



City of Campbell River Report/ Recommendation to Council

Date: March 1, 2023
Submitted by: Finance Department
Subject: Quarterly Financial Report – Q4, 2022

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.

Total operating revenues for the year were consistent with the 2022 budget. Actual revenues for several departmental segments were well above their budgeted amounts (Economic Development and Airport, Community Safety, Development Services, and Corporate Services collectively resulting in \$1.6M over the budgeted revenue. Financial Services, Operations, and Community Planning & Livability were collectively \$1.3M under the revenue budgets. The revenue surpluses and deficits offset each other resulting in the overall revenues being consistent with the 2022 budget.

Total operating expenses for the year were \$2.6 million (3.9%) below budget which was attributable to labour vacancies. The significant factors were due to lower RCMP contracted costs and labour shortages across multiple departments. Decreases in expenses were partially offset with increased fuel, supplies, and contracted services costs which were results of high levels of inflation and supply chain shortages.

Departments in 2022 were able to stay within budget by reallocating the surplus from labour shortages to cover the increase in expenses such as supplies and contracted services. However, as vacant positions are filled and costs continue to increase, the City will be faced with growing financial pressure in 2023 and beyond.

Recommended Resolutions

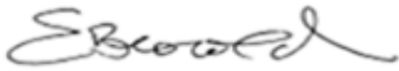
THAT the report dated March 1, 2023, from the Finance Department regarding the City's Quarterly Financial Report – Q4, 2022 be received for information.

Report/Recommendation to Council

Quarterly Financial Report – Q4, 2022

March 1, 2023

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



Elle Brovold
City Manager

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. The report includes the three core components of the budget which are operating departmental budgets, one-time operating projects, and capital projects.

The Financial Plan Bylaw for 2022-2031 was originally adopted on January 10, 2022, with projected carry forward balances on operating and capital projects based on the best information available at the time. The results reported in this quarterly financial report were based on the actual carry forward balances for operating and capital projects.

Discussion

Throughout 2022, higher inflation, supply chain issues, and labour force shortages have continued to have an unfavourable impact on the City's operations and budget. At the beginning of the year, it was expected that the issues would be short term and transitory in nature, however the forces driving instability in the economy persisted throughout the entirety of 2022. This has largely increased the costs of supplies, fuel, and contracted services.

Operating Financial Report

The City's operational revenues and expenses by core service area are summarized below, with a comparison to the 2022 budget. Overall, the City's revenues are at 100.3% of budget and expenses were at 96.1% of budget.

Total actual revenues for the year were 0.3% or \$279k above the 2022 budget. Revenues for Economic Development and Airport, Community Safety, Development Services, and Corporate Services collectively were \$1.58M above budget. The revenue surplus is attributable to higher fuel prices which resulted in the airport jet fuel sales being \$962k above the budget, remaining 2021 COVID-19 Airport Relief Grant revenue of \$150k recognized in 2022, higher than anticipated Hotel Tax revenue (\$52k above the budget), Development Services permits and fees revenue higher than budgeted by \$248k, and Local Government Development Approvals Grant revenue of \$102k. Revenues from Financial Services, Operations, and Community Planning & Livability were \$1.1M under budget. The revenue deficit is attributable to a decrease in municipal service agreements, tax penalty fees, and metered water and sewer fees.

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Total expenses for the year were \$2,662,554 (3.9%) under budget. The decrease is driven by the lower RCMP contracted costs which was \$1.6M below budget. A significant number of vacancies among both union and exempt staff also contributed to \$1.8M lower labour costs for the year across the City's departments. Increases in fuel prices throughout the year resulted in higher-than-anticipated fuel costs for the City's fleet. The increase in fuel price and quantity in litres sold had the largest impact for the City's airport as fuel costs were \$873k over budget which was consistent with the overall increase in jet fuel sales.

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.

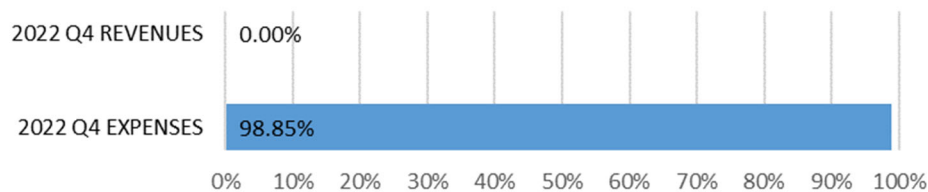
	2022 Q4	2022 Budget	2022 Variance \$	2022 Variance %
City Administration	-	-	-	0.0%
Financial Services & Capital Projects	(53,493,493)	(53,874,210)	- 380,717	99.3%
Corporate Services	(424,591)	(383,570)	41,021	110.7%
Development Services	(1,728,780)	(1,576,500)	152,280	109.7%
Community Safety	(2,956,596)	(2,801,094)	155,502	105.6%
Operations	(16,564,323)	(17,143,172)	- 578,849	96.6%
Community Planning & Livability	(4,628,993)	(4,738,186)	- 109,193	97.7%
Economic Development & Airport	(4,139,032)	(2,910,169)	1,228,863	142.2%
REVENUE TOTAL	(83,935,808)	(83,426,901)	508,907	100.6%
City Administration	1,069,911	1,082,322	12,411	98.9%
Financial Services & Capital Projects	12,462,340	12,172,087	- 290,253	102.4%
Corporate Services	3,174,233	3,384,239	210,006	93.8%
Development Services	1,849,224	2,326,521	477,297	79.5%
Community Safety	17,090,283	19,028,131	1,937,848	89.8%
Operations	15,077,303	15,742,576	665,273	95.8%
Community Planning & Livability	9,241,751	9,856,652	614,901	93.8%
Economic Development & Airport	4,883,140	3,918,211	- 964,929	124.6%
EXPENSE TOTAL	64,848,185	67,510,739	2,662,554	96.1%
SUB TOTAL	(19,087,623)	(15,916,162)	3,171,461	196.7%
Revenue from Reserves	(2,354,235)	(2,813,345)	- 459,110	83.7%
Expenses from Reserves	11,424,521	18,729,507	7,304,986	61.0%
GRAND TOTAL INCLUDING RESERVES	(10,017,337)	-	10,017,337	

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Quarterly Financial Report – Q4, 2022

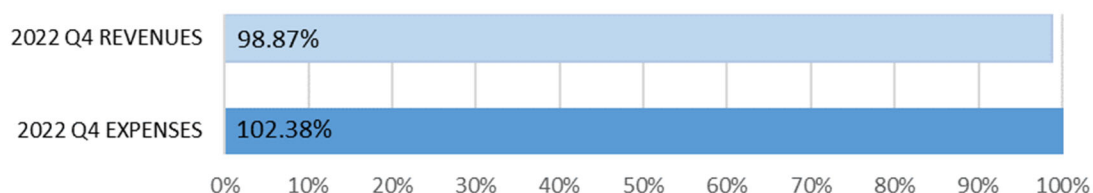
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CITY ADMINISTRATION – Overall expenditures for this segment were on trend with the 2022 budget. Mayor & Council departmental 2022 expenditures exceeded the budget by approximately \$45k (11.9%) due to an increase of \$30k of council training and consulting services, and \$13k in meeting costs. Increases in expenditures were offset by the decreases in other departments due to partial year vacancies.



FINANCIAL SERVICES AND CAPITAL PROJECTS – Financial Services revenues were \$390k (1%) below budget. Late tax penalties were under budget by \$111k and revenue from municipal service agreements was down \$377k as a result of changes in assessments. The deficits were offset by the Gaming grant revenue (over budget by \$9k), and \$113k worth of Community Action Team (CAT) funds (The City acts as a contract administrator for the CAT project) and Community Resiliency Investment (from the Union of BC Municipalities) grant revenue, as well as the \$188k Climate Action Revenue Incentive Program grant which was announced after the budget was approved.

Expenses for Fiscal Services were \$290k (2.4%) over budget. This is attributable to staff costs which was \$228k above the budget, and liability insurance legal fees at \$47k above the budget. The budget overruns were partially offset by part year vacancies in Capital Projects and Purchasing resulting in the labour expenses being under budget by \$165k.



