

**REPORT TO:** Mayor and Council  
**FROM:** Director of Financial Services  
**MEETING DATE:** July 13, 2022  
**SUBJECT:** Second Quarter Budget Report 2022

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**EXECUTIVE SUMMARY OF REPORT**

Overall, the District is forecasted to finish the year within spending limits and without the use of contingency funds. There is some risk that the District will need to amend its Financial Plan to authorize additional use of the Infrastructure Renewal Reserve (see Schedule F).

Staff are currently forecasting a \$1.6M 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.

	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>YTD %</b>	<b>2022 Forecast</b>	<b>Forecast %</b>
Revenue	52.1M	38.7M	74.3%	53.0M	101.8%
Expenses	44.7M	20.5M	45.8%	42.7M	95.6%
Capital Expenditures	20.5M	4.5M	23.6%	12.5M	66.3%

Capital expenditures are forecasted to be underspent (\$12.5M forecasted vs \$18.9M budget). Forecasted capital expenditures (\$12.5M) 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).
- Sewer Main Rehabilitation - \$940,000 forecasted vs. 827,800 budget (overage subject to Council approval July 18, 2022).
- 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 funded 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 July was rescheduled to an earlier date, and there be no meetings in August, 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.

	<b>2022 Budget</b>	<b>2022 Forecast</b>	<b>Variance</b>
Net financial position, beginning of year	58.4M	58.4M	-
Net transfer to (from) reserves	(11.6)M	(3.9)M	+7.7M
Net transfers to (from) surplus	-	1.6M	+1.6M
Net financial position, end of year	46.8M	56.1M	+9.3M

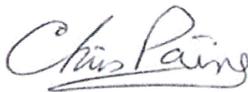
**IAP2 FRAMEWORK ENGAGEMENT (INDICATE WITH X)**

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

**TIMELINE/PROCESS/NEXT STEPS**

Council will receive a third quarter budget report at the second regular Council meeting in October. 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.

Respectfully submitted,



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Christopher Paine, Director of Financial Services

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

  
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Selina Williams, Chief Administrative Officer

**ATTACHMENT(S):**

- Second Quarter Budget Forecast Schedules, 2022

## Schedule A – Consolidated Summary June 30, 2022

Revenue	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
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%	232,400	-	100.0%	
Grant In Lieu of Taxes	61,500	-	0.0%	61,500	-	100.0%	Paid in July annually
1% Utility Revenue	223,400	182,194	81.6%	223,400	-	100.0%	Paid in June-July annually
Property Tax Penalties & Interest	174,200	11,941	6.9%	240,000	65,800	137.8%	
Grants (Operating)	1,852,700	152,360	8.2%	1,694,651	(158,049)	91.5%	COVID-19 Restart grant tied to PRC
Grants (Capital)	1,703,100	446,098	26.2%	1,378,100	(325,000)	80.9%	Grant-contingent capital: Tod House
Investment Income	662,500	493,667	74.5%	1,422,160	759,660	214.7%	Yields have increased at historic pace
Miscellaneous Revenue	10,300	17,328	168.2%	20,050	9,750	194.7%	
Municipal-Regional District Tax	150,000	85,809	57.2%	150,000	-	100.0%	Tied to Oak Bay Tourism spending
Facilities Dept. Revenue	414,900	139,550	33.6%	408,315	(6,585)	98.4%	
Finance Dept. Revenue	51,300	8,820	17.2%	41,600	(9,700)	81.1%	Parking enforcement fines down
Building & Planning Dept. Revenue	922,800	557,813	60.4%	1,304,800	382,000	141.4%	UVic project
Engineering Dept. Revenue	22,100	4,096	18.5%	18,000	(4,100)	81.4%	Works and Service Agreement revenue
Public Works Dept. Revenue	1,728,000	693,856	40.2%	1,728,000	-	100.0%	
Parks & Recreational Dept. Revenue	7,184,200	3,171,051	44.1%	7,312,105	127,905	101.8%	
Sewer Utility Fees	1,472,500	146,105	9.9%	1,512,196	39,696	102.7%	
Water Utility Fees	5,027,200	2,156,610	42.9%	5,099,682	72,482	101.4%	
<b>Total Revenue</b>	<b>52,060,000</b>	<b>38,666,553</b>	<b>74.3%</b>	<b>53,008,749</b>	<b>948,749</b>	<b>101.8%</b>	
Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration	2,861,200	1,544,725	54.0%	2,873,395	(12,195)	100.4%	
Oak Bay Tourism	150,000	68,928	46.0%	150,000	-	100.0%	
Facilities	221,000	129,931	58.8%	205,504	15,496	93.0%	
Finance & IT	1,585,200	895,948	56.5%	1,450,378	134,822	91.5%	Some staff vacancies
Policing	5,482,100	2,925,885	53.4%	5,479,745	2,355	100.0%	
Fire Protection	5,138,500	2,577,163	50.2%	5,070,209	68,291	98.7%	
Building & Planning	1,311,400	666,603	50.8%	1,273,400	38,000	97.1%	
Engineering Services	1,476,700	600,864	40.7%	1,389,899	86,801	94.1%	
Public Works	3,962,000	1,786,287	45.1%	3,889,399	72,601	98.2%	
Parks and Recreation	13,514,700	6,116,075	45.3%	13,487,955	26,745	99.8%	
Library	1,162,000	578,313	49.8%	1,162,000	-	100.0%	
Sewer Utility	833,600	330,237	39.6%	773,000	60,600	92.7%	
Water Utility	3,808,200	1,641,366	43.1%	3,739,200	69,000	98.2%	
Fiscal	57,800	40,436	70.0%	59,159	(1,359)	102.4%	
Debt Interest	134,400	67,189	50.0%	134,378	23	100.0%	
Contingencies	1,411,200	-	0.0%	655,000	756,200	46.4%	
Special Initiatives	1,545,900	497,266	32.2%	914,430	631,470	59.2%	
<b>Total Operating Expenses</b>	<b>44,655,900</b>	<b>20,467,215</b>	<b>45.8%</b>	<b>42,707,051</b>	<b>1,948,849</b>	<b>95.6%</b>	
<b>Add:</b>							
Transfers from Reserves	20,521,900	5,452,340	26.6%	13,359,339	7,162,561	65.1%	
<b>Deduct:</b>							
Capital Expenditures	(18,921,100)	(4,472,778)	23.6%	(12,540,134)	(6,380,966)	66.3%	See Schedule E
Transfers to Reserves	(8,862,300)	(4,310,850)	48.6%	(9,416,800)	554,500	106.3%	Investment revenues exceeding budget
Debt Principal	(142,600)	-	0.0%	(142,600)	-	100.0%	
<b>Total</b>	<b>\$ -</b>	<b>\$ 14,868,050</b>		<b>\$ 1,561,503</b>	<b>\$ (1,561,503)</b>		

