

Item	Functional Area	Department	Project Description													Notes
				J	F	M	A	M	J	J	A	S	O	N	D	
SENIOR MANAGEMENT TEAM / ALL DEPARTMENTS																
1	COVID-19	SMT	Emergency Control Group	X	X	X	X	X	X	X	X	X	X	X	X	
2	General	SMT	2021 Ten Year Capital Forecast Update	X	X											Project Completed.
3	General	SMT	2021 Municipal Budget	X	X											Project Completed.
4	General	SMT	2022 Municipal Budget						X	X	X	X	X	X	X	
5	General	SMT	Departmental Quarterly Reporting			X			X			X			X	
6	General	SMT	Annual Performance Management and Review Program									X	X	X	X	
7	General	ILS / SMT	Coalition of Inclusive Municipalities Application	X	X	X	X	X	X	X	X	X	X	X	X	
8	General	SMT	Departmental Website Content Review and Update							X	X	X	X	X	X	Ongoing.
9	General	SMT	Organizational Corporate Culture Review and Implementation									X	X	X	X	
OFFICE OF THE CAO																
10	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing	X	X	X	X	X	X	X	X	X	X	X	X	
11	Strategic Plan	CAO	Waterloo Region Tourism and Marketing Corporation	X	X	X	X	X	X	X	X	X	X	X	X	
12	Strategic Plan	CAO	Waterloo Economic Development Corporation	X	X	X	X	X	X	X	X	X	X	X	X	
13	Capital Program	CAO/ PFRS / COR	Library Services Facility Review													Project deferred pending implementation and review of consultants report.
14	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review		X	X	X	X	X	X	X	X	X	X	X	Consultant presented to Council February 22, 2021 - referred to staff for follow-up reports
15	COVID-19	CAO	COVID-19 Regional CAOs Working Group	X	X	X	X	X	X	X	X	X	X	X	X	
16	COVID-19	CAO	Rural Recovery Coordinating Committee	X	X	X	X	X	X	X	X	X	X	X	X	
17	COVID-19	CAO	Region Pandemic Control Group	X	X	X	X	X	X	X	X	X	X	X	X	
18	General	DS / PFRS / CAO	Mike Schout Wetlands Park steering committee	X	X	X	X	X	X	X	X	X	X	X	X	ongoing
19	General	CAO	Affordable Housing / Homelessness Regional Committee	X	X	X	X	X	X	X	X	X	X	X	X	Monthly meetings.
20	General	CAO / DS	Joint Review of Regional / Lower-Tier Planning Approvals	X	X	X	X	X	X	X	X	X	X	X	X	
21	General	CAO	Smart Waterloo Region										X	X	X	
22	General	CAO / DS / ILS / COR	New Hamburg Board of Trade / Liaison	X	X	X	X	X	X							Discussions and Support to NHBOT

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INFORMATION AND LEGISLATIVE SERVICES																
23	Strategic Plan	ILS / PFRS / COR	Township Inclusivity and Diversity Advisory Committee		X	X	X	X								
24	Strategic Plan	ILS / SMT	Coalition of Inclusive Municipalities Application	X	X	X	X	X	X	X	X	X	X	X	X	
25	Strategic Plan	ILS	Prime Ministers Path Stakeholders Consultation	X	X	X	X	X	X	X	X					
26	Strategic Plan	CK / ILS	Prime Ministers Path Committee													Project paused by Council Resolution No. 2020-104.
27	Strategic Plan	ILS / CK / COR	Grant Application - Community Support, Multiculturalism and Anti-Racism Initiatives Program	X												Joint preparation a grant application submission to support The Prime Ministers Path Stakeholders Consultation Project
28	Strategic Plan	ILS	Review of the Accountability and Transparency Governance Policy							X	X	X	X	X		
29	Strategic Plan	ILS	Develop a "Who does What" Education Program					X	X	X	X	X	X	X		
30	Capital Program	ILS	Replacement of By-Law Enforcement Vehicle						X	X	X	X				
31	Capital Program	ILS	Records Management Modernization Project	X	X	X	X	X	X	X	X	X	X	X	X	Project to unfold over the next 2 years
32	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review		X	X	X	X	X	X	X	X	X	X	X	Consultant presented to Council February 22, 2021 - referred to staff for follow-up reports
33	Capital Program	ILS	Corporate Branding Implementation and Website Refresh	X	X	X	X	X	X	X	X	X	X	X	X	New brand endorsed. Style Guide for staff use created. Phased implementation underway.
