DISTRICT OF OAK BAY

PREPARED FOR: Council
FROM: Rianna Lachance, Director of Finance and Asset Management and Dawn Christenson, Deputy Director of Financial Services
MEETING DATE: October 27, 2025
SUBJECT: 2025 Third Quarter Budget Variance Report

RECOMMENDATION(S)

THAT the report titled “2025 Third Quarter Budget Variance Report”, authored by Rianna Lachance, Director of Financial Services and Asset Management, dated October 27, 2025, be received.

PURPOSE OF REPORT

The attached Third Quarter Budget Variance Report outlines the differences between actual results and the Council-approved financial plan for both operating and capital budgets.

BACKGROUND/HISTORIC CONTEXT

On May 13, 2025, Council approved the District’s 2025–2029 Five Year Financial Plan, which allocated funding for ongoing operations, capital projects, and strategic initiatives aligned with Council Priorities. The 2025-2029 Five Year Financial Plan was later amended by Council on July 14, 2025 (Bylaw No.4915) as housekeeping to reflect subsequent budget amendments directed by Council.

As part of the District’s commitment to transparency and fiscal accountability, quarterly budget variance reports are prepared to monitor financial performance and progress against the approved plan throughout the year.

This report includes year-to-date actuals and updated forecasts for the full year. It's important to note that the percentage of budget spent by the end of the third quarter will vary across departments and services. These variances are influenced by factors such as the timing of planned expenditures, seasonal activities, and the processing of transactions. For example, the Snow and Ice Control function may show lower progress against budget by Q3, as most costs are expected in the winter months during Q4.

The forecasts prepared by staff provide updated estimates of how services are expected to perform financially over the full year, based on information available up to the end of the third quarter. These forecasts are informed by several key factors, including prior year results, actual versus planned changes in service activity, and an assessment of service levels and any associated funding impacts. This approach ensures a more accurate projection of year-end financial performance and helps identify any emerging financial risks or opportunities.

LEGISLATIVE REQUIREMENTS

Section 165 of the Community Charter requires municipalities to adopt a five-year financial plan by bylaw each year, which acts as the legal limit for spending.

Section 173 of the Community Charter states that spending beyond the approved budget is not allowed unless Council authorizes it through amendment or in emergencies. The Chief Financial Officer's role is to ensure the organization complies with legislation.

This variance report ensures financial accountability by highlighting differences between actual results and the approved financial plan, supporting timely adjustments if needed.

ANALYSIS

Overall, the District is forecasted to remain within its approved spending limits for the year. Table 1 below provides second quarter budget variances at a summary level.

Generally, through 2025, the District has experienced a more challenging procurement environment characterized by in some cases rising costs, reduced supply, and pricing uncertainty. This is not yet resulting in adjustments to scope or budget; however it is affecting staff time and driving increased procurement activity when compared to the previous year. These increases, driven by global supply chain issues, inflation, and higher import tariffs, raise the cost of goods and services, placing pressure on budgets and potentially reducing the number or value of contracts that can be awarded within the approved financial plan. Price volatility from tariffs also complicates cost forecasting.

Table 1 summarizes second quarter budget variances at a summary level with explanations on variance below and in the attached schedules.

Table 1: Third Quarter Budget Variance Summary (in $M'S)

	2025 Budget	2025 YTD	YTD Variance	2025 Forecast	Forecast Variance
Revenue	75.5	60.2	80%	75.5	100%
Expenses	60.7	38.0	63%	54.1	89%
Difference	**14.8**	**22.2**		**21.4**	
Add: Transfer from Reserves	50.5	0.0		23.9	47%
Add: Debt Proceeds	6.6	0.0		3.3	51%
Less: Capital Expenditures	57.6	29.6	51%	31.3	54%
Less: Transfer to reserve	14.3	0.0		14.6	102%
Total Surplus	**-**	**-$ 7.4**		**$ 2.7**	

The year end forecast is anticipated to be approximately $2.7 million operating surplus for the year. This equates to 4.4% of operating expenses within a reasonable variance range +/-5% of plan. The projected underspending spans several operating departments and is primarily attributed to initiatives that have not yet commenced or are now expected to be completed in 2026 as well as due to salary variances resulting from labour vacancies that naturally occur over the course of the year.

Additionally, the anticipated capital plan variance is $26.3 million. The variance is primarily attributable to multi-year projects which are anticipated to span into future years and, if unspent, are carried forward to future years.

The following Schedules are attached for information:

Schedule A - *Consolidated Financial Plan Variance Forecast*
Schedule B - *Operating Expenses by Department Variance Forecast*
Schedule C - *Capital Expenditures by Department Variance Forecast*
Schedule D - *Council Priority Projects & Special Initiatives Variance Forecast*

ADVISORY BODY
N/A

WORKPLAN IMPACT
As part of the annual priority setting and work planning cycle, departments regularly assess progress against established goals to ensure alignment with organizational objectives. At this time, forecasts remain on track, and there are no material changes impacting departmental work plans. Departments continue to monitor deliverables and timelines, and no updates to Council are required at this stage.

FINANCIAL IMPACT
This report includes a forecasted variance that may change as updated information becomes available in the fourth quarter.