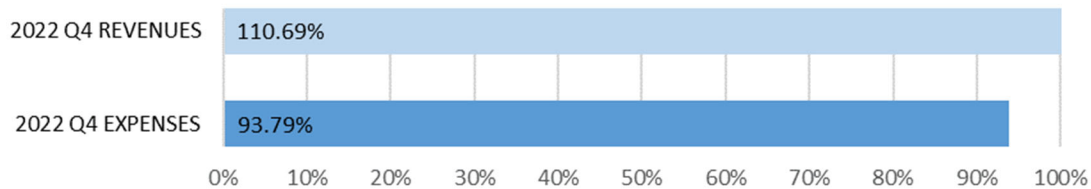
CORPORATE SERVICES – Corporate Services revenues was \$41k (10.7%) higher than budgeted. Half of the higher than anticipated revenues are attributable to the increase in property lease revenues and information technology administration fees from Shaw and RCMP service level agreements.

Corporate services expenditures were 210k (6.2%) under budget for the year. \$203k of the savings was attributable to the partial year labour vacancies in Communications, Information Technology, Legislative Services, and Property Management.

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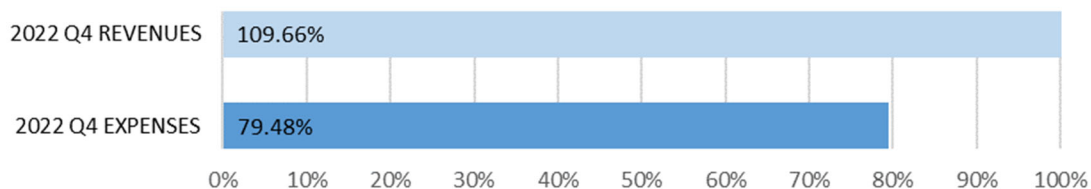
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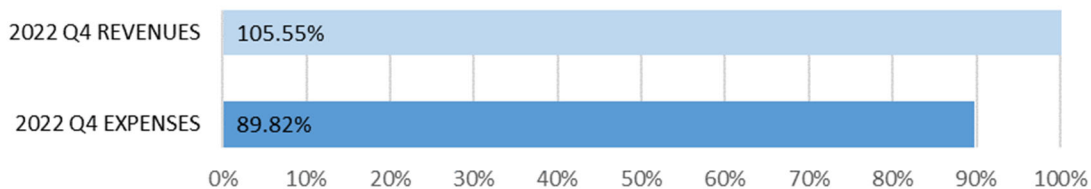
DEVELOPMENT SERVICES – Revenues were \$152k (9.7%) higher than the 2022 budget. This was attributable to building permit fees that were \$197k over budget and the City receiving additional grant funds of \$102k to review development processes and approvals through Local Government Development Approvals Program.

Development Services expenses were \$477k (20.5%) under budget. \$362k of the decrease in expenses was attributable to partial year vacancies of exempt (Community Development Engineering Manager and Development Planning manager – both positions were filled part way through the year) and CUPE staff (Engineering Technician I position – was filled early in the year, Senior planner – vacant, Planner II position was filled part way through the year).



COMMUNITY SAFETY – Revenues were \$155k (5.6%) higher than the 2022 budget. The higher revenues were primarily attributable to the City receiving a Fire Protection Grant from UBCM for \$50k and a Restorative Justice Grant in Victim Services for \$40k, as well as higher prisoner detention revenue which also includes revenue for Q4 of 2021, resulting in a \$54k surplus.

Expenses were \$1.9M (10.2%) under budget. Substantially all of the variance is due to a lower-than-expected number of active RCMP members. Additional vacancies in police administration, operations, and E911 also contributed to the lower labour costs for the year.



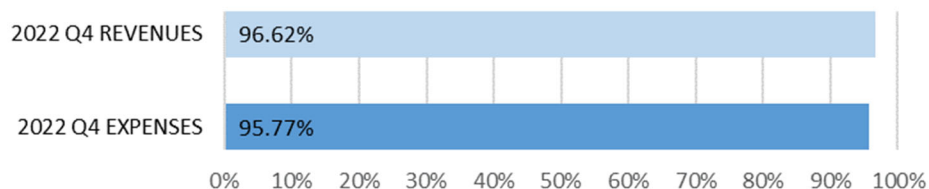
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OPERATIONS – Q4 revenues were \$578k (3.4%) lower than the budget. The decrease in metered water and sewer fees were \$768k below budget. This was primarily due to replacing a bulk water meter in the prior year for a customer which provided more accurate readings in combination with increased water conservation efforts by the customer. Higher-than-budgeted revenues for Parks, Cemeteries, Water and Sewer flat utility fees and work order fees offset a portion of the metered utility revenue losses for the year being \$190k above the budget.

Actual expenditures were \$665k (4.2%) below budget. Staff vacancies across operating departments resulted in lower than anticipated labour costs of \$544k. Electricity costs for streetlighting, sewer lift station, and sewer treatment plant came \$171k under budget in 2022. Rental costs for Water Department’s office building were \$175k under budget due to ongoing rental agreement discussions. Staff training and development costs were \$31k under budget, and water and sewer costs were \$41k under budget across all operating departments. These savings were offset by significant increases in fuel, supplies, and contracted services as a result of higher inflation. The Fleet Department was \$203k over budget for fuel and supplies, the Sewer Department was \$253k over budget for supplies and contracted services, and the Water Department was \$260k over budget for supplies and contracted services.



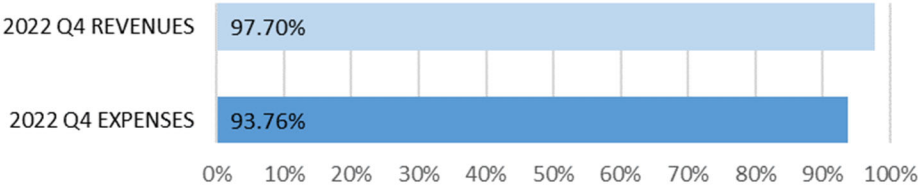
COMMUNITY PLANNING AND LIVABILITY – Overall revenue was \$109k (2.3%) lower than the budget. Actual revenue from Recreation was \$84k (13.1%) less than the 2022 budget. The revenue loss was attributable to the Sportsplex closure for renovations and reduced recreation programming due to COVID restrictions at the beginning of the year. Solid Waste services revenue was higher than anticipated by \$51k (1.8%), which will be transferred to reserve to offset an increase to anticipated future costs resulting from the Organics program. Public transit revenue for 2022 was under budget by \$76k (5.9%) due to lower-than-expected ridership.

Expenses for the division were \$615k (6.2%) under the budget for 2022. Partial year management and labour vacancies contributed to lower labour costs for Long Range Planning (\$134k under budget) and Recreation and Culture (\$410k under budget) due to the temporary Sportsplex closure, reduced programming as a result of COVID measures early in the year, labour market shortages, and a temporary manager vacancy. Operating expenses for the Recreation and Culture included contracted services, supplies, and advertisements in particular were \$206k under budget. Surging fuel prices in 2022 contributed to a BC Transit contracted service fee increase of \$196k above the budgeted amount.

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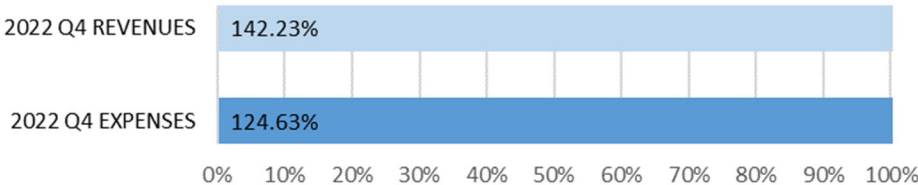
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ECONOMIC DEVELOPMENT & AIRPORT – Actual revenues for the segment were \$1.2M (42.2%) above the 2022 budget. Higher fuel prices and volume of sales (increase of 10% or 150k liters) were the main contributors to the increase in the Airport revenues with jet fuel sales being \$972k above the budgeted amounts. The gross profit margin on the fuel sales for 2022 was 18.9%, for 2021 it was 26.8%. The decline in the gross profit margin is due to a combination of significant fuel price increases in 2022 and City’s fuel sale price markup being set at a flat rate. There was also \$150k from the COVID-19 Airport Relief Fund grant recognized in 2022 contributing to the revenue surplus. Overall passenger-related fees were \$10k below the budgeted amounts and Municipal and Regional District Tax (MRDT) revenues were \$51k higher than anticipated due to higher occupancy rates.

Overall expenses were also \$965k (24.6%) higher than the budget. This was due to \$873k increase in jet fuel costs which was consistent with the overall increase in revenue from the jet fuel sales. The remaining increase was due to an increase in airport operating costs and supplies which were \$97k over budget. 2022 airport operations resulted in a \$359k deficit which was fully funded by the COVID-19 Restart funds that were distributed by the province in 2020.