34	COVID-19	ILS	Enforcement of Provincial Orders Relative to 2010 Novel Coronavirus	X	X	X	X	X	X	X	X	X	X	X	X	
35	COVID-19	ILS	Communications Of 2019 Novel Coronavirus Decisions, Updates, and General Information	X	X	X	X	X	X	X	X	X	X	X	X	
36	COVID-19	ILS	Area Clerks COVID-19 Working Group	X	X	X	X	X	X	X	X	X	X	X	X	
37	COVID-19	ILS	Regional Communications COVID-19 Working Group	X	X	X	X	X	X	X	X	X	X	X	X	
38	COVID-19	ILS	Regional Enforcement COVID-19 Working Group	X	X	X	X	X	X	X	X	X	X	X	X	
39	General	ILS	Governance Policy - Electronic Participation at Meetings			X	X	X	X							To reflect ongoing electronic participation post pandemic
40	General	ILS	Cannabis Retail Policy Statement				X	X	X							
41	General	ILS	Governance Policy - Committee Appointments		X	X	X									
42	General	ILS	Council Code of Conduct					X	X	X	X					Working with the Township Integrity Commission to update
43	General	CAO / DS / ILS / COR	New Hamburg Board of Trade / Liaison	X	X	X	X	X	X							Discussions and Support to NHBOT
44	General	ILS	Rollout of 'Thank Your Neighbour' Program	X	X	X	X									
45	General	ILS	AODA Desk Audit		X	X										Follow-up with additional documentation
46	General	ILS	Review and update Flag and Proclamation Governance Policy			X	X	X								

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47	General	ILS	Citizen of the Year				X	X	X	X	X					Establish a Citizen of the Year Nominating Committee
48	General	ILS	Council for a Day Program 2021									X	X	X		To coincide with Local Government Week
49	General	ILS	Annual Review of GRAAC Membership									X	X	X	X	
50	General	ILS	Procedural By-law Review									X	X	X	X	
51	General	ILS	Committee Agenda, Minutes and Terms of Reference Templates and Posting Requirements		X	X	X	X								
52	General	ILS	Property Standards By-law Review	X	X	X	X	X	X	X	X	X	X			
53	General	ILS	Crime Prevention Committee	X	X	X	X	X	X	X	X	X	X	X	X	
54	General	CK / ILS	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees						X	X	X					Review and update as required.
CORPORATE SERVICES																
55	Strategic Plan	COR / PFRS	Financial Assistance Program for Seniors							X	X	X				
56	Strategic Plan	ILS / PFRS / COR	Township Inclusivity and Diversity Advisory Committee		X	X	X	X								
57	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing	X	X	X	X	X	X	X	X	X	X	X	X	
58	Strategic Plan	ILS / CK / COR	Grant Application - Community Support, Multiculturalism and Anti-Racism Initiatives Program	X												Joint preparation a grant application submission to support The Prime Ministers Path Stakeholders Consultation Project
59	Strategic Plan	COR	Asset Management - Defined Levels of Service			X	X	X								Workshops to occur with consultant in Q1.
60	Strategic Plan	COR	Asset Management Plan - Core Infrastructure Assets					X	X	X						
61	Strategic Plan	COR	Asset Management - Fleet Replacement Strategy				X	X								
62	Strategic Plan	COR	Establish Debt Management Governance Policy						X	X	X	X	X	X		
63	Strategic Plan	COR	Establish Municipal Investment Governance Policy					X	X	X						
64	Strategic Plan	COR	Review / Update Dedicated Infrastructure Investment Strategy										X	X	X	
65	Strategic Plan	COR	Reconciliation Action Plan Working Group	X	X	X	X	X	X	X	X	X	X	X	X	Staff representative participating on weekly meetings.
66	Capital Program	COR	Development Charges Study Update	X	X	X	X	X	X							Project initiated with Watson and Associates
67	Capital Program	COR	Office 365 Migration	X	X	X	X	X	X							
68	Capital Program	COR	Corporate Phone System Replacement (Admin/WRC/PWOC)	X	X	X	X	X	X							Contract awarded to Execulink. Installation anticipated Q2.
69	Capital Program	COR	Network Infrastructure / Hardware and Software Updates	X	X	X	X									IT Security Infrastructure installation to be complete by the end of Q1, 2021.
70	Capital Program	COR	Corporate Cell Phone Phones Renewal & Deployment		X	X	X	X								

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71	Capital Program	COR	Municipal Accounting Software Upgrade					X	X	X	X					Project scope revised to include HR / Payroll software.
72	Capital Program	COR	Corporate Security Program						X	X	X					
73	Capital Program	COR	Cyber Security Strategy & Disaster Recovery Plan							X	X	X				
74	Capital Program	DS / COR	New Hamburg Floodzone Backwater Valve Program (NDMP Grant)	X	X	X	X	X	X	X	X	X	X	X	X	application filed - program will commence if grant secured
75	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review		X	X	X	X	X	X	X	X	X	X	X	Consultant presented to Council February 22, 2021 - referred to staff for follow-up reports
76	Capital Program	CAO / PFRS / COR	Library Services Facility Review													Project deferred pending implementation and review of consultants report.
77	Capital Program	PFRS / COR / CK	Consultation with TCP regarding Integrated Production Facility		X	X	X	X	X	X	X	X	X			
78	Capital Program	COR	Establish Corporate GIS Framework							X	X	X	X			
79	COVID-19	COR	Area Senior HR Managers COVID-19 Working Group	X	X	X	X	X	X	X	X	X	X	X	X	Weekly meetings to continue.
80	COVID-19	COR	Waterloo Region Area Treasurers COVID-19 Working Group	X	X	X	X	X	X	X	X	X	X	X	X	Weekly meetings to continue.
