindly been displayed since 2017.

Special Events and Programs



The Castle offered a full slate of events in 2024. New programming included Whimsical Weekends- tour and craft to highlight Fabled costumes, Cinderella’s Halloween Ball, Peter Pan Pet Parade, Story Time with Father Christmas and Christmas with Elsa. The number of “Ghost Walks” increased to 22 evenings. Classic events such as tea and tours, Christmas at the Castle as well as the always popular Castle Concert Series were also offered. We concentrate our main events such as the concerts and tea and tours to the summer months when summer students are present for adequate staffing coverage.

Event	Date	Participation
March Break – Fabled exhibit crafts	March 13-17	223
Ghost Walks (22)	Feb. – Dec.	2200
Mother’s Day	May 12	96
Homeschool Days	May, Jun. & Dec.	191
Twenties Tea & Tour (7)	Jun. – Aug.	119
Quiet Hours	Tuesdays in Jul & Aug	23
Summer Concert Series (10)	Jul & Aug	2461
Whimsical Weekends (16)	Two per month	248
Peter Pan Pet Parade	Oct. 6	50
Cinderella’s Halloween Ball (workshop)	Oct.26	11
Storytime with Father Christmas	Nov. 28	50
Christmas with Elsa (workshop)	Nov.30	15
Christmas at the Castle	Nov. 16 – Jan.7	1716
Castle by Candlelight	Dec.5 & 10	155
Sugarplum Tea & Tour	Dec. 8 & 15	40

General Visitation/Visitor Services

- The museum re-opened to the public on March 13, 2024. The museum was then open continuously until January 5, 2025.
- Regular operating hours for the museum were Wednesday to Sunday 10:00 a.m. – 3:00 p.m. The months of July & August had extended hours from 10:00 a.m. – 4:00 p.m. and open for Quiet Hours on Tuesdays in the summer.

Castle Kilbride Visitor Statistics

Month	2024	2023	2022	2021	2020	2019
	Patron	Patron	Patron	Patron	Patron	Patron
January	356	197	44	C-19 closure	225	347
February	405	110	0	C-19 closure	126	59
March	363	171	186	C-19 closure	C-19 closure	191
April	325	365	139	C-19 closure	C-19 closure	194
May	879	373	219	C-19 closure	C-19 closure	312
June	1233	547	359	28	C-19 closure	1243
July	2277	1791	3160	86	C-19 closure	2751
August	2776	1913	1589	264	24	3599
September	743	833	332	157	115	762
October	1173	774	319	165	94	488
November	757	541	388	315	149	633
December	1035	1416	1064	830	167	1130
TOTAL	12322	9031	7799	1845	900	11709

*note: 2020 & 2021 were ticketed and guided tours no walk in traffic due to COVID-19 restrictions.

Marketing/Social Media

- **Website-** Maintained hours, committee details, photographs, exhibit, and event listings.
- **Social media-** the museum created engaging posts for Facebook and Instagram posts for the entire year. Museum Assistant participated and collaborated with Waterloo Wellington Social Media group to garish more interest.
- **Special events marketing-** promoted 2024 events. Designed images to support exhibits and events for marketing. Developed brochures with Event Listing
- **Articles-** prepared articles and photographs for, Baden Outlook, New Hamburg Independent, Our Heritage, Our Home publication, and the Wilmot-Tavistock Gazette.
- **Rogers TV** featured Ghost Walks and Christmas at the Castle
- **Castle Kilbride Episode of CBC's Ghosting-** aired online in January and on TV in April of 2024.