Operating Projects

There was a total of 66 operating projects as approved during Financial Planning including an additional two projects that were approved since the beginning of 2022 with a \$40,000 budget increase. The total spent on operating projects for 2022 was \$1,680,840 or 39% of the budget. 18 projects are currently in progress (definition and implementation phases), 35 have been completed or are substantially complete (in-service phase), one project has not been started, seven have been delayed and four cancelled. One operating project was cancelled by Council resolution 22-0155, and one project was cancelled following resolution 22-0172.

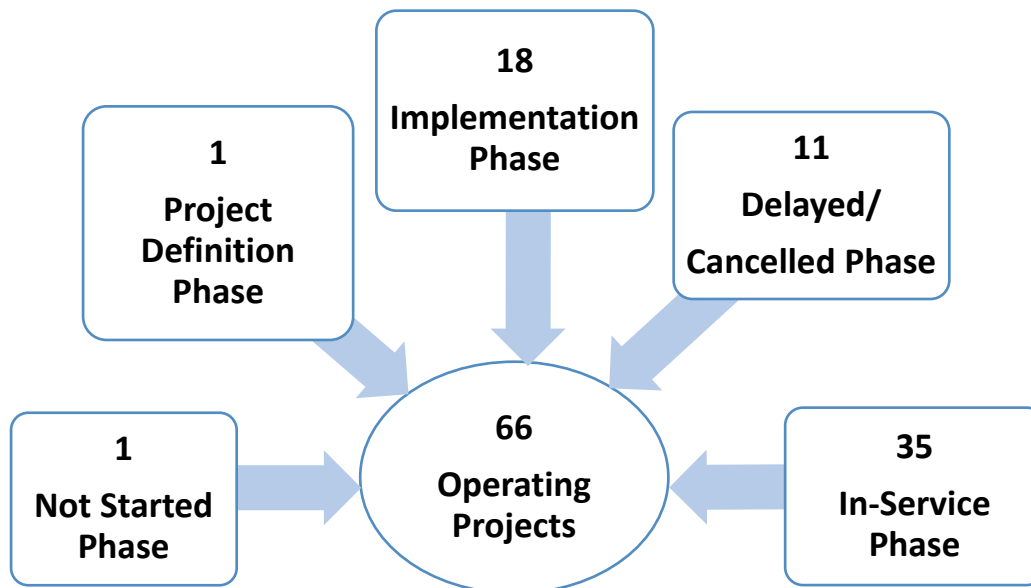
Appendix 2 provides the detail on the status for each operating project; green highlighted projects are on track, yellow projects could be delayed, red projects are experiencing major disruptions, and brown projects have been cancelled. Supply chain and labour shortages have negatively

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impacted progress of operating projects. The overall progress of all operating projects was estimated to be 70% complete.



Capital Projects

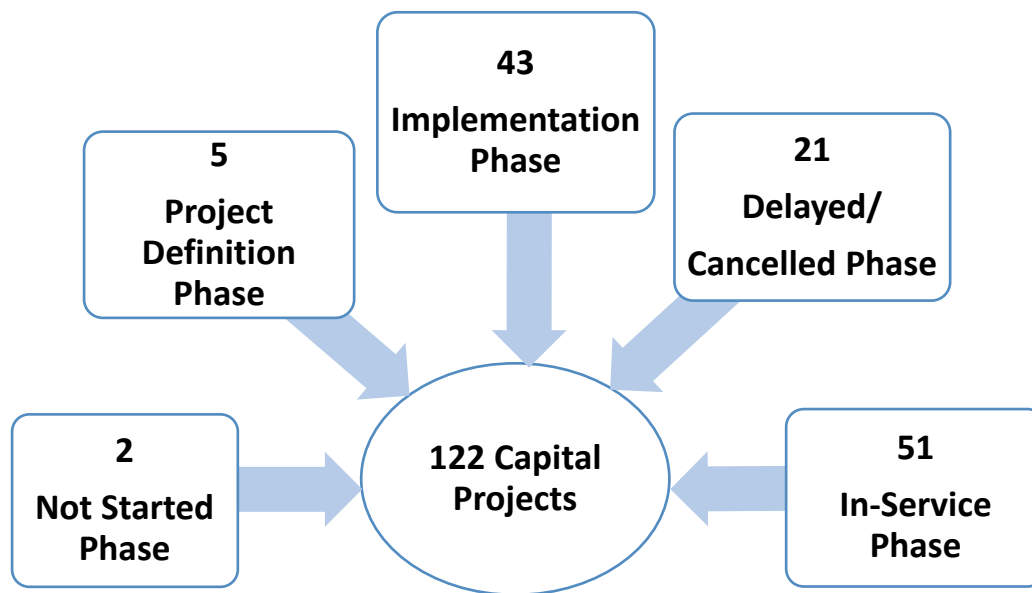
There are 122 capital projects with a total budget of \$48.8M for 2022 as approved during Financial Planning. The total spent on capital projects to date is \$20.6M or 42% of the budget. Of these 122 projects, 48 are in progress (definition or implementation phase), 51 are complete or substantially complete (in-service phase), two have not been started and 21 have been delayed or cancelled. Of the total projects that have either been delayed or cancelled two capital projects were cancelled and five deferred per Council resolution 22-0155, and one project was cancelled per Council resolution 22-0124. The most significant capital projects budgeted for 2022 are the NWECC Upgrades (\$5.76M), Sportsplex Rehabilitation & Addition (\$4.6M), the Airside concrete parking, taxi widening and approach lighting and sign replacement at the Campbell River Airport (\$8.01M – ACAP funding eligible at 95%, with \$2.88M grant funding increase approved partway through the year), and design and construction of 325 Beech Street (\$3.4M) which was delayed based on the Council resolution 22-0309.

Appendix 3 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, and brown projects are cancellations. Supply and labour shortages have also negatively impacted progress of capital projects. The overall progress of all capital projects was estimated to be 64% complete.

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Communications

The Q4 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

The City's year end financial results are indicative of the ongoing capacity limitations due to significant labour shortages, effects of the ongoing inflation, and supply chain shortages. While the operational revenues met budget expectations, the expenses were lower than anticipated. Lower expenditures resulted from the reduced labour costs (7.6% or \$2.2M below the budget) and RCMP contract costs (19% or \$1.6M below the budget). These decreased expenditures were partially offset with the increases in operations and maintenance expenses. The most prominent increases were the rising costs of fuel, supplies, and contracted services.

46% of the operating and capital projects were completed and were in service at the end of 2022. Progress for both, capital and operating projects was trending behind compared to the prior year. 17% of projects intended for 2022 have now been delayed until 2023/24 or cancelled due to higher than budgeted costs associated with supply shortages, high inflation rates, and labour shortages. Of the completed projects, 16 capital projects and nine operating projects were over-budget (by a total of \$174k and \$32k respectively). For some of the more significant projects, the budget will remain in place for a maintenance period should any deficiencies arise.




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Quarterly Financial Report – Q4, 2022

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Attachments:

1. Appendix 1 – Departmental Segments
2. Appendix 2 – Operating Projects (Q4, 2022)
3. Appendix 3 – Capital Projects (Q4, 2022)

Prepared by:		Reviewed by:	
			
_____ Jenia Gorbatova, CPA Accountant II		_____ Alan Ha, CPA Controller	
Reviewed for Form and Content / Approved for Submission to Council:			
			
_____ Alaina Maher, BCom, CPA, CMA Director of Financial Services / CFO			
Corporate Review			Initials
Finance			AD

1 – GOVERNANCE	104 – Mayor & Council 110 – City Manager 200 – Deputy City Manager
2 – FINANCIAL SERVICES AND CAPITAL WORKS	00 – Taxation 02 – Miscellaneous Other 04 – Debt 07 – Reserves 08 – Fiscal Services 300 – Director of Finance 310 – Finance 320 – Capital Works 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 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



