

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CAO

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
STRATEGIC PLAN									
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
CAPITAL PROGRAM									
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							
GENERAL									
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 (YEAR END REVIEW)

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
STRATEGIC PLAN									
1	Strategic Plan	Management Team							Strategic Plan approved June/13
2	Undertake Wilmot "Branding" Process	Management Team						X	Research - 2014
3	Enhance Website - Community Newsletter	Dawn						X	Deferred to 2014
CAPITAL PROGRAM									
4	Replace/Upgrade Mun/Comm Events Sign - Downtown NH	Management Team	X	X	X	X	X	X	In progress-slated for Spring 2014
5	Municipal/Community Events Sign - Baden	Management Team	X	X					Completed
6	Renovation - Interior Office - Administration Complex	Michael/Barb/Scott/ Tracy	X	X	X	X	X	X	In progress -slated for April 2014
GENERAL									
7	Amendment to Dog Keeping Bylaw-Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Review in progress - Bylaw spring 2014
8	2013 Work Program	Barb/Dawn/Derek/ Kevin	X						Completed
9	2013 Work Program Review	Barb/Dawn/Derek/ Kevin					X	X	Year End Review -March 2014
10	Community Newsletter (with interim tax bill)	Barb/Dawn/Dept Hds							Completed
11	Community Newsletter (with final tax bill)	Barb/Dawn/Dept Hds							Completed
12	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena							Completed
13	Update Township Property Inventory	Dawn						X	Completed
14	Budget 2013	Barb/Management Tm							Budget approved Feb/13
15	Budget 2014	Barb/Management Tm			X	X	X	X	Budget approved Feb/14
16	Amend Procedural By-law -Restrict Use of Electronic Devices During Council Meetings	Barb/Dawn						X	Deferred to 2014
17	Review Animal Control Service Contracts	Barb/Dawn/Derek/ Kevin				X	X	X	Emerg Vet/PT AC Contracts Completed
18	Employee Performance Reviews	Barb				X	X	X	Completed
19	Re-registration of 40 Year Old Easements	Dawn							Completed
20	Bulk Mailing re Dog Tags	Barb/Dawn/Derek/ Kevin	X						Completed

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DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
21	Delegation of Authority to Designate Local Rds - Special Events	Dawn/Gary					X		Completed
22	Gingerich Road Drain	Barb/J. Kuntze	X	X	X	X	X	X	Construction - spring 2014
23	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	Revision of Report Underway
24	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	Report - Summer 2014
25	Koch-Leis Drain Maintenance	Barb/J. Kuntze							Completed
26	Phillips-Doehn Drain	Barb/J. Kuntze							Completed
27	Don Zehr Drain Petition	Barb/J. Kuntze	X	X	X	X	X	X	On site meeting held - December
28	Establish Procedures for Tabulation Equipment	Barb/Dawn				X	X	X	In progress throughout election process
29	Update Traffic and Parking By-law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Bylaw -2014
30	Amend Schedules to Fire Route By-law	Michael/Barb/Derek/ Kevin	X	X	X	X	X	X	Bylaw Amendment - 2014
31	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			Completed
32	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	Ongoing
33	Information/Communication Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation
34	Built Environment Accessibility Standard	Barb	X	X	X	X	X	X	Monitoring Legislation
35	Employment Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation
36	Review of Solicitor Services	Management Team						X	RFP Released-Awarded March 2014
37	Draft Public Consultation Process - OLG Casino	Barb							Report to Council Not Adopted
38	Alternative Voting Methods Review/Vote Counting Equipment	Barb/Dawn							Completed
39	Walda Noise/Park Extension By-law Exemption	Dawn							Completed
40	Minor Update - Discharge of Firearms By-law	Dawn/Barb/Derek/ Kevin							Completed
41	Add'l Smoking Prohibitions Where Children Play	Barb/Region					X	X	Investigative Process Underway
42	Refill Position of Integrity Commissioner	Barb/Grant							Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FINANCE

