

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: CAO

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Grant/Management Team							Strategic Plan approved June/13
2	Asset Management Plan	Grant/Management Team	X	X	X	X	X	X	
3	Industrial Land Supply Information Servicing and CTT (Economic Development Review)	Grant	X	X	X	X	X	X	Economic Development Study approved by Council on June 24/13
<b>CAPITAL PROGRAM</b>									
4	Updated 10 year capital forecast	Grant/Management Team			X	X	X	X	
5	Budget 2013	Grant/Management Team							Budget approved Feb/13
6	Budget 2014	Grant/Management Team			X	X	X	X	
7	Provincial/Federal/Other Agency Funding Application	Grant/Rosita							
8	New Dundee Library Branch Implementation	Grant/Scott							
<b>GENERAL</b>									
9	2013 Work Program	Grant/Management Team	X						
10	2013 Work Program Review	Grant/Management Team					X	X	
11	Highway 7&8 MTO EA Corridor Study	Grant/Gary/Harold	X	X	X	X	X	X	
12	New Growth Sanitary Service Study	Grant/Gary/Harold	X	X	X	X			
13	Region EA Sanitary Treatment Plan Expansion	Grant/Gary	X	X	X	X	X	X	
14	Employee Performance Review	Grant/Management Team				X	X	X	
15	CAO's Waterloo Region Tourism Marketing Corporation / CTT Inc	Grant	X	X	X	X	X	X	
16	Review options for surplus pool building in New Hamburg	Grant/Scott	X	X	X	X	X	X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: CLERK'S SERVICES

DATE: July 22, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Design Community Newsletter for Twp Website	Dawn		X	X				Draft initiated
2	Undertake Wilmot "Branding" Process	Management Team				X	X	X	Initiate process
3	Strategic Plan	Management Team							Strategic Plan approved June/13
<b>CAPITAL PROGRAM</b>									
4	Replace/Upgrade Community Events Sign - Downtown NH	Management Team	X	X	X	X	X	X	2014 Capital Budget Process
5	Digitized Municipal/Community Events Sign - Baden	Management Team	X	X	X				Capital Budget 2013 - Installation Fall 2013
6	Renovation - Interior Office - Administration Complex	Fire Chief/Barb/Scott/Tracy	X	X	X	X	X	X	2014 Capital Budget Process
<b>GENERAL</b>									
7	Review/Update of Animal Control By-laws	Barb/Dawn/Derek/Kevin	X	X	X	X	X	X	In progress
8	2013 Work Program	Barb/Dawn/Derek/Kevin	X						
9	2013 Work Program Review	Barb/Dawn/Derek/Kevin					X	X	
10	Community Newsletter (with interim tax bill)	Barb/Dawn/Dept Hds	X	X					Completed
11	Community Newsletter -(with final tax bill)	Barb/Dawn/Dept Hds				X	X		Completed
12	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena		X	X				Completed
13	Update Township Property Inventory	Dawn						X	
14	Budget 2013	Barb							Budget approved Feb/13
15	Budget 2014	Barb			X	X	X	X	
16	Update Retention By-law	Barb/Dawn					X	X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

**DEPARTMENT: CLERK'S SERVICES**

**DATE: July 22, 2013**

	Project	Person Responsible							
			J	A	S	O	N	D	
17	Amend Procedural By-law -Prohibit Use of Electronic Devices During Council Meetings	Barb/Dawn				X	X		
18	Review Animal Control Service Contracts	Barb/Dawn/Derek/Kevin	X	X	X				Quotes obtained, report to Council
19	Employee Performance Review	Barb				X	X	X	
20	Re-registration of 40 Year Old Easements	Dawn							Completed
21	Proposed Designation Livingston Church	Barb/Tracy/Heritage Cm							Tentative
22	Bulk Mailing re Dog Tags	Barb/Dawn/Derek/Kevin	X						Completed
23	Review Open Air Burn By-law	Barb/Fire Chief/Derek			X	X			
24	Gingerich Road Drain	Barb/J. Kuntze	X	X	X	X	X	X	Report Upheld by Tribunal Decision
25	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	Report Referred Back to Engineer
26	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	Pending Filing of Report
27	Koch-Leis Drain Maintenance	Barb/J. Kuntze							Grant Application Completed/Costs Levied
28	Phillips-Doehn Drain	Barb/J. Kuntze							Completed
29	Don Zehr Drain Petition	Barb/J. Kuntze	X	X	X	X	X	X	Engineer Appointed
30	Establish Procedures for Tabulation Equipment	Barb/Dawn				X	X	X	
31	Update Traffic and Parking By-law	Barb/Dawn/Derek/Kevin	X	X	X	X	X	X	Review Underway @ Regional Meetings
32	Amend Schedules to Fire Route By-law	Barb/FC/Derek/Kevin	X	X	X	X	X	X	
33	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			
34	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	
35	Information/Communication Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation

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**DEPARTMENT: CLERK'S SERVICES**

**DATE: July 22, 2013**

	Project	Person Responsible							
			J	A	S	O	N	D	
36	Built Environment Accessibility Standard	Barb	X	X	X	X	X	X	Monitoring Legislation
37	Employment Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation
38	Review of Solicitor Services	Barb/Dept Hds	X						Review Underway
39	Draft Public Consultation Process - OLG Casino	Barb							Report to Council Not Adopted
40	Alternative Voting Methods Review/Vote Counting Equipment	Barb/Dawn							Completed
41	Walda Noise/Park Extension By-law Exemption	Dawn							Completed
42	Minor Update - Discharge of Firearms By-law	Dawn/Barb/Derek/Kevin							Completed
43	Refill Position of Integrity Commissioner	Barb/Grant							Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: FINANCE

DATE: July 22, 2013

	Project	Person Responsible								
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	Strategic Plan	Rosita								Strategic Plan approved June/13
2	Asset Management Plan for Roads/Bridges/Underground	Patrick, Rosita, Tyler, Gary, Alastair, Dave, Sean	x	x	x	x	x	x		
3	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Rosita, Patrick	x	x	x	x	x	x		
4	Review Recreation and Culture Financial Assistance Program	Patrick			x					
5	Municipal Grants Program 2014	Patrick				x	x	x		
6	Review Green Procurement Practices/By-Law	Marzena, Patrick				x	x			
7	Review Finance and Procurement Web Page Content	Rosita, Patrick, Tyler, Marzena, Karl					x	x		
<b>CAPITAL PROGRAM</b>										
8	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x		
9	Upgrade Desktops and Notebooks	Karl	x	x	x					
10	Install/Configure New Data/File Server	Karl		x	x	x				
11	Review/Update 10-year Capital Forecast	Rosita, Patrick			x	x	x	x		
<b>GENERAL</b>										
<b>FINANCIAL SERVICES</b>										
12	Budget 2013	Rosita, Patrick, Tyler, Marzena								Budget approved Feb/13
13	2013 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl	x							
14	Update/Amend Trust Fund By-Law	Rosita	x	x						

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DEPARTMENT: FINANCE

DATE: July 22, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
15	Establish Policy for Fundraising Initiatives	Tyler, Rosita		x	x	x	x		
16	Review/Update PSAB Valuations	Patrick, Rosita			x	x			
17	2014 Budget	Rosita, Patrick, Tyler, Marzena			x	x	x	x	
18	2103 Work Program Review	Rosita					x	x	
19	RFP for Development Charges Study	Rosita, Patrick							x
<b>IT SERVICES</b>									
20	Blackberry 10 Migration	Karl, Patrick	x	x					
21	Printer Refresh (Administration Main Floor, Basement)	Karl, Patrick	x	x					
22	Update IT Business Plan	Karl, Patrick		x	x				
23	Review Web Content Compliance with Legislative Guidelines	Karl				x			
24	Review/Implementation of Wi-Fi Infrastructure at Admin Building	Karl					x	x	
25	Review Implementation of IT Usage Policy	Karl					x	x	
<b>HUMAN RESOURCES</b>									
26	WRC Joint Health and Safety Committee Member Certification	Lorena	x		x				
27	Fall/Winter Part-Time Staffing Recruitment	Lorena		x					x
28	Employee Policy Manual Update	Lorena		x	x	x	x	x	
29	WHMIS Health & Safety Refresher	Lorena			x				
30	Review Session on Benefits Management	Lorena				x			
31	2013 Staff Performance Reviews	Management					x	x	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: FACILITIES/RECREATION

