

PREPARED FOR: Council
FROM: Rianna Lachance, Director of Finance and Asset Management and Alice San Buenaventura, Deputy Director of Financial Services
MEETING DATE: November 12, 2024
SUBJECT: 2024 Third Quarter Budget Variance Report

RECOMMENDATION(S)

THAT the report titled “2024 Third Quarter Budget Variance Report”, authored by Rianna Lachance, Director of Financial Services and Asset Management, dated November 12, 2024 be received.

EXECUTIVE SUMMARY OF REPORT

The Third Quarter Budget Variance Report attached, details the quarterly operating and capital budget variances from the Council approved financial plan.

The report provides actual results and annual forecasts. The ratio of budget expended to the end of the third quarter will vary from service to service based on planned expenditures, seasonality, and transaction timing.

The forecast compiled by staff, provide estimates for how services are expected to perform fiscally for the year based on information available to the end of the third quarter. These forecasts are informed by reviewing prior year results, planned and actual changes in activity, and an assessment of service level delivery and related funding impacts.

BACKGROUND/HISTORIC CONTEXT

On May 13, 2024, Council approved the District's 2024-2028 Five Year Financial Plan which included funding for ongoing District operations, capital expenditures, and special initiatives to advance Council Priorities. Quarterly budget variance reporting is a key control in the financial control environment.

In June of 2023, Council adopted amendments to the District's Reserves and Surplus Policy. This policy will be used to guide Council decision making in respect of budgetary surplus allocation within the financial planning process.

ANALYSIS

Overall, the District is forecasted to finish the year within spending limits. Table 1 provides third quarter budget variances at a summary level.

Table 1: Third Quarter Budget Variance Summary

	2024 Budget (\$ M's)	2024 YTD (\$ M's)	YTD %	2024 Forecast (\$ M's)	Forecas t %
Revenues	67.2	55.4	82%	66.0	98%
Expenses	54.7	35.1	64%	48.7	89%
Difference	12.5	20.3		17.3	
Add: Transfer from Reserves	50.2	0.0	0%	33.6	67%
Less: Capital Expenditures	(49.6)	(10.2)	21%	(36.1)	73%
Less: Transfers to Reserves	(13.1)	(8.1)	62%	(13.1)	100%
Total Surplus or (Deficit)	-	2.0		1.6	

The budget variance forecast for the year, based on third quarter results, is anticipated to be a \$1.6 million surplus. The variance is anticipated throughout number of departments primarily due to salary budget variance resulting from position turnover and delayed start for some new positions.

Forecasted variances for initiatives and capital expenditures is a result of a variety of projects not yet started or are now forecasted to complete in 2025. As a result, the forecasted variance for transfers to and from reserve are adjusted to reflect the forecasted spend and carryforward. The net impact does not result in a surplus or deficit.

Attachment 1 includes detailed budget variance reporting for operating and capital budgets.

Attachment 2 includes detailed budget variance reporting for each special initiative.

OPTIONS

N/A

ADVISORY BODY RECOMMENDATIONS WITH MINUTES EXCERPT (IF APPLICABLE)

N/A

COUNCIL PRIORITY SUPPORTED

Operational/Not Applicable

FINANCIAL IMPACT

While forecasted variances reasonably reflect anticipated year end results, the year end results are subject to change through the last quarter and with annual year end accounting activities.

Any surplus or deficit is the result of business activities varying from the original plan and assumptions. Variances are driven by short term or one-off experiences, which are difficult to predict on an ongoing basis. Each year work plans are revisited to incorporate this experience. Variances are not expected to reoccur on an ongoing basis.

At year end and as part of the annual financial planning process, the resulting surplus or deficit will be addressed according to the District's Reserves and Surplus Policy.

IAP2 FRAMEWORK ENGAGEMENT

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

TIMELINE/PROCESS/NEXT STEPS

Council will receive fourth quarter results incorporated into the draft 2025 - 2029 financial plan as well as in the audited financial statements in the spring of 2025.

Respectfully submitted,

Rianna Lachance, Director of Finance and Asset Management
Alice San Buenaventura, Deputy Director of Financial Services

With respect to the Financial Impact described in this report, I concur with the staff recommendation.

Rianna Lachance

Rianna Lachance, Director of Financial Services

Reviewed and approved by the Director of Corporate Services.

