

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CAO

DATE: August 31, 2015

	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	CTT/Regional Economic Development Corporation Implementation	Grant, Municipal CAOs	X	X	X	X	X	X	New WREDC was created and new Board selected. Working with CTT Board and staff on transfer.
2	Joint initiative, Boards of Trade, Chamber of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	In June, Mayor, Ward Councillor and CAO met with New Hamburg Board of Trade Executive Committee to discuss a wide range of tasks.
3	CAO's Waterloo Region Tourism Marketing Corporation	Grant	X	X	X	X	X	X	EOI approved for WCF Vital grants.
4	Monitor/persue senior government opportunities	Grant, Management Team	X	X	X	X	X	X	Funding approved under Canada 150 Fund.
5	Hire consultant and undertake a Facilities & Recreation Services Master Plan	Grant, Scott	X	X	X	X	X	X	Application submitted for OMCIP.
CAPITAL PROGRAM									
6	Updated 10 Year Capital Forecast 2015 and 2016	Grant, Management Team			X	X	X	X	2015 Complete.
GENERAL									
7	Budget 2015	Grant, Management Team							Completed.
8	Budget 2016	Grant, Management Team			X	X	X	X	
9	2015 Work Programs and review	Grant, Management Team		X	X				Completed.
10	Employee performance reviews	Grant, Management Team				X	X	X	
NEW INITIATIVES									
11	Leadership training for front-line managers	Grant, Lorena							23 Directors and Managers attended the half day seminar by James Robbins.
12	Establish annual summer staff bar-be-que	Grant, Lorena	X						Bar-be-que was successful, held on July 16.

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
STRATEGIC PLAN									
1	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Harold/Rosita/Barb	X	X	X	X	X	X	Township continuing discussions with Boards of Trade
2	Website Design and Implementation	Website Working Group	X	X	X	X	X	X	Homepage design complete. Content writing in progress. Project to "go-live"
CAPITAL PROGRAM									
3	New Dundee Mun/Cmty Events Grd Sign (Capital Project)	Barb/Scott							Completed
GENERAL									
4	Accessibility Initiatives/Actions - 2014 Municipal Election Report	Barb/Dawn							Completed
5	RFQ - Lease of Mun Agric Lands - West of Catherin Street, NH	Barb							Completed
6	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/Kevin					X	X	Research Underway
7	2014 Work Program Year End Review	Barb/Dawn/Derk/Kevin							Completed
8	2015 Work Program	Barb/Dawn/Derek/Kevin							Completed
9	2015 Work Program Mid Year Review	Barb/Dawn/Derk/Kevin		X					August 31st
10	Community Newsletter (with interim tax bills)	Dawn							Completed
11	Community Newsletter (with final tax bills)	Dawn							Completed
12	Budget 2015	Barb/Management Team							Budget approved in February 2015.
13	Budget 2016	Barb/Management Team			X	X	X	X	Draft budget schedule approved by SMT.
14	Hire By-law Summer Student - Canada Summer Jobs	Barb/Derek/Lorena							Completed
15	Update Township Property Inventory	Dawn						X	
16	Employee Performance Reviews	Barb				X	X	X	
17	Re-registration of 40 Year Old Easements	Dawn							Completed
18	Proposed Designation Livingston Church	Barb/Tracy/Heritage Cm							Completed
19	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Drain Reports to be Filed Fall 2015
20	Gingerich Road Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Project Completion Summer 2015
21	St. Agatha Drain 2013-Kraehling Petition	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Revised/updated Report Filed August 2015

