

Council Agenda Information

COTW [Click and type date of meeting] Regular Council August 17, 2020



City of Campbell River Report/ Recommendation to Council

Date: July 31, 2020
Submitted by: Finance Department
Subject: Quarterly Financial Report – Q2, 2020

Purpose / Introduction

Council receives a quarterly financial report for information to ensure that the City governance structure has continued oversight of the City's ongoing financial results.

Recommended Resolutions

THAT the report dated July 31, 2020 from the Finance Department regarding the City's Quarterly Financial Report – Q2, 2020 be received for information.

Background

The Quarterly Financial Report provides regular information to Council on the progress of the work plan approved during Financial Planning. This report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained. The report includes the three core components of the budget, which are operating departmental budgets, one-time operating projects, and capital projects.

The Financial Plan Bylaw for 2020 was originally adopted in early December 2019 with projected carry forward balances on operating and capital projects based on the best information at the time. After the City's annual fiscal year cut-off, those carry forwards were adjusted to actual amounts remaining for completion of these projects. The results reported in this financial report are based on the revised carry forward amounts, and not the estimates approved during Financial Planning.

Discussion

COVID-19 Impact on City Finances

Due to the COVID-19 pandemic, the City's operating revenues will be significantly impacted for the balance of the 2020 fiscal year and perhaps beyond. Closures of various City facilities

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(Community Centre, Sportsplex, Airport, Transit etc.), as well as other revenue generating sources (i.e. Gaming revenue sharing and MRDT), resulted in decreased operating revenues throughout the second quarter (Q2).

At the onset of the COVID-19 pandemic, initial estimates were that City operating revenues through Q2 (ending June 30) would be reduced by up to \$1.5M, primarily due to loss of revenues in recreation (programming fees and field bookings due to facility closures), Gaming, Transit fares and the Airport. Actual revenue loss in these areas as at Q2 is approximately \$818K, or just over half of what was originally anticipated:

	March	April	May	June	Total
Airport	(31,775)	(80,966)	(77,873)	(86,753)	(277,367)
Recreation	(35,842)	(46,962)	(78,222)	(8,803)	(169,829)
Transit	(15,027)	(58,472)	(35,985)	(20,830)	(130,315)
Gaming	(15,749)	(75,000)	(75,000)	(75,000)	(240,749)
Total	\$(98,394)	\$(261,401)	\$(267,080)	\$(191,386)	\$(818,260)

Overall, this is good news and indicates that a revenue draw on the City's Financial Stabilization Reserve *may* be smaller than anticipated. However, it should be noted that original projections were completed until the end of September/Q3 and it is anticipated that the City will continue to experience some revenue loss for the remainder of 2020 and beyond, such as loss of Gaming revenues. Original revenue loss projections were based on information at hand at the onset of the pandemic in April; with the closure of the Airport and waived transit fares, projections included no additional revenue in these areas. However, despite the airport closing to commercial traffic, there was still some non-commercial traffic generating landing fees and fuel sales. As well, transit operations returned as of June 1. It is anticipated that Q3 reporting will show a continuation of increased revenue in certain areas, such as a slight increase to revenue as Recreation begun its partial restart.

COVID-19 significantly impacted City operations as the focus for Q2 was on business continuity. Consequently, work plans were impacted either by having to pivot due to the pandemic or from unforeseen and uncontrollable delays (i.e. supply chain disruption). It is anticipated that expenditures are down in Q2 due to the pandemic's impact on operations. At this time it is unknown if this trend will continue; however, with the City's restart initiative beginning in Q3 operations are moving towards resuming expected levels, albeit at a slower pace due to required WorkSafe BC and mandated public health officer changes.

In addition to operating cost saving measures taken as a result of decreased revenues, Council approved changes to the 2020 financial plan by delaying, or cancelling outright, \$669K of 2020 operating projects and \$2.8M of 2020 capital projects. These changes are reflected in Appendices 2 and 3.

Operating Financial Report

The City's departmental operational revenues and expenses by core service area are summarized below, with a comparison to the same quarter in 2019, as well as the variance to the

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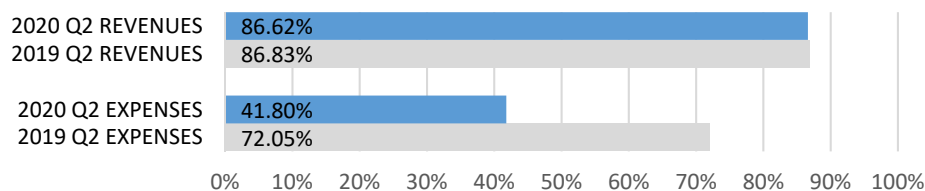
approved 2020 budget. Overall, City revenues are 79% of budget and expenses are 40% of budget for the second quarter (ending June 2020). At this point in 2019, while the percentage of revenues collected is very similar (80%), the City's expenses were at 51% of budget.

	2019 Q2	2019 Budget	2020 Q2	2020 Budget	2020 Variance \$	2020 Variance %
REVENUE						
FISCAL SERVICES	(42,272,104)	(48,681,314)	(40,777,923)	(47,075,317)	(6,297,394)	86.6%
GOVERNANCE	-	-	-	-	-	0.0%
CORPORATE SERVICES	(1,769,952)	(3,276,563)	(1,952,949)	(3,764,995)	(1,812,046)	51.9%
RCMP	(522,713)	(761,263)	(559,856)	(735,155)	(175,299)	76.2%
FIRE	(693,983)	(1,845,973)	(1,086,470)	(1,900,883)	(814,413)	57.2%
ASSETS & OPERATIONS	(479,483)	(1,077,551)	(370,487)	(1,126,832)	(756,345)	32.9%
UTILITIES	(14,507,064)	(17,088,105)	(15,025,161)	(18,045,370)	(3,020,209)	83.3%
COMMUNITY DEVELOPMENT	(1,192,456)	(2,215,789)	(941,736)	(2,145,910)	(1,204,174)	43.9%
ECONOMIC DEV. & TOURISM	(100,544)	(504,000)	(106,973)	(475,000)	(368,027)	22.5%
AIRPORT	(731,075)	(2,113,387)	(461,020)	(2,040,198)	(1,579,178)	22.6%
REVENUE TOTAL	(62,269,374)	(77,563,945)	(61,282,574)	(77,309,660)	(16,027,086)	79.3%
EXPENSE						
FISCAL SERVICES	17,870,848	24,804,486	10,007,846	23,941,987	13,934,141	41.8%
GOVERNANCE	420,403	1,266,143	443,199	1,078,599	635,400	41.1%
CORPORATE SERVICES	1,363,642	3,266,405	1,980,859	4,433,748	2,452,889	44.7%
RCMP	2,730,074	9,875,966	2,714,776	10,412,115	7,697,339	26.1%
FIRE	3,282,826	6,234,082	3,149,307	6,582,108	3,432,801	47.8%
ASSETS & OPERATIONS	5,231,884	11,258,294	4,599,786	11,415,722	6,815,936	40.3%
UTILITIES	4,162,185	10,390,906	4,057,914	10,127,752	6,069,838	40.1%
COMMUNITY DEVELOPMENT	2,995,563	7,149,811	2,664,521	6,097,302	3,432,781	43.7%
ECONOMIC DEV. & TOURISM	789,031	1,164,938	539,541	1,095,993	556,452	49.2%
AIRPORT	963,977	2,152,914	786,916	2,124,334	1,337,418	37.0%
EXPENSE TOTAL	39,810,432	77,563,945	30,944,664	77,309,660	46,364,996	40.0%
GRAND TOTAL	(22,458,942)	-	(30,337,910)	-	30,337,910	0.0%

