

REPORT TO: Mayor and Council
FROM: Director of Finance and Asset Management
MEETING DATE: Oct 19, 2022
SUBJECT: Third Quarter Budget Report 2022

EXECUTIVE SUMMARY OF REPORT

Overall, the District is forecasted to finish the year within spending limits.

Staff are currently forecasting a \$1.4M operating budget surplus (see Schedule B for details). Underspending is forecasted to occur in most operating departments. Most of this underspending is modest. Much of the forecasted surplus is due to better-than-expected revenues such as investment revenue and building permit revenue.

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast %
Revenue	52.1M	45.1M	86.6%	52.4M	100.6%
Expenses	31.2M	42.1M	69.9%	42.1M	94.1%
Capital Expenditures	20.5M	7.2M	38.0%	11.8M	62.3%

Capital expenditures are forecasted to be underspent (\$11.8M forecasted vs \$18.9M budget). Forecasted capital expenditures (\$11.8M) would set a new capital spending record for Oak Bay. Some capital projects are expected to exceed budget:

- Oak Bay Recreation Centre Roof - \$2,009,400 forecasted vs. \$1,450,000 budget (overage approved by Council April 11, 2022).
- Pavement Management Program - \$2,100,000 forecasted vs \$1,599,000 budget. Staff have elected to overspend this budget since there is significant capital underspending elsewhere (with same reserve funding sources).
- Public Works Yard Urgent Repairs - \$90,000 vs \$0 budget. Capital Contingency budgets will be utilized from the Facilities Capital Program and Parks, Recreation, and Culture capital programs.
- Electric Zamboni Replacement - \$250,038 vs \$0 budget (overage covered by Public Works Equipment Replacement funding underspending see Schedule F).

BACKGROUND/HISTORIC CONTEXT

On May 9, 2022, Council approved the District’s 2022-2026 Five Year Financial Plan Bylaw which included funding for ongoing District operations, capital expenditures, and special initiatives to advance Council Priorities. The District’s financial and work planning processes provide for a second and third quarter budget report to support transparency. Budget reports are typically placed on the second Council meeting in the month following the quarter close. As the Regular Council meeting for the end of September was cancelled due to the election, this report is being published on the District’s website to ensure Council and the public can access the information in a timely manner.

On October 26, 2020, Council adopted the District's Department Budget Transfer policy. This policy requires the disclosure of budget transfers in specific situations. Schedule F has been prepared in accordance with this policy.

On June 29, 2020, Council adopted amendments to the District's Sustainable Procurement Policy that required disclosure of any single payments, with a value over \$25,000. Schedule G meets this requirement.

ADVISORY BODY RECOMMENDATIONS WITH MINUTES EXCERPT (IF APPLICABLE)

None.

STRATEGIC PRIORITY SUPPORTED

Achieve Sustainable Service.

FINANCIAL IMPACT

The District is forecasted to finish the year in a stronger net financial position than the Five-Year Financial Plan contemplated. This is due to the deferral of capital spending and the forecasted \$1.6M operating budget surplus.

	2022 Budget	2022 Forecast	Variance
Net financial position, beginning of year	58.4M	58.4M	-
Net transfer to (from) reserves	(11.6)M	(3.0)M	+8.6M
Net transfers to (from) surplus	-	1.4M	+1.4M
Net financial position, end of year	46.8M	56.8M	+10.0M

IAP2 FRAMEWORK ENGAGEMENT (INDICATE WITH X)

INFORM **CONSULT** **INVOLVE** **COLLABORATE**

TIMELINE/PROCESS/NEXT STEPS

Council will receive preliminary full year financial results during the 2023 budget deliberations and audited financial statements in spring of 2023. No financial plan bylaw amendments will be recommended by staff unless forecasted spending exceeds spending authority limits set by the bylaw.

At the May 9, 2022, Council Meeting, Council directed that staff draft a Budget Surplus Allocation Policy for Council consideration. This policy is currently being developed. If Council approves the draft as currently written, a portion of the forecasted \$1.4M budgetary surplus would be allocated to the Financial and Service Level Stability Reserve, another portion would be allocated to the Council Priority Initiative Reserve, and the remainder would be allocated to the infrastructure renewal reserve.

Respectfully submitted,



Christopher Paine, Director of Finance and Asset Management

I have read and consider staff's recommendation to be supportable for Council's consideration.

