

**PREPARED FOR:** Council  
**FROM:** Christopher Paine, Director of Financial Services  
**MEETING DATE:** October 25, 2021  
**SUBJECT:** Third Quarter Budget Report 2021

**RECOMMENDATION(S)**

THAT the report titled “Third Quarter Budget Report 2021”, authored by Christopher Paine, Director of Financial Services, dated October 25, 2021 be received.

**EXECUTIVE SUMMARY OF REPORT**

Overall the District is expected to finish the year within spending limits and without the use of contingency funding. Staff are currently forecasting a \$2.2M operating budget surplus (see Schedule B for details).

Underspending is forecasted to occur in most operating departments. Corporate Administration, Police Department, Building & Planning, and Water Utility underspending is largely due to staff vacancies that existed at the beginning of this year. Most of these vacancies have been filled and departments are now operating at full staffing.

Revenues are forecasted to be \$4.5M less than budget. However \$5.3M of this is due to the Uplands Sewer Separation grant application being declined by the Provincial Government. Therefore, revenues are forecasted to exceed budget by \$800,000 when this item is excluded. Furthermore, revenues from the Parks, Recreation, and Culture (PRC) department are forecasted to exceed budget by approximately \$1.1M. The PRC's net operating cost is forecasted to be \$6.3M which is \$1.5M greater than the budgeted 2019 net PRC operating cost (\$4.8M). There is still some ground to cover to return to pre-pandemic financial results for the PRC.

This forecasted PRC budget surplus reduces the District's need to use the COVID-19 restart grant to offset PRC revenues losses by \$1.1M. The District has budgeted to use \$2.63M of the grant, but will only need to use \$1.5 for 2021. The COVID-19 restart grant reserve balance is therefore forecasted to be approximately \$2.1M at the beginning of 2022.

	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast %
Revenue	54.0M	43.4M	80.4%	49.5M	91.7%
Expenses	41.9M	28.0M	66.7%	38.6M	92.0%
Capital Expenditures	21.1M	5.7M	26.8%	10.1M	47.8%

All major capital projects and programs are forecasted to be within budget. The District is set to have another record breaking year for capital spending. Capital expenditures are

forecasted to be \$10.1M. Despite record breaking capital spending, the forecasted capital spending is approximately 50% of budget. The main reasons for capital underspending include: (1) the Uplands Sewer Separation grant being declined by the Province, and (2) the two fire trucks not yet being purchased.

Forecasted capital spending includes:

- Fire equipment (\$500,000)
- Municipal Hall Refurbish (\$1.1M)
- Storm Sewer Rehabilitation (\$875,000)
- Pavement Management (\$1.3M)
- Active Transportation & Transportation Safety Improvements (\$700,000)
- Public Works Vehicle & Equipment replacement (\$1.8M)
- Sanitary Sewer infrastructure (\$725,000)
- Water infrastructure (\$1.2M)

Transfers to reserves are forecasted to exceed budget by approximately \$1.2M due to the Capital Regional District refund of the Trunk Sewer Capital Reserve Funds and the Federal Government extra Gas Tax Top-Up payment of \$817,000.

## **BACKGROUND/HISTORIC CONTEXT**

On May 10, 2021 Council approved the District's 2021-2025 Five Year Financial Plan which included funding for ongoing District operations, capital expenditures, and special initiatives to advance Council's Priorities. The District's financial and work planning processes provide for a second and third quarter budget report to support transparency. Council also receives preliminary full-year spending summaries during the subsequent year budget process and final financial reports with the audited financial statements.

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 amendment's to the District's Sustainable Procurement Policy that required disclosure of any single payments, or contracts executed with a value over \$25,000. Schedules G and H meet this requirement.

## **ANALYSIS**

All operating department budgets are expected to be within budget. All major capital projects and programs are forecasted to be within budget. Some capital projects are expected to be completed under budget:

1. Development Tracker: \$25,000 under budget,
2. Fire department Emergency Generator: \$38,000 under budget,
3. Municipal Hall Refurbish: \$86,600 under budget,
4. Public Works Vehicle & Equipment Replacement: \$80,000 under budget, and
5. OBRC Transformer Replacement: \$60,000 under budget.

The District also received two capital grants that were not anticipated in the Financial Plan:

1. Refund of CRD Trunk Sewer Capital Reserve: \$350,115
2. Federal Gast Tax Top-up: \$816,700

The forecast also includes capital projects directed by Council subsequent to the budget being finalized:

1. Pickleball Relocation: \$70,000 per Council direction from May 10, 2021, and
2. Carnarvon Park Tennis Court Resurfacing: \$89,000 per Council direction from July 12, 2021.

## 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 \$2.2M operating budget surplus.

	2021 Budget	2021 Forecast	Variance
Net financial position, beginning of year	\$ 47.7M	\$ 47.7M	\$-
Net transfers to (from) reserves	(9.1M)	(1.4M)	+7.7M
Net transfers to (from) surplus	-	2.2M	+2.2M
Net Financial expenditures, end of year	38.6M	48.5M	+9.9M

## IAP2 FRAMEWORK ENGAGEMENT

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

## TIMELINE/PROCESS/NEXT STEPS

Council will receive preliminary full year financial results during the 2022 budget deliberations and subsequently audited financial statements in spring of 2022. No Financial Plan Bylaw amendments will be recommended by staff unless forecasted spending exceeds spending authority limits set by the bylaw.

## OPTIONS

1. THAT the report titled "Third Quarter Budget Report 2021", authored by Christopher Paine, Director of Financial Services, dated October 25, 2021 be received.
2. Another direction as provided by Council.

