



2025 Draft Budget

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2025 Operating Budget

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Township of Brock 2025 Budget
Change in Tax Levy Requirements

Department	2024 Approved Budget	Preliminary Estimated Year End 2024	2024 Revised Budget with Internal Rent Adjustments	2025 Base Budget	2025 Inflation Increase	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Revenue Reduction or Expenditure Decrease	2025 Proposed Budget	Tax Levy Requirement Increase \$	Departmental Levy Increase %	Reserve Usage \$
Building	39,472	149,267	39,472	39,472	27,938	1,500				-1,500	67,410	27,938	70.78%	58,393
CAO and HR	341,505	263,714	341,505	341,505	-8,778	0			500	-176	333,051	-8,454	-2.48%	-
Clerks	715,225	701,891	699,775	699,775	57,900	0	-4,500	7,400	0	-14,700	745,875	30,650	4.38%	12,150
Corporate	-1,141,964	-1,131,782	-1,141,964	-1,141,964	-161,426	0	-2,026		0	406,340	-899,076	242,888	-21.27%	29,000
Council	340,740	323,951	340,740	340,740	14,410	2,000	2,026		9,000	-7,026	361,150	20,410	5.99%	57,026
Fire & Emergency Services	1,355,303	1,343,763	1,355,303	1,355,303	8,487	53,876			8,500	-75,450	1,350,716	-4,587	-0.34%	75,025
Grants	6,700	667	6,700	6,700		0	97,209		0	-6,700	97,209	90,509	1350.88%	0
Library	744,801	682,734	744,801	744,801		32,177					776,978	32,177	4.32%	57,774
Information Technology	300,410	286,280	300,410	300,410	-9,778	0	43,500			-900	333,232	32,822	10.93%	22,500
Other Transportation	524,415	605,513	500,950	500,950	6,371	8,230			43,206	-18,850	539,907	15,492	3.09%	78,362
Parks and Recreation	2,553,397	2,185,987	2,375,722	2,375,722	-26,852	-31,500	-123,164	0	1,900	-319,750	1,876,356	-677,041	-28.50%	218,400
Planning & Development Services	137,101	124,712	137,101	137,101	4,372	0				5,000	146,473	9,372	6.84%	45,000
Protection Services	488,968	510,212	488,968	488,968	39,382	2,200		900	0		531,450	42,482	8.69%	6,500
Public Works	3,880,968	3,725,526	4,116,098	4,116,098	235,385	41,525	25,955		35,000	-32,649	4,421,314	540,346	13.13%	297,255
Refuse	58,730	62,517	40,190	40,190	749	630				0	41,569	-17,161	-42.70%	0
Traffic Control	97,700	63,568	97,700	97,700	-43	0				-4,964	92,693	-5,007	-5.12%	0
Treasury	1,015,261	785,442	1,015,261	1,015,261	28,987	11,500	-39,000			-1,000	1,015,748	487	0.05%	105,000
	11,458,732	10,683,963	11,458,733	11,458,732	217,104	122,138	0	8,300	98,106	-72,325	11,832,055	373,323		1,062,385
PIL's	-305,000	-238,250	-305,000	-305,000	-7,000						-312,000	-7,000		
Supplementary Billings	-70,000	-57,012	-70,000	-70,000	0						-70,000	0		
Tax Interest/Penalties	-370,000	-504,251	-370,000	-370,000	-60,000						-430,000	-60,000		
	-745,000	-799,513	-745,000	-745,000	-67,000	0	0	0	0	0	-812,000	-67,000		
Levy Increase Before Growth and Infrastructure	10,713,732	9,884,450	10,713,733	10,713,732	150,104	122,138	0	8,300	98,106	-72,325	11,020,055	306,323		
Infrastrucutre Funding											214,275	214,275		
Taxable Gross Levy Increase Before Growth											11,234,330	520,598		
Estimated Year -End Surplus (Deficit)		829,282												
Realized Growth					-22,155	-18,027		-1,225	-14,480	10,675	-45,212	-45,212		
Total Tax Levy Impact					127,949	104,111		7,075	83,626	-61,650	11,189,118	475,386		
Tax Levy Increase Before Infrastructure Levy					1.19%	0.97%		0.07%	0.78%	-0.58%	2.44%	2.44%		
Staff Proposed Infrastructure Levy				0							2.00%	2.00%		
Total Tax Levy Increase Including Infrastructure Levy											4.44%	4.44%		



Township of Brock 2025 Budget
Total Combined Operating Summary - Budget 2025 - Including Library

Revenue	2024 \$	2025 \$	Change \$
User Charges	-1,348,165	-1,455,144	-106,979
Rate Stabilization	-837,723	-707,680	130,043
Grant	-927,017	-969,617	-42,600
Reserve	-135,641	-270,882	-135,241
Donations	-13,000	-11,000	2,000
DC Reserve	-84,064	-83,823	241
Interest	-172,015	-219,015	-47,000
PIL's	-305,000	-312,000	-7,000
Supplementary Billings	-70,000	-70,000	0
Tax Interest/Penalties	-370,000	-430,000	-60,000
Internal Transfer		-75,000	-75,000
Ministry of Natural Resources	-152,000	-152,000	0
Total Revenue	<u>-4,414,625</u>	<u>-4,756,161</u>	<u>-341,536</u>
Expenses	2024 \$	2025 \$	Change \$
Salaries, Wages and Benefits	7,458,645	7,898,744	440,099
Employee Related Expenses	158,155	155,930	-2,225
Operating Materials, Supplies and Services	2,474,584	2,549,623	75,039
Books and Media	75,550	54,550	-21,000
Contracted Services	427,243	407,669	-19,574
Utilities and Fuel	653,360	640,330	-13,030
Reserve Transfers	2,427,300	2,680,785	253,485
Grants	86,200	168,735	82,535
Vehicle Expenses	61,000	56,600	-4,400
PW Gasoline		258,000	258,000
Public Works Repairs and Maintenance		420,000	420,000
Licencing		23,835	23,835
Debenture Payments	99,341	98,651	-690
Internal Rent	902,879	0	-902,879
Software	207,100	255,764	48,664
Tax Abatement	97,000	107,000	10,000
Total Expenses	<u>15,128,357</u>	<u>15,776,216</u>	<u>647,859</u>
Levy Requirement Before Infrastructure	<u>10,713,732</u>	11,020,055	306,323
Infrastructure Funding - Increase of 2%		<u>214,275</u>	<u>214,275</u>
Total Levy Requirement		11,234,330	520,598
Realized Growth		<u>-45,212</u>	<u>-45,212</u>
Tax Impact		<u>11,189,118</u>	<u>475,386</u>



Township of Brock - 2024 Budget
Summary of Staffing Additions

	2025 \$	Funding Source	Note	Ongoing Beyond 2025	Potential Additional Levy Impact 2026 \$
Communications Coordinator	7,400.00	Levy	Adding Benefits for Position	Yes	No
Protection Services	900.00	Levy	Transferring STR Position to Part-time By-Law	Yes	No
Total Levy Funded	8,300.00				
Parks, Recreation and Facilities	48,400.00	Rate Stabilization Reserve	Temporary Facilities Coordinator - 1/2 Year	Yes	\$55,402
Total	56,700.00				



**Township of Brock
Budget 2025
Staffing Business Case Explanation**

Department: Parks, Recreation and Facilities
Project Name: Temporary Facility Coordinator
Submitted By: Wayne Ward
Project Start Year: July 2025
Funding: Rate Stabilization

Project Description/Justification

To ensure continued operation, support and asset management of all Township buildings, the reintroduction of a facility coordinator to work with the Director of Parks, Recreation and Facilities should provide for ongoing capital and operational success. This will be a temporary position for 2025, funded by Tax Rate Stabilization and scheduled to commence in July.

The facility coordinator will be responsible for administrative and supervisory duties for the planning, coordination and completion of capital and operating functions for all Township properties including halls, arenas, garages, libraries and fire stations.

Transferring all Township properties to the Parks, Recreation and Facilities department will allow for better planning of annual, quarterly, monthly, weekly and daily maintenance and scheduling of contractors.

This position will also assume the role and responsibilities of Harbour Master and will be responsible for the annual berthing slip agreements, coordination of the installation and removal of the Beaverton Harbour berthing slips, maintenance of Thorah Island Harbour as well as the boat launches.

This position will report directly to the Director Parks, Recreation and Facilities and will be involved in the preparation of the annual operating and capital budgets as well as preparing procurement documents for approved projects and will oversee these projects for all facilities.

This position will also investigate opportunities for grants and funding opportunities and will bring forward to the Director for direction. Involvement in the grant writing and funding applications will be in conjunction with the Director.



Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	<u>\$48,400</u>	<u>\$110,804</u>				
<u>Identified Funding Source</u>	<u>Tax Rate Stabilization</u>	<u>Unknown</u>				
<u>Expected Annual Operating Costs</u>	<u>\$NIL</u>	<u>\$110,804</u>				

It is unsure at present time if this position will be an ongoing requirement, however, will be beneficial to the Township as the Department deals with a number of ongoing projects, including the Sunderland Arena Expansion and the potential Beaverton Arena projects.

Expected Benefits and Service Level Impacts:

With the separation of Parks, Recreation and Facilities from Public Works the Director Parks, Recreation and Facilities has been tasked with all responsibilities of the department while also assuming some additional responsibilities that were previously performed by Public Works staff.

With the assumption of all Township buildings including works garages, fire stations and the animal shelter the workload for the Director is becoming difficult to manage.

This will allow the Director to focus on larger projects such as the Sunderland Arena renovation and to prepare short- and long-term forecasting for all facilities as well as department specific fleet and equipment.

With the requirements for Asset Management increasing the Director will be able to provide better information through the knowledge of the facility coordinator.



Improved preventative maintenance and scheduling of service may result in reduced costs for repeated contractor visits and could include multi-discipline contractors being tasked with increased tasks within a facility thus reducing the number of contractors and site visits.

Risk to the Township if Expenditure Not Included in Budget:

Continued reliance on one person to oversee a very large portfolio and more reactive management and maintenance of facilities. Delays in getting projects tendered and awarded due to time restraints.



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: By-Law and Animal Services

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: PT By-Law and Animal Services Staff

G/L Account (if available): 10-10-21-240-5580-6010 BL Salaries

Total \$ Increase (Decrease) for 2025: \$900

Proposed Funding Source: Levy

Executive Summary:

The intention of this business case is to propose the removal of 1 of the Full Time Seasonal Officer positions and transfer the salary to PT By-Law and Animal Services enforcement in order to provide for the addition of a PT Officer who would be able to be utilized and scheduled, as required throughout the 7-day work week. This proposal will continue to enhance the service levels within the Department year-round and provide much needed relief and manpower while still retaining one of the extended hour weekend service requirements during the summer months. The created year-round PT position will still provide support to the remaining seasonal position but, will additionally provide support year-round to the regular staff compliment.

Background:

The By-Law and Animal Services Division, including Traffic Control is comprised of the following: FT Supervisor, 1 FT By-Law Officer (SR), 1 FT Animal Control Officer, 2 Pt By-Law/ Animal Services Officers, 1 PT Animal Services/Animal Care Attendant and 2 FT Seasonal By-Law Officers (May-Sept) and 8 School Crossing Guards. All By-Law/Animal.

Officers are cross trained to administer all enforcement duties, including crossing guard duties. Examples of enforcement activities include, but are not limited to public education, traffic control, licensing inspections, property standards, zoning, parks and community patrol, 24-hour emergency response (animal services), fundraising, noise, nuisance, and animal rescue and control.

Staff also assist with the general operation of the Dench Animal Shelter which provides The following services; providing quality care to animals in distress, fostering, impounding and adoptions, collaboration with industry partners and public education and the promotion responsible animal welfare and ownership.



The deployment of staff is provided based on the time of year and the staff compliment that is available. General operation requires that an animal service/animal care officer and a by-law officer are available 7 days a week from 8:30am-430pm.

Commencing November 15th to April 15th of each calendar year, staff are required to work the extended hours, to conduct a few overnight shifts per week for the enforcement of winter parking restrictions, including monitoring and enforcement of permitted lots located within Sunderland and Beaverton. These shifts are scheduled primarily based on preliminary weather forecasting for the coming week prior to, during and immediately following a snow event when the staff compliment is available.

In the summer months, commencing the weekend prior to the Victoria Day Holiday until the weekend after Labour Day, staff are required to work extended hours on weekends, including holiday Monday's where applicable. The extend hours during this time period are conducted by two FT seasonal by-law officers that are hired each year. These positions were added to the staff compliment in the year 2022 in order to combat an increased level of by-law (noise, nuisance, firework) and traffic issues resulting from the post covid boom of short-term rental properties within the Township of Brock.

Description:

Since introducing the seasonal FT By-Law position in 2022, staff have noted through statistical data provided in the Quarterly reports a big drop off in complaints throughout the summer months in the evening hours. The projected increase to the number of short-term rentals located within the Municipality did not occur nor did a sharp increase in tourism or day trips to the area. In 2023 and 2024, the seasonal staff, out of necessity due to vacations, staff illness, paternal leave and the unexpected and unabated increase in animal services investigations the hours to these positions were adjusted and the seasonal staff redeployed, as needed. These staff received training in animal services, rescue and care and were also placed on the emergency on call rotation. These changes to the hours and in deployment provided immediate relief to regular staff, lessened staff burnout, and ensured that service levels remained at a high level in all sectors due to the increased manpower available. These adjusted hours occurred minimally in 2023 but became more permanent in the 2024 season.

It is important to note, that the seasonal staff despite the adjustments, along with the PT by-law and animal services staff still maintained the service levels during the summer, including extended hours as required by Council.



Explanation of Changes (Seasonal By-Law)

In 2022 and 2023, the Seasonal FT By-Law positions were provided 490 hours @ \$21.00 an hour (May – September). In the year 2024, the Township had difficulty precuring staff and had a low application rate. Staff conducted a basic review of the salary provided and it was noted that the entry level and contract hourly rate @ 21.00 an hour was far below the average for similar positions in Ontario. The average entry level hourly rate was between @ 25.00 to 35.00 per hour. As such, a decision was made to introduce the position at an hourly rate of @23.16 per hour. The proposed hourly rate for the 2025 budget would be consistent with 2024 increased rate and be @23.16 per hour (pending any unknown increases).

The recommended change to the staffing levels will have very minimal impact on the budget of \$900.

This new staffing initiative, the proposal essentially changes the name of one of the FT seasonal officers (May-Sept) to an additional Pt By-law and Animal Services Officer (year-round). To fund this change, at almost the full amount, staff propose the amount in the protection services budget 10-21-240-5580-6012 BL-Part Time Enforcement staff (Seasonal) be moved to 10-10-21-240-5580-6010 BL Salaries and the salary amount of 1 of the FT seasonal positions also be utilized toward the new PT Officer. As such the only remaining cost increase to the budget would be a total of \$900. (Please see chart below)

As mentioned within this business case, 1 FT Seasonal position would still be in place and extended hours would still be maintained in the summer months. The change of one of the Seasonal FT positions to a year round PT By-Law and Animal Services will allow for more flexibility for extended hours, staff coverage and staff relief year round as needed and required enhancing the service level delivery.

Expected Benefits and Service Level Impacts: (Please see above)

Alternative Service Delivery Approaches Considered and Explained: N/A

Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs				
Salaries and Benefits			\$13,542	
Other Operating Costs				
Funding Sources/Cost Savings				
Transfer PT By-law Salary			(\$3,200)	
STR Transfer			(\$9,442)	
Net Operating Costs (Savings)			\$900	



Capital Requirements			\$NIL	

Risk to the Township if Expenditure Not Included in Budget:

There is no risk to the Township should this expenditure not be included in the Budget however; the inclusion would help to enhance the service levels in the department year round as opposed to just the summer season.

THE CORPORATION OF THE TOWNSHIP OF BROCK
Summary of Funds
2025 Budget

Category	Account Name	Estimated Opening Balance per GL Jan 1/25	Operating Budget Revenues / Transfers In	Operating Budget Expenses / Transfers Out	Capital Budget Expenses / Transfers Out	Estimated Closing Balance per GL Dec 31/25				
RESERVES	WORKING CAPITAL	(500,000.00)				(500,000.00)				
RESERVES	ELECTION COSTS	(83,495.44)	(30,000.00)	2,150.00		(111,345.44)				
RESERVES	COMMITTED PROJECTS	(31,356.21)				(31,356.21)				
RESERVES	PLANNING	(52,313.00)				(52,313.00)				
RESERVES	LEGAL FEES	(90,000.00)	(25,000.00)			(115,000.00)				
RESERVES	GOLF TOURNEY	(25,012.86)				(25,012.86)				
RESERVES	RATE STABILIZATION	(1,022,706.11)		672,706.00		(350,000.11)				
RESERVES	LIBRARY RATE STAB	(275,537.38)		34,974.00		(240,563.38)				
TOTAL RESERVES		(2,080,421.00)	(55,000.00)	709,830.00	-	(1,425,591.00)				
Obligatory Reserve:										
DEFERRED RESERVE FUNDS	DEVELOPMENT CHARGES - HS	(1,696,439.48)		34,528.00	305,000.00	(1,356,911.48)	HS-ENGINEERING (1,324,999.74)	HS - FIRE (31,911.74)	TOTAL HS (1,356,911.48)	-
DEFERRED RESERVE FUNDS	DEVELOPMENT CHARGES - SS	(2,164,930.77)		14,000.00	75,000.00	(2,075,930.77)	SS-GEN GOV'T 11,190.07	SS - PARKS (1,911,757.32)	SS - P WORKS (175,363.52)	TOTAL SS (2,075,930.77)
DEFERRED RESERVE FUNDS	FEDERAL GAS TAX (CCBF)	(388,665.55)			351,000.00	(37,665.55)				
DEFERRED RESERVE FUNDS	BUILDING FEES	(115,733.83)		58,393.00		(57,340.83)				
DEFERRED RESERVE FUNDS	PARKLAND	(257,060.48)			100,000.00	(157,060.48)				
TOTAL DEFERRED RESERVE FUNDS		(4,622,830.11)	-	106,921.00	831,000.00	(3,684,909.11)				
Discretionary Reserve:										
CAPITAL RESERVE FUNDS	PUBLIC BUILDINGS	(1,481,628.67)	(165,000.00)	13,334.00	136,450.00	(1,496,844.67)				
CAPITAL RESERVE FUNDS	ADMIN EQUIP REPLACEMENT	(93,673.81)				(93,673.81)				
CAPITAL RESERVE FUNDS	IT	(37,405.59)	(94,000.00)		18,600.00	(112,805.59)				
CAPITAL RESERVE FUNDS	CTH-OCA IMPROVMENTS	(282.02)				(282.02)				
CAPITAL RESERVE FUNDS	FIRE	(533,076.84)	(320,000.00)		791,695.00	(61,381.84)				
CAPITAL RESERVE FUNDS	BUILDING DEPARTMENT	(74,913.57)	(5,000.00)			(79,913.57)				
CAPITAL RESERVE FUNDS	CANINE	(155,934.79)	(25,000.00)			(180,934.79)	Gravel Replacement (528,473.43)	Thorah Island Gravel (15,000.00)	Fleet Replacement (1,060,447.08)	Roads & Bridges (2,384,468.02)
CAPITAL RESERVE FUNDS	ROADS DEPARTMENT	(4,215,092.53)	(1,296,785.00)		1,523,489.00	(3,988,388.53)				TOTAL ROADS (3,988,388.53)
CAPITAL RESERVE FUNDS	SIDEWALKS	(181,468.58)	(140,000.00)			(321,468.58)	BA (664,382.97)	CA (435,007.01)	SA (337,980.61)	TOTAL ARENAS (1,437,370.59)
CAPITAL RESERVE FUNDS	ARENAS	(1,217,370.59)	(300,000.00)	20,000.00	60,000.00	(1,437,370.59)				
CAPITAL RESERVE FUNDS	STREET LIGHTS	(118,991.06)	(50,000.00)			(168,991.06)	Thorah (523,113.33)	Beaverton (120,000.00)	TOTAL HARBOURS (643,113.33)	-
CAPITAL RESERVE FUNDS	HARBOUR	(613,113.33)	(30,000.00)			(643,113.33)				
CAPITAL RESERVE FUNDS	PARKING LOTS	(7,568.24)				(7,568.24)				
CAPITAL RESERVE FUNDS	SNOW/DUST	(295,029.54)				(295,029.54)				
CAPITAL RESERVE FUNDS	Parks - Beaverton Open Spaces		(50,000.00)			(50,000.00)				
CAPITAL RESERVE FUNDS	Parks - McLeod Park		(50,000.00)			(50,000.00)				
CAPITAL RESERVE FUNDS	PARKS	(145,345.77)	(100,000.00)			(245,345.77)				
TOTAL CAPITAL RESERVE FUNDS		(9,170,894.93)	(2,625,785.00)	33,334.00	2,530,234.00	(9,233,111.93)				
Discretionary Reserve:										
RESERVE FUNDS	BROCK HYDRO SALE	(2,885,293.25)		65,000.00		(2,820,293.25)				
RESERVE FUNDS	INSURANCE	(267,104.93)		25,000.00		(242,104.93)				
RESERVE FUNDS	MAIN STREET DRAINAGE	(32,208.12)				(32,208.12)				
RESERVE FUNDS	WILFRID HALL	(9,742.65)				(9,742.65)				
RESERVE FUNDS	MANILLA HALL	(64,876.41)			20,000.00	(44,876.41)				
RESERVE FUNDS	POST EMPLOYMENT	(242,144.24)				(242,144.24)				
TOTAL DISCRETIONARY FUNDS		(3,501,369.60)	-	90,000.00	20,000.00	(3,391,369.60)				
Total - All		(19,375,515.64)	(2,680,785.00)	940,085.00	3,381,234.00	(17,734,981.64)				



**Township of Brock - 2025 Budget
Summary of Transfers to Reserves**

Department	2024 \$	2025 \$	Change \$	Explanation
Building	5,000	5,000	0	Building Capital Reserve
Clerks	40,000	25,000	-15,000	Legal Reserve
Clerks	30,000	30,000	0	Election Reserve
Fire	320,000	320,000	0	Fire Capital Reserve
Information Technology	19,000	19,000	0	IT Capital Reserve
Other Transportation	50,000	50,000	0	Streetlight Capital Reserve
Other Transportation	140,000	140,000	0	Sidewalk Capital Reserve
Parks	40,000	30,000	-10,000	Harbour
Parks	50,000	100,000	50,000	Parks Capital Reserve
Parks		50,000	50,000	Beaverton Harbour Open Spaces Reserve
Parks		50,000	50,000	McLeod Park Reserve
Parks	100,000	100,000	0	Beaverton Arena
Parks	380,000	100,000	-280,000	Sunderland Arena
Parks	100,000	100,000	0	Cannington Arena
Parks	165,000	165,000	0	Public Buildings
Protection	25,000	25,000	0	K9 Reserve
Treasury	0	75,000	75,000	IT Reserve - GP Replacement
Public Works	20,000	15,000	-5,000	Thorah Island Road Reserve (Gravel)
Public Works	723,300	723,300	0	Roads Capital Reserve
Public Works	220,000	558,485	338,485	Fleet Reserve
	<u>2,427,300</u>	<u>2,680,785</u>	<u>253,485</u>	



Township of Brock - 2025 Budget
Summary of Rate Stabilization Reserve Draws - Operating Budget

Department	2024 \$	2025 \$	2025 Explanation
CAO and HR	58,538	-	
Planning	10,000	-	
Library	19,114	20,500	Administration of \$20,500
Library	0	14,474	\$14,474 for Salaries (impact spread over two years)
Public Works	184,000	33,650	CN Signage
Public Works		51,164	One time salaries and benefits
Public Works		10,000	Traffic Calming
Public Works		137,441	Fleet Reserve Contribution Offset
Other Transportation		78,362	Parking Lot SnowPlowing Offset
Clerks	18,500	10,000	Ombudsman
Corporate	440,064	25,000	Corporate Training
Corporate		4,000	Diversity and Equity Training
Council		15,500	Community Improvement
Council		2,026	Dr. Recruitment
Fire	10,000	10,000	Fire Training
Fire		17,163	Fire
Parks		48,400	Temporary Facilities Coordinator
Parks		50,000	Parks Reserve Contribution Offset
Parks		50,000	Beaveton Harbour Open Spaces Reserve
Parks		50,000	McLeod Parks Reserve
Treasury	0	5,000	General Consulting
Treasury	60,000	75,000	Reserve for New Financial Software
	<u>800,216</u>	<u>707,680</u>	

\$

Rate Stabilization	1,022,706.11
2025 Budget Draw	-672,706
Estimated Balance 2025	<u>350,000.11</u>

Library Rate Stabilization	275,537.38
2025 Budget Draw	-34,974
Estimated Balance 2025	<u>240,563.38</u>



Township of Brock - 2025 Budget
Summary of Rate Stabilization Reserve Draws - Operating Budget

Department	2024 \$	2025 \$	2025 Explanation
CAO and HR	58,538	-	
Planning	10,000	-	
Library	19,114	20,500	Administration of \$20,500
Library	0	14,474	\$14,474 for Salaries (impact spread over two years)
Public Works	184,000	33,650	CN Signage
Public Works		51,164	One time salaries and benefits
Public Works		10,000	Traffic Calming
Public Works		137,441	Fleet Reserve Contribution Offset
Other Transportation		78,362	Parking Lot SnowPlowing Offset
Clerks	18,500	10,000	Ombudsman
Corporate	440,064	25,000	Corporate Training
Corporate		4,000	Diversity and Equity Training
Council		15,500	Community Improvement
Council		2,026	Dr. Recruitment
Fire	10,000	10,000	Fire Training
Fire		17,163	Fire
Parks		48,400	Temporary Facilities Coordinator
Parks		50,000	Parks Reserve Contribution Offset
Parks		50,000	Beaveton Harbour Open Spaces Reserve
Parks		50,000	McLeod Parks Reserve
Treasury	0	5,000	General Consulting
Treasury	60,000	75,000	Reserve for New Financial Software
	<u>800,216</u>	<u>707,680</u>	

\$

Rate Stabilization	1,022,706.11
2025 Budget Draw	<u>-672,706</u>
Estimated Balance 2025	<u>350,000.11</u>

Library Rate Stabilization	275,537.38
2025 Budget Draw	<u>-34,974</u>
Estimated Balance 2025	<u>240,563.38</u>



Township of Brock - 2025 Budget

Summary of Reserve Draws (Excluding Rate Stabilization)

Department	2024 \$	2025 \$	2025 Explanation
Library	14,000	14,000	Development Charges
Library	0	8,800	Library Trusts
Building		58,393	Building Reserve
Clerk	2,150	2,150	Election Reserve - Voter List Management
Council	15,000	15,000	Committed Projects - Green Initiatives
Council	20,000	20,000	Committed Projects - Downtown Revitalization
Council	15,000	4,500	Committed Projects - Community Improvement Project
Planning	9,705	9,705	Planning Reserve - OP Review
Planning	35,295	35,295	DC Reserve - OP Review
Fire	34,769	34,528	Development Charges - Fire Debenture
Fire		13,334	Public Buildings - Paint Water Tower and Brick Wall
Parks		20,000	Beaverton Arena - Overhaul Compressor
IT	0	22,500	IT Reserve - Gov Stack
Protection	6,500	6,500	Sick & Injured Animal Reserve - Animal Welfare
Treasury	25,000	25,000	Insurance Reserve
Roads	50,000	65,000	Hydro Reserve - Annual Draw
	<u>227,419</u>	<u>354,705</u>	



**Township of Brock - 2025 Budget
Building Department - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	-342,000	-302,000	
Building Reserve	-18,393	-58,393	Funded from Building Fees Reserve
Total Revenue	-360,393	-360,393	

Expenses	2,024 \$	2,025 \$	Explanation
Salaries, Wages and Benefits	356,365	383,903	Inflation
Employee Related Expenses	10,000	11,700	Cost of training courses increasing
Operating Materials, Supplies and Services	4,500	3,500	
Contracted Services	2,000	1,500	
Utilities and Fuel	4,000	4,200	
IT and Software	18,000	18,000	
Reserve Transfers	5,000	5,000	
Total Building Expenses	399,865	427,803	
Levy Requirement	39,472	67,410	
Levy Increase (Decrease)		27,938	

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget
Building Department**

	2024	YTD	Estimated	2024	2025	Service	2025	2025	
	Budget	12/31/2024	Y/E	BUDGET	Inflation	Level	Budget	Budget	Notes
						Inflation	Reductions		
Building Revenue:									
10-20-100-0000-5000 D.C. Fees	-	-	-	-				-	
10-20-100-0000-5640 Bldg Building Permits	- 340,000.00	- 196,482.99	196,482.99	- 340,000.00			40,000.00	- 300,000.00	
10-20-100-0000-5650 Bldg Fill Permits	- 2,000.00	- 1,246.00	1,246.00	- 2,000.00				- 2,000.00	
10-20-100-0000-5655 Site Alterations (Fill Revenue)	-	- 12,407.80	12,407.80	-				-	Removed - Cannot rely on this on annual basis
			- 18,393.00						\$58,393 to be funded from Building Reserve in 2025 (draw from 2024 was repaid).
10-20-100-0000-5210 Bldg Transfer from R/F	- 18,393.00	- 18,393.00		- 18,393.00			- 40,000.00	- 58,393.00	
10-20-100-0000-5900 Misc-Building Revenue	-	-		-				-	
10-20-100-7760-5300 Septic Charge Back-Fee	-	-		-				-	
Total Building Revenue	- 360,393.00	- 228,529.79	228,529.79	- 360,393.00	-	-	-	- 360,393.00	
Total Building Revenue	- 360,393.00	- 228,529.79	228,529.79	- 360,393.00	-	-	-	- 360,393.00	
Building Expenditures:									
10-20-100-5500-6010 Bldg Salaries	275,825.00	266,779.73	266,779.73	275,825.00	21,111			296,936.00	
10-20-100-5500-6050 Bldg CPP	11,495.00	11,588.19	11,588.19	11,495.00	1,187			12,682.00	
10-20-100-5500-6051 Bldg EI	3,700.00	3,665.55	3,665.55	3,700.00	92			3,792.00	
10-20-100-5500-6060 Bldg OMERS	27,000.00	28,175.06	28,175.06	27,000.00	2,053			29,053.00	
10-20-100-5500-6061 Bldg EHT	5,115.00	5,312.11	5,312.11	5,115.00	390			5,505.00	
10-20-100-5500-6066 Bldg Extended Health	25,550.00	25,610.12	25,610.12	25,550.00	2,622			28,172.00	
10-20-100-5500-6070 Bldg W.S.I.B.	7,680.00	7,794.42	7,794.42	7,680.00	83			7,763.00	
10-20-100-5500-6240 Bldg Advertising	1,000.00	-	-	1,000.00			(500)	500.00	reduce by 50%
10-20-100-5500-6250 Bldg Other	1,000.00	39.06	39.06	1,000.00			(500)	500.00	reduce by 50%
10-20-100-5500-6280 Bldg Telephone	1,500.00	1,448.55	1,448.55	1,500.00	200			1,700.00	
10-20-100-5500-6410 Bldg Gas and Oil	2,500.00	2,008.92	2,008.92	2,500.00				2,500.00	
10-20-100-5500-6420 Bldg Mbrship-Prof Assoc	1,500.00	1,758.57	1,758.57	1,500.00	200			1,700.00	Increase in fees
10-20-100-5500-6540 Bldg Office Equip-Repairs & Software Updates	1,000.00	-	-	1,000.00				1,000.00	
10-20-100-5500-6550 Bldg Repairs/Maint	1,000.00	94.58	94.58	1,000.00			(500)	500.00	reduce by 50%
10-20-100-5500-6635 Site Alterations (Fill) Expenses	-	983.71	983.71	-				-	
10-20-100-5500-9100 Bldg Trsfr To Reserve Fund	5,000.00	5,000.00	5,000.00	5,000.00				5,000.00	
10-20-100-5500-6340 Bldg Legal Fees/Expenses	1,000.00	140.44	140.44	1,000.00				1,000.00	
10-20-100-5500-6400 Bldg Mileage	500.00	-	-	500.00				500.00	
10-20-100-5500-6415 Bldg License	-	-	-	-				-	
10-20-100-5500-6215 Bldg Subscriptions	18,000.00	15,264.00	15,264.00	18,000.00				18,000.00	
10-20-100-5500-6430 Bldg Conference/Education	7,500.00	1,879.00	1,879.00	7,500.00		1,500		9,000.00	Increase of \$500 per person due to course increases
10-20-100-7760-6850 Lake Simcoe Plan Impl-Septic Inspection Contract	-	-	-	-				-	
10-20-100-5500-6380 Bldg Consultants	1,000.00	-	-	1,000.00				1,000.00	
10-20-100-5500-6460 Bldg Safety Equip/Boots	1,000.00	254.39	254.39	1,000.00				1,000.00	
Total Building Expenditures	399,865.00	377,796.40	377,796.40	399,865.00	27,938.00	1,500.00	- 1,500.00	427,803.00	
Net Building Department	39,472.00	149,266.61	149,266.61	39,472.00	27,938.00	1,500.00	- 1,500.00	67,410.00	

Departmental Levy Increase \$ for 2025
Departmental Levy Increase % for 2025

27,938.00
70.78%



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Development Services - Building

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Building Permit Revenue

G/L Account (if available): 10-20-100-0000-5640

Total \$ Increase (Decrease) for 2025: \$40,000 decrease in anticipated building permit fees

Proposed Funding Source: Levy Impact

Background:

Building permit fees are dependent on the number of applications received each year, so it is hard to predict. Predicting building permit revenue on an annual basis is based on anticipating a certain number of applications and such revenues are dependent on the overall market and construction levels. The past few years have seen below average numbers of building permits due to high interest rates and increased construction costs.

