

Council Agenda Information

COTW [Click and type date of meeting] Regular Council September 07, 2023

| | |
|---------------|---|
| Date: | August 22, 2023 |
| Submitted by: | Finance Department, Financial Services Division |
| Subject: | Quarterly Financial Report – Q2, 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 material differences in revenue and expenses to assist Council in their strategic decision making.

Overall, the City's revenues are at 76.6% of budget and expenses are at 41.4% of budget. The majority of the City's revenues are on track with the budget as the collection of property taxes, user fees, and parcel taxes were well underway during Q2. Increased revenues from building permits, business licenses and cemetery plots are also recognized in Q2, which were offset by decreased sales of jet fuel.

Expenses for the second quarter are trending below budget and are mostly associated with the delay on operating project spend due to the late timing of budget adoption, labour and RCMP member vacancies, and lower fuel purchasing costs associated with the lower fuel sales at the Airport.

There are a total of 74 operating projects as approved during Financial Planning. The total spent on operating projects to date is \$673,229 or 15.9% of the budget. Of these 74 projects, 55 projects are currently in progress (definition and implementation phases), 7 have been completed or are substantially complete (in-service phase) and 12 have been delayed.

There are 139 capital projects with a total budget of \$41.8M for 2023 as approved during Financial Planning. The total spends on capital projects to date is \$8.1M or 19.5% of the approved budget. Of these 139 projects, 88 are in progress (definition or implementation phase), 13 are complete or substantially complete (in-service phase), 35 have been delayed and 3 were cancelled in Q1. No additional projects have been cancelled in Q2.

RECOMMENDED RESOLUTIONS

THAT the report dated August 22, 2023 from the Finance Department regarding the City's Quarterly Financial Report – Q2, 2023 be received for information.

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. Significant variances are identified, and additional information is provided to the Council and members of the public. The report includes the three core components of the budget which are the base operating departmental budgets, operating projects, and capital projects.

The Financial Plan Bylaw for 2023-2032 was adopted on April 13, 2023. The results reported in this quarterly financial report are based on the actual carry forward balances for operating and capital projects.

DISCUSSION

Throughout the first and second quarter of 2023, City operations were carried out as scheduled with departments having filled a majority of positions that were vacant in the prior year. There are 17 vacant full-time positions as of the end of the second quarter for 2023 compared to 21 vacancies in the prior year. Although spending on new capital and operating projects was delayed until the approval of the proposed Financial Plan in early March, work was still completed on ongoing projects that were carried forward 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. Overall, the City's revenues are at 76.6% of budget and expenses are at 41.4% of budget.

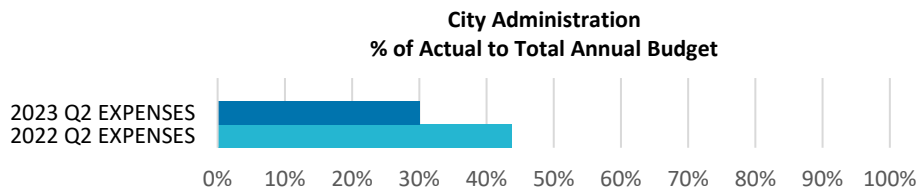
The majority of the City's revenues are on track with the budget as the collection of property taxes, user fees, and parcel taxes were well underway in Q2 and are consistent with prior year. Increased revenues from building permits, business licenses and cemetery plots are also recognized in Q2, which were offset by decreased sales of jet fuel.

Expenses for the second quarter are trending below budget and are mostly associated with the delay on operating project spending due to the late timing of budget adoption, labour and RCMP member vacancies, lower fuel purchasing costs associated with the lower fuel sales at the Airport.

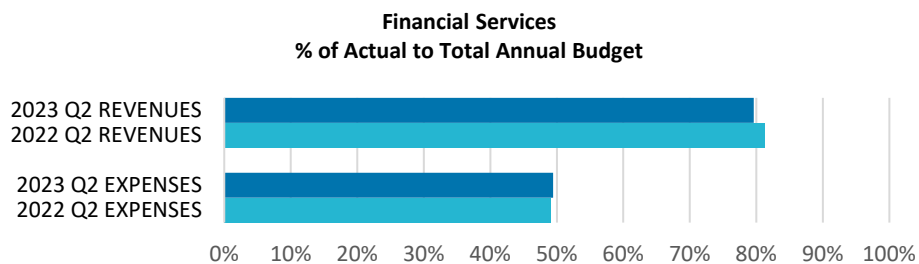
Each area of the City's operations has been analyzed below (See Appendix 1 for details of Departmental Segments). Individual graphs show revenues and expenses as a percentage of the total budget.

| | 2023 Q2 | 2023 Budget | 2023 Variance \$ | 2023 Variance % |
|---------------------------------|---------------------|---------------------|---------------------|--------------------|
| City Administration | - | - | - | 0.0% |
| Financial Services | (51,243,902) | (64,386,210) | (13,142,308) | 79.6% |
| Corporate Services | (188,048) | (413,545) | (225,497) | 45.5% |
| Development Services | (890,652) | (1,232,600) | (341,948) | 72.3% |
| Community Safety | (1,455,525) | (2,905,272) | (1,449,747) | 50.1% |
| Operations | (14,496,403) | (17,975,607) | (3,479,204) | 80.6% |
| Community Planning & Livability | (3,639,577) | (4,621,971) | (982,394) | 78.7% |
| Economic Development & Airport | (1,686,161) | (4,544,500) | (2,858,339) | 37.1% |
| REVENUE TOTAL | (73,600,268) | (96,079,705) | (22,479,437) | 76.6% |
| City Administration | 425,536 | 1,414,493 | 988,957 | 30.1% |
| Financial Services | 14,778,427 | 29,899,416 | 15,120,989 | 49.4% |
| Corporate Services | 2,087,551 | 4,120,723 | 2,033,172 | 50.7% |
| Development Services | 1,180,586 | 2,641,830 | 1,461,244 | 44.7% |
| Community Safety | 5,654,747 | 21,177,238 | 15,522,491 | 26.7% |
| Operations | 8,495,157 | 19,384,149 | 10,888,992 | 43.8% |
| Community Planning & Livability | 4,634,070 | 11,504,945 | 6,870,875 | 40.3% |
| Economic Development & Airport | 2,557,568 | 5,936,911 | 3,379,343 | 43.1% |
| EXPENSE TOTAL | 39,813,642 | 96,079,705 | 56,266,063 | 41.4% |
| GRAND TOTAL | (33,786,626) | - | 33,786,626 | 0.0% |

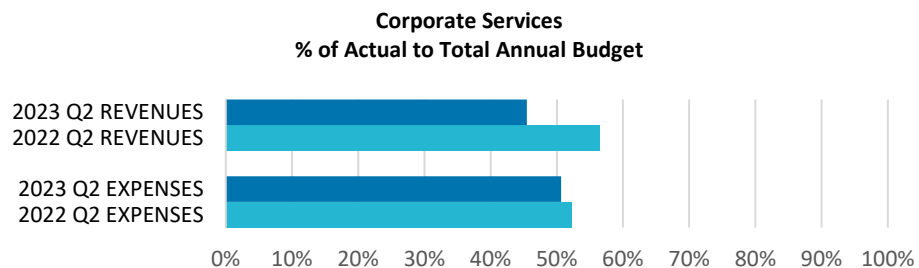
CITY ADMINISTRATION – Overall expenditures for this segment are on trend with the 2023 budget. However, minimal spend has occurred on operating projects, with budgets totaling \$467.5K, within the Mayor & Council and City Manager departments. The overall trend for Q2 2023 is lower than Q2 2022 and is due to the restructuring of the Deputy City Manager position.



