

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CAO

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
STRATEGIC PLAN														
1	CTT/Regional Economic Development Review	Grant, Municipal CAOs	x	x	x	x	x	x	x	x	x	x	x	x
2	Fire Services Facility Needs Assessment	Rosita, Fire Chief, Grant, Scott	x	x	x									
3	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	x	x	x	x	x	x	x	x	x	x	x	x
4	CAO's Waterloo Region Tourism Marketing Corporation / CTT Inc. Boards	Grant	x	x	x	x	x	x	x	x	x	x	x	x
5	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Grant, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
6	Region EA Sanitary Treatment Plan Expansion	Grant, Gary	x	x	x	x	x	x	x	x	x	x	x	x
CAPITAL PROGRAM														
7	Updated 10 Year Capital Forecast	Grant, Management Team	x	x								x	x	x
GENERAL														
8	Budget 2014	Grant, Management Team	x	x										
9	Budget 2015	Grant, Management Team									x	x	x	x
10	Development Charges Background Study	Grant, Management Team		x	x	x	x	x	x					
11	2014 Work Program and Review	Grant			x				x	x			x	x
12	Employee Performance Reviews	Grant										x	x	x
13	Surplus pool building negotiations with school board	Scott, Grant	x	x	x	x	x	x	x	x	x	x	x	x
14	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant	x	x	x	x	x							
15	Highway 7&8 EA Corridor Study	Grant, Harold	x	x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: MARCH 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
STRATEGIC PLAN														
1	Joint Meeting-Bylaw/Parent Council (Safety Initiative)	Derek/Kevin									X			
2	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/Rosita/ Barb	X	X	X	X	X	X	X	X	X	X	X	X
3	NH Municipal/Community Events Grd Sign/Fountain Improvements Project	Barb/Gary	X	X	X	X	X							
CAPITAL														
4	Administration Building - Interior Office Renovations	Barb/Scott/Tracy/ Michael	X	X	X	X	X							
GENERAL														
5	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X						
6	2014 Work Program & Mid Year Review	Barb/Dawn/Derek/ Kevin			X					X			X	X
7	2013 Work Program Year End Review	Barb/Dawn/Derek/ Kevin			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 2014	Barb	X	X										
13	Budget 2015	Barb								X	X	X	X	X
14	Amend Procedural By-law -Restrict Use of Electronic Devices During Council Meetings	Barb/Dawn								X	X			
15	Renew Pound Facility Contract	Barb/Dawn/Derek/ Kevin	X	X	X	X								
16	Employee Performance Reviews	Barb										X	X	X
17	Gingerich Road 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 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
18	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
19	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
20	Activa-Region - Trussler Road Mannheim Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
21	Don Myers Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X				
22	Don Zehr Drain	Barb/J. Kuntze	X	X	X	X								
23	Preparations for 2014 Municipals Election	Barb/Dawn/Donna/ Elaine	X	X	X	X	X	X	X	X	X	X	X	X
24	Update Traffic and Parking By-Law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X							
25	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/ Kevin	X	X	X	X	X	X	X					
26	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			X			X		
27	Preparation of Procedural Manual -Bylaw Enf/Animal Control	Derek/Kevin	X	X	X	X	X	X	X	X	X	X	X	X
28	AODA Integration Standards	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
29	New Kennel Application - 3532 Erb's Rd. W. Baden	Barb/Derek/Kevin			X	X								
30	Add'l Smoking Prohibitions - Where Children Play	Barb/Region	X	X	X	X	X	X	X	X	X	X	X	X
31	Award RFP - Legal Counsel Contract	Barb/Management Team	X	X	X	X								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCIAL SERVICES

