

A scenic photograph of a forest stream flowing over rocks in a lush, mossy forest. The water is clear and flows over smooth, rounded stones. The surrounding forest is dense with tall trees and vibrant green ferns and mosses. The overall atmosphere is serene and natural.

THIRD QUARTER FINANCIAL REPORT

2020

NOVEMBER 20, 2020

west vancouver

**DISTRICT OF WEST VANCOUVER
2020 THIRD QUARTER FINANCIAL REPORT**

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**DISTRICT OF WEST VANCOUVER
2020 THIRD QUARTER SUMMARY**

The third quarter financial report includes a review of operating results, investment results, capital expenditures, reserve balances and procurement statistics to September 30. It includes analysis of actual results to the year-to-date (YTD) amended budget. The budget amendment was approved by Council on October 19, 2020. Highlights of the operating and capital results are summarized below.

General Fund - Operating Results

At the end of the third quarter, compared to the YTD budget, revenues over expenditures (not including third party works & non-recurring items) exceeded target by \$4.16M.

Revenues

Revenue Item	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
General Taxation	\$ 77.41	\$ 77.57	\$ (0.16)
Fees & Charges	\$ 7.79	\$ 7.22	\$ 0.57
Licences & Permits	\$ 5.73	\$ 6.01	\$ (0.28)
Other Revenue	\$ 5.79	\$ 5.20	\$ 0.60
Government Grants	\$ 1.29	\$ 1.11	\$ 0.18
Transfer In	\$ 1.37	\$ 1.27	\$ 0.10
Total	\$ 99.38	\$ 98.38	\$ 1.00

Revenue (not including third party works & non-recurring items) exceeded budget by \$1M (1%).

Variances included:

- delay of grants in lieu payments application;
- slightly lower than expected revenues from development activities;
- reopening of social service and recreation programs;
- higher than budgeted administration fees billed to the First Nation;
- temporary unfavourable variances due to budget timing of inspection permits revenue;
- higher than expected revenue recognition of interest earning on GIC;
- higher than budgeted penalty income on late payments and interest income on tax arrears;
- lease and rental revenue were not impacted by COVID-19 as expected, resulting in a favourable variance;
- earlier than anticipated gas tax received; and
- 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	\$ 2.22	\$ 2.14	\$ (0.08)
Human Resources	\$ 1.29	\$ 1.43	\$ 0.15
Financial Services	\$ 2.43	\$ 2.43	\$ (0.00)
Police Services	\$ 11.65	\$ 12.41	\$ 0.77
Fire & Rescue Services	\$ 13.01	\$ 13.06	\$ 0.05

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Engineering & Transportation Services	\$ 3.85	\$ 3.70	\$ (0.16)
Corporate Services	\$ 7.11	\$ 7.38	\$ 0.27
Planning & Development Services	\$ 3.95	\$ 3.73	\$ (0.22)
Parks, Culture & Community Services	\$ 11.26	\$ 11.25	\$ (0.01)
Library Services	\$ 3.41	\$ 3.47	\$ 0.06
General Government	\$ 2.30	\$ 3.73	\$ 1.42
Tax Transfer to Asset Reserves	\$ 7.83	\$ 7.83	\$ -
Transfers to Reserves	\$ 1.15	\$ 2.06	\$ 0.90
Total	\$ 71.47	\$ 74.63	\$ 3.16

Expenditures (not including third party works & non-recurring items) are under budget by \$3.16M (4.2%) due to:

- savings in salary due to multiple staff vacancies and closure of Justice Institute of BC, which restricted public safety training opportunities, which lowered overtime costs;
- new Federal funding model for police IHIT (Integrated Homicide Investigation Team) resulting in lower requirement for municipal funding;
- savings in training and professional development costs due to COVID-19;
- lower than expected severance payments and legal/consulting expenditures;
- temporary fringe benefit cost savings due to timing of the cost allocation; and
- budget timing of transfer to reserves and bill/grant payments resulted in a temporary favourable variance.

Some temporary negative expenditure variances resulted from:

- higher than anticipated maintenance, repair and equipment replacement costs;
- additional cleaning, waste collection and vehicle charges due to COVID-19 safety protocols;
- higher than budgeted labour costs resulted from sick leave coverage, unused vacations, and
- earlier than budgeted MFA debt payments.

Third Party Works & Non-Recurring Items

Third party works accelerated in the third quarter resulting in higher 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 slightly unfavourable to budget due to a consumption drop in commercial properties in the second quarter. Due to COVID-19, non-essential businesses were shut down at the beginning of the second quarter and gradually reopened near the end of the second quarter. As a result, user fee revenue picked up in the third quarter as

DISTRICT OF WEST VANCOUVER 2020 THIRD QUARTER SUMMARY

expected. YTD operating expenditures are favourable to budget due to lower than projected water purchase costs and maintenance costs. The capital work program ramped up in the third quarter and is expected to grow in the fourth quarter.

Sewer Utility – Similar to the Water Utility, YTD revenues were behind due to a significant consumption drop in commercial properties in the second quarter, but revenue generated from the third quarter offset the shortfall. Capital program spending is scheduled to ramp up in the fourth quarter.

Solid Waste – YTD revenues are favourable due to timing of budget allocation as well as an earlier than anticipated payment received from Recycle BC. Operating costs in waste and recycling are unfavourable due to unexpected green waste fees and tipping fees, as well as higher than anticipated house counts and contract price increase.

Golf Fund – YTD revenues are favourable and exceeded the annual budget due to the reopening of Gleneagles golf course in May with physical distancing measures in place. Golf has proved to be very popular during the pandemic and almost all available time slots have been taken.

Cemetery Fund – YTD revenues are favourable to budget at third quarter. Revenues are expected to slow for the remainder of the year until the newly developed grave section is fully opened, and are expected to be on target for the year. The capital program for the next phase of development is on track for completion at year end.

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 later in this report. Three months actual results are favourable by twenty basic points to the performance benchmark set by the MFA Money Market Fund.

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. Capital expenditures have ramped up in the third quarter and are expected to grow in the fourth quarter.

**DISTRICT OF WEST VANCOUVER
2020 THIRD QUARTER SUMMARY**

Reserves & DCCs

The reserves and DCCs as at September 30 totalled \$148M. There is also \$7M held in trust. Further details are provided on the reserve schedules.

Procurement Statistics & Contracts Awarded

The third quarter report includes an update on procurement activity to September 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 also calculates a savings metric by deducting the successful/awarded bid price on contracts from the average bid price received, based on the understanding that if no competitive bid process was being conducted, prices would tend to the average or higher. For the first time since this metric began to be calculated, the savings for the quarter calculated by this metric exceeded \$1M.

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 SEPTEMBER 30, 2020
GENERAL FUND REVENUE SUMMARY (\$ 000's)