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
22	Finnie Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Pending Filing of Report
23	FIT Program Solar Rooftop Projects Reports	Barb							Ongoing Support
24	Phillips-Doehn Drain	Barb/Dawn/J. Kuntze							Completed
25	Don Zehr Drain Petition	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Construction to be Completed August 2015
26	Activa-Region-Trussler Road Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Appeal Filed with Drainage Tribunal
27	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Drain Reports to be Filed Fall 2015
28	Drain Maintenance - Various Drains	J. Kuntze	X	X	X	X	X	X	Tile and Catchbasin Repair, inspections in progress
28	Nachurs-Alpine Municipal Drain	Barb/Dawn/P. Burnside	X	X	X	X	X	X	Survey complete, preliminary design underway
29	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			
30	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	
31	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/Kevin	X	X	X				Update Underway
32	Update Traffic and Parking By-law	Barb/Dawn/Derek/Kevin	X	X	X	X	X	X	
33	Join Grand River Accessibility Advisory Committee	Barb/Dawn							Completed
34	Legal Process to Designate Livingston Presbyterian Church Baden	Barb/Tracy/Heritage Cm							Completed
35	Additional Smoking Prohibitions - Prescribed Areas	Barb/Dawn/Vicky/Region							Met with Major Event Groups to Update
36	Digital Records Management System	Barb/Dawn						X	Research Underway
37	Refil Part Time Animal Control Services Contract	Barb/Dawn/Derek/Patrick							Completed Through KWHS Existing Contract
NEW INITIATIVES									
38	Bill 8(Pubic Sector/MPP AccountabilityTransp. Act) Research	Barb/Dawn/Area Clerks	X	X	X	X	X	X	Update at September 18th Clerks' Meeting
39	Provincial Review of Municipal Elections Act / Clerk's Feedback	Barb/Dawn/Area Clerks	X						Clerk's Response Forwarded to Province
40	Provincial Review of Municipal Act - Clerk's Feedback	Barb/Dawn/Area Clerks	X	X	X	X			Report Forthcoming to Council Fall / 2015
41	RFQ Township of Wilmot Municipal Drainage Superintendent	Selection Committee	X	X					Council Approval of Award August/2015
42	Assignment of Part-time Animal Control - KWHS	Barb/KWHS/Finance							Completed
43	Registration of Trademark - Wilmot Fire Department Logo	Barb							Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
44	Amendments to Noise By-law - Wilmot FF Event; Baden CornFest	Dawn							Completed
45	Establish Township Feedback Protocol	Barb/Management Team	X	X	X				Research Underway
46	Victoria Day Event Follow Up With Committee, Region, WRPS	Barb/Derek/Kevin/Dawn							Meeting Held to Review Safety Initiatives
47	Multi-Year Accessibility Plan Update	Barb/GRAAC	X	X	X	X	X	X	Initial Review by GRAAC, Council Report to Follow

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCE

DATE: August 31, 2015

	Project	Person Responsible								
			J	A	S	O	N	D		
STRATEGIC PLAN										
1	Monitor/Pursue Senior Government Funding Opportunities	Rosita, Patrick, Management Team	x	x	x	x	x	x		Funding approved under Canada 150 Fund; EOI approved for KWCF Vital Grants; Application submitted for OMCIP
2	Website Design and Implementation	Website Working Group	x	x	x	x	x			Homepage design complete. Content writing in progress. Projected to "go-live" in November 2015.
3	Asset Management Plan Software Purchase/Implementation	Patrick, Rosita, Gary, Alastair, David, Sean	x	x	x	x	x	x		Contract awarded to Public Sector Digest. Staff working with consultants to compile Tangible Assets (TA) database
4	Review Expanding Options for Electronic Payment (Parking Fines, Animal Licensing, etc)	Ashton, Patrick	x	x	x					Review and implementation of eCommerce solution from USTI anticipated late summer
5	Establish Green Team for Sustainable Waterloo Region Regional Carbon Initiative (RCI)	Patrick, Grant								Project completed.
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x		Township continuing discussions with Board of Trade
CAPITAL PROGRAM										
7	Implementation of Water Meter Radio Read Program	Ashton, Sue, Utilities	x	x	x	x	x	x		Installations on-going throughout 2015. To date 2,554 locations are completed.
8	Mannheim/Shingletown Water/Wastewater System Transition	Rosita, Ashton, Sue, Utilities	x	x	x					Cross-border servicing agreement completed. Water Meter replacements scheduled for August completion.
9	Public/Private Wi-Fi Implementation	Karl	x	x	x					Project completed.
10	Upgrade Desktops and Notebooks	Karl	x	x	x					Hardware purchased. Deployments on-going throughout summer.
11	Network Infrastructure Replacements (Back-up Server)	Karl	x	x	x	x				IT staff compiling specifications for fall RFQ
GENERAL										
FINANCIAL SERVICES										
12	Update Boundary Agreements for Fire Service (Wellesley/Blandford Blenheim)	Grant, Michael, Patrick								Project completed.
13	Budget 2015	Rosita, Patrick, Ashton, Marzena, Management								Budget approved in February 2015.
14	2015 Work Program	Rosita, Patrick, Ashton, Marzena, Lorena, Karl								Project completed.