Selina Williams, Chief Administrative Officer

ATTACHMENT(S):

- Third Quarter Budget Forecast Schedules, 2022

Schedule A – Consolidated Summary September 30, 2022

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Revenue							
Property Value Taxes	\$ 30,166,900	\$ 30,166,791	100.0%	\$ 30,161,791	\$ (5,109)	100.0%	
Boulevard Frontage Taxes	232,400	232,463	100.0%	232,463	63	100.0%	
Grant In Lieu of Taxes	61,500	65,552	106.6%	72,052	10,552	117.2%	Paid in July annually
1% Utility Revenue	223,400	223,375	100.0%	222,375	(1,025)	99.5%	Paid in June-July annually
Property Tax Penalties & Interest	174,200	225,974	129.7%	250,668	76,468	143.9%	
Grants (Operating)	1,852,700	454,217	24.5%	1,107,834	(744,866)	59.8%	COVID-19 Restart grant tied to PRC
Grants (Capital)	1,703,100	427,116	25.1%	1,378,100	(325,000)	80.9%	Grant-contingent capital: Tod House
Investment Income	662,500	1,003,252	151.4%	1,650,821	988,321	249.2%	Yields have increased at historic pace
Miscellaneous Revenue	10,300	17,969	174.5%	20,522	10,222	199.2%	
Municipal-Regional District Tax	150,000	161,488	107.7%	150,000	-	100.0%	Tied to Oak Bay Tourism spending
Facilities Dept. Revenue	414,900	313,955	75.7%	407,212	(7,688)	98.1%	
Finance Dept. Revenue	51,300	15,186	29.6%	41,927	(9,373)	81.7%	Parking enforcement fines down
Building & Planning Dept. Revenue	922,800	838,580	90.9%	1,072,090	149,290	116.2%	
Engineering Dept. Revenue	22,100	9,269	41.9%	21,214	(886)	96.0%	Works and Service Agreement revenue
Public Works Dept. Revenue	1,728,000	1,146,655	66.4%	1,728,000	-	100.0%	
Parks & Recreational Dept. Revenue	7,184,200	5,819,902	81.0%	7,683,522	499,322	107.0%	
Sewer Utility Fees	1,472,500	881,008	59.8%	1,323,793	(148,707)	89.9%	
Water Utility Fees	5,027,200	3,063,067	60.9%	4,847,474	(179,726)	96.4%	
Total Revenue	52,060,000	45,065,821	86.6%	52,371,858	311,858	100.6%	
Operating Expenses							
Corporate Administration	2,861,200	2,128,929	74.4%	2,863,955	(2,755)	100.1%	
Oak Bay Tourism	150,000	85,292	56.9%	150,000	-	100.0%	
Facilities	221,000	162,550	73.6%	204,230	16,770	92.4%	
Finance & IT	1,585,200	1,163,387	73.4%	1,538,836	46,364	97.1%	Some staff vacancies
Policing	5,482,100	4,337,008	79.1%	5,482,049	51	100.0%	
Fire Protection	5,138,500	3,880,759	75.5%	5,169,964	(31,464)	100.6%	Significant overtime
Building & Planning	1,311,400	953,681	72.7%	1,318,618	(7,218)	100.6%	
Engineering Services	1,476,700	957,166	64.8%	1,346,248	130,452	91.2%	Director vacancy
Public Works	3,962,000	2,598,045	65.6%	3,819,485	142,515	96.4%	
Parks and Recreation	13,514,700	9,846,078	72.9%	13,183,354	331,346	97.5%	
Library	1,162,000	867,470	74.7%	1,162,000	-	100.0%	
Sewer Utility	833,600	424,133	50.9%	640,150	193,450	76.8%	
Water Utility	3,808,200	2,773,487	72.8%	3,509,362	298,839	92.2%	
Fiscal	57,800	53,137	91.9%	59,159	(1,359)	102.4%	
Debt Interest	134,400	134,378	100.0%	134,378	23	100.0%	
Contingencies	1,411,200	-	0.0%	588,000	823,200	41.7%	
Special Initiatives	1,545,900	861,074	55.7%	914,430	631,470	59.2%	
Total Operating Expenses	44,655,900	31,226,574	69.9%	42,084,217	2,571,683	94.2%	
Add:							
Transfers from Reserves	20,521,900	(3,171,771)	-15.5%	12,431,701	8,090,199	60.6%	
Deduct:							
Capital Expenditures	(18,921,100)	(7,189,170)	38.0%	(11,788,696)	(7,132,404)	62.3%	See Schedule E
Transfers to Reserves	(8,862,300)	(6,266,275)	70.7%	(9,412,300)	550,000	106.2%	Investment revenues exceeding budget
Debt Principal	(142,600)	(142,594)	100.0%	(142,600)	-	100.0%	
Total	\$ -	\$ (2,930,562)		\$ 1,375,746	\$ (1,375,746)		

