

A scenic view of a bridge at sunset. The sky is filled with dramatic, colorful clouds in shades of blue, purple, and orange. A car is driving away on the bridge, and the road surface is visible. A yellow vertical bar is on the right side of the image.

# Q3 2024 CAPITAL FINANCIAL UPDATE

# Capital Program Summary

The following table details planned expenditures and funding sources for all of the city's capital projects by category, followed by a summary of the operating impacts of new capital improvements.

Capital Expenditures	2024-01 Budget	YTD Actual	Projection	Projected \$ Var	Projected % Var
Road Infrastructure	\$ 17,817,100	\$ 3,127,716	\$ 10,256,296	\$ (7,560,804)	57.6%
Facility Infrastructure	10,294,600	211,119	763,564	(9,531,036)	7.4%
Drainage Infrastructure	1,196,900	95,656	454,000	(742,900)	37.9%
Equipment	1,061,300	623,343	866,816	(194,484)	81.7%
Fleet	1,593,700	620,775	1,014,908	(578,792)	63.7%
Park & Recreation Infrastructure	1,332,500	336,981	781,883	(550,617)	58.7%
Sewer Infrastructure	150,000	188,054	199,965	49,965	133.3%
Capital Lead	188,700	117,326	189,000	300	100.2%
<b>Total Expenditures</b>	<b>\$ 33,634,800</b>	<b>\$ 5,320,969</b>	<b>\$ 14,526,432</b>	<b>\$ (19,108,368)</b>	<b>43.2%</b>
<b>Funding Source</b>					
Reserves, Gas Tax	490,300	-	313,668	(176,632)	64.0%
Reserves, Sustainable Infrastructure	4,484,500	-	2,016,145	(2,468,355)	45.0%
Reserves, Other	5,944,800	137,236	3,072,613	(2,872,187)	51.7%
Developer Contributions, Road DCC	2,602,800	-	579,654	(2,023,146)	22.3%
Developer Contributions, Sewer DCC	-	-	-	-	-
Developer Contributions, Other	1,325,100	-	1,276,529	(48,571)	96.3%
Capital Grants	4,109,600	-	1,311,878	(2,797,722)	31.9%
Debt	12,696,000	4,656,000	4,656,000	(8,040,000)	36.7%
General Surplus	1,981,700	527,733	1,299,945	(681,755)	65.6%
<b>Total Funding</b>	<b>\$ 33,634,800</b>	<b>\$ 5,320,969</b>	<b>\$ 14,526,432</b>	<b>\$ (19,108,368)</b>	<b>43.2%</b>

# Road Infrastructure

The following table details planned expenditures and funding sources for capital works related to road infrastructure, followed by descriptions of the planned improvements and a Q3 2024 update.

Road Infrastructure Capital	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Recurring programs</b>					
Sidewalk & Bike Lane Program	\$ 5,066,000	\$ 1,055,128	\$ 4,969,668	-\$ 96,332	98%
Annual Paving Program	600,000	405,346	600,000	-	100%
Traffic Signal, Controller Upgrades	370,600	313,717	371,300	700	100%
Bridge, Major Repairs & Upgrades	95,000	46,684	160,000	65,000	168%
Road, Major Repairs & Upgrades	30,000	1,594	-	(30,000)	0%
Signage & Wayfinding	110,300	7,259	90,300	(20,000)	82%
<b>Road Infrastructure, previously approved</b>					
Intersection: Latoria Rd + VMP	835,700	220,312	270,500	(565,200)	32%
Galloping Goose Overpass Bridge	6,254,200	765,811	1,754,200	(4,500,000)	28%
Intersection: Metchosin Rd + Latoria Blvd	989,100	-	300,000	(689,100)	30%
Latoria Rd, Metchosin to Sparrowhawk	CREDIT				
Active Transportation Counter Implementation	36,000	9,954	16,000	(20,000)	44%
Road Improvement	-	21,189	40,000	40,000	0%
Transit Improvements	80,000	26,575	80,000	-	100%
Intersection: Wale Rd + Wilfert Rd	1,333,900	-	1,333,900	-	100%
Intersection: VMP + Cairndale Rd	1,215,700	13,719	30,000	(1,185,700)	2%
594 Latoria Rd Frontage	500,000	-	-	(500,000)	0%
Allandale Rd Left Turn Lane	300,600	240,428	240,428	(60,172)	80%
<b>Total Road Expenditures</b>	<b>\$ 17,817,100</b>	<b>\$ 3,127,716</b>	<b>\$ 10,256,296</b>	<b>\$(7,560,804)</b>	<b>58%</b>

# Road Infrastructure

## Sidewalk & Bike Lane Program

Sidewalk & Bike Lane Program	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
Design & Engineering Services	\$293,700	\$104,538	\$313,668	\$19,968	0%
Kelly Rd Sidewalk	657,000	15,181	657,000	-	0%
Hagel Rd Sidewalk, including Adye Rd/Metchosin Rd Bikeway	1,482,000	781,536	1,482,000	-	0%
Lagoon Rd Sidewalk	2,517,000	153,873	2,517,000	-	0%
Buffered/Protected Bike Lanes	116,300	-	-	116,300	0%
<b>Total Sidewalk &amp; Bike Lane Program Expenditures</b>	<b>\$ 5,066,000</b>	<b>\$ 1,055,128</b>	<b>\$ 4,969,668</b>	<b>-\$ 96,332</b>	<b>0%</b>

The Sidewalk & Bike Lane Program budget provides for the ongoing implementation of road infrastructure improvements. Through the Active Transportation Network Planning (ATNP) process, the following active transportation infrastructure projects are progressing:

- **Kelly Rd Sidewalk**, Sooke Rd to Metchosin Rd
- **Hagel Rd Sidewalk**, Meaford Ave to Galloping Goose Trail (David Cameron School Safe Route)
  - Including Bikeway, Adye Rd/Metchosin Rd Bikeway (Galloping Goose Trail connection).
- **Lagoon Road Sidewalk**, Milburn Dr to Aloha Ave

**Q2 2024 Update:** The construction contract for services for the remaining Hagel Rd, Kelly Rd, and Lagoon Rd Sidewalk and Bike Lane projects was awarded in Spring 2024. In June 2024 the contractor broke ground on Hagel Rd, prioritizing the sidewalk and bike lane construction fronting David Cameron Elementary over the out-of-school summer months. Construction to continue in 2024 to early 2025 on Hagel Rd, Lagoon Rd, and Kelly Rd, with staff and crews working closely with the CRD watermain upgrades taking place on Hagel Rd and Lagoon Rd. Studies of the Metchosin Corridor commenced in 2022, and work to finalize the ultimate cross-section for Metchosin Rd is pending. The following projects are directly linked to this work and will be revisited when appropriate information is available: Metchosin Rd Sangster School Frontage Sidewalk; Metchosin Rd South Bike Lane, Lagoon Rd to Wishart Rd; Metchosin Rd North Bike Lane, Wishart Rd to Sooke Rd. The Hatley/Metchosin Design is 95% complete and awaiting BC Hydro design considerations. This infrastructure project is delayed until Council determines the Metchosin Road cross-section; works will be scheduled in the future.

**Q3 2024 Update:** For all non-active construction project related items there is no change from the Q2 update. For active projects the updates are as follows:

- Hagel Rd sidewalk is substantially complete with minor deficiencies to be completed. It went very well from a schedule, quality and budget standpoint. Most of the feedback received by staff is overwhelmingly positive.
- Kelly Rd sidewalk is a small project and progressing well. That is planned to be substantially complete prior to the end of 2024.
- Lagoon Rd sidewalk is further along than Kelly, but is a much larger and more challenging project overall. This project, weather dependent, is anticipated to be substantially complete by December 2024.

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## Bike Lane Projects:

Colwood has nearly 7km of **buffered bike lanes** spread throughout the community. This initiative will see the conversion of existing buffered bike lanes to “protected” in a cost-effective way as proven by other local municipalities. Where it makes sense, and future capital improvements are not planned for the foreseeable future, a solution such as this can be implemented to improve the safety of riders and may also provide needed comfort for others to take up cycling. Engineering will collaborate with the Active Transportation Committee to determine the best location for this treatment. In future years, Engineering will be able to provide cyclist and pedestrian counts to better determine locations of need. A summary of the works and feedback from the pilot project will be brought forth to the Active Transportation Committee in 2024.

**Q2 2024 Update:** In February 2024 staff presented the proposed locations for the 2024 Buffered-protected Bike Lane Program to the Active Transportation Committee for comment. With input from the AT Committee, ATNP, and other community priorities, a location will be determined to implement the program with a completion by end of 2024.

**Q3 2024 Update:** During the preplanning phase of this project Staff considered locations and ultimately felt the uncertainty too great to continue into construction this year. Colwood is actively working on a new TMP which will likely change where this buffered-protected program should and could be applied. Staff feel it best to carry these funds forward and look to continue this program post TMP finalization.

## Paving Program - \$600,000 annual budget (multi-year program)

The City’s paving program was introduced in 2019 and is based on the City’s Pavement Condition Index (2018). In 2024, staff are recommending that the Pavement Condition Index be updated to better inform future works of this program. It should be noted that, where feasible, drainage and road projects will be undertaken together to maximize cost effectiveness and minimize interruption to the public. In 2023, paving work included areas along Ocean Blvd (Milburn to Belmont), Metchosin Rd (Wishart to Lagoon), Fulton Rd (Sooke to Ravenwood), Wishart Rd (Latoria to Windthrop), Wishart Rd (at Wishart Pl), Owens Rd (Painter to Wishart), Benhomer Dr (Metchosin to Painter), Stornoway Dr (St. Troy to Rothnie), and Stornoway (Salton to Strathdee). Longitudinal cracking repairs are planned to areas on Sooke Rd, and Ocean Blvd, to complete the paving program for 2023.

*Funding Source: Reserve Fund – Sustainable Infrastructure*

**Q2 2024 Update:** On July 8th Council approved the contract award to carry out works on multiple paving projects slated to start in Q3. In addition, \$150k has been set aside for Hagel Rd sidewalk improvements. **Q3**

**2024 Update:** All anticipated major paving areas are now complete. Additional paving areas along Hagel Rd are also complete, which contributed significantly to the overall pavement area renewal along the recently completed active transportation project. Roadways that saw grind and pave work this year as part of the Capital Paving Program are as follows: Sooke Rd, Island Highway, Goldstream Ave, Wishart Rd, Stornoway Dr, Lagoon Rd, and Jacklin Rd.

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## Traffic Signal Program - Controller Upgrades \$370,600 (2024) (Budget increase via Amendment No. 2021-01)

This program budget supports a multi-year plan, initiated in 2022, to replace older traffic controllers at traffic control signals on an ongoing basis. The 2024 plan will coordinate existing intersections for better flow through the community; scheduled upgrades include Sooke Rd/Kelly Rd intersection, and Mount View/Sooke Rd.

*Funding Source: Reserve Fund - Sustainable Infrastructure*

**Q2 2024 Update:** The City is upgrading the controllers, equipment and timing sheets along the Sooke Rd corridor starting from the intersections of Kelly Rd to Aldeane Ave. The timing sheet for Sooke Rd at Metchosin Rd has been updated to coordinate with other intersections, improving traffic flows during peak hours. Due to unforeseen costs of upgrading the pre-emption equipment for Sooke/Kelly and Sooke/Aldeane intersections, it is anticipated that this project will be overbudget by \$24,000 to complete.

