



City of Richmond

Report to Committee

To: Finance Committee
From: Mike Ching, CPA,CMA
Director, Finance
Date: August 11, 2025
File: 03-0975-01/2025-Vol
01
Re: Active Capital Projects Financial Update – 2nd Quarter June 30, 2025

Staff Recommendation

That the staff report titled, “Active Capital Projects Financial Update – 2nd Quarter June 30, 2025”, dated August 11, 2025, from the Director, Finance, be received for information.

Mike Ching, CPA,CMA
Director, Finance
(604-276-4137)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE
Arts, Culture & Heritage Admin	<input checked="" type="checkbox"/>	PRC Planning & Strategic Initiatives <input checked="" type="checkbox"/>
Climate & Environment	<input checked="" type="checkbox"/>	Public Works <input checked="" type="checkbox"/>
Engineering	<input checked="" type="checkbox"/>	RCMP <input checked="" type="checkbox"/>
Facilities and Project Development	<input checked="" type="checkbox"/>	Real Estate Services <input checked="" type="checkbox"/>
Fire Administration	<input checked="" type="checkbox"/>	Recreation & Sport Services <input checked="" type="checkbox"/>
Information Technology	<input checked="" type="checkbox"/>	Transportation <input checked="" type="checkbox"/>
Parks Services	<input checked="" type="checkbox"/>	
		CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The Active Capital Projects Financial Update for the 2nd Quarter ended June 30, 2025, is provided to the Finance Committee for information.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

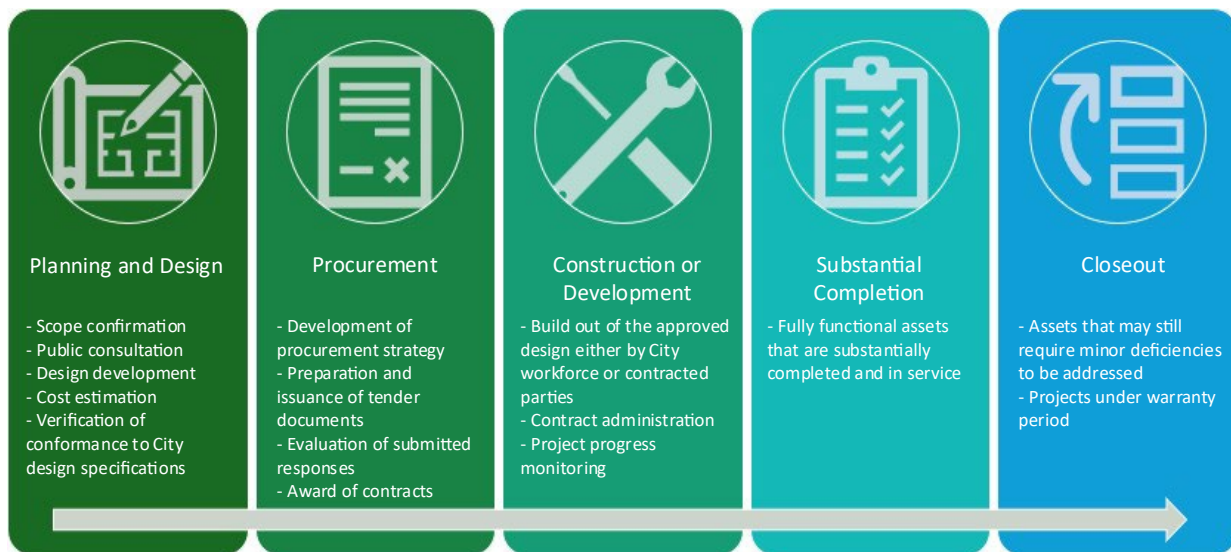
4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

Analysis

ACTIVE CAPITAL PROJECT DEFINITION

Council approves the budget for each capital project before its initiation. For the purposes of this report, a capital project is considered active if it falls within any of the stages outlined in Figure 1.

Figure 1: Capital Project Completion Stages



Capital projects include amounts set aside for land acquisition where Council approval is required for each specific land acquisition transaction.