## Schedule B – Budget Surplus Summary June 30, 2022

(Excludes surplus funded operating expenses)

	Forecasted Variance	Comment
Property Tax Penalties & Interest	60,691	
Investment Income	759,660	Majority of investment revenue that exceeds
Transfer Additional Investment Income to Reserve	(554,500)	budget is earned by reserves.
Miscellaneous Revenue	9,750	
Use of COVID-19 Restart Grant	(154,649)	PRC Department is forecasted to exceed
Parks, Recreation, and Culture	154,649	budgeted net revenue by \$154,649
Corporate Administration	(12,195)	
Facilities	8,911	
Finance & IT	125,122	Staff vacancies
Policing	2,355	
Fire Protection	68,291	
Building & Planning	420,000	UVic project
Engineering Services	82,701	
Public Works	72,601	
Sewer Utility	100,296	
Water Utility	141,482	
Fiscal	23	
Contingency (tax funded)	263,700	Tax funded contingency not yet utilized
Other	12,616	
<b>Total Forecasted Budget Surplus</b>	<b><u>\$ 1,561,502.72</u></b>	

## Schedule C – Operating Budget Forecasts June 30, 2022

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Corporate Administration Operating Expenses:</b>							
Council	\$ 172,700	\$ 71,314	41%	\$ 149,754	\$ 22,946	86.7%	
Corporate Administration	1,379,100	671,180	49%	1,376,294	2,806	99.8%	
Human Resources	492,500	247,965	50%	469,582	22,918	95.3%	
Communications	166,400	87,272	52%	142,911	23,489	85.9%	
Risk Management	316,300	259,700	82%	391,850	(75,550)	123.9%	
Grants & Fee for Service	179,600	109,008	61%	174,808	4,792	97.3%	
Events	106,900	78,520	73%	123,224	(16,324)	115.3%	
Archives	47,700	19,766	41%	44,971	2,729	94.3%	
Total Corporate Administration Expenses:	\$ 2,861,200	\$ 1,544,725	54%	\$ 2,873,395	\$ (12,195)	100.4%	
<b>Oak Bay Tourism</b>							
Oak Bay Tourism	150,000	\$ 68,928	46%	\$ 150,000	\$ -	100.0%	
Total Oak Bay Tourism Expenses	\$ 150,000	\$ 68,928	46%	\$ 150,000	\$ -	100.0%	
<b>Administrative Facilities</b>							
Maintenance - 1538 Monterey	\$ 5,100	\$ -	0%	\$ 1,000	\$ 4,100	19.6%	
Maintenance - 1423 Hampshire	29,100	16,077	55%	33,500	(4,400)	115.1%	
Maintenance - 1531 Hampshire	5,100	-	0%	1,000	4,100	19.6%	
Maintenance - Tod House	7,600	10,577	139%	17,200	(9,600)	226.3%	
Maintenance - Municipal Hall	90,500	34,465	38%	80,992	9,508	89.5%	
Foreshore Lease	66,300	68,812	104%	68,812	(2,512)	103.8%	
Maintenance - Oak Bay Marina	17,300	-	0%	3,000	14,300	17.3%	
Transfers to Reserves for Facilities	39,400	800	2%	39,400	-	100.0%	
Transfers to Tod House Trust	12,100	6,050	50%	12,100	-	100.0%	
Transfers to Marina Reserve	37,800	18,900	50%	37,800	-	100.0%	
Total Administrative Facilities Expenses	\$ 310,300	\$ 155,681	50%	\$ 260,304	\$ 15,796	83.9%	
<b>Finance &amp; Information Technology Operating Expenses:</b>							
Finance General	\$ 936,800	\$ 394,712	42%	\$ 817,397	\$ 119,403	87.3%	Staff vacancies
Parking Enforcement	49,600	46,487	94%	54,014	(4,414)	108.9%	
Information Technology	598,800	454,749	76%	578,967	19,833	96.7%	
Total Finance & IT Operating Expenses:	\$ 1,585,200	\$ 895,948	57%	\$ 1,450,378	\$ 134,822	91.5%	
<b>Police Department Operating Expenses</b>							
Police Board	\$ 12,000	\$ 3,177	26%	\$ 8,000	\$ 4,000	66.7%	
Police Administration	598,100	262,621	44%	578,077	20,023	96.7%	
Protective Services	4,563,400	2,602,911	57%	4,601,563	(38,163)	100.8%	
Community Program	19,800	1,415	7%	1,415	18,385	7.1%	
Integrated Units	165,900	8,530	5%	165,971	(71)	100.0%	
