

GENERAL FUND						
MINOR CAPITAL/ SPECIAL PROJECTS						
	2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments	
GENERAL GOVERNMENT						
EXECUTIVE (COUNCIL/ADMIN)						
Accessibility Plan	25,000	In Progress	2023 Q4	Under	Plan approved by Council on November 6, 2023. Contains 34 recommendations. \$20,000 unspent funds will be carried forward to 2024 to begin implementation of recommendations.	
Strategic Planning	50,000	Complete	2023 Q2	Under	Fewer meetings and travel than anticipated.	
Website redesign	20,000	In Progress	2024 Q2	Over	Project will be continued in 2024 with a budget increase of \$10,000 required.	
Records Management Overview	25,000	In Progress	2024 Q2	On	Project scoping in progress. Expect procurement process to be complete by January 2024.	
HR-OHS Ergonomics Program	18,500	In Progress	2023 Q4	On	Completion of contract deliverables anticipated by year end.	
PCTC permanent banners	6,000	In Progress	2024 Q1	On	Vendors secured to do design/construction. Carry forward funds to 2024.	
Water Use Planning & Management Study (Drinking Water Master Plan)	250,000	In Progress	TBD	Under	Scope of work discussed with both Council and ERWS Board. Report will be brought to Council early Q1 2024, with RFP issued shortly thereafter. Funds will be carried over to 2024 (multi-phase/year project with total City project budget of \$750,000).	
Oceanside Track contribution #2	750,000	In Progress	2024 Q1	Under	City's portion has been reduced to \$500,000 due to contributions from RDN and Town of Qualicum Beach. Current access agreement between all the funding contributors and the SD will be updated to reflect new contributions but no change to access.	
Subtotal	1,144,500					
FINANCE/Common Services						
Asset/facilities valuation for ARO, AM, Insurance	145,000	Complete	2023 Q4	Under	Suncorp Evaluations presented results to Council September 2023. Unused funds will be added to Asset Management Initiatives funding for future use.	
Asset Management Initiatives	144,000	Not started	n/a	Under	Funding will remain in carry forward funds for use when required.	
Accounting Standard implementation	25,000	Complete	2023 Q3	Under	Hazmat assessment of City owned facilities for use in determining amount to include in new Asset Retirement Obligation standard.	
CaseWare F/S software	15,000	In Progress	2024 Q1	On	CaseWare licensing purchase Q4 2023. MNP is building the template. Work will be finalized in Q1 2024.	
Subtotal	329,000					
INFORMATION TECHNOLOGY						
Software Operations & Maintenance Contingency	30,000	Complete	2023 Q1	Under	Small amount used for installation of UBB link from City Hall to Fire Hall. Audit complete in 2022. No costs expected in 2023. Will be reviewing recommendations from 2022 report for future projects. Carry forward funds to 2024.	
Cyber security audit	34,000	Complete	2024	Under		
MS SCCM data centre software	15,000	Not required	n/a	n/a	Not required - will use current systems.	
Upgrade GP Financial Software (every 2 years)	15,000	In Progress	2023 Q4	Under	Upgrade work expected to be completed November 2023.	

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Aerial/Ortho Photos	18,000	Complete	2023 Q4	Under		
Meeting rooms equipment upgrade	18,000	In Progress	2023 Q4	On	TVs & mounts received. Installation in progress.	
Core Switch redundancy	7,000	In Progress	2023 Q4	On	Equipment ordered and expected prior to end of 2023.	
Subtotal	137,000					
EMERGENCY PROGRAM						
PCC - Emergency Services office	23,800	In Progress	2023 Q3	Under	Unspent funds may be carried over for potential project scope change for antenna/generator work.	
Business Continuity Consultant	12,700	In Progress	2024 Q1	On	Joint project with Qualicum Beach. Parksville portion is complete. QB work is ongoing.	
Hazard Contingency Plan development	32,200	Complete	2023 Q2	Under	Completed early due to project scope change.	
EOC training program (if UBCM grant funded)	34,000	In Progress	2024 Q2	On	Joint project with Qualicum Beach. First drills held in October, with future drills scheduled in Q1 2024. Final reports due April 2024.	