Respectfully submitted,

Christopher Paine, Director of Financial Services

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

*Lou Varela*

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Lou Varela, Chief Administrative Officer

**ATTACHMENTS(S):**

[Third Quarter Budget Forecast Schedules](#)

## Schedule A – Consolidated Summary September 30, 2021

Revenue	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Property Value Taxes	\$ 28,469,200	\$ 28,471,259	100.0%	\$ 28,471,259	\$ 2,059	100.0%	
Boulevard Frontage Taxes	221,300	220,858	99.8%	221,300	-	100.0%	
Grant In Lieu of Taxes	53,300	-	0.0%	53,500	200	100.4%	Paid in July annually
1% Utility Revenue	221,700	250,130	112.8%	221,784	84	100.0%	Paid in July annually
Property Tax Penalties & Interest	167,800	170,178	101.4%	213,000	45,200	126.9%	Levied July 3
Grants (Operating)	3,050,900	478,621	15.7%	1,927,232	(1,123,668)	63.2%	Less use of COVID-19 restart grant
Grants (Capital)	6,923,700	2,117,430	30.6%	2,131,746	(4,791,954)	30.8%	Uplands Sewer Grant decision declined
Developer Contributions	186,000	-	0.0%	186,000	-	100.0%	
Investment Income	562,500	538,239	95.7%	653,333	90,833	116.1%	
Miscellaneous Revenue	15,300	4,111	26.9%	5,000	(10,300)	32.7%	This revenue is often unpredictable
Municipal-Regional District Tax	150,000	21,069	14.0%	100,000	(50,000)	66.7%	Tied to Oak Bay Tourism spending
Facilities Dept. Revenue	396,200	365,097	92.1%	396,670	470	100.1%	
Finance Dept. Revenue	51,700	39,855	77.1%	48,549	(3,151)	93.9%	
Building & Planning Dept. Revenue	907,600	805,503	88.8%	963,530	55,930	106.2%	
Engineering Dept. Revenue	27,100	(4,612)	-17.0%	15,000	(12,100)	55.4%	This revenue is often unpredictable
Public Works Dept. Revenue	1,669,800	1,103,498	66.1%	1,665,000	(4,800)	99.7%	
Parks & Recreational Dept. Revenue	4,750,600	4,341,789	91.4%	5,874,642	1,124,042	123.7%	
Sewer Utility Fees	1,414,900	1,055,878	74.6%	1,549,860	134,960	109.5%	
Water Utility Fees	4,798,300	3,478,774	72.5%	4,842,000	43,700	100.9%	
<b>Total Revenue</b>	<b>54,037,900</b>	<b>43,457,678</b>	<b>80.4%</b>	<b>49,539,404</b>	<b>(4,498,496)</b>	<b>91.7%</b>	
<b>Operating Expenses</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>YTD %</b>	<b>2021 Forecast</b>	<b>Forecast Variance</b>	<b>Fore. %</b>	<b>Comment</b>
Corporate Administration	2,747,800	1,905,991	69.4%	2,538,623	209,177	92.4%	Staff vacancies now filled
Oak Bay Tourism	150,000	27,268	18.2%	100,000	50,000	66.7%	
Facilities	211,100	140,659	66.6%	184,107	26,993	87.2%	Unused maintenance budgets tsfr to reserve
Finance & IT	1,500,500	1,079,850	72.0%	1,480,078	20,422	98.6%	
Policing	5,475,400	3,755,344	68.6%	5,080,897	394,503	92.8%	
Fire Protection	4,884,500	3,443,620	70.5%	4,694,079	190,421	96.1%	
Building & Planning	1,099,800	654,721	59.5%	934,918	164,882	85.0%	Staff vacancies, now filled
Engineering Services	1,451,100	980,404	67.6%	1,417,534	33,566	97.7%	
Public Works	3,825,600	2,531,026	66.2%	3,695,310	130,290	96.6%	
Parks and Recreation	12,113,400	9,048,046	74.7%	12,152,851	(39,451)	100.3%	
Library	1,128,300	561,537	49.8%	1,128,300	-	100.0%	
Sewer Utility	802,500	462,474	57.6%	624,523	177,977	77.8%	Crews utilized in capital and cost recovery
Water Utility	3,700,700	2,748,762	74.3%	3,372,055	328,645	91.1%	Crews utilized in capital and cost recovery
Fiscal	91,400	63,204	69.2%	83,403	7,997	91.3%	External payroll contract terminated
Debt Interest	134,400	134,378	100.0%	134,378	23	100.0%	
Contingencies	478,200	73,835	15.4%	188,354	289,846	39.4%	
Major Crimes Contingency	805,000	-	0.0%	-	805,000	0.0%	
Special Initiatives	1,327,000	369,154	27.8%	762,489	564,512	57.5%	See Schedule D - Special Project Forecasts
<b>Total Operating Expenses</b>	<b>41,926,700</b>	<b>27,980,276</b>	<b>66.7%</b>	<b>38,571,897</b>	<b>3,354,803</b>	<b>92.0%</b>	
<b>Add:</b>							
Transfers from Reserves	16,936,500	5,667,730	33.5%	10,387,989	6,548,511	61.3%	Correlated to capital spending
<b>Deduct:</b>							
Capital Expenditures	(21,110,600)	(5,651,690)	26.8%	(10,094,260)	(11,016,340)	47.8%	See Schedule E
Transfers to Reserves	(7,794,500)	(5,731,925)	73.5%	(8,961,714)	1,167,214	115.0%	CRD Trunk sewer reserve + Gas Tax Top-UP
Debt Principal	(142,600)	(142,594)	100.0%	(142,594)	(6)	100.0%	
<b>Total</b>	<b>\$ -</b>	<b>\$ 9,618,923</b>		<b>\$ 2,156,927</b>	<b>\$ (2,156,927)</b>		

## Schedule B – Budget Surplus Summary September 30, 2021

(Excludes surplus funded operating expenses)