Appendix 1 – Departmental Segments

8 – ECONOMIC DEVELOPMENT AND TOURISM	112 – Economic Development 710 – Airport
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Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.1.5	Remediation at the Airport CC3 S161	\$557,000	\$166,712.65	70%	Services agreement entered into with contractor.	Implementation	Dec 31, 2022	Some Disruption
Project 1.1.6	Runway Line Painting CC3 S048	\$20,000	\$0	10%	Painting contractor has been unable to deliver on this project due to supply issues with specialized paint. With weather conditions changing this work is no longer possible in 2022.	Delayed	Dec 31, 2022	Discontinued
Project 1.1.7	Wings & Wheels Event CC3 S128	\$15,000	\$0	0%	Due to continued investment in airport leased lands, alongside a major construction project on airport infrastructure in summer 2022, Sealand Aviation has made the decision not to proceed with the Wings and Wheels event in 2022. This is because there will be no available onsite parking for the public, nor for show aircraft or cars. Planning will commence in fall 2022 for a 2023 event where the airport will be able to showcase some of the new infrastructure and investment that has occurred since the last Wings and Wheels event in 2019. No changes since the last update.	Cancelled	Dec 31, 2022	Discontinued
Project 1.1.8	Update Airport Land Use & Development Strategy CC3 S149	\$150,000	\$0	0%	Land Use study will be commissioned in 2023 after the Airport Governance study is complete.	Not Started	Dec 31, 2022	Major Disruption
Project 1.1.9	Airport Governance and Management Study CC3 S182	\$250,000	\$143,901.76	85%	Council extended an invitation to the consultant for an in-person consultation in January 2023 in advance of final report preparation.	Implementation	Dec 31, 2022	Some Disruption
Project 1.2.16	Vaccine Passport Implementation CC3 S148	\$74,175	\$50,989.25	100%	The provincial Proof of Vaccination program was wrapped up April 2022 thus no longer requiring check in stations at the two recreation centers. There are no plans to re-establish a POV program unless directed by new PHO orders. No change since the last update.	In Service	Dec 31, 2022	Completed
Project 1.3.11	Network Security Audit CC3 S072	\$16,310	\$0	0%	Carry Forward to 2023. Security scan delayed due to resourcing.	Delayed	Dec 31, 2022	Some Disruption
Project 1.4.13	Bridge Inspections CC3 S114	\$20,000	\$8,287.50	100%	Project complete.	In Service	Dec 31, 2022	Completed
Project 1.4.14	Temporary Access Road: South Sewer Upgrade - CC3 S181	\$130,000	\$55,719.33	100%	This temporary road was closed to the public for a few weeks as the South Sewer project wrapped up before the end of May 2022. This project is complete.	In Service	Dec 31, 2022	Completed
Project 1.5.1	Industry Analysis and Investment Attraction CC3 S158	\$40,000	\$22,449.00	12%	Industry Sector videos completed in early 2022, the remaining Industry Analysis project will have a request for proposal issued late November/early December due to staffing and time constraints experienced throughout the year. Project will be completed early 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.5.2	CR Restart - Economic Development Resources CC3 S141	\$40,000	\$13,104.07	50%	Current invoices outstanding for work to be completed by December 2022. Auxiliary staff scheduled for November to assist with project pertaining to the CRM database.	Implementation	Dec 31, 2022	Some Disruption
Project 1.5.3	Economic Development Strategic Planning CC3 S126	\$23,705	\$4,098.33	75%	Invoices outstanding on the website project and some budget possibly carried forward into January 2023 due to availability of staff to assist with content deliverables.	Implementation	Dec 31, 2022	Some Disruption
Project 1.7.3	Asset Retirement Obligations PSA 3280 Implementation CC3 S165	\$260,000	\$22,382.33	15%	This project is for the City to implement a new accounting standard in relation to the recognition of liabilities associated with the retirement of assets. This project is currently in the scoping phase and is a 2 year project that needs to be completed in advance of the City's December 31, 2023 year end. Currently Finance staff are working with departments throughout the City to identify in scope assets that will then be valued to determine the City's liability.	Implementation	Dec 31, 2022	Some Disruption
Project 1.7.4	Financial Systems/Accounting Software CC3 S170	\$148,500	\$0	5%	This project is for in implementation of replacement to the City's current Financial Management System Vadim. The formal evaluation process of the software proposals is currently in the final stage.	Implementation	Dec 31, 2022	Some Disruption
Project 1.7.5	Property Appraisal Services CC3 S168	\$75,000	\$39,170.48	45%	Consultant has been onsite for review. Awaiting final report.	Implementation	Dec 31, 2022	Some Disruption
Project 1.8.1	Municipal Election CC3 S102	\$59,000	\$50,004.40	95%	Election has been completed.	In Service	Dec 31, 2022	Completed
Project 1.8.2	Downtown Initiatives CC3 S134	\$172,151	\$6,859.85	50%	A portion of these projects have been completed, including improvements to the BC Hydro Box at 13th / Shoppers Row, installation of garbage cans, security camera program expansion, expansion of the CPTED Grant Program. Most of the other projects are still waiting for implementation at this time.	Implementation	Dec 31, 2022	Some Disruption
Project 1.8.3	Safer Downtown CC3 S109	\$40,000	\$39,263.69	100%	Extension approved to extend the lease agreement until June 30, 2023.	In Service	Dec 31, 2022	Completed
Project 1.9.6	POC Recruitment - Bi-Annual CC3	\$29,230	\$36,824.37	100%	This project completed today with the class receiving confirmation of successful completion of the training.	In Service	Dec 31, 2022	Completed

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.10.1	Workplace Cultural Assessment CC3 S163	\$15,000	\$21,737.55	100%	The initial workplace culture assessment is complete and the project has moved into action planning and implementation of strategic corporate workplace culture priorities. As a result, this project is showing over-budget. New funding will be identified to continue critical workplace culture work in 2023.	In Service	Dec 31, 2022	Completed
Project 1.10.2	HR Position - Upgrade PT to FT CC3 S169	\$47,600	\$0	100%	The HR Advisor position was posted and filled as full-time, and the incumbent started in the position on April 4th. No changes since the last update.	In Service	Dec 31, 2022	Completed
Project 1.10.3	Attraction & Retention Branding Strategy CC3 S184	\$30,000	\$29,920	100%	This project wrapped up with final payment to the consultant prior to year end 2022.	In Service	Dec 31, 2022	Completed
Project 1.11.2	Public Art CC3 S086	\$0	\$0	0%	Project cancelled per Council resolution 22-0155.	Cancelled	Dec 31, 2022	Discontinued
Project 1.11.3	Rockland Roundabout Centerpiece Consultation CC3 S178	\$25,000	\$0	0%	Project was cancelled per Council resolution 22-0172, on April 25, 2022.	Cancelled	Dec 31, 2022	Discontinued
Project 1.11.4	Bald Eagle/Blue Heron Monitoring Contract Fees CC3 S174	\$3,000	\$6,100.00	100%	Monitoring contracts for Bald Eagle and Blue Heron nest trees completed	In Service	Dec 31, 2022	Completed
Project 1.11.5	Canada Goose Management CC3 S180	\$5,000	\$5,000	100%	Work was completed in June.	In Service	Dec 31, 2022	Completed
Project 1.11.6	E-Mobility (E-Bike & EV Charging Infrastructure Strategy for MTP) CC3 S173	\$25,000	\$0	0%	Project deferred per Council resolution 22-0155 to 2023 pending the completion of the Master Transportation Plan.	Delayed	Dec 31, 2022	Discontinued
Project 1.11.7	Energy Rebate & EV Programs CC3 S129	\$15,000	\$0	10%	In June, the City signed a contribution agreement with the Province to provide funding for municipal heat-pump top up rebates. A press release was issued July 18, 2022 along with program information being made available on the City's website. A social media campaign will run until energy rebates have been fully exhausted.	Implementation	Dec 31, 2022	Some Disruption
Project 1.11.8	Environmentally Sensitive Areas Policy CC3 S172	\$25,000	\$4,761.90	20%	This project was deferred to 2023. Environmental Co-op student working in with completion in 2023 Q2.	Implementation	Dec 31, 2022	Some Disruption
Project 1.11.9	Beautification Grants CC3 S053	\$40,000	\$27,436.42	100%	CNA's projects will completed by the end of September. DBIA is about halfway through completion of their project list, no status update on the WPBIA is currently available. All groups had until December 2 to submit their reports/invoices in order to be eligible for a grant.	In Service	Dec 31, 2022	Completed
Project 1.11.10	Downtown Small Initiatives Fund CC3 S067	\$30,000	\$30,758.38	100%	A number of projects have been completed, including the following: refurbishment of heritage signs; dreamscaping of mural lighting replacement; retrofit of a parklet into two and relocation of one; addition of foldable picnic table and chair sets for summer activities in Tidemark Square; Sunday market games, public parklet signs, parklet planter maintenance; and customization of the waste receptacles. An operating budget allocation for Parks to support implementation of beautification projects was made.	In Service	Dec 31, 2022	Completed
Project 1.11.11	Fir Street - BC Housing Project CC3 H004	\$6,869	\$0	100%	Long Range Planning and Sustainability portion of the project complete. Project is now being constructed.	In Service	Dec 31, 2022	Completed
Project 1.11.12	Housing Growth Review CC3 S124	\$21,563	\$0	54%	A draft of the 12 recommendations/actions has been prepared by staff. This document is currently undergoing a internal review and needs more work to be updated with the latest census information. This strategy will be presented to Council in the new year.	Delayed	Dec 31, 2022	Some Disruption
Project 1.11.13	Quinsam Heights Neighbourhood Plan & Land Use with First Nations CC3 S166	\$175,000	\$23,636.25	25%	Phase 1 - Background and Baseline Conditions nearly complete. Phase 2 to begin in April with Phase 3 - draft and final plan scheduled to be complete by end of 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.12.2	Building Inspector Training CC3 S164	\$85,500	\$0	80%	Position is now filled.	In Service	Dec 31, 2022	Completed
Project 1.12.3	Zoning Updates CC3 C036	\$48,699	-	55%	Work being done in house in combination with updates to the Subdivision and Development Servicing Bylaw. Contract awarded for SDS bylaw update.	Implementation	Dec 31, 2022	Some Disruption
Project 1.12.4	Development Process Update CC3 S100	\$20,000	\$0	80%	Work continues on implementation of process improvements in 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.12.5	Façade Revitalization & CPTED Improvements CC3 S038	\$50,000	\$1,946.55	81%	One application was made.	Implementation	Dec 31, 2022	Some Disruption