	2020 January 1 to September 30				2020 Annual Forecast			2020 Annual Budget		2019	Notes
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
GENERAL TAXATION											
Municipal Taxes	76,190	76,190	0	0.0%	76,190	0	0.0%	76,190	100.0%	73,847	
Specified Area	507	507	(0)	-0.0%	507	0	0.0%	507	100.0%	507	
Grants in Lieu	710	873	(164)	-18.7%	873	0	0.0%	873	81.3%	894	¹
	<u>77,406</u>	<u>77,570</u>	<u>(164)</u>	<u>-0.2%</u>	<u>77,570</u>	<u>0</u>	<u>0.0%</u>	<u>77,570</u>	<u>99.8%</u>	<u>75,247</u>	
FEES AND CHARGES											
Police	115	113	2	2.0%	150	0	0.0%	150	76.5%	132	
Engineering & Transportation Services	478	452	26	5.7%	574	0	0.0%	574	83.3%	499	²
Parks, Culture & Community Services	3,938	3,550	388	10.9%	4,733	0	0.0%	4,733	83.2%	9,504	³
Library	31	40	(9)	-22.1%	61	0	0.0%	61	51.7%	69	
First Nations	2,701	2,500	201	8.0%	2,500	0	0.0%	2,500	108.0%	2,511	⁴
Fire & Rescue Services	255	306	(51)	-16.6%	345	0	0.0%	345	74.0%	191	⁵
Parking Tickets	120	134	(14)	-10.5%	187	0	0.0%	187	64.3%	98	
Vehicle Towing	18	15	3	22.5%	20	0	0.0%	20	91.9%	24	
General Administration & Finance Fees	132	111	21	18.8%	148	0	0.0%	148	89.1%	124	
	<u>7,788</u>	<u>7,221</u>	<u>567</u>	<u>7.8%</u>	<u>8,717</u>	<u>0</u>	<u>0.0%</u>	<u>8,717</u>	<u>89.3%</u>	<u>13,152</u>	
LICENCES AND PERMITS											
Business Licences	1,334	1,384	(50)	-3.6%	1,432	0	0.0%	1,432	93.1%	1,435	⁶
Inspection Permits	3,205	3,560	(355)	-10.0%	4,401	0	0.0%	4,401	72.8%	3,480	⁷
Other Permits/Licences	1,193	1,064	129	12.1%	1,313	0	0.0%	1,313	90.9%	956	⁸
	<u>5,732</u>	<u>6,008</u>	<u>(276)</u>	<u>-4.6%</u>	<u>7,146</u>	<u>0</u>	<u>0.0%</u>	<u>7,146</u>	<u>80.2%</u>	<u>5,872</u>	
OTHER REVENUE											
Administration Fees (TransLink/Utilities)	790	775	15	1.9%	1,034	0	0.0%	1,034	76.5%	787	
Interest on Investments	1,674	1,732	(58)	-3.4%	2,310	0	0.0%	2,310	72.5%	2,165	⁹
Tax Penalties & Interest	964	382	582	152.2%	606	0	0.0%	606	159.1%	839	¹⁰
Library Contributions	31	194	(163)	-84.0%	391	0	0.0%	391	7.9%	0	¹¹
Taylor Way Lease	281	270	11	4.2%	270	0	0.0%	270	104.2%	270	
Lease & Rentals	1,732	1,550	182	11.7%	1,772	0	0.0%	1,772	97.7%	1,756	¹²
Miscellaneous	321	292	29	9.8%	425	0	0.0%	425	75.5%	489	
	<u>5,793</u>	<u>5,196</u>	<u>597</u>	<u>11.5%</u>	<u>6,808</u>	<u>0</u>	<u>0.0%</u>	<u>6,808</u>	<u>85.1%</u>	<u>6,305</u>	
GOVERNMENT GRANTS											
Provincial Revenue Sharing	833	830	2	0.3%	830	0	0.0%	830	100.3%	758	
Library	189	177	11	6.3%	181	0	0.0%	181	104.4%	155	
Other	269	105	163	155.6%	314	0	0.0%	314	85.6%	356	¹³
	<u>1,290</u>	<u>1,113</u>	<u>177</u>	<u>15.9%</u>	<u>1,325</u>	<u>0</u>	<u>0.0%</u>	<u>1,325</u>	<u>97.4%</u>	<u>1,269</u>	
OTHER TRANSFERS											
Transfer In from Reserves	1,367	1,270	97	7.6%	2,139	0	0.0%	2,139	63.9%	945	¹⁴
	<u>1,367</u>	<u>1,270</u>	<u>97</u>	<u>7.6%</u>	<u>2,139</u>	<u>0</u>	<u>0.0%</u>	<u>2,139</u>	<u>63.9%</u>	<u>945</u>	
TOTAL REVENUE	<u>99,376</u>	<u>98,378</u>	<u>998</u>	<u>1.0%</u>	<u>103,704</u>	<u>0</u>	<u>0.0%</u>	<u>103,704</u>	<u>95.8%</u>	<u>102,789</u>	

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING SEPTEMBER 30, 2020
GENERAL FUND OPERATING RESULTS (\$ 000's)

	2020 January 1 to September 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	77,406	77,570	(164)	-0.2%	77,570	0	0.0%	77,570	99.8%	75,247	Notes 1 to 14 are reflected on the Revenue Summary
Fees & Charges	7,788	7,221	567	7.9%	8,717	0	0.0%	8,717	89.3%	13,152	
Licences & Permits	5,732	6,008	(276)	-4.6%	7,146	0	0.0%	7,146	80.2%	5,872	
Other Revenue	5,793	5,196	597	11.5%	6,808	0	0.0%	6,808	85.1%	6,305	
Government Grants	1,290	1,113	177	15.9%	1,325	0	0.0%	1,325	97.4%	1,269	
Other Transfers	1,367	1,270	97	7.6%	2,139	0	0.0%	2,139	63.9%	945	
REVENUE TOTAL	99,376	98,378	998	1.0%	103,704	0	0.0%	103,704	95.8%	102,789	
EXPENDITURES											
Administrative Services	2,219	2,144	(75)	-3.5%	2,995	0	0.0%	2,995	74.1%	2,310	
Human Resources	1,286	1,435	149	10.4%	1,946	0	0.0%	1,946	66.1%	1,336	15
Financial Services	2,434	2,430	(4)	-0.2%	3,091	0	0.0%	3,091	78.7%	2,285	
Police Services	11,647	12,413	766	6.2%	16,630	0	0.0%	16,630	70.0%	12,226	16
Fire & Rescue Services	13,012	13,063	51	0.4%	17,468	0	0.0%	17,468	74.5%	12,590	
Engineering & Transportation Services	3,850	3,695	(155)	-4.2%	5,032	0	0.0%	5,032	76.5%	3,791	17
Corporate Services	7,111	7,384	273	3.7%	10,264	0	0.0%	10,264	69.3%	7,286	18
Planning & Development Services	3,951	3,729	(222)	-6.0%	5,136	0	0.0%	5,136	76.9%	3,996	19
Parks, Culture & Community Services	11,262	11,252	(10)	-0.1%	15,003	0	0.0%	15,003	75.1%	15,672	
Library Services	3,410	3,473	63	1.8%	4,906	0	0.0%	4,906	69.5%	3,563	20
General Government (Schedule A)	2,305	3,730	1,425	38.2%	5,475	0	0.0%	5,475	42.1%	2,216	See below
	62,487	64,748	2,261	3.5%	87,948	0	0.0%	87,948	71.0%	67,272	
Tax Transfer to Asset Reserves	7,828	7,828	0	0.0%	8,328	0	0.0%	8,328	94.0%	14,650	
Transfers to Reserves	1,154	2,055	902	43.9%	3,061	0	0.0%	3,061	37.7%	1,451	21
EXPENDITURES TOTAL	71,468	74,631	3,163	4.2%	99,337	0	0.0%	99,337	71.9%	83,373	
EXCESS REVENUES OVER EXPENDITURES	27,907	23,747	4,160	17.5%	4,367	0	0.0%	4,367	0.0%	19,416	
THIRD PARTY WORKS & NON-RECURRING ITEMS											
REVENUE											
Third Party Works	2,636	2,376	260	10.9%	3,285	0	0.0%	3,285	80.2%	2,241	22
Gain on Sale of Land	286	1,430	(1,144)	-80.0%	2,860	0	0.0%	2,860	10.0%	0	23
Amenity Contributions	15,140	0	15,140		0	0		0		0	24
Transfer-In for One-Time Initiatives	0	0	0		964	0	0.0%	964	0.0%	0	25
REVENUE TOTAL	18,062	3,806	14,256		7,110	0	0.0%	7,110	254.0%	2,241	
EXPENDITURES											
Third Party Works	2,761	2,478	(283)	-11.4%	3,325	0	0.0%	3,325	83.0%	2,259	22
Land Management Costs & Transfer Proceeds	418	1,458	1,040	71.3%	2,847	0	0.0%	2,847	14.7%	43	23
Transfer to Amenity Contributions Reserve	15,140	0	(15,140)	0.0%	0	0		0		0	24
One-Time Initiatives	430	3,321	2,891	87.0%	5,303	0	0.0%	5,303	8.1%	534	25
EXPENDITURES TOTAL	18,750	7,257	(11,493)	-158.4%	11,476	0	0.0%	11,476	163.4%	2,835	
EXCESS REVENUES OVER EXPENDITURES	(688)	(3,451)	2,763	-80.1%	(4,367)	0	0%	(4,367)	15.8%	(594)	
TOTAL EXCESS REVENUES OVER EXPENDITURES	27,219	20,295	6,924	34.1%	(0)	0	0%	(0)	0.2%	18,822	

Schedule A - General Government Details											
Legal & Severance	499	806	308	38.2%	1,144	0	0.0%	1,144	43.6%	568	26
Property & Liability Insurance	702	746	44	5.9%	1,000	0	0.0%	1,000	70.2%	716	
Fiscal Services	1,663	1,115	(548)	-49.2%	2,086	0	0.0%	2,086	79.7%	1,463	27
Grants in Aid	370	423	53	12.5%	460	0	0.0%	460	80.4%	467	28
Election	0	0	0		100	0	0.0%	100	0.0%	1	
Employee Engagement	1	4	3	84.1%	5	0	0.0%	5	11.9%	3	
Business Improvement Area Levy	500	500	0	0.0%	500	0	0.0%	500	100.0%	500	
Benefits Change Savings	(1,430)	135	1,565	1,159.4%	180	0	0.0%	180	-794.6%	(1,502)	29
	2,305	3,730	1,425	38.2%	5,475	0	0.0%	5,475	42.1%	2,216	

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

REVENUES

GENERAL TAXATION

- 1 **Grants in Lieu** - YTD revenues are temporarily unfavourable due to the delay in submitting grant in lieu applications to the senior levels of government. The applications have been filed and invoices will be generated in October.

