

Item	Functional Area	Department	Project Description	J A S O N D						Notes
				J	A	S	O	N	D	
SENIOR MANAGEMENT TEAM / ALL DEPARTMENTS										
1	Capital Program	CAO / COR	Internal Equity Maintenance Review Program	X	X	X	X	X	X	Project Completed.
2	COVID-19	SMT	Update/Establish Departmental Business Continuity Plans	X	X	X	X	X	X	Project Completed.
3	COVID-19	SMT	Regional Review of Critical/Essential Services	X	X	X	X	X	X	Project Completed.
4	COVID-19	SMT	Emergency Control Group	X	X	X	X	X	X	Internal control group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
5	General	SMT	2020 Ten Year Capital Forecast Update							Project Completed.
6	General	SMT	2020 Municipal Budget							Project Completed.
7	General	SMT	2021 Municipal Budget		X	X	X	X	X	Project Completed.
8	General	SMT	Departmental Quarterly Reporting	X			X			Project Completed.
9	General	SMT	Annual Performance Management and Review Program				X	X	X	Project Completed.
10	X	SMT	Departmental Website Content Review and Update	X	X	X	X	X	X	Ongoing.
11	Strategic Plan	SMT	Strategic Plan Update	X	X	X	X	X	X	Project Completed. Approved under Report CAO 2020-01. Staff roll-out to occur in Q1 2021.
12	Strategic Plan	SMT	Organizational Corporate Culture Review and Implementation							Deferred to 2021 by the consultant.
OFFICE OF THE CAO										
13	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review	X	X	X	X	X	X	Consultant presented Final Report on February 22, 2021 (CAO 2021-001)
14	Capital Program	CAO / PFRS / COR	Library Services Facility Review	X	X	X	X	X	X	Discussions to occur with Regional staff regarding their strategic plan priorities and the joint 4 Township service review. Ongoing.
15	COVID-19	CAO	COVID-19 Regional CAOs Working Group	X	X	X	X	X	X	Regional CAOs group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
16	COVID-19	CAO	Rural Recovery Coordinating Committee	X	X	X	X	X	X	Four (4) Township CAOs and Township Social Services Group to address the wellbeing of the community during related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
17	General	CAO	Affordable Housing / Homelessness Regional Committee	X	X	X	X	X	X	To continue to address housing and homelessness related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
18	COVID-19	CAO	Region Pandemic Control Group	X	X	X	X	X	X	Overall Regional Control group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.

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19	General	CAO	Smart Waterloo Region							Deferred due to COVID-19
20	General	CAO / DS	Joint Review of Regional/Lower-Tier Planning Approvals	X	X	X	X	X	X	Ongoing
21	General	CAO	Board of Trade - Water Wheel Steering Committee			X	X	X	X	Ongoing
22	General	CAO / FIRE / COR	GRCA Flood Mitigation Study	X	X	X	X	X	X	Project completed by GRCA
23	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing			X	X	X	X	Ongoing. Draft Plan recommended at February 22, 2021 Council Meeting.
24	Strategic Plan	CAO	Waterloo Region Tourism and Marketing Corporation	X	X	X	X	X	X	Ongoing, prioritizes focus on COVID-19 initiatives
25	Strategic Plan	CAO	Waterloo Economic Development Corporation	X	X	X	X	X	X	Ongoing, prioritizes focus on COVID-19 initiatives
INFORMATION AND LEGISLATIVE SERVICES										
26	Capital Program	ILS	Replacement of By-Law Enforcement Vehicle							Deferred to 2021
27	Capital Program	ILS	Records Management Modernization Project	X	X	X	X	X	X	Implementation of TOMRMS underway. E-agenda RFP scheduled to be Awarded March 22, 2021
28	Capital Program	ILS	Corporate Branding Exercise and Website Refresh	X	X	X	X	X	X	New brand endorsed. Style Guide for staff use created. Phased implementation underway.
29	Capital Program	ILS	Mannheim Digital Sign							Deferred. Recommendation to come forwarding following Branding Exercise.
30	General	ILS	Governance Policy and Administrative Directive Framework							Framework completed. Conversion of existing documents to new framework is an ongoing operational task.
31	COVID-19	ILS	Enforcement of Provincial Orders Relative to 2010 Novel Coronavirus	X	X	X	X	X	X	Ongoing
32	COVID-19	ILS	Communications Of COVID-19 Decisions, Updates, and General Information	X	X	X	X	X	X	Ongoing
33	COVID-19	ILS / COR	Amend Procedural By-law and Establish Electronic Meeting Participation Procedures		X	X	X	X	X	Procedural By-law amendments approved. Procedures being developed for ongoing electronic participation.
34	COVID-19	ILS	Area Clerks COVID-19 Working Group	X	X	X	X	X	X	Regional Clerks / Deputy Clerks group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
35	COVID-19	ILS	Regional Communications COVID-19 Working Group	X	X	X	X	X	X	Regional Communications group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
36	COVID-19	ILS	Regional Enforcement COVID-19 Working Group	X	X	X	X	X	X	Regional Enforcement group related to COVID-19 pandemic, continuous meetings and action items in response to the pandemic.
37	General	ILS	Governance Policy - Electronic Participation at Meetings					X	X	For Council consideration in 2021 Q2.
38	General	ILS	Cannabis Retail Policy Statement							Deferred to 2021 due to COVID-19