Additionally, three projects including a communications package for Sooke/Kelly and Sooke/Aldeane intersections, upgrading of detection and signal timing sheets for Wishart/Metchosin intersection, and an intersection design change to Island Hwy/Westshore Rec were brought forward to the Infrastructure Committee on June 10, 2024, for a budget amendment. Council approved a budget increase of \$57,400 from \$290,300 to \$347,700 for the additional projects.

This budget overrun for the original scope plus the additional budget for the new scope, will be reflected in a proposed amendment to the 2024-2028 Financial Plan in the fall, resulting in a total project budget of \$372,000.

**Q3 2024 Update:** The original scope from the project is substantially complete with the contractor currently completing deficiencies. The additional scope, as described in the Q2 update, is well underway with the communications portions done and the other two items in progress. The remaining work is anticipated to be completed before the end of 2024.

## Bridge Repairs & Upgrades (Esquimalt Lagoon Bridge) - \$95,000 (2024)

Inspection of the Esquimalt Lagoon Bridge per the 5-year inspection and capital maintenance program. Bridge inspections are ongoing, with the final report to be complete in Q1 2024. Inspection report to inform the 5-year capital upgrades plan, starting in 2024.

*Funding Source: Reserve Fund, Infrastructure Deficit*

**Q2 2024 Update:** The 5-year Bridge Inspection Report was completed in February 2024. Priority items were identified as part of this reporting for works required to be completed in 2024. In collaboration with the consultant, a Phase 1 project scope has been identified to address priority bridge repairs. Construction of priority repairs to be tendered in Summer 2024 with completion expected by end of 2024.

**Q3 2024 Update:** Tender for priority repairs was run and the contract for the works awarded. Work is scheduled to begin in October of 2024 and be substantially complete before the end of 2024. Priority repairs required expenditure of \$160,000, which exceeded budget.

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## Signage & Wayfinding \$110,300 (2024)

The City's Neighborhood Wayfinding Implementation Strategy was presented to Council July 2022. The City was awarded a Federal grant (Canada Community Revitalization Fund) to support partial implementation of Phase 1. Phase 2 (2024) will include installation of neighborhood, vehicle and monument signs, and pedestrian fingerpost at 19 key locations. Phase 3 (2025) will include 17 key locations and Phase 4 will include 6.

*Funding Source: Reserve Fund – General Capital*

**Q2 2024 Update:** Full-spend is expected by the end of Q4 for the Roads sign budget to implement phase 2 of the Neighbourhood Wayfinding Strategy, including enhancements to selected existing signs. Full-spend is also expected for the park sign budget by the end of Q4 as the Communications Department works with the Parks Department team on implementation of the Colwood Creek Park Management Plan, including new signage with respect to dog on leash and off leash areas. **Q3 2024 Update:** No change from Q2 update.

## Intersection Improvements: Latoria Rd at Veterans Memorial Parkway \$835,700 (2024)

Traffic flow improvements in South Colwood require that intersection improvements occur at Veterans Memorial Parkway and Latoria Road. Substantial completion for construction of a double-lane roundabout was achieved in 2023. Funding of the project was through



Road DCC's and Developer Cash Contributions. The 2024 budget reflects the remaining construction costs including a project contingency, and an additional \$100,000 is needed to complete boulevard and electrical work. Coordination with BC Hydro for removal of overhead lines and poles is ongoing.

Project Budget <sup>1</sup>	Actual Costs: 2020 to Dec 31, 2023 <sup>2</sup>	Projected Costs: 2024 <sup>2</sup>	Total Costs to date <sup>3</sup>	Projection	
				\$ variance	%
<b>\$7,785,000</b>	\$7,572,995	\$270,500	<b>\$7,843,495</b>	\$58,495	100.8%
<sup>1</sup> \$7,685,000 budget per Bylaw 1923-01 (2022-2026 Financial Plan) was increased \$100,000 as approved by 2024-2028 Financial Plan Bylaw No. 2021, to fund completion of the boulevard and electrical work.					
<sup>2</sup> Excludes capital infrastructure city staffing costs (separate budget)					
<sup>3</sup> Total costs to date reflect total expected spend on these works; project completion expected end of Q3 2024					

*Funding Source: Road DCC + Developer Cash Contribution*

**Q2 2024 Update:** Construction is nearing completion, and the roundabout has been operational since the beginning of the year. Following BC Hydro's current work in the area on Latoria Rd, the contractor will complete the last remaining construction items, including the Latoria Rd bus stop. Construction completion is expected at the end of Q3. **Q3 2024 Update:** The roundabout is functioning and BC Hydro has completed their work for the RBCM electrical capacity in the vicinity of the roundabout. The bus stop will be completed before the end of the year and the project can be closed. No additional funding projected for next year.

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## Galloping Goose Overpass Bridge

**Project Budget: \$6,393,700 (2024 Budget: \$6,254,200)**

The Galloping Goose is a picturesque multi-use trail that runs through the heart of Colwood as it follows an old railway line on its 55km journey from Victoria to Sooke. This section of trail attracts more than 250,000 users each year. It is owned and maintained by the Capital Regional District.

There are safe and convenient crossings at most intersections on the 55km route. The trail is disconnected in Colwood when it meets Wale Road and users must detour along Wale Road to the intersection at the Island Highway, cross at the light, then travel up the sidewalk on the Island Highway to reconnect with the trail. Further, there is a small section of trail that cuts across from Wale Road to the Highway, but ends there dangerously, with no safe crossing in sight.

The City of Colwood was successful in obtaining a *Canada Infrastructure Program* grant. Investigative works to support the procurement process were completed in 2022 as well as the completion of a successful prequalification process. In late 2022 the RFP was sent to the four prequalified proponents and in 2023 design and construction contract was awarded. The City has engaged a consultant for the project management services to administer the contract and represent the City's interests. Detailed design will begin in 2024; the project budget was increased with Council's construction contract award in 2023.

Galloping Goose Overpass Project Budget Summary					
Fixed Fee (less GST)	Contingency	Selected Add-ons	Project Management	Utility Cash Allowance*	Total Budget
\$4,849,400	\$500,000	\$264,270	\$500,000	\$250,000	\$6,363,670

Project Budget <sup>1</sup>	Actual Costs: 2020 to Dec 31, 2023 <sup>2</sup>	Projected Costs: 2024	Total Costs to date <sup>3</sup>	Projection <sup>3</sup>	
				\$ variance	%
\$6,393,700	\$137,897	\$1,754,200	\$1,892,097	(\$4,501,603)	29.6%
<sup>1</sup> As amended under Bylaw 1923-01; 2022-2026 Financial Plan					
<sup>2</sup> Excludes capital infrastructure city staffing costs (separate budget)					
<sup>3</sup> Final project costs are expected to be carried forward to 2025					

**Q2 2024 Update:** Land use negotiations with the CRD and MOTI have delayed the start of construction. While much progress has been made in finalizing an agreement, the start date is pending. Construction will commence shortly following the signing of the land-use agreement. The cost implications of the construction delay are yet unknown, these will be calculated once a start date is confirmed. Meanwhile, bridge designs are nearly complete with the final design set pending review. The contractor is poised to start off-site works as soon as an agreement with the CRD and MOTI can be reached. **Q3 2024 Update:** The update from Q2 is still accurate. Due to this delay a substantial portion of the overall project budget will be moved to 2025. When the delay ends and the project can commence as planned, staff will have better clarity on the overall situation and look to provide a financial update regarding delay costs and multiyear spend allocation.

## Intersection Improvements: Metchosin at Latoria (DCC Cash) - \$989,100 budget (2024)

As defined in the *Roads DCC Bylaw No 1836*, and as per Committee's priority recommendation on February 7, 2022, this road infrastructure project was largely completed in 2023. Minor landscaping deficiencies are expected



# Road Infrastructure

to be completed by spring 2024 with Final Acceptance to follow in fall of 2024. These works have improved pedestrian and cycling safety, connectivity and separation, as well as traffic flow and safety. The remaining project budget has been carried forward in the 2024-2028 Financial Plan to provide funding for the fourth intersection quadrant. This east leg section of the intersection works will form the main entrance to the Beachlands development and has not been scheduled.

Project Budget <sup>1</sup>	Actual Costs: 2022 to Dec 31, 2023	Projected Costs: 2024	Total Costs to date <sup>3</sup>	Projection <sup>3</sup>	
				\$ variance	%
\$3,565,000	\$2,575,960	\$300,000	\$2,875,960	(\$689,040)	80.7%
<sup>1</sup> As approved under Bylaw 1923; 2022-2026 Financial Plan					
<sup>2</sup> Excludes capital infrastructure city staffing costs (separate budget)					
<sup>3</sup> Remaining budget to be carried forward for future works on Metchosin Rd Beachlands frontage (north)					

**Q2 2024 Update:** Minor landscaping deficiencies remain and are expected to be completed by Fall 2024 with final acceptance to follow late Fall 2024. This project came in under budget as approved by Council with all DCC contributions processed in Quarter 1 2024. The east leg of the Latoria Boulevard intersection works, which are a requirement of the Beachlands development, has been tentatively scheduled for August 2024. The remaining DCC budget is to be carried forward to 2025 for future works on Metchosin Road along the Beachlands frontage heading north. **Q3 2024 Update:** The portion of the intersection being completed by Royal Bay is complete. The small portion fronting the Beachlands has an active permit and construction has begun. Staff expect this project to continue and gain momentum in Q4 of 2024.

## Latoria Blvd, Metchosin to Sparrowhawk \$110,990 DCC Credit (2024)

Latoria Boulevard, from Metchosin Rd intersection to Sparrowhawk intersection, widening from a 3-lane section to the ultimate 5 lane section as defined in the Roads DCC Bylaw No. 1836. Along with road widening, a high priority bus exchange facility and improvements to pedestrian and cycling safety such as separated sidewalks and protected bike lanes will be installed. Installation of overhead flasher signals at Sparrowhawk completed December 2023. Minor deficiencies to be completed by Spring 2024, with final acceptance anticipated for summer 2024.

*Funding Source: Future Road DCCs*

**Q2 Update:** Minor landscape deficiencies remain and are expected to be completed by Fall 2024 with final acceptance to follow late Fall 2024. **Q3 2024 Update:** All works and deliverables are complete with Final Acceptance issued Sept 11, 2024 as part of the Latoria widening works (Zone 3).

## Active Transportation Counter Implementation \$36,000 budget (2024)

Colwood is a successful recipient of a *BC Active Transportation* Grant for purchase and installation of pedestrian and cyclist counters in our community. The funding is based on 9 counter installations, 2 larger feature style counters, 3 cameras and 4 more discrete bollard style ones. These counters will be placed in strategic locations around our community to better measure and promote active transportation in the community. They also have the added benefit of being linked into the greater regional pedestrian and cyclist

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tracking that the CRD hosts. Colwood is excited to get this infrastructure in our community and work to leverage the data to make more effective and functional decisions in regard to active transportation.

Seven of the nine counters have been received and installed. The remaining two will be installed when the Galloping Goose Pedestrian Bridge and the Colwood Waterfront Stewardship Plan projects are complete.

*Funding Source: Provincial Grant (60%) + General Operating Surplus (40%)*

**Q2 2024 Update:** Pending completion of the Galloping Goose Pedestrian Bridge and the Colwood Stewardship Plan projects. **Q3 2024 Update:** No change from Q2 update.

