



Ad Hoc Budget Advisory Committee Minutes

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**

RESOLUTION NO. AHB 2021-01

Moved By: Councillor C. Gordijk

Seconded By: Councillor J. Pfenning

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

CARRIED.

7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

Councillor C. Gordijk declared a pecuniary conflict with regards to Item 10.1.5, specifically, the proposed funding for the Wilmot Terry Fox Run, for which she is a co-chair.

8. MINUTES OF PREVIOUS MEETINGS

9. PRESENTATIONS

10. REPORTS

10.1 CORPORATE SERVICES

10.1.1 REPORT NO. COR 2021-042

Pre-Budget Consultation

RESOLUTION NO. AHB 2021-02

Moved By: Councillor B. Fisher

Seconded By: Councillor A. Hallman

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.

CARRIED.

The Director of Corporate Services/Treasurer highlighted the report.

10.1.2 REPORT NO. COR 2021-043

Inflationary Tax Levy Adjustment

RESOLUTION NO. AHB 2021-03

Moved By: Councillor A. Hallman

Seconded By: Councillor C. Gordijk

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.

CARRIED.

The Director of Corporate Services/Treasurer highlighted the report and responded to clarifying questions, explaining the different rate adjustments to reflect where funds are being allocated towards. He expanded on the status of senior level funding, their areas of priority, and the formulaic nature of some funding streams.

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

RESOLUTION NO. AHB 2021-04

Moved BY: Councillor C. Gordijk Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Director of Corporate Services/Treasurer highlighted the report and noted the review and reporting responsibilities for the proposed Sustainability Coordinator / Grant Administrator position in terms of highlighting sustainable infrastructure opportunities.

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

RESOLUTION NO. AHB 2021-05

Moved By: Councillor C. Gordijk Seconded By: Councillor B. Fisher

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

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

CARRIED, AS AMENDED.

The Director of Corporate Services/Treasurer highlighted the report.

Staff responded to inquiries regarding the pending Affiliation Policy and proposed Special Events Application fee. Staff noted that the Special Events Application would not be charged to any person or group until the guideline came forward in an Open Council Meeting. The Committee requested that the Special Events Application fee be deferred until additional public consultation and internal review occur.

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

RESOLUTION NO. AHB 2021-06

Moved By: Councillor J. Pfenning

Seconded By: Councillor B. Fisher

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 \$63,709 in Municipal Grants be incorporated within the 2022 draft operating budget.

CARRIED, AS AMENDED.

The Manager of Finance/Deputy Treasurer highlighted the report.

Staff proposed an amended Recommendation to reflect the removal of the grant funding for the Wilmot Terry Fox Run, for discussion and voting separate from the remaining funding requests.

RESOLUTION NO. AHB 2021-07

Moved By: Councillor J. Pfenning

Seconded By: Councillor A. Hallman

THAT \$1,888 in Municipal Grants be incorporated within the 2022 draft operating budget.

CARRIED.

Councillor C. Gordijk, having declared a conflict of interest, did not take part in the discussion or subsequent voting thereof.

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

RESOLUTION NO. AHB 2021-08

Moved By: Councillor C. Gordijk

Seconded By: Councillor J. Pfenning

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

CARRIED.

The CAO and Director of Corporate Services/Treasurer highlighted the report.

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

RESOLUTION NO. AHB 2021-09

Moved By: Councillor C. Gordijk Seconded By: Councillor B. Fisher

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.

CARRIED.

The Director of Corporate Services/Treasurer highlighted the report.

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

RESOLUTION NO. AHB 2021-10

Moved By: Councillor C. Gordijk Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Chief Administrative Officer highlighted the report.

10.3 PUBLIC WORKS AND ENGINEERING

10.3.1 REPORT NO. PW 2021-021

Proposed Level of Service – Infrastructure GIS Analyst

RESOLUTION NO. AHB 2021-11

Moved By: Councillor B. Fisher

Seconded By: Councillor A. Hallman

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.

CARRIED.

The Director of Public Works and Engineering highlighted the report.

10.3.2 REPORT NO. PW 2021-022

**Proposed Level of Service – Public Works Licensing
and Compliance Coordinator**

RESOLUTION NO. AHB 2021-12

Moved By: Councillor J. Pfenning

Seconded By: Councillor C. Gordijk

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.

CARRIED.

The Director of Public Works and Engineering highlighted the report.

10.3.3 REPORT NO. PW 2021-023

**Proposed Level of Service – Development Engineering
Technologist**

RESOLUTION NO. AHB 2021-13

Moved By: Councillor C. Gordijk Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Director of Public Works and Engineering highlighted the report.

10.3.4 REPORT NO. PW 2021-024

Proposed Level of Service – Roads Operator

RESOLUTION NO. AHB 2021-14

Moved By: Councillor J. Pfenning Seconded By: Councillor A. Hallman

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.

CARRIED.

The Director of Public Works and Engineering highlighted the report.

10.4 PARKS, FACILITIES AND RECREATION SERVICES

10.4.1 REPORT NO. PFRS 2021-020

**Proposed Level of Service – Customer Service
Representative**

RESOLUTION NO. AHB 2021-15

Moved By: Councillor C. Gordijk

Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Director of Parks, Facilities, and Recreation Services highlighted the report.

10.4.2 REPORT NO. PFRS 2021-021

**Proposed Level of Service – Parks and Facilities
Technician**

RESOLUTION NO. AHB 2021-16

Moved By: Councillor C. Gordijk

Seconded By: Councillor A. Hallman

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.

CARRIED.

The Director of Parks, Facilities, and Recreation Services highlighted the report.

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**

RESOLUTION NO. AHB 2021-17

Moved By: Councillor B. Fisher

Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Director of Information and Legislative Services/Municipal Clerk highlighted the report.

10.6 FIRE SERVICES

10.6.1 REPORT NO. FD 2021-007

**Proposed Level of Service – Permanent Part-Time
Public Educator / Fire Prevention Officer**

RESOLUTION NO. AHB 2021-18

Moved By: Councillor A. Hallman

Seconded By: Councillor J. Pfenning

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.

CARRIED.

The Fire Chief highlighted the report.

11. ADJOURNMENT

RESOLUTION NO. AHB 2021-19

Moved By: Councillor J. Pfenning

Seconded By: Councillor A. Hallman

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

CARRIED.