



SECOND QUARTER MID-YEAR FINANCIAL REPORT

2020

SEPTEMBER 21, 2020

DISTRICT OF WEST VANCOUVER

**DISTRICT OF WEST VANCOUVER
2020 SECOND QUARTER MID-YEAR FINANCIAL REPORT**

Table of Contents

	Page
1 2020 Second Quarter Mid-Year Summary	1
2 General Fund Revenue Summary	4
3 General Fund Operating Results	5
4 Notes to General Fund Results	6
5 Water Utility	9
6 Sewer Utility	10
7 Solid Waste Utility	11
8 Golf Fund	12
9 Cemetery Fund	13
10 Salary Vacancy Adjustment	14
11 Investment Results	16
12 Capital Program Summary	18
13 Reserve Schedule	20
14 Procurement Statistics	21
15 Contracts Awarded Over \$75K	22
16 Procurement Documented Savings	23

**DISTRICT OF WEST VANCOUVER
2020 SECOND QUARTER MID-YEAR SUMMARY**

The second quarter mid-year financial report includes a review of operating results, investment results, capital expenditures, reserve balances, and procurement statistics to June 30. It includes analysis of actual results to the year-to-date (YTD) budget and a forecast of anticipated results for the year. The budget was approved by Council on April 27, 2020. Highlights of the operating and capital results are summarized below.

General Fund - Operating Results

At the end of the second quarter, compared to the YTD budget, revenues over expenditures (not including third party works & non-recurring items) exceeded target by \$4.48M.

Revenues

Revenue Item	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
General Taxation	\$ 77.23	\$ 76.45	\$ 0.77
Fees & Charges	\$ 3.85	\$ 3.43	\$ 0.42
Licences & Permits	\$ 4.53	\$ 3.65	\$ 0.89
Other Revenue	\$ 3.21	\$ 2.09	\$ 1.12
Government Grants	\$ 1.02	\$ 0.97	\$ 0.06
Transfer In	\$ 1.01	\$ 0.89	\$ 0.11
Total	\$ 90.85	\$ 87.48	\$ 3.37

Revenue (not including third party works & non-recurring items) exceeded budget by \$3.37M (3.9%).

Variances included:

- receipt of unbudgeted grants and early receipt of grants in lieu payments;
- higher than expected revenues from development activities;
- recognition of deferred revenue from large bequests;
- higher than expected number of building, electrical and plumbing permits issued;
- higher than budgeted investment revenue resulting from robust cash flow projection;
- lease and rental revenue were not impacted by COVID-19 as expected, resulting in a favourable variance;
- higher than anticipated subdivision/rezone application fees collected, and temporary street occupancy permits and film permits issued when this had been budgeted to be much lower;
- temporary favourable variances due to timing of endowment fund transfers.

Expenditures

Expenditure Item	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
Administrative Services	\$ 1.50	\$ 1.50	\$ -
Human Resources	\$ 0.87	\$ 0.92	\$ 0.04
Financial Services	\$ 1.67	\$ 1.50	\$ (0.16)
Police Services	\$ 8.06	\$ 8.24	\$ 0.18
Fire & Rescue Services	\$ 8.67	\$ 8.63	\$ (0.04)
Engineering & Transportation Services	\$ 2.69	\$ 2.30	\$ (0.39)

**DISTRICT OF WEST VANCOUVER
2020 SECOND QUARTER MID-YEAR SUMMARY**

Corporate Services	\$ 4.90	\$ 5.07	\$ 0.17
Planning & Development Services	\$ 2.71	\$ 2.61	\$ (0.10)
Parks, Culture & Community Services	\$ 7.74	\$ 7.47	\$ (0.28)
Library Services	\$ 2.37	\$ 2.43	\$ 0.06
General Government	\$ 1.81	\$ 2.84	\$ 1.03
Tax Transfer to Asset Reserves	\$ 7.83	\$ 7.83	\$ -
Transfers to Reserves	\$ 0.87	\$ 1.47	\$ 0.60
Total	\$ 51.70	\$ 52.80	\$ 1.10

Expenditures (not including third party works & non-recurring items) are under budget by \$1.10M (2.1%) due to:

- labour savings due to multiple staff vacancies;
- new funding model for police integrated team resulted in less municipal funding;
- savings achieved in keeping prisoner costs lower during COVID-19; and
- temporary savings from budget timing of transfer to reserves and bill/grant payments.

Some temporary negative expenditure variances resulted from:

- higher than anticipated maintenance, repair and equipment replacement costs;
- additional cleaning costs and vehicle charges due to COVID-19 safety protocols;
- extra food costs due to helping vulnerable seniors during COVID-19.

Third Party Works & Non-Recurring Items

Due to COVID-19, third party works were delayed resulting in lower than expected revenues and expenditures.

Land development costs were generally offset by land sales proceeds, with net proceeds transferred to the Land Reserve.

Community amenity contributions (CACs) are a voluntary contribution from developers to the municipality.

Expenses on one-time initiatives which are non-capital projects and which address improvements in efficiency and effectiveness were lower than anticipated due to capacity issues and changes in external circumstances.

Detailed variance explanations are provided in the Notes to the General Fund Results.

Utility and Other Funds

Water Utility – Water consumption is seasonal and difficult to predict accurately. User fee revenues were unfavourable to budget due to a significant consumption drop in commercial properties. Due to COVID-19, non-essential businesses were shut down at the beginning of the second quarter; gradually reopening near the end of the second quarter. YTD operating expenditures are favourable to budget due to lower than projected water purchase costs and maintenance costs. The capital work program is scheduled for the third and fourth quarters.

Sewer Utility – YTD revenues are unfavourable due to a significant consumption drop in commercial properties. Capital program spending is scheduled to ramp up in the third quarter.

Solid Waste – YTD revenues are favourable due to higher than budgeted external recoveries as well as earlier than anticipated payment received from Recycle BC. Operating costs in waste and recycling are unfavourable due to the timing of accrual entries and budget allocation. The full Streetscape Recycling program was postponed resulting in a favourable variance.

**DISTRICT OF WEST VANCOUVER
2020 SECOND QUARTER MID-YEAR SUMMARY**

Golf Fund – YTD revenues are favourable due to the reopening of Gleneagles golf course in May with social distancing measures in place.

Cemetery Fund – Sales are expected to be lower than budget at year end due to fewer grave side services and a delay in opening the newly developed grave section until the Cemetery Bylaw is amended. Unfavourable YTD expenditures are the result of higher than anticipated maintenance and administration costs, along with unbudgeted refunds.

Investment

The investment policy requires that investment returns be reported on a quarterly basis to update the status of the current investment portfolio and the investment environment.

Regular cash demands, as well as the District's conservative investment strategy, require that a high degree of liquidity be maintained in the investment portfolio, including both short and long term investments.

Short term investments, those with a term of up to one year and the highest degree of liquidity, are used to meet working capital requirements. Short term investments include RBC, BMO and Coast Capital Credit Union cash deposit accounts and high interest saving accounts, as well as investments in the MFA Money Market Fund.

Long term investments have terms of greater than one year. These investments are less liquid than short term investments and are held both to manage the risk of interest rate fluctuations and for funding requirements with a long term perspective. Long term investments include the MFA Intermediate Fund for investments from one to three years; MFA Bond Fund for investments of more than three years and Guaranteed Investment Certificates (GICs) for a term of over one year, issued by Canadian chartered banks that meet the District's risk management requirements.

Investment portfolio details and results are provided in this report.

Capital Program

2020 capital projects are initiated and commitments are set up only after the approval of the annual financial plan. The majority of capital projects were delayed or postponed in the second quarter due to COVID-19, and capital expenditures are expected to grow in the third and fourth quarter.

Reserves & DCCs

The reserves and DCCs as at June 30 totalled \$127M. There is also \$7M held in trust. Further details are provided on the reserve schedules.

Procurement Statistics & Contracts Awarded

The second quarter mid-year report includes an update on procurement activity to June 30 and contracts awarded over \$75K in value (excluding tax). Contracts that are individually reported to Council or the Finance Committee are not reported here. Also excluded from this report are contracts related to West Vancouver Transit, the West Vancouver Police Department and the West Vancouver Memorial Library.

The District's Purchasing Policy outlines the governing principles and guides the activity of the purchasing function. Awarded contracts are within approved budget limits, and have been approved by staff with appropriate acquisition and commitment authority. The reported contract value is the value at the time of contract award and is subject to change.