## Transit Improvements \$80,000 budget (2024)

This initiative is to improve bus stop infrastructure for high on-boarding bus stops within Colwood. Municipalities within BC are looking towards shifting modes of transportation from vehicles to transit/cycling which provides lower traffic volumes and pollution. Improving bus stop infrastructure can help increase ridership volume on buses by providing accessible landing pads and bus shelters for the public. The City made a successful application towards the new shelter program offered by BC Transit which is a provincially/federally funded program that subsidizes the cost of bus shelters for municipalities in BC. The two bus stops that have the highest on-boarding numbers without bus pads or shelters are VMP at Cairndale northbound and Benhomer at Painter northbound. Bus pads have been installed at both locations. BC Transit shelters have been received and are scheduled for installation beginning December 2023 and into spring 2024. Shelter installation is covered by Victoria Regional Transit Commission; the only costs to the City are associated with electrical installation. Staff will work with BC Transit to determine whether recent BC Transit routing changes will affect on-boarding at these stops.

*Funding Source: General Operating Surplus (+ BC Transit grant funding)*

**Q2 2024 Update:** The grant for BC Transit shelters has been awarded for another two bus shelters in Colwood, following completion of the previous two in early Spring 2024. The new pads for the bus stops are currently being installed, and we are awaiting a schedule for installation of these two new shelters at Metchosin Rd at Painter Rd, and Painter Rd at Bidwell St, expected in Fall-Winter 2024. Shelter installation is provided by the Victoria Regional Transit Commission; with the only costs to the City being associated with electrical and bus pad installations. **Q3 2024 Update:** The pads for the BC Transit shelters are complete and awaiting shelters. BC Transit and Colwood are actively discussing electrical details prior to the installation of the shelters, but this is anticipated to be finalized and the shelters installed prior to the end of 2024.

## Intersection: Wale Rd + Wilfert Rd -\$1,333,900 budget

This intersection was previously identified for 2050 based on the Council endorsed DCC project order on February 7th, 2022. However, with the current development project at the corner of Wilfert and Wale, projects such as the Galloping Goose Overpass and BC Transit Rapid Transit projects and the desire for mode shift in our community this intersection was brought to the top of the project list. The safety and functionality of this intersection can be greatly improved with improved design.

Advanced design drawings have been received and are under review. The original budget (2023 - \$586,800) was based on a conceptual design before advanced design drawings were received. The revised budget is based

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on a Class C Cost Estimate. The construction start date is anticipated to be early to mid-2024; timing will be influenced by the development project at the corner of Wilfert and Wale.

*Funding Source: Road DCC + Reserve Fund – Sustainable Infrastructure*

**Q2 2024 Update:** Civil and electrical design for the intersection signalization has been accepted by the City, and a permit has been issued to complete the works. Construction is set to begin August 2024 with completion anticipated by November 2024. The project signage required by the Ministry for the grant conditions has been manufactured and will be installed on site prior to start of construction.

**Q3 2024 Update:** Construction of this intersection is well underway. Substantial completion is still anticipated for November 2024.

## Intersection: VMP + Cairndale Rd- \$1,215,700 budget (2024)

The current traffic impact assessments indicate the intersection at VMP and Cairndale needs to be upgraded for safety and Level of Service (LOS) betterment. Project slated to begin in 2025 to allow for the update of the Transportation Masterplan (TMP). The updated TMP will dictate the design intent of this intersection. Once decided, designs and construction can commence on the Cairndale/VMP intersection. Project budget will be refined pending design intent; spend on design may initiate in 2024.

*Funding Source: Road DCC + Reserve Fund – Sustainable Infrastructure*

**Q2 2024 Update:** Staff have engaged a consultant to review the option of a roundabout or signalization for the intersection upgrade. Staff will receive a formal memo with the findings, but the analysis and consideration resulted in a signalization being the best technical, practical and financial solution. The same consultant is currently producing the required documents for Colwood to post an RFP for the design of the project. The RFP will be posted in the fall of 2024 and staff plan to award the design for the project before the end of 2024.

**Q3 2024 Update:** Work is well underway however Staff will not have the design contract awarded inside of 2024. This significantly reduces the projected spend for 2024 and produces a carry forward of the unspent budget into 2025.

## 594 Latoria Rd Frontage - \$500,000 budget (2024)

In 2022 the City of Colwood signed a cost sharing agreement with the owners of the 594 Latoria property to construct the frontage works including a creek realignment. As the owner was not prepared to proceed with the works at the time of the agreement the City proceeded with only those works that were outside of the property owner's scope. This project and budget are held in the event that the owner proceeds with construction so the City may fund its portion of the agreed works.

*Funding Source: Sustainable Infrastructure Reserve Fund*

**Q2 2024 Update:** No work has begun at this time. The City continues to wait for the owner to proceed with development. **Q3 2024 Update:** No change from Q2 update.

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Intersection, Allandale Rd + VMP (Left-turn lane improvements)

Project Budget: \$300,600 (2024)

Due to a design error, the recently constructed Allandale and VMP intersection left-hand turn lanes will be extended in 2024 to allow for adequate traffic storage. Costs are being recovered from the engineering firm's errors & omissions insurance.

*Funding Source: Other Contributions*

**Q2 2024 Update:** Construction of the left turn lanes has been completed, and all deficiencies have been addressed. Discussions with the developer have successfully concluded and the City's claim to recoup construction costs will be completed in Q3 uncontested. **Q3 2024 Update:** The City's claim for costs have been sent to the appropriate parties, the final release has been signed and full payment is in progress and should be received before the end of 2024.

# Facility Infrastructure

The following table details planned expenditures and funding sources for capital projects related to building infrastructure, followed by descriptions of the planned improvements.

Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Facility Infrastructure</b>					
City Hall Facility, Exterior Retrofit	\$ 923,000	\$ 103,223	\$ 130,000	\$(793,000)	14%
City Hall Facility, Interior Retrofit	15,400	7,905	15,400	-	100%
City Hall Facility, Art Hanging System	5,000	-	5,000	-	100%
RCMP Detachment Reno	29,700	3,127	29,700	-	100%
RCMP Detachment Upgrade	8,040,000	-	-	(8,040,000)	0%
Fire Hall, Radio Antenna Mast	45,100	-	10,000	(35,100)	22%
Public Works Facility	889,900	32,566	444,964	(444,936)	50%
St. John's Church, Interior Retrofits	26,500	6,838	7,000	(19,500)	26%
St. John's Church, Accessible Washroom	120,000	46,033	71,500	(48,500)	
170 Goldfinch Rd Facility	200,000	11,427	50,000	(150,000)	25%
<b>Total Facility Expenditures</b>	<b>\$ 10,294,600</b>	<b>\$ 211,119</b>	<b>\$ 763,564</b>	<b>\$(9,531,036)</b>	<b>7%</b>

## City Hall Lifecycle Refurbishment Plan

After reviewing the current City Hall structure in detail and examining the structural health of the facility, staff have determined that the physical building has a projected future lifespan of many decades. To ensure continued function over the coming decades, capital investment is needed to support refurbishment and replacement of various building components. Staff are proposing a capital budget (detailed below) to capture the next 5-years of City Hall related refurbishments, these capital maintenance items are critical early steps to maximize longevity.

Year	Planned City Hall Lifecycle Refurbishment Works
2024	Roof Replacement (\$700,000), Soffit Repairs (\$104,000) and HVAC Repair/Replacement (\$119,000), Total = \$923,000
2025	Exterior Paint Refresh (\$100,000) Sewer Connection (\$75,000), Total = \$175,000
2026	Door Replacement and Window Weatherstripping Refresh, Total = \$100,000
2027	Carpet Replacement and Interior Paint Refresh, Total = \$80,000
2028	Exterior Improvements: Drainage, Lighting plus Walkway and Parking Surface Refurbishment Total = \$150,000

# Facility Infrastructure

## City Hall Facility, Exterior Retrofit (multi-year)

### Roof Soffit Repair & Roof Replacement & HVAC - \$923,000 budget (2024)

In 2022, minor repair works occurred to address the failing soffit located at the north-west corner of the City Hall facility. Staff are recommending a full-building review in addition to this localized repair, 2024 will see the City create a lifecycle refurbishment plan, based on this full-building review, for City Hall. 2024 will likely see roof replacement as the next major refurbishment; expenditures are anticipated within this budget, and cost estimates will be refined pending the full-building review.

*Funding Source: Reserve Fund - Sustainable Infrastructure*

**Q2 2024 Update:** Staff have prioritized the soffit/gutter replacement which is currently underway and is expected to be completed by the end of 2024. The remainder of the budget will be carried forward into 2025 for the roof replacement which is anticipated to commence in early 2025.

**Q3 2024 Update:** Progress continues on the soffit/gutter replacement and staff expect work is on track to be completed by the end of 2024. Roof replacement will be started in early 2025.

## City Hall Facility, Interior Retrofit (multi-year)

### 2024 Budget: \$15,400

In 2022 and 2023, the City proceeded with reconfiguration and retrofit construction of City Hall to accommodate a growing workforce. Through this process, the City has improved the City Hall facility to better meet the needs of a growing workforce, including creation of additional seating and work spaces and new meeting spaces. On a recurring basis, it is anticipated that minor retrofits will be required to continue to accommodate a growing workforce; this budget also includes minor funding for furniture renewal as required.

*Funding Source: General Operating Surplus*

**Q2 2024 Update:** Minor office furniture replacements, as required. **Q3 2024 Update:** No changes from Q2.

## City Hall Facility, Art Hanging System

### Project Budget: \$5,000 budget (2024)

Funding to support the purchase and installation of a track systems capable of suspending art for public viewing at City Hall. A track system would enable the City to easily and safely host community art for public benefit in partnership with local arts organizations.

*Funding Source: General Operating Surplus*

**Q2 2024 Update:** Staff anticipate starting these works in Q3.

**Q3 2024 Update:** Staff plan completion of the art display system in Q4 2024.

# Facility Infrastructure

## Fire Hall, Radio Antenna Mast - Project Budget: \$50,000

2024 Budget: \$45,100

Replacement of the radio antenna mast that was installed in 1972. To ensure resiliency and meet revised standards, the mast needs to be replaced to ensure emergency communications for future years to come. This allows for communications to the CREST radio system and the dispatch center in Surrey. In 2023, staff hired a contractor to complete an inspection of the antenna to determine the deficiencies. The work to rectify these deficiencies will be carried out in 2024.

*Funding Source: Reserve Fund - Fire Fleet Replacement*

**Q2 2024 Update:** Through a completed inspection, it was determined that only the Antenna required repairs, which will be completed this year. As a result, the projection has decreased for this budget to \$12,000. **Q3 2024 Update:** Repairs to the radio antenna will be completed by the end 2024 and we anticipate the costs to be underbudget.

## Fire Hall, Roof Repair – Budget Pending

The Colwood Fire Hall was built in the early 1970's with a roof replacement in 1998. A 2006 seismic upgrade and expansion excluded the 1998 roof replacement. The older sections are now in a state that they require replacement to protect the fire hall and extend the life of this asset. A building review to assess the overall fire station roof and HVAC replacement requirements is planned for early 2024. It is expected that 2024 will likely see a roof replacement as the next major refurbishment. A budget estimate will be brought forth following the Fire Hall building review.

*Funding Source: Reserve Fund - Sustainable Infrastructure*

## Public Works Operations Facility - Project Budget: \$9,287,300 (Class D estimate)

2024 Budget: \$889,900 (design estimate)

To effectively manage operational assets and Public Works service delivery as the City's population, infrastructure and maintenance needs expand, a comprehensive plan was developed to map a sustainable path forward. In 2022, Council endorsed the *City of Colwood Facility Feasibility Study* (Kasian, 2022) as a master plan guide for the municipal complex. This plan ensures that the site at 3300 Wishart Rd will continue to be a functional, relevant and engaging community hub for a 30-40 year horizon. The first phase described in the plan involves the construction of a 973m<sup>2</sup> dedicated operations facility, addressing current site challenges and increasing efficiency. Current challenges addressed by the introduction of the operations facility include:

- lack of operational capacity within current temporary structures which are at the end of their useful life and dispersed inefficiently on the site;
- inadequate changing and washroom facilities with staff relying on a portable rv-style trailer; and
- the current lack of a post-disaster EOC for the City of Colwood.

