

**Council Agenda Information**

COTW [Click and type date of meeting]  Regular Council June 01, 2023

Date:	May 12, 2023
Submitted by:	Finance Department, Financial Services Division
Subject:	Quarterly Financial Report – Q1, 2023

**EXECUTIVE SUMMARY**

The Quarterly Financial Report provides a measure of the City's financial performance against the Financial Plan. The report provides explanations of the significant differences in revenue and expenses to assist Council in their strategic decision making. Total revenues for the first quarter of 2023 (Q1) are consistent with expectations as the significant sources of revenue from taxes and user fees are not levied until the second quarter (Q2). Total expenses are also trending lower than budget as operating projects were remaining on hold until the 2023-2032 Financial Plan approval in early March.

**RECOMMENDED RESOLUTIONS**

THAT the report dated May 12, 2023 from the Finance Department regarding the City's Quarterly Financial Report – Q1, 2023 be received for information.

AND THAT Council cancel the project Index #3 – Design/Construction for 325 Beech Street for \$3,847,670 in the 2023 -2032 Capital Plan

AND THAT Council cancel the project Index #117 – Dogwood Operations Centre Backflow/Meter for \$125,000 in the 2023 - 2032 Capital Plan

AND THAT Council cancel the project Index #133 – Watermain Renewal for \$1,100,000 in the 2023 -2032 Capital Plan

AND THAT the 2023 – 2032 Financial Plan be amended accordingly.

**BACKGROUND**

The Quarterly Financial Report provides information to Council on the progress of the work plan approved during Financial Planning and compares the actual financial results to the approved budget. Where significant variances are identified, additional information is provided to Council and members of the public to ensure accountability and transparency of taxpayer funds. The report includes the three core components of the budget which are operating departmental budgets, one-time operating projects, and capital projects.

**DISCUSSION**

Throughout the first quarter of 2023, City operations were carried out as scheduled with reduced department vacancies from the prior year. Although expenditures on new capital and operating projects were delayed until the approval of the proposed Financial Plan in early March, work was still completed on projects with carry-forward budgets from the prior year.

## Operating Financial Report

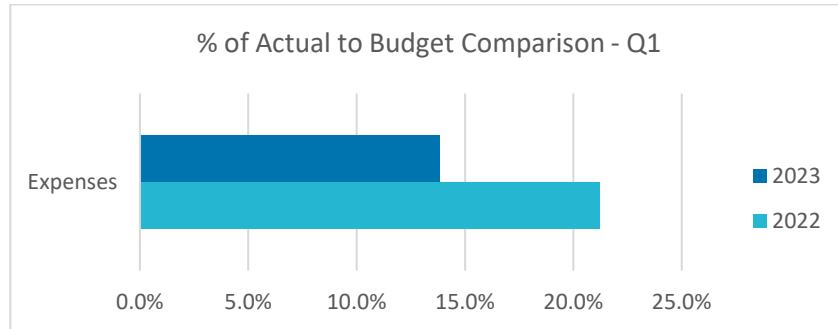
The City's operational revenues and expenses by core service area are summarized below, with a comparison to the 2023 budget and 2022 budget variances. The City's revenues are at 7.2% of budget which is slightly lower than prior year due to the timing of contracted service payments. Overall, other revenues for Q1 are consistent with expectations as the City's significant sources of revenue from taxes and user fees are not levied until Q2.

Expenses are at 20.3% of budget which is lower compared to the prior year budget trend as the Financial Plan was adopted in March thus delaying operating project spending.

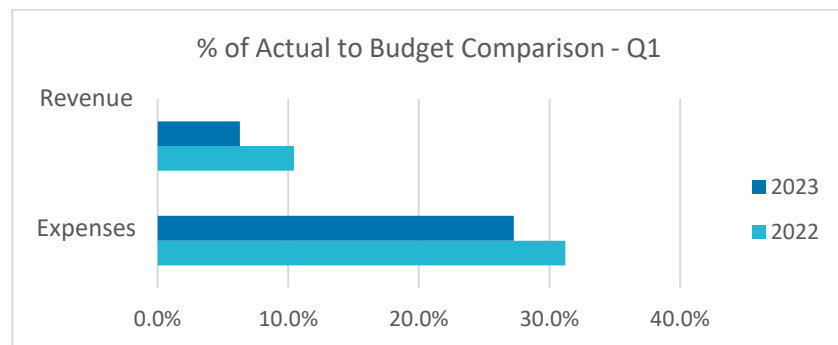
Each area of the City's operations has been analyzed below (See Appendix 1 for details of Departmental Segments). Individual graphs show revenues and expenses as a percentage of the total budget.

	2023 Q1	2023 Budget	2023 Variance \$	2023 Variance %	2022 Variance %
City Administration	-	-	-	0.0%	0.0%
Financial Services	(4,054,228)	(64,438,210)	(60,383,982)	6.3%	10.4%
Corporate Services	(89,165)	(413,545)	(324,380)	21.6%	28.2%
Development Services	(440,717)	(1,232,600)	(791,883)	35.8%	45.9%
Community Safety	(556,398)	(2,905,272)	(2,348,874)	19.2%	18.6%
Operations	(488,840)	(17,975,607)	(17,486,767)	2.7%	2.1%
Community Planning & Livability	(521,281)	(4,621,971)	(4,100,690)	11.3%	11.3%
Economic Development & Airport	(798,049)	(4,544,500)	(3,746,451)	17.6%	23.1%
<b>REVENUE TOTAL</b>	<b>(6,948,678)</b>	<b>(96,131,705)</b>	<b>(89,183,027)</b>	<b>7.2%</b>	<b>10.2%</b>
City Administration	195,595	1,414,493	1,218,898	13.8%	21.2%
Financial Services	7,765,935	28,475,688	20,709,753	27.3%	31.2%
Corporate Services	1,081,981	4,120,723	3,038,742	26.3%	26.5%
Development Services	571,179	2,641,830	2,070,651	21.6%	18.3%
Community Safety	2,670,664	21,177,238	18,506,574	12.6%	12.4%
Operations	4,011,782	20,807,877	16,796,095	19.3%	20.8%
Community Planning & Livability	1,856,565	11,504,945	9,648,380	16.1%	18.5%
Economic Development & Airport	1,347,800	5,988,911	4,641,111	22.5%	20.0%
<b>EXPENSE TOTAL</b>	<b>19,501,501</b>	<b>96,131,705</b>	<b>76,630,204</b>	<b>20.3%</b>	<b>22.2%</b>
<b>GRAND TOTAL</b>	<b>12,552,823</b>	<b>-</b>	<b>(12,552,823)</b>	<b>0.0%</b>	<b>0.0%</b>

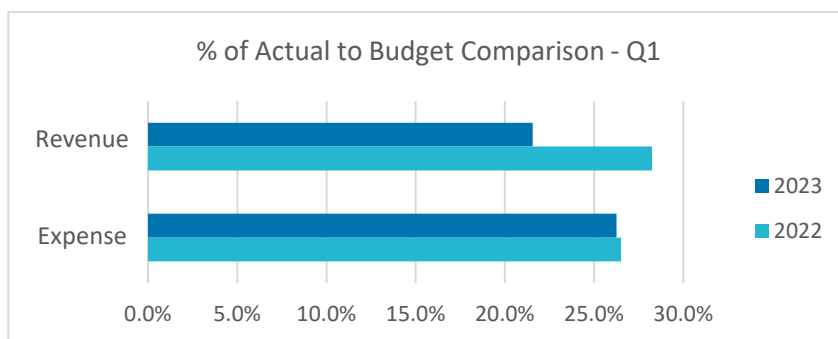
**CITY ADMINISTRATION** – Overall expenditures for this segment were below budget as minimal spending has occurred on operating projects since the Financial Plan was adopted in March 2023.