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCE

DATE: August 31, 2015

	Project	Person Responsible								
			J	A	S	O	N	D		
15	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Ashton								Project completed.
16	Establish In-House Tracking System for MPAC Assessments	Ashton	x	x						Project completed.
17	Update Electricity and Natural Gas Procurement Strategy	Rosita, Patrick, Marzena								Project completed.
18	Update Water Financial Plan for Council Approval	Ashton, Gary								Project completed.
19	Establish Policy for Fundraising Initiatives	Ashton, Rosita, Management Team								Draft policy under review by SMT
20	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick				x	x			Policy to be updated upon completion of updated Tangible Assets inventory.
21	Review/Update/Streamline Internal Processing On-line Payments	Ashton, Patrick, Barb, Sue				x	x			Solution to be provided by TD CanadaTrust commercial banking. Implementation fall
22	Review Privacy/Confidentiality Policy for Property Tax Information	Ashton, Barb, Sue			x	x				Revenue services staff in discussions with area municipalities and OMTRA regarding policy.
23	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena			x	x				Working with accounting software provider to track compliance through AP module.
24	RFP - External Auditors	Rosita, Patrick								Project deferred to 2016 to co-incide with expiry of current contract.
25	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Ashton, Public Works								Project completed.
26	2015 Work Program Review	Rosita, Patrick, Ashton, Marzena, Management		x						Project completed.
27	2016 Municipal Grants Program	Rosita, Patrick, Management Team			x	x	x	x		Program intake to begin in September.
28	Budget 2016	Rosita, Patrick, Ashton, Marzena, Management			x	x	x	x		Draft budget schedule approved by SMT.
	IT SERVICES									
29	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x		Inventory is continually updated throughout year.
30	Blackberry Device Upgrades	Karl, Marzena								Project completed.
31	Review Implementation of IT Usage Policy	Karl, Lorena				x	x	x		IT staff and HR Co-ordinator discussing elements of policy.
	HUMAN RESOURCES									
32	Seasonal Recruitment	Lorena, Management		x	x					Spring/summer completed, fall in progress
33	Implement Accommodation and Return to Work Policy	Lorena, Management Team				x	x			HR Co-ordinator compiling draft policy for SMT review.

