

PREPARED FOR: Council
FROM: Christopher Paine, Director of Financial Services
MEETING DATE: July 26, 2021
SUBJECT: Second Quarter Budget Report 2021

RECOMMENDATION(S)

THAT the report titled “Second Quarter Budget Report 2021”, authored by Christopher Paine, Director of Financial Services, dated July 26, 2021 be received.

EXECUTIVE SUMMARY OF REPORT

Overall the District is expected to finish the year within spending limits and without the use of contingency funding. Staff are currently forecasting a \$1.3M operating budget surplus (see Schedule B for details).

Underspending is forecasted to occur in most operating departments. Corporate Administration, Police Department, Building & Planning, and Water Utility underspending is largely due to staff vacancies that existed at the beginning of this year. Most of these vacancies have been filled and departments are operating at full staffing.

Revenues are forecasted to be \$5.6M short of budget. However \$5.3M of this is due to the Uplands Sewer Separation grant application being declined by the Provincial Government. Furthermore, revenues from the Parks, Recreation, and Culture (PRC) department are forecasted to exceed budget by approximately \$600,000. The PRC's net operating cost is forecasted to be \$6.6M which is \$1.8M greater than the budgeted 2019 net PRC operating cost.

This forecasted PRC budget surplus reduces the District's need to use the COVID-19 restart grant to offset PRC revenues losses by \$600,000. Besides these items, revenue forecasts are within 0.3% of budget.

All major capital projects and programs are forecasted to be within budget. The District is set to have another record breaking year for capital spending. Capital expenditures are forecasted to be \$10.4M which is approximately 50% of budget. Forecasted capital spending includes:

- Fire equipment (\$500,000)
- Municipal Hall Refurbish (\$1.2M)
- Storm Sewer Rehabilitation (\$875,000)
- Pavement Management (\$1.3M)
- Active Transportation & Transportation Safety Improvements (\$700,000)
- Public Works Vehicle & Equipment replacement \$1.8M)
- Sanitary Sewer infrastructure (\$725,000)
- Water infrastructure (\$1.2M)

Transfers to reserves are forecasted to exceed budget by approximately \$350,000 due to the Capital Regional District refund of the Trunk Sewer Capital Reserve Funds.

	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast %
Revenue	54.0M	35.3M	65.4%	48.2M	89.2%
Expenses	41.9M	18.1M	43.2%	39.0M	93.0%
Capital Expenditures	21.1M	4.1M	19.6%	10.4M	49.5%

BACKGROUND/HISTORIC CONTEXT

On May 10, 2021 Council approved the District's 2021-2025 Five Year Financial Plan which included funding for ongoing District operations, capital expenditures, and special initiatives to advance Council's Priorities. The District's financial and work planning processes provide for a second and third quarter budget report to support transparency. Council also receives preliminary full-year spending summaries during the subsequent year budget process and final financial reports with the audited financial statements.

On October 26, 2020, Council adopted the District's Department Budget Transfer policy. This policy requires the disclosure of budget transfers in specific situations. Schedule F has been prepared in accordance with this policy.

On June 29, 2020, Council adopted amendment's to the District's Sustainable Procurement Policy that required disclosure of any single payments, or contracts executed with a value over \$25,000. Schedules G and H meet this requirement. Note the reporting period for these schedules are October 1, 2020 - June 30, 2021 since they were last reported in quarter 3, 2020.

ANALYSIS

All operating department budgets are expected to be within budget. All major capital projects and programs are forecasted to be within budget. Some capital projects are expected to be completed under budget:

1. Fire department Emergency Generator: \$38,000 under budget, and
2. Public Works Vehicle & Equipment replacement: \$80,000 under budget.

The forecast also includes capital projects directed by Council subsequent to the budget being finalized:

1. Pickleball relocation: \$70,000 per Council direction from May 10, 2021, and
2. Carnarvon Park Tennis Court Resurfacing: \$89,000 per Council direction from July 12, 2021.

STRATEGIC PRIORITY SUPPORTED

Achieve sustainable service

FINANCIAL IMPACT

The District is forecasted to finish the year in a stronger net financial position than the Five-Year Financial Plan contemplated. This is due to the deferral of capital spending and the forecasted \$1.3M operating budget surplus.

	2021 Budget	2021 Forecast	Variance
Net financial position, beginning of year	\$ 47.7M	\$ 47.7M	\$-
Net transfers to (from) reserves	(9.1M)	(2.7M)	+6.4M
Net transfers to (from) surplus	-	1.3M	+1.3M
Net Financial expenditures, end of year	38.6M	46.3M	7.7M

IAP2 FRAMEWORK ENGAGEMENT

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

TIMELINE/PROCESS/NEXT STEPS

Council will receive a a third quarter budget variance report at the second regular Council meeting in October. Council will receive preliminary full year financial results during the 2022 budget deliberations and audited financial statements in spring of 2022. No financial plan bylaw amendments will be recommended by staff unless forecasted spending exceeds spending authority limits set by the bylaw.

OPTIONS

1. THAT the report titled "Second Quarter Budget Report 2021", authored by Christopher Paine, Director of Financial Services, dated July 26, 2021 be received.
2. Another direction as provided by Council.

Respectfully submitted,

Christopher Paine, Director of Financial Services

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

Lou Varela

Lou Varela, Chief Administrative Officer

ATTACHMENTS(S):

[Second Quarter Budget Forecast Schedules](#)