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020

GENERAL FUND REVENUE SUMMARY (\$ 000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019 Prior Year YTD Results	Notes
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
GENERAL TAXATION											
Municipal Taxes	76,190	75,945	245	0.3%	76,190	245	0.3%	75,945	100.3%	73,831	
Specified Area	507	507	(0)	-0.0%	507	0	0.0%	507	100.0%	507	
Grants in Lieu	529	0	529		873	0	0.0%	873	60.6%	444	¹
	<u>77,226</u>	<u>76,452</u>	<u>774</u>	<u>1.0%</u>	<u>77,570</u>	<u>245</u>	<u>0.3%</u>	<u>77,325</u>	<u>99.9%</u>	<u>74,782</u>	
FEES AND CHARGES											
Police	79	75	4	5.4%	150	0	0.0%	150	52.7%	87	
Engineering & Transportation Services	240	244	(4)	-1.6%	574	87	17.9%	487	49.2%	387	²
Parks, Culture & Community Services	3,170	2,819	351	12.5%	4,733	(511)	-9.7%	5,244	60.5%	6,032	³
Library	26	27	(1)	-3.9%	61	6	10.1%	55	47.0%	46	
First Nations	0	0	0		2,500	0	0.0%	2,500	0.0%	0	
Fire & Rescue Services	151	78	74	94.5%	345	189	121.5%	156	97.3%	101	⁴
Parking Tickets	96	105	(9)	-8.9%	187	(24)	-11.2%	210	45.6%	89	
Vehicle Towing	11	10	1	5.0%	20	0	0.0%	20	52.5%	16	
General Administration & Finance Fees	80	74	6	8.4%	148	0	0.0%	148	54.2%	62	
	<u>3,852</u>	<u>3,431</u>	<u>421</u>	<u>12.3%</u>	<u>8,717</u>	<u>(253)</u>	<u>-2.8%</u>	<u>8,970</u>	<u>42.9%</u>	<u>6,820</u>	
LICENCES AND PERMITS											
Business Licences	1,400	1,383	17	1.2%	1,432	33	2.4%	1,399	100.1%	1,402	⁵
Inspection Permits	2,324	1,683	641	38.1%	4,401	1,035	30.7%	3,366	69.0%	2,274	⁶
Other Permits/Licences	809	581	227	39.1%	1,313	237	22.0%	1,076	75.2%	592	
	<u>4,533</u>	<u>3,648</u>	<u>886</u>	<u>24.3%</u>	<u>7,146</u>	<u>1,305</u>	<u>22.3%</u>	<u>5,841</u>	<u>77.6%</u>	<u>4,268</u>	
OTHER REVENUE											
Administration Fees (TransLink/Utilities)	527	517	10	1.9%	1,034	0	0.0%	1,034	51.0%	525	
Interest on Investments	1,103	498	605	121.4%	2,310	0	0.0%	2,310	47.7%	1,175	⁷
Tax Penalties & Interest	57	14	43	307.3%	606	0	0.0%	606	9.4%	50	⁸
Library Contributions	31	35	(4)	-11.4%	391	83	26.8%	309	10.1%	0	⁹
Taylor Way Lease	280	270	10	3.9%	270	0	0.0%	270	103.9%	270	
Lease & Rentals	1,005	649	356	54.8%	1,772	514	40.9%	1,258	79.8%	1,094	¹⁰
Miscellaneous	206	103	103	99.7%	425	60	16.4%	365	56.6%	274	¹¹
	<u>3,209</u>	<u>2,086</u>	<u>1,123</u>	<u>53.8%</u>	<u>6,808</u>	<u>657</u>	<u>10.7%</u>	<u>6,151</u>	<u>52.2%</u>	<u>3,387</u>	
GOVERNMENT GRANTS											
Provincial Revenue Sharing	832	830	1	0.2%	830	0	0.0%	830	100.2%	758	
Library	125	91	34	36.9%	181	37	25.7%	144	87.0%	152	¹²
Other	67	44	23	52.0%	314	42	15.3%	272	24.6%	62	¹³
	<u>1,024</u>	<u>966</u>	<u>58</u>	<u>6.0%</u>	<u>1,325</u>	<u>79</u>	<u>6.3%</u>	<u>1,246</u>	<u>82.1%</u>	<u>972</u>	
OTHER TRANSFERS											
Transfer In from Reserves	1,006	894	111	12.5%	2,251	112	5.3%	2,139	47.0%	945	¹⁴
	<u>1,006</u>	<u>894</u>	<u>111</u>	<u>12.5%</u>	<u>2,251</u>	<u>112</u>	<u>5.3%</u>	<u>2,139</u>	<u>47.0%</u>	<u>945</u>	
TOTAL REVENUE	<u>90,849</u>	<u>87,477</u>	<u>3,373</u>	<u>3.9%</u>	<u>103,816</u>	<u>2,144</u>	<u>2.1%</u>	<u>101,672</u>	<u>89.4%</u>	<u>91,174</u>	

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020

GENERAL FUND OPERATING RESULTS (\$ 000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
REVENUE											
General Taxation	77,226	76,452	774	1.0%	77,570	245	0.3%	77,325	99.9%	74,782	Notes 1 to 14 are reflected on the Revenue Summary
Fees & Charges	3,852	3,431	421	12.3%	8,717	(253)	-2.8%	8,970	42.9%	6,820	
Licences & Permits	4,533	3,648	886	24.3%	7,146	1,305	22.3%	5,841	77.6%	4,268	
Other Revenue	3,209	2,086	1,123	53.8%	6,808	657	10.7%	6,151	52.2%	3,387	
Government Grants	1,024	966	58	6.0%	1,325	79	6.3%	1,246	82.1%	972	
Other Transfers	1,006	894	111	12.5%	2,251	112	5.3%	2,139	47.0%	945	
REVENUE TOTAL	90,849	87,477	3,373	3.9%	103,816	2,144	2.1%	101,672	89.4%	91,174	
EXPENDITURES											
Administrative Services	1,503	1,498	(5)	-0.3%	2,993	(17)	-0.6%	2,976	50.5%	1,538	
Human Resources	875	919	44	4.8%	1,976	(133)	-7.2%	1,843	47.5%	917	
Financial Services	1,665	1,501	(165)	-11.0%	3,120	(50)	-1.6%	3,070	54.2%	1,481	
Police Services	8,057	8,240	183	2.2%	16,330	300	1.8%	16,630	48.4%	8,266	
Fire & Rescue Services	8,672	8,631	(41)	-0.5%	17,468	(81)	-0.5%	17,387	49.9%	8,370	
Engineering & Transportation Services	2,687	2,301	(386)	-16.8%	5,032	(590)	-13.3%	4,442	60.5%	2,632	
Corporate Services	4,898	5,066	168	3.3%	10,264	(82)	-0.8%	10,182	48.1%	4,820	
Planning & Development Services	2,711	2,607	(104)	-4.0%	5,286	(56)	-1.1%	5,230	51.8%	2,663	
Parks, Culture & Community Services	7,744	7,468	(276)	-3.7%	15,003	865	5.5%	15,869	48.8%	9,812	
Library Services	2,368	2,426	58	2.4%	4,906	(123)	-2.6%	4,784	49.5%	2,412	
General Government (Schedule A)	1,814	2,843	1,029	36.2%	5,342	(31)	-0.6%	5,311	34.2%	1,372	
	42,994	43,499	505	1.2%	87,722	2	0.0%	87,724	49.0%	44,283	
Tax Transfer to Asset Reserves	7,828	7,828	0	0.0%	7,828	0	0.0%	7,828	100.0%	14,650	
Transfers to Reserves	874	1,473	600	40.7%	3,061	(33)	-1.1%	3,028	28.8%	905	
EXPENDITURES TOTAL	51,696	52,800	1,105	2.1%	98,611	(31)	-0.0%	98,580	52.4%	59,838	
EXCESS REVENUES OVER EXPENDITURES	39,154	34,676	4,477	12.9%	5,205	2,113		3,092		31,336	
THIRD PARTY WORKS & NON-RECURRING ITEMS											
REVENUE											
Third Party Works	1,635	1,769	(134)	-7.6%	3,285	(254)	-7.2%	3,540	46.2%	1,496	
Gain on Sale of Land	0	0	0	0.0%	2,860	0	0.0%	2,860	0.0%	0	
Amenity Contributions	4,140	0	4,140		0	0		0		0	
Transfer-In for One-Time Initiatives	0	0	0		964	0	0.0%	964	0.0%	0	
REVENUE TOTAL	5,775	1,769	4,006		7,110	(254)	-3.5%	7,364	78.4%	1,496	
EXPENDITURES											
Third Party Works	1,675	1,766	92	5.2%	3,325	229	6.5%	3,555	47.1%	1,500	
Land Management Costs & Transfer Proceeds	101	66	(35)	-52.5%	2,847	(4)	-0.1%	2,843	3.5%	9	
Transfer to Amenity Contributions Reserve	4,140	0	(4,140)	0.0%	0	0		0		0	
One-Time Initiatives	304	3,094	2,790	90.2%	4,566	(507)	-12.5%	4,058	7.5%	440	
EXPENDITURES TOTAL	6,220	4,927	(1,293)	-26.2%	10,739	(282)	-2.7%	10,456	59.5%	1,950	
EXCESS REVENUES OVER EXPENDITURES	(445)	(3,157)	2,713	-85.9%	(3,629)	(537)	17%	(3,092)	14.4%	(454)	
TOTAL EXCESS REVENUES OVER EXPENDITURES	38,709	31,519	7,190	22.8%	1,577	1,577	17%	(0)	0.1%	30,883	

Schedule A - General Government Details										
Legal & Severance	493	450	(43)	-9.7%	1,010	(5)	-0.5%	1,005	49.1%	213
Property & Liability Insurance	461	508	47	9.3%	1,000	15	1.5%	1,015	45.4%	457
Fiscal Services	1,138	907	(230)	-25.4%	2,086	(41)	-2.0%	2,046	55.6%	1,199
Grants in Aid	258	386	127	33.0%	460	0	0.0%	460	56.1%	1
Election	0	0	0		100	0	0.0%	100	0.0%	4
Employee Engagement	1	3	2	74.0%	5	0	0.0%	5	13.0%	2
Business Improvement Area Levy	0	500	500	100.0%	500	0	0.0%	500	0.0%	0
Benefits Change Savings	(537)	90	627	696.5%	180	0	0.0%	180	-298.2%	(504)
	1,814	2,843	1,029	36.2%	5,342	(31)	-0.6%	5,311	34.2%	1,372

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020**

REVENUES

GENERAL TAXATION

- 1 **Grants in Lieu** - YTD revenues are favourable due to timing of budgeting allocation and several grants received earlier than anticipated. Forecast to be on track at year end.

FEES AND CHARGES

- 2 **Engineering & Transportation Services** - Forecast is trending to be favourable at year end due to increased development activities in the District resulting in higher than budgeted collection of administration fees.
- 3 **Parks, Culture & Community Services** - YTD revenues are favourable due to recognition of revenue from large bequests to the Senior's Activity Centre. The revenue is offset by transfers to the bequest reserve fund. The favourable variance is also from COVID-19 related grants for food security, homelessness and youth. The approved budget was based on the return of a full Fall Program which has been reduced due to the current conditions, therefore, the forecast will be unfavourable at year end. Revenues are projected to be reduced markedly but are expected to be offset by a projected reduction in expenditures.
- 4 **Fire & Rescue Services** - YTD revenues are favourable due to higher than anticipated development plan review revenue. Forecast to be favourable at year end.