81	General	COR	Annual Legislative Reporting to MMAH		X	X										Project completed.
82	General	COR / PWE	Water Meter Audit				X	X	X							
83	General	COR / PWE	Water Leak Detection Program				X	X	X							
84	General	COR	Fees and Charges Review									X	X	X	X	
85	General	COR / PWE	Wilmot Water Financial Plan Update										X	X		
86	General	CAO / DS / ILS / COR	New Hamburg Board of Trade / Liaison	X	X	X	X	X	X							Discussions and Support to NHBOT
87	General	COR	IT Business Plan Review / Update									X	X	X		
88	General	COR	Sustainability Committee Coordination	X	X	X	X	X	X	X	X	X	X	X	X	Virtual meetings ongoing.
89	General	COR	Staff Recruitment (Levels of Service)			X	X	X								
90	General	COR	Records Management for HR / Personnel Records			X	X	X	X	X	X	X	X	X	X	
91	General	COR	Corporate HR Guidelines Update / Training	X	X	X	X	X	X	X	X	X	X	X	X	
92	General	COR	Health and Safety Excellence Program						X	X	X	X	X			
93	General	COR	Violence and Harassment Policy Implementation and Training	X	X	X										Policy updated. Staff training to occur in Q1.
94	General	COR	Ergonomic Assessment Program					X	X	X	X					
95	General	COR	Job Hazard Assessments						X	X	X	X	X	X	X	

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96	General	COR	Desktop Management Software & Help Desk Deployment	X	X	X	X	X									
97	General	COR	Develop and Implement a new IT Orientation Plan for New Staff						X	X	X						
98	General	COR	AMP it up 2.0 (Asset Management Plan Support)	X	X	X	X									Staff working with external consultant on asset management data governance	
99	General	COR	Asset Management - Work Order Management Software		X	X	X	X	X	X						Module deployed to environmental services and PFRS deployment ongoing.	
100	General	COR	Review / Update Procurement By-Law					X	X	X	X	X					
101	General	COR	E-Bidding Platform Migration				X	X	X								
102	General	COR	Establish Centralized Vendor Contract Management Database							X	X	X					
103	General	COR	Establish Standardized Contractor / Consultant Evaluation Program						X	X	X						
104	General	COR	GHG Reporting to Ministry and Sustainable Waterloo Region		X				X	X						SWR reporting completed.	
105	General	COR	Insurance Renewal Application with Waterloo Region Municipal Insurance Pool	X	X											Project completed.	
106	General	COR	2020 Year End Financial Statements, FIR and Audit	X	X	X	X										
107	General	COR	OMPF Resource Group			X			X		X				X		
108	General	COR	Grant Application - FCM Municipal Asset Management Program	X	X	X	X										
109	General	COR	Grant Application - Investing in Canadian Infrastructure - Green Stream	X	X	X	X										
110	General	COR	Grant Application - Municipal Modernization Funding		X	X	X	X	X								
111	General	COR	Grant Application - Community Support, Multiculturalism and Anti-Racism Initiatives	X	X	X	X										
112	General	COR	Grant Application - National Disaster Mitigation Program	X	X	X	X										
113	General	COR	Grant Application - Investing in Canadian Infrastructure - COVID Stream	X	X	X											
114	General	COR	Grant Application - Celebrate Canada 2021	X	X	X											
115	General	COR	Update Reserve Fund By-Law						X	X	X						
116	General	COR	Diversity and Inclusion Training	X	X	X	X	X								Virtual training sessions to occur with Spectrum Community Space.	
PARKS, FACILITIES AND RECREATION SERVICES																	
117	Strategic Plan	PFRS / DS	Trails Master Plan - Implementation and Monitoring			X	X	X	X	X	X	X					
118	Strategic Plan	PFRS	Develop and obtain approval for an Affiliation Policy					X	X	X	X					Recommendation from Parks, Facilities and Recreation Master Plan	
119	Strategic Plan	ILS / PFRS / COR	Township Inclusivity and Diversity Advisory Committee		X	X	X	X									

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120	Strategic Plan	COR / PFRS	Financial Assistance Program for Seniors						X	X	X					
121	Strategic Plan	PFRS / PWE	Collaborate with Let's Tree Wilmot on tree planting initiatives				X	X			X	X				
122	Capital Program	PFRS	NH Library - Replace Rooftop HVAC Unit					X	X	X						Project deferred to 2022
123	Capital Program	PFRS	NH Arena Maintenance & Repairs	X	X	X	X	X								Completion of recommendations from structural review
124	Capital Program	PFRS	Admin Complex - HVAC Replacement Project		X	X	X	X	X	X	X	X	X	X		Consultant has been retained, initiating design
125	Capital Program	PFRS	Admin Complex - LED lighting retrofit					X	X	X						
126	Capital Program	PFRS	Install Automatic Field Irrigation System at WRC								X	X	X			
127	Capital Program	PFRS	WRC (Aquatic Centre) LED lighting retrofit					X	X	X						
128	Capital Program	PFRS	Artificial Turf Field at Waterloo Oxford with WRDSB		X	X	X	X								Expected completion Q2 2021
129	Capital Program	PFRS	Electric Vehicle Charging Stations Project completion		X	X	X	X	X	X	X					Project underway. Locations are finalized. Project being led by the Region.
130	Capital Program	PFRS	Mausoleum Repairs - Riverside Cemetery			X	X	X	X	X						
131	Capital Program	PFRS / DS	Trail Development - Gibney Forest / Sandhills Road Multi-Use Pathway	X	X	X	X	X	X	X	X	X	X	X	X	RFP for construction has been issued
132	Capital Program	PFRS / DS	Trail Development - Nith River Pathway (RED Grant)	X	X	X	X	X	X	X	X	X	X	X	X	RFP for design has been issued
133	Capital Program	PFRS	Replace Fire Panel and System - Admin Building					X	X	X						
134	Capital Program	PFRS	Parks Operations Facility Space Needs Study & Design	X	X	X	X	X	X	X	X					Monteith Brown engaged and project commencing
135	Capital Program	PFRS	Rekeying Community Centres & Key Management Program			X	X	X								
136	Capital Program	CAO/ PFRS / COR	Library Services Facility Review													Project deferred pending implementation and review of consultants report.