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39	General	ILS	Governance Policy - Information Flow Protocol							Deferred to 2022 with new term of Council due to COVID-19
40	General	ILS	Governance Policy - Committee Appointments					X	X	Deferred to 2021 due to COVID-19
41	General	ILS	By-law Review - Notification By-law							Deferred to 2022 due to COVID-19
42	General	ILS	By-law Review - Sale and Disposition of Land							Deferred to 2022 due to COVID-19
43	General	ILS	Council Code of Conduct							Deferred to 2021 due to COVID-19
44	General	ILS	By-law Review / Update - Procedural By-law (Bill 187)							Deferred to 2021 due to COVID-19
45	General	ILS	Social Media Policy Review			X	X	X	X	Deferred to 2021 due to COVID-19
46	General	ILS	Rollout of 'Thank Your Neighbour' Program					X	X	Deferred to 2021 due to COVID-19
47	General	ILS	By-law Review - Animal Control Excluding Dogs							Project completed.
48	General	ILS	By-law Review - Property Standards							Deferred to 2021 due to COVID-19
49	General	ILS	Citizen of the Year				X	X	X	Modified program due to COVID-19. Announcement at the December 7, 2020 Council Meeting.
50	General	ILS	Council for a Day Program 2021							Deferred to 2021 due to COVID-19
51	General	ILS	Women's Day and Women's Month Celebration for 2020							2020 program cancelled due to COVID-19
	General	ILS	AODA Desk Audit						X	Completed. Additional information requested in 2021.
52	General	ILS	Annual Review of GRAAC Membership			X	X			Project Completed.
53	New Initiatives	ILS	Township Facebook page			X	X			Project Completed.
54	New Initiatives	ILS	Access Agreement - 990 Deer Court			X	X	X		Project Completed.
55	Strategic Plan	ILS / CK / COR	Prime Ministers Path Stakeholder Consultation	X	X	X	X	X	X	Sir John A. Macdonald statue in storage, Supplemental Agreement regarding the Unfortunate Four approved Nov 2/2020, RFP awarded to First Peoples Group
CORPORATE SERVICES										
56	Capital Program	COR	Asset Management - Building Condition Assessments	X	X	X				Project completed. Results to be incorporated into the updated Asset Management Plan as per O. Reg. 588/17.
57	Capital Program	COR	Network Infrastructure Updates	X	X	X	X	X	X	Hardware purchased, installation ongoing.

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58	Capital Program	COR	Office 365 Migration					X	X	Email services completed. Remaining components deferred to 2021 due to COVID-19.
59	Capital Program	COR	Establish Corporate GIS Framework							Project deferred to 2021 due to COVID-19.
60	Capital Program	COR / DS	Community Benefits Charge (CBC) / Bill 108				X	X		Project Completed. No benefit to establishing CBC regime in Wilmot.
61	Capital Program	COR	Corporate Voice Communications Update			X	X	X	X	RFP issued in late 2020. Award of Contract anticipated in Q1 2021.
62	Capital Program	COR	Asset Management - Lifecycle Events and Analysis				X	X	X	Project completed. Results to be incorporated into the updated Asset Management Plan as per O. Reg. 588/17.
63	Capital Program	COR	Municipal Accounting Software Upgrade							Project deferred to 2021 due to COVID-19.
64	COVID-19	COR	Waterloo Region Area Treasurers COVID-19 Working Group	X	X	X	X	X	X	Meetings occurring weekly to discuss COVID-19 impact on municipal finances.
65	COVID-19	COR	Area Senior HR Managers COVID-19 Working Group	X	X	X	X	X	X	Meetings occurring weekly to discuss COVID-19 impact on municipal HR matters.
66	COVID-19	COR	Transition Affected Staff to Declared Emergency Leave							Project Completed.
67	COVID-19	COR	Develop / Implement Cost Containment Strategy							Project Completed. Significant cost savings as noted within Council Report COR 2020-037
68	COVID-19	COR	Establish Financial and Economic Relief Programs	X						Project Completed.
69	COVID-19	COR	Establish Corporate Web Conference Call Services							Project Completed. Microsoft Teams and Zoom platform are being used extensively.
70	COVID-19	COR	Update Employee Identification Cards							Project Completed.
71	COVID-19	COR	Review and Update 2020 Capital Program							Project Completed. Update provide via memo to Council, in accordance with cost containment.
72	COVID-19	COR	COVID-19 Financial Impact Analysis and Reports	X	X	X	X	X	X	Project Completed. Monitoring and Reporting to Council on-going.
73	COVID-19	COR	Develop New Working From Home (WFH) Agreements			X	X			Project Completed. WFH agreements were updated by all staff in October 2020.
74	COVID-19	COR	Establish Critical Skills Inventory for Staff Re-Deployment Needs			X	X			Project Completed. Skills Inventory is managed and monitored by HR for Business Continuity purposes.
75	COVID-19	COR	Establish Centralized Purchasing Program for Cleaning Supplies and PPE							Project Completed. Supervisor of Procurement / Payroll has taken over inventory and purchasing.
76	COVID-19	COR	Develop Staff Re-Deployment Strategy							Project Completed. Consistent approach established across area municipalities.
77	COVID-19	COR	Develop Standard Pre-Work Contractor Screening and Authorization Documents							Project Completed, in accordance with legislative requirements.
78	COVID-19	COR	Support and Deploy Work From Home Technology/Connectivity	X	X	X				Project Completed. Additional stock on inventory in preparation for second wave requirements.