FINANCIAL OVERVIEW

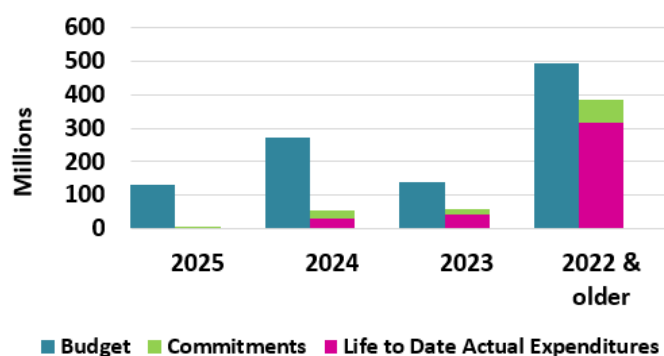
As of June 30, 2025, the approved budget for all active capital projects excluding the contingent external contribution project was \$1,036.1M of which \$525.7M, or 50.7%, has already been spent or contractually committed. Any unspent budget for each active capital project will remain allocated until the project is closed.

Table 1 highlights the pre-audited capital financial information by program. The total budgets for the Building and Infrastructure Programs are \$461.1M and \$349.8M, respectively, representing 78.3% of the overall capital budget. As the active capital projects progress, additional expenditures and commitments will arise in future periods, which will be covered by the remaining budget. As of June 30, 2025, the total actual expenditures for active capital projects amounted to \$420.7M.

Table 1: Capital Financial Information by Program as of June 30, 2025 (in '000s)

Program	Budget	Actual Expenditures	Commitments	Remaining Budget
Building	\$461,119	\$176,294	\$72,411	\$212,414
Infrastructure	349,825	158,120	26,628	165,077
Land	103,386	32,886	-	70,500
Parks	49,084	31,746	1,078	16,260
Equipment	54,479	15,319	3,789	35,371
Information Technology	18,219	6,299	1,108	10,812
Total	\$1,036,112	\$420,664	\$105,014	\$510,434

Figure 2: Capital Financial Information by Plan Year as of June 30, 2025



Capital projects with Plan Years 2022 and prior include the Steveston Community Centre and Library project, currently in the construction phase; the Steveston Highway Multi-Use Pathway – Phases 1 & 2: Shell Road to Mortfield Gate & Mortfield Gate to No. 2 Road (2019 & 2020), which is substantially completed; and the real estate acquisition projects (2021 to 2022), which are anticipated to be completed within this year.

FINANCIAL INFORMATION BY CAPITAL PROGRAM

Building Program

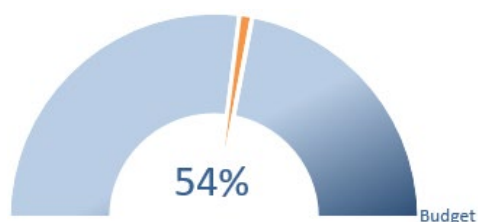


Figure 3: Life-to-Date Actual Expenditures and Commitments Compared to Budget

- Total approved budget for the Building Program is \$461.1M, of which \$248.7M has already been spent or contractually committed.
- Commitments as of June 30, 2025 were \$72.4M.
- Current year capital expenditures were \$19.4M.

Key capital projects are highlighted in Table 2, with project status updates provided in Attachment 1.

Table 2: Key Capital Project Highlights – Building Program as of June 30, 2025 (in '000s)

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Steveston Community Centre and Library (2021)	\$95,000	\$30,009	\$47,712	\$17,279
Works Yard Replacement Project–Phase 1 (2023 & 2024)	100,000	6,434	5,483	88,083
Bowling Green Community Activity Centre (2018)	5,300	3,578	1,239	483
West Richmond Pavilion (2024)	19,850	303	951	18,596

Infrastructure Program



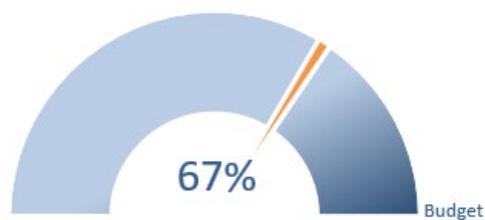
Figure 4: Life-to-Date Actual Expenditures and Commitments Compared to Budget

- Within the Infrastructure Program, the actual expenditures and commitments compared to budget for each sub-program is broken down as follows:
 - Roads Program – 70%
 - Water Program – 51%
 - Flood Protection Program – 39%
 - Sanitary Sewer Program – 32%
- Commitments as of June 30, 2025 were \$26.6M.
- Current year capital expenditures were \$20.8M.

