



Report to: General Committee

Meeting Date: June 17, 2025

SUBJECT: Status of Capital Projects as of March 31, 2025
PREPARED BY: Jemima Lee – Manager, Capital Budgets (Ext. 2963)
Germaine DSilva – Senior Financial Analyst (Ext. 2964)

RECOMMENDATION:

- 1) That the report dated June 17, 2025, titled “Status of Capital Projects as of March 31, 2025” be received; and,
- 2) That the Projects completed with surplus funds over \$100,000 or with over 50% of Budget remaining, as identified in Appendix 2a, be recommended for closure, and funds associated with these projects in the amount of \$689,730 be transferred to the original sources of funding as identified in Appendix 2a; and
- 3) That the Projects Completed without surplus funds or with surplus funds under \$100,000 or with less than 50% of Budget remaining, as identified on Appendix 2b, be recommended for closure, and funds associated with these projects in the amount of \$1,189,496 be transferred to the original sources of funding as identified in Appendix 2b; and
- 4) That the Non-Development Charge Capital Contingency Project be topped up from the Life Cycle Replacement and Capital Reserve Fund by \$808,972 to the approved amount of \$250,000; and,
- 5) That the Engineering Capital Contingency Project be topped up from the Development Charges – City-Wide Hard Reserve by \$56 to the approved amount of \$100,000; and,
- 6) That the Design Capital Contingency Project be topped up from the Development Charges – Parks Development Reserve by \$5,953 to the approved amount of \$100,000; and,
- 7) That the Waterworks Capital Contingency Project be topped up from the Waterworks Stabilization/Capital Reserve by \$10,433 to the approved amount of \$100,000; and,
- 8) That the Staff approved draws from Other Reserves as part of the Capital Contingency process in the amount of \$416,973 be received; and,
- 9) That the following new capital projects, initiated subsequent to the approval of the 2025 capital budget, be received:

Project 25404 – LED Street Light Conversion – Pilot – Budget of \$24,732 to be funded from the Non-Development Charge Contingency.

Project 25405 – Fire Protection Grant - Budget of \$74,074 to be funded from Provincial Fire Protection Grant.

- 10) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Capital projects are an integral part of the City's operations to ensure City assets are maintained in good condition by performing timely and appropriate capital repairs, rehabilitation, replacements, and preventive maintenance. Capital projects play an important role in meeting the goals and objectives of the City's Strategic Plan.

On a semi-annual basis, Finance consolidates information received from Departments and reports to Council through the Status of Capital Projects report, providing an update on projects and how they are progressing. During the year, the Treasurer may initiate a new capital project to address an emergency situation or unanticipated need, which is then reported to Council for approval as part of the Status of Capital Report.

This Status of Capital Projects report, as of March 31, 2025, is compiled based on a comprehensive analysis of all open capital projects and is organized into the following categories:

Section I: Projects Completed with Surplus Funds over \$100,000 or with more than 50% of Budget Remaining

Appendix 2a provides details of these projects. 5 capital projects have been completed and are recommended for closure, with return of surplus funds in the amount of \$689,730.

Section II: Projects Completed without Surplus Funds or with Surplus Funds less than \$100,000 or with less than 50% of Budget Remaining

Appendix 2b provides details of these projects. 121 capital projects have been completed and are recommended for closure, with return of surplus funds in the amount of \$1,189,496.

Section III: Draws from Capital Contingencies

At the conclusion of the procurement process and at the time of contract award, unanticipated costs, emergency purchases or approved scope changes may prompt the need for additional funding. Such top-ups are made per the Capital Budget Control Policy and drawn from contingency funds, which in turn are replenished through the Status of Capital reports submitted to Council. Appendices 3a-f detail the projects and rationale for the draws from the capital contingency projects. The rationale for project funding changes are vetted through the expenditure control policy requirements which outline authorization levels over expenses, purchase order adjustments and change order requirements.

- Non-DC Capital Contingency: Top-up of \$808,972 is required from the Life Cycle Replacement & Capital Reserve Fund.

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- Engineering DC Capital Contingency: Top-up of \$56 is required from the City-Wide Hard DC Reserve.
 - Design DC Capital Contingency: Top-up of \$5,953 is required from the Parks Development DC Reserve.
 - Waterworks Capital Contingency: Top-up of \$10,433 is required from the Waterworks Stabilization/Capital Reserve.
 - Draws from Other Reserves: Since the last report, the Treasurer and/or CAO have approved draws totaling \$416,973 from Other Reserves Contingencies, as per the Capital Budget Control Policy.