**Note: these figures include Financial Plan amendments as approved by Council.*

Each area of the City's operations has been analyzed below. Individual graphs show revenues and expenses as a percentage of budget for the second quarter of 2020 and 2019 for comparison.

0 - FISCAL SERVICES – Revenues are trending with prior year. Expenses are lower due to COVID-19 cost saving measure changes made, impacting reserve transfers; Q2 project funding from reserves will be processed in Q3.

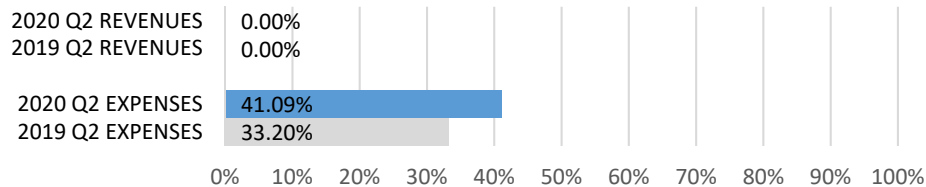


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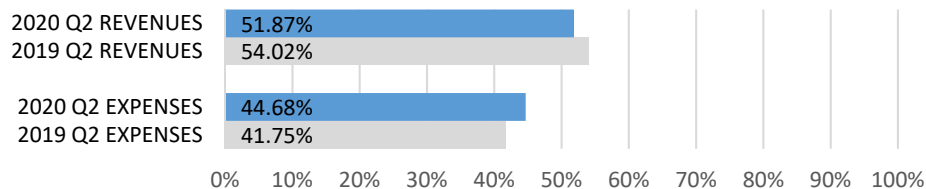
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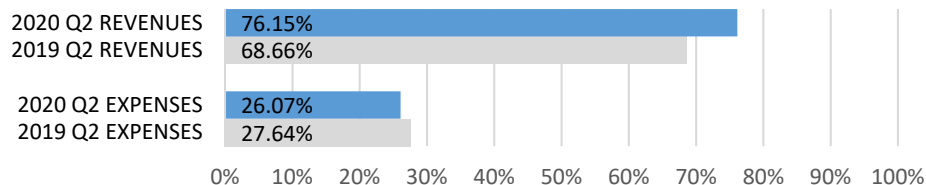
1 – GOVERNANCE – Expenses are trending higher than the prior year due to increased spending in Council Contingency in the second quarter as compared to the prior year.



2 – CORPORATE SERVICES – Revenues are trending higher in 2020 (property leases, investment income and IT agreements) partially offset by a reduction in gaming revenues due to the closure of the casino throughout Q2 and beyond. Expenses are higher than 2019 primarily due to COVID-19 - \$538K (claim to Emergency Management BC submitted for reimbursement of eligible expenses).



3 – RCMP – Traffic fine revenue sharing funding was \$46K higher than budgeted. Expenses are on trend with the prior year; RCMP contract billings are generally received subsequent to quarterly cut-off.

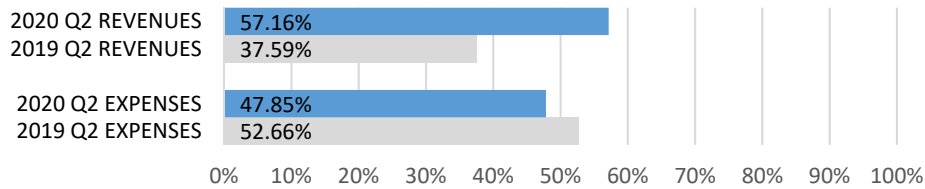


4 – FIRE – Revenues are consistent with the 2020 financial plan. The variance between the second quarter of 2020 and 2019 is due to timing differences of when the We Wai Kai, Wei Wai Kum and NI-911 amounts were invoiced in 2020. Expenses are trending lower than 2019 due to corporate cost saving measures taken resulting in a reduction in training and travel.

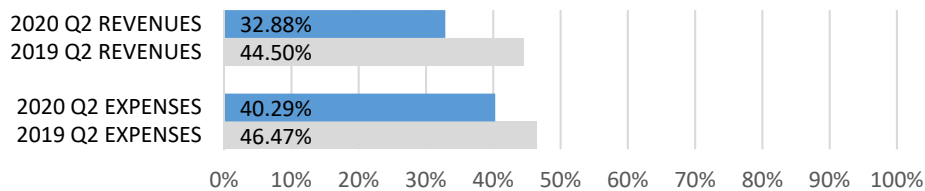
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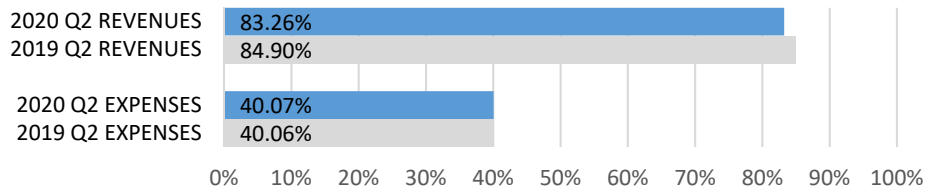
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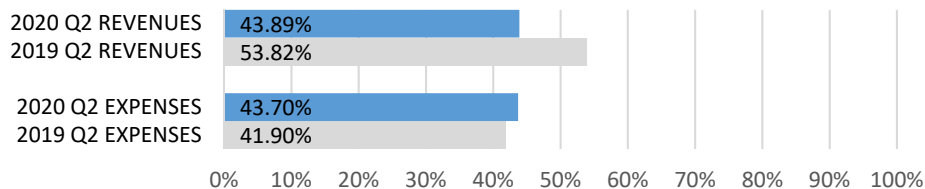
5 - ASSETS & OPERATIONS – Decrease in revenues due to reduction in transit sales relating to COVID-19 relief (no revenues for April and May – free ridership). Expenses are anticipated to be on trend and on budget as Q2 fleet gas and diesel allocations and May transit service contract are expensed in Q3.