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79	COVID-19	COR / ILS	Support Virtual Council Meetings	X	X	X	X	X	X	Project Completed. IT Staff continue to support virtual meeting environment.
80	COVID-19	CK/COR	Monthly Newsletter for Wilmot Residents	X						Designed and issued monthly newsletter to communicate township information to residents during COVID. Format to be continued for future communications on a quarterly basis from ILS
81	General	COR	Staff Recruitment (Levels of Service)	X	X	X	X	X	X	Project Completed. PFRS and CK recruitment deferred to 2021 due to COVID-19.
82	General	COR / PFRS	Solar Assessment (Municipal Facilities)							Project Completed.
83	General	COR	GHG Reporting to Ministry and Sustainable Waterloo Region							Project Completed.
84	General	COR	2019 Year End Financial Statements, FIR and Audit							Project Completed.
85	General	COR	Sustainability Committee Coordination	X	X	X	X	X	X	Project Completed for 2020.
86	General	COR	OMPF Resource Group			X		X		Director continues to participate on committee discussion regarding 2021 OMPF program.
87	General	COR	Annual Legislative Reporting to MMAH							Project Completed.
88	General	COR	Review/Update Staff Compensation for On-Call and Standby							Project Completed.
89	General	COR	Deploy On-line Training Environment Corporate Wide							Project Completed. HR Downloads platform has been deployed for FT and PT personnel.
90	General	COR / ILS	Records Management for HR / Personnel Records				X	X	X	Project to be completed in conjunction with ILS Records Management Digitization.
91	General	COR	Corporate HR Guidelines Update / Training	X	X	X	X	X	X	Project on-going, majority of guidelines approved in alignment with HR Administrative Directive.
92	General	COR	Grant Application - FCM Municipal Asset Management Program	X	X			X	X	Grant application submitted, awaiting follow-up from FCM.
93	General	COR	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Community Culture and Recreation Stream							Project completed. Application was unsuccessful for funding toward NH Arena/CC.
94	General	COR	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Green Stream					X	X	Application submitted for funding towards Snyder's Road underground infrastructure. Awaiting follow-up from Ministry.
95	General	COR	Grant Application - Rural Economic Development (RED) Funding Program							Project Completed. Intake 3 application approved for Nith River Pathway. Intake 5 application was unsuccessful for support of corporate branding exercise.
96	New Initiatives	COR	Grant Application: Amp it up 2.0 (Asset Management Plan Support)	X	X					Project Completed. Application was successful for AM Program Support.
97	General	COR	Recreation Subsidy Analysis							Project completed.
98	General	COR	Health and Safety Excellence Program			X	X	X	X	Project initiated in fall 2020. Target areas for improvement and growth have been identified and submitted to WSIB.
99	General	COR	IT Help Desk and Ticketing System Deployment		X	X	X	X	X	Project Completed.

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100	General	COR	Discover Your Wilmot Program (2020)		X	X	X	X	X	Project Completed.
101	General	COR	Establish Centralized Vendor Contract Management Database							Project deferred to 2021 due to COVID-19.
102	General	COR	Asset Management - Risk and Criticality Modeling	X	X	X	X			Project completed. Results to be incorporated into the updated Asset Management Plan as per O. Reg. 588/17.
103	General	COR	Violence and Harassment Policy Implementation and Training				X	X	X	Updated policy under review. Training to occur in Q1 2021.
104	General	COR / PW&E	Water Meter Audit							Project deferred to 2021 due to COVID-19.
105	General	COR / PW&E	Water Leak Detection Program							Project deferred to 2021 due to COVID-19.
106	General	COR	Reserve Fund By-Law Update							Project deferred to 2021 due to COVID-19.
107	General	COR	Update Tangible Capital Asset Valuation and Attributes	X	X	X	X	X	X	Project completed.
108	General	COR	Review/Update Performance Management System	X						Project Completed. New format to be deployed in 2021.
109	General	COR	Employee Group Benefits Review		X	X	X			Project Completed. Benefits renewal rates were incorporated into 2021 Operating Budget.
110	General	COR	Desktop Management Software Deployment							Project deferred to 2021 due to COVID-19.
111	General	COR	Governance Policy - Municipal Investments		X	X				Meetings held with MFOA re: ONE Fund Investment Program. Further review and update to occur in 2021.
112	General	COR	Develop and Implement a new IT Orientation Plan for New Staff							Project deferred to 2021 due to COVID-19.
113	General	COR	IT Business Plan Review / Update							Project deferred to 2021 due to COVID-19.
114	General	COR	Fees and Charges Review		X	X	X	X	X	Project Completed.
115	General	COR	Enhance Year End Financial Statement Package							Project deferred to 2021 due to COVID-19.
116	General	COR	Property Tax Module Investigation (website)							Project deferred to 2021 due to COVID-19.
	New Initiatives	COR	Diversity and Inclusion Training		X	X	X	X	X	Staff working with Spectrum Community Space to develop awareness training program for all staff.
117	General	COR	Wilmot Water Financial Plan Update					X	X	Project Completed.
118	General	COR	Ergonomic Assessment Program							Project deferred to 2021 due to COVID-19.
119	General	COR	Job Hazard Assessments							Project deferred to 2021 due to COVID-19.