LICENCES AND PERMITS

- 5 **Inspection Permits** - Construction is considered an essential service and has not been interrupted during COVID-19. As a result, YTD revenues are favourable to budget. Forecast is expected to be favourable at year end and a budget amendment is required.
- 6 **Other Permits/Licences** - YTD revenues are favourable due to higher than anticipated subdivision/rezoning administration fees, temporary street occupancy permits and film permits issued during the second quarter. Forecast is expected to be favourable at year end.

OTHER REVENUE

- 7 **Interest on Investments** - Based on the robust cash flow forecast model, Finance is closely monitoring balances in both the cash and investment accounts. Finance is regularly transferring funds between the accounts to maximize investment income. As a result, YTD revenues are favourable to budget in the second quarter.
- 8 **Tax Penalties & Interest** - YTD revenues are favourable due to higher than budgeted revenue from penalty charges on late payments and interest on tax arrears.
- 9 **Library Contributions** - YTD revenues are slightly unfavourable to budget, but forecast is expected to be favourable at year end due to higher than budgeted external contributions.
- 10 **Lease & Rentals** - YTD revenues are favourable due to lower revenue being budgeted in preparation for reduced collection of lease/rental payments corresponding to COVID-19 which have not materialized. Forecast to be favourable at year end.
- 11 **Miscellaneous** - YTD revenues are favourable due to unexpected administration fees charged on recoverable projects in the second quarter. Forecast to be favourable at year end.

GOVERNMENT GRANTS

- 12 **Library** - YTD revenues are favourable due to early receipt of government grants. Forecast to be favourable at year end. A budget amendment is required.
- 13 **Other** - YTD revenues are favourable due to receipt of an unexpected government grant for a one-time child care planning project and housing needs report. The revenue will be used to offset related costs. Forecast to be favourable at year end.

OTHER TRANSFERS

- 14 **Transfer In from Reserves** - YTD revenues are favourable due to budget timing of endowment fund transfer for MFA debt payments. These transfer accounts (which are actually transfers, not revenues) correspond to the expenditure transfers in note 23.

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020**

EXPENDITURES

- 15 **Human Resources** - YTD expenditures are favourable to budget due to savings from staff position vacancies and timing of recruitment costs. Corporate training costs are expected to be higher in comparison to the reduced approved budget resulted from COVID-19, and a decision was made to centralize the corporate training budget, as a result, forecast to be unfavourable at year end. A budget amendment will be initiated to reflect the changes.
- 16 **Financial Services** - YTD expenditures are unfavourable to budget due to timing of payroll expenses accrual.
- 17 **Police Services** - YTD expenditures are favourable to budget due to savings in the IT equipment lease, changing the funding model for Integrated Team (less municipal funding is required under the new model) and lower prisoner costs due to the impact of COVID-19.
- 18 **Engineering & Transportation Services** - YTD expenditures are unfavourable to budget due to higher than budgeted expenditures in the area of winter maintenance, bridge and shoulder maintenance, road patch repairs and ditch cleaning. Forecast to be unfavourable at year end due to higher than normal contract cost and material costs as a result of COVID-19.
- 19 **Corporate Services** - YTD expenditures are favourable to budget due to temporary savings due to multiple staff position vacancies in the IT department and lower energy costs due to facility closures.
- 20 **Planning & Development Services** - YTD expenditures are unfavourable due to higher than budgeted consulting fees, unavoidable legal costs and tree removal costs.
- 21 **Parks, Culture & Community Services** - YTD expenditures were higher than YTD budget resulting from the significant increase in the number of park users due to COVID-19. Operating costs for washrooms, garbage and litter clean-up (offset by the Solid Waste Utility), vehicle usage and general repairs have significantly increased. Contracted hazardous and park tree maintenance will have a significant budget shortfall by year-end. Increased food costs at the Seniors' Café in response to the needs of vulnerable seniors have been offset by grants.
- 22 **Library Services** - YTD expenditures are favourable due to closure of Library in second quarter. Forecast is expected to be slightly unfavourable at year end as reopening costs are incurred.
- 23 **Transfer to Reserves** - YTD expenditures are favourable to budget due to timing of budget allocation. These transfer accounts (which are actually transfers, not expenditures) correspond to the revenue transfers in note 14.

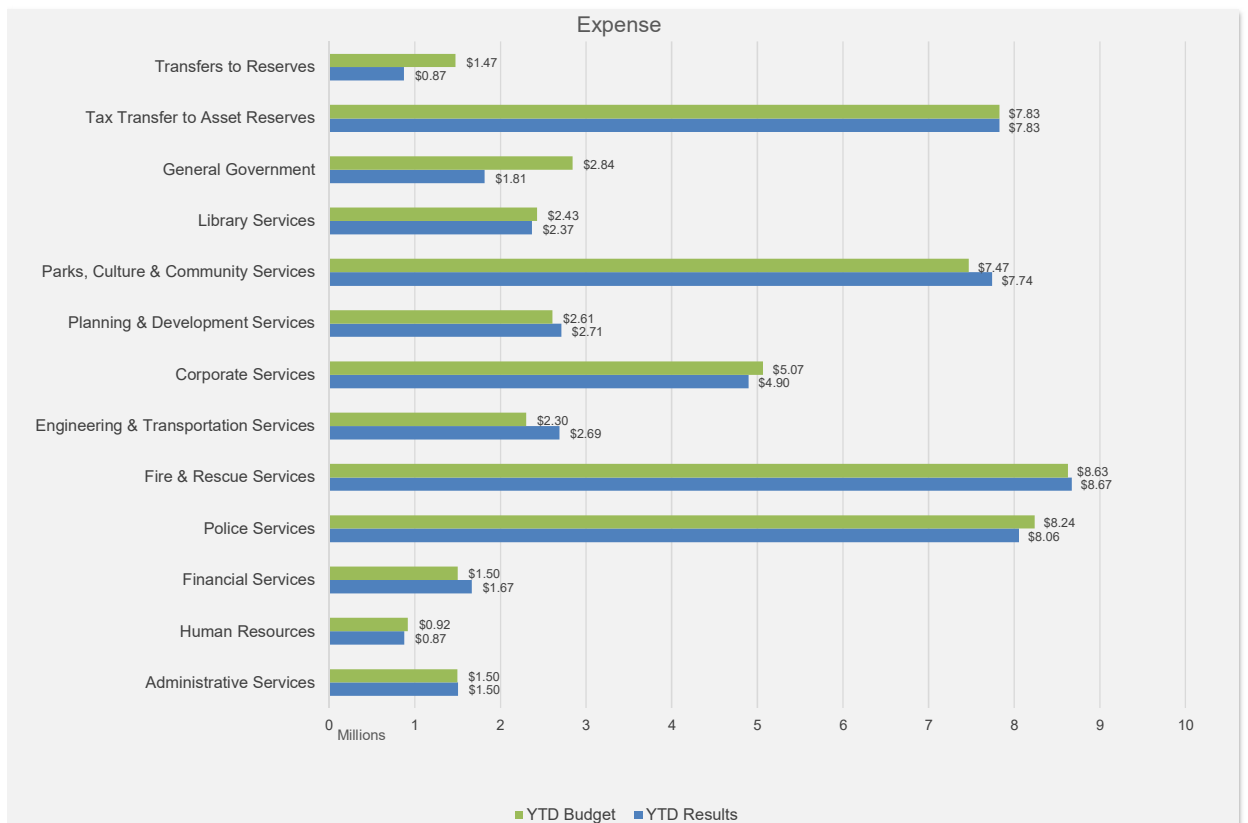
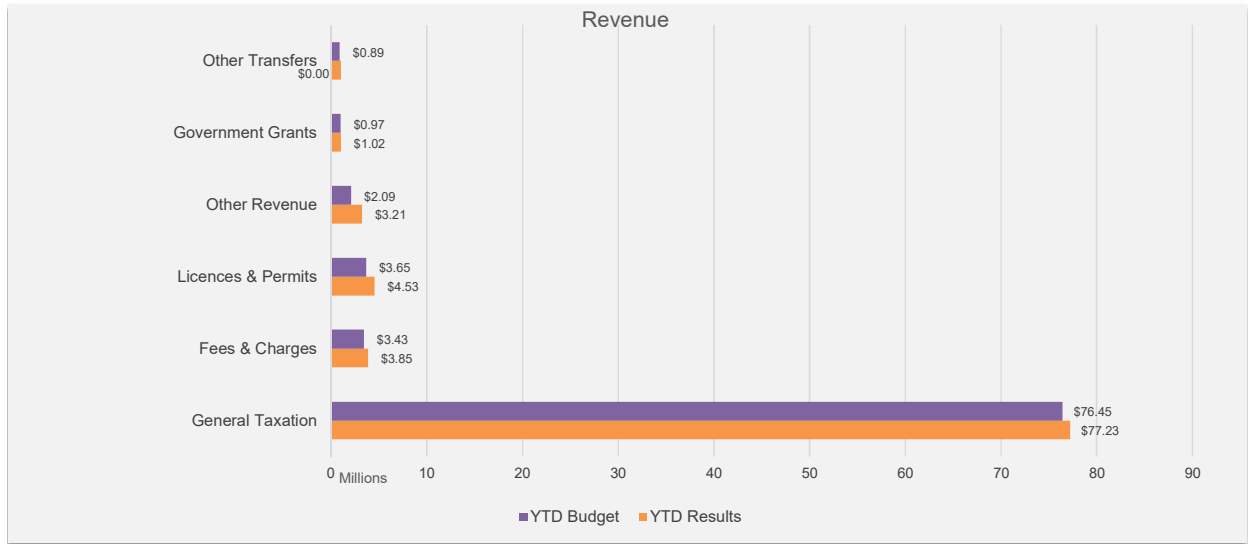
THIRD PARTY WORKS & NON-RECURRING ITEMS

- 24 **Third Party Works** - YTD revenues are unfavourable to budget due to COVID-19; non-essential businesses were required to shut down at the beginning of second quarter, as a result, YTD revenues are unfavourable to budget. This is offset by a comparable reduction in YTD expenditures as recorded here.
- 25 **Land Sales & Costs** - \$2.86M is budgeted for anticipated land sales. Costs are incurred to manage the use and development of land resources. Net proceeds earned at sale completion will be transferred to the Land Reserve.
- 26 **Amenity Contributions** - Community Amenity Contributions are not budgeted. Two contributions totalling \$4.14M were received in the first half of the year and were transferred to the Amenity Fund.
- 27 **One-Time Initiatives** - These initiatives are non-capital project expenditures, including consulting engagements that are one-time in nature. Due to COVID-19, many of these initiatives were delayed resulting in favourable YTD expenditures.

