

# MID-YEAR FINANCIAL REPORT

# 2019



AUGUST 26, 2019

*westvancouver*

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**DISTRICT OF WEST VANCOUVER  
2019 MID-YEAR FINANCIAL REPORT**

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**DISTRICT OF WEST VANCOUVER  
2019 MID-YEAR SUMMARY**

The 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. Highlights of the operating and capital results are summarized below.

**General Fund - Operating Results**

At mid-year, compared to the YTD budget, revenues over expenditures exceeded the target by \$3.7m (13.9%).

**Revenues**

<b>Revenue Item</b>	<b>YTD Result (in millions)</b>	<b>YTD Budget (in millions)</b>	<b>YTD Variance (in millions)</b>
General Taxation	\$ 74.78	\$ 74.28	\$ 0.50
Fees & Charges	\$ 6.82	\$ 6.72	\$ 0.10
Licences & Permits	\$ 4.34	\$ 4.68	\$ (0.34)
Other Revenue	\$ 3.43	\$ 2.76	\$ 0.68
Government Grants	\$ 0.97	\$ 0.78	\$ 0.19
Transfer In	\$ 0.94	\$ -	\$ 0.94
<b>Total</b>	<b>\$ 91.29</b>	<b>\$ 89.22</b>	<b>\$ 2.07</b>

Revenue (not including third party works & non-recurring items) exceeded budget by \$2.07m (2.3%), variances include:

- utility tax in lieu from BC Hydro and Telco received earlier than budgeted;
- increased development activity in the District resulting in higher collection of third party administration fees;
- decreased revenue from inspection permits as a result of a previous downturn in the housing market;
- higher than expected permits issued for urban design and temporary street occupancy;
- increase in investment returns due to diversifying investment portfolio and increases in the prime interest rate;
- higher than budgeted interest income on tax arrears;
- receipt of unbudgeted external recovery and grants; and
- timing of transfer in revenue from Endowment Fund for debt payments

**Expenditures**

<b>Expenditure Item</b>	<b>YTD Result (in millions)</b>	<b>YTD Budget (in millions)</b>	<b>YTD Variance (in millions)</b>
Administrative Services	\$ 1.54	\$ 1.48	\$ (0.06)
Human Resources	\$ 0.92	\$ 0.92	\$ 0.01
Financial Services	\$ 1.48	\$ 1.52	\$ 0.04
Police Services	\$ 8.27	\$ 8.10	\$ (0.16)
Fire & Rescue Services	\$ 8.37	\$ 8.50	\$ 0.13
Engineering & Transportation Services	\$ 2.63	\$ 2.52	\$ (0.11)
Corporate Services	\$ 4.81	\$ 5.17	\$ 0.36
Planning & Development Services	\$ 2.79	\$ 2.50	\$ (0.29)

**DISTRICT OF WEST VANCOUVER  
2019 MID-YEAR SUMMARY**

Parks, Culture & Community Services	\$ 9.81	\$ 9.62	\$ (0.19)
Library Services	\$ 2.41	\$ 2.44	\$ 0.03
General Government	\$ 1.87	\$ 2.94	\$ 1.07
Tax Transfer to Asset Reserves	\$ 14.65	\$ 14.50	\$ (0.15)
Transfers to Reserves	\$ 0.90	\$ 0.46	\$ (0.44)
<b>Total</b>	<b>\$ 60.46</b>	<b>\$ 60.68</b>	<b>\$ 0.22</b>

Expenditures (not including third party works & non-recurring items) were under budget by \$0.22m (0.4%) due to:

- lower salary costs as a result of vacancies, delays in hiring, staff leaves;
- higher than budgeted over time cost and unbudgeted back fill positions;
- timing of North Shore emergency program payment, grants payment;
- delay in external recovery billing; and
- timing of lease revenue transfer to the reserve

**Third Party Works & Non-Recurring Items**

Third party works revenues and expenditures were on track.

Land development costs are 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 was lower than anticipated due to capacity issues and changes in external circumstance.

Detailed variance explanations are provided in the notes to the General Fund operating results.

**Utility and Other Funds**

**Water Utility** – Water consumption is seasonal and difficult to predict accurately. User fee revenue is trending favourable for the first half of the year due to higher consumption. It is expected that water consumption will continue to increase in the third quarter. The capital work program is scheduled to ramp up in the third quarter.

**Sewer Utility** – Sewer revenue is trending unfavourable compared to modelled estimates. Due to complexity in calculating the forecast budget, it appears that results from the revenue model may be too high, and need to be adjusted. Third quarter results are needed to confirm this. Operating expenditures are trending slightly unfavourable due to seasonal fluctuations. The majority of the capital program is scheduled in the third quarter.

**Solid Waste** – Decreased cost from residential garbage and organics collections are offset by increased cost in admin and recycling expenditures. Public realm refuse costs are seasonal based on park usage. Full streetscape recycling program started in April 2019 resulting in a favourable variance.

**Golf Fund** – Favourable weather continued into 2019 resulting in more rounds (revenue) than budgeted. However, operation costs went up due to higher water usage, cleaning costs and additional costs associated with emergent fencing issues. Forecast has been adjusted to reflect the increase of both revenue and expenditures.

## DISTRICT OF WEST VANCOUVER 2019 MID-YEAR SUMMARY

**Cemetery Fund** – The Cemetery Fund is favourable to budget due to higher than expected interment and demand for grave spaces in the first half of the year. On the other hand, it is expected that revenue will be unfavourable to budget as a result of no presale plots being available until the current phase of development is complete later this year. The capital work program is expected to accelerate in the third quarter.

### **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 Municipal Finance Authority of BC (MFA) Pooled High Interest Saving Accounts (with CIBC and National Bank of Canada); RBC, BMO and HSBC deposits, 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 the 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**

2019 capital projects have been initiated and commitments have been set up since the approval of the financial plan.

### **Reserves & DCCs**

The reserves and DCCs as at June 30 total \$140m. There is also \$7m that is held in trust. Further details are provided on the reserves schedules.

### **Procurement Statistics & Contracts Awarded**

The mid-year report includes an update on procurement activity to June 30 and the award of contracts 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 contract value reported is the value at the time of contract award, which is subject to change.

DISTRICT OF WEST VANCOUVER  
GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019

REVENUE SUMMARY (\$ 000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018 Prior Year YTD Results	Notes
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
<b>GENERAL TAXATION</b>											
Municipal Taxes	73,831	73,761	70	0.1%	73,761	0	0.0%	73,761	100.1%	70,067	
Specified Area	507	520	(13)	-2.4%	520	0	0.0%	520	97.6%	532	
Grants in Lieu	444	0	444		910	0	0.0%	910	48.8%	538	1
	<u>74,782</u>	<u>74,281</u>	<u>501</u>	<u>0.7%</u>	<u>75,190</u>	<u>0</u>	<u>0.0%</u>	<u>75,190</u>	<u>99.5%</u>	<u>71,137</u>	
<b>FEES AND CHARGES</b>											
Police	87	82	5	6.5%	164	(0)	-0.0%	164	53.3%	78	
Engineering & Transportation Services	387	195	192	98.5%	1,090	700	179.5%	390	99.2%	308	2
Parks, Culture & Community Services	6,030	5,989	41	0.7%	11,975	291	2.5%	11,684	51.6%	5,785	
Library	46	50	(4)	-8.4%	92	(10)	-9.4%	102	45.3%	41	
First Nations	0	0	0		2,440	0	0.0%	2,440	0.0%	0	
Fire & Rescue Services	101	114	(12)	-10.7%	227	0	0.0%	227	44.7%	118	3
Parking Tickets	89	199	(110)	-55.4%	398	0	0.0%	398	22.3%	160	4
Vehicle Towing	16	16	0	0.0%	32	0	0.0%	32	50.0%	15	
General Admin & Finance Fees	62	74	(11)	-15.0%	147	0	0.0%	147	42.5%	82	5
	<u>6,818</u>	<u>6,718</u>	<u>101</u>	<u>1.5%</u>	<u>16,564</u>	<u>982</u>	<u>6.3%</u>	<u>15,582</u>	<u>43.8%</u>	<u>6,586</u>	
<b>LICENCES AND PERMITS</b>											
Business Licences	1,402	1,290	113	8.7%	1,317	0	0.0%	1,317	106.5%	1,337	6
Inspection Permits	2,274	2,833	(560)	-19.8%	5,107	(560)	-9.9%	5,667	40.1%	3,115	7
Other Permits/Licences	662	559	103	18.5%	1,046	12	1.2%	1,034	64.0%	595	8
	<u>4,338</u>	<u>4,682</u>	<u>(344)</u>	<u>-7.3%</u>	<u>7,470</u>	<u>(548)</u>	<u>-6.8%</u>	<u>8,018</u>	<u>54.1%</u>	<u>5,047</u>	
<b>OTHER REVENUE</b>											
Administration Fees (TransLink/Utilities)	525	485	40	8.3%	969	0	0.0%	969	54.1%	528	
Interest on Investments	1,175	898	277	30.9%	4,668	0	0.0%	4,668	25.2%	525	9
Tax Penalties & Interest	50	16	34	210.7%	966	0	0.0%	966	5.1%	36	10
Library Contributions	0	0	0		294	46	18.3%	248	0.0%	0	
Taylor Way Lease	270	248	21	8.5%	248	0	0.0%	248	108.5%	259	
Lease & Rentals	1,088	998	91	9.1%	2,039	(0)	-0.0%	2,039	53.4%	985	
Miscellaneous	325	113	212	187.4%	901	43	5.0%	858	37.9%	473	11
	<u>3,432</u>	<u>2,758</u>	<u>675</u>	<u>24.5%</u>	<u>10,086</u>	<u>88</u>	<u>0.9%</u>	<u>9,997</u>	<u>34.3%</u>	<u>2,806</u>	
<b>GOVERNMENT GRANTS</b>											
Provincial Revenue Sharing	758	655	104	15.8%	655	0	0.0%	655	115.8%	655	12
Library	152	91	61	66.5%	143	0	0.0%	143	106.5%	110	13
Other	65	39	26	66.3%	283	25	9.7%	258	25.0%	71	14
	<u>975</u>	<u>785</u>	<u>190</u>	<u>24.2%</u>	<u>1,080</u>	<u>25</u>	<u>2.4%</u>	<u>1,055</u>	<u>92.4%</u>	<u>836</u>	
<b>OTHER TRANSFERS</b>											
Transfer In from Reserves	945	0	945		2,254	200	9.8%	2,054	46.0%	973	15
	<u>945</u>	<u>0</u>	<u>945</u>		<u>2,254</u>	<u>200</u>	<u>9.8%</u>	<u>2,054</u>	<u>46.0%</u>	<u>973</u>	
<b>TOTAL REVENUE</b>	<u>91,290</u>	<u>89,223</u>	<u>2,068</u>	<u>2.3%</u>	<u>112,644</u>	<u>748</u>	<u>0.7%</u>	<u>111,897</u>	<u>81.6%</u>	<u>87,385</u>	