Key capital projects are highlighted in Table 3, with project status updates provided in Attachment 1.

Table 3: Key Capital Project Highlights – Infrastructure Program as of June 30, 2025 (in '000s)

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Annual Asphalt Re-Paving Program (2025)	\$6,309	\$1,719	\$3,874	\$716
Gilbert Road Multi-Use Pathway (2024)	4,750	216	3,735	799
Steveston Highway Multi-Use Pathway – Phases 1 & 2: Shell Road to Mortfield Gate & Mortfield Gate to No. 2 Road (2019 & 2020)	11,500	9,476	469	1,555
Steveston Highway Multi-Use Pathway, No 2 Road to Railway Avenue (2023)	5,700	1,386	604	3,710
Burkeville Utility Improvements (2025)	3,000	721	8	2,271
Canal Stabilization and Drainage and Irrigation Upgrades (2023)	3,000	2,794	28	178
Disaster Mitigation and Adaptation Fund Infrastructure Upgrades (2020-2024)	25,216	8,283	716	16,217
Invasive Species Management (2020, 2022-2025)	1,425	621	61	743
Laneway Drainage Upgrades (2025)	1,816	513	103	1,200
Watermain Replacement Upgrades Program (2023)	4,017	2,650	-	1,367

Parks Program**Figure 5: Life-to-Date Actual Expenditures and Commitments Compared to Budget**

- Total approved budget for the Parks Program is \$49.1M, of which \$32.8M has already been spent or contractually committed.
- Commitments as of June 30, 2025 were \$1.1M.
- Current year capital expenditures were \$2.5M.

Key capital projects are highlighted in Table 4, with project status updates provided in Attachment 1.

Table 4: Key Capital Project Highlights – Parks Program as of June 30, 2025 (in '000s)

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Brighthouse Park Baseball Diamond Infield Upgrade (2024)	\$573	\$572	\$-	\$1
Burkeville Neighbourhood Park Redevelopment (2024)	600	-	-	600
Minoru Lakes Renewal: Phase 2 (2024)	2,500	84	81	2,335
No. 3 Road Bark Park (2024)	385	359	14	12

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Steveston Community Park Playground Expansion (2023)	2,200	1,885	166	149
Playground Replacement Program (2024)	600	11	-	589
Hugh Boyd Community Park Playground Renewal (2024 & 2025)	1,800	-	-	1,800
Pickleball Court Construction (2025)	800	-	9	791
South Dyke Trail Enhancements (around Crown Packaging) (2025)	400	-	-	400

Equipment Program

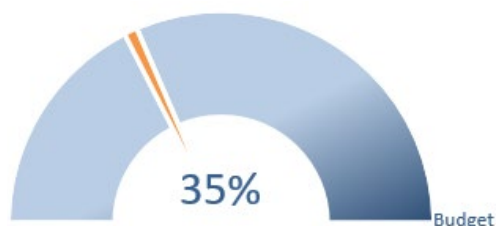


Figure 6: Life-to-Date Actual Expenditures and Commitments Compared to Budget

- Total approved budget for the Equipment Program is \$54.5M, of which 44% of the Vehicle Program budget and 21% of Equipment Program budget have already been spent or contractually committed.
- Commitments as of June 30, 2025 were \$3.8M.
- Current year capital expenditures were \$2.7M.

Key capital projects are highlighted in Table 5, with project status updates provided in Attachment 1.

Table 5: Key Capital Project Highlights – Equipment Program as of June 30, 2025 (in '000s)

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Fire Vehicle Replacement Reserve Purchases (2021-2025)	\$11,031	\$-	\$-	\$11,031
Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (2022-2025)	14,836	8,353	2,491	3,992
Public Safety Mobile Command and Communication Centre Vehicle (2024)	1,815	-	-	1,815

Information Technology Program

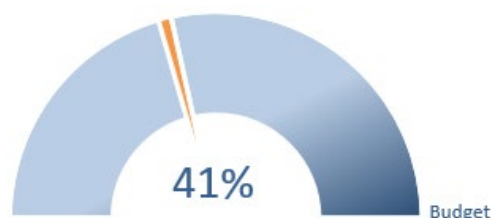


Figure 7: Life-to-Date Actual Expenditures and Commitments Compared to Budget

- Total approved budget for the Information Technology Program is \$18.2M, of which \$7.4M has already been spent or contractually committed.
- Commitments as of June 30, 2025 were \$1.1M.
- Current year capital expenditures were \$1.3M.