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.13.1	Night-time Security Downtown CC3 S150	\$50,000	\$55,000	33%	The City has entered into the contract with BIA to add patrolling of the public areas to the ongoing patrol of the private areas. The are multiple funding sources for these ongoing security services including UBCM funding through SRD. The night-time downtown security service has been providing positive outcomes with the reduced number of encampments. No changes since the last update.	Implementation	Dec 31, 2022	Some Disruption
Project 1.14.2	Enhanced Skate Park Environment CC3 S104	\$37,972	\$19,700.38	100%	This year, with the closure of the Sportsplex for renovations, we decided not to staff the park with skate park leaders, and instead, employed Foot Prints Security to patrol the Skatepark, BMX terrain, Splash park and Disc golf area. Parents were very pleased with this decision, as it provided a security presence and enhanced the safety for patrons to attend the area. The park was manned from 1 pm to 9 pm, 7 days a week and ran from June through mid September. Next year we are going to look at a hybrid model, whereby we hire some skateboard park leaders to show people how to skateboard and have a security presence as well.	In Service	Dec 31, 2022	Completed
Project 1.14.3	PLAY Campbell River CC3 S108	\$8,893	\$13,455.68	100%	Play Campbell River is now complete. It wrapped up at the end of August, with the return to school of our Co-op Student.	In Service	Dec 31, 2022	Completed
Project 1.14.4	Enhanced Cleaning at all City Facilities CC3 S138	\$235,000	\$75,153.47	100%	The BC Centre for Disease Control has posted new recommendations for cleaning protocols stating regular cleaning and good sanitation are adequate to control COVID-19 and most other pathogens. With the new recommendations from the CDC stating regular cleaning is adequate, the enhanced cleaning services at all City sites ended April 30.	In Service	Dec 31, 2022	Completed
Project 1.14.5	Temporary Weight Room Relocation (Sportsplex Renovations) CC3 S176	\$20,000	\$18,540.80	100%	The weight room has moved back to the Sportsplex and will open to the public as soon as the delays in supply chain are resolved.	In Service	Dec 31, 2022	Completed
Project 1.14.6	Rental Space CC3 S177	\$15,000	\$0	0%	Staff determined that rental space is not needed to provide Recreation Services during the closure of the Sportsplex. Staff moved various summer and fall programs to the Rotary Club Field House. No further updates as the project is now complete.	Cancelled	Dec 31, 2022	Discontinued

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.1.1	Runway Rehabilitation CC1 3027	\$80,000	\$0	15%	Project underway. Consultants currently developing alignment options for Taxiway C.	Implementation	Dec 31, 2022	Some Disruption
Project 1.1.2	General Aviation Entrance Shelter CC1 3028	\$25,000	\$0	0%	Project was deferred to 2024 per Council Resolution 22-0155.	Delayed	Dec 31, 2022	Major Disruption
Project 1.1.3	Public Smoking Shelters CC1 3029	\$10,000	\$7,968.29	100%	Smoking Shelter was installed in December 2022.	In Service	Dec 31, 2022	Completed
Project 1.1.4	Airport Condition Assessment CC1 3024	\$10,000	\$0	0%	Project deferred to 2024 per Council resolution 22-0155. This project is important but given the similar work being undertaken specific to the runway (see project 1.1.1) this will be deferred to a future year. No changes since the last update.	Delayed	Dec 31, 2022	Major Disruption
Project 1.2.1	Fleet Replacement Plan CC1 4009	\$1,138,568	\$236,829.34	50%	Of the 8 units planned for replacement in 2022, two (2) have been tendered and awarded, two (2) have been deferred in order to replace vehicles that prematurely failed in 2022 (one of which has been received, the other is expected imminently), and two (2) are in specification development. One unit anticipated for delivery in 2023 has been tendered and awarded. At the present time staff are anticipating lead times from 12-18 months for new build vehicles in the configuration needed for the City fleet. No changes at this time.	Implementation	Dec 31, 2022	Some Disruption
Project 1.2.2	MHC Envelope Repairs CC1 4058	\$77,054	\$89,807.55	100%	Final painting and lettering was completed in September. Project is now fully complete.	In Service	Dec 31, 2022	Completed
Project 1.2.3	ERT Materials Transfer Site Improvements CC1 4061	\$50,332	\$64,643.40	100%	Final site capping was completed in late summer. Project is now wholly complete and the site will be returned to normal operation as a materials transfer station.	In Service	Dec 31, 2022	Completed
Project 1.2.4	Dogwood Operations Centre Master Plan CC1 4085	\$50,000	\$0	25%	The request for proposal was awarded at the end of 2022. The start date has been delayed until April of 2023 due to the project manager's departure.	Implementation	Dec 31, 2022	Some Disruption
Project 1.2.5	Museum Roof Replacement & Skylight Repair CC1 4084	\$1,321,803	\$1,373,449.06	100%	Roof replacement is now substantially complete.	In Service	Dec 31, 2022	Completed
Project 1.2.6	Video Surveillance System Ongoing Camera Renewal Program CC1 4065	\$25,000	\$28,079.71	100%	Cameras at Dogwood Operations Centre and NVEC were replaced in mid October, evergreening equipment that was installed circa 2009. The 2022 replacement program is now complete.	In Service	Dec 31, 2022	Completed
Project 1.2.7	CRCC Roof Replacement CC1 4091	\$0	\$0	0%	Per Council resolution 22-0124 project was deferred to 2023 financial plan, due to staff capacity and capital budget reallocations. Tender is finalized.	Delayed	Dec 31, 2022	Discontinued
Project 1.2.8	RCMP Building Roof Replacement CC1 4092	\$485,000	\$8,804.00	0%	Tender closed early April 2022 with no bids. Staff solicited bids from potential firms but were unsuccessful. This project has been deferred to 2023. The tender specification is ready to issue.	Delayed	Dec 31, 2022	Discontinued
Project 1.2.9	Centennial Pool Changehouse Renovations CC1 4078	\$350,000	\$2,392.50	12%	Currently there is no project lead and grant for Canada Community Revitalization Fund application was unsuccessful. Project is set to be reviewed in 2023.	Delayed	Dec 31, 2022	Major Disruption
Project 1.2.10	Discovery Pier Structural Repairs CC1 4038	\$160,000	\$1,000	10%	Project has been tendered and awarded. Construction was scheduled for April 2022 but was delayed due to Hometown Hockey festival and contractor availability. Work has been re-scheduled for October/November 2022 after the summer tourist season is closed. The work had to be deferred to 2023 due to contractor availability and working with the Department of Fisheries and Oceans window to undertake this type of a project.	Delayed	Dec 31, 2022	Some Disruption
Project 1.2.11	City Facilities Fall Protection CC1 4048	\$87,415	\$0	100%	Project is complete.	In Service	Dec 31, 2022	Completed
Project 1.2.12	Energy and Water Consumption Reduction Projects CC1 4052	\$50,000	\$61,422.60	100%	Sportsplex gymnasium lights were replaced in early Q1 as part of this program. Remainder of 2022 budget was expended at a variety of facilities for replacement of plumbing or lighting fixtures with high efficiency models. The work was completed in December of 2022.	In Service	Dec 31, 2022	Completed
Project 1.2.13	Small Equipment CC1 4050	\$30,000	\$29,848.14	100%	Acquired equipment in 2022 included snowblowers, concrete forming tools, and portable arrow boards.	In Service	Dec 31, 2022	Completed
Project 1.2.14	EV Charging Stn - Sportsplex CC1 4093	\$5,350	\$5,065.00	25%	The EV charge station is scheduled to be installed Jan 25-27/23.	Implementation	Dec 31, 2022	Some Disruption
Project 1.2.15	Council Chambers Floating Floor - CC1 4095	\$65,000	\$81,751.39	100%	The flooring system is installed and the project is now complete. Some additional wiring will need to be completed when the final Audio/Visual system is installed.	In Service	Dec 31, 2022	Completed
Project 1.3.1	CRAvantage Co-location Room Air Conditioning CC1 2038	\$45,000	\$0	58%	Project deferred to 2023 as per Council resolution 22-0155.	Delayed	Dec 31, 2022	Major Disruption
Project 1.3.2	Operations Management Software Planning and Replacement CC1 2030	\$802,250	\$126,158.15	19%	The City has now engaged a contracted project manager to administer this project. Pre-planning for the roll out of the first modules is nearing completion including significant efforts around data normalization, acquisition, and clean-up. Initial modules are being implemented in starting in Q4 with the project anticipated to continue through 2024.	Implementation	Dec 31, 2022	Some Disruption
Project 1.3.3	New Server (SCADA) for Water CC1 7050	\$15,000	\$0	44%	Installation scheduled for Q1 2023 as resourcing allows.	Implementation	Dec 31, 2022	Some Disruption
Project 1.3.4	Norm Wood Phone System CC1 5039	\$5,000	\$0	50%	The new fiber optic line is due to be installed at NVEC in Q1 or early Q2 of 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.3.5	Workstation/Laptop Replacement CC1 2002	\$46,000	\$41,850.33	100%	2022 Evergreen replacement cycle was completed.	In Service	Dec 31, 2022	Completed

