

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CAO

DATE: March 9, 2015

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
STRATEGIC PLAN																
1	CTT/Regional Economic Development Corporation Implementation	Grant, Municipal CAOs	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	Joint initiative, Boards of Trade, Chamber of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	CAO's Waterloo Region Tourism Marketing Corporation	Grant	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	Monitor/persue senior government opportunities	Grant, Management Team	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	Hire consultant and undertake a Facilities & Recreation Services Master Plan	Grant, Scott	X	X	X	X	X	X	X	X	X	X	X	X	X	
CAPITAL PROGRAM																
6	Updated 10 Year Capital Forecast 2015	Grant, Management Team	X	X									X	X	X	X
GENERAL																
7	Budget 2015	Grant, Management Team	X	X												
8	Budget 2016	Grant, Management Team											X	X	X	X
9	2015 Work Programs and review	Grant, Management Team	X	X	X							X	X			
10	Employee performance reviews	Grant, Management Team												X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			STRATEGIC PLAN											
1	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/Rosita/ Barb	X	X	X	X	X	X	X	X	X	X	X	X
2	New Dundee Municipal/Community Events Grd Sign (Capital Project)	Barb/Scott	X	X	X	X	X							
GENERAL														
3	Accessibility Initiatives/Actions - 2014 Municipal Election	Barb/Dawn	X											
4	RFQ - Lease of Mun Agricultural Lands - West of Catherine Street, NH	Barb	X											
5	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X						
6	2014 Work Program Year End Review	Barb/Dawn/Derek/ Kevin			X									
7	2015 Work Program & Mid Year Review	Barb/Dawn/Derek/ Kevin			X					X				X
8	Community Newsletter (with interim tax bills)	Barb/Dawn/Dept Hds	X	X										
9	Community Newsletter (with final tax bills)	Barb/Dawn/Dept Hds					X	X						
10	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena	X	X	X									
11	Update Township Property Inventory	Dawn												X
12	Budget 2015	Barb/Management Team	X	X										
13	Budget 2016	Barb/Management Team								X	X	X	X	X
14	Employee Performance Reviews	Barb										X	X	X
15	Gingerich Road Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
16	St. Agatha Drain 2013-Kraehling Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X

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DEPARTMENT: CLERK'S SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
17	Finnie Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X	X
18	Drain Maintenance-Myers/Richardson/Biesel/Jantzi/Distler	Barb/J. Kuntze				X	X	X							
19	Activa-Region - Trussler Road Mannheim Municipal Drain	Barb/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
20	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich													
21	Nachurs-Alpine Municipal Drain	Barb/Dawn/Engineer	X	X	X	X	X	X	X	X	X	X	X	X	X
22	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Don Zehr Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X									
24	Digital Records Management System	Barb/Dawn/Karl											X		
25	Update Traffic and Parking By-Law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	X						
26	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/ Kevin	X	X	X	X	X	X	X						
27	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			X				X		
28	Join Grand River Accessibility Advisory Committee	Barb/Dawn	X	X	X	X									
29	Legal Process to Designate Livingston Presbyterian Church - Baden	Barb/Tracy/Heritage Cttme				X									
30	Add'l Smoking Prohibitions - Prescribed Areas	Barb/Dawn/Vicky/Region	X	X	X	X	X	X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	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	x	x	x	x	x	x
2	Website Design and Implementation	Website Working Group	x	x	x	x	x	x	x	x	x	x	x	
3	Asset Management Plan Software Purchase/Implementation	Patrick, Rosita, Gary, Alastair, David, Sean		x	x	x	x	x	x	x	x	x	x	x
4	Review Expanding Options for Electronic Payment (Parking Fines, Animal Licensing, etc)	Ashton, Patrick			x	x	x	x	x	x	x	x	x	x
5	Establish Green Team for Sustainable Waterloo Region Regional Carbon Initiative (RCI)	Patrick, Grant				x	x	x						
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x	x	x	x	x	x	x
CAPITAL PROGRAM														
7	Implementation of Water Meter Radio Read Program	Ashton, Sue, Utilities	x	x	x	x	x	x	x	x	x	x	x	x
8	Mannheim/Shingletown Water/Wastewater System Transition	Rosita, Ashton, Sue, Utilities	x	x	x	x	x	x	x	x	x			
9	Public/Private Wi-Fi Implementation	Karl		x	x	x	x							
10	Upgrade Desktops and Notebooks	Karl			x	x	x	x						
11	Network Infrastructure Replacements (Back-up Server)	Karl						x	x					
GENERAL														
FINANCIAL SERVICES														
12	Update Boundary Agreements for Fire Service (Wellesley/Blandford Blenheim)	Grant, Michael, Patrick	x	x	x									