SCHEDULE A - GENERAL GOVERNMENT DETAILS

- 28 **Fiscal Services** - YTD unfavourable expenditures resulted from earlier than budgeted MFA debt payments. This is a timing difference which will resolve by year end.
- 29 **Grants in Aid** - YTD expenditures are favourable due to timing of the grant payments.
- 30 **Benefits Change Savings** - The amount reflected in this line is the difference between fringe benefit costs already incurred and the recovery of the fringe allocation charged to the departments. The favourable variance is a timing difference between the pay date and the recovery date.

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020**



DISTRICT OF WEST VANCOUVER
WATER FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING June 30, 2020

WATER UTILITY (\$000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
REVENUE											
User Fees	7,475	8,701	(1,226)	-14.1%	17,061	0	0.0%	17,061	43.8%	7,529	¹
Meter Rental Charges	253	245	8	3.3%	490	0	0.0%	490	51.6%	254	
Micro Power Generation	11	9	2	23.2%	18	0	0.0%	18	61.6%	10	
Development Contributions	0	0	0		0	0		0		0	
Recoveries	82	75	8	10.4%	149	0	0.0%	149	55.2%	(12)	²
Other Revenue	17	25	(8)	-32.0%	50	0	0.0%	50	34.0%	3	
Transfers In	0	0	0		0	(2,114)	-100.0%	2,114	0.0%	0	³
	<u>7,838</u>	<u>9,055</u>	<u>(1,217)</u>	<u>-13.4%</u>	<u>17,768</u>	<u>(2,114)</u>	<u>-10.6%</u>	<u>19,882</u>	<u>39.4%</u>	<u>7,784</u>	
EXPENDITURE											
Water Purchases	1,264	2,373	1,110	46.8%	5,049	0	0.0%	5,049	25.0%	1,256	⁴
Administration Fee	175	175	(0)	-0.0%	350	0	0.0%	350	50.0%	175	
Operations & Maintenance	1,823	2,268	445	19.6%	4,548	0	0.0%	4,548	40.1%	1,749	⁵
Capital Program	1,198	0	(1,198)		7,051	268	3.7%	7,319	16.4%	1,305	⁶
Debt Service	998	998	(0)	-0.0%	1,996	0	0.0%	1,996	50.0%	998	
	<u>5,458</u>	<u>5,814</u>	<u>356</u>	<u>6.1%</u>	<u>18,994</u>	<u>268</u>	<u>1.4%</u>	<u>19,262</u>	<u>28.3%</u>	<u>5,484</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>2,380</u>	<u>3,240</u>	<u>(860)</u>		<u>(1,225)</u>	<u>(1,846)</u>		<u>621</u>		<u>2,300</u>	
Prior year adjustment	0	0	0		0	0		0		0	
EXCESS REVENUES OVER EXPENDITURES	<u>2,380</u>	<u>3,240</u>	<u>(860)</u>		<u>(1,225)</u>	<u>(1,846)</u>		<u>621</u>		<u>2,300</u>	⁷

Notes:

- ¹ YTD revenues are unfavourable due to a significant consumption drop in commercial properties. Due to COVID-19, non-essential businesses were shut down at the beginning of the second quarter, gradually reopening late second quarter.
- ² YTD revenues are favourable due to increased internal recovery from utility vehicle usage. Due to COVID-19, higher than normal utility vehicle usage increased in order to accommodate physical distancing. The increase in revenue is offset by increased operation and maintenance expenditures in the same department.
- ³ Transfers In is revenue budgeted for approved capital projects, the actual transfer will be reviewed and reconciled at year end.
- ⁴ YTD expenditures are favourable due to lower water purchase costs/lower consumption. As a result of a combination of cooler weather and COVID-19, the water consumption overall was lower than expected.
- ⁵ YTD expenditures are favorable in the area of water distribution and universal metering cost.
- ⁶ Capital program expenditures are unfavourable due to the timing of budget allocation. Construction costs are expected to grow in the third quarter. Forecast to be slightly favourable at year end.
- ⁷ Annual surplus will be transferred to Water Reserve Fund at year end.

DISTRICT OF WEST VANCOUVER
SEWER FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING June 30, 2020

SEWER UTILITY (\$000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
REVENUE											
User Fees	9,741	10,418	(677)	-6.5%	20,836	0	0.0%	20,836	46.8%	9,038	¹
Development Cost Charges	0	0	0		0	0		0		0	
Developer Contributions	0	0	0		0	0		0		0	
Recoveries	82	68	14	20.6%	137	0	0.0%	137	60.3%	(12)	²
Other Revenue	0	24	(24)	-100.0%	49	0	0.0%	49	0.0%	0	
Transfers In	0	0	0		0	(5,998)	-100.0%	5,998	0.0%	0	³
	<u>9,823</u>	<u>10,511</u>	<u>(687)</u>	<u>-6.5%</u>	<u>21,021</u>	<u>(5,998)</u>	<u>-0.0%</u>	<u>27,019</u>	<u>36.4%</u>	<u>9,026</u>	
EXPENDITURE											
GVSDD Levy	4,265	4,265	0	0.0%	8,531	0	0.0%	8,531	50.0%	3,398	
Administration Fee	185	185	0	0.0%	370	0	0.0%	370	50.0%	185	
Sanitary Operations & Maintenance	819	906	87	9.6%	1,746	0	0.0%	1,746	46.9%	777	⁴
Storm Operations & Maintenance	514	393	(121)	-30.8%	903	0	0.0%	903	56.9%	511	⁵
Capital Program	945	0	(945)		12,645	1,832	12.7%	14,477	6.5%	1,225	⁶
	<u>6,728</u>	<u>5,749</u>	<u>(978)</u>	<u>-17.0%</u>	<u>24,195</u>	<u>1,832</u>	<u>7.0%</u>	<u>26,027</u>	<u>25.8%</u>	<u>6,095</u>	⁷
EXCESS REVENUES OVER EXPENDITURES	<u>3,095</u>	<u>4,761</u>	<u>(1,666)</u>		<u>(3,174)</u>	<u>(4,166)</u>		<u>992</u>		<u>2,930</u>	

Notes:

- ¹ YTD revenues are unfavourable due to a significant consumption drop in commercial properties. Due to COVID-19, non-essential businesses were shut down at the beginning of second quarter, gradually reopening late second quarter.
- ² YTD revenues are favourable due to increased internal recovery from utility vehicle usage. Due to COVID-19, higher than normal utility vehicle usage increased in order to accommodate physical distancing. The increase in revenue was offset by increased operation and maintenance expenditures in the same department.
- ³ Transfers In is revenue budgeted for approved capital projects, the actual transfer will be reviewed and reconciled at year end.
- ⁴ Sanitary expenditures are favourable due to seasonal fluctuations.
- ⁵ Storm expenditures are unfavourable due to seasonal fluctuations.
- ⁶ Capital program expenditures rely heavily on available resources and capacity, therefore they are difficult to project. YTD expenditures are unfavourable due to timing of budget allocation. Forecast to be favourable at year end.
- ⁷ Annual surplus will be covered by Sewer Reserve Fund at year end.

DISTRICT OF WEST VANCOUVER
SOLID WASTE FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING June 30, 2020
SOLID WASTE UTILITY (\$000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019 Prior Year YTD Results	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
REVENUE											
Waste User Fees	1,156	1,161	(4)	-0.4%	2,322	0	0.0%	2,322	49.8%	1,148	
Recycling User Fees	84	88	(4)	-4.4%	176	0	0.0%	176	47.8%	174	
Tag Sales	4	7	(2)	-37.5%	13	0	0.0%	13	31.2%	7	
Contract/Material Revenue	388	181	207	114.5%	362	0	0.0%	362	107.3%	362	¹
Public Realm Refuse Fee	414	412	3	0.7%	823	0	0.0%	823	50.3%	412	
Recycling Contract Recovery	1,361	681	681	100.0%	1,361	0	0.0%	1,361	100.0%	1,278	²
	<u>3,408</u>	<u>2,529</u>	<u>880</u>	<u>34.8%</u>	<u>5,057</u>	<u>0</u>	<u>0.0%</u>	<u>5,057</u>	<u>67.4%</u>	<u>3,381</u>	
EXPENDITURE											
Management/Outreach/ North Shore Recycling Program (NSRP)	286	307	21	6.8%	617	0	0.0%	617	46.4%	349	
Garbage, Green Can & Yard Trimmings	1,264	1,201	(63)	-5.3%	2,402	0	0.0%	2,402	52.6%	1,181	³
Administration Charge	45	45	0	0.0%	90	0	0.0%	90	50.0%	45	
Recycling	1,565	797	(768)	-96.4%	1,594	0	0.0%	1,594	98.2%	1,565	⁴
Public Realm Refuse	370	521	151	29.0%	1,092	(50)	-4.8%	1,042	35.5%	268	⁵
Capital Program	0	0	0		0	20	100.0%	20	0.0%	0	
	<u>3,531</u>	<u>2,871</u>	<u>(660)</u>	<u>-23.0%</u>	<u>5,795</u>	<u>(30)</u>	<u>-0.5%</u>	<u>5,765</u>	<u>61.2%</u>	<u>3,408</u>	⁶
EXCESS REVENUES OVER EXPENDITURES	<u>(122)</u>	<u>(342)</u>	<u>220</u>		<u>(738)</u>	<u>(30)</u>		<u>(708)</u>		<u>(27)</u>	

- Notes:
- ¹ YTD revenues are favourable due to timing of budget allocation and earlier than expected payment from Recycle BC.
 - ² YTD revenues are favourable due to timing of budget allocation.
 - ³ YTD expenditures are unfavourable due to unexpected high green waste fees and tipping fees.
 - ⁴ YTD expenditures are unfavourable due to timing of budget allocation.
 - ⁵ Public realm refuse costs are seasonal based on park usage. Due to COVID-19, delays in the Streetscape Recycling program resulted in a favourable variance.
 - ⁶ Transfer will take place at year end from the Solid Waste Reserve Fund to cover the operating deficit.