Section IV: Status of Open Projects

This section identifies that there are 859 open capital projects with a budget of \$1,052.8M (\$752.7M committed, \$300.1M uncommitted).

PURPOSE:

The purpose of this report is to provide an update on the status of capital projects as of March 31, 2025, and advise Council of the net transfer of funds to reserves.

OPTIONS/ DISCUSSION:

To promote timely closure of projects and the return of surplus funds, Staff conducted a status review of all open capital projects as of March 31, 2025.

A detailed list of projects to be closed and the funding amounts to be transferred are included in the following exhibits:

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|-----------------|--|
| Appendix 1 | - Summary of surplus funds from projects recommended for closure and replenishment of contingency accounts |
| Appendix 2a | - Projects completed and recommended to be closed, with surplus funds over \$100,000 or with more than 50% of budget remaining |
| Appendix 2b | - Projects completed and recommended to be closed, without surplus funds or with surplus funds less than \$100,000 or with less than 50% of budget remaining |
| Appendices 3a-f | - Draws from capital contingencies |

SECTION I: PROJECTS COMPLETED WITH SURPLUS FUNDS OVER \$100,000 OR WITH MORE THAN 50% OF BUDGET REMAINING

Appendix 2a provides details of the 5 capital projects completed with return of surplus funds of over \$100,000 or with more than 50% of the approved budget remaining. Surplus funds in the amount of \$689,730 will be returned to the applicable funding sources noted in the appendix.

Reasons for project budget/funding favourability include:

- Project was closed and not or only partially initiated
- Competitive procurement process resulted in lower-than-estimated budget requirements
- Scope of work was reduced upon completion of more detailed condition assessment

SECTION II: PROJECTS COMPLETED WITHOUT SURPLUS FUNDS OR WITH SURPLUS FUNDS LESS THAN \$100,000 OR WITH LESS THAN 50% OF BUDGET REMAINING

121 capital projects were completed with budgets fully spent or with surplus funds less than \$100,000 or with less than 50% of the approved budget remaining. Refer to **Appendix 2b** for details on projects recommended for closure under this section.

Return of Funds to the Life Cycle Replacement & Capital Reserve Fund

In addition to projects noted in Sections I and II, surplus funding from contract awards greater than \$25,000 are returned to the original funding source(s) at time of award. Since the last Status of Capital Projects report tabled at General Committee in September 2024, \$1,980,269 has been returned to the Life Cycle Replacement & Capital Reserve Fund from such contract awards.

SECTION III. DRAWS FROM CAPITAL CONTINGENCIES

In accordance with the Capital Budget Control Policy, the capital contingency projects are topped up to the maximum approved funding amount through the semi-annual Status of Capital Projects Report to Council. Refer to **Appendices 3a-f** for a list of projects and further details on draws from contingency funds.

Non-DC Capital Contingency (refer to Appendix 3a)

The Non-DC Capital Contingency Project was approved to a maximum of \$250,000. Currently, the project has a negative balance of \$558,972. Therefore, a top-up of \$808,972 is required from the Life Cycle Replacement & Capital Reserve Fund, related to 26 projects.

Of the \$808,972 drawn from the Non-DC Capital Contingency Project:

- \$431,669 (53%) related to scope changes requiring additional consulting or work
- \$217,719 (27%) related to emergencies or unforeseen repair/replacements
- \$152,602 (19%) related to pricing
- \$6,982 (1%) related to a combination of pricing and scope changes requiring additional consulting or work

Engineering DC Capital Contingency (refer to Appendix 3b)

The Engineering DC Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$99,944 thereby requiring a top-up of \$56 from the City-Wide Hard DC Reserve, related to one project.

Planning DC Capital Contingency (refer to Appendix 3c)

The Planning DC Capital Contingency Project was approved to a maximum of \$50,000. It is currently at the maximum balance (no draws have been made since the last report) and as such, no top up is required at this time.

Design DC Capital Contingency (refer to Appendix 3d)

The Design DC Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$94,047 thereby requiring a top-up of \$5,953 from the Parks Development DC Reserve, related to one project.

Waterworks Capital Contingency (refer to Appendix 3e)

The Waterworks Capital Contingency Project was approved to a maximum of \$100,000. The project currently has a balance of \$89,567 thereby requiring a top-up of \$10,433 from the Parks Development DC Reserve, related to one project.

Draws from Other Reserves (refer to Appendix 3f)

Since the last report, three draws totaling \$416,973 from Other Reserves were made to complete project funding.

SECTION IV: STATUS OF OPEN PROJECTS

The term “open” refers to approved projects that have not started or are at various stages of project completion. The term “in warranty” refers to projects that are substantially complete but kept open for a specified period of time to allow for the identification of any potential deficiencies requiring repair.