Key capital projects are highlighted in Table 6, with project status updates provided in Attachment 1.

Table 6: Key Capital Project Highlights – Information Technology Program as of June 30, 2025 (in '000s)

Project Name	Budget	Actual Expenditures	Commitments	Remaining Budget
Budget Planning & Monitoring Software Solution (2019 & 2023)	\$1,650	\$694	\$62	\$894
Database Encryption Project (2024)	355	37	37	281
Document and Records Management System Modernization (2025)	3,440	-	-	3,440
Permit Optimization Project (MyPermit) (2021 & 2024)	2,916	915	203	1,798

CAPITAL BUDGET REALLOCATION

Council Policy 3001 requires that changes to the Capital Budget be reported to the Finance Committee. The following reallocations were recorded in the 2nd quarter:

Table 7: Budget Reallocation for the Quarter Ended June 30, 2025 (in '000s)

Transfer From Capital Project	Transfer To Capital Project	Amount
Contingent External Contribution (2025): Steveston Community Society ¹	Japanese Canadian Legacy Improvements (2025)	\$700
Contingent External Contribution (2025): Steveston Community Society ¹	Steveston Park Legacy Walk (2025)	485
Contingent External Contribution (2025): Translink	Arterial Road Improvement Program (2021)	462
Active Transportation Improvement Program (2024)	Gilbert Road Off-road Cycling Facility, Granville Avenue to Elmbridge Way (2024)	200
Parks General Development (2025)	Brighthouse Park Baseball Diamond Infield Upgrade (2024)	53
Total Budget Reallocation		\$1,900

¹ Based on Steveston Community Society's external grant awarded from the Japanese Canadian Legacies Society.

CAPITAL PROJECTS CLOSED IN THE QUARTER

The following capital projects were closed in the quarter ended June 30, 2025. Any unspent funding will be returned to the original source (e.g. Reserve Fund) for funding towards future projects.

Table 8: Projects Closed in the Quarter Ended June 30, 2025 (in '000s)

Project Name	Plan Year	Budget	Actuals	Remaining Budget
Aberdeen Park	2017	\$1,310	\$1,304	\$6
Neighbourhood Walkway Program	2022	600	600	-
Parks Aging Infrastructure Replacement Program	2019	550	550	-
Annual Hardware Refresh	2024	448	443	5
Public Works Minor Capital - Drainage	2023	400	400	-
Public Works Minor Capital - Dikes	2024	400	400	-
Parks General Development	2022	400	400	-
Watercourse Crossing Rehabilitation & Replacement	2021	350	350	-
Snow and Ice Response Track (2022) ¹	2022	100	-	100
Total		\$4,558	\$4,447	\$111

¹ The funding is no longer needed as the work was completed by internal resources.

CONTRIBUTED ASSETS

Throughout the year, developers and third parties contribute assets to the City. The timing of the transfer of the contributed assets to the City is subject to the development and construction progress of the private developers, which the City cannot ascertain.

As of June 30, 2025, \$8.6M of contributed assets were recorded. These contributed assets are non-cash contributions and have no impact on the net operating surplus. Under the Public Sector Accounting Standards, these are recorded as revenue at fair market value at the time of contribution and will be reflected in the financial statements in the annual surplus, with a corresponding increase to investment in tangible capital assets in accumulated surplus.

Financial Impact

None.

Conclusion

This report provides financial information on the active capital projects that were previously approved by Council for the 2nd quarter ended June 30, 2025.

A handwritten signature in black ink, appearing to read "Jenny Ho".

Jenny Ho, CPA, CGA
Manager, Tangible Cap Assets
(604-276-4223)

JH:sx

Att. 1: Highlights of Key Active Capital Projects

Highlights of Key Active Capital Projects

Building Program

The Building Program includes major building construction and renovation projects, as well as minor facility upgrades.