At year-end, and as part of the annual financial planning process, any resulting surplus or deficit will be managed in accordance with the District's Reserves and Surplus Policy.

Surpluses or deficits reflect variances in business activity from the original plan. Each year, work plans are reviewed and adjusted to reflect these experiences. Variances of this nature are anticipated within the normal course of business, and the current degree of variance is considered reasonable and within expected thresholds.

COUNCIL PRIORITY SUPPORTED
Operational/Not Applicable

IAP2 FRAMEWORK ENGAGEMENT
☒ **INFORM** ☐ **CONSULT** ☐ **INVOLVE** ☐ **COLLABORATE**

TIMELINE/PROCESS/NEXT STEPS
Council will receive the fourth quarter financial results as part of the draft 2026–2030 Financial Plan, and again in the audited financial statements to be presented in spring 2026.

Respectfully submitted,

Rianna Lachance, Director of Finance and Asset Management
Dawn Christenson, Deputy Director of Financial Services

With respect to the Financial Impact described in this report, I concur with the staff recommendation.

Rianna Lachance

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Rianna Lachance, Director of Finance and Asset Management

Reviewed and approved by the Acting Director of Corporate Services.

C. Anderson

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C. Anderson, Acting Director of Corporate Services

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

Michelle Hunt

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Michelle Hunt, Chief Administrative Officer

ATTACHMENTS(S):

A_2025 Q3 Variance Report - Consolidated

B_2025 Q3 Variance Report - Dept OpEx

C_2025 Q3 Variance Report - Capital

D_2025 Q3 Variance Report- Special Initiatives

District of Oak Bay

Consolidated Financial Plan Variance Forecast

For Quarter ended September 30, 2025

Quarterly Variance Report - Schedule A

Threshold for variance +/- $50,000 and 5%

	2025 Budget (Amended*)	2025 YTD Actual and Committed	YTD Variance %	2025 Forecast	Forecast Variance	Forecast Variance %	Comments + Favorable variance − Unfavorable variance
Revenue							
Property Value Taxes	40,303,147	40,294,603	100%	40,294,603	- 8,544	100%	
Boulevard Frontage Taxes	289,872	289,956	100%	289,956	84	100%	
Grants in Lieu of Taxes	75,000	-	0%	75,000	-	100%	
1% Utility Revenue	232,170	231,037	100%	231,038	- 1,132	100%	
Property Tax Penalties & Interest	273,000	257,523	94%	272,523	- 477	100%	
Grants (Operating)	397,500	350,495	88%	385,895	- 11,605	97%	
Grants (Capital)	6,536,666	106,593	2%	6,340,066	- 196,600	97%	− Dependant on capital projects timing
Investment Income	2,250,000	1,137,188	51%	2,100,188	- 149,812	93%	− Interest rates decline 0.5% for last quarter
Miscellaneous Revenue	11,100	238,539	2149%	238,539	227,439	2149%	+ Energy rebates on completed 2024 project
Municipal-Regional District Tax	250,000	114,931	46%	250,000	-	100%	
Facilities Dept. Revenue	358,980	207,029	58%	360,036	1,056	100%	
Finance Dept. Revenue	60,250	47,559	79%	55,219	- 5,031	92%	
Building & Planning Dept. Revenue	1,409,000	1,526,180	108%	1,405,930	- 3,070	100%	Forecast excludes fees for multi-year applications
Engineering Dept. Revenue	10,000	9,249	92%	11,749	1,749	117%	
Public Works Dept. Revenue	2,099,635	1,394,714	66%	2,092,114	- 7,521	100%	
Sewer Utility Fees	4,890,250	3,038,508	62%	4,798,727	- 91,523	98%	
Water Utility Fees	6,490,582	3,599,553	55%	6,411,480	- 79,102	99%	
Parks & Recreational Dept. Revenue	9,600,704	4,862,202	51%	9,886,589	285,885	103%	
Revenue Total	**75,537,856**	**57,705,858**	**76%**	**75,499,652**	**- 38,204**	**100%**	
Operating expenses							
Corporate Administration	4,226,423	2,633,592	62%	3,856,004	370,419	91%	+ Staffing vacancies
Facilities	392,920	287,154	73%	389,043	3,877	99%	
Building & Planning	3,821,237	1,967,348	51%	2,695,256	1,125,981	71%	+ Staffing vacancies
Finance & IT	2,385,969	1,584,506	66%	2,421,362	- 35,393	101%	
Fire Protection	5,904,029	4,376,022	74%	4,967,667	936,362	84%	+ Staffing vacancies
Policing	6,788,300	4,544,325	67%	6,811,925	- 23,625	100%	
Engineering & Public Works	7,193,626	4,123,990	57%	5,674,181	1,519,445	79%	+ Staffing vacancies
Sewer Utility	4,306,402	3,351,036	78%	3,545,111	761,291	82%	+ Staffing vacancies
Water Utility	4,704,742	2,730,155	58%	4,057,518	647,224	86%	+ Staffing vacancies
Parks & Recreation	16,177,553	11,046,137	68%	15,856,557	320,996	98%	+ Staffing vacancies
Oak Bay Tourism	250,000	131,509	53%	250,000	-	100%	
Library	1,309,570	982,177	75%	1,309,570	-	100%	
Fiscal	186,500	170,899	92%	239,064	- 52,564	128%	− Loss on disposal of assets
Contingencies	2,091,562	99,587	5%	2,091,146	416	100%	
Major Crimes Contingency	965,380	-	0%	-	965,380	0%	+ Estimate/placeholder budget, variance expected
Operating expenses Total	**60,704,213**	**38,028,437**	**63%**	**54,164,404**	**6,539,809**	**89%**	
Add							
Transfers from reserves	50,456,951	-	0%	23,902,727	- 26,554,224	47%	+ Based on forecast expenditures
Debt Proceeds	6,600,000	-	0%	3,383,713	- 3,216,287	51%	+ Based on forecast expenditures
	57,056,951	**-**	**0%**	**27,286,440**	**- 29,770,511**	**48%**	
Deduct							
Capital Expenditures	- 57,574,931	- 29,626,669	51%	- 31,273,321	- 26,301,610	54%	+ Based on forecast capital expenditures
Transfers to Reserves	- 14,315,663	1,114	0%	- 14,549,863	234,200	102%	+ Based on planned transfers and energy rebates
	- 71,890,594	**- 29,625,556**	**41%**	**- 45,823,184**	**- 26,067,410**	**64%**	
Surplus/(Deficit)	**-**	**- 9,948,135**		**2,798,504**			