Schedule B – Budget Surplus Summary June 30, 2022

(Excludes surplus funded operating expenses)

	Forecasted Variance	Comment
Property Tax Penalties & Interest	71,359	
Investment Income	988,321	Majority of investment revenue that exceeds budget is earned by reserves.
Transfer Additional Investment Income to Reserve	(550,000)	
GILT & 1% Utility Revenue	9,527	
Miscellaneous Revenue	10,222	
Parks, Recreation, and Culture	830,667	budgeted net revenue by \$154,649
Use of COVID-19 Restart Grant	(830,667)	PRC Department is forecasted to exceed
Corporate Administration	(2,755)	
Facilities	9,082	
Finance & IT	36,991	Staff vacanices
Policing	51	
Fire Protection	(31,464)	
Building & Planning	142,071	
Engineering Services	129,566	
Public Works	142,515	
Sewer Utility	44,743	
Water Utility	119,113	
Fiscal	(1,359)	
Contingency (tax funded)	323,700	Tax funded contingency not yet utilized
Other	(65,938)	
Total Forecasted Budget Surplus	\$ 1,375,746	

Schedule C – Operating Budget Forecasts September 30, 2022

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration Operating Expenses:							
Council	\$ 172,700	\$ 104,962	61%	\$ 159,946	\$ 12,754	92.6%	
Corporate Administration	1,379,100	991,195	72%	1,368,956	10,144	99.3%	
Human Resources	492,500	334,924	68%	468,262	24,238	95.1%	
Communications	166,400	114,149	69%	152,198	14,202	91.5%	
Risk Management	316,300	303,335	96%	366,050	(49,750)	115.7%	Legal and insurance
Grants & Fee for Service	179,600	167,632	93%	178,943	657	99.6%	
Events	106,900	81,301	76%	123,814	(16,914)	115.8%	Oak Bay Tea Party and other events over budget
Archives	47,700	31,432	66%	45,786	1,914	96.0%	
Total Corporate Administration Expenses:	\$ 2,861,200	\$ 2,128,929	74%	\$ 2,863,955	\$ (2,755)	100.1%	
Oak Bay Tourism							
Oak Bay Tourism	150,000	\$ 85,292	57%	\$ 150,000	\$ -	100.0%	
Total Oak Bay Tourism Expenses	\$ 150,000	\$ 85,292	57%	\$ 150,000	\$ -	100.0%	
Administrative Facilities							
Maintenance - 1538 Monterey	\$ 5,100	\$ -	0%	\$ 1,000	\$ 4,100	19.6%	
Maintenance - 1423 Hampshire	29,100	16,839	58%	29,500	(400)	101.4%	
Maintenance - 1531 Hampshire	5,100	-	0%	1,000	4,100	19.6%	
Maintenance - Tod House	7,600	11,192	147%	17,200	(9,600)	226.3%	
Maintenance - Municipal Hall	90,500	65,707	73%	81,718	8,782	90.3%	
Foreshore Lease	66,300	68,812	104%	68,812	(2,512)	103.8%	
Maintenance - Oak Bay Marina	17,300	-	0%	5,000	12,300	28.9%	
Transfers to Reserves for Facilities	39,400	1,200	3%	44,500	(5,100)	112.9%	
Transfers to Tod House Trust	12,100	9,075	75%	2,500	9,600	20.7%	
Transfers to Marina Reserve	37,800	28,350	75%	37,800	-	100.0%	
Total Administrative Facilities Expenses	\$ 310,300	\$ 201,175	65%	\$ 258,530	\$ 17,570	83.3%	
Finance & Information Technology Operating Expenses:							
Finance General	\$ 936,800	\$ 646,198	69%	\$ 872,704	\$ 64,096	93.2%	Staff vacancies
Parking Enforcement	49,600	29,581	60%	50,117	(517)	101.0%	
Information Technology	598,800	487,607	81%	616,015	(17,215)	102.9%	
Total Finance & IT Operating Expenses:	\$ 1,585,200	\$ 1,163,387	73%	\$ 1,538,836	\$ 46,364	97.1%	
Police Department Operating Expenses							
Police Board	\$ 12,000	\$ 3,899	32%	\$ 6,000	\$ 6,000	50.0%	
Police Administration	598,100	447,273	75%	587,560	10,540	98.2%	
Protective Services	4,563,400	3,764,422	82%	4,592,092	(28,692)	100.6%	
Community Program	19,800	1,415	7%	1,415	18,385	7.1%	
Integrated Units	165,900	45,530	27%	165,971	(71)	100.0%	
Police Building Maintenance	63,600	29,505	46%	62,620	980	98.5%	
Vehicle Maintenance	59,300	44,965	76%	66,390	(7,090)	112.0%	
Transfer to reserve for Retirement	8,200	6,150	75%	8,200	-	100.0%	
Transfer to Capital Reserve	20,600	15,450	75%	20,600	-	100.0%	
Transfer to Major Crimes Reserve	82,400	61,800	75%	82,400	-	100.0%	
Transfer to Police Vehicle Reserve	46,400	34,800	75%	46,400	-	100.0%	
Total Police Department Operating Expenses	\$ 5,639,700	\$ 4,455,208	79%	\$ 5,639,649	\$ 51	100.0%	