FEES AND CHARGES

- 2 **Engineering & Transportation Services** - YTD revenues are favourable 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 better than expected performance and availability of services. YTD budget figure reflects previous assumptions of a six month closure (April to September) due to COVID-19. In reality, social services programs continued, other programs and services restarted in May, and indoor facilities opened in August and September at reduced capacity.
- 4 **First Nations** - YTD revenues are favourable due to higher than anticipated administration fees billed.
- 5 **Fire & Rescue Services** - YTD revenues are unfavourable due to delay of a grant payment from the Community Wildfire Protection Plan (CWPP), payment is expected to be received by the middle of 2021 when the work is completed and approved.

LICENCES AND PERMITS

- 6 **Business Licences** - YTD revenues are unfavourable to budget due to the timing of the billing cycle and refund process.
- 7 **Inspection Permits** - Construction is considered an essential service and has not been interrupted during COVID-19, budget is amended to reflect the trending. YTD revenues are temporarily unfavourable to budget due to timing of budget allocation.
- 8 **Other Permits/Licences** - YTD revenues are favourable due to higher than anticipated subdivision/rezoning administration fees, temporary street occupancy permits and film permits issued at the beginning of the year. Those favourable revenues are partially offset by unfavourable revenues in the area of urban design due to decreased development permits application in the third quarter.

OTHER REVENUE

- 9 **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. Interest earned on GICs is only recorded at the maturity date or accrued at year end, and as a result, YTD revenues are temporarily unfavourable to budget. Overall results are above the benchmark, however, and details on the investments appear later in the report.
- 10 **Tax Penalties & Interest** - Revenue reduction was expected and budgeted due to COVID-19. The District reduced the late payment penalty from 5% to 2% until September 1 with an 8% penalty after September 1. The penalty amount billed after September 1 was higher than anticipated, and as a result, YTD revenues are favourable to budget.
- 11 **Library Contributions** - YTD revenues are unfavourable due to timing of budget allocation, contributions from the Memorial Library Foundation are expected to be received by year end.
- 12 **Lease & Rentals** - YTD revenues are favourable due to lower revenue budgeted in preparation for reduced collection of lease/rental payments corresponding to COVID-19, but these reductions have not materialized. Additionally, the Province has agreed to delay foreshore lease payment resulting in a temporarily favourable variance.

GOVERNMENT GRANTS

- 13 **Other** - YTD revenues are favourable to budget due to earlier than expected gas tax payment received from the Union of BC Municipalities (UBCM).

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 21.

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

EXPENDITURES

- 15 **Human Resources** - YTD expenditures are favourable to budget due to lower than anticipated corporate training as well as savings from staff position vacancies.
- 16 **Police Services** - YTD expenditures are favourable to budget due to changing of funding model for IHIT (less municipal funding is required under the new model), and savings in the IT equipment lease, legal costs and project spending. Due to COVID-19, the Justice Institute of BC (JIBC) has been closed for half of the year resulting in significant labour cost savings which contributed to the favourable variance.
- 17 **Engineering & Transportation Services** - YTD expenditures are unfavourable to budget due to higher than budgeted expenditures in the area of roads and shoulder maintenance and repairs, as well as an increased cost in sign shop and waste material as a result of COVID-19.
- 18 **Corporate Services** - YTD expenditures are favourable to budget due to labour cost savings from multiple staff position vacancies in the IT Department and reduced costs in software, data and telephone lines.
- 19 **Planning & Development Services** - YTD expenditures are unfavourable due to higher than budgeted labour costs mainly resulting from unused vacations.
- 20 **Library Services** - YTD expenditures are favourable to budget due to lower than expected spending on third party funded projects; part of the saving is offset by the unfavourable labour cost resulting from sick leave coverage and unused vacations.
- 21 **Transfer to Reserves** - YTD expenditures are favourable to budget due to timing of budget allocation. Interest earned on reserves will be transferred to various reserves at year end based on the average balance over the year. These transfer accounts (which are actually transfers, not expenditures) correspond to the revenue transfers in note 14.

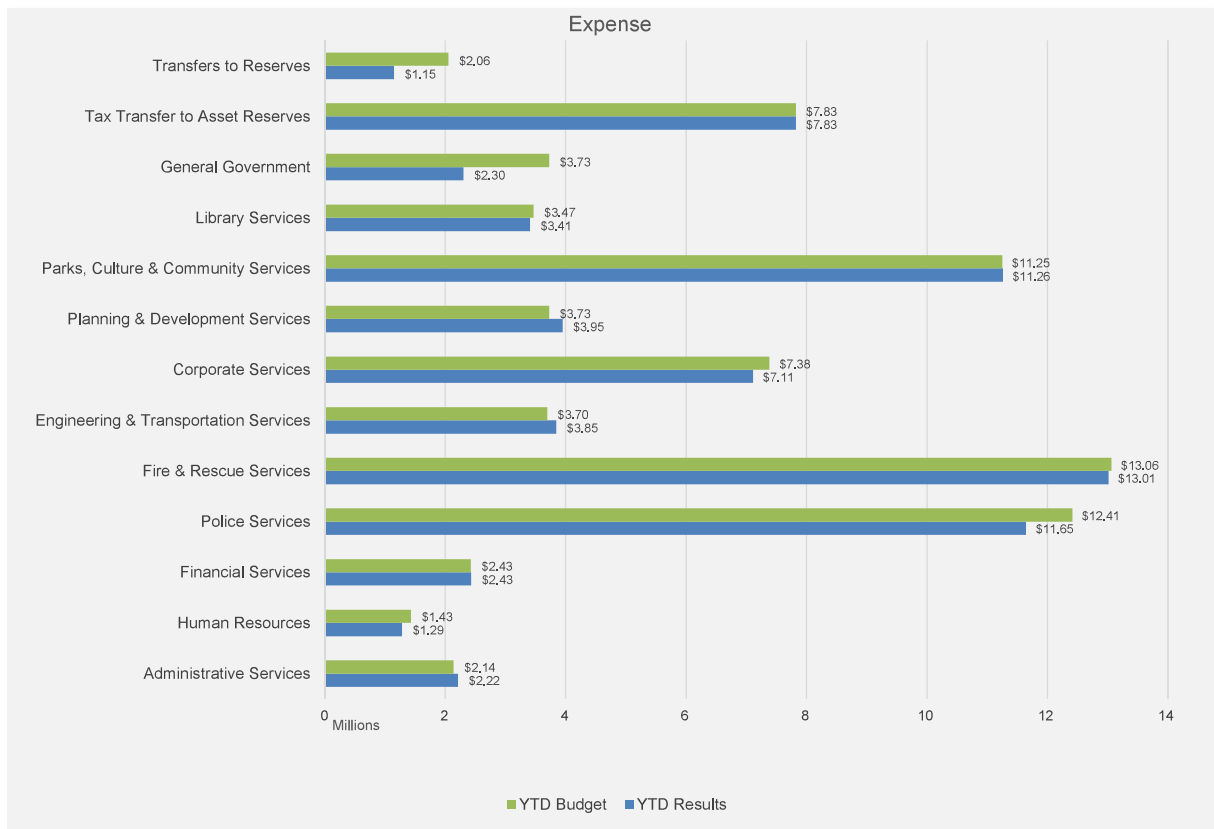
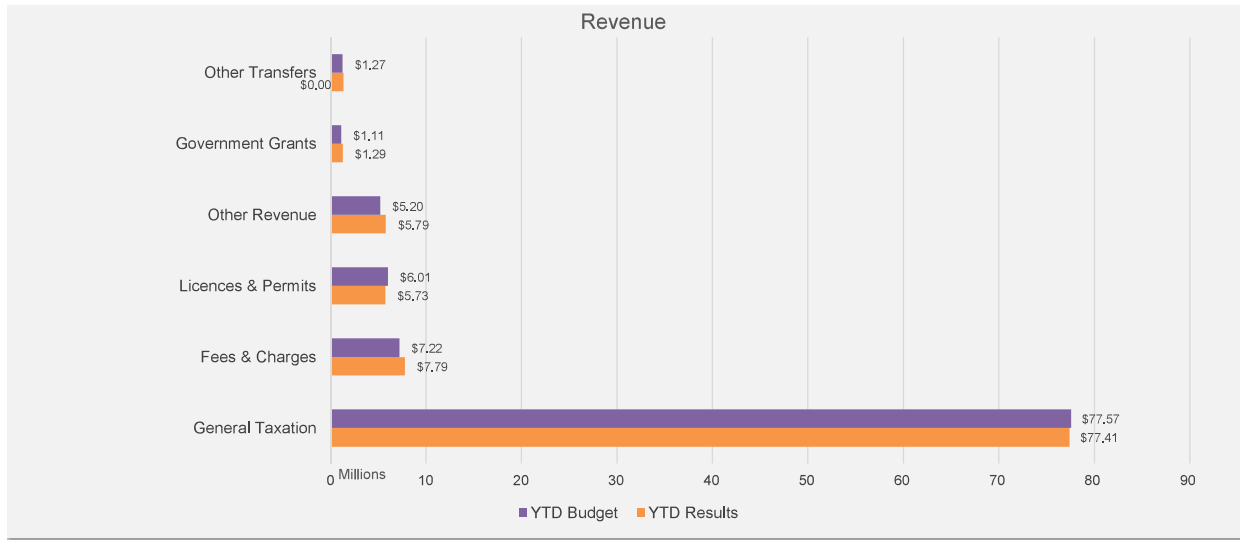
THIRD PARTY WORKS & NON-RECURRING ITEMS

