

To: David Creery, Chief Administrative Officer

From: Diane Campbell, Director of Administrative Services

Re: 2025 Revenue Budget Approval

AIM

To obtain Council approval of the 2025 Revenue Fund budget.

BACKGROUND

The Revenue Fund budget has been reviewed at three meetings. During the process, various recommendations, including additions to the budget have been presented to Council, but nothing formal has been approved.

COMMENTS

A list of motions has been prepared and is attached for Council's consideration. If the list of motions related to the additions presented in the 2025 preliminary Revenue Fund budget are approved (excluding any encampment response options), the average home will see an increase of \$ 192.56 or 6.38% over 2024. The levy increase would be 8.88% and the residential tax rate increases by 6.38%.

The motion approving the budget is at the end of the list. Members of Council are free to propose any additional motions for consideration.

RECOMMENDATION

Refer to motions.

Authored by: Diane Campbell, CPA, CA, Director of Administrative Services

Approved by: David Creery, MBA, P. Eng., Chief Administrative Officer

Suggested Motions for the 2025 Revenue Fund Budget

Suggested Motions from Staff Recommendations

The following motions are written in the context of Council approving the item. The items numbered 1-23 were included in the preliminary budget as presented. Unless otherwise noted, funding for the various motions will be the tax levy. Council may choose whether to move or revise each motion.

Suggested Financial and Asset Sustainability Additions to Base Budget

1. That the annual contribution to the Road Reconstruction Reserve be increased by \$400,000 to \$800,000.
2. That a one-time contribution to capital in the amount of \$_____ be approved to replace 2025 debenture financing on York Street (George Street to Adelaide Street).

Note: Council could choose any amount up to \$343,000

3. That a one-time contribution to capital in the amount of \$_____ be approved to replace 2025 debenture financing on Powell Street (Salter Avenue to Parkinson Road).

Note: Council could choose any amount up to \$518,000

4. That a one-time contribution to a new Cowan Sportsplex Indoor Turf Replacement Reserve in the amount of \$_____ be approved to replace 2026 debenture financing.

Note: Council could choose any amount up to \$750,000

5. That an annual contribution to a new Public Art Reserve in the amount of \$5,000 be approved.
6. That an annual contribution to a new Digital Projects Reserve in the amount of \$5,000 be approved.
7. That a one-time contribution to capital in the amount of \$ 125,000 be approved to finance 50% of the 2026 final payment related to the purchase of 478-484 Dundas Street.

Suggested Staffing Related Additions to Base Budget

8. That the staffing request from the Human Resources Department for a full-time Human Resources Assistant in the amount of \$49,250 be approved,

And further that \$3,000 for Information Technology equipment be approved.
9. That the staffing request from the Engineering Department for a full-time Manager of Facilities Maintenance in the amount of \$65,850 be approved,

And further that \$3,000 for Information Technology equipment be approved.
10. That the staffing request from the Parks and Recreation Department for one full-time Horticultural Technician in the amount of \$52,000 be approved.
11. That the staffing request from the Parks and Recreation Department for one full-time Recreation Clerk at Cowan Sportsplex in the amount of \$27,800 be approved,

And further that \$3,000 for Information Technology equipment be approved.
12. That the staffing request from the Parks and Recreation Department for one Recreation Coordinator at Cowan Sportsplex in the amount of \$39,000 be approved,

And further that \$3,000 for Information Technology equipment be approved.
13. That the staffing request from the Parks and Recreation Department to convert one part-time Southside Aquatic Centre Custodian to one full-time Southside Aquatic Centre Custodian with a net cost of \$7,050 be approved.
14. That the staffing request from the Woodstock Art Gallery for one part-time Front Desk Attendant in the amount of \$21,000 be approved.
15. That the staffing request from the Economic Development Department for one summer student in the amount of \$14,250 be approved.
16. That the staffing request from the Woodstock Public Library for one full-time Manager of Facilities in the amount of \$57,700 be approved.

The remaining staff addition request from the Public Works department for one full-time Fleet Safety and Compliance Coordinator, in the amount of \$54,700 and \$3,000 in Information Technology equipment, is recommended to be deferred until 2026. No motion is required. Should Council wish to recommend this addition, a motion can be provided by staff.

Suggested Miscellaneous Additions to Base Budget

17. That the request from the Administrative Services Department for a contract staff position to the end of 2027 to manage the transition/implementation of new financial, property taxation, payroll, human resource and business management software, in the amount of \$30,000 financed from the Salary Reserve in 2025, be approved,

And further that \$3,000 for Information Technology equipment be approved.

18. That the request from the Marketing and Communications Department for a contract staff position to lead and implement the website migration to a new platform in the amount of \$118,000 be approved.

19. That the request from the Information Technology Department for Cyber Resiliency software in the amount of \$86,500 be approved.

20. That the request from the Engineering Department – Bylaw Enforcement Division for funding to transition from the Provincial Offences Act (POA) system of administrative penalties to the Administrative Monetary Penalty System (AMPS) in the amount of \$52,000 be approved,

And further that \$16,000 for Information Technology equipment be approved.

21. That the request from the Marketing and Communications Department for funding for the planning of the City of Woodstock 125th Anniversary celebrations in the amount of \$5,000 be approved from the Contingency Reserve.

Suggested Service Level Improvements to Base Budget

22. That the staffing request from the Parks and Recreation Department for one full-time Assistant Supervisor and two full-time Skilled Labourers for Encampment Response in the amount of \$194,250 be approved,

And further that Council approve additional expenditures for vehicle operations, communications, equipment, personal protective equipment, training and waste management in the amount of \$47,700,

And further that the budget for Parks Cleanup-Purchased Services (Account: 0701-83125-0393) be reduced from \$150,000 to \$80,000,

And further that Council approve the purchase of a new truck at a cost of \$55,000.

OR

23. That the request for a \$50,000 increase in the budget for Contracted Services (Account: 0701-83125-0393) from \$150,000 to \$200,000 for encampment clean up be approved.

Motions from Council

24. Motion – Councillor Martin:

That Council reduce the contribution to Sylvania Band-Provision for Reserve (Account: 0204-83326-0000) from \$3,000 to \$0.

25. Motion – Councillor Martin:

That Council reduce the budget for Council-Sister Cities (Account: 1200-71254-0000) from \$13,000 to \$2,000.

26. Motion – Councillor Martin:

That Council increase the budget for Museum Program-Camps/PA Days (Revenue account: 0707-67716-0000) from \$20,000 to \$30,000.

Motion Related to the Final Approval of the Budget

Once all the amendments to the Revenue Fund Budget have been made, the recommended motion is:

That Woodstock City Council approve the 2025 Revenue Fund Budget as amended and that the Director of Administrative Services be directed to prepare the necessary by-law for Council consideration.