*2025-2029 Financial Plan Bylaw No. 4899, 2025, Amendment Byalw No. 4915, 2025, adopted July 14, 2025.

District of Oak Bay

Quarterly Variance Report - Operating Expenses by Department

For Quarter ended September 30, 2025

Quarterly Variance Report - Schedule B

Threshold for vairance +/- $50,000 and 5%

Row Labels	Total Budget	Total Actual + Committed	YTD Variance %	Total Forecast	Forecast Variance	Forecast Variance %	Comments + Sample positive variance − Sample negative variance
CORPORATE ADMINISTRATION							
Archives	49,256	34,459	70%	44,864	4,392	91%	
Communications	246,260	175,019	71%	240,619	5,641	98%	
Corporate Administration	2,266,536	1,364,142	60%	2,019,576	246,960	89%	+ Staff vacancy unfilled
Council	294,363	199,677	68%	294,377	-14	100%	
Grants & Fee For Services	230,500	227,787	99%	231,287	-787	100%	
Human Resources	750,908	316,603	42%	671,948	78,960	89%	+ New position hired mid-way through year
Risk Management	388,600	315,904	81%	353,333	35,267	91%	
CORPORATE ADMINISTRATION Total	**4,226,423**	**2,633,592**	**62%**	**3,856,004**	**370,419**	**91%**	
ADMINISTRATIVE FACILITIES							
Foreshore Lease	75,100	74,875	100%	74,875	225	100%	
Maintenance - 1423 Hampshire	36,000	17,541	49%	34,392	1,608	96%	
Maintenance - 1531 Hampshire	5,400	0	0%	5,400	0	100%	
Maintenance - 1538 Monterey	6,500	2,643	41%	6,443	57	99%	
Maintenance - Athlone Court	114,020	106,324	93%	113,323	697	99%	
Maintenance - Municipal Hall	129,100	75,270	58%	128,107	993	99%	
Maintenance - Oak Bay Marina	18,400	7,706	42%	18,206	194	99%	
Maintenance - Tod House	8,400	2,796	33%	8,297	103	99%	
ADMINISTRATIVE FACILITIES Total	**392,920**	**287,154**	**73%**	**389,043**	**3,877**	**99%**	
BUILDING & PLANNING							
Animal Control	94,200	94,970	101%	94,970	-770	101%	
Bylaw Enforcement	203,700	158,868	78%	203,674	26	100%	
Climate	172,500	110,324	64%	152,132	20,368	88%	+ Project completed under budget
Deer Management	13,000	13,000	100%	13,000	0	100%	
Heritage Commission	11,100	1,990	18%	4,590	6,510	41%	
Inspections	429,500	209,851	49%	347,192	82,308	81%	+ Staff vacancies filled mid-way through year
Planning	2,897,237	1,378,345	48%	1,879,698	1,017,539	65%	+ HAP Special projects, remaining to be carried forwa
BUILDING & PLANNING Total	**3,821,237**	**1,967,348**	**51%**	**2,695,256**	**1,125,981**	**71%**	
FINANCE, IT, & PARKING							
Finance General	1,590,577	1,043,832	66%	1,618,355	-27,778	102%	+ Staff vacancy unfilled
Information Technology	735,992	481,121	65%	743,454	-7,462	101%	
Parking Enforcement	59,400	59,553	100%	59,553	-153	100%	
FINANCE, IT, & PARKING Total	**2,385,969**	**1,584,506**	**66%**	**2,421,362**	**-35,393**	**101%**	
FIRE DEPARTMENT							
Emergency Program	191,260	156,839	82%	232,812	-41,552	122%	
Fire Administration	790,630	518,609	66%	731,014	59,616	92%	+ Staff vacancy unfilled
Fire Hall	50,600	58,768	116%	83,210	-32,610	164%	− Unplanned building repairs
Fire Prevention	167,052	163,906	98%	174,750	-7,698	105%	
Fire Vehicles & Equipment	98,500	81,498	83%	117,256	-18,756	119%	
Suppression / Rescue	4,538,187	3,355,811	74%	3,560,825	977,362	78%	
Traning & Staff Development	67,800	40,591	60%	67,800	0	100%	
FIRE DEPARTMENT Total	**5,904,029**	**4,376,022**	**74%**	**4,967,667**	**936,362**	**84%**	
OAK BAY POLICE DEPARTMENT							
Community Program	22,100	3,687	17%	22,100	0	100%	
Integrated Units	510,000	13,622	3%	510,000	0	100%	
Police Administration	796,300	588,293	74%	819,232	-22,932	103%	
Police Board	12,000	13,186	110%	13,186	-1,186	110%	
Police Building Maintenance	77,600	32,558	42%	80,000	-2,400	103%	
Protective Services	5,314,200	3,864,672	73%	5,310,987	3,213	100%	
Vehicle Maintenance	56,100	28,307	50%	56,420	-320	101%	
OAK BAY POLICE DEPARTMENT Total	**6,788,300**	**4,544,325**	**67%**	**6,811,925**	**-23,625**	**100%**	