Schedule C – Operating Budget Forecasts September 30, 2022 (Continued)

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Fire Department Operating Expenses							
Fire Administration	\$ 1,082,000	\$ 761,104	70%	\$ 953,306	\$ 128,694	88.1%	
Fire Fighting Force	3,670,500	2,822,159	77%	3,836,363	(165,863)	104.5%	Significant overtime due to vacancies
Fire Hall	159,500	132,269	83%	168,134	(8,634)	105.4%	
Fire Vehicles & Equipment	87,900	85,013	97%	99,745	(11,845)	113.5%	
Emergency Program	138,600	80,215	58%	112,416	26,184	81.1%	
Total Fire Department Operating Expenses	\$ 5,138,500	\$ 3,880,759	76%	\$ 5,169,964	\$ (31,464)	100.6%	
Building & Planning Operating Expenses							
Planning	\$ 657,000	\$ 484,475	74%	\$ 674,450	\$ (17,450)	102.7%	
Inspections	269,000	236,382	88%	325,464	(56,464)	121.0%	
Bylaw Enforcement	202,500	165,079	82%	225,004	(22,504)	111.1%	
Animal Control	90,600	67,645	75%	87,200	3,400	96.2%	
Deer Management	50,700	-	0%	-	50,700	0.0%	
Heritage Commission	11,000	100	1%	6,500	4,500	59.1%	
Climate Action Grants & Rebates	30,600	-	0%	-	30,600	0.0%	
Total Building & Planning Operating Expenses	\$ 1,311,400	\$ 953,681	73%	\$ 1,318,618	\$ (7,218)	100.6%	
Engineering Services Operating Expense							
Engineering Administration	\$ 1,476,700	\$ 957,166	65%	\$ 1,346,248	\$ 130,452	91.2%	
Total Engineering Services Operating Expenses	\$ 1,476,700	\$ 957,166	65%	\$ 1,346,248	\$ 130,452	91.2%	
Public Works Operating Expense							
Yard & Building	\$ 215,900	\$ 131,004	61%	\$ 190,093	\$ 25,807	88.0%	
Safety Program	26,400	51,438	195%	69,400	(43,000)	262.9%	
Stores	127,900	89,958	70%	126,795	1,105	99.1%	
Road Repair	601,900	407,692	68%	535,806	66,094	89.0%	
Drainage	493,300	275,235	56%	443,400	49,900	89.9%	
Street Cleaning	119,500	96,948	81%	129,750	(10,250)	108.6%	
Leaf Pickup Program	228,400	21,583	9%	273,300	(44,900)	119.7%	
Snow Removal	86,300	28,195	33%	86,200	100	99.9%	
Noxious Weed Program	15,800	6,368	40%	10,800	5,000	68.4%	
Street Lighting	256,000	202,340	79%	256,000	-	100.0%	
Signs and Traffic Signals	210,700	180,122	85%	210,700	-	100.0%	
Solid Waste	1,550,900	1,066,277	69%	1,472,242	78,658	94.9%	
Other Public Works	29,000	40,884	141%	15,000	14,000	51.7%	
Total Public Works Operating Expenses	\$ 3,962,000	\$ 2,598,045	66%	\$ 3,819,485	\$ 142,515	96.4%	
Sewer Utility Operating Expense							
Sewer Administration	\$ 85,000	\$ 44,255	52%	\$ 85,000	\$ -	100.0%	
Sewer Collection	423,400	255,522	60%	400,150	23,250	94.5%	
Repair Program	303,400	124,356	41%	155,000	148,400	51.1%	
Inflow & Infiltration	21,800	-	0%	-	21,800	0.0%	
Sewer Utility Operating Expenses	\$ 833,600	\$ 424,133	51%	\$ 640,150	\$ 193,450	76.8%	

Schedule C – Operating Budget Forecasts September 30, 2022 (Continued)