	<b>Forecasted Variance</b>	<b>Comment</b>
Property Tax Penalties & Interest	47,543	
Grants (Operating)	16,172	
CRD Trunk Sewer Reserve Refund	350,115	
Transfer to Capital Works Reserve	(350,115)	
Grants (Capital)	1,550	
Additional Gas Tax Payment	817,099	
Transfer to Gas Tax Reserve	(817,099)	
Investment Income	90,833	
Miscellaneous Revenue	(10,300)	
Use of COVID-19 Restart Grant	(1,084,590)	
Parks, Recreation, and Culture	1,084,590	
Corporate Administration	209,177	Staff vacancies & other
Facilities	27,464	
Finance & IT	17,271	
Policing	394,503	Officer vacancies
Fire Protection	190,421	Apparatus bay lease deferred
Building & Planning	220,812	Staff vacancies & other
Engineering Services	9,366	
Public Works	125,490	
Sewer Utility	312,937	Crews utilized in capital and cost recover jobs
Water Utility	372,345	Crews utilized in capital and cost recover jobs
Fiscal	7,997	
Contingency (tax funded)	135,346	
Other	(12,000)	
<b>Total Forecasted Budget Surplus</b>	<b><u>\$ 2,156,927.33</u></b>	

## Schedule C – Operating Budget Forecasts September 30, 2021

Operating Expenses	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
<b>Corporate Administration Operating Expenses:</b>							
Council	\$ 158,000	\$ 102,457	65%	\$ 143,197	\$ 14,803	90.6%	Reduced travel expense forecasted
Corporate Administration	1,311,400	858,212	65%	1,175,611	135,789	89.6%	1.5 FTE vacancy Jan - May 2021
Human Resources	490,700	239,270	49%	347,559	143,141	70.8%	OH&S office vacancy until August, under utilized corporate training budget
Communications	154,900	95,296	62%	142,942	11,958	92.3%	Underutilized consulting forecasted
Risk Management	305,000	327,654	107%	397,272	(92,272)	130.3%	Forecasted legal expenditures oversubscribed
Grants & Fee for Service	176,100	231,928	132%	232,728	(56,628)	132.2%	Kings Rd. greenspace contribution
Events	105,000	19,883	19%	53,692	51,308	51.1%	Oak Bay Tea Party cancelled
Archives	46,700	31,291	67%	45,621	1,079	97.7%	
<b>Total Corporate Administration Expenses:</b>	<b>\$ 2,747,800</b>	<b>\$ 1,905,991</b>	<b>69%</b>	<b>\$ 2,538,623</b>	<b>\$ 209,177</b>	<b>92.4%</b>	
<b>Oak Bay Tourism</b>							
Oak Bay Tourism	150,000	\$ 27,268	18%	\$ 100,000	\$ 50,000	66.7%	
<b>Total Oak Bay Tourism Expenses</b>	<b>\$ 150,000</b>	<b>\$ 27,268</b>	<b>18%</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>66.7%</b>	
<b>Administrative Facilities</b>							
Maintenance - 1538 Monterey	\$ 5,000	\$ -	0%	\$ 2,000	\$ 3,000	40.0%	Underspent maintenance budgets transferred to capital reserve
Maintenance - 1423 Hampshire	28,400	17,594	62%	23,500	4,900	82.7%	Underspent maintenance budgets transferred to capital reserve
Maintenance - 1531 Hampshire	5,000	388	8%	2,000	3,000	40.0%	Underspent maintenance budgets transferred to capital reserve
Maintenance - Tod House	7,500	4,063	54%	6,500	1,000	86.7%	Underspent maintenance budgets transferred to capital reserve
Maintenance - Municipal Hall	83,200	53,641	64%	80,133	3,068	96.3%	Underspent maintenance budgets transferred to capital reserve
Foreshore Lease	65,000	64,974	100%	64,974	26	100.0%	
Maintenance - Oak Bay Marina	17,000	-	0%	5,000	12,000	29.4%	Underspent maintenance budgets transferred to capital reserve
Transfers to Reserves for Facilities	51,500	38,625	75%	51,500	-	100.0%	
Transfers to Tod House Trust	12,200	9,150	75%	12,200	-	100.0%	
Transfers to Marina Reserve	16,800	12,600	75%	16,800	-	100.0%	
<b>Total Administrative Facilities Expenses</b>	<b>\$ 291,600</b>	<b>\$ 201,034</b>	<b>69%</b>	<b>\$ 239,107</b>	<b>\$ 19,093</b>	<b>82.0%</b>	
<b>Finance &amp; Information Technology Operating Expenses:</b>							
Finance General	\$ 873,200	\$ 619,694	71%	\$ 863,256	\$ 9,944	98.9%	
Parking Enforcement	47,700	33,577	70%	46,555	1,145	97.6%	
Information Technology	579,600	426,578	74%	570,267	9,333	98.4%	
<b>Total Finance &amp; IT Operating Expenses:</b>	<b>\$ 1,500,500</b>	<b>\$ 1,079,850</b>	<b>72%</b>	<b>\$ 1,480,078</b>	<b>\$ 20,422</b>	<b>98.6%</b>	
<b>Police Department Operating Expenses</b>							
Police Board	\$ 12,000	\$ 5,127	43%	\$ 10,000	\$ 2,000	83.3%	
Police Administration	577,100	419,627	73%	583,033	(5,933)	101.0%	
Protective Services	4,597,200	3,102,716	67%	4,195,752	401,448	91.3%	Officer vacancies
Community Program	18,900	15,275	81%	18,900	-	100.0%	
Integrated Units	152,500	124,448	82%	150,804	1,696	98.9%	
Police Building Maintenance	60,200	41,763	69%	58,872	1,328	97.8%	
Vehicle Maintenance	57,500	46,388	81%	63,536	(6,036)	110.5%	
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%	
<b>Total Police Department Operating Expenses</b>	<b>\$ 5,633,000</b>	<b>\$ 3,873,544</b>	<b>69%</b>	<b>\$ 5,238,497</b>	<b>\$ 394,503</b>	<b>93.0%</b>	