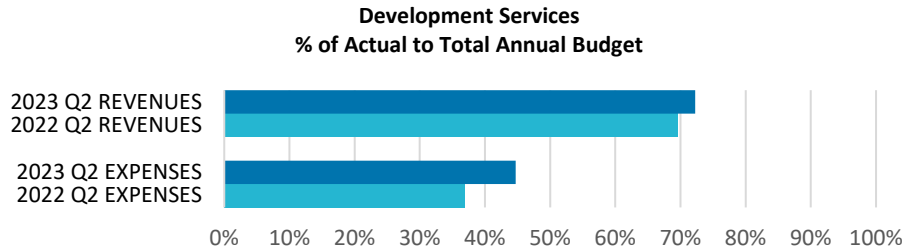
FINANCIAL SERVICES – Revenues are on trend with the 2023 budget with the levying and collection of taxes in the end of the second quarter. Expenditures are 49.3% of budget which consists of higher than budgeted interest payments on prepaid taxes due to increase in interest rates and costs pertaining to emergency operations centers. The increase in expenses has been offset by labour vacancies. The overall trend for Q2 2023 is consistent with Q2 2022.



CORPORATE SERVICES – Corporate Services revenues are on trend with the 2023 budget. Departmental expenditures are mainly trending on budget with staff vacancies and minimal spending on operating projects. The surplus is offset by higher legal fees related to public safety matters and increased annual software license costs. Revenues in Q2 2023 are lower than Q2 2022 due to the timing and recognition of revenue from the RCMP Information Technology service agreement.

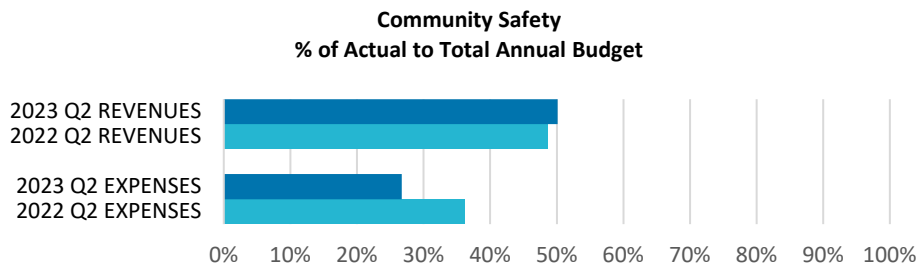


DEVELOPMENT SERVICES – At the end of the second quarter, revenues are on trend compared to prior year. Building permits and business licenses are 74% and 107% respectively of their 2023 budgeted revenues. Business licenses are typically renewed at the beginning of the year which accounts for the revenue meeting budget in the second quarter. A majority of building permits are also typically issued in the first two quarters and is consistent with prior years trends. Expenditures are trending below budget due to staff vacancies for both CUPE and exempt positions which have now been filled.

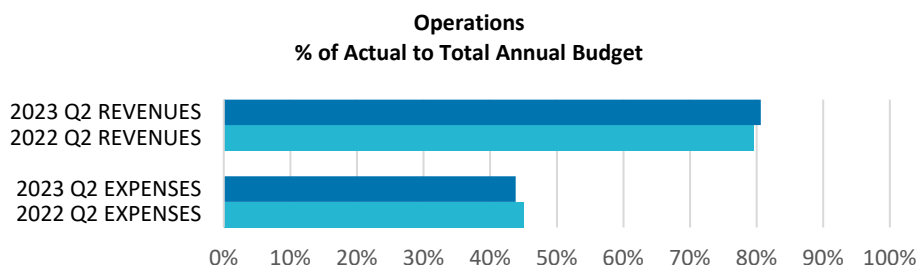


COMMUNITY SAFETY – Revenues are trending slightly higher than budget in the second quarter. Recovery of remedial action revenues in the first quarter and other fines have resulted in Bylaw Enforcement recognizing 112.7% of 2023 budgeted revenues. Funding received for traffic fine revenue sharing was 91.4% of budget.

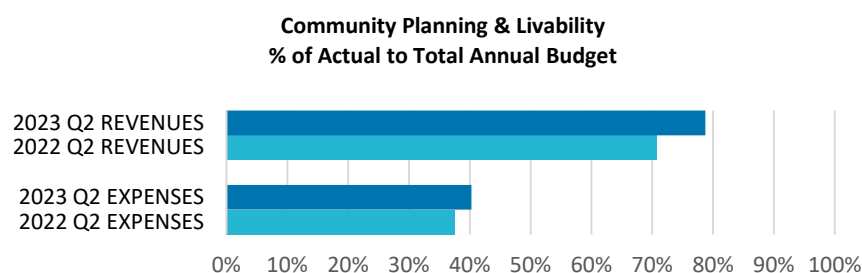
Actual RCMP contracted services costs are lower than the budget due to the timing of receiving the invoice compared to prior year. Additionally, minimal spending on operating projects in the first two quarters has resulted in lower than actual expenditures compared to the budget.



OPERATIONS – Revenues are trending on budget in the second quarter with the collection of flat rate utility user fees and parcel taxes being levied consistent with estimates established in the financial plan. Work orders/ICBC claims in Roads, as well as Cemetery plot purchases and interment surcharge revenue is slightly trending higher than budget. Expenses are trending below budget due to minimal spending on operating projects due to the delayed budget approval. Other expenses are on trend as seasonal staff vacancies and the fleet insurance are scheduled for renewal in Q3.



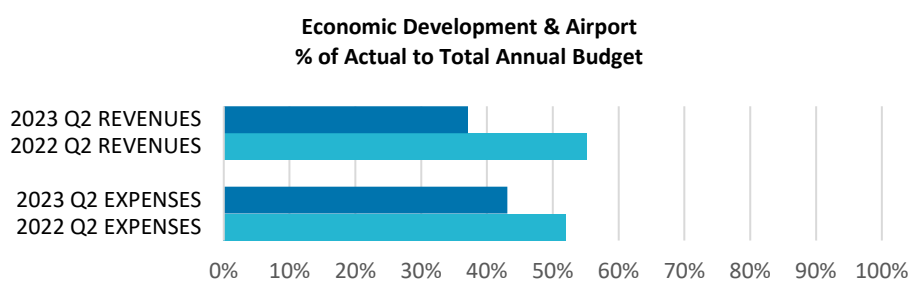
COMMUNITY PLANNING & LIVEABILITY – Solid waste revenues are trending on budget as parcel taxes for the year were levied in the second quarter. Rental revenue is trending higher than budget as there has been an increase in the number of room rentals at the Community Centre, Sportsplex, and Robron Fieldhouse. Actual expenses are trending lower than budget due to several staff vacancies and the mid-year implementation of the new organics collection program which was originally slated to begin in Q1. The overall trend for Q2 2023 is comparable to Q2 2022 with the exception of increased revenue from recreation rentals.



ECONOMIC DEVELOPMENT & AIRPORT – Airport fuel sales are trending slightly below the previous year for the period ended Q2. Economic Development revenue is trending higher than budget due to receiving \$92k in grant funding for various initiatives and the timing and recording of the Municipal and Regional District Tax revenue from Q4 2022.