Schedule A – Consolidated Summary June 30, 2021

Revenue	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Property Value Taxes	\$ 28,469,200	\$ 28,473,785	100.0%	\$ 28,470,000	\$ 800	100.0%	
Boulevard Frontage Taxes	221,300	220,858	99.8%	220,858	(442)	99.8%	
Grant In Lieu of Taxes	53,300	-	0.0%	53,500	200	100.4%	Paid in July annually
1% Utility Revenue	221,700	154,994	69.9%	221,784	84	100.0%	Paid in July annually
Property Tax Penalties & Interest	167,800	27,405	16.3%	174,846	7,046	104.2%	Levied July 3
Grants (Operating)	3,050,900	41,950	1.4%	2,291,152	(759,749)	75.1%	Less use of COVID-19 restart grant
Grants (Capital)	6,923,700	881,953	12.7%	1,391,461	(5,532,239)	20.1%	Uplands Sewer Grant decision deferred
Developer Contributions	186,000	-	0.0%	186,000	-	100.0%	
Investment Income	562,500	273,604	48.6%	547,208	(15,292)	97.3%	
Miscellaneous Revenue	15,300	2,768	18.1%	7,000	(8,300)	45.8%	This revenue is often unpredictable
Municipal-Regional District Tax	150,000	21,069	14.0%	100,000	(50,000)	66.7%	Tied to Oak Bay Tourism spending
Facilities Dept. Revenue	396,200	181,796	45.9%	379,045	(17,155)	95.7%	
Finance Dept. Revenue	51,700	34,718	67.2%	51,239	(461)	99.1%	
Building & Planning Dept. Revenue	907,600	601,737	66.3%	922,450	14,850	101.6%	
Engineering Dept. Revenue	27,100	(7,846)	-29.0%	15,000	(12,100)	55.4%	This revenue is often unpredictable
Public Works Dept. Revenue	1,669,800	665,513	39.9%	1,665,000	(4,800)	99.7%	
Parks & Recreational Dept. Revenue	4,750,600	2,069,340	43.6%	5,393,348	642,748	113.5%	
Sewer Utility Fees	1,414,900	458,727	32.4%	1,396,000	(18,900)	98.7%	
Water Utility Fees	4,798,300	1,256,976	26.2%	4,711,000	(87,300)	98.2%	
Total Revenue	54,037,900	35,359,347	65.4%	48,196,890	(5,841,010)	89.2%	
Operating Expenses	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration	2,747,800	1,305,707	47.5%	2,417,981	329,819	88.0%	Mainly staff vacancies
Oak Bay Tourism	150,000	21,069	14.0%	100,000	50,000	66.7%	
Facilities	211,100	116,671	55.3%	182,382	28,718	86.4%	Unused maintenance budgets tsfr to reserve
Finance & IT	1,500,500	725,712	48.4%	1,455,819	44,681	97.0%	
Policing	5,475,400	2,442,151	44.6%	5,203,925	271,475	95.0%	
Fire Protection	4,884,500	2,394,955	49.0%	4,774,057	110,443	97.7%	
Building & Planning	1,099,800	402,854	36.6%	920,220	179,580	83.7%	
Engineering Services	1,451,100	644,434	44.4%	1,428,150	22,950	98.4%	
Public Works	3,825,600	1,616,663	42.3%	3,782,577	43,023	98.9%	
Parks and Recreation	12,113,400	5,583,726	46.1%	12,038,649	74,751	99.4%	
Library	1,128,300	561,537	49.8%	1,128,300	-	100.0%	
Sewer Utility	802,500	350,347	43.7%	763,260	39,240	95.1%	
Water Utility	3,700,700	1,537,552	41.5%	3,518,287	182,413	95.1%	
Fiscal	91,400	55,029	60.2%	82,200	9,200	89.9%	
Debt Interest	134,400	67,189	50.0%	134,378	23	100.0%	
Contingencies	478,200	24,489	5.1%	192,538	285,662	40.3%	
Major Crimes Contingency	805,000	-	0.0%	-	805,000	0.0%	
Special Initiatives	1,327,000	253,336	19.1%	871,189	455,812	65.7%	See Schedule D - Special Project Forecasts
Total Operating Expenses	41,926,700	18,103,423	43.2%	38,993,911	2,932,789	93.0%	
Add:							
Transfers from Reserves	16,936,500	4,252,901	25.1%	10,846,404	6,090,096	64.0%	
Deduct:							
Capital Expenditures	(21,110,600)	(4,149,198)	19.7%	(10,440,559)	(10,670,041)	49.5%	See Schedule E
Transfers to Reserves	(7,794,500)	(3,790,600)	48.6%	(8,140,665)	346,165	104.4%	Return of CRD Trunk sewer reserve
Debt Principal	(142,600)	-	0.0%	(142,594)	(6)	100.0%	
Total	\$ -	\$ 13,569,026		\$ 1,325,565	\$(1,325,565)		

Schedule B – Budget Surplus Summary June 30, 2021

(Excludes surplus funded operating expenses)

	Forecasted Variance	Comment
Property Tax Penalties & Interest	\$ 7,045.69	
Grants (Operating)	11,300	
Grants (Capital)	45,253	
Investment Income	(15,292)	
Miscellaneous Revenue	(8,300)	
Use of COVID-19 Restart Grant	(717,499)	
Parks, Recreation, and Culture	717,499	
Corporate Administration	329,819	Staff vacancies & other
Facilities	29,658	
Finance & IT	44,220	
Policing	271,475	Officer vacancies
Fire Protection	110,443	Apparatus bay lease deferred
Building & Planning	194,430	Staff vacancies & other
Engineering Services	10,850	
Public Works	38,223	
Sewer Utility	20,340	
Water Utility	95,113	
Fiscal	9,200	
Contingency (tax funded)	131,162	
Other	18,720	
Total Forecasted Budget Surplus	<u>\$ 1,343,659.97</u>	

Schedule C – Operating Budget Forecasts June 30, 2021

Operating Expenses	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Corporate Administration Operating Expenses:							
Council	\$ 158,000	\$ 66,599	42%	\$ 143,197	\$ 14,803	90.6%	Reduced travel expense forecasted
Corporate Administration	1,311,400	568,497	43%	1,150,988	160,412	87.8%	1.5 FTE vacancy Jan - May 2021
Human Resources	490,700	129,995	26%	353,691	137,009	72.1%	OH&S office vacancy until August, under utilized corporate training budget
Communications	154,900	80,673	52%	139,924	14,976	90.3%	Underutilized consulting forecasted
Risk Management	305,000	278,300	91%	379,272	(74,272)	124.4%	Forecasted legal expenditures oversubscribed
Grants & Fee for Service	176,100	142,544	81%	151,924	24,176	86.3%	
Events	105,000	19,152	18%	55,914	49,086	53.3%	Oak Bay Tea Party cancelled
Archives	46,700	19,949	43%	43,071	3,629	92.2%	
Total Corporate Administration Expenses:	\$ 2,747,800	\$ 1,305,707	48%	\$ 2,417,981	\$ 329,819	88.0%	
Oak Bay Tourism							
Oak Bay Tourism	150,000	\$ 21,069	14%	\$ 100,000	\$ 50,000	66.7%	
Total Oak Bay Tourism Expenses	\$ 150,000	\$ 21,069	14%	\$ 100,000	\$ 50,000	66.7%	
Administrative Facilities							
Maintenance - 1538 Monterey	\$ 5,000	\$ 328	7%	\$ 2,000	\$ 3,000	40.0%	Underspent maintenance budgets transferred to capital reserve
Maintenance - 1423 Hampshire	28,400	12,580	44%	23,500	4,900	82.7%	Underspent maintenance budgets transferred to capital reserve
Maintenance - 1531 Hampshire	5,000	388	8%	2,000	3,000	40.0%	Underspent maintenance budgets transferred to capital reserve
Maintenance - Tod House	7,500	2,420	32%	5,900	1,600	78.7%	Underspent maintenance budgets transferred to capital reserve
Maintenance - Municipal Hall	83,200	35,982	43%	79,008	4,192	95.0%	Underspent maintenance budgets transferred to capital reserve
Foreshore Lease	65,000	64,974	100%	64,974	26	100.0%	
Maintenance - Oak Bay Marina	17,000	-	0%	5,000	12,000	29.4%	Underspent maintenance budgets transferred to capital reserve
Transfers to Reserves for Facilities	51,500	-	0%	51,500	-	100.0%	
Transfers to Tod House Trust	12,200	-	0%	12,200	-	100.0%	
Transfers to Marina Reserve	16,800	8,400	50%	16,800	-	100.0%	
Total Administrative Facilities Expenses	\$ 291,600	\$ 125,071	43%	\$ 237,382	\$ 20,818	81.4%	
Finance & Information Technology Operating Expenses:							
Finance General	\$ 873,200	\$ 406,873	47%	\$ 848,627	\$ 24,573	97.2%	
Parking Enforcement	47,700	20,234	42%	47,133	567	98.8%	
Information Technology	579,600	298,605	52%	560,058	19,542	96.6%	
Total Finance & IT Operating Expenses:	\$ 1,500,500	\$ 725,712	48%	\$ 1,455,819	\$ 44,681	97.0%	
Police Department Operating Expenses							
Police Board	\$ 12,000	\$ 4,966	41%	\$ 10,000	\$ 2,000	83.3%	
Police Administration	577,100	282,383	49%	591,359	(14,259)	102.5%	
Protective Services	4,597,200	2,004,143	44%	4,318,032	279,168	93.9%	Office vacancies
Community Program	18,900	9,500	50%	18,900	-	100.0%	
Integrated Units	152,500	82,532	54%	150,804	1,696	98.9%	
Police Building Maintenance	60,200	24,390	41%	55,788	4,412	92.7%	
Vehicle Maintenance	57,500	34,237	60%	59,041	(1,541)	102.7%	
Transfer to reserve for Retirement	8,200	4,100	50%	8,200	-	100.0%	
Transfer to Capital Reserve	20,600	10,300	50%	20,600	-	100.0%	
Transfer to Major Crimes Reserve	82,400	41,200	50%	82,400	-	100.0%	
Transfer to Police Vehicle Reserve	46,400	23,200	50%	46,400	-	100.0%	
Total Police Department Operating Expenses	\$ 5,633,000	\$ 2,520,951	45%	\$ 5,361,525	\$ 271,475	95.2%	