Row Labels	Total Budget	Total Actual + Committed	YTD Variance %	Total Forecast	Forecast Variance	Forecast Variance %	Comments + Sample positive variance − Sample negative variance
ENGINEERING & PUBLIC WORKS							
Engineering Administration	1,718,700	1,302,175	76%	1,680,147	38,553	98%	+ Staff vacancies unfilled
Drainage	928,555	357,450	38%	397,579	530,976	43%	+ Staff vacancies unfilled
Events	119,400	97,138	81%	130,029	-10,629	109%	
Graffiti Removal & Beautification	126,000	0	0%	0	126,000	0%	+ Staff vacancies unfilled
Leaf Pickup Program	283,310	61,400	22%	305,285	-21,975	108%	
Noxious Weed Program	7,050	312	4%	312	6,738	4%	
Other Public Works	244,300	-46,489	-19%	17,950	226,350	7%	+ Based on demand
Road Repair	695,400	384,176	55%	414,799	280,601	60%	+ Some projects on road repair pending, 2026
Safety Program	44,300	17,768	40%	17,769	26,531	40%	
Signs And Traffic Signals	239,390	203,980	85%	257,218	-17,828	107%	
Snow Removal	101,920	50,481	50%	79,303	22,617	78%	+ Based on demand
Solid Waste	1,871,531	1,172,235	63%	1,659,196	212,335	89%	+ Staff vacancies unfilled
Stores	140,300	96,024	68%	127,713	12,587	91%	+ Staff vacancies unfilled
Street Cleaning	145,040	86,219	59%	138,228	6,812	95%	
Street Lighting	288,950	216,890	75%	286,282	2,668	99%	
Yard & Building	239,480	124,230	52%	162,371	77,109	68%	+ Staff vacancies unfilled
ENGINEERING & PUBLIC WORKS Total	**7,193,626**	**4,123,990**	**57%**	**5,674,181**	**1,519,445**	**79%**	
SEWER UTILITY							
Sewer Administration	164,484	43,857	27%	61,713	102,771	38%	+ Special Initiative not started
Regional Collection And Treatment	3,063,724	3,064,470	100%	3,064,470	-746	100%	
Sewer Collection & Repair Program	1,054,265	242,709	23%	418,928	635,337	40%	+ Staff vacancies unfilled
Inflow & Infiltration	23,929	0	0%	0	23,929	0%	+ Project to continue in 2026
SEWER UTILITY Total	**4,306,402**	**3,351,036**	**78%**	**3,545,111**	**761,291**	**82%**	
WATER UTILITY							
Water Administration	113,483	77,755	69%	113,686	-203	100%	
Safety Program	35,636	17,740	50%	36,594	-958	103%	
Water Purchased	2,813,706	1,702,246	60%	2,553,369	260,337	91%	+ Based on demand
Backflow Prevention	25,373	6,499	26%	7,591	17,782	30%	
Collection	221,991	176,561	80%	234,827	-12,836	106%	
Maintenance & Valve Turning	1,484,488	740,739	50%	1,099,992	384,496	74%	+ Staff vacancies unfilled
Pumping	10,065	8,616	86%	11,459	-1,394	114%	
WATER UTILITY Total	**4,704,742**	**2,730,155**	**58%**	**4,057,518**	**647,224**	**86%**	
PARKS, RECREATION & CULTURE							
Administration	2,753,060	1,510,216	55%	2,483,077	269,983	90%	+ Staff vacancies unfilled
Aquatics	1,255,372	911,698	73%	1,250,955	4,417	100%	
Arena	366,431	227,682	62%	355,312	11,119	97%	
Benches	19,102	28,082	147%	28,081	-8,979	147%	− Increase in refurbishment, ongoing cost increase
Boulevard Maintenance	354,844	314,475	89%	411,729	-56,885	116%	− Increase in staffing, auxilary staff
Building Maintenance-OBPR	3,089,457	2,135,326	69%	2,875,205	214,252	93%	
Cultural Events	141,308	92,822	66%	142,343	-1,035	101%	
Field Maintenance	211,064	197,087	93%	202,389	8,675	96%	
Food Services	449,229	284,967	63%	444,632	4,597	99%	
Henderson	1,286,201	1,012,100	79%	1,321,927	-35,726	103%	
Henderson Fitness	306,760	259,437	85%	339,158	-32,398	111%	− Increase in demand, offset by increased revenue
Indoor Sports Field	170,420	61,540	36%	136,492	33,928	80%	
Invasive Species Removal	155,367	126,965	82%	155,367	0	100%	
Lawn & Garden	249,899	249,397	100%	315,451	-65,552	126%	− Increase in auxilary employees for Hort
Leaf Clearing	35,584	2,016	6%	36,067	-483	101%	
Licensed Care	861,336	546,766	63%	840,788	20,548	98%	
Monterey Centre	1,193,724	778,477	65%	1,172,674	21,050	98%	
OBRC Fitness	341,880	241,281	71%	352,424	-10,544	103%	− Increase in demand, offset by increased revenue
Par 3 Golf	220,779	158,592	72%	220,193	586	100%	
Playgrounds	796,931	506,158	64%	803,264	-6,333	101%	
Public Works	24,393	15,754	65%	25,755	-1,362	106%	
Sailing	70,150	59,953	85%	59,953	10,197	85%	
Small Buildings	246,220	172,190	70%	252,932	-6,712	103%	
Tennis	654,225	453,941	69%	646,573	7,652	99%	
Tree Cutting & Planting	808,774	620,074	77%	883,556	-74,782	109%	− Increase in demand, offset by increased revenue
Youth Centre	115,043	79,141	69%	100,260	14,783	87%	
PARKS, RECREATION & CULTURE Total	**16,177,553**	**11,046,137**	**68%**	**15,856,557**	**320,996**	**98%**	
Total	**55,901,201**	**36,644,265**	**66%**	**50,274,624**	**5,626,577**	**90%**	