- 22 **Third Party Works** - Increased demand for third party works is offset by increased third party works revenue.
- 23 **Land Sales & Costs** - \$2.86M is budgeted for land sales and a \$286K deposit was received and recorded at the end of the third quarter, remaining proceeds were received in full in October. Costs were incurred to manage the use and development of land resources. Net proceeds earned at sale completion will be transferred to the Land Reserve.
- 24 **Amenity Contributions** - Community Amenity Contributions are not budgeted. Four contributions totalling \$15.14M were received and transferred to the Amenity Fund.
- 25 **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

- 26 **Legal & Severance** - YTD expenditures are favourable to budget due to savings from severance costs and timing of severance payments, as well as lower than expected legal and consulting costs.
- 27 **Fiscal Services** - YTD unfavourable expenditures resulted from earlier than budgeted MFA debt payments. This is a timing difference which will be resolved by year end.
- 28 **Grants in Aid** - YTD expenditures are favourable due to timing of grant payments.
- 29 **Benefits Change Savings** - The amount reflected in this line is the difference between fringe benefit costs already incurred and the recovery of 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 SEPTEMBER 30, 2020**



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

WATER UTILITY (\$000's)

	2020 January 1 to September 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	13,617	13,819	(202)	-1.5%	17,061	0	0.0%	17,061	79.8%	13,104	¹
Meter Rental Charges	379	368	12	3.2%	490	0	0.0%	490	77.4%	381	
Micro Power Generation	20	14	7	51.2%	18	0	0.0%	18	113.4%	19	
Development Contributions	0	0	0		0	0		0		0	
Recoveries	107	112	(5)	-4.6%	149	0	0.0%	149	71.5%	(16)	
Other Revenue	30	38	(8)	-21.1%	50	0	0.0%	50	59.2%	28	
Transfers In	0	0	0		2,114	0	0.0%	2,114	0.0%	0	²
	<u>14,153</u>	<u>14,350</u>	<u>(197)</u>	<u>-1.4%</u>	<u>19,882</u>	<u>0</u>	<u>0.0%</u>	<u>19,882</u>	<u>71.2%</u>	<u>13,516</u>	
EXPENDITURE											
Water Purchases	2,722	4,241	1,519	35.8%	5,049	0	0.0%	5,049	53.9%	3,563	³
Administration Fee	263	263	(0)	-0.0%	350	0	0.0%	350	75.0%	263	
Operations & Maintenance	2,741	3,404	663	19.5%	4,548	0	0.0%	4,548	60.3%	2,755	⁴
Capital Program	2,020	3,904	1,884	48.3%	7,563	0	0.0%	7,563	26.7%	1,901	⁵
Debt Service	1,497	1,497	(0)	-0.0%	1,996	0	0.0%	1,996	75.0%	1,497	
	<u>9,243</u>	<u>13,309</u>	<u>4,066</u>	<u>30.6%</u>	<u>19,506</u>	<u>0</u>	<u>0.0%</u>	<u>19,506</u>	<u>47.4%</u>	<u>9,979</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>4,910</u>	<u>1,041</u>	<u>3,869</u>		<u>377</u>	<u>0</u>		<u>377</u>		<u>3,537</u>	
Prior year adjustment	0	0	0		0	0		0		0	
EXCESS REVENUES OVER EXPENDITURES	<u>4,910</u>	<u>1,041</u>	<u>3,869</u>		<u>377</u>	<u>0</u>		<u>377</u>		<u>3,537</u>	⁶

Notes:

¹ YTD revenues are unfavourable due to lower than expected consumption in commercial properties in the second quarter. Due to COVID-19, non-essential businesses were shut down at the beginning of the second quarter, gradually reopening late second quarter. Revenue was picked up in the third quarter as anticipated.

² Transfers In is revenue budgeted for approved capital projects, the actual transfer will be reviewed and reconciled at year end.

³ 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 overall water consumption was lower than expected.

⁴ YTD expenditures are favorable in the area of water distribution and water supply.

⁵ Capital program expenditures rely heavily on available resources and capacity, capital program expenditures are favourable due to the timing of budget allocation. Construction costs are expected to grow in the fourth quarter.

⁶ Annual surplus will be transferred to the Water Reserve Fund at year end.

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

SEWER UTILITY (\$000's)

	2020 January 1 to September 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	14,944	15,627	(683)	-4.4%	20,836	0	0.0%	20,836	71.7%	13,626	¹
Development Cost Charges	0	0	0		0	0		0		0	
Developer Contributions	0	0	0		0	0		0		0	
Recoveries	107	102	4	4.2%	137	0	0.0%	137	78.2%	(16)	
Other Revenue	0	37	(37)	-100.0%	49	0	0.0%	49	0.0%	0	
Transfers In	0	14,477	(14,477)	-100.0%	14,477	(0)	-0.0%	14,477	0.0%	0	²
	<u>15,051</u>	<u>30,243</u>	<u>(15,192)</u>	<u>-50.2%</u>	<u>35,498</u>	<u>(0)</u>	<u>-0.0%</u>	<u>35,498</u>	<u>42.4%</u>	<u>13,609</u>	
EXPENDITURE											
GVSDD Levy	5,755	6,398	644	10.1%	8,531	0	0.0%	8,531	67.5%	5,097	³
Administration Fee	277	278	0	0.0%	370	0	0.0%	370	75.0%	277	
Sanitary Operations & Maintenance	1,250	1,330	80	6.0%	1,746	0	0.0%	1,746	71.6%	1,139	⁴
Storm Operations & Maintenance	749	626	(123)	-19.7%	903	0	0.0%	903	82.9%	824	⁵
Capital Program	1,423	14,477	13,054	90.2%	14,477	0	0.0%	14,477	9.8%	2,204	⁶
	<u>9,454</u>	<u>23,109</u>	<u>13,654</u>	<u>59.1%</u>	<u>26,027</u>	<u>0</u>	<u>0.0%</u>	<u>26,027</u>	<u>36.3%</u>	<u>9,541</u>	⁷
EXCESS REVENUES OVER EXPENDITURES	<u>5,597</u>	<u>7,135</u>	<u>(1,538)</u>		<u>9,472</u>	<u>0</u>		<u>9,472</u>		<u>4,068</u>	

Notes:

¹ YTD revenues are unfavourable due to lower than expected consumption in commercial properties in the second quarter. Due to COVID-19, non-essential businesses were shut down at the beginning of the second quarter, gradually reopening late second quarter. Revenue was picked up in the third quarter as anticipated.

² Transfers In is revenue budgeted for approved capital projects, the actual transfer will be reviewed and reconciled at year end.

³ YTD expenditures are favourable due to lower than anticipated payment to the Greater Vancouver Sewerage and Drainage District (GVS&DD).

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 favourable due to timing of budget allocation. Construction costs are expected to grow in the fourth quarter.

⁷ Annual surplus will be transferred to Sewer Reserve Fund at year end.

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

	2020 January 1 to September 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											
Waste User Fees	1,732	1,741	(9)	-0.5%	2,322	0	0.0%	2,322	74.6%	1,725	
Recycling User Fees	128	132	(4)	-3.1%	176	0	0.0%	176	72.7%	262	
Tag Sales	10	10	0	0.0%	13	0	0.0%	13	76.9%	11	
Contract/Material Revenue	445	272	173	63.7%	362	0	0.0%	362	123.0%	549	¹
Public Realm Refuse Fee	621	617	3	0.6%	823	0	0.0%	823	75.4%	618	
Recycling Contract Recovery	1,361	1,361	0	0.0%	1,361	0	0.0%	1,361	100.0%	1,917	
	<u>4,297</u>	<u>4,134</u>	<u>164</u>	<u>4.0%</u>	<u>5,057</u>	<u>0</u>	<u>0.0%</u>	<u>5,057</u>	<u>85.0%</u>	<u>5,082</u>	
EXPENDITURE											
Management/Outreach/ North Shore Recycling Program (NSRP)	410	462	52	11.3%	617	0	0.0%	617	66.4%	448	
Garbage, Green Can & Yard Trimmings	1,916	1,802	(114)	-6.3%	2,402	0	0.0%	2,402	79.7%	1,775	²
Administration Charge	68	68	0	0.0%	90	0	0.0%	90	75.0%	68	
Recycling	1,698	1,196	(502)	-42.0%	1,594	0	0.0%	1,594	106.5%	2,348	³
Public Realm Refuse	684	781	98	12.5%	1,092	0	0.0%	1,092	62.6%	601	⁴
Capital Program	0	20	20	100.0%	20	0	0.0%	20	0.0%	0	
	<u>4,775</u>	<u>4,328</u>	<u>(447)</u>	<u>-10.3%</u>	<u>5,815</u>	<u>0</u>	<u>0.0%</u>	<u>5,815</u>	<u>82.1%</u>	<u>5,240</u>	⁵
EXCESS REVENUES OVER EXPENDITURES	<u>(478)</u>	<u>(194)</u>	<u>(283)</u>		<u>(758)</u>	<u>0</u>		<u>(758)</u>		<u>(158)</u>	

Notes:

¹ YTD revenues are favourable due to timing of budget allocation and earlier than expected payment from Recycle BC.