# APPENDIX A

## DISTRICT OF WEST VANCOUVER GENERAL FUND RESULTS FOR THE PERIOD ENDING JUNE 30, 2019

### GENERAL FUND OPERATING RESULTS (\$ 000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
<b>REVENUE</b>											
General Taxation	74,782	74,281	501	0.7%	75,190	0	0.0%	75,190	99.5%	71,137	Notes 1 - 15 are reflected on the Revenue Summary
Fees & Charges	6,818	6,718	101	1.5%	16,564	982	6.3%	15,582	43.8%	6,586	
Licences & Permits	4,338	4,682	(344)	-7.3%	7,470	(548)	-6.8%	8,018	54.1%	5,047	
Other Revenue	3,432	2,758	675	24.5%	10,086	89	0.9%	9,997	34.3%	2,806	
Government Grants	975	785	190	24.2%	1,080	25	2.4%	1,055	92.4%	836	
Other Transfers	945	0	945		2,254	200	9.8%	2,054	46.0%	973	
<b>REVENUE TOTAL</b>	<b>91,290</b>	<b>89,223</b>	<b>2,068</b>	<b>2.3%</b>	<b>112,644</b>	<b>748</b>	<b>0.7%</b>	<b>111,897</b>	<b>81.6%</b>	<b>87,385</b>	
<b>EXPENDITURES</b>											
Administrative Services	1,538	1,476	(62)	-4.2%	2,975	(5)	-0.2%	2,970	51.8%	1,331	
Human Resources	917	924	7	0.8%	1,847	0	0.0%	1,847	49.6%	913	
Financial Services	1,481	1,522	41	2.7%	3,098	4	0.1%	3,102	47.7%	1,367	
Police Services	8,266	8,104	(163)	-2.0%	16,373	(0)	-0.0%	16,373	50.5%	7,710	
Fire & Rescue Services	8,370	8,496	126	1.5%	17,055	0	0.0%	17,055	49.1%	8,113	
Engineering & Transportation Services	2,632	2,521	(111)	-4.4%	5,237	(300)	-6.1%	4,937	53.3%	2,356	
Corporate Services	4,815	5,175	360	7.0%	10,403	13	0.1%	10,416	46.2%	4,630	
Planning & Development Services	2,791	2,501	(289)	-11.6%	5,264	0	0.0%	5,264	53.0%	2,555	
Parks, Culture & Community Services	9,810	9,618	(193)	-2.0%	20,740	(404)	-2.0%	20,335	48.2%	9,157	
Library Services	2,412	2,442	30	1.2%	4,863	(29)	-0.6%	4,834	49.9%	2,379	
General Government (Schedule A)	1,872	2,939	1,066	36.3%	5,247	(58)	-1.1%	5,189	36.1%	2,110	
	<b>44,904</b>	<b>45,718</b>	<b>814</b>	<b>1.8%</b>	<b>93,101</b>	<b>(779)</b>	<b>-0.8%</b>	<b>92,322</b>	<b>48.6%</b>	<b>42,624</b>	
Tax Transfer to Asset Reserves	14,650	14,500	(150)	-1.0%	14,500	0	0.0%	14,500	101.0%	13,036	
Transfers to Reserves	905	464	(441)	-95.0%	4,582	10	0.2%	4,592	19.7%	893	
<b>EXPENDITURES TOTAL</b>	<b>60,458</b>	<b>60,682</b>	<b>224</b>	<b>0.4%</b>	<b>112,183</b>	<b>(769)</b>	<b>-0.7%</b>	<b>111,414</b>	<b>54.3%</b>	<b>56,553</b>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>30,832</b>	<b>28,541</b>	<b>2,291</b>	<b>8.0%</b>	<b>461</b>	<b>(21)</b>		<b>483</b>		<b>30,833</b>	
<b>THIRD PARTY WORKS &amp; NON-RECURRING ITEMS</b>											
<b>REVENUE</b>											
Third Party Works	1,373	1,274	98	7.7%	2,548	0	0.0%	2,548	53.9%	1,529	
Gain on Sale of Land	0	0	0		0	0		0		1,760	
Amenity Contributions	0	0	0		0	0		0		10,779	
Transfer In for One-Time Initiatives	0	0	0		1,941	0	0.0%	1,941	0.0%	0	
<b>REVENUE TOTAL</b>	<b>1,373</b>	<b>1,274</b>	<b>98</b>		<b>4,489</b>	<b>0</b>	<b>0.0%</b>	<b>4,489</b>	<b>30.6%</b>	<b>14,069</b>	
<b>EXPENDITURES</b>											
Third Party Works	1,372	1,264	(108)	-8.6%	2,548	0	0.0%	2,548	53.9%	1,529	
Land Management Costs & Transfer Proceeds	9	73	64	87.9%	0	0		0		1,516	
Transfer to Amenity Contributions Reserve	0	0	0	0.0%	0	0		0		10,769	
One-Time Initiatives	440	1,791	1,351	75.4%	2,424	0	0.0%	2,424	18.2%	242	
<b>EXPENDITURES TOTAL</b>	<b>1,822</b>	<b>3,129</b>	<b>1,307</b>	<b>41.8%</b>	<b>4,972</b>	<b>0</b>	<b>0.0%</b>	<b>4,972</b>	<b>36.6%</b>	<b>14,056</b>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<b>(449)</b>	<b>(1,854)</b>	<b>1,405</b>	<b>-75.8%</b>	<b>(483)</b>	<b>0</b>	<b>0%</b>	<b>(483)</b>	<b>93.0%</b>	<b>12</b>	
<b>TOTAL EXCESS REVENUES OVER EXPENDITURES</b>	<b>30,383</b>	<b>26,687</b>	<b>3,697</b>	<b>13.9%</b>	<b>(22)</b>	<b>(21)</b>	<b>0%</b>	<b>0</b>	<b>0.9%</b>	<b>30,845</b>	

Schedule A - General Government Details										
Legal & Severance	213	500	287	57.4%	1,000	0	0.0%	1,000	21.3%	354
Property & Liability Insurance	457	508	50	9.9%	1,005	10	1.0%	1,015	45.0%	462
Fiscal Services	1,199	947	(253)	-26.7%	2,163	(57)	-2.7%	2,106	56.9%	1,152
Grants in Aid	1	400	399	99.9%	484	(11)	-2.4%	473	0.1%	182
Election	4	80	76	94.7%	80	0	0.0%	80	5.3%	13
Employee Engagement	2	5	3	50.9%	15	0	0.0%	15	16.4%	7
Business Improvement Area Levy	500	500	0	0.0%	500	0	0.0%	500	100.0%	0
Benefits Change Savings	(504)	0	504		0	0		0		(59)
	<b>1,872</b>	<b>2,939</b>	<b>1,066</b>	<b>36.3%</b>	<b>5,247</b>	<b>(58)</b>	<b>-1.1%</b>	<b>5,189</b>	<b>36.1%</b>	<b>2,110</b>



**DISTRICT OF WEST VANCOUVER  
NOTES TO GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019**

**REVENUES****FEES AND CHARGES**

- 1 **Grants in Lieu** - YTD revenues are favourable to budget due to grants from BC Hydro and Telco received earlier than anticipated.
- 2 **Engineering & Transportation Services** - Increased development activity within the District drove demand for third party works resulting in more administration fees collected. Forecast to be favourable at year end.
- 3 **Fire & Rescue Services** - YTD inspection revenues are under budget due to staff changes resulting in work delay. Forecast to be on track at year end.
- 4 **Parking Tickets** - YTD parking fines revenues are under budget due to a vacant Bylaw Compliance Officer position, resulting in a shortage of team members responsible for enforcing parking regulations.
- 5 **General Admin & Finance Fees** - YTD revenue is under budget due to timing of revenue recording for Tax Certificate.

**LICENCES AND PERMITS**

- 6 **Business Licences** - YTD revenues are favourable to budget due to the timing of billing cycle and refund process. Forecast to be on budget at year end.
- 7 **Inspection Permits** - YTD inspection permits revenues are under budget due to lower renovation and new construction activities as a result of the cooling down of the housing market. Forecast to be unfavourable at the year end, a budget amendment is being sought to reflect the revenue shortfall from building permits.
- 8 **Other Permits/Licences** - YTD revenues are favourable to budget due to higher than anticipated applications in urban design and temporary street occupancy permits issued.

**OTHER REVENUE**

- 9 **Interest on Investments** - YTD revenues are favourable to budget due to changes in revenue recognition and budget allocation.
- 10 **Tax Penalties & Interest** - YTD revenue is favourable due to higher than budgeted revenue from interest charged on Tax Arrears.
- 11 **Miscellaneous** - YTD revenues are favourable due to receipt of unbudgeted external recovery and its associated admin fee. Forecast to be favourable at year end.

**GOVERNMENT GRANTS**

- 12 **Provincial Revenue Sharing** - YTD revenues are favourable due to higher than anticipated Traffic Fine Revenue Sharing Grant.
- 13 **Library** - YTD revenues are higher than budget due to timing of grants received, forecast to be favourable at year end.
- 14 **Other** - YTD revenues are favourable due to unbudgeted grant received from UBCM for First Time Childcare Planning.