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120	General	COR / PFRS	Review/Implement Recreation Financial Assistance for Seniors							Project deferred to 2021 due to COVID-19.
121	New Initiatives	COR	Update Green and Clean Community Webpage							Project Completed.
PARKS, FACILITIES AND RECREATION SERVICES										
122	Capital Program	PFRS	NH Library - Replace Rooftop HVAC Unit							Project deferred to 2021 due to COVID-19.
123	Capital Program	PFRS	NH Arena - Engineering/Re-commissioning Study Report to Council				X	X	X	Implementation of recommendations included in the 10-year Capital Plan.
124	Capital Program	PFRS / ILS	Permanent Off-Leash Dog Park	X						Project completed.
125	Capital Program	PFRS	Admin Complex - Boiler replacement							Project deferred to 2021 due to COVID-19.
126	Capital Program	FAC&REC	Kirkpatrick Park Parking Lot Reconstruction	X	X	X				Project completed.
127	Capital Program	PFRS	Admin Complex - LED lighting retrofit							Project deferred to 2021 due to COVID-19.
128	Capital Program	PFRS	NHCC, SACC, NDCC Kitchen Renovations	X	X	X	X			Projects completed.
129	Capital Program	PFRS	Admin Complex - Parking Lot Expansion Design / Temporary Lighting Replacement							Project delayed due to COVID-19. Project to be aligned with Prime Minister Path project.
130	Capital Program	PFRS	Haysville CC - Games Room repurposing	X	X					Project completed.
131	Capital Program	PFRS	Install Automatic Field Irrigation System at WRC							Project deferred to 2021 due to COVID-19.
132	Capital Program	PFRS	LED lighting retrofits at WRC (Aquatic Centre)							Interior lighting complete except Aquatic changerooms, scheduled for Q2 2021.
133	Capital Program	PFRS	27 Beck Street Parking Lot regrading/resurfacing project	X	X					Project completed.
134	Capital Program	PFRS	Artificial Turf Field at Waterloo Oxford with WRDSB	X	X	X	X	X	X	Project underway - completion scheduled for Q-2 of 2021 depending on weather.
135	Capital Program	PFRS	Trail Development - Beckdale North Trail	X	X	X				Project completed.
136	Capital Program	PFRS	Trail Development - Schneller / Country Creek Pathway	X	X	X				Project completed.
137	Capital Program	PFRS	Trail Development - Laschinger Woods Trail	X	X	X				Project completed.
138	Capital Program	PFRS / DS	Trail Development - Nith River Pathway					X	X	Preliminary design underway.
139	Capital Program	PFRS / DS	Trail Development - Gibney Forest / Sandhills Road Multi-Use Pathway			X	X	X	X	Project in design phase; anticipated construction in 2021.

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140	Capital Program	PFRS	Update Ice Needs Study	X	X	X	X			Project completed.
141	Capital Program	PFRS	Replace Flooring in NDCC, SACC and WRC Washrooms	X	X	X				Project completed.
142	Capital Program	PFRS	Electric Vehicle Charging Stations	X	X	X	X	X	X	Project underway. Locations are finalized. Project being led by the Region.
143	Capital Program	PFRS	Aquatic Centre Tile Regrouting project	X						Project completed.
144	Capital Program	PFRS	Playground Upgrades - Haysville	X						Project completed.
145	Capital Program	PFRS	Mannheim CC Tile Replacement	X	X					Project completed.
146	Capital Program	PFRS	Playgrounds Upgrades - New Hamburg (Optimist Park and Constitution Park)			X	X	X	X	Project completed.
147	Capital Program	PFRS	Mausoleum Repairs - Riverside Cemetery							Project deferred to 2021 due to COVID-19.
148	COVID-19	PFRS	Regional Recreation Directors COVID-19 Task Force Committee and Wilmot Emergency Control Group	X	X	X	X	X	X	Ongoing meetings
149	COVID-19	PFRS	COVID-19 Protocols for Reopening of Recreation Facilities	X	X	X	X	X	X	Protocols for ice, pools, rec programs and walking track complete and implemented. Changes are made with each new legislative modification.
150	COVID-19	PFRS	Deep Cleaning and cleaning maintenance of all Recreation Facilities	X	X	X	X	X	X	Project complete. This occurred during the COVID closure. Ongoing cleaning protocols are in use and fogging equipment is being utilized daily in arenas and pools.
151	COVID-19	PFRS	Implementation of COVID-19 Protocols / Procedures for User Groups	X	X	X	X	X	X	Implementing screeners, security, program alterations, interior protocol, exterior protocol
152	General	PFRS	Governance Policy - Municipal Alcohol Policy (MAP)	X	X	X	X	X		Project completed.
153	General	PFRS	Standard Operating Procedures Manual Development	X	X	X	X	X	X	Ongoing review & update Policies and Procedures for WRC and other Parks and Recreation operations.
154	General	PFRS	Green Bin / Organics Collection Program for Community Centres							Project deferred.
155	General	PFRS	NH Arena - Equipment Shed Column Repairs				X	X		Project underway, delay due to COVID-19.
156	General	PFRS	Wilmot Smart Commute Program							Project delayed due to COVID-19.
157	General	PFRS	New Dundee Park Concession Booth Investigation				X	X	X	Project underway.
158	General	PFRS	Fire Safety/Emergency Plan for WRC	X	X	X				Project completed.
159	General	PFRS	Review and update Fire Safety/Emergency Plan for Admin building & Castle Kilbride.			X	X	X		Project completed.
160	General	PFRS	Review and update Fire Safety/Emergency Plan for New Hamburg CC			X	X	X		Project underway. Documents being updated.