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
<b>STRATEGIC PLAN</b>									
1	Install accessible playground	Scott/Geoff/contractor							complete
2	Liase with Wilmot Splashpad Fundraising Committee	Scott/Vicky/Consultant	x	x	x	x	x	x	on-going
3	Continue to research, develop & impliment seniors/youth programs	Vicky/staff	x	x	x	x	x	x	on-going
4	Indoor Arena Ice Usage & Needs Analysis	Scott/Consultant/staff	x	x					underway - 1st draft complete
5	Assist with Healthy Communities Week	Vicky/staff							complete
6	Assist the "Q'ing for Life" organizers establish their event at Norm Hill Park	Vicky/staff							complete
7	Wilmot Reforestation Program - Parks (S & F)	Scott				x	x		
8	Strategic Plan	Management Team							Strategic Plan approved Jun/13
<b>CAPITAL PROGRAM</b>									
<b>60 Snyder's Road West</b>									
9	HVAC review and recommendation	Geoff/Bruce	x	x	x	x	x	x	on-going monitoring of system performance
10	Complete porch and belvedere repairs at Kilbride	Geoff/Tracy/contractor	x	x	x				
11	Continue to investigate replacement of HP controllers/software	Bruce/contractor		x	x	x	x	x	monitoring operations w technical support
12	Install stonedust pathway	Geoff/Contractor	x	x	x				
<b>Parks &amp; Facilities Operations</b>									
13	Tender/aquire parks tractor	Geoff/staff	x	x	x				working on specifications

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DEPARTMENT: FACILITIES/RECREATION

DATE: July 22, 2013

	Project	Person Responsible	J A S O N D							Status
			J	A	S	O	N	D		
	<b>121 Huron St./New Hamburg Library</b>									
14	Seal brick walls	Geoff/contractor	x	x						
15	Window/trim painting	Geoff/contractor		x	x	x				
16	Replace west-side windows	Geoff/contractor		x	x	x				
	<b>35 Beck Street</b>									
17	Parking lot drainage upgrades	Scott/contractor		x	x	x				
	<b>St.Agatha Parks &amp; Facilities</b>									
18	CC - roof drainage repairs			x	x					
19	Install accessible washroom	Geoff/staff/contractor		x	x	x				permit ready - fall construction
	<b>Petersburg Park</b>									
20	Replace backstop and fencing at D#1	Scott/Geoff/contractor			x	x				preparation of RFQ documents underway
21	Replace park maintenance utility vehicle	Geoff/contractor								complete
	<b>New Hamburg Arena/CC</b>									
22	Replace indoor skatepark equipment	Geoff/contractor	x	x						working with fabricator
23	Arena lobby design/renovations	Scott/consultant/stakeholder	x	x	x	x	x	x		architect preparing drawings for review
24	Arena building structural review	Scott/consultant				x	x			
25	NHCC siding & flat roof replacement	Scott/Geoff/contractor		x	x	x	x	x		architect preparing tender documents



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DEPARTMENT: FACILITIES/RECREATION

DATE: July 22, 2013

	Project	Person Responsible	J A S O N D							Status
			J	A	S	O	N	D		
	<b>Baden Parks &amp; Facilities</b>									
26	Replace D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor			x	x	x			preparation of RFQ documents underway
27	Install D#2 field drainage	Geoff/contractor			x	x	x			
28	Pathway development	Geoff/contractor	x	x						
29	Install Activa North playground	Geoff/contractor			x	x	x			
	<b>Haysville Parks &amp; Facilities</b>									
30	HCC water system repair/replacement	Scott/Utilites/consultant	x	x						system review & design complete
	<b>New Hamburg Parks &amp; Facilities</b>									
31	Playground equipment - Captain McCallum Park	Geoff/contractor			x	x	x			
	<b>Wilmot Recreation Complex</b>									
32	Install MOLOK waste disposal system	Brandon/contractor	x							complete
33	Install landscape material storage bunkers	Brandon/contractor		x	x	x				
	<b>GENERAL</b>									
	<b>Recreation Administration and Community Programs</b>									
34	2013 Operating & Capital Budget	Scott/CAO/Fin/staff								Budget approved Feb/13
35	Community Recreation Guide (2)	Crystal/Angela/staff	x	x						spring complete
36	2013 student grant applications	Vicky								complete
37	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Vicky/contractor			x	x	x	x		
38	Complete annual performance reviews for F/T staff	Scott/Managers					x	x		

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DEPARTMENT: FACILITIES/RECREATION

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
39	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x	on-going
40	2014 Budget	Scott/CAO/Fin/staff			x	x	x	x	
41	Update 10-year capital forecast	Scott/Managers/Fin			x	x	x	x	
42	2013 Work Program	Scott/Managers	x						
43	2013 Work Program review	Scott/Managers					x	x	
	<b>Aquatics</b>								
44	Review options for surplus pool building in New Hamburg	Scott/CAO	x	x	x	x	x	x	
	<b>Parks and Facilities</b>								
45	Hire/train summer students	Geoff/Brandon							complete
46	New Dundee Library building - renovation design and construction	Scott/consultant/RoW	x	x	x	x	x	x	architect preparing drawings