**FINANCIAL SERVICES** – Revenues are consistent with budget and prior year as the significant sources of revenue from taxes will be levied in Q2. Expenditures are 27.3% of budget which mostly consist of monthly amortization and the annual municipal insurance payment and is also consistent with the prior year budget trend.

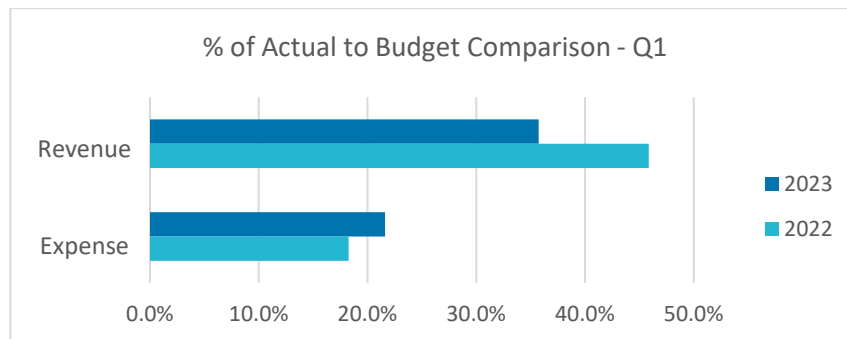


**CORPORATE SERVICES** – Corporate Services revenues are trending below budget compared to prior year due to the timing on receipt of the RCMP IT service level agreement for Q1. Departmental expenditures are mainly trending below budget due to minimal spend on operating projects and staff vacancies; however, are offset by numerous annual software license renewals which are purchased at the beginning of the year.

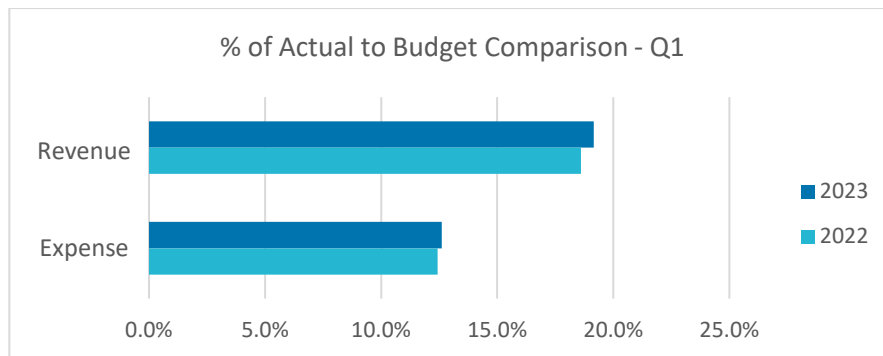


**DEVELOPMENT SERVICES** – At the end of Q1 business licenses, which are renewed annually at the beginning of the year, and sub-division application fees reached 88% and 124% respectively of their 2023 budgeted revenues. The overall increase in

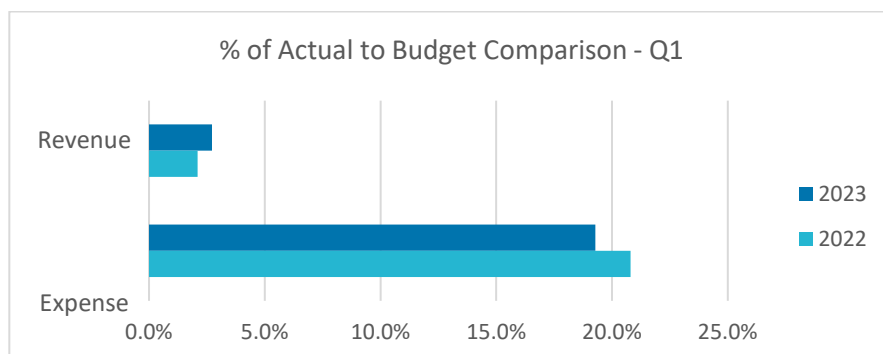
revenue compared to the prior year budget trend is offset by the decrease in revenue from building permits. Expenditures are trending below budget due to staff vacancies for both CUPE and Exempt positions which is also consistent with prior year.



**COMMUNITY SAFETY** – Recovery of remedial actions in Q1 have resulted in the Bylaw Enforcement Department recognizing 95.1% of 2023 budgeted revenues. This is offset by revenues which are trending below budget in other departments due to the timing recognition of the Q1 Prisoner Detention and Traffic Fine Revenue Sharing payments. Expenditures are trending as anticipated.

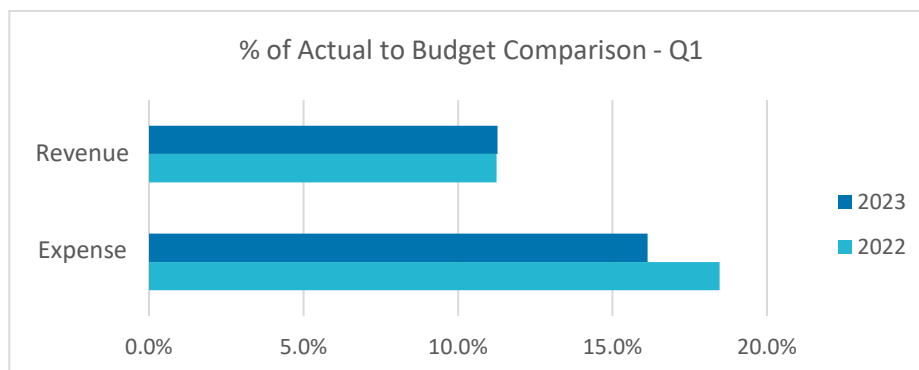


**OPERATIONS** – Revenues are consistent with budget as the significant sources of revenue from user fees will be levied in Q2. Expenses are trending below budget due to minimal spending on operating projects and seasonal staff vacancies.



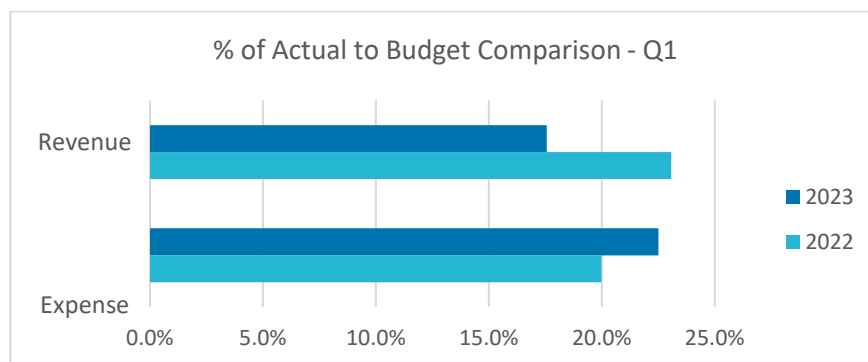
**COMMUNITY PLANNING & LIVEABILITY** - Revenue for the segment is consistent with the budget and is on trend compared to prior year.

Expenses are trending lower due to several staff vacancies, seasonal timing of offered Recreation & Culture programs (i.e., Spirit Square and pool operations), renewal of annual liability insurance, mid-year implementation of the new organics collection program, and timing of the public transit Q1 contracted services bill.



**ECONOMIC DEVELOPMENT & AIRPORT** – Airport fuel sales are trending slightly below budget in Q1 compared to prior year. However, these are offset by Economic Development receiving a \$50,000 grant for the Sector Labour Market Partnerships program and the recording of late revenue from the Municipal and Regional District Tax Program.

Overall segment expenses are on trend for Q1 with increased contracted services relating to the labour market grant, the recording of both Q1 and Q2 payments to Destination Think! and increased spend in supplies at the Airport for necessary flooring replacement and air duct cleaning. These were offset by lower fuel purchasing costs associated with the lower fuel sales. The gross margin for airport fuel sales in Q1 is 29% (Q1 2022 – 31%)



## Operating Projects

There are a total of 74 operating projects as approved during Financial Planning. The total spent on operating projects to date is \$237,997 or 5.6% of the budget. Of these 74 projects, 67 projects are currently in progress (definition and implementation phases), two have been completed or are substantially complete (in-service phase) and five have been delayed.