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Water Utility Operating Expense							
Administration	\$ 102,900	\$ 89,297	87%	\$ 103,840	\$ (940)	100.9%	
Maintenance	857,000	599,912	70%	800,562	56,438	93.4%	
Valve turning	146,500	18,695	13%	67,570	78,930	46.1%	
Backflow prevention	22,000	8,170	37%	8,580	13,420	39.0%	
Pumping	9,200	6,079	66%	12,000	(2,800)	130.4%	
Collection	195,100	135,911	70%	209,140	(14,040)	107.2%	
Safety program	32,900	21,983	67%	7,670	25,230	23.3%	
Water purchased	2,442,600	1,893,440	78%	2,300,000	142,600	94.2%	
Water Utility Operating Expenses	\$ 3,808,200	\$ 2,773,487	73%	\$ 3,509,362	\$ 298,839	92.2%	
Parks, Recreation & Culture Operating Expense							
Ambassador Program	\$ -	\$ 24,540	N/A	\$ 24,570	\$ (24,570)	N/A	
Administration-r	2,347,800	1,626,907	69%	2,256,152	91,648	96.1%	
Building Maintenance-OBPR	2,563,100	1,815,683	71%	2,302,092	261,008	89.8%	
Henderson-e	1,071,100	841,550	79%	1,134,859	(63,759)	106.0%	
Henderson Fitness-e	284,900	186,365	65%	270,721	14,179	95.0%	
OBRC Fitness-e	315,600	186,152	59%	237,896	77,704	75.4%	
Aquatics-e	1,218,800	910,512	75%	1,216,329	2,471	99.8%	
Arena-e	292,700	194,786	67%	287,331	5,369	98.2%	
Food Services-e	275,300	167,339	61%	226,482	48,818	82.3%	
Indoor Sports Field-e	157,600	158,519	101%	189,859	(32,259)	120.5%	
Sailing-e	36,000	44,622	124%	44,544	(8,544)	123.7%	
Licensed Care-e	755,600	531,843	70%	704,727	50,873	93.3%	
Youth Centre-e	71,500	62,575	88%	76,092	(4,592)	106.4%	
Tennis-e	467,700	358,782	77%	479,166	(11,466)	102.5%	
Monterey Centre-e	852,700	621,423	73%	965,968	(113,268)	113.3%	
Par 3 Golf-e	229,500	155,579	68%	211,397	18,103	92.1%	
Cultural Events-e	78,400	76,311	97%	86,326	(7,926)	110.1%	
Invasive Species Removal	83,600	69,036	83%	84,084	(484)	100.6%	
Public Works-e	26,000	21,447	82%	21,304	4,696	81.9%	
Tree Cutting & Planting	639,200	521,465	82%	711,610	(72,410)	111.3%	
Benches	12,900	17,760	138%	18,332	(5,432)	142.1%	
Playgrounds	662,500	516,000	78%	626,627	35,873	94.6%	
Lawn & Garden	257,200	206,398	80%	253,775	3,425	98.7%	
Field Maintenance	199,200	148,958	75%	185,055	14,145	92.9%	
Boulevard Maintenance	354,600	215,205	61%	303,795	50,805	85.7%	
Small Buildings	220,600	166,323	75%	229,437	(8,837)	104.0%	
Leaf Clearing	40,600	-	0%	34,825	5,775	85.8%	
Total Parks, Recreation & Culture Operating Expenses	\$ 13,514,700	\$ 9,846,078	73%	\$ 13,183,354	\$ 331,346	97.5%	