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.3.6	Printer/Peripheral Replacement CC1 2001	\$20,000	\$1,371.19	0%	Purchasing of the equipment has been delayed until 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.3.7	GIS Orthophotos CC1 2016	\$25,000	\$0	0%	No work has been completed. This will become part of the work plan for the GIS Coordinator in 2023.	Delayed	Dec 31, 2022	Major Disruption
Project 1.3.8	Scheduled Photocopier Replacement CC1 2015	\$9,000	\$9,010.47	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.3.9	Council Chambers Sound System CC1 2033	\$150,000	\$95,538.64	80%	Part of the work has been completed.	Implementation	Dec 31, 2022	Some Disruption
Project 1.3.10	Internet Security Hardware CC1 2019	\$20,482	\$4,424.45	22%	Carry Forward. Depending on network security audit outcomes.	Implementation	Dec 31, 2022	Some Disruption
Project 1.4.1	Snow Clearing Equipment CC1 6045	\$300,000	\$149,265	100%	A new municipal tractor has now been received including a sidewalk width snowblower . Both are in service for 2022/2023 snow season. This equipment is anticipated to provide much improved ability to remove snow from City sidewalks and pathways such as the sea walk. Other attachments which provide functionality in the summer months for sidewalk cleaning and maintenance are expected to be delivered prior to year-end.	In Service	Dec 31, 2022	Completed
Project 1.4.2	Asphalt Overlays CC1 6025	\$500,000	\$139,482.82	56%	Asphalt overlays program delay due to contractor not having resources to complete the project. Project to be carried forward to 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.4.3	Traffic Control Upgrades - Replacement CC1 6020	\$220,000	\$2,644.60	100%	Year to date spending is for 2021 traffic light upgrades on the intersection of Dogwood and 13th Avenue which is completed and is in service. No additional projects planned for 2022.	In Service	Dec 31, 2022	Completed
Project 1.4.4	Parking Lot Improvements - Rotary Beach Park CC1 6018	\$24,944	\$22,085.07	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.4.5	Sidewalk Infill CC1 6006	\$250,000	\$47,990.64	5%	This project has been cancelled and is to be re-budgeted for 2024-2025.	Cancelled	Dec 31, 2022	Major Disruption
Project 1.4.6	Parking Lot Improvements CC1 6046	\$35,000	\$36,927.19	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.4.7	Master Transportation Plan Update CC1 6039	\$62,500	\$54,661.35	30%	Phase 1 of the Master Transportation Plan nearly complete, including initial public engagement re understanding barriers, needs and opportunities; Project Advisory Team mtg no 1; Baseline Conditions Report and Phase 1 Summary. Outstanding is Project Advisory team mtg no 2. Project is behind by a couple of months.	Implementation	Dec 31, 2022	Some Disruption
Project 1.4.8	Willis Road Pedestrian Upgrades - Pedestrian Path - Carolyn to Hwy 19 CC1 6034	\$324,384	\$5,779.41	2%	The project will be re-budgeted for 2023 – unable to complete due to staff shortages.	Project Definition	Dec 31, 2022	Major Disruption
Project 1.4.9	Transit Bus Shelters CC1 6007	\$90,000	\$42,462.55	69%	City staff have poured the bases for the bus shelters, waiting for contractor to install shelters.	Implementation	Dec 31, 2022	Some Disruption
Project 1.4.10	Pedestrian Signal Crossing Lights - Dogwood at Alder Overhead Lights CC1 6012	\$39,287	\$262,695.48	100%	This project is complete – signals in both locations were activated in July 2022. Most of the project was funded through two grants.	In Service	Dec 31, 2022	Completed
Project 1.4.11	Cycling Infrastructure CC1 6001	\$211,802	\$36,363.97	22%	The funding for cycling infrastructure was requested to be carried forward to 2023.	Delayed	Dec 31, 2022	Some Disruption
Project 1.4.12	Willis Road Corridor Promotional Materials CC1 6043\$27,000 deferred to 2023 per Council resolution 22-0155	\$3,000	\$7,438.75	35%	A letter to the Minister of Transportation and Infrastructure as an outcome of the UBCM meetings was sent and acknowledged by the Ministry. No further updates available at this time.	Implementation	Dec 31, 2022	Some Disruption
Project 1.4.15	Bike Lanes on Hilchey Road CC1 6044	\$150,000	\$108,966.97	95%	A few minor adjustments to be made in 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.7.1	Financial Systems Software CC1 8012	\$1,743,990	\$114,458.11	5%	This project is for in implementation of replacement to the City's current Financial Management System Vadim. The project is currently in the implementation phase with the formal evaluation process of the proposals taking place.	Implementation	Dec 31, 2022	Some Disruption
Project 1.7.2	Corporate Asset Management CC1 2020	\$50,000	\$26,817.98	75%	Asset Management works in 2022 will be in support of the transition to the new Operations Management System software which is the City's primary infrastructure management and maintenance tool. Work will include both clean-up of existing data to ensure it is in a consistent format suitable for migration into the new software as well as acquisition of any missing data across the various major asset classes - water, sewer, storm, roads, parks, facilities, equipment. This will be a multi-year effort and the City has engaged a coop student through most of 2022 for this work.	Implementation	Dec 31, 2022	Some Disruption
Project 1.8.4	Property Acquisitions - Purchase of 1890 19th Ave - CC1 4030	\$675,000	\$588,538.38	95%	The property was acquired January 31, 2022. Demolition of house / grading were completed.	In Service	Dec 31, 2022	Completed
Project 1.8.5	Property Acquisitions - purchase of 3595 S. Island Hwy CC1 8013	\$960,000	\$941,884.41	100%	Property transfer completed on December 8th.	In Service	Dec 31, 2022	Completed