Appendix 1 provides the detail on the status for each operating project; green highlighted projects are on track, yellow projects could be delayed and red projects are experiencing major disruptions or have been cancelled.

### Capital Projects

There are 139 capital projects with a total budget of \$46.8M for 2023 as approved during Financial Planning. The total spent on capital projects to date is \$3.5M or 7.5% of the budget. Of these 139 projects, 105 are in progress (definition or implementation phase), 3 are complete or substantially complete (in-service phase), 28 have been delayed and three have been cancelled. The cancelled capital projects are for the Design/Construction for 325 Beech Street, Dogwood Operations Centre Backflow and Meter, and a Watermain Renewal. The Design/Construction for 325 Beech Street project is cancelled due to viability and necessity. The other projects are cancelled due to operational capacity and higher priority projects.

The most significant capital projects budgeted for 2023 are the Erickson Road Renewal (\$2.47M), the Community Centre Roof Replacement (\$1.5M) and the Seagull Walkway Design – North (\$1.175M).

Appendix 2 provides the detail on the status for each capital project; green highlighted projects are on track with expected project delivery timelines including multi-year projects, yellow projects could be delayed, red projects are experiencing major disruptions or have been cancellations.

## OPTIONS

1. THAT the report dated May 12, 2023 from the Finance Department regarding the City's Quarterly Financial Report – Q1, 2023 be received for information.  
  
AND THAT Council cancel the project Index #3 – Design/Construction for 325 Beech Street for \$3,847,670 on the Capital Plan  
  
AND THAT Council cancel the project Index #117 – Dogwood Operations Centre Backflow/Meter for \$125,000 on the Capital Plan  
  
AND THAT Council cancel the project Index #133 – Watermain Renewal for \$1,100,000 on the Capital Plan  
  
AND THAT the 2023 – 2032 Financial Plan be amended accordingly.
2. THAT the report dated May 12, 2023 from the Finance Department regarding the City's Quarterly Financial Report – Q1, 2023 be received for information.

Option 1 is recommended as there are viability, operational and capacity constraints to complete the projects and cancelation allows the funds that were attached to the projects to be reallocated to reserves for other future Capital or Operating projects.

## COMMUNICATIONS

The Q1 Quarterly Financial Report will be posted on the City's website with other financial reports to ensure the public has an opportunity to review the City's financial progress throughout the year.



## CONCLUSION

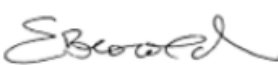
Financial results for the City's departmental operating budgets are within expectation for the first quarter of 2023 and no areas of concern have been identified. Operating and capital projects with carry-forward budgets are well underway with

most new projects moving into the planning or construction phase. The second and third quarters are typically the busiest for the City, with capital project works and operations crews completing a majority of their work during these months.

## ATTACHMENTS:

1. Appendix 1 – Departmental Appendix
2. Appendix 2 – 2023 Q1 Operating Projects
3. Appendix 3 – 2023 Q1 Capital Projects

Prepared by:		Reviewed by:	
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Vanessa Green, CPA, CGA Accountant III		Alaina Maher, BCom, CPA, CMA Director of Financial Services / CFO	
Corporate Review		Initials	
Finance		AH	

Reviewed for Form and Content / Approved for Submission to Council:
 <b>Elle Brovold, City Manager</b>

<b>1 – GOVERNANCE</b>	104 – Mayor & Council 110 – City Manager 200 – Deputy City Manager
<b>2 – FINANCIAL SERVICES</b>	00 – Taxation 02 – Miscellaneous Other 04 – Debt 07 – Reserves 08 – Fiscal Services 300 – Director of Finance 310 – Finance 330 – Risk Management 332 – Supply Management
<b>3 – CORPORATE SERVICES</b>	400 – Director of Corporate Services 410 – Communications 420 – Human Resources 430 – Information Technology 440 – Legislative Services 442 – Property Management
<b>4 – DEVELOPMENT SERVICES</b>	500 – Director of Development Services 510 – Community Planning & Development Services
<b>5 – COMMUNITY SAFETY</b>	600 – Director of Community Safety 610 – Bylaw Enforcement 612 – Animal Control 620 – Fire Protection 623 – E911 630 – Police Protection 632 – Victim Services 640 – RCMP
<b>6 - OPERATIONS</b>	700 – Director of Fleet Operations 320 – Capital Projects 720 – Fleet 722 – Stores 724 – Facilities 730 – Roads 732 – Parks 734 – Cemeteries 780 – Liquid Waste Services 782 – Storm Water 790 – Water
<b>7 – COMMUNITY PLANNING AND LIVABILITY</b>	800 – Director of Planning and Recreation 810 – Long Range Planning 820 – Recreation and Culture 830 – Solid Waste 842 – Public Transit



<b>8 – ECONOMIC DEVELOPMENT AND TOURISM</b>	112 – Economic Development 710 – Airport
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**APPENDIX 3  
OPERATING PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC3	Operating Project Name	Costs as at March 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments - Q1
1	105 - Mayor & Council	-	Council Contingency - Annual Allocation	3,619	118,014	114,395	3.1%	On Time	Annual allocation to fund Council projects and miscellaneous community projects that arise each year.
2	105 - Mayor & Council	S097	Ishikari Anniversary Celebration	-	25,000	25,000	0.0%	On Time	Planning underway for 2023 celebrations. Expenses to be incurred in Q2 and Q3.
3	105 - Mayor & Council	S134	Downtown Initiatives	-	50,000	50,000	0.0%	Delayed	Identification of initiatives to be completed.
4	105 - Mayor & Council	S137	Coastal Communities Social Procurement Initiative	-	4,000	4,000	0.0%	On Time	Membership renewal fee expected in Q2.
5	110 - City Manager	S185	Corporate Business Analyst	-	115,000	115,000	0.0%	On Time	Job description in draft format. Looking to hire staff to assist City Manager with undertaking a review of current service levels, considering efficiencies and continuous improvement programs.
6	110 - City Manager	S186	Revenue Study	-	150,000	150,000	0.0%	On Time	Planning for work underway.
7	112 - Economic Development	S126	Economic Development Strategic Planning	-	19,607	19,607	0.0%	On Time	Project will commence Q2.
8	112 - Economic Development	S141	CR Restart - Economic Development Resources	2,540	26,896	24,356	9.4%	On Time	Project will commence Q2.
9	112 - Economic Development	S158	Industry Analysis and Investment Attraction	4,173	17,551	13,379	23.8%	On Time	Project will commence Q3
10	112 - Economic Development	S188	Airport Marketing / Investment Attraction	-	30,000	30,000	0.0%	On Time	In April Council confirmed the airport's governance model allowing staff to embark on strategic planning, including a marketing plan which will begin Q2.
11	310 - Finance	S165	Asset Retirement Obligations PSA 3280 Implementation	9,270	367,618	358,348	2.5%	On Time	Environmental site assessments are nearing the completion stage. Next step will be hiring consultants to provide an estimate on the asset retirement obligations for foreshore marine structures and the remediation of asbestos. To be completed by December 2023.
12	310 - Finance	S170	Financial Systems/Accounting Software (Vadim Replacement)	-	148,500	148,500	0.0%	On Time	This project is for the replacement of the City's Finance, Payroll and HR systems. The contract has been awarded by Council in February to Unit 4 Business Solutions. The project team is currently finalizing negotiations and working on an implementation schedule for the project which will be rolled out to the organization in May.
13	310 - Finance	S187	Fee Review	-	75,000	75,000	0.0%	On Time	This project is associated with a general fee review of the miscellaneous fees and charges levied by the City. Many fees have not been updated in a number of years. Currently in the information and planning phase.
14	312 - Reserves	-	Centennial Pool and Operating Budget Funding	56,000	56,000	-	100.0%	On Time	Annual allocation within the Financial plan to fund operations of the Centennial Pool.
15	330 - Risk Mgmt.	S168	Property Appraisal Services	-	35,830	35,830	0.0%	Complete	Project completed in 2022. Budget carry-forward for incidentals; confirmed no additional costs to be incurred.
16	400 - Director of Corporate Services	S189	Accessibility Committee and Accessibility Plan	-	15,000	15,000	0.0%	On Time	Council approved working collaboratively with the SRD to develop an accessibility committee and plan, and meetings have begun with the SRD to develop a terms of reference for the committee and to discuss a recruitment process. Use of and pooling of resources will be discussed.
17	400 - Director of Corporate Services	S190	Corporate Workplace Culture Initiatives	-	30,000	30,000	0.0%	On Time	The Employee Recognition Task Force will be presenting recommendations to the Senior Leadership Team on May 11 and work will begin to plan and implement approved initiatives. Respectful Workplace Training has also been booked with an external facilitator. The budget will likely be fully spent by Q3/Q4.