Dianna Plouffe

Dianna Plouffe, Director of Corporate Services

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

Selina Williams

Selina Williams, Chief Administrative Officer

ATTACHMENTS(S):

[2024 Third Quarter Budget Variance Report](#)

[2024 Third Quarter Budget Variance Report Schedule D Special Initiatives](#)

Schedule A – Consolidated Summary - September 30, 2024

	2024	2024	YTD	2024	Forecast	Fore.	
Revenue	Budget	YTD	%	Forecast	Variance	%	Comment
Property Value Taxes	\$ 36,013,400	\$ 36,034,989	100%	\$ 36,034,989	\$ 21,589	100%	
Boulevard Frontage Taxes	268,400	268,647	100%	268,647	\$ 247	100%	
Grant In Lieu of Taxes	68,000	10,215	15%	70,215	\$ 2,215	103%	
1% Utility Revenue	230,800	230,842	100%	230,842	\$ 42	100%	
Property Tax Penalties & Interest	215,600	258,186	120%	265,000	\$ 49,400	123%	
Grants (Operating)	528,000	493,682	94%	493,682	\$ (34,318)	94%	
Grants (Capital)	7,441,900	1,046,424	14%	5,204,093	\$ (2,237,807)	70%	Projects to carry forward to 2025
Investment Income	2,501,500	2,119,311	85%	2,654,377	\$ 152,877	106%	
Miscellaneous Revenue	11,300	134,515	1190%	134,464	\$ 123,164	1190%	Grant revenue not budgeted
Municipal-Regional District Tax	300,000	151,377	50%	300,000	\$ -	100%	
Facilities Dept. Revenue	334,900	285,256	85%	341,696	\$ 6,796	102%	
Finance Dept. Revenue	59,000	46,380	79%	56,118	\$ (2,882)	95%	
Building & Planning Dept. Revenue	1,082,500	1,261,372	117%	1,438,815	\$ 356,315	133%	Higher volume + UVic project not budgeted
Engineering Dept. Revenue	22,100	14,438	65%	22,100	\$ -	100%	
Public Works Dept. Revenue	1,866,700	1,371,796	73%	1,862,077	\$ (4,623)	100%	
Parks & Recreational Dept. Revenue	8,794,100	7,074,499	80%	9,347,385	\$ 553,285	106%	Participation rates are returning to pre-pandemic
Sewer Utility Fees	1,614,500	960,191	59%	1,617,811	\$ 3,311	100%	
Water Utility Fees	5,853,600	3,597,720	61%	5,652,410	\$ (201,190)	97%	
Total Revenue	67,206,300	55,359,840	82%	65,994,721	(1,211,579)	98%	
Operating Expenses	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration	\$ 3,392,200	\$ 2,400,850	71%	\$ 3,249,777	\$ 142,423	96%	
Oak Bay Tourism	300,000	201,630	67%	300,000	\$ -	100%	
Facilities	360,900	291,456	81%	360,607	\$ 293	100%	
Finance & IT	2,063,400	1,531,104	74%	1,997,496	\$ 65,904	97%	
Policing	6,137,400	4,473,992	73%	6,061,118	\$ 76,282	99%	
Fire Protection	5,580,700	3,651,779	65%	4,957,773	\$ 622,927	89%	
Building & Planning	2,013,900	1,152,646	57%	1,657,779	\$ 356,121	82%	Staff vacancies
Engineering Services	1,642,400	1,123,772	68%	1,498,949	\$ 143,451	91%	Trending lower spend
Public Works	4,824,700	3,285,913	68%	4,673,076	\$ 151,624	97%	Staff vacancies
Parks and Recreation	15,427,900	11,369,776	74%	15,641,979	\$ (214,079)	101%	Summer programs exceeded expectation
Library	1,287,600	1,074,912	83%	1,287,600	\$ -	100%	
Sewer Utility	927,500	436,076	47%	881,899	\$ 45,601	95%	
Water Utility	4,221,600	3,423,211	81%	4,154,898	\$ 66,702	98%	
Fiscal	155,600	151,036	97%	164,260	\$ (8,660)	106%	Interest on tax instalments higher than budget
Major Crimes Contingency	940,000	-	0%	40,000	\$ 900,000	4%	
Contingencies	927,900	-	0%	650,000	\$ 277,900	70%	
Special Initiatives	4,500,400	528,516	12%	1,102,920	\$ 3,397,481	25%	
Total Operating Expenses	54,704,100	35,096,668	64%	48,680,131	6,023,969	89%	
Add:							
Transfers from Reserves	50,145,500	-	0%	33,606,261	16,539,239	67%	
Deduct:							
Capital Expenditures	(49,584,800)	(10,170,143)	21%	(36,139,027)	(13,445,773)	73%	
Transfers to Reserves	(13,062,900)	(8,111,950)	62%	(13,142,900)	80,000	101%	
Total	\$ -	\$ 1,981,079		\$ 1,638,925	\$ (1,638,925)		