**OTHER TRANSFERS**

- 15 **Transfer In from Reserves** - The amount transferred in is from the Endowment Fund for the debt payments on the Police Building. YTD revenues are favourable due to budget allocation timing. Forecast to be favourable at year end due to additional transfers from the Land Reserve to fund the 2195 Gordon Avenue rezoning project, and from the Weather Reserve to cover winter maintenance expense shortfall.

**DISTRICT OF WEST VANCOUVER  
NOTES TO GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019**

**EXPENDITURES**

- 16 **Police Services** - YTD expenditures are unfavourable to budget due to higher than usual overtime costs to cover illness and the minimum staff requirement on the Patrol team; higher than expected salary expenditures are also the result of additional hiring in the dog handlers team.
- 17 **Fire & Rescue Services** - YTD expenditures are favourable to budget mainly due to unexpected external recovery and timing of payroll expense accruals.
- 18 **Engineering & Transportation Services** - YTD expenditures are unfavourable due to higher than budgeted expenditures in crosswalks/sign lines, street light maintenance, slashing/sightlines, invasive species and winter maintenance. Forecast to be unfavourable at year end and a budget amendment will be made to offset the overall shortfall.
- 19 **Corporate Services** - YTD expenditures are favourable due to labour cost saving from unfilled positions in bylaw services and IT departments, as well as temporary savings from timing of utility billings and delay in North Shore emergency program payment.
- 20 **Planning & Development Services** - YTD expenditures are unfavourable to budget mainly due to unbudgeted labour costs from temporary backfill hiring, unexpected legal proceeding fees, and timing of external recovery billing.
- 21 **Parks, Culture & Community Services** - YTD expenditures are unfavourable to budget due to overage for maintenance of trees impacted by drought, costs of removing abandoned boats from the foreshore, and general increases from contractors providing required services. Annual costs are expected to be unfavourable net of associated revenues. A Budget Amendment is being sought to offset the cost of tree maintenance and removal in parks and for abandoned boat removal.
- 22 **Transfers to Reserves** - Lease revenue from the Community Center was transferred to the reserve earlier than budgeted and higher than budgeted revenue received from 320 Taylor Way resulted in an unfavourable temporary variance. Forecast to be on budget at year end.

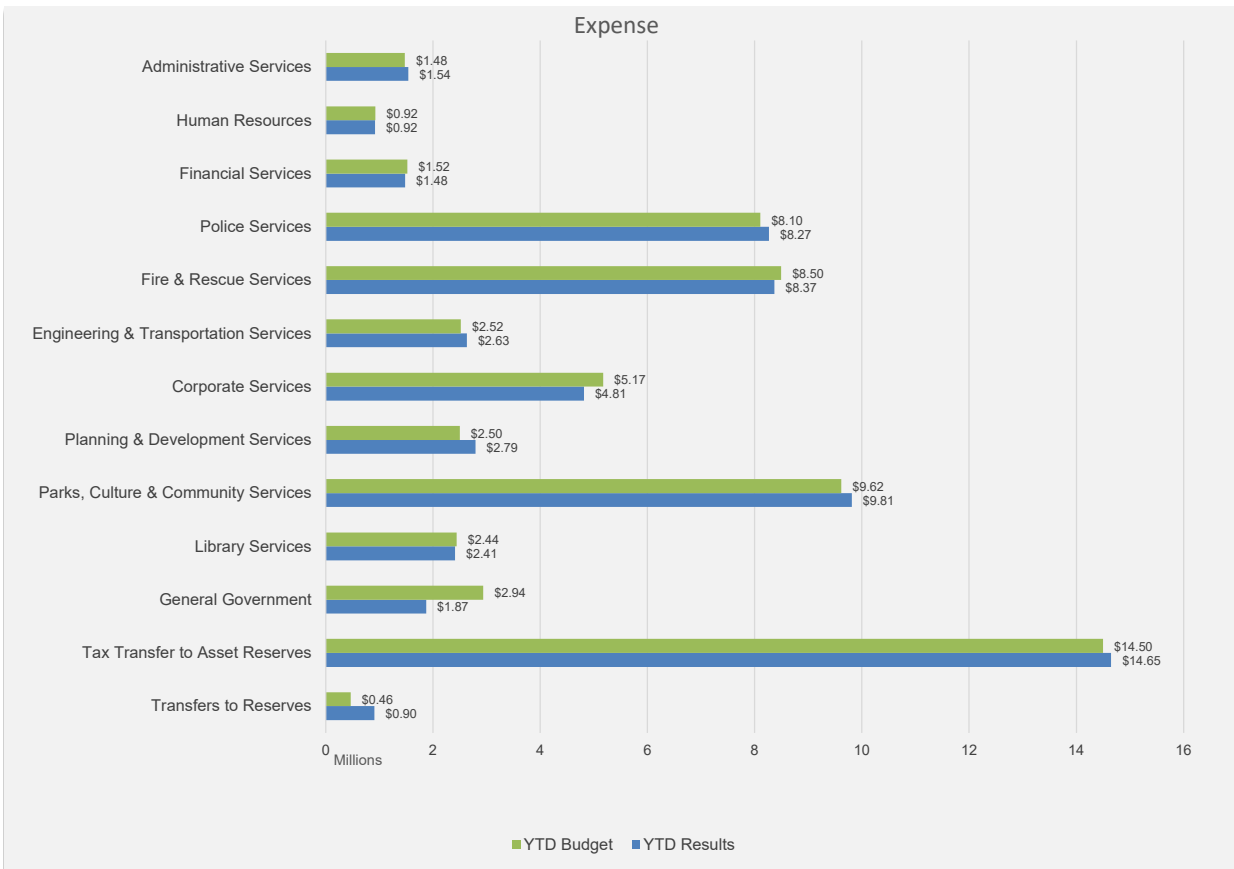
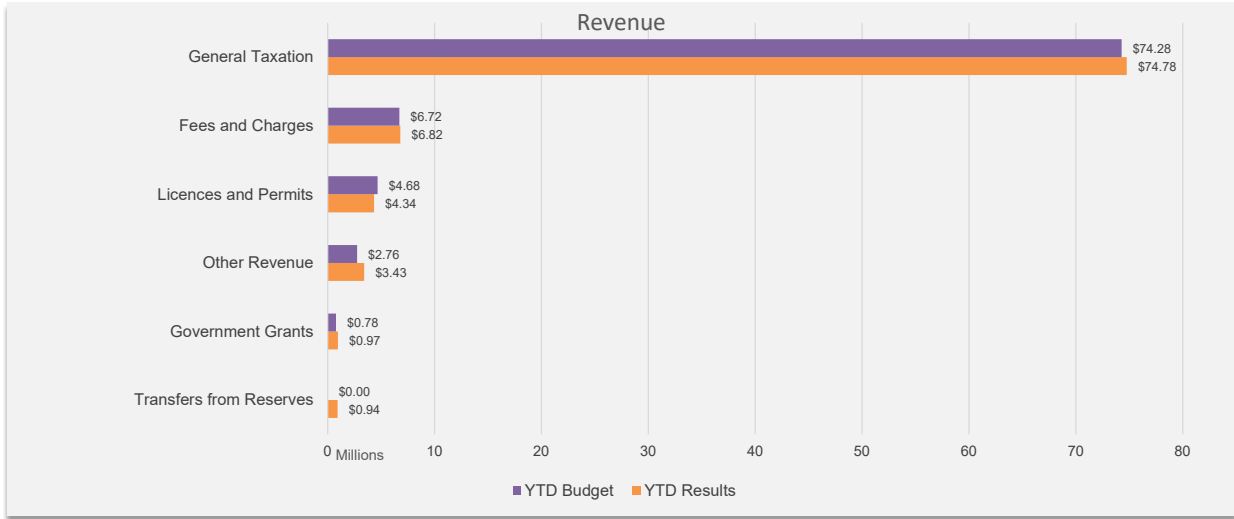
**THIRD PARTY WORKS & NON-RECURRING ITEMS**

- 23 **Third Party Works** - Increased demand for third party works is offset by increased third party works revenue.
- 24 **Land Sales & Costs** - There were no property sales budgeted in 2019. Costs are incurred to manage the use and development of land resources. At year end, funds from the Land Reserve will be transferred to cover any shortfall.
- 25 **One-Time Initiatives** - These initiatives are non-capital project expenditures, including consulting engagements that are one-time in nature. Due to timing issues, some of these initiatives haven't started, resulting in a temporary saving.

**SCHEDULE A - GENERAL GOVERNMENT DETAILS**

- 26 **Legal & Severance** - YTD expenditures are favourable to budget due to savings from severance cost and timing of severance payment.
- 27 **Fiscal Services** - Unfavourable expenditures resulted from timing of bank charges, unbudgeted interest expense on tax prepayment, and temporary variance from inventory adjustment.
- 28 **Grants in Aid** - YTD expenditures are favourable to budget due to timing of grant payments. Forecast to be unfavourable due to unbudgeted grant to the Royal Canadian Legion to cover outstanding taxes, and this will be included in the budget amendment.
- 29 **Election** - Election expenditures are accrued each year, unspent funds will be transferred to the Election Reserve in non-election years.
- 30 **Business Improvement Area Levy** - The BIA has been levied and the payments to the Ambleside Dundarave Business Improvement Association are completed.