Schedule D – Special Project Budget Forecasts September 30, 2022

	2022 Budget	2022 YTD	% Spent	2022 Forecast	Forecasted Variance	Fore. %	Comment
Diverse Housing							
Infill Housing - Neighbourhoods	\$ 120,000	\$ 96,993	81%	\$ 120,000	\$ -	100%	
Secondary Suite Study Implementation	20,000	17,003	85%	20,000	-	100%	Underway
Sustainable Service							
Sanitary Sewer Master Plan	10,000	15,049	150%	15,049	(5,049)	150%	Complete
Storm Sewer Master Plan	300,000	242,400	81%	85,000	215,000	28%	Underway
Natural Assets & Green Infrastructure Scoping (new)	50,000	-	0%	-	50,000	0%	
Emergency Plan	19,000	-	0%	-	19,000	0%	
Facilities Master Plan	64,000	22,088	35%	58,088	5,913	91%	
Asset Retirement Obligation Review	30,000	15,375	51%	27,500	2,500	92%	Underway
Facilities Operating Model Development	60,000	5,000	8%	60,000	-	100%	Underway
Sidewalk Patio Regulation Review	50,000	6,958	14%	50,000	-	100%	Underway
Service Excellence							
FOIPPA Training	7,800	-	0%	-	7,800	0%	Complete
Human Resource Plan Implementation	62,600	103	0%	20,000	42,600	32%	
Records Management	54,000	27,988	52%	51,000	3,000	94%	Work continues
Network Security Audit	25,000	27,500	110%	26,583	(1,583)	106%	Complete
Parking Enforcement Services Review	10,000	3,000	30%	-	10,000	0%	
Planning Department Consulting Support	80,000	79,138	99%	79,494	506	99%	
Quality of Life							
Marina Lease Negotiation	172,000	133,275	77%	94,000	78,000	55%	
Marina Lease Negotiation - Upland Consultation	25,000	-	0%	-	25,000	0%	
Deer Management Study	60,700	60,650	100%	60,250	450	99%	Underway
Community Health and Resilience							
Urban Forest Management - Garry Oak Inventory	25,000	1,950	8%	25,000	-	100%	
CCAWG Recommendation - Coolkit Program	105,800	106,606	101%	105,800	-	100%	Underway
CCAWG - GHG Reduction Retrofit Program	20,000	-	0%	-	20,000	0%	
Active Transportation Program Options Analysis	125,000	-	0%	-	125,000	0%	
First Nations Truth and Reconciliation	50,000	-	0%	16,667	33,333	33%	
Total Special Initiatives	\$ 1,545,900	\$ 861,074 	56%	\$ 914,430	631,470	59%	