Subtotal	102,700					
TOTAL GENERAL GOVERNMENT	\$ 1,713,200					
FIRE DEPARTMENT						
Training Equipment	30,000	Complete	2023 Q4	Over	\$30,000 funded via UBCM grant with remainder internally.	
Reporting dashboard	12,000	Not required	n/a	n/a	Funding not needed - work to be completed by staff in the future. These funds will be utilized to complete temporary parking lot (below) as per Council resolution November 20,2023.	
Mobile data terminals for cmprtr aided dispatch	70,000	Complete	2023 Q4	Under	Significant cost savings as vendor used prior year pricing. Unspent funds will be utilized to complete temporary parking lot (below) as per Council resolution November 20,2023.	
OG review, update, renewal	12,500	Not started	2024	Under	No capacity in 2023 due to staffing. Project will be completed in 2024 with funds carried over.	
Demolish 2 houses adjacent to Fire Hall	45,000	Complete	2023 Q3	Under	First house removed at no cost, second house demolished. Unspent funds will be utilized to complete temporary parking lot (below) as per Council resolution November 20,2023.	
Works for interim parking on 2 lots adjacent to Fire Hall	30,000	In Progress	2024 Q2	Over	Project managed by Engineering. Will use savings from other projects above to fund overage. DP approved by Council November 20, 2023.	
Photocopier/printer/scanner replacement	7,000	Complete	2023 Q2	Under	Funds will be carried over to 2024.	
TOTAL FIRE DEPARTMENT	206,500					

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ENGINEERING						
Pavement Condition Assessment	100,000	Complete	2023 Q4	On	Work complete. Presented to Council November 20, 2023.	
Traffic Safety Improvements	25,000	Not started	2024	Under	No project identified. Carry over funds to 2024.	
LED traffic light replacement program	32,000	Not started	2024	Under	No project identified/lack of capacity due to staffing. Carry over funds to 2024.	
Transportation Master Plan	150,000	In Progress	2024 Q3	On	Public engagement during Q4 2023.	
Storm Drainage Master Plan	150,000	In Progress	2024 Q1	On	Consultant continues to work on this project. Report completion and presentation to Council should occur in late Q1 2024, dependent on consultant.	
Drainage Video Assessment Program	50,000	In Progress	2023 Q4	Under	Amending 2023-2027 financial plan to amend funding breakdown between Drainage and Sanitary sewer. Overall project is on budget.	
Brownfield Phase 2 Assessment	85,000	In Progress	2024 Q1	Under	Bore holes drilled and samples analyzed. Water samples outstanding. Carry forward funds to 2024.	
Blower Road Culvert Removal	150,000	In Progress	2023 Q4	Over	Construction work complete. Calibration work (professional services) to be completed prior to end of 2023. MVIHES volunteer planting work completed early November.	
TOTAL ENGINEERING SPECIAL PROJECTS	742,000					
PARKS & RECREATION						
Replace Playground Equipment	100,000	Complete	2023 Q1	Under	Unspent funds will be reallocated to other Community Park projects.	
CPTED assessment re Comm Park theatre	20,000	In Progress	2024 Q3	Under	2023 work under budget. Initial report complete. Remaining funds will be carried forward to 2024 to address identified priorities.	
Urban Forest Strategy	26,000	In Progress	2024 Q1	On	Draft report received. Staff reviewing. Council workshop will be held in Q1 2024. Unspent funds will be carried forward.	
Species at Risk Trees Management Program	65,700	In Progress	Ongoing	Under	Remaining funds will be carried forward to fund new operating expense split over 2024-2028.	
Tree Inventory (next steps)	15,000	Complete	2023 Q3	Over	Work completed by City staff. Took more hours than expected. As a result, operating funds for the staff will be under budget.	
Noxious Weed Program	30,000	Not started	n/a	Under	Carry forward funds to be combined with Species at Risk carry forward to create an annual operating budget.	
Wetlands/ Ecologically Sensitive Areas Management Plans	254,000	In Progress	2024 Q4	On	Multi-year project. Ongoing work at the wetlands. Funds will be carried forward with projects brought to Council in 2024-2028.	
Despard Ave foot bridge replacement	25,000	Complete	2023 Q3	On		
Deconstruct Railway water tower (from Ops)	17,300	Not started	2024	Under	Carry forward funds to 2024.	