**DISTRICT OF WEST VANCOUVER  
NOTES TO GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019**



DISTRICT OF WEST VANCOUVER  
WATER FUND RESULTS & ANNUAL FORECAST  
FOR THE PERIOD ENDING JUNE 30, 2019

WATER UTILITY (\$000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
<b>REVENUE</b>											
User Fees	7,529	7,042	487	6.9%	15,379	0	0.0%	15,379	49.0%	6,614	<sup>1</sup>
Meter Rental Charges	254	255	(1)	-0.5%	510	0	0.0%	510	49.7%	256	
Micro Power Generation	10	9	1	7.0%	18	0	0.0%	18	53.5%	9	
Development Contributions	0	0	0		0	0		0		0	
Recoveries	(12)	71	(83)	-116.7%	142	0	0.0%	142	-8.3%	32	<sup>2</sup>
Other Revenue	3	13	(10)	-76.2%	27	0	0.0%	27	11.9%	7	<sup>3</sup>
Transfers In	0	974	(974)	-100.0%	4,883	1,937	65.7%	2,946	0.0%	0	<sup>4</sup>
	<u>7,784</u>	<u>8,365</u>	<u>(581)</u>	<u>-6.9%</u>	<u>20,959</u>	<u>1,937</u>	<u>10.2%</u>	<u>19,022</u>	<u>40.9%</u>	<u>6,918</u>	
<b>EXPENDITURE</b>											
Water Purchases	1,256	1,991	734	36.9%	4,235	0	0.0%	4,235	29.7%	1,379	<sup>5</sup>
Administration Fee	175	175	(0)	-0.0%	350	0	0.0%	350	50.0%	165	
Operations & Maintenance	1,749	2,225	476	21.4%	4,458	0	0.0%	4,458	39.2%	1,891	<sup>6</sup>
Capital Program	1,305	974	(331)	-34.0%	4,883	1	0.0%	4,883	26.7%	1,550	<sup>7</sup>
Debt Service	998	998	(0)	-0.0%	1,996	(0)	-0.0%	1,996	50.0%	998	
	<u>5,484</u>	<u>6,363</u>	<u>879</u>	<u>13.8%</u>	<u>15,922</u>	<u>1</u>	<u>0.0%</u>	<u>15,922</u>	<u>34.4%</u>	<u>5,983</u>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>2,300</u>	<u>2,002</u>	<u>298</u>		<u>5,037</u>	<u>1,937</u>		<u>3,100</u>		<u>935</u>	
Prior year adjustment	0	0	0		0	0		0		0	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>2,300</u>	<u>2,002</u>	<u>298</u>		<u>5,037</u>	<u>1,937</u>		<u>3,100</u>		<u>935</u>	

Notes:

- <sup>1</sup> YTD revenue is favourable due to higher than predicted water consumption. Revenue is anticipated to increase in the third quarter with the expectation of being close to budget at the year end.
- <sup>2</sup> YTD revenue is under budget due to the difference between hourly charge out rates for utility vehicles and the cost of maintenance. Charge out rates and their associated expenses will be reviewed.
- <sup>3</sup> YTD revenue is unfavourable due to less than expected requests received to perform special meter reads.
- <sup>4</sup> Transfers from Reserve Fund are budgeted for approved capital projects, the actual transfer will be reviewed and reconciled at year end.
- <sup>5</sup> Time difference in water billing from Metro Vancouver resulting in a favourable variance.
- <sup>6</sup> Operations expenditures are trending favourable due to seasonal fluctuations.
- <sup>7</sup> Capital program expenditures accelerated in Q2, and will continue in the next half year, forecast to be on track at the year end.

DISTRICT OF WEST VANCOUVER  
SEWER FUND RESULTS & ANNUAL FORECAST  
FOR THE PERIOD ENDING JUNE 30, 2019

SEWER UTILITY (\$000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
<b>REVENUE</b>											
User Fees	9,038	9,592	(554)	-5.8%	18,500	(684)	-3.6%	19,184	47.1%	8,047	<sup>1</sup>
Development Cost Charges	0	0	0		4,750	0	0.0%	4,750	0.0%	0	
Developer Contributions	0	0	0		0	0		0		0	
Recoveries	(12)	68	(80)	-117.4%	137	0	0.0%	137	-8.7%	32	<sup>2</sup>
Other Revenue	0	23	(23)	-100.0%	46	0	0.0%	46	0.0%	0	
Transfers In	0	4,126	(4,126)	-100.0%	4,126	0	0.0%	4,126	0.0%	0	<sup>3</sup>
	<u>9,026</u>	<u>13,809</u>	<u>(4,783)</u>	<u>-34.6%</u>	<u>27,558</u>	<u>(684)</u>	<u>-0.0%</u>	<u>28,242</u>	<u>32.0%</u>	<u>8,079</u>	
<b>EXPENDITURE</b>											
GVSDD Levy	3,398	3,398	0	0.0%	6,795	0	0.0%	6,795	50.0%	3,266	
Administration Fee	185	185	0	0.0%	370	0	0.0%	370	50.0%	165	
Sanitary Operations & Maintenance	777	891	114	12.8%	1,711	(0)	-0.0%	1,711	45.4%	838	<sup>4</sup>
Storm Operations & Maintenance	511	386	(125)	-32.5%	885	(0)	-0.0%	885	57.7%	480	<sup>5</sup>
Capital Program	1,225	1,031	(193)	-18.7%	11,823	1	0.0%	11,823	10.4%	1,886	<sup>6</sup>
	<u>6,095</u>	<u>5,891</u>	<u>(205)</u>	<u>-3.5%</u>	<u>21,585</u>	<u>0</u>	<u>0.0%</u>	<u>21,585</u>	<u>28.2%</u>	<u>6,636</u>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>2,930</u>	<u>7,918</u>	<u>(4,988)</u>		<u>5,974</u>	<u>(683)</u>		<u>6,657</u>		<u>1,443</u>	

Notes:

<sup>1</sup> Various factors (e.g. historical consumption, payments pattern, rates and discounts etc.) are built into the modelled estimation in order to calculate the annual and spread budget. Due to the complexity involved in evaluating the factor, it appears that the revenue forecast model may need to be adjusted. Third quarter results are needed in order to confirm that adjustment is required. Revenue is anticipated to increase in the third quarter, however forecast to be unfavourable to budget at the year end.

<sup>2</sup> YTD revenue is under budget due to the difference between hourly charge out rates for utility vehicles and the cost of maintenance. Charge out rates and associated expenses will be reviewed.

<sup>3</sup> \$4M fund for 5 creeks diversion project will be transferred from DCC (Development Cost Charges) at year end.

<sup>4</sup> Sanitary expense is favourable due to seasonal fluctuations.

<sup>5</sup> Storm expenses are unfavourable due to seasonal fluctuations.

<sup>6</sup> Capital program expenditures accelerated in Q2, and will continue in the next half year, forecast to be on track at the year end.

DISTRICT OF WEST VANCOUVER  
SOLID WASTE FUND RESULTS & ANNUAL FORECAST  
FOR THE PERIOD ENDING JUNE 30, 2019  
SOLID WASTE UTILITY (\$000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018 Prior Year YTD Results	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
<b>REVENUE</b>											
Waste User Fees	1,148	1,171	(23)	-1.9%	2,342	0	0.0%	2,342	49.0%	1,145	
Recycling User Fees	174	176	(2)	-1.1%	352	0	0.0%	352	49.4%	186	
Tag Sales	7	6	1	23.8%	12	0	0.0%	12	61.9%	6	
Contract/Material Revenue	362	361	1	0.3%	722	0	0.0%	722	50.1%	361	
Public Realm Refuse Fee	412	416	(5)	-1.1%	832	0	0.0%	832	49.5%	409	
Recycling Contract Recovery	1,278	1,278	0	0.0%	2,555	0	0.0%	2,555	50.0%	1,248	
	<u>3,381</u>	<u>3,408</u>	<u>(27)</u>	<u>-0.8%</u>	<u>6,816</u>	<u>0</u>	<u>0.0%</u>	<u>6,816</u>	<u>49.6%</u>	<u>3,355</u>	
<b>EXPENDITURE</b>											
Management/Outreach/NSRP	319	290	(29)	-10.1%	581	0	0.0%	581	54.9%	245	
Garbage, Green Can & Yard Trimmings	1,181	1,216	34	2.8%	2,432	0	0.0%	2,432	48.6%	1,045	
Administration Charge	45	45	0	0.0%	90	0	0.0%	90	50.0%	38	
Recycling	1,565	1,556	(10)	-0.6%	3,111	0	0.0%	3,111	50.3%	1,509	
Public Realm Refuse	267	439	171	39.1%	878	0	0.0%	878	30.5%	276 <sup>1</sup>	
Capital Program	0	0	0		20	0	0.0%	20	0.0%	0	
	<u>3,378</u>	<u>3,545</u>	<u>167</u>	<u>4.7%</u>	<u>7,111</u>	<u>0</u>	<u>0.0%</u>	<u>7,111</u>	<u>47.5%</u>	<u>3,113</u>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>3</u>	<u>(137)</u>	<u>140</u>		<u>(296)</u>	<u>0</u>		<u>(296)</u>		<u>242</u>	

Notes:

<sup>1</sup> Public realm refuse costs are seasonal based on park usage. Full streetscape recycling program started in April 2019 resulting in a favourable variance. Forecast to be on budget.

DISTRICT OF WEST VANCOUVER  
GOLF FUND RESULTS & ANNUAL FORECAST  
FOR THE PERIOD ENDING JUNE 30, 2019

GOLF FUND (\$000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget		2018	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
<b>REVENUE</b>											
Golf Fees	465	399	66	16.6%	975	71	7.8%	904	51.4%	406	<sup>1</sup>
Rental Revenue - Facility	25	27	(2)	-9.0%	55	1	0.9%	54	45.5%	28	
	<u>490</u>	<u>426</u>	<u>64</u>	<u>15.0%</u>	<u>1,029</u>	<u>71</u>	<u>7.4%</u>	<u>958</u>	<u>51.1%</u>	<u>434</u>	
<b>EXPENDITURE</b>											
Pro Shop & Management	86	85	(1)	0.0%	180	(10)	-5.9%	170	50.7%	77	
Operations & Maintenance	375	320	(55)	-17.1%	743	(54)	-7.9%	689	54.5%	386	<sup>2</sup>
Administrative Fee	0	0	0		7	(7)		0		0	
Debt Service	0	0	0		100	0	0.0%	100	0.0%	0	
	<u>461</u>	<u>405</u>	<u>(56)</u>	<u>-13.8%</u>	<u>1,029</u>	<u>(71)</u>	<u>-7.4%</u>	<u>958</u>	<u>48.1%</u>	<u>464</u>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>28</u>	<u>21</u>	<u>8</u>		<u>0</u>	<u>0</u>		<u>0</u>		<u>(30)</u>	

Notes:

<sup>1</sup> Golf revenues are higher than same period last year and budget due to favourable weather. Forecast to be favourable at the year end.