## APPENDIX 3 OPERATING PROJECTS at March 31, 2023 (Q1)

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC3	Operating Project Name	Costs as at March 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments - Q1
18	400 - Director of Corporate Services	S191	Corporate Training Requirements	-	20,000	20,000	0.0%	On Time	The Director of Corporate Services is working with the HR Manager to plan the strategic use of these corporate training funds. Some may be used for the Respectful Workplace Training, some may be used for indigenous awareness training, and some for cybersecurity training. The budget will be fully spent by year end.
19	410 - Communications	S110	Statistically Valid Community Survey	-	12,500	12,500	0.0%	On Time	An RFO for the Statistically Valid Community Survey closed in April. Staff are reviewing the submissions and expect to award a contract for this work, within budget, in May. This project is on track to be completed by the end of August 2023 ahead of 2024 budget planning.
20	410 - Communications	S192	Communications and Engagement	-	56,000	56,000	0.0%	On Time	Due to the change in funding amount staff took time to reevaluate how to allocate this resource most effectively. Although this caused a slight delay, the overall project is on schedule. Staff hope to have assistance in the communications department by the end of June 2023.
21	410 - Communications	S193	Media Training	-	12,000	12,000	0.0%	Complete	Media training was made available to senior staff and elected officials. This project is now complete. The training was deemed extremely successful based on participant feedback and evaluation of media interactions following the workshop.
22	420 - Human Resources	S163	Workplace Culture - Survey	-	5,000	5,000	0.0%	On Time	A pulse check survey may be delayed to 2024. However, this fund may be re-assigned to other workplace culture initiatives.
23	420 - Human Resources	S194	Certificate of Recognition (COR) - Safety Achievement	-	15,000	15,000	0.0%	On Time	- \$10k committed to external auditor - Director of Corporate Services to Complete BC Municipal Safety Association Safety Management Systems Course.
24	430 - IT	S072	Network Security Audit	-	41,310	41,310	0.0%	On Time	Statement of work is being reviewed by IT Department.
25	430 - IT	S196	Software Licenses Increase	-	68,500	68,500	0.0%	On Time	Waiting for vendors.
26	440 - Legislative Services	S197	Records & Information Management (RIM) Program Project	-	35,000	35,000	0.0%	On Time	No updates.
27	442 - Properties	S161	Remediation of Contamination at the Airport	20,936	194,316	173,380	10.8%	On Time	Submission package to Province to be submitted mid-May.
28	510 - Development Services	C036	Zoning Updates	3,748	48,699	44,951	7.7%	On Time	This money is a City commitment to the Union of BC Municipalities Development Approval Process Review grant. Grant project is listed as Zoning Bylaw and Subdivision and Development Servicing Bylaw amendments.
29	510 - Development Services	S038	Façade Revitalization & CPTED Improvements	10,230	90,000	79,770	11.4%	On Time	Project ongoing.
30	510 - Development Services	S100	Development Process Update	-	20,000	20,000	0.0%	On Time	Work is ongoing. This money is a City commitment to the Union of BC Municipalities Development Approval Process Review grant. Next invoice will be coded here as applicable.
31	510 - Development Services	S164	Building Inspector In Training	-	85,500	85,500	0.0%	On Time	Position filled in February; coding of labour costs to be adjusted and will be properly reflected for Q2.
32	600 - Director of Community Safety	S198	Community Safety Plan	-	50,000	50,000	0.0%	Delayed	Staff have provided Council with an update on the Crime Reduction Strategy from 2008 in advance of moving forward with issuing a request for proposal. Project has been slightly delayed with the vacancy in the Director of Community Safety position.
33	610 - Bylaw Enforcement	S109	Downtown Safety Office Lease	1,290	40,736	39,446	3.2%	On Time	Extension approved to extend the lease agreement until June 30, 2023.
34	610 - Bylaw Enforcement	S150	Overnight Security Patrols	10,000	70,000	60,000	14.3%	On Time	Joint program with the Business Improvement Area ongoing. Service contract in review stage.
35	610 - Bylaw Enforcement	S199	Increase Downtown Security Patrols	-	50,000	50,000	0.0%	On Time	Reviewing downtown security patrols contract. Services to commence in Q2.

**APPENDIX 3  
OPERATING PROJECTS  
at March 31, 2023 (Q1)**
**Project Status Index:**
On Track
Delayed
Cancelled

Index	Department	CC3	Operating Project Name	Costs as at March 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments - Q1
36	620 - Fire	S156	Paid On Call (POC) Recruitment	13,417	25,000	11,583	53.7%	On Time	Recruitment complete; training started.
37	710 - Airport	S048	Runway Line Painting	-	35,000	35,000	0.0%	On Time	Runway painting tentatively scheduled for June 2023.
38	710 - Airport	S128	Wings & Wheels Event	-	15,000	15,000	0.0%	On Time	Wings and Wheels event will take place July 9, 2023.
39	710 - Airport	S149	Update Airport Land Use & Development Strategy Infrastructure	-	100,000	100,000	0.0%	On Time	A servicing strategy for the NW development lots will be undertaken to ensure additional lease lots can be made available for airside development.
40	710 - Airport	S182	Airport Governance and Management Study	39	45,066	45,027	0.1%	On Time	Report complete and received by Council earlier in 2023.
41	710 - Airport	S204	Airport Business Plan	-	75,000	75,000	0.0%	On Time	Airport business planning to commence in May 2023, with final report delivered to Council in October 2023.
42	710 - Airport	S205	Safety Management System review	-	20,000	20,000	0.0%	On Time	Project to start in fall 2023.
43	710 - Airport	S206	Fire Safety Plan	-	20,000	20,000	0.0%	On Time	Contractor has begun work on this initiative with completion before fall 2023.
44	710 - Airport	S207	Temp Auxiliary Labour	-	52,000	52,000	0.0%	On Time	Job posting is active, anticipate auxiliary staffing to start by end of June 2023.
45	732 - Parks	S122	Tree Protection Bylaw	-	8,660	8,660	0.0%	On Time	Draft public tree protection bylaw will be completed by June.
46	732 - Parks	S151	Downtown Cleanliness Program	1,255	114,155	112,901	1.1%	On Time	Cleaning program on going monthly.
47	732 - Parks	S160	Willow Point and Nunn's Creek Ball Relocation	-	86,847	86,847	0.0%	On Time	Prep work on going monthly.
48	732 - Parks	S171	Urban Forest Management Plan Implementation	21,909	126,308	104,399	17.3%	On Time	Monthly maintenance on going.
49	780 - Sewer	S089	Confined Space Entry Alternate Procedures	-	11,552	11,552	0.0%	On Time	Investigation with WorkSafeBC to determine scope of work required in 2023.
50	780 - Sewer	S115	Sewer Infrastructure Maintenance & Monitoring	-	20,000	20,000	0.0%	On Time	Monitoring ongoing. Maintenance of equipment as required.
51	780 - Sewer	S116	Sewer Right of Way Clearing	-	97,767	97,767	0.0%	On Time	Request for proposal to be prepared for end of May.
52	780 - Sewer	S119	Lift Station 11 Transformer Inspection	-	5,000	5,000	0.0%	On Time	Work scheduled for fall 2023.
53	790 - Water	S074	Water Conservation Program	1,106	108,339	107,233	1.0%	On Time	Co-op student hired. Other water conservation initiatives proceeding as planned.
54	790 - Water	S089	Confined Space Entry Alternate Procedures	-	41,708	41,708	0.0%	On Time	Single Device Isolation Procedures almost complete. Confined Space Hazard Assessments and Safe Work Procedures to follow.

