



Corporation of the Township of Brock

Staff Report to the Members of Council

From: Trena DeBruijn
Position: Director of Finance/Treasurer
Title / Subject: Capital Projects Status Report – December 2025
Date of Meeting: April 13, 2026
Report No: # 2026-FI-005

1.0 Issue / Origin

The purpose of this report is to provide Council a status of capital projects and to request approval of reserve fund transfers for projects that require additional funding. The report also summarizes capital projects approved in previous years that will carry forward into 2026.

2.0 Background

Capital projects are an integral part of the Township's operations to ensure assets are in a good state of repair by performing capital repairs, rehabilitation, replacements, and preventive maintenance. Projects are usually approved by Council as part of the annual budget process and occasionally staff may request projects during the middle of the year.

Due to the long-term nature of capital projects, expenditures may have been incurred over more than one year. This may be due to the construction season, delivery timelines / product availability, complexity of the project, and resource availability.

Department Heads undertook a comprehensive review of all open capital projects along with a preliminary review of December financial results (pending year-end adjustments). The report summarizes the capital program over three sections:

1. Capital Projects Completed or Closed – Appendix A
2. Ongoing projects – Appendix B
3. Review of Committed Projects Reserve – Appendix C

3.0 Analysis

At the end of 2025, the available capital budget carried forward to 2025 is \$10.8 million (pending any year end adjustments). This represents the workplan that can be spent next year, prior to any new 2026 Capital Budget requests are approved. The balance is a result of the following activities:

Description	Amount
2025 Approved Capital Projects	\$4,804,274
2024 and Prior Projects	\$6,792,524
Sunderland Arena Expansion	\$10,200,000
Total Capital Program	\$21,796,798
Expenditures incurred in 2024 or prior	\$2,839,223
Available Capital Budget Carried forward to 2024	\$ 18,957,575
Expenditures incurred in 2025	\$6,610,287
Net surplus budget returned to source	\$1,550,378
Available Capital Budget Carried Forward to 2025	\$10,796,910

From the \$21.8 million of the Capital Program, approximately \$2.8 million was spent in 2024 or prior, leaving \$18.9 million of available budget to spent in 2025. From this amount, approximately \$6.6 million, or approximately 35% was completed in 2025. After returning \$1,550,378 surplus budgets to the original funding source, \$10.8 million of the capital workplan will be carried forward into 2026.

a) Capital Projects Completed or Closed – Appendix A

During 2025, 47 projects were completed or closed (Appendix A), with \$1,550,378 (pending any year end adjustments) of surplus funds available to be returned to the original budget source and to assist with funding future projects.

From the 47 projects, 7 projects were over budget for a total of \$10,438. This requires Council approval to transfer funds from the following reserve funds:

Description	Amount	Reserve Fund
Sidewalk Units	203.04	Capital R/F - Fleet
Bridge Needs Study	\$4,639.03	CCBF
Fire Extraction Tools	\$869.82	Capital R/F - Fire
Portable Radios & Generators	\$210.86	Capital R/F - Fire
Security System Retrofitting	\$48.40	Capital R/F – Public Buildings
Sunderland Electric Zamboni	\$1,491.15	Capital R/F - Arenas
Beaverton Picnic Pavillion	\$2,975.91	Development Charges
Total	\$10,438.21	

a) Ongoing Capital Projects Carried Forward to 2025 – Appendix B

Appendix B lists 25 projects that are still active and ongoing, representing approximately \$10.8 million of capital workplan into the future. As of year-end 2025, none of the projects identified in Appendix B are overbudget, and the approved budget funds have been committed and set aside as part of the fund balances.

b) Committed Projects Reserve – Appendix C

Prior to 2022, a portion of the capital budget was funded through the annual tax levy. At year-end the budgeted and unspent funds were transferred to the Committed Projects Reserve. The funds are then used in a future budget year.

The remaining funds committed are \$127,042 for year-end 2025 (and includes remaining funds of approximately \$62,079 relating to funding the Township set aside in 2024 to assist with Ice storm funding, not covered by Provincial Grant).

4.0 Related Policies / Procedures

Budget approval process, Reserve and Reserve Fund, Procurement By-Law, and expenditure control policies.

5.0 Financial / Budget Assessment

All transfers to and from Reserves and Reserve Funds must be approved by Council. Budgets may be exceeded due to unforeseen circumstances, market conditions, scope definition or supply chain issues.

5.1 Asset Management

Tangible Capital Assets are updated annually in our Tangible Capital Asset Registry.

6.0 Climate Change Impacts

N/A

7.0 Communications

N/A

8.0 Conclusion

There is a large volume of previously approved capital projects that remain to be completed in 2026 and beyond. Prior to approving additional capital budget requests for 2027, resource availability must be considered and whether the ongoing projects can be completed within a reasonable time frame.

9.0 Recommendation

Be It Resolved THAT Report # 2026-FI-005, titled “Capital Projects Status Report – December 2025” be received; and,

THAT the projects as identified in Appendix A of Report # 2026-FI-005, be approved for closure and any surplus funds be transferred to the original funding source; and

That Council approve the transfer of \$10,438.21 from Reserve Funds to the projects identified in the table under section 3 a) of Report # 2026-FI-005.