DISTRICT OF WEST VANCOUVER
GOLF FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING June 30, 2020

GOLF FUND (\$000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
REVENUE											
Golf Fees	372	84	288	344.8%	652	455	230.8%	197	188.8%	465	¹
Rental Revenue - Facility	12	11	1	6.4%	23	0	0.0%	23	53.2%	25	
	<u>384</u>	<u>95</u>	<u>289</u>	<u>303.9%</u>	<u>675</u>	<u>455</u>	<u>206.7%</u>	<u>220</u>	<u>174.6%</u>	<u>490</u>	
EXPENDITURE											
Pro Shop & Management	55	25	(30)	-116.9%	135	(84)	-166.9%	51	108.4%	86	²
Operations & Maintenance	324	211	(112)	-53.2%	643	(167)	-35.0%	476	68.0%	375	²
Administrative Fee	0	0	0		(203)	(204)	50.1%	(407)	0.0%	0	
Debt Service	0	0	0		100	0	0.0%	100	0.0%	0	
	<u>379</u>	<u>237</u>	<u>(142)</u>	<u>-60.0%</u>	<u>675</u>	<u>(455)</u>	<u>-206.7%</u>	<u>220</u>	<u>172.1%</u>	<u>461</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>6</u>	<u>(142)</u>	<u>147</u>		<u>0</u>	<u>0</u>		<u>(0)</u>		<u>28</u>	

Notes:

¹ YTD revenues are favourable due to the reopening of Gleneagles golf course in May with physical distancing measures in place. Forecast is expected to be favourable by year end.

² Unfavourable YTD variance is a result of reopening Gleneagles golf course in May. Forecast is expected to be unfavourable by year end, but will be offset by incremental revenues.

DISTRICT OF WEST VANCOUVER
CEMETERY FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING June 30, 2020

CEMETERY FUND (\$000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
REVENUE											
User Fees	409	390	19	4.8%	735	(240)	-24.6%	975	41.9%	499	¹
Interest Revenue	0	0	0		141	0	0.0%	141	0.0%	0	
	<u>409</u>	<u>390</u>	<u>19</u>	<u>4.8%</u>	<u>876</u>	<u>(240)</u>	<u>-21.5%</u>	<u>1,116</u>	<u>36.6%</u>	<u>499</u>	
EXPENDITURE											
Operations & Maintenance	247	256	9	3.6%	539	(10)	-1.8%	529	46.6%	249	
Sales & Use Costs	117	82	(35)	-42.8%	210	(35)	-20.0%	175	66.8%	94	²
Administration Fees	89	89	0	0.0%	179	0	0.0%	179	50.0%	89	
Capital Improvements	11	0	(11)		540	0	0.0%	540	1.9%	62	³
	<u>463</u>	<u>427</u>	<u>(36)</u>	<u>-8.5%</u>	<u>1,467</u>	<u>(45)</u>	<u>-3.1%</u>	<u>1,422</u>	<u>32.6%</u>	<u>495</u>	⁴
EXCESS REVENUES OVER EXPENDITURES	<u>(54)</u>	<u>(37)</u>	<u>(17)</u>		<u>(591)</u>	<u>(285)</u>		<u>(306)</u>		<u>4</u>	

Notes:

- ¹ Sales are expected to be lower than budget at year end due to less grave side services and a delayed opening of the newly developed grave section (the Cemetery Bylaw needs to be amended).
- ² YTD expenditures are higher than budget due to unexpected refunds and unbudgeted legal fees related to the Cemetery Bylaw Amendment. Forecast to be unfavourable at year end.
- ³ YTD expenditures are higher than budget due to timing of the budget allocation. Forecast to be on track at year end.
- ⁴ Majority of the capital program will be funded and transferred from the Cemetery Development Reserve.

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%
SUMMARY									
Salaries Regular	35,639	36,586	946	2.6%	71,223	2,819	3.8%	74,042	48.1%
Vacancy Adjustment	0	(468)	(468)		(316)	(626)	66.5%	(941)	0.0%
	<u>35,639</u>	<u>36,118</u>	<u>478</u>	<u>1.3%</u>	<u>70,907</u>	<u>2,193</u>	<u>3.0%</u>	<u>73,100</u>	<u>48.8%</u>
Overtime	707	442	(265)	-59.9%	931	(38)	-4.2%	893	79.1%
Car Allowances	127	121	(6)	-5.1%	245	(1)	-0.4%	244	52.1%
External Recoveries	(1,454)	(1,295)	159	-12.2%	(2,633)	10	-0.4%	(2,623)	55.4%
General Fund	<u>35,019</u>	<u>35,385</u>	<u>366</u>	<u>1.0%</u>	<u>69,450</u>	<u>2,164</u>	<u>3.0%</u>	<u>71,615</u>	<u>48.9%</u>

Salary expenses are closely monitored and favourable to the reduced budget in the second quarter. Favourable variance is partially offset by vacancy adjustment and overtime expenditures. Overtime is trending unfavourable to the reduced budget and will be monitored more closely.

Staff worked additional hours to cover staff shortage due to vacations; COVID-19 related layoffs; general backlog of work; required service levels and responding to extraordinary events related to weather, audit and IT infrastructure which resulted in additional overtime.

Financial Services salaries are unfavourable to budget due to fewer vacations taken by staff and more overtime in the first half of the year to accommodate various report deadlines, budget revision and external audit.

Engineering & Transportation incurred a considerable amount of overtime in order to provide winter maintenance, some of which is recoverable from third parties.

Parks, Culture & Community Services incurred a considerable amount of overtime due to following COVID-19 protocols. There was an increase in people visiting parks which in turn resulted in an increase in cleaning and longer services hours.

A large portion of the overtime incurred in Police Services was related to integrated teams/special duties and is recoverable. Salary and overtime expenditures for seconded and assigned staff are also recoverable.

ADMINISTRATION

Salaries Regular	1,419	1,430	11	0.8%	2,805	50	1.8%	2,855	49.7%
Vacancy Adjustment	0	(23)	(23)		0	(47)		(47)	0.0%
	<u>1,419</u>	<u>1,406</u>	<u>(12)</u>	<u>-0.9%</u>	<u>2,805</u>	<u>4</u>	<u>0.1%</u>	<u>2,809</u>	<u>50.5%</u>
Overtime	1	0	(1)		5	(5)		0	
Car Allowances	6	8	2	20.4%	13	4	22.0%	16	39.8%
Division Total	<u>1,426</u>	<u>1,414</u>	<u>(11)</u>	<u>-0.8%</u>	<u>2,823</u>	<u>2</u>	<u>0.1%</u>	<u>2,825</u>	<u>50.5%</u>

HUMAN RESOURCES & PAYROLL SERVICES

Salaries Regular	784	834	50	6.0%	1,681	(0)	-0.0%	1,681	46.6%
Vacancy Adjustment	0	(17)	(17)		(34)	0	-0.0%	(34)	0.0%
	<u>784</u>	<u>817</u>	<u>33</u>	<u>4.1%</u>	<u>1,647</u>	<u>(0)</u>	<u>-0.0%</u>	<u>1,647</u>	<u>47.6%</u>
Overtime	1	3	1	54.7%	5	(0)	-0.0%	5	22.5%
Car Allowances	6	6	0	0.0%	12	0	0.0%	12	50.0%
Division Total	<u>791</u>	<u>826</u>	<u>35</u>	<u>4.2%</u>	<u>1,664</u>	<u>(0)</u>	<u>-0.0%</u>	<u>1,664</u>	<u>47.5%</u>

FINANCIAL SERVICES

Salaries Regular	1,598	1,502	(96)	-6.4%	3,111	(24)	-0.8%	3,086	51.8%
Vacancy Adjustment	0	(30)	(30)		(44)	(16)		(60)	0.0%
	<u>1,598</u>	<u>1,473</u>	<u>(126)</u>	<u>-8.5%</u>	<u>3,066</u>	<u>(40)</u>	<u>-1.3%</u>	<u>3,026</u>	<u>52.8%</u>
Overtime	6	0	(6)		3	(3)		0	
Car Allowances	6	6	(0)	-0.0%	12	0	0.0%	12	50.0%
Division Total	<u>1,610</u>	<u>1,478</u>	<u>(132)</u>	<u>-8.9%</u>	<u>3,081</u>	<u>(43)</u>	<u>-1.4%</u>	<u>3,038</u>	<u>53.0%</u>