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.9.1	Decontamination Unit CC1 1012	\$200,000	\$0	50%	Have gone back to council with a request for more funding, as the bid has come in over budget. Vendor holding the price until March 2023, pending financial planning.	Project Definition	Dec 31, 2022	Some Disruption
Project 1.9.2	Small Fire Fleet Replacement CC1 1015	\$179,000	\$0	70%	Still awaiting delivery of either of these two pickup trucks. We have been advised that one has arrived in Vancouver and its delivery is expected soon.	Implementation	Dec 31, 2022	Some Disruption
Project 1.9.3	LUCAS CPR Machines CC1 1013	\$37,000	\$37,017.21	100%	This project is completed and Lucas CPR Machines are in service on apparatus at No. 1 Hall and No. 2 Hall.	In Service	Dec 31, 2022	Completed
Project 1.9.4	Small Equipment Replacement CC1 1004	\$26,000	\$26,000	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.9.5	UTV (Utility All Terrain Vehicle) CC1 1014	\$37,280	\$37,076.02	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.11.1	Supportive Housing - 580 Dogwood CC1 8010	\$17,000	\$0	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.12.1	Building Inspector Electric Vehicle CC1 2039	\$40,000	\$0	0%	Project deferred to 2024 per Council resolution 22-0155.	Delayed	Dec 31, 2022	Discontinued
Project 1.14.1	Recreation Equipment CC1 9900	\$46,302	\$14,238.49	100%	Staff have purchased and taken delivery of all equipment for the year 2022.	In Service	Dec 31, 2022	Completed
Project 1.15.1	New Park/Playground - Maryland Green Space CC1 9071	\$50,000	\$17,702.77	48%	Project to be completed in Spring of 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.15.2	Willow Point Park Turf Installation CC1 9056	\$11,117	\$11,117.54	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.3	Baikie Island Bridge Replacement CC1 9068	\$395,940	\$132,530.30	45%	This project is a multi year project, bridge design is underway.	Implementation	Dec 31, 2022	Some Disruption
Project 1.15.4	Nunns Creek Park Backstop, Dugout and Fencing replacement CC1 9067	\$8,153	\$8,153.11	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.5	Lilelana and Rotary Park Irrigation CC1 9066	\$45,000	\$48,360.91	100%	Project completed, slight over run due to increase in PVC piping.	In Service	Dec 31, 2022	Completed
Project 1.15.6	Pathways Renewal - Dogwood Extension Walkway and Simms Creek Path CC1 9072	\$60,000	\$3,003.02	20%	Pathway Renewal program delay due to contractor not having resources to complete the project. Project to be carried forward to 2023.	Delayed	Dec 31, 2022	Some Disruption
Project 1.15.7	Water Fountain Replacement - Penfield Dog Park CC1 9074	\$20,000	\$19,917.13	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.8	Sign Replacement - Penfield West, Jaycee, Ken Forde and Dick Murphy CC1 9075	\$18,000	\$8,603.75	62%	Project has one more sign to be created and installed. Project to be finished in Spring 2023	Implementation	Dec 31, 2022	Some Disruption
Project 1.15.9	Garden Beds Renewal in City Parks CC1 9076	\$15,000	\$14,907.71	0%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.10	Tree Renewal in Parks CC1 9077	\$15,000	\$22,500.09	100%	Project is complete, waiting for \$7,500 from the approved BC Hydro Tree grant.	In Service	Dec 31, 2022	Completed
Project 1.15.11	Willow Point Basketball Court Hoops Stands CC1 9078	\$7,000	\$8,795.23	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.12	Elk Falls Cemetery Phase Two Detailed Design & Construction CC1 9053	\$101,459	\$100,088.64	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.13	Willow Point Lights CC1 9055	\$796,726	\$831,606.92	100%	Project complete, overruns due to sharp price increase in wiring and paying a premium for drilling company.	In Service	Dec 31, 2022	Completed
Project 1.15.14	Park Modifications for Baseball Relocation CC1 9070	\$142,917	\$142,770.48	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.15.15	Pickleball Courts Construction at Robron CC1 9069	\$32,134	\$34,890.77	100%	Project complete, slight overrun due to adding sound proofing fencing for neighbors.	In Service	Dec 31, 2022	Completed
Project 1.15.16	Campbellton Neighbourhood Association Parkette Projects CC1 9057	\$68,919	\$73,088.81	100%	19th Ave parkette is complete.	In Service	Dec 31, 2022	Completed
Project 1.15.17	Outdoor Washroom Installation - Beaver Lodge Lands South Parking Lot and Baikie Island CC1 9079	\$45,000	\$57,304.86	29%	Washrooms are here, waiting for legal documents from Ministry to put one of the washrooms on Beaver Lodge Lands. Rotary is providing additional funding to the city for this project.	Implementation	Dec 31, 2022	Some Disruption
Project 1.15.18	Nunns Creek Master Plan CC1 9015. Project was deferred to 2023 per Council Resolution 22-0155	\$8,773	\$0	0%	Project is on hold and will be completed subsequent to the completion of the Parks and Recreation Strategic Plan.	Delayed	Dec 31, 2022	Major Disruption

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.15.19	Robron Fieldhouse Irrigation & Landscaping CC1 9073	\$45,000	\$8,848.53	19%	Irrigation design has been done. Spring 2023 project.	Implementation	Dec 31, 2022	Some Disruption
Project 1.15.20	Marine Foreshore Restoration - CC1 9008	\$75,000	\$70,986.36	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.16.1	Design/Construction for 325 Beech Street CC1 4094	\$3,392,725	\$145,055.15	75%	The project is on hold. Negotiations between City staff/Council and the Developer of the 325 Beech Street project have determined the site is no longer viable due to geotechnical reasons. Further direction and internal consultation are to be conducted to determine the next steps.	Delayed	Dec 31, 2022	Major Disruption
Project 1.16.2	Capital Works Project Management CC1 8006	\$488,323	\$488,322.04	83%	Department resourcing currently aligned with 2022 Capital Project workplan.	In Service	Dec 31, 2022	Completed
Project 1.16.3	CRAdvantage 10th Ave Extension CC1 2037	\$79,276	\$5,038	100%	Civil works completed. Maintenance Period.	In Service	Dec 31, 2022	Completed
Project 1.16.4	Airport Lighting, Visual Aids and Taxiway Rehabilitation CC1 3018	\$8,014,145	\$4,422,082.97	89%	After a brief Holiday break, this project is back in action as of February 1st. Many of the long lead items have been received by the contractor and are scheduled to be installed in February and March. Work being completed is the installation of the approach lights, the apron flood lights, and the wind socks. Runway edge lights will follow. Some items are still weather-dependent and will be completed later in the spring. Operational impacts will be intermittent with some short runway closures so the contractor can complete the installation of the lighting systems in critical approach path areas near the runway. Work will continue into the new year and prepare for commissioning the systems followed by flight checks with Nav Can and substantial completion by Spring 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.5	Waterfront Sewer Forcemain CC1 5002	\$428,800	\$183,233.10	100%	Project complete and now in Maintenance Period.	In Service	Dec 31, 2022	Completed
Project 1.16.6	Hwy 19A Sewer Upgrade - Twillingate to Barlow CC1 5037	\$2,162,813	\$1,777,143.00	95%	Work complete. Consultant continues to correct deficiencies with some minor change orders.	In Service	Dec 31, 2022	Completed
Project 1.16.7	Norm Wood Environmental Centre Upgrades CC1 5006	\$5,767,328	\$404,706.34	65%	Work on site has commenced and installation of new upgrades is underway on all items. A RFP for a SCADA programmer specialist has concluded and is underway for the modernization of the treatment requirements. A previously reported a request for an extension has been made due to one of the long lead items being identified by the supply chain vendors as not available due to high demand. The emergency power unit generator engine will be delayed by the manufacturer and efforts to expedite the order are being made by the project team. Impacts are still being determined, but much of the project is expected to remain on schedule. More information on this contemplated delay and its impacts will be provided as this develops.	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.8	2021 Sewer Main Rehabilitation CC1 5802	\$172,792	\$0	98%	Project is in Maintenance Period. Inspections will be completed by May 2023 at the contractor's request.	In Service	Dec 31, 2022	Completed
Project 1.16.9	Sewer Main Replacement - 2018 CC1 5020	\$11,853	\$0	100%	3 year maintenance period.	In Service	Dec 31, 2022	Completed
Project 1.16.10	2022 Sewermain Rehabilitation CC1 5803	\$977,500	\$849,315.34	95%	This project is substantially complete as of November 2022. Project is in Maintenance Period. 2023 Rehab program will begin project definition stage in February 2023 with Liquid Waste Services.	In Service	Dec 31, 2022	Completed
Project 1.16.11	6th Ave - Thulin Utility Renewal CC1 6501. Portion of the project is deferred per Council resolution 22-0155.	\$2,825,099	\$49,073.38	55%	This project has been publicly tendered and is finalizing the outcomes with a report to Council for the recommendation of award to the lowest compliant tenderer. Once an award is made, a pre-construction meeting will be held to finalize contract documents, schedules, permits, and a construction start date. A communication plan is already in place for this project and will update/inform the affected residents. Work will begin with the archaeological investigations under the HCA permit followed by the utility renewal work should there be no impacts. The project will be closing the road network along 6th ave and Thulin to local traffic only. Periodic lane closures are to be expected at the Island Hwy and 6th Avenue intersection during the critical tie-in work to install the underground utilities. Further detailed information about any traffic disruptions dates and timing will be shared via the communications manager or representatives once formalized.	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.12	Storm System Renewals CC1 6600	\$39,192	\$0	0%	Budget for this fiscal year has been allocated to storm sewer renewal portion of the 6th Avenue utility upgrades (CC1 6501). No other projects are active and require definition. Stakeholder to advise via 2023 Financial Planning.	Not Started	Dec 31, 2022	Some Disruption
Project 1.16.13	Nunns Creek/2nd Avenue Detention Pond (Quinsam) CC1 6504	\$25,000	\$0	5%	Project has been re-evaluated and work schedule has changed as part of the 2023 budget process.	Project Definition	Dec 31, 2022	Some Disruption