The public works operations facility would provide the added benefit of alleviating the current space scarcity at City Hall, allowing that structure to continue sustainably on site by shifting future capacity to a co-located post-disaster structure.

The 2024-2028 Financial Plan included the Class D cost estimate to replace the Public Works operational elements currently housed in trailer accommodations with a new facility sized appropriately to support the

# Facility Infrastructure

Public Works team as well as staff from City Hall. The new facility is to be dual purposed as a post-disaster facility constructed to post-disaster standards to support an emergency operations center. The project is also focused on improving the surrounding Public Works yard and site infrastructure by upgrading utilities connections (upgraded BC Hydro Transformer (BHT), Sanitary Sewer (SS), Storm Water (SW), communications, improving traffic flow.

Public Works Operations Facility Q3 2024 Update					
Project Budget <sup>1</sup>	Actual Costs: 2022 to Dec 31, 2023 <sup>2</sup>	Projected Costs: 2024	Total Costs to date	Projection <sup>3</sup>	
				\$ Variance	%
\$9,287,300	\$50,377	\$444,964	\$495,341	(\$8,791,959)	5.3%
<sup>1</sup> As approved by 2024-2028 Financial Plan Bylaw No. 2021					
<sup>2</sup> Excludes capital infrastructure city staffing costs (separate budget)					
<sup>3</sup> Final project costs are not expected to exceed budget					

*Funding Source: General Operating Surplus (design; 2024) + Long Term Debt (construction; 2025)*

**Q2 2024 Update:** The City has issued two RFPs on these works: to engage a design-build team and to engage project management services. These contracts are expected to be awarded in Q3 2024, and at that time the 2024 projected spend will be updated. The City's tentative schedule for the project anticipates design will be completed Q1 2025, construction will commence Q2 2025 and final completion Q4 2026.

**Q3 2024 Update:** Through 2 separate RFP processes this summer, the City has engaged Kinetic Design Build Ltd. as contractor and Colliers Project Leaders as project manager to initiate the design phase of the Public Works Operations Facility. The use of the design budget will occur over Q4 2024 and Q1 2025. Staff will return to Council in early Spring 2025 with an Owner's Statement of Requirements and draft CCDC-14 contract for consideration.

## West Shore RCMP Detachment Facility

**Description: Building Improvements (Existing) \$29,700 budget (2024)**

*Funding Source: Reserve Fund – Police Building*

**Q2 2024 Update:** The 2024-2028 Financial Plan includes funding to support the existing facility improvement works, as required. It is anticipated that both facility retrofit costs, as well as temporary facility space, will be required in the short-term pending the Detachment expansion. Budget estimates are being compiled to inform 2025 deliberations.

**Q3 2024 Update:** Repairs have commenced, however, with work on the detachment expansion occurring concurrently, the budget may not fully realize as efforts are shifted to that project.



# Facility Infrastructure

West Shore RCMP Detachment Facility - Description: Detachment Expansion (New building)  
Project Budget: \$20,100,000 budget (Class D; multi-year) \$8,040,000 budget (2024)

The City of Colwood is an owner of the RCMP detachment building along with the City of Langford and the Town of View Royal. The City contracts with the RCMP for the provision of policing services. The City (and its partners) are required to provide accommodation for the police force and municipal support staff as part of the contract.

The owners have entered into an agreement with respect to the maintenance and operation of the detachment building. The City of Colwood contributes to the operating cost and capital maintenance of the building pursuant to this agreement. Costs are apportioned based on assessed value and population.

The RCMP detachment building is nearing maximum capacity. In 2023, the three municipal building owners formed a Joint Police Facilities Steering Committee and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82.4M with Colwood's share approximating 24% of this cost. In late 2023, Council passed a resolution to request that the CRD establish a sub-regional service for the purpose of debt financing with the West Shore RCMP Detachment Expansion. Procurement of project management and communications consulting services to support an Integrated Project Delivery is in progress.

*Funding Source: Reserve Fund - Long-Term Debt (2024/2025)*

**Q2 2024 Update:** The West Shore RCMP municipal owners group has procured project management and consulting services (Colliers) to support advancement of this work; Q3 2024 will see contract awards brought forward for consideration, to support the compilation of the integrated project team including project management and engineering services. Work continues with the CRD to establish a sub-regional service for purposes of debt financing the West Shore RCMP Detachment Expansion.

Work has initiated per Council resolution R2023-44 where Council resolved the use of up to \$1.2 million dollars by membership Councils (Colwood share \$291,720) to support pre-feasibility works. The City of Langford is the fiscal agent and an update will be forthcoming in Q3. **Q3 2024 Update:** The project continues to advance past the first phase of the IPD (Integrated Project Delivery) which included the selection of the IPD team and awarding of initial contracts. The project is now in the validation phase which will include the newly formed joint team sorting out governance and validation phase planning. No direct spend has occurred to date, however a cost-recovery model is being discussed and formalized between the participating municipalities for the services being provided by each.

## St. John's Church

Interior Retrofits - \$26,500 budget (2024)

Accessible Washroom - \$120,000 budget (2024)

St. John the Baptist Heritage Church was acquired by the City of Colwood in 1993 and given official heritage status. Emery Hall is next door and offers a full kitchen with meeting area. Expenditure for these facilities is partially funded by revenues generated from the rental of the property.

In 2023, staff completed replacement of the septic field. The 2023 budget also contained funding for facility improvements at St. John's Church and Emery Hall. Part of the planned renovations included upgrades to the existing washroom facilities. As staff worked to plan the washroom renovation it became clear that the footprint of the existing washroom area was insufficient to support accessible bathrooms. Understanding that this is a

# Facility Infrastructure

key consideration, staff are requesting additional funding to design and create appropriately sized facilities for community use at the Hall.

*Funding Source: Reserve Fund - St. John's Church*

**Q2 2024 Update:** Interior works are ongoing, featuring improved lighting amenities in Summer 2024. A Request for Quotations has been issued for Accessible Washroom Upgrades at Emery Hall and work is expected to begin in Q3, pending contractor availability. **Q3 2024 Update:** The Emery Hall Accessible Washroom Renovation is underway with anticipated completion late 2024. Interior improvements to the Hall are planned through Q4 2024.

## 170 Goldfinch Rd Facility Refurbishment

### Washroom Facility - \$200,000 budget (2024)

The City-owned facility at 170 Goldfinch Rd is proposed to receive a washroom upgrade, increasing occupational load and maximizing use as a community hub. The proposed washroom addition would positively situate the facility within the park, integrating with planned upgrades to the waterfront and ensuring a sustainable future location for washroom amenities.

*Funding Source: Reserve Fund - Sustainable Infrastructure*

**Q2 2024 Update:** Staff anticipate the project will commence for the washroom facility in Q3 2024 and will run through to Q2 2025. **Q3 2024 Update:** Staff have experienced some delays in starting the construction of this project. Anticipated start has been pushed into Q4 2024 and will complete in 2025.

# Drainage Infrastructure

The following table details planned expenditures and funding sources for capital projects related to drainage infrastructure, followed by descriptions of the planned improvements.

Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Drainage Infrastructure</b>					
Stormwater Infrastructure Renewal Program	\$ 872,900	\$ -	\$ 130,000	\$(742,900)	15%
Drainage, Colwood Creek/Allandale	174,000	47,289	174,000	-	100%
Drainage, Parandeh	150,000	48,367	150,000	-	100%
<b>Total Drainage Expenditures</b>	<b>\$ 1,196,900</b>	<b>\$ 95,656</b>	<b>\$ 454,000</b>	<b>\$(742,900)</b>	<b>37.9%</b>

## Stormwater Infrastructure Renewal Program (multi-year)

This budget is to address known drainage issues, improvements identified in the Stormwater Master Plan (2018), specific studies conducted around drainage, CCTV program, and consultation with the Colwood Public Works department. Projects will need to be refined annually to ensure relevance and refinement for both scope and budget, as information is further defined by the City.

*Funding Source: Reserve Fund - Sustainable Infrastructure*

### 2024 Renewal: Cecil Blogg Re-route - \$802,900 budget (2024)

As identified in the Stormwater Master Plan (2018), the downstream infrastructure at Cecil Blogg needs renewal to address flows that will come during major rain events. This work involves rerouting the drainage alignment away from an SRW through private property to run along Sooke Rd and cross VMP.

**Q2 2024 Update:** Further investigation into the required project scope is being undertaken as part of the Colwood Creek/Allandale design project. Once the Colwood Creek/Allandale design is complete, the Cecil Blogg Re-route project scope will be confirmed and project to continue with procurement for design services.

**Q3 2024 Update:** No change from Q2 update.

### Storm Sewer Major Repairs Contingency - \$70,000 budget (2024)

Contingency budget should the City's drainage infrastructure need repairs. Not part of routine maintenance and repairs.

**Q2 2024 Update:** There has not been a need for this to date, but if required it would typically be in the fall or early winter. **Q3 2024 Update:** No major repairs have been completed to the Storm network to date in 2024. CCTV inspection continues, with completion expected early Q4. If failures are identified, work will be scheduled expeditiously to repair prior to year's end.

# Drainage Infrastructure

## Drainage, Colwood Creek/Allandale - \$174,000 2024 Budget (in-progress)

Funding in this area is for continued study, monitoring and modelling. The City purchased the land south of Allendale fronting Cairndale (Lot 75), with the intent to explore further drainage solutions. In addition to this, there are two possible avenues to work with possible development of the Allandale lands overall and each of these solutions will take further investigation and ultimately detailed design. A local Development Cost Charge will be considered as a funding mechanism for the needed infrastructure once determined and designed.

Discussions are being held with landowners. These discussions will help determine possible solutions to be incorporated in the Storm Water Master Plan.



*Funding Source: General Operating Surplus*

**Q2 2024 Update:** Design and costings of the Colwood Creek/Allandale storm project are underway. The design consultant is providing design and costs for the project, including technical review and feedback on the optimal storm design solutions. In addition, a consultant has been retained to support the development of a Colwood Storm Development Cost Charge Bylaw for funding storm water challenges within the Colwood Creek watershed.

**Q3 2024 Update:** No change from Q2 update.

## Parandeh Lane Slope Stability and Drainage Reinstatement - \$150,000 2024 budget (in progress)

During a significant rain event the slope at the end of Parandeh Lane failed and the City's drainage infrastructure was damaged. Staff are currently working directly with a specialty consultant to establish a design and tender package for the works. Details around the specialized design and sensitive nature of the area both contribute to significant variability in the construction costs. The 2024 budget will provide funding for the consultant to prepare a design and tender package for the works. A contractor is being engaged to provide a temporary solution to direct storm flow while the design and tender package is prepared. Future capital budgets (currently estimated at \$550,000) related to a permanent solution will be refined pending update.

*Funding Source: Reserve Fund – Sustainable Infrastructure*

**Q2 2024 Update:** A temporary solution for the storm water has been implemented onsite. The design and construction of a permanent solution including slope stability improvements will be incorporated into the construction phase of the waterfront stewardship project. As part of the temporary solution and investigation of the situation two conceptual options have been explored with early const estimates. These will be used to inform our final design and the funding for this portion of the Waterfront Stewardship Project. **Q3 2024**

**Update:** No change from Q2 update.

# Equipment

The following table details planned expenditures and funding sources for capital projects related to equipment, followed by descriptions of the planned improvements.