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161	General	PFRS	Review Goose Control Program				X	X	X	Research underway.
#REF!	General	PFRS	Update Cemetery procedures and forms				X	X	X	Project underway.
#REF!	Strategic Plan	PFRS	Healthy Communities Week							Event cancelled due to COVID-19.
#REF!	Strategic Plan	PFRS	Volunteer Recruitment, Management, Retention, Recognition Workshop(s)							Project completed.
#REF!	Strategic Plan	PFRS	Research, Develop and Implement Seniors/Youth Programming			X	X	X	X	YAC Employee working on this project.
#REF!	Strategic Plan	PFRS	Trails Master Plan - Implementation and Monitoring	X	X	X	X	X	X	On-going. Completion of several trail links this year.
PUBLIC WORKS AND ENGINEERING										
174	Capital Program	PW&E	Hannah & Lewis Street Reconstruction							Easement work complete. Surface asphalt deferred to 2021/22.
175	Capital Program	PW&E	Vehicle Replacement - Utilities Service Vehicle (402-10)							Project completed.
176	Capital Program	PW&E	Wilmot & Church Street Reconstruction (Phase 1 and 2)							Phase 1 awarded in Council Report PW2020-05. Base asphalt complete. Phase 2 tender awarded on February 8. Final asphalt works in 2022.
177	Capital Program	PW&E	Snyder's Road Reconstruction (Regional Project)	X	X	X	X	X	X	Region project final design on-going, Region to release tender in Q1 2021. Anticipate construction 2021-2023.
178	Capital Program	CK / PW&E	Holland Mills Bridge Heritage Commemoration sign							This project was deferred due to COVID. Heritage Wilmot to revisit this project with a Q3 2021 completion date.
179	Capital Program	PW&E	Notre Dame Drive Reconstruction (Regional Project)							Region project delayed to 2021 due to COVID-19.
180	Capital Program	PW&E	Morningside Trunk Sanitary Sewer EA			X	X	X	X	RFP Awarded in Council Report PW2020-14. Study on-going.
181	Capital Program	PW&E	Sanitary System Infiltration Study	X	X	X	X	X	X	RFP Awarded in Council Report PW2019-16. Study on-going.
182	Capital Program	PW&E	2019 Bridge Inspections (OSIM)							Project completed. Recommendations included in 10year capital update.
183	Capital Program	PW&E	Snow Storage Review							Consolidated with 2021 project for service review/space needs.
184	Capital Program	PW&E	Settlement Signage							Project delayed to align with branding exercise, estimated 2022 Settlement Signage installation
185	Capital Program	PW&E	2020 Sidewalk Repair and Replacement Program	X	X	X	X			Project completed.
186	Capital Program	PW&E	Guiderail Program				X	X	X	Design on-going. Anticipate Q2 tender in 2021.
187	Capital Program	PW&E	Hot Mix Paving Program	X	X	X				Project completed.

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188	Capital Program	PW&E	Surface Treatment Program	X	X	X				Project completed.
189	Capital Program	PW&E	Gravel Crushing, Hauling and Maintenance Program	X	X	X				Maintenance program completed.
190	Capital Program	PW&E	Vehicle Replacement - Single Axle Dump Trucks (303-10 and 307-11)	X	X	X	X	X	X	RFP Awarded in Council Report PW2020-12. Anticipate delivery Q3 2021.
191	Capital Program	PW&E	Stripe/Stall/Template Painter Unit & Trailer	X	X	X				Project completed.
192	Capital Program	PW&E	Vehicle Replacement - 4x4 Pickup c/w Plow and Salter (304-10)	X	X	X	X			RFP Awarded in Council Report PW2020-16. Anticipate delivery in Q2 2021.
193	Capital Program	PW&E	Radar Speed Display Signs	X	X	X	X			Signs purchased. Project delayed due to COVID-19
194	Capital Program	PW&E	Trench Box Units	X						Project completed.
195	Capital Program	PW&E	Stormwater Infrastructure Master Plan and Rate Study	X	X	X	X	X	X	Being consolidated with underground Phase 1, 2, 3 Master Planning for Storm, Sanitary & Water for 2021 Work Program
196	Capital Program	PW&E	Greenwood Drive and Nafziger Road Engineering	X	X	X	X	X	X	Design work on-going.
197	Capital Program	PW&E	Gingerich Road Watermain Connection Improvements	X	X	X	X	X	X	Design work completed. Tendering with Wilmot Street Phase 2 for construction in 2021.
198	Capital Program	PW&E	Municipal Drain Maintenance	X	X	X	X	X	X	Biesel, Doering, Don Meyers, Ivan Gingerich, Krampien, Lisbon, Straus
199	Capital Program	PW&E	Municipal Drain Database Digitization	X	X	X	X	X	X	On-going.
200	Capital Program	PW&E	Oxford Road 5 Culvert Replacements (County Project)	X	X	X	X			Project completed.
201	Capital Program	PW&E	Bridge Street Bridge #34/B-T9 EA		X	X	X	X	X	RFP Awarded in Council Report PW2020-11 to K Smart for Environmental Assessment and Preliminary Design Work. Field work on-going, stakeholder consultation underway.
202	COVID-19	PW&E	Region Public Works Operations Group	X	X	X	X	X	X	On-going
203	COVID-19	PW&E	Region Pandemic Infrastructure COVID-19 Control Group	X	X	X	X	X	X	On-going
204	COVID-19	PW&E	Wilmot Emergency Control Group	X	X	X	X	X	X	On-going
205	COVID-19	PW&E	Safe Operating protocols and staff training at PWOC	X	X	X	X	X	X	On-going
206	General	PW&E	Confined Space Entry Program Review	X	X	X	X	X	X	On-going
207	General	PW&E	Maintenance Standard 239/02 Review	X	X	X	X	X	X	On-going
208	General	PW&E	Sidewalk and Parking Lot Maintenance Review	X	X	X	X	X	X	On-going, anticipate term contract in 2021 Work Program