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
STRATEGIC PLAN									
1	Strategic Plan	Rosita, Management Team							Strategic Plan approved June/13
2	Asset Management Plan for Roads/Bridges/Underground	Patrick, Rosita, Tyler, Management Team	x	x	x	x	x	x	Project completed.
3	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Rosita, Patrick, Management Team	x	x	x	x	x	x	Project on-going.
4	Review Recreation and Culture Financial Assistance Program	Patrick, Recreation			x				Project completed.
5	Municipal Grants Program 2014	Patrick				x	x	x	Project completed.
6	Review Green Procurement Practices/By-Law	Marzena, Patrick				x	x		Deferred to 2014, to be completed in conjunction with Procurement By-Law
7	Review Finance and Procurement Web Page Content	Rosita, Patrick, Tyler, Marzena, Karl					x	x	Departmental review complete. Input to be included within Website Accessibility
CAPITAL PROGRAM									
8	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x	Project on-going.
9	Upgrade Desktops and Notebooks	Karl	x	x	x				Project completed.
10	Install/Configure New Data/File Server	Karl		x	x	x			Project completed.
11	Review/Update 10-year Capital Forecast	Rosita, Patrick			x	x	x	x	Project completed.
12	Facility Needs Study (Fire Stations)	Rosita, Patrick, Chief, District Chiefs, Grant, Scott	x	x	x	x	x	x	In progress
GENERAL									
FINANCIAL SERVICES									
13	Budget 2013	Rosita, Patrick, Tyler, Marzena, Management							Budget approved Feb/13
14	2013 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl	x						Project completed.
15	Update/Amend Trust Fund By-Law	Rosita	x	x					Project completed.
16	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team		x	x	x	x		Project deferred to 2014.
17	Review/Update PSAB Valuations	Patrick, Rosita			x	x			Project deferred to 2014.

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DEPARTMENT: FINANCE

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
18	2014 Budget	Rosita, Patrick, Tyler, Marzena, Management			x	x	x	x	Budget approved Feb/14
19	2013 Work Program Review	Rosita					x	x	Project completed.
20	RFP for Development Charges Study	Rosita, Patrick, Management Team						x	Project completed.
	IT SERVICES								
21	Blackberry 10 Migration	Karl, Patrick	x	x					Project completed.
22	Printer Refresh (Administration Main Floor, Basement)	Karl, Patrick	x	x					Main floor complete, basement printer on order.
23	Update IT Business Plan	Karl, Patrick		x	x				Project deferred to 2014.
24	Review Web Content Compliance with Legislative Guidelines	Karl				x			Project completed.
25	Review/Implementation of Wi-Fi Infrastructure at Admin Building	Karl					x	x	Review complete, implementation planning to occur in 2014.
26	Review Implementation of IT Usage Policy	Karl					x	x	Project deferred to 2014.
	HUMAN RESOURCES								
27	WRC Joint Health and Safety Committee Member Certification	Lorena	x		x				Project on-going.
28	Fall/Winter Part-Time Staffing Recruitment	Lorena		x				x	Project completed.
29	Employee Policy Manual Update	Lorena , Management Team		x	x	x	x	x	Project deferred to 2014.
30	WHMIS Health & Safety Refresher	Lorena			x				Project completed.
31	Review Session on Benefits Management	Lorena				x			Project deferred to 2014.
32	2013 Staff Performance Reviews	Management					x	x	Project completed.

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
STRATEGIC PLAN									
1	Strategic Plan	Management Team							Strategic Plan approved Jun/13
2	Install accessible playground	Scott/Geoff/contractor							complete
3	Liase with Wilmot Splashpad Fundraising Committee	Scott/Vicky/Consultant	x	x	x	x	x	x	on-going (2014 construction)
4	Continue to research, develop & implement seniors/youth programs	Vicky/staff	x	x	x	x	x	x	on-going
5	Indoor Arena Ice Usage & Needs Analysis	Scott/Consultant/staff	x	x	x	x	x	x	complete
6	Assist with Healthy Communities Week	Vicky/staff							complete
7	Assist the "Q'ing for Life" organizers establish their event at Norm Hill	Vicky/staff							complete
8	Wilmot Reforestation Program - Parks (Spring & Fall)	Scott				x	x		complete
CAPITAL PROGRAM									
60 Snyder's Road West									
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				Belvedere repairs completed - porch repairs referred to 2014 budget process
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				complete
Parks & Facilities Operations									
13	Tender/acquire parks tractor	Geoff/staff	x	x	x				finalizing specifications - 2014 tender
121 Huron St./New Hamburg Library									
14	Seal brick walls	Geoff/contractor	x	x					positive inspection - project has been deferred
15	Window/trim painting	Geoff/contractor				x	x		project commenced but delayed due to poor weather
16	Replace west-side windows	Geoff/contractor		x	x	x			complete
35 Beck Street									
17	Parking lot drainage upgrades	Scott/contractor		x	x	x			postponed - to be re-evaluated in 2014