Equipment Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Recurring Equipment Programs</b>					
Fire Rescue, SCBA Program	\$ 64,300	\$ 57,338	\$ 64,400	\$100	100%
Fire Rescue, Turn-out Gear Program	35,700	27,335	34,700	(1,000)	97%
IT Equipment & Network Hardware	78,700	70,987	87,700	9,000	111%
Software: Upgrades	15,000	2,600	14,000	(1,000)	93%
Zero Emission Equipment Conversion	17,500	-	17,500	-	100%
<b>Equipment Replacement/Renewal</b>					
Message Board Trailer Replacement	31,200	-	31,200	-	100%
Website Upgrade	80,000	60,631	80,000	-	100%
<b>New Equipment</b>					
Automated Flagger Assistance Devices	38,000	35,032	36,436	(1,564)	96%
Electric Compaction Equipment	20,000	-	17,746	(2,254)	89%
Electric Line Driver Ride-On Paint Striper Attachment	27,000	26,789	26,789	(211)	99%
Fleet Telemetrics	50,000	50,000	50,000	-	100%
Garage, PW Vehicle Lifts	95,000	89,463	95,000	-	100%
Parks Equipment Trailer	15,000	-	15,000	-	100%
Utility Tool Cabinet	52,000	47,275	52,000	-	100%
Sidewalk Snow Equipment/Mower	125,000	111,281	125,000	-	100%
Tools, Sewer Pump Station Maint.	10,000	9,755	10,000	-	100%
Software, Enterprise Asset Management System	88,500	30,895	62,895	(25,605)	71%
Software, Municipal Business Process	218,400	3,963	46,450	(171,950)	21%
<b>Total Equipment Expenditures</b>	<b>\$ 1,061,300</b>	<b>\$ 623,343</b>	<b>\$ 866,816</b>	<b>\$(194,484)</b>	<b>81.7%</b>

# Equipment

The following three tables include descriptions of each capital project for the City's Equipment based on Recurring Programs, the Replacement Program and New Equipment.

Equipment-Recurring Programs	Description
Self-Contained breathing Apparatus (SCBA) Program	<p>This program funds the Fire Department's purchase of self-contained breathing apparatus (SCBA) gear and equipment.</p> <p><i>Funding Source: Reserve Fund - Fire Fleet Replacement</i></p> <p><b>Q2 2024 Update:</b> 85% of this year's budget will be allocated to the replacement of 4 SCBA's and the remainder will be used to cover any damage repairs/replacements for existing gear.</p> <p><b>Q3 2024 Update:</b> Full budget spend is anticipated within the last quarter of the year on the replacement of SCBA's.</p>
Turn-out Gear Program	<p>This program funds the Fire Department's purchase of turn-out gear for the firefighters.</p> <p><i>Funding Source: Reserve Fund - Fire Fleet Replacement</i></p> <p><b>Q2 2024 Update:</b> 60% of this year's budget has been utilized with the remainder expected to be allocated to further replacements and repairs of gear for the firefighters.</p> <p><b>Q3 2024 Update:</b> Anticipate full spend of this year's budget in Q4 2024 for the re-occurring turn-out gear program.</p>
IT Equipment & Network Hardware	<p>This budget represents the resourcing for the replacement of workstations, laptops and monitors, as well as equipment needs for new employee onboarding. There is sustainable funding in place through an annual transfer of taxation to reserves for equipment replacement. IT also maintains an on-going capital plan for the replacement of IT network infrastructure.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> IT network infrastructure work during Q2 includes migration work to cloud and Azure setup. Replacement of IT equipment will continue as needed throughout the remainder of the year.</p> <p><b>Q3 2024 Update:</b> This budget has been fully utilized for the year and slightly overbudget due to the costs of initial setup for the Azure network.</p>
Software: Upgrades	<p>The City maintains software upgrade funding for use as needed each year to support the efficiency and effectiveness of work tools for staff.</p>

	<p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> There have not been any upgrades so far in 2024 and updates will be made available when known.</p> <p><b>Q3 2024 Update:</b> The City is working with a consultant to identify requirements cross-functionally in preparation to issue an RFP for budget software (acquisition approved for 2025 per 2024-2028 Financial Plan) in conjunction with an RFI for the ERP (Enterprise Resource Planning) system to ensure the selected budget software aligns with long-term ERP goals (the ERP will need upgrade or replacement with RFP targeted for issue in 2025, and minimum 18-month implementation to commence in 2026). The RFP/RFI for Budget software and ERP alignment will be issued in November, with vendor selection in December.</p>
<p>Zero-Emission Equipment Conversion</p>	<p>To reduce the use of fossil fuels in daily maintenance tasks, all City service areas are working to actively integrate battery tools wherever possible. 2024: Zero emission self-propelled lawn equipment would be of great benefit to Park and Boulevard maintenance. In 2023 staff actioned replacement of the City’s fleet of line and hedge trimmers. For 2024, staff intend to replace up to 5 self propelled mowers that are currently powered by gas.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> The quotation process will begin in Q3.</p> <p><b>Q3 2024 Update:</b> Equipment delivery through Q4 2024.</p>
<p>Message Board Trailer Replacement</p>	<p>One of the City’s message board trailers requires replacement. These assets are essential for conveying information to the public regarding road works, City programs, events and emergencies.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> The quotation process will begin in Q3.</p> <p><b>Q3 2024 Update:</b> Equipment delivery in Q4 2024, on budget.</p>
<p>Website Upgrade</p>	<p>The City’s website is out of date and needs an upgrade due to the existing platform no longer being supported. It also needs improvements in searchability, accessibility, responsiveness, and navigation. With the implementation of the public portion of the new Municipal Business Software, the website also requires a new user-interface. Staff started working on this project in 2023 and have selected a proponent to complete the website upgrade in 2024. The timeline to complete is expected to be 6 – 9 months with the majority of the work being done in 2024.</p> <p><i>Funding Source: COVID-19 Safe Restart Grant</i></p> <p><b>Q2 2024 Update:</b> The website redesign project is on schedule and on budget. We have completed navigation improvements, user testing, council design presentation, theme development, accessibility upgrades, content migration, staff training, and beta site testing. We are now in the final phases of testing and bug fixing to prepare for an early fall launch of the City’s updated website.</p>

# Equipment

	<p><b>Q3 2024 Update:</b> The website is now live and staff are working to ensure all linkages are working appropriately. This project is on schedule and on budget to complete in Q4 of 2024.</p>
Backhoe #61 Replacement	<p>In accordance with the City's Fleet Policy, in 2025 there are two John Deere Backhoes (2013) that are due for and require replacement. Backhoe #61 has been prioritized for replacement in 2025.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q3 2024 Update:</b> Due to the lack of availability of both of these vehicles, Truck#62 Asset Life Extension and the Replacement Dump Truck, staff have shifted priority to move on purchasing this equipment in 2024 and deferring both of the aforementioned vehicles until 2025.</p>
Backhoe #65 Replacement	<p>In accordance with the City's Fleet Policy, in 2025 there are two John Deere Backhoes (2013) that are due for and require replacement. Backhoe #65 has been deferred to 2028, in order to sustainable fund the replacement of Backhoe #61 in 2025.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p>
Mower / Snowblower Cab #60 Replacement	<p>In accordance with the City's Fleet Policy, in 2025 a Mower/Snowblower John Deere Tractor (2013) will require replacement.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p>
Replacement, 2014 Bobcat Skidsteer #67 Replacement	<p>In 2026, the multipurpose Bobcat Skid-Steer is scheduled for replacement.</p> <p><i>Funding Source: Reserve Fund – General Fleet Replacement</i></p>
Replacement, 2014 Wacker Diesel Plate Tamper #75	<p>In 2026, the Diesel Plate Tamper is scheduled for replacement.</p> <p><i>Funding Source: Reserve Fund – General Fleet Replacement</i></p>

New Equipment	Description
Automated Flagger Assistance Devices	<p>Working on the roadway in traffic is one of the risks staff face on a daily basis. In 2021, WorkSafe BC updated regulations to make work safer for people directing traffic and working on the roadway. AFAD's function is to remove workers' risk while directing traffic on the roadway. This directive aligns with our Corporate Occupational Health and Safety Policy.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> AFDA Unit is anticipated to be ordered in early Q3.</p> <p><b>Q3 2024 Update:</b> Public Works has received the AFAD units and staff training has begun. Staff continue to establish safe work practices, and training prior to committing the units to work in live traffic. Once staff are sufficiently prepared to utilize the devices, communications will be made to Colwood residents to prepare drivers for their occurrences on local roadways.</p>



# Equipment

<p>Electric Compaction Equipment</p>	<p>Colwood is actively working towards electrifying their fleet and their tools. By electrifying compaction equipment, it is a step that we can take to contribute to burning less fuel. This endeavor would not only benefit the Roads department but could also be used by the Utilities crew while performing drainage work and sanitary sewer work. As road work can be a significant emissions contributor, electrifying available equipment is a mitigation strategy that can be used by Roads and Utilities, as electric tools for works in these departments are not as prevalent as tools used by Parks.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> Unit is expected to be ordered in early Q3.</p> <p><b>Q3 2024 Update:</b> Staff have received two pieces of electric compaction equipment and are implementing them in daily tasks. These units are being utilized on such projects as sewer connections, paving projects, sign installations and subbase preparation for sidewalk repairs.</p>
<p>Electric Line Driver-Ride on Paint Striper Attachment</p>	<p>The purpose of this equipment purchase is to further advance the City of Colwood Line Marking/Painting Program. This piece of equipment would enable Colwood staff to perform line painting work that currently requires contracted services. The equipment is electric and continues with the goal of making our painting program zero emissions.</p> <p><i>Funding Source: Reserve Fund - Equipment Replacement</i></p> <p><b>Q2 2024 Update:</b> Unit was purchased in Q2 and is expected to be received in Q3.</p> <p><b>Q3 2024 Update:</b> The unit was purchased and received in Q2. This unit has proved a more efficient and ergonomically friendly way to perform certain line painting tasks for staff. Staff are utilizing the equipment for line painting on the roadway and have been able to re-instate parking stalls and directional lines inside the Public Works with ease. With this equipment staff will be able to reinstate longer areas of road markings that have been removed due to paving which in the past could have only been done with the use of contracted services.</p>
<p>Fleet Telematics</p>	<p>This equipment budget provides for GPS tracking of fleet equipment usage to capture greater detail on cost allocation, management of the assets and help the City achieve its GHG reduction targets. Previously approved budget of \$40,000 in 2023, with an additional \$10,000 requested to complete this integration.</p> <p><i>Funding Source: General Operating Surplus</i></p> <p><b>Q2 2024 Update:</b> We are working on finalizing the fuel component upgrades and are expected by Q4.</p> <p><b>Q3 2024 Update:</b> The fuel island work is finished and the Telematics install is now complete.</p>