² YTD expenditures are unfavourable due to unexpected high green waste fees and tipping fees.

³ YTD expenditures are unfavourable due to timing of budget allocation and higher than expected house counts and contract price increase.

⁴ Due to COVID-19, less than expected streetscape waste in the business areas resulted in a favourable variance, the favourable variance will be offset by increased waste collection in the parks.

⁵ 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 SEPTEMBER 30, 2020
GOLF FUND (\$'000's)

	2020 January 1 to September 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	1,019	489	530	108.4%	652	(0)	-0.0%	652	156.3%	904	¹
Rental Revenue - Facility	15	18	(4)	-19.5%	23	0	0.0%	23	64.4%	51	
	<u>1,034</u>	<u>507</u>	<u>526</u>	<u>103.7%</u>	<u>675</u>	<u>(0)</u>	<u>-0.0%</u>	<u>675</u>	<u>153.1%</u>	<u>955</u>	
EXPENDITURE											
Pro Shop & Management	155	101	(54)	-53.0%	135	(0)	-0.0%	135	114.4%	142	²
Operations & Maintenance	509	462	(47)	-10.2%	643	0	0.0%	643	79.2%	603	²
Administrative Fee	0	0	0		(203)	0	0.0%	(203)	0.0%	0	
Debt Service	0	0	0		100	0	0.0%	100	0.0%	0	
	<u>663</u>	<u>563</u>	<u>(101)</u>	<u>-17.9%</u>	<u>675</u>	<u>0</u>	<u>0.0%</u>	<u>675</u>	<u>98.3%</u>	<u>745</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>370</u>	<u>(55)</u>	<u>425</u>		<u>0</u>	<u>0</u>		<u>(0)</u>		<u>210</u>	

Notes:

¹ YTD revenues are favourable due to the reopening of Gleneagles golf course in May with physical distancing measures in place. The golf course has been very busy since the reopening because it provides opportunities for people to get together in a safe manner, therefore YTD revenue exceeded the annual budget.

² Unfavourable YTD variance is a result of reopening Gleneagles golf course in May. This was much earlier than anticipated, so budgets had been set too low. Unfavourable expenditures are offset by favourable revenues.

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

CEMETERY FUND (\$000's)

	2020 January 1 to September 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	633	443	190	43.0%	735	0	0.0%	735	86.1%	765	¹
Interest Revenue	0	0	0		141	0	0.0%	141	0.0%	0	
	<u>633</u>	<u>443</u>	<u>190</u>	<u>43.0%</u>	<u>876</u>	<u>0</u>	<u>0.0%</u>	<u>876</u>	<u>72.2%</u>	<u>765</u>	
EXPENDITURE											
Operations & Maintenance	380	402	22	5.4%	539	(0)	-0.0%	539	70.5%	398	
Sales & Use Costs	169	140	(29)	-20.9%	210	(0)	-0.0%	210	80.5%	127	²
Administration Fees	134	143	9	6.3%	179	0	0.0%	179	75.0%	134	
Capital Improvements	64	0	(64)		540	0	0.0%	540	11.8%	276	³
	<u>747</u>	<u>684</u>	<u>(62)</u>	<u>-9.1%</u>	<u>1,467</u>	<u>(0)</u>	<u>-0.0%</u>	<u>1,467</u>	<u>50.9%</u>	<u>935</u>	⁴
EXCESS REVENUES OVER EXPENDITURES	<u>(114)</u>	<u>(242)</u>	<u>128</u>		<u>(591)</u>	<u>(0)</u>		<u>(591)</u>		<u>(169)</u>	

Notes:

- ¹ YTD revenues are favourable to budget at third quarter. Revenues are expected to slow for the remainder of the year until the newly developed grave section is fully opened; revenues are expected to be on target for the year.
- ² YTD expenditures are unfavourable due to an unexpected number of refunds for interment rights in the first half of the year.
- ³ The capital program for the next phase of development is nearing completion and expenditures will show in the fourth quarter.
- 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 SEPTEMBER 30, 2020

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2020 January 1 to September 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	52,033	53,108	1,075	2.0%	71,223	328	0.5%	71,551	72.7%
Vacancy Adjustment	0	(453)	(453)	100.0%	(316)	(291)	47.9%	(606)	0.0%
	<u>52,033</u>	<u>52,654</u>	<u>621</u>	<u>1.2%</u>	<u>70,907</u>	<u>37</u>	<u>0.1%</u>	<u>70,945</u>	<u>73.3%</u>
Overtime	1,129	656	(473)	-72.0%	931	(0)	-0.0%	931	121.3%
Car Allowances	186	184	(2)	-1.0%	245	(0)	-0.1%	245	75.7%
External Recoveries	(2,049)	(1,980)	69	-3.5%	(2,633)	(0)	0.0%	(2,633)	77.8%
General Fund	<u>51,299</u>	<u>51,514</u>	<u>216</u>	<u>0.4%</u>	<u>69,450</u>	<u>37</u>	<u>0.1%</u>	<u>69,488</u>	<u>73.8%</u>

Salary expenses are closely monitored and favourable to the reduced budget in the first three quarters. Favourable variance is partially offset by vacancy adjustment and overtime expenditures. Overtime is trending unfavourably 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.

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

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 strict COVID-19 protocols. There was an increase in people visiting parks which in turn resulted in an increase in washroom cleaning costs, park litter collection and longer service hours. Bylaw Services also incurred extra overtime costs attending to crowds and related physical distancing and parking issues in parks and in neighbourhoods near to beaches.

ADMINISTRATION

Salaries Regular	2,097	2,016	(81)	-4.0%	2,805	17	0.6%	2,822	74.3%
Vacancy Adjustment	0	0	0		0	0		0	0.0%
	<u>2,097</u>	<u>2,016</u>	<u>(81)</u>	<u>-4.0%</u>	<u>2,805</u>	<u>17</u>	<u>0.6%</u>	<u>2,822</u>	<u>74.3%</u>
Overtime	2	2	(0)	-0.7%	5	0	0.0%	5	38.0%
Car Allowances	9	10	0	4.5%	13	0	0.0%	13	72.1%
Division Total	<u>2,108</u>	<u>2,028</u>	<u>(81)</u>	<u>-4.0%</u>	<u>2,823</u>	<u>17</u>	<u>0.6%</u>	<u>2,839</u>	<u>74.3%</u>

HUMAN RESOURCES & PAYROLL SERVICES

Salaries Regular	1,168	1,257	89	7.1%	1,681	(0)	-0.0%	1,681	69.5%
Vacancy Adjustment	0	(25)	(25)		(34)	0	-0.0%	(34)	0.0%
	<u>1,168</u>	<u>1,232</u>	<u>64</u>	<u>5.2%</u>	<u>1,647</u>	<u>(0)</u>	<u>-0.0%</u>	<u>1,647</u>	<u>70.9%</u>
Overtime	1	4	3	64.0%	5	(0)	-0.0%	5	26.9%
Car Allowances	9	9	0	1.9%	12	0	0.0%	12	73.6%
Division Total	<u>1,178</u>	<u>1,245</u>	<u>67</u>	<u>5.4%</u>	<u>1,664</u>	<u>(0)</u>	<u>-0.0%</u>	<u>1,664</u>	<u>70.8%</u>

FINANCIAL SERVICES

Salaries Regular	2,357	2,430	73	3.0%	3,111	(19)	-0.6%	3,091	76.2%
Vacancy Adjustment	0	(45)	(45)		(44)	(16)		(60)	0.0%
	<u>2,357</u>	<u>2,385</u>	<u>28</u>	<u>1.2%</u>	<u>3,066</u>	<u>(35)</u>	<u>-1.1%</u>	<u>3,031</u>	<u>77.8%</u>
Overtime	8	2	(6)	-291.7%	3	0	0.0%	3	259.8%
Car Allowances	8	9	0	2.6%	12	0	0.0%	12	73.1%
Division Total	<u>2,373</u>	<u>2,396</u>	<u>23</u>	<u>0.9%</u>	<u>3,081</u>	<u>(35)</u>	<u>-1.1%</u>	<u>3,046</u>	<u>77.9%</u>