Schedule C – Operating Budget Forecasts June 30, 2021 (Continued)

Operating Expenses	2020 Budget	2020 YTD	YTD %	2020 Forecast	Forecast Variance	Fore. %	Comment
Fire Department Operating Expenses							
Fire Administration	\$ 1,031,100	\$ 412,315	40%	\$ 800,257	\$ 230,843	77.6%	Dep. Chief vacancy + apparatus bay lease
Fire Fighting Force	3,468,800	1,834,946	53%	3,614,077	(145,277)	104.2%	Deputy Chief vacancy offset by Firefighter
Fire Hall	161,800	49,229	30%	154,100	7,700	95.2%	
Fire Vehicles & Equipment	89,000	46,489	52%	84,971	4,029	95.5%	
Emergency Program	133,800	51,976	39%	120,651	13,149	90.2%	
Total Fire Department Operating Expenses	\$ 4,884,500	\$ 2,394,955	49%	\$ 4,774,057	\$ 110,443	97.7%	
Building & Planning Operating Expenses							
Planning	\$ 532,000	\$ 195,087	37%	\$ 474,414	\$ 57,586	89.2%	
Inspections	246,000	117,314	48%	240,579	5,421	97.8%	
Bylaw Enforcement	192,100	44,761	23%	114,826	77,274	59.8%	Additional 0.5 FTE approved by Council 2021
Animal Control	88,900	45,692	51%	83,900	5,000	94.4%	
Heritage Commission	10,800	-	0%	6,500	4,300	60.2%	
Climate Action Grants & Rebates	30,000	-	0%	-	30,000	0.0%	Unspent funds transferred to Climate Reserve
Total Building & Planning Operating Expenses	\$ 1,099,800	\$ 402,854	37%	\$ 920,220	\$ 179,580	83.7%	
Engineering Services Operating Expense							
Engineering Administration	\$ 1,451,100	\$ 644,434	44%	\$ 1,428,150	\$ 22,950	98.4%	
Total Engineering Services Operating Expenses	\$ 1,451,100	\$ 644,434	44%	\$ 1,428,150	\$ 22,950	98.4%	
Public Works Operating Expense							
Yard & Building	\$ 209,600	\$ 96,409	46%	\$ 190,774	\$ 18,826	91.0%	
Safety Program	26,300	11,018	42%	29,338	(3,038)	111.6%	
Stores	126,800	63,006	50%	135,000	(8,200)	106.5%	
Road Repair	581,000	230,738	40%	493,000	88,000	84.9%	Surplus to fund drainage budget deficit
Drainage	473,100	268,002	57%	592,000	(118,900)	125.1%	Several major rainfall events 2021
Street Cleaning	116,300	29,427	25%	92,000	24,300	79.1%	
Leaf Pickup Program	211,800	10,935	5%	242,000	(30,200)	114.3%	
Snow Removal	85,800	47,941	56%	83,000	2,800	96.7%	
Noxious Weed Program	15,300	-	0%	12,000	3,300	78.4%	
Street Lighting	248,600	64,795	26%	204,000	44,600	82.1%	
Signs and Traffic Signals	204,300	82,877	41%	193,561	10,739	94.7%	
Solid Waste	1,498,100	695,877	46%	1,487,160	10,940	99.3%	
Other Public Works	28,600	15,639	55%	28,745	(145)	100.5%	
Total Public Works Operating Expenses	\$ 3,825,600	\$ 1,616,663	42%	\$ 3,782,577	\$ 43,023	98.9%	
Sewer Utility Operating Expense							
Sewer Administration	\$ 83,800	\$ 27,970	33%	\$ 79,697	\$ 4,103	95.1%	
Sewer Collection	403,300	155,816	39%	344,344	58,956	85.4%	
Repair Program	294,000	166,561	57%	327,220	(33,220)	111.3%	
Inflow & Infiltration	21,400	-	0%	12,000	9,400	56.1%	
Sewer Utility Operating Expenses	\$ 802,500	\$ 350,347	44%	\$ 763,260	\$ 39,240	95.1%	

Schedule C – Operating Budget Forecasts June 30, 2021 (Continued)