DATE: March 24, 2014

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			STRATEGIC PLAN											
1	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Rosita, Patrick, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
2	Fire Services Facility Needs Assessment	Rosita, Patrick, Chief, District Chiefs, Grant, Scott	x	x	x									
3	Electronic Tax & Water Billing (epost)	Tyler		x	x	x	x	x						
4	Review/Update Procurement By-Law (including Green Procurement Policy)	Marzena, Patrick				x	x	x						
5	Review/Update Finance/Procurement Web Page Content (Accessibility)	Rosita, Patrick, Tyler, Marzena, Karl, Harold,				x	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	Tyler, Sue, Utilities	x	x	x	x	x	x	x	x	x	x	x	x
8	Upgrade Desktops and Notebooks	Karl			x	x								
9	IT Server Room Retrofit (Wiring, Racking, Organization)	Karl					x	x	x					
GENERAL														
FINANCIAL SERVICES														
10	Budget 2014	Rosita, Patrick, Tyler, Marzena, Management	x	x										
11	Legal Counsel Review/Selection Committee	Rosita, Patrick, Tyler, Management Team	x	x										
12	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Tyler		x	x	x								
13	Development Charges Background Study	Rosita, Patrick, Management Team		x	x	x	x	x	x	x				
14	2014 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl			x									

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCIAL SERVICES

DATE: March 24, 2014

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			15	Update Water Financial Plan for Council Approval	Tyler			x						
16	Establish In-House Tracking System for MPAC Assessments	Tyler			x	x	x	x	x	x	x			
17	Investigate Water Account Deposit System	Tyler, Sue, Barb			x	x	x	x	x	x	x			
18	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick				x	x							
19	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Tyler, Public Works					x	x	x					
20	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team					x	x	x					
21	Interdepartmental Cost Allocation Review	Tyler, Management Team					x	x	x	x				
22	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena						x	x					
23	Review/Analyze Impact of Bill 69 Prompt Payment Legislation	Rosita, Patrick, Marzena			x	x	x							
24	Review Asset Management Software Solutions	Rosita, Patrick, Management Team						x	x	x				
25	Budget 2015	Rosita, Patrick, Tyler, Marzena, Management									x	x	x	x
26	2015 Municipal Grants Program	Patrick									x	x	x	x
27	2014 Work Program Review	Rosita							x	x			x	x
	IT SERVICES													
28	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	x	x	x	x	x	x
29	Printer Refresh for Castle Kilbride	Karl, Tracy		x	x									
30	Blackberry 10 Deployment	Karl, Marzena			x									
31	Update IT Business Plan	Karl, Patrick						x	x					
32	Review Implementation of IT Usage Policy	Karl, Patrick							x	x				

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCIAL SERVICES

DATE: March 24, 2014

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			33	Implementation Planning for Wi-Fi Infrastructure at Admin Building	Karl							x	x	x
HUMAN RESOURCES														
34	Implement Health and Safety Talks Program	Lorena, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
35	Implement Online Training Environment	Lorena, Karl			x	x	x	x						
36	Benefits Updates Session	Lorena, Benefits Consultant					x							
37	Implement Employee Accommodation and Return to Work Policy	Lorena, Rosita, Management Team							x					
38	Implement Training on New Health & Safety Requirements	Lorena, H&S Committee							x					
39	Investigate Online Timesheets with InfoHR	Lorena, Rosita								x	x			

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: March, 2014

	Project	Person Responsible	J F M A M J J A S O N D											
			J	F	M	A	M	J	J	A	S	O	N	D
STRATEGIC PLAN														
1	Design/Install Wilmot Splashpad at WRC	Scott/Consultant/Committee	x	x	x	x	x	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	Assist with the Trails Master Plan Implementation Strategy	Planning/PW/Rec	x	x	x	x	x	x	x	x	x	x	x	x
4	Assist with Healthy Communities Week	Vicky/staff												
5	Wilmot Reforestation Program - Parks	Scott				x	x					x	x	
6	Install barrier-free washroom at the New Hamburg library	Geoff/staff				x	x	x	x					
7	Complete installation of barrier-free washroom at SACC	Brandon/staff/contractors	x	x	x	x								
CAPITAL PROGRAM														
60 Snyder's Road West														
8	Interior office renovations - design and construct	Scott/Barb/Architect/Michael/Tracy	x	x	x	x	x							
9	Tender/complete porch repairs at Kilbride	Geoff/Tracy/contractor			x	x	x							
10	Tender/complete exterior painting works at Kilbride	Geoff/Tracy/contractor			x			x						
Parks & Facilities Operations														
11	Tender/purchase parks maintenance tractor	Geoff/staff	x	x										
12	Replace service vehicle	Geoff/staff		x	x									
121 Huron St./New Hamburg Library														
13	Surface asphalt installation at public parking and firehall lots	Geoff/Fire Chief/contractor				x	x	x	x					
14	Complete window/trim painting works	Geoff/contractor		x	x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: March, 2014