### APPENDIX 3 OPERATING PROJECTS at March 31, 2023 (Q1)

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC3	Operating Project Name	Costs as at March 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments - Q1
55	790 - Water	S201	Source Water Assessment	-	55,000	55,000	0.0%	On Time	Draft report from Ecofish received for review and comments.
56	790 - Water	S202	Brewster Lake Road Snow Removal	-	30,000	30,000	0.0%	On Time	On track to secure a snow removal contractor for November 2023.
57	790 - Water	S203	Leak Detection Equipment Pilot	-	60,000	60,000	0.0%	Delayed	Leak Detection Equipment Pilot has been delayed due to departmental focus on training and Operations Management System implementation. Date to resume operations yet to be determined.
58	810 - Long Range Planning	S053	Beautification Grants	-	40,000	40,000	0.0%	On Time	Community Beautification Grants applications have been sent to Business Improvement Areas and NAs. Application deadline is May 31. Once projects are approved by Council, the applicants move forward with projects and submit receipts in the fall for reimbursement.
59	810 - Long Range Planning	S067	Downtown Small Initiatives Fund	-	30,000	30,000	0.0%	On Time	Long Range Planning Services will present projects for Council approval in 2023 Q2. Funds will be expensed after projects initiated.
60	810 - Long Range Planning	S113	Enviro Monitoring - Big Rock Boat Ramp	-	11,000	11,000	0.0%	On Time	Assessment will happen in October, with final report issued in December.
61	810 - Long Range Planning	S124	Housing Growth Review	-	21,563	21,563	0.0%	Delayed	This project has been delayed, but Long Range Planning Services is now fully staffed and these funds will be applied to consultant work to support the City's application to CMHC Housing Accelerator Fund. Application portal opens early summer 2023.
62	810 - Long Range Planning	S129	Energy Rebate & EV Programs	-	15,000	15,000	0.0%	On Time	Rebate program open for 2023 intake. BC Hydro will invoice the City for the number of rebates provided @ \$350/rebate for a maximum budget of \$15k.
63	810 - Long Range Planning	S172	Environmentally Sensitive Areas Policy	-	25,000	25,000	0.0%	On Time	Work on Environmental Sensitive Area policy nearly complete. Department will present to Council for adoption in 2023 Q2. This work has been completed by staff, and the \$25k will be used for legal review of the policy and implementation.
64	810 - Long Range Planning	S180	Canada Goose Management	-	5,000	5,000	0.0%	On Time	Contracts are in place and funds will be spent in 2023 Q3.
65	810 - Long Range Planning	S200	Official Community Plan and Zoning Bylaw Update	-	200,000	200,000	0.0%	Delayed	Project will start in 2023 Q4.
66	810 - Long Range Planning	S166	Quinsam Heights Neighbourhood Plan & Land Use with First Nations	51,561	136,167	84,606	37.9%	On Time	Project scheduled to be complete by 2023 Q4.
67	810 - Long Range Planning	S174	Bald Eagle/Blue Heron Monitoring Contract Fees	-	3,000	3,000	0.0%	On Time	Contracts are in place and funds will be spent in 2023 Q3.
68	820 - Recreation & Culture	S104	Enhanced Skate Park Environment	-	22,500	22,500	0.0%	On Time	We are just finalizing plans. We will be using skate park attendants or security ambassador patrol similar to last summer. Will run from mid June to September.
69	820 - Recreation & Culture	S108	PLAY Campbell River	-	5,000	5,000	0.0%	On Time	Will use funds in full by end of Q3.
70	820 - Recreation & Culture	S167	Parks and Rec Strategic Plan	-	150,000	150,000	0.0%	On Time	Plan is to go before Council with scope, and then go out to request for proposal by end of summer.
71	820 - Recreation & Culture	S179	CR Live Streets	24,353	160,205	135,852	15.2%	On Time	Planning is just about complete, artists have been contracted out. Putting on final touches and kick off July 19, runs through the summer.
72	820- Recreation & Culture	S157	Canada Day Fireworks	-	5,500	5,500	0.0%	On Time	There is money budgeted in Rec and Culture for Fireworks, this was an additional amount to go towards fireworks, insurance and portable toilets. Will be spent in August Q3.



## APPENDIX 3 OPERATING PROJECTS at March 31, 2023 (Q1)

### Project Status Index:

On Track

Delayed

Cancelled

Index	Department	CC3	Operating Project Name	Costs as at March 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments - Q1
73	820- Recreation & Culture	S175	Bus Rentals	-	15,000	15,000	0.0%	On Time	These buses are for the summer camps, which take place in July and August. All funds will be spent by end of Q3.
74	830 - Solid Waste	S162	Organics Program Communications/Coordination	2,550	50,000	47,450	5.1%	On Time	Contract for curbside services to be awarded in June. Tote/bins to be purchased before year end.
*2023 budget as approved.			<b>TOTAL</b>	<b>237,997</b>	<b>4,245,914</b>	<b>4,007,917</b>	<b>5.6%</b>		