Schedule E – Capital Budget Forecasts September 30, 2022

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Capital Expenditures - Corporate Administration							
EDRM System	265,000	14,208	5.4%	14,125	250,875	5.3%	Deferred
Total Capital Expenditures - Corporate Administration	\$ 265,000	\$ 14,208	5.4%	\$ 14,125	\$ 250,875	5.3%	
Capital Expenditures - Finance & IT							
IT Proj. Management Div Projects	170,000	89,515	52.7%	126,000	44,000	74.1%	
Network & Other IT Hardware	85,000	14,009	16.5%	25,000	60,000	29.4%	Phone system replacement deferred
PC Hardware Replacement	22,000	23,074	104.9%	23,075	(1,075)	104.9%	
Total Capital Expenditures - Finance & IT	\$ 277,000	\$ 126,597	45.7%	\$ 174,075	\$ 102,925	62.8%	
Capital Expenditures - Police Department							
Police Electric Bikes	\$ 10,000	\$ 7,820	78.2%	7,820	\$ 2,180	78.2%	
Police Computer Equipment Replacement	67,400	37,433	55.5%	64,565	2,835	95.8%	
Police Building Repairs	7,300	-	0.0%	7,300	-	100.0%	
Total Capital Expenditures - Police Department	\$ 84,700	\$ 45,253	53.4%	\$ 79,685	\$ 5,015	94.1%	
Capital Expenditures - Fire Department							
Engine with Light rescue	\$ 1,300,000	\$ 390,099	30.0%	\$ 390,000	\$ 910,000	30.0%	Construction proceeds
Site Prep: Portable Apparatus Bay	250,000	4,200	1.7%	4,200	245,800	1.7%	Deferred
C-Can Based Training Prop	300,000	75	0.0%	75	299,925	0.0%	Deferred
Ladder Truck with Heavy Rescue	2,050,000	611,730	29.8%	615,000	1,435,000	30.0%	Construction proceeds
Thermal Imaging Protective Equipment	36,000	1,498	4.2%	22,500	13,500	62.5%	
Gas Detection Protective Equipment	50,000	31,588	63.2%	50,000	-	100.0%	
Fire Hall Building Repairs	40,000	13,837	34.6%	40,000	-	100.0%	
Electric Pickup Truck	90,000	-	0.0%	-	90,000	0.0%	Supply chain challenges/reviewing options
Mobile Data Terminals	20,000	-	0.0%	20,000	-	100.0%	Deferred
Emergency Generator	-	21,402	N/A	-	-	N/A	2021 Carryover
Total Capital Expenditures - Fire Department	\$ 4,136,000	\$ 1,074,429	26.0%	\$ 1,141,775	\$ 2,994,225	27.6%	
Capital Expenditures - Engineering Services							
Facilities Capital Program							
Tod House Improvements	483,000	\$ 295,810	61.2%	435,810	47,190	90.2%	
Tod House Improvements (grant-dependent)	400,000	-	0.0%	-	400,000	0.0%	
Marina Structural Repairs (carry-over)	50,000	-	0.0%	-	50,000	0.0%	Deferred
Work Order Management Infrastructure	25,000	-	0.0%	25,000	-	100.0%	Deferred
Feasibility Study - Fire Hall/Police Station	100,000	-	0.0%	25,000	75,000	25.0%	Work underway Q4
Municipal Hall Refurbish	109,200	75,902	69.5%	109,200	-	100.0%	
Facilities Contingency	50,000	1,646	3.3%	50,000	-	100.0%	1538 Monterey Repairs
Public Works Yard Urgent Roof Repairs	-	-	0.0%	90,000	(90,000)	0.0%	Partially funded by PRC Capital Contingency
1531 Hampshire Rd Renovations	-	5,971	0.0%	5,971	(5,971)	0.0%	
Asset Management Software Phase 1: Scoping	50,000	-	0.0%	-	50,000	0.0%	Deferred
Transportation Safety Improvements	700,000	500,159	71.5%	700,000	-	100.0%	
Pavement Management Program	1,599,400	1,012,010	63.3%	2,100,000	(500,600)	131.3%	Will do extra since other capital underspent 2022
Storm Sewer Rehabilitation	960,000	178,878	18.6%	275,000	685,000	28.6%	RFP Proposals exceeded budget significantly
Uplands Sewer Separation	200,000	-	0.0%	-	200,000	0.0%	Deferred
Active Transportation Program	429,000	-	0.0%	429,000	-	100.0%	fort st bike lane - may be start 2023; 250k
Electric Vehicle Stations	50,000	72,660	145.3%	85,000	(35,000)	170.0%	Henderson location required extra excavation
Bowker Creek Landslide Remediation	50,000	108,682	217.4%	108,682	(58,682)	217.4%	
McNeill Bay/McMicking Point Foreshore Erosion Mitiga	80,000	86,000	107.5%	200,000	(120,000)	250.0%	Retaining wall repairs
Public Works Vehicle and Equipment Replacement	1,887,300	157,196	8.3%	350,000	1,537,300	18.5%	unit prices, back orders, supply chain, reduce forecast
Total Capital Expenditures - Engineering Services	\$ 7,222,900	\$ 2,494,914	34.5%	\$ 4,988,663	\$ 2,234,237	69.1%	
Capital Expenditures - Sewer Utility							
Sewer Main Rehabilitation & Manhole Replacement	\$ 827,800	\$ 746,480	90.2%	850,000	\$ (22,200)	102.7%	
Sewer Capital - New Assets	100,000	-	0.0%	-	100,000	0.0%	
Total Capital Expenditures - Sewer Utility	\$ 927,800	\$ 746,480	80.5%	\$ 850,000	\$ 77,800	91.6%	
Capital Expenditures - Water Utility							
Watermain & Hydrant Replacement	\$ 2,376,800	\$ 634,725	26.7%	1,000,000	\$ 1,376,800	42.1%	
New Service Connections	138,000	212,025	153.6%	265,000	(127,000)	192.0%	
Water Distribution System Remote Monitoring Upgrade	80,000	-	0.0%	-	80,000	0.0%	Deferred
North Oak Bay Pump Station Consolidation & Water M:	250,000	403	0.2%	-	250,000	0.0%	Deferred
Water Distribution System Studies and Capital Projects	120,000	-	0.0%	-	120,000	0.0%	Deferred
Total Capital Expenditures - Water Utility	\$ 2,964,800	\$ 847,152	28.6%	\$ 1,265,000	\$ 1,699,800	42.7%	
Capital Expenditures - Parks, Recreation & Culture							
OBRC Facilities Maintenance	\$ 116,500	\$ 93,971	80.7%	93,971	\$ 22,529	80.7%	
OBRC Roofing - Arena, Lounge, ISF	1,450,000	1,171,866	80.8%	2,009,440	(559,440)	138.6%	Approved by Council April 11, 2022
OBRC Parking Lot Rehabilitation Options	99,000	-	0.0%	-	99,000	0.0%	
Henderson Building Maintenance	37,000	33,994	91.9%	37,000	-	100.0%	
Parks Facilities	28,200	18,831	66.8%	19,500	8,700	69.1%	
Carnarvon Park Building Design and Build	305,000	-	0.0%	60,000	245,000	19.7%	Work continues into 2023 Q1
OBRC General Equipment	227,000	17,555	7.7%	95,630	131,370	42.1%	
OBRC Chiller	571,500	417,224	73.0%	571,500	-	100.0%	
Henderson General Equipment	14,000	7,500	53.6%	7,700	6,300	55.0%	
Parks Equipment	15,700	-	0.0%	5,700	10,000	36.3%	
Carnarvon Park Tennis Court Resurfacing	89,000	84,894	95.4%	84,894	4,106	95.4%	
Public Art	40,000	966	2.4%	40,000	-	100.0%	
Electric Zamboni Replacement	-	-	N/A	250,038	(250,038)	N/A	Budget tsfr approved by CAO from PW Equipment
Capital Contingency	50,000	-	0.0%	-	50,000	0.0%	Will contribute to Parks Roof Urgent Repairs
Total Capital Expenditures - Parks, Recreation & Cultur	\$ 3,042,900	\$ 1,846,802	60.7%	\$ 3,275,373	\$ (232,473)	107.6%	