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DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible															
			J	F	M	A	M	J	J	A	S	O	N	D			
	GENERAL																
	FINANCIAL SERVICES																
13	Budget 2015	Rosita, Patrick, Ashton, Marzena, Management	x	x													
14	2015 Work Program	Rosita, Patrick, Ashton, Marzena, Lorena, Karl		x	x												
15	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Ashton			x	x											
16	Establish In-House Tracking System for MPAC Assessments	Ashton			x	x	x	x	x	x	x	x	x	x	x	x	x
17	Update Electricity and Natural Gas Procurement Strategy	Rosita, Patrick, Marzena			x	x	x										
18	Update Water Financial Plan for Council Approval	Ashton, Gary				x	x	x									
19	Establish Policy for Fundraising Initiatives	Ashton, Rosita, Management Team				x	x	x	x	x	x						
20	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick					x	x									
21	Review/Update/Streamline Internal Processing On-line Payments	Ashton, Patrick, Barb, Sue					x	x	x								
22	Review Privacy/Confidentiality Policy for Property Tax Information	Ashton, Barb, Sue						x	x	x	x						
23	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena						x	x								
24	RFP - External Auditors	Rosita, Patrick							x	x	x						
25	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Ashton, Public Works									x	x	x	x	x	x	x
26	2015 Work Program Review	Rosita, Patrick, Ashton, Marzena, Management Team									x						

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DEPARTMENT: FINANCIAL SERVICES

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	Project	Person Responsible																	
			J	F	M	A	M	J	J	A	S	O	N	D					
	GENERAL																		
	FINANCIAL SERVICES																		
27	2016 Municipal Grants Program	Rosita, Patrick, Management Team													x	x	x	x	
28	Budget 2016	Rosita, Patrick, Ashton, Marzena, Management Team														x	x	x	x
	IT SERVICES																		
29	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
30	Blackberry Device Upgrades	Karl, Marzena			x	x													
31	Review Implementation of IT Usage Policy	Karl, Lorena, Patrick, Management Team					x	x	x										
	HUMAN RESOURCES																		
32	Seasonal Recruitment	Lorena, Management		x	x	x													
33	Implement Accomodation and Return to Work Policy	Lorena, Management Team				x	x	x											
34	Wellness Sessions	Lorena					x										x		
35	Review Meals Allowance, Travel Expenses and Clothing Provisions	Lorena, Rosita, Patrick, Marzena						x	x										
36	Review Memorial Donations, Gifts and Long Service Recognition Policies	Lorena, Management Team							x	x									
37	Implement Online Training Environment	Lorena, Karl													x				
38	Investigate Online Timesheets with InfoHR	Lorena, Karl													x	x			

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			STRATEGIC PLAN											
1	Complete installation and commissioning of the Wilmot Splashpad ("Grand Opening" scheduled for June 5/15)	Scott/consultant/committee		X	X	X	X	X						
2	Continue to research, develop & implement seniors/youth programs	Vicky/staff	X	X	X	X	X	X	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	X	X	X
4	Assist with Healthy Communities Week	Vicky/staff			X	X								
5	Wilmot Reforestation Program - Parks	Scott				X	X				X	X		
6	Complete installation of barrier-free washroom at the New Hamburg L	Bruce/staff	X	X	X	X								
7	Hire consultant and undertake a Facilities & Recreation Services Master Plan	Scott			X	X	X	X	X	X	X	X	X	X
CAPITAL PROGRAM														
60 Snyder's Road West														
8	Carpet replacement at Administration Complex	Geoff/contractor						X	X	X	X			
9	Atrium glass repairs at Administration Complex	Geoff/contractor						X	X	X				
Parks & Facilities Operations														
10	Tender/purchase parks stake truck	Geoff/staff	X	X	X									
St.Agatha Parks & Facilities														
11	Sararas Park playground replacement	Geoff/contractor					X	X						