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DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						Status
			J	A	S	O	N	D	
	St. Agatha Parks & Facilities								
18	CC - roof drainage repairs			x	x				project carried forward to 2014
19	Install accessible washroom	Geoff/staff/contractor						x	construction underway - March 2014 completion
	Petersburg Park								
20	Replace backstop and fencing at D#1	Scott/Geoff/contractor			x	x			complete
21	Replace park maintenance utility vehicle	Geoff/contractor							complete
	New Hamburg Arena/CC								
22	Replace indoor skatepark equipment	Geoff/contractor	x	x					project to be completed in 2014
23	Arena lobby design/renovations	Scott/consultant/stakeholder	x	x	x	x	x	x	construction is underway - March 2014 completion
24	Arena building structural review	Scott/consultant						x	engineering review/report in January 2014
25	NHCC siding & flat roof replacement	Scott/Geoff/contractor		x	x	x	x	x	construction is underway - March 2014 completion
	Baden Parks & Facilities								
26	Replace D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor			x	x	x		project 95% complete - full completion by April 2014
27	Install D#2 field drainage	Geoff/contractor			x	x	x		complete
28	Pathway development	Geoff/contractor	x	x					complete
29	Install Activa North playground	Geoff/contractor			x	x	x		some equipment purchased - summer 2014 installation
	Haysville Parks & Facilities								
30	HCC water system repair/replacement	Scott/Utilities/consultant	x	x					complete
	New Hamburg Parks & Facilities								
31	Playground equipment - Captain McCallum Park	Geoff/contractor			x	x	x		some equipment purchased - summer 2014 installation
	Wilmot Recreation Complex								
32	Install MOLOK waste disposal system	Brandon/contractor	x						complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
33	Install landscape material storage bunkers	Brandon/contractor		x	x	x			project carried forward to 2014
	GENERAL								
	RECREATION ADMINISTRATION & COMMUNITY PROGRAMS								
34	2013 Operating & Capital Budget	Scott/CAO/Fin/staff							Budget approved Feb/13
35	Community Recreation Guide (spring/summer and fall/winter)	Crystal/Angela/staff	x	x					complete
36	2013 student grant applications	Vicky							complete
37	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Vicky/contractor			x	x	x	x	to be undertaken in 2014
38	Complete annual performance reviews for F/T staff	Scott/Managers					x	x	complete
39	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x	on-going
40	2014 Budget	Scott/Management Team			x	x	x	x	complete
41	Update 10-year capital forecast	Scott/Management Team			x	x	x	x	complete
42	2013 Work Program	Scott/Managers	x						complete
43	2013 Work Program review	Scott/Managers					x	x	complete
	AQUATICS								
44	Surplus pool building negotiations with school board	Scott/CAO	x	x	x	x	x	x	discussions on-going w WRDSB
	PARKS & FACILITIES								
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	design complete/tender awarded
47	Facility Needs Study (Fire Stations)	Scott/Fire Chief/Grant/Rosit	x	x	x	x	x	x	inprocess