TOTAL PARKS & RECREATION	553,000					
FACILITIES						
PCTC (JV Shared)						
Elevator upgrade	55,200	Not started	2024	n/a	Due to staffing capacity, project carried forward to 2024.	
Sliding doors/Security System Upgrade	69,000	In Progress	2023 Q4	Under		
Road/Parking Lot Maintenance	10,300	Not started	2024	n/a	Due to staffing capacity, project carried forward to 2024.	

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PCTC Forum Upgrade	125,000	In Progress	2024 Q1	On	RFP closed and vendor selected. Unsure of completion date at this time. Either late 2023 or Q1 2024.	
PCTC (City Only)						
Painting Interior - City	25,000	Not started	2024	Under	Due to staffing capacity, project carried forward to 2024.	
Total PCTC	284,500					
Shelly Road Centre						
Structural assessment	25,000	Not started	2024	Under	Due to staffing capacity, project carried forward to 2024.	
PCC						
A/V equipment	75,000	In Progress	2024 Q1	Under	Will extend the PO from the vendor selected for the PCTC Forum Upgrade project to include PCC.	
PW Building, Yard, & Other						
CPTED-Crime Prevention Through Environmental Design	24,000	In Progress	2024 Q1	Under	Review of Jensen Greenway & Memorial Plaza. Analysis work completed. Report in progress. Unspent funds to be carried forward to begin implementation of recommendations.	
Yard Environmental Assessment	67,300	Complete	2023 Q4	Under	Report received.	
Yard Space Assessment	50,000	In Progress	2024	On	Survey of existing infrastructure nearly complete. Carry forward unspent funds for further work in 2024	
Interior painting	10,000	Complete	2023 Q2	Under		
Building roof assessment	25,000	Not started	2024	Under	Due to staffing capacity, project carried forward to 2024.	
Minor renovations for employee work areas	25,000	Complete	2023 Q2	Under		
TOTAL FACILITIES	585,800					
PUBLIC WORKS						
Minor Road Construction	40,000	In Progress	2023 Q4	Under	Greig Road and Hwy 19A.	
Major Crack Sealing/Patching program	150,000	In Progress	2024	Under	2023 work complete. Carry forward remaining funds to be used in 2024.	
Sidewalk and Accessibility Improvements	40,000	In Progress	2023 Q4	On	Used towards Community Park projects.	
Works Adjacent to Development/Construction	40,000	In Progress	2023 Q4	On	Used towards Community Park projects.	
TOTAL PUBLIC WORKS	270,000					
TOTAL GENERAL FUND MINOR CAPITAL	\$ 4,070,500					

GENERAL FUND						
	CAPITAL PROJECTS	2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments
INFORMATION TECHNOLOGY						
	Server Replacement	70,000	Not started	2025	Under	Existing servers were replaced in 2020 and should be replaced on a 5-year cycle (next replacement due in 2025). Funds will be carried over.
	TOTAL INFORMATION TECHNOLOGY	70,000				
FIRE DEPARTMENT						
	Replace C 41 (pickup)	62,000	Complete	2023 Q4	Under	Costs offset by sale and trade-in of vehicles.
	Replace C-42 (pickup)	62,000	Complete	2023 Q4	Under	Costs offset by sale and trade-in of vehicles.
	Replace C-43 (pickup)	62,000	Complete	2023 Q4	Under	Costs offset by sale and trade-in of vehicles.
	Equip pickups with lights, canopy etc.	45,000	Complete	2023 Q4	Under	
	Addition to Fire Hall	200,000	In Progress	2025	On	Consultant engaged. Preliminary design/RFP prep/costing report expected by March 1, 2024 which will provide update for capital construction costs in financial plan. Unspent funds to be carried over to 2024.
	TOTAL FIRE DEPARTMENT	431,000				
PARKS, RECREATION & FACILITIES						
	Works adjacent - incidental to Comm Park projects	700,000	In Progress	2024 Q1	Under	Not all funds required. Approximately \$200,000 unallocated at this point. Will report back to Council on multiple projects' completion with final analysis.