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
12	CC - roof drainage repairs	Brandon/contractor						X	X					
	Petersburg Park													
13	Parking lot expansion	Geoff/contractor		X	X	X								
	New Hamburg Arena/CC													
14	Replace banquet tables at NHCC	Geoff/supplier									X	X		
	Baden Parks & Facilities													
15	Replace D#2 lighting	Geoff/contractor			X	X	X							
	New Dundee Parks & Facilities													
16	NDCC washroom upgrades	Geoff/Brandon/contractor								X	X	X	X	
	New Hamburg Parks & Facilities													
17	Norm Hill Park material storage bunkers	Brandon/staff						X	X	X				
18	Replace D#1 lighting	Geoff/contractor			X	X	X							
19	Norm Hill Park lower lot grading/drainage	Geoff/contractor		X	X	X								
	Wilmot Recreation Complex													
20	Hire consultant to undertake the WRC woodlot trail design	Scott/TIWG				X	X	X	X	X	X	X	X	X
21	Hire consultant/contractor to design/install permanent back-up power generator	Scott/Geoff			X	X	X	X	X	X	X			
22	Purchase/install pool pump controller	Geoff/Bruce				X	X							

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DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
23	Complete maintenance repairs (pool/changeroom tile) at WRC aquatic centre	Geoff/staff/contractor									X	X				
	GENERAL															
	RECREATION ADMINISTRATION															
24	2015 Operating & Capital Budget	Scott/CAO/Fin/staff	X	X												
25	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	X	X					X	X						
26	Assist with the Grand Opening of the Wilmot Splash pad	Geoff/Vicky/committee					X	X								
27	2015 student grant applications	Vicky			X											
28	Complete outstanding Fire Safety Plans (NH Arena/CC, Admin. Complex, WRC)	Scott/Contractor		X	X	X	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	X	X	X	X	X	X	X	
31	2016 Budget	Scott/Management Team											X	X	X	
32	Update 10-year capital forecast	Scott/Management Team											X	X	X	
33	2015 Work Program	Scott/Managers	X	X	X				X	X				X	X	
34	Hire/train summer students	HR/Brandon			X	X										
35	Review resource requirements for capital program and trail network implementation	Scott				X	X	X	X	X	X	X	X	X	X	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: Public Works

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	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	x	x	x
2	Wilmot Reforestation Program - Public Works	Alastair				x	x				x	x	x	
CAPITAL PROGRAM														
3	Hot Mix Asphalt Program	Alastair/Dave			x	x	x	x	x					
4	Tar & Chip Program	Alastair/Dave			x	x	x	x	x					
5	Bridge Appraisal Program	Gary/Dave		x	x	x	x	x	x	x				
6	Sidewalk Program	Alastair			x	x	x	x	x	x	x			
7	Grant & Williams Street Reconstruction	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	x	x	x			
8	Main Street Reconstruction - Engineering	Gary/Dave/Alastair	x	x	x	x	x	x	x	x	x	x	x	x
9	King Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair		x	x	x	x	x	x	x	x	x	x	x
10	Replace Single Axle Truck (Roads)	Alastair/Dave	x	x	x	x	x							
11	Replace Pickup Truck (Roads)	Alastair/Dave		x	x	x	x	x						
12	Steel Beam Guiderails - Pinehill Road	Gary/Dave				x	x	x	x					
BUDGET														
13	2015 Budget	Gary/Dave/Sean/Alastair Management Team	x	x										