Operating Expenses	2020 Budget	2020 YTD	YTD %	2020 Forecast	Forecast Variance	Fore. %	Comment
Water Utility Operating Expense							
Administration	\$ 101,400	\$ 56,591	56%	\$ 116,026	\$ (14,626)	114.4%	
Maintenance	829,200	347,423	42%	728,270	100,930	87.8%	in process of filling vacant FTEs
Valve turning	141,400	-	0%	20,000	121,400	14.1%	in process of filling vacant FTEs
Backflow prevention	21,500	5,341	25%	16,900	4,600	78.6%	in process of filling vacant FTEs
Pumping	9,100	4,980	55%	10,000	(900)	109.9%	
Collection	189,100	53,262	28%	183,232	5,868	96.9%	
Safety program	32,600	8,625	26%	23,858	8,742	73.2%	
Water purchased	2,376,400	1,061,330	45%	2,420,000	(43,600)	101.8%	
Water Utility Operating Expenses	\$ 3,700,700	\$ 1,537,552	42%	\$ 3,518,287	\$ 182,413	95.1%	
Parks, Recreation & Culture Operating Expense							
Administration-r	\$ 2,193,200	\$ 1,034,643	47%	\$ 2,168,216	\$ 24,985	98.9%	
Building Maintenance-OBPR	2,491,200	1,194,717	48%	2,491,200	-	100.0%	
Henderson-e	909,800	343,644	38%	938,358	(28,558)	103.1%	
Henderson Fitness-e	266,900	102,756	38%	268,160	(1,260)	100.5%	
OBRC Fitness-e	280,900	120,921	43%	238,176	42,725	84.8%	
Aquatics-e	869,900	333,864	38%	865,805	4,095	99.5%	
Arena-e	228,400	96,297	42%	222,193	6,208	97.3%	
Food Services-e	158,000	61,207	39%	178,294	(20,294)	112.8%	
Indoor Sports Field-e	113,300	42,078	37%	118,032	(4,732)	104.2%	
Sailing-e	23,600	16,737	71%	29,562	(5,962)	125.3%	
Licensed Care-e	730,700	354,595	49%	691,282	39,419	94.6%	
Youth Centre-e	40,900	19,408	47%	58,460	(17,560)	142.9%	
Tennis-e	367,200	239,793	65%	442,273	(75,073)	120.4%	
Monterey Centre-e	818,000	308,720	38%	698,552	119,449	85.4%	
Par 3 Golf-e	212,400	80,522	38%	212,715	(315)	100.1%	
Cultural Events-e	48,500	19,968	41%	56,876	(8,376)	117.3%	
Invasive Species Removal	62,800	25,893	41%	62,800	-	100.0%	
Public Works-e	25,600	10,459	41%	25,600	-	100.0%	
Tree Cutting & Planting	600,600	272,917	45%	600,600	-	100.0%	
Benches	31,500	10,791	34%	31,500	-	100.0%	
Playgrounds	569,000	323,801	57%	569,000	-	100.0%	
Lawn & Garden	311,700	156,586	50%	311,700	-	100.0%	
Field Maintenance	215,900	126,842	59%	215,900	-	100.0%	
Boulevard Maintenance	286,000	178,579	62%	286,000	-	100.0%	
Small Buildings	223,300	103,590	46%	223,300	-	100.0%	
Leaf Clearing	34,100	4,397	13%	34,100	-	100.0%	
Total Parks, Recreation & Culture Operating Expenses	\$ 12,113,400	\$ 5,583,726	46%	\$ 12,038,649	\$ 74,751	99.4%	

Schedule D – Special Project Budget Forecasts June 30, 2021

	2021 Budget	2021 YTD	% Spent	2021 Forecast	Forecasted Variance	Fore. %	Comment
Diverse Housing							
Secondary Suite Study	\$ 23,600	\$ 7,625	32%	\$ 23,600	\$ -	100%	Final report to Council Q3
Infill Housing - Neighbourhoods	120,000	-	0%	60,000	60,000	50%	Project Charter approved, RFP June
Sustainable Service							
Sanitary Sewer Master Plan	232,200	50,141	22%	232,200	-	100%	Completion Q4
Emergency Plan	25,000	5,800	23%	19,000	6,000	76%	May be partially deferred to 2022
Pavement Condition Assessment	95,000	-	0%	-	95,000	0%	Grant dependent
Facilities Master Plan	50,000	37,000	74%	50,000	-	100%	On track for delivery Q2, 2022
Occupational Disability Claims Management	35,000	-	0%	25,000	10,000	71%	Discuss with OH&S Officer August
Asset Retirement Obligation Review	30,000	-	0%	15,000	15,000	50%	Assessing scope of project; due 2022
Service Excellence							
FOIPPA Training	7,800	-	0%	7,800	-	100%	Training planned Q3-Q4
Human Resource Plan Implementation	64,000	-	0%	24,000	40,000	38%	Some components deferred to 2022
Records Management	45,000	12,488	28%	32,488	12,513	72%	Work underway
Emergency Evacuation Plan	10,000	-	0%	10,000	-	100%	Project initiation Q4
Fire Master Plan	50,000	-	0%	50,000	-	100%	Completion Q4
Network Security Audit	30,000	-	0%	30,000	-	100%	Draft RFEOI prepared
Utility Billing Process Review	15,000	-	0%	15,000	-	100%	Draft RFEOI prepared
Parking Enforcement Services Review	10,000	-	0%	-	10,000	0%	May be deferred due to bylaw review
Quality of Life							
Marina Lease Negotiation	179,000	5,982	3%	103,000	76,000	58%	Negotiations expected through 2022
Deer Management	84,400	84,301	100%	84,301	99	100%	
Sea Level Rise Study	25,000	-	0%	-	25,000	0%	Earliest project initiation will be Q4
Community Health and Resilience							
Oak Bay High School Track Resurfacing Grant	50,000	50,000	100%	-	50,000	0%	SD61 reassessing capital costs
Urban Forest Management - Garry Oak Inventory	25,000	-	0%	20,000	5,000	80%	Project initiation Q3-Q4
CCAWG Recommendation - Coolkit Program	101,000	-	0%	69,800	31,200	69%	Phase 1 planning underway
CCAWG Recommendation - Recommendation #4	20,000	-	-	-	20,000	0%	Consultant selection Q4
Total Special Initiatives	\$ 1,327,000	\$ 253,336	19%	\$ 871,189	\$ 455,812	66%	

Schedule E – Capital Budget Forecasts June 30, 2021

Capital Expenditures - Corporate Administration	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Council Chambers Audio Equipment Upgrade (carry-over)	\$ 70,000	\$ 378	0.5%	\$ 69,000	\$ 1,000	98.6%	RFP awarded July
EDRM System	15,000	-	0.0%	15,000	-	100.0%	
Municipal Hall Shelving	60,000	300	0.5%	55,000	5,000	91.7%	Purchase Order issued
Total Capital Expenditures - Corporate Administration	\$ 145,000	\$ 678	0.5%	\$ 139,000	\$ 6,000	95.9%	