Schedule B – Operating Budget - Forecast by Department - September 30, 2024

Operating Expenses	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration Operating Expenses:							
Council	\$ 276,600	\$ 181,878	65.8%	\$ 276,600	\$ -	100.0%	
Corporate Administration	1,667,100	1,107,825	66.5%	1,563,040	104,060	93.8%	Staff vacancy
Human Resources	579,400	404,374	69.8%	577,401	1,999	99.7%	
Communications	209,300	130,673	62.4%	179,566	29,734	85.8%	
Risk Management	381,800	353,975	92.7%	381,800	-	100.0%	
Grants & Fee for Service	226,000	187,738	83.1%	225,100	900	99.6%	
Archives	52,000	34,387	66.1%	46,270	5,730	89.0%	
Total Corporate Administration Expenses:	\$ 3,392,200	\$ 2,400,850	70.8%	\$ 3,249,777	\$ 142,423	95.8%	
Oak Bay Tourism							
Oak Bay Tourism	\$ 300,000	\$ 201,630	67.2%	\$ 300,000	-	100.0%	
Total Oak Bay Tourism Expenses	\$ 300,000	\$ 201,630	67.2%	\$ 300,000	-	100.0%	
Administrative Facilities							
Maintenance - 1538 Monterey	\$ 6,500	\$ 1,882	29.0%	\$ 2,510	\$ 3,990	38.6%	No reactive repairs required
Maintenance - 1423 Hampshire	36,000	28,394	78.9%	37,858	(1,858)	105.2%	
Maintenance - 1531 Hampshire	5,400	742	13.7%	990	4,410	18.3%	Lease covers operational costs; few repairs
Maintenance - Tod House	8,400	4,837	57.6%	6,450	1,950	76.8%	
Maintenance - Municipal Hall	100,400	100,812	100.4%	103,416	(3,016)	103.0%	
Foreshore Lease	75,100	74,875	99.7%	99,833	(24,733)	132.9%	Structural repairs under Capital, waiting for Council direction.
Maintenance - Oak Bay Marina	18,400	1,181	6.4%	1,575	16,825	8.6%	
Maintenance & Lease - Athlone	110,700	78,732	71.1%	107,975	2,725	97.5%	
Total Administrative Facilities Expenses	\$ 360,900	\$ 291,456	80.8%	\$ 360,607	\$ 293	99.9%	
Finance & Information Technology Operating Expenses:							
Finance General	\$ 1,306,000	\$ 922,521	70.6%	\$ 1,222,158	\$ 83,842	93.6%	
Parking Enforcement	58,400	39,933	68.4%	57,800	600	99.0%	
Information Technology	699,000	568,651	81.4%	717,538	(18,538)	102.7%	
Total Finance & IT Operating Expenses:	\$ 2,063,400	\$ 1,531,104	74.2%	\$ 1,997,496	\$ 65,904	96.8%	
Police Department Operating Expenses							
Police Board	12,000	\$ 7,381	61.5%	\$ 8,000	\$ 4,000	66.7%	
Police Administration	787,200	568,793	72.3%	796,469	(9,269)	101.2%	
Protective Services	4,990,100	3,744,214	75.0%	4,943,014	47,086	99.1%	
Community Program	17,100	11,300	66.1%	15,000	2,100	87.7%	
Integrated Units	186,700	49,757	26.7%	181,606	5,094	97.3%	
Police Building Maintenance	74,900	38,884	51.9%	49,670	25,230	66.3%	Repairs to be determined
Vehicle Maintenance	69,400	53,663	77.3%	67,359	2,041	97.1%	
Total Police Department Operating Expenses	\$ 6,137,400	\$ 4,473,992	72.9%	\$ 6,061,118	\$ 76,282	98.8%	

Schedule B – Operating Budget - Forecast by Department - September 30, 2024 (continued)