Schedule F – Second Quarter Budget Transfers September 30, 2022

Description	Amount	Comment
OBRC Roofing - Arena, Lounge, ISF	+559,440	Per Council Meeting April 11, 2022; Overage to be covered by Infrastructure Renewal Reserve and may require a Financial Plan Bylaw amendment.
Electric Zamboni Replacement	+250,038	Originally slated for replacement in 2024; Mechanical failure and purchasing opportunity led to the decision to replace early. Chief Administrative Office approved budget transfer from Public Works Equipment Replacement budget which will be underspent in 2022.
Pavement Management Program	+500,600	Forecasted underspending in the storm main program can be used for additional pavement management.
Public Works Roof Urgent Repairs	+90,000	Facilities Program Contingency and Parks, Recreation and Culture Capital Program Contingency will be used to fund this.

Schedule G – Single Payments over \$25,000 July 1, 2022 – Sep 30, 2022

SUPPLIER NAME	AMOUNT
AHF-ALLHARDWOODFLOOR LTD.	33,495.00
BC ASSESSMENT - FINANCIAL OPER	416,427.26
BC TRANSIT	1,987,057.08
CADBORO BAY DEVELOPMENTS LTD	174,005.72
CAPITAL REGIONAL DISTRICT	4,142,780.00
CAPITAL REGIONAL DISTRICT	2,513,470.00
CAPITAL REGIONAL DISTRICT	322,665.19
CAPITAL REGIONAL DISTRICT	249,003.52
CAPITAL REGIONAL DISTRICT	209,782.55
CAPITAL REGIONAL HOSPITAL DIST	1,648,511.00
CORPORATION OF THE DISTRICT OF	35,339.44
E-COMM EMERGENCY COMMUNICATION	66,444.00
ELISCO ENTERPRISES INC	42,607.93
ELISCO ENTERPRISES INC	36,349.65
FRASER VALLEY REFRIGERATION LT	272,085.51
FRASER VALLEY REFRIGERATION LT	50,483.22
GFL ENVIRONMENTAL INC	35,316.51
GFL ENVIRONMENTAL INC	31,348.32
GFL ENVIRONMENTAL INC	28,351.18
GLENLYON NORFOLK SCHOOL	33,623.78
GR. VICTORIA PUBLIC LIBRARY	96,385.00
GR. VICTORIA PUBLIC LIBRARY	96,385.00
GR. VICTORIA PUBLIC LIBRARY	96,385.00
GREATER VICTORIA LABOUR RELATI	40,688.00
ICONIX WATERWORKS LP	65,712.01
ISLAND ASPHALT COMPANY	54,478.46
NORTHRIDGE EXCAVATING LTD	34,661.94
OAK BAY BUSINESS IMPROVEMENT A	66,666.67
PACIFIC BLUE CROSS	58,135.51
PACIFIC BLUE CROSS	56,006.47
PACIFIC BLUE CROSS	55,573.13
PERFECTMIND INC	75,600.00
RALMAX CONTRACTING LTD	237,061.69
RALMAX CONTRACTING LTD	204,803.07
RALMAX CONTRACTING LTD	33,069.33
ROYAL ROOTER PLUMBING & DRAIN	37,800.00
SAANICH THE CORPORATION OF THE	208,305.91
SAANICH THE CORPORATION OF THE	36,587.00
SAANICH THE CORPORATION OF THE	35,339.44

Schedule G – Single Payments over \$25,000 Jul 1, 2022 – Sep 30, 2022
(Continued)

SOUTH ISLAND PROSPERITY PROJEC	45,124.00
THUJACRAFT LTD.	396,996.00
THUJACRAFT LTD.	140,675.94
THUJACRAFT LTD.	37,817.45
UNIVERSAL SHEET METAL LTD	429,975.00
UNIVERSAL SHEET METAL LTD	373,275.00
UNIVERSAL SHEET METAL LTD	373,275.00
UNIVERSAL SHEET METAL LTD	259,875.00
WORKERS COMPENSATION BOARD OF	236,002.47