Steveston Community Centre and Library (2021)

Budget: \$95.0M

Expected Completion Date: Q4 2026

Construction for the new, three-storey, 60,350 sq. ft. facility is progressing on-site, with the installation of structural steel and Cross-Laminated Timber (CLT) panels outlining the shape of the new building. The replacement facility includes a community centre with a double gymnasium, fitness centre, multipurpose rooms, gathering spaces, a shared community living room, and library with enhanced collections, children's and youth spaces, educational program rooms and space for quiet study. The facility will meet Richmond's Enhanced Accessibility Design Guidelines and Technical Specifications, LEED Gold Certification, and Rick Hansen Foundation Accessibility Certification.

Construction for a new park washroom has commenced, to replace the existing washrooms servicing the splash park and Steveston Community Park Playground, which are currently part of the existing community centre building and are accessible from the Steveston Community Centre exterior.

Works Yard Replacement Project– Phase 1 (2023 & 2024)

Budget: \$100.0M

Expected Completion Date: Q4 2028

The Works Yard is critical to essential core services, daily operations, and emergency response to the community, and the new facility will be designed to post-disaster standards to ensure continued functionality following major events. Throughout construction at the current site, the Works Yard is fully operational during ongoing enabling works. Phase 1 includes construction of an administration facility and parkade, demolition of existing facilities, and staff relocations.

Bowling Green Community Activity Centre (2018)

Budget: \$5.3M

Expected Completion Date: Q3 2025

The new facility is currently under construction with exterior cladding, windows, and doors installation works in progress. The new, single-storey replacement facility includes washrooms, change areas, a multipurpose room, kitchen, and a large open breezeway.

West Richmond Pavilion (2024)

Budget: \$19.9M

Expected Completion Date: Q4 2027

Detailed design is progressing for the new 10,830 sq. ft. community facility that reflects a new level of service in Hugh Boyd Park to support day-to-day sport groups and the needs of our growing community, with change rooms, public washrooms, as well as multipurpose spaces, offices and a viewing deck. West Richmond Pavilion will target Rick Hansen Foundation Accessibility Certification and will be the first City of Richmond civic building designed to Passive House Standards.

Infrastructure Program

Roads

Annual Asphalt Re-Paving Program (2025)

Budget: \$6.3M

Expected Completion Date: Q4 2025

This program upgrades both Major and Non-Major Road Networks as part of the City's Infrastructure Replacement Strategy, with 2025 work awarded in Q1 and incorporating reclaimed asphalt pavement (RAP). Key paving locations include Vulcan Way (completed in Q2) and Moncton Street (scheduled for Q3), with all priority areas to be completed by the end of Q4 2025.

Gilbert Road Multi-Use Pathway (2020 & 2024)

Budget: \$4.75M

Expected Completion Date: Q4 2025

The Gilbert Road Multi-Use Pathway is a 750-metre protected cycling and pedestrian route between Azure Road South and Elmbridge Way, featuring a paved surface, concrete curbs, and related infrastructure like signage, signals and lighting. Construction began in Q2.

Steveston Highway Multi-Use Pathway - Phases 1 & 2: Shell Road to Mortfield Gate & Mortfield Gate to No. 2 Road (2019 & 2020)

Budget: \$11.5M

Completion Date: Completed

This project involves constructing approximately 4 kilometres of protected cycling and pedestrian pathway along the south side of Steveston Highway, from Shell Road to Mortfield Gate (Phase 1), and Mortfield Gate to No. 2 Road (Phase 2). The pathway features a paved surface with concrete curbs, new boulevard space and upgraded lighting, and was opened to the public in Q2. Minor outstanding work and deficiencies will be completed by Q3 2025.

Steveston Highway Multi-Use Pathway Phase 3 – No. 2 Road to Railway Avenue (2023)

Budget: \$5.7M

Completion Date: Completed

This project involves constructing approximately 800 metres of protected cycling and pedestrian pathway along the south side of Steveston Highway between Railway Avenue and No. 2 Road, with a paved surface, concrete curbs, signage, line painting and upgraded lighting. The pathway opened to the public in Q2. Minor outstanding work and deficiencies will be completed by Q3 2025.

Flood Protection

Burkeville Utility Improvements (2025)

Budget: \$3.0M

Expected Completion Date: Q4 2025

This project consists of upgrading the drainage network, sanitary sewers and watermain in the Burkeville area, and will reduce local flood risks by increasing the City's storm system capacity. The phasing construction schedule, designed to prioritize servicing concerns and reduce impacts to the community, is currently underway in the Lancaster Crescent area as of Q2, 2025.