Staffing

- Department: Community Services
- Two (2) Full- Time Staff- Curator and Museum Assistant.
- Three (3) Part Time Museum Attendants
- Two (2) Summer Students through Canada Summer Jobs (CSJ) 8-week placement and Young Canada Works (YCW) was 16-week placement.
- Two High School Co-op Students. Brent joined us for four weeks in July and Lily's work term was from October to January. It was the first time in a decade that we welcomed co-op students

Curatorial and Collection Management



- **Donations-** the museum accepted approximately 150 items into the collection. Of highlight are the original marble statue, Moorish side tables and baby stroller.
- **Catalogue-** continued to catalogue new or outstanding artifacts according to museum standards.
- **Database-** entered artifacts into the PastPerfect database. Took photos of each new artifact and uploaded.
- **Collection projects-** prepared a schedule and plan for rolled storage project.
- Updated the **Catalogue Procedure Manual** for new staff and intern. Hosted a training session for one new part time staff member, students and volunteers as required.
- **Maintenance-** full cleaning of house while closed to the public. Washed floors, baseboards, fireplaces, glassware, and wood trim. Each artifact was carefully dusted, cleaned, and displayed. Weekly cleaning is conducted throughout the year.
- **Security-** inspected rooms and security of their contents.
- **Environmental control** - conducted routine temperature and humidity readings.

Heritage Wilmot and Castle Kilbride Advisory Committee

- In 2024, the Castle Kilbride Advisory Committee (CKAC) amalgamated with Heritage Wilmot to form Heritage Wilmot and Castle Kilbride Advisory Committee (HCAC). The committee commenced in September with 11 members and two staff liaisons. There were six meetings held by the committee in 2024.

Report to Heritage Wilmot and Castle Kilbride Advisory Committee

Report No: HCAC-03-25

Prepared By: Sherri Gropp
Curator

Date: March 11, 2025

Subject: Castle Kilbride Summary of Activities

Recommendation:

That the Heritage Wilmot and Castle Kilbride Advisory Committee receive report HCAC-03-25 for information purposes.

Comments:

The following is a summary of activities at Castle Kilbride for the month of February 2025.

Events:

Ghost Walks- was scheduled for Saturday February 15th but was postponed to March 15th due to the weather conditions.

Planning events for 2025- booked entertainment for Castle Concert Series, set dates for traditional events and for new events like the crafter's markets.

Programs/Education:

Hosted Private Homeschool Group Feb.28, we welcomed 24 participants.

Exhibits:

- 2025 exhibition "Handcrafted History". Arranged for loans from other museums and individuals
- Stratford Festival Archives dismantled the exhibit on Feb.20. Items were picked up on February 24th.



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February Stats

Month	Program	Group	Regular	Event	Total	Days open
2025	24	0	15	Postponed Ghost Walks(100)	39	12 (Wed-Fri 10-3) 1 st time. Terrible weather
2024	46	0	0	100	146	2 (School and Ghost Walks)
2023	30	0	0	80	110	2
2022	0	0	0	0	0	0
2021	--	--	--	--	closed	Closed -COVID orders
2020	126	0	0	0	126	3 for schools
2019	59	0	0	0	59	2 for schools

Collection:

Recent Donations

Item	Source
1944 War Ration Book	Gerry Toman
WWII sweetheart pendant and Coronation medal 1937	Private Donation
Decker Family of Baden Bible 1879	Heidi Steinmann

- Responded to research inquiries from individuals for publications and for genealogical research.
- Thorough cleaning of the museum before we reopen to the public.

Marketing/Social Media:

- Continual website and social media updates
- Prepared and submitted articles for the Baden Outlook.
- Participated in the Communications Team for the Township.
- Taylor participated in Waterloo-Wellington Network social media

Other

- Mentored W-O co-op student
- Assistance with the Arts and Culture Master Plan conducted by STEPS Public Art.

Coming up at the Castle...

- Opening regular hours March 12 Wednesday – Sunday 10 a.m. – 3 p.m.
- March Break week- Spy It and Try It- toys and games on display and then get to try items.
- Handcrafted History from A-to-Z exhibit opens March 12th will run until Dec.30
- In Bloom exhibit in the Belvedere
- Conestoga College Intern March 15 – April 11