POLICE SERVICES

Salaries Regular	10,762	11,552	791	6.8%	15,129	330	2.1%	15,460	69.6%
Vacancy Adjustment	0	(206)	(206)		0	(275)		(275)	0.0%
	<u>10,762</u>	<u>11,346</u>	<u>585</u>	<u>5.2%</u>	<u>15,129</u>	<u>55</u>	<u>0.4%</u>	<u>15,185</u>	<u>70.9%</u>
Overtime	592	319	(272)	-85.2%	471	(0)	-0.0%	471	125.7%
Car Allowances	12	13	0	2.3%	17	(0)	-0.8%	17	73.1%
External Recoveries	(1,853)	(1,899)	(47)	2.5%	(2,553)	(0)	0.0%	(2,553)	72.6%
Division Total	<u>9,513</u>	<u>9,779</u>	<u>266</u>	<u>2.7%</u>	<u>13,065</u>	<u>55</u>	<u>0.4%</u>	<u>13,120</u>	<u>72.5%</u>

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

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2020 January 1 to September 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	12,200	12,179	(21)	-0.2%	16,280	0	0.0%	16,280	74.9%
	12,200	12,179	(21)	-0.2%	16,280	0	0.0%	16,280	74.9%
Overtime	185	174	(11)	-6.2%	232	0	0.0%	232	79.7%
Car Allowances	6	6	0	2.6%	8	0	0.0%	8	73.1%
External Recoveries	(81)	(81)	0	0.0%	(80)	0	-0.0%	(80)	101.2%
Division Total	12,310	12,279	(31)	-0.3%	16,441	0	0.0%	16,441	74.9%
ENGINEERING & TRANSPORTATION SERVICES									
Salaries Regular	4,199	4,165	(34)	-0.8%	5,618	(0)	-0.0%	5,618	74.7%
Vacancy Adjustment	0	0	0		0	0		0	0.0%
	4,199	4,165	(34)	-0.8%	5,618	0	0.0%	5,618	74.7%
Overtime	218	68	(151)	-222.7%	104	0	0.0%	104	209.8%
Car Allowances	8	10	2	19.5%	13	0	0.0%	13	60.4%
Division Total	4,425	4,242	(183)	-4.3%	5,735	0	0.0%	5,735	77.2%
CORPORATE SERVICES									
Salaries Regular	4,070	4,331	261	6.0%	5,830	(0)	-0.0%	5,830	69.8%
Vacancy Adjustment	0	(64)	(64)		(85)	(0)	0.0%	(85)	
	4,070	4,267	197	4.6%	5,745	0	0.0%	5,745	70.9%
Overtime	47	51	4	7.4%	61	0	0.0%	61	76.5%
Car Allowances	11	11	(0)	-0.9%	15	0	0.0%	15	74.6%
Division Total	4,128	4,329	200	4.6%	5,821	0	0.0%	5,821	70.9%
PLANNING & DEVELOPMENT SERVICES									
Salaries Regular	3,825	3,537	(288)	-8.1%	4,931	(0)	-0.0%	4,931	77.6%
Vacancy Adjustment	0	(73)	(73)		(98)	(0)	0.0%	(98)	0.0%
	3,825	3,464	(361)	-10.4%	4,834	(0)	-0.0%	4,834	79.1%
Overtime	5	11	7	58.7%	15	(0)	-0.0%	15	30.9%
Car Allowances	86	80	(6)	-7.5%	106	(0)	-0.0%	106	80.6%
External Recoveries	(116)	0	116		0	0		0	
Division Total	3,799	3,555	(244)	-6.9%	4,955	(0)	-0.0%	4,955	76.7%
PARKS, CULTURE & COMMUNITY SERVICES									
Salaries Regular	8,494	8,839	345	3.9%	11,785	0	0.0%	11,785	72.1%
Vacancy Adjustment	0	(9)	(9)		(12)	(0)	0.0%	(12)	0.0%
	8,494	8,830	336	3.8%	11,773	0	0.0%	11,773	72.1%
Overtime	67	25	(42)	-166.0%	34	0	0.0%	34	199.5%
Car Allowances	32	33	1	2.4%	44	0	0.0%	44	73.2%
Division Total	8,593	8,888	294	3.3%	11,850	0	0.0%	11,850	72.5%
LIBRARY SERVICES									
Salaries Regular	2,861	2,801	(60)	-2.1%	4,052	(0)	-0.0%	4,052	70.6%
Vacancy Adjustment	0	(32)	(32)		(42)	0	-0.0%	(42)	0.0%
	2,861	2,769	(92)	-3.3%	4,010	(0)	-0.0%	4,010	71.3%
Overtime	4	0	(4)		0	0		0	
Car Allowances	4	4	0	4.0%	5	0	0.0%	5	71.8%
Division Total	2,869	2,773	(96)	-3.5%	4,016	0	0.0%	4,016	71.5%

INVESTMENT RESULTS

Summary

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

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

	MFA MONEY MARKET FUND	MFA INTER- MEDIATE FUND	COAST CAPITAL	RBC	HSBC	BMO	TOTAL
Opening Balance as at July 1, 2020	\$10	\$29	\$60,825	\$3,317	\$51,340	\$83,103	\$198,625
Transfers/Adjustments	\$-	\$-	\$-	\$(2,209)	\$(51,331)	\$103,425	\$49,885
	\$10	\$29	\$60,825	\$1,108	\$9	\$186,528	\$248,510
Interest Income	\$-	\$-	\$412	\$5	\$121	\$445	\$984
	\$-	\$-	\$412	\$5	\$121	\$445	\$984
Closing Balance as at September 30, 2020	\$10	\$29	\$61,237	\$1,113	\$130	\$186,973	\$249,494
<i>Three months non-annualized¹</i>	0.09%	0.23%	0.68%	0.25%	0.47%	0.33%	

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:

- three months benchmark is 0.09 %² plus 15 basis points equalling 0.24%
- three months actual (all short term investments) equals 0.44%³

Three months actual is favourable by twenty basic points as short term investments are held primarily in the HSBC 31 Day Notice account; the BMO High Interest accounts; the BMO GIC account; and the Coast Capital Credit Union GIC account, 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 three months non-annualized, as per MFA Pooled Investment Results report (September 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:

- three months benchmark is 0.23%⁴ plus 30 basis points equalling 0.53%
- three months actual (MFA Intermediate Fund) equals 0.23%⁵

The benchmark was missed by thirty 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 three months market trends and forward-looking investment strategies for the period from July 1, 2020 to September 30, 2020 is presented in the monthly MFA reports, available online:

[https://mfa.bc.ca/sites/default/files/Pooled%20Investments/09 -
_2020_ph_n_monthly_reporting.pdf](https://mfa.bc.ca/sites/default/files/Pooled%20Investments/09_-_2020_ph_n_monthly_reporting.pdf)

⁴ three months non-annualized, as per MFA Pooled Investment Results report (September 30)

⁵ three months non-annualized, as per MFA Pooled Investment Results report (September 30)

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

(\$'000's)								
Asset Category	Funding Approval Year	Budget 2020	Actual 2020	Open PO's 2020	Actuals plus Committed 2020	Remaining Budget	Project Forecast	Project Forecast Variance
General Fund								
Information Technology	2020	1,156	359	250	609	547	1,123	32
Equipment	2020	1,285	340	282	622	662	1,286	-1
Facilities Maintenance	2020	12,454	450	4,621	5,071	7,383	12,454	0
Grounds & Parks	2020	1,677	65	251	316	1,361	1,514	163
Transportation Infrastructure	2020	5,391	466	1,246	1,712	3,679	5,536	-145
Vehicle Fleet	2020	2,469	238	140	285	2,184	2,469	0
	Total 2020	24,431	1,918	6,790	8,614	15,816	24,381	50
Information Technology	2019	29	23	8	31	-1	32	-2
Equipment	2019	153	71	49	120	34	153	0
Facilities Maintenance	2019	2,481	287	314	602	1,879	1,928	552
Grounds & Parks	2019	2,643	208	177	385	2,258	2,472	171
Transportation Infrastructure	2019	67	52	6	58	8	101	-35
Vehicle Fleet	2019	428	348	88	435	-8	424	4
	Total 2019	5,800	990	641	1,631	4,170	5,110	690
Information Technology	2018	188	109	96	298	-110	188	0
Equipment	2018	221	62	0	62	159	221	0
Facilities Maintenance	2018	0	0	0	0	0	0	0
Grounds & Parks	2018	7,631	14	986	1,000	6,631	7,631	0
Transportation Infrastructure	2018	784	92	48	140	644	857	-73
	Total 2018	8,824	276	1,130	1,500	7,324	8,896	-73
Facilities Maintenance	2017	0	0	0	0	0	20	-20
Transportation Infrastructure	2017	1,018	0	130	130	888	776	242
	Total 2017	1,018	0	130	130	888	796	222
Equipment	2018-2019	36	35	0	35	0	36	0
Facilities Maintenance	2018-2019	5,070	3,487	1,998	5,485	-415	4,983	87
Grounds & Parks	2018-2019	107	1	8	8	98	107	0
Transportation Infrastructure	2018-2019	6,175	162	1,082	1,244	4,931	6,073	102
	Total 2018-2019	11,387	3,685	3,088	6,773	4,615	11,198	189
Information Technology	2017-2018	192	65	-1	64	128	192	0
Transportation Infrastructure	2017-2018	95	0	0	0	95	95	0
	Total 2017-2018	287	65	-1	64	223	287	0
Total - General Fund		51,747	6,934	11,778	18,712	33,035	50,669	1,078
Cemetery Fund								
Grounds & Parks	2020	490	57	309	366	124	490	0
	Total 2020	490	57	309	366	124	490	0
Grounds & Parks	2019	50	10	4	14	36	50	0
	Total 2019	50	10	4	14	36	50	0
Grounds & Parks	2017-2018	0	-3	3	0	0	0	0
	Total 2017-2018	0	-3	3	0	0	0	0
Total - Cemetery Fund		540	64	316	380	160	540	0