137	Capital Program	PFRS	Removal of New Dundee concession building and Construction of memorial electrical Shed			X	X	X	X	X						
138	Capital Program	PFRS	Wilmot Smart Commute Program												X	
139	Capital Program	PFRS	Mannheim Multi-purpose Pad installation					X	X	X	X					
140	Capital Program	PFRS / COR / CK	Consultation with TCP regarding Integrated Production Facility		X	X	X	X	X	X	X	X	X			
141	Capital Program & PFRS Master Plan	PFRS	Third Ice Pad Concept Design and Location Analysis	X	X	X	X	X	X	X	X					Monteith Brown engaged and project commencing
142	Capital Program & PFRS Master Plan	PFRS	Petersburg Playground Replacement			X	X	X	X							
143	Capital Program & PFRS Master Plan	PFRS	St. Agatha Playground Replacement			X	X	X	X							
144	COVID-19	PFRS	Regional Recreation Directors COVID-19 Task Force Committee and Wilmot Emergency Control Group	X	X	X	X	X	X	X	X	X	X	X	X	Ongoing meetings as required

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145	COVID-19	PFRS	Update COVID-19 protocols and programming needs per legislation	X	X	X	X	X	X	X	X	X	X	X	X	
146	General	PFRS	Standard Operating Procedures Manual Development			X	X	X	X	X	X	X	X			Ongoing review & update Policies and Procedures for WRC and other Parks and Recreation operations.
147	General	DS / PFRS / PW&E	Municipal Tree Canopy Policy Consolidation					X	X	X	X					deferred due to Covid from 2020
148	General	PFRS	Review and update Fire Safety/Emergency Plan for New Hamburg CC	X	X	X										Expected completion Q2
149	General	PFRS	Manage and Monitor Goose Control Program	X	X	X	X	X	X	X	X	X	X			
150	General	PFRS	Update Cemetery By-law, procedures and forms		X	X	X	X	X							Project underway.
151	General	PFRS	Update GRCA Land Management Agreement	X	X	X	X	X								
152	General	DS / PFRS / CAO	Mike Schout Wetlands Park steering committee	X	X	X	X	X	X	X	X	X	X	X	X	ongoing
153	General	PFRS	Update and Renew Seniors Woodworking Agreement	X	X	X	X	X								
154	General	PFRS	Update and Renew Wilmot Horticulture Society Agreement - 5 year	X	X											Project completed.
155	General	PFRS	Develop a marketing plan for WRC and Recreation programs & services							X	X	X	X	X		
156	General	PFRS	Develop a Recreation Programming mini-master plan to expand programming	X	X	X	X									
157	General	PFRS	Formalize agreements with minor sport organizations for office & storage		X	X	X	X	X	X						
158	General	PFRS	Joint Use Agreement with the WRSB for use of Artificial Turf Field		X	X	X									Agreement underway
159	General	PFRS	Update rental agreement terms and conditions	X	X	X										Project completed.
160	General	PFRS	Develop Pool, Ice and Field Allocation Guidelines and Procedures		X	X										Project completed.
161	General	PFRS	Develop maintenance practices for artificial turf field			X	X									
162	General	PFRS	Develop & Implement a Trails inspection and maintenance program					X	X	X	X	X	X			Inspection protocols have been developed.
163	General	PFRS	Review/rename Family Changerooms & Washrooms at WRC re: Gender equity		X	X	X									
164	Operating	PW&E / PFRS	Reforestation Program				X			X	X	X				
PUBLIC WORKS AND ENGINEERING																
165	Strategic Plan	PW&E / DS	Beckdale Trunk Sanitary Sewer EA and Construction	X	X	X	X	X	X	X	X	X	X	X	X	
166	Strategic Plan	PW&E	Bridge Street Bridge #34/B-T9 EA	X	X	X	X	X	X	X	X	X	X	X	X	
167	Strategic Plan	PW&E	Infrastructure Master Planning (Phase 1,2&3)-Underground Infrastructure						X	X	X	X	X	X	X	
168	Strategic Plan	PW&E / DS	Morningside Trunk Sanitary Sewer EA	X	X	X	X	X	X	X	X	X	X	X	X	

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169	Strategic Plan	PW&E	Sanitary Sewer I&I Reduction Program	X	X	X	X	X	X	X	X	X	X	X	X	
170	Strategic Plan	PW&E	Public Works Operations Facility Needs Study and Snow Storage Review					X	X	X	X	X	X	X	X	
171	Strategic Plan	PW&E / DS	RoW Water/Wastewater Master Plan (Regional Project Committee)	X	X	X	X	X	X	X	X	X	X	X	X	
172	Strategic Plan	PW&E	Sanitary System Infiltration Study	X	X	X	X	X	X	X	X	X	X	X	X	
173	Strategic Plan	PW&E	Infrastructure Standards and Specifications Manual						X	X	X	X	X	X	X	
174	Strategic Plan	PW&E	Municipal Consent Requirements Manual			X	X	X	X	X						
175	Strategic Plan	PW&E	Shared Services and Joint Purchasing Initiatives	X	X	X	X	X	X	X	X	X	X	X	X	
176	Strategic Plan	PW&E	RoW Automated Speed Enforcement Implementation (Regional Project Committee)	X	X	X	X	X	X	X	X	X	X	X	X	
177	Strategic Plan	PW&E	Boundary Road Maintenance Framework/Agreements				X	X	X	X	X	X	X			
178	Strategic Plan	PFRS / PWE	Collaborate with Let's Tree Wilmot on tree planting initiatives				X	X				X	X			
179	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing	X	X	X	X	X	X	X	X	X	X	X	X	
180	Strategic Plan	PW&E	Utility Coordination and Network Upgrades (broadband expansion opportunities through SWIFT and other telecom providers)	X	X	X	X	X	X	X	X	X	X	X		
181	Capital Program	PW&E	Backhoe Loader (New)						X	X	X	X	X	X	X	
182	Capital Program	PW&E	Church & Wilmot Streets Reconstruction (Phase 1 and 2)	X	X	X	X	X	X	X	X	X	X	X		
183	Capital Program	PW&E	Consolidated Linear Infrastructure License	X	X	X	X	X	X	X	X	X	X	X	X	Project plan being developed to achieve timelines outlined by the Province. Ministry has advanced timelines to 2021.