District of Oak Bay

Quarterly Variance Report - Schedule C

Capital Expenditures by Department Variance Forecast

For Quarter ended June 30, 2025

Threshold for variance +/- $50,000 and 5%

	2025 Budget (Amended*)	2025 YTD Actual and Committed	YTD Variance %	Total Forecast	Forecast Variance	Forecast Variance %	Comments ✚ Favorable variance ━ Unfavorable variance
CORPORATE ADMINISTRATION							
A0001 Website Upgrade	66,000	51,333	78%	51,333	14,667	78%	
A2101 EDRM System	235,330	1,924	1%	1,924	233,406	1%	✚ Planning work underway, main project not yet started
CORPORATE ADMINISTRATION Total	**301,330**	**53,257**	**18%**	**53,257**	**248,073**	**18%**	
ADMINISTRATIVE FACILITIES							
A0006 Marina Structural Repairs	1,652,000	-	0%	-	1,652,000	0%	✚ Placeholder budget, only activated at Council direction
A0009 Municipal Hall External Washrooms	150,000	12,072	8%	12,072	137,928	8%	
B0000 Facilities General Capital Program	500,000	251,575	50%	450,073	49,927	90%	
B1000 Public Works Bldg Office Renewal	250,000	-	0%	-	250,000	0%	✚ Multi-year project, carry forward to next year
B2302 Recycle Yard Fence Improvements	85,000	-	0%	-	85,000	0%	
B2303 Public Works Heat-Air Exchanger	30,000	-	0%	-	30,000	0%	
B2308 Public Works Feasibility Study	125,000	-	0%	-	125,000	0%	
F0004 Fire/Police Emergency Generator	300,000	-	0%	-	300,000	0%	
F2206 Fire Hall/Police Stn Feasibility S	125,000	112,792	90%	124,992	8	100%	
F2301 Fire Hall Interior Renovations	180,000	305,948	170%	340,048	- 160,048	189%	━ Project costs shared with Facilities General Capital
F2307 Public Safety Building	215,000	-	0%	50,000	165,000	23%	
L0001 Library HVAC Replacement	400,000	13,500	3%	13,500	386,500	3%	✚ Capacity constraint, carry forward to next year
ADMINISTRATIVE FACILITIES Total	**4,012,000**	**695,887**	**17%**	**990,685**	**3,021,315**	**25%**	
FINANCE, IT, & PARKING							
I0002 IT Network & Other IT Hardware	45,724	14,191	31%	47,191	- 1,467	103%	
I0003 PC Hardware Replacement	206,523	288,945	140%	203,945	2,578	99%	
I0006 IT Project Mgmt-Division Projects	170,000	85,328	50%	170,000	-	100%	
I0009 New PC Hardware	20,000	20,969	105%	20,969	- 969	105%	
I0010 Desktop Phone Replacement	60,000	-	0%	-	60,000	0%	
I2301 Asset Management Software	100,000	-	0%	-	100,000	0%	
FINANCE, IT, & PARKING Total	**602,247**	**409,432**	**68%**	**442,105**	**160,142**	**73%**	
OAK BAY POLICE DEPARTMENT							
P0001 Police Vehicle Replacement	109,000	43,358	40%	109,000	-	100%	
P0002 Police Computer Equipment Replacem	76,350	14,758	19%	76,350	-	100%	
P0004 Police Building Repairs	147,000	9,440	6%	39,440	107,560	27%	
P0005 Police Firearms	29,000	26,871	93%	26,871	2,129	93%	
OAK BAY POLICE DEPARTMENT Total	**361,350**	**94,427**	**26%**	**251,661**	**109,689**	**70%**	