Notes

- Notes:
- Project forecasts do not include amendments to 2020 Budget.
 - 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.
 - Forecast is higher than approved budget, actions will be taken to ensure the actual spending is within the authorized limits.
 - 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 SEPTEMBER 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
Water	2020	5,449	1,516	230	1,746	3,703	5,449	0
Water	2019	515	332	127	459	56	515	0
Water	2018	1,483	33	14	47	1,436	1,483	0
Water	2017	116	140	30	170	-53	116	0
Total - Water Utility Fund		7,563	2,020	401	2,421	5,142	7,563	0
Sewer	2020	8,885	349	857	1,206	7,679	8,885	0
Sewer	2019	3,077	1,065	902	1,967	1,109	3,077	0
Sewer	2018	2,481	8	13	21	2,460	2,481	0
Sewer	2017	0	0	2	2	-2	0	0
Sewer	2017-2018	35	1	0	1	34	35	0
Total - Sewer Utility Fund		14,477	1,422	1,774	3,196	11,281	14,477	0
Solid Waste	2020	20				20	20	0
Total - Solid Waste Utility Fund		20				20	20	0

DISTRICT OF WEST VANCOUVER
As at September 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	2020 Forecast Transactions			Forecast Balances	Committed Transactions	Uncommitted Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/09/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/12/31		
GENERAL FUND											
Asset Reserves	11,584	8,451	0	0	20,035	500	0	-16,764	3,771	-500	3,271
<i>Statutory</i>											
Capital Facilities Reserve ¹	6,639	401	0	0	7,041	0	0	-4,922	2,119	0	2,119
Capital Infrastructure Reserve ²	2,300	4,034	0	0	6,334	0	0	-5,957	377	0	377
Capital Equipment Reserve ³	2,064	3,464	0	0	5,528	500	0	-4,888	1,140	-500	640
<i>Non-Statutory</i>											
Operational Reserve ⁴	580	552	0	0	1,133	0	0	-997	136	0	136
Endowment Fund	30,022	428	0	-1,324	29,126	1	0	-8,351	20,777	0	20,777
<i>Threshold Value ⁵</i>											
18,000											
Amenity Contributions Fund	28,646	15,519	0	-732	43,433	0	0	-22,313	21,120	-1,150	19,970
<i>Non-Restricted</i>	21,734	15,069	0	-732	36,071	0	0	-17,535	18,537	-1,150	17,387
<i>Restricted ⁶</i>	6,912	450	0	0	7,362	0	0	-4,779	2,583	0	2,583
Affordable Housing	5,059	0	0	0	5,059	0	0	0	5,059	0	5,059
Land Reserve Fund	466	286	0	0	752	2,424	0	-267	2,908	0	2,908
Operating Reserves	2,779	739	0	-61	3,456	80	0	-884	2,652	616	3,268
Other Reserves	2,771	68	0	-673	2,166	215	0	-777	1,604	0	1,604
OTHER FUNDS											
Golf Development Reserve	26	0	0	0	26	0	0	0	26	0	26
Cemetery Development Reserve	1,444	0	0	0	1,444	0	0	-307	1,138	0	1,138
Solid Waste Reserve Fund	2,838	0	n/a	0	2,838	0	0	-708	2,130	0	2,130
Water Reserve Fund	6,537	0	0	-2,218	4,319	4,800	0	-7,414	1,705	0	1,705
Sewer & Drainage Reserve Fund	10,675	0	0	-1,973	8,701	8,480	0	-12,555	4,627	0	4,627
TOTAL RESERVES	102,847	25,492	0	-6,981	121,357	16,500	0	-70,339	67,519	-1,034	66,484
DEVELOPMENT COST CHARGES (DCCs)	23,940	2,834	0	-221	26,554	0	0	-3,640	22,914	0	22,914
TOTAL RESERVES & DCCs	126,787	28,326	0	-7,202	147,911	16,500	0	-73,979	90,432	-1,034	89,398
TRUST FUNDS											
Seniors' Accounts	356	29	0	-29	356	0	0	0	356	0	356
Cemetery Care Fund	6,150	0	0	0	6,150	0	0	0	6,150	0	6,150
Other	588	9	0	0	598	0	0	0	598	0	598
	7,094	38	0	-29	7,103	0	0	0	7,103	0	7,103
TOTAL RESERVES, DCCs & TRUST FUNDS	133,881	28,364	0	-7,231	155,015	16,500	0	-73,979	97,536	-1,034	96,501

DISTRICT OF WEST VANCOUVER
As at September 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	2020 Forecast Transactions			Forecast Balances	Committed Transactions	Uncommitted Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/09/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/12/31		
OPERATING RESERVES											
Weather Related Incidents Reserve	100	0	n/a	0	100	0	n/a	0	100	0	100
Election Provision	100	0	n/a	0	100	80	n/a	0	180	0	180
Fleet Surcharge Reserve	0	0	n/a	0	0	0	n/a	0	0	0	0
Fringe Benefit Allocation	180	0	n/a	0	180	0	n/a	-90	90	0	90
Caulfield LUC	206	0	n/a	0	206	0	n/a	-159	47	0	47
Youth Activity	568	0	0	0	568	0	0	-5	563	0	563
Threshold Value ⁷ 542			0			0		0	0	0	0
WV Shoreline Preservation Society	10	0	n/a	0	10	0	n/a	0	10	0	10
Engagement (Innovation) Fund	964	0	n/a	0	964	0	n/a	-523	441	0	441
Public Art Reserve (Est 2016)	258	403	0	0	661	0	n/a	-118	543	0	543
SAC - Estate of Olive Mathias	0	184	0	0	184	0			184	367	551
SAC - Donations/Bequests	0	124	0	0	124				124	249	373
Wage Contingency Reserve (Est 2016)	215	18	n/a	-61	172	0	n/a	11	183	0	183
Legal Reserve (Est 2016)	105	0	n/a	0	105	0	n/a	0	105	0	105
Corporate Training Initiatives (Est 2016)	72	10	n/a	0	82	0	n/a	0	82	0	82
TOTAL OPERATING RESERVES	2,779	739	0	-61	3,456	80	0	-884	2,652	616	3,268
OTHER RESERVES											
Artificial Turf Replacement	1,701	54	0	-673	1,082	26	0	-107	1,001	0	1,001
Parkland Acquisition	10	0	0	0	10		0	0	10	0	10
Parkland Cash In Lieu	7	0	0	0	7		0	0	7	0	7
Archived Fund Reserve	76	14	0	0	90			-7	83	0	83
UBCM Community Works Fund	977	0	0	0	977	189	n/a	-663	503	0	503
TOTAL OTHER RESERVES	2,771	68	0	-673	2,166	215	0	-777	1,604	0	1,604
DEVELOPMENT COST CHARGES (DCCs)											
GENERAL FUND											
Highways											
Neighbourhood Area 3	1,693	0	0	0	1,693	0	0	0	1,693	0	1,693
Neighbourhood Area 4	2,671	2	0	0	2,673	0	0	0	2,673	0	2,673
Community Areas 2 to 5	2,164	201	0	-140	2,226	0	0	0	2,226	0	2,226
	<u>6,529</u>	<u>203</u>	<u>0</u>	<u>-140</u>	<u>6,592</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,592</u>	<u>0</u>	<u>6,592</u>
Underground Wiring	<u>1,467</u>	<u>58</u>	<u>0</u>	<u>-2</u>	<u>1,523</u>	<u>0</u>	<u>0</u>	<u>-1,075</u>	<u>448</u>	<u>0</u>	<u>448</u>
Parks & Open Space											
Major - Principal	3,768	1,022]	-31	4,758	0]	0	4,758	0	4,758
Major - Interest	1,197	0]	0	1,197	0]	0	1,197	0	1,197
Ambleside Waterfront - Principal	379	316]	-10	685	0]	-100	585	0	585
Ambleside Waterfront - Interest	176	0]	0	176	0]	0	176	0	176
Local - Principal	5,549	782]	-24	6,307	0]	-245	6,062	0	6,062
Local - Interest	1,329	0]	0	1,329	0]	-434	895	0	895
	<u>12,397</u>	<u>2,120</u>	<u>0</u>	<u>-65</u>	<u>14,452</u>	<u>0</u>	<u>0</u>	<u>-779</u>	<u>13,673</u>	<u>0</u>	<u>13,673</u>
OTHER FUNDS											
Water Utility											
Areas 2 & 3	0		0		0	0	0	0	0	0	0
Areas 4 & 5	1,230	148	0	-5	1,374	0	0	0	1,374	0	1,374
	<u>1,230</u>	<u>148</u>	<u>0</u>	<u>-5</u>	<u>1,374</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,374</u>	<u>0</u>	<u>1,374</u>
Sewer Utility											
Drainage	2,318	305	0	-9	2,613	0	0	-1,786	827	0	827
TOTAL GENERAL AND OTHER FUNDS' DCCs	<u>23,940</u>	<u>2,834</u>	<u>0</u>	<u>-221</u>	<u>26,554</u>	<u>0</u>	<u>0</u>	<u>-3,640</u>	<u>22,914</u>	<u>0</u>	<u>22,914</u>