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: PUBLIC WORKS

DATE: July 22, 2013

	Project	Person Responsible	J A S O N D							
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	New Growth Sanitary Servicing Study	Gary/Grant/Harold	x	x	x	x				
2	Strategic Plan	Management Team								Strategic plan approved June 2013
3	Asset Management Plan	Gary/Dave/Sean/ Alastair	x	x	x	x				
<b>CAPITAL PROGRAM</b>										
4	Hot Mix Asphalt Program	Alastair/Dave	x							Complete
5	Tar & Chip Program	Alastair/Dave	x							Tender awarded PW-13-09
6	Bridge Appraisal Program	Gary/Alastair/Dave	x							Field work completed
7	Sidewalk Program	Alastair	x	x						Tender awarded PW-13-11
8	Grant & Williams Street Reconstruction - Engineering Design	Gary/Dave/Sean/ Alastair	x	x	x	x	x	x	x	Consultant hired PW-13-07
9	Stake Truck (Utilities)	Alastair/Sean								Tender awarded PW-13-12
10	Tandem Axle Truck (Roads)	Alastair/Dave								Tender awarded PW-13-04
11	Haysville Road Culvert Replacement (Design)	Gary	x	x	x	x	x	x	x	Replacement subject to 2014 budget process
<b>BUDGET</b>										
12	2013 Budget	Gary/Dave/Sean/ Alastair								Budget approved February 2013
13	2014 Budget	Gary/Dave/Sean/ Alastair			x	x	x	x		
14	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/ Alastair			x	x	x	x		
<b>ROADS</b>										
15	Winter Sand Stockpile	Dave				x	x			

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DEPARTMENT: PUBLIC WORKS

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	
16	Prepare Roads for 2014 Hard Surfacing Programs	Dave		x	x	x			
17	Gravel Resurfacing Program	Alastair/Dave	x						
18	SWM Ponds Inspections/Repairs/Maintenance	Dave	x						
<b>UTILITIES</b>									
19	Replace Lift Pumps at PS#2 & #3 (Milton St & Marvin St.)	Sean							Complete
20	Water Meter Upgrades	Sean	x	x	x	x	x	x	Multi-year program
<b>GENERAL</b>									
21	Update Municipal Database	Alastair				x	x	x	
22	2013 Work Program	Gary	x						
23	2013 Work Program Review	Gary					x	x	
24	Employee Performance Review	Gary				x	x	x	
25	Reforestation Program	Alastair		x	x	x			

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: FIRE

DATE: July 22, 2013

	Project	Person Responsible								
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	Strategic Plan	Management Team								Strategic Plan approved June/13
<b>MASTER FIRE PLAN</b>										
2	Purchase of Additional Tanker	John R/DC Otterbein								Completed
3	Apply for Superior Tanker Shuttle Certification	Chief/Staff	x	x	x	x	x			
4	Facilities Needs Study (Fire Stations)	Chief/Staff		x	x	x				
5	Hiring of part-time Public Education/Training Officer	Chief/Staff		x	x	x				
<b>CAPITAL PROGRAM</b>										
6	Budget 2013	Chief/Staff								Budget approved Feb/13
7	Budget 2014	Chief/Staff			x	x	x	x		
8	Updated 10 year capital forecast	Chief/Staff			x	x	x	x		
9	SCBA Upgrades	Chief/Staff								Completed
10	Pre-emptive Traffic Device Installation	Chief/Region Staff	x	x	x					
11	Pave Tarmac and new parking area New Hamburg Station	Chief/Staff	x	x	x					
<b>GENERAL</b>										
12	Review Fire Agreements (Blandford-Blenhiem/Wellesley)	Chief				x				
13	Inspections/Fire Drills All Schools	Dale			x	x				
14	2013 Work Program	Chief	x							

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: FIRE

DATE: July 22, 2013

	Project	Person Responsible						
			J	A	S	O	N	D
15	2013 Work Program review	Chief					x	x
16	Employee Performance review	Chief				x	x	x
17	Set up Training Program	Chief/Training Officer				x	x	x
18	Review Emergency Plan	Chief/Staff		x	x	x	x	
19	Emergency Table Top Exercise	Chief/Staff			x	x		
20	Review Fire Route By-Law	Chief/Staff/By-law/Clerks		x	x	x	x	x
21	Review Burn By-law	Chief/Staff/By-law/Clerks		x	x	x	x	x
22	Review By-Law to Establish a Fire Department	Chief/Staff		x	x	x	x	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: DEVELOPMENT SERVICES