	Community Park Projects					
	Washrooms	472,000	In Progress	2024 Q1	Under	Some equipment delayed due to supply chain issues. Facility won't be open until February 2024. Amended financial plan will reflect a budget increase of \$600,000 as previously approved by Council (Growing Communities Fund). Approximately \$250,000 total across the Access/Gathering Place/Washrooms projects to be carried forward for items that have been ordered but delayed due to supply chain issues and/or minor works not yet completed.
	CP Access/safety/multiuse upgrades	410,000	In Progress	2024 Q1	Under	Approximately \$250,000 total across the Access/Gathering Place/Washrooms projects to be carried forward for items that have been ordered but delayed due to supply chain issues and/or minor works not yet completed.
	Gathering Place	1,057,000	In Progress	2024 Q1	Under	Some materials (i.e. umbrellas) are delayed due to supply chain issues. Approximately \$250,000 total across the Access/Gathering Place/Washrooms projects to be carried forward for items that have been ordered but delayed due to supply chain issues and/or minor works not yet completed.
	Performance Venue	20,000	In Progress	2023 Q4	On	Landscaping, branding & signage for theatre. If signage not complete, unspent funds will be carried forward to 2024.
	Sports Courts	295,000	In Progress	TBD	Under	Tennis/pickleball and skatepark projects complete. Remainder of budget is for lacrosse box updates, which will require additional budget to complete.
	Playground resurfacing	400,000	Complete	2023 Q1	Over	\$300k funded via grant. Additional \$120k funded internally.
	Maple Glenn Trail Resurface	20,000	In Progress	2023 Q4	Over	Project delayed due to Community Park work (same contractor). Work should be complete by year end.

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	CAPITAL PROJECTS	2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments
	PCC / BGC Renovation	170,000	Complete	2023 Q2	On	Funded via grant.
	Swimming pool/multiplex	124,500	In Progress	TBD	On	Funding reserved for site identification/feasibility. Staff working with RDN. Funds will be carried forward to 2024.
	TOTAL PARKS, RECREATION & FACILITIES	3,668,500				
	PARKLAND OPEN SPACES					
	Rathrevor Trail Development	100,000	In Progress	2024	Under	Funds to support initial planning process (legal/consulting). Carry forward to 2024. Working with Nature's Trust BC and others re: land requirements. RFP for design work to be issued in 2024. Project stakeholders include Snaw-Naw-As First Nation, Nature's Trust BC and others.
	Trail Development	25,000	In Progress	2023 Q4	On	Creation of new connector trail in Community Park.
	TOTAL PARKLAND OPEN SPACES	125,000				
	ENGINEERING & OPERATIONS					
	OTHER					
	Signal Replace/connectivity Hwy 19a Controllers (16 Works Adjacent to Development/Construction	75,000	Not started	2024	Under	Funds will be carried forward.
		100,000	Complete	2023 Q3	Under	Fibre optic communication conduit installation - City Hall to Fire Hall
	TOTAL OTHER OPERATIONS	175,000				
	ROADS & STORM DRAINAGE INFRASTRUCTURE PROJECTS					
	General Asphalt Overlays	250,000	Complete	2023 Q3	On	Hirst & Sanderson overlays.
	Moss Ave - Roads	2,002,000	Complete	2023 Q4	Under	Substantial completion September 2023. The overall project is significantly under budget as a result of budget for overexcavation and contingencies not required. Unused funds will remain in reserve.
	Moss Ave - Storm Drainage	598,400	Complete	2023 Q4	Under	Substantial completion September 2023. The overall project is significantly under budget as a result of budget for over excavation and contingencies not required. Unused funds will remain in reserve.
	Other from Asset Management Plan	574,600	Not required	n/a	n/a	Will remain in reserve for use in future years.
	TOTAL ROADS & STORM DRAINAGE	3,425,000				
	DCC STORM SEWER					
	Moss Ave: Bass to Craig	40,600	Complete	2023 Q4	Under	Substantial completion September 2023.
	TOTAL DCC STORM SEWER	40,600				
	TOTAL ENGINEERING & OPERATIONS	3,640,600				
	TOTAL GENERAL FUND CAPITAL	\$7,935,100				

WATER UTILITY FUND						
MINOR CAPITAL / SPECIAL PROJECTS	2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments	
Engineering						
Water Master Plan	150,000	In Progress	2024 Q1	On	Consultant continues to work on this project. Report completion and presentation to Council should occur in late Q1 2024, dependent on consultant.	