Overall segment expenses are on trend for the second quarter with increased contracted services relating to the labour market grant, as well as recording of both Q1 and final payment to DestinationThink!. Other variances are due to increased spending on supplies at the Airport for necessary flooring replacement, air duct cleaning and overhead door replacements. These were offset by lower fuel purchasing costs associated with the lower fuel sales. The gross margin for airport fuel sales in Q2 is 27% (Q1 - 29%).

The overall trend for Q2 2023 is lower compared to Q2 2022. This is largely due to a combination of an increase in the 2023 budgeted amounts for airport fuel sales and costs with lower actual figures for Q2.



Operating Projects

There are a total of 74 operating projects as approved during Financial Planning. The total spend on operating projects to date is \$673,229 or 15.9% of the budget. Of these 74 projects, 55 projects are currently in progress (definition and implementation phases), 7 have been completed or are substantially complete (in-service phase) and 12 have been delayed.

Appendix 1 provides the detail on the status for each operating project; green highlighted projects are completed or 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 \$41.8M for 2023 as approved during Financial Planning. The total spend on capital projects to date is \$8.1M or 19.5% of the budget. Of these 139 projects, 88 are in progress (definition or implementation phase), 13 are complete or substantially complete (in-service phase), 35 have been delayed and 3 were cancelled in Q1. No additional projects have been cancelled in Q2. The most significant capital projects budgeted for 2023 are the Erickson Road Renewal (\$2.5M), Community Centre Roof Replacement (\$1.5M) and the Seagull Walkway Design – North (\$1.2M).

Appendix 2 provides the detail on the status for each capital project; green highlighted projects are completed or 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 cancelled.

COMMUNICATIONS



The Q2 2023 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 majority of the City’s departmental operating budgets are within expectation for the second 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 scheduled to complete a majority of their work during this period.

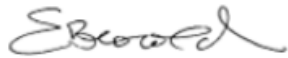
ATTACHMENTS:

1. Appendix 1 – Departmental Appendix
2. Appendix 2 – Operating Projects (Q2, 2023)
3. Appendix 3 – Capital Projects (Q2, 2023)

| Prepared by: | Reviewed by: |
|---|---|
|  <hr/> <p>Vanessa Green, CPA, CGA Accountant III</p> |  <hr/> <p>Alaina Maher, BCom, CPA, CMA Director of Financial Services / CFO</p> |

| Corporate Review | Initials |
|------------------|----------|
| Finance | AH/AD |

Reviewed for Form and Content / Approved for Submission to Council:



Elle Brovold, City Manager

| | |
|--|--|
| 1 – GOVERNANCE | 104 – Mayor & Council 110 – City Manager 200 – Deputy City Manager |
| 2 – FINANCIAL SERVICES | 00 – Taxation 02 – Miscellaneous Other 04 – Debt 07 – Reserves 08 – Fiscal Services 300 – Director of Finance 310 – Finance 330 – Risk Management 332 – Supply Management |
| 3 – CORPORATE SERVICES | 400 – Director of Corporate Services 410 – Communications 420 – Human Resources 430 – Information Technology 440 – Legislative Services 442 – Property Management |
| 4 – DEVELOPMENT SERVICES | 500 – Director of Development Services 510 – Community Planning & Development Services |
| 5 – COMMUNITY SAFETY | 600 – Director of Community Safety 610 – Bylaw Enforcement 612 – Animal Control 620 – Fire Protection 623 – E911 630 – Police Protection 632 – Victim Services 640 – RCMP |
| 6 - OPERATIONS | 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 |
| 7 – COMMUNITY PLANNING AND LIVABILITY | 800 – Director of Planning and Recreation 810 – Long Range Planning 820 – Recreation and Culture 830 – Solid Waste 842 – Public Transit |

| | |
|---|---|
| 8 – ECONOMIC DEVELOPMENT AND TOURISM | 112 – Economic Development 710 – Airport |
|---|---|



APPENDIX 3 OPERATING PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC3 | Operating Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|--------------------------------------|------|---|---------------------------|-------------|-------------|------------|----------------|---|
| 1 | 105 - Mayor & Council | - | Council Contingency - Annual Allocation | 5,100 | 118,014 | 112,914 | 4.3% | On Time | Annual allocation to fund Council projects and miscellaneous community projects that arise each year. |
| 2 | 105 - Mayor & Council | S097 | Ishikari Anniversary Celebration | 3,000 | 25,000 | 22,000 | 12.0% | On Time | Delegation from Ishikari visited Campbell River for several days in early July. |
| 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 | 4,298 | 4,000 | (298) | 107.5% | Complete | Project complete; membership renewed. |
| 5 | 110 - City Manager | S185 | Corporate Business Analyst | - | 115,000 | 115,000 | 0.0% | Delayed | Job Description has been completed and will be posted in August. Looking to hire a TFT to assist City Manager with undertaking a review of current service levels, considering efficiencies and continuous improvement programs as well as leading strategic projects. |
| 6 | 110 - City Manager | S186 | Revenue Study | - | 150,000 | 150,000 | 0.0% | On Time | This project is currently in the planning phase. The Financial Services Division has begun work on a public competition to solicit a qualified vendor to work Council and staff to identify project objectives, scope and next steps. |
| 7 | 112 - Economic Development | S126 | Economic Development Strategic Planning | 53 | 19,607 | 19,554 | 0.3% | Delayed | Delayed pending return of Director and hiring of Tourism positions. |
| 8 | 112 - Economic Development | S141 | CR Restart - Economic Development Resources | 2,540 | 26,896 | 24,356 | 9.4% | Delayed | Delayed pending return of Director and hiring of Tourism positions. |
| 9 | 112 - Economic Development | S158 | Industry Analysis and Investment Attraction | 4,173 | 17,551 | 13,379 | 23.8% | Delayed | Delayed pending return of Director and hiring of Tourism positions. |
| 10 | 112 - Economic Development | S188 | Airport Marketing / Investment Attraction | - | 30,000 | 30,000 | 0.0% | On Time | Work has commenced on the airport's strategic and business planning, which includes marketing plans. |
| 11 | 310 - Finance | S165 | Asset Retirement Obligations PSA 3280 Implementation | 83,675 | 367,618 | 283,943 | 22.8% | On Time | Environmental site assessments have been completed. Consultants are currently preparing reports on asset retirement obligations for the foreshore marine structures and the remediation of asbestos. These are expected to be complete by the end of July. Next stage will be calculating the cost estimates and the project is still on track to be completed by year end. |
| 12 | 310 - Finance | S170 | Financial Systems/Accounting Software (Vadim Replacement) | - | 148,500 | 148,500 | 0.0% | On Time | The project team has been meeting with Unit4 Business Solutions to develop the project governance model and project timeline. Staff have met with the contractor multiple times who is now working through the implementation plan. Next steps are to finalize the implementation plan and then begin on the requirements phase which will involve documenting and reviewing current processes so that the system can be built and designed based on based best practices while still completing necessary processes and functions. |
| 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; 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 presented recommendations to the SLT in May and work has begun 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 June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC3 | Operating Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|--------------------------------------|------|--|---------------------------|-------------|-------------|------------|----------------|---|
| 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 | This project has been slightly delayed due to staff capacity, however, a contractor has been selected and this project will wrap up before the year's end. |
| 20 | 410 - Communications | S192 | Communications and Engagement | - | 56,000 | 56,000 | 0.0% | On Time | Funding to be used for an Administrative Assistant - Communications position and is on schedule to be spent by the end of 2023. |
| 21 | 410 - Communications | S193 | Media Training | 5,954 | 12,000 | 6,047 | 49.6% | Complete | Project came in below budget due to the City partnering with the SRD, which lowered shared costs and covered the elected officials' training portion. |
| 22 | 420 - Human Resources | S163 | Workplace Culture - Survey | - | 5,000 | 5,000 | 0.0% | Delayed | 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; other \$5k will be also used on COR preparation by year-end. |
| 24 | 430 - IT | S072 | Network Security Audit | - | 41,310 | 41,310 | 0.0% | On Time | The network security audit is scheduled to occur in August/September. |
| 25 | 430 - IT | S196 | Software Licenses Increase | - | 68,500 | 68,500 | 0.0% | On Time | Software has been purchased as planned; awaiting invoicing. |
| 26 | 440 - Legislative Services | S197 | Records & Information Management (RIM) Program Project | - | 35,000 | 35,000 | 0.0% | On Time | Records Management Policy and bylaw underway - staff plan to engage a consultant to assist with the creation of a framework for an organizational SharePoint/OneDrive EDRMS by the end of 2023. |
| 27 | 442 - Properties | S161 | Remediation of Contamination at the Airport | 68,646 | 194,316 | 125,670 | 35.3% | Delayed | Project remains on budget; however, the risk review and subsequent CSAP review have taken longer than anticipated by the City's environmental consultant which has resulted in a delay on the City's application submission to the Province. Staff originally anticipated this submission being done late spring/early summer but it will now be in August with a COC issues in the fall of 2023. |
| 28 | 510 - Development Services | C036 | Zoning Updates | 34,247 | 48,699 | 14,452 | 70.3% | On Time | This money is a City commitment to the UBCM DAPR grant. Grant project is listed as Zoning Bylaw and Subdivision and Development Servicing Bylaw amendments. |
| 29 | 510 - Development Services | S038 | Façade Revitalization & CPTED Improvements | 10,680 | 90,000 | 79,320 | 11.9% | 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 UBCM DAPR grant. Next invoice will be coded here as applicable. |
| 31 | 510 - Development Services | S164 | Building Inspector In Training | 29,547 | 85,500 | 55,953 | 34.6% | On Time | Position was filled in February. |
| 32 | 600 - Director of Community Safety | S198 | Community Safety Plan | - | 50,000 | 50,000 | 0.0% | On Time | Staff are finalizing discussions with the Canadian Municipal Network on Crime Prevention which would see the work begin on a Community Safety Plan in Q3 of 2023, with a report finalized by Q4 of 2024. |
| 33 | 610 - Bylaw Enforcement | S109 | Downtown Safety Office Lease | 2,716 | 40,736 | 38,020 | 6.7% | Complete | Downtown Safety Office building was purchased by the City in Q2. Lease payments no longer applicable, however remaining budget will cover utility and operating costs for the remainder of the year. |
| 34 | 610 - Bylaw Enforcement | S150 | Overnight Security Patrols | 10,000 | 70,000 | 60,000 | 14.3% | On Time | Joint program with the BIA ongoing. Service contract in review stage. |
| 35 | 610 - Bylaw Enforcement | S199 | Increase Downtown Security Patrols | - | 50,000 | 50,000 | 0.0% | On Time | Contract going out to RFP in Q3. |