Police Building Maintenance	63,600	16,534	26%	64,098	(498)	100.8%	
Vehicle Maintenance	59,300	30,696	52%	60,621	(1,321)	102.2%	
Transfer to reserve for Retirement	8,200	4,100	50%	8,200	-	100.0%	
Transfer to Capital Reserve	20,600	10,300	50%	20,600	-	100.0%	
Transfer to Major Crimes Reserve	82,400	41,200	50%	82,400	-	100.0%	
Transfer to Police Vehicle Reserve	46,400	23,200	50%	46,400	-	100.0%	
Total Police Department Operating Expenses	\$ 5,639,700	\$ 3,004,685	53%	\$ 5,637,345	\$ 2,355	100.0%	

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

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Fire Department Operating Expenses</b>							
Fire Administration	\$ 1,082,000	\$ 513,169	47%	\$ 950,300	\$ 131,700	87.8%	
Fire Fighting Force	3,670,500	1,864,217	51%	3,737,195	(66,695)	101.8%	
Fire Hall	159,500	89,930	56%	178,134	(18,634)	111.7%	
Fire Vehicles & Equipment	87,900	62,707	71%	93,837	(5,937)	106.8%	
Emergency Program	138,600	47,141	34%	110,743	27,857	79.9%	
<b>Total Fire Department Operating Expenses</b>	<b>\$ 5,138,500</b>	<b>\$ 2,577,163</b>	<b>50%</b>	<b>\$ 5,070,209</b>	<b>\$ 68,291</b>	<b>98.7%</b>	
<b>Building &amp; Planning Operating Expenses</b>							
Planning	\$ 657,000	\$ 353,138	54%	\$ 657,000	\$ (0)	100.0%	
Inspections	269,000	157,778	59%	269,000	-	100.0%	
Bylaw Enforcement	202,500	112,028	55%	202,500	-	100.0%	
Animal Control	90,600	43,558	48%	87,700	2,900	96.8%	
Deer Management	50,700	-	0%	50,700	-	100.0%	
Heritage Commission	11,000	100	1%	6,500	4,500	59.1%	
Climate Action Grants & Rebates	30,600	-	0%	-	30,600	0.0%	
<b>Total Building &amp; Planning Operating Expenses</b>	<b>\$ 1,311,400</b>	<b>\$ 666,603</b>	<b>51%</b>	<b>\$ 1,273,400</b>	<b>\$ 38,000</b>	<b>97.1%</b>	
<b>Engineering Services Operating Expense</b>							
Engineering Administration	\$ 1,476,700	\$ 600,864	41%	\$ 1,389,899	\$ 86,801	94.1%	
<b>Total Engineering Services Operating Expenses</b>	<b>\$ 1,476,700</b>	<b>\$ 600,864</b>	<b>41%</b>	<b>\$ 1,389,899</b>	<b>\$ 86,801</b>	<b>94.1%</b>	
<b>Public Works Operating Expense</b>							
Yard & Building	\$ 215,900	\$ 76,556	35%	\$ 214,000	\$ 1,900	99.1%	
Safety Program	26,400	46,478	176%	46,000	(19,600)	174.2%	
Stores	127,900	54,396	43%	112,000	15,900	87.6%	
Road Repair	601,900	210,933	35%	570,000	31,900	94.7%	
Drainage	493,300	175,611	36%	485,000	8,300	98.3%	
Street Cleaning	119,500	72,035	60%	119,500	-	100.0%	
Leaf Pickup Program	228,400	22,453	10%	228,499	(99)	100.0%	
Snow Removal	86,300	28,195	33%	86,000	300	99.7%	
Noxious Weed Program	15,800	5,553	35%	10,800	5,000	68.4%	
Street Lighting	256,000	136,526	53%	256,000	-	100.0%	
Signs and Traffic Signals	210,700	94,025	45%	210,700	-	100.0%	
Solid Waste	1,550,900	863,527	56%	1,550,900	-	100.0%	
Other Public Works	29,000	0	0%	-	29,000	0.0%	
<b>Total Public Works Operating Expenses</b>	<b>\$ 3,962,000</b>	<b>\$ 1,786,287</b>	<b>45%</b>	<b>\$ 3,889,399</b>	<b>\$ 72,601</b>	<b>98.2%</b>	
<b>Sewer Utility Operating Expense</b>							
Sewer Administration	\$ 85,000	\$ 27,662	33%	\$ 85,000	\$ -	100.0%	
Sewer Collection	423,400	156,231	37%	418,000	5,400	98.7%	
Repair Program	303,400	146,344	48%	270,000	33,400	89.0%	
Inflow & Infiltration	21,800	-	0%	-	21,800	0.0%	
<b>Sewer Utility Operating Expenses</b>	<b>\$ 833,600</b>	<b>\$ 330,237</b>	<b>40%</b>	<b>\$ 773,000</b>	<b>\$ 60,600</b>	<b>92.7%</b>	