<sup>2</sup> Expenditures are unfavourable due to higher water usage, cleaning costs and additional costs associated with emergent fencing issues. Unfavourable expenditures are projected to be offset by favourable revenue at the year end.

DISTRICT OF WEST VANCOUVER  
CEMETERY FUND RESULTS & ANNUAL FORECAST  
FOR THE PERIOD ENDING JUNE 30, 2019

CEMETERY FUND (\$000's)

	2019 Jan 1st to JUN 30th				2019 Annual Forecast			2019 Annual Budget		2018	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%	Prior Year YTD Results	
<b>REVENUE</b>											
User Fees	499	373	126	33.8%	900	(32)	-3.4%	932	53.5%	615	<sup>1</sup>
Interest Revenue	0	0	0		141	0	0.0%	141	0.0%	0	
	<u>499</u>	<u>373</u>	<u>126</u>	<u>33.8%</u>	<u>1,041</u>	<u>(32)</u>	<u>-3.0%</u>	<u>1,073</u>	<u>46.5%</u>	<u>615</u>	
<b>EXPENDITURE</b>											
Operations & Maintenance	249	252	3	1.1%	533	(17)	-3.2%	516	48.3%	245	
Sales & Use Costs	94	82	(12)	-14.4%	172	6	3.2%	177	53.3%	88	<sup>2</sup>
Administration Fees	89	89	0	0.0%	179	0	0.0%	179	50.0%	89	
Capital Improvements	62	62	(0)	-0.0%	1,041	0	0.0%	1,041	6.0%	5	
	<u>495</u>	<u>486</u>	<u>(9)</u>	<u>-1.9%</u>	<u>1,924</u>	<u>(11)</u>	<u>-0.6%</u>	<u>1,913</u>	<u>25.9%</u>	<u>427</u>	
<b>EXCESS REVENUES OVER EXPENDITURES</b>	<u>4</u>	<u>(113)</u>	<u>117</u>		<u>(883)</u>	<u>(43)</u>		<u>(840)</u>		<u>187</u>	

Notes:

<sup>1</sup> The favourable variance is due to higher level of interment and demand for grave spaces at the beginning of the year. Currently rights of interment for full burial grave spaces are only being sold "at need" with no presales, as a result, revenue is forecasted to be unfavourable to budget at the year end. Once the current phase of development has been completed, pre-sales will again be allowed, and revenue is expected to grow in subsequent years.

<sup>2</sup> YTD expenditure is unfavourable due to higher cost associated with higher level of interments. Forecast to be on budget at the year end.



DISTRICT OF WEST VANCOUVER  
GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%
<b>SUMMARY</b>									
Salaries Regular	36,324	37,180	856	2.3%	74,226	253	0.3%	74,478	48.8%
Vacancy Adjustment	0	(401)	(401)	100.0%	(646)	(159)	19.8%	(805)	0.0%
	<u>36,324</u>	<u>36,778</u>	<u>454</u>	<u>1.2%</u>	<u>73,580</u>	<u>94</u>	<u>0.1%</u>	<u>73,673</u>	<u>49.3%</u>
Overtime	894	701	(193)	-27.6%	1,199	(11)	-0.9%	1,188	75.2%
Car Allowances	142	120	(22)	-17.9%	240	0	0.1%	241	58.9%
External Recoveries	(1,382)	(1,355)	27	-2.0%	(2,748)	0	0.0%	(2,748)	50.3%
General Fund	<u>35,977</u>	<u>36,244</u>	<u>267</u>	<u>0.7%</u>	<u>72,271</u>	<u>83</u>	<u>0.1%</u>	<u>72,354</u>	<u>49.7%</u>

There have been vacancies and delays in hiring due to difficulties attracting qualified candidates with specialized technical skills to work in West Vancouver. As a result, salary expense is favourable. However, it is partially offset by vacancy adjustment and overtime cost.

Staff worked additional hours to cover for the vacancies, address backlog of work, meet required service level and respond to extraordinary events related to weather and IT infrastructure.

Engineering & Transportation and Parks, Culture & Community Services incurred considerable overtime to provide winter maintenance, some of which is recoverable from third parties.

In addition, the overtime in Parks, Culture and Community Services is related to statutory pay which is required for providing services seven days a week, including service provided for filming and special events.

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

A portion of the overtime in Fire & Rescue Services is incurred for training purposes which includes recruitment. Training overtime is significantly lower than anticipated due to staff change in the division, resulting in a favourable variance.

**ADMINISTRATION**

Salaries Regular	1,433	1,381	(51)	-3.7%	2,718	27	1.0%	2,746	52.2%
Vacancy Adjustment	0	(17)	(17)	100.0%	(33)	(0)	0.0%	(33)	0.0%
	<u>1,433</u>	<u>1,365</u>	<u>(68)</u>	<u>-5.0%</u>	<u>2,685</u>	<u>27</u>	<u>1.0%</u>	<u>2,712</u>	<u>52.8%</u>
Overtime	0	2	2	100.0%	4	0	0.0%	4	0.0%
Car Allowances	9	8	(1)	-7.3%	16	0	0.0%	16	53.6%
Division Total	<u>1,441</u>	<u>1,375</u>	<u>(67)</u>	<u>-4.9%</u>	<u>2,705</u>	<u>27</u>	<u>1.0%</u>	<u>2,732</u>	<u>52.8%</u>

**HUMAN RESOURCES & PAYROLL SERVICES**

Salaries Regular	817	812	(5)	-0.6%	1,631	0	0.0%	1,631	50.1%
Vacancy Adjustment	0	(14)	(14)	100.0%	(28)	0	-0.0%	(28)	0.0%
	<u>817</u>	<u>799</u>	<u>(19)</u>	<u>-2.3%</u>	<u>1,604</u>	<u>0</u>	<u>0.0%</u>	<u>1,604</u>	<u>51.0%</u>
Overtime	2	3	1	32.7%	5	(0)	-0.0%	5	33.5%
Car Allowances	2	2	(0)	-7.3%	3	(0)	-0.0%	3	53.6%
Division Total	<u>821</u>	<u>803</u>	<u>(18)</u>	<u>-2.2%</u>	<u>1,612</u>	<u>0</u>	<u>0.0%</u>	<u>1,612</u>	<u>50.9%</u>

**FINANCIAL SERVICES**

Salaries Regular	1,435	1,451	16	1.1%	3,007	(35)	-1.2%	2,973	48.3%
Vacancy Adjustment	0	(21)	(21)	100.0%	(41)	(0)	0.0%	(41)	0.0%
	<u>1,435</u>	<u>1,430</u>	<u>(5)</u>	<u>-0.3%</u>	<u>2,966</u>	<u>(35)</u>	<u>-1.2%</u>	<u>2,931</u>	<u>49.0%</u>
Overtime	4	0	(4)		0	0		0	
Car Allowances	6	6	(0)	-7.3%	12	(0)	-0.0%	12	53.6%
Division Total	<u>1,446</u>	<u>1,436</u>	<u>(10)</u>	<u>-0.7%</u>	<u>2,978</u>	<u>(35)</u>	<u>-1.2%</u>	<u>2,943</u>	<u>49.1%</u>

**POLICE SERVICES**

Salaries Regular	7,412	7,599	188	2.5%	15,277	0	0.0%	15,277	48.5%
Vacancy Adjustment	0	(137)	(137)	100.0%	(275)	(0)	0.0%	(275)	0.0%
	<u>7,412</u>	<u>7,462</u>	<u>51</u>	<u>0.7%</u>	<u>15,002</u>	<u>0</u>	<u>0.0%</u>	<u>15,002</u>	<u>49.4%</u>
Overtime	439	190	(250)	-131.8%	464	(0)	-0.0%	464	94.6%
Car Allowances	9	9	(1)	-7.3%	17	(0)	-0.0%	17	53.6%
External Recoveries	(1,337)	(1,320)	17	-1.3%	(2,678)	(0)	0.0%	(2,678)	49.9%
Division Total	<u>6,523</u>	<u>6,340</u>	<u>(183)</u>	<u>-2.9%</u>	<u>12,805</u>	<u>(0)</u>	<u>-0.0%</u>	<u>12,805</u>	<u>50.9%</u>