APPENDIX 3 OPERATING PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC3 | Operating Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|---------------|------|---|---------------------------|-------------|-------------|------------|----------------|--|
| 36 | 620 - Fire | S156 | Paid On Call (POC) Recruitment | 36,647 | 25,000 | (11,647) | 146.6% | On Time | Higher retention then expected, training continues. |
| 37 | 710 - Airport | S048 | Runway Line Painting | - | 35,000 | 35,000 | 0.0% | On Time | Runway Line Painting completed June 28; invoice yet to be received. |
| 38 | 710 - Airport | S128 | Wings & Wheels Event | 3,697 | 15,000 | 11,303 | 24.6% | On Time | Wings & Wheels Event held July 9. Invoices still to be processed. |
| 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 in Q3. |
| 40 | 710 - Airport | S182 | Airport Governance and Management Study | 32,011 | 45,066 | 13,055 | 71.0% | Complete | Report complete and received by Council earlier in 2023. |
| 41 | 710 - Airport | S204 | Airport Business Plan | - | 75,000 | 75,000 | 0.0% | On Time | Work is underway. Consultants engaged for literature review and marketing plans. |
| 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 | Work is underway. Consultant field visit was held on July 14. |
| 44 | 710 - Airport | S207 | Temp Auxiliary Labour | 3,337 | 52,000 | 48,663 | 6.4% | On Time | Auxiliary Airport Specialist job was filled in late June 2023. |
| 45 | 732 - Parks | S122 | Tree Protection Bylaw | 1,440 | 8,660 | 7,220 | 16.6% | Complete | Final draft of the public tree protection bylaw has now been completed. |
| 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 | 17,435 | 86,847 | 69,412 | 20.1% | On Time | Preparation work on going monthly. |
| 48 | 732 - Parks | S171 | Urban Forest Management Plan Implementation | 63,733 | 126,308 | 62,575 | 50.5% | On Time | Monthly maintenance on going. |
| 49 | 780 - Sewer | S089 | Confined Space Entry Alternate Procedures | - | 11,552 | 11,552 | 0.0% | On Time | Single Device Isolation Procedures almost complete. Confined Space Hazard Assessments and Safe Work Procedures to follow. |
| 50 | 780 - Sewer | S115 | Sewer Infrastructure Maintenance & Monitoring | - | 20,000 | 20,000 | 0.0% | On Time | Contract awarded; awaiting divers to complete the work. |
| 51 | 780 - Sewer | S116 | Sewer Right of Way Clearing | - | 97,767 | 97,767 | 0.0% | Delayed | RFP delayed due to staff shortages. |
| 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 | 20,230 | 108,339 | 88,109 | 18.7% | On Time | Communications consultant hired for public messaging / information campaign. |
| 54 | 790 - Water | S089 | Confined Space Entry Alternate Procedures | 7,588 | 41,708 | 34,120 | 18.2% | On Time | Single Device Isolation Procedures almost complete. Confined Space Hazard Assessments and Safe Work Procedures to follow. |
| 55 | 790 - Water | S201 | Source Water Assessment | 15,938 | 55,000 | 39,062 | 29.0% | On Time | Report has been finalized; in discussions for scope of next stage. |