Capital Expenditures - Finance & IT	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Payroll Software	\$ 101,200	\$ 8,465	8.4%	87,912	\$ 13,288	86.9%	Majority of work complete; staff training underway
Development Tracker	68,000	13,511	100.0%	38,974	29,026	57.3%	Software purchased; implementation Q3-Q4
Network & Other IT Hardware	46,400	7,192	100.0%	45,000	1,400	97.0%	
PC Hardware Replacement	70,000	48,260	68.9%	68,000	2,000	97.1%	Bulk purchase complete; deployment Q3
Total Capital Expenditures - Finance & IT	\$ 285,600	\$ 77,428	27.1%	\$ 239,886	\$ 45,714	84.0%	

Capital Expenditures - Police Department	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Police Vehicle Replacement	\$ 74,500	\$ 6,001	8.1%	70,000	\$ 4,500	94.0%	
Police Computer Equipment Replacement	30,000	6,072	20.2%	25,000	5,000	83.3%	
Police Building Repairs	10,000	1,735	17.4%	25,000	(15,000)	250.0%	Emergency repairs men's washroom
Total Capital Expenditures - Police Department	\$ 114,500	\$ 13,808	12.1%	\$ 120,000	\$ (5,500)	104.8%	

Capital Expenditures - Fire Department	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Engine with Light rescue	\$ 1,300,000	\$ -	0.0%	\$ 1,000	\$ 1,299,000	0.1%	Specifications almost complete, Notice of Intent posted Q3
Fire Personal Protective Equipment	110,000	99,837	90.8%	110,000	-	100.0%	
Fire Hall Interior Painting	21,000	-	0.0%	-	21,000	0.0%	Complete December 2020; funding carried over in error
Emergency Generator	196,000	1,956	1.0%	158,000	38,000	80.6%	Tender awarded; results under budget
Site Prep: Portable Apparatus Bay	250,000	-	0.0%	150,000	100,000	60.0%	Unspent funds will be carried over for project continuation 2022
Emergency Program Vehicle Replacement	70,000	-	0.0%	55,000	15,000	78.6%	Tender awarded; vehicle will be received Q3 or Q4.
EOC Equipment & Training	8,800	8,838	100.4%	8,838	(38)	100.4%	Purchase complete
Emergency Support Services Equipment	25,000	24,555	98.2%	24,555	445	98.2%	Purchase complete
C-Can Based Training Prop	100,000	7,725	7.7%	50,000	50,000	50.0%	May request revised budget
Ladder Truck with Heavy Rescue	2,050,000	-	0.0%	10,000	2,040,000	0.5%	Aiming to have RFP/NOI issued Q4
Thermal Imaging Protective Equipment	66,000	-	0.0%	66,000	-	100.0%	Reviewing options, purchase expected Q4
Total Capital Expenditures - Fire Department	\$ 4,196,800	\$ 142,911	3.4%	\$ 633,393	\$ 3,563,407	15.1%	

Capital Expenditures - Engineering Services	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Facilities Capital Program							
Municipal Hall Refurbish	1,222,200	\$ 1,109,667	90.8%	1,183,000	39,200	96.8%	
Tod House Improvements	363,000	28,571	7.9%	28,571	334,429	7.9%	Deferred until 2022
Marina Structural Repairs	425,000	-	0.0%	-	425,000	0.0%	Unlikely to proceed due to lease negotiations underway
Work Order Management Infrastructure	25,000	-	0.0%	7,000	18,000	28.0%	Underspent funds will likely be carried forward
1538 Monterey Capital Repairs	35,000	-	0.0%	-	35,000	0.0%	Currently assessing repair requirements
Facilities Contingency	50,000	-	0.0%	-	50,000	0.0%	
Transportation Safety Improvements	500,000	207,822	41.6%	500,000	-	100.0%	Per Council program update March 2021
Pavement Management Program	1,346,000	361,616	26.9%	1,346,000	-	100.0%	
Storm Sewer Rehabilitation	605,000	184,584	30.5%	875,000	(270,000)	144.6%	Utilize new rehabilitation budget to fund additional replacement
Storm Sewer - New Assets	270,000	-	0.0%	-	270,000	0.0%	Deferred, used to fund current storm replacement
Uplands Sewer Separation	5,395,000	-	0.0%	-	5,395,000	0.0%	ICIP Grant decision expected Summer 2021
Active Transportation Program	200,000	-	0.0%	200,000	-	100.0%	Per Council program update March 2021
Electric Vehicle Stations	50,000	-	0.0%	45,000	5,000	90.0%	Hardware selected, electrical engineer engaged
McNeill Bay/McMicking Point Foreshore Erosion Mitigati	30,000	-	0.0%	30,000	-	100.0%	
Foreshore Infrastructure	50,000	-	0.0%	50,000	-	100.0%	
University Drive Connection Pathway	158,200	-	0.0%	126,000	32,200	79.6%	Construction complete
Total Capital Expenditures - Engineering Services	\$ 10,724,400	\$ 1,892,260	17.6%	\$ 4,390,571	\$ 6,333,829	40.9%	

Capital Expenditures - Public Works	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
#89 Parks dump box truck Replacement	\$ 65,000	\$ -	0.0%	65,000	\$ -	100.0%	Dump box insert to be purchased
#97 garbage truck Replacement	355,000	347,733	98.0%	355,000	-	100.0%	Complete
#18 Flat Deck Crane Truck Replacement	178,000	151,998	85.4%	151,998	26,002	85.4%	Complete
#10 Crew Van Replacement	100,000	-	0.0%	100,000	-	100.0%	Tendering Q3
#78 Crew Van Replacement	100,000	-	0.0%	100,000	-	100.0%	Tendering Q3
#96 Mower Replacement	40,000	-	0.0%	40,000	-	100.0%	Tendering Q3
#27a Medium Salt/Sand Spreader Replacement	28,000	10,443	37.3%	10,443	17,557	37.3%	Complete
#4 Front End Loader Replacement	225,000	185,110	82.3%	185,110	39,890	82.3%	Complete
#5 Single Axle Dump Replacement	140,000	-	0.0%	140,000	-	100.0%	Tendering Q3
#58 Flat Deck Replacement	110,000	96,672	87.9%	116,672	(6,672)	106.1%	Complete
#69 Parks Field Sweeper Replacement	60,000	56,785	94.6%	56,785	3,215	94.6%	Complete
#79 Parks Crew Pickup Truck Replacement	40,000	-	0.0%	40,000	-	100.0%	Tendered, ordered
Public Works Fencing	25,000	-	0.0%	25,000	-	100.0%	Quotes received
#70 Crew Van Replacement	57,300	-	0.0%	57,300	-	100.0%	Tendered, ordered
#31 Vac Leaf Machine Replacement	75,000	-	0.0%	75,000	-	100.0%	Tendering Q3
#26 Midsize Hydrovac Unit Replacement	120,000	-	0.0%	120,000	-	100.0%	Re-evaluating options
#50 Parks Small Tractor Replacement	140,000	-	0.0%	140,000	-	100.0%	Tendering Q3
Total Capital Expenditures - Public Works	\$ 1,858,300	\$ 848,741	45.7%	\$ 1,778,308	\$ 79,992	95.7%	