DISTRICT OF WEST VANCOUVER  
GENERAL FUND RESULTS  
FOR THE PERIOD ENDING JUNE 30, 2019

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2019 Jan 1st to Jun 30th				2019 Annual Forecast			2019 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%
<b>FIRE &amp; RESCUE SERVICES</b>									
Salaries Regular	7,867	7,901	34	0.4%	15,863	0	0.0%	15,863	49.6%
Vacancy Adjustment									
	7,867	7,901	34	0.4%	15,863	0	0.0%	15,863	49.6%
Overtime	114	381	267	70.0%	493	0	0.0%	493	23.1%
Car Allowances	5	4	(0)	-7.3%	8	0	0.0%	8	53.6%
External Recoveries	(45)	(35)	11	-30.4%	(70)	0	0.0%	(70)	64.9%
Division Total	7,941	8,251	310	3.8%	16,294	0	0.0%	16,295	48.7%
<b>ENGINEERING &amp; TRANSPORTATION SERVICES</b>									
Salaries Regular	2,728	2,822	94	3.3%	5,735	0	0.0%	5,735	47.6%
Vacancy Adjustment	0	(25)	(25)	100.0%	(50)	0	0.0%	(49)	0.0%
	2,728	2,797	70	2.5%	5,686	0	0.0%	5,686	48.0%
Overtime	198	66	(132)	-198.9%	102	0	0.0%	102	194.3%
Car Allowances	7	8	1	10.3%	16	0	0.0%	16	44.9%
External Recoveries									
Division Total	2,933	2,872	(61)	-2.1%	5,804	0	0.0%	5,804	50.5%
<b>CORPORATE SERVICES</b>									
Salaries Regular	2,660	2,862	203	7.1%	5,747	0	0.0%	5,747	46.3%
Vacancy Adjustment	0	(42)	(42)	100.0%	(84)	0	0.0%	(84)	0.0%
	2,660	2,821	161	5.7%	5,663	0	0.0%	5,663	47.0%
Overtime	46	28	(18)	-62.1%	57	0	0.0%	57	80.7%
Car Allowances	10	9	(1)	-7.3%	18	0	0.0%	18	53.6%
Division Total	2,715	2,858	143	5.0%	5,738	0	0.0%	5,738	47.3%
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>									
Salaries Regular	2,405	2,445	41	1.7%	4,668	120	2.5%	4,788	50.2%
Vacancy Adjustment	0	(34)	(34)	100.0%	(69)	0	0.0%	(69)	0.0%
	2,405	2,411	6	0.3%	4,600	120	2.5%	4,720	50.9%
Overtime	17	7	(10)	-131.6%	15	0	0.0%	15	115.3%
Car Allowances	68	50	(18)	-35.4%	100	0	0.0%	100	67.7%
Division Total	2,489	2,469	(21)	-0.8%	4,715	120	2.5%	4,835	51.5%
<b>PARKS, CULTURE &amp; COMMUNITY SERVICES</b>									
Salaries Regular	7,527	7,783	256	3.3%	15,454	73	0.5%	15,527	48.5%
Vacancy Adjustment	0	(84)	(84)	100.0%	(9)	(159)	94.8%	(168)	0.0%
	7,527	7,700	173	2.2%	15,446	(86)	-0.6%	15,360	49.0%
Overtime	68	24	(44)	-182.8%	58	(10)	-20.9%	48	141.4%
Car Allowances	24	22	(2)	-7.5%	44	0	0.0%	44	53.7%
Division Total	7,619	7,746	127	1.6%	15,548	(96)	-0.6%	15,452	49.3%
<b>LIBRARY SERVICES</b>									
Salaries Regular	2,041	2,122	81	3.8%	4,125	67	1.6%	4,191	48.7%
Vacancy Adjustment	0	(29)	(29)	100.0%	(58)	0	0.0%	(58)	0.0%
	2,041	2,093	52	2.5%	4,067	67	1.6%	4,133	49.4%
Overtime	6	0	(6)		0	0		0	
Car Allowances	3	3	(0)	-7.7%	5	0	0.0%	5	53.6%
Division Total	2,049	2,096	47	2.2%	4,072	67	1.6%	4,139	49.5%

## INVESTMENT RESULTS

### Summary

A summary of investment results for the period from April 1, 2019 to June 30, 2019 is presented below.

#### DISTRICT OF WEST VANCOUVER INVESTMENT PORTFOLIO As at June 30, 2019

	MFA MONEY MARKET FUND	MFA INTERM EDIATE FUND	CIBC	National Bank	RBC	HSBC	BMO	TOTAL
<b>Opening Balance (04/01/2019)</b>	\$10,066	\$28,335	\$8,219	\$10,392	\$ 10,812,195	\$120,796,708	\$ 20,205,469	\$ 151,871,383
<b>Transfers/Adjustments</b>					\$ 18,068,679		\$ 52,961,383	\$ 71,030,062
	\$10,066	\$28,335	\$8,219	\$10,392	\$ 28,880,874	\$120,796,708	\$ 73,166,852	\$ 222,901,445
<b>Interest Income</b>	\$47	\$154	\$51	\$65	\$45,908	\$894,130	\$161,205	\$ 1,101,560
	\$47	\$154	\$51	\$65	\$45,908	\$894,130	\$161,205	\$ 1,101,560
<b>Closing Balance (06/30/2019)</b>	<b>\$10,113</b>	<b>\$28,489</b>	<b>\$8,269</b>	<b>\$10,457</b>	<b>\$ 28,926,782</b>	<b>\$121,690,838</b>	<b>\$ 73,328,057</b>	<b>\$ 224,003,005</b>
<i>3 months non-annualized<sup>1</sup></i>	0.46%	0.54%	0.61%	0.63%	0.23%	0.74%	0.34%	

### 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) = FTSE TMX Canada 30-Day Treasury Bill Index + 15 basis points, net of all expenses
  - Q2 Benchmark = 0.38 %<sup>2</sup> + 15 basis points = 0.53%
  - Q2 Actual (all short term investments) = 0.34%<sup>3</sup>

Short term investments are held primarily at the BMO High Interest Treasury account with the annual return rate of 2.6% per year = 0.65% per quarter, which exceeds the MFA benchmark.

Calculated actual return shows lower rate because it's based on the average account balance (opening balance + end balance / 2) and doesn't take into account the timing of investments within a quarter.

<sup>1</sup> Calculated based on average account balances. Includes unearned interest for accounts with the maturity date outside of the current time period, based on the interest rate and the time of the report.

<sup>2</sup> 3 months non-annualized, as per MFA Pooled Investment Results report (June 30)

<sup>3</sup> Based on average across all short term investments

Most Q2 revenues are driven by tax payments, which only become available and are invested in late June, which results in a temporary spike in the average account balance. More than 50% of the tax collected by the District is remitted to the Province and other government agencies within 1 month of collection. This is an annual occurrence, and the District's short term investment strategy reflects this cycle.

- **Long term investments:**
  - MFA Bond Fund: performance objective = FTSE TMX Canada Short Term Bond Index + 40 basis points, net of all expenses
    - Q2 Benchmark =  $0.87\%$ <sup>4</sup> + 40 basis points = 1.27%
    - Q2 Actual = NA (no investments)
  - MFA Intermediate Fund: performance objective = FTSE TMX 365-Day Treasury Bill Index + 30 basis points, net of all expenses
    - Q2 Benchmark =  $0.39\%$ <sup>5</sup> + 30 basis points = 0.69%
    - Q2 Actual (MFA Intermediate Fund) =  $0.54\%$ <sup>6</sup>
  - Benchmark missed by 15 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 low account balance – the Intermediate Fund investment is \$28K

## Market trends

The analysis of Q2 market trends and forward looking investment strategies for the period from April 1, 2019 to June 30, 2019 is presented in the monthly MFA reports, available online at: [https://mfa.bc.ca/sites/default/files/Pooled%20Investments/06-2019\\_ph\\_n\\_monthly\\_reporting.pdf](https://mfa.bc.ca/sites/default/files/Pooled%20Investments/06-2019_ph_n_monthly_reporting.pdf)

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<sup>4</sup> 3 months non-annualized, as per MFA Pooled Investment Results report (June 30)

<sup>5</sup> 3 months non-annualized, as per MFA Pooled Investment Results report (June 30)

<sup>6</sup> 3 months 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, 2019

(\$ 000's)

Asset Category	FP Year	Total Budget	Total Actual + Committed	Remaining Budget	Total Project Forecast	Project Forecast Variance
<b>General Fund</b>						
Information Technology	2019	263	39	224	263	0
Equipment	2019	1,090	381	709	1,106	-16
Facilities Maintenance	2019	8,288	1,190	7,098	8,288	0
Grounds & Parks	2019	2,386	862	1,524	2,401	-14
Transportation Infrastructure	2019	3,891	1,231	2,660	3,891	0
Vehicle Fleet	2019	1,814	1,022	792	1,815	-1
	Total 2019	17,732	4,726	13,007	17,763	-31
Information Technology	2018	1,934	1,332	602	1,943	-8
Equipment	2018	1,203	749	455	1,197	6
Facilities Maintenance	2018	3,710	1,707	2,003	3,685	25
Grounds & Parks	2018	2,077	703	1,374	2,029	48
Transportation Infrastructure	2018	4,316	1,910	2,406	4,346	-30
Vehicle Fleet	2018	259	282	-23	282	-23
	Total 2018	13,500	6,682	6,818	13,482	18
Facilities Maintenance	2017	1,232	1,321	-89	1,490	-258
Transportation Infrastructure	2017	1,951	711	1,240	1,908	43
	Total 2017	3,183	2,032	1,151	3,398	-215
Equipment	18/19	155	102	53	155	0
Facilities Maintenance	18/19	3,589	461	3,128	3,589	0
Grounds & Parks	18/19	780	654	126	780	0
Transportation Infrastructure	18/19	4,039	383	3,833	4,039	0
	Total 18/19	8,563	1,600	6,963	8,563	0
Information Technology	17/18	602	210	392	602	0
Facilities Maintenance	17/18	990	1,145	-155	1,145	-155
Transportation Infrastructure	17/18	514	345	169	514	0
	Total 17/18	2,105	1,699	406	2,261	-155
<b>Total - General Fund</b>		<b>45,084</b>	<b>16,739</b>	<b>28,345</b>	<b>45,467</b>	<b>-383</b>
<b>Cemetery Fund</b>						
Grounds & Parks	2019	102	42	60	102	0
	Total 2019	102	42	60	102	0
Grounds & Parks	17/18	939	944	-5	939	0
	Total 17/18	939	944	-5	939	0
<b>Total - Cemetery Fund</b>		<b>1,041</b>	<b>987</b>	<b>54</b>	<b>1,041</b>	<b>0</b>

Notes

Notes:

<sup>1</sup> Project budgets include authorized unspent funding carried forward from 2017/2018, along with funds approved in 2019.

<sup>2</sup> Forecast is slightly higher than approved budget, actions will be taken to ensure the actual spending is within the authorized limits.