184	Capital Program	PW&E	Gingerich Road Watermain Connection Improvements				X	X	X	X	X	X				
185	Capital Program	PW&E	Gravel Maintenance Program					X	X	X						
186	Capital Program	PW&E	Greenwood Drive Engineering							X	X	X	X	X		
187	Capital Program	PW&E	Guiderail and Chevron Program						X	X	X	X				
188	Capital Program	CK / PW&E	Holland Mills Bridge Heritage Commemoration sign					X	X	X	X					This project was deferred due to COVID. Heritage Wilmot to revisit this project with a Q3 completion date.
189	Capital Program	PW&E	Hannah & Lewis Reconstruction (Surface Works)									X	X			
190	Capital Program	PW&E	Lift Station Pumps and Controller Replacements							X	X	X	X	X		
191	Capital Program	PW&E	Municipal Drain Maintenance and Capital Works	X	X	X	X	X	X	X	X	X	X	X		
192	Capital Program	PW&E	Nafziger Road Watermain Reconstruction					X	X	X	X	X	X			
193	Capital Program	PW&E	OC Oxford Road 5 Culvert Replacements & Resurfacing (County Project)				X	X	X	X	X	X				

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194	Capital Program	PW&E	Ontario Structure Inspections (OSIM) Bridge and Large Culvert Reviews				X	X	X	X	X	X	X	X	X	
195	Capital Program	PW&E	Radar Speed Display Signs			X	X	X	X	X	X	X				Permanent installation and mobile program
196	Capital Program	PW&E	Rail Crossing Signage and Markings					X	X	X	X					
197	Capital Program	PW&E	Replace 2009 Service Vehicle (311-10)	X	X	X	X									
198	Capital Program	PW&E	Replace 2011 Service Vehicle (403-12)				X	X	X	X						
199	Capital Program	PW&E	Replace CCTV Lateral Camera cw Sonic Locater					X	X	X	X					
200	Capital Program	PW&E	RoW Notre Dame Drive Reconstruction (Regional Project Committee)	X	X	X	X	X	X	X	X	X	X	X	X	
201	Capital Program	PW&E	Servicing Study and Preliminary Design (Baden West)						X	X	X	X	X	X	X	
202	Capital Program	PW&E	Sidewalk Repairs and Replacement Program			X	X	X	X	X	X	X				
203	Capital Program	PW&E	RoW Snyder's Road Reconstruction (Regional Project Committee)	X	X	X	X	X	X	X	X	X	X	X	X	
204	Capital Program	PW&E	Surface Treatment Program			X	X	X	X	X	X					
205	Capital Program	PW&E	Tye Road #28C-T13 Culvert Repairs Engineering						X	X	X	X	X	X	X	
206	Capital Program	PW&E	RoW Baden/NH Trunk Watermain Design (Regional Project Committee)					X	X	X	X	X	X	X	X	
207	General	PW&E	Internal Drinking Water Quality Management System (DWQMS) Audit						X	X	X	X	X	X	X	
208	General	PW&E	Municipal Drinking Water Systems - License Renewals	X	X	X	X									
209	General	COR / PW&E	Wilmot Water Financial Plan Update										X	X		
210	General	PW&E	Sidewalk and Parking Lot Maintenance - Term Contract			X	X	X	X							
211	General	PW&E	Website Content Review and Update	X	X	X	X	X				X	X			
212	General	COR / PW&E	Water Meter Audit				X	X	X							
213	General	COR / PW&E	Water Leak Detection Program				X	X	X							
214	General	DS / PFRS / PW&E	Municipal Tree Canopy Policy Consolidation					X	X	X	X					deferred due to Covid from 2020
215	Operating	PW&E	Gravel Maintenance Program Review			X	X	X	X	X	X					
216	Operating	PW&E	MTO Hwy 7&8 Overpass Repairs (Multi-year various locations)											X	X	
217	Operating	PW&E / PFRS	Reforestation Program				X			X	X	X				
218	Operating	PW&E	RoW Nafziger Road/Snyder's Road West Intersection (Regional Project Coordination)										X	X	X	

Item	Functional Area	Department	Project Description	J	F	M	A	M	J	J	A	S	O	N	D	Notes
219	Operating	PW&E	RoW New Dundee Water Treatment Wells (Regional Project Coordination)					X	X	X	X					
220	Operating	PW&E	RoW Regional Shingletown Wells Treatment EA (Regional Project Coordination)					X	X	X	X					
221	Operating	PW&E	RoW Regional Roads - Winter Control Review	X	X	X	X	X	X							
222	Operating	PW&E	RoW Regional Snow Storage Review (Regional Project Coordination)				X	X	X	X	X	X				
223	Operating	PW&E	Row Trussler Road EA/Construction (Regional Project Coordination)	X	X	X	X	X	X	X	X	X	X			
224	Operating	PW&E	Traffic and Parking ByLaw Schedule Review											X	X	
FIRE SERVICES																
225	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review		X	X	X	X	X	X	X	X	X	X	X	Consultant presented to Council February 22, 2021 - referred to staff for follow-up reports
226	Capital Program	FIRE	Replacement Pumper 611	X	X	X	X	X	X	X	X	X	X	X		