POLICE SERVICES

Salaries Regular	7,483	7,661	178	2.3%	15,129	330	2.1%	15,460	48.4%
Vacancy Adjustment	0	(136)	(136)		0	(275)		(275)	0.0%
	<u>7,483</u>	<u>7,524</u>	<u>42</u>	<u>0.6%</u>	<u>15,129</u>	<u>55</u>	<u>0.4%</u>	<u>15,185</u>	<u>49.3%</u>
Overtime	343	215	(128)	-59.6%	471	(0)	-0.0%	471	72.9%
Car Allowances	9	8	(0)	-0.8%	17	(0)	-0.8%	17	50.0%
External Recoveries	(1,318)	(1,261)	57	-4.5%	(2,553)	(0)	0.0%	(2,553)	51.6%
Division Total	<u>6,517</u>	<u>6,487</u>	<u>(30)</u>	<u>-0.5%</u>	<u>13,065</u>	<u>55</u>	<u>0.4%</u>	<u>13,120</u>	<u>49.7%</u>

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING June 30, 2020

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2020 January 1 to June 30				2020 Annual Forecast			2020 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%
FIRE & RESCUE SERVICES									
Salaries Regular	8,177	8,078	(99)	-1.2%	16,280	0	0.0%	16,280	50.2%
	8,177	8,078	(99)	-1.2%	16,280	0	0.0%	16,280	50.2%
Overtime	95	116	21	17.9%	232	0	0.0%	232	41.1%
Car Allowances	4	4	0	0.0%	8	0	0.0%	8	50.0%
External Recoveries	(61)	(35)	27	-76.7%	(80)	10	-14.3%	(70)	87.7%
Division Total	8,215	8,164	(51)	-0.6%	16,441	10	0.1%	16,451	49.9%
ENGINEERING & TRANSPORTATION SERVICES									
Salaries Regular	2,845	2,828	(17)	-0.6%	5,618	139	2.4%	5,757	49.4%
Vacancy Adjustment	0	(33)	(33)		0	(66)		(66)	0.0%
	2,845	2,795	(50)	-1.8%	5,618	0	0.0%	5,692	50.0%
Overtime	173	68	(105)	-155.7%	104	0	0.0%	104	166.2%
Car Allowances	5	7	2	24.6%	13	0	0.0%	13	37.7%
Division Total	3,023	2,869	(154)	-5.4%	5,735	0	0.0%	5,809	52.0%
CORPORATE SERVICES									
Salaries Regular	2,773	2,938	165	5.6%	5,830	91	1.5%	5,922	46.8%
Vacancy Adjustment	0	(58)	(58)		(85)	(31)	26.7%	(117)	
	2,773	2,880	107	3.7%	5,745	0	0.0%	5,805	47.8%
Overtime	26	24	(2)	-9.0%	61	(12)	-25.2%	49	54.1%
Car Allowances	8	5	(3)	-52.1%	15	(5)	-43.0%	11	76.1%
Division Total	2,808	2,910	102	3.5%	5,821	0	0.0%	5,865	47.9%
PLANNING & DEVELOPMENT SERVICES									
Salaries Regular	2,611	2,602	(9)	-0.4%	4,931	312	6.0%	5,243	49.8%
Vacancy Adjustment	0	(48)	(48)		(98)	(0)	0.0%	(98)	0.0%
	2,611	2,553	(58)	-2.3%	4,834	312	6.1%	5,146	50.7%
Overtime	4	7	3	43.2%	15	(0)	-0.0%	15	28.2%
Car Allowances	59	53	(6)	-10.9%	106	(0)	-0.0%	106	55.4%
External Recoveries	(75)	0	75		0	0		0	
Division Total	2,599	2,614	15	0.6%	4,955	312	5.9%	5,267	49.3%
PARKS, CULTURE & COMMUNITY SERVICES									
Salaries Regular	6,004	6,660	656	9.9%	11,785	1,838	13.5%	13,622	44.1%
Vacancy Adjustment	0	(102)	(102)		(12)	(192)	94.1%	(204)	0.0%
	6,004	6,558	554	8.5%	11,773	1,646	12.3%	13,418	44.7%
Overtime	51	8	(43)	-510.3%	34	(17)	-104.1%	17	311.8%
Car Allowances	22	21	(1)	-4.2%	44	0	0.1%	44	50.0%
Division Total	6,077	6,588	511	7.8%	11,850	1,629	12.1%	13,479	45.1%
LIBRARY SERVICES									
Salaries Regular	1,946	2,053	107	5.2%	4,052	82	2.0%	4,134	47.1%
Vacancy Adjustment	0	(21)	(21)		(42)	0	-0.0%	(42)	0.0%
	1,946	2,032	86	4.2%	4,010	82	2.0%	4,092	47.5%
Overtime	4	0	(4)		0	0		0	
Car Allowances	3	3	0	1.0%	5	0	0.0%	5	49.1%
Division Total	1,953	2,035	82	4.0%	4,016	82	2.0%	4,097	47.7%

INVESTMENT RESULTS

Summary

A summary of the District of West Vancouver investment results from January 1, 2020 to June 30, 2020 is presented below.

INVESTMENT PORTFOLIO (\$ 000's) as at June 30, 2020

	MFA MONEY MARKET FUND	MFA INTER- MEDIATE FUND	COAST CAPITAL	RBC	HSBC	BMO	TOTAL
Opening Balance as at January 1, 2020	\$10	\$29	\$-	\$6,911	\$112,353	\$46,702	\$166,005
Transfers/Adjustments	\$-	\$-	\$60,000	\$(3,617)	\$(61,779)	\$36,088	\$30,692
	\$10	\$29	\$60,000	\$3,294	\$50,574	\$82,790	\$196,697
Interest Income	\$-	\$-	\$825	\$22	\$767	\$314	\$1,928
	\$-	\$-	\$825	\$22	\$767	\$314	\$1,928
Closing Balance as at June 30, 2020	\$10	\$29	\$60,825	\$3,317	\$51,340	\$83,103	\$198,625
<i>Year to Date (YTD) non-annualized¹</i>	0.69%	1.68%	2.71%	0.44%	0.94%	0.48%	

Comparison to Benchmarks

The benchmarks, defined in the District's Cash Management and Investment Guidelines 04-30-371, are set on the basis of MFA funds' performance objectives as follows:

Short term (working capital) investments:

Performance objective (based on MFA Money Market Fund) equals FTSE TMX Canada 30 Day Treasury Bill Index plus 15 basis points, net of all expenses:

- YTD benchmark is 0.69 %² plus 15 basis points equalling 0.84%
- YTD actual (all short term investments) equals 1.06%³

YTD actual is favourable by twenty-two basic points as short term investments are held primarily in the HSBC 31 Day Notice account with an annual rate of return of 2.75%; the BMO High Interest Treasury account with an annual return rate of 1.25%; and the Coast Capital Credit Union GIC account with an annual return rate of 2.75%, which exceeds the MFA benchmark.

¹ calculated based on average account balances including unearned interest for accounts with the maturity date outside of the current time period, based on the interest rate at the time of the report

² YTD non-annualized, as per MFA Pooled Investment Results report (June 30)

³ based on average across all short term investments

Long term investments:

MFA Intermediate Fund: performance objective equals FTSE TMX 365-Day Treasury bill Index plus 30 basis points, net of all expenses:

- YTD benchmark is 1.69%⁴ plus 30 basis points equalling 1.99%
- YTD actual (MFA Intermediate Fund) equals 1.68%⁵

The benchmark was missed by thirty one basis points due to the performance of the MFA Intermediate Fund. The performance gap doesn't have significant impact on the investment portfolio due to the low account balance – the Intermediate Fund investment is \$29K.

Market trends

The analysis of YTD market trends and forward-looking investment strategies for the period from January 1 to June 30, 2020 is presented in the monthly MFA reports, available online:

https://mfa.bc.ca/sites/default/files/Pooled%20Investments/06-2020_ph_n_monthly_reporting.pdf

⁴ YTD non-annualized, as per MFA Pooled Investment Results report (June 30)

⁵ YTD non-annualized, as per MFA Pooled Investment Results report (June 30)

**DISTRICT OF WEST VANCOUVER
CAPITAL PROGRAM SUMMARY - GENERAL FUND & CEMETERY
FOR THE PERIOD ENDING JUNE 30, 2020**

(\$000's)

Asset Category	Funding Approval Year	Budget 2020	Actual 2020	Open PO's 2020	Actuals plus Committed 2020	Remaining Budget 2020	Project Forecast	Project Forecast Variance	Notes
General Fund									
Information Technology	2020	1,123	12	268	280	843	1,123	0	
Equipment	2020	1,211	200	52	251	959	1,286	-75	¹
Facilities Maintenance	2020	9,051	148	527	675	8,376	12,454	-3,402	¹
Grounds & Parks	2020	1,577	21	114	135	1,442	1,514	63	²
Transportation Infrastructure	2020	4,806	157	440	597	4,209	5,536	-730	¹
Vehicle Fleet	2020	2,374	66	355	421	1,953	2,469	-95	¹
	Total 2020	20,142	603	1,757	2,360	17,782	24,381	-4,239	
Information Technology	2019	29	23	7	30	-1	32	-2	
Equipment	2019	159	23	101	124	35	153	6	
Facilities Maintenance	2019	2,481	461	-3	458	2,023	1,928	552	²
Grounds & Parks	2019	2,590	93	130	224	2,366	2,472	117	²
Transportation Infrastructure	2019	67	51	5	56	11	101	-35	³
Vehicle Fleet	2019	463	276	103	379	83	424	39	²
	Total 2019	5,788	927	343	1,270	4,517	5,110	677	
Information Technology	2018	188	80	46	126	62	188	0	
Equipment	2018	221	7	5	13	208	221	0	
Facilities Maintenance	2018	0	0	0	0	0	0	0	
Grounds & Parks	2018	7,512	11	0	11	7,501	7,631	-119	¹
Transportation Infrastructure	2018	719	73	74	146	573	857	-138	¹
	Total 2018	8,640	171	125	297	8,344	8,896	-256	
Facilities Maintenance	2017	0	20		20	-20	20	-20	³
Transportation Infrastructure	2017	1,018	0	0	0	1,018	776	242	²
	Total 2017	1,018	20	0	20	998	796	222	
Equipment	2018-2019	36	29	0	29	7	36	0	
Facilities Maintenance	2018-2019	5,070	2,284	4,639	6,923	-1,853	4,983	87	⁴
Grounds & Parks	2018-2019	107	1	8	8	98	107	0	
Transportation Infrastructure	2018-2019	6,175	108	1,012	1,120	5,055	6,073	102	²
	Total 2018-2019	11,387	2,422	5,658	8,079	3,308	11,198	189	
Information Technology	2017-2018	192	45	4	49	143	192	0	
Transportation Infrastructure	2017-2018	95	0	0	0	95	95	0	
	Total 2017-2018	287	45	4	49	238	287	0	
Total - General Fund		47,262	4,188	7,887	12,075	35,187	50,669	-3,407	
Cemetery Fund									
Grounds & Parks	2020	490	0	185	185	305	490	0	
	Total 2020	490	0	185	185	305	490	0	
Grounds & Parks	2019	50	13	4	17	33	50	0	
	Total 2019	50	13	4	17	33	50	0	
Total - Cemetery Fund		540	13	189	202	338	540	0	