Operating Expenses	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Fire Department Operating Expenses							
Fire Administration	750,200	\$ 533,349	71.1%	\$ 740,257	\$ 9,943	98.7%	
Suppression / Rescue	4,316,000	2,728,842	63.2%	3,637,086	678,914	84.3%	
Fire Prevention	160,600	112,530	70.1%	150,535	10,065	93.7%	
Fire Hall	40,300	29,810	74.0%	42,724	(2,424)	106.0%	
Training & Staff Development	67,800	21,613	31.9%	67,800	-	100.0%	
Fire Vehicles & Equipment	93,800	132,448	141.2%	185,034	(91,234)	197.3%	Insurance and repairs higher than plan
Emergency Program	152,000	93,186	61.3%	134,337	17,663	88.4%	
Total Fire Department Operating Expenses	\$ 5,580,700	\$ 3,651,779	65.4%	\$ 4,957,773	\$ 622,927	88.8%	
Building & Planning Operating Expenses							
Planning	1,134,800	\$ 716,723	63.2%	\$ 1,015,746	\$ 119,054	89.5%	
Inspections	323,200	208,190	64.4%	279,422	43,778	86.5%	
Bylaw Enforcement	224,200	165,815	74.0%	223,326	874	99.6%	
Animal Control	92,400	40,821	44.2%	90,500	1,900	97.9%	
Heritage Commission	11,500	7,569	65.8%	7,569	3,931	65.8%	
Deer Management	51,700	-	0.0%	-	51,700	0.0%	See Special Initiatives
Climate	176,100	13,528	7.7%	41,216	134,884	23.4%	Staff started only in October
Total Building & Planning Operating Expenses	\$ 2,013,900	\$ 1,152,646	57.2%	\$ 1,657,779	\$ 356,121	82.3%	
Engineering Services Operating Expense							
Engineering Administration	1,642,400	\$ 1,123,772	68.4%	\$ 1,498,949	\$ 143,451	91.3%	
Total Engineering Services Operating Expenses	\$ 1,642,400	\$ 1,123,772	68.4%	\$ 1,498,949	\$ 143,451	91.3%	
Public Works Operating Expense							
Yard & Building	239,200	\$ 139,335	58.3%	\$ 196,377	\$ 42,823	82.1%	
Safety Program	34,300	22,896	66.8%	34,300	-	100.0%	
Stores	140,300	106,220	75.7%	142,497	(2,197)	101.6%	
Road Repair	664,800	464,585	69.9%	664,800	-	100.0%	
Drainage	552,600	553,259	100.1%	696,566	(143,966)	126.1%	Higher storm sewer repair
Street Cleaning	138,000	110,170	79.8%	122,576	15,424	88.8%	
Leaf Pickup Program	262,900	75,865	28.9%	262,900	-	100.0%	
Snow Removal	97,000	36,629	37.8%	97,000	-	100.0%	
Noxious Weed Program	6,800	2,778	40.8%	6,800	-	100.0%	
Street Lighting	285,500	219,935	77.0%	277,033	8,467	97.0%	
Signs and Traffic Signals	237,700	148,014	62.3%	237,700	-	100.0%	
Solid Waste	1,675,900	1,367,123	81.6%	1,445,190	230,710	86.2%	
Events	119,400	90,803	76.0%	111,500	7,900	93.4%	Mainly Oak Bay Tea Party
Other Public Works	244,300	(51,699)	-21.2%	317,836	(73,536)	130.1%	Contaminated soil removal not budgeted
Graffiti Removal & Beautification	126,000	-	0.0%	60,000	66,000	47.6%	
Total Public Works Operating Expenses	\$ 4,824,700	\$ 3,285,913	68.1%	\$ 4,673,076	\$ 151,624	96.9%	
Sewer Utility Operating Expense							
Sewer Administration	92,000	\$ 72,216	78.5%	\$ 97,767	\$ (5,767)	106.3%	
Sewer Collection & Repair Program	812,200	363,860	44.8%	760,832	51,368	93.7%	
Inflow & Infiltration	23,300	-	0.0%	23,300	-	100.0%	
Sewer Utility Operating Expenses	\$ 927,500	\$ 436,076	47.0%	\$ 881,899	\$ 45,601	95.1%	
Water Utility Operating Expense							
Administration	\$ 110,500	\$ 108,254	98.0%	\$ 146,240	\$ (35,740)	132.3%	F/T salaries over plan
Maintenance & Valve Turning	1,130,300	917,660	81.2%	1,130,300	-	100.0%	
Backflow prevention	24,500	4,982	20.3%	9,964	14,536	40.7%	
Pumping	9,800	10,465	106.8%	13,953	(4,153)	142.4%	F/T salaries over plan
Collection	215,500	181,363	84.2%	242,328	(26,828)	112.4%	F/T salaries over plan
Safety program	34,700	49,476	142.6%	73,674	(38,974)	212.3%	F/T salaries over plan
Water purchased	2,696,300	2,151,010	79.8%	2,538,438	157,862	94.1%	
Water Utility Operating Expenses	\$ 4,221,600	\$ 3,423,211	81.1%	\$ 4,154,898	\$ 66,702	98.4%	

Schedule B – Operating Budget - Forecast by Department - September 30, 2024 (continued)