Schedule E – Capital Budget Forecasts June 30, 2021 (Continued)

Capital Expenditures - Sewer Utility	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Sewer Manholes	\$ 65,200	\$ 3,559	5.5%	65,200	\$ -	100.0%	
Sewer Main Rehabilitation	660,000	58,203	8.8%	660,000	-	100.0%	
Total Capital Expenditures - Sewer Utility	\$ 725,200	\$ 61,762	8.5%	\$ 725,200	\$ -	100.0%	

Capital Expenditures - Water Utility	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
Cross Connections	\$ 20,400	\$ 2,619	12.8%	10,000	\$ 10,400	49.0%	
Watermain Replacement	990,000	391,007	39.5%	943,662	46,338	95.3%	
Hydrants	51,000	97,388	191.0%	97,338	(46,338)	190.9%	
Other Repairs	12,200	-	0.0%	-	12,200	0.0%	
New Service Connections	132,600	57,605	43.4%	120,000	12,600	90.5%	
Water Distribution System Remote Monitoring Upgrade	80,000	-	0.0%	27,000	53,000	33.8%	Underspent project funds will be carried forward to next year
North Oak Bay Pump Station Consolidation & Water Mai	50,000	-	0.0%	50,000	-	100.0%	Consultant engaged
Water Distribution System Studies and Capital Projects	120,000	-	0.0%	120,000	-	100.0%	Consultant engaged
Total Capital Expenditures - Water Utility	\$ 1,456,200	\$ 548,619	37.7%	\$ 1,368,000	\$ 88,200	93.9%	

Capital Expenditures - Parks, Recreation & Culture	2021 Budget	2021 YTD	YTD %	2021 Forecast	Forecast Variance	Fore. %	Comment
OBRC Transformer Replacement	\$ 240,000	\$ 180,021	75.0%	226,372	\$ 13,628	94.3%	Project complete
Electronic Road Sign for Oak Bay Recreation Centre	30,000	-	0.0%	30,000	-	100.0%	Will be carried out Q3-Q4
OBRC Parking Lot Paving	350,000	267,506	76.4%	267,506	82,494	76.4%	Partially complete; Engineering determining creek remediation
Windsor Tennis Court Resurfacing/Repair	68,800	68,713	99.9%	68,713	87	99.9%	Project complete
Henderson Building Maintenance	25,000	1,310	5.2%	25,000	-	100.0%	Completion Q3-Q4
Monterey Building Maintenance	28,400	16,984	59.8%	28,400	-	100.0%	Work Underway
Software Acquisition	13,000	-	0.0%	13,000	-	100.0%	
Floor Scrubber Replacement	11,000	11,209	101.9%	11,209	(209)	101.9%	Project complete
OBRC Chiller	583,000	9,767	1.7%	20,000	563,000	3.4%	Tender awarded July 12 2021; worked to be completed Jul 2022
Henderson Equipment	8,000	-	0.0%	8,000	-	100.0%	Purchase will proceed Q3-Q4
Fitness Equipment	104,000	-	0.0%	104,000	-	100.0%	Purchase will proceed Q3-Q4
Anderson Hill Park Kiosk	8,400	-	0.0%	-	8,400	0.0%	Awaiting First Nations consultation
Lafayette Park Irrigation	7,000	-	0.0%	7,000	-	100.0%	Purchase will proceed Q3-Q4
Cattle Point Maritime Meadow Protective Fencing	40,000	-	0.0%	40,000	-	100.0%	Construction expected Q3
Sportsview lounge equipment	18,000	562	3.1%	18,000	-	100.0%	Completion Q3-Q4
Public Art	20,000	-	0.0%	20,000	-	100.0%	
Capital Contingency	50,000	-	0.0%	-	50,000	0.0%	
Pickleball Relocation	-	-	n/a	70,000	(70,000)	n/a	per May 10 Council meeting; completion July 2022
Camarvon Park Tennis Court Resurfacing	-	-	n/a	89,000	(89,000)	n/a	per July 12, 2021 Council meeting
Total Capital Expenditures - Parks, Recreation & Culture	\$ 1,604,600	\$ 556,073	34.7%	\$ 1,046,200	\$ 558,400	65.2%	

Schedule F – Second Quarter Budget Transfers June 30, 2021

Description	Amount	Comment
Police Building repairs	+\$15,000	Emergency repairs are necessary to the men's washroom. Generally budget transfers between capital and operating budgets are not permitted per the District's Department Budget Transfer policy but the Police department is exempt from this policy. This transfer is appropriate given that the Police department is forecasting an operating budget surplus.
Protective services operating budget	-\$15,000	
Storm Sewer – New Assets	-\$270,000	Storm installation on Victoria Avenue is no longer feasible in the current year given capacity issues downstream. Staff will therefore use this budget to proceed with storm sewer rehabilitation elsewhere in the current year.
Storm Sewer – Rehabilitation	+\$270,000	
Watermain replacement	-\$46,400	Utilization of watermain budget to fund expanded water hydrant replacement program in 2021
Water hydrant replacement	+\$46,400	
Pickleball Relocation	+\$70,000	Per May 10 Council meeting. No current year budget funding has been identified however Council approved accumulated surplus as the funding source. The District is not expected to exceed its capital expenditure nor transfer from accumulated surplus bylaw expenditure limits in 2021.
Carnarvon Park Tennis Court Resurfacing	+\$89,000	Per July 12 Council meeting. No current year budget funding has been identified however Council approved the capital works reserve as the funding source. The District is not expected to exceed its capital expenditure nor transfer from capital works reserve bylaw expenditure limits in 2021. Furthermore, the District received an additional \$350,115 contribution to its capital works reserve as a result of the CRD sewer trunk capital reserve refund.