## Schedule C – Operating Budget Forecasts September 30, 2021 (Continued)

Operating Expenses	Budget	YTD	%	Forecast	Variance	%	Comment
<b>Fire Department Operating Expenses</b>							
Fire Administration	\$ 1,031,100	\$ 606,108	59%	\$ 822,497	\$ 208,603	79.8%	Dep. Chief vacancy + apparatus bay lease
Fire Fighting Force	3,468,800	2,611,902	75%	3,524,651	(55,851)	101.6%	Deputy Chief vacancy offset by Firefighter
Fire Hall	161,800	85,082	53%	136,804	24,996	84.6%	
Fire Vehicles & Equipment	89,000	65,282	73%	89,235	(235)	100.3%	
Emergency Program	133,800	75,245	56%	120,891	12,909	90.4%	
<b>Total Fire Department Operating Expenses</b>	<b>\$ 4,884,500</b>	<b>\$ 3,443,620</b>	<b>71%</b>	<b>\$ 4,694,079</b>	<b>\$ 190,421</b>	<b>96.1%</b>	
<b>Building &amp; Planning Operating Expenses</b>							
Planning	\$ 532,000	\$ 322,819	61%	\$ 475,137	\$ 56,863	89.3%	
Inspections	246,000	182,976	74%	240,063	5,937	97.6%	
Bylaw Enforcement	192,100	83,063	43%	123,309	68,791	64.2%	Additional 0.5 FTE approved by Council 2021
Animal Control	88,900	65,863	74%	89,908	(1,008)	101.1%	
Heritage Commission	10,800	-	0%	6,500	4,300	60.2%	
Climate Action Grants & Rebates	30,000	-	0%	-	30,000	0.0%	Unspent funds transferred to Climate Reserve
<b>Total Building &amp; Planning Operating Expenses</b>	<b>\$ 1,099,800</b>	<b>\$ 654,721</b>	<b>60%</b>	<b>\$ 934,918</b>	<b>\$ 164,882</b>	<b>85.0%</b>	
<b>Engineering Services Operating Expense</b>							
Engineering Administration	\$ 1,451,100	\$ 980,404	68%	\$ 1,417,534	\$ 33,566	97.7%	
<b>Total Engineering Services Operating Expenses</b>	<b>\$ 1,451,100</b>	<b>\$ 980,404</b>	<b>68%</b>	<b>\$ 1,417,534</b>	<b>\$ 33,566</b>	<b>97.7%</b>	
<b>Public Works Operating Expense</b>							
Yard & Building	\$ 209,600	\$ 142,739	68%	\$ 206,138	\$ 3,462	98.3%	
Safety Program	26,300	15,874	60%	22,765	3,535	86.6%	
Stores	126,800	110,261	87%	136,488	(9,688)	107.6%	
Road Repair	581,000	373,817	64%	518,453	62,547	89.2%	Underspent to fund drainage
Drainage	473,100	372,690	79%	469,000	4,100	99.1%	Several major rainfall events 2021
Street Cleaning	116,300	81,737	70%	92,000	24,300	79.1%	
Leaf Pickup Program	211,800	42,935	20%	242,000	(30,200)	114.3%	
Snow Removal	85,800	62,441	73%	83,000	2,800	96.7%	
Noxious Weed Program	15,300	5,906	39%	12,000	3,300	78.4%	
Street Lighting	248,600	116,186	47%	204,000	44,600	82.1%	
Signs and Traffic Signals	204,300	152,016	74%	193,561	10,739	94.7%	
Solid Waste	1,498,100	1,045,665	70%	1,487,160	10,940	99.3%	
Other Public Works	28,600	8,757	31%	28,745	(145)	100.5%	
<b>Total Public Works Operating Expenses</b>	<b>\$ 3,825,600</b>	<b>\$ 2,531,026</b>	<b>66%</b>	<b>\$ 3,695,310</b>	<b>\$ 130,290</b>	<b>96.6%</b>	
<b>Sewer Utility Operating Expense</b>							
Sewer Administration	\$ 83,800	\$ 44,043	53%	\$ 67,280	\$ 16,520	80.3%	
Sewer Collection	403,300	311,677	77%	366,344	36,956	90.8%	
Repair Program	294,000	106,755	36%	178,900	115,100	60.9%	CCTV contract came to an end, will be refreshed 2022
Inflow & Infiltration	21,400	-	0%	12,000	9,400	56.1%	
<b>Sewer Utility Operating Expenses</b>	<b>\$ 802,500</b>	<b>\$ 462,474</b>	<b>58%</b>	<b>\$ 624,523</b>	<b>\$ 177,977</b>	<b>77.8%</b>	