Operating Expenses	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Parks, Recreation & Culture Operating Expense							
Administration-e	2,561,000	1,783,806	69.7%	2,417,926	143,074	94.4%	Short-staffed in Finance
Building Maintenance-OBPR	2,910,800	2,291,986	78.7%	3,035,734	(124,934)	104.3%	
Henderson-e	1,322,200	1,040,080	78.7%	1,257,991	64,209	95.1%	
Henderson Fitness-e	273,200	207,800	76.1%	279,973	(6,773)	102.5%	
OBRC Fitness-e	292,700	261,912	89.5%	347,728	(55,028)	118.8%	Tied to expected fees
Aquatics-e	1,123,600	811,173	72.2%	1,189,446	(65,846)	105.9%	
Arena-e	337,200	227,772	67.5%	338,576	(1,376)	100.4%	
Food Services-e	391,700	266,339	68.0%	411,004	(19,304)	104.9%	
Indoor Sports Field-e	182,200	118,470	65.0%	168,122	14,078	92.3%	
Sailing-e	31,800	71,117	223.6%	79,177	(47,377)	249.0%	
Licensed Care-e	772,300	583,517	75.6%	806,225	(33,925)	104.4%	Tied to expected fees
Youth Centre-e	100,200	81,087	80.9%	101,693	(1,493)	101.5%	
Tennis-e	603,600	440,843	73.0%	611,350	(7,750)	101.3%	Program staffing dependent
Monterey Centre-e	1,178,700	844,506	71.6%	1,144,957	33,743	97.1%	
Par 3 Golf-e	241,100	183,166	76.0%	256,793	(15,693)	106.5%	
Cultural Events-e	120,300	82,635	68.7%	113,194	7,106	94.1%	
Invasive Species Removal	101,200	65,298	64.5%	120,944	(19,744)	119.5%	
Public Works-e	27,400	24,438	89.2%	35,055	(7,655)	127.9%	
Tree Cutting & Planting	889,000	564,550	63.5%	931,931	(42,931)	104.8%	
Benches	18,900	14,091	74.6%	22,974	(4,074)	121.6%	
Playgrounds	746,200	599,572	80.4%	791,711	(45,511)	106.1%	
Lawn & Garden	286,800	227,269	79.2%	292,565	(5,765)	102.0%	
Field Maintenance	223,400	149,985	67.1%	223,640	(240)	100.1%	
Boulevard Maintenance	388,700	243,535	62.7%	336,532	52,168	86.6%	
Small Buildings	259,200	178,192	68.7%	281,929	(22,729)	108.8%	
Leaf Clearing	44,500	6,638	14.9%	44,812	(312)	100.7%	
Total Parks, Recreation & Culture Operating Expenses	\$ 15,427,900	\$ 11,369,776	73.7%	\$ 15,641,979	\$ (214,079)	101.4%	