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209	General	PW&E	Public Works & Engineering Website Updates	X	X	X	X	X	X	On-going.
210	General	PW&E	Internal Drinking Water Quality Management System (DWQMS) Audit	X	X	X	X	X		Project completed.
211	General	PW&E	Rogers Telecom Utility Project (Baden)	X	X	X	X	X	X	On-going.
212	General	PW&E	Infrastructure Standards and Specifications Manual	X	X	X	X	X	X	On-going joint project with Woolwich.
213	General	PW&E	Municipal Consent Requirements Manual	X	X	X	X	X	X	On-going.
214	General	PW&E / DS	Sanitary Growth Servicing Studies	X	X	X	X	X	X	On-going.
215	General	PW&E	Joint Township Shared Services and Purchasing Initiatives	X	X	X	X	X	X	On-going. Meetings with service or purchasing partners as needed.
#REF!	New Initiatives	PW&E	Consolidated Linear Infrastructure Licensing			X	X	X	X	Project plan being developed to achieve timelines outlined by the Province. Ministry has advanced timelines to 2021.
#REF!	New Initiatives	PW&E	Storm Inventory Field Program	X	X	X	X	X	X	Linear data collection and small sized culverts mostly complete. Facility data collection to be completed in Q2 2021. Mapping updates and information system maintenance on-going.
#REF!	New Initiatives	PW&E	Traffic and Parking ByLaw Schedule Review							Review in 2021.
#REF!	New Initiatives	PW&E	Regional Road Maintenance discussions - Townships					X	X	Region of Waterloo requesting discussions with Township staff regarding opportunities for Township maintenance of Regional roads.
FIRE SERVICES										
221	COVID-19	FIRE	Target Solutions - On Line training Platform	X	X	X	X	X	X	Joint Purchase Negotiated by Wilmot with 3 township fire services- Installed and setup system to provide virtual training platform to firefighters
222	COVID-19	FIRE	Comprehensive Pandemic Response Policy	X	X					Project completed
223	COVID-19	FIRE	Wilmot Emergency Control Group	X	X	X	X	X	X	On going support for Pandemic Response
224	COVID-19	FIRE	Re-opening Task Force Committee	X	X	X	X	X	X	Committee to oversee reopening procedures and to support on going weekly changes to maintain safe work locations for township employees
225	COVID-19	FIRE	CEMC - Regional COVID-19 Control Group	X	X	X	X	X	X	On-going
226	COVID-19	FIRE	Area Fire Chief COVID-19 Working Group	X	X	X	X	X	X	On-going
227	COVID-19	FIRE	Township Facilities COVID-19 Retrofitting	X	X	X	X	X	X	Procurement, Implementation, Procedure Development, Monitoring, Training
228	Capital Program	FIRE	Mounted Apparatus Pressure Washers	X	X					Project completed
229	Capital Program	FIRE	Coveralls and Safety Boots	X	X					Project completed

Item	Functional Area	Department	Project Description							Notes
				J	A	S	O	N	D	
230	Capital Program	FIRE	Thermal Imaging Cameras							Project deferred to 2021 due to COVID-19.
231	Capital Program	FIRE	SCBA Replacement Program/RFP	X	X					Project completed
232	Capital Program	FIRE	Water/Ice Rescue Level of Service	X	X	X				Project completed
233	Capital Program	FIRE	Supply and Install Commercial Washers/Dryers	X						Project completed
234	Capital Program	FIRE	Station 3 Renovations	X						Project completed
235	Capital Program	FIRE / CAO	Fire Master Plan	X	X	X	X	X	X	Fire Master Plan approved at Council Dec 7, 2020
236	Capital Program	FIRE	P-25 Regional Radio System	X	X	X	X	X	X	P25 system operational and being monitored
237	Capital Program	FIRE	Replace Pumper 611	X	X	X	X	X	X	Approved by Council November 16, 2020
238	Capital Program	FIRE	Fire Department Pickups	X	X	X	X	X	X	Approved by Council December 7, 2020
239	Capital Program	FIRE	Showers Womens washroom Station 1 Baden							Project deferred to 2021 due to COVID-19.
240	Capital Program	FIRE	Station 2 ND Landscaping	X	X	X	X			Project completed
241	Capital Program	FIRE	Concrete Aprons Station 1 Baden	X	X	X	X	X		Project completed
242	Capital Program	FIRE	Medical Recertification	X	X	X	X			Project completed
243	General	FIRE	Annual Mandatory Fire Pump Testing Program	X						Project completed
244	General	FIRE	Implement H2S Detectors/SOG/Training							Project deferred to 2021 due to COVID-19.
245	General	FIRE	Emergency Management Training							Project completed
246	General	FIRE	Fire Safety Plans – Township Facilities	X	X	X				Annual reviews conducted as per the FPPA
247	General	FIRE	DZ Licensing							Project deferred to 2021 due to COVID-19.
248	General	FIRE	Live Fire Training							Project deferred to 2021 due to COVID-19
249	General	FIRE	Flood Preparedness Open House/Emergency Preparedness	X	X	X	X			Project deferred due to COVID-19 - Public Education Information continues using online content
250	General	FIRE	Alert Waterloo Region Mass Notification System	X	X	X	X	X	X	Promotion continues.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
251	General	FIRE	Update H&S SOP's and SOG's	X	X	X	X	X	X	On-going - annual requirement
252	General	FIRE	Firefighter Green Light Program - Research							Project deferred to 2021 due to COVID-19.
253	General	FIRE	FirePro Firefighter Training Records Management	X	X	X	X	X	X	On-going - annual requirement
254	General	FIRE	FirePro Station Inventory Updates	X	X	X	X	X	X	On-going - annual requirement
#REF!	General	FIRE	Recruit Firefighter Training	X	X	X				Recruitment completed.
#REF!	General	FIRE	Burn Bylaw Review/Update							Project deferred to 2021 due to COVID-19.
#REF!	General	FIRE	Fire Route Bylaw/Update							Project deferred to 2021 due to COVID-19.
#REF!	General	FIRE	First Aid Certification - New Recruits	X	X	X				Project completed
#REF!	General	FIRE	Grant Application - Bullex Fire Extinguisher Training System							Grant application unsuccessful
#REF!	General	FIRE	Township Lock Box Program	X	X	X	X	X	X	Project on-going throughout approved within the Township
#REF!	General	FIRE	Door to Door Smoke Alarm Program	X	X	X	X	X	X	Project deferred to 2021 due to COVID-19.
#REF!	General	FIRE	Electrical Safety Training							Project completed
#REF!	General	FIRE	Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House	X	X	X	X	X	X	On-going
#REF!	New Initiatives	FIRE	Apparatus Lock Box Program	X	X					Project completed
#REF!	New Initiatives	FIRE	Emergency Management Evacuation Centers	X	X					Project completed
#REF!	New Initiatives	FIRE	Hose Testing							Project completed
#REF!	New Initiatives	FIRE	Pro Board Certification	X	X	X	X	X	X	On-going
#REF!	New Initiatives	FIRE	Dry Hydrant Access Point - Alder Lake Dam			X	X	X		Project Completed.
#REF!	New Initiatives	FIRE	P25 Voice Radio Executive Committee	X	X	X	X	X	X	Monthly Committee meeting attendance
#REF!	New Initiatives	FIRE	P25 Operations Committee	X	X	X	X	X	X	Monthly Committee meeting attendance