## Schedule C – Operating Budget Forecasts September 30, 2021 (Continued)

Operating Expenses	Budget	YTD	%	Forecast	Variance	%	Comment
<b>Water Utility Operating Expense</b>							
Administration	\$ 101,400	\$ 87,915	87%	\$ 116,026	\$ (14,626)	114.4%	
Maintenance	829,200	496,672	60%	708,270	120,930	85.4%	Crews utilized in capital and cost recovery
Valve turning	141,400	17,000	12%	20,000	121,400	14.1%	Crews utilized in capital and cost recovery
Backflow prevention	21,500	11,168	52%	16,900	4,600	78.6%	Crews utilized in capital and cost recovery
Pumping	9,100	8,653	95%	10,000	(900)	109.9%	
Collection	189,100	82,666	44%	125,000	64,100	66.1%	Crews utilized in capital and cost recovery
Safety program	32,600	10,199	31%	23,858	8,742	73.2%	
Water purchased	2,376,400	2,034,488	86%	2,352,000	24,400	99.0%	
<b>Water Utility Operating Expenses</b>	<b>\$ 3,700,700</b>	<b>\$ 2,748,762</b>	<b>74%</b>	<b>\$ 3,372,055</b>	<b>\$ 328,645</b>	<b>91.1%</b>	
<b>Parks, Recreation &amp; Culture Operating Expense</b>							
Administration-r	\$ 2,193,200	\$ 1,533,416	70%	\$ 2,038,501	\$ 154,699	92.9%	
Building Maintenance-OBPR	2,491,200	1,764,227	71%	2,413,553	77,647	96.9%	
Henderson-e	909,800	811,641	89%	967,290	(57,490)	106.3%	
Henderson Fitness-e	266,900	169,662	64%	289,300	(22,400)	108.4%	
OBRC Fitness-e	280,900	190,017	68%	339,576	(58,676)	120.9%	
Aquatics-e	869,900	658,984	76%	886,021	(16,121)	101.9%	
Arena-e	228,400	174,382	76%	248,013	(19,613)	108.6%	
Food Services-e	158,000	79,901	51%	117,693	40,307	74.5%	
Indoor Sports Field-e	113,300	109,023	96%	166,254	(52,954)	146.7%	
Sailing-e	23,600	42,933	182%	39,776	(16,176)	168.5%	
Licensed Care-e	730,700	517,572	71%	703,106	27,594	96.2%	
Youth Centre-e	40,900	64,903	159%	78,144	(37,244)	191.1%	
Tennis-e	367,200	382,069	104%	475,617	(108,417)	129.5%	
Monterey Centre-e	818,000	495,587	61%	740,060	77,940	90.5%	
Par 3 Golf-e	212,400	143,537	68%	206,020	6,380	97.0%	
Cultural Events-e	48,500	40,775	84%	52,099	(3,599)	107.4%	
Invasive Species Removal	62,800	129,423	206%	152,545	(89,745)	242.9%	
Public Works-e	25,600	12,927	50%	18,345	7,255	71.7%	
Tree Cutting & Planting	600,600	415,317	69%	567,601	32,999	94.5%	
Benches	31,500	22,632	72%	19,327	12,173	61.4%	
Playgrounds	569,000	474,331	83%	597,962	(28,962)	105.1%	
Lawn & Garden	311,700	213,939	69%	252,128	59,572	80.9%	
Field Maintenance	215,900	162,997	75%	184,542	31,358	85.5%	
Boulevard Maintenance	286,000	279,008	98%	337,346	(51,346)	118.0%	
Small Buildings	223,300	149,201	67%	214,628	8,672	96.1%	
Leaf Clearing	34,100	4,397	13%	39,765	(5,665)	116.6%	
<b>Total Parks, Recreation &amp; Culture Operating Expenses</b>	<b>\$ 12,113,400</b>	<b>\$ 9,042,803</b>	<b>75%</b>	<b>\$ 12,145,210</b>	<b>\$ (31,810)</b>	<b>100.3%</b>	

## Schedule D – Special Project Budget Forecasts September 30, 2021

	2021 Budget	2021 YTD	% Spent	2021 Forecast	Forecasted Variance	Fore. %	Comment
<b>Diverse Housing</b>							
Secondary Suite Study	\$ 23,600	\$ 10,100	43%	\$ 23,600	\$ -	100%	Final report to Council Q3
Infill Housing - Neighbourhoods	120,000	300	0%	60,000	60,000		50% Project Charter approved, RFP June
<b>Sustainable Service</b>							
Sanitary Sewer Master Plan	232,200	129,037	56%	156,000	76,200	67%	Completion Q4; well under budget
Emergency Plan	25,000	5,800	23%	19,000	6,000	76%	May be partially deferred to 2022
Pavement Condition Assessment	95,000	-	0%	-	95,000	0%	Grant dependent
Facilities Master Plan	50,000	37,000	74%	50,000	-	100%	On track for delivery Q2, 2022
Occupational Disability Claims Management	35,000	-	0%	-	35,000	0%	Deferred indefinitely
Asset Retirement Obligation Review	30,000	-	0%	-	30,000	0%	Likely deferred due to workload
<b>Service Excellence</b>							
FOIPPA Training	7,800	6,860	88%	7,800	-	100%	Training planned Q3-Q4
Human Resource Plan Implementation	64,000	-	0%	24,000	40,000	38%	Some components deferred to 2022
Records Management	45,000	21,424	48%	42,488	2,513	94%	Work underway
Emergency Evacuation Plan	10,000	-	0%	10,000	-	100%	Project initiation Q4
Fire Master Plan	50,000	13,000	26%	50,000	-	100%	Completion Q4
Network Security Audit	30,000	750	3%	30,000	-	100%	Contract awarded
Utility Billing Process Review	15,000	225	2%	7,500	7,500	50%	Draft RFEOL issued; likely partially deferred
Parking Enforcement Services Review	10,000	-	0%	-	10,000	0%	May be deferred due to bylaw review
<b>Quality of Life</b>							
Marina Lease Negotiation	179,000	60,357	34%	103,000	76,000	58%	Negotiations expected through 2022
Deer Management	84,400	84,301	100%	84,301	99	100%	
Sea Level Rise Study	25,000	-	0%	-	25,000	0%	Earliest project initiation will be Q4
<b>Community Health and Resilience</b>							
Oak Bay High School Track Resurfacing Grant	50,000	-	0%	-	50,000	0%	SD61 reassessing capital costs
Urban Forest Management - Garry Oak Inventory	25,000	-	0%	25,000	-	100%	Project initiation Q3-Q4
CCAWG Recommendation - Coolkit Program	101,000	-	0%	69,800	31,200	69%	Phase 1 planning underway
CCAWG Recommendation - Recommendation #4	20,000	-	-	-	20,000	0%	Consultant selection Q4
<b>Total Special Initiatives</b>	<b>\$ 1,327,000</b>	<b>\$ 369,154</b>	<b>28%</b>	<b>\$ 762,489</b>	<b>\$ 564,512</b>	<b>57%</b>	

## Schedule E – Capital Budget Forecasts September 30, 2021

Capital Expenditures - Corporate Administration	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Council Chambers Audio Equipment Upgrade (carry-over)	\$ 70,000	\$ 17,663	25.2%	\$ 69,000	\$ 1,000	98.6%	Equipment delivery delayed; Q4 installation
EDRM System	15,000	-	0.0%	15,000	-	100.0%	
Municipal Hall Shelving	60,000	50,365	83.9%	55,000	5,000	91.7%	Shelves installed
<b>Total Capital Expenditures - Corporate Administration</b>	<b>\$ 145,000</b>	<b>\$ 68,027</b>	<b>46.9%</b>	<b>\$ 139,000</b>	<b>\$ 6,000</b>	<b>95.9%</b>	

