

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: CAO

DATE: March 7, 2016

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D	
			<b>STRATEGIC PLAN</b>												
1	CTT/Regional Economic Development Corporation Implementation	Grant, Municipal CAOs	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	
3	Waterloo Region Tourism Marketing Corporation	Grant	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	
5	Parks Facilities & Recreation Services Master Plan	Grant, Scott, Steering Committee	X	X	X	X	X	X							
6	Review delegation of Planning Approvals	Grant, Harold	X	X	X	X	X	X							
<b>CAPITAL PROGRAM</b>															
7	Updated 10 Year Capital Forecast 2016	Grant, Management Team	X	X									X	X	X
<b>GENERAL</b>															
8	Budget 2016	Grant, Management Team	X	X											
9	Budget 2017	Grant, Management Team									X	X	X	X	
10	2016 Work Programs and review	Grant, Management Team	X	X	X					X					
11	Employee performance reviews	Grant, Management Team	X	X	X							X	X	X	
12	Kitchener Waterloo Community Foundation - Vital Grants	Grant, Finance/Rec Depts	X	X	X								X	X	

# TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: CLERK'S SERVICES**

**DATE: MARCH 7, 2016**

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>																
<b>1</b>	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/ Barb	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>2</b>	Undertake Wilmot Branding Process	Management Team	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>CAPITAL PROGRAM</b>																
<b>3</b>	St. Agatha Municipal/Community Events Grd Sign	Barb/Scott	X	X	X	X	X									
<b>GENERAL</b>																
<b>4</b>	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X									
<b>5</b>	2015 Work Program Year End Review	Barb/Dawn/Derek/ Kevin			X											
<b>6</b>	Joint Ombudsman Process	Barb/Dawn/Area Clerks	X	X	X	X										
<b>7</b>	Victoria Day Event 2016 Liaison Meeting	Bar/Dawn/Derek/Kevin			X											
<b>8</b>	2016 Work Program Mid Year Review	Barb/Dawn/Derek/ Kevin									X					
<b>9</b>	Community Newsletter (with interim tax bills)	Barb/Dawn/Dept Hds	X	X												
<b>10</b>	Community Newsletter (with final tax bills)	Barb/Dawn/Dept Hds					X	X								
<b>11</b>	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena	X	X	X											
<b>12</b>	Update Township Property Inventory	Dawn														X
<b>13</b>	Budget 2016	Barb/Management Team	X	X												
<b>14</b>	Budget 2017	Barb/Management Team									X	X	X	X	X	X
<b>15</b>	Employee Performance Reviews	Barb													X	X
<b>16</b>	Gingerich Road Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>17</b>	St. Agatha Drain 2015	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>18</b>	Finnie Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>19</b>	Drain Maintenance-Myers/Richardson/Biesel/Jantzi/Distler	Barb/J. Kuntze				X	X	X								

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: CLERK'S SERVICES**

**DATE: MARCH 7, 2016**

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
20	Activa-Region - Trussler Road Mannheim Municipal Drain	Barb/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
21	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
22	Nachurs-Alpine Municipal Drain	Barb/Dawn/Engineer	X	X	X	X	X	X	X	X	X	X	X	X	X
23	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
24	Hartmut-Weiss Drain	Barb/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X	X
25	Don Zehr Municipal Drain	Barb/Dawn/B. Dietrich	X												
26	Digital Records Management System	Barb/Dawn/Mgmt Team				X									
27	Update Traffic and Parking By-Law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	X						
28	Wag Pet Resort (Tara Ridge Kennel) Expansion	Barb/Dawn/Derek/ Kevin	X	X	X	X									
29	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			X				X		
30	Staff Liaison - GRAAC Meetings	Dawn	X	X	X	X	X	X	X	X	X	X	X	X	X
31	Bulk Mailing - Dog Tag Reminders	Dawn/Barb					X								

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 7, 2016

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Monitor/Pursue Senior Government Funding Opportunities	Rosita, Patrick, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
2	Implementation of Online Bidding Environment	Marzena, Patrick, Purchasing Agents	x	x										
3	Asset Management Plan Update	Patrick, Ashton, Rosita, Management Team			x	x	x	x	x	x	x	x	x	x
4	Asset Management Software Migration and Upgrade	Patrick, Ashton, Rosita	x	x	x									
5	Implementation of eCommerce Online Payment Solution	Ashton, Patrick, Karl			x	x	x							
6	Parks, Facilities and Recreation Services Master Plan	Grant, Scott, Vicky, Geoff, Angela, Patrick, Councillor Gerber and Mayor Armstrong	x	x	x	x	x	x						
7	Sustainability Committee Meetings	Patrick, Ashton, Scott, Bruce			x			x			x			x
<b>CAPITAL PROGRAM</b>														
8	Implementation of Water Meter Radio Read Program	Ashton, Sue, Utilities	x	x	x	x	x	x	x	x	x	x	x	x
9	Upgrade Desktops and Notebooks	Karl				x	x	x	x					
10	Network Infrastructure Replacements (Back-up Server)	Karl			x	x								
11	Recreation and Facilities Booking Software Upgrade	Karl, Ashton, Vicky					x	x	x					
<b>GENERAL</b>														
<b>FINANCIAL SERVICES</b>														
12	Budget 2016	Rosita, Patrick, Ashton, Marzena, Management Team	x	x										