DISTRICT OF WEST VANCOUVER  
CAPITAL PROGRAM SUMMARY - UTILITIES  
FOR THE PERIOD ENDING JUNE 30, 2019

(\$ 000's)

Fund	FP Year	Budget 2019	Actual 2019	Open PO's 2019	Total Actual + Committed 2019	Remaining Budget	Total Project Forecast	Project Forecast Variance
Water	2019	1,478	238	236	473	1,004	1,478	0
Water	2018	2,215	653	184	837	1,378	2,215	0
Water	2017	1,190	682	88	770	420	1,190	0
<b>Water Utility Fund</b>		<b>4,883</b>	<b>1,573</b>	<b>508</b>	<b>2,081</b>	<b>2,802</b>	<b>4,883</b>	<b>0</b>
Sewer	2019	7,003	1,457	2,169	3,626	3,377	7,003	0
Sewer	2018	4,785	221	54	276	4,509	4,785	0
Sewer	2017	0	0	2	2	-2	0	0
Sewer	17/18	35	0	180	180	-145	35	0
<b>Sewer Utility Fund</b>		<b>11,823</b>	<b>1,678</b>	<b>2,406</b>	<b>4,084</b>	<b>7,738</b>	<b>11,823</b>	<b>0</b>
Solid Waste	2018	20				20	20	0
<b>Solid Waste Utility Fund</b>		<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>0</b>

Notes

Notes:

<sup>1</sup> Capital program expenditures accelerated in Q2, and will continue in the next half year, forecast to be unfavourable at the year end.

DISTRICT OF WEST VANCOUVER  
As at June 30, 2019

**RESERVE SCHEDULE (\$ 000's)**

	Opening Balances	Current Transactions		Current Balances	Forecast Transactions	Uncommitted Balances
	2019/01/01	Revenues & Transfers	Expenditures & Transfers	2019/06/30	Expenditures & Transfers	2019/12/31
<b>GENERAL FUND</b>						
<b>Asset Reserves</b>	<b>11,480</b>	<b>14,699</b>	<b>0</b>	<b>26,179</b>	<b>-23,944</b>	<b>2,235</b>
<i>Statutory</i>						
Capital Facilities Reserve <sup>1</sup>	3,640	6,184	0	9,824	-9,152	671
Capital Infrastructure Reserve <sup>2</sup>	5,660	4,240	0	9,900	-9,308	592
Capital Equipment Reserve <sup>3</sup>	1,727	3,220	0	4,947	-4,198	749
<i>Non-Statutory</i>						
Operational Reserve <sup>4</sup>	454	1,055	0	1,509	-1,286	223
<b>Endowment Fund</b>	<b>30,323</b>	<b>402</b>	<b>-1,195</b>	<b>29,530</b>	<b>-129</b>	<b>29,401</b>
Cash	30,323	402	-1,195	29,530	-129	29,401
Letter of Credit	0	0	0	0	0	0
Threshold Value <sup>5</sup>		18,000				
<b>Amenity Contributions Fund</b>	<b>29,528</b>	<b>0</b>	<b>-99</b>	<b>29,429</b>	<b>-17,979</b>	<b>11,450</b>
Non-Restricted	22,400	0	-99	22,301	-14,602	7,699
Restricted <sup>6</sup>	7,128	0	0	7,128	-3,377	3,751
<b>Affordable Housing</b>	<b>5,152</b>	<b>0</b>	<b>0</b>	<b>5,152</b>	<b>0</b>	<b>5,152</b>
<b>Land Reserve Fund</b>	<b>1,579</b>	<b>99</b>	<b>0</b>	<b>1,678</b>	<b>-1,200</b>	<b>478</b>
<b>Borrowed Funds - Municipal Hall Project <sup>7</sup></b>	<b>403</b>	<b>0</b>	<b>0</b>	<b>403</b>	<b>0</b>	<b>403</b>
<b>Operating Reserves</b>	<b>5,645</b>	<b>150</b>	<b>0</b>	<b>5,795</b>	<b>-2,123</b>	<b>3,672</b>
<b>Other Reserves</b>	<b>2,395</b>	<b>68</b>	<b>0</b>	<b>2,463</b>	<b>-780</b>	<b>1,683</b>
<b>OTHER FUNDS</b>						
Golf Development Reserve	7	0	0	7	0	7
Cemetery Development Reserve	2,078	0	0	2,078	-965	1,113
Solid Waste Reserve Fund	3,067	0	0	3,067	-296	2,771
Water Reserve Fund	2,763	0	0	2,763	-2,946	-183
Sewer & Drainage Reserve Fund	6,340	0	0	6,340	-4,126	2,214
<b>TOTAL RESERVES</b>	<b>100,759</b>	<b>15,418</b>	<b>-1,293</b>	<b>114,883</b>	<b>-54,488</b>	<b>60,396</b>
<b>DEVELOPMENT COST CHARGES (DCCs)</b>	<b>23,991</b>	<b>708</b>	<b>0</b>	<b>24,699</b>	<b>-4,200</b>	<b>20,499</b>
<b>TOTAL RESERVES &amp; DCCs</b>	<b>124,750</b>	<b>16,126</b>	<b>-1,293</b>	<b>139,582</b>	<b>-58,688</b>	<b>80,895</b>
<b>TRUST FUNDS</b>						
Seniors' Accounts	351	99	-23	427	0	427
Cemetery Care Fund	5,929	0	0	5,929	0	5,929
Other	772	13	-134	650	0	650
	<b>7,051</b>	<b>111</b>	<b>-157</b>	<b>7,006</b>	<b>0</b>	<b>7,006</b>
<b>TOTAL RESERVES, DCCs &amp; TRUST FUNDS</b>	<b>131,801</b>	<b>16,237</b>	<b>-1,450</b>	<b>146,588</b>	<b>-58,688</b>	<b>87,900</b>

DISTRICT OF WEST VANCOUVER  
As at June 30, 2019

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions		Current Balances	Forecast Transactions	Uncommitted Balances
	2019/01/01	Revenues & Transfers	Expenditures & Transfers	2019/06/30	Expenditures & Transfers	2019/12/31
<b>OPERATING RESERVES</b>						
Weather Related Incidents Reserve	300	0	0	300	0	300
Election Provision	100	0	0	100	0	100
Fleet Surcharge Reserve	20	0	0	20	0	20
Fringe Benefit Allocation	936	0	0	936	0	936
Caulfield LUC	206	0	0	206	0	206
Youth Activity	557	0	0	557	-5	552
<i>Threshold Value<sup>a</sup></i> 542						
WV Shoreline Preservation Society	10	0	0	10	0	10
Engagement (Innovation) Fund	2,118	0	0	2,118	-2,118	0
Public Art Reserve (Est 2016)	126	150	0	276	0	276
Wage Contingency Reserve (Est 2016)	500	0	0	500	0	500
Legal Reserve (Est 2016)	700	0	0	700	0	700
Corporate Training Initiatives (Est 2016)	72	0	0	72	0	72
<b>TOTAL OPERATING RESERVES</b>	<b>5,645</b>	<b>150</b>	<b>0</b>	<b>5,795</b>	<b>-2,123</b>	<b>3,672</b>
<b>OTHER RESERVES</b>						
Artificial Turf Replacement	1,120	44	0	1,165	-369	796
Rutledge Field Replacement	387	24	0	411	-411	0
Parkland Acquisition	9	0	0	9	0	9
Parkland Cash In Lieu	7	0	0	7	0	7
Debt Retirement (SF Surplus)	289	0	0	289	0	289
UBCM Community Works Fund	583	0	0	583	0	583
<b>TOTAL OTHER RESERVES</b>	<b>2,395</b>	<b>68</b>	<b>0</b>	<b>2,463</b>	<b>-780</b>	<b>1,683</b>
<b>DEVELOPMENT COST CHARGES (DCCs)</b>						
<b>GENERAL FUND</b>						
<b>Highways</b>						
Neighbourhood Area 3	1,644	0	0	1,644	0	1,644
Neighbourhood Area 4	2,510	0	0	2,510	0	2,510
Community Areas 2 to 5	2,060	17	0	2,077	0	2,077
	6,215	17	0	6,231	0	6,231
<b>Underground Wiring</b>	1,390	15	0	1,405	0	1,405
<b>Parks &amp; Open Space</b>						
Major - Principal	3,155	268	0	3,423	0	3,423
Major - Interest	1,038	0	0	1,038	0	1,038
Ambleside Waterfront - Principal	172	83	0	254	0	254
Ambleside Waterfront - Interest	161	0	0	161	0	161
Local - Principal	5,132	207	0	5,339	0	5,339
Local - Interest	1,370	0	0	1,370	-200	1,170
	11,029	557	0	11,586	-200	11,386
<b>OTHER FUNDS</b>						
<b>Water Utility</b>						
Areas 2 & 3	0	0	0	0	0	0
Areas 4 & 5	1,117	39	0	1,156	0	1,156
	1,117	39	0	1,156	0	1,156
<b>Sewer Utility</b>						
Drainage	4,241	80	0	4,321	-4,000	321
<b>TOTAL GENERAL AND OTHER FUNDS' DCCs</b>	<b>23,991</b>	<b>708</b>	<b>0</b>	<b>24,699</b>	<b>-4,200</b>	<b>20,499</b>



DISTRICT OF WEST VANCOUVER  
As at June 30, 2019

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions		Current Balances	Forecast Transactions	Uncommitted Balances
	2019/01/01	Revenues & Transfers	Expenditures & Transfers	2019/06/30	Expenditures & Transfers	2019/12/31
<b>TRUST FUNDS <sup>9</sup></b>						
<b>Seniors' Accounts</b>						
Building	0	0	0	0	0	0
Friends of the Centre	20	0	0	20	0	20
General Projects	40	2	0	42	0	42
Leisure Living Crafts	43	2	-1	44	0	44
Woodworking	1	2	0	2	0	2
Green Thumb	5	0	0	4	0	4
Photo Club	16	2	-1	17	0	17
Hiking	3	0	0	3	0	3
Keynote Singers	2	0	0	2	0	2
Quilting	13	0	0	14	0	14
Computer Club	1	0	0	1	0	1
Stained Glass	2	0	0	1	0	1
Computer Equipment	14	0	0	14	0	14
Fundraising Events	191	91	-19	262	0	262
	351	99	-23	427	0	427
<b>Memorial Library Accounts</b>						
Adams	0	0	0	0	0	0
Welch	0	0	0	0	0	0
	0	0	0	0	0	0
<b>Other Accounts</b>						
Legacy Project	39		0	39	0	39
Dog Walk	0	0	0	0	0	0
Ambleview Place Housing	384	13	0	397	0	397
Dickinson Archives Trust	82	0	0	82	0	82
Cultural Centre	20	0	0	20	0	20
Brissenden Park	248	0	-134	113	0	113
	772	13	-134	650	0	650
	1,123	111	-157	1,077	0	1,077