	Project	Person Responsible	J F M A M J J A S O N D													
			J	F	M	A	M	J	J	A	S	O	N	D		
	New Dundee Library															
15	Complete building renovations	Scott/Architect/contractor	x	x	x	x	x	x								
	St.Agatha Parks & Facilities															
16	CC - roof drainage repairs	Brandon/contractor							x	x						
	Petersburg Park															
17	Parking lot expansion	Geoff/contractor													x	x
	New Hamburg Arena/CC															
18	Replace indoor skatepark equipment	Geoff/contractor							x							
19	Arena lobby design/renovations	Scott/consultant/stakeholders	x	x	x											
20	Arena building structural review	Scott/consultant	x													
21	NHCC siding & flat roof replacement	Scott/Geoff/contractor		x	x											
	Baden Parks & Facilities															
22	Complete the replacement of D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor					x									
23	Replace D#2 lighting	Geoff/contractor												x	x	x
24	Install Activa North playground	Geoff/contractor						x	x							
	New Dundee Parks & Facilities															
25	Pave parking lot expansion at NDCC	Scott/Geoff/contractor					x	x	x	x						
	New Hamburg Parks & Facilities															
26	Playground equipment - Captain McCallum Park	Geoff/contractor						x	x							
27	Replace D#1 lighting	Geoff/contractor												x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: March, 2014

	Project	Person Responsible	J F M A M J J A S O N D											
			J	F	M	A	M	J	J	A	S	O	N	D
28	Norm Hill Park lower lot grading/drainage	Geoff/contractor											x	x
	Wilmot Recreation Complex													
29	Replace service vehicle	Geoff/staff	x	x										
30	Replace ice resurfacers	Scott/Geoff				x	x	x						
31	Retaining consultant for permanent generator	Scott							x	x	x	x	x	x
32	Install landscape material storage bunkers	Brandon/contractor										x	x	
	Multiple Facilities													
33	Electrical improvements for Community Centres temporary generators	Scott/Michael/Gary				x	x	x	x	x	x			
	GENERAL													
	RECREATION ADMINISTRATION													
34	2014 Operating & Capital Budget	Scott/CAO/Fin/staff	x	x										
35	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	x	x					x	x				
36	2014 student grant applications	Vicky			x									
37	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Scott/Michael/Contractor			x	x	x	x						
38	Complete annual performance reviews for F/T staff	Scott/Managers											x	x
39	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x	x	x	x	x	x	x
40	2015 Budget	Scott/Management Team										x	x	x
41	Update 10-year capital forecast	Scott/Management Team										x	x	x
42	2014 Work Program	Scott/Managers	x	x	x				x	x			x	x
43	Hire/train summer students	HR/Brandon			x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: March, 2014

	Project	Person Responsible	J F M A M J J A S O N D																			
	AQUATICS																					
44	Surplus pool building negotiations with school board	Scott/CAO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: Public Works

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
STRATEGIC PLAN														
1	Assist with Trails Master Plan Implementation Study	Planning/PW/Rec	x	x	x	x	x	x	x	x	x	x	x	x
2	NH Municipal Community Events Ground Sign/Fountain Improvements Project	Barb/Gary/Sean	x	x	x	x	x	x						
3	NH/Baden Wastewater Servicing Strategy	Gary/Harold/Grant	x	x	x	x								
CAPITAL PROGRAM														
4	Hot Mix Asphalt Program	Alastair/Dave			x	x	x	x	x					
5	Tar & Chip Program	Alastair/Dave			x	x	x	x	x					
6	Bridge Repairs	Gary/Dave		x	x	x	x	x	x	x	x			
7	Sidewalk Program	Alastair					x	x	x	x	x			
8	Grant & Williams Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	x	x	x	x	x	x
9	Main Street Reconstruction - Engineering	Gary/Dave/Alastair		x	x	x	x	x	x	x	x	x	x	x
10	Stake Truck (Roads)	Alastair/Dave			x	x	x							
11	Steel Beam Guiderails - Wilby Road	Alastair/Dave				x	x	x						
12	Replace Streetlights - Good Street	Gary			x	x	x	x	x	x	x			
13	Snowblower Attachment for Loader	Alastair/Dave		x	x	x								
14	Asphalt Hot Box	Alastair/Dave			x	x	x							
15	Traffic Counts	Gary		x	x	x	x	x	x	x				
16	Service Vehicle (Utilities)	Alastair/Sean			x	x	x	x						
17	Haysville Road Culvert Replacement	Gary		x	x	x	x	x	x	x	x	x		