Schedule C – Capital Budget Forecast - September 30, 2024

Capital Expenditures - Corporate Administration	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
EDRM System	237,400	8,005	3.4%	8,005	229,395	3.4%	Carry forward to next year
Website Upgrade	120,000	22,708	18.9%	108,000	12,000	90.0%	Projected to be 90% completed by year end
Total Capital Expenditures - Corporate Administration	\$ 357,400	\$ 30,712	8.6%	\$ 116,005	\$ 241,395	32.5%	
Capital Expenditures - Finance & IT	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
IT Proj. Management Div Projects	170,000	11,050	6.5%	100,000	70,000	58.8%	
Network & Other IT Hardware	93,600	52,650	56.3%	70,200	23,400	75.0%	
PC Hardware Replacement	150,000	124,510	83.0%	138,344	11,656	92.2%	
Asset Management Software Implementation	50,000	-	0.0%	-	50,000	0.0%	Carry forward to 2025 due to staff vacancy
Total Capital Expenditures - Finance & IT	\$ 463,600	\$ 188,210	40.6%	\$ 308,545	\$ 155,055	66.6%	
Capital Expenditures - Facilities	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Public Works Yard Improvements	150,000	315,070	210.0%	150,000	-	100.0%	
Public Works Heat / Air Exchanger	45,000	-	0.0%	-	45,000	0.0%	Carry forward to next year
Recycle Yard Fence Improvements	85,000	-	0.0%	-	85,000	0.0%	Carry forward to next year
Marina Structural Repairs	1,386,000	-	0.0%	-	1,386,000	0.0%	Awaiting Council direction
Fire Hall/Police Station -Design & Build	50,000	-	0.0%	-	50,000	0.0%	Public Safety Building is in Feasibility Study
Fire Hall Washroom	180,000	12,664	7.0%	20,000	160,000	11.1%	Behind schedule due to staffing capacity
Facilities General Capital Program	400,000	85,635	21.4%	336,000	64,000	84.0%	Project moved to 2025; obtain grant, update in February
Municipal Hall External Washrooms	100,000	-	0.0%	12,000	88,000	12.0%	
Facilities Feasibility Studies	225,000	39,200	17.4%	157,500	67,500	70.0%	
Total Capital Expenditures - Facilities Department	\$ 2,621,000	\$ 452,569	17.3%	\$ 675,500	\$ 1,945,500	25.8%	
Capital Expenditures - Police Department	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Police Vehicle Replacement	209,000	135,177	64.7%	200,000	\$ 9,000	95.7%	
Police Computer Equipment Replacement	5,000	4,966	99.3%	4,966	34	99.3%	
Traffic Enforcement Equipment	12,000	24,986	208.2%	24,986	(12,986)	208.2%	Grant for equipment offsets the excess spend
Police Building Repairs	10,000	-	0.0%	-	10,000	0.0%	
Total Capital Expenditures - Police Department	\$ 236,000	\$ 165,129	70.0%	\$ 229,952	\$ 6,048	97.4%	
Capital Expenditures - Fire Department	2024 Budget	2024 YTD	YTD %	2024 Forecast	Forecast Variance	Fore. %	Comment
Engine with Light rescue	396,800	362,247	91.3%	362,247	\$ 34,553	91.3%	
Ladder Truck with Heavy Rescue	199,000	14,242	7.2%	14,242	\$ 184,758	7.2%	Purchase completed in 2023; 2024 for graphics only
Site Preparation: Portable Apparatus Bay	250,000	0	0.0%	250,000	-	100.0%	
Temporary Apparatus Bay (new)	777,000	726,879	93.5%	777,000	-	100.0%	
Mobile Data Terminals	20,000	-	0.0%	-	20,000	0.0%	Carry forward to 2025
Training Room Modernization	30,000	-	0.0%	-	30,000	0.0%	Will be done after Facilities renovation
Electric Vehicle Charging Infrastructure (new)	42,000	-	0.0%	42,000	-	100.0%	
Fire Hose & Appliances	88,300	-	0.0%	15,000	73,300	17.0%	\$15k final payment, other purchases done in 2023
Electric Vehicles	140,000	188	0.1%	140,000	-	100.0%	
Fire Personal Protective Equipment	86,500	7,616	8.8%	91,116	(4,616)	105.3%	
Total Capital Expenditures - Fire Department	\$ 2,029,600	\$ 1,111,172	54.7%	\$ 1,691,605	\$ 337,995	83.3%	

Schedule C – Capital Budget Forecast - September 30, 2024 (continued)