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan								Strategic Plan Approved June/13
2	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold			X	X	X	X	
3	Website Quarterly Information Update	Harold, Andrew			X			X	
<b>CAPITAL PROGRAM</b>									
4	Budget 2013	Harold							Budget Approved Feb/13
5	Budget 2014	Harold			X	X	X	X	
6	Updated 10 year Capital Forecast	Harold			X	X	X	X	
<b>GENERAL</b>									
7	2013 Work Program	Harold	X						
8	Highway 7 & 8 Corridor EA	Harold	X						
9	Wilmot Trails Master Plan & Wilmot Woodlot Management Plan	Andrew, Harold	X	X	X				
10	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	
11	Source Water Protection Strategy Implementation	Harold	X	X	X	X	X	X	
12	NH/Baden Wastewater Servicing Strategy	Harold, Gary, Grant	X	X	X	X	X	X	
13	2013 Work Program Review	Harold					X	X	
14	Employee Performance Review	Harold, Doug				X	X	X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: CASTLE KILBRIDE

DATE: July 22, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Management Team							Strategic Plan approved June/13
2	Liaise with New Hamburg Board of Trade to provide support with the promotion of the Heritage District	Howie, Tracy			x	x			
<b>CAPITAL PROGRAM</b>									
3	Coordinate exterior repairs on Castle Kilbride	Tracy, Scott	x	x	x				
4	Budget 2013	Tracy							Budget approved Feb/13
5	Budget 2014	Tracy			x	x	x	x	
6	Updated 10 year capital forecast				x	x	x	x	
7	Coordinate mural conservation inside Castle Kilbride	Tracy	x	x	x				
8	Write grant for grandstand mural project	Tracy, HW		x	x				
9	New Castle Kilbride book	Tracy, Sherri, CK	x	x	x	x	x	x	
<b>GENERAL</b>									
<b>CASTLE KILBRIDE</b>									
<b>Administration</b>									
10	Write grant applications for summer youth employment	Tracy							Completed
11	Enhance Castle Procedures and Volunteer Training Manuals	Sherri							Completed
12	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri							Completed
13	Establish and market 2013 Event and Exhibit Schedule	Tracy, Sherri, CK							Completed



## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: CASTLE KILBRIDE

DATE: July 22, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
14	Write Community Museums Operation Grant (CMOG) for museum	Tracy							Completed
15	Solicit colleges/universities for Internship proposals	Tracy							Completed
16	Complete annual performance reviews for F/T and P/T staff	Tracy					x	x	
17	2013 Work Program	Tracy	x						
18	2013 Work Program review	Tracy							
19	Employee performance review	Tracy							
20	Research and plan draft 2014 special event and exhibit list	Sherri, Tracy				x	x	x	
	<b>Programming</b>								
21	Research, develop and install spring/summer exhibits	Sherri							Completed
22	Create, market and implement summer events	Tracy, Sherri							Completed
23	Research, plan and market summer camp programs	Sherri, Tracy							Completed
24	Create, market and implement fall/winter events	Tracy, Sherri, CK		x	x	x	x		
25	Review and circulate curriculum material to schools	Sherri			x	x	x		
26	Research, develop and install fall/winter exhibits	Sherri	x	x	x	x			
27	Prepare and deliver winter programs and events	Sherri, Tracy			x	x	x		
28	Prepare and implement Christmas decorating for exterior/interior	Sherri				x	x		
	<b>Castle Kilbride Advisory Committee</b>				x	x			
29	Plan 2013 initiatives with Chairperson from Castle Kilbride	Tracy, Chairperson							Completed
30	Update mission statement for Castle Kilbride	Tracy, Sherri, CK	x	x	x	x			

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013

DEPARTMENT: CASTLE KILBRIDE

DATE: July 22, 2013

	Project	Person Responsible	J	A	S	O	N	D	
31	Update Castle's Five Year Strategic Plan for Ministry of Culture	Tracy, Sherri, CK	x	x	x	x			
	<b>HERITAGE WILMOT</b>								
32	Design new exhibit cases and create new themes in Atrium to enhance current Legion exhibit area.	Sherri, Tracy	x	x	x	x	x		
	<b>Heritage Wilmot Advisory Committee</b>								
33	Plan 2013 initiatives with Chairperson from Heritage Wilmot	Tracy, Chairperson							Completed
34	Assist with organizing and marketing 2013 Heritage Day	Tracy, Sherri, HW							Completed
35	Update Non-Designated Register of Heritage Properties	Tracy, HW	x	x	x	x	x	x	
36	Assist with planning Doors Open 2013 & Heritage Day 2014	Tracy, Sherri, HW	x	x	x	x	x	x	
37	Assist committee to explore designation of a heritage property	Tracy	x	x	x	x	x	x	
38	Enhance walking tour brochures	Tracy, Sherri, HW	x	x	x	x	x		