Rationale:

While it is anticipated that building permit activity may begin to track in a more favourable direction in 2025 based on decreases in interest rates, it is hard to predict. Staff are taking a more conservative/realistic approach based on average permit numbers experienced over the past few years and have also proposed some revisions and increases to the permit fees. This will allow the Township to better plan for building related expenses.



**Township of Brock - 2025 Budget
CAO and HR- Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Rate Stabilization	-58,538	0	
Total Revenue	-58,538	0	
Expenses	2,024 \$	2,025 \$	Explanation
Salaries, Wages and Benefits	381,843	301,051	Reduction from 2024 as CAO Transition Complete in 2024
Employee Related Expenses	6,000	6,500	
Operating Materials, Supplies and Services	11,000	10,800	
Contracted Services	0	13,500	Transfer from Salaries - HR Contract
Utilities and Fuel	1,200	1,200	
Total CAO and HR Expenses	400,043	333,051	
Levy Requirement	341,505	333,051	
Levy Increase (Decrease)		-8,454	

Note:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships

**Township of Brock
2025 Operating Budget
CAO and HR**

	Estimated			2025					2025		Notes
	2024 Budget	2024 YTD(12/31/2024)	2024 Y/E	2024 BUDGET	2025 Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	
<u>CAO and HR</u>											
10-10-000-0000-5220 CAO - Transfer from Reserve	- 58,538.00	- 57,724.88	- 57,724.88	- 58,538.00			-		58,538.00	-	
10-10-000-0000-5210 CAO - Transfer from R/F											
Total CAO and HR Revenues	- 58,538.00	- 57,724.88	- 57,724.88	- 58,538.00	-	-	-	-	58,538.00	-	
Total CAO and HR Department Revenue	- 58,538.00	- 57,724.88	- 57,724.88	- 58,538.00	-	-	-	-	58,538.00	-	
CAO & Unclassified Expenditures:											
10-10-100-5050-6010 CAO & Admin Salaries	317,376.00	256,115.35	256,115.35	317,376.00	758.00	- 13,500.00			51,895.00	252,739.00	
10-10-100-5050-6050 CAO & Admin CPP	10,330.00	7,708.82	7,708.82	10,330.00	- 3,120.00				2,880.00	4,330.00	
10-10-100-5050-6051 CAO & Admin EI	3,850.00	2,693.01	2,693.01	3,850.00	- 1,380.00				1,206.00	1,264.00	
10-10-100-5050-6060 CAO & Admin OMERS	26,670.00	21,440.38	21,440.38	26,670.00	- 3,501.00				-	23,169.00	
10-10-100-5050-6061 CAO & Admin EHT	5,525.00	4,512.98	4,512.98	5,525.00	- 873.00				1,012.00	3,640.00	
10-10-100-5050-6066 CAO & Admin Extended Health	11,500.00	10,292.74	10,292.74	11,500.00	1,145.00					12,645.00	
10-10-100-5050-6070 CAO & Admin WSIB	6,592.00	5,134.71	5,134.71	6,592.00	- 1,807.00				1,521.00	3,264.00	
10-10-100-5050-6250 CAO & Admin Other	5,000.00	5,904.01	5,904.01	5,000.00		- 5,000.00				-	
10-10-100-0000-6250 CAO & Admin Employee Recognition Awards			-			1,000.00				1,000.00	Long term employee recognition awards
10-10-100-5050-6251 CAO & Admin Community Recogniton Events			-			1,000.00				1,000.00	Wreaths for Remembrance
10-10-100-5050-6340 CAO & Admin HR Legal Fees			-			1,500.00				1,500.00	Recruitment Legal
10-10-100-5050-6435 CAO & Admin Meals			-					500.00		500.00	
10-10-100-5050-6580 CAO & Admin Contract HR Services			-			13,500.00				13,500.00	HR Service Agreement
10-10-100-5050-6290 CAO & Admin Cell phone	1,200.00	878.47	878.47	1,200.00						1,200.00	
10-10-100-5050-6420 CAO & Admin Prof Assoc	6,000.00	884.29	884.29	6,000.00		500.00				6,500.00	CPA, AMO, OMAA and MROO Reallocated to CAO and Admin Human Resources
10-10-100-5050-6850 CAO & Admin- COVID19 Expenses	1,500.00	686.88	686.88	1,500.00		- 1,500.00				-	
10-10-100-5050-6240 CAO & Admin Recruitment Costs	-	2,929.88	2,929.88	-		1,500.00				1,500.00	
10-10-100-5050-6400 CAO & Admin Mileage	2,500.00	1,378.07	1,378.07	2,500.00					200.00	2,300.00	AMO, OMAA, Meeting Travel
10-10-100-5050-6245 CAO & Admin Human Resources	2,000.00	879.12	879.12	2,000.00		1,000.00				3,000.00	Acclaim, Job Evaluation
			-								
Total CAO and HR Expenditures	400,043.00	321,438.71	321,438.71	400,043.00	- 8,778.00	-	-	500.00	- 58,714.00	333,051.00	
Net CAO and HR Operations	341,505.00	263,713.83	263,713.83	341,505.00	- 8,778.00	-	-	500.00	- 176.00	333,051.00	

Department Levy Decrease \$ for 2025
Departmental Levy Decrease % for 2025

-\$8,454
-2.48%



**Township of Brock - 2025 Budget
Clerks - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	-22,900	-21,100	
Rate Stabilization	-18,500	-10,000	
Reserves	-2,150	-2,150	
Grants	-5,000	-5,000	
Total Revenue	-48,550	-38,250	
Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	552,350	616,875	Inflation and Benefit for Tourism & Communications Coordinator
Employee Related Expenses	7,225	8,000	Membership Cost Increases
Operating Materials, Supplies and Services	36,250	36,250	
Internal Rent	15,450	0	
Contracted Services	77,000	67,000	
Utilities and Fuel	5,500	1,000	
Reserve Transfers	70,000	55,000	
Total Clerks Expenses	763,775	784,125	
Levy Requirement	715,225	745,875	
Levy Increase (Decrease)		30,650	

Note:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships

**Township of Brock
2025 Operating Budget
Clerks Department**

	Estimated 2024			2024 BUDGET	2025 Inflation	Service Level Inflation	Internal Transfer	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
	2024 Budget	2024 YTD (12/31/2024)	2024 Y/E									
CLERK'S DEPARTMENT												
Clerk's Revenue:												
10-12-100-0000-5600 Misc Licenses	- 11,000.00	- 9,238.64	- 9,238.64	- 11,000.00							- 11,000.00	
10-12-100-0000-5610 Misc Lotteries	- 3,000.00	- 4,093.04	- 4,093.04	- 3,000.00							- 3,000.00	
10-12-100-0000-5630 Misc Fireworks Permit	- 500.00	- 845.88	- 845.88	- 500.00							- 500.00	
10-12-100-0000-5900 Clerk Misc. Revenue	- 6,000.00	- 5,554.60	- 5,554.60	- 6,000.00							- 6,000.00	
10-12-767-1145-4850 OMAFRA GRANT - DRAINAGE	- 5,000.00	- 4,670.49	- 4,670.49	- 5,000.00							- 5,000.00	
10-12-000-0000-5220 Clerks-Transfer from Reserves	- 18,500.00	- 31,291.69	- 31,291.69	- 18,500.00			2,150.00			8,500.00	- 12,150.00	\$10,000 rate stab reserve will fund ombudsman. \$2,150 Draw from election reserve to cover voterview voter list maintenance annual expenses.
10-12-000-0000-5210 Clerks-Transfer from Reserve Funds	- 2,150.00	-	-	- 2,150.00			2,150.00				-	
Total Clerk's Revenue	- 46,150.00	- 55,694.34	- 55,694.34	- 46,150.00	-	-	-	-	-	8,500.00	- 37,650.00	
Total Clerk's Revenue	- 46,150.00	- 55,694.34	- 55,694.34	- 46,150.00	-	-	-	-	-	8,500.00	- 37,650.00	
Clerk's Expenditures:												
10-12-100-5100-6010 Clerk Salaries	418,700.00	422,083.27	422,083.27	418,700.00	41,231.00						459,931.00	
10-12-100-5100-6050 Clerk CPP	21,135.00	21,025.71	21,025.71	21,135.00	2,340.00						23,475.00	
10-12-100-5100-6051 Clerk EI	6,800.00	7,052.05	7,052.05	6,800.00	390.00						7,190.00	
10-12-100-5100-6060 Clerk OMERS	41,400.00	45,801.21	45,801.21	41,400.00	7,947.00						49,347.00	
10-12-100-5100-6061 Clerk EHT	8,830.00	9,000.46	9,000.46	8,830.00	849.00						9,679.00	
10-12-100-5100-6066 Clerk Extended Health	37,255.00	37,372.44	37,372.44	37,255.00	3,691.00			7,400.00			48,346.00	Communications and Tourism Coordinator Full Time
10-12-100-5100-6070 Clerk W.S.I.B.	12,500.00	12,548.69	12,548.69	12,500.00	536.00						13,036.00	Maintain at this level for 2025, given we have not been through a full year under the 'enhanced' communication
10-12-100-5100-6240 Clerk Advertising (Communication and Tourism)	24,300.00	21,168.86	21,168.86	24,300.00							24,300.00	
10-12-100-5100-6250 Clerk Other	4,000.00	2,494.66	2,494.66	4,000.00							4,000.00	
10-12-100-5100-6290 Clerk Telephone - Cell	1,000.00	890.84	890.84	1,000.00							1,000.00	
10-12-100-5100-6300 Clerk After Hrs Telephone	4,500.00	5,032.02	5,032.02	4,500.00			4,500.00				-	Transfer to IT
10-12-100-5100-6330 Clerk Election Costs	2,150.00	2,187.84	2,187.84	2,150.00							2,150.00	
10-12-100-5100-6340 Clerk Legal Fees/Expenses	52,000.00	64,726.23	64,726.23	52,000.00							52,000.00	Increase \$15,000 to assist with transit discussions
10-12-100-5100-6380 Clerk Consultants	5,000.00	4,502.66	4,502.66	5,000.00						5,000.00	-	
10-12-100-5100-6255 Drainage Superintendent	5,000.00			5,000.00							5,000.00	
10-12-100-5100-6400 Clerk Mileage	2,000.00	1,931.87	1,931.87	2,000.00							2,000.00	
10-12-100-5100-6420 Clerk Mbrship-Prof Assoc	7,225.00	7,682.62	7,682.62	7,225.00	775.00						8,000.00	
10-12-100-5100-6540 Clerk Email/Software Subscriptions Fees												
10-12-100-5100-6555 Clerk Shredding	500.00	300.00	300.00	500.00							500.00	
10-12-100-5100-9000 Clerk transfer to Reserves	70,000.00	484.24	484.24	70,000.00							15,000.00	\$25K - Legal \$30K - Election
10-12-100-5100-6012 Clerk-Election-Stipends-Payroll		70,000.00	70,000.00									
Total Clerk's Expenditures	724,295.00	735,685.67	735,685.67	724,295.00	57,759.00	-	4,500.00	7,400.00	-	20,000.00	764,954.00	
Special Projects:												
10-12-100-5110-6380 Clerk Ont Disabilities Act	- 3,700.00			-								
10-12-100-5130-6340 Clerk Special Legal(Integrity&Ombudsman)	15,000.00	2,295.96	2,295.96	15,000.00							5,000.00	10,000.00
Total Special Projects	15,000.00	2,295.96	2,295.96	15,000.00	-	-	-	-	-	5,000.00	10,000.00	Can reduce by \$5K based on prior years YTD. If anything over the budgeted amount, should be allocated to legal. Fund from rate stabilization
Total Clerk's Expenditures	739,295.00	737,981.63	737,981.63	739,295.00	57,759.00	-	4,500.00	7,400.00	-	25,000.00	774,954.00	
Net Clerk's Operation	693,145.00	682,287.29	682,287.29	693,145.00	57,759.00	-	4,500.00	7,400.00	-	16,500.00	737,304.00	

CEMETERIES

Revenue:													
10-12-550-6960-5950 All Saints Cemetery-Burial Income (Open/Close)	-	600.00	-	-	-	600.00	-	-	-	-	600.00		
10-12-550-6965-5950 Scotch Cemetery-Burial Income(Open/Close)	-	-	-	-	-	-	-	-	-	-	-		
10-12-550-6970-5950 Hart Cemetery-Burial Income (Open/Close)	-	600.00	-	-	-	600.00	-	-	600.00	-	-	No income received since 2021	
10-12-550-6980-5950 North Brock Shier-Burial Income(Open/Close)	-	1,200.00	-	-	-	1,200.00	-	-	1,200.00	-	-	No income received since 2020	
Total Revenue	-	2,400.00	-	-	-	2,400.00	-	-	-	1,800.00	-	600.00	
Operating Expenditures:													
10-12-550-6950-6010 Cem Salaries		5,730.00	13,451.85	13,451.85		5,730.00	141.00					5,871.00	
10-12-550-6950-6510 Cem Machine Rental-Int		15,450.00	6,151.43	6,151.43		15,450.00	-	15,450.00				-	Transfer to PW
10-12-550-6950-6580 Cem Contract Fees		1,000.00	-	-		1,000.00						1,000.00	
10-12-550-6950-6620 Cem Materials		800.00	-	-		800.00						800.00	
10-12-550-6950-6540 Cem Monument Repair		1,500.00	-	-		1,500.00						1,500.00	
Total Cemeteries Operating Expenses		24,480.00	19,603.28	19,603.28		24,480.00	141.00	15,450.00	-	-	-	9,171.00	
Net Cemeteries Operating Expenses		22,080.00	19,603.28	19,603.28		22,080.00	141.00	15,450.00	-	-	1,800.00	8,571.00	
Net Clerk's Operation with Cemeteries (Including Internal Rent)		715,225.00	701,890.57	701,890.57		715,225.00	57,900.00	19,950.00	7,400.00	-	-	14,700.00	745,875.00
Reallocate Internal Rent to PW Budget	-	15,450.00			-	15,450.00		15,450.00					
Net Clerk's Operation with Cemeteries with no Internal Rent		699,775.00				699,775.00						745,875.00	

Departmental Levy Increase \$ for 2025
 Departmental Levy Increase % for 2025

30,650
4.29%



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Clerks Department

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: GovStack

Total \$ Increase for 2025: \$22,500

Proposed Funding Source: IT Reserves – PRE-BUDGET APPROVAL RECEIVED

Executive Summary: The intention of the business case is to explain the upgrade to our Township website platform.

Background: Earlier in 2024, staff received noticed that the current municipal website platform (iCreate) was reach end of life and would not be supported moving forward.

Description: The Township of Brock has utilized GHD as our website provider since May 2020. Their current platform iCreate has reached end of life status and is no longer being supported. GHD is now utilizing a new platform, Govstack, for its municipal customers' websites.

A report went to Council on August 12, 2024 and received pre-budget approval which authorized staff to remain with GHD and to commence work in a new website, using Govstack.

The estimated budget for this work was \$43,000 and includes a one-time implementation fee of \$22,462.50 as well as an annual fee. This purchase was approved and being funded as \$22,500 from IT reserve and the remaining \$20,500 from IT operating budget



**Township of Brock - 2025 Budget
Corporate - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	-32,800	-37,800	
Rate Stabilization	-440,064	-29,000	DEI Training and \$25,000 towards corporate training
Donations	-5,000	-5,000	Sparklelight LP Annual Donation
Grants	<u>-869,700</u>	<u>-927,500</u>	OMPF
Total Revenue	<u><u>-1,347,564</u></u>	<u><u>-999,300</u></u>	
Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	15,800	16,174	
Employee Related Expenses	61,000	64,000	Increase for Diversity, Equity and Inclusion Training
Operating Materials, Supplies and Serv	118,800	20,050	Contingency Expense Removed for 2025
Grants	<u>10,000</u>	<u>0</u>	LEAF Program Funding
Total Corporate Expenses	<u><u>205,600</u></u>	<u><u>100,224</u></u>	
Levy Requirement	<u><u>- 1,141,964.00</u></u>	<u><u>- 899,076.00</u></u>	
Levy Increase (Decrease)		242,888.00	

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget
Corporate**

	Estimated 2024			2025							Notes
	2024 Budget	2024 YTD (12/31/2024)	2024 Y/E	2025 BUDGET	2025 Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	
CORPORATE ADMINISTRATION											
Corporate Revenue:											
10-10-100-1112-4830 OMPF Funding	- 869,700.00	- 869,700.00	- 869,700.00	- 869,700.00	- 57,800.00					- 927,500.00	
10-10-100-0000-5110 Donations	- 5,000.00	- 5,000.00	- 5,000.00	- 5,000.00						- 5,000.00	
10-10-100-0000-5320 Administration Fees	- 13,000.00	- 32,943.75	- 32,943.75	- 13,000.00	- 5,000.00					- 18,000.00	
10-10-100-0000-5900 Misc-Sundry Revenue	- 12,000.00	542.98	542.98	- 12,000.00						- 12,000.00	
10-10-700-8000-4500 Tile Drainage	- 7,800.00	- 18,831.29	- 18,831.29	- 7,800.00						- 7,800.00	
10-05-000-0000-5210 Corporate - Transfer from R/F	-			-						-	
10-05-000-0000-5220 Corporate - Transfer from Reserves	- 440,064.00	- 280,000.00	- 280,000.00	- 440,064.00				- 4,000.00	415,064.00	- 29,000.00	\$4,000 For Diversity, Equity and Inclusion Training and \$25,000 for Corporate Training
10-05-100-0000-5400 W.S.I.B.	-			-						-	
Total Corporate Revenue	- 1,347,564.00	- 1,205,932.06	- 1,205,932.06	- 1,347,564.00	- 62,800.00	-	-	4,000.00	415,064.00	- 999,300.00	
Corporate Expenditures:											
10-05-100-0000-6430 Corporate Conference/Education	61,000	31,003.03	31,003.03	61,000	-	1,000.00	-	4,000.00		64,000.00	Health and Safety is in H&S Wkplc Safety Line - \$4,000 for Diversity, Equity and Inclusion (will use Durham Region DEI department for training)
10-10-690-0000-6800 Grant Approved by Council	10,000	5,006.00	5,006.00	10,000	-	2,026.00	-	-	7,974.00	-	Fund Leaf Program from Council Green Initiatives
10-10-690-0000-6630 Contingency	99,000	-	-	99,000	99,000.00					-	
10-70-700-8000-6770 Tile Payment on Debenture	7,800	18,831.29	18,831.29	7,800						7,800.00	
10-05-100-0000-6250 Corporate Employee Recognition Events	5,500	4,438.09	4,438.09	5,500						5,500.00	
Total Corporate Expenditures	183,300.00	59,278.41	59,278.41	183,300.00	- 99,000.00	- 3,026.00	-	4,000.00	- 7,974.00	77,300.00	
Net Corporate Administration	- 1,164,264.00	- 1,146,653.65	- 1,146,653.65	- 1,164,264.00	- 161,800.00	- 3,026.00	-	-	407,090.00	- 922,000.00	
HEALTH & SAFETY COMMITTEE											
Health & Safety Expenditures:											
10-15-180-5480-6010 H&S-Salaries	15,800	9,238.40	9,238.40	15,800	374.00	-	-	-	-	16,174.00	
10-15-180-5480-6250 H&S-Other	1,000	250.00	250.00	1,000	-			-	750.00	250.00	Durham Control
10-15-180-5480-6850 H&S Wkplc Safety Program	5,500	5,383.62	5,383.62	5,500		1,000.00	-	-	-	6,500.00	Includes training and education, membership to comfort zone
Total Health & Safety Expenses	22,300.00	14,872.02	14,872.02	22,300.00	374.00	1,000.00	-	-	750.00	22,924.00	
Total Corporate & Health and Safety Expenditures	205,600.00	74,150.43	74,150.43	205,600.00	- 98,626.00	- 2,026.00	-	4,000.00	- 8,724.00	100,224.00	
Net Corporate Operations	- 1,141,964.00	- 1,131,781.63	- 1,131,781.63	- 1,141,964.00	- 161,426.00	- 2,026.00	-	-	406,340.00	- 899,076.00	

Departmental Levy Increase \$ for 2025
 Departmental Levy Increase % for 2025

\$242,888
21.27%



**Township of Brock - 2025 Budget
Council - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Rate Stabilization		-17,526	CIP and Dr. Recruitment
Reserves	-55,000	-39,500	Funds Green Initiatives, Revitalization and Community Improvement
Total Revenue	<u>-55,000</u>	<u>-57,026</u>	
Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	299,740	314,650	Inflation
Employee Related Expenses	11,000	13,000	Inflation
Operating Materials, Supplies and Services	15,000	18,500	Increases for Mayors Networking, Staff Long Service and Accessibility Committee
Grants	69,500	71,526	Increase for Community Improvement and Physician Recruitment
Utilities and Fuel	500	500	
Total Council Expenses	<u>395,740</u>	<u>418,176</u>	
Levy Requirement	<u>340,740</u>	<u>361,150</u>	
Levy Increase (Decrease)		20,410	

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget
Council**

	2024 Budget	2024 YTD (12/31/2024)	Estimated 2024 Y/E	2024 BUDGET	2025 Inflation	Service Level Inflation	2025 Internal Transfer	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
MEMBERS OF COUNCIL												
Council Revenue:												
10-11-000-0000-5220 Cou-Transfer from Reserve	- 55,000.00	-	1,831.68	- 55,000.00						- 2,026.00	- 57,026.00	\$15,000 Green Initiatives, \$20,000 Revitalization and \$4,500 Community Improvement Grant - All from Committed Reserve. Fund \$15,500 for CIP and \$2,026 for Dr. Recruitment from Rate Stabilization in 2025.
10-11-000-0000-5210 Cou-Transfer from R/F			1,831.68									
Total Council Revenue	- 55,000.00	-	1,831.68	- 55,000.00	-	-	-	-	-	- 2,026.00	- 57,026.00	
Total Revenue	- 55,000.00	-	1,831.68	- 55,000.00	-	-	-	-	-	- 2,026.00	- 57,026.00	
Council Operating Expenditures:												
10-11-100-5000-6010 Cou Salaries	221,000.00	234,160.70	234,160.70	221,000.00	14,300.00						235,300.00	
10-11-100-5000-6050 Cou CPP	11,635.00	12,466.23	12,466.23	11,635.00	901.00						12,536.00	
10-11-100-5000-6061 Cou EHT	4,300.00	4,563.15	4,563.15	4,300.00	266.00						4,566.00	
10-11-100-5000-6066 Cou Extended Health	36,000.00	32,798.83	32,798.83	36,000.00	- 2,597.00						33,403.00	
10-11-100-5000-6060 Cou RRSP	10,055.00	0.00	-	10,055.00	754.00						10,809.00	
10-11-100-5000-6290 Cou Telephone	500.00	369.38	369.38	500.00							500.00	
10-11-100-5000-6400 Cou Mileage	1,000.00	-	-	1,000.00	- 500.00						500.00	
10-11-100-5000-6430 Cou Conference/Education	11,000.00	15,056.47	15,056.47	11,000.00		2,000.00					13,000.00	
10-11-100-5000-6900 Cou Committee Expenses (Non Profit Sector A	5,000.00	3,617.33	3,617.33	5,000.00							5,000.00	
10-11-100-5000-6090 Cou-Severance Earned in year	16,750.00	-	-	16,750.00	1,266.00						18,016.00	
10-11-100-5000-6250 Cou Other	3,250.00	6,572.22	6,572.22	3,250.00			- 2,000.00				1,250.00	
10-11-100-5000-6251 Cou Mayors Networking Events			-				2,000.00		3,000.00		5,000.00	To bring closer to 2024 budget projections This committee needs to write a report to support this continued funding if they don't use it. Increasing close to 2023 Transferred \$2,000 to Mayors Networking To host two Mayors Network Events in 2025 The \$750 is allocated each year and then the total used in the 3rd year of the sitting council term for appreciation of all its appointed volunteers.
10-11-100-5000-6380 Cou Volunteer Recognition	750.00	-	-	750.00							750.00	
Staff Long Service Recognition			-								-	
Employee Retirement and Memorial Donations		4,191.84	4,191.84								-	
10-11-100-5120-6380 Cou Dr. Recruitment			-				2,026.00				2,026.00	\$2,026 for 2025, \$2,161 for 2026 and \$2,258 for 2027 - New starting 2025 - moved from corporate budget
10-11-765-7840-6240 Economic Development Initiatives	14,500.00	1,831.68	1,831.68	14,500.00						- 5,000.00	9,500.00	Signage included in 2024 budget funded from committed is removed
10-11-765-7860-6800 Green/Sustainable Initiatives	15,000.00	10,155.00	10,155.00	15,000.00							15,000.00	Reserve Funded - Fund Leaf Program With These Funds
10-11-768-7880-6620 Main Street Revitalization-Materials	20,000.00	-	-	20,000.00							20,000.00	Reserve Funded
10-11-768-7880-6852 Community Improvement Plan Grants	15,000.00			15,000.00			5,000.00		5,000.00		25,000.00	Total of \$25,000 for 2025 for CIP. \$4,500 remaining in reserves to help offset. \$5000 from 2024 was levy funded in 10-60-768-7880-6854
10-11-768-7880-6854 Community Improvement Plan Grants for Fees	5,000.00			5,000.00			- 5,000.00				-	Levy funded in 2024 - transferred to 10-60-768-7880-6852
10-11-768-7880-6250 Tourism Committee Expenses	5,000.00			5,000.00							5,000.00	This committee needs to write a report to support this continued funding if they don't use it.
10-11-100-7905-6250 Accessibility Advisory Committee									1,000.00		1,000.00	BAAC is an appointed committee of Council and each year they distribute the annual Accessibility awards to local businesses, as well, the BAAC meets quarterly with the 3 other accessibility committees to collaborate on ideas.
Total Council Operating Expenditures	395,740.00	325,782.83	325,782.83	395,740.00	14,410.00	2,000.00	2,026.00	-	9,000.00	- 5,000.00	418,176.00	
Total Expenditures	395,740.00	325,782.83	325,782.83	395,740.00	14,410.00	2,000.00	2,026.00	-	9,000.00	- 5,000.00	418,176.00	
Net Council Operation	340,740.00	323,951.15	323,951.15	340,740.00	14,410.00	2,000.00	2,026.00	-	9,000.00	- 7,026.00	361,150.00	

Departmental Levy Increase \$ for 2025
Departmental Levy Increase % for 2025

\$20,410
5.99%



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Council

Expense Type (Highlight which type): Staff Request
 New Service, Project or Initiative
 Expanded Level of Service

Project/Expense Name: Community Improvement Plan Grants

G/L Account (if available): 10-60-768-7880-6852

Total \$ Increase (Decrease) for 2025: \$15,500

Proposed Funding Source: Tax Levy

Executive Summary:

A stable funding source is recommended to support the grant programs outlined in the newly adopted Downtown Community Improvement Plan.

Background:

In 2024, Council approved a new Downtown Community Improvement Plan (CIP) to help support improvements and revitalization within the downtown cores. In 2024, a total of \$20,000 was budgeted for the CIP with \$15,000 funded from the committed projects reserve and \$5,000 funded by the tax levy. \$4,500 is currently remaining in the committed projects reserve from the 2024 budget.

Description:

A total of \$25,000 is recommended to be included in the 2025 budget to support community improvements grants. \$5,000 was previously funded through the tax levy and there's approximately \$4,500 remaining in the reserve that can be carried forward from 2024. Therefore, an additional \$15,500 is proposed to be from new tax levy funding to support CIP grants within the 3 downtown areas for a total budget of \$25,000 for 2025.

Expected Benefits and Service Level Impacts:

The Downtown CIP grant programs help to encourage private investment within the downtown areas to renovate, clean-up and develop properties, which helps to attract businesses and create residential units and support jobs and residents within the downtowns to create vibrant spaces. Redevelopment and rehabilitation also help to improve the tax base in the downtowns.



Alternative Service Delivery Approaches Considered and Explained:

In future years, any unused funds for the CIP will be carried forward to the next budget year to support the CIP grant programs.

Cost/Benefit Analysis:

Given the range of revitalization needs identified through the Downtown CIP review, it is important for funding to be made available to support a broad range of financial incentive programs, and at levels that will meaningfully encourage landowners and businesses to invest in the community.

The value of the financial incentive programs is an important consideration. The CIP grant programs must be of sufficient value in order to encourage eligible applicants to invest. As an economic development tool, the financial incentive values also need to be competitive with other CIPs to attract and/or retain local businesses or facilitate desirable development and redevelopment. However, it is also necessary to recognize that the long-term funding of a CIP must be sustainable, and therefore the values need to be realistic and within a municipality's fiscal capacity.

Risk to the Township if Expenditure Not Included in Budget:

Township would not be able to support the Downtown CIP program in 2025 without any tax levy support. There would only be \$4,500 remaining from the 2024 budget which may not offer enough incentive to landowners to make improvements in the downtowns.



**Township of Brock - 2025 Budget
Fire - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	-55,000	-63,000	
Reserves		-13,334	Public Buildings Reserve
Rate Stabilization	-10,000	-27,163	
DC's	<u>-34,769</u>	<u>-34,528</u>	
Total Revenue	<u><u>-99,769</u></u>	<u><u>-138,025</u></u>	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	678,505	708,554	Inflation
Employee Related Expenses	26,700	16,550	
Operating Materials, Supplies and Services	147,500	130,334	
Contracted Services	94,926	129,252	Increases for Fire Agreement Expenses
Vehicle Expenses	50,600	44,700	
Utilities and Fuel	37,500	40,700	Inflation Cost Increases
Debenture Payments	99,341	98,651	
Reserve Transfers	<u>320,000</u>	<u>320,000</u>	
Total Fire Expenses	<u><u>1,455,072</u></u>	<u><u>1,488,741</u></u>	

Levy Requirement	<u><u>1,355,303</u></u>	<u><u>1,350,716</u></u>
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Levy Increase (Decrease)	-4,587
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Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

Vehicle Expenses includes such expense as:

- Repairs & Maintenance
- Gasoline
- Licencing

**Township of Brock
2025 Operating Budget
Fire Department**

	Estimated			2024	2025	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025		Notes
	2024 Budget	2024 YTD (12/31/24)	2024 Y/E							2025 Budget	2025 Budget	
10-17-100-5400-6780 Fire Pymts on Debentures	99,341.00	99,340.50	99,340.50	99,341.00	-690.00							
10-17-100-5400-6890 Fire PubAcc Defib Program	1,000.00	4,477.44	4,477.44	1,000.00					3,000.00			Pads replacement required. Retainer for a Medical Director to oversee Defibrillator Program, First Aid Loomex Contract to provide training and exercise \$3710 plus tax
10-17-100-5406-6850 Fire Brock Emergency Plan	4,000.00	3,680.63	3,680.63	4,000.00							4,000.00	
10-17-175-5450-6540 Fire fleet-Marine 83 Boat-Repair & Maint	2,500.00	2,251.33	2,251.33	2,500.00								
10-17-175-5458-6540 Fire fleet-R81 '07 International Res-Repair & Maint	3,600.00	2,325.14	2,325.14	3,600.00								
10-17-175-5460-6540 Fire fleet-R83 '20 Freightliner Res-Repair & Maint	3,500.00	1,244.25	1,244.25	3,500.00								
10-17-175-5463-6540 Fire fleet-T83 '19 FL Tanker-Repair & Maint	4,000.00	1,648.96	1,648.96	4,000.00								
10-17-175-5465-6540 Fire fleet-Car 82 Ford Explorer-Repair and Maint	1,000.00	1,141.83	1,141.83	1,000.00		1,000.00						New tires required in 2025
10-17-100-5400-6850 Fire COVID Expenses	0.00	0.00	0.00	0.00	0.00			0.00	0.00			
10-17-175-5466-6540 Fire fleet-A83 '22 PE Aerial-Repair and Maint		1,890.73	1,890.73						5,500.00			New account line for Aerial Truck.
Total Fire Administration Expenditures	1,026,272.00	1,026,954.68	1,026,954.68	1,026,272.00	30,444.00	53,876.00	0.00	0.00	8,500.00	-75,450.00	1,043,642.00	
Fire Station #1(Sund) Expenditures:												
10-17-172-5410-6010 SFH Salaries/Wages-Other	103,200.00	94,318.27	94,318.27	103,200.00	-5,170.00						98,030.00	
10-17-172-5410-6061 SFH EHT	2,000.00	2,018.52	2,018.52	2,000.00	-50.00						1,950.00	
10-17-172-5410-6070 SFH W.S.I.B.	3,800.00	3,032.92	3,032.92	3,800.00	-1,065.00						2,735.00	
10-17-172-5410-6280 SFH Telephone	1,300.00	1,047.75	1,047.75	1,300.00							1,300.00	
10-17-172-5410-6410 SFH Gas and Oil	3,000.00	2,641.15	2,641.15	3,000.00							3,000.00	
10-17-172-5410-6660 SFH Heat	4,600.00	4,664.29	4,664.29	4,600.00	400.00						5,000.00	
10-17-172-5410-6670 SFH Hydro	4,200.00	4,959.89	4,959.89	4,200.00	100.00						4,300.00	
10-17-172-5410-6680 SFH Water and Sewers	500.00	442.83	442.83	500.00							500.00	
10-17-172-5410-6550 SFH Building Repairs	0.00	2,696.64	2,696.64	0.00							0.00	
Total Fire Station #1(Sund) Expenditures	122,600.00	115,822.26	115,822.26	122,600.00	-5,785.00	0.00	0.00	0.00	0.00	0.00	116,815.00	
Fire Station #2(Cann) Expenditures:												
10-17-173-5420-6010 CFH Salaries/Wages-Other	120,800.00	96,167.60	96,167.60	120,800.00	-4,785.00						116,015.00	
10-17-173-5420-6061 CFH EHT	2,100.00	1,912.53	1,912.53	2,100.00	165.00						2,265.00	
10-17-173-5420-6070 CFH W.S.I.B.	4,000.00	2,873.85	2,873.85	4,000.00	-760.00						3,240.00	
10-17-173-5420-6280 CFH Telephone	1,900.00	1,300.79	1,300.79	1,900.00	-400.00						1,500.00	
10-17-173-5420-6410 CFH Gas and Oil	2,500.00	3,221.07	3,221.07	2,500.00	500.00						3,000.00	
10-17-173-5420-6670 CFH Hydro	7,000.00	7,746.36	7,746.36	7,000.00	1,000.00						8,000.00	
10-17-173-5420-6680 CFH Water and Sewers	500.00	349.41	349.41	500.00	-100.00						400.00	
10-17-173-5420-6470 CFH Medicals	0.00			0.00							0.00	
10-17-173-5420-6550 CFH Building Repairs	0.00			0.00							0.00	
Total Fire Station #2(Cann) Expenditures	138,800.00	113,571.61	113,571.61	138,800.00	-4,380.00	0.00	0.00	0.00	0.00	0.00	134,420.00	
Fire Station #3(Beav) Expenditures:												
10-17-174-5430-6010 BFH Salaries/Wages-Other	149,200.00	203,323.55	203,323.55	149,200.00	13,000.00						162,200.00	
10-17-174-5430-6061 BFH EHT	2,700.00	3,891.07	3,891.07	2,700.00	465.00						3,165.00	
10-17-174-5430-6070 BFH W.S.I.B.	5,000.00	5,846.51	5,846.51	5,000.00	-1,735.00						3,265.00	
10-17-174-5430-6280 BFH Telephone	1,400.00	661.04	661.04	1,400.00	-400.00						1,000.00	
10-17-174-5430-6410 BFH Gas and Oil	3,000.00	6,447.94	6,447.94	3,000.00	1,000.00						4,000.00	
10-17-174-5430-6660 BFH Heat	3,500.00	3,377.10	3,377.10	3,500.00	500.00						4,000.00	
10-17-174-5430-6670 BFH Hydro	2,200.00	2,523.77	2,523.77	2,200.00	200.00						2,400.00	
10-17-174-5430-6680 BFH Water and Sewers	400.00	650.03	650.03	400.00	100.00						500.00	
10-17-174-5430-6550 BFH Building Repairs	0.00	12,923.52	12,923.52	0.00					13,334.00		13,334.00	Painting Fire Hall Brick and Water Tower - Funded by Public Building Reserve
		723	723									
Total Fire Station #3(Beav) Expenditures	167,400.00	240,367.53	240,367.53	167,400.00	13,130.00	0.00	0.00	0.00	13,334.00	0.00	193,864.00	
Total Fire Expenditures	1,455,072.00	1,496,716.08	1,496,716.08	1,455,072.00	33,409.00	53,876.00	0.00	0.00	21,834.00	-75,450.00	1,488,741.00	
Net Fire Department	1,355,303.00	1,343,762.61	1,343,762.61	1,355,303.00	8,487.00	53,876.00	0.00	0.00	8,500.00	-75,450.00	1,350,716.00	

Departmental Levy Increase \$ for 2025

-4,587.00

Township of Brock
2025 Operating Budget
Fire Department

Departmental Levy Increase % for 2025

2024	2024	Estimated		2024	2025	Service	2025		2025	2025	2025	2025		Notes
Budget	YTD (12/31/24)	2024		Budget	Inflation	Level	Internal	New Staffing	New Initiatives	Reductions	Budget	Budget		
		Y/E												
													-0.34%	



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Fire Department

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Service Level

Project/Expense Name: Oshawa Fire Communications

G/L Account (if available): 10-17-100-5400-6270

Total \$ Increase (Decrease) for 2025: \$ 27,326

Proposed Funding Source: Levy

Executive Summary: The intention of this business case is to propose obtaining full fire dispatching/communication services from Oshawa Fire Service Communication Centre in the capacity of a certified public safety communicator(s). The full services is proposed to begin July 1, 2025, with the implementation of the new dispatch system.