6 – UTILITIES – Revenue is on trend with 2019. Expenses are on trend and on budget.



7 - COMMUNITY DEVELOPMENT – Revenue is trending lower than 2019 as a result of COVID-19. Decreased revenues in parking fines, dog licensing and from facility closures. Expenses are lower in \$ value due to staffing vacancies and reduction in services due to COVID-19, but slightly higher in percentage due to a lower overall budget in 2020.

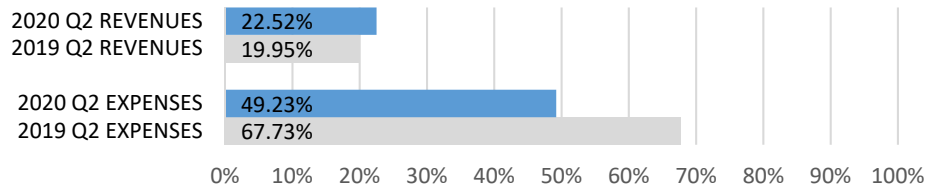


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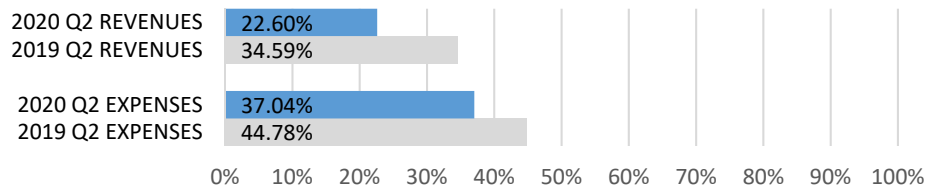
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8 – ECONOMIC DEV. & TOURISM – Revenues are trending with 2019 but expected to decrease in Q3 as a result of COVID-19. Expenses are lower than 2019 due to 2019 expenses including 2018 contract fees (\$200K).



9 – AIRPORT – Revenues have decreased as a result of the airport facility being closed due to COVID-19. There has been a \$165K reduction in jet fuel sales and \$150K reduction in airport improvement and passenger service fees (\$400K revenue recognized in Q2 – 2019 versus \$132K revenue recognized in Q2 – 2020). Expenses are also lower as jet fuel was not required to be purchased due to decreased sales.



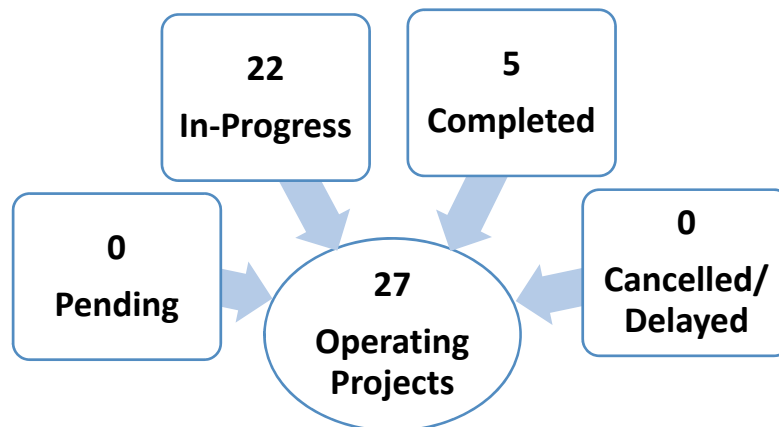
Operating Projects

There are 49 operating projects with a total budget of \$2.06M for 2020 as approved during Financial Planning. Of these 49 projects, 22 were either delayed (9) or cancelled (13) as a cost savings measure due to COVID-19 (\$669K total savings). The total spend in the first two quarters on operating projects to date is \$398K or 30% of the amended budget. Of the remaining 27 planned projects (\$1.33M budget), 22 are currently in progress and 5 have been completed. Appendix 2 provides the detail on the status for each operating project; green highlighted projects are on track with expected project delivery timelines, yellow projects could be delayed, and red projects have been delayed or cancelled.

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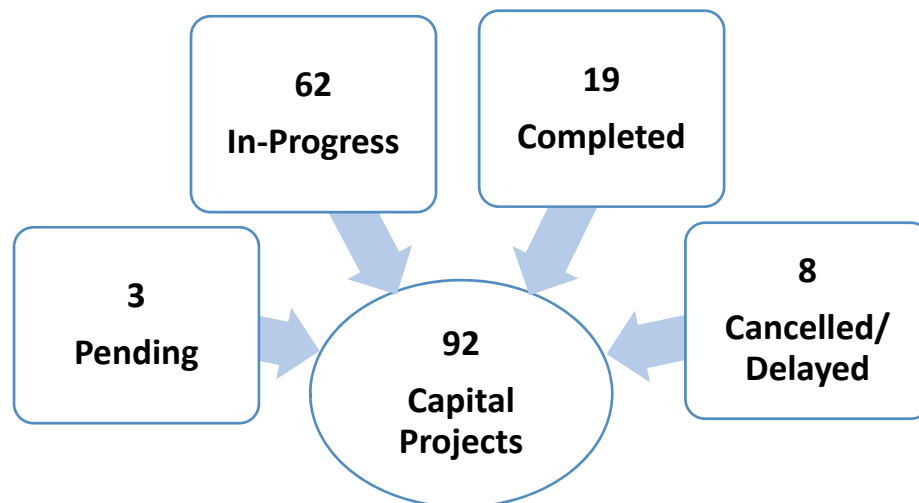
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Capital Projects

There are 115 capital projects with a total budget of \$38.3M for 2020 as approved during Financial Planning. Of these 115 projects, 17 were delayed and 6 cancelled as a cost savings measure due to COVID-19 (\$2.8M total savings). The most significant capital works being undertaken in 2020 are the waterfront projects for the Highway 19A upgrades and renewal of the waterfront sewer forcemain. The total spend for the second quarter on capital projects is \$6.5M or 19.3% of budget. Overall, 63 of the remaining 92 capital projects are currently underway and 19 have been completed as of the date of this report. Appendix 3 provides the detail on the status for each capital project; green highlighted projects are on track with expected project delivery timelines including multi-year projects, yellow projects could be delayed, and red projects have been delayed or cancelled.



Communications

The Q2 quarterly financial report will be posted on the City's website with other financial reports to ensure the public has an opportunity to review the City's financial progress periodically throughout the year.