Canal Stabilization and Drainage and Irrigation Upgrades (2023)

Budget: \$3.0M

Expected Completion Date: Q4 2025

The City's drainage infrastructure network routinely goes through condition assessments, where canals and ditches are identified as a priority location for bank stabilization. The City has identified priority locations, and the scope of work will include the design and construction of canal stabilization works for Sidaway Road between Blundell Road and Westminster Highway, and No. 7 Road from Cambie Road to 570 metres south, with construction currently underway on Sidaway Road as of Q2 2025, and construction at No. 7 Road to begin upon its completion.

Disaster Mitigation and Adaptation Fund Infrastructure Upgrades (2020-2024)

Budget: \$25.2M

Expected Completion Date: Q2 2028

The City secured \$13.8 million from the Federal Government through the Disaster Mitigation and Adaptation Fund Grant to contribute towards the Flood Protection Program. This project includes the upgrades of various drainage pump stations and diking upgrades, with the design of the North Dike Upgrades between No. 2 Road and Lynas Lane, and the No. 9 Road Drainage Pump Stations currently underway.

Invasive Species Management (2020, 2022-2025)

Budget: \$1.4M

Expected Completion Date: Ongoing

To protect drainage infrastructure and support flood management, the City has implemented a targeted invasive species treatment program focused on high-risk areas. As of Q2 2025, treatment of knotweed species, yellow flag iris, and parrot's feather are underway at priority sites across the city. Control efforts follow a multi-year approach to ensure long-term effectiveness, with this year's treatments scheduled for completion by Q4. Follow-up treatments will be assessed and implemented annually as needed.

Laneway Drainage Upgrades (2025)

Budget: \$1.8M

Expected Completion Date: Q3 2025

In order to resolve laneway drainage issues, the City has implemented a program to install drainage systems and upgrade road structures to laneways each year. As of Q2 2025, the drainage and paving improvements along the laneway east of Seagrave Road (Seacote Neighbourhood) is complete, and the construction at the Aintree Place laneway, west of Shell Road (Shellmont Neighbourhood) is now underway.

Water

Watermain Replacement Upgrades Program (2023)

Budget: \$4.0M

Expected Completion Date: Q1 2026

This program replaces and upsizes ageing watermains at the end of their service life in line with the City's Ageing Infrastructure Renewal Strategy. Construction includes the installation of new watermains at various locations, with construction currently underway for the Seacote Neighbourhood Watermain Replacement.

Parks Program

The Parks Program includes the development and replacement of parks, trails, community gardens and natural areas in Richmond.

Brighthouse Park Baseball Diamond Infield Upgrade (2024)

Budget: \$573K

Expected Completion Date: Completed

Construction was completed in Q2 2025, and the area is now open for public use.

Burkeville Neighbourhood Park Redevelopment (2024)

Budget: \$600K

Expected Completion Date: Q3 2026

Detailed design is currently underway to outline detailed work scope. Procurement for construction services is expected between Q3 and Q4 2025, with construction anticipated to commence between Q1 and Q2 2026, ensuring the project area remains available for public use throughout the winter months.

Minoru Lakes Renewal: Phase 2 (2024)

Budget: \$2.5M

Expected Completion Date: Q4 2026

A Request for Proposal (RFP) for construction services is currently posted, with construction targeted to start in Q3 2025.

No. 3 Road Bark Park (2024)

Budget: \$385K

Expected Completion Date: Completed

Construction was completed in Q2 2025, and the area is now open for public use.

Playground Improvement and Replacement Program

Steveston Community Park Playground Expansion (2023)

Budget: \$2.2M

Expected Completion Date: Completed

Construction was completed in Q2 2025, and the area is now open for public use. Staff continue to receive feedback from the public and collaborate with key stakeholders on further opportunities to enhance play value throughout the rest of this year.

Playground Replacement Program (2024)

Budget: \$600K

Expected Completion Date: Q3 2026

Concept design is currently underway for playgrounds at McLean Neighbourhood Park, Dover Neighbourhood Park and Fedoruk Kartner Park. A Request for Proposal (RFP) for construction services is anticipated to be posted in Q3 2025. Construction is expected to commence between Q1 and Q2 2026 to ensure the playgrounds remain available for public use throughout the winter months.