Background: For several years Oshawa Fire Service Communication Centre have, as per an agreement, maintained the responsibility of alerting Brock Township Fire Department to all emergency and non-emergency incidents. The communication centre receives the incident and via the radio system alerts the firefighters of the incidents through our paging system. Upon confirming the receipt of the incident all communications with the Oshawa Fire Service Communication Centre would cease. It would then be the responsibility of a Brock Township firefighter to conduct all further radio communications via the station radio in contact with the fire crew at the scene of the incident. The firefighter would be responsible for documenting response times, arrival times, return times, etc. and all other information pertaining to the incident relayed from the fire crew(s) at the scene of the incident. When firefighters are paged for a fire department response the first firefighter arriving at the fire station assumes the responsibility of dispatching. It is unknown who the first arriving firefighter will be on each incident.



In the past there have been incidents where there is a limited number of firefighters available for the truck response and to assume the responsibility of dispatching. Therefore, fire crews have abandoned the radio to accommodate the truck personnel, this displays a health & safety concern regarding the communications gap create by not having a dispatcher. It also brings forward a safety concern regarding the possibility of not maintaining required the requirement of legal regarding in

With the introduction of mandatory firefighter certification, all personnel assigned to taking emergency calls and dispatching emergency vehicles must meet certification requirements as per NFPA 1061 Public Safety Communicator Level I & II.

Therefore, under the certification program all fire department personnel require certification as per NFPA 1061 Public Safety Communicator Level I & II by July 2028.

To meet the requirements of NFPA 1061 certification for all personnel would be very time consuming and financial expensive to certify a maximum 90 personnel by July 2028.

This certification requirement is in addition to all other mandatory certification requirements.

Description: Oshawa Fire Service Communications personnel are certified at the time of their hiring process and continue to receive high level training to meet the requirements of NFPA standards as a certified public safety telecommunicator.

Expected Benefits and Service Level Impacts: certified public safety communicators are trained in the skills to answer the most important calls when the public is requesting emergency services. Emergency service responders depend on emergency telecommunications to get detailed information quickly and accurately. It is most important to maintain the continuity of information from the beginning to the end of the emergency incident. Accurate documentation of pertinent information, such as location of the incident, details of the incident, times involving the incident, fire service response times, request for additional resources, etc. must be always maintained. Having certified personnel trained to the skill level required to ensure all documentation is recorded before, during and after a fire department response is crucial in maintaining records management.

Having Oshawa Fire Service Communications Centre take complete control of all communications consisting of pager alerting, communications between trucks and the centre are great step in the right direction to maintain communication continuity for the health & safety of all fire department personnel on the scene of an incident.



Also, full dispatching service through Oshawa would eliminate the need of the first arriving firefighter at the fire station to assume the responsibility of dispatching. This firefighter can now be on a truck responding to the incident.

Alternative Service Delivery Approaches Considered and Explained:

N/A

Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs			\$27,326	Unknown
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings				
Net Operating Costs (Savings)			27,326	Unknown
Capital Requirements			NIL	



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Fire Department
Expense Type (Highlight which type): Staff Request
X - New Service, Project or Initiative
Expanded Level of Service
Project/Expense Name: Personal Protective Clothing
G/L Account (if available): 10-17-100-5400-6450
Total \$ Increase (Decrease) for 2025: (\$ 39,000)
Proposed Funding Source: Levy Savings

Executive Summary: The intention of the business case is to explain the decrease in personal protective clothing as per the 2025 operational budget.

Background: Previous years required the purchasing of personal protective clothing for firefighters as their clothing had reached their life expectancy of 10 years of service. 2024 operational budget and receiving grant money permitted the advance purchasing of clothing that was due in 2024 & 2025. Therefore, purchasing of personal protective clothing is not required in 2025.

Description: Personal protective clothing is required for every firefighter and as per NFPA standards is to be replaced every ten (10) years.

Expected Benefits and Service Level Impacts: Budget decrease pertaining to personal protective clothing.

Alternative Service Delivery Approaches Considered and Explained:

N/A



Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs				
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings				
Net Operating Costs (Savings)			(\$39,000)	Unknown
Capital Requirements			NIL	

Risk to the Township if Expenditure Not Included in Budget:

N/A



**Township of Brock - 2025 Budget
Grants - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Total Revenue	<u>0</u>	<u>0</u>	
Expenses	2024 \$	2025 \$	Explanation
Grants	6,700	97,209	Section 107, Spay & Neuter and increase in free/reduced rent offset in Parks
Total Grants Expenses	<u>6,700</u>	<u>97,209</u>	
Levy Requirement	<u>6,700</u>	<u>97,209</u>	
Levy Increase (Decrease)		90,509	

**Township of Brock
2025 Operating Budget
Grants to Organizations**

	2024 Budget	2024 (12/31/2024)	Estimated Y/E 2024		2024 BUDGET	2025 Inflation	2025 Internal Transfers	2025 New Initiatives	2025 Budget Reductions	2025 Draft Budget		Notes
GRANTS TO ORGANIZATIONS												
Unpaid Use of Township Assets												
10-40-690-7694-6800 Grants - Section 107							22,209.00			22,209.00		Section 107 Grants (CHC) Free Usage/Reduce Rate - Revenue recorded in Parks
10-40-690-7692-6800 Grants-Free Use Policy/Reduced Rate	700.00	666.93	666.93	700.00		75,000.00		-	700.00	75,000.00		
10-40-690-7693-6800 Grants-Unpaid Use-Township Assets-Per Council Res	1,000.00	200.06	-	1,000.00	-			-	1,000.00	-		
10-40-690-7691-6800 Grants-Unpaid use-Township Assets-Non Profit Grps	5,000.00	-	-	5,000.00				-	5,000.00	-		
Net Grants to Organizations	6,700.00	866.99	666.93		6,700.00	-	97,209.00	-	-	6,700.00	97,209.00	

Departmental Levy \$ Increase for 2025
Departmental Levy % Increase for 2025

90,509.00
1350.88%



**Township of Brock - 2025 Budget
Library Services - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Municipal Funding	-744,801	-776,978	
Grants	-32,317	-27,117	
Rate Stabilization	-19,114	-34,974	
Reserves	-6,400	-8,800	
Development Charges	-14,000	-14,000	
Interest	-2,000	-4,000	
Donations	-6,000	-6,000	
User Fees	-4,000	-4,000	
Total Revenue	<u><u>-828,632</u></u>	<u><u>-875,869</u></u>	
Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	589,978	661,768	
Employee Related Expenses	4,000	3,000	
Books and Media	75,550	54,550	
Operating Materials, Supplies and Services	112,687	107,814	
Contracted Services	21,217	22,317	
Utilities and Fuel	25,200	26,420	
Total Library Expenses	<u><u>828,632</u></u>	<u><u>875,869</u></u>	
Levy Requirement	<u><u>744,801</u></u>	<u><u>776,978</u></u>	
Levy Increase (Decrease)		<u><u>32,177</u></u>	

Administration and Salaries Impact Spread over Two Years
Interest on Trust Funds - Mary Fowler and Hewitt-Baillie
DC Draw for Books

**Township of Brock
Draft 2025 Operating Budget
Library**

	Estimated			2024	2025	Service Level	2025	2025	2025	2025	2025	2025 vs 2024	Notes
	2024	2024	2024										
	Budget	YTD (12/31/24)	Y/E										
BROCK PUBLIC LIBRARY													
LIBRARY GRANT REVENUE:													
10-50-670-7600-4810 Lib Municipal Contrib	-744,801.00	-682,734.25	-744,801.00	-744,801.00		-32,177.00						-776,978.00	4%
10-50-670-7600-4850 Lib Trillium Grant	0.00		0.00	0.00								0.00	
10-50-670-7600-4920 Lib-Special Prov Grant	-1,400.00	-1,586.00	-1,586.00	-1,400.00								-1,400.00	0%
10-50-670-7640-4910 Lib-Grant Connectivity/IT	-4,000.00	-17,451.00	-17,451.00	-4,000.00								-4,000.00	0%
10-50-670-7680-4850 Lib OTF Grant Revenue	-5,200.00	-5,200.00	-5,200.00	-5,200.00						5,200.00		0.00	-100%
10-50-676-7600-4800 Makerspace Revenue Special	0.00	-6,198.60	-6,198.60	0.00								0.00	
10-50-670-7600-4800 Lib Prov. Operating Grant	-21,717.00	-21,717.00	-21,717.00	-21,717.00								-21,717.00	0%
10-50-670-7600-4900 Lib Federal Grant-special	0.00		0.00	0.00								0.00	
10-50-674-7680-4900 Lib Canada Summer Jobs Gra	0.00		0.00	0.00								0.00	
Total LIBRARY GRANT REVENUE	-777,118.00	-734,886.85	-796,953.60	-777,118.00	0.00	-32,177.00	0.00	0.00	0.00	5,200.00	-804,095.00	3%	
LIBRARY OTHER REVENUE:													
10-50-670-7600-5100 Lib Interest Earned	-2,000.00	-6,382.20	-6,382.20	-2,000.00	-2,000.00							-4,000.00	100%
10-50-670-7600-5110 Lib Donations	-6,000.00	-12,449.95	-12,449.95	-6,000.00								-6,000.00	0%
10-50-670-7600-5900 Lib General Revenue	-4,000.00	-7,080.48	-7,080.48	-4,000.00								-4,000.00	0%
10-50-670-7600-5200 Lib Mary Fowler Trust Fnd----TRANSFER FR		-6,400.00	-6,400.00	0.00	-6,400.00							-6,400.00	
Transfer from Hewitt-Baillie			0.00		-2,400.00							-2,400.00	
10-50-670-7600-5220 Lib Transfer from Reserve	-39,514.00	-4,212.87	-4,212.87	-39,514.00	-9,460.00							-48,974.00	24%
10-50-673-7600-5110 Lib Special Program Donations	0.00		0.00	0.00								0.00	
10-50-670-7600-5555 Lib Rev-DDSB Agreement	0.00		0.00	0.00								0.00	
Total LIBRARY OTHER REVENUE	-51,514.00	-36,525.50	-36,525.50	-51,514.00	-20,260.00	0.00	0.00	0.00	0.00	0.00	-71,774.00	39%	
TOTAL LIBRARY REVENUE	-828,632.00	-771,412.35	-833,479.10	-828,632.00	-20,260.00	-32,177.00	0.00	0.00	0.00	5,200.00	-875,869.00	6%	
LIBRARY GENERAL OPERATING EXPENDITURES:													
10-50-670-7600-6010 Lib Salaries	475,150.00	488,428.78	488,428.78	475,150.00	59,298.00							534,448.00	12%
10-50-670-7600-6050 Lib CPP	22,796.00	19,920.87	19,920.87	22,796.00	1,739.00							24,535.00	8%
10-50-670-7600-6051 Lib EI	9,915.00	8,804.87	8,804.87	9,915.00	152.00							10,067.00	2%
10-50-670-7600-6060 Lib OMERS	37,956.00	34,331.69	34,331.69	37,956.00	5,357.00							43,313.00	14%
10-50-670-7600-6061 Lib EHT	9,265.00	9,444.36	9,444.36	9,265.00	930.00							10,195.00	10%
10-50-670-7600-6066 Lib Extended Health	13,461.00	9,089.75	9,089.75	13,461.00	4,278.00							17,739.00	32%
10-50-670-7600-6067 Lib Part Time Benefits	7,510.00	7,146.01	7,146.01	7,510.00								7,510.00	0%
10-50-670-7600-6070 Lib W.S.I.B.	13,925.00	12,839.77	12,839.77	13,925.00	36.00							13,961.00	0%
10-50-670-7600-6205 Lib Library Supplies	2,706.00	1,749.74	1,749.74	2,706.00								2,706.00	0%
10-50-670-7600-6210 Lib Office Supplies	3,775.00	1,719.92	1,719.92	3,775.00						-1,000.00		2,775.00	-26%
10-50-670-7600-6220 Lib Postage	1,616.00	1,426.33	1,426.33	1,616.00								1,616.00	0%
10-50-670-7600-6230 Lib Courier	12,500.00	11,905.92	11,905.92	12,500.00								12,500.00	0%
10-50-670-7600-6240 Lib Advertising	750.00	791.39	791.39	750.00								750.00	0%

10-50-670-7600-6250 Lib Other	100.00	249.85	249.85	100.00					100.00	0%		
10-50-670-7600-6280 Lib Telephone	4,500.00	5,356.23	5,356.23	4,500.00	1,220.00				5,720.00	27%	Based on current pricing.	
10-50-670-7600-6310 Lib IT (Information Technology)	5,000.00	7,481.07	7,481.07	5,000.00					5,000.00	0%		
10-50-670-7600-6350 Lib Audit Fees	2,200.00	2,200.00	2,200.00	2,200.00	1,100.00				3,300.00	50%		
10-50-670-7600-6370 Lib Administration Fees	19,347.00	6,597.74	6,597.74	19,347.00	3,127.00				22,474.00	16%		
10-50-670-7600-6390 Lib Insurance	4,400.00	4,400.00	4,400.00	4,400.00					4,400.00	0%		
10-50-670-7600-6400 Lib Mileage	800.00	1,284.87	1,284.87	800.00					800.00	0%		
10-50-670-7600-6415 Lib Software Licensing	6,100.00	5,639.07	5,639.07	6,100.00					6,100.00	0%		
10-50-670-7600-6430 Lib Conference/Education	4,000.00	3,018.39	3,018.39	4,000.00			-1,000.00		3,000.00	-25%		
10-50-670-7600-6480 Lib Rent - D.D.S.B.	11,000.00	5,078.64	5,078.64	11,000.00					11,000.00	0%		
10-50-670-7600-6500 Lib Equipment Lease	4,500.00	2,437.32	2,437.32	4,500.00					4,500.00	0%		
10-50-670-7600-6550 Lib Building Expenses	7,000.00	8,376.80	8,376.80	7,000.00					7,000.00	0%		
10-50-670-7600-6590 Lib Custodian	19,017.00	18,075.00	18,075.00	19,017.00					19,017.00	0%		
10-50-670-7600-6620 Lib Books & Materials	60,550.00	60,133.57	60,133.57	60,550.00			-10,000.00		50,550.00	-17%	\$14,000 funded by DC's	
10-50-670-7600-6625 Lib Electronic Media	15,000.00	7,643.60	7,643.60	15,000.00			-11,000.00		4,000.00	-73%		
10-50-670-7600-6660 Lib Heat	5,000.00	2,872.66	2,872.66	5,000.00					5,000.00	0%		
10-50-670-7600-6670 Lib Hydro	14,500.00	13,525.27	13,525.27	14,500.00					14,500.00	0%		
10-50-670-7600-6680 Lib Water and Sewers	1,200.00	832.24	832.24	1,200.00					1,200.00	0%		
10-50-670-7600-6850 Lib Special Programs	5,000.00	3,373.75	3,373.75	5,000.00			-2,000.00		3,000.00	-40%		
10-50-670-7600-7000 Lib Capital Expense	2,000.00	0.00	0.00	2,000.00					2,000.00	0%		
10-50-670-7600-7500 Lib Amortization Annual	0.00	0.00	0.00	0.00					0.00	0%		
10-50-670-7605-6850 Lib Health & Safety/COVID	600.00	846.00	846.00	600.00					600.00	0%		
10-50-676-7600-6250 Markerspace Expense Special	5,000.00	6,198.60	6,198.60	5,000.00			-5,000.00		0.00	-100%	Expected to be spent in 2024	
Lib Trsrfr to Legal/HR Reserve												
10-50-670-7600-9100 Lib Trsrfr To Reserve Fund	0.00	0.00	0.00	0.00					0.00			
Total LIBRARY GENERAL OPERATING EXPENDITURE	808,139.00	773,220.07	773,220.07	808,139.00	77,237.00	0.00	0.00	0.00	-30,000.00	855,376.00	6%	
LIBRARY CONECT IT & OTHER SPECIAL:												
10-50-670-7640-6310 Lib Connectivity / IT	20,493.00	19,185.38	19,185.38	20,493.00	0.00					20,493.00	0%	
Total LIBRARY CONECT IT & OTHER SPECIAL	20,493.00	19,185.38	19,185.38	20,493.00	0.00	0.00	0.00	0.00	0.00	20,493.00	0%	
LIBRARY CANADA SUMMER JOBS:												
10-50-670-7680-6850 Lib OTF Program Expenses		3,140.30	3,140.30	0.00								
10-50-673-7680-6010 Lib Salaries - OTF Grant		1,523.53	1,523.53	0.00								
LIBRARY CANADA SUMMER JOBS:	0.00	4,663.83	4,663.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL LIBRARY EXPENDITURES	828,632.00	797,069.28	797,069.28	828,632.00	77,237.00	0.00	0.00	0.00	-30,000.00	875,869.00	6%	
10-50-670-7600-4810 Lib Municipal Contrib	0.00	25,656.93	-36,409.82	0.00	56,977.00	-32,177.00	0.00	0.00	-24,800.00	0.00		

Departmental Levy Increase \$ for 2025
Departmental Levy Increase % for 2025

32,177.00
4.32%



**Township of Brock - 2025 Budget
Information Technology -Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Reserve	0	-22,500	IT Reserve for GovStack Software
Total Revenue	<u>0</u>	<u>-22,500</u>	
Expenses			Explanation
Salaries, Wages and Benefits	13,000	16,058	
Software	189,100	237,764	
Operating Materials, Supplies and Services	13,800	17,400	
Reserve Transfers	19,000	19,000	
Utilities and Fuel	<u>65,510</u>	<u>65,510</u>	
Total IT Expenses	<u>300,410</u>	<u>355,732</u>	
Levy Requirement	<u>300,410</u>	<u>333,232</u>	
Levy Increase (Decrease)		32,822.00	

**Township of Brock
2025 Operating Budget
Information Technology**

	2024	2024	Estimated		2024	2025	2025	2025	2025	2025		Notes
	Budget	YTD (12/31/2024)	2024		Budget	Inflation	Internal Transfers	New Staffing	New Initiatives	Reductions		
INFORMATION TECHNOLOGY DEPARTMENT OPERATIONS												
IT REVENUE:												
10-16-100-1111-4850 Modernization Grant	-	-	14,774.27	-	14,774.27							
10-16-000-0000-5210 IT Transfer from Reserve Fund	-	-	6,857.35	-	6,857.35			-	22,500.00	-	22,500.00	\$22,500 for the one time implementation for Govstack
10-16-000-0001-5210 IT Transfer from R/F	-	-	-	-	-						-	
Total IT REVENUE	-	-	21,631.62	-	21,631.62	-	-	-	22,500.00	-	22,500.00	
Total Information Tech Department Revenue	-	-	21,631.62	-	21,631.62	-	-	-	22,500.00	-	22,500.00	
IT Administration Expenditures:												
10-16-100-5150-6010 IT Wages/Salary Full Time	13,000.00	16,088.10	16,088.10		13,000.00	3,058.00					16,058.00	
10-16-100-5150-6050 IT CPP	-	-	-		-	-					-	
10-16-100-5150-6051 IT EI	-	-	-		-	-					-	
10-16-100-5150-6060 IT OMERS	-	-	-		-	-					-	
10-16-100-5150-6061 IT EHT	-	-	-		-	-					-	
10-16-100-5150-6066 IT Extended Health	-	-	-		-	-					-	
10-16-100-5150-6070 IT WSIB	-	-	-		-	-					-	
10-16-100-5150-6215 IT Subscriptions	189,100.00	190,620.13	190,620.13		189,100.00	12,836.00	39,000.00		22,500.00		237,764.00	Multiple changes in subscriptions and licenses. New initiatives include Govstack and The Manage Municipality Cemetery software - Fund gov stack from reserves for implementation of approx. \$22,500. Transferred \$39,000 for dayforce from treasury to IT
10-16-100-5150-6260 IT Agreements	-	-	-		-	-					-	
10-16-100-5150-6300 IT After Hrs Telephone	-	-	-		-	-	4,500.00				4,500.00	Transferred from clerks
10-16-100-5150-6280 IT Telephone - Land Lines	36,600.00	45,913.03	45,913.03		36,600.00	-	-				36,600.00	
10-16-100-5150-6310 IT Internet Connectivity	28,910.00	24,864.97	24,864.97		28,910.00	-	-				28,910.00	
10-16-100-5150-6540 IT Repairs Equipment	4,500.00	3,495.33	3,495.33		4,500.00	-	-				4,500.00	
10-16-100-5150-9100 IT Transfer to Reserve Fund	19,000.00	19,000.00	19,000.00		19,000.00	-	-				19,000.00	
10-16-100-5200-6550 IT Equipment Leases	9,300.00	7,930.44	7,930.44		9,300.00	-	-		-	900.00	8,400.00	New 5 year lease for copier units in December 2023
Total IT Administration Expenditures	300,410.00	307,912.00	307,912.00		300,410.00	9,778.00	43,500.00	-	22,500.00	-	355,732.00	
Total IT Department Expenditures	300,410.00	307,912.00	307,912.00		300,410.00	9,778.00	43,500.00	-	22,500.00	-	355,732.00	
Net IT Department	300,410.00	286,280.38	286,280.38		300,410.00	9,778.00	43,500.00	-	-	-	333,232.00	

Departmental Levy \$ Increase for 2025
Departmental Levy % Increase for 2025

32,822.00
10.93%

Impact on Overall Township Levy

0.32%



**Township of Brock - 2025 Budget
Other Transportation - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Rate Stabilization		- 78,362.00	Parking Lot Snowplowing
Total Revenue	-	- 78,362.00	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	46,950	48,061	
Operating Materials, Supplies and Servics	128,700	246,398	
Transfers to Reserves	190,000	190,000	
Utilities and Fuel	135,300	133,810	
Internal Rent	23,465	0	Transferred to PW
Total Other Transportation Expenses	524,415	618,269	

Levy Requirement	524,415.00	539,907.00
Levy Increase (Decrease)		15,492.00

ote:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships

**Township of Brock
2025 Operating Budget
Other Transportation**

	2024	2024	Estimated	2024	2025	Service	2025	2025	2025	2025	2025	Notes	
	BUDGET	YTD (12/31/2024)	2024										BUDGET
			Prorated			Inflation	Transfers			Reductions	Total		
<u>OTHER TRANSPORTATION SERVICES</u>													
Revenue													
Transfer from Reserve									-	78,362.00	-	78,362.00	transfer from Rate Stabilization Reserve
									-	78,362.00	-	78,362.00	
<u>STREETLIGHTS</u>													
Street Light Expenditures:													
10-25-360-6600-6670 Stl Villages	85,000.00	91,521.25	91,521.25	85,000.00						-	3,500.00	81,500.00	3 Year average
10-25-360-6605-6670 Stl Thorah	25,000.00	28,979.38	28,979.38	25,000.00	1,625.00							26,625.00	3 Year average
10-25-360-6610-6670 Stl Manilla	4,500.00	4,332.47	4,332.47	4,500.00						-	300.00	4,200.00	3 Year average
10-25-360-6615-6670 Stl Saginaw	1,200.00	1,113.80	1,113.80	1,200.00						-	2,300.00	1,100.00	3 Year average
10-25-360-6625-6670 Stl Port Bolster	700.00	651.87	651.87	700.00						-	50.00	650.00	3 Year average
10-25-360-6630-6670 Stl Wilfrid	2,200.00	2,018.55	2,018.55	2,200.00						-	200.00	2,000.00	3 Year average
10-25-360-6635-6670 Stl Vallentyne	2,200.00	2,063.58	2,063.58	2,200.00						-	200.00	2,000.00	3 Year average
10-25-360-6640-6670 Stl Brock Township	2,700.00	4,036.06	4,036.06	2,700.00	1,925.00							4,625.00	3 Year average
10-25-360-6645-6670 Stl Regional Roads	2,300.00	3,274.71	3,274.71	2,300.00	1,225.00							3,525.00	3 Year average
10-25-360-6650-6540 Stl Repairs - Urban	25,000.00	17,358.74	17,358.74	25,000.00		4,600.00						29,600.00	3 Year average
10-25-360-6660-6540 Stl Repairs - Rural	13,000.00	7,557.20	7,557.20	13,000.00						-	5,800.00	7,200.00	3 Year average
10-25-360-6680-6620 Stl Inventory	15,000.00	2,380.71	2,380.71	15,000.00						-	4,800.00	10,200.00	3 Year average
10-25-360-6685-6620 Stl Christmas Lighting	9,500.00	4,579.20	4,579.20	9,500.00	285.00							9,785.00	
10-25-360-6690-6010 Stl General - Salaries	750.00	1,679.26	1,679.26	750.00	18.00							768.00	
10-25-360-6690-6580 Stl General - Contract re Locates	20,000.00	23,642.13	23,642.13	20,000.00	200.00							20,200.00	
10-25-360-6690-9100 Stl Trsrfr To Reserve Fund	50,000.00	50,000.00	50,000.00	50,000.00								50,000.00	
10-25-360-6690-6510 Stl General - Mach Rent - Int	515.00	474.00	474.00	515.00			-	515.00				-	
10-25-360-6690-6630 Stl - General	-												
Total Street Light Expenditures	259,565.00	245,662.91	245,662.91	259,565.00	5,278.00	4,600.00	-	515.00	-	-	-	17,150.00	251,778.00
Inspection Patrol Expenditures:													
10-25-360-6695-6010 Stl Insp - Salaries	310.00	427.71	427.71	310.00	7.00								317.00
10-25-360-6695-6510 Stl Insp - Machine Rental Internal	1,030.00	-	-	1,030.00				-	1,030.00				-
Total Inspection Patrol Expenditures	1,340.00	427.71	427.71	1,340.00	7.00	-	-	1,030.00	-	-	-	-	317.00
TOTAL STREET LIGHTS	260,905.00	246,090.62	246,090.62	260,905.00	5,285.00	4,600.00	-	1,545.00	-	-	-	17,150.00	252,095.00
<u>SIDEWALKS</u>													
Side Walk Expenditures:													
10-25-380-6700-6010 Sdwk Salaries	33,180.00	30,365.59	30,365.59	33,180.00	785.00								33,965.00
10-25-380-6700-6510 Sdwk Machine Rental-Internal	14,420.00	14,393.57	14,393.57	14,420.00				-	14,420.00				-
10-25-380-6700-6620 Sdwk Materials	6,000.00	5,915.44	5,915.44	6,000.00						-	1,300.00	4,700.00	
10-25-380-6700-9100 Sdwk Trsrfr To Reserve Fund	140,000.00	140,000.00	140,000.00	140,000.00									140,000.00
10-25-380-6700-6520 Sdwk Machine Rental-Ext	1,500.00	477.71	477.71	1,500.00		230.00							1,730.00
10-25-380-6700-6530 Sdwk Repairs	1,000.00	-	-	1,000.00		500.00							1,500.00
Total Side Walk Expenditures	196,100.00	191,152.31	191,152.31	196,100.00	785.00	730.00	-	14,420.00	-	-	-	1,300.00	181,895.00
TOTAL SIDEWALK	196,100.00	191,152.31	191,152.31	196,100.00	785.00	730.00	-	14,420.00	-	-	-	1,300.00	181,895.00
<u>PARKING LOTS</u>													

Cost for minor in-house sidewalk repairs

**Township of Brock
2025 Operating Budget
Other Transportation**

	2024	2024	Estimated		2024	2025	Service	2025	2025	2025	2025	2025		
	BUDGET	YTD (12/31/2024)	2024		BUDGET	Inflation	Level	Internal	New Staffing	New Initiatives	Budget	Budget		Notes
			Prorated				Inflation	Transfers			Reductions	Total		
Parking Lot Expenditures:														
10-25-400-6750-6010 PL Salaries	12,710.00	2,071.47	2,071.47		12,710.00	301.00						13,011.00		
10-25-400-6750-6510 PL Machine Rental-Int	7,500.00	1,433.03	1,433.03		7,500.00			- 7,500.00				-		
10-25-400-6750-6520 PL Machine Rental-Ext	36,200.00	164,707.15	164,707.15		36,200.00					121,568.00		157,768.00		Average based on 2023/2024 season - first year with under new contract. 2024 YTD actuals (May 2024) plus actuals from Nov and Dec 2023. This will build the forecast for 2024 year-end actuals
10-25-400-6750-6620 PL Materials	1,000.00	58.72	58.72		1,000.00					-	400.00	600.00		
10-25-400-6750-6980 PL Line Marking	10,000.00	-	-		10,000.00		2,900.00					12,900.00		3 year average
10-25-400-6750-7000 PL Capital Expense	-	-	-		-							-		
10-25-400-6750-6610 PL Asphalt Repair & Maint/Misc Supplies	-	-	-		-							-		
Total Parking Lot Expenditures	67,410.00	168,270.37	168,270.37		67,410.00	301.00	2,900.00	- 7,500.00	-	121,568.00	- 400.00	184,279.00		
Total Other Transportation with Internal Rent	524,415.00	605,513.30	605,513.30		524,415.00	6,371.00	8,230.00	- 23,465.00	-	121,568.00	- 18,850.00	618,269.00		
Net Other Transportation					524,415.00	6,371.00	8,230.00	- 23,465.00	-	43,206.00	- 18,850.00	539,907.00		
Internal Rent Transfer to Public Works	- 23,465.00				- 23,465.00									
Net Other Transportation without Internal Rent	500,950.00				500,950.00							539,907.00		
Departmental Levy \$ Increase for 2025												15,492.00		
Departmental Levy % Increase for 2025												2.95%		



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Public Works

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Parking Lot Winter Maintenance – external equipment

G/L Account (if available): 10-25-400-6750-6520

Total \$ Increase (Decrease) for 2025: \$121,568

Proposed Funding Source: Levy and Rate Stabilization

Executive Summary:

With respect to the winter maintenance program, the Parking Lot Winter Maintenance – external equipment account carries a sufficient budget amount to accommodate the contracted services required to inspect, clear, and treat municipal facility parking lots for the winter season.