DEVELOPMENT SERVICES

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
274	Capital Program	DS	Township Zoning Bylaw Review (Implementation)	X	X	X	X			Project successfully completed with no appeals.
275	Capital Program	DS / PFRS / CAO	Smith Creek Carbon Sink Design name formally changed to Schout Wetlands	X	X	X	X	X	X	Ongoing - staff support provided to concept design team as needed
276	Capital Program	DS	Building Permit Software	X	X	X	X	X	X	Completed - implementation in field to commence January 2021
277	Capital Program	DS / CK	Cultural Heritage Landscape Study	X	X	X	X	X	X	Ongoing - Regional Project; Directors sit on Project Team - consultant background work underway
278	COVID-19	DS	BESTWR - Industry and Agriculture Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to consider the impacts of Covid on this sector of economy
279	COVID-19	DS	BESTWR - Construction Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to consider the impacts of Covid on this sector of economy
280	COVID-19	DS	BESTWR - Tourism, Culture and Hospitality Industry Sub-Group	X	X	X	X	X	X	Ongoing - meetings bi-weekly to consider the impacts of Covid on this sector of economy
281	COVID-19	DS	Pandemic Patio Regional Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to promote effective, consistent temporary patio policies
282	COVID-19	DS	Transition of Services to online environment							Completed - Planning and Building application portals successfully created and implemented
283	COVID-19	DS	Waterloo Region Area Planners COVID-19 Working Group	X	X	X	X	X	X	Ongoing - meeting weekly to discuss emerging issues and impacts
284	COVID-19	DS	Digital Permit Submission / Review / Issuance Pilot							Completed - transition to fully digital environment expedited due to Covid office closure
285	General	DS	Sign Bylaw Review							Project deferred to 2021 due to COVID-19.
286	General	DS	Municipal Tree Canopy Policy Consolidation Exercise							Project deferred to 2021 due to COVID-19.
287	General	DS	Bill 66 / Amendment No. 1 to Growth Plan / Planning Act & PPS Review	X	X	X	X	X	X	Ongoing - will be completed through RMOW MCR process
288	General	DS	Building Permit Fees Review (Non-Res)							Project Completed.
289	General	DS	Green Building Standards Regional Committee							Project deferred to 2021 due to COVID-19.
290	General	DS	High Speed Rail EA / Greenbelt Expansion Study Area							Due to Covid these projects have been delayed or discontinued by the Province
291	General	DS	Region of Waterloo Municipal Comprehensive Review (MCR)	X	X	X	X	X	X	Ongoing - Director sits on Municipal Working Group
292	General	DS	Take Action on Radon - Study Review							Test pilot project completed
293	General	DS	Township Official Plan Review (Implementation)	X	X	X	X			Project completed
294	General	DS / COR	Backwater Valve Program Review							Application for funding submitted to Ministry. Intake to occur upon notification of successful funding.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
#REF!	New Initiatives	DS	Development Application Process Review - Lean 6 Sigma	X	X	X	X	X	X	Ongoing - effort to reduce duplication of effort and streamline dev approvals Region wide
#REF!	New Initiatives	DS	RMOW JART (Joint Agency Review Team) for aggregate applications					X	X	Discussions on the potential for a collaborative one window approach to aggregates reviews
#REF!	New Initiatives	DS	Digitization of property files		X	X	X	X	X	Ongoing - a subset of Building Software capital project - approximately 75% of files now scanned
#REF!	New Initiatives	DS	Zone 14 - Extractive Industrial zoning category review				X	X	X	Ongoing - background research initiated - public process anticipated Q2 - 2021
#REF!	New Initiatives	DS	Planning Fees Review				X	X	X	Project completed - to be implemented through Budget 2021
CASTLE KILBRIDE										
302	Capital Program	CK	Castle Kilbride Historic Flooring project		X	X	X			Project completed
303	Capital Program	CK	Wayfinding Signage for Administration Building							Project completed
304	Capital Program	CK	Wayfinding Interior Signage for Castle Kilbride							Project deferred to 2021 due to COVID-19.
305	Capital Program	CK	Historic front door repair at Castle Kilbride		X	X				Project completed
#REF!	Capital Program	CK	Artifact Storage Room review/assessment	X	X	X	X	X	X	Review completed; Rolled storage project to be completed in Q2 of 2021
#REF!	COVID-19	CK	Social Media Museum Campaign	X	X	X	X	X	X	Project completed; Included #MuseumFromHome and #RecFromHome as well as daily and weekly Facebook posts and tweets promoting the museum and Wilmot Township history.
#REF!	COVID-19	CK	Explore themed online exhibits	X	X	X	X	X	X	On-going
#REF!	COVID-19	CK	Explore online ticket purchasing for museum tours	X	X	X	X	X	X	Project completed; Staff researched and coordinated an online ticketing system using EventBrite. Pre-visit information and COVID protocol was featured as part of the ticket process to assist with screening upon arrival.
#REF!	COVID-19	CK/PFRS	COVID-19 Online Resources #MuseumFromHome and #RecFromHome	X	X	X	X	X	X	Project completed
#REF!	COVID-19	CK	Post-COVID Museum Plan with Re-opening Task Force	X	X					Project completed
#REF!	COVID-19	CK	Regional and Provincial Museum and Archives Group	X	X	X	X	X	X	On-going
#REF!	COVID-19	CK	Established a Historic House Museum Reopening Group	X	X					Project completed
#REF!	COVID-19	CK	Castle Kilbride Reopening Strategy	X	X					Project completed
#REF!	COVID-19	CK	Wilmot Emergency Control Group	X	X	X	X	X	X	On-going as required