Schedule G – Single Payments over \$25,000 Oct 1, 2020 – Jun 30, 2021

Supplier	Pay Date	Pay Amount	Comment
A R MOWER & SUPPLY LTD	9-Oct-20	70,176.96	Giant Leaf Vac machine
ALPHA ROOFING AND SHEET M	8-Oct-20	39,937.94	OBRC Pool Roof contract progress payment
AON CANADA INC	23-Dec-20	193,605.00	Property insurance
ARAL CONSTRUCTION (2014)	26-May-21	121,431.86	Municipal Hall refurbish project progress payment
ARAL CONSTRUCTION (2014)	9-Jun-21	82,950.21	Municipal Hall refurbish project progress payment
ASSOCIATED FIRE SAFETY	18-Feb-21	77,482.55	Turn out gear
B.C. HYDRO AND POWER AUTH	23-Dec-20	31,656.54	Hydro, various locations
B.C. HYDRO AND POWER AUTH	17-Mar-21	33,055.02	Hydro, various locations
B.C. HYDRO AND POWER AUTH	22-Apr-21	32,931.66	Hydro, various locations
BC TRANSIT	23-Oct-20	35,239.11	Hydro, various locations
BRANDT TRACTOR LTD	8-Mar-21	193,760.00	Tender PW13-2020 #4 Front End Loader
C3 MAINLINE INSPECTIONS I	24-Feb-21	53,317.07	Sanitary Sewer CCTV services
C3 MAINLINE INSPECTIONS I	8-Apr-21	55,755.65	Sanitary and Storm Sewer CCTV services
C3 MAINLINE INSPECTIONS I	14-May-21	56,436.81	Storm Sewer CCTV and flushing
C3 MAINLINE INSPECTIONS I	30-Jun-21	27,707.25	Storm Sewer CCTV services
CAPITAL REGIONAL DISTRICT	9-Oct-20	328,923.74	Bulk water consumption
CAPITAL REGIONAL DISTRICT	16-Oct-20	239,223.98	Bulk water consumption
CAPITAL REGIONAL DISTRICT	10-Dec-20	106,735.82	Bulk water consumption
CAPITAL REGIONAL DISTRICT	14-Jan-21	101,686.81	Bulk water consumption
CAPITAL REGIONAL DISTRICT	1-Feb-21	124,311.59	Bulk water consumption
CAPITAL REGIONAL DISTRICT	18-Feb-21	99,719.60	Bulk water consumption
CAPITAL REGIONAL DISTRICT	19-Mar-21	111,235.75	Bulk water consumption
CAPITAL REGIONAL DISTRICT	22-Apr-21	106,413.71	Bulk water consumption
CAPITAL REGIONAL DISTRICT	19-May-21	162,494.77	Bulk water consumption
CAPITAL REGIONAL DISTRICT	16-Jun-21	252,949.85	Bulk water consumption
CAPITAL REGIONAL DISTRICT	18-Jun-21	67,188.75	MFA issue #80 debt interest payment
CITY OF VICTORIA	20-Jan-21	95,705.06	Policing Integrated units and other
DON MANN EXCAVATING LTD	27-Nov-20	147,562.27	Kings Rd. storm drain project
DON MANN EXCAVATING LTD	23-Dec-20	128,275.16	Kings Rd. storm drain project
DON MANN EXCAVATING LTD	20-Jan-21	90,685.21	Kings Rd. storm drain project
DON MANN EXCAVATING LTD	4-Mar-21	41,564.73	Kings Rd. storm drain project
DON MANN EXCAVATING LTD	26-May-21	45,643.50	Kings Rd. storm drain project
E H EMERY ELECTRIC LTD	17-Mar-21	43,826.72	Municipal Hall refurbish project

Schedule G – Single Payments over \$25,000 Oct 1, 2020 – Jun 30, 2021
(Continued)

Supplier	Pay Date	Pay Amount	Comment
E-COMM EMERGENCY COMMUNIC	26-Oct-20	76,629.00	Police 4th quarter dispatch levy
E-COMM EMERGENCY COMMUNIC	1-Feb-21	78,109.50	Police 1st quarter dispatch levy
E-COMM EMERGENCY COMMUNIC	15-Apr-21	78,109.50	Police 2nd quarter dispatch levy
E-COMM EMERGENCY COMMUNIC	25-Jun-21	78,109.50	Police 3rd quarter dispatch levy
EMTERRA ENVIRONMENTAL	22-Oct-20	46,714.81	Organics collection and solid waste tipping fees
EMTERRA ENVIRONMENTAL	2-Nov-20	38,933.01	Organics collection and solid waste tipping fees
EMTERRA ENVIRONMENTAL	9-Nov-20	56,536.92	Organics collection and solid waste tipping fees
EMTERRA ENVIRONMENTAL	16-Dec-20	39,709.53	Organics collection and solid waste tipping fees
EMTERRA ENVIRONMENTAL	11-Jan-21	47,257.59	Organics collection and solid waste tipping fees
EXPRESS CUSTOM TRAILER	3-Dec-20	38,698.24	Public works equipment
GFL ENVIRONMENTAL INC	8-Mar-21	32,043.17	Organics collection
GFL ENVIRONMENTAL INC	15-Mar-21	30,944.55	Organics collection
GFL ENVIRONMENTAL INC	26-Apr-21	31,256.61	Organics collection
GFL ENVIRONMENTAL INC	31-May-21	35,121.47	Organics collection
GFL ENVIRONMENTAL INC	21-Jun-21	26,661.19	Organics collection
GR. VICTORIA PUBLIC LIBRA	30-Oct-20	99,780.00	Library contribution
GR. VICTORIA PUBLIC LIBRA	18-Dec-20	199,560.00	Library contribution
GR. VICTORIA PUBLIC LIBRA	1-Feb-21	99,780.00	Library contribution
GR. VICTORIA PUBLIC LIBRA	24-Feb-21	99,780.00	Library contribution
GR. VICTORIA PUBLIC LIBRA	19-Mar-21	99,780.00	Library contribution
GR. VICTORIA PUBLIC LIBRA	31-May-21	199,560.00	Library contribution
GREATER VICTORIA LABOUR RELATIONS ASSOCIATION	14-May-21	31,696.00	Membership fees, GVLRA
HOULE ELECTRIC LTD.	8-Mar-21	151,133.85	OBRC outdoor substation replacement
ICONIX WATERWORKS LP	26-Feb-21	34,711.00	Various water and sewer utility job inventory
ICONIX WATERWORKS LP	19-May-21	45,754.42	Various water and sewer utility job inventory
INSURANCE CORPORATION OF	11-Dec-20	117,352.00	Vehicle insurance

Schedule G – Single Payments over \$25,000 Oct 1, 2020 – Jun 30, 2021
(Continued)