# Equipment

Garage, PW Vehicle Lifts	<p>To serve our growing fleet, vehicle column lifts for the mechanic bay would allow for more maintenance work to be completed by Colwood staff. These moveable lifts will enable the effective servicing of a wide variety of vehicles and equipment with a 74,000lb lifting capacity and mobile capability, they can be used in the shop or out in the yard to meet the demands of the task at hand.</p> <p><i>Funding Source: Reserve Fund – General Fleet Replacement</i></p> <p><b>Q2 2024 Update:</b> Tender is complete, and the gradual receipt of components is underway.</p> <p><b>Q3 2024 Update:</b> The lifts and accessories have been delivered and staff are preparing interior and exterior lifting areas. Completion is anticipated for Q4 2024.</p>
Parks Equipment Trailer	<p>To support our existing fleet of large mowers, as well as the requested new mower described above, staff are asking for an additional equipment trailer to improve efficiency by allowing multiple pieces of equipment to be transported at once.</p> <p><i>Funding Source: Reserve Fund – General Fleet Replacement</i></p> <p><b>Q2 2024 Update:</b> The quotation process will be initiated in Q3.</p> <p><b>Q3 2024 Update:</b> Delivery anticipated in Q4 2024.</p>
Utility Tool Cabinet	<p>Staff are requesting funding for a tool cabinet body to be installed on an existing truck to provide maintenance to sanitary sewer infrastructure. The cost would cover the outfitting for the cabinets and installation on the truck. Having a wide variety of tools readily available would add increased efficiency to sewer service delivery. Delivery is expected Q1 2024.</p> <p><i>Funding Source: Reserve Fund - Sewer Capital Projects</i></p> <p><b>Q2 2024 Update:</b> The cabinet has been delivered, final upfitting underway through Q3.</p> <p><b>Q3 2024 Update:</b> Completion anticipated in Q4 2024.</p>
Sidewalk Snow Equipment/Mower	<p>To support active transportation and pedestrian access during snow events, staff are requesting an additional dedicated sidewalk/bike lane tractor snowblower/plow with off-season mowing capability. This equipment would be used all year, allowing staff to dedicate more resources toward sidewalk clearing in the winter, benefiting Parks in the summer.</p> <p><i>Funding Source: Reserve Fund - General Fleet Replacement</i></p> <p><b>Q2 2024 Update:</b> Equipment has been ordered and expected to be received in Q3.</p> <p><b>Q3 2024 Update:</b> The Bobcat Toolcat is in service, attachments have been ordered and are expected by the end of Q4 2024.</p>
Tools, Sewer Pump Station Maint.	<p>To continue to support sewer and sewer fleet maintenance, funding for tool replacement is needed. From working on pumps to vehicles, these hand and power tools are an important part of day-to-day mechanical operations.</p> <p><i>Funding Source: General Operating Surplus</i></p> <p><b>Q2 2024 Update:</b> Tool purchase in progress though Q4. <b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p>

# Equipment

<p>Software, Enterprise Asset Management System</p>	<p>The evaluation and assessment of software solutions for an asset management system was completed in 2023. This request is for the project costs that will be associated with the implementation and configuration of the software to meet the City's needs for more efficient management of its infrastructure.</p> <p><i>Funding Source: General Operating Surplus</i></p> <p><b>Q2 2024 Update:</b> The 2024 Enterprise Asset Management implementation project is approaching 50% completion and within budget. Progress includes software configuration of the assets database and the mobile field application for managing asset work requests. Importing of infrastructure data into the asset database is approaching 75% completion, with data validation and reporting to follow in Q3 and Q4.</p> <p><b>Q3 2024 Update:</b> The 2024 Enterprise Asset Management implementation project is approaching 75% completion and within budget. Progress includes software configuration of the assets database and the mobile field application for managing asset work requests. Importing of data into the asset database is approaching 75% completion. Data validation and reporting tools to follow in Q4.</p>
<p>Software, Municipal Business Process</p>	<p>In 2023, it was identified as a priority to ensure that there is an improvement to the time response for development requests and to provide the development community with the ability to review the status of their applications. The software chosen, Tempest is being implemented in stages to ensure that conversion to the new software for all departments is efficient and effective. This work will continue into 2024 and once it is fully implemented it will improve collaboration between departments and increase efficiency in reviewing building &amp; development applications. It is already providing a single point of access to query properties and track all the interactions with residents, contractors and developers. Tempest has a comprehensive land and contact database that is live now. In addition, it is now being used for calls for service, permits, licensing, taxation, fees and deposits. The remaining stages to complete the full implementation of the software is anticipated to be completed in the first quarter of 2024.</p> <p>The total budget approved in the 2021-2025 Financial Plan was \$460,000. The total expected budget &amp; spend which was brought forward in 2023 was \$757,500 including the proposed additions for public web services. The remaining estimated carryforward to be spent in 2024 is \$218,400.</p> <p><i>Funding Source - Provincial Grant, COVID-19 Safe Restart Grant</i></p> <p><b>Q2 2024 Update:</b> The outstanding work and final configuration details required for the final Tempest integration pieces are currently being flushed out, with the majority of the work already complete. Final works are being focused on the areas of electronic payments, business licenses, web inquiry, OurCity and MyCity query tools. <b>Q3 2024 Update:</b> Work continues on the installation of Licensing and web services. Licensing is currently the priority with the renewal window approaching in late November. It is anticipated that \$149,000 of this implementation budget will not be required, and will be available to fund related software implementation (specifically, records management SharePoint implementation).</p>

# Fleet

Fleet Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Fleet Renewal</b>					
Fire Rescue, Extraction Equipment	\$ 88,500	\$ 80,834	\$ 88,500	\$0	100%
Truck, Brine & Water Tank	35,000	26,258	35,000	-	100%
Truck #62 Asset Life Extension	120,000	-	-	(120,000)	0%
Truck #63 Asset Life Extension (Parks)	50,000	39,236	50,000	-	100%
Truck #66 Asset Life Extension	20,000	6,017	20,000	-	100%
Truck #80 Asset Life Extension	50,000	4,990	50,000	-	100%
Fleet Tire Replacement	30,000	-	30,000	-	100%
Fire Mobile Data Mapping Units	9,000	8,939	8,939	(61)	99%
<b>Fleet Replacements</b>					
Dump Truck #53 Replacement	321,100	1,284	1,027	(320,073)	0%
Truck #71 Replacement	100,000	83,352	100,000	-	100%
Fire Battalion #55 Replacement	131,100	-	-	(131,100)	0%
<b>New Fleet</b>					
Zero-Emission Pick Up Truck (3)	272,000	263,983	264,309	(7,691)	97%
Zero-Emission General Duty Van	100,000	75,243	100,000	-	100%
Zero-Emission Flat Deck Truck	200,000	-	200,000	-	100%
EV Charging Facilities	67,000	30,640	67,133	133	100%
<b>Total Fleet Expenditures</b>	<b>\$ 1,593,700</b>	<b>\$ 620,775</b>	<b>\$ 1,014,908</b>	<b>\$(578,792)</b>	<b>63.7%</b>

The City has developed long-term plans for the replacement of its fire, general and sewer utility fleet needs. The City funds its vehicle purchases by annually setting aside and transferring funds to respective vehicle replacement funds. Each year, staff review vehicle inventory and revise replacement year and replacement value projections based on condition assessment and market conditions.

# Fleet

The Fleet Management Policy ensures the acquisition and disposal of Colwood vehicles follows an established rotation to minimize the environmental impact of fleet activity and maximize the economic benefit of life-cycle costing. New vehicles must complement established service levels and demonstrate due consideration of strategic planning for future utility.

Fleet Renewal	Description
Fire Rescue Extraction Equipment	<p><b>2024:</b> New in 2024, extraction equipment is planned to leverage existing trucks and delay the fire engine purchase until 2026.  <i>Funding: Fire Fleet Replacement Reserve</i></p> <p><b>Q2 2024 Update:</b> Approx. 70% of the budget has been used to order and purchase the necessary extraction equipment. The remainder of the budget will be utilized throughout Q3 and Q4.</p> <p><b>Q3 2024 Update:</b> Anticipate final equipment purchases to be filled within Q4.</p>
Brine & Water Tank	<p><b>2024:</b> A brine/water tank capable of being used in a pickup truck is requested to help improve winter maintenance operations and benefit summertime tree watering as well. The smaller brine tank would allow for greater flexibility, helping to serve areas requiring tighter maneuverability, such as bike lanes, pathways and bus stops. The unit would also have a detachable hose for watering or sidewalk brine application.  <i>Funding Source: General Operating Surplus</i></p> <p><b>Q2 2024 Update:</b> Tender complete, upfitting and receipt of components ongoing.</p> <p><b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p>
Truck #62 Asset Life Extension	<p><b>2024:</b> Unit #62 (2013 Ford F-550 Service Truck) – Refurbishment as plow/dump truck. This vehicle remains in excellent condition and would be ideally suited as a road maintenance and snow response vehicle – taking the place of heavy truck #53, thereby reducing the City’s environmental impact and providing a plow truck capable of being driven by all vehicle operators.  <i>Funding: General Fleet Replacement Reserve</i></p> <p><b>Q2 2024 Update:</b> Tender to be issued in Q4.</p> <p><b>Q3 2024 Update:</b> Due to the lack of availability and prioritization of other equipment, this vehicle refurbishment will be postponed until 2025.</p>
Truck #63 Asset Life Extension (Parks)	<p><b>2024:</b> Truck #63 (2013 Ford F-550 Dump Truck) is a critical part of de-icing and snow removal operations. While the truck has reasonably low mileage, it has seen a lot of heavy service and salt exposure. As part of the Fleet Electrification Plan, staff are planning to run medium and heavy-duty trucks related to winter maintenance until there are viable 4x4 medium trucks capable of performing these duties. Staff intend to refurbish Truck #63 so that it can be used successfully through 2029.  <i>Funding: General Fleet Replacement Reserve</i></p> <p><b>Q2 2024 Update:</b> Truck refurbishment ongoing; work underway through Q2 – dump box renewal.</p> <p><b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p>

<p>Truck #66 Asset Life Extension</p>	<p><b>2024:</b> Truck #66 (2014 Freightliner 5-tonne dump truck) is used by the Colwood Roads &amp; Utilities Team and is a critical part of de-icing and snow removal operations. While the truck has low mileage, it has seen a lot of heavy service and salt exposure. As part of the Fleet Electrification Plan, staff are planning to run medium and heavy-duty trucks related to winter maintenance until there are viable heavy duty trucks capable of performing these duties. Staff intend to refurbish the dump box and snow equipment on Unit #66 so that it can be used successfully through 2030; renewing and re-using assets for which there are currently no zero emission options is a way that Colwood can continue delivering effective service while demonstrating climate leadership.</p> <p>There are currently no heavy duty zero emission dump trucks expected in production for winter maintenance. While the industry is working to fill this gap, it may take years before a viable option can be delivered to market. Renewing existing fleet to continue to provide this purpose will help with service delivery and GHG reduction. If Unit #66 is going to continue to function effectively through 2030, a capital life extension investment will be required now.</p> <p><i>Funding: General Fleet Replacement Reserve</i></p> <p><a href="#">Q2 2024 Update:</a> Truck refurbishment ongoing; work underway through Q3 – dump box renewal.</p> <p><a href="#">Q3 2024 Update:</a> Completion anticipated Q4 2024.</p>
<p>Truck #80 Asset Life Extension</p>	<p><b>2024:</b> Unit #80 (a 2017 Freightliner single axle dump truck) is a critical part of de-icing and snow removal operations. While the truck has low mileage, it has seen a lot of heavy service and salt exposure. As part of the Fleet Electrification Plan, staff are planning to run medium and heavy-duty trucks related to winter maintenance until there are viable zero emission heavy duty trucks capable of performing these duties. Staff intend to refurbish the dump box and snow equipment on Unit #80 so that it can be used successfully through 2031.</p> <p><i>Funding: General Fleet Replacement Reserve</i></p> <p><a href="#">Q2 2024 Update:</a> Truck refurbishment ongoing; work underway through Q3 – dump box renewal.</p> <p><a href="#">Q3 2024 Update:</a> Completion anticipated Q4 2024.</p>
<p>Fleet Tire Replacement</p>	<p><b>2024:</b> Funding is requested to help revitalize the tire health of the City's Fleet, particularly medium and heavy-duty trucks. This funding would support winter tires for plow vehicles and other tire replacements as needed for up to 30% of the fleet. The benefits of this work would be Improved fuel economy, better asset health and safety, particularly for winter maintenance vehicles.</p> <p><i>Funding: General Fleet Replacement Reserve</i></p> <p><a href="#">Q2 2024 Update:</a> Tire renewal planned through Q3 and Q4.</p> <p><a href="#">Q3 2024 Update:</a> Completion anticipated Q4 2024.</p>
<p>Fire Mobile Data Mapping Units</p>	<p>The implementation of mobile mapping units in our Fire Fleet allows for standardized electronic mapping in both the vehicle and Computer Aided Dispatch (CAD) system. It provides real-time tracking of all fire response vehicle locations and will provide routing information to the incident scene. This is a re-occurring program dedicated to supporting the Fire Department in staying up-to-date with the constant changes in technology and computer operating system requirements.</p> <p><i>Funding: Fire Fleet Replacement Reserve</i></p> <p><a href="#">Q2 2024 Update:</a> The current year's budget has been fully utilized and no further units will be purchased until next year. <a href="#">Q3 2024 Update:</a> Completed in Q2.</p>