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 7, 2016

	Project	Person Responsible																
			J	F	M	A	M	J	J	A	S	O	N	D				
	<b>FINANCIAL SERVICES</b>																	
13	2016 Work Program	Rosita, Patrick, Ashton, Marzena, Lorena, Karl	x	x	x													
14	Update Bidding Document Templates for Online Environment	Marzena, Patrick, Purchasing Agents	x	x	x													
15	Update Tangible Capital Asset Inventory Valuations	Patrick, Ashton, Rosita	x	x	x													
16	Digitize Property Roll and Pre-Authorized Payment Plan Files	Ashton, Barb, Sue	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Ashton		x	x	x												
18	Update Tangible Capital Assets Policy	Rosita, Patrick			x	x												
19	Update/Consolidate Reserve Fund By-Law	Rosita, Patrick				x	x	x										
20	Update/Consolidate Trust Fund By-Law	Rosita, Patrick				x	x	x										
21	Update Procurement By-Law to include Online Bidding	Patrick, Marzena				x	x	x										
22	Implement Online Financial Assistance Application Process	Patrick, Ashton				x												
23	Implement Online Water Account Set-Up and Cancellation	Ashton, Sue					x											
24	Update Wilmot Water Financial Plan	Ashton, Utilities						x	x									
25	Review Water Collection Procedures	Ashton, Sue, Utilities							x	x	x							
	<b>FINANCIAL SERVICES</b>																	
26	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena					x	x										
27	Investigate Development Services POS terminal	Harold, Rosita, Ashton				x	x	x										
28	RFP - External Auditors	Rosita, Patrick						x	x									
29	2016 Work Program Review	Rosita, Patrick, Ashton, Marzena, Lorena, Karl									x							
30	Develop and Implement New Online Application for Municipal Grants	Patrick							x	x	x							

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 7, 2016

	Project	Person Responsible																
			J	F	M	A	M	J	J	A	S	O	N	D				
31	2017 Municipal Grants Program	Rosita, Patrick, Management Team											x	x	x	x		
32	Discover Your Wilmot Program - 2017 Intake	Patrick, Rosita, Grant, Vicky													x	x	x	
33	Budget 2017	Rosita, Patrick, Ashton, Marzena, Management Team													x	x	x	x
	<b>IT SERVICES</b>																	
34	Mobile Device Upgrades	Karl, Marzena			x	x												
35	Upgrade infoHR Software and Migrate to Virtual Environment	Karl, Lorena				x	x											
36	Installation/Configuration of Stone Orchard Cemetery Software	Karl, Ashton, Crystal				x	x											
37	Upgrade Fire Pro 2 with Additional Modules	Karl, Michael, Gary M					x	x										
38	Review Implementation of IT Usage Policy	Karl, Lorena, Patrick, Management Team					x	x	x									
	<b>IT SERVICES</b>																	
39	Wireless Access Point Enhancements	Karl						x	x	x								
40	Implementation of CityWide Asset Management Works Module	Karl, Patrick, Dave					x	x	x	x	x							
41	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software	Karl, Patrick, Rosita, Ashton, Management Team				x	x	x										

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 7, 2016

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
	<b>HUMAN RESOURCES</b>															
42	Implement Employee Self-Serve and Timesheet Module Software	Lorena, Karl				x	x									
43	Develop Formal Leave Procedure for VFF	Lorena, Michael						x								
44	Implement Accommodation and Return to Work Policy	Lorena, Management Team				x										
45	Update All Staff on WHMIS 2015 Standard	Lorena		x		x		x				x				
46	Develop Formal Recognition Program for VFF	Lorena, Michael							x							
47	Implement Online Training Environment	Lorena, Ashton			x											

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: FACILITIES & RECREATION SERVICES      DATE: March 7, 2016**