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
#REF!	COVID-19	CK	Training Manual for staff and volunteers	X	X	X	X	X	X	Project completed
#REF!	COVID-19	CK	Grant Application - Museums Assistance Program (MAP)		X					Completed; Grant application for emergency COVID relief for heritage collections was successful and \$28,456 was awarded. Funding will support rolled storage initiative on 2021.
#REF!	General	CK	Grant Applications - Summer Youth Employment	X	X					Project completed
#REF!	General	CK	Plan 2020 initiatives with Chairperson from Castle Kilbride							Project completed
#REF!	General	CK	Plan 2020 initiatives with Chairperson from Heritage Wilmot							Project completed
#REF!	General	CK	2020 Heritage Day							Project completed; Heritage Day was hosted Feb. 22 in New Dundee.
#REF!	General	CK	Castle Outdoor Summer Concert Series							Cancelled due to COVID-19
#REF!	General	CK	Drop-in' family days for recognized PD Days for Public, Separate and Home School groups							Cancelled due to COVID-19
#REF!	General	CK	Recruitment and Onboarding - Full-Time Museum Assistant							Deferred until 2021 due to COVID-19
#REF!	General	CK	Recruitment and Onboarding - Summer Staff	X	X	X	X	X	X	Project completed; Federal and Provincial funding agencies during COVID permitted museums to defer summer start dates for student employment. Students began work at Castle Kilbride mid-August and was a combination of PT and FT hours to accommodate online school.
#REF!	General	CK	Spring/Summer Programs and Events at Castle Kilbride							Cancelled due to COVID-19
#REF!	General	CK	Spring/Summer exhibits							Exhibits planned; implementation deferred due to COVID-19
#REF!	General	CK	Community Museum Operating Grant (CMOG)		X					Project Completed; remainder to be completed in 2021
#REF!	General	CK	Solicit Colleges/Universities for Internship proposals							Project completed in Q1; Implementation Deferred to 2021 due to COVID-19
#REF!	General	CK/ ILS	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees							Project deferred to 2021 due to COVID-19.
#REF!	General	CK	Update the Castle Kilbride Five Year Museum Plan							Project deferred to 2021 due to COVID-19.
#REF!	General	CK	Fall/Winter Exhibits							Exhibits suspended due to COVID-19
#REF!	General	CK	Winter Programs and Events				X	X	X	Regular programming cancelled due to COVID-19; Modified Christmas tours were offered
#REF!	General	CK	Research and Plan Draft 2021 Special Event and Exhibit list					X	X	Project Completed

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
#REF!	General	CK / CAO	Continue Rural Tourism Strategies with Waterloo Region Tourism Marketing Corporation (WRTMC).	X	X	X	X	X	X	Ongoing; Welcomed last FAM Tour coordinated by WRTMC on February 27 which generated additional interest in Castle Kilbride and Wilmot Township from potential tour operators.
#REF!	New Initiatives	CK	Feature Series - New Hamburg Independent	X	X	X	X	X	X	Project completed; Coordinate featured articles specific to Castle Kilbride and Wilmot Township written by committee members, volunteers and staff
#REF!	New Initiatives	CK/COR	Asset Management - Cultural Asset Inventory	X	X					Project completed; Created a detailed inventory of all cultural assets complete with descriptions, value and photographs.
	New Initiatives	CK	Create and share videos promoting Castle Kilbride	X	X	X	X	X	X	Project completed; included videos that highlighted the re-opening of the museum, new flooring project and holiday season in Q4.
	New Initiatives	CK	Archives assessment and reorganization	X	X	X	X	X	X	Ongoing; Assessing and processing archival collections; reorganization of boxes or rehousing material to make best use of space; adding information to museum software.
#REF!	New Initiatives	CK	Update and refresh Castle Kilbride and Heritage Wilmot websites	X	X	X	X	X	X	Project completed; Further enhancements to occur in 2021
#REF!	Strategic Plan	CK	Designate Property under Part IV of the Ontario Heritage Act							Project deferred to 2021 due to COVID-19; Heritage Wilmot to provide direction.
#REF!	Strategic Plan	CK	Update Non-Designated Register of Heritage Properties	X	X	X	X	X	X	Ongoing; Heritage Wilmot to provide updated list Q2 of 2021
#REF!	Strategic Plan	CK	Research a Public Art Policy							Project deferred to 2021 due to COVID-19.
#REF!	Strategic Plan	CK / ILS	Prime Ministers Path Committee Support	X	X	X	X	X	X	Project paused by Council Resolution No. 2020-104.