FIRE DEPARTMENT							
F0015 Structural Training Equipment	40,000	-	0%	-	40,000	0%	
F2204 Electric/Hybrid Pickup Truck	115,000	56,195	49%	56,195	58,805	49%	
F2205 Mobile Data Terminals	40,000	-	0%	-	40,000	0%	
F2302 Fire Personal Protective Equipment	10,500	4,906	47%	5,000	5,500	48%	
F2304 Training Room Modernization	30,000	-	0%	30,000	-	100%	
F2402 Portable Apparatus Bay	268,774	80,050	30%	80,000	188,774	30%	✚ Anticipate complete under budget
F2502 Digital/LED Fire Extinguisher Trai	25,000	23,287	93%	23,287	1,713	93%	
F2503 Fire Hall Kitchen Improvements	30,000	4,294	14%	30,000	-	100%	
F2602 Battalion Replacement	-	169,014		169,014	- 169,014		
FIRE DEPARTMENT Total	**559,274**	**337,746**	**60%**	**393,496**	**165,778**	**70%**	
ENGINEERING & PUBLIC WORKS							
E0002 Active Transportation Program	832,000	372,104	45%	556,103	275,897	67%	✚ Multi-year program, carry forward to next year
E0004 Road Reconstruction Program	6,275,000	1,869,432	30%	2,369,431	3,905,569	38%	✚ Multi-year program, carry forward to next year
E0007 Storm Sewer Rehabilitation	5,800,000	5,856,288	101%	6,033,712	- 233,712	104%	━ On plan, multi-year program
E0021 Sidewalk Replacement Program	510,000	-	0%	-	510,000	0%	✚ Multi-year program, carry forward to next year
E0037 Street & Intersection Pole Replace	900,000	-	0%	-	900,000	0%	✚ Multi-year program, carry forward to next year
E2203 McNeill Bay/McMicking Pt Foreshore	1,369,100	500	0%	200,500	1,168,600	15%	✚ Multi-year project, carry forward to next year
E2302 Elect Streetlight Kiosks Uplands/R	60,000	72,241	120%	72,241	- 12,241	120%	
E2309 Uplands Sewer Separation	9,250,000	9,539,654	103%	7,916,366	1,333,634	86%	✚ Multi-year project, carry forward to next year
E2310 Active Transportation-New Infrastr	832,800	60,407	7%	60,406	772,394	7%	✚ Multi-year project, carry forward to next year
E2311 Bowker Creek Walkway Railings	250,000	-	0%	-	250,000	0%	✚ Multi-year project, carry forward to next year
E2401 Beach Access Stair Rehabilitation	360,000	6,952	2%	6,952	353,048	2%	✚ Multi-year project, carry forward to next year
E2421 Haro Rd Soil Transfer Site	1,500,000	16,368	1%	16,368	1,483,632	1%	✚ Multi-year project, carry forward to next year
E2423 Underground Fuel Tank Replacement	650,000	25,300	4%	25,300	624,700	4%	
E2424 Uplands (Humber) Streetlight Repla	3,962,000	694,110	18%	757,644	3,204,356	19%	✚ Multi-year project, carry forward to next year
E2429 Firefighters Park Sidewalk Upgrade	75,000	-	0%	-	75,000	0%	
E2431 Equip to Support Enhanced Maintenc	550,000	34,186	6%	34,186	515,814	6%	
V0000 PW Vehicle and Equipment Replaceme	1,470,000	380,564	26%	380,564	1,089,436	26%	
ENGINEERING & PUBLIC WORKS Total	**34,645,900**	**18,928,105**	**55%**	**18,429,773**	**16,216,127**	**53%**	