Specific municipal parking lots are identified at the beginning of each winter season to be serviced by successful contractors. During a winter weather event, internal staff focus their efforts on patrolling, treating, and/or plowing road and sidewalk segments to meet required response times as recommended through the Ontario Minimum Maintenance Standards. The contracted service to maintain municipal parking lots allows for public parking facilities to be cleared and treated in a reasonable timeframe, consistent with roads and sidewalks, to ensure safe and reliable surfaces for all residents and/or facility users.

Background:

Over the past number of years, the Town has experimented with both internal and external services for this program. Most recently, the Town sought out external services to accommodate parking lot snow removal and surface treatment for the 2023/2024 winter season. Upon review of this service in the spring/summer of 2024, staff found the results to be favourable; whereby call volumes to the Public Works office for parking lot related concerns were minimal over the course of the season and positive feedback was received from Emergency Services regarding response times at the Town's three firehalls.

The operation was decidedly returned to external services after an attempt to initiate this program inhouse. This presented several challenges that can be rectified for future trials but were not attainable with the current resources. Additional purchases were approved to upfit



current in-house vehicles to support snow clearing and sand treatment to these facilities. Unfortunately, the vehicles upfitted with this equipment were not built and structured to withstand this service. Vehicles manufactured for the purpose of snow clearing are typically upfitted with an extensively stronger front-end frame to support the constant impact of pushing snow. Specific vehicles within the Public Work's fleet, forecasted for replacement within the next three (3) years, have been budgeted to include plow and salting equipment. At this time, staff will also look to consider options for bulk storage of salt and recruitment options for seasonal labourers to ensure adequate resources to deliver this service in-house.

Description:

The contracted service to support this operation will typically commence on or around November 1st of each calendar year and remain in effect until on or around April 15th the following calendar year. The work for this operation is invoiced and paid out on an as needed basis, whereby the contractor services facilities as needed and bills back the Town with a brief description of the work completed.

Expected Benefits and Service Level Impacts:

If approved, this service will ensure adequate response coverage for the Town's busier public facility parking lots during a winter weather event. The contracted service will allow for snow clearing or surface treatment operations to commence while internal staff are off on a designated rest period or when they are otherwise fully engaged with a winter weather response, servicing roads and sidewalks.

Alternative Service Delivery Approaches Considered and Explained:

The Town has explored completing this service in-house, but the resources have proven to be limited in the current capacity. The plow and salting equipment retrofitted to current vehicles poses a larger risk of out of service time for maintenance to an aging fleet, while also trying to depend on the uncertainty surrounding casual labourer recruitment. Future consideration to return this operation inhouse will depend on the approval of the appropriate replacement vehicles to complete the operation, along with a more reliable plan for casual labourer recruitment.



Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$
Costs		\$157,768	\$157,768
Salaries and Benefits			
Other Operating Costs			
Funding Sources/Cost Savings			
Net Operating Costs (Savings)		\$157,768	\$157,768

The 2024 budget including an expense of \$36,200, therefore, this represents a budget increase of \$121,568. Of this total, approximately \$78,362 is being funded by Rate Stabilization Reserve in 2025.

Risk to the Township if Expenditure Not Included in Budget:

The budget increase proposal is an estimate as winter maintenance needs will vary year by year. The increase presented for 2025 is based on the estimated total annual costs of carrying out this operation by year-end 2024. If this increase is not approved, staff may not have the sufficient funds to needed to carry out this operation for the entire 2024-2025 winter season. This will put more pressure on inhouse staff to service these parking lots in a winter weather event, with a much longer response time as the current priorities for inhouse staff are to focus on roads and sidewalks first. This may increase the Town's risk to slip and fall claims, and/or not the inability to offer a safely accessible parking facility for all recreation facility users.



**Township of Brock - 2025 Budget
Parks - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	- 630,315.00	- 758,494.00	Revenue from Free/Reduced Fee Grants \$50,000 to Parks Reserve, \$50,000 to Beaverton Harbour and Open Spaces, \$50,000 to McLeod Park and \$48,400 for Temp Facilities Coordinator
Internal Revenue	-	- 75,000.00	
Rate Stabilization		- 198,400.00	
Reserves		- 20,000.00	Beaverton Arena Reserve
Grant	- 10,000.00	-	
Donations	- 2,000.00	-	
Total Revenue	- 642,315.00	- 1,051,894.00	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	1,253,787	1,315,975	
Employee Related Expenses	9,950	9,950	
Operating Materials, Supplies and Serv	611,750	608,225	
Internal Rent	177,675	0	
Utilities and Fuel	307,550	299,100	
Reserve Transfers	835,000	695,000	
Total Parks Expenses	3,195,712	2,928,250	
Levy Requirement	2,553,397.00	1,876,356.00	
Levy Increase (Decrease)		- 677,041.00	

Note:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships
 Clothing

**Township of Brock
2025 Operating Budget
Parks & Recreation, Public Buildings & Property, and Health Services**

	Estimated			2024	2025	Service Level	2025			2025		Notes	
	2024	2024	2024				Internal	2025	2025	2025	Budget		Budget
	BUDGET	YTD (12/31/24)	Y/E	BUDGET	Inflation	Inflation	Transfers	New Staffing	New Initiatives	Reductions	Budget		
PARKS DEPARTMENT													
PARKS DEPARTMENT REVENUE:													
10-40-000-0000-5220 Park & Rec-Transfer from Reserves	-	-	-	-	-	-	-	48,400.00	-	170,000.00	-	218,400.00	#####
10-40-000-0001-5200 Park & Rec-Transfer from Trust-Capital Project	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-000-0001-5210 Park & Rec-Transfer from R/F-Capital Project	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-000-0001-5220 Park & Rec-Transfer from Reserve-Capital Project	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-100-1108-4850 Prov Sport & Rec Funding	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-1122-4850 Trillium Grant-Parks & Rec	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-5112 Donations - Commemorative	-	4,193.70	4,193.70	-	-	-	-	-	-	-	-	-	
10-40-600-7000-5320 Park Admin Fee	-	1,360.00	1,360.00	-	-	-	-	-	-	-	-	-	
10-40-600-7000-5900 Internal Free Use Revenue	-	-	-	-	-	-	75,000.00	-	-	-	-	75,000.00	Revenue for free use/reduced rate usage of facilities
10-40-600-7020-5110 Parks-Donations	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7025-4900 Parks Rewilding Project-GMF Grant Funding CFM	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-610-1120-4900 Fed Gov Fisheries&Oceans	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-610-7050-5300 Small Craft Harbor Rev.	23,000.00	31,266.91	31,266.91	23,000.00	12,000.00	-	-	-	-	-	-	35,000.00	Berthing and boat launch fees
10-40-620-7102-5305 Camp Registration Fees-Winter Break	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-630-7121-5305 Recreation-Class Pass Registration	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-630-7122-5305 Rec&Leisur-Event Admissions	-	-	-	-	-	-	-	-	-	-	-	-	
Total PARKS DEPARTMENT REVENUE	-	23,000.00	36,820.61	-	12,000.00	-	75,000.00	48,400.00	-	170,000.00	-	328,400.00	
TOTAL PARKS DEPARTMENT REVENUE	-	23,000.00	36,820.61	-	12,000.00	-	75,000.00	48,400.00	-	170,000.00	-	328,400.00	
PARKS DEPARTMENT EXPENDITURES													
Park General Operations:													
10-40-600-7000-6010 Park Salaries	284,529.00	295,127.90	295,127.90	284,529.00	5,182.00	-	-	40,000.00	-	-	-	319,347.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6050 Park CPP	13,500.00	17,361.00	17,361.00	13,500.00	851.00	-	-	2,200.00	-	-	-	16,551.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6051 Park EI	5,000.00	6,282.74	6,282.74	5,000.00	55.00	-	-	800.00	-	-	-	5,855.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6060 Park OMERS	22,000.00	29,288.74	29,288.74	22,000.00	5,030.00	-	-	3,600.00	-	-	-	30,630.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6061 Park EHT	4,900.00	7,343.74	7,343.74	4,900.00	704.00	-	-	700.00	-	-	-	6,304.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6066 Park Extended Health	14,500.00	10,528.97	10,528.97	14,500.00	2,607.00	-	-	-	-	-	-	11,893.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6070 Park W.S.I.B.	7,400.00	10,360.42	10,360.42	7,400.00	383.00	-	-	1,100.00	-	-	-	8,883.00	New position is for Temporary Facilities Coordinator 1/2 year
10-40-600-7000-6240 Park Advertising	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-6250 Park Other	500.00	-	-	500.00	-	-	-	-	-	-	-	500.00	
10-40-600-7000-6290 Park Telephone	2,000.00	1,694.30	1,694.30	2,000.00	-	500.00	-	-	-	-	-	1,500.00	Transferred to Rec & Leisure Telephone and Camps
10-40-600-7000-6400 Park Mileage	500.00	-	-	500.00	-	-	-	-	-	-	-	500.00	
10-40-600-7000-6410 Park Gas and Oil	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-6420 Park Professional Associations	5,000.00	1,017.00	1,017.00	5,000.00	-	-	-	-	-	-	-	5,000.00	
10-40-600-7000-6430 Park Conference/Education	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-6440 Park Clothing	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-6510 Park Machine Rental-Int	128,750.00	64,629.40	64,629.40	128,750.00	-	128,750.00	-	-	-	-	-	-	
10-40-600-7000-6520 Park Machine Rental-Ext	15,000.00	23,783.18	23,783.18	15,000.00	-	-	-	-	-	-	-	15,000.00	
10-40-600-7000-6530 Park Repairs	20,000.00	18,390.69	18,390.69	20,000.00	-	-	-	-	-	-	-	20,000.00	
10-40-600-7000-6540 Park Equip-Repairs/Maint	2,500.00	2,130.43	2,130.43	2,500.00	-	-	-	-	-	-	-	2,500.00	
10-40-600-7000-6620 Park Materials	35,000.00	18,769.28	18,769.28	35,000.00	-	-	-	-	-	-	-	35,000.00	
10-40-600-7000-6622 Materials - Commemorative	3,000.00	3,038.36	3,038.36	3,000.00	-	-	-	-	-	-	-	3,000.00	
10-40-600-7000-6670 Park Hydro	7,700.00	7,145.71	7,145.71	7,700.00	-	-	-	-	-	-	-	7,700.00	
10-40-600-7000-6680 Park Water and Sewers	10,000.00	12,351.61	12,351.61	10,000.00	-	-	-	-	-	-	-	10,000.00	
10-40-600-7000-6690 Park Taxes	1,100.00	1,106.23	1,106.23	1,100.00	-	-	-	-	-	-	-	1,100.00	
10-40-600-7000-7000 Park Capital Expense	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-7500 Park Amortization Annual	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7005-6380 Park - Recreation Master Plan	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7025-7000 Parks Rewilding Project Costs	-	-	-	-	-	-	-	-	-	-	-	-	
10-40-600-7000-9100 Park Transfer to R/F	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-	-	150,000.00	-	-	200,000.00	\$50,000 Parks Reserve, \$50,000 for Beaverton Open Spaces and \$50,000 for McLeod Parks
Total Park General Operations	632,879.00	580,349.70	580,349.70	632,879.00	766.00	-	129,250.00	48,400.00	150,000.00	-	-	701,263.00	
Small Craft Harbour Expenditures:													
10-40-610-7050-6010 Hbr Salaries	27,840.00	29,235.17	29,235.17	27,840.00	3,512.00	-	24,328.00	-	-	-	-	-	Move to PW to Cover New Summer Student Positions (2 Positions)
10-40-610-7050-6050 Hbr CPP	665.00	544.80	544.80	665.00	28.00	-	693.00	-	-	-	-	-	Move to PW to Cover New Summer Student Positions (2 Positions)
10-40-610-7050-6051 Hbr EI	286.00	409.72	409.72	286.00	24.00	-	310.00	-	-	-	-	-	Move to PW to Cover New Summer Student Positions (2 Positions)

	Estimated			2024	2025	Service Level	2025 Internal	2025	2025	2025	2025	Notes
	2024 BUDGET	2024 YTD (12/31/24)	2024 Y/E									
Total Recreation & Leisure Expenditures	31,500.00	21,553.11	21,553.11	31,500.00	-	18,300.00	500.00	-	-	-	50,300.00	
Net Recreation and Leisure	11,500.00	12,135.74	12,135.74	11,500.00	-	18,100.00	500.00	-	-	-	6,100.00	
TOTAL PARK EXPENDITURES	896,644.00	801,492.19	801,492.19	896,644.00	- 10,921.00	18,300.00	- 170,155.00	48,400.00	150,500.00	- 15,250.00	917,518.00	
NET PARKS DEPARTMENT	737,644.00	620,278.53	620,278.53	737,644.00	- 39,376.00	- 18,100.00	- 245,155.00	-	- 19,500.00	- 5,250.00	410,263.00	
BEAVERTON-THORAH COMMUNITY CENTRE												
COMMUNITY CENTRE REVENUE:												
10-40-660-0001-5210 BA transfer from R/F-Capital Projects	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7015-4990 BA Grant - Private Source	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-4900 BA Fed Grant	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-5550 BA Sign Advertising	1,334.00	1,511.29	1,511.29	1,334.00	-	-	-	-	-	-	1,334.00	
10-40-660-7200-5555 BA Other Revenue	500.00	-	-	500.00	-	-	-	-	-	-	500.00	
10-40-660-7200-5560 BA Gate Receipts	3,500.00	9,962.37	9,962.37	3,500.00	-	-	-	-	-	-	3,500.00	
10-40-660-7200-5700 BA Hall Rentals	2,000.00	4,798.43	4,798.43	2,000.00	-	-	-	-	-	-	2,000.00	
10-40-660-7200-5705 BA Ice Rentals	82,400.00	148,971.97	148,971.97	82,400.00	-	-	-	-	-	-	82,400.00	
10-40-660-7200-5706 BA Floor Rentals	1,700.00	1,507.77	1,507.77	1,700.00	-	-	-	-	-	-	1,700.00	
10-40-660-7200-5710 Refreshment Booth	-	530.99	530.99	-	530.00	-	-	-	-	-	530.00	
10-40-660-7200-5715 BA Vending Machines	-	-	-	-	-	-	-	-	-	-	-	
Total COMMUNITY CENTRE REVENUE	91,434.00	167,282.82	167,282.82	91,434.00	530.00	-	-	-	-	-	91,964.00	
TOTAL COMMUNITY CENTRE REVENUE	91,434.00	167,282.82	167,282.82	91,434.00	530.00	-	-	-	-	-	91,964.00	
COMMUNITY CENTRE EXPENDITURES:												
10-40-660-7200-6010 BA Salaries	88,320.00	91,070.78	91,070.78	88,320.00	2,088.00	-	-	-	-	-	90,408.00	
10-40-660-7200-6012 BA Salaries/Wages - Other	60,744.00	64,701.73	64,701.73	60,744.00	1,436.00	-	-	-	-	-	62,180.00	
10-40-660-7200-6020 BA Workers Comp. - Wages	6,330.00	-	-	6,330.00	762.00	-	-	-	-	-	5,568.00	
10-40-660-7200-6022 BA Sick Time/Appointments	5,440.00	6,712.51	6,712.51	5,440.00	-	-	-	-	1,040.00	-	6,480.00	
10-40-660-7200-6050 BA CPP	8,800.00	9,625.90	9,625.90	8,800.00	4,017.00	-	-	-	-	-	12,817.00	
10-40-660-7200-6051 BA EI	3,400.00	3,814.95	3,814.95	3,400.00	1,174.00	-	-	-	-	-	4,574.00	
10-40-660-7200-6060 BA OMERS	12,500.00	15,564.29	15,564.29	12,500.00	6,813.00	-	-	-	-	-	19,313.00	
10-40-660-7200-6061 BA EHT	3,100.00	3,766.66	3,766.66	3,100.00	1,346.00	-	-	-	-	-	4,446.00	
10-40-660-7200-6066 BA Extended Health	17,900.00	18,310.08	18,310.08	17,900.00	1,856.00	-	-	-	-	-	19,756.00	
10-40-660-7200-6070 BA W.S.I.B.	4,300.00	5,594.55	5,594.55	4,300.00	2,061.00	-	-	-	-	-	6,361.00	
10-40-660-7200-6250 BA Other	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-6280 BA Telephone	1,100.00	398.10	398.10	1,100.00	-	-	-	-	-	-	1,100.00	
10-40-660-7200-6420 BA Memberships-Prof Assoc	500.00	-	-	500.00	-	-	-	-	-	-	500.00	
10-40-660-7200-6490 BA Mat Rental	4,000.00	3,216.31	3,216.31	4,000.00	-	-	-	-	1,000.00	-	3,000.00	New contract in 2024, reduced pricing
10-40-660-7200-6510 BA Machine Rental-Int	2,575.00	971.00	971.00	2,575.00	-	2,575.00	-	-	-	-	-	
10-40-660-7200-6550 BA Building Maintenance	32,000.00	32,594.35	32,594.35	32,000.00	-	5,100.00	-	-	-	-	26,900.00	
10-40-660-7200-6585 BA Annual Inspections	-	-	-	-	-	5,100.00	-	-	-	-	5,100.00	
10-40-660-7200-6560 BA Repairs-Zamboni/Edger	2,500.00	1,058.65	1,058.65	2,500.00	-	-	-	-	-	-	2,500.00	
10-40-660-7200-6570 BA Repairs-Refrigeration	13,200.00	14,377.54	14,377.54	13,200.00	2,000.00	-	-	-	20,000.00	-	35,200.00	Increase in costs for materials and labour. Overhauls of both compressors.
10-40-660-7200-6615 BA Small Tools	2,000.00	883.10	883.10	2,000.00	-	-	-	-	-	-	2,000.00	
10-40-660-7200-6660 BA Heat	10,300.00	11,756.84	11,756.84	10,300.00	-	-	-	-	-	-	10,300.00	
10-40-660-7200-6670 BA Hydro	49,000.00	49,186.52	49,186.52	49,000.00	-	-	-	-	-	-	49,000.00	
10-40-660-7200-6680 BA Water and Sewers	5,200.00	4,040.75	4,040.75	5,200.00	-	-	-	-	-	-	5,200.00	
10-40-660-7200-6710 BA Pest Control	1,300.00	140.34	140.34	1,300.00	-	-	-	-	-	-	1,300.00	
10-40-660-7200-6820 BA Over/Under - Cash/Bank	-	3.14	3.14	-	-	-	-	-	-	-	-	
10-40-660-7200-6850 BA COVID EXPENSES	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-9100 BA Trsfr To Reserve Fund	100,000.00	100,000.00	100,000.00	100,000.00	-	-	-	-	-	-	100,000.00	
10-40-660-7200-6240 BA Advertising	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-6400 BA Mileage	500.00	-	-	500.00	-	-	-	-	-	-	500.00	
10-40-660-7200-6410 BA Gas and Oil	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-6430 BA Conference/Education	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-6440 BA Clothing Allowance	650.00	619.46	619.46	650.00	-	-	-	-	-	-	650.00	
10-40-660-7200-6460 BA Safety Equipment/Boots	500.00	179.99	179.99	500.00	-	-	-	-	-	-	500.00	
10-40-660-7200-6910 BA Sign Rental Commission	-	-	-	-	-	-	-	-	-	-	-	
10-40-660-7200-7000 BA Capital Expense	-	-	-	-	-	-	-	-	-	-	-	
Total COMMUNITY CENTRE EXPENDITURES	436,159.00	438,587.54	438,587.54	436,159.00	21,069.00	2,000.00	- 2,575.00	-	20,000.00	- 1,000.00	475,653.00	
TOTAL COMMUNITY CENTRE EXPENDITURES	436,159.00	438,587.54	438,587.54	436,159.00	21,069.00	2,000.00	- 2,575.00	-	20,000.00	- 1,000.00	475,653.00	
NET COMMUNITY CENTRE	344,725.00	271,304.72	271,304.72	344,725.00	20,539.00	2,000.00	- 2,575.00	-	20,000.00	- 1,000.00	383,689.00	

	Estimated			2024	2025	Service Level	2025 Internal	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes	
	2024 BUDGET	2024 YTD (12/31/24)	2024 Y/E										2024 BUDGET
10-40-662-7400-5550 SA Sign Advertising	-	2,333.00	-	841.00	-	841.00	-	2,333.00	-	-	2,333.00	Anticipating very little sign advertising if arena being closed in April	
10-40-662-7400-5555 SA Other Revenue	-	100.00	-	-	-	-	-	100.00	-	-	100.00		
10-40-662-7400-5560 SA Gate Receipts	-	2,000.00	-	6,756.18	-	6,756.18	-	2,000.00	-	-	2,000.00		
10-40-662-7400-5700 SA Hall Rentals	-	3,000.00	-	8,489.21	-	8,489.21	-	3,000.00	-	-	3,000.00		
10-40-662-7400-5705 SA Ice Rentals	-	116,000.00	-	148,245.88	-	148,245.88	-	116,000.00	-	-	116,000.00		
10-40-662-7400-5706 SA Floor Rentals	-	2,100.00	-	4,027.93	-	4,027.93	-	2,100.00	-	-	2,100.00		
10-40-662-7400-5710 SA Refreshment Booth	-	500.00	-	865.50	-	865.50	-	500.00	235.00	-	265.00		Rental only for January through March
10-40-662-7400-5715 SA Vending Machines	-	-	-	-	-	-	-	-	-	-	-		
Total ARENA REVENUE	-	126,033.00	-	169,225.70	-	169,225.70	-	126,033.00	235.00	-	125,798.00		
TOTAL ARENA REVENUE	-	126,033.00	-	169,225.70	-	169,225.70	-	126,033.00	235.00	-	125,798.00		
ARENA EXPENDITURES:													
10-40-662-7400-6010 SA Salaries	94,000.00	95,958.19	95,958.19	94,000.00	2,223.00	-	-	-	-	-	96,223.00	Will remain and may be reallocated to another arena upon closure of Sunderland.	
10-40-662-7400-6012 SA Salaries/Wages - Other	60,527.00	72,206.89	72,206.89	60,527.00	1,431.00	-	-	-	-	-	61,958.00		
10-40-662-7400-6020 SA Workers Comp. - Wages	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6022 SA Sick Time/Appointments	8,600.00	13,569.37	13,569.37	8,600.00	203.00	-	-	-	-	-	8,803.00		
10-40-662-7400-6050 SA CPP	9,500.00	7,571.88	7,571.88	9,500.00	3,712.00	-	-	-	-	-	13,212.00		
10-40-662-7400-6051 SA EI	3,700.00	3,070.42	3,070.42	3,700.00	1,028.00	-	-	-	-	-	4,728.00		
10-40-662-7400-6060 SA OMERS	13,400.00	11,304.61	11,304.61	13,400.00	5,913.00	-	-	-	-	-	19,313.00		
10-40-662-7400-6061 SA EHT	3,400.00	3,076.05	3,076.05	3,400.00	1,187.00	-	-	-	-	-	4,587.00		
10-40-662-7400-6066 SA Extended Health	17,900.00	15,469.29	15,469.29	17,900.00	1,856.00	-	-	-	-	-	19,756.00		
10-40-662-7400-6070 SA W.S.I.B.	4,700.00	4,621.93	4,621.93	4,700.00	1,863.00	-	-	-	-	-	6,563.00		
10-40-662-7400-6240 SA Advertising	-	-	-	-	-	-	-	-	-	-	-	Will remain and may be reallocated to another arena upon closure of Sunderland.	
10-40-662-7400-6250 SA Other	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6280 SA Telephone	1,100.00	878.87	878.87	1,100.00	-	-	-	-	-	-	1,100.00		
10-40-662-7400-6380 SA Consultants	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6400 SA Mileage	500.00	223.29	223.29	500.00	-	-	-	-	-	-	500.00		
10-40-662-7400-6410 SA Gas and Oil	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6420 SA Memberships-Prof Assoc	500.00	-	-	500.00	-	-	-	-	-	-	500.00		
10-40-662-7400-6430 SA Conference/Education	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6440 SA Clothing Allowance	650.00	619.46	619.46	650.00	-	-	-	-	-	-	650.00		
10-40-662-7400-6460 SA Safety Equipment/Boots	500.00	339.10	339.10	500.00	-	-	-	-	-	-	500.00		
10-40-662-7400-6490 SA Mat Rental	2,000.00	1,850.61	1,850.61	2,000.00	-	-	-	-	1,500.00	-	500.00	Reduction based on April closure	
10-40-662-7400-6500 SA Equipment Lease	-	-	-	-	-	-	-	-	-	-	-	Reduction based on April closure	
10-40-662-7400-6510 SA Machine Rental-Int	2,575.00	497.00	497.00	2,575.00	-	2,575.00	-	-	-	-	1,500.00		
10-40-662-7400-6550 SA Building Maintenance	33,000.00	27,941.69	27,941.69	33,000.00	-	1,500.00	-	-	21,000.00	-	10,500.00		
10-40-662-7400-6585 SA Annual Inspections	-	-	-	-	-	1,500.00	-	-	-	-	1,500.00		
10-40-662-7400-6560 SA Repairs-Zamboni/Edger	5,000.00	3,018.22	3,018.22	5,000.00	-	-	-	-	-	-	5,000.00		
10-40-662-7400-6570 SA Repairs-Refrigeration	12,400.00	12,782.55	12,782.55	12,400.00	-	-	-	-	6,000.00	-	6,400.00		
10-40-662-7400-6615 SA Small Tools	2,000.00	862.39	862.39	2,000.00	-	-	-	-	-	-	2,000.00		
10-40-662-7400-6660 SA Heat	6,200.00	5,578.60	5,578.60	6,200.00	-	-	-	-	-	-	6,200.00		
10-40-662-7400-6670 SA Hydro	48,400.00	45,153.49	45,153.49	48,400.00	-	-	-	-	-	-	48,400.00		
10-40-662-7400-6680 SA Water and Sewers	5,200.00	9,736.12	9,736.12	5,200.00	-	-	-	-	-	-	5,200.00		
10-40-662-7400-6710 SA Pest Control	1,200.00	320.60	320.60	1,200.00	-	-	-	-	1,000.00	-	200.00	Reduction based on April closure	
10-40-662-7400-6820 SA Over/Under - Bank/Cash	-	0.03	0.03	-	-	-	-	-	-	-	-	Reduction based on April closure	
10-40-662-7400-6850 SA COVID EXPENSES	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-6910 SA Sign Rental Commission	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-7000 SA Capital Expense	-	-	-	-	-	-	-	-	-	-	-		
10-40-662-7400-9100 SA Trsfir To Reserve Fund	380,000.00	380,000.00	380,000.00	380,000.00	-	-	-	-	-	280,000.00	100,000.00		
Total ARENA EXPENDITURES	716,952.00	716,650.59	716,650.59	716,952.00	19,416.00	-	2,575.00	-	-	309,500.00	424,293.00		
TOTAL ARENA EXPENDITURES	716,952.00	716,650.59	716,650.59	716,952.00	19,416.00	-	2,575.00	-	-	309,500.00	424,293.00		
NET ARENA	590,919.00	547,424.89	547,424.89	590,919.00	19,651.00	-	2,575.00	-	-	309,500.00	298,495.00		
COMMUNITY HALLS													
COMMUNITY HALL REVENUE:													
10-40-663-7580-5700 Rent Manilla Hall	-	5,000.00	-	8,959.04	-	8,959.04	-	5,000.00	-	-	5,000.00	Potential closure of hall	
10-40-664-7590-5700 Rent Wilfrid Hall	-	2,500.00	-	3,468.00	-	3,468.00	-	2,500.00	-	-	-		
10-40-663-0000-5220 MH-Transfer from Reserve	-	-	-	-	-	-	-	-	-	-	-		
10-40-663-1104-4900 MH Federal Grants-Capital Project	-	-	-	-	-	-	-	-	-	-	-		
10-40-663-1121-4900 MH-Special Federal Grant	-	-	-	-	-	-	-	-	-	-	-		
10-40-664-0000-5210 WH-Transfer from R/F	-	-	-	-	-	-	-	-	-	-	-		
10-40-663-0001-5210 MH-Transfer from R/F-Capital	-	-	-	-	-	-	-	-	-	-	-		
10-40-665-0000-5210 PBH Transfer from R/F	-	-	-	-	-	-	-	-	-	-	-		
Total COMMUNITY HALL REVENUE	-	7,500.00	-	12,427.04	-	12,427.04	-	7,500.00	-	2,500.00	5,000.00		

	Estimated			2024	2025	Service Level	2025 Internal	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes		
	2024 BUDGET	2024 YTD (12/31/24)	2024 Y/E										2024 BUDGET	Inflation
TOTAL COMMUNITY HALL REVENUE	-	7,500.00	-	12,427.04	-	12,427.04	-	7,500.00	-	2,500.00	-	-	5,000.00	
COMMUNITY HALL EXPENDITURES														
Manilla Community Hall :														
10-40-663-7500-6250 MH Other														
10-40-663-7500-6550 MH Repairs	5,000.00	2,461.50	2,461.50	5,000.00									5,000.00	
10-40-663-7500-6590 MH Custodian	6,500.00	7,463.79	7,463.79	6,500.00									6,500.00	
10-40-663-7500-6660 MH Utilities-Heat	3,000.00	2,216.01	2,216.01	3,000.00									3,000.00	
10-40-663-7500-6670 MH Utilities-Hydro	1,600.00	2,233.77	2,233.77	1,600.00									1,600.00	
10-40-663-7500-6700 MH Water Testing	4,600.00	5,910.12	5,910.12	4,600.00									4,600.00	
10-40-663-7500-6710 MH Pest Control	1,300.00	105.30	105.30	1,300.00									1,300.00	
10-40-663-1121-6250 MH-Special Grant program costs	-	-	-	-									-	
10-40-663-7500-6010 MH Salaries/Wages	-	-	-	-									-	
10-40-663-7500-6850 MH-Fundraising Earnings/Expenditures	-	585.12	585.12	-									-	
10-40-663-7500-7000 MH Capital Expense	-	-	-	-									-	
Total Manilla Community Hall	22,000.00	20,975.61	20,975.61	22,000.00	-	-	-	-	-	-	-	-	22,000.00	
Wilfrid Community Hall:														
10-40-664-7550-6550 WH Repairs	5,000.00	3,395.85	3,395.85	5,000.00	-	5,000.00							-	
10-40-664-7550-6660 WH Utilities-Heat	2,500.00	1,943.87	1,943.87	2,500.00	-	2,500.00							-	
10-40-664-7550-6670 WH Utilities-Hydro	2,600.00	1,777.23	1,777.23	2,600.00	-	2,600.00							-	
10-40-664-7550-6700 WH Water Testing	4,100.00	5,359.42	5,359.42	4,100.00	-	4,100.00							-	
10-40-664-7550-6710 WH Pest Control	1,200.00	475.77	475.77	1,200.00	-	1,200.00							-	
10-40-664-7550-6850 WH-Fundraising Earnings/Expenditures	-	-	-	-									-	
10-40-664-7550-7000 WH Capital Expense	-	-	-	-									-	
10-40-664-7550-6590 WH Consultants	3,000.00	3,541.25	3,541.25	3,000.00	-	3,000.00							-	
Total Wilfrid Community Hall	18,400.00	16,493.39	16,493.39	18,400.00	-	18,400.00							-	
Port Bolster Community Hall:														
10-40-665-7575-6800 PBH Grant to Georgina	-	-	-	-									-	
Total Port Bolster Community Hall	-	-	-	-									-	
TOTAL COMMUNITY HALL EXPENDITURES	40,400.00	37,469.00	37,469.00	40,400.00	-	18,400.00							22,000.00	
NET COMMUNITY HALL	32,900.00	25,041.96	25,041.96	32,900.00	-	15,900.00							17,000.00	
TOTAL PARK & RECREATION	2,076,497.00	1,778,467.95	1,778,467.95	2,076,497.00	7,304.00	-	32,000.00	-	252,880.00	-	500.00	-	315,750.00	1,483,671.00
PUBLIC BUILDINGS & PROPERTY														
Public Buildings & Property Revenue:														
10-14-100-5300-4810 PBG Grants Other	-	-	-	-									-	
10-14-142-5310-5700 Rent Beaverton Town Hall	-	4,500.00	-	7,884.00	-	7,884.00							-	4,500.00
10-14-142-5320-5700 BTH- Senior Room Rental (Service Ontario Rental)	-	11,800.00	-	12,042.64	-	12,042.64							-	11,800.00
10-14-146-5320-5700 Rent Cannington Curling Club	-	20,000.00	-	20,613.36	-	20,613.36		7,984.00					-	27,984.00
10-14-147-5350-5700 Rent Sunderland Town Hall	-	2,000.00	-	4,997.91	-	4,997.91							-	2,000.00
10-14-400-3418-5700 Rent Misc(Parking)	-	2,800.00	-	230.76	-	230.76							-	2,800.00
10-14-440-5920-5700 Rent Sund Patrol Yard	-	3,100.00	-	2,140.00	-	2,140.00							-	3,100.00
10-14-440-5940-5700 Rent Cannington Garage	-	3,500.00	-	3,856.23	-	3,856.23							-	3,500.00
10-14-610-3417-5700 Rent Boathouse	-	3,000.00	-	2,021.94	-	2,021.94							-	3,000.00
10-14-100-5300-5730 PBG EV Charging Revenue	-	-	-	2,842.88	-	2,842.88							-	
Total Public Buildings & Property Revenue	-	50,700.00	-	56,629.72	-	56,629.72		7,984.00					-	58,684.00
Total Public Buildings & Property Revenue	-	50,700.00	-	56,629.72	-	56,629.72		7,984.00					-	58,684.00
General Public Building Expenditures:														
10-14-100-5300-6010 PBG Salaries	62,590.00	66,931.74	66,931.74	62,590.00	1,480.00								64,070.00	
10-14-100-5300-6050 PBG CPP	2,200.00	1,933.76	1,933.76	2,200.00	15.00								2,215.00	
10-14-100-5300-6051 PBG EI	700.00	617.44	617.44	700.00	68.00								632.00	
10-14-100-5300-6060 PBG OMERS	5,800.00	7,913.35	7,913.35	5,800.00	1,972.00								7,772.00	
10-14-100-5300-6061 PBG EHT	1,050.00	705.08	705.08	1,050.00	255.00								1,305.00	
10-14-100-5300-6066 PBG Extended Health	5,325.00	5,396.12	5,396.12	5,325.00	632.00								5,957.00	
10-14-100-5300-6070 PBG W.S.I.B.	1,560.00	1,059.41	1,059.41	1,560.00	72.00								1,632.00	
10-14-100-5300-6250 PBG Other	-	-	-	-									-	
10-14-100-5300-6280 PBG Telephone	700.00	771.24	771.24	700.00									700.00	
10-14-100-5300-6380 PBG Consultants	5,000.00	1,017.60	1,017.60	5,000.00									5,000.00	