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: Public Works

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
BUDGET														
18	2014 Budget	Gary/Dave/Sean/Alastair Management Team	x	x										
19	2015 Budget	Gary/Dave/Sean/Alastair Management Team								x	x	x	x	x
20	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team	x	x						x	x	x	x	x
ROADS														
21	Winter Sand Stockpile	Dave										x	x	
22	Preprepare Roads for 2015 Hard Surfacing Programs	Dave						x	x	x	x	x		
23	Gravel Resurfacing Program	Alastair/Dave					x	x	x					
24	SWM Facilities - Inspections/Maintenance/Repairs	Dave						x	x					
25	Concrete Pad @ Fuel Tanks	Alastair/Dave								x	x			
UTILITIES														
26	Water Meter Upgrades	Sean	x	x	x	x	x	x	x	x	x	x	x	x
GENERAL														
27	Reforestation Program	Alastair					x			x	x	x		
28	2014 Work Program and Review	Gary		x	x			x	x				x	x
29	Employee Performance Review	Gary/Dave/Sean										x	x	
30	Update Municipal Database	Alastair	x	x								x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 24, 2014

	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	Wilmot Trails Master Plan Implementation Strategy	Andrew, Harold, Scott, Gary	X	X	X	X	X							
4	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant	X	X	X	X								
CAPITAL PROGRAM														
5	Budget 2014	Harold, Management Team	X	X										
6	Budget 2015	Harold, Management Team									X	X	X	X
7	Updated 10 Year Capital Forecast	Harold, Management Team									X	X	X	X
GENERAL														
8	2014 Work Program	Harold			X									
9	Township Official Plan Review	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	WCDSB St. Agatha Pupil Accommodation Review	Andrew, Harold	X	X	X	X								
12	WRDSB Baden Pupil Accommodation Review	Harold, Andrew	X	X	X	X								
13	Development Charges By-law 2014	Harold, Management Team	X	X	X	X	X	X	X	X				
14	Website Refresh Terms of Reference / RFP	Harold, Andrew, All Depts					X	X	X	X				
15	2014 Work Program Review	Harold						X						X
16	Employee Performance Reviews	Harold, Terry											X	

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE SERVICES

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			STRATEGIC PLAN											
1	Master Plan Implementation (ongoing)	Fire Chief	x	x	x	x	x	x	x	x	x	x	x	x
2	Review Fire Agreements (Blanford-Blenhiem/Wellesley)	Fire Chief				x	x	x	x	x	x	x	x	x
3	Review Fire Agreement (Wilmot/North Dumfries)	Fire Chief				x	x	x	x	x	x	x	x	x
4	Review Fire Agreement (Wilmot/Waterloo)	Fire Chief				x	x	x	x	x	x	x	x	x
5	Review By-Law to Establish a Fire Department	Fire Chief				x	x	x	x	x	x	x	x	x
CAPITAL PROGRAM														
6	New Dundee Furnaces installation	Fire Chief	x	x	x									
7	Facility Door Openers/Closers	Fire Chief				x	x	x	x	x				
8	Fire Prevention/Training Vehicle	Fire Chief			x	x	x							
9	SCBA Replacement Program	Fire Chief	x	x	x	x	x	x	x	x	x	x	x	x
10	Electrical Improvements Fire Stations for Temporary Generators	Fire Chief				x	x	x	x	x				
11	NH Pavement 2nd Coat	Fire Chief/Geoff/Contractor				x	x	x	x					
GENERAL														
12	New Dundee Roof Safety Rail	Fire Chief	x	x	x									
13	NH Radio Equipment	Fire DC/Chief				x	x	x	x					
14	New Water PFDs	Fire Chief			x	x								
15	MSA Galaxy Calibration Units	Fire Chief	x	x	x									
16	Fire Training Program	Chief/District Chiefs/Gary			x	x	x	x	x	x	x	x	x	x
17	Review Fire Route By-Law	By-Law/Chief/Barb	x	x	x	x	x	x	x					