227	Capital Program	FIRE	Fire Department Pickups	X	X	X	X	X	X	X						
228	Capital Program	FIRE	Annual Medical Recertification/BLS/Medical Oversight		X	X	X					X	X	X		
229	Capital Program	FIRE	Annual Mandatory Fire Pump Testing Program					X	X	X						
230	Fire Master Plan	FIRE	Station 3 Back up Location (Flooding Event)				X	X	X	X	X	X	X	X	X	FMP Recommendation #18
231	Fire Master Plan	FIRE	Emergency Management Training						X	X	X	X	X			FMP Recommendation #21
232	Fire Master Plan	FIRE	Review/Update By-Law to Establish a Fire Department	X	X	X										FMP Recommendation #1 Bylaw approved by Council Feb 22, 2021
233	Fire Master Plan	FIRE	Community Fire Inspection Program	X	X	X	X	X	X	X	X	X	X	X	X	FMP Recommendation #5 Continue and Ongoing
234	Fire Master Plan	FIRE	Technical Rescue - Awareness Program			X	X	X	X	X	X					FMP Recommendation #8 and #12 Continue and Ongoing
235	Fire Master Plan	FIRE	Technical Rescue - Water and Ice Tech Training	X	X					X	X	X				FMP Recommendation #8 and #12 Continue and Ongoing
236	Fire Master Plan	FIRE	Operations Training - Water and Ice		X	X	X	X		X	X	X				FMP Recommendation #8 and #12 Continue and Ongoing
237	Fire Master Plan	FIRE	Annual Recruitment and Retention Program						X	X	X	X	X	X	X	Recommendation #13 Continue and Ongoing
238	COVID-19	FIRE	Wilmot Emergency Control Group	X	X	X	X	X	X	X	X	X	X	X		Ongoing support during Covid Pandemic
239	COVID-19	FIRE	Re-opening Task Force Committee	X	X	X	X	X	X	X	X	X	X	X		Ongoing support during Covid Pandemic
240	COVID-19	FIRE	Regional COVID Vaccine Task Force Advisor	X	X	X	X	X	X	X	X	X	X	X		Advisor role as CEMC for the Township
241	COVID-19	FIRE	CEMC - Regional COVID-19 Control Group	X	X	X	X	X	X	X	X	X	X	X		Ongoing support during Covid Pandemic
242	General	FIRE	Hose Testing			X	X	X	X	X	X					

Item	Functional Area	Department	Project Description	J	F	M	A	M	J	J	A	S	O	N	D	Notes
243	General	FIRE	DZ Licensing			X	X	X	X	X	X					
244	General	FIRE	Live Fire Training						X	X		X	X			
245	General	FIRE	Flood Preparedness/Emergency Preparedness Public Education	X	X	X	X	X	X	X	X	X	X	X		
246	General	FIRE	Pro Board Certification	X	X	X	X	X	X	X	X	X	X	X		
247	General	FIRE	Firefighter Green Light Public Education Program	X	X	X	X	X	X							
248	General	FIRE	Firefighter Training Records Management	X	X	X	X	X	X	X	X	X	X	X		
249	General	FIRE	FirePro Station Inventory Updates	X	X	X	X	X	X	X	X	X	X	X		Migrated to the new RMS platform
250	General	FIRE	Revision / Updating of Departmental SOG's	X	X	X	X	X	X	X	X	X	X	X		
251	General	FIRE	Recruit Firefighter Training	X	X	X	X	X	X	X	X	X	X	X		
252	General	FIRE	Burn Bylaw Review/Update	X	X	X	X	X	X	X						
253	General	FIRE	Fire Route Bylaw/Update			X	X	X	X	X	X					
254	General	FIRE	First Aid Certification - New Recruits		X	X	X	X								
255	General	FIRE	Preplanning Properties for Solar, Private Hydrants, water Supplies, etc.	X	X	X	X	X	X	X	X	X	X	X		
256	General	FIRE	Township Lock Box Maintenance Program	X	X	X	X	X	X	X	X	X	X	X		
257	General	FIRE	Dry Hydrant Inspection Program	X	X	X	X	X	X	X	X	X	X	X		
258	General	FIRE	Private Hydrant Inspection Program	X	X	X	X	X	X	X	X	X	X	X		
259	General	FIRE	Door to Door Smoke Alarm Program				X	X	X	X	X					
260	General	FIRE	Fire Prevention/Pub Ed - Schools, Rural Residence	X	X	X	X	X	X	X	X	X	X	X		
261	General	FIRE	Company Officer Training	X	X	X	X	X	X	X	X	X	X	X		
262	General	FIRE	Comprehensive Pandemic Response Policy	X	X	X	X	X	X	X	X	X	X	X		Reviewed monthly
263	General	FIRE	Area Fire Chief Working Group	X	X	X	X	X	X	X	X	X	X	X		
264	General	FIRE	P25 Voice Radio Executive Committee	X	X	X	X	X	X	X	X	X	X	X		
265	General	FIRE	P25 Operations Committee	X	X	X	X	X	X	X	X	X	X	X		
266	General	FIRE	Review and Update Internal Exams and Hiring Documents	X	X	X	X	X	X	X	X	X	X	X		Recommendation #12 and #13 Continue and Ongoing
267	General	FIRE	Fire Safety Plans – Township Facilities	X	X	X	X	X	X	X	X	X	X	X		

Item	Functional Area	Department	Project Description	J	F	M	A	M	J	J	A	S	O	N	D	Notes
268	General	FIRE	Gas Detection Equipment	X	X	X	X	X	X							
269	General	FIRE	Thermal Imaging Cameras	X	X	X	X	X	X							
270	General	FIRE	Rescue 617 Replacement	X	X	X	X	X	X	X	X	X	X	X		
271	General	FIRE	Showers Women's washroom Station 1 Baden	X	X	X	X	X	X	X						Architectural, Engineering completed, awaiting final quote