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
1	310 - Finance	8012	Financial Systems Software	33,208	2,042,557	2,009,349	1.6%	On Time	This project is for the replacement of the City's Finance, Payroll and HR systems. The contract has been awarded by Council in February to Unit 4 Business Solutions. The project team is currently finalizing negotiations and working on an implementation schedule for the project which will be rolled out to the organization in May.
2	320 - Capital Works	4080	Sportsplex Rehabilitation & Expansion Project	116,242	307,598	191,356	37.8%	On Time	Project is awaiting final rooftop units to be installed and minor roof repairs from the installation.
3	320 - Capital Works	4094	Design/Construction for 325 Beech Street	712	3,847,670	3,846,958	0.0%	Cancelled	Project has been canceled.
4	320 - Capital Works	6501	6th Ave - Thulin Utility Renewal	13,972	2,776,026	2,762,054	0.5%	On Time	Construction is underway. Schedule completion Q4 2023.
5	400 - Director of Corporate Svcs	2042	City Web Site Update	-	82,500	82,500	0.0%	Delayed	The City is evaluating options for completing the needs assessment stage of the City website replacement. Staff look to have a Request for Proposal live by June and a contract awarded by August 2023. This project is slightly delayed due to organizational capacity and the budget process finishing later due to the election. The project is expected to finish in early 2024.
6	430 - IT	2001	Printer/Photocopier Replacement	-	55,629	55,629	0.0%	On Time	Quotes have been received for two Printer/Copiers and one Plotter.
7	430 - IT	2002	Workstation/Laptop Replacement	5,382	78,000	72,618	6.9%	On Time	The replacement of aging equipment is in progress and ongoing throughout the year.
8	430 - IT	2016	GIS Orthophotos	-	25,000	25,000	0.0%	Delayed	Delayed from 2022. Not started yet.
9	430 - IT	2019	Internet Security	-	16,058	16,058	0.0%	Delayed	Delayed from 2022. Dependant on Network Security Audit to be completed in May or June.
10	430 - IT	2023	Data Storage Upgrade & Primary File Server Replacement	-	70,000	70,000	0.0%	On Time	Quotes from vendor have been requested.
11	430 - IT	2041	City Hall WiFi Replacement	-	25,000	25,000	0.0%	On Time	Project has started.
12	430 - IT	5039	Norm Wood Phone System	-	5,000	5,000	0.0%	Delayed	Delayed from 2022 due to Fibre installation to facility. Expected to be completed in June or July.
13	440 - Legislative Services	2033	Council Chambers Sound System	14,761	54,461	39,700	27.1%	Delayed	Waiting for delivery of final system components. Current expected installation date is Q3 of 2023.
14	442 - Properties	4030	Property Purchase	-	875,000	875,000	0.0%	On Time	Purchase Contract executed - due diligence work underway with conditions to be removed May 12.
15	510 - Development Services	2039	Building Inspector Electric Vehicle	-	50,000	50,000	0.0%	On Time	Currently sourcing vehicle type options and pricing.
16	510 - Development Services	2043	Building Permit Process Modernization	-	16,000	16,000	0.0%	On Time	Looking at final technology hardware and plan review software products. Expect purchase request to be sent to IT in the coming weeks.
17	610 - Bylaw Enforcement	4096	Bylaw Officer Electric Vehicle	-	45,000	45,000	0.0%	On Time	In discussions with Purchasing Department.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
18	620 - Fire Protection	1004	Small Equipment Replacement	-	27,000	27,000	0.0%	On Time	Soliciting vendors.
19	620 - Fire Protection	1006	New Fire Station Headquarters - Public Engagement/Detail Design	1,250	300,000	298,750	0.4%	On Time	Communications plan in process with Zinc Consulting.
20	620 - Fire Protection	1012	Decontamination Unit	-	270,000	270,000	0.0%	On Time	Pre-construction meeting complete, waiting on vendor.
21	620 - Fire Protection	1015	Small Fire Fleet Replacement	79,391	268,500	189,109	29.6%	On Time	Vehicle purchased, in-service work being performed.
22	620 - Fire Protection	1016	FIT Testing Machine	-	25,000	25,000	0.0%	On Time	Final vendor selected, working on agreement for cost sharing with Oyster River.
23	620 - Fire Protection	1017	Downtown Fire Station #1 Server Room Fire Suppression System	-	69,630	69,630	0.0%	On Time	Contacted vendor waiting for project commitment.
24	620 - Fire Protection	1018	Gas Detector Renewal	-	36,300	36,300	0.0%	On Time	Vendor selected, establishing timeline for order.
25	700 - Director of Operations	2020	Corporate Asset Management	-	50,000	50,000	0.0%	Delayed	Delayed due to staffing, work will commence in Q2.
26	700 - Director of Operations	5037	Highway 19A Sewer Upgrade - Twillingate to Barlow (DCC Eligible)	5,574	385,670	380,096	1.4%	On Time	Project is complete, no further expenses (this was part of the project hold back).
27	700 - Director of Operations	6009	Seagull Walkway Design - North	-	1,356,153	1,356,153	0.0%	Delayed	Delayed due to DFO approval processes. Project timing and scope being re-evaluated in order to receive DFO approval.
28	700 - Director of Operations	7804	Erickson Road Renewal	-	2,555,912	2,555,912	0.0%	On Time	Consultant engaged - June to start the design process in 2023 - construction in 2024.
29	700 - Director of Operations	8006	Capital Works Management	131,312	525,246	393,935	25.0%	On Time	Annual Work Plan underway.
30	700 - Director of Operations	8008	Highway 19A - Phase 3	-	35,000	35,000	0.0%	On Time	Work on the traffic circle and nearby park area. Work to be completed by Q3.
31	700 - Director of Operations	8011	Seagull Walkway Surface Improvements - South	-	464,064	464,064	0.0%	Delayed	Awaiting project work to the north to be confirmed.
32	700 - Director of Operations	8014	Cheviot Road Rehabilitation	-	100,000	100,000	0.0%	On Time	Design work/review of options to be completed in Q2.
33	700 - Director of Operations	8015	Asset Management Service Levels	-	50,000	50,000	0.0%	On Time	Work is underway as part of the Operations Management Systems (OMS) Project.
34	700 - Director of Operations	8016	Asset Management Risk Assessments	-	25,000	25,000	0.0%	On Time	Work is underway as part of the OMS Project.
35	710 - Airport	3018	Airport Lighting, Visual Aids and Taxiway Rehabilitation	2,087,382	3,591,944	1,504,562	58.1%	On Time	Electric work still underway. Contractor estimates substantial completion near end of May 2023.
36	710 - Airport	3027	Runway Rehabilitation	12,879	80,000	67,121	16.1%	On Time	ACAP application to be issued before June 1, 2023. Consultant is preparing a case for ACAP consideration to add runway and taxiway drainage to the overall scope of the project.