APPENDIX 3 OPERATING PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC3 | Operating Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|---------------------------------|----------------------------|------|--|---------------------------|-------------|-------------|------------|----------------|--|
| 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 | Engaged consultant to install equipment in August. Projected completion for Q1, 2024. |
| 58 | 810 - Long Range Planning | S053 | Beautification Grants | - | 40,000 | 40,000 | 0.0% | On Time | Grants fully subscribed. Invoices will be process by year end. |
| 59 | 810 - Long Range Planning | S067 | Downtown Small Initiatives Fund | 257 | 30,000 | 29,743 | 0.9% | On Time | Project is in progress and anticipated to be completed by end of the year. |
| 60 | 810 - Long Range Planning | S113 | Enviro Monitoring - Big Rock Boat Ramp | - | 11,000 | 11,000 | 0.0% | Delayed | Divers will conduct field work in October and the report is expected to be submitted by December. |
| 61 | 810 - Long Range Planning | S124 | Housing Growth Review | - | 21,563 | 21,563 | 0.0% | Delayed | Review process complete; next stage pertaining to a housing strategy is currently underway. Remainder of budget will be used by year-end. |
| 62 | 810 - Long Range Planning | S129 | Energy Rebate & EV Programs | 13,250 | 15,000 | 1,750 | 88.3% | On Time | Rebates almost fully subscribed. |
| 63 | 810 - Long Range Planning | S172 | Environmentally Sensitive Areas Policy | - | 25,000 | 25,000 | 0.0% | Delayed | Policy is currently in internal review. Completion scheduled for Q3. |
| 64 | 810 - Long Range Planning | S180 | Canada Goose Management | - | 5,000 | 5,000 | 0.0% | Complete | Project complete; awaiting invoicing. |
| 65 | 810 - Long Range Planning | S200 | Official Community Plan and Zoning Bylaw Update | - | 200,000 | 200,000 | 0.0% | Delayed | To be presented to Council at the Aug 15 COW for approval of process. RFP scheduled for Q3. Project to start in Q4. |
| 66 | 810 - Long Range Planning | S166 | Quinsam Heights Neighbourhood Plan & Land Use with First Nations | 84,499 | 136,167 | 51,668 | 62.1% | On Time | Project in progress; scheduled for completion for Q4. |
| 67 | 810 - Long Range Planning | S174 | Bald Eagle/Blue Heron Monitoring Contract Fees | 2,500 | 3,000 | 500 | 83.3% | On Time | Project in progress; scheduled for completion for Q4. |
| 68 | 820 - Recreation & Culture | S104 | Enhanced Skate Park Environment | 1,740 | 22,500 | 20,760 | 7.7% | On Time | Footprints security has been contracted to patrol the grounds from 3-9 pm, 7 days a week, from June through mid September. |
| 69 | 820 - Recreation & Culture | S108 | PLAY Campbell River | - | 5,000 | 5,000 | 0.0% | On Time | Budget to be used toward partial funding of a PLAY CR Coordinator position for the year. Invoicing will be received in Sept for the City's portion of the position's contract. |
| 70 | 820 - Recreation & Culture | S167 | Parks and Rec Strategic Plan | - | 150,000 | 150,000 | 0.0% | On Time | The RFP is now out and should be awarded by end of August. |
| 71 | 820 - Recreation & Culture | S179 | CR Live Streets | 44,493 | 160,205 | 115,712 | 27.8% | On Time | CR Live Streets kicks off on July 19. There are seven events planned, every Wednesday at Spirit Square. |
| 72 | 820- Recreation & Culture | S157 | Canada Day Fireworks | - | 5,500 | 5,500 | 0.0% | Complete | Additional funds for fireworks, insurance and portable toilets. Invoicing to be received in Q3. |
| 73 | 820- Recreation & Culture | S175 | Bus Rentals | - | 15,000 | 15,000 | 0.0% | On Time | In partnership with SD72, a bus has been leased for the summer camps in July and August . |
| 74 | 830 - Solid Waste | S162 | Organics Program Communications/Coordination | 2,550 | 50,000 | 47,450 | 5.1% | On Time | Awaiting direction from Council; costs anticipated to be incurred in Q4. |
| *2023 budget as approved. TOTAL | | | | 673,229 | 4,245,914 | 3,572,685 | 15.9% | | |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|----------------------------------|------|--|---------------------------|-------------|-------------|------------|----------------|--|
| 1 | 310 - Finance | 8012 | Financial Systems Software | 80,597 | 2,042,557 | 1,961,960 | 3.9% | On Time | The project team has been meeting with Unit4 Business Solutions to develop the project governance model and project timeline. Staff have met with the contractor multiple times who is now working through the implementation plan. Next steps are to finalize the implementation plan and then begin on the requirements phase which will involve documenting and reviewing current processes so that the system can be built and designed based best practices while still completing necessary processes and functions. |
| 2 | 320 - Capital Works | 4080 | Sportsplex Rehabilitation & Expansion Project | 144,916 | 307,598 | 162,682 | 47.1% | On Time | Project is complete and in maintenance period with minor roof and mechanical deficiencies being actioned. Landscaping restoration to be undertaken by Parks Dept. |
| 3 | 320 - Capital Works | 4094 | Design/Construction for 325 Beech Street | 3,373 | 3,373 | 0 | 100.0% | Cancelled | Project was canceled as recommended in the Q1 quarterly report. |
| 4 | 320 - Capital Works | 6501 | 6th Ave - Thulin Utility Renewal | 464,259 | 2,776,026 | 2,311,767 | 16.7% | 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 an RFP 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% | Delayed | Quotes have been received. Project is on hold until service agreement with vendor has been confirmed. |
| 7 | 430 - IT | 2002 | Workstation/Laptop Replacement | 5,382 | 78,000 | 72,618 | 6.9% | On Time | Project has been slow due to IT resourcing capacity. New staff have been onboarded, and we expect to be able to speed up device replacement now. |
| 8 | 430 - IT | 2016 | GIS Orthophotos | - | 25,000 | 25,000 | 0.0% | Delayed | Delayed from 2022. Current delay due to resource availability in the GIS department due to larger projects. |
| 9 | 430 - IT | 2019 | Internet Security | - | 16,058 | 16,058 | 0.0% | Delayed | Delayed from 2022. Network Security Audit has been delayed due to vendor availability. |
| 10 | 430 - IT | 2023 | Data Storage Upgrade & Primary File Server Replacement | - | 70,000 | 70,000 | 0.0% | On Time | Storage hardware has been ordered in July. Expected delivery and implementation in August. |
| 11 | 430 - IT | 2041 | City Hall WiFi Replacement | - | 25,000 | 25,000 | 0.0% | On Time | Project has started and new hardware will be ordered in July. |
| 12 | 430 - IT | 5039 | Norm Wood Phone System | - | 5,000 | 5,000 | 0.0% | Delayed | Delayed from 2022. Fibre installation is still in progress. Expected to be completed in Q3. |
