



REPORT FIN-2025-005

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: February 20, 2025

SUBJECT: 2024 Completed Capital Projects
File: F05 BUD

RECOMMENDATION

That Report FIN-2025-005 entitled 2024 Completed Capital Projects be received.

Purpose

The purpose of this report is to provide Council with information regarding the 2024 Completed Capital Projects.

The projected balances in the discretionary reserves and restricted reserves from 2024 to 2034 are discussed in Report FIN-2025-006.

Background

This Report provides Council with oversight of completed capital projects and the status of how budgeted capital projects have progressed as of December 31, 2024. This Report also links to the Township's balances in discretionary and restricted reserves. Certain components of this Report are also required for the purpose of the Township's annual audit.

Engineering Costs as a Percentage of Total Project Costs

Council requested that staff report on engineering costs as a percentage of total project costs for projects which the Township has retained its engineering firm for the purpose of project management/engineering design, etc.

Outlined below are the engineering costs as a percentage of total project costs for those completed construction projects:

Project Description	Engineering Costs	Total Costs	%
Puslinch Lake Pedestrian Access and Signage	\$2,288	\$12,821	17.8%
Watson Road South - County Road 37 (Arkeil Road) to Maltby Road East	\$80,925	\$759,055	10.7%
Maple Leaf Lane - County Road 46 to End	\$17,361	\$117,810	14.7%
Gore Road - Sideroad 20 South to Valens Road	\$56,190	\$602,212	9.3%
Emergency Twin Culvert Replacement on Darkwood Road due to July 16, 2024 Rain Storm	\$9,859	\$25,567	38.6%
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	\$62,960	\$383,373	16.4%

Proceeds of Disposal

In 2024, the Township did not obtain any proceeds from the sale of equipment as no equipment was sold.

Budgeted Capital Expenditures Compared to the Actual Capital Expenditures incurred in 2024

Schedule A to Report FIN-2025-005 provides a breakdown of the budgeted 2024 capital expenditures compared to the actual 2024 capital expenditures (also shown are project deficits and surpluses).

The 2024 capital expenditures outlined in Schedule A are funded by the following types of funding sources:

- Discretionary Reserves (ie. Administrative Studies, Aggregate Levy, Asset Management, Building Surplus, Capital Carry forward, Corporate Information Technology, etc.)
- Grants (ie. County Business Retention and Expansion, Ontario Community Infrastructure Funding, other County funding, etc.)
- Restricted Reserves (ie. Development Charges, Cash in Lieu of Parkland, Canada Community Building Fund, etc.)

Financial Implications

As discussed throughout this Report.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township has incorporated a number of engagement opportunities associated with the 2025 budget process as outlined in Report FIN-2025-008.

Attachments

Schedule A: 2024 Total Capital Expenditures

Respectfully submitted:	Contributors:	Reviewed by:
Mary Hasan, Director of Finance/Treasurer	Mike Fowler, Director of Public Works, Parks, and Facilities Justine Brotherston, Interim Municipal Clerk Jamie MacNeil, Fire Chief Andrew Hartholt, Chief Building Official Michelle Cassar, Deputy Treasurer	Courtenay Hoytfox, Interim CAO