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

Operating Expenses	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Water Utility Operating Expense</b>							
Administration	\$ 102,900	\$ 56,423	55%	\$ 102,900	\$ -	100.0%	
Maintenance	857,000	440,587	51%	857,000	-	100.0%	
Valve turning	146,500	11,848	8%	125,000	21,500	85.3%	
Backflow prevention	22,000	4,562	21%	15,000	7,000	68.2%	
Pumping	9,200	4,712	51%	7,300	1,900	79.3%	
Collection	195,100	84,016	43%	195,000	100	99.9%	
Safety program	32,900	4,380	13%	32,000	900	97.3%	
Water purchased	2,442,600	1,034,838	42%	2,405,000	37,600	98.5%	
<b>Water Utility Operating Expenses</b>	<b>\$ 3,808,200</b>	<b>\$ 1,641,366</b>	<b>43%</b>	<b>\$ 3,739,200</b>	<b>\$ 69,000</b>	<b>98.2%</b>	
<b>Parks, Recreation &amp; Culture Operating Expense</b>							
Ambassador Program	\$ -	\$ 24,540	N/A	\$ 24,741	\$ (24,741)	N/A	
Administration-r	2,347,800	1,114,626	47%	2,341,903	5,897	99.7%	
Building Maintenance-OBPR	2,563,100	1,175,599	46%	2,563,100	-	100.0%	
Henderson-e	1,071,100	371,684	35%	1,085,573	(14,473)	101.4%	
Henderson Fitness-e	284,900	109,828	39%	271,839	13,061	95.4%	
OBRC Fitness-e	315,600	115,787	37%	236,964	78,636	75.1%	
Aquatics-e	1,218,800	531,562	44%	1,197,501	21,299	98.3%	
Arena-e	292,700	130,449	45%	287,306	5,394	98.2%	
Food Services-e	275,300	137,566	50%	293,622	(18,322)	106.7%	
Indoor Sports Field-e	157,600	50,721	32%	160,476	(2,876)	101.8%	
Sailing-e	36,000	1,425	4%	36,000	-	100.0%	
Licensed Care-e	755,600	367,389	49%	756,900	(1,300)	100.2%	
Youth Centre-e	71,500	19,134	27%	73,441	(1,941)	102.7%	
Tennis-e	467,700	210,144	45%	467,700	-	100.0%	
Monterey Centre-e	852,700	398,017	47%	886,886	(34,186)	104.0%	
Par 3 Golf-e	229,500	87,240	38%	224,100	5,400	97.6%	
Cultural Events-e	78,400	43,521	56%	78,400	-	100.0%	
Invasive Species Removal	83,600	38,810	46%	83,600	-	100.0%	
Public Works-e	26,000	18,658	72%	25,500	500	98.1%	
Tree Cutting & Planting	639,200	321,272	50%	639,200	-	100.0%	
Benches	12,900	10,302	80%	18,804	(5,904)	145.8%	
Playgrounds	662,500	323,660	49%	662,500	-	100.0%	
Lawn & Garden	257,200	137,978	54%	257,200	-	100.0%	
Field Maintenance	199,200	124,383	62%	199,200	-	100.0%	
Boulevard Maintenance	354,600	145,538	41%	354,300	300	99.9%	
Small Buildings	220,600	106,242	48%	220,600	-	100.0%	
Leaf Clearing	40,600	-	0%	40,600	-	100.0%	
<b>Total Parks, Recreation &amp; Culture Operating Expenses</b>	<b>\$ 13,514,700</b>	<b>\$ 6,116,075</b>	<b>45%</b>	<b>\$ 13,487,955</b>	<b>\$ 26,745</b>	<b>99.8%</b>	