	Estimated			2024	2025	Service Level	2025 Internal	2025	2025	2025		Notes
	2024	2024	2024							Budget	Budget	
	BUDGET	YTD (12/31/24)	Y/E	BUDGET	Inflation	Inflation	Transfers	New Staffing	New Initiatives	Reductions	Budget	
10-14-100-5300-6675 PBG EV Charging Fee	400.00	407.04	407.04	400.00							400.00	
10-14-100-5300-6400 PBG Mileage	4,000.00	2,046.81	2,046.81	4,000.00							4,000.00	
10-14-100-5300-6510 PBG Machine Rental-Int	10,300.00	5,974.10	5,974.10	10,300.00			- 10,300.00				-	
10-14-100-5300-6550 PBG Repairs	30,000.00	21,456.76	21,456.76	30,000.00							30,000.00	
10-14-100-5300-6670 PBG Hydro	300.00	260.53	260.53	300.00							300.00	
10-14-100-5300-9100 PBG Trsrfr To Reserve Fund	165,000.00	165,000.00	165,000.00	165,000.00							165,000.00	
10-14-100-5305-6610 PBP-CN ECHO C-Tree Planting Program	7,500.00	-	-	7,500.00							7,500.00	
10-14-100-5307-6550 PBG ACBM Fac Mgmt/Sur Rep	4,000.00	-	-	4,000.00						- 4,000.00	-	Reassessments not required. Records to be maintained internally
10-14-100-5308-6610 PBG Tree Planting Program	-	-	-	-							-	
Total General Public Building Expenditures	306,425.00	281,490.98	281,490.98	306,425.00	4,358.00	-	- 10,300.00	-	-	- 4,000.00	296,483.00	
Beaverton Town Hall Expenditures:												
10-14-142-5310-6280 BTH Telephone/Internet	-	2,607.31	2,607.31	-							-	
10-14-142-5310-6490 BTH Mat Rental	4,500.00	4,558.71	4,558.71	4,500.00							4,500.00	
10-14-142-5310-6550 BTH Repairs	20,000.00	16,385.41	16,385.41	20,000.00			- 2,500.00				17,500.00	Offset for new GL requested
10-14-142-5310-6590 BTH Custodian	5,500.00	5,749.02	5,749.02	5,500.00							5,500.00	
10-14-142-5310-6660 BTH Heat	9,000.00	6,923.29	6,923.29	9,000.00							9,000.00	
10-14-142-5310-6670 BTH Hydro	6,100.00	6,639.77	6,639.77	6,100.00							6,100.00	
10-14-142-5310-6680 BTH Water and Sewers	800.00	1,128.87	1,128.87	800.00							800.00	
10-14-142-5310-6690 BTH Property Tax	1,200.00	1,252.24	1,252.24	1,200.00	75.00						1,275.00	
10-14-142-5310-6585 BTH Annual Inspections							500.00	2,500.00			3,000.00	Need to add GL for Elevator inspections and service, Annual Life Safety inspections, TSSA licensing, Hytec Security alarm monitoring
Total Beaverton Town Hall Expenditures	47,100.00	45,244.62	45,244.62	47,100.00	75.00	500.00	-	-	-	-	47,675.00	
Cannington Town Hall Expenditures:												
10-14-144-5330-6250 CTH Other	-	-	-	-							-	
10-14-144-5330-6550 CTH Repairs	3,000.00	-	-	3,000.00			- 1,000.00				2,000.00	Offset for new GL requested
10-14-144-5330-6660 CTH Heat	4,000.00	3,106.85	3,106.85	4,000.00							4,000.00	
10-14-144-5330-6670 CTH Hydro	5,000.00	4,001.63	4,001.63	5,000.00							5,000.00	
10-14-144-5330-6585 CTH Annual Inspections								1,000.00			1,000.00	Need to add GL for Annual life safety inspections, Hytec Security alarm monitoring
Total Cannington Town Hall Expenditures	12,000.00	7,108.48	7,108.48	12,000.00	-	-	-	-	-	-	12,000.00	
Cannington Curling Club Expenditures:												
10-14-146-5340-6690 CCC Property Taxes					2,450.00						2,450.00	Taxes on Cannington Curling Club - Devils Fitness
10-14-146-5340-6550 CCC Repairs	2,000.00	96.67	96.67	2,000.00	-						2,000.00	
10-14-146-5340-6660 CCC Heat	2,100.00	1,423.70	1,423.70	2,100.00	-						2,100.00	
10-14-146-5340-6670 CCC Hydro	3,100.00	3,003.13	3,003.13	3,100.00	-						3,100.00	
10-14-146-5340-6680 CCC Water and Sewers	700.00	619.51	619.51	700.00	-						700.00	
Total Cannington Curling Club Expenditures	7,900.00	5,143.01	5,143.01	7,900.00	2,450.00	-	-	-	-	-	10,350.00	
Sunderland Town Hall Expenditures:												
10-14-147-5350-6280 STH Telephone	900.00	867.00	867.00	900.00							900.00	
10-14-147-5350-6490 STH-Mat Rental	1,500.00	1,858.58	1,858.58	1,500.00							1,500.00	
10-14-147-5350-6550 STH Repairs	7,000.00	3,983.30	3,983.30	7,000.00			- 3,000.00				4,000.00	Reallocate to annual inspections
10-14-147-5350-6590 STH Custodian	5,000.00	5,433.99	5,433.99	5,000.00							5,000.00	
10-14-147-5350-6660 STH Heat	5,000.00	4,013.11	4,013.11	5,000.00							5,000.00	
10-14-147-5350-6670 STH Hydro	2,000.00	1,460.84	1,460.84	2,000.00							2,000.00	
10-14-147-5350-6680 STH Water and Sewers	600.00	408.25	408.25	600.00							600.00	
10-14-147-5350-6585 STH Annual Inspections								3,000.00			3,000.00	Need to add GL for Elevator inspections and service, Annual Life Safety inspections, TSSA licensing.
Total Sunderland Town Hall Expenditures	22,000.00	18,025.07	18,025.07	22,000.00	-	-	-	-	-	-	22,000.00	
Administration Building Expenditures:												
10-14-148-5360-6250 Twn Admin Bld-Other	-	-	-	-							-	
10-14-148-5360-6490 Twn Admin Bld-Mat Rental	3,500.00	3,302.86	3,302.86	3,500.00							3,500.00	
10-14-148-5360-6530 Twn Admin Bld-Maint Supplies	3,000.00	5,344.11	5,344.11	3,000.00							3,000.00	
10-14-148-5360-6550 Twn Admin Bld-Repairs	25,000.00	19,282.49	19,282.49	25,000.00			- 12,000.00				13,000.00	Reallocate to annual inspections
10-14-148-5360-6580 Twn Admin Bld-Srv/Contract fees	11,000.00	11,845.49	11,845.49	11,000.00							11,000.00	
10-14-148-5360-6590 Twn Admin Bld-Custodian	35,000.00	30,955.44	30,955.44	35,000.00							35,000.00	
10-14-148-5360-6660 Twn Admin Bld-Heat	9,000.00	8,697.78	8,697.78	9,000.00							9,000.00	
10-14-148-5360-6670 Twn Admin Bld-Hydro	15,500.00	15,384.95	15,384.95	15,500.00							15,500.00	
10-14-148-5360-6680 Twn Admin Bld-Water and Sewers	1,900.00	2,103.60	2,103.60	1,900.00							1,900.00	
10-14-148-5360-6585 Twn Admin Annual Inspections								12,000.00			12,000.00	Need GL for Elevator inspections, TSSA licensing, Life Safety Inspections and Hytec Security alarm monitoring



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Parks, Recreation and Facilities

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Parks Reserve Increase Contribution

Total \$ Increase (Decrease) for 2025: \$150,000

Proposed Funding Source: Rate Stabilization

Executive Summary:

In order to prepare for new parks and expansion of existing parks, additional contributions to the Parks Reserve will provide greater opportunity for parks equipment and structures.

Background:

The current rate of contribution to the Parks Reserve is \$50,000 per year. With aging infrastructure of playground, sports fields, lighting and new initiatives recommended in the Waterfront and Open Space Plan along with the Parks, Recreation and Culture Master Plan, the current rate of funding is insufficient. Expansion of existing parks such as the MacLeod Park draft plan suggests more items to be included in the park which have not been costed out or planned for.

The 2025 Budget includes contributions from Rate Stabilization to Parks Reserves as follows:

- \$50,000 to general Parks Reserve
- \$50,000 to a reserve for McLeod Park
- \$50,000 to a reserve for Beaverton Harbour Open Spaces

Expected Benefits and Service Level Impacts:

Improved funding for parks and recreation will provide long term impacts by creating new and improved parks and recreation facilities.



Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs			\$150,000	\$150,000
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings			\$150,000	
Net Operating Costs (Savings)			\$NIL	
Capital Requirements				

The contribution increase for 2025 is proposed to be funded from Rate Stabilization. The entire increased contribution for 2025 is \$150,000

Risk to the Township if Expenditure Not Included in Budget:

Should this not be included in the budget the capital improvements in the parks will need to be scaled back with prioritization to projects being a necessary step.

Older play structures may need to be removed without replacement due to insurance requirements or condition of equipment due to safety concerns.



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Parks, Recreation and Facilities

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Compressor Overhauls (FHMCC)

G/L Account (if available): 10-40-660-7200-6570

Total \$ Increase (Decrease) for 2025: \$20,000

Proposed Funding Source: Beaverton Arena Reserve

Executive Summary:

In order to ensure continued service without replacement of the compressors it is recommended to conduct overhaul work. The compressors at this site have not been completely overhauled in their life span.

Background:

The two compressors at the Foster Hewitt Memorial Community Centre are at approximately 18 years old. The average life span for a compressor of this type is 25-30 years.

By performing an overhaul of the compressor the unit will receive a thorough inspection and rebuild of key components. This will allow for a better picture of the condition of the compressor internally and may provide insight of any potential issues that may be hidden currently.



Expected Benefits and Service Level Impacts:

Increased length of service of the compressors at the Foster Hewitt Memorial Community Centre. This would allow for more time to add to arena reserves for the eventual replacement of the compressors in the future.

Alternative Service Delivery Approaches Considered and Explained:

The Township could continue to operate the compressors without this overhaul, however, we are at risk of breakdown which may affect operations. By doing this overhaul, we are able to increase the length of service of the compressors.

Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs			\$20,000	
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings			(\$20,000)	
Net Operating Costs (Savings)			\$nil	



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Parks, Recreation and Facilities

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Sunderland Town Hall service agreements

G/L Account (if available): 10-

Total \$ Increase (Decrease) for 2025: \$3,000

Proposed Funding Source: Levy

Executive Summary:

Introduction of a new line item to account for elevator inspections, TSSA licensing for the elevator, ESA CSS inspections and similar annual inspections is being recommended for better accounting purposes and for greater transparency.

Background:

The above noted inspections are currently being accounted for in the Repairs line in the G/L. With these items not being a repair, separating into a new account will allow for better tracking of expenditures as this facility continues to age and requires more repair work.

Expected Benefits and Service Level Impacts:

No changes to service levels or benefits are expected though this line item request but additional work may be undertaken within the building under repairs.



Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs			\$3,000	\$3,500
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings				
Net Operating Costs (Savings)			\$3,000	\$3,500
Capital Requirements				

Risk to the Township if Expenditure Not Included in Budget:

With an aging building there is potential for greater repairs. If not included in the budget the repair line could be exhausted earlier in the fiscal year and could result in overage of the budget or potential to postpone necessary repairs until the next year, creating a snowball effect.



**Township of Brock - 2025 Budget
Planning - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	- 74,400.00	- 78,900.00	
Reserve	- 9,705.00	- 9,705.00	
DC Reserve	- 35,295.00	- 35,295.00	
Rate Stabilization	- 10,000.00	-	
Total Revenue	<u>- 129,400.00</u>	<u>- 123,900.00</u>	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	188,351	197,073	
Employee Related Expenses	3,050	3,200	
Operating Materials, Supplies and Servic	7,100	7,100	
Contracted Services	67,500	62,500	
Utilities and Fuel	500	500	
Total Planning Expenses	<u>266,501</u>	<u>270,373</u>	
Levy Requirement	<u>137,101.00</u>	<u>146,473.00</u>	
Levy Increase (Decrease)		9,372.00	

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget
Planning and Development**

	2024	2024	Estimated	2024	2025	2025	2025	2025	2025	2025	2025	Notes	
	BUDGET	YTD (12/31/24)	2024	Y/E	BUDGET	Inflation	Internal Transfers	New Staffing	New Initiatives	Budget Reductions	Budget		
PLANNING AND DEVELOPMENT													
PLANNING AND ZONING													
PLANNING REVENUE:													
10-60-000-0000-5210 Planning-Transfer from R/F	-	45,000.00	-	-	-	45,000.00		9,705.00		-	35,295.00	Balance remaining for OP Review (\$35k DCs+ \$9705 Plan Res = \$45k) Planning Reserve Draw	
10-60-000-0000-5220 Planning-Transfer from Reserves	-	10,000.00	-	10,000.00	-	10,000.00				10,000.00	-		9,705.00
10-60-100-7700-5300 Planning Fees	-	55,000.00	-	32,125.10	-	32,125.10					-		55,000.00
10-60-100-7700-5655 Plan Building Advisories	-	5,000.00	-	5,187.70	-	5,187.70					-		5,000.00
10-60-100-7760-5300 Septic Charge Back-Fee	-	-	-	-	-	-					-		-
10-60-100-7700-4860 Planning Grant Revenue	-	-	-	-	-	-					-		-
Total PLANNING REVENUE	-	115,000.00	-	47,312.80	-	47,312.80				10,000.00	-	105,000.00	
TOTAL PLANNING REVENUE	-	115,000.00	-	47,312.80	-	47,312.80				10,000.00	-	105,000.00	
PLANNING EXPENDITURES													
Planning Administration:													
10-60-100-7700-6010 Plan Salaries	136,242.00	139,761.60	139,761.60		136,242.00	14,529.00					150,771.00	Director of Development Services at 90% plus 2.5 days a week, for 6 months for Planning Technician (for 2025, director is 90% in planning vs. 70% in 2024 budget).	
10-60-100-7700-6050 Plan CPP	6,209.00	4,055.50	4,055.50		6,209.00	634.00					5,575.00		
10-60-100-7700-6051 Plan EI	2,160.00	1,234.76	1,234.76		2,160.00	454.00					1,706.00		
10-60-100-7700-6060 Plan OMERS	19,570.00	16,754.20	16,754.20		19,570.00	494.00					19,076.00		
10-60-100-7700-6061 Plan EHT	3,420.00	2,783.19	2,783.19		3,420.00	195.00					3,225.00		
10-60-100-7700-6066 Plan Extended Health	16,200.00	11,018.82	11,018.82		16,200.00	3,281.00					12,919.00		
10-60-100-7700-6070 Plan W.S.I.B.	4,550.00	3,296.29	3,296.29		4,550.00	749.00					3,801.00		
10-60-100-7700-6240 Plan Advertising	500.00	0.00	-		500.00						500.00		
10-60-100-7700-6250 Plan Other	1,100.00	0.00	-		1,100.00						1,100.00		
10-60-100-7700-6280 Plan Telephone	500.00	457.66	457.66		500.00						500.00		
10-60-100-7700-6320 Plan Mapping Licenses	-	-	-		-						-		
10-60-100-7700-6340 Plan Legal	2,500.00	287.56	287.56		2,500.00						2,500.00		
10-60-100-7700-6380 Plan Consultants	20,000.00	13,335.78	13,335.78		20,000.00				-	5,000.00	15,000.00		
10-60-100-7700-6400 Planning Mileage	500.00	-	-		500.00						500.00		
10-60-100-7700-6420 Plan Memberships & Prof Assoc	1,400.00	1,396.10	1,396.10		1,400.00	150.00					1,550.00		
10-60-100-7700-6430 Plan Conference/Education	-	-	-		-						-		
10-60-100-7700-9000 Plan Transfer To Reserve	-	-	-		-						-		
Total Planning Administration	214,851.00	194,381.46	194,381.46		214,851.00	8,872.00				5,000.00	218,723.00		
Planning Special Projects:													
10-60-100-7720-6850 Official Plan Preparation	45,000.00	-	-		45,000.00						45,000.00	Balance remaining for OP Review	
10-60-100-7730-6850 Plan Devlp Charges Study	-	-	-		-						-		
10-60-100-7750-6850 Plan Mapping Maintenance	-	-	-		-						-		
10-60-100-7760-6850 Lake Simcoe Plan Impl-Septic Reinspections	-	-	-		-						-		
10-60-100-7710-6640 Plan Projects & Studies	-	-	-		-						-		
10-60-100-7740-6850 Plan Zoning By Law Review	-	-	-		-						-		
Total Planning Special Projects	45,000.00	-	-		45,000.00						45,000.00		
TOTAL PLANNING EXPENDITURES	259,851.00	194,381.46	194,381.46		259,851.00	8,872.00				5,000.00	263,723.00		
NET PLANNING AND ZONING	144,851.00	147,068.66	147,068.66		144,851.00	8,872.00				5,000.00	158,723.00		
COMMITTEE OF ADJUSTMENT													

	2024	2024	Estimated	2024	2024	2025	2025	2025	2025	2025	2025	Notes
	BUDGET	YTD (12/31/24)	2024	Y/E	BUDGET	Inflation	Internal	New Staffing	New Initiatives	Budget	Reductions	Budget
COMMITTEE OF ADJUSTMENT REVENUE:												
10-60-770-0000-5320 Committee of Adjustment	- 14,400.00	- 24,750.00	- 24,750.00		- 14,400.00	- 4,500.00						- 18,900.00
Total COMMITTEE OF ADJUSTMENT REVENUE	- 14,400.00	- 24,750.00	- 24,750.00		- 14,400.00	- 4,500.00	-	-	-	-	-	18,900.00
TOTAL COMMITTEE OF ADJUSTMENT REVENUE	- 14,400.00	- 24,750.00	- 24,750.00		- 14,400.00	- 4,500.00	-	-	-	-	-	18,900.00
COMMITTEE OF ADJUSTMENT EXPENDITURES:												
10-60-770-7900-6400 COA Mileage	1,000.00	503.79	503.79		1,000.00							1,000.00
10-60-770-7900-6580 COA Meeting Fees	3,000.00	1,890.00	1,890.00		3,000.00							3,000.00
10-60-770-7900-6420 COA Membership-Prof Assoc	150.00				150.00							150.00
10-60-770-7900-6630 COA Miscellaneous	1,000.00				1,000.00							1,000.00
10-60-770-7900-6430 COA Conference/Education	1,500.00				1,500.00							1,500.00
Total COMMITTEE OF ADJUSTMENT EXPENDITURES	6,650.00	2,393.79	2,393.79		6,650.00	-	-	-	-	-	-	6,650.00
TOTAL COMMITTEE OF ADJUSTMENT EXPENDITURES	6,650.00	2,393.79	2,393.79		6,650.00	-	-	-	-	-	-	6,650.00
NET COMMITTEE OF ADJUSTMENT	- 7,750.00	- 22,356.21	- 22,356.21		- 7,750.00	- 4,500.00	-	-	-	-	-	12,250.00
TOTAL PLANNING & DEVELOPMENT	137,101.00	124,712.45	124,712.45		137,101.00	4,372.00	-	-	-	5,000.00		146,473.00

Departmental Levy \$ Increase for 2025
Departmental Levy % Increase for 2025

9,372.00
6.8%



**Township of Brock - 2025 Budget
Protection Services - Operating Summary**

Revenue	2024	2025	Explanation
	\$	\$	
User Charges	- 24,500.00	- 27,600.00	
Grant	- 10,000.00	- 10,000.00	
Reserve	- 6,500.00	- 6,500.00	
Total Revenue	- 41,000.00	- 44,100.00	

Expenses	2024	2025	Explanation
	\$	\$	
Salaries, Wages and Benefits	436,808	477,240	
Employee Related Expenses	2,860	3,360	
Operating Materials, Supplies and Servic	43,900	45,350	
Contracted Services	1,000	1,000	
Utilities and Fuel	10,000	11,700	
Vehicle Expenses	10,400	11,900	
Reserve Transfers	25,000	25,000	
Total Protection Expenses	529,968	575,550	

Levy Requirement 488,968.00 531,450.00

Levy Increase (Decrease) **42,482.00**

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget
Protection (By-Law and Animal Control)**

	2024	2024	Estimated	2024	2025	Service	2025	2025	2025	2025	2025		
	BUDGET	YTD (12/31/2024)	2024	BUDGET	Inflation	Level	Internal	2025	2025	Budget	2025	Notes	
			Y/E			Inflation	Transfer	New Staffing	New Initiatives	Reductions	Budget		
PROTECTION & ENFORCEMENT													
Livestock Claim Revenue:													
10-21-230-1114-4850 OMAF - Wild Life Damage	-	10,000.00	-	25,349.80	-	25,349.80	-	10,000.00			-	10,000.00	Keep at same rate as 2024 - More reimbursements also means more payouts to farmers
10-21-230-1114-5320 OMAF-Livestock Admin Fees	-	500.00	-	950.00	-	950.00	-	500.00			-	500.00	Keep at same rate as 2024
Total Livestock Claim Revenue	-	10,500.00	-	26,299.80	-	26,299.80	-	10,500.00	-	-	-	10,500.00	
Canine Control Revenue:													
10-21-220-0000-5500 K9 Fines/Poundage	-	500.00	-	65.00	-	65.00	-	500.00		-	1,800.00		
10-21-220-0000-5510 K9 Euthanasia	-	-	-	-	-	-	-	-	-	-	-	-	
10-21-220-0000-5525 K9 Adoptions	-	4,000.00	-	7,309.95	-	7,309.95	-	4,000.00	-	1,000.00	-	5,000.00	
10-21-220-0000-5530 K9 Poundage (Dog & Cat)	-	1,300.00	-	1,225.00	-	1,225.00	-	1,300.00		1,300.00	-	-	merge with K9 Fines/poundage
10-21-220-0000-5535 K9 Surrender	-	200.00	-	331.85	-	331.85	-	200.00	-	100.00	-	300.00	
10-21-220-0000-5555 K9 OTHER REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	
10-21-220-0000-5620 K9 Kennel Licenses	-	2,000.00	-	1,863.00	-	1,863.00	-	2,000.00		-	-	2,000.00	Keep at same rate as 2024
10-21-220-0000-5660 K9 Tags-General Sales	-	6,000.00	-	5,817.00	-	5,817.00	-	6,000.00		-	-	6,000.00	Keep at same rate as 2024
10-21-000-0001-5210 Canine-Transfer from R/F-Capital	-	6,500.00	-	12,804.93	-	12,804.93	-	6,500.00		-	-	6,500.00	Keep at same rate as 2024
Total Canine Control Revenue	-	20,500.00	-	29,416.73	-	29,416.73	-	20,500.00	-	1,100.00	-	21,600.00	
By-Law Revenue:													
10-21-240-0000-5300 By-Law Revenue	-	1,000.00	-	771.00	-	771.00	-	1,000.00		-	-	1,000.00	Keep at same rate as 2024
10-21-240-0000-5800 P.O.A. Revenues	-	1,000.00	-	16,836.00	-	16,836.00	-	1,000.00	-	2,000.00	-	3,000.00	Received large POA Cheque from Region in 2024 - never received before - unsure if one time. Will need to see 2025 actual to determine if this will be ongoing.
10-21-240-0000-5840 Misc Parking Violations	-	8,000.00	-	6,727.20	-	6,727.20	-	8,000.00		-	-	8,000.00	Keep at same rate as 2024
10-21-240-5580-4900 BL Fed Grant	-	-	-	-	-	-	-	-		-	-	-	
Total By-Law Revenue	-	10,000.00	-	24,334.20	-	24,334.20	-	10,000.00	-	2,000.00	-	12,000.00	
Total Protection & Enforcement Revenue	-	41,000.00	-	80,050.73	-	80,050.73	-	41,000.00	-	3,100.00	-	44,100.00	
Livestock Claim Expenditures:													
10-21-230-5560-6400 Live Mileage		400.00		410.44		410.44		400.00				400.00	Keep at same Rate as 2024
10-21-230-5560-6580 Live Contract Fees		1,000.00		1,220.00		1,220.00		1,000.00				1,000.00	Keep at same Rate as 2024
10-21-230-5560-6950 Live Livestock Loss Claim Paid		10,000.00		23,884.85		23,884.85		10,000.00				10,000.00	In 2024 YTD, not all farmer reimbursements made yet
10-21-230-5560-6250 Live Other		-		-		-		-				-	
Total Livestock Claim Expenditures		11,400.00		25,515.29		25,515.29		11,400.00		-		11,400.00	
Canine Control Expenditures:													
10-21-220-5540-6010 K9 Salaries	172,536.00	162,906.68	162,906.68	172,536.00	21,463.00							193,999.00	
10-21-220-5540-6050 K9 CPP	9,227.00	9,032.63	9,032.63	9,227.00	1,112.00							10,339.00	
10-21-220-5540-6051 K9 EI	3,335.00	3,276.53	3,276.53	3,335.00	386.00							3,721.00	
10-21-220-5540-6060 K9 OMERS	16,199.00	14,674.70	14,674.70	16,199.00	1,539.00							17,738.00	
10-21-220-5540-6061 K9 EHT	3,430.00	3,400.77	3,400.77	3,430.00	353.00							3,783.00	
10-21-220-5540-6066 K9 Extended Health	13,400.00	14,155.80	14,155.80	13,400.00	1,836.00							15,236.00	
10-21-220-5540-6070 K9 W.S.I.B.	5,150.00	5,109.86	5,109.86	5,150.00	263.00							5,413.00	
10-21-220-5540-6250 K9 Other	200.00	133.20	133.20	200.00								200.00	Keep at same Rate as 2024
10-21-220-5540-6280 K9 Telephone	1,000.00	1,684.38	1,684.38	1,000.00	1,000.00							2,000.00	
10-21-220-5540-6320 K9 Supplies (Dog Tags)	700.00	-	-	700.00								700.00	Keep at same Rate as 2024
10-21-220-5540-6340 K9 Legal Fees/Expenses	-	-	-	-								-	
10-21-220-5540-6400 K9 Mileage	1,000.00	1,564.13	1,564.13	1,000.00								1,000.00	keep at same Rate as 2024
10-21-220-5540-6410 K9 Gas and Oil	7,250.00	10,322.39	10,322.39	7,250.00	1,000.00							8,250.00	
10-21-220-5540-6415 K9 License	150.00	-	-	150.00								150.00	keep at same Rate as 2024
10-21-220-5540-6420 K9 Membership-Prof Assoc	200.00	100.00	100.00	200.00								200.00	keep at same Rate as 2024
10-21-220-5540-6430 K9 Conference/Education	-	-	-	-								-	
10-21-220-5540-6440 K9 Clothing Allowance	800.00	941.55	941.55	800.00		200.						1,000.00	Increase by \$200 - PPE footwear/winter clothing need update for permanent staff
10-21-220-5540-6530 K9 Vehicle Repairs	3,000.00	6,361.93	6,361.93	3,000.00		500.						3,500.00	K9 van and bylaw truck aging - increase in costs to maintain
10-21-220-5540-6540 K9 Office Equip-Repairs	-	-	-	-								-	
10-21-220-5540-6550 K9 Building Expenses	3,000.00	4,375.54	4,375.54	3,000.00								3,000.00	keep at same Rate as 2024

	2024	2024	Estimated	2024	2025	Service Level	2025 Internal	2025	2025	2025	2025	2025	Notes
	BUDGET	YTD (12/31/2024)	2024										
10-21-220-5540-6610 K9 Cleaning Supplies	2,500.00	3,486.44	3,486.44	2,500.00		300.00							Increase by \$300 high inflation rate for specialized medical cleaning products/supplies
10-21-220-5540-6660 K9 Heat	2,500.00	2,431.30	2,431.30	2,500.00	500.00								
10-21-220-5540-6670 K9 Hydro	4,200.00	4,886.65	4,886.65	4,200.00	200.00								
10-21-220-5540-6680 K9 Water and Sewers	300.00	191.02	191.02	300.00									keep same rate as 2024
10-21-220-5540-6820 K9 Cash Over/Short	-	-	-	-									
10-21-220-5540-6900 K9 Pound Supplies	3,500.00	4,439.39	4,439.39	3,500.00		200.00							High inflation rate cost of food/litter
10-21-220-5540-6910 K9 Commission Paid on Sale of Tags	-	-	-	-									
10-21-220-5540-6920 K9 Euthanasia	1,500.00	343.35	343.35	1,500.00									Keep at same Rate as 2024
10-21-220-5540-6940 K9 Sick & Injured Animals-optional treatment	6,500.00	14,438.95	14,438.95	6,500.00									Keep at same Rate as 2024
10-21-220-5540-7000 K9 Capital Expense	-	40.00	40.00	-									
10-21-220-5540-7500 K9 Amortization	-	-	-	-									
10-21-220-5540-9100 K9 Trsnfr To Reserve Fund	25,000.00	25,000.00	25,000.00	25,000.00									keep at same Rate as 2024
10-21-220-5541-6920 K9 Wildlife Care & Control	1,300.00	3,229.28	3,229.28	1,300.00		700.00							Increase to \$2000 - this line fluctuates dependent on prevalence of disease outbreaks - high cost of care
10-21-220-5541-6940 K9 Vaccinations & Medication - mandatory	10,000.00	15,996.41	15,996.41	10,000.00									keep at same Rate as 2024
Total Canine Control Expenditures	297,877.00	312,442.88	312,442.88	297,877.00	29,652.00	1,900.00	-	-	-	-	-	329,429.00	
By-Law Expenditures:													
10-21-240-5580-6010 BL Salaries	161,630.00	192,987.20	192,987.20	161,630.00	8,623.00				4,100.00			174,353.00	Increase represents cost of decreasing to one STR but addition part time officer
10-21-240-5580-6012 BL-Part Time Enforcement staff	3,200.00	-	-	3,200.00					-	3,200.00		-	Transferring PT to the BL Salaries Line
10-21-240-5580-6050 BL CPP	8,889.00	9,827.03	9,827.03	8,889.00	493.00							9,382.00	
10-21-240-5580-6051 BL EI	3,125.00	3,583.01	3,583.01	3,125.00	63.00							3,062.00	
10-21-240-5580-6060 BL OMERS	15,230.00	15,450.52	15,450.52	15,230.00	1,025.00							16,255.00	
10-21-240-5580-6061 BL EHT	3,222.00	3,682.24	3,682.24	3,222.00	178.00							3,400.00	
10-21-240-5580-6066 BL Extended Health	13,400.00	14,115.74	14,115.74	13,400.00	2,295.00							15,695.00	
10-21-240-5580-6070 BL W.S.I.B.	4,835.00	5,532.63	5,532.63	4,835.00	29.00							4,864.00	
10-21-240-5580-6250 BL Other	400.00	161.53	161.53	400.00								400.00	keep at same rate as 2024
10-21-240-5580-6290 BL Telephone	2,000.00	1,749.79	1,749.79	2,000.00								2,000.00	keep at same rate as 2024
10-21-240-5580-6320 BL Supply-Parking Tickets	900.00	923.98	923.98	900.00	50.00							950.00	Increase in printing Costs each year
10-21-240-5580-6340 BL Legal Fees/Expenses	-	-	-	-								-	
10-21-240-5580-6400 BL Mileage	2,000.00	2,376.38	2,376.38	2,000.00	200.00							2,200.00	
10-21-240-5580-6420 BL Memberships-Prof Assoc	360.00	266.00	266.00	360.00								360.00	keep at same rate as 2024
10-21-240-5580-6430 BL Conference/Education	-	-	-	-								-	
10-21-240-5580-6440 BL Clothing	1,500.00	1,648.37	1,648.37	1,500.00		300.00						1,800.00	Increase (seasonal staff use most of budget) and permanent staff require uniform upgrade
Total By-Law Expenditures	220,691.00	252,304.42	252,304.42	220,691.00	12,830.00	300.00	-	-	900.00	-	-	234,721.00	
Total Protection & Enforcement Expenditures	529,968.00	590,262.59	590,262.59	529,968.00	42,482.00	2,200.00	-	-	900.00	-	-	575,550.00	
Net Protection & Enforcement	488,968.00	510,211.86	510,211.86	488,968.00	39,382.00	2,200.00	-	-	900.00	-	-	531,450.00	