Capital Expenditures - Finance & IT	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Payroll Software	\$ 101,200	\$ 74,386	73.5%	88,243	\$ 12,957	87.2%	Majority of work complete; staff training underway
Development Tracker	68,000	28,901	42.5%	42,758	25,242	62.9%	Near completion; launch Q4
Network & Other IT Hardware	46,400	7,192	15.5%	45,000	1,400	97.0%	
PC Hardware Replacement	70,000	58,585	83.7%	68,000	2,000	97.1%	Bulk purchase complete; deployment Q3
<b>Total Capital Expenditures - Finance &amp; IT</b>	<b>\$ 285,600</b>	<b>\$ 169,064</b>	<b>59.2%</b>	<b>\$ 244,001</b>	<b>\$ 41,599</b>	<b>85.4%</b>	

Capital Expenditures - Police Department	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Police Vehicle Replacement	\$ 74,500	\$ 64,829	87.0%	70,000	\$ 4,500	94.0%	
Police Computer Equipment Replacement	30,000	29,659	98.9%	29,659	341	98.9%	
Police Building Repairs	10,000	21,735	217.4%	25,000	(15,000)	250.0%	Emergency repairs men's washroom
<b>Total Capital Expenditures - Police Department</b>	<b>\$ 114,500</b>	<b>\$ 116,224</b>	<b>101.5%</b>	<b>\$ 124,659</b>	<b>\$ (10,159)</b>	<b>108.9%</b>	

Capital Expenditures - Fire Department	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Engine with Light rescue	\$ 1,300,000	\$ -	0.0%	\$ 1,000	\$ 1,299,000	0.1%	Notice of Intent posted Q4
Fire Personal Protective Equipment	110,000	98,632	89.7%	110,000	-	100.0%	
Fire Hall Interior Painting	21,000	-	0.0%	-	21,000	0.0%	Complete December 2020
Emergency Generator	196,000	69,885	35.7%	158,000	38,000	80.6%	Tender awarded; results under budget
Site Prep: Portable Apparatus Bay	250,000	-	0.0%	150,000	100,000	60.0%	Unspent funds will be carried over for 2022
Emergency Program Vehicle Replacement	70,000	-	0.0%	55,000	15,000	78.6%	Tender awarded; vehicle will be received Q4.
EOC Equipment & Training	8,800	8,838	100.4%	8,838	(38)	100.4%	Purchase complete
Emergency Support Services Equipment	25,000	24,660	98.6%	24,555	445	98.2%	Purchase complete
C-Can Based Training Prop	100,000	7,725	7.7%	50,000	50,000	50.0%	May request revised budget
Ladder Truck with Heavy Rescue	2,050,000	-	0.0%	10,000	2,040,000	0.5%	Aiming to have RFP/NOI issued Q4
Thermal Imaging Protective Equipment	66,000	-	0.0%	66,000	-	100.0%	Reviewing options, purchase expected Q4
<b>Total Capital Expenditures - Fire Department</b>	<b>\$ 4,196,800</b>	<b>\$ 209,740</b>	<b>5.0%</b>	<b>\$ 633,393</b>	<b>\$ 3,563,407</b>	<b>15.1%</b>	

Capital Expenditures - Engineering Services	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Facilities Capital Program							
Municipal Hall Refurbish	1,222,200	\$ 1,101,080	90.1%	1,135,600	86,600	92.9%	Substantially complete
Tod House Improvements	363,000	28,571	7.9%	28,571	334,429	7.9%	Deferred until 2022
Marina Structural Repairs	425,000	7,843	1.8%	-	425,000	0.0%	Unlikely to proceed; lease negotiations underway
Work Order Management Infrastructure	25,000	-	0.0%	7,000	18,000	28.0%	Unspent funds will likely be carried forward
1538 Monterey Capital Repairs	35,000	-	0.0%	-	35,000	0.0%	Currently assessing repair requirements
Facilities Contingency	50,000	-	0.0%	-	50,000	0.0%	
Transportation Safety Improvements	500,000	301,382	60.3%	500,000	-	100.0%	Per Council program update March 2021
Pavement Management Program	1,346,000	679,077	50.5%	1,346,000	-	100.0%	
Storm Sewer Rehabilitation	605,000	255,548	42.2%	875,000	(270,000)	144.6%	Utilize new sewer asset budget to fund
Storm Sewer - New Assets	270,000	-	0.0%	-	270,000	0.0%	Deferred, used to fund current storm replacement
Uplands Sewer Separation	5,395,000	-	0.0%	-	5,395,000	0.0%	Grant declined by Province
Active Transportation Program	200,000	-	0.0%	200,000	-	100.0%	Per Council program update March 2021
Electric Vehicle Stations	50,000	-	0.0%	45,000	5,000	90.0%	Hardware selected, electrical engineer engaged
McNeill Bay/McMicking Point Foreshore Erosion Mitigation	30,000	-	0.0%	30,000	-	100.0%	
Foreshore Infrastructure	50,000	-	0.0%	50,000	-	100.0%	
University Drive Connection Pathway	158,200	126,197	79.8%	126,000	32,200	79.6%	Construction complete
<b>Total Capital Expenditures - Engineering Services</b>	<b>\$ 10,724,400</b>	<b>\$ 2,499,698</b>	<b>23.3%</b>	<b>\$ 4,343,171</b>	<b>\$ 6,381,229</b>	<b>40.5%</b>	