	2024	2024	YTD	2024	Forecast	Fore.	
Capital Expenditures - Engineering Services	Budget	YTD	%	Forecast	Variance	%	Comment
Road Reconstruction Program	3,500,000	615,477	17.6%	3,500,000	-	100.0%	
Storm Sewer Rehabilitation	3,500,000	1,124,553	32.1%	3,500,000	-	100.0%	
Uplands Sewer Separation	11,050,000	1,687,089	15.3%	7,193,181	3,856,819	65.1%	2 year contract; carry forward to 2025
Active Transportation Program	700,000	171,728	24.5%	700,000	-	100.0%	
Active Transportation - New Infrastructure	791,400	-	0.0%	791,400	-	100.0%	
Sidewalk Replacement Program (new)	500,000	-	0.0%	-	500,000	0.0%	Carry forward
Street and Intersection Pole Replacement Program	150,000	1,067	0.7%	150,000	-	100.0%	
Street Light Replacement Program	750,000	60,993	8.1%	750,000	-	100.0%	
Uplands (Humber) Streetlight Repl. (new)	3,162,000	1,055	0.0%	949,655	2,212,345	30.0%	2 year contract; carry forward to 2025
Electrical Streetlight Kiosks - Uplands and Rutland	130,000	49,337	38.0%	130,000	-	100.0%	
McNeill Bay/McMicking Point Foreshore Erosion Mitigati	1,219,100	-	0.0%	121,910	1,097,190	10.0%	Awaiting design
Foreshore Infrastructure	100,000	66,717	66.7%	100,000	-	100.0%	
Bowker Creek Walkway Railings	250,000	-	0.0%	250,000	-	100.0%	
Haro Road Soil Transfer Site (new)	1,700,000	2,000	0.1%	1,360,000	340,000	80.0%	Full budget will not be used
Underground fuel tank replacement (new)	650,000	5,056	0.8%	650,000	-	100.0%	
Public Works Vehicle and Equipment Replacement	1,000,000	13,088	1.3%	1,000,000	-	100.0%	
Engineering General Equipment	30,000	-	0.0%	30,000	-	100.0%	
Total Capital Expenditures - Engineering Services	29,182,500	3,798,161	13.0%	21,176,146	8,006,354	72.6%	
Capital Expenditures - Sewer Utility	2024	2024	YTD	2024	Forecast	Fore.	
	Budget	YTD	%	Forecast	Variance	%	Comment
Sewer Main Rehabilitation & Manhole Replacement	\$ 3,000,000	1,342,025	44.7%	3,000,001	\$ (1)	100.0%	
Total Capital Expenditures - Sewer Utility	\$ 3,000,000	\$ 1,342,025	44.7%	\$ 3,000,001	\$ (1)	100.0%	
Capital Expenditures - Water Utility	2024	2024	YTD	2024	Forecast	Fore.	
	Budget	YTD	%	Forecast	Variance	%	Comment
Watermain & Hydrant Replacement	\$ 2,600,000	1,312,309	50.5%	2,600,000	\$ -	100.0%	
Uplands Watermain Replacement (new)	\$ 3,614,000	-	-	1,807,000	\$ 1,807,000	50.0%	
New Service Connections	\$ 300,000	152,839	50.9%	300,000	\$ -	100.0%	
Water Distribution System Remote Monitoring Upgrade	\$ 200,000	-	0.0%	100,000	\$ 100,000	50.0%	
North Oak Bay Pump Station Consolidation & Water Mai	\$ 250,000	12,379	5.0%	50,000	\$ 200,000	20.0%	
Water Distribution System Studies and Capital Projects	\$ 120,000	-	0.0%	15,000	\$ 105,000	12.5%	
Total Capital Expenditures - Water Utility	\$ 7,084,000	\$ 1,477,527	20.9%	\$ 4,872,000	\$ 2,212,000	68.8%	
Capital Expenditures - Parks, Recreation & Culture	2024	2024	YTD	2024	Forecast	Fore.	
	Budget	YTD	%	Forecast	Variance	%	Comment
OBRC Facilities Maintenance	\$ 373,800	49,832	13.3%	377,280	\$ (3,480)	100.9%	
OBRC Parking Lot Rehabilitation Options	\$ 99,000	7,490	7.6%	7,500	91,500	7.6%	
Monterey Building Maintenance	\$ 141,200	-	0.0%	18,000	123,200	12.7%	
Parks Facilities	\$ 88,700	29,798	33.6%	50,000	38,700	56.4%	
Camaron Park Building & Park Design and Build	\$ 723,000	255,740	35.4%	255,740	467,260	35.4%	
Field Lighting	\$ 120,000	5,023	4.2%	145,000	(25,000)	120.8%	Tender Awarded - in progress
Parks Equipment	\$ 205,000	-	0.0%	95,000	110,000	46.3%	
Henderson General Equipment	\$ 15,000	-	0.0%	15,000	-	100.0%	
OBRC General Equipment	\$ 414,800	163,916	39.5%	311,831	102,969	75.2%	
Monterey General Equipment	\$ 80,200	13,855	17.3%	46,855	33,345	58.4%	
OBRC Air Unit	\$ 975,000	593,807	60.9%	1,503,900	(528,900)	154.2%	Council approved amendment to budget; Grant expected
OBRC Cardio/Strength Equipment Replacement	\$ 250,000	58,965	23.6%	215,000	35,000	86.0%	
Audio Paging Systems	\$ 175,000	-	0.0%	20,000	155,000	11.4%	
Henderson/ Kiwanis Park Playground Equipment	\$ 280,000	267,540	95.6%	298,000	(18,000)	106.4%	Completed
Windsor Playground	\$ 300,000	134,782	44.9%	300,000	-	100.0%	
Parks and Playground Program	\$ 15,000	18,637	124.2%	18,637	(3,637)	124.2%	Actual - Pickleball attenuation panels
Uplands Park Boardwalk	\$ 285,000	438	0.2%	305,000	(20,000)	107.0%	Actual Repair Salmon Cycle Bronze; forecast
Public Art	\$ 20,000	4,815	24.1%	35,000	(15,000)	175.0%	Stegeya signage
Capital Contingency	\$ 50,000	-	0.0%	51,529	(1,529)	103.1%	
Total Capital Expenditures - Parks, Recreation & Culture	\$ 4,610,700	\$ 1,604,638	34.8%	\$ 4,069,273	\$ 541,427	88.3%	
TOTAL CAPITAL	\$ 49,584,800	\$ 10,170,143	20.5%	\$ 36,139,027	\$ 13,445,773	72.9%	

