



**AD HOC BUDGET ADVISORY COMMITTEE  
ACTION ITEMS  
Monday, December 16, 2019  
Wilmot Community Room  
5:30 P.M.**

**DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

**1. REPORT NO. FIN 2019-39  
Pre-Budget Consultations**

THAT Report FIN 2019-39, outlining the feedback from the 2020 Pre-Budget Consultations be received for information purposes, and further

THAT staff be directed to incorporate feedback from the 2020 Pre-Budget Consultations within the draft 2020 Operating and Capital Budgets.

**ACTION:**

- Finance Department to review possible revisions the Pre-Budget Consultations for 2021 Budget to promote public engagement
- Communications Specialist to assist in promoting public engagement in the Budget process

**2. REPORT NO. FIN 2019-40  
Inflationary Tax Levy Adjustment**

THAT the Ad Hoc Budget Advisory Committee approve and recommend staff prepare the 2020 Budget, based in principle on an inflationary levy increase of 2.2%, which will be monitored throughout the budget process.

**3. REPORT NO. FIN 2019-41  
Special Dedicated Infrastructure Levy**

THAT Council approve a Special Dedicated Infrastructure Levy of 2.0% to be included within the 2020 Municipal Budget; and further

THAT the proceeds from the Special Infrastructure Levy be allocated annually to the Township's three (3) tax-funded Infrastructure Reserve Funds for Equipment, Facilities and Transportation; 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.

**ACTION:**

- Director of Finance to work with Communications Specialist to assist in public communication regarding the Special Infrastructure Levy

**4. REPORT NO. FIN 2019-42  
2020 Fees and Charges**

THAT the Ad Hoc Budget Advisory Committee recommends to Council the Fees and Charges report dated December 16, 2019 be adopted;

AND FURTHER THAT the Fees and Charges By-Law be amended accordingly.

**5. REPORT NO. FIN 2019-43  
2020 Municipal Grants Program**

THAT the Ad Hoc Budget Advisory Committee approve the Municipal Grant Program as per Appendix A (as determined by committee); and further

THAT \$50,383 in Municipal Grants be incorporated within the 2020 draft operating budget; and further

THAT staff release the 2020 Discover Your Wilmot Program following approval of the 2020 Municipal Budget, with a funding allocation of \$2,145.

**6. REPORT NO. FIN 2019-47  
2016-2019 Overtime / Lieu-Time Report**

THAT Report No. FIN 2019-47, as prepared by the Supervisor of Procurement and Payroll, be received for information purposes.

**ACTION:**

- Staff to further review overtime reporting to provide greater detail on emergency overtime and part-time overtime

**7. REPORT NO. FIN 2019-44**  
**2020 Level of Service Requests**

THAT Report FIN 2019-44, regarding the Level of Service Requests for fiscal 2020 be received for information purposes.

**ACTION:**

- Staff to issue press release on behalf of committee outlining the unique nature of this years' levy increase with separate and distinct adjustments for inflation, infrastructure and levels of services

**8. REPORT NO. ILS 2019-56**  
**Level of Service Request - Communications Specialist**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Co-ordinator be directed to establish and recruit for the Full Time Communications Specialist position; and further,

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Information and Legislative Services Budget.

**9. REPORT NO. FIN 2019-46**  
**Level of Service Request – Human Resources Assistant**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) full-time position for the Human Resources Assistant role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Financial Services Budget.

**10. REPORT NO. FIN 2019-45**  
**Level of Service Request – Desktop Support Technician (1-Year Contract)**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) 1-year contract position for the Desktop Support Technician role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the IT Services Budget.

**11. REPORT NO. PW 2019-19**

**Level of Service Request – Engineering Technologist**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) additional full-time position for the Engineering Technologist role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Engineering Administration Budget.

**12. REPORT NO. PW 2019-18**

**Level of Service Request – Technical Program Coordinator**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) additional full-time position for the Technical Program Coordinator role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Engineering Administration Budget.

**13. REPORT NO. FRS 2019-10**

**Level of Service Request – Parks & Facilities Technician**

**Recommendation**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) additional full-time position for the Parks & Facilities Technician role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Facilities & Recreation Services Department, Parks & Facilities Division Budget.

**14. REPORT NO. FRS 2019-10**

**Level of Service Request – Trails Coordinator (3-Year Contract Position)**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit a Trails Coordinator based on a 3-year contract position; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Facilities & Recreation Services Department, Recreation Administration Budget.

**15. REPORT NO. CK 2019-05**

**Level of Service Request – Museum Assistant**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) additional full-time position for the Museum Assistant role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Castle Kilbride Budget.

**16. REPORT NO. DS 2019-31**

**Level of Service Request - Planner**

That, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit for the Planner position; and further,

That staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Development Services Budget; and further,

That the Director of Development Services be authorized to extend the existing contract of the Planner (Contract) position, until such time as the Planner position is filled in order, to ensure continuation of service levels.

**17. REPORT NO. FD 2019-11**

**Level of Service Request - Part-Time Fire Training Officer**

THAT, subject to the approval of the 2020 Budget, the Human Resources / Health & Safety Coordinator be directed to establish and recruit one (1) 1-Year contract position for the Fire Training Officer role; and further

THAT staff proceed to incorporate these costs into the draft 2020 Operating Budget, under the Fire Service Budget.