272	General	FIRE	Station 1 Asphalt Repairs	X	X	X	X	X	X	X						
273	General	FIRE	Station 2 Asphalt Repairs	X	X	X	X	X	X	X						
274	General	FIRE	Medical Training Equipment	X	X	X	X	X	X							
275	General	FIRE	Modernize Fire Department Records Management System (RMS)	X	X	X	X	X	X	X	X	X	X	X		Working in collaboration with Kitchener FD Dispatch
276	General	FIRE	Bunker Gear Racks Station 1 Baden		X	X	X	X	X							
277	General	FIRE	Equipment - Hose, Appliances, Master Streams						X	X	X	X	X	X		
DEVELOPMENT SERVICES																
278	Strategic Plan	PFRS / DS	Trails Master Plan - Implementation and Monitoring			X	X	X	X	X	X	X				
279	Strategic Plan	PW&E / DS	RoW Water/Wastewater Master Plan (Regional Project Committee)	X	X	X	X	X	X	X	X	X	X	X	X	
280	Strategic Plan	PW&E / DS	Baden Trunk Sanitary Sewer EA and Construction	X	X	X	X	X	X	X	X	X	X	X	X	
281	Strategic Plan	PW&E / DS	Morningside Trunk Sanitary Sewer EA	X	X	X	X	X	X	X	X	X	X	X	X	
282	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing	X	X	X	X	X	X	X	X	X	X	X	X	
283	Capital Program	DS / COR	New Hamburg Floodzone Backwater Valve Program (NDMP Grant)	X	X	X	X	X	X	X	X	X	X	X	X	application filed - program will commence if grant secured
284	Capital Program	PFRS / DS	Trail Development - Gibney Forest / Sandhills Road Multi-Use Pathway	X	X	X	X	X	X	X	X	X	X	X	X	RFP for construction has been issued
285	Capital Program	PFRS / DS	Trail Development - Nith River Pathway (RED Grant)	X	X	X	X	X	X	X	X	X	X	X	X	RFP for design has been issued
286	Capital Program	DS / CK	Cultural Heritage Landscape Study (partners with RMOW / UW)	X	X	X	X	X	X	X	X	X	X	X	X	Background research underway, public consultation in Q2
287	COVID-19	DS	BESTWR Committee's - Industry, Construction, Agriculture, Tourism	X	X	X	X	X	X	X						Meetings will continue as needed
288	COVID-19	DS	Regional Patio Working Group	X	X	X	X	X	X							Meetings ongoing to develop 2021 policy guideline
289	COVID-19	DS	Regional Planning Directors COVID-19 Working Group and Wilmot ECG	X	X	X	X	X	X	X	X	X	X	X	X	Meetings ongoing
290	COVID-19	DS	Implementation of COVID-19 Protocols / Procedures for Building Inspections	X	X	X	X	X	X	X	X	X	X	X	X	Implementation modified depending on Provincial order as needed
291	General	CAO / DS	Joint Review of Regional / Lower-Tier Planning Approvals	X	X	X	X	X	X	X	X	X	X	X	X	

Item	Functional Area	Department	Project Description	J	F	M	A	M	J	J	A	S	O	N	D	Notes
292	General	DS / PFRS / CAO	Mike Schout Wetlands Park steering committee	X	X	X	X	X	X	X	X	X	X	X	X	ongoing
293	General	DS	Regional Municipal Comprehensive Review (MCR) - growth plan to 2051	X	X	X	X	X	X	X	X	X	X	X	X	Director sits as member of Municipal Working Group
294	General	DS	RMOW JART (Joint Agency Review Team) for aggregate applications	X	X	X	X	X	X	X	X	X	X	X	X	discussions ongoing
295	General	DS	Zone 14 - Extractive Industrial zoning category review	X	X	X	X	X	X	X	X	X				background research Q1, presentation to Council and public input Q2, report to Council Q3
296	General	DS / PFRS / PW&E	Municipal Tree Canopy Policy Consolidation					X	X	X	X					deferred due to Covid from 2020
297	General	DS	Sign Bylaw Review					X	X	X	X					deferred due to Covid from 2020
298	General	CAO / DS / ILS / COR	New Hamburg Board of Trade / Liaison	X	X	X	X	X	X							Discussions and Support to NHBOT
CASTLE KILBRIDE																
299	Strategic Plan	ILS / CK / COR	Grant Application - Community Support, Multiculturalism and Anti-Racism Initiatives Program	X												Joint preparation a grant application submission to support The Prime Ministers Path Stakeholders Consultation Project
300	Strategic Plan	CK	Explore designation of property under Part IV of the Ontario Heritage Act					X	X	X						Heritage Wilmot to explore opportunities in 2021
301	Strategic Plan	CK	Update Non-Designated Register of Heritage Properties	X	X	X	X	X	X							Heritage Wilmot to provide updated list Q2/Q3 to Council
302	Strategic Plan	CK	Research a Public Art Policy						X	X	X	X	X	X	X	Research and creation of a Public Art policy to help guide the Township
303	Strategic Plan	CK / ILS	Prime Ministers Path Committee													Project paused by Council Resolution No. 2020-104.