Schedule D – Special Initiatives

	2024 Amended Budget	2024 YTD	% Spent	2024 Forecast	Forecasted Variance	Fore. %	Comment
Council Priority - Housing							
Update Zoning Bylaw to accommodate SSMU Zoning	50,000	187,627	375%	247,259	(197,259)	495%	Increased project scope
Update OCP to accommodate SSMU Zoning	20,000	-	0%	30,000	(10,000)	150%	Commercial & retail analysis
Interim Housing Needs Report	20,000	-	0%	-	20,000	0%	Completed in-house
Five-Year Review of OCP	400,000	15,583	4%	30,000	370,000	8%	RFP issued, budget increased in Sept 2024
Pre-Zoning to Implement Updates OCP	100,000	-	0%	-	100,000	0%	Budget increased in Sept 2024
Prepare Tracking Program	25,000	-	0%	5,000	20,000	20%	Part of IT project and staffing
Optimize Development Processes	225,000	8,038	4%	105,000	120,000	47%	RFP closed; contract awarded
Respond to increased development interest	250,000	-	0%	-	250,000	0%	Staff expected to be hired in 2025
Amenity Cost Charge and Development Cost Charge Bylaw	200,000	97,687	49%	200,000	-	100%	
Reserve for future projects required by the Province	560,000	-	0%	-	560,000	0%	
Project Management	475,000	-	0%	-	475,000	0%	
Contingency	150,000	-	0%	-	150,000	0%	
Council Priority - Livability							
Parks, Recreation & Culture Master Plan	280,000	-	0%	-	280,000	0%	Carry forward to 2025
Comprehensive AM Plan	275,000	14,985	5%	200,000	75,000	73%	In progress
Undertake Options Analyses for Marina (near-term and longterm)	300,000	45,854	15%	45,854	254,146	15%	
Uplands Sewer Separation Connection Grant	70,000	-	0%	-	70,000	0%	
Options Analysis for a Potential Temporary Offleash Dog Park	48,000	-	0%	-	48,000	0%	See Council direction Dec 14, 2023
Storm Sewer Master Plan (2022)	-	30,749		35,000	(35,000)		Continuation of a 2022 project.
Council Priority - Climate Change & Environment							
Coolit! BC Sustainable Energy Association	3,200	3,200	100%	3,200	-	100%	Complete
Develop Community Climate Action Plan	50,000	-	0%	12,500	37,500	25%	
Develop Energy Plan For Municipal Operations	50,000	-	0%	12,500	37,500	25%	
GHG and Energy Reduction in Buildings Program	20,000	8,000	40%	19,813	187	99%	
Council Priority -Diversity & Inclusion							
Develop Program to Improve Diversity and Inclusion	25,000	13,288	53%	13,288	11,712	53%	
Council Priority - Truth & Reconciliation							
Seek Songhees and Esquimalt Nations and Community Input into Future of Turkey Head (Spewhung)	140,000	-	0%	40,000	100,000	29%	
Sitchanalth Willows Shared Knowledge Planning Project	10,000	-	0%	-	10,000	0%	
Other Operating Projects							
Network Security Audit (carry-over)	35,000	-	0%	-	35,000	0%	
Occupational Disability Claims Management (new)	100,000	-	0%	-	100,000	0%	
Communications Department Needs Assessment	25,000	-	0%	-	25,000	0%	
Natural Assets & Green Infrastructure Scoping (new)	50,000	-	0%	-	50,000	0%	
Hazard, Risk, Vulnerability Analysis	22,000	8,630	39%	8,630	13,370	39%	
Human Resource Plan Implementation	62,600	-	0%	-	62,600	0%	
Marina Lease Negotiation	20,000	2,650	13%	2,650	17,350	13%	
Deer Management Study	54,600	54,550	100%	54,550	50	100%	
CCAWG Recommendation - Coolkit! Program	65,100	15,000	23%	15,000	50,100	23%	
First Nations Truth and Reconciliation	50,000	13,233	26%	13,233	36,767	26%	
Village Area Plans	300,000	-	0%	-	300,000	0%	
Other contingency	25,000	-	0%	-	25,000	0%	
Council Priority Projects - Operationalized by Council							
Less: GCF salaries funding in Building & Planning operations	177,500	9,443	5%	9,443	168,058	5%	
	(232,600)	-	0%	-	(232,600)	0%	
Total Special Initiatives	\$ 4,500,400	\$ 528,515	12%	\$ 1,102,920	\$ 3,397,481	25%	