



## Corporation of the Township of Brock

### Staff Report to the Members of Council

**From:** Sarah Jones

**Position:** By-Law and Animal Services Supervisor

**Title / Subject:** By-law and Animal Services – Use of Reserve Funds

**Date of Meeting:** September 22, 2025

**Report No:** 2025-PS-011

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#### 1.0 Issue / Origin

The purpose of this report is to seek Council approval for the use of reserve funds to cover three critical, unbudgeted expenditures for the Bylaw and Animal Services Department. The replacement of the air conditioning system as well as replacement of tires for the Animal Services Van, to be funded from the Canine Control Reserve and the replacement of one of the HVAC units at the Dench Animal Shelter, to be funded from the Marino-Dench Animal Trust Fund.

#### 2.0 Background and Analysis

The 2025 operating budget for the Bylaw and Animal Services Department did not include provisions for major repairs or replacements of HVAC systems. Unfortunately, both the air conditioning system in the Animal Services van and one of the units servicing the Dench Animal Shelter have failed unexpectedly during the 2025 summer season. In addition, further maintenance is required for the Animal Services van which includes full replacement of summer/winter tires. During 2025, the By-Law Services Vehicle has required other unexpected repairs which has placed a strain on the vehicle repair budget, therefore, there are limited funds remaining to respond to these critical repairs needed on the Animal Services Vehicle. The budget for vehicles repairs for the Protection Services Department was \$3,000 in 2025, and to-date, a total of \$1,789 is remaining. Given the current weather conditions and the nature of services provided, the immediate replacement of the HVAC unit at the shelter and replacement of the air conditioning system in the van was completed to ensure the health and safety of staff, animals, and the public.

The Animal Services van is used daily for transporting domestic and stray animals, often over long distances and during emergency call-outs. The vehicle must maintain a safe interior climate to prevent heat-related stress or injury to animals, particularly in peak summer months when interior vehicle temperatures can exceed 40°C. The failure of the air conditioning system presents a serious animal welfare concern and puts the Township at risk of violating standards of care under applicable animal

protection laws and guidelines. In addition, the working conditions for staff required to operate the vehicle become unsafe and non-compliant with occupational health and safety best practices.

The cost to replace the van's air conditioning system was **\$5,089.26**. The cost to replace four tires is estimated to be **\$1,500 - \$1,600**. Staff are requesting Council approval to fund these expenditures from the Canine Control Reserve. Currently, there are only funds of approximately \$1,789 remaining in the vehicle repair budget for 2025 and staff note that ongoing maintenance expenses will still be required throughout the balance of the year. The Canine Control Reserve is used primarily for asset (vehicle) replacement and the current amount in this reserve, as of July 2025, is **\$184,402**. Both the animal services and by-law vehicles are not due for replacement for several years as per policy and though maintained regularly, are showing signs of age.

The Dench Animal Shelter houses numerous animals at any given time, including vulnerable populations such as senior pets, nursing mothers, and animals recovering from illness or injury. Temperature regulation is essential to their health, safety, and well-being. The existing HVAC unit for the shelter has reached end-of-life and failed unexpectedly, leaving shelter staff to rely on temporary and inadequate cooling methods. Prolonged exposure to high indoor temperatures increases the risk of heat stroke, respiratory distress, and death among shelter animals, as well as significant discomfort and potential health risks to staff. The estimated cost to replace the shelter's air conditioning units was **\$5,989.00**. Staff recommend the use of the Marino-Dench Animal Trust Fund to fund the cost of this emergency repair. The Marino-Dench Animal Trust Fund was established by the Dench family who donated the money to fund the building of the animal shelter and to provide for future and on-going maintenance of the facility where required. The current amount in the Marino-Dench Animal Trust Fund, as of July 2025, is **\$70,206.67**.

### **3.0 Related Policies / Procedures**

n/a

### **4.0 Financial / Budget Assessment**

<b>Item</b>	<b>Cost/Estimated Cost</b>	<b>Proposed Funding Source</b>
Animal Services Van A/C replacement	\$ 5,089.26 (cost)	Canine Control Reserve
Animal Services Van Tire replacement	\$1,500-\$1,600 (estimate)	Canine Control Reserve
Dench Animal Shelter HVAC unit replacement	\$ 5,989.00 (cost)	Marino-Dench Animal Trust Fund

Both reserve accounts have sufficient funds available to accommodate these expenses without negatively impacting other operations.

### **5.1 Asset Management**

n/a

### **5.0 Climate Change Impacts**

There are no significant impacts to climate change

### **6.0 Communications**

Information shall be available on public agenda and available on Township communication pages.

## **7.0 Conclusion**

These unanticipated expenditures are critical to ensuring the humane treatment of animals, protecting staff welfare, and maintaining compliance with animal care standards and workplace safety regulations. The use of reserve funds is appropriate in this case due to the urgent and unforeseen nature of the equipment failures.

## **8.0 Recommendation**

BE IT RESOLVED THAT REPORT 2025-PS-011 titled “By-law and Animal Services Division – Use of Reserve Funds”, be received; and

THAT Council approve the use of the Canine Control Reserve to be used to fund the cost of the replacement of the air conditioning system in the animal services van and to replace the all-season tires; and

THAT Council approves the use of the Marino-Dench Animal Trust Fund to fund the cost of the replacement of the HVAC unit at the Dench Animal Shelter