**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
37	710 - Airport	3030	Expansion of Jet Fuel Storage	-	100,000	100,000	0.0%	On Time	Request for Proposal to be issued for initial design works in May 2023.
38	720 - Fleet	4009	Fleet Replacement Plan	-	1,835,000	1,835,000	0.0%	On Time	Preparing tender Documents, most vehicles will not arrive until 2024/2025 due to manufacturing delays.
39	724 - Facilities	2038	Colocation Room Air Conditioning	9,328	45,000	35,672	20.7%	On Time	90 % complete.
40	724 - Facilities	4038	Discovery Pier Structural Repairs	6,180	135,000	128,820	4.6%	Delayed	Mostly complete - Contractor needs to return and replace/redo two pilings.
41	724 - Facilities	4039	Big House Pavilion Preservation	-	50,000	50,000	0.0%	Delayed	On hold - may be cancelled in 2023.
42	724 - Facilities	4050	Small Equipment	-	30,000	30,000	0.0%	On Time	Purchases are in progress.
43	724 - Facilities	4052	Energy and Water Consumption Reduction Projects	1,323	50,000	48,677	2.6%	On Time	Work to be awarded to contractor in Q2.
44	724 - Facilities	4064	Council Chambers Accessibility Improvements	-	33,120	33,120	0.0%	Delayed	On Hold - likely to be reconsidered in 2024.
45	724 - Facilities	4065	Video Surveillance System Ongoing Camera Renewal Program	10,104	25,000	14,896	40.4%	On Time	Waiting for equipment to be installed by contractor.
46	724 - Facilities	4085	Dogwood Operations Centre Master Plan	-	50,000	50,000	0.0%	Delayed	To be started in Q3.
47	724 - Facilities	4091	CRCC Roof Replacement	-	1,500,000	1,500,000	0.0%	On Time	To be awarded at the May 11 Council meeting.
48	724 - Facilities	4092	RCMP Building Roof Replacement	-	1,000,196	1,000,196	0.0%	On Time	Awarded. To be started on Q2
49	724 - Facilities	4093	EV Charging Stn - Sportsplex	3,549	285	(3,264)	1245.1%	On Time	Project complete.
50	724 - Facilities	4097	Police & Public Safety Building Lot Security Upgrade	-	50,000	50,000	0.0%	On Time	To be started in Q3.
51	724 - Facilities	4098	Haig Brown House Roof Replacement	-	65,000	65,000	0.0%	On Time	Awarded - contractor to start in Q2.
52	724 - Facilities	4099	Forensic video services workstation upgrade	-	7,000	7,000	0.0%	On Time	To be ordered in Q2.
53	724 - Facilities	4100	Workstations for RCMP Members	-	12,000	12,000	0.0%	On Time	Equipment and furniture to be ordered in Q2.
54	724 - Facilities	4101	Fire Panel - RCMP Building	-	30,000	30,000	0.0%	Delayed	Waiting for equipment - delay in delivery.
55	724 - Facilities	4102	Museum Humidifier	-	42,000	42,000	0.0%	On Time	Work to be completed in Q2.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
56	724 - Facilities	4103	RCMP HVAC DDC, Chiller & Controls	-	25,000	25,000	0.0%	Delayed	On hold due to site access and scope of work. Work anticipated to begin in Q3/4.
57	724 - Facilities	4104	Structure Demolition & Land Clearing	2,530	60,000	57,470	4.2%	On Time	On hold until tenant vacates property.
58	724 - Facilities	4105	Food Truck Servicing Infrastructure	-	20,000	20,000	0.0%	Delayed	Waiting for BC Hydro design and approval.
59	730 - Roads	6001	Cycling Infrastructure	800	280,686	279,886	0.3%	On Time	Project is currently in the planning stage.
60	730 - Roads	6002	Intersection Improvements	-	20,000	20,000	0.0%	On Time	Project is currently in the planning stage.
61	730 - Roads	6006	Sidewalk Infill	11,998	327,009	315,011	3.7%	On Time	Budget is connected to the 6th Ave capital project.
62	730 - Roads	6007	Transit Bus Shelters	-	127,537	127,537	0.0%	On Time	Project is currently in the planning stage.
63	730 - Roads	6020	Traffic Control Upgrades - Replacement	-	217,355	217,355	0.0%	On Time	Project is currently in the planning stage.
64	730 - Roads	6024	Street Light Infill	-	90,000	90,000	0.0%	On Time	Work scheduled for the fall.
65	730 - Roads	6025	Asphalt Overlays	-	635,517	635,517	0.0%	On Time	The first location is complete, waiting on invoice. Other locations are determined. Contractor dependant.
66	730 - Roads	6034	Willis Road Pedestrian Upgrades - Pedestrian Path - Carolyn to Hwy 19	2,572	318,605	316,033	0.8%	On Time	Waiting on environmental window for completion
67	730 - Roads	6044	Bike Lanes on Hilchey Road	-	35,785	35,785	0.0%	On Time	Waiting on delivery of final supplies for installation.
68	730 - Roads	6045	Snow Clearing Equipment	14,980	150,735	135,755	9.9%	On Time	Waiting for attachments, will be here by end of 3rd quarter.
69	730 - Roads	6047	Argonaut Bridge Upgrades/Repairs	-	140,000	140,000	0.0%	On Time	Stonecroft engaged for the design .
70	730 - Roads	6054	Willow Creek Road Permanent Connection	728	325,000	324,272	0.2%	On Time	Work started on May 1. Completion in Q2.
71	732 - Parks	9008	Marine Foreshore Restoration	7,122	75,000	67,878	9.5%	On Time	First cleaning of the Ken Forde Boat Ramp is mid May. Planning for marine foreshore restoration underway.
72	732 - Parks	9068	Baikie Island Bridge Replacement	5,172	263,410	258,238	2.0%	On Time	Consultant working on the bridge design; construction schedule this fall.
73	732 - Parks	9071	New Park/Playground - Maryland Green Space	7,032	32,297	25,265	21.8%	On Time	Second public open house is now complete, conceptual design will be completed by end of June.
74	732 - Parks	9072	Pathways renewal -Dogwood Extension Walkway and Simms Creek Path	1,115	56,997	55,882	2.0%	On Time	Project in planning stage, will be complete by August.
75	732 - Parks	9073	Robron Fieldhouse Irrigation & Landscaping	-	36,151	36,151	0.0%	On Time	Project to start in August and be completed by October.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
76	732 - Parks	9075	Sign Replacement - Penfield West, Jaycee, Ken Forde and Dick Murphy	899	9,396	8,497	9.6%	On Time	Project will be completed by end of July.
77	732 - Parks	9079	Outdoor Washroom Installation - Beaver Lodge Lands South Parking Lot and Baikie Island	-	17,695	17,695	0.0%	On Time	Rotary waiting for ministry approval to place washroom at Holm Road Reservoir site.
78	732 - Parks	9080	Parks Infrastructure Renewal Fund - Pathways	-	50,000	50,000	0.0%	On Time	Project in planning stage, will be complete by August.
79	732 - Parks	9081	Baseball Infield Mix	-	25,000	25,000	0.0%	On Time	Request for offer will go out in the second quarter, materials will be here by August.
80	732 - Parks	9082	In Ground Garbage Receptacle	-	15,000	15,000	0.0%	On Time	Project in planning stage, will be complete by August.
81	732 - Parks	9083	Ken Forde Park Irrigation	-	50,000	50,000	0.0%	On Time	Project underway will be completed by end of June.
82	732 - Parks	9084	Garden Beds	-	20,000	20,000	0.0%	On Time	Project is currently in the planning stage.
83	732 - Parks	9085	Trees	-	20,000	20,000	0.0%	On Time	Project is currently in the planning stage.
84	732 - Parks	9086	Willow Point Park Ball Field Netting	1,205	200,000	198,795	0.6%	On Time	Poles and netting have been ordered, waiting for delivery.
85	732 - Parks	9087	Willow Point Field Drainage Upgrade	-	125,000	125,000	0.0%	On Time	Project is currently in the planning stage.
86	732 - Parks	9088	Mclvor Lake Electrical Gate Entrance	-	150,000	150,000	0.0%	On Time	Project is currently in the planning stage.
87	732 - Parks	9089	Cambridge Park Drainage System	-	35,000	35,000	0.0%	On Time	Phase one of the project has started and will be completed by end of August.
88	780 - Sewer	5002	Waterfront Sewer Forcemain	-	245,567	245,567	0.0%	Completed	Variance TBC. Project completed by Capital Works in 2022
89	780 - Sewer	5006	Norm Wood Environmental Centre Upgrades	708,292	5,730,622	5,022,330	12.4%	Delayed	Generator delivery significantly delaying project.
90	780 - Sewer	5023	Sewer Asset Registry	-	50,000	50,000	0.0%	On Time	Final stages of identifying the data required. Next steps are to contract company for data collection.
91	780 - Sewer	5024	Sewer Facility Renewal	-	200,000	200,000	0.0%	On Time	Capital Works and Liquid Waste Services determining appropriate project.
92	780 - Sewer	5030	Sewer Condition Assessments	-	6,580	6,580	0.0%	On Time	Awaiting summer weather to complete inspections.
93	780 - Sewer	5033	Lift Station #7 Pump and Controls Upgrade	14,400	22,597	8,197	63.7%	On Time	Work on site complete, all systems operating well, under warranty period.
94	780 - Sewer	5034	NWEC Shower and Locker Room Renovation	8,415	11,376	2,961	74.0%	Delayed	Contractor to complete substantial completion early Q2 2023.
95	780 - Sewer	5038	City Wide Sewer Modelling Program	26,995	200,000	173,005	13.5%	On Time	Contract awarded, data collection and model creation underway.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
96	780 - Sewer	5040	Campbellton Sewer Upgrade	-	250,000	250,000	0.0%	On Time	Capital Works and Liquid Waste Services determining appropriate project.
97	780 - Sewer	5041	Lift Station #4 Slope Stabilization & Repairs	7,790	656,795	649,005	1.2%	Delayed	Some delays however project is underway and will be completed in Q2 2023.
98	780 - Sewer	5042	NWEC Blower Intake Air Filtration	-	20,000	20,000	0.0%	On Time	Request for Proposal for engineering to be completed in Q2 2023. Construction scheduled for Q1 2024.
99	780 - Sewer	5043	NWEC Solids Handling Study and Process Construction	-	150,000	150,000	0.0%	Delayed	Crop land assessment indicating longer than expected life. Q4 2023 we will determine if this is required in 2023 or better used in 2024-26.
100	780 - Sewer	5044	Lift Stations Electrical Assessment	-	100,000	100,000	0.0%	On Time	Going to Request for Proposal in Q3.
101	780 - Sewer	5045	NWEC Grizzly Contaminated Solids Dumping Site	-	20,000	20,000	0.0%	Delayed	Request for Proposal came back for design work over budget. Potential budget amendment will be made for council approval.
102	780 - Sewer	5046	Norm Wood Environmental Centre Oxidation Ditch Diffuser - Upgrade	-	150,000	150,000	0.0%	Delayed	Early inspection of both Oxidation ditches and digester aeration indicate more life remaining than expected. Expect to carry forward 2-5 years.
103	780 - Sewer	5800	Sewer Main Replacement	-	1,500,000	1,500,000	0.0%	On Time	Cured in place pipes (CIPP) lining program planning complete. Submission to contractor and scheduling for work in 2023 is the next step.
104	780 - Sewer	5802	2021 Sewermain Replacement	-	172,792	172,792	0.0%	Completed	Project is Complete. Maintenance Period inspections to be completed by end of April 2023. Final close out Q2.
105	780 - Sewer	5803	2022 Sewermain Replacement	118	128,185	128,067	0.1%	Completed	Project is complete. Maintenance period inspections will be completed by end of Q4. Final close out Q4.
106	780 - Sewer	8002	Meter Renewal	1,226	100,000	98,774	1.2%	On Time	Work in ongoing.
107	782 - Storm Drains	6048	Dogwood Detention Pond Rehabilitation	-	100,000	100,000	0.0%	On Time	Work will be completed in environmental window late fall 2023.
108	782 - Storm Drains	6049	Homewood Road Pipe Arch	-	75,000	75,000	0.0%	On Time	Project currently in the definition stage.
109	782 - Storm Drains	6050	City Wide Storm Water Modelling Program	-	60,000	60,000	0.0%	On Time	Current budget is required for data collection. Dry weather survey is required.
110	782 - Storm Drains	6051	ERT Detention Study	-	50,000	50,000	0.0%	On Time	Going to Request for Proposal in Q2.
111	782 - Storm Drains	6052	Flail Mower Purchase	-	70,000	70,000	0.0%	On Time	Investigation ongoing.
112	782 - Storm Drains	6053	Detweiler Culvert Replacement	-	75,000	75,000	0.0%	Delayed	Issues with procurement and delivery of specialized culvert are delaying the project 4-8 weeks.
113	782 - Storm Drains	6502	Downtown Storm Mitigation	-	250,000	250,000	0.0%	On Time	Capital Works and Liquid Waste Services determining appropriate project.
114	782 - Storm Drains	6507	Midport Rd Storm Drain Upgrade	-	20,000	20,000	0.0%	On Time	Awaiting dry weather for upgrade.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track
Delayed
Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
115	782 - Storm Drains	6508	Quinsam Heights Integrated Storm Water Management Plan	1,089	190,306	189,217	0.6%	On Time	Project awarded, contractor started 18 month data collection period in April, 2023.
116	782 - Storm Drains	6600	Storm System Renewals	-	264,192	264,192	0.0%	On Time	Capital Works and Liquid Waste Services determining appropriate project.
117	790 - Water	7021	Dogwood Operations Centre Backflow/Meter	-	125,000	125,000	0.0%	Cancelled	This project has been canceled pending the completion of the Facilities Master Plan. Redefinition and project scope change dependent upon the outcome of the master plan.
118	790 - Water	7026	Fire Hydrant Renewal	-	40,000	40,000	0.0%	Delayed	Normal Fire Hydrant Renewal Program has been delayed due to departmental focus on training and OMS implementation.
119	790 - Water	7027	Water Service Renewal	-	60,000	60,000	0.0%	Delayed	Normal Service Renewal Program has been delayed due to departmental focus on training and OMS implementation.
120	790 - Water	7033	Water Dept Temporary Location	2,985	176,255	173,270	1.7%	On Time	The annual lease agreement remains in affect; however, the Water Department is ready to move within a 90 days notice.
121	790 - Water	7034	Wei Wai Kum/CCR Water Improvements	18,199	292,550	274,351	6.2%	On Time	Draft second report outlining WWK/CCR Point of Connection (PoC) reduction effects expected soon. Standard PoC design completed. Existing PoC analysis completed.
122	790 - Water	7035	Water Asset Registry	-	49,624	49,624	0.0%	On Time	Funds to be utilized for updating and cleaning water asset registry as part of the OMS Project.
123	790 - Water	7038	Pressure Reducing Valve Abandonment	-	43,037	43,037	0.0%	On Time	Remaining PRV Abandonment plan has been developed. On site works to be completed by end of Q3.
124	790 - Water	7047	John Hart Reservoir	-	498,230	498,230	0.0%	On Time	Capital Projects has been given the design portion of this project. Request for Proposal for design expected to be posted soon.
125	790 - Water	7049	Water System Strategic Action Plan Update	7,796	267,342	259,546	2.9%	On Time	Update of Water Model expected to be completed by end of Q2. Boundary condition testing will follow. Action Plan Update Request for Proposal to be posted after completion of Water Model Update.
126	790 - Water	7051	Small Water System Improvements	13,886	83,150	69,264	16.7%	On Time	On-site works completed. Awaiting invoices.
127	790 - Water	7052	Water Cathodic Protection Survey	-	75,000	75,000	0.0%	Delayed	Water Cathodic Protection Survey has been delayed due to departmental focus on training and OMS implementation.
128	790 - Water	7053	Cross Connection Control Program Update	-	75,000	75,000	0.0%	Delayed	Cross Connection Control Program Update has been delayed due to departmental focus on training and OMS implementation.
129	790 - Water	7054	Backflow Management Software Replacement	-	100,000	100,000	0.0%	Delayed	Backflow Management Software Replacement has been delayed due to departmental focus on training and OMS implementation.
130	790 - Water	7055	Water Condition Assessments	-	75,000	75,000	0.0%	Delayed	Water Condition Assessments has been delayed due to departmental focus on training and OMS implementation.
131	790 - Water	7056	Watermain Replacement Designs	-	400,000	400,000	0.0%	On Time	In Planning phase with Capital Projects.
132	790 - Water	7500	Water Facility Renewal	289	500,000	499,711	0.1%	On Time	Multiple Water Facility Renewal projects are proceeding as planned.
133	790 - Water	7800	Watermain Renewal	-	1,100,000	1,100,000	0.0%	Cancelled	The 2023 Watermain Renewal Program will focus on construction at 6th & Thulin, design for Erickson Rd. and items identified in Capital Project 7056. This \$1.1 million will not be utilized in 2023.