Supplier	Pay Date	Pay Amount	Comment
ISLAND ASPHALT COMPANY	14-Oct-20	102,649.12	Various paving
ISLAND ASPHALT COMPANY	22-Oct-20	313,535.25	Various paving
ISLAND ASPHALT COMPANY	3-Dec-20	637,887.32	Various paving
ISLAND ASPHALT COMPANY	31-May-21	324,227.55	Various paving
ISLAND ASPHALT COMPANY	25-Jun-21	251,260.54	Various paving including OBRC parking lot
J.E. ANDERSON & ASSOCIATE	17-Mar-21	25,215.75	Sewer, Storm, active transportation, transportation safety improvement consulting
METRO MOTORS LTD.	23-Dec-20	91,126.56	Purchase of 2020 For F550 #59 Service Box Truck
METRO MOTORS LTD.	8-Apr-21	159,100.48	Purchase of 2021 Ford F750 #18 Flat Deck Crane Truck
MINISTER OF FINANCE	18-Nov-20	68,222.72	Foreshore lease
MUNICIPAL INSURANCE ASSOC	20-Jan-21	155,690.00	General liability insurance
NORTH GLASS & ALUMINUM LT	24-Jun-21	29,295.00	Municipal Hall refurbish, storefront partition
NORTHRIDGE EXCAVATING LTD	26-Apr-21	44,463.84	J35 Excavator rental various storm drain jobs
NORTHRIDGE EXCAVATING LTD	25-Jun-21	27,167.72	Backhoe/Truck services various jobs
PACIFIC BLUE CROSS	6-Oct-20	55,803.91	Staff extended health and dental benefits
PACIFIC BLUE CROSS	6-Nov-20	55,648.76	Staff extended health and dental benefits
PACIFIC BLUE CROSS	8-Dec-20	57,324.60	Staff extended health and dental benefits
PACIFIC BLUE CROSS	26-May-21	56,395.40	Staff extended health and dental benefits
PACIFIC BLUE CROSS	9-Jun-21	58,479.30	Staff extended health and dental benefits
PERFECTMIND INC	24-Jun-21	75,600.00	Software licensing OBRC accounting software
PRAIRIE COAST EQUIPMENT	9-Apr-21	59,438.40	Towable turf maintenance machine unit #69
REACTION DISTRIBUTING INC	26-Nov-20	107,524.20	T-300 compactors units #84 and 84A
RECEIVER GENERAL FOR CANADA - RCMP E DIVISION	3-Dec-20	59,496.00	Vancouver Island Major Crime Unit
ROLLINS MACHINERY LTD	20-Oct-20	270,968.32	Street sweeper
ROLLINS MACHINERY LTD	9-Jun-21	363,978.00	Garbage truck replacement
ROPER GREYELL LLP	7-May-21	25,000.64	Confidential

Schedule G – Single Payments over \$25,000 Oct 1, 2020 – Jun 30, 2021
(Continued)

Supplier	Pay Date	Pay Amount	Comment
SAANICH THE CORPORATION OF THE DISTRICT OF	23-Oct-20	67,254.06	Oak Bay/Saanich Police services agreement and fire dispatch services
SAANICH THE CORPORATION OF THE DISTRICT OF	6-Nov-20	59,879.06	Oak Bay/Saanich Police services agreement and Domestic Violence Unit integrated policing unit billing
SAANICH THE CORPORATION OF THE DISTRICT OF	3-Dec-20	28,031.00	Fire dispatch locution
SAANICH THE CORPORATION OF THE DISTRICT OF	18-Dec-20	34,104.06	Oak Bay/Saanich Police services agreement
SAANICH THE CORPORATION OF THE DISTRICT OF	20-Jan-21	77,654.31	Fire dispatch and police assistance
SAANICH THE CORPORATION OF THE DISTRICT OF	18-Feb-21	34,104.06	Oak Bay/Saanich Police services agreement
SAANICH THE CORPORATION OF THE DISTRICT OF	17-Mar-21	34,104.06	Oak Bay/Saanich Police services agreement
SAANICH THE CORPORATION OF THE DISTRICT OF	27-Apr-21	68,414.31	Oak Bay/Saanich Police services agreement and fire dispatch services
SAANICH THE CORPORATION OF THE DISTRICT OF	19-May-21	34,104.06	Oak Bay/Saanich Police services agreement
SAANICH THE CORPORATION OF THE DISTRICT OF	24-Jun-21	34,104.06	Oak Bay/Saanich Police services agreement
SEA TO SKY NETWORK SOLUTI	9-Nov-20	88,947.50	Managed IT services, software licensing, IT hardware replacement and PC Replacement Plan purchases
SEA TO SKY NETWORK SOLUTI	11-Jan-21	28,747.16	Software licensing and PC Replacement Plan purchase
SEA TO SKY NETWORK SOLUTI	19-May-21	49,862.59	Managed IT services, software licensing, PC Replacement Plan purchases, and Municipal Hall refurbished support
SEA TO SKY NETWORK SOLUTI	25-Jun-21	40,253.84	PC Replacement Plan purchases, Managed IT services, software licensing
SOUTH ISLAND PROSPERITY P	15-Jun-21	44,024.00	Economic development membership fees
STEWART MCDANNOLD STUART	19-May-21	25,167.01	Confidential
SUBURBAN MOTORS	26-Apr-21	40,827.63	2021 For F-250 super duty #58
SUBURBAN MOTORS	25-Jun-21	60,476.64	F550 flat desk ruck per tender OBPW11-2020
UNIVERSITY OF VICTORIA	7-Jan-21	68,138.00	BC Active Transportation grant flow through
URBAN WILDLIFE STEWARDSHI	1-Feb-21	42,150.00	Deer management program
URBAN WILDLIFE STEWARDSHI	15-Apr-21	42,151.00	Deer management program
VICTORIA PLAYCO INSTALLAT	16-Jun-21	72,137.77	Windsor Park court resurfacing
WILSON & PROCTOR LTD.	23-Oct-20	42,982.34	Major equipment repair

Schedule G – Single Payments over \$25,000 Oct 1, 2020 – Jun 30, 2021
(Continued)

Supplier	Pay Date	Pay Amount	Comment
WORKERS COMPENSATION BOARD	16-Oct-20	128,138.66	Insurance premiums
WORKERS COMPENSATION BOARD	14-Jan-21	108,544.06	Insurance premiums
WORKERS COMPENSATION BOARD	19-Apr-21	164,520.15	Insurance premiums

Schedule G – Contracts with Value over \$25,000 executed Oct 1, 2020 – Jun 30, 2021

Contractor	Approximate Value*	Description
0869926 BC Ltd DBA Richardson Sport Inc	\$29,200	Recreation programming
Aral Construction	\$470,000	Municipal Hall/Granite room renovation
Capital Regional District	\$2,621,261	For the operating costs of the District's core area liquid waste treatment be recovered by way of agreement effective 2021. See November 9, 2021, Council meeting.
Don Mann Excavating Ltd	\$420,000	Kings Road Storm Sewer Replacement – Construction Contract
Eli Pasquale Group Inc	\$35,000	Recreation programming
Elisco Enterprises Inc	\$34,800	Recreation programming
GeoAdvice Engineering Inc	\$136,000	Sanitary Sewer Master Plan
GeoAdvice Engineering Inc	\$37,000	Orchard/Newport Storm Catchment Model and Report
GFL Environmental	\$1,386,400	Organics Receiving and Processing
Houle Electric	\$176,895	Replace transformer/substation at Oak Bay Recreation Centre
ISL Engineering and Land Services	\$92,000	Hampshire Water Main Replacement – Design and Construction Services
KWL Associates Ltd.	\$101,000	2021 Utility Capital Project Design
Music Together Victoria	\$60,100	Recreation programming
Teresa Vivian	\$30,600	Recreation programming
Perfectmind Inc	\$378,000	Recreation software 5-year licensing agreement
Victoria Animal Control Services	\$252,070	Animal control services