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: Public Works

DATE: March 9, 2015

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
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	x
ROADS														
16	Winter Sand Stockpile	Dave											x	x
17	Prepare Roads for 2016 Hard Surfacing Programs	Dave						x	x	x	x	x		
18	Gravel Resurfacing Program	Alastair/Dave					x	x	x					
19	SWM Facilities - Inspections/Maintenance/Repairs	Dave						x	x					
UTILITIES														
20	Marvin Street Saniatry Pump Station Upgrades	Sean			x	x	x							
21	Mannheim/Shingletown Water & Sanitary System Assumption	Public Works & Finance	x	x	x	x	x	x	x	x	x			
22	Water Meter Upgrades	Sean	x	x	x	x	x	x	x	x	x	x	x	x
GENERAL														
23	Reforestation Program	Alastair					x			x	x	x		
24	2015 Work Program and Review	Gary	x	x	x			x	x				x	x
25	Employee Performance Review	Gary/Dave/Sean										x	x	
26	Update Municipal Database	Alastair	x	x								x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 9, 2015

	Project	Person Responsible	J	F	M	A	M	J	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	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	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	X	X	X
CAPITAL PROGRAM														
4	Budget 2015	Harold, Management Team	X	X										
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	X	X	X									
8	Township Official Plan Review (Conformity)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
9	Township Official Plan Review (Rationalization)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	X	X	X	X	X	X
11	Septic Reinspection Program Implementation	Harold, Terry, Basia, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
12	Website Refresh Terms of Reference / RFP	All Departments	X	X	X	X	X	X	X					
13	New Hamburg Core Area Parking Review	Harold, Andrew					X	X	X	X				

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 9, 2015

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
14	2015 Work Program Review	Harold									X				
15	Employee Performance Reviews	Harold, Terry												X	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE DEPARTMENT

DATE: March 9, 2015

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
STRATEGIC PLAN															
1	Fire Agreement Discussions (Wilmot/Waterloo/Wellelsley)	Michael			x	x	x	x	x	x	x	x	x	x	x
2	Review By-Law to Establish Fire Department	Michael		x	x	x	x	x	x	x	x	x	x	x	x
3	Aizan Emergency Communications Discussion/Implementation	Michael			x	x	x	x	x	x	x				
4	Emergency Management Training Event	Michael/Gary M				x	x	x	x	x	x	x	x		
CAPITAL PROGRAM															
5	Baden Station Infrastructure Improvement	Michael		x	x	x	x	x	x	x	x	x	x	x	x
6	Baden Station Rear Pavement	Michael										x	x	x	
7	Diesel Exhaust Extraction System New Dundee	Michael				x	x	x	x	x	x				
8	Structural Assessment New Hamburg Station	Michael		x	x	x	x	x	x	x	x				
9	Pumper 3 New Hamburg	Michael/Fire Man. Team		x	x	x	x	x	x	x	x	x	x	x	x
10	SCBA Upgrades	Michael		x	x	x	x	x							
11	Protective Gear for New Recruits	Michael/Gary M		x	x	x	x	x	x	x					
12	Emergency Back Up Power New Hamburg Statuin	Michael/Scott			x	x	x	x	x	x	x	x	x	x	x
13	Emergency Back Up Power Baden	Michael/Scott			x	x	x	x	x	x	x	x	x	x	x
14	Pick Up Truck Purchase	Michael		x	x										
15	New Dundee Tanker Lift	Michael		x	x										
16	Baden Tanker 6 Hose Bed Cover	Michael		x	x	x									

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE DEPARTMENT

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
17	New Hamburg Tent Rental	Michael							x					
18	Forcible Entry Tools	Michael		x										
19	Ventilation Saw - New Hamburg	Michael		x	x	x	x	x						
20	Truck Reflective Striping - Baden and New Hamburg	Michael/Fire Man. Team		x	x	x	x	x	x	x	x	x	x	x
GENERAL														
21	Recruit Firefighter Training	Gary M			x	x	x	x	x	x	x	x	x	
22	Live Fire Training	Gary M			x	x	x	x	x	x	x	x		
23	Firefighter Survival Training	Gary M			x	x	x	x	x	x	x	x		
24	Vulnerable Occupancies Compliance	Dale	x	x	x	x	x	x	x	x	x	x	x	x
25	Carbon Monoxide Detector Program	Dale	x	x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 9, 2015