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE SERVICES

DATE: March 24, 2014

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
18	Review burn By-Law	By-Law/Chief				x	x	x						
19	Live Fire Training Program / NFPA requirement for Firefighters	Chief/Dchiefs/Gary/FF				x	x	x	x	x	x	x		

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
STRATEGIC PLAN														
1	Expand and promote summer concerts at Castle Kilbride	Tracy, Sherri				x	x	x	x	x				
2	Introduce new Princess Tea & Tour event at Castle Kilbride	Sherri, Tracy					x	x						
3	Introduce new exhibits at Castle Kilbride that appeal to all ages	Sherri, Tracy	x	x	x						x		x	
4	Reorganize and promote Township archives and artifact collections	Tracy, Sherri	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
6	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot										x	x	
7	Designate a Wilmot Township property	Tracy, Heritage Wilmot									x	x		
8	Promote historical walking tours	Tracy, Heritage Wilmot			x	x	x							
9	Submit grant application for New Hamburg Grandstand mural project	Tracy, HW Chairperson			x									
CAPITAL PROGRAM														
10	Coordinate exterior porch repairs/ painting at Castle Kilbride	Tracy, Scott, Contractor			x	x	x	x						
11	Coordinate grandstand mural project	Tracy, Heritage Wilmot					x	x	x	x	x	x		
12	Assist with interior office renovations / archives relocation	Clerk, Rec staff, CK staff	x	x	x									
CASTLE KILBRIDE														
13	Write federal grant application for summer youth employment	Tracy	x											
14	Research and establish 2014 event and exhibit schedules	Sherri, Tracy	x	x										
15	Plan for Canada's Sesquicentennial with regional Network group	Tracy, Sherri	x	x	x	x	x	x	x	x	x	x	x	x
16	Research, develop and install spring/summer exhibits	Sherri	x	x	x									
17	Research, plan and market summer camp programs	Sherri	x	x	x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
18	Solicit colleges/universities for Internship proposals	Tracy		x	x									
20	Enhance Castle Procedures and Volunteer Training Manuals	Sherri			x	x								
21	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri			x	x		x	x	x				
22	Enhance and circulate Spring curriculum programs to schools	Sherri			x									
23	Write Community Museums Operation Grant (CMOG) for museum	Tracy				x	x							
24	Prepare and deliver summer programs and events	Sherri, Tracy				x	x	x	x	x				
25	Review/plan for Junior Volunteer /Community involvement Students	Sherri				x	x							
26	Implement museum collection software program project	Tracy, Sherri					x	x	x	x	x	x	x	x
27	Research, develop and install fall/winter exhibits	Sherri						x	x	x	x	x	x	x
28	Plan 2015 budget	Tracy, Sherri, Mgt Team										x	x	x
29	Research and plan draft 2015 special event and exhibit list	Sherri, Tracy									x	x	x	x
30	Enhance and circulate winter curriculum programs to schools	Sherri										x	x	x
31	Prepare and deliver winter programs and events	Sherri, Tracy											x	x
Castle Kilbride Advisory Committee														
32	Plan 2014 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman				x	x	x						
33	Review Castle Kilbride Museum Policies	CK Staff & Committee				x	x	x	x	x	x	x	x	x
34	Update Castle's Five Year Strategic Plan for Ministry of Culture	CK Staff & Committee				x	x	x	x	x	x	x	x	x
Heritage Wilmot Advisory Committee														
35	Plan 2014 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman				x	x	x						
36	Design new exhibit case and install new exhibit in Atrium	Sherri, Tracy					x	x	x	x	x			

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 24, 2014

	Project	Person Responsible	J F M A M J J A S O N D												
37	Assist with planning Doors Open 2015 & Heritage Day 2015	Tracy, Heritage Wilmot											x	x	x

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