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCE

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
34	Wellness Sessions	Lorena		x				x	One session completed, more scheduled for August and November
35	Review Meals Allowance, Travel Expenses and Clothing Provisions	Lorena, Rosita, Patrick, Marzena		x					Project completed.
36	Review Memorial Donations, Gifts and Long Service Recognition Policies	Lorena, Management Team		x					Updated policies pending review by SMT.
37	Implement Online Training Environment	Lorena, Karl		x	x	x			HR Co-ordinator working in collaboration with Training/Public Education Officer and IT Systems Administrator to determine appropriate solution.
38	Investigate Online Timesheets with InfoHR	Lorena, Karl						x	Project completed.
NEW INITIATIVES									
39	Digitize Property Roll and Pre-Authorized Payment Plan files	Ashton, Barb, Sue			x	x	x	x	Process established for fall implementation.
40	Create Standardized Format for Fillable Forms (On-Line)	Ashton		x	x	x			Working with WRG to establish standard template for all on-line forms/applications.
41	Kitchener Waterloo Community Foundation - Vital Grant	Rosita, Patrick, Scott, Vicky, Grant		x	x	x	x	x	EOI approved. Formal application for funding.
42	Municipal Legislation Review Feedback	Rosita, Patrick, Ashton	x	x					Staff reviewed proposed changes to Financial components of Municipal Act.
43	Leadership Training for Front-Line Managers	Lorena, Grant							23 directors and managers attended 1/2 day training session.
44	Establish Annual Summer Staff BBQ	Lorena, Grant	x						BBQ was successfully held in July 2015.
45	Public Sector Financial Reporting Conceptual Framework	Patrick	x	x	x				Participated and contributed to response from MFOA Committee for Accounting and
46	DWQMS Audit Training	Ashton, Sue, Utilities							Attended 2-day course on Internal auditing for the DWQMS
47	Risk Management Training with WRMIP	Patrick, Rosita, Public Works							Attended 1/2 day course on the merits of Risk Management in municipal environment
48	DWQMS Internal Audit	Ashton, Sue, Utilities		x	x				Audit to commence on August 24th

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES/RECREATION

DATE: August 31, 2015

	Project	Person Responsible	J A S O N D							Status
STRATEGIC PLAN										
1	Complete installation & commissioning of the Wilmot Splash Pad	Scott/Geoff/contractor							complete	
2	Continue to research, develop & impliment seniors/youth programs	Vicky/Lacey	x	x	x	x	x	x	on-going	
3	Review/prioritize trail segments (TMP) with the Trails Interdepartmental Working Group (TIWG) for capital planning	FRS/PW/DS	x	x	x	x	x	x	Canada 150 CIP funding application approved for WRC/Schmidt Woods Trail	
4	Complete installation of barrier-free washroom at the NH Library	Bruce/P&F staff							complete	
5	Assist with Healthy Communities Week	Vicky/staff							complete	
6	Hire consultant to undertake a Facilities & Recreation Services Master Plan	Scott		x	x	x	x	x		
7	Wilmot Reforestation Program - Parks (S & F)	Scott				x	x			
CAPITAL PROGRAM										
60 Snyder's Road West										
8	Carpet replacement at Administration Complex	Geoff/contractor	x	x	x					
9	Atrium galss repairs at Administration Complex	Geoff/contractor	x	x	x					
Parks & Facilities Operations										
10	Tender/purchase parks stake truck	Geoff/P&F staff							complete	
St.Agatha Parks & Facilities										
11	CC - roof drainage repairs	Bruce/contractor	x	x	x	x				
12	Sararas Park playground replacement	Geoff/contactor		x	x				quotations received, September installation	
Petersburg Park										
13	Parking lot expansion	Scott/Geoff/contractor							complete	
New Hamburg Arena/CC										
14	Replace banquet tables at NHCC	Geoff/supplier	x	x	x				complete	
Baden Parks & Facilities										
15	Replace D#2 lighting	Scott/Geoff/contractor		x	x				lighting complete; awaiting restoration works	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES/RECREATION