| 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 | 893,546 | 875,000 | (18,546) | 102.1% | Completed | Purchase completed in May 2023. Purchase price for property was \$875K with the additional costs for the environmental assessment, third-party appraisal, and legal fees. |
| 15 | 510 - Development Services | 2039 | Building Inspector Electric Vehicle | - | 50,000 | 50,000 | 0.0% | Delayed | Currently under review due to increased costs of electric vehicles and funding source. |
| 16 | 510 - Development Services | 2043 | Building Permit Process Modernization | - | 16,000 | 16,000 | 0.0% | Delayed | Equipment/software request with IT. IT is currently sourcing products. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|------------------------------|------|--|---------------------------|-------------|-------------|------------|----------------|---|
| 17 | 610 - Bylaw Enforcement | 4096 | Bylaw Officer Electric Vehicle | - | 45,000 | 45,000 | 0.0% | Delayed | Currently under review due to increased costs of electric vehicles and funding source. |
| 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 | 10,333 | 300,000 | 289,667 | 3.4% | On Time | Continuing to work with Zinc Consulting on the communications plan. |
| 20 | 620 - Fire Protection | 1012 | Decontamination Unit | - | 270,000 | 270,000 | 0.0% | On Time | Waiting for construction of unit to start. |
| 21 | 620 - Fire Protection | 1015 | Small Fire Fleet Replacement | 151,209 | 268,500 | 117,291 | 56.3% | On Time | Waiting for third and final vehicle to arrive; two units in service. |
| 22 | 620 - Fire Protection | 1016 | FIT Testing Machine | - | 25,000 | 25,000 | 0.0% | On Time | Device ordered, awaiting its arrival. |
| 23 | 620 - Fire Protection | 1017 | Downtown Fire Station #1 Server Room Fire Suppression System | - | 69,630 | 69,630 | 0.0% | On Time | Working with purchasing for RFP to go out. |
| 24 | 620 - Fire Protection | 1018 | Gas Detector Renewal | - | 36,300 | 36,300 | 0.0% | On Time | Devices ordered, awaiting their arrival. |
| 25 | 700 - Director of Operations | 2020 | Corporate Asset Management | 26,093 | 50,000 | 23,908 | 52.2% | On Time | Activities including infrastructure data surveying and collection, records management, process mapping and asset condition assessment underway. |
| 26 | 700 - Director of Operations | 5037 | Highway 19A Sewer Upgrade - Twillingate to Barlow (DCC Eligible) | 5,574 | 385,670 | 380,096 | 1.4% | Completed | Project complete. |
| 27 | 700 - Director of Operations | 6009 | Seagull Walkway Design - North | 43,077 | 1,356,153 | 1,313,076 | 3.2% | Delayed | Consultant compiling updated condition assessment and environmental impacts report for DFO authorization. |
| 28 | 700 - Director of Operations | 7804 | Erickson Road Renewal | - | 2,555,912 | 2,555,912 | 0.0% | On Time | Consultant engaged - Project definition and investigation underway . |
| 29 | 700 - Director of Operations | 8006 | Capital Works Management | 262,623 | 525,246 | 262,623 | 50.0% | On Time | Annual Work Plan underway. |
| 30 | 700 - Director of Operations | 8008 | Highway 19A - Phase 3 | 18,334 | 35,000 | 16,666 | 52.4% | On Time | Traffic circle lawn and curb in pocket have been completed. Walkway surface still needs to be completed. |
| 31 | 700 - Director of Operations | 8011 | Seagull Walkway Surface Improvements - South | - | 464,064 | 464,064 | 0.0% | Delayed | Awaiting SGWW North project definition to be confirmed. |
| 32 | 700 - Director of Operations | 8014 | Cheviot Road Rehabilitation | - | 100,000 | 100,000 | 0.0% | On Time | Project definition underway. |
| 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 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 | 2,103,613 | 3,591,944 | 1,488,331 | 58.6% | Completed | Project is substantially complete and maintenance period to commence at end of Q2. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|------------------|------|--|---------------------------|-------------|-------------|------------|----------------|--|
| 36 | 710 - Airport | 3027 | Runway Rehabilitation | 82,735 | 80,000 | (2,735) | 103.4% | Completed | ACAP Application submitted to Transport Canada. |
| 37 | 710 - Airport | 3030 | Expansion of Jet Fuel Storage | - | 100,000 | 100,000 | 0.0% | On Time | RFP closed July 13. Award anticipated in early August. |
| 38 | 720 - Fleet | 4009 | Fleet Replacement Plan | 82,461 | 1,835,000 | 1,752,539 | 4.5% | 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 | 12,605 | 45,000 | 32,395 | 28.0% | Completed | Project complete. |
| 40 | 724 - Facilities | 4038 | Discovery Pier Structural Repairs | 14,590 | 135,000 | 120,410 | 10.8% | Delayed | Initial scope of work complete. Outstanding deficiencies to be rectified before invoicing. |
| 41 | 724 - Facilities | 4039 | Big House Pavilion Preservation | - | 50,000 | 50,000 | 0.0% | Delayed | Project on hold; staff waiting on further direction. |
| 42 | 724 - Facilities | 4050 | Small Equipment | 6,723 | 30,000 | 23,277 | 22.4% | On Time | Equipment has been identified for purchase. Pricing and procurement in process. |
| 43 | 724 - Facilities | 4052 | Energy and Water Consumption Reduction Projects | 1,323 | 50,000 | 48,677 | 2.6% | On Time | Work has been scheduled to commence in August. |
| 44 | 724 - Facilities | 4064 | Council Chambers Accessibility Improvements | - | 33,120 | 33,120 | 0.0% | Delayed | On hold. Waiting on further direction from council. |
| 45 | 724 - Facilities | 4065 | Video Surveillance System Ongoing Camera Renewal Program | 10,104 | 25,000 | 14,896 | 40.4% | On Time | Remaining scope to be scheduled upon material availability. |
| 46 | 724 - Facilities | 4085 | Dogwood Operations Centre Master Plan | - | 50,000 | 50,000 | 0.0% | Delayed | To be started in Q4. |
| 47 | 724 - Facilities | 4091 | CRCC Roof Replacement | - | 1,500,000 | 1,500,000 | 0.0% | On Time | Execution scheduled to start in Q3. |
| 48 | 724 - Facilities | 4092 | RCMP Building Roof Replacement | - | 1,000,196 | 1,000,196 | 0.0% | On Time | Execution scheduled to start in Q3. |
| 49 | 724 - Facilities | 4093 | EV Charging Stn - Sportsplex | 3,549 | 285 | (3,264) | 1245.1% | Completed | Project completed. |
| 50 | 724 - Facilities | 4097 | Police & Public Safety Building Lot Security Upgrade | - | 50,000 | 50,000 | 0.0% | On Time | Design to start in Q3. |
| 51 | 724 - Facilities | 4098 | Haig Brown House Roof Replacement | 63,915 | 65,000 | 1,085 | 98.3% | On Time | 85% complete. Minor deficiencies to be completed in Q3. |
| 52 | 724 - Facilities | 4099 | Forensic video services workstation upgrade | - | 7,000 | 7,000 | 0.0% | On Time | Conceptual drawings received. Execution to commence in Q3. |
| 53 | 724 - Facilities | 4100 | Workstations for RCMP Members | - | 12,000 | 12,000 | 0.0% | On Time | Work to commence in Q3. |

APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|------------------|------|---|---------------------------|-------------|-------------|------------|----------------|--|
| 54 | 724 - Facilities | 4101 | Fire Panel - RCMP Building | - | 30,000 | 30,000 | 0.0% | Delayed | Material received; scheduled to be completed in Q3. |
| 55 | 724 - Facilities | 4102 | Museum Humidifier | - | 42,000 | 42,000 | 0.0% | On Time | Work scheduled for Q3. |
| 56 | 724 - Facilities | 4103 | RCMP HVAC DDC, Chiller & Controls | - | 25,000 | 25,000 | 0.0% | Delayed | Contract awarded to DAS. Expected completion Q3/Q4. |
| 57 | 724 - Facilities | 4104 | Structure Demolition & Land Clearing | 3,070 | 60,000 | 56,930 | 5.1% | Delayed | Extended tenants lease until end of August. |
| 58 | 724 - Facilities | 4105 | Food Truck Servicing Infrastructure | 5,772 | 20,000 | 14,228 | 28.9% | Delayed | 90% complete. Waiting on availability of BC Hydro and Osprey to coordinate tie in. |
| 59 | 730 - Roads | 6001 | Cycling Infrastructure | 54,675 | 280,686 | 226,011 | 19.5% | Delayed | Delayed due to staff time limitations. Speed limit 30km/hr signage and pavement markings to be completed by year end. |
| 60 | 730 - Roads | 6002 | Intersection Improvements | - | 20,000 | 20,000 | 0.0% | On Time | Possible tie-in to the 6th Ave capital project. |
| 61 | 730 - Roads | 6006 | Sidewalk Infill | 23,995 | 327,009 | 303,014 | 7.3% | On Time | This is apart of the 6th Ave capital project. Scheduled completion Q4 2023. |
| 62 | 730 - Roads | 6007 | Transit Bus Shelters | 19,667 | 127,537 | 107,870 | 15.4% | On Time | The locations have been determined. Planning to commence the project in Q3. |
| 63 | 730 - Roads | 6020 | Traffic Control Upgrades - Replacement | 57,607 | 217,355 | 159,748 | 26.5% | On Time | Project started; estimated completion end of Q3. |
| 64 | 730 - Roads | 6024 | Street Light Infill | - | 90,000 | 90,000 | 0.0% | On Time | Project scheduled to start in the Fall. To be completed by end of year. |
| 65 | 730 - Roads | 6025 | Asphalt Overlays | 296,933 | 635,517 | 338,584 | 46.7% | On Time | There have been 4/5 overlays completed. Currently waiting for invoicing to determine if an additional overlay is needed. |
| 66 | 730 - Roads | 6034 | Willis Road Pedestrian Upgrades - Pedestrian Path - Carolyn to Hwy 19 | 3,613 | 318,605 | 314,992 | 1.1% | On Time | Waiting on environmental window. Design complete. |
| 67 | 730 - Roads | 6044 | Bike Lanes on Hilchey Road | 1,976 | 35,785 | 33,809 | 5.5% | Completed | Project is complete; waiting on final invoices. |
| 68 | 730 - Roads | 6045 | Snow Clearing Equipment | 14,980 | 150,735 | 135,755 | 9.9% | On Time | Waiting for attachments; anticipated delivery end of Q3. |
| 69 | 730 - Roads | 6047 | Argonaut Bridge Upgrades/Repairs | - | 140,000 | 140,000 | 0.0% | On Time | Contractor is currently working on design. |
| 70 | 730 - Roads | 6054 | Willow Creek Road Permanent Connection | 136,540 | 325,000 | 188,460 | 42.0% | On Time | Waiting for the installation of street lights and trees to finish the project. |
| 71 | 732 - Parks | 9008 | Marine Foreshore Restoration | 22,970 | 75,000 | 52,030 | 30.6% | On Time | Boat ramp has been cleaned for the second time and restoration in front of Ken Forde is underway. |
| 72 | 732 - Parks | 9068 | Baikie Island Bridge Replacement | 16,007 | 263,410 | 247,403 | 6.1% | On Time | Bridge design is complete, working with QEP on schedule for construction window. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|-------------|------|--|---------------------------|-------------|-------------|------------|----------------|---|
| 73 | 732 - Parks | 9071 | New Park/Playground - Maryland Green Space | 17,623 | 32,297 | 14,674 | 54.6% | On Time | Second open house completed and working on final design. |
| 74 | 732 - Parks | 9072 | Pathways renewal -Dogwood Extension Walkway and Simms Creek Path | 6,211 | 56,997 | 50,786 | 10.9% | On Time | Project has started on multiple locations on Dogwood. |
| 75 | 732 - Parks | 9073 | Robron Fieldhouse Irrigation & Landscaping | 34,566 | 36,151 | 1,585 | 95.6% | On Time | Supplies and equipment purchased. Installation to start in August and be completed by October. |
| 76 | 732 - Parks | 9075 | Sign Replacement - Penfield West, Jaycee, Ken Forde and Dick Murphy | 3,538 | 9,396 | 5,858 | 37.7% | On Time | Project nearly complete waiting for lighting to be installed. Lighting material is four to six weeks out. |
| 77 | 732 - Parks | 9079 | Outdoor Washroom Installation - Beaver Lodge Lands South Parking Lot and Baikie Island | 15,477 | 17,695 | 2,218 | 87.5% | On Time | Rotary waiting for Ministry approval to place washroom at Holm Road Reservoir and Trask Road site. |
| 78 | 732 - Parks | 9080 | Parks Infrastructure Renewal Fund - Pathways | 7,474 | 50,000 | 42,526 | 14.9% | On Time | Project has started on multiple locations on dogwood. |
| 79 | 732 - Parks | 9081 | Baseball Infield Mix | - | 25,000 | 25,000 | 0.0% | On Time | Quote is in and waiting for delivery in August |
| 80 | 732 - Parks | 9082 | In Ground Garbage Receptacle | - | 15,000 | 15,000 | 0.0% | On Time | Garbage receptacle have been ordered. |
| 81 | 732 - Parks | 9083 | Ken Forde Park Irrigation | 44,604 | 50,000 | 5,396 | 89.2% | Completed | Project completed waiting for final invoices. |
| 82 | 732 - Parks | 9084 | Garden Beds | - | 20,000 | 20,000 | 0.0% | On Time | Project in planning stage. |
| 83 | 732 - Parks | 9085 | Trees | 2,280 | 20,000 | 17,720 | 11.4% | On Time | Project in planning stage. |
| 84 | 732 - Parks | 9086 | Willow Point Park Ball Field Netting | 11,603 | 200,000 | 188,397 | 5.8% | 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 in planning stage. |
| 86 | 732 - Parks | 9088 | Mclvor Lake Electrical Gate Entrance | - | 150,000 | 150,000 | 0.0% | On Time | Project in planning stage. |
| 87 | 732 - Parks | 9089 | Cambridge Park Drainage System | 16,090 | 35,000 | 18,910 | 46.0% | On Time | Phase one of the project is underway, and will be completed in August. |
| 88 | 780 - Sewer | 5002 | Waterfront Sewer Forcemain | - | 245,567 | 245,567 | 0.0% | Completed | Project completed. |
| 89 | 780 - Sewer | 5006 | Norm Wood Environmental Centre Upgrades | 1,341,792 | 5,730,622 | 4,388,830 | 23.4% | On Time | Majority of project priorities are in progress with completion by end of Q4. Generator delivery set for April 2024. |
| 90 | 780 - Sewer | 5023 | Sewer Asset Registry | - | 50,000 | 50,000 | 0.0% | Delayed | Delay due to staffing shortage. |
| 91 | 780 - Sewer | 5024 | Sewer Facility Renewal | - | 200,000 | 200,000 | 0.0% | On Time | The RFP for Lift Station 1 under development. August issue for fall completion. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|--------------------|------|---|---------------------------|-------------|-------------|------------|----------------|--|
| 92 | 780 - Sewer | 5030 | Sewer Condition Assessments | - | 6,580 | 6,580 | 0.0% | Completed | Project completed in 2022; carry-forward budget no longer required. |
| 93 | 780 - Sewer | 5033 | Lift Station #7 Pump and Controls Upgrade | 15,243 | 22,597 | 7,354 | 67.5% | On Time | Work on site complete, all systems operating well, under warranty period. |
| 94 | 780 - Sewer | 5034 | NWEC Shower and Locker Room Renovation | 26,137 | 11,376 | (14,761) | 229.8% | Delayed | Remainder of project moved in-house; anticipated completion end of year. |
| 95 | 780 - Sewer | 5038 | City Wide Sewer Modelling Program | 84,414 | 200,000 | 115,586 | 42.2% | On Time | Contract awarded, data collection and model creation underway. |
| 96 | 780 - Sewer | 5040 | Campbellton Sewer Upgrade | - | 250,000 | 250,000 | 0.0% | On Time | Consultant engaged. Compiling condition assessment and design report for City review. |
| 97 | 780 - Sewer | 5041 | Lift Station #4 Slope Stabilization & Repairs | 540,926 | 656,795 | 115,869 | 82.4% | On Time | Project is substantially complete. |
| 98 | 780 - Sewer | 5042 | NWEC Blower Intake Air Filtration | - | 20,000 | 20,000 | 0.0% | On Time | RFP slightly delayed however project still on track for fall 2023 engineering. |
| 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. Further assessment in Q4 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 RFP in Q3. |
| 101 | 780 - Sewer | 5045 | NWEC Grizzly Contaminated Solids Dumping Site | - | 20,000 | 20,000 | 0.0% | Delayed | RFP 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% | Cancelled | Early inspection of both Oxidation ditches and digester aeration indicate more life remaining than expected (approx 2-5 years). Project will not proceed in 2023, but will be rebudgeted during 2024 financial planning. |
| 103 | 780 - Sewer | 5802 | 2021 Sewermain Replacement | 77,740 | 172,792 | 95,052 | 45.0% | Completed | Project is complete. |
| 104 | 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. |
| 105 | 780 - Sewer | 5804 | 2023 Sewermain Replacement | 34 | 1,500,000 | 1,499,966 | 0.0% | On Time | Agreement underway. Construction to begin in Q3. Complete Q4. |
| 106 | 780 - Sewer | 8002 | Meter Renewal | 20,344 | 100,000 | 79,656 | 20.3% | On Time | Work is ongoing throughout the year. |
| 107 | 782 - Storm Drains | 6048 | Dogwood Detention Pond Rehabilitation | - | 100,000 | 100,000 | 0.0% | On Time | EMP awarded, RFP for construction pending outcome of that process. |
| 108 | 782 - Storm Drains | 6049 | Homewood Road Pipe Arch | - | 75,000 | 75,000 | 0.0% | On Time | Project definition underway. |
| 109 | 782 - Storm Drains | 6050 | City Wide Storm Water Modelling Program | - | 60,000 | 60,000 | 0.0% | Delayed | Delay due to staffing shortage. |
| 110 | 782 - Storm Drains | 6051 | ERT Detention Study | 1,943 | 50,000 | 48,058 | 3.9% | Delayed | Delay due to staffing shortage. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|-------|--------------------|------|--|---------------------------|-------------|-------------|------------|----------------|---|
| 111 | 782 - Storm Drains | 6052 | Flail Mower Purchase | - | 70,000 | 70,000 | 0.0% | On Time | Fleet investigation ongoing. |
| 112 | 782 - Storm Drains | 6053 | Detweiler Culvert Replacemnt | - | 75,000 | 75,000 | 0.0% | On Time | Construction project awarded to WACOR. |
| 113 | 782 - Storm Drains | 6502 | Downtown Storm Mitigation | - | 250,000 | 250,000 | 0.0% | Delayed | Delayed due to staffing shortage. |
| 114 | 782 - Storm Drains | 6507 | Midport Rd Storm Drain Upgrade | - | 20,000 | 20,000 | 0.0% | On Time | Awaiting operations schedule room. |
| 115 | 782 - Storm Drains | 6508 | Quinsam Heights Integrated Storm Water Management Plan | 21,277 | 190,306 | 169,029 | 11.2% | On Time | Ongoing effort by contractor. Data collection process to continue into 2024. |
| 116 | 782 - Storm Drains | 6600 | Storm System Renewals | - | 264,192 | 264,192 | 0.0% | Delayed | Delay due to staffing shortage. |
| 117 | 790 - Water | 7021 | Dogwood Operations Centre Backflow/Meter | - | - | - | 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 | 503 | 40,000 | 39,497 | 1.3% | 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 Water Department remains ready to move within 90 days notice. |
| 121 | 790 - Water | 7034 | Wei Wai Kum/CCR Water Improvements | 24,891 | 292,550 | 267,659 | 8.5% | On Time | Second report outlining WWK/CCR Point of Connection (PoC) reduction pending. Standard PoC design completed. Existing PoC analysis completed. |
| 122 | 790 - Water | 7035 | Water Asset Registry | - | 49,624 | 49,624 | 0.0% | On Time | Hardware and training equipment to be purchased for the collection and analysis of water infrastructure in conjunction with the OMS project. Funds anticipated to be spent by year end. |
| 123 | 790 - Water | 7038 | Pressure Reducing Valve Abandonment | - | 43,037 | 43,037 | 0.0% | On Time | Remaining pressure reducing valve 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. RFP for design expected to be posted soon. |
| 125 | 790 - Water | 7049 | Water System Strategic Action Plan Update | 10,828 | 267,342 | 256,514 | 4.1% | On Time | Update of Water Model near completion. Boundary condition testing will follow. Action Plan Update RFP to be posted after completion of Water Model Update. |
| 126 | 790 - Water | 7051 | Small Water System Improvements | 46,705 | 83,150 | 36,445 | 56.2% | On Time | Smith Road watermain complete. Willis Road watermain decommission works for fall season. |
| 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. |



