



Community Services Staff Report

REPORT NO: CS-2026-10
TO: Council on April 27, 2026
SUBMITTED BY: Chris Catania, Director of Community Services
PREPARED BY: Manuela O’Krafka, Manager of Community Services
REVIEWED BY: Jeff Willmer, Chief Administrative Officer
DATE: March 11, 2026
SUBJECT: Weddings at Castle Kilbride

RECOMMENDATION:

THAT Report CS-2026-10 Weddings at Castle Kilbride be received for information; and,
THAT Council rescind Resolution 94-73 Ban on interior weddings and wedding party photographs at Castle Kilbride.

SUMMARY:

This report recommends that Council repeal Resolution 94-73 Ban on interior weddings and wedding party photographs at Castle Kilbride.

BACKGROUND:

Resolution 94-73 Ban on interior weddings and wedding party photographs at Castle Kilbride was put into place to manage concerns that events of this type could cause potential damage to the museum.

REPORT:

In an effort to further enhance the community benefit and utilization of Castle Kilbride, staff are recommending that Council repeal Resolution 94-73 to permit small wedding ceremonies within the interior of the Castle. Staff wish to emphasize that approvals would be limited strictly to wedding ceremonies; wedding receptions or related events would not be permitted.

To address the risks that may have formed the basis of Resolution 94-73, staff have undertaken the following measures:

- **Fire Safety Review:** Acting Fire Chief Mechalko conducted an assessment of the facility and has advised that the Wilmot Fire Department supports a wedding-style event within the Castle, provided that trained Castle staff are present and attendance is limited to a maximum of twelve (12) guests.
- **On-Site Supervision:** In accordance with Fire Department requirements, trained staff will be present at all approved wedding ceremonies to oversee the event and ensure compliance with safety protocols and rental terms and conditions.
- **Insurance Notification:** Correspondence has been provided to the Waterloo Region Municipal Insurance Pool outlining the Township's intention to permit small wedding ceremonies. No response was provided indicating concern.
- **Damage Deposit:** A refundable damage deposit in the amount of \$1,000.00 will be required to secure any booking.
- **Rental Agreement:** The facility rental agreement will clearly outline all applicable terms and conditions, including adherence to capacity limits and operational requirements.

Staff are of the opinion that permitting small wedding ceremonies will provide citizens with an additional opportunity to celebrate significant life events within a historic and culturally significant setting, while also supporting additional revenue generation for the facility.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The fee for the rental of the interior of Castle Kilbride is \$450.00 +HST as per the Fees and Charges by-law, plus the applicable staffing fees.

ATTACHMENTS:

Resolution 94-79 which encompasses 94-73