Capital Expenditures - Public Works	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
#89 Parks dump box truck Replacement	\$ 65,000	\$ -	0.0%	65,000	\$ -	100.0%	Dump box insert to be purchased
#97 garbage truck Replacement	355,000	347,733	98.0%	355,000	-	100.0%	Complete
#18 Flat Deck Crane Truck Replacement	178,000	151,998	85.4%	151,998	26,002	85.4%	Complete
#10 Crew Van Replacement	100,000	-	0.0%	100,000	-	100.0%	Tendered, reviewing options
#78 Crew Van Replacement	100,000	-	0.0%	100,000	-	100.0%	Tendered, reviewing options
#96 Mower Replacement	40,000	-	0.0%	40,000	-	100.0%	Tendered, reviewing options
#27a Medium Salt/Sand Spreader Replacement	28,000	10,443	37.3%	28,000	-	100.0%	Complete
#4 Front End Loader Replacement	225,000	185,110	82.3%	185,110	39,890	82.3%	Complete
#5 Single Axle Dump Replacement	140,000	-	0.0%	140,000	-	100.0%	Tendering Q4
#58 Flat Deck Replacement	110,000	96,672	87.9%	116,672	(6,672)	106.1%	Complete
#69 Parks Field Sweeper Replacement	60,000	56,785	94.6%	56,785	3,215	94.6%	Complete
#79 Parks Crew Pickup Truck Replacement	40,000	29,402	73.5%	40,000	-	100.0%	Tendered, ordered
Public Works Fencing	25,000	27,208	108.8%	25,000	-	100.0%	Quotes received
#70 Crew Van Replacement	57,300	-	0.0%	57,300	-	100.0%	Tendered, ordered
#31 Vac Leaf Machine Replacement	75,000	-	0.0%	75,000	-	100.0%	Tendering Q4
#26 Midsize Hydrovac Unit Replacement	120,000	-	0.0%	-	120,000	0.0%	Re-evaluating options for 2022
#82 Single Axle Dump Truck Replacement	140,000	-	0.0%	140,000	-	100.0%	Tendering Q3
<b>Total Capital Expenditures - Public Works</b>	<b>\$ 1,858,300</b>	<b>\$ 905,352</b>	<b>48.7%</b>	<b>\$ 1,675,865</b>	<b>\$ 182,435</b>	<b>90.2%</b>	

## Schedule E – Capital Budget Forecasts September 30, 2021 (Continued)

<b>Capital Expenditures - Sewer Utility</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>YTD %</b>	<b>2021 Forecast</b>	<b>Forecast Variance</b>	<b>Fore. %</b>	<b>Comment</b>
Sewer Manholes	\$ 65,200	\$ 3,559	5.5%	65,200	\$ -	100.0%	
Sewer Main Rehabilitation	660,000	105,125	15.9%	660,000	-	100.0%	
<b>Total Capital Expenditures - Sewer Utility</b>	<b>\$ 725,200</b>	<b>\$ 108,684</b>	<b>15.0%</b>	<b>\$ 725,200</b>	<b>\$ -</b>	<b>100.0%</b>	

<b>Capital Expenditures - Water Utility</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>YTD %</b>	<b>2021 Forecast</b>	<b>Forecast Variance</b>	<b>Fore. %</b>	<b>Comment</b>
Cross Connections	\$ 20,400	\$ 3,049	14.9%	10,000	\$ 10,400	49.0%	
Watermain Replacement	990,000	675,820	68.3%	941,933	48,067	95.1%	
Hydrants	51,000	99,067	194.2%	99,067	(48,067)	194.2%	
Other Repairs	12,200	863	7.1%	-	12,200	0.0%	
New Service Connections	132,600	71,557	54.0%	120,000	12,600	90.5%	
Water Distribution System Remote Monitoring Upgrade	80,000	-	0.0%	27,000	53,000	33.8%	Underspent project funds will be carried forward
North Oak Bay Pump Station Consolidation & Water Main Upgrades	50,000	-	0.0%	50,000	-	100.0%	Consultant engaged
Water Distribution System Studies and Capital Projects	120,000	-	0.0%	120,000	-	100.0%	Consultant engaged
<b>Total Capital Expenditures - Water Utility</b>	<b>\$ 1,456,200</b>	<b>\$ 850,356</b>	<b>58.4%</b>	<b>\$ 1,368,000</b>	<b>\$ 88,200</b>	<b>93.9%</b>	

<b>Capital Expenditures - Parks, Recreation &amp; Culture</b>	<b>2021 Budget</b>	<b>2021 YTD</b>	<b>YTD %</b>	<b>2021 Forecast</b>	<b>Forecast Variance</b>	<b>Fore. %</b>	<b>Comment</b>
OBRC Transformer Replacement	\$ 240,000	\$ 180,021	75.0%	180,021	\$ 59,980	75.0%	Project complete
Electronic Road Sign for Oak Bay Recreation Centre	30,000	-	0.0%	30,000	-	100.0%	Will not proceed
OBRC Parking Lot Paving	350,000	271,798	77.7%	271,798	78,202	77.7%	Partially complete; determining creek remediation
Windsor Tennis Court Resurfacing/Repair	68,800	68,713	99.9%	68,713	87	99.9%	Project complete
Henderson Building Maintenance	25,000	21,702	86.8%	25,000	-	100.0%	Completion Q3-Q4
Monterey Building Maintenance	28,400	24,578	86.5%	28,400	-	100.0%	Work Underway
Software Acquisition	13,000	-	0.0%	675	12,325	5.2%	Deferred until 2022
Floor Scrubber Replacement	11,000	11,209	101.9%	11,769	(769)	107.0%	Project complete
OBRC Chiller	583,000	11,417	2.0%	11,417	571,583	2.0%	Tender awarded; construction July 2022
Henderson Equipment	8,000	-	0.0%	-	8,000	0.0%	Purchase will proceed 2022
Fitness Equipment	104,000	65,397	62.9%	94,812	9,188	91.2%	Purchase will continue Q4
Anderson Hill Park Kiosk	8,400	-	0.0%	-	8,400	0.0%	Awaiting First Nations consultation
Lafayette Park Irrigation	7,000	-	0.0%	7,000	-	100.0%	Purchase will proceed Q4
Cattle Point Maritime Meadow Protective Fencing	40,000	1,215	3.0%	40,000	-	100.0%	Construction expected Q4
Sportsview lounge equipment	18,000	-	0.0%	4,000	14,000	22.2%	A portion of funds will be carried forward to 2022
Public Art	20,000	-	0.0%	-	20,000	0.0%	Will be carried forward to 2022
Capital Contingency	50,000	-	0.0%	-	50,000	0.0%	
Pickleball Relocation	-	67,365	n/a	67,365	(67,365)	n/a	per May 10 Council meeting; completion July 2022
Carnarvon Park Tennis Court Resurfacing	-	-	n/a	-	-	-	\$88,950 per July 12, 2021 Council meeting
<b>Total Capital Expenditures - Parks, Recreation &amp; Culture</b>	<b>\$ 1,604,600</b>	<b>\$ 723,415</b>	<b>45.1%</b>	<b>\$ 840,970</b>	<b>\$ 763,630</b>	<b>52.4%</b>	