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	Strategic Plan	Gary/Grant/Harold							Strategic plan approved April 2013
2	NH/Baden Wastewater Servicing Strategy	Management Team	x	x	x	x	x	x	Anticipated completion 2nd quarter of 2014
3	Asset Management Plan	Gary/Dave/Sean/ Alastair Management Team	x	x	x	x			Complete
CAPITAL PROGRAM									
4	Hot Mix Asphalt Program	Alastair/Dave	x						Complete
5	Tar & Chip Program	Alastair/Dave	x						Complete
6	Bridge Appraisal Program	Gary/Alastair/Dave	x						Complete
7	Sidewalk Program	Alastair	x	x					Complete
8	Grant & Williams Street Reconstruction - Engineering Design	Gary/Dave/Sean/ Alastair	x	x	x	x	x	x	Project ongoing in 2014
9	Stake Truck (Utilities)	Alastair/Sean							Complete
10	Tandem Axle Truck (Roads)	Alastair/Dave							Complete
11	Haysville Road Culvert Replacement (Design)	Gary	x	x	x	x	x	x	Design complete
BUDGET									
12	2013 Budget	Gary/Dave/Sean/ Alastair Management Team							Budget approved February 2013
13	2014 Budget	Gary/Dave/Sean/ Alastair Management Team			x	x	x	x	Budget approved February 2014
14	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/ Alastair Management Team			x	x	x	x	Complete
ROADS									
15	Winter Sand Stockpile	Dave				x	x		Complete
16	Prepare Roads for 2014 Hard Surfacing Programs	Dave		x	x	x			Ongoing in 2014
17	Gravel Resurfacing Program	Alastair/Dave	x						Complete
18	SWM Ponds Inspections/Repairs/Maintenance	Dave	x						Complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
	UTILITIES								
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
	GENERAL								
21	Update Municipal Database	Alastair				x	x	x	Complete
22	2013 Work Program	Gary	x						Complete
23	2013 Work Program Review	Gary					x	x	Complete
24	Employee Performance Review	Gary				x	x	x	Complete
25	Reforestation Program	Alastair		x	x	x			Complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: DEVELOPMENT SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
STRATEGIC PLAN									
1	Strategic Plan	Management Team							Strategic Plan Approved June /13
2	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X	
3	NH/Baden Wastewater Servicing Strategy	Harold, Gary, Grant	X	X	X	X	X	X	Ongoing - Draft Final Document Under Review
4	Website Quarterly Information Update	Harold/Andrew	X	X	X	X	X	X	Initiated and Moved to Std Operating Procedure
GENERAL									
5	Budget 2013	Harold / Management Team							Budget Approved Feb/13
6	Budget 2014	Harold / Management Team			X	X	X	X	Budget Approved Feb/14
7	Updated 10 year Capital Forecast	Harold / Management Team			X	X	X	X	Budget Approved Feb/14
8	2013 Work Program	Harold	X						Completed
9	Highway 7 & 8 Corridor EA	Harold	X						PIC # 6 held Aug/13 awaiting, Minister's Approval
10	Wilmot Trails Master Plan & Wilmot Woodlot Management Plan	Andrew, Harold, Gary, Scott	X	X	X	X	X	X	Trails Master Plan Approved Nov/13
11	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	Conformity Review Underway
12	Source Water Protection Strategy Implementation	Harold, Rosita, Gary, Scott	X	X	X	X	X	X	Ongoing
13	2013 Work Program Review	Harold					X	X	Completed
14	Employee Performance Review	Harold, Doug			X	X	X		Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FIRE SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D							
			J	A	S	O	N	D		
STRATEGIC PLAN										
1	Strategic Plan	Management Team							Strategic Plan approved June/13	
MASTER FIRE PLAN										
2	Master Fire Plan	Chief/ DCs/Management Team							Approved March/13	
3	Purchase of Additional Tanker	John R/DC Otterbein							Completed	
4	Apply for Superior Tanker Shuttle Certification	Chief/Staff	x	x	x	x	x	x	In process (cert date May 10/2014)	
5	Facilities Needs Study (Fire Stations)	Chief/DCs/Grant/Rosita/Scott		x	x	x			In Process	
6	Hiring of part-time Public Education/Training Officer	Chief/Lorena		x	x	x			Hired Feb/2014	
CAPITAL PROGRAM										
7	Budget 2013	Chief/Staff/Management Team							Budget approved Feb/13	
8	Budget 2014	Chief/Staff/Management Team			x	x	x	x	Approved Feb/14	
9	Updated 10 year capital forecast	Chief/Staff/Management Team			x	x	x	x	Completed	
10	SCBA Upgrades	Chief/Staff							Completed	
11	Pre-emptive Traffic Device Installation	Chief/Region Staff	x	x	x				Completed	
12	Pave Tarmac and new parking area New Hamburg Station	Chief/Public Works	x	x	x				2013 1st coat, second coat 2014	
GENERAL										
13	Review Fire Agreements (Blandford-Blenhiem/Wellesley)	Chief				x			Deferred 2014	
14	Inspections/Fire Drills All Schools	Dale			x	x			Completed	
15	2013 Work Program	Chief	x						Completed	
16	2013 Work Program review	Chief					x	x	Completed	
17	Employee Performance review	Chief				x	x	x	Completed	
18	Set up Training Program	Chief/Training Officer				x	x	x	Inprocess	
19	Review Emergency Plan	Chief/Staff		x	x	x	x		Completed	