Notes:

- ¹ Project forecasts include submitted requests for budget amendments.
- ² Projects have been completed or have a delayed start. Some underspent budgets will be partially re-directed to cover 2020 overages in respective asset categories.
- ³ Forecast is higher than approved budget, actions will be taken to ensure the actual spending is within the authorized limits.
- ⁴ Remaining budget is in deficit for a multi-year continuing facility project. The issue will be corrected by re-assigning the PO balance to the current year budgeted phase of the project.

**DISTRICT OF WEST VANCOUVER
CAPITAL PROGRAM SUMMARY - UTILITIES
FOR THE PERIOD ENDING JUNE 30, 2020**

(\$ 000's)									
Fund	Funding Approval Year	Budget 2020	Actual 2020	Open PO's 2020	Actual plus Committed 2020	Remaining Budget	Project Forecast	Project Forecast Variance	Notes
Water	2020	5,205	870	196	1,066	4,139	5,015	190	1
Water	2019	515	262	184	446	69	510	5	
Water	2018	1,483	23	22	45	1,438	1,410	73	1
Water	2017	116	45	87	132	-15	117	0	
Total - Water Utility Fund		7,319	1,200	488	1,688	5,631	7,051	268	
Sewer	2020	8,785	204	113	317	8,468	7,400	1,385	1
Sewer	2019	3,177	740	894	1,634	1,543	2,701	476	1
Sewer	2018	2,481	1	18	19	2,461	2,507	-26	2
Sewer	2017	0	0	2	2	-2	2	-2	
Sewer	2017-2018	35	1	0	1	34	36	-1	
Total - Sewer Utility Fund		14,477	946	1,027	1,973	12,505	12,645	1,832	
Solid Waste	2020	20				20		20	1
Total - Solid Waste Utility Fund		20				20	0	20	

Notes:

- ¹ Projects have been completed or have a delayed start. Underspent budgets will be partially directed to cover 2020 overages in respective asset categories.
- ² Overages will be covered from other 2020 underspent utility projects.

DISTRICT OF WEST VANCOUVER
As at June 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	2020 Forecast Transactions			Uncommitted Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30
GENERAL FUND									
Asset Reserves	11,584	0	0	0	11,584	7,778	0	-16,637	2,725
<i>Statutory</i>									
Capital Facilities Reserve ¹	6,639	0	0	0	6,639	401	0	-4,922	2,119
Capital Infrastructure Reserve ²	2,300	0	0	0	2,300	3,360	0	-5,957	-296
Capital Equipment Reserve ³	2,064	0	0	0	2,064	3,464	0	-4,761	767
<i>Non-Statutory</i>									
Operational Reserve ⁴	580	0	0	0	580	552	0	-997	136
Endowment Fund	30,022	127	0	-945	29,204	303	0	-8,730	20,777
Threshold Value ⁵	18,000								
Amenity Contributions Fund	28,646	3,069	0	0	31,715	0	0	-20,862	10,853
<i>Non-Restricted</i>	21,734	3,069	0	0	24,803	0	0	-16,214	8,589
<i>Restricted</i> ⁶	6,912	0	0	0	6,912	0	0	-4,648	2,264
Affordable Housing	5,059	0	0	0	5,059	0	0	0	5,059
Land Reserve Fund	466	286	0	0	752	0	0	-267	484
Operating Reserves	2,779	71	0	0	2,850	130	0	-797	2,183
Other Reserves	2,771	25	0	0	2,796	233	0	-764	2,265
OTHER FUNDS									
Golf Development Reserve	26	0	0	0	26	0	0	0	26
Cemetery Development Reserve	1,444	0	0	0	1,444	0	0	-307	1,138
Solid Waste Reserve Fund	2,838	0	n/a	0	2,838	0	0	-708	2,130
Water Reserve Fund	6,537	0	0	-2,218	4,319	4,800	0	-7,170	1,949
Sewer & Drainage Reserve Fund	10,675	0	0	-1,973	8,701	8,480	0	-12,555	4,627
TOTAL RESERVES	102,847	3,578	0	-5,136	101,289	21,723	0	-68,796	54,217
DEVELOPMENT COST CHARGES (DCCs)	23,940	1,604	0	-221	25,324	0	0	-3,640	21,684
TOTAL RESERVES & DCCs	126,787	5,182	0	-5,356	126,612	21,723	0	-72,436	75,900
TRUST FUNDS									
Seniors' Accounts	356	19	0	-8	366	0	0	0	366
Cemetery Care Fund	6,150	0	0	0	6,150	0	0	0	6,150
Other	588	3	0	0	592	0	0	0	592
	7,094	22	0	-8	7,108	0	0	0	7,108
TOTAL RESERVES, DCCs & TRUST FUNDS	133,881	5,203	0	-5,364	133,720	21,723	0	-72,436	83,008

DISTRICT OF WEST VANCOUVER
As at June 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	2020 Forecast Transactions			Uncommitted Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30
OPERATING RESERVES									
Weather Related Incidents Reserve	100	0	n/a	0	100	0	n/a	0	100
Election Provision	100	0	n/a	0	100	80	n/a	0	180
Fleet Surcharge Reserve	0	0	n/a	0	0	0	n/a	0	0
Fringe Benefit Allocation	180	0	n/a	0	180	0	n/a	-90	90
Caulfeild LUC	206	0	n/a	0	206	0	n/a	-159	47
Youth Activity	568	0	0	0	568	0	0	-5	563
Threshold Value ⁷ 542			0					0	0
West Vancouver Shoreline Preservation Society	10	0	n/a	0	10	0	n/a	0	10
Engagement (Innovation) Fund	964	0	n/a	0	964	0	n/a	-482	482
Public Art Reserve (Est 2016)	258	71	0	0	330	50	n/a	-11	368
Wage Contingency Reserve (Est 2016)	215	0	n/a	0	215	0	n/a	-50	165
Legal Reserve (Est 2016)	105	0	n/a	0	105	0	n/a	0	105
Corporate Training Initiatives (Est 2016)	72	0	n/a	0	72	0	n/a	0	72
TOTAL OPERATING RESERVES	2,779	71	0	0	2,850	130	0	-797	2,183
OTHER RESERVES									
Artificial Turf Replacement	1,701	25	0	0	1,726	50	0	-107	1,670
Parkland Acquisition	10	0	0	0	10		0	0	10
Parkland Cash In Lieu	7	0	0	0	7		0	0	7
Fire Fleet Reserve	0	0	n/a	0	0		n/a	0	0
Debt Retirement (SF Surplus)	0	0	n/a	0	0		n/a	0	0
Archived Fund Reserve	76	0	0	0	76			-7	69
UBCM Community Works Fund	977	0	0	0	977	182	n/a	-650	510
TOTAL OTHER RESERVES	2,771	25	0	0	2,796	233	0	-764	2,265
DEVELOPMENT COST CHARGES (DCCs)									
GENERAL FUND									
Highways									
Neighbourhood Area 3	1,693	0	0	0	1,693	0	0	0	1,693
Neighbourhood Area 4	2,671	0	0	0	2,671	0	0	0	2,671
Community Areas 2 to 5	2,164	167	0	-140	2,191	0	0	0	2,191
	6,529	167	0	-140	6,556	0	0	0	6,556
Underground Wiring	1,467	31	0	-2	1,496	0	0	-1,075	421
Parks & Open Space									
Major - Principal	3,768	556]	-31	4,292	0]	0	4,292
Major - Interest	1,197	0]	0	1,197	0]	0	1,197
Ambleside Waterfront - Principal	379	172]	-10	541	0]	-100	441
Ambleside Waterfront - Interest	176	0]	0	176	0]	0	176
Local - Principal	5,549	430]	-24	5,955	0]	-245	5,710
Local - Interest	1,329	0]	0	1,329	0]	-434	895
	12,397	1,158	0	-65	13,490	0	0	-779	12,711
OTHER FUNDS									
Water Utility									
Areas 2 & 3	0		0		0	0		0	0
Areas 4 & 5	1,230	81	0	-5	1,307	0	0	0	1,307
	1,230	81	0	-5	1,307	0	0	0	1,307
Sewer Utility									
Drainage	2,318	166	0	-9	2,475	0	0	-1,786	688
TOTAL GENERAL AND OTHER FUNDS' DCCs	23,940	1,604	0	-221	25,324	0	0	-3,640	21,684

