



Ad Hoc Budget Advisory Committee Agenda

Monday, December 13, 2021

Virtual

5:00 P.M.

This meeting is open to the public and is available through an online platform. Please subscribe to the [Township of Wilmot You Tube Channel](#) to watch the live stream or view after the meeting.

Delegations must register with the [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

- 1. MOTION TO CONVENE INTO CLOSED MEETING**
- 2. MOTION TO RECONVENE IN OPEN MEETING**
- 3. MOMENT OF SILENCE**
- 4. TERRITORIAL ACKNOWLEDGEMENT – Councillor A. Hallman**
- 5. ADDITIONS TO THE AGENDA**
- 6. ADOPTION OF THE AGENDA**

RECOMMENDATION

THAT the Agenda for the ad hoc Budget Advisory Committee meeting, as presented, for December 13, 2021, be adopted.

- 7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 8. MINUTES OF PREVIOUS MEETINGS**
- 9. PRESENTATIONS**
- 10. REPORTS**

10.1 CORPORATE SERVICES**10.1.1 REPORT NO. COR 2021-042****Pre-Budget Consultation****RECOMMENDATION**

THAT Report COR 2021-042, outlining the feedback from the 2022 Pre-Budget Consultations be received for information purposes, and further

THAT staff be directed to incorporate feedback from the 2022 Pre-Budget Consultations within the draft 2022 Operating and Capital Budgets.

10.1.2 REPORT NO. COR 2021-043**Inflationary Tax Levy Adjustment****RECOMMENDATION**

THAT the Ad hoc Budget Advisory Committee approve and recommend staff prepare the 2022 Municipal Budget, based in principle on an inflationary levy increase of 2.90%, which will be monitored throughout the budget process.

10.1.3 REPORT NO. COR 2021-044**Special Dedicated Infrastructure Levy****RECOMMENDATION**

THAT Council approve a Special Dedicated Infrastructure Levy of 2.00% to be included within the 2022 Municipal Budget; and further

THAT the proceeds from the Special Infrastructure Levy be allocated to the Township's Infrastructure Reserve Funds; and further

THAT the use of these funds be dedicated to achieving sustainability within the Township's long-term capital forecast and Asset Management Plan.

10.1.4 REPORT NO. COR 2021-045
2022 Fees and Charges & 2022 Water/Sanitary Rates

RECOMMENDATION

THAT the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 13, 2021 be adopted, and further;

THAT the Water and Sanitary Rates By-Law and Fees and Charges By-Laws be updated accordingly.

10.1.5 REPORT NO. COR 2021-046
2022 Municipal Grants Program

RECOMMENDATION

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program as per Appendix A of Report COR 2021-046 (as determined by committee); and further

THAT \$65,597 in Municipal Grants be incorporated within the 2022 draft operating budget.

10.1.6 REPORT NO. COR 2021-047
Level of Service Requests - Summary

RECOMMENDATION

THAT Report COR 2021-046, regarding the Level of Service Requests for fiscal 2022 be received for information purposes.

10.1.7 REPORT NO. COR 2021-048
Proposed Level of Service – Sustainability Coordinator
/ Grant Administrator

RECOMMENDATION

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to establish and recruit one (1) additional full-time position for the Sustainability Coordinator / Grants Administrator role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Corporate Services Budget.

10.2 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**10.2.1 REPORT NO. CAO 2021-005****Proposed Level of Service – Executive Assistant to the Chief Administrative Officer****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to convert the contract Executive Assistant to the CAO to a full-time permanent role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget for the Office of the CAO.

10.3 PUBLIC WORKS AND ENGINEERING**10.3.1 REPORT NO. PW 2021-021****Proposed Level of Service – Infrastructure GIS Analyst****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to establish and recruit one (1) additional full-time position for the Infrastructure GIS Analyst role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Engineering Services Division.

10.3.2 REPORT NO. PW 2021-022**Proposed Level of Service – Public Works Licensing and Compliance Coordinator****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to establish and recruit one (1) additional full-time position for the Public Works Licensing and Compliance Coordinator role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Water and Sanitary Operating Budget.

10.3.3 REPORT NO. PW 2021-023**Proposed Level of Service – Development Engineering Technologist****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to establish and recruit one (1) additional full-time position for the Development Engineering Technologist role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Engineering Services Budget.

10.3.4 REPORT NO. PW 2021-024**Proposed Level of Service – Roads Operator****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to recruit one (1) additional full-time position for the Roads Operator role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Roads Administration Budget.

10.4 PARKS, FACILITIES AND RECREATION SERVICES**10.4.1 REPORT NO. PFRS 2021-020****Proposed Level of Service – Customer Service Representative****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to convert the existing contract Customer Service Representative to a full-time permanent role; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget for Recreation Administration.

10.4.4 REPORT NO. PFRS 2021-021**Proposed Level of Service – Parks and Facilities Technician****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to recruit a full-time permanent Parks & Facilities Technician; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Parks, Facilities & Recreation Services Department, Parks and Facilities Division Budget.

10.5 INFORMATION AND LEGISLATIVE SERVICES**10.5.1 REPORT NO. ILS 2021-045****Proposed Level of Service – Permanent Part-Time Municipal Law Enforcement Officer****RECOMMENDATION**

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to recruit one (1) additional permanent Part-time Municipal Law Enforcement Officer; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget, under the Municipal Law Enforcement Division of the Information and Legislative Services Budget.

10.6 FIRE SERVICES**10.6.1 REPORT NO. FD 2021-007****Proposed Level of Service – Permanent Part-Time Public Educator / Fire Prevention Officer**

RECOMMENDATION

THAT, subject to the approval of the 2022 Budget, the Manager of Human Resources | Health and Safety be directed to establish and recruit one (1) permanent part-time Public Educator / Fire Prevention Officer; and further

THAT staff proceed to incorporate these costs into the draft 2022 Operating Budget for Fire Services.

11. ADJOURNMENT**RECOMMENDATION**

THAT we do now adjourn to meet again at the call of the Mayor.