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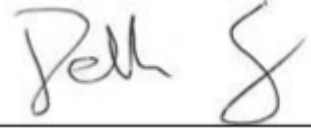
Conclusion

During the second quarter of 2020 the City of Campbell River began to experience the financial impact of COVID-19. In order to minimize the impacts of lost revenues in 2020 associated with the temporary facility closures, as well as lost revenues associated with Gaming and MRDT, Council identified various cost saving measures to reduce expenditures and mitigate financial impacts to align financials with the budget.

The number of planned operating and capital projects for 2020 were also reduced as a result. Those projects that haven't been delayed or cancelled are well underway for the first two quarters of the year, with the majority of projects well into the planning or construction phase. The total spend as of Q2 for both operating and capital projects was \$398K and \$6.5M respectively. The second and third quarters are typically the busiest for the City, with capital project works and operations crews completing a majority of their work during these months.

Attachments:

1. Appendix 1 – Operating Projects (Q2, 2020)
2. Appendix 2 – Capital Projects (Q2, 2020)

Prepared by:	Reviewed by:
 <hr/> <p>Mark Coulter, CPA, CGA Senior Accountant</p>	 <hr/> <p>Aaron E. Daur, CPA Controller</p>
Reviewed for Form and Content / Approved for Submission to Council:	
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Finance	AM

**APPENDIX 2
OPERATING PROJECTS
at June 30, 2020 (Q2)**

On Track	Project Statuses: A - Not Started B - Planning / Request for Proposal / Design C - In Construction / In Progress D - Completed / In Use X - Cancelled Z - Delayed Until Next Year
Possible Delay	
Delayed/Cancelled	

Index	Department	CC3#	Project Name	June 2020 (Q2)	2020 Budget	\$ Variance	% Variance	Q2 Status	Estimated Quarter for Project Completion	Q2 Comments as at July 29, 2020
Strategic Projects										
1	Reserves	NA	Centennial Pool and Operating Budget Fund	-	300,000	300,000	0.0%	D ✓	Q3 - 2020	Processed in Q3 as per Financial Plan.
2	Mayor & Council	Various	Council Contingency - Annual Allocation	86,806	150,000	63,194	57.9%	C	Q4 - 2020	On-going throughout the year. Commitments to date total \$111,227 for a balance of \$38,773.
3	Mayor & Council	X071	Council Contingency - CR Baptist Church Stove Replacement	5,000	5,000	-	100.0%	D ✓	Q1 - 2020	Funding provided.
4	Mayor & Council	X079	Council Contingency - Architectural Services for Robron Field House	-	15,000	15,000	0.0%	D ✓	Q2 - 2020	Funded through Capital Project Robron Fieldhouse. Architectural services complete, awaiting final invoice.
5	Bylaw Enforcement	S109	Safer Downtown	31,503	52,000	20,497	60.6%	C	Q4 - 2020	Downtown safety office and increased bylaw enforcement is fully operational.
6	Long Range Planning & Development Services	S078	Social Grants	80,587	100,000	19,414	80.6%	C	Q3 - 2020	Most projects completed/on track.
7	Recreation & Culture	S132	Senior's Hub	-	5,000	5,000	0.0%	C	Q4 - 2020	In progress, expected completion in November/December.
8	Human Resources	S095	Strategic HR Management	61,514	108,300	46,786	56.8%	C	Q4 - 2020	On-going project throughout the year.
Corporate Projects										
9	Communications	S112	CUPE Agreement Renewal	-	15,000	15,000	0.0%	C	Q4 - 2020	In progress.
10	Finance	S125	Marketing & Communications	11,143	30,000	18,857	37.1%	C	Q3 - 2020	Project scope changed to include increased tax communications due to changes of tax deadline and collections resulting from COVID-19. Consultant has provided future marketing recommendations.
11	Deputy City Manager	S094	DCC Review	3,672	35,000	31,328	10.5%	C	Q3 - 2020	Consultant has been engaged and the project has started.
12	Long Range Planning & Development Services	S113	Enviro Monitoring - Big Rock Boat Ramp	4,625	5,250	625	88.1%	C	Q4 - 2020	Project underway.
13	Long Range Planning & Development Services	S087	Sea Level Rise Assessment & Planning	1,406	82,200	80,794	1.7%	C	Q4 - 2020	Work being conducted largely by consultant.
14	Long Range Planning & Development Services	S124	Housing Growth Review	17,394	-	(17,394)	0.0%	C	Q4 - 2020	Project underway; budget not carried forward from 2019 and therefore not included in original financial plan.
Operational Projects										
15	Long Range Planning & Development Services	S127	Hourly Rainfall Gauge and Streamflow Gauges in Willow Creek	-	3,500	3,500	0.0%	B	Q3 - 2020	Equipment purchase currently being investigated.
16	Long Range Planning & Development Services	S069	Co-op Position - Energy Efficiency Projects	31,199	18,000	(13,199)	173.3%	D ✓	Q2 - 2020	Co-op term position completed. Correction on coding to be done in Q3.
17	Long Range Planning & Development Services	C036	Zoning/OCP Update	-	48,699	48,699	0.0%	C	Q4 - 2020	These funds are being used to complete Housing Growth Review Project.
18	Long Range Planning & Development Services	C048	Environmental Benchmarking	-	3,200	3,200	0.0%	D ✓	Q3 - 2020	Awaiting final invoice.
19	Roads	S114	Bridge Inspections	-	20,000	20,000	0.0%	C	Q3 - 2020	Field survey work is complete, anticipating receipt of final report early Q3.
20	Airport	S068	Flight Way Clearing	-	30,000	30,000	0.0%	B	Q4 - 2020	Awaiting permission from Ministry of Forests.
21	Sewer	S116	Sewer Right of Way Clearing	2,799	50,000	47,201	5.6%	B	Q3 - 2020	Engineering currently underway for wetland crossings.
22	Sewer	S055	Lift Station Auto-Cleaning	-	24,546	24,546	0.0%	C	Q3 - 2020	Confined Space Entry Approvals were received from WSBC on July 2nd. Work will be completed in Q3.
23	Sewer	S089	Confined Space Entry Alternate Procedures	1,560	16,150	14,590	9.7%	C	Q4 - 2020	Annual project ongoing.
24	Water	S089	Confined Space Entry Alternate Procedures	-	20,150	20,150	0.0%	C	Q4 - 2020	Annual project ongoing.
25	Recreation & Culture	S108	PLAY Campbell River	-	5,000	5,000	0.0%	C	Q4 - 2020	In progress, expected completion in November/December.
26	IT	S130	IT Tech Attraction Partnering	27,831	108,300	80,469	25.7%	C	Q4 - 2020	In progress, position filled.
27	Development Services	S133	Qwalayu House	-	50,000	50,000	0.0%	C	Q4 - 2020	In progress, expected completion in Q4.
Projects Delayed/Cancelled as a COVID-19 Cost Savings Measure										
28	Mayor & Council	X078	Council Contingency - 2020 Rogers Hometown Hockey Event	5,395	4,301	(1,094)		Z		Original budget of \$35,000 reduced to \$4,301 per Council cost savings measure resolution 20-0200



