



AD HOC BUDGET ADVISORY COMMITTEE AGENDA

Monday, December 16, 2019

Closed Meeting

Wilmot Community Room

4:30 P.M.

Regular Committee Meeting

Wilmot Community Room

5:00 P.M.

1. MOTION TO CONVENE INTO CLOSED SESSION

THAT a Closed Meeting of Council be held on Monday, December 16, 2019 at 4:30 p.m. in accordance with Section 239(3), (c) for the purpose of:

- d) labour relations or employee negotiations

2. MOTION TO RECONVENE INTO OPEN SESSION

3. LAND ACKNOWLEDGEMENT

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

5. REPORT NO. FIN 2019-39 Pre-Budget Consultations

Recommendation

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.

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

Recommendation

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.

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

Recommendation

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.

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

Recommendation

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.

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

Recommendation

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.

**10. 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.

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

Recommendation

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

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

Recommendation

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.

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

Recommendation

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.

14. REPORT NO. FIN 2019-45

Level of Service Request – Desktop Support Technician (1-Year Contract)

Recommendation

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.

15. REPORT NO. PW 2019-19

Level of Service Request – Engineering Technologist

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 Engineering Technologist role; and further

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

16. REPORT NO. PW 2019-18

Level of Service Request – Technical Program Coordinator

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 Technical Program Coordinator role; and further

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

17. 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.

18. REPORT NO. FRS 2019-10

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

Recommendation

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.

19. REPORT NO. CK 2019-05

Level of Service Request – Museum Assistant

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 Museum Assistant role; and further

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

20. REPORT NO. DS 2019-31

Level of Service Request - Planner

Recommendation

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.

21. REPORT NO. FD 2019-11

Level of Service Request - Part-Time Fire Training Officer

Recommendation

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.

ADJOURNMENT