## Schedule D – Special Project Budget Forecasts June 30, 2022

	2022 Budget	2022 YTD	% Spent	2022 Forecast	Forecasted Variance	Fore. %	Comment
<b>Diverse Housing</b>							
Infill Housing - Neighbourhoods	\$ 120,000	\$ 67,356	56%	\$ 120,000	\$ -	100%	
Secondary Suite Study Implementation	20,000	17,300	87%	20,000	-	100%	Underway
<b>Sustainable Service</b>							
Sanitary Sewer Master Plan	10,000	15,049	150%	15,049	(5,049)	150%	Complete
Storm Sewer Master Plan	300,000	1,650	1%	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	14,286	48%	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	13,145	26%	50,000	-	100%	Underway
<b>Service Excellence</b>							
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	20,920	39%	51,000	3,000	94%	Work continues
Network Security Audit	25,000	26,583	106%	26,583	(1,583)	106%	Complete
Parking Enforcement Services Review	10,000	-	0%	-	10,000	0%	
Planning Department Consulting Support	80,000	79,494	99%	79,494	506	99%	
<b>Quality of Life</b>							
Marina Lease Negotiation	172,000	74,175	43%	94,000	78,000	55%	
Marina Lease Negotiation - Upland Consultation	25,000	-	0%	-	25,000	0%	
Deer Management Study	60,700	60,250	99%	60,250	450	99%	Underway
<b>Community Health and Resilience</b>							
Urban Forest Management - Garry Oak Inventory	25,000	1,950	8%	25,000	-	100%	
CCA WG Recommendation - Coolkit Program	105,800	77,919	74%	105,800	-	100%	Underway
CCA WG - 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%	
<b>Total Special Initiatives</b>	<b>\$ 1,545,900</b>	<b>\$ 497,266</b>	<b>32%</b>	<b>\$ 914,430</b>	<b>631,470</b>	<b>59%</b>	