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at June 30, 2020 (Q2)**

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Possible Delay	
Delayed/Cancelled	

Index	Department	CC3#	Project Name	June 2020 (Q2)	2020 Budget	\$ Variance	% Variance	Q2 Status	Estimated Quarter for Project Completion	Q2 Comments as at July 29, 2020
29	IT	S072	Network Security Audit	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
30	Economic Development	S126	Economic Development Strategic Planning	-	-	-	-	Z		Project delayed by Council for 2020 as a cost saving measure.
31	Long Range Planning & Development Services	S100	Development Process Update	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
32	Long Range Planning & Development Services	S038	Façade Storefront Downtown Revitalization	-	-	-	-	X		Project cancelled per Council as a cost savings measure.
33	Long Range Planning & Development Services	S101	Public Art Master Plan	3,745	-	(3,745)	-	X		Project cancelled per Council as a cost savings measure.
34	Long Range Planning & Development Services	S086	Public Art	-	-	-	-	X		Project cancelled per Council as a cost savings measure.
35	Long Range Planning & Development Services	S084	Downtown Signage Incentive Program	6,832	6,832	-	-	X		Project cancelled per Council as a cost savings measure.
36	Long Range Planning & Development Services	S131	5 Year Visioning for Downtown BIA/Willow Point/Pier Street Beautification	-	-	-	-	X		Project cancelled per Council cost savings measure resolution 20-0200.
37	Long Range Planning & Development Services	S129	Energy Rebate Program	-	-	-	-	X		Project cancelled per Council cost savings measure resolution 20-0200.
38	Long Range Planning & Development Services	S067	Downtown Small Initiatives Fund	11,355	11,345	(10)	-	X		Project cancelled per Council as a cost savings measure.
39	Long Range Planning & Development Services	S053	Beautification Grants	-	-	-	-	X		Project cancelled per Council as a cost savings measure.
40	Airport	S049	Crack Sealing	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
41	Airport	S048	Runway Line Painting	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
42	Airport	S128	Wings & Wheels Event	161	161	-	-	X		Project cancelled per Council as a cost savings measure.
43	Airport	S015	Business Opportunity Fund	-	-	-	-	X		Project cancelled per Council cost savings measure resolution 20-0200.
44	Water	S117	Drinking Water Source Protection Plan	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
45	Water	S074	Water Conservation Program	3,945	2,817	(1,128)	-	Z		Original budget of \$75,000 reduced to \$2,817 per Council cost savings measure resolution 20-0200.
46	Parks	S122	Tree Protection Bylaw	-	-	-	-	Z		Project delayed per Council cost savings measure resolution 20-0200.
47	Recreation & Culture	S093	Increase Spirit Square Program Budget	-	-	-	-	X		Project cancelled per Council cost savings measure resolution 20-0200.
48	Recreation & Culture	S067	CR Live Streets	355	355	-	-	X		Project cancelled per Council as a cost savings measure.
49	Recreation & Culture	S104	Enhanced Skatepark Environment	-	-	-	-	X		Project cancelled per Council cost savings measure resolution 20-0200.
TOTAL				\$ 398,827	\$ 1,326,106	\$ 927,279	30.1%			

*2020 Budget as amended. Amended budget includes project 27 Qwlayu House.



**APPENDIX 3
CAPITAL PROJECTS
at June 30, 2020 (Q2)**

STATUS		
On Schedule	A	Not Started
	B	Planning
Possible Delay	C	In Construction
	D	Completed
Delayed/Cancelled	X	Cancelled
	Z	Delayed

Index	Department	CC1	Project Name	June 2020 (Q2)	2020 Budget	\$ Variance	% Variance	Status	Estimated Quarter Asset in Service	Comments (as at July 29, 2020)
Strategic Priorities Projects										
1	213 - IT	2018	Municipal Broadband Network	-	82,336	82,336	0.0%	C	Q3-2020	Civil construction underway as of July 9 and substantially complete by end of July.
2	450 - Facilities	4082	1047 S. Island Highway House Demolition	20,368	50,000	29,632	40.7%	D ✓	Q3-2020	Structure demolished and site levelled. Project substantially complete. Replacement of fencing still outstanding to be coordinated with 19A works.
3	450 - Facilities	4087	Library Site Assessment Works	6,073	100,000	93,927	6.1%	C	Q4-2020	Phase 1 Environmental complete. Hazardous materials testing complete. Geotech assessment and Phase 2 environmental in progress to be complete early Q3. Architectural design related to Theatre impact still outstanding.
4	532 - Roads	6009	Seagull Walkway Design	59,265	117,220	57,955	50.6%	Z	Unknown	Geotechnical investigation has yielded unstable soils. Project scope under further review for which staff anticipate updated report to Council detailing outcomes during 2021 budget deliberations.
5	532 - Roads	6033	3.5 Acre Walkway Lights & Surface Improvements	141,066	350,000	208,934	40.3%	C	Q4-2020	The work is 90% complete. Fence materials have been tendered - install in Q3.
6	532 - Roads	6035	Willis Road Connection Concept	-	30,000	30,000	0.0%	B	Unknown	No further works or program development currently underway.
7	532 - Roads	6039	Master Transportation Plan Update	-	125,000	125,000	0.0%	A	Q2-2021	Tender to be issued in fall 2020. Framework for the tender will be influenced by the Housing Growth study and will include the Dogwood Corridor plan.
8	532 - Roads	6040	Transit Stop at Carihi	530	450,000	449,470	0.1%	B	Q4-2020	Delayed - ongoing discussion with BC Hydro on conflicts with the hydro poles and line conflicts. Looking for other solutions - very limited options.
9	Multi-Departmental	8008	Highway 19A - Lift Station 7 to Big Rock Boat Ramp	895,428	11,049,242	10,153,814	8.1%	C	Unknown	Major civil contract awarded and work underway anticipated completion Q4 -2020. Landscape design to be completed in Q4 -2020 with all related work scheduled for 2021. At this time BC Hydro have advised that as a result of COVID-19 line crews will likely be delayed until 2021. Impacts under review at this time.
10	550 - Storm Drains	6502	Downtown Storm Mitigation	32,757	200,000	167,243	16.4%	B	Q4-2020	Underground works completed on 11th and Shoppers Row. Work starting in Q3 on 14th and Cedar.