Fleet Replacements	Description
Replacement: Dump Truck #53	<p><b>2024:</b> Truck #53 (a 2009 Sterling single axle gravel truck) is scheduled for replacement in 2024. The snow and ice functions of this truck will be taken over through the refurbishment of truck #62 in 2024. To optimize fleet service delivery across Public Works, staff are proposing a new heavy duty dedicated shop truck. This vehicle would be a service vehicle equipped with crane, welder, compressor and tool chests, capable of lifting and maintaining sewer pumps in the field and repairing the City fleet of over 56 assets in any situation. Staff are working to investigate a zero-emission option for this critical piece of equipment.</p> <p><i>Funding: General Fleet Replacement Reserve</i></p> <p><b>Q2 2024 Update:</b> Tender to be issued in Q3 or Q4.</p> <p><b>Q3 2024 Update:</b> Due to the lack of availability and prioritization of other fleet vehicles, this vehicle replacement will be postponed until 2025.</p>
Replacement: Pick-up Trucks	<p><b>2024:</b> Unit #71 (a 2014 Chevrolet 1500 4WD Pickup truck) used in the storm drainage service area is planned to be replaced with a similar zero emission pickup truck.</p> <p>2025: Unit #73 (2015 Chevrolet Silverado 2500)</p> <p>2026: Unit #79 (2016 Chevrolet Silverado 2500)</p> <p>2027: Unit #88 (2017 Chevrolet Silverado 3500)</p> <p>2028: (No pickup truck units planned for replacement this year)</p> <p>Previously approved in the 2022-2026 Financial Plan, estimates have been updated to support the purchase of zero-emission vehicles.</p> <p><i>Funding: General Fleet Replacement Reserve, Sewer Fleet &amp; Equipment Reserve</i></p> <p><b>Q2 2024 Update:</b> Truck #71 has been received – upfitting ongoing.</p> <p><b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p>
Replacement: Fire Battalion #55	<p>Colwood Fire Rescue’s Battalion 55 is a gasoline powered 2013 Chevrolet Tahoe 4x4 that has been outfitted as a Mobile Command vehicle, providing emergency scene support to large scale events in Colwood, and serves the Fire Duty Chief’s response vehicle that supports emergency incidents in Colwood, Langford and View Royal. In alignment with the City of Colwood’s Fleet Management Policy, the Fire Department’s 2013 Tahoe has reached its optimal replacement period based on its current condition and life-cycle costing.</p> <p><i>Funding: Fire Fleet Replacement Reserve</i></p> <p><b>Q2 2024 Update:</b> There are delays in the manufacturing delivery dates for the electric truck. We will need to carry this budget forward to complete this purchase in Q1 2025.</p> <p><b>Q3 2024 Update:</b> No update from previous quarter.</p>
Replacement: Miscellaneous Fleet	<p>As per the Fleet Management Policy, the following units are due for replacement in the following years:</p> <p>2026: Unit #74 (2014 Ford Crew F550 – 1-ton Dump)</p> <p>2028: Unit #77 (2016 Ford F-550 Garbage Truck)</p> <p><i>Funding: General Fleet Replacement Reserve</i></p>

# Fleet

Replacement: Zero Emission Parks Van (unit #81)	Unit #81 is a 2016 Chevrolet City Express Van and this fleet is scheduled for replacement in 2024, but has been deferred to 2026 given additional fleet renewal and replacement prioritized for 2024. <i>Funding: General Fleet Replacement Reserve</i>
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Fire Rescue #56 Replacement	Rescue #56 is a full-size rescue vehicle built on a 2003 Spartan Metro Star Chassis and is equipped for heavy rescue, motor vehicle accidents, water, and confined space rescue. An engine rebuild performed in 2017 extended its service life. This apparatus was originally scheduled for replacement in 2024, however in 2022 the Fire Department implemented a significant change in the operational response model, impacting the use of Rescue 56. The apparatus replacement schedule was amended, moving the scheduled replacement to 2026. The existing role of the Rescue 56 is being re-assessed and alternative design options or response concepts for its replacement. The Fire Department will finalize its analysis of the Rescue apparatus in 2024 and develop a permanent strategy for its replacement; the replacement budget will be refined for the 2025 – 2029 Financial Plan. <i>Funding: Fire Fleet Replacement Reserve</i>
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New Fleet	Description
New: Two Electric Pickup Trucks	<p>In 2023, Public Works requested two electric pickup trucks to provide greater oversight of scheduled maintenance and construction works. Two 2022 F-150 lightning trucks have been ordered, however, supply chain delays have extended into 2024 and expect the trucks will be delivered in Q1 of 2024.</p> <p><i>Funding: General Fleet Reserve</i></p> <p><b>Q2 2024 Update:</b> Two new F-150 lightning trucks have been received. The upfitting is now complete and these vehicles are in full operation.</p> <p><b>Q3 2024 Update:</b> Trucks received and in service, project is complete and came in underbudget.</p>
Zero Emissions Pick-Up Truck	<p>Supporting the central functions of building and fleet maintenance, this zero-emissions pick-up truck will also work across public works service areas as a supervisor support and general work truck. The new F-150 lightning truck has been ordered and is expected for delivery in early 2024.</p> <p><i>Funding: General Fleet Reserve</i></p> <p><b>Q2 2024 Update:</b> This truck has been received and upfitting is complete. This vehicle is in full operation.</p> <p><b>Q3 2024 Update:</b> Truck received and in service.</p>



<p>New: Zero Emission General Duty Van</p>	<p><b>2024:</b> New Staff Van: a zero-emission general duty van would benefit a number of service areas by providing a sustainable vehicle capable of transporting and storing items safely out of the elements. For example, this vehicle would support Engineering and Public Works operations and also allow staff to transport items for City Event Support.</p> <p><i>Funding: General Fleet Reserve</i></p> <p><b>Q2 2024 Update:</b> This Van has been ordered and we expect delivery by the end of 2024.</p> <p><b>Q3 2024 Update:</b> Van received and upfitting anticipated to be complete by end of Q4 2024.</p>
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<p>New: Zero Emission Flat Deck Truck</p>	<p><b>2024:</b> There is a need for a Zero Emission Flat Deck Medium Duty Truck to help support all Public Works service areas. This vehicle would be capable of moving large, bulky and heavy items sustainably; from transporting shoring for excavations to sewer pumps for repair and maintenance, this truck would be a critical part of Colwood operations.</p> <p><i>Funding: General Surplus</i></p> <p><b>Q2 2024 Update:</b> Staff anticipate going to tender in Q3.</p> <p><b>Q3 2024 Update:</b> Tender was awarded in Q3 and the vehicle has been ordered. Delivery is anticipated late Q4 2024 or early Q1 2025.</p>
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<p>EV Charging Facilities</p>	<p><b>2024:</b> New charging stations are needed to charge the City's growing electric vehicle fleet. This funding will cover a new 400-amp service and 6 charging stations to support fleet electrification. This work was initiated in 2023 and completion planned for Q1 2024 due to dependency on BC Hydro (\$50,000 carry forward).</p> <p>One of the level 2 charging station at City Hall is in need of replacement and staff intend to install a unit of equivalent specifications to the City's other chargers. With this replacement complete, staff will be able to implement a consistent user fee for all Colwood chargers (\$5,000).</p> <p>(\$55,000). <i>Funding: General Fleet Reserve</i></p> <p><b>Q2 2024 Update:</b> Staff are working to have the new chargers operational in Q3 2024. The chargers and bases are installed, with connection to power planned for the end of Summer.</p> <p><b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p> <p><b>Fire Hall – EV Charging Station:</b></p> <p>Fire Hall Electric vehicle charging facility will be required if proposed Battalion #55 replacement is supported (\$12,000).</p> <p><i>Funding: Fire Fleet Reserve</i></p> <p><b>Q2 2024 Update:</b> Staff anticipate being able to complete the works required to add 1 new EV charging station to the fire hall by the end of 2024, within the current budget.</p> <p><b>Q3 2024 Update:</b> Completion anticipated Q4 2024.</p>
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# Parks, Trails, & Recreation

## Park Improvements – Park Plan Implementations (multi-year)

These capital budgets will see improvements made to park locations identified in the Parks Management Plan including, but not limited to, Colwood Creek Park, Lookout Lake Park and Ocean View Park. Work will continue to focus on short-term and ongoing projects articulated in the individual *Parks Management Plan*. Specifically, the following improvements will be implemented as follows:

Parks Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Park Improvements</b>					
Colwood Creek (details below):	\$ 391,600	\$ 18,607	\$ 200,000	\$(191,600)	51%
-Upgrade trail connections	-	372	30,000		
-Add crosswalk at Sunridge Valley	-	372	25,000		
-Cecil Blogg parking	-	11,328	80,000		
-Dog park separation	-	-	15,000		
-Washroom & changeroom facilities	-	-	35,000		
-Picnic shelter	-	-	15,000		
Other Park Improvements:	-	12,683	12,683	12,683	100%
Lookout Lake Park	-	-	-	(75,000)	-100%
Oceanview Park	-	-	-	(75,000)	-100%
-Latoria Park bike rack		3,252	3,252	3,252	0%
-Allandale area garbage receptacles		9,431	9,431	9,431	0%
Quarry Park <sup>1</sup>	330,000	137,236	137,300	(192,700)	See note
Waterfront Stewardship Plan Implementation (CWSP)	474,000	168,101	297,000	(177,000)	63%
Latoria Creek Park Trail Bridge	68,800	-	68,800	-	100%
Community Parks Signage	10,000	355	10,000	-	100%
Other Land Improvements, VMP Revegetation	58,100	-	56,100	(2,000)	97%
<b>Total Parks Expenditures</b>	<b>\$ 1,332,500</b>	<b>\$ 336,981</b>	<b>\$ 781,883</b>	<b>\$ (550,617.00)</b>	<b>58.7%</b>

<sup>1</sup> An amendment to the 2024-2028 Financial Plan will be prepared for Council's consideration in the fall and will include the Quarry Park playground works approved by Council resolution R2024-130

# Parks, Trails, & Recreation

## Colwood Creek Park - \$391,600 (2024 Budget Amendment 01)

This high traffic park will see the creation of detailed design plans and costing for a new playground, splash pad and picnic shelter. As well as the detailed design and costing for washroom facilities. Ecological review and planning for the preservation of this park will also be started. Parking designs were completed in 2023 and the construction will take place in 2024 for the Cecil Blogg side of the park to allow for visitors to park safely without disruption to nearby residential areas. The work for trail connection upgrades between Sunridge Valley and Belmont Market, with a cross walk, will also be completed in 2024 as part of this park improvements budget.