Departmental Levy Increase \$ for 2025
Departmental Levy Increase % for 2025

42,482.00
8.69%



**Township of Brock - 2025 Budget
Public Works - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	-75,000	-75,000	
Ministry of Natural Resources	-152,000	-152,000	
Rate Stabilization	-184,000	-232,255	CN, Traffic Calming, Fleet Reserve, Salary
Reserve	<u>-50,000</u>	<u>-65,000</u>	Continuance Hydro Reserve
Total Revenue	<u><u>-461,000</u></u>	<u><u>-524,255</u></u>	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	1,686,272	1,959,587	
Employee Related Expenses	11,200	11,200	
Operating Materials, Supplies and Services	913,847	881,572	
Gasoline	0	258,000	
Maintenance	0	420,000	
Licencing	0	23,835	
Internal Rent	667,749	0	
Contracted Services	40,000	40,000	
Utilities and Fuel	59,600	54,590	
Reserve Transfers	<u>963,300</u>	<u>1,296,785</u>	
Total Public Works Expenses	<u><u>4,341,968</u></u>	<u><u>4,945,569</u></u>	

	<u><u>3,880,968.00</u></u>	<u><u>4,421,314.00</u></u>
Levy Requirement		540,346.00

Levy Increase (Decrease)

Note:

- Employee Related Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Draft Operating Budget
Roads Department**

	2024 Budget	2024 YTD (12/31/24)	Estimated 2024 Prorated	2024 Budget	2025 Inflation	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
ROADS REVENUE:												
10-25-000-0001-5220 Transportation-Transfer from Reserve-Capital Proje	-	-	-	-	-	-	-	-	-	-	-	
10-25-100-1116-4900 Fed Gas Tax Allocation	-	-	-	-	-	-	-	-	-	-	-	
10-25-100-5900-5555 Road Revenue	- 75,000.00	- 63,945.82	- 63,945.82	- 75,000.00	-	-	-	-	-	-	- 75,000.00	
10-25-360-0001-5210 STL Transfer from Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	
10-25-000-0000-5210 Transportation-Transfer from Reserve Funds	- -	- 79,425.34	- 79,425.34	-	-	-	-	-	-	-	-	
10-25-000-0000-5220 Transportation-Transfer from Reserves	- 184,000.00	- 113,548.30	- 113,548.30	- 184,000.00	-	-	-	-	- 102,441.00	54,186.00	- 232,255.00	\$33,650 for CN Signage and \$10,000 for traffic calming and contribution to fleet reserve increase-at \$137,441 rate stabilization. \$51,164 from rate stabilization for continuation of salary and benefits.
10-25-000-0001-5200 Transportation-Transfer from Trust-Capital	-	-	-	-	-	-	-	-	-	-	-	
10-25-000-0001-5210 Transportation-Transfer from R/F-Cap Projects	- 50,000.00	-	-	- 50,000.00	-	15,000.00	-	-	-	-	- 65,000.00	Hydro reserve interest to offset levy for capital reserve contributions
10-25-100-1118-4850 Ontario Aggregate Resources	- 152,000.00	- 131,419.87	- 131,419.87	- 152,000.00	-	-	-	-	-	-	- 152,000.00	
Total ROADS REVENUE	- 461,000.00	- 388,339.33	- 388,339.33	- 461,000.00	-	- 15,000.00	-	-	- 102,441.00	54,186.00	- 524,255.00	
BRIDGE AND CULVERT MAINTENANCE:												
10-25-250-5610-6010 A Bridge/Cul-Maint-Salary	21,180.00	34,194.05	34,194.05	21,180.00	4,017.00	-	-	-	-	-	25,197.00	
10-25-250-5610-6510 A Bridge/Cul-Maint-Mach Rent-Internal	32,859.00	35,458.98	35,458.98	32,859.00	-	-	32,859.00	-	-	-	-	
10-25-250-5610-6520 A Bridge/Cul-Maint-Mach Rent-Ext	2,000.00	-	-	2,000.00	-	-	-	-	-	2,000.00	-	
10-25-250-5610-6620 A Bridge/Cul-Maint-Materials	45,000.00	33,722.55	33,722.55	45,000.00	-	-	-	-	-	7,000.00	38,000.00	3-year average (reduction) plus 3% inflation
Total BRIDGE AND CULVERT MAINTENANCE	101,039.00	103,375.58	103,375.58	101,039.00	4,017.00	-	- 32,859.00	-	-	- 9,000.00	63,197.00	
ROADSIDE MAINTENANCE												
Grass Mowing & Weed Spraying:												
10-25-252-5620-6010 B1 RD MNNTC-Grass&Weeds-Salaries	14,750.00	13,835.55	13,835.55	14,750.00	2,798.00	-	-	-	-	-	17,548.00	
10-25-252-5620-6510 B1 RD MNNTC-Grass&Weeds-Mach Rnt-Int	9,388.00	9,926.53	9,926.53	9,388.00	-	-	9,388.00	-	-	-	-	
10-25-252-5620-6520 B1 RD MNNTC-Grass&Weeds-Mach Rnt-Ext	2,500.00	150.00	150.00	2,500.00	-	-	-	-	-	1,450.00	1,050.00	3-year average (reduction) plus 3% inflation
10-25-252-5620-6620 B1 RD MNNTC-Grass&Weeds-Materials	-	-	-	-	-	-	-	-	-	-	-	
Total Grass Mowing & Weed Spraying	26,638.00	23,912.08	23,912.08	26,638.00	2,798.00	-	- 9,388.00	-	-	- 1,450.00	18,598.00	
Invasive Species:												
10-25-252-5622-6010 Invasive Species-Salaries	-	-	-	-	-	-	-	-	-	-	-	
10-25-252-5622-6510 Invasive Species-Mach Rnt-Int	-	-	-	-	-	-	-	-	-	-	-	
10-25-252-5622-6520 Invasive Species-Mach Rnt-Ext	9,847.00	10,738.00	10,738.00	9,847.00	-	-	-	-	-	-	9,847.00	Budget Neutral - fairly new service to the Town. Over \$10k spent in 2023
10-25-252-5622-6620 Invasive Species-Materials	-	-	-	-	-	-	-	-	-	-	-	
Total Invasive Species	9,847.00	10,738.00	10,738.00	9,847.00	-	-	-	-	-	-	9,847.00	
Brushing, Tree Trimming:												
10-25-252-5630-6010 B2 RD MNNTC-Brush/Tree-Salaries	95,800.00	135,445.51	135,445.51	95,800.00	18,170.00	-	-	-	-	-	113,970.00	
10-25-252-5630-6510 B2 RD MNNTC-Brush/Tree-Mach Rnt-Int	83,265.00	161,017.93	161,017.93	83,265.00	-	-	83,265.00	-	-	-	-	
10-25-252-5630-6520 B2 RD MNNTC-Brush/Tree-Mach Rnt-Ext	80,000.00	55,694.84	55,694.84	80,000.00	-	1,855.00	-	-	-	-	81,855.00	While 3-year average is low, up take in tree related concerns over past 2 years. Intent to continue with this momentum as we seek to expand the program (ie future urban forestry plan)
10-25-252-5630-6620 B2 RD MNNTC-Brush/Tree-Materials	-	-	-	-	-	-	-	-	-	-	-	
10-25-252-5630-6630 B2 RD MNNTC-Brush/Tree-Misc	-	-	-	-	-	-	-	-	-	-	-	
Total Brushing, Tree Trimming	259,065.00	352,158.28	352,158.28	259,065.00	18,170.00	1,855.00	- 83,265.00	-	-	-	195,825.00	
Ditching:												
10-25-252-5640-6010 B3 RD MNNTC-Ditching-Salaries	42,670.00	14,920.14	14,920.14	42,670.00	8,193.00	-	-	-	-	-	50,863.00	

**Township of Brock
2025 Draft Operating Budget
Roads Department**

	2024 Budget	2024 YTD (12/31/24)	Estimated 2024 Prorated	2024 Budget	2025 Inflation	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
Total Shoulder Maintenance	34,917.00	33,139.52	33,139.52	34,917.00	3,061.00	-	18,777.00	-	-	-	19,201.00	
Hardtop Maintenance:												
10-25-254-5740-6010 C4 HDTP MNTC-Resurf-Salaries	1,100.00	118.82	118.82	1,100.00	209.00						1,309.00	
10-25-254-5740-6520 HDTP MNTC-Resurf-Mach Rnt-Ext	-	-	-	-							-	
Total Hardtop Maintenance	1,100.00	118.82	118.82	1,100.00	209.00	-	-	-	-	-	1,309.00	
TOTAL HARDTOP MAINTENANCE	273,078.00	287,398.86	287,398.86	273,078.00	16,097.00	23,800.00	58,208.00	-	-	700.00	254,067.00	
LOOSE TOP MAINTENANCE												
Grading & Scarifying:												
10-25-256-5760-6010 D2 LSTP MNTC-Grd/Scf-Salaries	53,780.00	66,542.74	66,542.74	53,780.00	10,200.00						63,980.00	
10-25-256-5760-6XXXX Gravel and H2L Salaries	-	-	-	-							-	
10-25-256-5760-6510 D2 LSTP MNTC-Grd/Scf-Mach Rnt-Int	131,437.00	168,873.08	168,873.08	131,437.00			131,437.00				-	
Total Grading & Scarifying	185,217.00	235,415.82	235,415.82	185,217.00	10,200.00	-	131,437.00	-	-	-	63,980.00	
Dust Layer:												
10-25-256-5770-6620 LSTP MNTC-Dst/Ly-Materials	225,000.00	251,399.84	251,399.84	225,000.00		30,000.00					255,000.00	Increase based year-end actuals pattern over the 3 year. The average rate of inflation over past 3-years is approx. \$40k. Dust suppression increases in light winter years
Total Dust Layer	225,000.00	251,399.84	251,399.84	225,000.00	-	30,000.00	-	-	-	-	255,000.00	
TOTAL LOOSE TOP MAINTENANCE	410,217.00	486,815.66	486,815.66	410,217.00	10,200.00	30,000.00	131,437.00	-	-	-	318,980.00	
WINTER CONTROL												
Snow Plowing / Sanding:												
10-25-258-5810-6010 E1 WTR CTRL-Plow/Sand-Salaries	134,800.00	93,280.88	93,280.88	134,800.00	25,567.00						160,367.00	
10-25-258-5810-6510 E1 WTR CTRL-Plow/Sand-Mach Rnt-Int	197,156.00	140,898.61	140,898.61	197,156.00			197,156.00				-	
10-25-258-5810-6520 E1 WTR CTRL-Plow/Sand-Mach Rnt-Ext	-	-	-	-							-	
10-25-258-5810-6620 E1 WTR CTRL-Plow/Sand-Materials	190,000.00	130,560.08	130,560.08	190,000.00		10,000.00					200,000.00	Increase based on 3-year average plus 3% inflation
10-25-258-5810-6630 WTR CTRL-Plow/Sand-Misc	-	-	-	-							-	
Total Snow Plowing / Sanding	521,956.00	364,739.57	364,739.57	521,956.00	25,567.00	10,000.00	197,156.00	-	-	-	360,367.00	
Snow Fence / Culvert Thawing:												
10-25-258-5830-6010 E3 WTR CTRL-Culv/Thaw-Salaries	490.00	97.12	97.12	490.00	93.00						583.00	
10-25-258-5830-6510 E3 WTR CTRL-Culv/Thaw-Mach Rnt-Int	2,817.00	122.85	122.85	2,817.00			2,817.00				-	
10-25-258-5830-6620 E3 WTR CTRL-Culv/Thaw-Materials	1,000.00	-	-	1,000.00							1,000.00	
10-25-258-5830-6520 E3 WTR CTRL-Culv/Thaw-Mach Rnt-Ext	-	-	-	-							-	
Total Snow Fence / Culvert Thawing	4,307.00	219.97	219.97	4,307.00	93.00	-	2,817.00	-	-	-	1,583.00	
Winter Stand-By Patrol:												
10-25-258-5840-6010 E4 WTR CTRL-Wnt/Ptrl-Salaries	27,860.00	19,456.08	19,456.08	27,860.00	5,284.00						33,144.00	
10-25-258-5840-6510 E4 WTR CTRL-Wnt/Ptrl-Mach Rnt-Int	9,388.00	11,169.70	11,169.70	9,388.00			9,388.00				-	
Total Winter Stand-By Patrol	37,248.00	30,625.78	30,625.78	37,248.00	5,284.00	-	9,388.00	-	-	-	33,144.00	
TOTAL WINTER CONTROL	563,511.00	395,585.32	395,585.32	563,511.00	30,944.00	10,000.00	209,361.00	-	-	-	395,094.00	
SAFETY DEVICES:												
10-25-260-5850-6010 F SAFETY DEVICES-Salaries	39,020.00	40,740.06	40,740.06	39,020.00	7,401.00						46,421.00	
10-25-260-5850-6510 F SAFETY DEVICES-Mach Rnt-Int	15,021.00	13,774.98	13,774.98	15,021.00			15,021.00				-	
10-25-260-5850-6620 F SAFETY DEVICES-Materials	25,000.00	23,162.31	23,162.31	25,000.00		2,690.00					22,310.00	3-year average (reduction) plus 3% inflation

**Township of Brock
2025 Draft Operating Budget
Roads Department**

	2024 Budget	2024 YTD (12/31/24)	Estimated 2024 Prorated	2024 Budget	2025 Inflation	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
10-25-260-5850-6630 F SAFETY DEVICES-Misc	52,500.00	52,255.57	52,255.57	52,500.00						- 18,850.00	33,650.00	Budget reduction to accommodate average annual CN sign work. Increase in 2024 was to accommodate one time stop bar project. Council reduced to \$10,000, funded by rate stab
10-25-260-5850-6520 SAFETY DEVICES-Mach Rnt-Ext	20,000.00	12,249.01	12,249.01	20,000.00						- 10,000.00	10,000.00	
Total SAFETY DEVICES	151,541.00	142,181.93	142,181.93	151,541.00	7,401.00	- 2,690.00	- 15,021.00	-	-	- 28,850.00	112,381.00	
ON-CALL PATROL:												
10-25-261-5870-6010 H OFF SEASON PATROL-Salaries	21,930.00	32,030.41	32,030.41	21,930.00	4,159.00						26,089.00	
10-25-261-5870-6510 H OFF SEASON PATROL-Mach Rnt-Int	15,960.00	12,868.49	12,868.49	15,960.00			- 15,960.00				-	
10-25-261-5870-6250 H OFF SEASON PATROL-Other	-			-							-	
Total ON-CALL PATROL	37,890.00	44,898.90	44,898.90	37,890.00	4,159.00	-	- 15,960.00	-	-	-	26,089.00	
MAINTENANCE OVERHEAD												
Road Administration:												
10-25-100-5900-6010 RdAdm Salaries	411,739.00	462,375.69	462,375.69	411,739.00	14,569.00		- 105,672.00				320,636.00	Transfer from Parks - Removed Harbour Student, moved funds to PW. Addition is for another summer student. Transfer of \$130,000 to Rd Adm Positon Contracts
10-25-100-5900-6016 RdAdm Statutory Holidays	54,380.00	54,716.28	54,716.28	54,380.00	10,314.00						64,694.00	
10-25-100-5900-6018 RdAdm Vacation Pay	57,080.00	48,090.46	48,090.46	57,080.00	10,826.00						67,906.00	
10-25-100-5900-6020 RdAdm W.S.I.B. - Wages	40,480.00	-	-	40,480.00	7,678.00						48,158.00	
10-25-100-5900-6022 RdAdm Sick Time/Appts	52,710.00	45,706.51	45,706.51	52,710.00	9,997.00						62,707.00	
10-25-100-5900-6026 RdAdm Wages-SafetySeminar	5,500.00	10,611.36	10,611.36	5,500.00	1,043.00						6,543.00	
10-25-100-5900-6024 Rd Admin-Equipment Repair Salaries	65,072.00	-	-	65,072.00	12,342.00						77,414.00	
10-25-100-5900-6580 Rd Admin Position Contracts	-	3,907.68	3,907.68	-			130,000.00				130,000.00	Transfer from Rd Adm Salaries
10-25-100-5900-6050 RdAdm CPP	68,077.00	70,587.85	70,587.85	68,077.00	8,667.00		693.00				77,437.00	
10-25-100-5900-6051 RdAdm EI	23,465.00	23,020.77	23,020.77	23,465.00	958.00		310.00				24,733.00	
10-25-100-5900-6060 RdAdm OMERS	124,356.00	119,505.90	119,505.90	124,356.00	7,973.00		250.00				132,579.00	
10-25-100-5900-6061 RdAdm EHT	25,600.00	26,244.76	26,244.76	25,600.00	2,729.00		374.00				28,703.00	
10-25-100-5900-6066 RdAdm Extended Health	153,446.00	143,915.57	143,915.57	153,446.00	26,474.00						179,920.00	
10-25-100-5900-6070 RdAdm W.S.I.B.	37,897.00	38,770.31	38,770.31	37,897.00	1,250.00						39,147.00	
10-25-100-5900-6240 RdAdm Advertising	-	-	-	-							-	
10-25-100-5900-6250 RdAdm Other	-	-	-	-						1,000.00	1,000.00	Overtime Meals
10-25-100-5900-6255 Rd Adm Mechanic Savings	-	-	-	-							-	
10-25-100-5900-6280 RdAdm Telephone	16,300.00	18,380.10	18,380.10	16,300.00							16,300.00	
10-25-100-5900-6340 RdAdm Legal Fees/Expenses	-	-	-	-							-	
10-25-100-5900-6380 RdAdm Consultants	40,000.00	23,751.45	23,751.45	40,000.00							40,000.00	
10-25-100-5900-6400 RdAdm Mileage	3,000.00	515.64	515.64	3,000.00							3,000.00	
10-25-100-5900-6420 RdAdm Mbrship-Prof Assoc	1,400.00	383.58	383.58	1,400.00							1,400.00	
10-25-100-5900-6430 RdAdm Conference/Educ	-	-	-	-							-	
10-25-100-5900-6440 RdAdm Clothing/Boot Allow	7,300.00	5,922.85	5,922.85	7,300.00							7,300.00	
10-25-100-5900-6450 RdAdm Safety Clothes/Supply	2,500.00	897.52	897.52	2,500.00							2,500.00	
10-25-100-5900-6510 RdAdm Machine Rental-Int	23,471.00	13,146.23	13,146.23	23,471.00			- 23,471.00				-	
10-25-100-5900-6540 RdAdm Office Equip-Repairs	-	-	-	-							-	
10-25-100-5900-6580 RdAdm Contracts-One Call	-	-	-	-							-	
10-25-100-5900-6865 RdAdm Safety Training	-	-	-	-							-	
10-25-100-5900-6960 RdAdm Weather Forecasts	5,000.00	2,963.03	2,963.03	5,000.00							5,000.00	
10-25-100-5900-7000 RdAdm Capital Expense	-	-	-	-							-	
10-25-100-5900-7500 RdAdm Amortization Annual	-	-	-	-							-	
10-25-100-5900-9000 RdAdm Transfer to Reserve	-	-	-	-							-	
10-25-100-5900-9100 RdAdm Trsfr To Reserve Fund	743,300.00	743,300.00	743,300.00	743,300.00						- 5,000.00	738,300.00	Roads \$723,300 and Thorah Gravel \$15,000
10-25-100-5900-9100 Rd Adm Trsfr to Roads Equipment Reserve	220,000.00	220,000.00	220,000.00	220,000.00			201,044.00		137,441.00		558,485.00	
10-25-100-5902-6380 RdAdm CWWF Project Consulting	-	-	-	-							-	
10-25-100-5904-6380 RdAdm Gasoline	-	-	-	-			258,000.00				258,000.00	
10-25-100-5906-6380 RdAdm Rd Licensing	-	-	-	-			23,835.00				23,835.00	
10-25-100-5900-6540 RdAdm Maintenance and Repairs	-	-	-	-			420,000.00				420,000.00	

Township of Brock
2025 Draft Operating Budget
Roads Department

	2024 Budget	2024 YTD (12/31/24)	Estimated 2024 Prorated		2024 Budget	2025 Inflation	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget		Notes
Repairs and Maintenance	380,699.00				380,699.00									
Licencing	19,114.00				19,114.00									
Transfer to Equipment Reserve	262,980.00				262,980.00									
Net Roads Department	<u>4,116,098.00</u>				<u>4,116,098.00</u>									

Departmental Levy \$ Increase for 2025
Department Levy % Increase for 2025

540,346.00
13.92%



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Public Works

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Catch B/S – Materials

G/L Account (if available): 10-25-252-5650-6620

Total \$ Increase (Decrease) for 2025: \$3,000.00

Proposed Funding Source: Levy

Executive Summary:

The Public Work's section carries a small inventory of spare catch basin parts such as, grates (lids), and support frames that secure the lid in place in any event where an unplanned repair presents itself. While these structures are quite strong and reliable in nature, they are susceptible to the elements and designed to support local traffic, causing for natural wear and tear overtime, along with unexpected deterioration.

Background:

Over the past number of years, the Township has assumed various development projects, specifically with respect to urban subdivision designs and the local infrastructure that typically comes with an urban centre. Additionally, the Township is currently working through various other development projects and requests, similar in nature, where the Township will assume maintenance in the next five (5) to ten (10) years. Once assumed, these developments will continue to add a variety of infrastructure components to the Township's asset inventory including, but not limited to, catch basins.

In conjunction with the Provincial Asset Management mandates and timelines, an updated inventory of all Township catch basins was completed in 2024. The intent of this update was not only to create an updated inventory list for asset management purposes, but also to identify the number of additional catch basins assumed from the most recent subdivision assumptions, including Fairgate Homes and the Kaitlin Corporation in Sunderland. This practice has allowed Public Works staff to get a clearer understanding of what the expected asset inheritance will be for future developments currently underway.



Description:

This budget increase will allow Public Works staff to inventory a variety of different catch basin lid designs and parts. While most catch basins and storm water management infrastructure components are designed to maintain consistent storm water drainage, the fabrication of this equipment has evolved overtime. Brock Township has a wide variety of catch basin styles located across the entire Township. This budget will allow Public Works staff to inventory replacement parts for all designs, including the influx of new infrastructure associated with the newer developments, to provide a consistent service delivery across the entire Township.

Expected Benefits and Service Level Impacts:

If approved, this will align Public Works staff with a sufficient estimated annual budget for any replacement catch basin lids or other applicable parts. Carrying a small inventory of lids will allow for a quick response time in the event of an unplanned repair. Moreover, this will reduce the need for any temporary closures or road plates, which are sometimes inevitable in the event of a catch basin failure where no available replacement lids are in stock at the Public Works Patrol Yard. In accordance with the Ontario Minimum Maintenance Standards (MMS), there are recommended response times to maintain any failing/damaged road infrastructure. Ensuring an adequate supply of replacement lids and parts at all times will better enable staff to meet and/or exceed these response times.

Alternative Service Delivery Approaches Considered and Explained:

The Town may consider forgoing an inventory of spare catch basin parts, however, due diligence to meet or exceed response recommendations through the Ontario MMS is still required. Therefore, the Town would need to seek expedited purchases from various fabricators or seek immediate assistance from contracted services; neither of which would allow for competitive pricing and may even present premium rates to accommodate a quick response time.

Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs		\$5,000.00	\$5,000.00	
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings				
Net Operating Costs (Savings)		\$5,000.00	\$5,000.00	

In 2024, the budget for catch basin materials was \$2,000, therefore, this is an increase to the budget of \$3,000.



Risk to the Township if Expenditure Not Included in Budget:

The budget increase proposal is an estimate as catch basin replacements will vary year by year. The increase presented for 2025 is based on the previous assumption of newer urban residential developments and anticipation of more to come over the next few years. While the Township does currently carry a budget to accommodate an inventory of parts, this increase is specifically in response to new development assumptions and the new catch basin designs that have been presented. The design of catch basin lids and frames, similar to various other portions of local infrastructure, have evolved and enhanced over time. This in turn has forced municipal works departments across the Region to consider their inventory of parts and stock all replacement equipment, old and new, to accommodate maintenance requests to any catch basin lid across the Township. Should the Township choose to forgo this increase, Public Works staff run the risk of not being able to respond with in stock replacement lids to inquiries as they arise and ultimately hinder the chance of maintaining response times through the Ontario MMS. Additionally, an increased reliance on contracted service or fabrication companies with premium rates for expedited requests may be the only outcome to meet response times in a timely manner.



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Public Works

Expense Type (Highlight which type): Staff Request

New Service, Project or Initiative

Expanded Level of Service

Project/Expense Name: Dust Layer – Materials

G/L Account (if available): 10-25-256-5770-6620

Total \$ Increase (Decrease) for 2025: \$30,000

Proposed Funding Source: Levy

Executive Summary:

With respect to the gravel road maintenance program, the Dust Layer – Materials account is meant to carry a budget amount sufficient to accommodate an annual spring dust suppressant application, along with availability to include additional applications on an as needed basis throughout the course of the summer season.

Background:

Over the past few of years, the Township, along with the rest of Ontario, has experienced milder winter weather, including low precipitation events and an inconsistent freeze/thaw cycle amongst the entire gravel road network. It is anticipated this trend is forecasted to continue through the 2024/2025 winter season. A normal winter weather season, including various precipitation events with a substantial period of ground surface freezing, is very important for gravel roads when it comes to dust mitigation in the spring and summer months. Compacted snow, partnered with below freezing road temperatures, encourage water absorption on gravel roads, assisting with the dust control measures throughout the summer season. This natural absorption practice, coupled with a spring dust suppressant application, is typically a very adequate operation to ensure dust control through the entire spring, summer, and fall seasons. However, the effectiveness of this dust control operation is threatened in the event of warmer, low precipitation winters.

Description:

Due to the milder winter temperatures over the past few years, the three (3)-year trend is showing an increased spend in applications required to seal and control airborne dust throughout the Township's gravel roads, as well as factoring in the standard rate of inflation.



Additionally, Public Works staff is recommending an increase to accommodate a second and third application throughout the summer and fall months to curb the dust in various dry locations with higher traffic volumes.

Expected Benefits and Service Level Impacts:

If approved, this service will ensure an adequate response required to keep the dust from gravel road surfaces under control. This will provide a safer route of travel for local traffic and reduce the amount of airborne dust that tends to have a negative affect on residents and cattle along specific rural road locations.

Alternative Service Delivery Approaches Considered and Explained:

In recent years, Public Works staff have used in house equipment to grade and apply water when necessary after the spring dust suppressant application is complete. While grading and watering is a regular operation to ensure positive drainage for the roadway and adjacent ditches, it is merely a band aid solution to curb dust control. A watering application is only able to absorb into the road surface for a short period of time before the dust starts to kick back up again. Moreover, when multiple water applications are scheduled in a row, and then followed by rain, the gravel road surface is more susceptible to becoming very soft with an increased risk of washouts. The dust suppressant used in these operations is designed in such a way that does not drench the road surface, but rather applied lightly with a combination of water and a calcium treatment designed to soak into the gravel and suppress dust for a longer period than what water alone is able to.

Cost/Benefit Analysis:

	FTE Impact	Full Year \$	2025 \$	2026 \$
Costs		\$255,000	\$255,000	
Salaries and Benefits				
Other Operating Costs				
Funding Sources/Cost Savings				
Net Operating Costs (Savings)		\$255,000	\$255,000	
Capital Requirements				

Risk to the Township if Expenditure Not Included in Budget:

The budget increase proposal is an estimate, based on an three (3)-year increase, as additional dust suppressant applications will vary year to year after the annual application in the spring months. As discussed herein, milder winters experienced over the past few years have proven to leave the township with dryer road surfaces in the summer and fall months. Should the



Township choose to forgo this increase, Public Works staff will continue to have difficulty controlling the dust levels and will need to overspend or seek short term solutions to mitigate the airborne dust levels. As stated earlier, alternative solutions are only short-term options and may pose risk for increased washouts and unstable gravel road surface. This increase will provide staff with the option to apply second and third dust suppressant applications as needed throughout the remaining spring, summer, and fall months.

Staffing Request

Position Title: Summer Student

Department: Public Works

Position Type: Summer contract, non-union
e.g. full-time/contract, union/non-union

Job Description: Provide administrative support and minor site inspections for the Capital Projects Coordinator (CET) within Public Works. Given the time of year (May to September), the Capital Projects Coordinator will be tied up with tendering, awarding projects, regular site inspections and meetings, etc. for all capital projects associated with roads, parks, facilities, and some development projects. The summer student will be able to assist with annual site inspections and minor condition assessments as it pertains to storm water infrastructure, sign reflectivity, streetlight LED conversion locations, etc. This position will also assist with monitoring bridges and culverts, identified in the 2025 Structures study, and assist the Capital Projects Coordinator with scheduling and collecting data for the tendering purposes. In the event of inclement weather, the summer student will help out tremendously with digitizing tracking records for all of Public Works.

Rationale: The Public Works team is looking to evolve the Capital Projects portfolio with better asset condition monitoring, tracking, and project management. Moreover, the ongoing enhancements with the asset management strategy will require constant editing and data management work to maintain consistent records to support future capital replacement forecasts. It is fairly common for municipalities to draw interest from College and University students for summer employment, in this case, specifically those students enrolled in Civil Engineering diploma or degree programs, and/or asset management diploma programs.

Expected Start Date: 2025-05-01

Job Evaluation Assessment Completed? Yes

Funding Source: This position is expected to be budget neutral; it will be a transfer of summer staff from the Harbour to Public Works.