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11	570 - Airport	3011	Airport Development Servicing	1,700	171,718	170,018	1.0%	D ✓	Q3-2020	Project is complete. Invoicing to be received in Q3.
12	570 - Airport	3012	Security Fencing - South Development	-	50,000	50,000	0.0%	D ✓	Q3-2020	Project is complete. Invoicing to be received in Q3.
13	580 - Sewer	5002	Waterfront Sewer Forcemain	1,952,441	5,090,875	3,138,434	38.4%	C	Q2-2021	Phase 2 (forcemain) work is complete. Phase 3 (lift stations no. 4, 5 and 6 currently out to tender with work anticipated to start in Q3.
14	580 - Sewer	5019	Larwood-Erickson Sewer Upgrade	11,139	-	(11,139)	100.0%	D ✓	Q1-2020	Maintenance period.
15	720 - Parks	9035	Robron Field House	407,497	842,018	434,521	48.4%	C	Q4-2020	Project is well underway and scheduled to be turned over the City at the end of September.
16	720 - Parks	9056	Willow Point Park Turf Installation	195,478	250,000	54,522	78.2%	C	Q3-2020	Project is 80% complete.
17	720 - Parks	9058	Robron Field House - Civil Site Servicing	83,050	348,000	264,950	23.9%	C	Q3-2020	Site civil works nearing completion and will be complete in advance of building requirement. Awaiting paving.
Asset Management Planning										
18	212 - Finance	2020	Corporate Asset Management	-	50,000	50,000	0.0%	C	Q4-2020	Meetings with corporate AiM Committee and consultant ongoing, policy development underway.
19	212 - Finance	2034	Asset Management Investment Plan	22,350	95,000	72,650	23.5%	C	Q3-2020	Consultant presenting draft Asset Management Investment Plan at September 15 COW.
20	580 - Sewer	5030	Sewer Condition Assessment	-	55,000	55,000	0.0%	A	Unknown	Wastewater Engineering Technologist III to start on August 10th. Scope of assessment to be determined in Q3.
Renewal / Replacement Capital Projects										
21	213 - IT	2001	Printer/Peripheral Replacement	9,940	20,000	10,060	49.7%	C	Q4-2020	Ongoing annual project.



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22	213 - IT	2002	Workstation/Laptop Replacement	24,576	46,000	21,424	53.4%	C	Q4-2020	Ongoing annual project.
23	213 - IT	2014	Vadim E3 Upgrade	-	7,334	7,334	0.0%	D ✓	Q3-2020	Awaiting final invoice.
24	213 - IT	2015	Scheduled Photocopier Replacement	16,241	17,000	759	95.5%	D ✓	Q1-2020	Equipment purchased and in use.
25	322 - Fire Protection	1004	Small Equipment Replacement	3,614	25,000	21,386	14.5%	C	Q4-2020	In progress and will be complete in Q4.
26	322 - Fire Protection	1009	Pumper Rescue Replacement	52	986,000	985,948	0.0%	C	Q4-2020	In Construction, delivery anticipated Q4 and in service in Q4.
27	447 - Fleet	4009	Fleet Replacement Plan	-	1,037,000	1,037,000	0.0%	C	Q4-2020	Of the 9 units scheduled for replacement in 2020, 1 has been acquired, 3 have been awarded and are in production, 2 in RFP evaluation phase, 1 has been deferred to 2021 due to an unsuccessful ACAP application (Airport loader), and 2 are scheduled to be replaced in Q4.
28	450 - Facilities	4065	Video Surveillance System Ongoing Camera Renewal Program	-	25,000	25,000	0.0%	C	Q4-2020	Several cameras have been replaced already with several additional replacement/new cameras planned for Q3/Q4 subject to contractor and equipment availability.
29	450 - Facilities	4078	Centennial Pool Changehouse Renovations	327,388	296,621	(30,767)	110.4%	C	Q3-2020	Rehabilitation works are nearing completion after delays due to Covid-19, primarily shipment of the edging tiles for the gutter system.
30	450 - Facilities	4083	CRCC Hydronic Circulating Pump Replacement	-	15,000	15,000	0.0%	B	Q3-2020	Works planned for Q3 2020.
31	450 - Facilities	4084	Museum Roof Replacement & Skylight Repair	-	30,000	30,000	0.0%	B	Q4-2020	Consulting RFP out to market, design works anticipated completion late Q3/early Q4. Will require re-alignment of roofing replacement to future years (currently budgeted 2021) if design/cost estimates cannot be completed prior to financial plan deadlines.

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32	450 - Facilities	4085	Dogwood Operations Centre Master Plan	-	50,000	50,000	0.0%	B	Q2-2021	RFP for consulting services in draft form. Project has been re-prioritized due to departmental work plan and may need to be deferred to 2021.
33	450 - Facilities	4086	City Hall Storefront Door Replacement	-	75,000	75,000	0.0%	B	Q4-2020	Architect has been engaged to complete design. Anticipated procurement in Q3, construction late Q3/early Q4.
34	450 - Facilities	4088	Sportsplex Gym Floor Refurbishment	-	200,000	200,000	0.0%	C	Q3-2020	In construction June 2020, anticipated completion mid Sept. including mandatory 2 week off-gassing of gym coating.
35	450 - Facilities	4089	Sportsplex Gym Movable Wall	70,500	425,000	354,500	16.6%	C	Q3-2020	Old wall has been removed, existing track has been modified to accept new wall. Work is being coordinated with flooring replacement, anticipated final completion late Sept. 2020.
36	532 - Roads	6020	Traffic Control Upgrades - 13th/Dogwood	2,627	210,000	207,373	1.3%	A	Q4-2020	Tender to be issued in the fall - ICBC funding to support the project.
37	532 - Roads	6026	Asphalt Overlays - Charleville/Detweiler/Quinsam	223,477	500,000	276,523	44.7%	C	Q3-2020	Over 90% complete for 2020.
38	550 - Storm Drains	6501	Drainage Improvements - 6th Ave East of Alder, Homewood/Nunns Crossing	14,050	400,000	385,950	3.5%	Z	Q3-2021	Delay due to technical challenges to undertake this project. Work to be delayed until 2021.
39	550 - Storm Drains	6503	Shoreline Outfall Upgrades	-	35,000	35,000	0.0%	Z	Q3-2021	Delayed work - to be partially completed in 2020. Other works to be continued in 2021.
40	550 - Storm Drains	6505	6th Avenue Storm Drains	-	200,000	200,000	0.0%	Z	Q3-2021	Delay due to technical challenges to undertake this project. Work to be delayed until 2021.
41	580 - Sewer	5006	Norm Wood Environmental Centre Upgrades	21,616	1,580,249	1,558,633	1.4%	B	Unknown	Procurement of consultant complete following Covid delay. Anticipate detailed design start Q3 - 2020. Awaiting updated schedule.
42	580 - Sewer	5020	Sewer Main Replacement - 2018	-	25,000	25,000	0.0%	D ✓	Q3-2020	Currently in the warranty period.