Notes:

- <sup>1</sup> The Capital Facilities Reserve is to be used for creation and maintenance of Facilities (ex. roofing, flooring, HVAC systems, windows, plumbing, 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.
- <sup>2</sup> The Capital Infrastructure Reserve is to be used for land improvements (ex. athletic fields, tennis courts, playgrounds), marine structures (ex. piers, sea walks, floats, foreshore works) and civic works (ex. roads, bridges, trails, lighting, cycling infrastructure) to deliver municipal services in the District.
- <sup>3</sup> The Capital Equipment Reserve is to be used for heavy equipment (ex. fire trucks, dump trucks, tractors, excavators), fleet vehicles (ex. police vehicles, shuttle buses, service vans), general equipment and information technology and communications equipment.
- <sup>4</sup> The Operational Reserve is to be used for items that may not be capital in nature but still require replacement on a periodic basis (ex. fire hoses). The threshold value for the Endowment Fund has been fixed by Council at \$18m.
- <sup>6</sup> The restricted portion of the Amenity Contribution Fund is related to McGavin Field, Evelyn Drive and Horseshoe Bay (Sewell's Development).
- <sup>7</sup> Unused portion of Municipal Hall project loan.
- <sup>8</sup> The threshold value for the Youth Activity Reserve is updated each year by CPI. <sup>9</sup> Interest is paid on these accounts at year end.

DISTRICT OF WEST VANCOUVER  
PROCUREMENT STATISTICS  
FOR THE PERIOD ENDING JUNE 30, 2019

<b>Purchasing:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
Quotations	162	194	278	266	161
Tenders	26	25	31	31	11
Request for Proposals/EOI	85	96	93	103	73
Total # of files	<b>273</b>	<b>315</b>	<b>402</b>	<b>400</b>	<b>245</b>

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
Purchase Orders count	<b>2205</b>	<b>1970</b>	<b>2402</b>	<b>1843</b>	<b>859</b>

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
Procurement Activity Savings	\$883,264	\$718,954	\$890,084	\$743,243	\$293,767
Purchasing Department Budget (BU 220)	\$675,350	\$702,625	\$702,680	\$723,092	\$732,092
Purchasing & Risk Management FTE count	7.6	7.6	7.6	7.6	7.6

<b>Purchasing Card:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
New Pcards issued	40	25	27	48	22
Total # of Pcards	n/a	208	206	226	233
Total # of transactions	9,296	8,410	9,918	9,834	4,279
Total \$ Spent	\$1,322,402	\$1,231,597	\$1,585,299	\$1,665,016	\$817,143

<b>Stores - Operations Ctre</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
Fleet size count	127	130	133	137	142
Auto part orders count	1753	1646	1669	1465	632
Inventory Issues count (all)	567,057	572,458	565,811	574,636	239,874
Inventory Issues count (fuel)	515,594	523,906	528,977	542,473	224,046
Inventory Issues count (all, less fuel)	51,463	48,552	36,834	32,163	15,828
Inventory Issues value (all)	\$1,772,502	\$1,889,975	\$1,817,572	\$1,838,331	\$845,926
Inventory Issues value (fuel)	\$573,422	\$545,864	\$601,921	\$726,280	\$290,495
Inventory Issues value (all, less fuel)	\$1,199,080	\$1,344,111	\$1,215,651	\$1,112,051	\$555,431

<b>Risk Management</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Q2</b>
Fleet accident claims (#)	63	63	63	57	40
Property damage recovery (#)	15	20	13	6	9
Property damage recovery (\$)	n/a	\$12,790	\$19,649	\$13,042	\$19,795
Claim Files (#) MIA	52	48	32	51	21
Claim Files (#) Other	61	41	43	26	21
Total (#) RM Files	191	172	151	140	91

DISTRICT OF WEST VANCOUVER  
CONTRACTS AWARDED (OVER \$75K)  
FOR THE PERIOD ENDING JUNE 30, 2019

FILE/ DESCRIPTION	VALUE/ SUPPLIER	AVG BID/ # OF BIDS	PROCESS/ DEPT	REVISED VALUE/ FINAL Y/N	COMMENTS
RFP17 13 HSB Park Redevelopment Design	\$166,133 PWL Partnership Landscape Architects	\$189,867 5	Public RFP Parks	tbd No	
RFP17 13 Ambleside Waterfront Redevelopment Design	\$176,386 PWL Partnership Landscape Architects	\$289,870 2	Public RFP Parks	tbd No	
RFP17 38 HSB Streetscape Detailed Design	\$204,857 McElhanney Consulting	\$249,983 4	Public RFP Engineering	tbd No	
RFP18 78 Design Consultant - Capilano View Cemetery Expansion	\$98,280 Urban Systems Ltd.	\$118,363 5	Public RFP Parks	\$82,550 Yes	Contract scope/term reduced
T18 78A Capilano View Cemetery Expansion	\$811,000 Cedar Crest Lands	\$1,283,363 4	Public Tender Parks	tbc No	Project over-budget - awarded price reflects \$326,141 credit for deferred work items
T18 79A Rectangular Rapid Flashing Beacons - various locations	\$410,000 Fraser City Installations	\$474,432 2	Public Tender Engineering	tbc No	
RFP18 125 Fire Pumper Truck	\$797,490 Commercial/Pierce	\$799,318 2	Public RFP FALSE	tbc No	
RFP18 245A Arts & Culture Facilities Plan	\$75,000 Cornerstone	\$87,897 4	Public RFP Cultural Services	\$77,278 Yes	
RFP18 266 Marine Drive Corridor (Eagle Harbour to Gleneagles)	\$92,838 McElhanney Consulting	\$92,838 1	Select Bidding Engineering	tbc No	Select Bidding approved by Purchasing Manager
T19 042A Rudledge Field Turf Replacement	\$606,980 AstroTurf West	\$615,249 2	Public Tender Parks	tbc No	
RFP19 043 Marr Creek Rehabilitation Design- Build	\$281,571 PW Trenchless	\$281,571 1	Public RFP Engineering	tbc No	
T19 044 Backhoe, Unit M005	\$137,820 Inland Kenworth	\$137,820 1	Select Bidding Engineering	\$137,820 Yes	Select Bidding approved by Purchasing Manager - buy out of rental unit
T19 045 Tandem Axle Dump Truck M054	\$164,136 Cullen Western Star Trucks Ltd.	\$175,454 1	Public Tender Engineering	\$164,136 Yes	
RFP19 067 Klahanie Park Stadium Field Drainage and Irrigation	\$183,150 TDS Systems West Inc.	\$183,150 1	Public RFP Parks	\$187,565 Yes	
RFP19 068 Pavement Asset Management Plan	\$99,287 Tetra Tech Canada Inc.	\$99,644 2	Public RFP Engineering	tbc No	
RFP19 109 Nelson Canyon Bridge Scope Development	\$117,490 WSP Canada Group Ltd.	\$117,490 1	Direct Award Engineering	tbc No	Direct Award approved by Purchasing Manager - feasibility study and to define scope for design-build RFP
EOI19 112 SAN System Replacement	\$284,193 Microserve	\$305,165 4	Public EOI ITS	tbc No	
T19 123A Lawson Creek Channel & Trash Rack Improvements	\$98,995 North Construction	\$138,748 2	Select Bidding Engineering	tbc No	3 invited - 1 did not submit
RFP19 145 Caulfeild Cove Pier - Float Replacement	\$99,000 Blue Water Systems Ltd.	\$117,000 2	Public RFP Parks	tbc No	
T19 158 Former VCH Site Demolition	\$663,724 D. Litchfield & Co. Ltd.	\$725,181 4	Select Bidding Facilities	tbc No	

DISTRICT OF WEST VANCOUVER  
DOCUMENTED SAVINGS  
FOR THE PERIOD ENDING JUNE 30, 2019

Documented Savings	Value	Total Value
<b>Year to Date</b>		<b>\$293,767</b>
<b>Ongoing/annual savings from prior years</b>		<b>\$77,400</b>
RFP15 220 - Towing - successful vs average - annual saving to 2020	\$18,000	
Property Insurance - 2015 vs 2014 - annual saving to 2020	\$25,125	
T17 205 - Ductile Iron Water Main Pipe - Coop Contract - annual saving to 2022	\$4,275	
RFP18 08 - Cellular Mobility Services - annual savings vs prior contract to 2023	\$30,000	
<b>Successful vs. Average</b>		<b>\$216,367</b>
Q19 017 - Catch Basin Cleaning - successful vs. average	\$13,047	
Q19 019 - Coastal Flooding & Sea Level Rise - successful vs. average	\$9,920	
T19 042A - Rutledge Field Turf Replacement - successful vs. average	\$8,268	
T19 045 - Tandem Axle Dump Truck (M055) - successful vs. average	\$11,318	
RFP19 073 - Marine Drive Road & Sidewalk Improvements - successful vs. average	\$31,300	
Q19 074 - Street Lamp & Metal Pole Replacement - successful vs. average	\$2,333	
EOI19 112 - SAN System Replacement - successful vs. average	\$20,973	
RFP19 123A - Lawson Creek Channel & Trash Rack - successful vs. average	\$39,753	
RFP19 145 - Caulfeild Cove Pier Float - successful vs. average	\$18,000	
T19 158 - Demolition of 2195 Haywood & 990 22nd Street - successful vs. average	\$61,457	

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).