Operating impact:

Account Number	Account Name	2025	2026	2027	2028	2029
	Additional over prior year					
		-	-	-	-	-
	Capital Requirements (if applicable):					
		-	-	-	-	-



**Township of Brock - 2024 Budget
Refuse - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Total Revenue	-	-	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	31,690	32,439	
Internal Transfers	18,540	0	
Operating Materials, Supplies and Services	8,500	9,130	
Total Refuse Expenses	<u>58,730</u>	<u>41,569</u>	
Levy Requirement	<u>58,730.00</u>	<u>41,569.00</u>	
Levy Increase (Decrease)		- 17,161.00	

Note:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships

**Township of Brock
2025 Operating Budget
Refuse**

	2024 Budget	2024 YTD (12/31/24)	Estimated 2023 Y/E	2024 Budget	2025 Inflation	Service Level Inflation	2025 Internal Transfers	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget	Notes
GARBAGE COLLECTION												
Garbage Collection Expenditures:												
10-27-440-6850-6010 Garb Salaries	31,690.00	31,337.52	31,337.52	31,690.00	749.00						32,439.00	
10-27-440-6850-6510 Garb Machine Rental-Int	18,540.00	18,871.18	18,871.18	18,540.00			-18,540.00				-	
10-27-440-6850-6610 Garb Main/Misc Supplies	2,500.00	2,684.80	2,684.80	2,500.00							2,500.00	
10-27-440-6850-6970 Garb Landfill Tipping Fee	6,000.00	8,623.18	8,623.18	6,000.00		630.00					6,630.00	Three year average \$6,435 - budgetted for 3% increase
Total Garbage Collection Expenditures	58,730.00	61,516.68	61,516.68	58,730.00	749.00	630.00	-18,540.00	-	-	-	41,569.00	
Total Garbage Collection with Internal Rent	58,730.00	61,516.68	61,516.68	58,730.00	749.00	630.00	-18,540.00	-	-	-	41,569.00	
Internal Rent Transferred to Public Works	- 18,540.00			- 18,540.00								
Net Garbage without Internal Rent	<u>40,190.00</u>			<u>40,190.00</u>							<u>41,569.00</u>	
Departmental Levy \$ Increase for 2025											- 17,161.00	
Departmental Levy % Increase for 2025											-29.22%	



**Township of Brock - 2025 Budget
Traffic Control - Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
Total Revenue	-	-	
Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	96,200	91,043	Inflation and Budgetting for OMERS
Operating Materials, Supplies and Services	1,500	1,650	
Total Traffic Control Expenses	<u>97,700</u>	<u>92,693</u>	
Levy Requirement	<u>97,700</u>	<u>92,693</u>	
Levy Increase (Decrease)		-5,007	

Note:

Employee Related Expenses includes such expenses as:

- Safety Equipment
- Safety Boots
- Conference and Training
- Memberships

**Township of Brock
2025 Operating Budget - Final
Traffic Control (Crossing Guards)**

	2024	2024	Estimated	2024	2025	Service	2025	2025	2025	2025	
	BUDGET	YTD (12/31/24)	2024	BUDGET	Inflation	Level	New Staffing	New Initiatives	Reductions	Budget	
			Y/E			Inflation				Budget	
<u>OTHER TRANSPORTATION SERVICES</u>											
<u>TRAFFIC CONTROL</u>											
Traffic Control Expenditures:											
10-25-410-6800-6010 TC Salaries	83,675.00	55,645.35	55,645.35	83,675.00					-	4,577.00	79,098.00
10-25-410-6800-6050 TC CPP	4,600.00	2,160.09	2,160.09	4,600.00					-	220.00	4,380.00
10-25-410-6800-6051 TC EI	1,925.00	1,205.52	1,205.52	1,925.00					-	109.00	1,816.00
10-25-410-6800-6061 TC EHT	1,600.00	1,011.39	1,011.39	1,600.00					-	58.00	1,542.00
10-25-410-6800-6060 TC OMERS	2,000.00	-	-	2,000.00							2,000.00
10-25-410-6800-6070 TC W.S.I.B.	2,400.00	1,519.72	1,519.72	2,400.00	- 193.00						2,207.00
10-25-410-6800-6400 TC Mileage	1,200.00	1,901.21	1,901.21	1,200.00	150.00						1,350.00
10-25-410-6800-6610 TC Maint/Misc Supplie	300.00	125.04	125.04	300.00							300.00
Total Traffic Control Expenditures	97,700.00	63,568.32	63,568.32	97,700.00	- 43.00	-	-	-	-	4,964.00	92,693.00
TOTAL TRAFFIC CONTROL	97,700.00	63,568.32	63,568.32	97,700.00	- 43.00	-	-	-	-	4,964.00	92,693.00

Departmental Levy Increase \$ for 2025
 Departmental Levy Increase % for 2025

- 5,007.00
-5%



**Township of Brock - 2025 Budget
Treasury- Operating Summary**

Revenue	2024 \$	2025 \$	Explanation
User Charges	- 87,250.00	- 87,250.00	
Rate Stabilization	- 60,000.00	- 80,000.00	
Donations/Sponsorship			
Reserves	- 25,000.00	- 25,000.00	
Interest	- 170,015.00	- 215,015.00	
Total Revenue	<u>- 342,265.00</u>	<u>- 407,265.00</u>	

Expenses	2024 \$	2025 \$	Explanation
Salaries, Wages and Benefits	732,006	783,293	
Employee Related Expenses	5,170	5,470	
Operating Materials, Supplies and Services	398,750	380,550	
Contracted Services	123,600	70,600	
Tax Abatement	97,000	107,000	
Reserve Transfers		75,000	
Utilities and Fuel	<u>1,000</u>	<u>1,100</u>	
Total Treasury Expenses	<u>1,357,526</u>	<u>1,423,013</u>	

Levy Requirement 1,015,261.00 1,015,748.00

Levy Increase (Decrease) **487.00**

Note:

Employee Related Expenses includes such expenses as:
 Safety Equipment
 Safety Boots
 Conference and Training
 Memberships

**Township of Brock
2025 Operating Budget
Treasury Department**

	2024	2024	2024	2024	2025	Service	2025	2025	2025	2025	2025				
	Budget	YTD (12/31/24)	Y/E	BUDGET	Inflation	Level	Internal	New Staffing	New Initiatives	Reductions	Budget	Budget	Notes		
TREASURY DEPARTMENT OPERATIONS															
Finance Administration Revenue:															
10-13-100-0000-5100 Investment/Bank Interest Earned	-	170,015.00	-	323,007.74	-	323,007.74	-	170,015.00	-	45,000.00	-	215,015.00	Increasing investment income but being cautious as rates likely to decrease		
10-13-100-5200-5900 Treas Misc UGL Insurance Recovery	-	-	-	3,328.03	-	3,328.03	-	-	-	-	-	-			
10-13-000-0000-5210 Finance - Transfer from Reserve Funds	-	-	-	25,000.00	-	25,000.00	-	-	25,000.00	-	-	25,000.00	\$25,000 from insurance reserve fund		
10-13-000-0000-5220 Finance-Transfer from Reserves	-	85,000.00	-	13,624.16	-	13,624.16	-	85,000.00	25,000.00	-	75,000.00	55,000.00	-	80,000.00	\$75,000 Transfer from Rate Stabilization for New Financial Software in 2029 + \$5,000 from Rate Stabilization for General Consulting
Total Finance Administration Revenue	-	255,015.00	-	364,959.93	-	364,959.93	-	255,015.00	-	45,000.00	-	320,015.00			
Tax Revenue:															
10-13-135-0000-5315 Misc Tax Certificates	-	24,000.00	-	20,672.00	-	20,672.00	-	24,000.00	-	-	-	24,000.00	Not likely to meet 2024 budget target		
10-13-135-0000-5320 Admin Fees-Tax Reprints & Listings	-	35,000.00	-	26,683.00	-	26,683.00	-	35,000.00	-	-	-	35,000.00			
10-13-135-0000-5325 Tax Arrears/Reminder Notice Fees (new account created Dec/24)	-	-	-	27,954.00	-	27,954.00	-	-	-	-	-	-			
Total Tax Revenue	-	59,000.00	-	75,309.00	-	75,309.00	-	59,000.00	-	-	-	59,000.00			
Golf Tournament Revenue															
10-13-100-7810-5110 Golf Tournament Donations	-	750.00	-	-	-	-	-	-	-	-	-	750.00			
10-13-100-7810-5115 Golf Tournament Sponsorships	-	7,500.00	-	10,750.00	-	10,750.00	-	-	-	-	-	7,500.00			
10-13-100-7810-5300 Golf Tournament Revenue	-	20,000.00	-	16,470.00	-	16,470.00	-	-	-	-	-	20,000.00			
Golf Tournament Revenue	-	28,250.00	-	27,220.00	-	27,220.00	-	28,250.00	-	-	-	28,250.00			
Total Treasury Department Revenue	-	342,265.00	-	467,488.93	-	467,488.93	-	342,265.00	-	45,000.00	-	407,265.00			
Finance Administration Expenditures:															
10-13-100-5200-6010 Treas Salaries	557,100.00	545,106.77	545,106.77	557,100.00	38,172.00							595,272.00			
10-13-100-5200-6050 Treas CPP	23,545.00	23,572.66	23,572.66	23,545.00	2,167.00							25,712.00			
10-13-100-5200-6051 Treas EI	7,500.00	7,694.53	7,694.53	7,500.00	83.00							7,583.00			
10-13-100-5200-6060 Treas OMERS	58,300.00	56,069.60	56,069.60	58,300.00	4,234.00							62,534.00			
10-13-100-5200-6061 Treas EHT	10,900.00	10,815.79	10,815.79	10,900.00	708.00							11,608.00			
10-13-100-5200-6066 Treas Extended Health	59,405.00	49,542.58	49,542.58	59,405.00	5,824.00							65,229.00			
10-13-100-5200-6070 Treas W.S.I.B.	15,256.00	14,743.84	14,743.84	15,256.00	99.00							15,355.00			
10-13-100-5200-6210 Treas Office Supplies	27,000.00	26,194.20	26,194.20	27,000.00	2,000.00							29,000.00	Postage is increasing as are office supplies		
10-13-100-5200-6220 Treas Postage	19,000.00	18,818.17	18,818.17	19,000.00	6,000.00							25,000.00	Postage is increasing as are office supplies - Postage prices increasing significantly for 2025		
10-13-100-5200-6230 Treas Courier	-	-	-	-	500.00		500.00					500.00			
10-13-100-5200-6240 Treas Advertising	1,500.00	-	-	1,500.00	-		500.00					1,000.00			
10-13-100-5200-6250 Treas Other	1,000.00	156.87	156.87	1,000.00						300.00		700.00	Training and conference meals budgetted through corporate		
10-13-100-5200-6290 Treas Telephone - Cell	1,000.00	1,146.05	1,146.05	1,000.00	100.00							1,100.00			
10-13-100-5200-6340 Treas Legal Fees/Expenses	600.00	-	-	600.00								600.00			
10-13-100-5200-6350 Treas Audit	58,000.00	51,859.56	51,859.56	58,000.00	1,000.00							59,000.00			
10-13-100-5200-6380 Treas Consultants	60,000.00	34,572.96	34,572.96	60,000.00						55,000.00		5,000.00	Actuarial & General		
10-13-100-5200-6390 Treas Insurance	245,000.00	232,773.18	232,773.18	245,000.00	10,000.00							255,000.00	Need to increase for claims deductibles - closer to \$265,000		
10-13-100-5200-6400 Treas Mileage	1,300.00	316.94	316.94	1,300.00						700.00		600.00	Mileage for training and conferences is budgetted through corporate		
10-13-100-5200-6420 Treas Mbrship-Prof Assoc	4,150.00	4,164.92	4,164.92	4,150.00	200.00							4,350.00			
10-13-100-5200-6540 Treas Office Equip Repair & Software updates	4,000.00	5,534.95	5,534.95	4,000.00		500.00						4,500.00			
10-13-100-5200-6750 Treas Bank Charges	10,500.00	2,055.92	2,055.92	10,500.00	500.00							11,000.00	Large refund in 2024 of \$10k - would be a lot higher without the refund		
10-13-100-5520-6755 Treas Bank Courier Services	2,300.00	3,052.92	3,052.92	2,300.00	1,200.00							3,500.00	Account created in 2024 - will need to be increased		
10-13-100-5200-6215 Treas Payroll and HR Software Fee	38,400.00	38,992.90	38,992.90	38,400.00	600.00		- 39,000.00					-	Transferred to IT Budget		
10-13-100-5200-6820 Treas Over/Under-Bank/Cash	-	-	271.42	-	-							-			
10-13-100-5200-9100 Treas Trsf To Reserve Fund	-	-	-	-	-				75,000.00			-	Financial Software not supported after 2019 - Have 5 years to save. Will need new software and assistance to implement		
10-13-100-5210-6750 Treas - Bank S/C-Recreation Account	11,000.00	19,086.38	19,086.38	11,000.00	1,000.00							12,000.00			
Total Finance Administration Expenditures	1,216,756.00	1,146,000.27	1,146,000.27	1,216,756.00	73,887.00	500.00	- 39,000.00	-	75,000.00	-	56,000.00	1,271,143.00			
Tax Expenditures:															
10-13-135-5250-6200 Tax Preparation	5,000.00	2,461.31	2,461.31	5,000.00								5,000.00			
10-13-135-5250-6340 Tax Legal Fees & Assem Base Mgt Expenses	5,000.00	4,947.12	4,947.12	5,000.00		1,000.00						6,000.00	Dealing with Gravel Pit Appeals		
10-13-135-5250-6360 Tax Sale/Registration	-	-	3,604.70	-	-							-			
10-13-135-5250-6420 Tax Membership-Prof Assoc	1,020.00	1,017.60	1,017.60	1,020.00	100.00							1,120.00			

	2024	2024	Estimated		2024	2025	Service	2025	2025		2025	2025	
	Budget	YTD (12/31/24)	2024		BUDGET	Inflation	Level	Internal	2025	2025	Budget	Budget	
10-13-135-5250-6810 Tax Write-Offs - Township	60,000.00	39,077.70	39,077.70		60,000.00		10,000.00						Needs to be increased - Average \$67,000 - Will need to continue to be increased annually
10-13-135-5250-6400 Tax Mileage	500.00	-	-		500.00								
10-13-135-5260-6810 Tax Senior Rebate Program	37,000.00	32,305.00	32,305.00		37,000.00								
10-13-360-5250-6810 Tax Write-Offs-St. Lights	-				-								
Total Tax Expenditures	108,520.00	76,204.03	76,204.03		108,520.00	100.00	11,000.00	-	-	-	-	119,620.00	
Golf Tournament Expense													
10-60-765-7800-6620 Tour Promotional Material	4,000.00	3,506.91	3,506.91		4,000.00	-	-					4,000.00	
10-13-100-7810-6620 Golf Tournament Expense	28,250.00	27,220.00	27,220.00		28,250.00							28,250.00	
Golf Tournament Expense	32,250.00	30,726.91	30,726.91		32,250.00	-	-	-	-	-	-	32,250.00	
Total Treasury Department Expenditures	1,357,526.00	1,252,931.21	1,252,931.21		1,357,526.00	73,987.00	11,500.00 - 39,000.00	-	75,000.00	-	56,000.00	1,423,013.00	
Net Treasury Department	1,015,261.00	785,442.28	785,442.28		1,015,261.00	28,987.00	11,500.00 - 39,000.00	-	-	-	1,000.00	1,015,748.00	

Departmental Levy \$ Increase for 2025
Departmental Levy % Increase for 2025

487.00
0.05%



**Township of Brock
Budget 2025
Operating Business Case Explanation**

Department: Finance Department
Expense Type (Highlight which type): Staff Request
New Service, Project or Initiative
Expanded Level of Service
Project/Expense Name: Financial Software Replacement
Total \$ Increase for 2025: \$75,000
Proposed Funding Source: Rate Stabilization Reserve

Executive Summary: In late September 2024, the Township received word that Microsoft Dynamics announced that they will be ending product support and Updates for Dynamics GP (the Township's Financial Software) on September 30, 2029.

Background: The Township of Brock, like many other municipalities, has been using Microsoft Dynamics Great Plains for many years now and this product is no longer going to be supported in the future by Microsoft.

Several area Treasurers, along with Treasurers in a host of other Ontario municipalities have begun discussions on how to move forward for software transition in the coming years leading up to 2029, however, no decisions have been made yet.

Microsoft is promoting a new product called Microsoft Dynamics 365 Business Central (a cloud based, ERP system), however, staff have not had the opportunity to yet view the software or work on viewing other potential software systems.

Next Steps: It is recommended that throughout 2025, staff commence work to investigate opportunities which might be available in the marketplace and work with other neighbouring municipalities to determine whether economies of scale exist for implementation and purchasing.

In the meantime, staff recommend that the Township begin setting funds aside to support the transition, purchasing and implementation costs and recommend \$75,000 be transferred to reserve for 2025 and that staff report back to Council later in 2025 on estimated next steps and proposed costing, leading in to the 2026 budget.

**Township of Brock
2025 Operating Budget - Final
Taxation**

	2024 Budget	2024 YTD (12/31/24)	Estimated 2024 Y/E		2024 BUDGET	2025 Inflation	2025 New Staffing	2025 New Initiatives	2025 Budget Reductions	2025 Budget
Taxation										
10-10-900-0000-4200 PIL's Brock Township	- 305,000.00	- 238,250.00	- 238,250.00		- 305,000.00	- 7,000.00				- 312,000.00
10-10-900-0000-4100 Supp - Brock	- 70,000.00	- 57,012.00	- 57,012.00		- 70,000.00					- 70,000.00
10-10-100-0000-5100 Tax Interest/Penalty	- 370,000.00	- 504,250.62	- 504,250.62		- 370,000.00	- 60,000.00				- 430,000.00
	<u>- 745,000.00</u>	<u>- 799,512.62</u>	<u>- 799,512.62</u>		<u>- 745,000.00</u>	<u>- 67,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>- 812,000.00</u>

Departmental Levy Derease \$ for 2024
Departmental Levy Decrease % for 2024

- 67,000.00
-8.99%



Total Proposed Capital Plan for Budget 2025

	<u>\$</u>
Public Works	
Road Rehabilitation	828,000
Gravel Program	500,000
Slurry Seal	210,000
Double Surface Treatment	245,000
H2L	200,000
Sidewalk Installations	265,000
Sidewalk Repairs	31,000
Bridge Needs Study	23,000
Boundary Road Agreement	103,000
Tandem Axle Snowplow Replacement	440,000
Crew Cab Dump Body Pickup Replacement	<u>115,000</u>
	<u><u>2,960,000</u></u>

Parks, IT and Public Buildings

Sunderland Arena	10,200,000
Foster Hewitt Memorial Centre - Dehumidifier	60,000
Foster Hewitt Memorial Centre - IR Unit	60,000
Beaverton Picnic Pavilion	100,000
Beaverton Harbour Washrooms - Drawings	100,000
Beaverton Library Furnaces (2 outdoor units)	80,000
Defibrillator Replacements (5 units)	13,700
Dench Animal Shelter LED Lighting Replacement	20,000
Manilla Hall LED Lighting Replacement	15,000
Manilla Hall Ramp and Stairs	20,000
Security System Retrofitting	2,750
Security Cameras	10,000
IT Device Replacement	<u>18,600</u>
	<u><u>10,700,050</u></u>

Fire & Emergency Services

3 Pumper Truck	<u><u>791,695</u></u>
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Total Capital Program for 2025	<u><u>14,451,745</u></u>
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Township of Brock - 2025 Budget

Public Works Capital Projects with Proposed Funding Source

Project	Budget \$	CCBF \$	OCIF \$	Capital Reserve Roads \$	Capital Reserve Fleet \$	HS Development Charges Roads \$
Road Rehabilitation	828,000		70,511	757,489		
Gravel Program	500,000		500,000			
Slurry Seal	210,000		210,000			
Double Surface Treatment	245,000	225,000				20,000
H2L	200,000			180,000		20,000
Sidewalk Installations	265,000					265,000
Sidewalk Repairs	31,000			31,000		
Bridge Needs Study	23,000	23,000				
Boundary Road Agreement	103,000	103,000				
Tandem Axle Snowplow Replacement	440,000				440,000	
Crew Cab Dump Body Pickup Replacement	115,000				115,000	
	<u>2,960,000</u>	<u>351,000</u>	<u>780,511</u>	<u>968,489</u>	<u>555,000</u>	<u>305,000</u>



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Road Rehabilitation/Repair

Submitted By: James Peitos

Project Start Year: 2025

Project Description/Justification

This project involves various locations in the Township. As per the Township’s four (4) year Road Rehab program approved in 2023, this project will capture road segments that require repair.

Subject to approval, the 2025 budget seeks to include road rehabilitation and repair along various segments of Concession 1 (T), Concession 2 (T) and concession 3 (T), as per locations identified in our Road Rehab Program. By repairing and rehabilitating these roads they will be ready the following year to except the double surface treatment.

Concession 1(T) between Highway 2 and Sideroad 18 and a segment of road between Highway 12 and Side Rd Total: \$283,616.75

Concession 2 (T) Between Simcoe St and Thorah Side Rd and a segment of road west of Thorah Side Rd Total: \$262,688.25

Concession 3 (T) east of Side Road 17 to Highway 12 Total: \$281,695.00

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	828,000.000					
<u>Identified Funding Source</u>						



<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A
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Expected Benefits and Service Level Impacts:

The Road Rehabilitation program is an important operation to ensure municipal road assets remain in good repair. The road rehab program will help bring back roads that are in unsatisfactory condition. This will allow opportunities to further upgrade our roads by using double surface treatment and slurry seal. This will allow safer travel on roads and allow our snowplows to work more efficiently in the winter.

Risk to the Township if Expenditure Not Included in Budget:

Road rehabilitation program is the first step to having the best possible outcome in repairing and upgrading our roads. Choosing to abandon the road rehabilitation program, opens the township to liability with rough and undesirable driving conditions. As well without the road rehab program the success for future double surface and slurry treatment is greatly impacted.

Reference Materials That May Assist With/Strengthen Business Case:

- 2023 Road Rehab Plan
- Corporate Asset Management Strategy
- 2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Gravel Placement

Submitted By: James Peitos

Project Start Year: 2025

Funding: Ontario Communities Infrastructure Fund (OCIF)

Project Description/Justification

This project includes the delivery of gravel material and spreading to various locations, as well as stockpiles for the Beaverton Patrol Yard and the Sunderland Works Yard.

Subject to approval, the 2025 budget seeks to include gravel delivery to various segments of roads identified by staff through site inspections and/or during routine grading operations. Locations will change on an as needed basis and will prioritize evenly across the entire Township. The stockpile option for this project will allow staff the ability to quickly address washout concerns or other areas in need of material on an as needed basis throughout the spring, summer, and fall seasons.

As a result of tried and tested applications of varying gravel materials over the past number of years, the Public Works Department will be taking the opportunity in 2025 to implement gravel options that include a limestone mix. Limestone was tested in the municipality last year on one road (Concession 9 Thorah) and has shown to reduce dust in the summer months. Staff will continue to monitor the application against previous gravel locations to identify where the limestone material may provide more favourable results.



Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$500,000	\$375,000	\$375,000	\$375,000	\$375,000	\$2,000,000
<u>Identified Funding Source</u>	\$500,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

Gravel program is proposed to be entirely funded by OCIF in 2025.

Expected Benefits and Service Level Impacts:

The Gravel Placement program is an important operation to ensure municipal road assets remain in good repair. The surface type for various roadways is decidedly based on what will be the most suitable material for the purpose of the road and/or the traffic capacity the road is meant to withstand. Gravel roadways are typically found throughout the Township’s rural residential and farming road network, accommodating a medium speed limit for local and commercial vehicles, as well as heavy machinery. In accordance with the Public Work’s inhouse routine grading operation, the gravel treatment will ensure that regular local traffic will have a safe and reliable road network that will look to meet or exceed the expected lifespan.

Risk to the Township if Expenditure Not Included in Budget:

The operation of mixing in fresh gravel to local roads on an annual basis will provide a higher chance of meeting the road’s desired life cycle or exceeding it. Choosing to forgo the gravel placement will significantly decrease the integrity of gravel material currently on the road and may pose considerable risk to the road structure. The gravel placement program ensures that Public Work’s staff have the resources required to maintain the gravel road network to a sufficient and safe service level for all users. Working fresh gravel into specific challenging areas will allow a structured road to have the surface stability required to withstand the local heavy traffic it sees on a routine basis. When gravel placement is ignored or spread in minimal quantities, the road may be susceptible to several risks including, but not limited to, washouts, base rock surfacing, clumping of different materials, negative compaction, an increase in dust, large tire ruts, etc.



Limestone in particular may generate complaints with respect to limestone fines being caked on to the underside of vehicles and residents may blame the limestone for premature failure on certain components of their vehicles. Limestone is better used when being immediately covered with Hot Mix Asphalt or a Double Surface Treatment. Staff acknowledge that Granular A is a finite commodity, and sources of granular A are harder to find. Even when a new source is found it is increasingly difficult to get the source licenced under the Aggregate Act.

Reference Materials That May Assist With/Strengthen Business Case:

2023 Road Rehab Plan
Corporate Asset Management Strategy
2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Slurry Seal

Submitted By: James Peitos

Project Start Year: 2025

Funding Source: OCIF

Project Description/Justification

This project includes a Slurry seal treatment along various roadways in Township. As per the Township’s four (4) year Road Rehab program approved in 2023, this project will capture road segments that were returned to gravel in 2024.

Subject to approval, the 2025 budget seeks to slurry seal treatment along various segments of Concession 14 (B), Concession 11 (B) and concession 13(B), as per locations identified in year two (2) of the Road Rehab Program. By placing slurry seal on the double surface treatment on the mention roads above, these road segments will have completed the full rehab program for these locations in 2025

Concession 11(B) West of Highway 2 to Side Road 18 and road segments west of Highway 12 to side road 18

Total: \$40,557.00

Concession 13(B) East of Highway 12 to Side Road 18

Total: \$97,196.00

Concession 14(B) East of Highway 12 to Side Road 18 and a segment of road east of Side Road 18

Total: \$ 72,247.00

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
<u>Total Expenditure</u> \$	\$210,000	\$210,000	\$210,000	\$210,000		



<u>Identified Funding Source</u>						
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

The slurry seal program is proposed to be funded entirely from OCIF in 2025.

Expected Benefits and Service Level Impacts:

The slurry seal program is an important operation to ensure municipal road assets remain in good repair. The surface type for various roadways is decided based on what will be the most suitable material for the purpose of the road and/or the traffic capacity the road is meant to withstand. Slurry Seal will be used on roads that have been rehabilitated to a double surface treatment. The slurry seal will help preserve the double surface treatment along with providing a new driving surface. This will accommodate a medium to high-speed limit for local and commuter passenger/commercial vehicles. In accordance with the four (4) year Road Rehab Program, the slurry treatment will ensure that regular commuter traffic will have a safe and reliable road network that will look to meet or exceed the expected lifespan.

Risk to the Township if Expenditure Not Included in Budget:

By placing slurry seal on double surfaced roads on an annual basis, the roadway will have a higher chance of meeting the desired life cycle or exceeding it. Choosing to forgo the slurry seal schedule will decrease the integrity of double surface treatment. Selected roads identified through the Road Rehab. Choosing to forgo application at these locations for 2025 will significantly alter staff’s ability to maintain positive drainage and adequate grading moving forward, while also increasing the chance for an entire road segment re-build prior to meeting the desired life cycle.

Reference Materials That May Assist With/Strengthen Business Case:

- 2023 Road Rehab Plan
- Corporate Asset Management Strategy
- 2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Double Surface Treatment

Submitted By: James Peitos

Project Start Year: 2025

Funding: Development Charges and CCBF (Gas Tax)

Project Description/Justification

This project includes a double surface treatment along various roadways throughout the Township. As per the Township's four (4) year Road Rehab program approved in 2023, this project will capture road segments that were returned to gravel in 2024.

Subject to approval, the 2025 budget seeks to include double surface treatment along various segments of Simcoe St., Concession 14 (B), and Concession 11 (B), as per locations identified in year two (2) of the Road Rehab Program. By returning these road segments to a double surface treatment, they will be ready to receive a slurry seal treatment in 2026, completing the full rehab program for these locations.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$245,000	\$245,000	\$245,000	\$245,000	\$245,000	<u>\$1,225,000</u>
<u>Identified Funding Source</u>	<u>\$245,000</u>					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

The proposed funding source for DST in 2025 is as follows:

\$24,500 from Development Charges; and

\$225,000 from Canadian Communities Building Fund (Gas Tax)



Expected Benefits and Service Level Impacts:

The Double Surface Treatment program is an important operation to ensure municipal road assets remain in good repair. The surface type for various roadways is decided based on what will be the most suitable material for the purpose of the road and/or the traffic capacity the road is meant to withstand. Double Surface Treated roadways are typically found throughout the Township's rural residential road network, accommodating a medium to high-speed limit for local and commuter passenger/commercial vehicles. In accordance with the four (4) year Road Rehab Program, the double surface treatment will ensure that regular commuter traffic will have a safe and reliable road network that will look to meet or exceed the expected lifespan.

Risk to the Township if Expenditure Not Included in Budget:

By resurfacing segments of double surfaced roads on an annual basis, the roadway will have a higher chance of meeting the desired life cycle or exceeding it. Choosing to forgo the resurfacing schedule will significantly decrease the integrity of gravel material prepared in advance of receiving double surface treatment. Selected roads identified through the Road Rehab Program are returned to gravel for a period of up to one (1) year to allow for natural compaction prior to being returned to a double surface treatment. Failing to meet these timeline recommendations may pose risks for the future success of double surface treatment applications. Choosing to forgo application at these locations for 2025 will significantly alter staff's ability to maintain positive drainage and adequate grading moving forward, while also increasing the chance for an entire road segment re-build prior to meeting the desired life cycle.

Reference Materials That May Assist With/Strengthen Business Case:

2023 Road Rehab Plan
Corporate Asset Management Strategy
2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: HL2 Asphalt Resurfacing

Submitted By: James Peitos

Project Start Year: 2025

Funding: Development Charges and Capital Reserves

Project Description/Justification

This project includes HL2 or HL3 (where applicable) asphalt resurfacing for various roadways in Town. Each year, staff identify sections of roadways in need of resurfacing as per regular condition assessments and in conjunction with the most current Roads Needs Study.

Subject to approval, the 2025 budget seeks to include resurfacing segments of road along Doble St., Pine St., Windor Crt., Laidlaw St. N., and North St. Segments of road have been determined as those areas most in need of repair, however locations may vary on an as needed basis should any segments worsen quicker than others over the course of the winter season.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
<u>Total Expenditure\$</u>	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<u>Identified Funding Source</u>	\$200,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

The HL2 Program is proposed to be funded in 2025 as follows:

\$20,000 from Development Charges; and

\$180,000 from Public Works Capital Reserve



Expected Benefits and Service Level Impacts:

The Asphalt Resurfacing program is an important operation to ensure municipal road assets remain in good repair. The surface type for various roadways is decided based on what will be the most suitable material for the purpose of the road and/or the traffic capacity the road is meant to withstand. HL2 and HL3 surfaces are typically found within Town on local/residential roads, accommodating a low-speed limit and mainly local passenger vehicles. Following an annual resurfacing plan will ensure that in-town residents have a safe and reliable road network that will look to meet or exceed the expected lifespan.

Risk to the Township if Expenditure Not Included in Budget:

By resurfacing segments of asphalt roads on an annual basis, the roadway will have a higher chance of meeting the desired life cycle or exceeding it. Choosing to forgo the resurfacing schedule may increase the chance of the base layer or infrastructure failing sooner than expected. Overtime asphalt surfaces will develop pressure cracks, allowing for water retention that may not encourage the water to drain in accordance with the engineered design. Routine resurfacing encourages positive drainage and protects local infrastructure and base layers. The out of service time for infrastructure repairs or full road repairs along an asphalt surface come with lengthy service disruptions, which is not favourable to the residents these roads typically serve.

Reference Materials That May Assist With/Strengthen Business Case:

Corporate Asset Management Strategy
2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Sidewalk Installations and Repairs

Submitted By: James Peitos

Project Start Year: 2025

Funding: Development Charges and Public Works Capital Reserve

Project Description/Justification

This sidewalk master plan was created in 2018 through in consultation with the Brock Accessibility Advisory Committee (BAAC). The proposal was to limit the liability of sidewalks not maintained in the winter. Staff are currently proposing a monolithic sidewalk design in areas deemed necessary to avoid relocation of existing infrastructure and removal of mature trees. By incorporating a monolithic sidewalk, the Township will avoid seeking additional funds for infrastructure relocation and tree removal.

Subject to approval, based on the sidewalk master plan (2023), the recommendation is to allocate \$31,000.00 for sidewalk replacement and \$265,000.00 for new sidewalk installation. This will allow for approximately 1400 l.f of sidewalk each year.

The proposed location for new sidewalk is as follows:

- Gibb Street, Cannington from Laidlaw St. S. to St. John St.
- Davidson Street, Cannington from Laidlaw St. S. to Peace St. (south side)
- Shedden Street, Cannington from Laidlaw St. S. to Peace St. north side
- Elliot Street, Cannington from St. John St. to Peace St.
- Main Street West, Beaverton from Nine Mile Road to Parklawn Blvd.
- Main Street West, Beaverton from Nine Mile Road to Parklawn Blvd.

Removal Replacement:

- Munro Street, Cannington from St. John St. to Peace St.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
<u>Total Expenditure</u>	\$296,000					



<u>Identified Funding Source</u>						
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

It is proposed that the sidewalk replacement expenses of approximately \$31,000 will be funded from the Public Works Capital Reserve and the new sidewalk installation of approximately \$265,000 will be funded from Development Charges.

Expected Benefits and Service Level Impacts:

The sidewalk program is an important operation to ensure municipal road adjacent facilities remain safe for pedestrians. The location of the new sidewalks will also benefit pedestrians with disabilities allowing them safe access to travel. As the township grows in population over the coming years, new and replacement sidewalks will be a vital addition to safeguarding local infrastructure and allowing for safe pedestrian use, while also not impeding the natural flow of traffic.

Risk to the Township if Expenditure Not Included in Budget:

By replacing and adding new sidewalks, as per the Sidewalk Master Plan, the Township ensures pedestrians have safe access to navigate through the three (3) main residential communities. Choosing to forgo the sidewalk plan will open potential liability to the town in the form of trip and fall risks on sub-standard side walks. Forgoing new sidewalk installations poses an increased risk for pedestrian safety in the ever-growing communities of Sunderland, Cannington, and Beaverton.

Reference Materials That May Assist With/Strengthen Business Case:

- Sidewalk Master Plan 2023
- Corporate Asset Management Strategy
- Brock Accessibility Advisory Committee (BAAC).



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Bridge Need Study - Beaverton Dam Study

Submitted By: Ben Kester, CET, CRs-s

Project Start Year: 2025

Funding: Canadian Communities Building Fund (CCBF)

Project Description/Justification

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one-year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$23,000		\$24,500		\$25,850	
<u>Identified Funding Source</u>	\$23,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

The proposed funding source for the Bridge Needs Study in 2025 is the Canadian Communities Building Fund (Gas Tax).

Expected Benefits and Service Level Impacts:

The Bridge needs study is a vital contribution to the township as it ensures that bridges and structures remain up to date and safe to the public.



Risk to the Township if Expenditure Not Included in Budget:

Should the Township forgo this study, there will be an increased chance of unforeseen failure to local structures, opening the Township to liability with unsafe infrastructure. Furthermore, the Township will be in breach of the Provincially legislated requirements that require structures to be inspected.

Reference Materials That May Assist With/Strengthen Business Case:

2023 Structure Inspections Summary Report (Chisholm, Fleming and Associates)



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Boundary Road Agreement

Submitted By: Ben Kester

Project Start Year: 2025

Funding: Canadian Communities Building Fund (CCBF)

Project Description/Justification

This project includes the Townships portion of 50% of the cost to cover a double surface treatment along Kydd Rd., which borders Brock and Uxbridge Township. As per the Township's boundary road agreement with the Township of Uxbridge, Uxbridge Public Works staff undertook a road rehabilitation project along Kydd Rd. in 2024. Similar in nature to Brock Township's Road Rehab program, Uxbridge staff have indicated that Kydd Rd. will be ready to receive a double surface treatment in 2025 and 50% of the forecasted budget to complete this treatment has been provided.

In accordance with the Boundary Road Agreement between both Townships, Uxbridge will be responsible for tendering, awarding, and administering this contract, while providing regular scheduling communication as needed to Brock Township staff.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$103,000					\$103,000
<u>Identified Funding Source</u>	\$103,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A

The proposed funding source for the Boundary Road Agreement is CCBF for 2025.



Expected Benefits and Service Level Impacts:

The Double Surface Treatment program is an important operation to ensure municipal road assets remain in good repair. The surface type for various roadways is decided based on what will be the most suitable material for the purpose of the road and/or the traffic capacity the road is meant to withstand. Double Surface Treated roadways are typically found throughout the Township's rural residential road network, accommodating a medium to high-speed limit for local and commuter passenger/commercial vehicles. This project has been identified to be hard surfaced through Uxbridge Township's Gravel Road Conversion program and will be solely administered Uxbridge staff. The other benefit is that by hard surfacing the road, less chloride will be released into the environment (no yearly dust control).