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43	580 - Sewer	5024	Sewer Facility Renewal	158,273	295,774	137,501	53.5%	C	Q4-2020	NWEC Roof replacement complete. Lift station #11 roof replacement tender to be issued in July 2020. NWEC Oxidation Ditch air header repair/replacement currently underway. Engineering for Lift station #11 Bio filter currently underway. Awaiting quotes for Lift Station #13 siding replacement.
44	580 - Sewer/590 - Water	5029	SCADA Communication Equipment Rehabilitation	61,919	70,233	8,314	88.2%	C	Q3-2020	Anticipated completion in Q3.
45	580 - Sewer	5801	Sewer Main Rehabilitation	96,090	1,000,000	903,910	9.6%	C	Q3-2020	Construction near complete and expected completion in early Q3.
46	590 - Water	7025	WM Cathodic Protection	-	112,040	112,040	0.0%	C	Q3-2020	Anticipated completion in Q3.
47	590 - Water	7026	Fire Hydrant Renewal	3,922	50,000	46,078	7.8%	C	Q4-2020	Ongoing annual project.
48	590 - Water	7027	Water Service Renewal	17,913	50,000	32,087	35.8%	C	Q4-2020	Ongoing annual project.
49	590 - Water	7036	Watermain Renewal - Fir Street	-	25,000	25,000	0.0%	D ✓	Q2-2020	Complete.
50	590 - Water	7040	Evergreen Reservoir and Instrumentation Upgrades	46,157	989,472	943,315	4.7%	B	Q4-2020	Anticipated completion in Q4.
51	590 - Water	7043	Bathurst/McLean Pressure Reducing Valve Replacement	2,083	21,150	19,067	9.8%	D ✓	Q2-2020	Maintenance period.
52	590 - Water	7045	Water Facility Decommissioning	3,930	400,000	396,070	1.0%	B	Q4-2020	The tender documents are with BC Hydro for final review.
53	590 - Water	7801	Watermain Renewal - Garfield/Painter/Barclay	-	25,000	25,000	0.0%	D ✓	Q2-2020	Maintenance period.



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54	590 - Water	7802	Watermain Renewal - Hilchey Rd - Phase 1	22,423	1,050,000	1,027,577	2.1%	C	Q4-2020	Construction started July 22 and scheduled to finish in Q4.
55	580 - Sewer/590 - Water	8002	Meter Renewal	7,173	50,000	42,827	14.3%	C	Q4-2020	Ongoing annual project.
56	720 - Parks	9011	Willow Point Tennis Courts	-	70,000	70,000	0.0%	B	Q3-2020	RFO Awarded. Contractor scheduled for August.
57	720 - Parks	9044	Sign Replacement - Lilelana, Sequoia and Charstate Parks	6,722	15,000	8,278	44.8%	C	Q3-2020	Signs have been built and scheduled to be installed in August.
58	720 - Parks	9045	Dick Murphy Fencing Renewal	9,547	10,000	453	95.5%	D ✓	Q1-2020	Project completed.
59	720 - Parks	9046	Lilelana and Rotary Park Irrigation	31,076	35,000	3,924	88.8%	Z	Q3-2020	Lilelana and Rotary irrigation upgrade had to be deferred to 2021. Funding for the irrigation strategic upgrades was redirected to the WP turf field project as a new backflow preventer was needed for this project to happen.
Other Capital Projects										
60	213 - IT	2031	Firehall 1 Disaster Recovery Unit	13,842	-	-	100.0%	D ✓	Q1-2020	2019 Project completed in Q1 2020.
61	322 - Fire Protection	1011	Fire Hall 1 and 2 Gear Dryers	18,165	51,500	33,335	35.3%	D ✓	Q1-2020	Completed and in service.
62	448 - Capital Works	8006	Capital Works Project Management	224,714	449,427	224,714	50.0%	C	Q4-2020	Ongoing annual projects.
63	450 - Facilities	4048	City Facilities Fall Protection	-	167,593	167,593	0.0%	B	Q4-2020	In evaluation stage of procurement. Anticipated completion Q4-2020.
64	450 - Facilities	4050	Small Equipment	13,757	30,000	16,243	45.9%	C	Q4-2020	Most items have already been acquired for 2020 including gas powered equipment, traffic safety supplies, barricades, and other replacements.

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65	450 - Facilities	4052	Energy and Water Consumption Reduction Projects	9,959	50,000	40,041	19.9%	C	Q4-2020	Minor works complete, remainder to be undertaken Q4 as more full scale energy efficiency works start back up as departmental workload scales back from Covid-19 response.
66	450 - Facilities	4061	ERT Materials Transfer Pit Site Improvements	15,280	-	(15,280)	100.0%	D ✓	Q1-2020	CFWD from 2019, assessment works now complete. Minor remediation will be planned for in 2021.
67	450 - Facilities	4077	Downtown Outdoor Washroom	78,883	155,345	76,462	50.8%	C ✓	Q3-2020	Final location confirmed by Council June 29th meeting. Permitting now in place. Servicing and base prep started week of July 20th. Anticipated opening by mid August 2020 with existing washrooms to stay operational until new washroom is in at which point they will be removed.
68	450 - Facilities	4079	City Hall Counter Renovations	128,827	122,890	(5,937)	104.8%	C	Q3-2020	2nd floor service counter and foyer renovations are substantially complete including modifications to accommodate additional Covid-19 requirements.
69	532 - Roads	6001	Cycling Infrastructure	-	15,000	15,000	0.0%	C	Q4-2020	Plans are finalized and signs are being made. Signage to be installed this fall.
70	532 - Roads	6006	Sidewalk Infill - Cheviot from Petersen	64,145	71,378	7,233	89.9%	B	Q4-2020	Project to be tendered in Q3. Construction in Q3/Q4.
71	532 - Roads	6007	Transit Bus Shelters	1,822	144,391	142,569	1.3%	B	Q4-2020	Shelter program cost share funding has been approved by BC Transit. Installations will be based on contractor availability to install.
72	532 - Roads	6017	Pier St. & MHC Entrance Improvements	3,804	-	-	100.0%	D ✓	Q1-2020	Complete.
73	532 - Roads	6018	Parking Lot Improvements - Rotary Beach Park	-	25,000	25,000	0.0%	Z	Q4-2020	Delayed due to staff and contractor availability.
74	532 - Roads	6042	Campbellton Neighbourhood Assn Wayfinding Signage	-	31,400	31,400	0.0%	B	Unknown	Project plan expected to be brought forward to Council for approval in the fall.
75	550 - Storm Drains	6504	Nunns Creek/2nd Ave Detention Pond (Quinsam)	-	25,000	25,000	0.0%	Z	Unknown	Delayed.