	2025 Budget (Amended*)	2025 YTD Actual and Committed	YTD Variance %	Total Forecast	Forecast Variance	Forecast Variance %	Comments ➕ Favorable variance ➖ Unfavorable variance
SEWER UTILITY							
S0001 Sewer Manholes	59,500	-	0%	-	59,500	0%	
S0002 Sewer Main Rehabilitation	3,525,000	2,435,793	69%	2,547,794	977,206	72%	➕ Multi-year project, carry forward to next year
SEWER UTILITY Total	**3,584,500**	**2,435,793**	**68%**	**2,547,794**	**1,036,706**	**71%**	
WATER UTILITY							
E2419 Uplands Watermain	2,500,000	2,701,176	108%	2,042,278	457,722	82%	➕ Multi-year project, carry forward to next year
W0002 Watermain & Hydrant Replacement	3,250,000	2,241,570	69%	3,470,334	- 220,334	107%	➖
W0009 New Water Service Connections	315,000	283,020	90%	283,019	31,981	90%	➕ Based on demand
W2101 North Oak Bay Pump Stn Consolidati	200,000	24,259	12%	24,260	175,740	12%	➕ Multi-year project, carry forward to next year
W2102 Water Dist Syst Remote Monitoring	100,000	-	0%	-	100,000	0%	
W2103 Water Dist Syst Studies & Capital	226,000	-	0%	-	226,000	0%	
WATER UTILITY Total	**6,591,000**	**5,250,025**	**80%**	**5,819,891**	**771,109**	**88%**	
PARKS, RECREATION & CULTURE							
Public Art							
R2320 Public Art Acquisition	75,000	21,254	28%	32,986	42,014	44%	
Public Art Total	**75,000**	**21,254**	**28%**	**32,986**	**42,014**	**44%**	
PRC Facilities Program							
Monterey Building Maintenance	507,200	167,874	33%	254,185	253,015	50%	➕ Multi-year project, carry forward to next year
OBRC Facilities Maintenance	432,950	93,958	22%	124,246	308,704	29%	➕ Multi-year project, carry forward to next year
Parks Facilities	38,700	43	0%	30,000	8,700	78%	➕ Multi-year project, carry forward to next year
R0011 OBRC Parking Lot Rehabilitation	89,130	-	0%	-	89,130	0%	➕ Capacity constraint, carry forward to next year
R0019 OBRC Capital Contingency	75,000	63,041	84%	82,886	- 7,886	111%	➕ Only used if necessary
R2315 Carnarvon Prk Master Plan Prk Desi	900,000	480,441	53%	690,941	209,059	77%	➕ Multi-year project, carry forward to next year
R2438 Field Lighting	125,000	116,060	93%	125,000	-	100%	
R2507 OBRC Fire Alarm System	130,200	-	0%	-	130,200	0%	➕ Multi-year project, carry forward to next year
R2520 Monterey Roof	1,530,000	-	0%	75,000	1,455,000	5%	➕ Multi-year project, carry forward to next year
R2525 E-Bike Shelter	50,000	-	0%	-	50,000	0%	➕ Capacity constraint, carry forward to next year
PRC Facilities Program Total	**3,878,180**	**921,416**	**24%**	**1,382,258**	**2,495,922**	**36%**	
PRC Vehicle & Equipment Replacement Program							
Henderson General Equipment	66,000	7,170	11%	16,783	49,217	25%	➕ Multi-year project, carry forward to next year
Monterey General Equipment	68,250	5,570	8%	32,770	35,480	48%	➕ Multi-year project, carry forward to next year
OBRC General Equipment	576,140	127,444	22%	237,112	339,028	41%	➕ Multi-year project, carry forward to next year
Parks Equipment	227,000	161,501	71%	186,610	40,390	82%	
R2309 Desert Air Unit	372,670	4,950	1%	-	372,670	0%	➕ Project mostly completed in 2024, under budget
R2403 OBRC Cardio/Strength Equip Replace	41,660	17,763	43%	17,763	23,897	43%	➕ Supply constraint, carry forward to next year
R2433 OBRC Audio Paging Systems	200,000	-	0%	-	200,000	0%	
R2506 Boiler #2 Replacmnt & Upgrade	175,000	-	0%	-	175,000	0%	➕ Multi-year project, carry forward to next year
R2521 Recreation Software RFP	150,000	-	0%	-	150,000	0%	➕ Multi-year project, carry forward to next year
R2817 Replace Learn Pool Spray Feature	50,000	-	0%	-	50,000	0%	➕ Capacity constraint, carry forward to next year
PRC Vehicle & Equipment Replacement Program	**1,926,720**	**324,398**	**17%**	**491,038**	**1,435,682**	**25%**	
PRC Parks & Playground Program							
R0023 Prelim Creek & Waterway Design Stu	70,000	-	0%	-	70,000	0%	
R2311 Henderson/Kiwanis Playground Equip	62,460	-	0%	62,460	-	100%	
R2410 Windsor Playground	159,000	143,712	90%	159,000	-	100%	➕ Project completed under budget
R2437 Uplands Park Boardwalk	55,970	10,503	19%	25,970	30,000	46%	➕ Multi-year project, carry forward to next year
R2514 Lafayette Park Playground Equip	245,100	500	0%	500	244,600	0%	➕ Multi-year project, carry forward to next year
R2529 Water Fountain Replacement	120,000	-	0%	120,000	-	100%	
R2531 Quimper Park & Playground	324,900	-	0%	70,258	254,642	22%	➕ Multi-year project, carry forward to next year
PRC Parks & Playground Program Total	**1,037,430**	**154,715**	**15%**	**438,188**	**599,242**	**42%**	
PARKS, RECREATION & CULTURE Total	**6,917,330**	**1,421,784**	**21%**	**2,344,470**	**4,572,860**	**34%**	
Total	**57,574,931**	**29,626,456**	**51%**	**31,273,132**	**26,301,799**	**54%**	

*2025-2029 Financial Plan Bylaw No. 4899, 2025, Amendment Byalw No. 4915, 2025, adopted July 14, 2025.