304	Capital Program	CK	Wayfinding Interior Signage for Castle Kilbride					X	X	X						This project was deferred due to COVID. Staff will explore best signage practice for the museum noting new COVID protocol in place for tourism.
305	Capital Program	CK/PWE	Holland Mills Bridge Heritage Commemoration sign						X	X	X	X				This project was deferred due to COVID. Heritage Wilmot to revisit this project with a Q3 completion date.
306	Capital Program	CK	Rolled Shelving for artifact storage room		X	X	X	X								A grant application for heritage collections was successful and \$28,456 was awarded in 2020. Project to be completed in Q2/Q3
307	Capital Program	DS / CK	Cultural Heritage Landscape Study (partners with RMOW / UW)	X	X	X	X	X	X	X	X	X	X	X	X	Background research underway, public consultation in Q2
308	Capital Program	PRFS / COR / CK	Consultation with TCP regarding Integrated Production Facility		X	X	X	X	X	X	X	X	X			
309	COVID-19	CK	Post-COVID Museum Plan with Re-opening Task Force	X	X	X	X									Staff to review previous plan and alter as required to ensure a safe reopening on April 3, 2021
310	COVID-19	CK	Wilmot Emergency Control Group													Meetings as required
311	COVID-19	CK	Training Manual for staff and volunteers for museum reopening	X	X	X										To be completed and introduced through training with PT staff.
312	General	CK	Grant Application - Community Museum Operating Grant (CMOG)		X	X										Submit final requirement for Ministry of Culture's operating grant for the museum
313	General	CK	Grant Application - Young Canada Works	X												Write and submit for federal wage subsidy student grant
314	General	CK	Grant Application - Canada Summer Jobs	X												Write and submit for federal wage subsidy student grant
315	General	CK	Set event and exhibit schedules for 2021 (Including contingency plans)	X	X											Include contingency plans to modify events to accommodate safety measures.

Item	Functional Area	Department	Project Description	J	F	M	A	M	J	J	A	S	O	N	D	Notes
316	General	CK	Create social engagement program for 2021 (printed, video, social media posts)	X	X	X										Create Facebook posts, tweets and videos promoting the museum; Coordinate and submit articles based on specific themes for various publications.
317	General	CK	Explore online exhibits				X	X	X	X						Creation of online exhibits to engage the public
318	General	CK	Artifact inventory			X	X	X								Conduct inventory of contents inside each room of Castle Kilbride, as well as artifacts in storage. Verify and assess condition
319	General	CK	Explore virtual programming				X	X	X	X						Exploring new venue to engage the public
320	General	CK	Plan 2021 initiatives with Chairperson from Castle Kilbride	X	X											Establish meeting schedules and goals for the committee
321	General	CK	Plan 2021 initiatives with Chairperson from Heritage Wilmot	X	X											Establish meeting schedules and goals for the committee
322	General	CK	Heritage Day 2021	X	X											Creation of an online social media campaign in lieu of an in person event hosted by Heritage Wilmot; Coordinated written articles highlighting Heritage Week to be featured in the New Wilmot Independent's Heritage Edition by committee members
323	General	CK	Recruitment and Onboarding - Full-Time Museum Assistant			X	X	X								This position was approved as part of the 2020 budget process and deferred due to COVID. Anticipated start for new position is early May.
324	General	CK	Review and update museum policies					X	X	X	X	X	X	X		Review current and update as needed with the Castle Kilbride Advisory Committee; Also includes review of Castle Kilbride's Five Year Plan as per requirement for CMOG.
325	General	CK	Archives Room reorganization	X	X	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.
326	General	CK	Update and refresh Castle Kilbride and Heritage Wilmot websites		X	X	X	X								Review of current sites to enhance or update information.
327	General	CK	Recruitment and Onboarding - Summer Staff					X	X	X	X					Based on grant approvals, summer staff to commence mid-June.
328	General	CK / ILS	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees						X	X	X					Review and update as required.
329	General	CK	Research and Plan Draft 2022 Special Event and Exhibit list								X	X	X	X		Creation of a schedule for 2022 promotion.