DATE: August 31, 2015

	Project	Person Responsible	J A S O N D							Status
			J	A	S	O	N	D		
	New Dundee Parks & Facilities									
16	NDCC washroom upgrades	Geoff/suppliers	x	x	x	x			quotes being received for various items	
	New Hamburg Parks & Facilities									
17	Norm Hill Park material storage bunkers	Geoff/contractor			x	x	x			
18	Replace D#1 lighting	Scott/Geoff/contractor		x	x				lighting complete; awaiting restoration works	
19	Norm Hill Park lower lot grading/drainage	Scott/Geoff/contractor							complete	
	Wilmot Recreation Complex									
20	Hire consultant to undertake WRC/Schmidt Woods Trail design	TIWG	x	x	x	x	x	x	Seferian Design Group hired (PRD 2015-06)	
21	Hire contractor to design/install back-up power generator	Scott	x	x	x	x	x		Wagler Electric hired (PRD 2015-05)	
22	Complete maintenance repairs (pool changerooms) at aquatic centre	Geoff/contractors			x				work scheduled for September	
23	Purchase /install pool pump controller	Geoff/Bruce							complete	
	GENERAL									
	Recreation Administration and Community Programs									
24	2015 Operating & Capital Budget	Scott/CAO/FIN/FRS staff							complete; Budget approved Feb/15	
25	Community Recreation Guide (spring/summer & fall/winter)	Crystal/Angela/staff	x	x					complete	
26	Assist with the Splash Pad Grand Opening	All FRS staff							complete	
27	2015 student grant applications	Vicky							complete	
28	Complete outstanding Fire Safety Plans (NH Arena/CC, Admin. Complex)	Scott/contractor	x	x	x	x				
29	Complete annual performance reviews for F/T staff	Scott/Managers					x	x		
30	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x	on-going	
31	2016 Budget	Scott/CAO/FIN/FRS staff				x	x	x		
32	Update 10-year capital forecast	Scott/FIN/Managers				x	x	x		
33	2015 Work Program update	Scott/Managers	x	x			x	x	mid-year update complete	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES/RECREATION

DATE: August 31, 2015

	Project	Person Responsible	J	A	S	O	N	D	Status
34	Hire/train summer students	Scott/Managers							complete
35	Review resource requirements for capital program and trail network implimentation	Scott				x	x		
NEW INITIATIVES									
36	Kitchener-Waterloo Community Foundation - Vital Grant	Rosita, Patrick, Scott, Vicky, Grant		x	x	x	x	x	EOI approved. Formal application for funding.

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: PUBLIC WORKS

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
STRATEGIC PLAN									
1	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes.	FRS/PW/DS	x	x	x	x	x	x	
2	Wilmot Reforestation Program - Public Works	Alastair			x	x	x		
CAPITAL PROGRAM									
3	Hot Mix Asphalt Program	Alastair/Dave	x						Complete
4	Tar & Chip Program	Alastair/Dave	x						Complete
5	Bridge Appraisal Program	Gary/Dave	x	x					
6	Sidewalk Program	Alastair	x	x	x				Tender awarded PW-2015-15
7	Grant & Williams Street Reconstruction	Gary/Dave/Sean/Alastair	x	x	x				Complete
8	Main Street Reconstruction - Engineering	Gary/Dave/Alastair	x	x	x	x	x	x	Consultant hired PW-2014-08
9	King Street Reconstruction - Engineering	Alastair/Dave	x	x	x	x	x	x	Consultant hired PW-2015-08
10	Replace Single Axle Truck (Roads)	Alastair/Dave							Tender awarded PW-2015-04
11	Replace Pickup Truck (Roads)	Alastair/Dave	x						Delivery due in 3rd quarter
12	Steel Beam Guiderails - Pinehill Road	Gary/Dave	x						Complete
BUDGET									
13	2015 Budget	Gary/Dave/Sean/Alastair Management Team							Budget approved February 2015
14	2016 Budget	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	
15	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	
ROADS									
16	Winter Sand Stockpile	Dave				x	x		
17	Prepare Roads for 2016 Hard Surfacing Programs	Dave	x	x	x	x			
18	Gravel Resurfacing Program	Alastair/Dave	x						Complete
19	SWM Facilities - Inspections/Maintenance/Repairs	Dave	x						Complete in 4th quarter

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: PUBLIC WORKS

DATE: August 31, 2015

	Project	Person Responsible	J	A	S	O	N	D	
UTILITIES									
20	Marvin Street Sanitary Pump Station Upgrades	Sean		x	x				
21	Mannheim/Shingletown Water & Sanitary System Assumption	Public Works & Finance	x	x					Complete
22	Water Meter Upgrades	Sean	x	x	x	x	x	x	
GENERAL									
23	Reforestation Program	Alastair		x	x	x			
24	2015 Work Program and Review	Gary	x				x	x	
25	Employee Performance Review	Gary/Dave/Sean				x	x		
26	Update Municipal Database	Alastair				x	x	x	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE

Date: August 31, 2015

	Project	Person Responsible								
			J	A	S	O	N	D		
STRATEGIC PLAN										
1	Fire Agreement Discussions (Wilmot/Waterloo/Wellesley)	Michael	x	x	x	x	x	x		Wellesley complete, Waterloo Discussion
2	Review By-Law to Establish a Fire Department	Michael	x	x	x	x	x	x		Document review in process
3	Aizan Emergency Communications Discussion/Implementation	Michael	x	x	x	x	x	x		Agreement Approved Training Starting
4	Emergency Management Training Event	Michael Gary M	x	x	x	x	x	x		Event is in Development
CAPITAL PROGRAM										
5	Baden Station Infrastructure Improvement	Michael	x	x	x	x	x	x		In Process
6	Baden Station Rear Pavement	Michael			x	x	x	x		In Process
7	Diesel Exhaust Extraction System New Dundee	Michael	x	x	x	x	x			In Process
8	Structural Assessment New Hamburg Station	Michael	x	x	x	x	x	x		Analysis On going
9	Pumper 3 New Hamburg	Michael Fire Mgmt Team	x	x	x	x	x	x		In Process
10	SCBA Upgrades	Michael	x							Complete
11	Protective Gear New Recruits	Michael Gary M	x							Complete
12	Emergency Back Up Power NH Fire Station	Michael / Scott	x	x	x	x	x	x		In Process
13	Emergency Back Up Power Baden Fire Station	Michael / Scott	x	x	x	x	x	x		In Process
14	Pick Up Truck Purchase	Michael	x	x						Complete
15	New Dundee Tanker Lift	Michael	x	x						Complete
16	Baden Tanker 6 Hose Bed Cover	Michael	x							Complete
17	New Hamburg Tent Rental	Michael	x	x						Complete
18	Focible Entry Tools	Michael	x	x						Complete
19	Ventilation Saw New Hamburg	Michael	x	x						Complete
20	Truck Reflective Striping - Baden & New Hamburg	Michael/Fire Mgmt. Team	x	x						Project 50% Complete
GENERAL										
21	Recruit Firefighter Training	Gary M	x	x	x	x				Training Ongoing to October
22	Live Fire Training	Gary M	x	x	x	x				Training Ongoing to October

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE

Date: August 31, 2015

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
23	Firefighter Survival Training	Gary M	x						Training Complete
24	Vulnerable Occupancies Compliance	Dale	x	x	x	x			Compliance Achieved
25	Carbon Monoxide Detector Program	Dale	x	x	x	x	x	x	Program is Ongoing

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: DEVELOPMENT SERVICES

DATE: August 31, 2015

	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X	
2	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	
3	Review / Prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS	X	X	X	X	X	X	
CAPITAL PROGRAM									
4	Budget 2015	Harold, Management Team							Budget Approved Feb/15
5	Budget 2016	Harold, Management Team			X	X	X	X	
6	Updated 10 year Capital Forecast	Harold, Management Team			X	X	X	X	
GENERAL									
7	2015 Work Program	Harold							Complete
8	Township Official Plan Review (Conformity)	Harold, Andrew	X	X	X	X	X	X	Initiated and Ongoing
9	Township Official Plan Review (Rationalization)	Harold, Andrew	X	X	X	X	X	X	Initiated and Ongoing
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	Ongoing
11	Septic Reinspection Program Implementation	Harold, Terry, Basia, Andrew	X	X	X	X	X	X	Initiated and Ongoing
12	Website Refresh Terms of Reference / RFP	All Departments	X	X	X	X	X	X	Complete
13	New Hamburg Core Area Parking Review	Harold, Andrew	X	X	X				Initiated and Ongoing
14	2015 Work Program Review	Harold		X					Complete
15	Employee Performance Reviews	Harold				X	X	X	Complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: August 31, 2015