DISTRICT OF WEST VANCOUVER
As at September 30, 2020

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	Forecast Transactions			Forecast Balances	Committed Transactions	Uncommitted Balances
	2020/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2020/09/30	Revenues & Transfers	Interest	Expenditures & Transfers	2020/09/30		
TRUST FUNDS⁸											
Seniors' Accounts											
Building	0	0	0	0	0	0	0		0	0	0
Friends of the Centre	14	0	0	0	14	0	0	0	14	0	14
General Projects	44	0	0	0	44	0	0	0	44	0	44
Leisure Living Crafts	48	1	0	-1	48	0	0	0	48	0	48
Woodworking	3	0	0	0	3	0	0	0	3	0	3
Green Thumb	4	0	0	0	4	0	0	0	4	0	4
Photo Club	17	1	0	-1	17	0	0	0	17	0	17
Hiking	3	0	0	0	3	0	0	0	3	0	3
Keynote Singers	3	0	0	0	3	0	0	0	3	0	3
Quilting	15	0	0	0	15	0	0	0	15	0	15
Computer Club	1	0	0	0	1	0	0	0	1	0	1
Stained Glass	1	0	0	0	1	0	0	0	1	0	1
Computer Equipment	12	0	0	0	12	0	0	0	12	0	12
Fundraising Events	190	26	0	-25	190	0	0	0	190	0	190
	<u>356</u>	<u>29</u>	<u>0</u>	<u>-29</u>	<u>356</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>356</u>	<u>0</u>	<u>356</u>
Memorial Library Accounts											
Adams	0	0	0	0	0	0	0	0	0	0	0
Welch	0	0	0	0	0	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Accounts											
Legacy Project	40	0	0	0	40	0	0	0	40	0	40
Dog Walk	0	0	0	0	0	0	0	0	0	0	0
Ambleview Place Housing	409	9	0	0	418	0	0	0	418	0	418
Dickinson Archives Trust	1	0	0	0	1	0	0	0	1	0	1
Cultural Centre	20	0	0	0	20	0	0	0	20	0	20
Brissenden Park	119	0	0	0	119	0	0	0	119	0	119
	<u>588</u>	<u>9</u>	<u>0</u>	<u>0</u>	<u>598</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>598</u>	<u>0</u>	<u>598</u>
	<u>944</u>	<u>38</u>	<u>0</u>	<u>-29</u>	<u>954</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>954</u>	<u>0</u>	<u>954</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; 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, 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 SEPTEMBER 30, 2020

		2016	2017	2018	2019	Third Quarter 2020
Purchasing:						
Quotations		194	278	266	339	232
Tenders		25	31	31	19	17
Request for Proposals/ Expression of Interest (EOI)		96	93	103	93	57
Total number (#) of files		315	402	400	451	306
Purchase Orders						
Purchase Orders	count	1970	2402	1843	1733	1146
Procurement Activity Savings						
Procurement Activity Savings		\$718,954	\$890,084	\$743,243	\$770,768	\$1,048,304
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):						
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	3,391
Total \$ Spent		\$1,231,597	\$1,585,299	\$1,665,016	\$1,747,941	\$711,736
Stores - Operations Centre						
Fleet size	count	130	133	137	139	139
Auto part orders	count	1646	1669	1465	1223	955
Inventory Issues	count (all)	572,458	565,811	574,636	534,005	408,212
Inventory Issues	count (fuel)	523,906	528,977	542,473	501,597	383,773
Inventory Issues	count (all, less fuel)	48,552	36,834	32,163	32,408	24,439
Inventory Issues	value (all)	\$1,889,975	\$1,817,572	\$1,838,331	\$1,755,894	\$1,368,026
Inventory Issues	value (fuel)	\$545,864	\$601,921	\$726,280	\$633,755	\$447,460
Inventory Issues	value (all, less fuel)	\$1,344,111	\$1,215,651	\$1,112,051	\$1,222,139	\$920,566
Risk Management (RM)						
Fleet accident claims (#)		63	63	57	68	45
Property damage recovery (#)		20	13	6	10	5
Property damage recovery (\$)		\$12,790	\$19,649	\$13,042	\$23,354	\$31,546
Claim Files (#) MIA		48	32	51	35	38
Claim Files (#) Other		41	43	26	44	25
Total (#) RM Files		172	151	140	147	108

DISTRICT OF WEST VANCOUVER
CONTRACTS AWARDED OVER \$75K
FOR THE PERIOD ENDING SEPTEMBER 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	\$197,621 Yes	
RFP17 38 HSB Streetscape Detailed Design	\$204,857 McElhanney Consulting	\$249,983 Four	Public RFP Engineering	TBD No	
EOI19 026A Cypress Lands Policy Framework	\$1,100,000 Corilois Consulting	\$1,100,000 One	Public EOI Planning	TBC No	
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	
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
RFP20 022 Horseshoe Bay Park Working Drawings	\$799,355 PWL Partnership Landscape Architects	\$663,427 Three	Public RFP Parks	TBC No	
EOI20 037A Server Room Relocation	\$226,268 Tier 5 Systems	\$226,268 One	Public EOI ITS	\$238,666 Yes	Three submissions received - two dropped out prior to submission of proposals
RFP20 072A Capilano Pacific Trail Repair	\$119,250 Cedar Crest Lands (BC) Ltd.	\$152,955 Five	Public RFP Parks	TBC No	
RFP20 077 Engineering for CCTV Program	\$75,060 R.F. Binnie & Associates	\$75,060 One	Public RFP Engineering	TBC No	
T20 077A 2020 CCTV Program	\$389,008 Dougness Holdings	\$615,775 Four	Public Tender Engineering	TBC No	
T20 112 Navy Jack Point and Weston Parks	\$428,222 Shangri-La Landscaping	\$555,209 Four	Public Tender Parks	TBC No	
EOI20 143 Structural Protection Unit	\$137,141 Wasp Manufacturing	\$151,899 Two	Public EOI Fire	\$137,141 Yes	
EOI20 159 Disk Based Backup Solution	\$136,353 Microserve	\$140,000 Four	Public EOI ITS	\$136,353 Yes	
T20 161 14th Street & Marine Drive Roadworks & Traffic Signals	\$278,690 Eurovia British Columbia Inc.	\$329,287 Two	Public Tender Engineering	TBC No	
RFP20 180A A/P Automation System	\$196,620 Bottomline Technologies Inc.	\$214,685 Two	Select Bidding ITS	TBC No	Select RFP following public EOI Price includes maintenance for 5 years
RFP20 194 WVSS Artificial Turf Field and Sport Track	\$117,500 Core Group Civil Consultants Ltd.	\$182,007 Three	Public RFP Parks	TBC No	
RFP19 336 Community Wayfinding Plan	\$89,677 Applied Wayfinding North America Inc.	\$89,677 One	Direct Award Administration	TBC No	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

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

Documented Savings	Value	Total Value
Year to Date		\$1,048,304
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		\$970,904
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	
RFP20 072A - Capilano Pacific Trail Repair - successful versus average	\$33,705	
T20 077A - 2020 CCTV Program - successful versus average	\$226,767	
T20 112 - Navy Jack Point & Weston Parks - successful versus average	\$126,987	
EOJ20 143 - Structural Protection Unit - successful versus average	\$14,758	
RFP20 180A - A/P Automation System - successful versus average	\$18,065	
RFP20 194 - WWSS Artificial Turf Field & Sport Track - successful versus average	\$64,507	
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.