Schedule A - 2024 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Fire and Rescue				
Fire and Rescue				
Structural Firefighter Gear	\$17,766	<u>\$39,143</u>	-\$21,377	
Community Risk Assessment - Ontario Regulation 378/18	\$10,000	<u>\$8,380</u>	\$1,620	
Community Risk Assessment - Ontario Regulation 378/19	\$15,000	<u>\$12,569</u>	\$2,431	
Security Improvements	\$0	<u>\$1,649</u>	-\$1,649	
Wildland Firefighting Equipment	\$12,500	<u>\$8,240</u>	\$4,260	
Pump 31 Truck	\$96,811	<u>\$96,811</u>	\$0	Capital Carryforward
General Government				
Corporate				
Computer Equipment	\$10,608	<u>\$10,901</u>	-\$293	
County Road Diet through Aberfoyle Peer Review	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
401 and Highway 6 Project Review of Hotspots	\$13,537	<u>\$0</u>	\$13,537	Capital Carryforward
Gravel Extraction Study	\$25,000	<u>\$21,969</u>	\$3,031	
Migration to Microsoft 365 Implementation	\$14,500	<u>\$0</u>	\$14,500	
Compensation and Benefits Review	\$25,000	<u>\$25,440</u>	-\$440	
Server and Network Infrastructure Replacement including Sharepoint Migration	\$75,000	<u>\$58,051</u>	\$16,949	Capital Carryforward
Finance				
2024 Development Charges Background Study	\$23,893	<u>\$29,432</u>	-\$5,539	
Parkland Dedication By-law Amendment	\$19,322	<u>\$0</u>	\$19,322	Capital Carryforward
Community Improvement Plan Amendment and Financial Incentives	\$25,000	<u>\$0</u>	\$25,000	Capital Carryforward
Asset Management Plan and Policy Updates	\$67,000	<u>\$33,545</u>	\$33,455	Capital Carryforward
2024 Conservation and Demand Management Plan	\$7,500	<u>\$7,632</u>	-\$132	
Municipal Office				
Convert Lighting to LED and Install Motion Sensors	\$17,420	<u>\$0</u>	\$17,420	Capital Carryforward
Municipal Office HVAC Upgrades	\$199,655	<u>\$0</u>	\$199,655	Capital Carryforward
Accessible Washroom Upgrades	\$100,000	<u>\$0</u>	\$100,000	Capital Carryforward
Window and Door Replacement Program and Air Curtain on Front Doors	\$100,000	<u>\$0</u>	\$100,000	Capital Carryforward
Power Distribution Equipment (feeders, panels, main disconnect switch)	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
Gas Fired Infra-Red Heaters in Public Works Area	\$10,000	<u>\$11,499</u>	-\$1,499	
Replacement of UV Pure Water Treatment System	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
Parks and Recreation				
Parks				
Puslinch Community Centre Park Renovation and Upgrade	\$327,102	<u>\$82,475</u>	\$244,627	
Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the front of the Puslinch Community Centre	\$416,720	<u>\$350,093</u>	\$66,627	
Boreham Park Safety Study	\$5,393	<u>\$3,203</u>	\$2,191	Capital Carryforward
Puslinch Minor Baseball Club Fencing at Old Morrison & Morrison Meadows	\$9,118	<u>\$9,118</u>	\$0	
PCC				
Window and Door Replacement Program	\$140,000	<u>\$0</u>	\$140,000	Capital Carryforward
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Roof Inspection	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Replacement of Ceiling Components	\$34,682	<u>\$0</u>	\$34,682	
Replacement of UV Pure Water Treatment System	\$20,000	<u>\$0</u>	\$20,000	Capital Carryforward
ORC				
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	\$5,000	<u>\$0</u>	\$5,000	Capital Carryforward
Planning				
Planning				

Schedule A - 2024 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Regionally Significant Economic Development Study Area Phase 1 (Employment)	\$100,000	\$68,242	\$31,758	Capital Carryforward
Public Works				
Public Works				
Kerr Crescent - Stormwater Management Facility	\$600,000	\$0	\$600,000	Capital Carryforward
Puslinch Lake Pedestrian Access and Signage	\$7,712	\$10,533	-\$2,821	
Watson Road South - County Road 37 (Arnell Road) to Maltby Road East	\$756,036	\$759,055	-\$3,019	
Maple Leaf Lane - County Road 46 to End	\$104,965	\$117,810	-\$12,845	
Gore Road - Sideroad 20 South to Valens Road	\$659,149	\$602,212	\$56,937	
Emergency Twin Culvert Replacement on Darkwood Road due to July 16, 2024 Rain Storm	\$0	\$25,567	-\$25,567	
Comprehensive Speed Limit Review for Township Roads with a Posted Speed Above 60 km/hr2	\$30,000	\$29,486	\$514	
Building				
Building				
Computer Equipment	\$3,383	\$3,383	\$0	
Grand Total	\$4,174,772	\$2,426,437	\$1,748,336	