After the closure of 126 projects, there are 859 open capital projects consisting of 785 active projects and 74 projects in warranty, with a total budget of \$1,052.8M, as of March 31, 2025. In comparison, the March 2024 status update reported 804 open projects with a total budget of \$1,010.4M.

Of the 785 active capital projects as of March 31, 2025, 72% of the projects were approved in 2023, 2024 and 2025. **(Refer to Table A).**

TABLE A

Project approval year	# of open projects	% of open projects	Unencumbered \$ in M
2025	251	29%	\$99.6
2024	227	26%	\$78.6
2023	144	17%	\$71.4
2022	65	8%	\$30.2
2021 and prior	98	11%	\$17.5
Total Active	785	91%	\$297.3
Warranty	74	9%	\$2.8
Total Open	859	100%	\$300.1

Table B summarizes the status of open capital projects broken down by Encumbered/Committed and Unencumbered/Uncommitted funds:

TABLE B

(in millions)	Q1 2025		Q1 2024	
Encumbered/Committed	\$ 752.7	71%	\$ 708.2	70%
Unencumbered/Uncommitted	\$ 300.1	29%	\$ 302.2	30%
Total Open Capital	\$ 1,052.8		1,010.40	

Unencumbered/Uncommitted

The terms “unencumbered/uncommitted” refers to budgeted funds that have not yet been spent nor committed.

The majority of the City’s capital projects are classified as Major projects, defined as significant, one-time initiatives that span multiple years and require extensive planning. These projects currently represent \$219.5 million (73% of the total \$300.1M) of the total unencumbered funds. Most of these Major projects were recently adopted as part of the 2024 and 2025 budgets and include:

- Road Design and Construction, including Hwy 404 Midblock Crossing North of 16th Avenue, Hwy 404 Collector Road Design, and other Hwy 404 related improvements
- Parks and Trails Construction, including Markham Centre-Rougeside Promenade Parks and Ada Mackenzie Park Phase 3 Design and Construction
- Streetlights and Illumination Design and Construction
- Active Transportation Master Plan and Traffic Improvements, including Elgin Mills widening (Woodbine to McCowan)
- Secondary Plan and Engineering studies

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- Victoria Square Boulevard Phase 1 Construction
 - Stormwater Management, Sanitary Sewer System Projects and Downstream Improvements
 - City-wide facility improvements
 - Corporate Wide ITS Initiatives
 - Main Street Unionville Reconstruction
 - Corporate Fleet Replacements

Encumbered/Committed

The terms “encumbered/committed” refers to budgeted funds that have been spent or committed to a purchase/purchase order.

The total 2025 encumbered amount of \$752.7M includes expenditures of \$617.8M (82%) and commitments of \$134.9M (18%). Expenditures refer to payments issued for goods/services received and commitments refer to purchase orders on file with the Procurement Division.

FINANCIAL CONSIDERATIONS

The net amount of \$636,839 as summarized in **Appendix 1**, will be transferred to Reserves and Reserve Funds after the recommended capital projects closures, return of surplus funds from open projects, top-ups of capital contingency projects and funding for existing projects. The net return is consistent with returned amounts reported in past Status of Capital reports. The returned funds ensure availability of funding for planned future capital projects.

For closed projects, return of funds totaling \$1,879,226 represents 5 percent of the total budget of projects identified for closure. This is consistent with returned amounts reported in past Status of Capital reports. Return of funds as a result of project closures fluctuate due to a number of factors, including type of projects (e.g., more complex projects may result in greater budget variance). Over the past four years, reported returns have fluctuated anywhere between approximately 3 percent of the total project budget to 15 percent of the total project budget.

HUMAN RESOURCES CONSIDERATIONS

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

All business units managing capital projects have been consulted in the development of this report.

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

- Appendix 1 - Summary of surplus funds from projects recommended for closure and replenishment of contingency accounts
- Appendix 2a - Projects completed with surplus funds over \$100,000 or with more than 50% of budget remaining
- Appendix 2b - Projects completed without surplus funds or with surplus funds under \$100,000 or with less than 50% of budget remaining
- Appendix 3a - Draws from Capital Contingencies – Non-DC Capital Contingency
- Appendix 3b - Draws from Capital Contingencies – Engineering Capital Contingency
- Appendix 3c - Draws from Capital Contingencies – Planning Capital Contingency
- Appendix 3d - Draws from Capital Contingencies – Design Capital Contingency
- Appendix 3e - Draws from Capital Contingencies – Waterworks Capital Contingency
- Appendix 3f - Draws from Capital Contingencies – Contingency from Other Reserves