# Schedule E – Capital Budget Forecasts June 30, 2022

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Corporate Administration</b>							
EDRM System	265,000	14,125	5.3%	33,000	232,000	12.5%	
<b>Total Capital Expenditures - Corporate Administration</b>	<b>\$ 265,000</b>	<b>\$ 14,125</b>	<b>5.3%</b>	<b>\$ 33,000</b>	<b>\$ 232,000</b>	<b>12.5%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Finance &amp; IT</b>							
IT Proj. Management Div Projects	170,000	26,515	15.6%	156,000	14,000	91.8%	
Network & Other IT Hardware	85,000	-	0.0%	84,000	1,000	98.8%	
PC Hardware Replacement	22,000	22,077	100.4%	22,077	(77)	100.4%	
<b>Total Capital Expenditures - Finance &amp; IT</b>	<b>\$ 277,000</b>	<b>\$ 48,592</b>	<b>17.5%</b>	<b>\$ 262,077</b>	<b>\$ 14,923</b>	<b>94.6%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Police Department</b>							
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%	64,665	2,835	95.8%	
Police Building Repairs	7,300	-	0.0%	7,300	-	100.0%	
<b>Total Capital Expenditures - Police Department</b>	<b>\$ 84,700</b>	<b>\$ 45,253</b>	<b>53.4%</b>	<b>\$ 79,685</b>	<b>\$ 5,015</b>	<b>94.1%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Fire Department</b>							
Engine with Light rescue	\$ 1,300,000	\$ 390,099	30.0%	\$ 591,059	\$ 708,941	45.5%	
Site Prep: Portable Apparatus Bay	250,000	4,200	1.7%	50,000	200,000	20.0%	
C-Can Based Training Prop	300,000	75	0.0%	-	300,000	0.0%	
Ladder Truck with Heavy Rescue	2,050,000	611,730	29.8%	917,595	1,132,405	44.8%	
Thermal Imaging Protective Equipment	36,000	1,498	4.2%	22,500	13,500	62.5%	
Gas Detection Protective Equipment	50,000	63,593	127.2%	63,593	(13,593)	127.2%	
Fire Hall Building Repairs	40,000	13,357	33.4%	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%	
Emergency Generator	-	21,402	N/A	-	-	N/A	
<b>Total Capital Expenditures - Fire Department</b>	<b>\$ 4,136,000</b>	<b>\$ 1,105,953</b>	<b>26.7%</b>	<b>\$ 1,704,747</b>	<b>\$ 2,431,253</b>	<b>41.2%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Engineering Services</b>							
<b>Facilities Capital Program</b>							
Tod House Improvements	483,000	\$ 275,810	57.1%	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%	
Work Order Management Infrastructure	25,000	-	0.0%	25,000	-	100.0%	
Feasibility Study - Fire Hall/Police Station	100,000	-	0.0%	25,000	75,000	25.0%	
Municipal Hall Refurbish	109,200	70,700	64.7%	109,200	-	100.0%	
Facilities Contingency	50,000	-	0.0%	50,000	-	100.0%	
Asset Management Software Phase 1: Scoping	50,000	-	0.0%	10,000	40,000	20.0%	
Transportation Safety Improvements	700,000	595,199	85.0%	700,000	-	100.0%	
Pavement Management Program	1,599,400	997,623	62.4%	1,599,400	-	100.0%	
Storm Sewer Rehabilitation	960,000	139,557	14.5%	960,000	-	100.0%	
Uplands Sewer Separation	200,000	-	0.0%	50,000	150,000	25.0%	
Active Transportation Program	429,000	-	0.0%	429,000	-	100.0%	
Electric Vehicle Stations	50,000	17,660	35.3%	50,000	-	100.0%	
Bowker Creek Landslide Remediation	49,500	49,445	99.9%	49,445	55	99.9%	Foreshore Infrastructure Budget transferred
McNeill Bay/McMicking Point Foreshore Erosion Mitigation	80,000	-	0.0%	56,000	24,000	70.0%	
Foreshore Infrastructure	500	-	0.0%	-	500	0.0%	
Public Works Vehicle and Equipment Replacement	1,887,300	157,196	8.3%	600,000	1,287,300	31.8%	
<b>Total Capital Expenditures - Engineering Services</b>	<b>\$ 7,222,900</b>	<b>\$ 2,303,190</b>	<b>31.9%</b>	<b>\$ 5,148,856</b>	<b>\$ 2,074,044</b>	<b>71.3%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Sewer Utility</b>							
Sewer Main Rehabilitation & Manhole Replacement	\$ 827,800	\$ 110,191	13.3%	940,000	(\$ 112,200)	113.6%	Contingent on July 18/22 Council Meeting
Sewer Capital - New Assets	100,000	-	0.0%	-	100,000	0.0%	
<b>Total Capital Expenditures - Sewer Utility</b>	<b>\$ 927,800</b>	<b>\$ 110,191</b>	<b>11.9%</b>	<b>\$ 940,000</b>	<b>\$ (12,200)</b>	<b>101.3%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Water Utility</b>							
Watermain & Hydrant Replacement	\$ 2,376,800	\$ 321,519	13.5%	1,000,000	\$ 1,376,800	42.1%	
New Service Connections	138,000	183,081	132.7%	-	138,000	0.0%	
Water Distribution System Remote Monitoring Upgrade	80,000	-	0.0%	50,000	30,000	62.5%	
North Oak Bay Pump Station Consolidation & Water Main Upgrades	250,000	403	0.2%	-	250,000	0.0%	
Water Distribution System Studies and Capital Projects	120,000	-	0.0%	-	120,000	0.0%	
<b>Total Capital Expenditures - Water Utility</b>	<b>\$ 2,964,800</b>	<b>\$ 505,002</b>	<b>17.0%</b>	<b>\$ 1,050,000</b>	<b>\$ 1,914,800</b>	<b>35.4%</b>	

	2022 Budget	2022 YTD	YTD %	2022 Forecast	Forecast Variance	Fore. %	Comment
<b>Capital Expenditures - Parks, Recreation &amp; Culture</b>							
OBRC Facilities Maintenance	\$ 116,500	\$ 80,225	68.9%	116,725	\$ (225)	100.2%	
OBRC Roofing - Arena, Lounge, ISF	1,450,000	84,417	5.8%	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	33,996	91.9%	37,000	-	100.0%	
Parks Facilities	28,200	-	0.0%	28,200	-	100.0%	
Camarvon Park Building Design and Build	305,000	-	0.0%	60,000	245,000	19.7%	
OBRC General Equipment	227,000	12,230	5.4%	211,772	15,228	93.3%	
OBRC Chiller	571,500	-	0.0%	454,000	117,500	79.4%	
Henderson General Equipment	14,000	7,500	53.6%	14,000	-	100.0%	
Parks Equipment	15,700	-	0.0%	15,700	-	100.0%	
Camarvon Park Tennis Court Resurfacing	89,000	84,894	95.4%	84,894	4,106	95.4%	
Public Art	40,000	-	0.0%	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%	
<b>Total Capital Expenditures - Parks, Recreation &amp; Culture</b>	<b>\$ 3,042,900</b>	<b>\$ 303,262</b>	<b>10.0%</b>	<b>\$ 3,321,768</b>	<b>\$ (278,868)</b>	<b>109.2%</b>	