**APPENDIX 3  
CAPITAL PROJECTS  
at March 31, 2023 (Q1)**

**Project Status Index:**

On Track

Delayed

Cancelled

Index	Department	CC1	Capital Project Name	Costs as at March 31, 2023	2023 Budget	\$ Variance	% Variance	Project Status	Comments
134	790 - Water	7803	Watermain Renewal - Hilchey Road Part 2 (Galerno Rd to Hwy 19A)	6,941	524,551	517,610	1.3%	On Time	Capital Projects has completed the installation of the watermain. Some above ground restoration is remaining.
135	810 - Long Range Planning	6039	Master Transportation Plan Update	22,497	87,379	64,883	25.7%	On Time	Project anticipated to be complete by Sept 2023.
136	820 - Recreation & Culture	9900	Recreation Equipment	-	64,463	64,463	0.0%	On Time	Fitness equipment is typically purchased in the last quarter of the year. Funding has been ear-marked for operations equipment and will be fully spent by year-end.
137	820 - Recreation & Culture	9910	Acoustic Baffles in the Sportplex	-	56,000	56,000	0.0%	On Time	Project went to tender and four Request for Proposal's coming back, all over \$56,000. Looking to alternative sources to cover the \$35,000 shortfall. Anticipated to have done by end of August.
138	830 - Solid Waste	4053	Organics Facility	-	1,000,000	1,000,000	0.0%	On Time	Award of a new curbside collection contract to go to Council in June with costs anticipated to be incurred in Q4.
139	Utilities Manager	2030	Operations Management Software Planning and Replacement	91,554	676,092	584,538	13.5%	On Time	Work is ongoing - multi year project
<b>TOTAL</b>				<b>3,521,173</b>	<b>46,838,379</b>	<b>43,317,206</b>	<b>7.5%</b>		

\*2023 budget as approved.