Works Adjacent to Development/Construction	60,000	Not required	n/a	Under	Funds will be carried forward to 2024.	
Operations						
Groundwater Study	40,000	In Progress	2023 Q4	Under	Carry forward unused funds for follow-up work in 2024.	
Reservoir#5 Cathodic and Structural Assessment	15,000	Complete	2023 Q3	Under	Carry forward unused funds for follow-up work in 2024.	
Stanford/Bagshaw valve stem replacement	15,000	In Progress	2023 Q4	On	Valve work complete. Paving to be completed.	
Community Park Projects Contingency	50,000	Complete	2023 Q4	Under		
Contingency for Wells and Pumps Replacement	50,000	Not required	n/a	Under	Funds will be carried forward to 2024.	
TOTAL MINOR CAPITAL	\$ 380,000					
CAPITAL PROJECTS	2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments	
OTHER						
Scada System Upgrade	19,000	Complete	2023 Q2	Under	Portion of prior year project budget was carried forward.	
Instrumentation and controls (PLC) renewal	50,000	Not started	2024 Q2	Under	RFP to be issued Q4 2023 or Q1 2024. Carry forward funds to 2024. Equipment purchase in Q4 2023 with installation in either late 2023 or Q1 2024.	
Chlorine dosing station and analyzer	37,000	In Progress	2024 Q1	On	Valve ordered. Expect installation in Q1 2024.	
Pressure reducing valves replacement	30,000	In Progress	2024 Q1	On	Staff reviewing to determine scope of work. Carry forward to 2024.	
Springwood Well # 10	62,500	Not started	2024 Q2	Under		
Other Capital Subtotal	330,800					
INFRASTRUCTURE PROJECTS						
Moss Ave	437,000	Complete	2023 Q3	Under	Substantial completion September 2023. The overall project is significantly under budget as a result of budget for overexcavation and contingencies not required. Unused funds will remain in reserve.	
Other from Asset Management Plan	13,000	Not required	n/a	n/a	Will remain in reserve for use in future years.	
Infrastructure Projects Subtotal	450,000					
TOTAL CAPITAL	\$ 780,800					

SANITARY SEWER UTILITY FUND						
MINOR CAPITAL / SPECIAL PROJECTS		2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments
Engineering						
	Sewer Video Inspection Program	50,000	In Progress	2023 Q4	Over	Amending 2023-2027 financial plan to amend funding breakdown between Drainage and Sanitary sewer. Overall project is on budget. Consultant continues to work on this project. Report completion and presentation to Council should occur in late Q1 2024, dependent on consultant.
	Sewer Master Plan	127,000	In Progress	2024 Q1	On	
	Works Adjacent to Development	40,000	Complete	2023 Q4	Under	
Operations						
	CCTV camera replacements	15,000	Complete	2023 Q4	On	Camera received.
	Community Park Projects Contingency	40,000	Complete	2023 Q4	On	
	Sanitary Sewer Contingency	10,000	Not required	n/a	Under	Funds will be carried forward to 2024.
TOTAL MINOR CAPITAL		\$ 282,000				
CAPITAL PROJECTS		2023 Budget	Project Status	Expected Completion (Q=Quarter)	Expected Budget Status	Comments
OTHER						
	Scada System Upgrade	6,000	Complete	2023 Q2	Under	Portion of prior year project budget was carried forward.
	Instrumentation and controls (PLC) renewal					
	Other Capital Subtotal	6,000				
INFRASTRUCTURE PROJECTS						
	Bagshaw: Stanford to Hwy 19a	110,000	Complete	2023 Q2	Under	Substantial completion September 2023. The overall project is significantly under budget as a result of budget for overexcavation and contingencies not required. Unused funds will remain in
	Moss Ave	368,497	Complete	2023 Q3	Under	
	Other from Asset Management Plan	6,503	Not required	n/a	n/a	
	Infrastructure Projects Subtotal	485,000				
TOTAL CAPITAL		\$ 491,000				