## Schedule F – Second Quarter Budget Transfers June 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.

## Schedule G – Single Payments over \$25,000 Oct 1, 2021 – Jun 30, 2022

1194350 BC LTD	07-Dec-21	\$ 36,726.38
ALLTERRA CONSTRUCTION LTD	06-Dec-21	106,817.38
ALLTERRA CONSTRUCTION LTD	30-Mar-22	61,323.86
ALLTERRA CONSTRUCTION LTD	24-Dec-21	55,673.99
ALLTERRA CONSTRUCTION LTD	20-Apr-22	52,554.89
ALLTERRA CONSTRUCTION LTD	21-Jan-22	43,743.65
ALLTERRA CONSTRUCTION LTD	01-Mar-22	27,088.29
ARAL CONSTRUCTION (2014)	16-Mar-22	63,742.73
B.C. HYDRO AND POWER AUTH	31-Mar-22	34,464.75
B.C. HYDRO AND POWER AUTH	28-Feb-22	33,404.45
B.C. HYDRO AND POWER AUTH	29-Dec-21	25,409.54
BANK OF MONTREAL PAYMENT	10-May-22	25,485.81
BURTON, SHAWN AND BURTON,	29-Apr-22	56,047.50
CADBORO BAY DEVELOPMENTS	22-Dec-21	237,458.05
CAPITAL REGIONAL DISTRICT	14-Oct-21	213,725.20
CAPITAL REGIONAL DISTRICT	17-Jun-22	194,913.89
CAPITAL REGIONAL DISTRICT	01-Mar-22	139,036.72
CAPITAL REGIONAL DISTRICT	20-Apr-22	131,088.09
CAPITAL REGIONAL DISTRICT	17-May-22	124,576.55
CAPITAL REGIONAL DISTRICT	12-Nov-21	120,534.58
CAPITAL REGIONAL DISTRICT	16-Mar-22	120,222.80
CAPITAL REGIONAL DISTRICT	13-Jan-22	118,200.04
CAPITAL REGIONAL DISTRICT	10-Dec-21	114,550.27
CAPITAL REGIONAL DISTRICT	24-Mar-22	67,188.75
CAPITAL REGIONAL HOSPITAL	09-Nov-21	73,774.44
CENTRALSQUARE CANADA SOFT	08-Jun-22	53,623.24
CENTRALSQUARE CANADA SOFT	20-Oct-21	51,946.10
CITY OF VICTORIA	21-Jan-22	129,302.41
CLINTON-BAKER, DAVID AND	17-May-22	32,500.00
COLUMBIA FUELS	05-Oct-21	26,397.69
COLUMBIA FUELS	18-Jan-22	25,863.90
DAVE MITCHELL & ASSOCIATE	14-Oct-21	26,250.00
DIALOG BC ARCHITECTURE EN	24-Mar-22	33,329.92
E-COMM EMERGENCY COMMUNIC	11-Feb-22	66,444.00
E-COMM EMERGENCY COMMUNIC	05-Apr-22	66,444.00
ELISCO ENTERPRISES INC	18-Oct-21	32,455.88
FIDELITY INVESTMENTS CANA	10-May-22	40,000.00
FITNESS EXPERIENCE	07-Dec-21	42,631.68

Schedule G – Single Payments over \$25,000 Oct 1, 2021 – Jun 30, 2022  
(Continued)

GEOADVICE ENGINEERING INC	21-Jan-22	30,430.16
GEOADVICE ENGINEERING INC	04-Nov-21	28,679.57
GFL ENVIRONMENTAL INC	29-Jun-22	35,377.81
GFL ENVIRONMENTAL INC	30-May-22	33,438.76
GFL ENVIRONMENTAL INC	17-Mar-22	32,096.90
GFL ENVIRONMENTAL INC	18-Jan-22	27,048.23
GFL ENVIRONMENTAL INC	23-Dec-21	27,042.72
GFL ENVIRONMENTAL INC	05-Oct-21	26,583.38
GFL ENVIRONMENTAL INC	20-Oct-21	26,583.38
GFL ENVIRONMENTAL INC	19-Nov-21	26,583.38
GFL ENVIRONMENTAL INC	01-Mar-22	26,583.38
GFL ENVIRONMENTAL INC	27-Apr-22	26,583.38
GR. VICTORIA PUBLIC LIBRA	20-May-22	187,180.00
GR. VICTORIA PUBLIC LIBRA	23-Jun-22	113,160.00
GR. VICTORIA PUBLIC LIBRA	23-Nov-21	93,590.00
GR. VICTORIA PUBLIC LIBRA	15-Dec-21	93,590.00
GR. VICTORIA PUBLIC LIBRA	16-Dec-21	93,590.00
GR. VICTORIA PUBLIC LIBRA	26-Jan-22	93,590.00
GR. VICTORIA PUBLIC LIBRA	01-Mar-22	93,590.00
GR. VICTORIA PUBLIC LIBRA	23-Mar-22	93,590.00
GRAPHIC OFFICE INTERIORS	17-May-22	30,162.46
GREATER VICTORIA LABOUR R	01-Mar-22	40,688.00
H2 Accelerator	12-Jan-22	30,357.86
HOULE ELECTRIC LTD.	18-Jan-22	36,086.26
HOULE ELECTRIC LTD.	24-Mar-22	34,971.24
HOULE ELECTRIC LTD.	23-Dec-21	31,637.19
ICONIX WATERWORKS LP	04-Nov-21	28,944.21
INSURANCE CORPORATION OF	17-Dec-21	84,697.00
ISLAND ASPHALT COMPANY	11-Mar-22	476,775.99
ISLAND ASPHALT COMPANY	11-May-22	226,434.00
J. WATSON ROOFING CONSULT	01-Mar-22	37,550.63
JENNER CHEVROLET BUICK GM	20-Oct-21	29,402.24
MINISTER OF FINANCE	24-Nov-21	72,252.26
MUNICIPAL INSURANCE ASSOC	28-Jan-22	361,028.00
NG, ANN SU	15-Jun-22	46,000.00
NORTHRIDGE EXCAVATING LTD	27-Apr-22	80,878.57
NORTHRIDGE EXCAVATING LTD	23-Dec-21	51,823.29
NORTHRIDGE EXCAVATING LTD	19-Nov-21	38,612.72