APPENDIX 3 CAPITAL PROJECTS at June 30, 2023 (Q2)

Project Status Index:

| |
|-----------|
| Completed |
| On Track |
| Delayed |
| Cancelled |

| Index | Department | CC1 | Capital Project Name | Costs as at June 30, 2023 | 2023 Budget | \$ Variance | % Variance | Project Status | Comments - Q2 |
|---------------------------|----------------------------|------|---|---------------------------|------------------|-------------------|-------------------|----------------|--|
| 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 | Several pipe samples have been assessed for current condition by a qualified professional. Awaiting reports and invoice. |
| 131 | 790 - Water | 7056 | Watermain Replacement Designs | - | 400,000 | 400,000 | 0.0% | Delayed | Delays due to departmental focus on training and OMS implementation. |
| 132 | 790 - Water | 7500 | Water Facility Renewal | 56,290 | 500,000 | 443,710 | 11.3% | On Time | Contract awarded for PRV / reservoir control improvements. |
| 133 | 790 - Water | 7800 | Watermain Renewal | - | - | - | 0.0% | Cancelled | Project was canceled as recommended in the Q1 quarterly report. |
| 134 | 790 - Water | 7803 | Watermain Renewal - Hilchey Road Part 2 (Galerno Rd to Hwy 19A) | 302,154 | 524,551 | 222,397 | 57.6% | Completed | Project is complete and in maintenance period. |
| 135 | 810 - Long Range Planning | 6039 | Master Transportation Plan Update | 45,894 | 87,379 | 41,485 | 52.5% | On Time | Project in final stages; to be presented to Council in the fall. Anticipated to be complete by year-end. |
| 136 | 820 - Recreation & Culture | 9900 | Recreation Equipment | - | 64,463 | 64,463 | 0.0% | On Time | This equipment will be purchased in the last 2 quarters of 2023. |
| 137 | 820 - Recreation & Culture | 9910 | Acoustic Baffles in the Sportplex | - | 88,400 | 88,400 | 0.0% | On Time | Council approved additional funding. RFP awarded. Baffles are slated to be installed end of August |
| 138 | 830 - Solid Waste | 4053 | Organics Facility | - | 1,000,000 | 1,000,000 | 0.0% | On Time | Awaiting direction from Council; costs anticipated to be incurred in Q4. |
| 139 | Utilities Manager | 2030 | Operations Management Software Planning and Replacement | 192,131 | 676,092 | 483,961 | 28.4% | On Time | Work is ongoing - multi year project. |
| *2023 budget as approved. | | | | TOTAL | 8,135,312 | 41,801,482 | 33,666,170 | 19.5% | |