	Project	Person Responsible	Month													
			J	F	M	A	M	J	J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>																
1	Parks, Facilities & Recreation Services Master Plan	Grant, Scott, Vicky, Geoff, Angela, Patrick, Councillor Gerber, Mayor Armstrong	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	x	x
3	Continue to review/prioritize trail projects (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	x	x
4	Assist with Healthy Communities Week	Vicky/staff			x	x										
5	Wilmot Reforestation Program - Parks	Scott				x	x					x	x			
6	Asset Management Plan update	Finance/Management Team			x	x	x	x	x	x	x	x	x	x	x	x
7	Sustainability Committee meetings	Patrick, Ashton, Scott, Bruce			x			x				x				x
<b>CAPITAL PROGRAM</b>																
<b>60 Snyder's Road West</b>																
8	Carpet replacement at Administration Complex	Geoff/contractor						x	x	x	x					
<b>121 Huron Street</b>																
9	Replace rooftop A/C unit	Geoff/Bruce/contractor				x	x	x	x							
<b>Parks &amp; Facilities Operations</b>																
10	Tender/purchase parks pick-up truck	Geoff/supplier	x	x	x	x										
<b>St. Agatha Parks &amp; Facilities</b>																
11	Replace parks maintenance tractor	Geoff/supplier			x	x										



# TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: FACILITIES & RECREATION SERVICES      DATE: March 7, 2016**

	Project	Person Responsible														
			J	F	M	A	M	J	J	A	S	O	N	D		
	<b>Petersburg Park</b>															
12	Diamond #2 fence and backstop replacement	Geoff/contractor											x	x	x	
13	Playground component replacement	Geoff/Contractor				x	x	x								
	<b>Baden Parks &amp; Facilities</b>															
14	Playground component replacement	Geoff/contractor				x	x	x								
15	Install pathway from Brewery Street to Foundry Street parkette	Geoff/Brandon/Contractor						x	x	x						
16	Tennis court replacement	Geoff/contractor							x	x	x	x				
	<b>New Dundee Parks &amp; Facilities</b>															
17	Replace HVAC equipment at Community Centre	Geoff/Bruce/contractor				x	x	x	x							
18	Bandshell floor replacement	Geoff/contractor						x	x	x						
	<b>New Hamburg Parks &amp; Facilities</b>															
19	Norm Hill Park material storage bunkers	Brandon/staff						x	x	x						
20	Norm Hill Park/Scott Park playground component replacement	Geoff/contractor				x	x	x								
21	Forest Glen Trail development	TIWG				x	x	x	x	x	x	x	x	x		
	<b>Wilmot Recreation Complex</b>															
22	Tender and construct the WRC/Schmidt Woods trail	TIWG/consultant/contractor	x	x	x	x	x	x	x	x	x	x				
23	Complete installation/testing of permanent back-up power generator	Scott/Geoff	x	x	x											
	<b>GENERAL</b>															
	<b>RECREATION ADMINISTRATION</b>															
24	2016 Operating & Capital Budget	Scott/CAO/Fin/staff	x	x												
25	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	x	x						x	x					

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: FACILITIES & RECREATION SERVICES      DATE: March 7, 2016**

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
26	Cemetery software purchase/installation/migration	Vicky/Crystal/IT				x	x	x						
27	Replace CLASS software system	Vicky/staff/IT						x	x	x	x	x	x	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
31	Healthy Kids Community Challenge	Vicky/Lacy	x	x	x	x	x	x	x	x	x	x	x	x
32	2017 Budget	Scott/Management Team											x	x
33	Update 10-year capital forecast	Scott/Management Team											x	x
34	2016 Work Program	Scott/Managers	x	x	x				x	x			x	x
35	Hire/train summer students	HR/Brandon			x	x								

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: Public Works**

**DATE: March 7, 2016**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	LED Streetlight Replacement Program	Gary/Alastair	x	x	x	x	x	x	x	x	x	x	x	x
2	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	x	x	x
3	Asset Management Plan Update	Finance/Management Team			x	x	x	x	x	x	x	x	x	x
4	Wilmot Reforestation Program - Public Works	Alastair				x	x				x	x	x	
<b>CAPITAL PROGRAM</b>														
5	Hot Mix Asphalt Program	Alastair/Dave			x	x	x	x	x					
6	Tar & Chip Program	Alastair/Dave			x	x	x	x	x					
7	Pavement Marking Program (2016-2020)	Gary		x	x	x								
8	Sidewalk Program	Alastair			x	x	x	x	x	x	x			
9	Byron & Marvin Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair		x	x	x	x	x	x	x	x	x	x	x
10	Main Street Reconstruction - Construction	Gary/Dave/Alastair	x	x	x	x	x	x	x	x	x			
11	King Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair		x	x	x	x	x	x	x	x	x	x	x
12	Replace Single & Tandem Axle Trucks (Roads)	Alastair/Dave	x	x	x									
13	Baden Works Yard Backup Power Supply	Gary/Dave/Sean/Alastair			x	x	x	x	x	x	x			
14	Replace Pickup Truck (Utilities)	Alastair/Sean				x	x	x						
15	Wilmot-Easthope Road Culvert Replacement - Engineering	Gary/Alastair/Dave		x	x	x	x	x	x	x	x	x	x	x