Hugh Boyd Community Park Playground Renewal (2024 & 2025)

Budget: \$1.8M

Expected Completion Date: Q3 2026

Detailed design is currently underway to outline the detailed work scope. Procurement of construction services is expected between Q3 and Q4 2025, with construction anticipated to commence between Q1 and Q2 2026, ensuring the playground remains available for public use throughout the winter months.

Pickleball Court Construction (2025)

Budget: \$800K

Expected Completion Date: Q2 2026

Geotechnical assessment and detailed design are currently underway. Procurement for construction services is expected between Q3 and Q4 2025, with construction anticipated to commence between Q1 and Q2 2026 to ensure the project area remains available for public use throughout the winter months.

South Dike Trail Enhancements (around Crown Packaging) (2025)

Budget: \$400K

Expected Completion Date: Ongoing

Following Council approval of the proposed enhancements to the trail in Q1 2025, detailed design is currently underway to outline the detailed work scope, including further analysis of environmental and permitting requirements along with an Agricultural Land Commission (ALC) application. Pending all permits and ALC approval, procurement for construction services will immediately follow, and the estimated construction timeline will be established.

Land Program

Strategic Real Estate Acquisition (2021-2025)

Budget: \$103.4M

Expected Completion Date: Ongoing

Capital projects include amounts set aside for potential real estate acquisition as per the Council Approved Strategic Real Estate Investment Plan. Council approval is required for each real estate acquisition transaction.

Equipment Program

The Equipment Program includes machinery and vehicles for Richmond Fire Rescue, Public Works and other equipment.

Fire Vehicle Replacement Reserve Purchases (2021-2025)

Budget: \$11.0M

Expected Completion Date: Ongoing

The Fire Vehicle Replacement Reserve Purchases projects in Plan Years 2021 to 2025 include the planned acquisition to replace several large fire apparatus. The project team is finalizing technical specifications and is preparing to move forward with the purchase plan.

Vehicle and Equipment Reserve Purchases (Public Works and Corporate Fleet) (2022-2025)

Budget: \$14.8M

Expected Completion Date: Ongoing

The 2022 to 2025 fleet vehicle and equipment projects involve the estimated acquisition of over 150 vehicles and equipment that have been identified for replacement. As of Q2 2025, 104 units have arrived, 13 units are on order and 41 units are in different stages of the evaluation process.

Public Safety Mobile Command and Communication Centre Vehicle (2024)

Budget: \$1.8M

Expected Completion Date: Q4 2026

The Request for Proposal (RFP) closed at end of June 2025 and the proposals are under review by the project team.

Information Technology

Budget Planning & Monitoring Software Solution (2019 & 2023)

Budget: \$1.7M

Expected Completion Date: Completed

The City is implementing a modern budget planning and monitoring solution to support the budget planning process, which replaces a legacy application that served for over 25 years. The new system is in use for the 2026 budget planning cycle, while development to further integrate it with existing systems will continue.

Database Encryption Project (2024)

Budget: \$355K

Expected Completion Date: Completed

Database encryption ensures data confidentiality, integrity and privacy of City data, even in the event of a database compromise, meeting Cybersecurity recommendations and guidelines. The database encryption project was successfully completed, implementing the database encryption technology on approximately 400 Oracle and SQL Server databases to protect and secure City data on media and backups from malicious threats and unauthorized access.

Document and Records Management System Modernization (2025)

Budget: \$3.4M

Expected Completion Date: Q4 2027

The City's Document and Records Management System has been in use for over 25 years and has remained relatively unchanged. With newer operating systems and the transition to cloud-based technologies, updates are underway to support a modern environment, enhance productivity and staff satisfaction, with the Request for Proposal (RFP) to select a product and implementation supplier underway.

Permit Optimization Project (MyPermit) (2021 & 2024)

Budget: \$2.9M

Expected Completion Date: Q4 2027

MyPermit is a multi-phased initiative aimed at fully digitizing and enabling customer self-service for development and building permits. Phase 1 of the MyPermit project has streamlined the permitting process for simple permit types, including sprinklers, plumbing and gas trades permits, and servicing agreements through an online self-service portal option. Phase 2 includes the addition of the City Tree Removal Permit application to the MyPermit Portal, which went live on June 23, 2025.