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76	570 - Airport	3018	Airside Concrete Parking, Combined Taxi "C" Widening, Approach Lighting & Sign Replacement	51,090	210,000	158,910	24.3%	Z	Q2-2021	ACAP application being reviewed by Transport Canada. If approved funding may be announced in April 2021.
77	580 - Sewer	5022	Biosolids Site Management	2,620	710,993	708,373	0.4%	C	Q4-2020	Tender currently posted. Anticipate construction to commence late August 2020.
78	580 - Sewer	5028	Norm Wood Environmental Centre SCADA Upgrades	-	90,000	90,000	0.0%	B	Q4-2020	Scope Planning underway.
79	580 - Sewer	5031	SL-RAT (obstruction locator) Equipment	34,024	40,000	5,976	85.1%	D ✓	Q1-2020	Asset purchased and in use in Q1 - 2020.
80	580 - Sewer	5032	Sewer Camera Truck Purchase	473,426	500,000	26,574	94.7%	D ✓	Q3-2020	Unit has been purchased. Waiting for the camera software to be loaded.
81	590 - Water	7023	Area D Connection Improvements	-	20,000	20,000	0.0%	B	Unknown	Possible completion in Q4.
82	590 - Water	7024	Shetland PRV	121,221	156,646	35,425	77.4%	D ✓	Q3-2020	Maintenance period.
83	590 - Water	7038	Pressure Reducing Valve Abandonment	-	75,000	75,000	0.0%	B	Q4-2020	Anticipated to be completed by Q4.
84	590 - Water	7039	Load Bank Testing Unit	-	65,000	65,000	0.0%	C	Q3-2020	Anticipated to be completed by Q3.
85	590 - Water	7042	SCADA - Holm Reservoir, Rockland PRV, Willow PRV	-	50,000	50,000	0.0%	C	Q3-2020	Anticipated to be completed by Q3.
86	590 - Water	7044	John Hart Pump Station Modifications	58,084	85,296	27,212	68.1%	C	Q3-2020	Anticipated to be completed by Q3.



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87	720 - Parks	9001	Greenways Loop Wayfinding & Signage	191	15,000	14,809	1.3%	C	Q4-2020	Signs are being made with installation scheduled late Q3 or possibly Q4.
88	720 - Parks	9008	Marine Foreshore Restoration	7,090	15,000	7,910	47.3%	B	Q3-2020	Ken Forde Boat Ramp to be cleared in late July.
89	720 - Parks	9018	Big Rock Boat Ramp	743	-	-	100.0%	D ✓	Q1-2020	Complete.
90	720 - Parks	9048	Willow Point Skate Park Repairs	86,143	135,000	48,857	63.8%	C	Q3-2020	Contractor has completed 70% of project and will finish in early July.
91	720 - Parks	9054	Disc Golf Safety and Asset Upgrades	58,843	60,000	1,157	98.1%	C	Q3-2020	The majority of the work is complete, signs will be installed in July to finish the project.
92	720 - Parks	9057	Campbellton Neighbourhood Assn Parkette Projects	-	75,600	75,600	0.0%	B	Q4-2020	Project plan expected to be brought forward to Council for approval in the fall.
Projects Delayed/Cancelled as a Cost Saving Measure										
93	213 - IT	2029	CRadvantage Economic and Governance Strategy	-	-	-		X		Cancelled per Council cost saving measures resolution 20-0191.
94	322 - Fire Protection	1006	#1 Fire Station Replacement	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
95	450 - Facilities	4039	Big House Pavilion	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
96	450 - Facilities	4064	Council Chambers Accessibility Improvements	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
97	532 - Roads	6028	Cypress Street Improvements	5,553	5,220	(333)		Z		Delayed per Council cost savings measures resolution 20-0191.



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98	532 - Roads	6034	Willis Road Pedestrian Upgrades - Pedestrian Path from Carolyn to Hwy 19	233	-	(233)		Z		Delayed per Council cost savings measures resolution 20-0191.
99	720 - Parks	9015	Nunn's Creek Master Plan	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
100	570 - Airport	3024	Airport Condition Assessment	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
101	213 - IT	2016	GIS Orthophotos	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
102	213 - IT	2030	Operations Management Software Planning & Replacement	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
103	450 - Facilities	4080	Sportsplex Rehabilitation & Expansion Project	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
104	450 - Facilities	4090	Sportsplex - Public Consultation	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
105	740 - Recreation & Culture	9900	Recreation Equipment	-	-	-		X		Cancelled per Council cost saving measures resolution 20-0191.
106	740 - Recreation & Culture	9909	Sportsplex Chair and Dollies	-	-	-		X		Cancelled per Council cost saving measures resolution 20-0191.
107	213 - IT	2033	Council Chambers Sound System	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
108	532 - Roads	6008	LED Light Conversion	11,175	11,175	(0)		Z		Delayed per Council cost savings measures resolution 20-0191.



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109	532 - Roads	6012	Pedestrian Signal Crossing Lights - Dogwood at Alder Overhead Lights	7,650	6,900	(750)		Z		Delayed per Council cost savings measures resolution 20-0191.
110	570 - Airport	3021	Equipment Shelter	-	-	-		X		Cancelled per Council cost saving measures resolution 20-0191.
111	570 - Airport	3022	Public Parking Lot Lighting Upgrade	-	-	-		X		Cancelled per Council cost saving measures resolution 20-0191.
112	570 - Airport	3023	Runway Deicing Trailer	-				Z		Project delayed until 2021 - next opportunity for funding.
113	570 - Airport	3025	ATB HVAC - Assessment	-				X		Cancelled per Council cost saving measures resolution 20-0191.
114	590 - Water	7033	Water Department Temporary Location	-	-	-		Z		Delayed per Council cost savings measures resolution 20-0191.
115	720 - Parks	9055	Willow Point Lights	-	50,000	50,000	0.0%	Z	Q4-2020	Original budget of \$300K reduced to \$50K for design works and site preparation per Council cost savings measures resolution 20-0191.
TOTAL				6,501,734	33,696,036	27,212,691	19.3%			

*2020 budget as approved.