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
STRATEGIC PLAN															
1	Expand summer concert series at Castle Kilbride	Tracy, Sherri			x	x	x	x	x	x	x				
2	Introduce new exhibits at Castle Kilbride that appeal to all ages	Sherri, Tracy	x	x	x				x	x	x				
3	Research and introduce new Christmas event at Castle Kilbride	CK Staff & Committee			x	x	x	x	x	x	x	x	x		
4	Reorganize and promote Township archives and artifact collections	Tracy, Sherri	x	x	x	x	x	x	x	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	x	x	x	x	x	x	x
6	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot		x	x	x	x	x	x	x	x	x	x		
7	Designate a Wilmot Township property	Tracy, Heritage Wilmot		x	x	x	x	x							
8	Promote historical walking tours	Tracy, Heritage Wilmot		x	x					x	x	x			
9	Submit grant application for NH Grandstand mural project	Tracy, HW Chairperson		x	x										
10	Research municipal Arts and Cultural plans	CK Staff						x	x	x	x	x	x	x	x
CAPITAL PROGRAM															
11	Coordinate grandstand mural project	Tracy, Heritage Wilmot				x	x	x	x	x	x	x	x		
CASTLE KILBRIDE															
12	Write federal/provincial grants for summer youth employment	Tracy	x	x	x										
13	Research and establish 2015 event and exhibit schedules	Sherri, Tracy	x	x											
14	Plan for Canada's Sesquicentennial with regional Museum Network	Tracy, Sherri	x	x	x	x	x	x	x	x	x	x	x	x	x
15	Research, develop and install spring/summer exhibits	Sherri	x	x	x										
16	Research, plan and market summer camp programs	Sherri	x	x	x	x									

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 9, 2015

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
17	Solicit colleges/universities for Internship proposals	Tracy	x	x												
18	Enhance Castle Procedures and Volunteer Training Manuals	Sherri			x	x										
19	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri			x	x										
20	Enhance and circulate Spring curriculum programs to schools	Sherri			x	x										
21	Write Community Museums Operation Grant (CMOG) for museum	Tracy				x	x									
22	Prepare and deliver summer programs and events	Sherri, Tracy				x	x	x	x	x	x					
23	Review/plan for Junior Volunteer /Community involvement Students	Sherri				x	x									
24	Research, develop and install fall/winter exhibits	Sherri						x	x	x	x	x	x	x	x	x
25	Plan 2016 budget	Tracy,Mgt Team											x	x	x	
26	Research and plan draft 2016 special event and exhibit list	Sherri, Tracy											x	x	x	
27	Prepare and deliver winter programs and events	Sherri, Tracy													x	x
Castle Kilbride Advisory Committee																
28	Plan 2015 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman			x	x										
29	Coordinate and present new Christmas event	CK Staff & Committee			x	x	x	x	x	x	x	x	x	x	x	x
30	Complete Castle Kilbride book	CK Staff & Committee		x	x	x	x	x	x	x	x	x	x	x		
31	Review Castle Kilbride Museum Policies	CK Staff & Committee				x	x	x	x	x	x	x	x	x	x	x
Heritage Wilmot Advisory Committee																
32	Plan 2015 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman	x	x	x											
33	Plan/assist Doors Open Waterloo Region to promote Wilmot	Tracy, Heritage Wilmot	x	x	x	x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 9, 2015

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
34	Research and plan for a Sir Adam Beck commemorative feature	Tracy, Heritage Wilmot			x	x	x	x	x	x	x	x	x	x	x
35	Review Wilmot Walking Tours for 2016	Tracy, Heritage Wilmot						x	x	x	x	x	x	x	x

** Note: CK = Castle Kilbride HW = Heritage Wilmot*