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.16.14	Watermain Renewal - Hilchey Road Part 2 (Galerno Rd to Hwy 19A) CC1 7803	\$650,601	\$126,530.11	85%	The remaining work for this project was delayed and is now ready to recommence in March. Some minor traffic delays are expected while this work is undertaken.	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.15	Erickson Road Renewal CC1 7804	\$100,000	\$16,978.50	5%	Strategic Priorities Fund Grant Application Submitted to the UBCM. The project is awaiting an announcement from Province. Anticipate a response by April 2023. Project definition to be determined.	Project Definition	Dec 31, 2022	Some Disruption
Project 1.16.16	Seagull Walkway Design - North CC1 6009 \$1,175,072 deferred to 2023 per Council resolution 22-0155	\$250,000	\$68,918.73	70%	Scope Change from Consultants due to expand scope to include Surface Works as per South system concept. DFO Project Authorization application process underway. Working with local F/N on habitat compensation opportunities Construction deferred to 2023. \$1,175,072 was deferred to 2023 per Council resolution 22-0155	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.17	#1 Fire Station Replacement - Public Engagement/Detail Design CC1 1006	\$100,000	\$2,437.50	20%	We have engaged a communications consultant and will be coming to Council Feb 9th with a communications plan for approval.	Implementation	Dec 31, 2022	Some Disruption
Project 1.16.18	Sportsplex Rehabilitation & Addition CC1 4080	\$4,651,659	\$4,344,061.39	100%	The project is complete and in Maintenance Period.	In Service	Dec 31, 2022	Completed
Project 1.16.19	Highway 19A - Lift Station 7 to Big Rock Boat Ramp CC1 8008/8009	\$437,516	\$208,804.48	100%	Project completed.	In Service	Dec 31, 2022	Completed
Project 1.17.1	Sewer Asset Registry CC1 5023	\$25,000	\$0	54%	Asset database cleanup has started under the OMS project. We are awaiting specific direction to ensure we are not missing things or doing things twice. The Operations Management Software project requires time to assess the quality of our data and will inform us as soon as possible. This project will need to be continued in the following year.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.2	Sewer Condition Assessment CC1 5030	\$55,000	\$48,420.08	45%	Sewer condition assessments have been ongoing all year with the flow monitoring program. Internally the focus has shifted to the Campbellton region. A review of the McElhane report is directing our inspections. This is a long-term project and will carry on in 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.3	City Wide Sewer Modelling Program CC1 5038	\$200,000	\$91,234.76	33%	The Request for proposal has been judged and a vendor selected. The kickoff meeting occurred last week and we are in the process of purchasing the licensing agreement for the InfoSWMM software.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.4	Lift Station #7 Pump and Controls Upgrade CC1 5033	\$186,093	\$163,495.81	100%	Project was successfully completed in early January 2023.	In Service	Dec 31, 2022	Completed
Project 1.17.5	NWEC Shower and Locker Room Renovation CC1 5034	\$105,672	\$94,296.07	87%	Progress has been seen, however, we still require fixtures and finishing. There is also engineering sign off and building inspections to be completed by the end of 2022.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.6	Lift Station #11 Biofilter Reconstruction CC1 5035	\$96,100	\$22,283.06	5%	A solution has been found where some required rehab work can be completed this year and we can push the complete rebuild out 3-5 years. Work is currently underway. Additional funding will be required, approximately \$50,000 which will be addressed in future budgets (2024 or 2025).	Delayed	Dec 31, 2022	Major Disruption
Project 1.17.7	Sewer Facility Renewal CC1 5024	\$200,000	\$1,740.00	90%	The site survey has been completed. We are waiting for the final condition assessment report and digital survey data. Liquid Waste Services staff is working with the vendor to polish the report.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.8	Campbellton Sewer Upgrade CC1 5040	\$250,000	\$0	10%	We are continuing to review data in this catchment and combining engineering reports with real time data. This process will take the rest of Q1 in 2023 to complete so we get a full indication of the wet weather I&I in the system. King tides and heavy rain may be a significant factor in flows and will definitely direct the focus of the repair work required.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.9	Meter Renewal CC1 8002	\$100,000	\$73,530.06	98%	Final 2022 meter order completed in mid-Dec 2022. Invoice is with Finance for processing. Once approved, 2022 capital meter project is considered complete.	In Service	Dec 31, 2022	Completed
Project 1.17.10	Quinsam Heights Integrated Storm Water Management Plan CC1 6508	\$200,000	\$9,693.90	5%	ISMP has been awarded to vendor. Implementation has started and the 18 month data collection process has begun.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.11	Downtown Storm Mitigation CC1 6502	\$300,000	\$83,554.47	100%	Construction complete. Project is in Maintenance Period	In Service	Dec 31, 2022	Completed

Plan Number	Description	Budget	Year to Date Spending	Progress	Last Update	Project Lifecycle Phase	End Date	Status
Project 1.17.12	2nd and 4th Ave Outfall Upgrades CC1 6506	\$75,000	\$5,253.00	50%	Funds from this project have been reallocated to emergency repairs to the existing storm water infrastructure. This includes. Rockland pond 8 emergency tree removal and cleaning (completed 15-10-2022). Rockland pond 10 emergency tree removal and cleaning (completed 15-10-2022). Dogwood pond emergency tree removal and cleaning (ongoing - further work is required in 2023). Vigar and Perkins back flowing ditch cleaning (completed 11-10-2022). McPhedran and Evergreen Emergency ditch clearing (Ongoing) We anticipate replacing several more culverts before the end of the year to completely use this budgeted amount. Some are known however once the rain does come, we will find others of high importance that are not flowing.	Implementation	Dec 31, 2022	Some Disruption
Project 1.17.13	Midport Rd Storm Drain Upgrade CC1 6507	\$20,000	\$0	50%	There continues to be development proposals in the area that will effect the proposed upgrade. Liquid Waste Services will continue to gather information and make decisions once a clear path forward can be found.	Delayed	Dec 31, 2022	Some Disruption
Project 1.17.17	Lift Station #4 - Slope Stabilization CC1 5041	\$656,795	\$0	0%	Slope stabilization and repairs for lift station #4.	Not Started	Dec 31, 2023	Status Pending
Project 1.18.1	Water Service Renewal CC1 7027	\$50,000	\$58,532.10	100%	Service renewal projects completed for 2022.	In Service	Dec 31, 2022	Completed
Project 1.18.2	John Hart Reservoir CC1 7047	\$98,230	\$0	70%	Land services has begun discussion with BC Hydro and BC Parks for land acquisition. Given the time estimate from BC Parks for land lease approval we have begun discussions with BC Hydro to put the entire reservoir on their land. Will carry forward into 2023.	Implementation	Dec 31, 2022	Some Disruption
Project 1.18.3	Water System Strategic Action Plan Update CC1 7049	\$150,000	\$16,657.90	50%	Koers continues to work on the Water Model Update. The project will need to be carried forward into 2023.	Implementation	Dec 31, 2022	Some Disruption