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DEPARTMENT: FIRE SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
20	Emergency Table Top Exercise	Chief/Staff			x	x			Completed
21	Review Fire Route By-Law	Chief/Staff/By-law/Clerks		x	x	x	x	x	In Process
22	Review Burn By-law	Chief/Staff/By-law/Clerks		x	x	x	x	x	Deferred 2014
23	Review By-Law to Establish a Fire Department	Chief/Staff		x	x	x	x		Deferred 2014

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D							
			J	A	S	O	N	D		
STRATEGIC PLAN										
1	Strategic Plan	Management Team								Approved June/13
2	Liaise with New Hamburg Board of Trade to provide support with the promotion of the Heritage District	Grant, Tracy, Howie, Barb, Rosita			X	X	X	X		On-going
CAPITAL PROGRAM										
3	Coordinate exterior repairs on Castle Kilbride	Tracy, Scott	X	X	X					Belvedere repairs completed - porch repairs referred to 2014 budget process
4	Coordinate mural conservation inside Castle Kilbride	Tracy	X	X	X					Completed
5	Write grant for grandstand mural project	Tracy, HW		X	X					Completed
6	New Castle Kilbride book	Tracy, Sherri, CK	X	X	X	X	X	X		In progress
GENERAL										
CASTLE KILBRIDE										
Administration										
7	Write grant applications for summer youth employment	Tracy								Completed
8	Enhance Castle Procedures and Volunteer Training Manuals	Sherri								Completed
9	Interview, hire and train summer staff for Castle/Heritage Wilmot	Tracy, Sherri								Completed
10	Establish and market 2013 Event and Exhibit Schedule	Tracy, Sherri, CK								Completed
11	Write Community Museums Operation Grant (CMOG) for museum	Tracy								Completed
12	Solicit colleges/universities for Internship proposals	Tracy								Completed
13	Complete annual performance reviews for F/T and P/T staff	Tracy						X	X	Completed
14	Plan 2014 budget	Tracy, Management Team						X	X	Approved Feb/14
15	Research and plan draft 2014 special event and exhibit list	Sherri, Tracy				X	X	X		Completed
Programming										
16	Research, develop and install spring/summer exhibits	Sherri								Completed
17	Create, market and implement summer events	Tracy, Sherri								Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
18	Research, plan and market summer camp programs	Sherri, Tracy							Completed
19	Create, market and implement fall/winter events	Tracy, Sherri, CK		X	X	X	X		Completed
20	Review and circulate curriculum material to schools	Sherri			X	X	X		Completed
21	Research, develop and install fall/winter exhibits	Sherri	X	X	X	X			Completed
22	Prepare and deliver winter programs and events	Sherri, Tracy			X	X	X		Completed
23	Prepare and implement Christmas decorating for exterior/interior	Sherri				X	X		Completed
Castle Kilbride Advisory Committee									
24	Plan 2013 initiatives with Chairperson from Castle Kilbride	Tracy, Chairperson							Completed
25	Update mission statement for Castle Kilbride	Tracy, Sherri, CK	X	X	X	X			Completed
26	Update Castle's Five Year Strategic Plan for Ministry of Culture	Tracy, Sherri, CK	X	X	X	X	X	X	In progress
HERITAGE WILMOT									
27	Design new exhibit cases and create new themes in Atrium to enhance current Legion exhibit area.	Sherri, Tracy	X	X	X	X	X		Completed
Heritage Wilmot Advisory Committee									
28	Plan 2013 initiatives with Chairperson from Heritage Wilmot	Tracy, Chairperson							Completed
29	Assist with organizing and marketing 2013 Heritage Day	Tracy, Sherri, HW							Completed
30	Update Non-Designated Register of Heritage Properties	Tracy, HW	X	X	X	X	X		Completed
31	Assist with planning Doors Open 2013 & Heritage Day 2014	Tracy, Sherri, HW	X	X	X	X	X	X	Completed
32	Assist committee to explore designation of a heritage property	Tracy	X	X	X	X	X	X	In progress
33	Enhance walking tour brochures	Tracy, Sherri, HW	X	X	X	X	X	X	Completed, brochures received Jan/14

* Note: CK = Castle Kilbride HW = Heritage Wilmot