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Expand summer concert series at Castle Kilbride	Tracy, Sherri							Completed
2	Introduce new exhibits at Castle Kilbride that appeal to all ages	Sherri, Tracy							Completed
3	Research and introduce new Christmas event at Castle Kilbride	CK Staff & Committee			x	x	x		
4	Reorganize and promote Township archives and artifact collections	Tracy, Sherri	x	x	x	x	x	x	
5	Promote Castle Kilbride and Wilmot Twp as a tourist destination	Tracy, Sherri	x	x	x	x	x	x	
6	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot	x	x	x	x	x	x	
7	Designate a Wilmot Township property	Tracy, Heritage Wilmot							Completed; Designated Livingston Presbyterian Church on June 7, 2015
8	Promote historical walking tours	Tracy, Heritage Wilmot		x	x				Featured at Cornfest and Doors Open
9	Submit grant application for NH Grandstand mural project	Tracy, HW Chairperson							Completed
10	Research municipal Arts and Cultural plans	CK Staff				x	x	x	
	CAPITAL PROGRAM								
11	Coordinate grandstand mural project	Tracy, Heritage Wilmot	x	x	x	x			Presentation to Council in September
	GENERAL								
	CASTLE KILBRIDE								
12	Write federal/provincial grants for summer youth employment	Tracy							Completed
13	Research and establish 2015 event and exhibit schedules	Sherri							Completed
14	Plan for Canada's Sesquicentennial with regional Museum Network	Tracy, Sherri							Completed
15	Research, develop and install spring/summer exhibits	Tracy, Sherri, CK							Completed
16	Research, plan and market summer camp programs	Tracy							Completed
17	Solicit colleges/universities for Internship proposals	Tracy							Completed
18	Enhance Castle Procedures and Volunteer Training Manuals	Tracy							Completed
19	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy							Completed
20	Enhance and circulate Spring curriculum programs to schools	Tracy							Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: August 31, 2015

	Project	Person Responsible							
			J	A	S	O	N	D	
21	Write Community Museums Operation Grant (CMOG) for museum	Tracy							Completed
22	Prepare and deliver summer programs and events	Sherri, Tracy							Completed
23	Review/plan for Junior Volunteer /Community involvement Students	Sherri							Completed
24	Research, develop and install fall/winter exhibits	Tracy, Sherri							Completed
25	Plan 2016 budget	Sherri, Tracy		x	x	x	x	x	
26	Research and plan draft 2016 special event and exhibit list	Tracy, Sherri, CK		x	x	x	x		
27	Prepare and deliver winter programs and events	Sherri			x	x	x	x	
Castle Kilbride Advisory Committee									
28	Plan 2015 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman							Completed
29	Coordinate and present new Christmas event	CK Staff & Committee			x	x	x	x	
30	Complete Castle Kilbride book	CK Staff & Committee	x	x	x	x	x	x	In progress; to be completed December
31	Review Castle Kilbride Museum Policies	CK Staff & Committee					x	x	
HERITAGE WILMOT									
Heritage Wilmot Advisory Committee									
32	Plan 2015 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman							Completed
33	Plan/assist Doors Open Waterloo Region to promote Wilmot	Tracy, Heritage Wilmot	x	x	x				
34	Research and plan for a Sir Adam Beck commemorative feature	Tracy, Heritage Wilmot			x	x	x	x	
35	Review Wilmot Walking Tours for 2016	Tracy, Heritage Wilmot					x	x	
NEW INITIATIVES									
36	Assist with establishing new Castle Lecture Series	CK Staff, CK Chairman	x	x	x				
37	Assist WRTMC with Attractions Ontario AGM	Tracy, Sherri							Completed
38	Coordinate microfilm scanning project (Metroland Partnership)	Tracy		x	x				