DISTRICT OF WEST VANCOUVER
As at June 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	Forecast Transactions			Forecast Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/06/30
TRUST FUNDS⁸									
Seniors' Accounts									
Friends of the Centre	14	0	0	0	14	0	0	0	14
General Projects	44	0	0	0	44	0	0	0	44
Leisure Living Crafts	48	1	0	-1	48	0	0	0	48
Woodworking	3	0	0	0	3	0	0	0	3
Green Thumb	4	0	0	0	4	0	0	0	4
Photo Club	17	1	0	0	18	0	0	0	18
Hiking	3	0	0	0	3	0	0	0	3
Keynote Singers	3	0	0	0	3	0	0	0	3
Quilting	15	0	0	0	15	0	0	0	15
Computer Club	1	0	0	0	1	0	0	0	1
Stained Glass	1	0	0	0	1	0	0	0	1
Computer Equipment	12	0	0	0	12	0	0	0	12
Fundraising Events	190	16	0	-6	199	0	0	0	199
	<u>356</u>	<u>19</u>	<u>0</u>	<u>-8</u>	<u>366</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>366</u>
Other Accounts									
Legacy Project	40	0	0	0	40	0	0	0	40
Ambleview Place Housing	409	3	0	0	412	0	0	0	412
Dickinson Archives Trust	1	0	0	0	1	0	0	0	1
Cultural Centre	20	0	0	0	20	0	0	0	20
Brissenden Park	119	0	0	0	119	0	0	0	119
	<u>588</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>592</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>592</u>
	<u>944</u>	<u>22</u>	<u>0</u>	<u>-8</u>	<u>958</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>958</u>

Notes:

- ¹ The Capital Facilities Reserve is to be used for the creation and maintenance of Facilities (e.g. roofing, flooring, HVAC systems, windows, plumbing and building maintenance) to deliver municipal services and planning works for designing or enhancing District owned/occupied buildings; and acquisition of land and improvements for use in delivering services in the District.
- ² The Capital Infrastructure Reserve is to be used for land improvements (e.g. athletic fields, tennis courts and playgrounds), marine structures (e.g. piers, sea walks, floats and foreshore works) and civic works (e.g. roads, bridges, trails, lighting and cycling infrastructure) to deliver municipal services in the District.
- ³ The Capital Equipment Reserves is to be used for heavy equipment (e.g. fire trucks, dump trucks, tractors and excavators), fleet vehicles (e.g. police vehicles, shuttle buses and service vans), general equipment and information technology and communications equipment.
- ⁴ Operational Reserve is to be used for items that may not be capital in nature but still require replacement on a periodic basis (e.g. fire hoses).
- ⁵ The threshold value for the Endowment Fund has been fixed by Council at \$18M.
- ⁶ The restricted portion of the Amenity Contribution Fund is related to McGavin Field, Evelyn Drive and Horseshoe Bay (Sewell's Development).
- ⁷ The threshold value for the Youth Activity Reserve is updated each year by CPI.
- ⁸ Interest is paid on these accounts at year end.

DISTRICT OF WEST VANCOUVER
PROCUREMENT STATISTICS
FOR THE PERIOD ENDING JUNE 30, 2020

		2016	2017	2018	2019	Second Quarter 2020
Purchasing:						
Quotations		194	278	266	339	156
Tenders		25	31	31	19	25
Request for Proposals/ Expression of Interest (EOI)		96	93	103	93	38
Total number (#) of files		315	402	400	451	219
Purchase Orders						
		2016	2017	2018	2019	Second Quarter 2020
Purchase Orders	count	1970	2402	1843	1733	791
Procurement Activity Savings						
		2016	2017	2018	2019	Second Quarter 2020
Procurement Activity Savings		\$718,954	\$890,084	\$743,243	\$770,768	\$563,515
Purchasing Department Budget (BU 220)		\$702,625	\$702,680	\$723,092	\$762,080	\$780,724
Purchasing & Risk Management FTE count		7.6	7.6	7.6	7.6	7.6
Purchasing Card (P-Cards):						
		2016	2017	2018	2019	Second Quarter 2020
New P-Cards issued		25	27	48	32	7
Total # of P-Cards		208	206	226	234	94
Total # of transactions		8,410	9,918	9,834	9,024	2,578
Total \$ Spent		\$1,231,597	\$1,585,299	\$1,665,016	\$1,747,941	\$510,336
Stores - Operations Centre						
		2016	2017	2018	2019	Second Quarter 2020
Fleet size	count	130	133	137	139	139
Auto part orders	count	1646	1669	1465	1223	630
Inventory Issues	count (all)	572,458	565,811	574,636	534,005	276,334
Inventory Issues	count (fuel)	523,906	528,977	542,473	501,597	261,654
Inventory Issues	count (all, less fuel)	48,552	36,834	32,163	32,408	14,680
Inventory Issues	value (all)	\$1,889,975	\$1,817,572	\$1,838,331	\$1,755,894	\$915,377
Inventory Issues	value (fuel)	\$545,864	\$601,921	\$726,280	\$633,755	\$310,656
Inventory Issues	value (all, less fuel)	\$1,344,111	\$1,215,651	\$1,112,051	\$1,222,139	\$604,721
Risk Management (RM)						
		2016	2017	2018	2019	Second Quarter 2020
Fleet accident claims (#)		63	63	57	68	33
Property damage recovery (#)		20	13	6	10	4
Property damage recovery (\$)		\$12,790	\$19,649	\$13,042	\$23,354	\$29,957
Claim Files (#) MIA		48	32	51	35	24
Claim Files (#) Other		41	43	26	44	19
Total (#) RM Files		172	151	140	147	76

DISTRICT OF WEST VANCOUVER
CONTRACTS AWARDED OVER \$75K
FOR THE PERIOD ENDING JUNE 30, 2020

FILE/ DESCRIPTION	VALUE/ SUPPLIER	AVERAGE BID/ # OF BIDS	PROCESS/ DEPARTMENT	REVISED VALUE FINAL YES/NO	COMMENTS
RFP17 13 Ambleside Waterfront Redevelopment Design	\$176,386 PWL Partnership Landscape Architects	\$289,870 Two	Public RFP Parks	TBD No	
RFP17 38 HSB Streetscape Detailed Design	\$204,857 McElhanney Consulting	\$249,983 Four	Public RFP Engineering	TBD No	
RFP18 125 Fire Pumper Truck	\$797,490 Commercial/Pierce	\$799,318 Two	Public RFP Fire	\$793,129 Yes	
EOI19 026A Cypress Lands Policy Framework	\$1,100,000 Corilois Consulting	\$1,100,000 One	Public EOI Planning	TBC No	
RFP19 037 Supply & Installation of Furnishings	\$108,273 Heritage Office Furnishings	Not comparable Two	Select Bidding Community Services	\$108,272 Yes	Four invited - two declined the RFP
RFP19 068 Pavement Asset Management Plan	\$99,287 Tetra Tech Canada Inc.	\$99,644 Two	Public RFP Engineering	\$109,247 Yes	
RFP19 145 Caulfeild Cove Pier - Float Replacement	\$99,000 Blue Water Systems Ltd.	\$117,000 Two	Public RFP Parks	TBC No	
RFP19 221 Water Infrastructure Asset Management Plan	\$89,858 WSP Canada Group Ltd.	\$102,466 Five	Public RFP Engineering	TBC No	
RFP19 226 Upper Lands Environmental Inventory	\$75,075 EcoLogic Consultants Ltd.	\$81,067 Eight	Public RFP Parks	TBC No	
T19 257 Horseshoe Bay Streetscape Phase 1	\$959,000 Jack Cewe Ltd.	\$1,178,625 Four	Public Tender Engineering	TBC No	Invited Tender of four pre-qualified bidders following public EOI
RFP19 267 Engineering Design for 2 Sanitary Lift Stations	\$97,195 Onsite Engineering Ltd.	\$119,435 Six	Public RFP Engineering	TBC No	
RFP19 336 Community Wayfinding Plan	\$89,677 Applied Wayfinding North America Inc.	\$89,677 One	Direct Award Administration	\$89,677 Yes	Direct Award approved by Purchasing Manager - sole source
T20 015 Road Paving & Related Works	\$1,591,731 BA Blacktop Ltd.	\$1,984,022 Two	Select Bidding Engineering	TBC No	Four pre-qualified firms - public pre- qualification followed by invited Tender
EOI20 037A Server Room Relocation	\$226,268 Tier 5 Systems	\$226,268 One	Public EOI ITS	TBC No	Three submissions received - two dropped out prior to submission of proposals
RFP20 077 Engineering for CCTV Program	\$75,060 R.F. Binnie & Associates	\$75,060 One	Public RFP Engineering	TBC No	
T20 161 14th Street & Marine Drive Roadworks & Traffic Signals	\$278,690 Eurovia British Columbia Inc.	\$329,287 Two	Public Tender Engineering	TBC No	

DISTRICT OF WEST VANCOUVER
 PROCUREMENT DOCUMENTED SAVINGS
 FOR THE PERIOD ENDING JUNE 30, 2020

Documented Savings		
Documented Savings	Value	Total Value
Year to Date		\$563,515
Ongoing/annual savings from prior years		\$77,400
RFP15 220 - Towing - successful versus average - annual saving to 2020	\$18,000	
Property Insurance - 2015 versus 2014 - annual saving to 2020	\$25,125	
T17 205 - Ductile Iron Water Main Pipe - Co-op Contract - annual saving to 2022	\$4,275	
RFP18 08 - Cellular Mobility Services - annual savings versus prior contract to 2023	\$30,000	
Successful versus Average		\$486,115
T20 015 - Road Paving & Related Works - successful versus average	\$392,291	
RFP20 019 - Sanitary Sewer Design Services - successful versus average	\$18,094	
T20 054 - Eagle Lake Bridge Rehabilitation - successful versus average	\$25,133	
T20 161 - 14th Street & Marine Drive - successful versus average	\$50,597	

Savings calculated by deducting the successful/awarded bid price from the average bid price.
 In the absence of competitive bidding, invited bids would trend toward the average (if not higher).