## Schedule F – Second Quarter Budget Transfers September 30, 2021

<b>Description</b>	<b>Amount</b>	<b>Comment</b>
Kings Rd Greenway contribution	+\$75,000	Per July 26, 2021 Council meeting
Corporate Administration: Events	-\$50,000	
Corporate Administration: Grant in Aid	-\$10,000	
Accumulated Surplus Reserve	-\$15,000	
Canarvon Park Tennis Court Resurfacing	+\$88,950	Per July 12, 2021 Council meeting.
Capital Works Reserve	-\$88,000	

## Schedule G – Single Payments over \$25,000 July 1, 2021 – Sep 30, 2021

<b>Supplier</b>	<b>Pay Date</b>	<b>Pay Amount</b>	<b>Comment</b>
ARAL CONSTRUCTION (2014)	Aug 11/21	49,651.61	Municipal Hall Refurbish Project
ARAL CONSTRUCTION (2014)	Sep 24/21	300,425.40	Municipal Hall Refurbish Project
BC ASSESSMENT - FINANCIAL	Jul 22/21	407,894.19	Tax Requisition
BC TRANSIT	Jul 22/21	1,850,532.71	Tax Requisition
CAPITAL REGIONAL DISTRICT	July 15/21	328,516.36	Bulk Water Purchase
CAPITAL REGIONAL DISTRICT	Sep 15/21	372,776.78	Bulk Water Purchase
CAPITAL REGIONAL DISTRICT	Aug 17/21	386,381.57	Bulk Water Purchase
CAPITAL REGIONAL DISTRICT	Jul 22/21	6,270,012.00	Tax Requisition & Core Area Wastewater Treatment Operating Costs
CAPITAL REGIONAL HOSPITAL DISTRICT	Jul 22/21	1,773,301.00	Tax Requisition
COLLIERS PROJECT LEADERS	Aug 24/21	33,056.25	Facilities Master Plan
E-COMM EMERGENCY COMMUNIC	Sep 28/21	78,120.00	Dispatch Levy Oct 1 – Dec 31, 2021
ELISCO ENTERPRISES INC	Aug 11/21	39,809.13	Soccertron Summer 2021
GFL ENVIRONMENTAL INC	Jul 20/21	26,583.38	Organic Waste Collection
GFL ENVIRONMENTAL INC	Aug 25/21	33,618.62	Organic Waste Collection & Tipping Fees
GR. VICTORIA PUBLIC LIBRA	Jul 23/21	50,240.00	Library Requisition
GRAPHIC OFFICE INTERIORS	Jul 29/21	175,808.96	Municipal Hall Furniture Order
GREATER VICTORIA LABOUR R	Sep 21/21	29,896.00	Membership Dues
HEROLD ENGINEERING	Sep 28/21	41,128.08	Dalhousie Sanitary Replacement
HOULE ELECTRIC LTD.	Sep 15/21	62,629.87	Fire/Police Department Emergency Generator Project
ISLAND ASPHALT COMPANY	Jul 20/21	317,800.45	Asphalt Repaving Bowker
KIA VICTORIA	Sep 16/21	33,550.88	Police Vehicle Replacement
PACIFIC BLUE CROSS	Aug 17/21	56,062.69	Extended Health and Dental Benefits
SAANICH THE CORPORATION OF DISTRICT	Aug 11/21	28,310.39	Integrated Unit Billing
SAANICH THE CORPORATION OF DISTRICT	Aug 11/21	34,310.25	Fire Dispatch Oct 1 – Dec 31, 2021
SAANICH THE CORPORATION OF DISTRICT	Jul 9/21	34,376.89	Oak Bay/Saanich Police Services Agreement
SAANICH THE CORPORATION OF DISTRICT	Jul 21/21	34,376.89	Oak Bay/Saanich Police Services Agreement
SAANICH THE CORPORATION OF DISTRICT	Aug 24/21	34,376.89	Oak Bay/Saanich Police Services Agreement
SAANICH THE CORPORATION OF DISTRICT	Sep 10/21	75,000.00	Kings Rd. Green Space Contribution
UNIVERSITY OF VICTORIA	Sep 15/21	248,242.00	BCAT Grant transmission
VICTORIA PLAYCO INSTALLAT	Aug 4/21	48,752.17	Carnarvon Pickleball Project
WORKERS COMPENSATION BOAR	July 15/21	190,774.38	WorkSafe BC Premiums

Schedule H – Contracts with Value over \$25,000 executed Jul 1, 2021 – Sep 30, 2021

<b>Contractor</b>	<b>Approximate Value*</b>	<b>Description</b>
Allerra Construction Ltd.	\$370,000	Cadboro Bay and Bowker Ave Intersection
Dave Mitchell and Associates	\$50,000	Fire Master Plan/Fire Services Review
Fraser Valley Refrigeration Ltd	\$403,400	Chiller Replacement
Houle Electric	\$70,000	Council Chamber Audio Visual Equipment Design & Supply
Plan Contracting Ltd.	\$295,000	Windsor Rd. Sanitary Sewer Replacement
Rolling Tides Construction	\$45,000	Multi-use Pathway Elgin St.
Watson Roofing Consulting Inc	\$57,200	Arena Roof Replacement Consulting Fees
William Thomas	\$94,200	Priority Places Grant Project Services