District of Oak Bay

Quarterly Variance Report - Schedule D

Council Priority Projects & Special Initiatives Variance Forecast

For Quarter ended June 30, 2025

Note: Council Priority Projects & Special Initiatives values are included in Schedule B - Operating Expenses by Department Variance Forecast

Threshold for variance +/- $50,000 and 5%

Department/Service Area	2025 Budget (Amended*)	2025 YTD Actual and Committed	YTD Variance %	Total Forecast	Forecast Variance	Forecast Variance %	Comments ➕ Favorable variance ➖ Unfavorable variance
Council Priorities							
CPP14 Parks, Rec & Culture Master Plan	140,000	-	0%	-	140,000	0%	
CPP18 Options-temp off-leash dog park	48,000	-	0%	-	48,000	0%	
CPP25 Comprehensive Asset Mgmt Plan	130,655	14,569	11%	81,569	49,086	62%	➕ Project in progress, continues into 2026
CPP36 Energy Plan for Municipal Ops	60,000	10,000	17%	10,000	50,000	17%	➕ Project in progress, continues into 2026
CPP45 Accessibility	25,000	4,488	18%	25,000	-	100%	
CPP47 Songhees & Esqmalt Inp Turkey Head	140,000	116,450	83%	116,450	23,550	83%	➕ Project in progress, continues into 2026
CPP52 Options Analysis for Marina	60,000	48,711	81%	48,711	11,289	81%	➕ Pending Council direction
CPP53 GHG & Energy Red'n in Build Progm	57,250	3,500	6%	1,500	55,750	3%	➕ Project complete, under budget
CPP54 Sitchanalth Willows Share Knowledg	10,000	-	0%	-	10,000	0%	➕ Project in progress, continues into 2026
Council Priorities Total	**670,905**	**197,718**	**29%**	**283,230**	**387,675**	**42%**	
Council Priorities - Housing Directives							
CPP72 Change zoning - Infill housing	10,000	16,986	170%	16,986	- 6,986	170%	
CPP75 5-Year Review of OCP	398,000	461,507	116%	473,752	- 75,752	119%	➖ Budget transfer from CPP76
CPP76 Mandated Pre-Zoning to Impl OCP	100,000	-	0%	-	100,000	0%	➕ Budget transfer to CPP75
CPP78 Dev't Processes (Prov.trig'd)	190,981	56,429	30%	56,429	134,552	30%	➕ Project in progress, continues into 2026
CPP79 Respond to increased devt interest	58,500	-	0%	-	58,500	0%	➕ Estimate/placeholder budget, variance expected
CPP80 ACC and DCC Policies	30,000	10,467	35%	10,467	19,533	35%	
CPP81 Reserve for future projects req'd	200,000	-	0%	-	200,000	0%	➕ Estimate/placeholder budget, variance expected
HAP - Contingency	150,000	-	0%	-	150,000	0%	➕ Estimate/placeholder budget, variance expected
HAP - Project Management	317,906	100,068	31%	102,171	215,735	32%	➕ Estimate/placeholder budget, variance expected
HAP-Additional Staffing	75,000	-	0%	75,000	-	100%	➕ Estimate/placeholder budget, variance expected
Council Priorities - Housing Directives Total	**1,530,387**	**645,457**	**42%**	**734,805**	**795,582**	**48%**	
Other Projects							
CCAWG Recommendation #4	10,000	-	0%	-	10,000	0%	➕ Project complete, under budget
Communications Needs Assessment	5,000	5,350	107%	5,350	- 350	107%	
Community Emergency Preparedness Survey	18,500	-	0%	18,500	-	100%	
Cool It! BC Sustainable Energy Assoc.	6,000	6,000	100%	6,000	-	100%	
First Nations Truth and Reconciliation	57,500	7,500	13%	50,000	7,500	87%	
Human Resource Plan Implementation	62,600	20,000	32%	20,000	42,600	32%	➕ Capacity constraint, carry forward to next year
Improve Public (including youth) Engagem	25,000	-	0%	25,000	-	100%	
Network Security Audit	35,000	-	0%	-	35,000	0%	
Occupational Disability Claims Managemen	100,000	800	1%	800	99,200	1%	➕ Capacity constraint, carry forward to next year
Storm Sewer Master Plan	75,000	65,687	88%	75,000	-	100%	
Uplands Sewer Separation Connection Grnt	70,000	-	0%	-	70,000	0%	➕ Capacity constraint, carry forward to next year
Victoria Cougars Centennial Stanley Cup	79,400	49,501	62%	49,501	29,899	62%	➕ Event completed under budget
Other Projects Total	**544,000**	**154,838**	**28%**	**250,151**	**293,849**	**46%**	
Total	**2,745,292**	**998,013**	**36%**	**1,268,186**	**1,477,106**	**46%**	

*2025-2029 Financial Plan Bylaw No. 4899, 2025, Amendment Byalw No. 4915, 2025, adopted July 14, 2025.