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: Public Works

DATE: March 7, 2016

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>BUDGET</b>											
16	2016 Budget	Gary/Dave/Sean/Alastair Management Team	x	x										
17	2017 Budget	Gary/Dave/Sean/Alastair Management Team								x	x	x	x	x
18	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team	x							x	x	x	x	x
<b>ROADS</b>														
19	Winter Sand Stockpile	Dave											x	x
20	Prepare Roads for 2017 Hard Surfacing Programs	Dave						x	x	x	x	x		
21	Gravel Resurfacing Program	Alastair/Dave					x	x	x					
22	SWM Facilities - Inspections/Maintenance/Repairs	Dave						x	x					
23	Road Sign Inventory	Dave						x	x					
<b>UTILITIES</b>														
24	Replace Lift Pumps @ Waterloo Street Pump Station	Sean			x	x	x	x						
25	Water Meter Upgrades	Sean	x	x	x	x	x	x	x	x	x	x	x	x
<b>GENERAL</b>														
26	2016 Work Program and Review	Gary		x	x			x	x				x	x
27	Employee Performance Review	Gary/Dave/Sean										x	x	
28	Update Municipal Database	Alastair	x	x								x	x	x

# TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT: DEVELOPMENT SERVICES**

**DATE: March 7, 2016**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Review Delegation of Planning Approvals	Harold, Grant	X	X	X	X	X	X						
2	Continue to review/prioritize trail projects (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
3	Wilmot Economic Development Action Group	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
<b>CAPITAL PROGRAM</b>														
4	Budget 2016	Harold, Management Team	X	X										
5	Tender 2016 4WD/AWD Compact SUV	Harold, Terry, Marzena		X	X									
6	Budget 2017	Harold, Management Team									X	X	X	X
7	Updated 10 yr Capital Forecast	Harold, Management Team									X	X	X	X
<b>GENERAL</b>														
8	2016 Work Program	Harold	X	X	X									
9	Investigate Development Services POS terminal	Harold, Rosita				X	X	X						
10	Township Official Plan Review (Conformity)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
11	Township Official Plan Review (Rationalization)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
12	Source Water Protection Implementation	Harold	X	X	X	X	X	X						
13	New Hamburg Core Area Parking Review	Andrew, Harold	X	X	X	X								
14	AIZAN GIS Data Management Procedural Manual	Andrew	X	X	X	X								
15	Building Inspection Health & Safety Procedure Guideline	Terry, Amy	X	X	X	X								
16	2016 Work Program Review	Harold								X				
17	Employee Performance Reviews	Harold, Terry											X	X

# TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT : FIRE**

**DATE: March 7, 2016**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Fire Agreement Discussions (Wilmot/Waterloo/Wellesley)	Michael	x	x	x	x	x	x	x	x	x	x	x	x
2	Review By-Law to Establish a Fire Department	Michael	x	x	x	x								
3	Monitor/Persue Senior Government Funding Opportunities	Finance & Management	x	x	x	x	x	x	x	x	x	x	x	x
4	Asset Management Plan Update	Finance & Management			x	x	x	x	x	x	x	x	x	x
5	Aizan Emergency Communications / Implementation	Michael / Harold	x	x	x	x	x	x	x	x	x			
<b>CAPITAL PROGRAM</b>														
6	Emergency Management Training	Michael / Gary M									x	x	x	
7	Baden Station Rear Pavement	Michael				x	x	x	x	x	x			
8	Diesel Exhaust Extraction Baden Station	Michael			x	x	x	x	x	x	x	x	x	
9	SCBA Upgrades	Michael		x	x									
10	Protective Gear New Recruits	Michael / Gary M		x	x	x	x	x						
11	Emergency Back-Up Power New Hamburg Station	Michael	x	x	x	x	x	x	x	x	x	x	x	
12	Station 2 ND Building Renovations for Assembly Occupancy	Michael			x	x	x	x	x	x	x	x	x	
13	Station 3 NH Building Renovations for Assembly Occupancy	Michael		x	x	x	x	x	x	x	x	x	x	
14	Fire Tanker Truck Replacement	Michael / fire mgmt. team		x	x	x	x	x	x	x	x	x	x	
15	Firefighter Personal Protective Equipment (PPE)	Michael / Gary M		x	x	x	x	x						
16	Fire Hose Replacement	Michael				x	x	x	x	x	x	x		
17	Reflective Striping for Pumper 1 & Aerial 39	Michael / fire mgmt. team		x	x	x								
18	Ventilation Saw Stn 2 ND	Michael		x	x	x	x	x						
19	Fire Station Signage (ALL)	Michael / fire mgmt. team		x	x	x	x	x	x	x	x	x	x	x
20	Fire Prevention Tools	Michael / Andrew		x	x	x	x							

## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

**DEPARTMENT : FIRE**

**DATE: March 7, 2016**

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
21	Direct Detect for New Dundee & Baden Stations	Michael		x	x	x	x	x						
22	Mandatory Fire Pump Testing	Michael / District Chiefs				x	x	x	x	x	x	x		
23	Mandatory Ladder Testing	Michael / District Chiefs				x	x	x	x	x	x	x		
<b>GENERAL</b>														
24	Firefighter Recruit Training	Gary M			x	x	x	x	x	x	x	x		
25	Live Fire Training	Gary M				x	x	x	x	x	x	x		
26	Firefighter Survival Training	Gary M			x	x	x	x	x	x	x	x		
27	Carbon Monoxide Detector Program	Andrew		x	x	x	x	x	x	x	x	x	x	x
28	Public Education Videos	Gary M		x	x	x								
29	Budget 2016	Mgmt Team	x	x										
30	Budget 2017	Mgmt Team									x	x	x	x
31	Upgrade Fire Pro 2 with Additional Modules	Karl, Michael, Gary M					x	x						
32	Develop Formal Leave Procedure for VFF	Lorena, Michael						x						
33	Develop Formal Recognition Program for VFF	Lorena, Michael							x					
34	Update Fire Route By-Law	Michael, Andrew			x	x								

# TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 7, 2016

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Expand and enhance CK & HW landing page content	Tracy, Sherri				x	x	x	x	x				
2	Monitor funding opportunities for sesquicentennial projects	Tracy	x	x	x	x	x	x	x	x	x	x	x	x
3	Explore Wilmot promotional video	Harold, Scott, Tracy												
4	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot				x	x	x	x	x	x	x		
5	Designate a Wilmot Township property	Tracy, Heritage Wilmot									x	x		
6	Research municipal Arts and Cultural plans	Tracy								x	x	x	x	x
<b>CAPITAL PROGRAM</b>														
7	Coordinate grandstand mural project	Tracy, Heritage Wilmot	x	x	x	x	x	x	x	x	x			
<b>CASTLE KILBRIDE</b>														
8	Write federal/provincial grants for summer youth employment	Tracy	x	x										
9	Research and establish 2016 event and exhibit schedules	Sherri, Tracy	x	x	x									
10	Establish 2016 Work Program	Tracy, Sherri		x	x									
11	Research, develop and install spring/summer exhibits	Sherri	x	x	x	x	x	x						
12	Solicit colleges/universities for Internship proposals	Tracy			x	x								
13	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri			x	x	x	x	x	x				
14	Write Community Museums Operation Grant (CMOG) for museum	Tracy, Sherri					x							
15	Prepare and deliver summer programs and events	Sherri, Tracy						x	x	x	x			
16	Employee Performance Reviews	Tracy											x	x
17	Research, develop and install fall/winter exhibits	Sherri							x	x	x	x	x	
18	Plan 2017 budget	Tracy, Mgt Team										x	x	x
19	Research and plan draft 2017 special event and exhibit list	Sherri, Tracy							x	x	x	x	x	x



## TOWNSHIP OF WILMOT WORK PROGRAM - 2016

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 7, 2016

	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
20	Prepare and deliver winter programs and events	Sherri, Tracy											x	x	x
	<b>Castle Kilbride Advisory Committee</b>														
21	Plan 2016 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman	x	x	x	x									
22	Expand Castle Lecture Series	CK Staff & Committee	x	x	x										
23	Complete Castle Kilbride book	CK Staff & Committee	x	x	x	x	x	x	x	x	x				
	<b>Heritage Wilmot Advisory Committee</b>														
24	Plan 2016 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman	x	x	x	x									
25	Plan and deliver 2016 Heritage Day	Tracy, Heritage Wilmot	x	x											
26	Research and plan for a Sir Adam Beck commemorative feature	Tracy, Heritage Wilmot										x	x	x	x

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