Schedule G – Single Payments over \$25,000 Oct 1, 2021 – Jun 30, 2022  
(Continued)

NORTHRIDGE EXCAVATING LTD	26-Jan-22	36,689.91
NORTHRIDGE EXCAVATING LTD	24-Mar-22	29,923.71
NORTHRIDGE EXCAVATING LTD	30-May-22	25,021.81
OAK BAY BUSINESS IMPROVEM	17-May-22	36,333.33
OAK BAY VOLUNTEER SERVICE	17-May-22	35,000.00
PACIFIC BLUE CROSS	08-Feb-22	115,971.26
PACIFIC BLUE CROSS	08-Jun-22	58,755.17
PACIFIC BLUE CROSS	12-Apr-22	58,368.18
PACIFIC BLUE CROSS	07-Dec-21	58,208.37
PACIFIC BLUE CROSS	09-Mar-22	57,338.70
PACIFIC BLUE CROSS	17-May-22	57,142.98
PACIFIC BLUE CROSS	14-Oct-21	57,061.99
PACIFIC BLUE CROSS	12-Nov-21	56,661.84
PLAN CONTRACTING LTD	22-Dec-21	145,452.04
PLAN CONTRACTING LTD	07-Dec-21	140,365.18
PLAN CONTRACTING LTD	11-Feb-22	32,775.41
RADIOWORKS	26-Jan-22	27,007.54
RECEIVER GENERAL FOR CANA	29-Apr-22	65,147.63
RECEIVER GENERAL FOR CANA	09-Nov-21	58,374.00
RUTHVEN, HUGH AND RUTHVEN	09-Mar-22	30,593.88
SAANICH THE CORPORATION O	17-May-22	124,945.99
SAANICH THE CORPORATION O	20-Apr-22	99,572.62
SAANICH THE CORPORATION O	21-Jan-22	68,753.78
SAANICH THE CORPORATION O	02-Feb-22	68,687.14
SAANICH THE CORPORATION O	05-Apr-22	68,687.14
SAANICH THE CORPORATION O	28-Jun-22	62,659.98
SAANICH THE CORPORATION O	22-Dec-21	34,521.48
SAANICH THE CORPORATION O	14-Oct-21	34,376.89
SAANICH THE CORPORATION O	07-Apr-22	34,376.89
SAANICH THE CORPORATION O	10-May-22	34,376.89
SAANICH THE CORPORATION O	17-Jun-22	34,376.89
SAANICH THE CORPORATION O	01-Oct-21	34,310.25
STEWART MCDANNOLD STUART	06-Dec-21	25,832.30
SUBURBAN MOTORS	09-Nov-21	51,742.88
THINK COMMUNICATIONS INC	11-May-22	39,182.08
THUJACRAFT LTD.	15-Jun-22	106,848.98
THUJACRAFT LTD.	26-May-22	79,496.22
URBAN CORE VENTURES LTD I	27-Apr-22	94,385.00

Schedule G – Single Payments over \$25,000 Oct 1, 2021 – Jun 30, 2022  
(Continued)

URBAN WILDLIFE STEWARDSHI	11-Mar-22	30,400.00
URBAN WILDLIFE STEWARDSHI	30-Mar-22	27,225.00
VICTORIA PLAYCO INSTALLAT	15-Jun-22	85,181.25
WORKERS COMPENSATION BOAR	12-Apr-22	195,701.79
WORKERS COMPENSATION BOAR	14-Oct-21	183,368.90
WORKERS COMPENSATION BOAR	18-Jan-22	139,655.67