*Funding Source: Growing Communities Grant*

**Q2 2024 Update:** Staff are working to move forward with an RFP for new washroom facilities as well as a picnic shelter in Q3. It is anticipated that work will commence directly after this process is completed. In addition, work will commence on the upgrades to the trail connections to the Galloping Goose, the addition of a cross walk at Sunridge Valley and the construction of the parking area planned for the Cecil Bogg Drive side of the park. The dog park area will also see some upgrades including the separation of on and off leash areas. The completion of all these additions to this high traffic park may carry into Q1 2025 and further funding approval may be required in 2025 for the implementation of the new playground and splash pad, which staff hope to prioritize and move forward with beginning next year.

**Q3 2024 Update:** Colwood staff have put out an RFP for both the washroom and picnic shelter, which closes in late October. If awarded successfully, we expect to begin preliminary site servicing and preparation work by late-November with this work carrying forward into 2025.

Staff have also begun construction of new sidewalk let downs and sign installations for the Sunridge Valley Crosswalk. Finished painting and streetlight replacement to complement the new crosswalk to be completed in Q3.

Initial layout and grade work has been performed on the parking area along Cecil Blogg Dr. Organics removal and construction and drainage works for the parking area will commence in Q3 and completion is anticipated in Q4. The parking area will replicate the parking area along Sunridge Valley Dr, and provide accessible parking, and pathways to existing trails within Colwood Creek Park for ease of park users.

## Lookout Lake Park - \$0 (2024 Budget Amendment 01)

This park will see the detailed design and costing for a washroom/changeroom facility in conjunction with Colwood creek park.

**Q2 2024 Update:** Staff recommend utilizing this 2024 parks budget to focus on the upgrades required at Colwood Creek Park and this reduction in budget will be reflected in a proposed 2024-2028 Financial Plan amendment for Council's consideration in the fall.

**Q3 2024 Update:** Funds being dedicated to Colwood Creek Park through Financial Plan amendment bylaw No. 2021-01, presented on September 23, 2024.

## Ocean View Park - \$0 (2024 Budget Amendment 01)

This park will also see the detailed design and costing for a washroom/changeroom facility in conjunction with the other two parks in 2024.

# Parks, Trails, & Recreation

Specific budgets for each of these parks and others, in subsequent years (2025-2027) will be determined as more information becomes available.

*Funding Source: Growing Communities Grant*

**Q2 2024 Update:** Staff recommend utilizing this 2024 parks budget to focus on the upgrades required at Colwood Creek Park and this reduction in budget will be reflected in a proposed 2024-2028 Financial Plan amendment for Council’s consideration in the fall.

**Q3 2024 Update:** Funds being dedicated to Colwood Creek Park through Financial Plan amendment bylaw No. 2021-01, presented on September 23, 2024.

## Quarry Park – \$330,000 (2024 Budget Amendment 01)

On April 22, 2024 R2024-130 was approved by council for the City to add \$330,000 to the parks capital budget for playground accessibility improvements, to be funded by the Growing Communities Grant. This newly approved budget item will be included in a 2024-2028 Financial Plan amendment for Council’s consideration in the fall.

*Funding Source: Growing Communities Grant*

*New Budget Reflected in Amendment Bylaw No. 2021-01 September 23, 2024*

**Q2 2024 Update:** The City has spent approx. 50% of this budget towards a deposit on playground equipment which will be installed throughout the remainder of the year.

**Q3 2024 Update:** Delivery of the playground equipment is expected late 2024 and installation of the accessible playground equipment is on track for a spring/summer 2025 opening.

## Waterfront Stewardship Plan Implementation (multi-year)

### Project Budget: \$6,695,100 - \$474,000 budget (2024)

In 2023, Colwood was successfully awarded \$6,000,000 in grant funding to proceed with implementing the first phase of the *Colwood Waterfront Stewardship Plan (2023)*. On December 11<sup>th</sup>, 2023, Council endorsed the award of the project management and project design services for Phase 1 of the Colwood Waterfront Stewardship Plan Implementation to Associated Engineering Ltd. Project initiation and functional design will start in 2024, and the project will be a multi-year implementation complete by January 2028.

Waterfront Stewardship Plan Implementation Q3 2024 Update					
Project Budget <sup>1</sup>	Actual Costs: 2023 <sup>2</sup>	Projected Costs: 2024	Projected Costs	Projection <sup>3</sup>	
				\$ variance	%
<b>\$6,695,100</b>	\$1,387	\$297,000	<b>\$298,387</b>	(\$6,396,713)	4.5%
<sup>1</sup> As amended by 2023-2027 Financial Plan Bylaw No. 1979-01					
<sup>2</sup> Excludes capital infrastructure city staffing costs (separate budget)					
<sup>3</sup> Final project costs are not expected to exceed budget					

*Funding Source: Federal Grant (90%) + General Surplus (10%)*

**Q2 2024 Update:** Project functional design and scoping underway. With the implementation of an initial functional design workshop, the project scope is further refined with input from various disciplines such as consulting environment, archaeological, parks, civil, geotechnical representatives. Environmental

# Parks, Trails, & Recreation

investigation and reporting continuing for application of a project environmental permit. Archaeological permitting submitted and under review, with ongoing communication and collaboration with local Nations.

**Q3 2024 Update:** Staff anticipate the second phase of this project, functional design and development to start in Q4 and carryover into 2025.

## Community Parks Signage - \$30,000 (multi-year) \$10,000 budget (2024)

As previously approved in the 2023-2027 Financial Plan and originally part of the roads infrastructure, this ongoing project was implemented to upgrade and improve the signage for the City's Parks.

*Funding Source: Reserve Fund - General Capital*

**Q2 2024 Update:** Specific signage requirements will be determined as the upgrades to the parks progress.

**Q3 2024 Update:** No change from Q2 update.

## VMP Revegetation Initiative (NEW) - \$58,100 (2024 Budget)

On May 27, 2024 Council endorsed the plan to re-vegetate the area along the Veterans Memorial Parkway (VMP), from 646 Cairndale Road to 3272 Mary Anne Crescent (R2024-163). The total VMP planting plan restoration budget is \$58,100, with \$37,400 in funding from the City's cash in lieu of trees fund and the remaining funded through the City's general operating surplus reserve.

*Funding Source: General Operating Surplus + Restricted Revenue Cash in Lieu of Trees*

**Q3 2024 Update:** This restoration project is well underway and will complete in 2024 with hydroseeding done in early 2025.

## Latoria Walk Park Pedestrian Bridge (NEW) - \$68,800 (2024 Budget)

On Oct.15, 2024 Council endorsed the early replacement of the Latoria Walk Park Pedestrian Bridge ahead of the 2025 planned spend according to the 2024 Pedestrian Bridge and Culvert five-year work plan that resulted from the inspections report. Since closure of the bridge was necessary, causing inconvenience and disruption to park users, this replacement work was approved to enable staff to safely reopen the bridge and corresponding trail promptly.

*Funding Source: Reserve Fund – Sustainable Infrastructure*

**Q3 2024 Update:** Work on this project is underway and may extend into 2025.

# Sewer Utility

Sewer Capital Expenditures	Budget	Actual	Projection	Projection	
	2024-01	30-Sep-24	31-Dec-24	\$ Variance	%
<b>Approved in the 2023-2027 Plan</b>					
Sewer System: Expansion (Bexhill Place)	\$ -	\$ 34,930	\$ 34,841	\$34,841	0%
Lift Station Pump Replacement Program	150,000	153,124	153,124	3,124	102%
<b>New Capital Requests</b>					
Pump Station SCADA Equipment Replacement	20,000	-	12,000	(8,000)	60%
<b>Total Sewer Expenditures</b>	<b>\$ 150,000</b>	<b>\$ 188,054</b>	<b>\$ 187,965</b>	<b>\$ 37,965</b>	<b>125.3%</b>

## Sewer System: Expansion (Bexhill Place) - \$411,300 budget (2023)

*Funding Source: Reserve Fund - Sewer Capital*

**Q2 2024 Update:** Work on the sewer expansion through Bexhill Place is now complete with final activity from 2023 actualized in 2024. The corresponding land transfer to the City is pending review by the City and Strata's legal counsel. Once the agreement is finalized the City will take ownership of the 807 Bexhill Road property. **Q3 2024 Update:** No change from Q2 update.

## Lift Station Pump Replacement Program - \$130,000 budget (2024)

**\$393,900 (multi-year 2022-2026)**

This initiative provides funding for a capital replacement plan for sewer lift station pumps. There are 10 pump stations, with pumps ranging in age from 3 years to 25 years, with majority 15 years+. Staff is recommending replacement of the pumps over a 10-year period, starting with the most utilized and requiring the highest frequency of maintenance, resulting in down-time and putting additional strain on other pump infrastructure. 2023 saw the completion of two pump replacements and 2024 will see a continuation of pump replacements with two additional pumps at the Metchosin pump station and the Wilfert Pump Station.

*Funding Source: Reserve Fund - Sewer Capital*

**Q2 2024 Update:** New pumps were purchased in Q1 and installed. Pump upgrades occurred at Metchosin Lift Station and Wilfert Lift Station. Secondly, a pump from Ocean Lift Station was returned to us in refurbished condition to act as a spare, as part of the 2022 replacement/contingency program. A total of 6 lift stations have been replaced so far with this program since its inception in 2022. The actual costs within this program are overbudget due to the increasing costs of pump refurbishment.

# Sewer Utility

**Q3 2024 Update:** Staff have identified pumps for replacement for 2025 and are actively working to receive pricing and retrofit costs for Portsmouth Lift Station. Late Q4 2024 or early Q1 2025 will see staff remove existing Myers pumps from the Portsmouth Lift Station and retrofit the current wet well to accommodate Flygt pumps. Staff continue to replace aging pumps to Flygt brand for known efficiency and durability, and to establish continuity throughout the City's Sanitary network.

## Pump Station SCADA Equipment Replacement - \$20,000 budget (2024) \$100,000 (multi-year)

SCADA components and infrastructure are integral in ensuring our Pump Stations are operating correctly and efficiently. Much of our SCADA components are nearing the end of their service life and have been a part of the pump stations since the inception of the SCADA system. Being reliant on SCADA components is necessary to feel confident we are moving wastewater optimally and protecting the natural environment from sanitary overflows. The specific objective is to proactively replace critical electrical infrastructure prior to major failure. Major failures could lead to sanitary overflows. The projected 2023-2027 Strategic Plan objective, 12.24 actions 'managing wastewater in a manner that optimizes conservation'.

Accurate SCADA information also provides key data to Colwood Engineering to compare to observations made in the Sewer Master Plan and helps make key decisions regarding Sanitary catchments and infrastructure.

*Funding Source: Reserve Fund - Sewer Capital*

**Q2 2024 Update:** Colwood procured MPE Engineering in Q2 for a full electrical and SCADA component field review. Staff expect a full report in Q3 outlining priority actions and a written multi-year replacement plan.

**Q3 2024 Update:** Staff continue to wait for documentation from MPE Engineering for electrical replacement recommendations. Due to rising pump purchase, and refurbishment costs, staff will take priority recommendations, and begin building a multi-year replacement plan, however, will delay purchasing and replacement action until 2025 due to budgetary constraints.