Risk to the Township if Expenditure Not Included in Budget:

By resurfacing segments of double surfaced roads on an annual basis, the roadway will have a higher chance of meeting the desired life cycle or exceeding it. Choosing to forgo the resurfacing schedule will significantly decrease the integrity of gravel material prepared in advance of receiving double surface treatment. Kydd Rd. was identified through the Township of Uxbridge's Gravel Road Conversion program that has been on going for at least 15 years. Failing to meet these timeline recommendations may pose risks for the future success of double surface treatment applications. Additionally, choosing to forgo application at this location will make it necessary to add more gravel to the road prior to installing the double surface treatment.

Reference Materials That May Assist With/Strengthen Business Case:

2023 Road Rehab Plan
Corporate Asset Management Strategy
2023 Roads Needs Study



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Vehicle Unit #19 – Tandem Axle Snowplow

Submitted By: Dylan Quigley

Project Start Year: 2025

Funding: Public Works Fleet Reserve

Project Description/Justification

This project includes the replacement of snowplow unit #19 within the Public Works Section.

Snowplow unit #19 has exceeded its anticipated life expectancy (15 years) within the Public Works section. It is recommended that this unit be replaced to provide safe and reliable snow clearing services in accordance with the Township’s winter maintenance program, as well as readily available for larger roads maintenance projects in the remaining months.

The purpose of the Township’s fleet of snowplows is to respond in a timely fashion to winter weather events to clear or reduce snow and ice build-up as per the timelines specified through legislation and the Township’s service level agreements. It is recommended that snowplows are replaced at the end of their scheduled life cycle year as to not risk being removed from service for unplanned repairs.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$440,000					
<u>Identified Funding Source</u>	\$440,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A



Expected Benefits and Service Level Impacts:

The Public Works section maintains all municipal owned arterial, collector, residential, and rural roadways within the Township for the purpose of winter snow and ice removal through combined efforts among all Public Works staff. In a normal winter weather response, the Public Works section has dedicated in-house staff to maintain ten (10) routes, utilizing ten (10) in-house vehicles.

Snowplows sent out for repairs during snow clearing operations are not backfilled with any spares to complete the operation in the most desired timeframe. Unit #19 is a 2013 unit that has been deemed less reliable and more susceptible to unplanned repairs. A replacement snowplow will ensure better reliability, increased efficiency, and minimize the maintenance time and budget required with upkeeping an aging heavy-duty vehicle.

Risk to the Township if Expenditure Not Included in Budget:

Should the Township choose to forgo replacing this vehicle, challenges will significantly increase in staff's ability to keep this snowplow in service. Throughout the entire heavy truck and coach industry, various size fleets are experiencing an increase in frame rail rust separation issues from vehicles manufactured around this time. In accordance with the Ministry of Transportation and the provincial Annual Inspection Certificate program, there is an allowable amount of frame separation before a vehicle is deemed unfit for the road. The frame rail separation on unit #19 is becoming increasingly close to exceeding the allowable measurement. Frame rail replacement is not a recommended solution as it comes with lengthy wait times and the cost significantly outweighs the current value of the vehicle.

Additionally, procurement for a snowplow is currently up to two (2) years from date of purchase to delivery. It is recommended that staff begin procurement as soon as possible upon budget approval to ensure a suitable replacement arrives prior to unit #19 being removed from service.

Reference Materials That May Assist With/Strengthen Business Case:

Corporate Asset Management Strategy



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Public Works

Project Name: Vehicle Unit #32 – Crew Cab Dump Body

Submitted By: Dylan Quigley

Project Start Year: 2025

Funding: Public Works Fleet Reserve

Project Description/Justification

This project includes the replacement of unit #32, a medium duty crew cab dump body pickup truck, within the Public Works Section.

Pickup truck unit #32 has exceeded its anticipated life expectancy (7 years) within the Public Works section. It is recommended that this unit be replaced to provide safe and reliable transportation services in support of the Township’s service level agreements all year-round.

Additionally, this replacement will include plow and salter attachments to better prepare staff with the resources required to complete all winter maintenance operations inhouse for future years. The purpose of the Township’s fleet of winter maintenance equipment is to respond in a timely fashion to winter weather events to clear or reduce snow and ice build-up as per the timelines specified through legislation and the Township’s service level agreements.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$115,000					
<u>Identified Funding Source</u>	\$115,000					
<u>Expected Annual Operating Costs</u>	N/A	N/A	N/A	N/A	N/A	N/A



Expected Benefits and Service Level Impacts:

It is recommended that unit #32 be replaced to provide transportation for staff and equipment for the purpose of year-round roads maintenance within the Public Works section. In accordance with recent years' technology advancements, and to comply with a lower emissions fleet where possible, a vehicle of this size and class with medium range annual mileage will be better suited with a gasoline engine. Moreover, this vehicle is recommended to be purchased with a properly manufactured and upfitted frame to support snowplow and drop-in salter equipment. This will allow for Public Works staff to consider reducing the future need for contracted service assistance within the Township's facility parking lots snow clearing program. Returning this service to inhouse staff, provided the appropriate equipment is approved for purchase, will have a cost savings from the contracted service provider currently conducting this service. Moreover, Public Works staff may find that a solely inhouse snow clearing program will provide more accurate data and create for a more manageable operation with consistent response times in accordance with current and future service level agreements.

Risk to the Township if Expenditure Not Included in Budget:

Currently, diesel engines within the medium duty vehicle class can be very timely to repair when it comes to emissions issues. The Provincial government has legislated emission control devices on all diesel engine vehicles from the early 2000's and newer. Unplanned repairs are common for these emission control devices on all class vehicles but can be even more common on vehicles in a lower mileage roll. Commercial diesel engines, along with the emission control devices, are designed for high mileage vehicles or vehicles regularly hauling or towing material and/or equipment. Low mileage diesel vehicles are more prone to experience engine emission issues, which can be quite costly and time consuming to repair. These emission control issues are designed to increase and be harder to diagnose in an aging vehicle of this size and class.

Extending the life cycle of this asset may result in significant service disruptions and an increase cost to keep the vehicle in service.

Reference Materials That May Assist With/Strengthen Business Case:

Corporate Asset Management Strategy

Road and Street Construction - Capital Forecast - 2025 to 2029

Project	2024 \$	2025 \$	2025 Locations/Description	2026 \$	2027 \$	2028 \$	2029 \$
**HL-2 Ultra thin resurfacing (2024 carry forward)	\$ 200,000.00	\$ 200,000.00	Focus on traffic calming areas				
HL-2 Ultra thin resurfacing	\$ 200,000.00	\$ 200,000.00	Laidlaw, Windor, Pine, Doble	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Double Surface Treatment	\$ 550,000.00	\$ 245,000.00	Simcoe, Conc. 14, 3% inflation, 10% contingency	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Slurry Seal	\$ -	\$ 210,000.00	Conc. 13, Conc. 11, Conc. 14, 3% inflation, 10% contingency	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
Gravel Placement	\$ 375,000.00	\$ 500,000.00	Increase in gravel thickness per location. Pricing may change once 2024 tender results come back	\$ 375,000.00	\$ 375,000.00	\$ 375,000.00	\$ 375,000.00
Thorah Island Gravel Program	\$ 30,000.00	\$ -	Nothing planned	\$ -	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Streetlight Capital Works	\$ -	\$ -	Nothing planned	\$ -	\$ -	\$ -	\$ -
Sidewalk Installation - New	\$ 300,000.00	\$ 200,000.00	2025 locations, plus 15% consulting for Elliot, 10% contingency,	\$ 196,000.00	\$ 248,000.00	\$ 270,000.00	\$ 270,000.00
Sidewalk Installation - Removal and Replacement	\$ -	\$ 100,000.00	Munroe replacement, 15% consulting, 10% contingency, 3% inflation	\$ 82,000.00	\$ 24,000.00		
Parking Lot Resurfacing	\$ 75,000.00	\$ -	Nothing planned	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Road Rehabilitation/Repair	\$ 538,000.00	\$ 828,000.00	Based on year 3 locations, pricing provided by contractor thus far, 3% inflation. Budget may change once price increase confirmation is provided by contractor	\$ 538,000.00	\$ -	\$ -	\$ -
Boundary agreement with Uxbridge TWP	\$ 51,000.00	\$ 103,000.00	Price confirmed by Uxbridge on Sept. 12, 2024	\$ -	\$ -	\$ -	\$ -
Bridge Needs Study (Update Every 2 Years)	\$ -	\$ 23,000.00	Price of 2023 study plus 6% inflation	\$ -	\$ 25,000.00	\$ -	\$ -
Roads Need Study (Update Every 5 Years)	\$ -	\$ -	To be completed in 2028	\$ -	\$ -	\$ 40,000.00	
Total Yearly Expenditure	\$2,119,000.00	\$ 2,409,000.00	total does not include 2024 HL-2 carry forward	\$ 1,991,000.00	\$ 1,483,000.00	\$ 1,496,000.00	\$ 1,456,000.00

86	Kubota - ZD 331	Zero Turn	2016	\$25,000	10	2026		\$25,000										
87	Kubota - ZD 331	Zero Turn	2017	\$25,000	10	2027												
88	Kubota - F3990	Sunderland Sidewalks	2019	\$65,000	10	2029												
89	Kubota - F3990	Sidewalks	2020	\$65,000	10	2030												
90	Kubota - F3990	Sidewalks	2020	\$65,000	10	2030												
91	Kubota - ZD1200-3	Grass Crew	2020	\$25,000	10	2030												
92	Kubota - ZD1200-3	Grass Crew	2020	\$25,000	10	2030												
95	Kubota - F3060	Sidewalks	2021	\$55,000	10	2031												
96	Kubota F2690	Grass Crew	2022	\$25,000	10	2032												
	Hot Box	Asphalt Paver	2022	\$72,000	15	2037												
New	Zamboni (Electric)	Beaverton Arena	2023	\$140,000	20	2043												\$140,000
	Zamboni	Cannington Arena	2019	\$100,000	20	2039												
New	Zamboni (Electric)	Sunderland Arena	2024	\$140,000	20	2044												
	Zamboni	Sunderland Arena	2000	\$100,000	18	2020												
	Ice Edger	Beaverton Arena	2017	\$5,500	10	2027			\$5,500									
	Ice Edger	Cannington Arena	2017	\$5,500	10	2027			\$5,500									
	Ice Edger	Sunderland Arena	2017	\$5,500	10	2027			\$5,500									
49		Slip in Fuel tank	2024															
93	Vermeer	Wood Chipper	2021	\$80,000	10	2031												\$80,000
94	MF Tractor	MF4710 (with side mount mower)	2021	\$135,000	10	2031												\$135,000
NEW (#97)	Caterpillar Excavator	M314F (with attachments)	2019	\$484,000	15	2034												
NEW	Poly Water Tank		2023	\$40,000	15	2038												
				\$11,680,000				\$555,000	\$655,000	\$936,500	\$959,000	\$1,171,000	\$1,125,000	\$870,000	\$835,000	\$440,000	\$140,000	

\$555,000	\$655,000	\$936,500	\$959,000	\$1,171,000	\$1,125,000	\$870,000	\$835,000	\$440,000
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Township of Brock -2025 Budget

Parks, IT and Public Buildings Capital Projects with Proposed Funding Source

Project	Budget \$	ICIP \$	SS Development Charges Parks \$	Beaverton Arena Reserve \$	Sunderland Arena Reserve \$	Donations \$	Public Buildings Reserve \$	CSRIF Grant \$	DRPS Grant \$	Beaverton Lions \$	Cash In Lieu of Parkland \$	IT Reserve \$	Manilla Hall Reserve \$
Sunderland Arena	10,200,000	5,485,084	3,064,695		625,221	1,025,000							
Foster Hewitt Memorial Centre - Dehumidifier	60,000			30,000				30,000					
Foster Hewitt Memorial Centre - IR Unit	60,000			30,000				30,000					
Beaverton Picnic Pavilion	100,000		75,000							25,000			
Beaverton Harbour Washrooms - Drawings	100,000										100,000		
Beaverton Library Furnaces (2 outdoor units)	80,000						80,000						
Defibrillator Replacements (5 units)	13,700						13,700						
Dench Animal Shelter LED Lighting Replacement	20,000						20,000						
Manilla Hall LED Lighting Replacement	15,000						15,000						
Manilla Hall Ramp and Stairs	20,000												20,000
IT Device Replacement	18,600											18,600	
Security System Retrofitting	2,750						2,750						
Security Cameras	10,000						5,000		5,000				
	<u>10,700,050</u>	<u>5,485,084</u>	<u>3,139,695</u>	<u>60,000</u>	<u>625,221</u>	<u>1,025,000</u>	<u>136,450</u>	<u>60,000</u>	<u>5,000</u>	<u>25,000</u>	<u>100,000</u>	<u>18,600</u>	<u>20,000</u>



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
Project Name: Dehumidifier Replacement
Submitted By: Wayne Ward
Project Start Year: 2025
Funding: Proposed to be Funded from the Community Sport and Recreation Infrastructure Fund (50%) and the Beaverton Arena Reserve (50%)

Project Description/Justification

One of the two current dehumidifiers in the Foster Hewitt Memorial Community Centre is a 1995 Freon refrigerant dehumidifier. This unit is well past its life span of around 15 years.

Freon refrigerant is a known ozone depleting compound and is regulated. In the event of a failure of the unit the freon could be discharged into the environment. There could also be some health effects if any person is in close proximity to the unit and if in the path of the release. This is highly unlikely due to the location of the unit however Freon is heavier than air and will dissipate to low areas. The dehumidifier is located close to an emergency exit in the arena area and any refrigerant could be easily addressed by opening the door to allow for natural ventilation.

Replacement of this unit will provide improved dehumidification in the ice surface area and will likely reduce load on the other unit and likely reduced run time of the two units.

This is being included as part of the Community Sport and Recreation Infrastructure Fund application.

Should the Township not be approved for Community Sport and Recreation Infrastructure Funding, this project is still required to be moved forward in 2025 and it is proposed to then be entirely funded by the Beaverton Arena Reserve.



Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$60,000					\$60,000
<u>Identified Funding Source</u>	\$60,000					\$60,000
<u>Expected Annual Operating Costs</u>						

The proposed funding source for the Dehumidifier Replacement Project is 50% or approximately \$30,000 from the Community Sport and Recreation Infrastructure Fund and the remaining 50% or \$30,000 from the Beaverton Arena Reserve.

Expected Benefits and Service Level Impacts:

Replacement of the Freon dehumidifier will provide improved dehumidification in the arena ice surface area, improved ice and better safety for the users and environment in the event of a failure of the refrigeration system of the dehumidifier.

Reduced run time and load on the electric desiccant dehumidifier at the north end of the arena is possible.

Risk to the Township if Expenditure Not Included in Budget:

Potential for failure of the unit could result in release of ozone depleting compounds into the environment. Decreased dehumidification in the ice surface area near the warm lobby area thus creating increased condensation and could result in slippery areas on walkways and bleachers.

Increased reliance on one dehumidifier to cover a greater area possibly reducing its useful life span.



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
Project Name: Seasonal Ice Control Unit Replacement
Submitted By: Wayne Ward
Project Start Year: 2025
Funding: Proposed to be Funded from the Community Sport and Recreation Infrastructure Fund (50%) and the Beaverton Arena Reserve (50%)

Project Description/Justification

The existing infrared seasonal ice control unit at the Foster Hewitt Memorial Community Centre is no longer operational.

This unit is an integral component of the refrigeration system as it provides real time ice surface temperature information to the main control system. This unit allows the main controller unit to determine the thresholds for activation of the compressor units for temperature control of the ice pad.

This is being included as part of the Community Sport and Recreation Infrastructure Fund application.

Should the Township not be approved for Community Sport and Recreation Infrastructure Funding, this project is still required to be moved forward in 2025 and it is proposed to then be entirely funded by the Beaverton Arena Reserve.



Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$60,000					\$60,000
<u>Identified Funding Source</u>	\$60,000					
<u>Expected Annual Operating Costs</u>						

The proposed funding source for the Seasonal Ice Control Unit Project is 50% or approximately \$30,000 from the Community Sport and Recreation Infrastructure Fund and the remaining 50% or \$30,000 from the Beaverton Arena Reserve.

Expected Benefits and Service Level Impacts:

Improved ice temperature control through automation. Reduced dependency on staff to take temperature readings manually and inconsistency in locations of readings being taken.

Risk to the Township if Expenditure Not Included in Budget:

Reduced optimization of automated control equipment to provide the best possible ice surface.



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
 Project Name: Beaverton Fairgrounds Picnic Pavilion
 Submitted By: Wayne Ward
 Project Start Year: 2025
 Funding: Development Charges and Donation from Beaverton Lions Club

Project Description/Justification

The waterfront and open space plan identified a desire to introduce a picnic pavilion into the Beaverton Fairgrounds. This was also identified as a project that the Beaverton Lions Club would like to be involved in as a supporting partner.

This new picnic pavilion would provide a new covered space to be used for picnics, community events, baseball tournaments, etc.

This new structure would be created to be fully accessible with a concrete pad and would be connected to parking areas with an accessible path.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
<u>Total Expenditure</u> \$	100,000					150,000
<u>Identified Funding Source</u>	\$100,000					\$100,000
<u>Expected Annual Operating Costs</u>						



The Beaverton Picnic Pavilion is proposed to be funded in 2025 with a draw of \$75,000 from the Development Charges and a donation of \$25,000 from the Beaverton Lions Club.

Expected Benefits and Service Level Impacts:

A new community use structure of this type in the Beaverton Fairgrounds will provide new opportunities for the public and community groups to hold events, be used for shelter from rain or sun and adds to the usability of the fairground area.

Similar to the existing picnic shelters in Cannington and Sunderland which are used by the general public, community groups, sports organizations, service providers and others, this new structure will be able to provide an area for multiple uses.

Risk to the Township if Expenditure Not Included in Budget:

The only risk from this not being included is the potential loss of partial funding by the Beaverton Lions Club.



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
Project Name: Beaverton Harbour Washroom Replacement
Submitted By: Wayne Ward
Project Start Year: 2025
Funding: Cash in Lieu of Parkland

Project Description/Justification

The parks, recreation and culture master plan as well as the waterfront and open space plan identified the replacement of the current seasonal washrooms located near the Beaverton Harbour as a need from the community.

The current washrooms are only seasonal and are showing signs of construction failure. The block work is separating as the building is located on the top of the hill overlooking the boat launch parking lot. The doors to access the washrooms are not able to easily open or close due to the shifting of the building.

The fixtures in the washrooms are aged and do not meet accessibility requirements. The fixtures are also not very efficient in water conservation and have a limited number of water closets. The washrooms are also gender specific and do not have a non-gender option or a family use option.

Introduction of new permanent washrooms would also reduce the need to rent portable toilets to be placed near the splash pad for seasonal use. If made to be year-round serviceable, this would also eliminate the need for portable washrooms for the winter season near the pier for ice fishing or snowmobiling.

The budget of \$100,000 for 2025 would be used to have drawings prepared by an architect and to be provided for request for proposal to gather more accurate pricing for budget preparation for 2026 construction.

These costs are based on a staff report from the Township of Scugog for a similar project at Palmer Park. The proposal from staff did not have heating or cooling incorporated into the washrooms and only had them as seasonal use.

There are options for cold weather heat pumps to be utilized for this building to provide heating during colder weather. This would also be used to maintain the services from



having to be shut down during the winter and would reduce costs for contractors having to attend to perform this function.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	100,000	350,000				450,000
<u>Identified Funding Source</u>	Cash in lieu of parkland	TBD				
<u>Expected Annual Operating Costs</u>	No changes	TBD	TBD	TBD	TBD	TBD

Expected Benefits and Service Level Impacts:

This replacement structure will provide a better level of service for the public with more accessible and up to date washroom facilities near the harbour. The current structure has limited accessibility function.

New washrooms will allow for non-gender specific washrooms and will be equipped with more efficient fixtures and lighting providing reduced water and electrical consumption. Proximity sensors for lighting can help manage electricity use and new LED fixtures will ensure a longer life span and can reduce the number of fixtures required. Exterior fixtures can be placed to reduce excessive light “bleed” during nighttime. Low flush fixtures and motion activated to reduce water consumption.

By including children change tables in all washrooms this provides opportunities for better service for families and/or all care givers to provide a safe location for this purpose.



Risk to the Township if Expenditure Not Included in Budget:

Should this not proceed the existing structure will continue to deteriorate in condition. Eventually the doors on this building will not function and the structure may need to be closed for public safety.

Additional costs for rental portable toilets near the splash pad will continue to be an operating budget item.

Reference Materials That May Assist With/Strengthen Business Case:

Waterfront and Open Space Plan.

Parks, Recreation and Culture Master Plan

Township of Scugog Staff Report, PWIS-2022-027



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
 Project Name: Beaverton Library Furnace Replacements
 Submitted By: Wayne Ward
 Project Start Year: 2025

Project Description/Justification

In mid November 2024 one of the ground mounted rooftop heating and cooling units suffered a malfunction of one of the internal components in one of the two units. These units are 2001 model year and many parts are listed as End of Life and are no longer available for replacement or repair purposes.

These two HVAC units provide the heating and cooling for the entire Beaverton Public Library branch.

Pricing provided below is for the cost of a like for like replacement. Staff are investigating alternative options such as air source heat pumps.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one-year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	80,000					80,000
<u>Identified Funding Source</u>	Building Capital Reserve					Building Capital Reserve
<u>Expected Annual Operating Costs</u>						



Expected Benefits and Service Level Impacts:

Replacement units will likely be more energy efficient than those of 24 years ago. This would likely result in lower operating costs as well as a reduction in GHG's.

Risk to the Township if Expenditure Not Included in Budget:

The one unit is currently working with parts not built for this unit to keep it operating until budget approval and a replacement unit can be ordered and installed.

Replacement of the second unit, which is the same model year as the first one, will reduce the likelihood of failure.

Reference Materials That May Assist With/Strengthen Business Case:



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities

Project Name: Defibrillator Replacements

Submitted By: Wayne Ward

Project Start Year: 2025

Project Description/Justification

The current defibrillators are at end of life and are no longer supported for upgrades and are becoming very difficult to obtain replacement pads and batteries.

To provide the same level of service as we currently are it is recommended that the defibrillators at the three arenas, Beaverton Town Hall and municipal administration building be replaced.

The proposed replacements will be the same manufacturer as the units deployed by Brock Township Fire Services as well as the Region of Durham Paramedic Services.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	13,700					13,700
<u>Identified Funding Source</u>	Building Capital Reserve					
<u>Expected Annual Operating Costs</u>		500	500	500	500	2,000



Expected Benefits and Service Level Impacts:

Should the public access defibrillator at any of these sites be deployed the pads may be compatible with the professional rescuer defibrillators and may reduce the time between transferring from lay-rescuer to professional rescuer. This typically has a better patient outcome.

No change to current level of service is anticipated.

Risk to the Township if Expenditure Not Included in Budget:

As the current defibrillators come to end of life this reduces the level of service within the specified buildings and may result in a reduced positive outcome in the event of a defibrillator being used on anyone requiring this type of assistance.

Reference Materials That May Assist With/Strengthen Business Case:

N/A



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities

Project Name: LED Lighting Replacements

Submitted By: Wayne Ward

Project Start Year: 2025

Project Description/Justification

It has been determined through facility inspections while preparing information for Asset Management that many Township facilities are equipped with fluorescent lighting units.

The Canadian government has started a phase out of fluorescent lighting with the ban on manufacturing and importation as of December 31, 2025, an exemption period for replacements until December 31, 2027 and a complete sales prohibition by 2029.

To ensure all facilities are changed over to LED lighting prior to these restrictions and bans coming into effect a tiered approach to lighting replacements is recommended.

The replacement of existing lighting to LED also reduces the energy consumption of the building, can be tailored to the needs of the facility to provide the correct brightness and color tones to ensure adequate lighting for the use and atmosphere of the facility and its uses. It has also been noted during the installation of LED lighting in the municipal administration building along with the Beaverton and Cannington library branches, that a reduction in light fixtures may be able to be made as the newer LED lights provide greater light output.

It is proposed that two facilities be completed in 2025 and increase the number of buildings to between five and eight buildings per year until completion in 2029. Any buildings that may be renovated or replaced during this time frame would be excluded from this list.

The recommended facilities for 2025 are the Manilla Community Hall and the Dench Animal Shelter.

Buildings that have not yet been retrofitted or built with LED are:

- Beaverton Town Hall
- Cannington Town Hall, second floor



- Sunderland Town Hall
- Manilla Community Hall
- Wilfrid Community Hall
- Sunderland Historical Society
- Sunderland Garage
- Cannington Garage
- Beaverton Garage
- Beaverton Patrol Yard, original building
- Beaverton Medical Centre
- Sunderland Medical Centre
- Foster Hewitt Memorial Community Centre
- Rick MacLeish Memorial Community Centre
- Sunderland Memorial Arena
- Beaverton Fire Station, except apparatus floor area
- Cannington Fire Station
- Sunderland Fire Station
- Dench Animal Shelter
- Cannington Lawn Bowling Club
- Beaverton baseball diamond and harbour public washrooms
- Cannington MacLeod Park public washrooms
- Sunderland fairgrounds concession booths and horse barn

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one-year increase):

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$
<u>Total Expenditure</u> \$	35,000	100,000	100,000	100,000	150,000	485,000
<u>Identified Funding Source</u>	Building Capital Reserve	Building Capital Reserve	Building Capital Reserve	Building Capital Reserve	Building Capital Reserve	Building Capital Reserve
<u>Expected Annual Operating Costs</u>						



Expected Benefits and Service Level Impacts:

Energy consumption should be observed at each location as lighting is retrofitted. Reduced purchasing of replacement bulbs, ballasts and lenses should also be realized. There should also be a reduction in service calls for electricians as the LED lights typically have a greater life span than conventional lighting.

Lighting that is more adaptable to the location that it is being installed in may reduce glare and light sensitivity.

Risk to the Township if Expenditure Not Included in Budget:

With the pending bans on fluorescent lighting products and components should the Township not phase in retrofitting of new lighting products there will be a point in time where buildings will not be able to operate due to lack of lighting fixtures.

Reference Materials That May Assist With/Strengthen Business Case:

N/A



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
 Project Name: Manilla Hall entrance ramp and stair replacement
 Submitted By: Wayne Ward
 Project Start Year: 2025
 Funding: Manilla Hall Reserves

Project Description/Justification

The existing ramp and stairs at Manilla Hall are wooden and have been receiving repairs over the past couple of years. Replacement with concrete steps and ramp will provide a longer lasting surface thus reducing the repairs necessary to maintain the ramp and stairs.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	\$20,000					\$20,000
<u>Identified Funding Source</u>	\$20,000					
<u>Expected Annual Operating Costs</u>	N/A					



Expected Benefits and Service Level Impacts:

Replacement of the Manilla Hall ramp and steps will provide a longer lasting surface and will be designed to current AODA requirements to ensure appropriate area for accessibility.

Reduced repairs by staff will be immediately observed and will reduce repair costs to fix or repair the current wood ramp and stairs.

Risk to the Township if Expenditure Not Included in Budget:

Eventually the stairs and ramp will become unsafe and will require replacement. Rescheduling of events would likely result in lost rental revenue. Failure could also result in physical injury if a person is on the ramp or stairs when the failure occurs. This would likely result in an insurance claim to the Township.



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: IT Department
 Project Name: IT Device Replacements
 Submitted By: Wayne Ward
 Project Start Year: 2025

Project Description/Justification

Most of the current inventory of computer devices in use by Township staff were purchased in 2019 using the Modernization Funding that the Township of Brock received from the Provincial government.

These devices have a usual life span of around 5-7 years depending on environment, battery life, hours of usage, and other contributing factors.

The Township has an inventory of 55 devices, some have been updated already such as treasury/building/planning and council devices. This accounts for a total of 16 devices.

The devices that should be replaced should be the older model T490 units which is a total of 18 devices.

Staff are recommending that only 8 devices be upgraded in 2025, 16 in 2026 and 16 in 2027, and that Council increase the amount of contributions to IT Reserves to increase the rate of upgrades over the next two years to keep the units spread over a 4 year period.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one-year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	18,600	30,000	35,000			83,600
<u>Identified Funding Source</u>	IT Reserve	IT Reserve	IT Reserve			IT Reserve



<u>Expected Annual Operating Costs</u>						

Expected Benefits and Service Level Impacts:

To ensure the digital security of the Township it is important to keep all devices updated. This maintains the systems with updates from the software platforms, security platforms and data more secure. This in turn keeps staff from reduced disruption due to device issues.

The purchases of new devices also provide a manufacturer warranty for three years.

Risk to the Township if Expenditure Not Included in Budget:

If devices are not upgraded as they come to end of life there is a greater chance of devices failing and staff not being able to perform their work functions as there are very limited spare devices and software may need to be installed or updated if a spare device is put into service.

Reference Materials That May Assist With/Strengthen Business Case:

N/A



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
 Project Name: Security System retrofits
 Submitted By: Wayne Ward
 Project Start Year: 2025

Project Description/Justification

The Township of Brock maintains security systems at a number of facilities. These systems are monitored by cellular systems, which due to changes in bandwidth requirements must be retrofitted from 3G to at minimum LTE coverage.

This requirement affects the following locations:

- Municipal Administrative Building
- Beaverton Town Hall
- Beaverton Thorah Health Centre
- Foster Hewitt Memorial Community Centre
- Beaverton Public Library
- Rick MacLeish Memorial Community Centre
- Cannington Public Library
- Dench Animal Shelter
- Sunderland Memorial Arena
- Sunderland Historical Society
- Sunderland Town Hall

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	2,750					



<u>Identified Funding Source</u>	Public Building Capital Reserves					
<u>Expected Annual Operating Costs</u>						

Expected Benefits and Service Level Impacts:

Continued security monitoring at all the noted sites will ensure building security.

Risk to the Township if Expenditure Not Included in Budget:

Increased possibility of damage or loss due to lack of security monitoring.



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Parks, Recreation and Facilities
 Project Name: Security Camera installations
 Submitted By: Wayne Ward
 Project Start Year: 2025

Project Description/Justification

The Township of Brock has partnered with Durham Regional Police Services for a cost sharing stream through the Ontario CCTV Grant for Police program. “This grant program continues to help expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS)”

In 2024 this cost sharing program allowed the Township to install CCTV systems at the Beaverton Town Hall, Foster Hewitt Memorial Community Centre and upgrade the system at the Beaverton Splash Pad.

These systems provide security to the public and the Township through both a visual deterrent as well as providing 4K cameras which record data which can be used for insurance claims, police investigations and property maintenance purposes.

Expanding this program to the Cannington Town Hall/Library and the Dench Animal Shelter will provide additional security to these buildings and staff. Both of these locations have been subject to vandalism such as damage to Township Bylaw vehicles and the Town Hall building. The installation at the Dench Animal Shelter will also allow for coverage into the parking area and park entrances where we continue to have issues with vehicles operating dangerously in the parking lot and accessing the park after hours causing damage to the property along with the historical society buildings located in MacLeod Park.

Future Forecast for This Expense Line (Is it required on an ongoing basis or is it a one year increase):

	<u>2025</u> \$	<u>2026</u> \$	<u>2027</u> \$	<u>2028</u> \$	<u>2029</u> \$	<u>Total</u> \$
<u>Total Expenditure</u> \$	10,000					



<u>Identified Funding Source</u>	Building Capital Reserve and Ontario CCTV Grant (50% cost share)					
<u>Expected Annual Operating Costs</u>	None					

Expected Benefits and Service Level Impacts:

Installation of CCTV at public buildings provides added security to the staff and to the general public. Through visual deterrents of cameras being visible there is a reduced likelihood of vandalism occurring. The recording functions can provide historical data if vandalism does occur and can assist with police investigations.

Risk to the Township if Expenditure Not Included in Budget:

The Township of Brock has seen a substantial increase in vandalism to buildings and public properties over the past 2-3 years. This vandalism may require staff time, equipment and replacement items due to an occurrence. This takes away funding for improvements to these locations. Without increasing security measures, this trend will likely continue.

Reference Materials That May Assist With/Strengthen Business Case:

- The **Ontario Closed Circuit Television (CCTV) Grant Program** supports the expansion of CCTV systems in municipalities across the province, as part of [Ontario’s guns, gangs and violence reduction strategy](#). The grant supports



police services and communities in increasing public safety. It is available to all municipal and First Nations police services as well as the Ontario Provincial Police.



Township of Brock - 2025 Budget
Fire Capital Projects with Proposed Funding Source

Project	Budget \$	Capital Reserve Fire \$
Fire Pumper Truck	791,695	791,695
	<u>791,695</u>	<u>791,695</u>



**Township of Brock
Budget 2025
Capital Business Case Explanation**

Department: Fire & Emergency Services
Project Name: Fire Department Truck Replacement
Submitted By: Rick Harrison
Project Start Year: 2024
Funding: Fire Capital Reserve – Pre-Budget Approval - November 4, 2024

Project Description/Justification

The Fire Department is scheduled to replace a pumper fire truck, located at the Cannington Fire Station 82 in 2025, as it will be 20 years old.

Staff took a report to Council on November 4, 2024 and received pre-budget approval to purchase an in-stock 2024 Spartan FC-94 custom cab pumper fire truck from Dependable Emergency Vehicles for \$778,000 (plus taxes).

The truck has been ordered and it is anticipated to be received in late 2024 or early 2025.

The truck is being funded by the Fire Capital Reserve and the old pumper truck will be sold and the funds placed in the Fire Capital Reserve for future purchases.

