

SECOND QUARTER FINANCIAL REPORT 2021



District of West Vancouver
British Columbia
September 29, 2021

**DISTRICT OF WEST VANCOUVER
2021 SECOND QUARTER FINANCIAL REPORT**

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**DISTRICT OF WEST VANCOUVER
2021 SECOND QUARTER SUMMARY**

The 2021 second quarter financial report includes a review of operating results, investment results, capital expenditures, reserve balances, and procurement statistics to June 30, 2021. It includes analysis of actual results to the year-to-date (YTD) budget and a forecast of anticipated results for the year. The budget was approved by Council on March 8, 2021. Highlights of the operating and capital results are summarized below.

General Fund - Operating Results

At the end of the second quarter, compared to the YTD budget, revenues over expenditures (not including third party works, non-recurring items and transfers) exceeded target by \$5.19M.

Revenues

Revenue Item	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
General Taxation	\$ 81.19	\$ 80.77	\$ 0.42
Fees and Charges	\$ 6.47	\$ 5.69	\$ 0.78
Licences and Permits	\$ 5.08	\$ 4.41	\$ 0.67
Other Revenue	\$ 3.68	\$ 2.70	\$ 0.98
Government Grants	\$ 1.17	\$ 1.02	\$ 0.15
Total	\$ 97.59	\$ 94.59	\$ 3.00

Revenue (not including third party works, non-recurring items and transfers) exceeded budget by \$3M (3.2%).

Variances included:

- higher than expected grants in lieu payments received from BC Hydro and FortisBC;
- increased development activity in the District resulting in higher collection of third party administration fees;
- higher than expected performance and availability of services in Parks, Culture & Community Services;
- higher than anticipated revenues from film permits, false alarm charges and fire plan review;
- higher than expected number of building permits issued and rezoning applications received;
- higher than budgeted investment revenue resulting from robust cash flow projection and actively seeking investment opportunities;
- 2020 reconciled beach house rental payment received and recorded in 2021;
- increased revenue from new programs and fees; and
- receipt of unbudgeted rebates, grants and donations.

Expenditures

Expenditure Item	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
Administrative Services	\$ 1.58	\$ 1.78	\$ 0.20
Human Resources (HR)	\$ 0.91	\$ 1.04	\$ 0.13
Financial Services	\$ 1.66	\$ 1.67	\$ 0.01
Police Services	\$ 8.66	\$ 8.82	\$ 0.16
Fire & Rescue Services	\$ 8.88	\$ 8.85	\$ (0.03)
Engineering & Transportation Services	\$ 2.30	\$ 2.78	\$ 0.48
Corporate Services	\$ 4.97	\$ 5.45	\$ 0.48

**DISTRICT OF WEST VANCOUVER
2021 SECOND QUARTER SUMMARY**

Planning & Development Services	\$ 2.80	\$ 3.07	\$ 0.27
Parks, Culture & Community Services	\$ 7.64	\$ 7.43	\$ (0.21)
Library Services	\$ 2.44	\$ 2.50	\$ 0.06
General Government	\$ 2.29	\$ 2.93	\$ 0.64
Total	\$ 44.13	\$ 46.32	\$ 2.19

Expenditures (not including third party works, non-recurring items and transfers) were under budget by \$2.19M (4.7%) due to:

- savings in salary due to impacts of COVID-19 resulting in reduced operating hours, multiple staff vacancies, and delays in hiring;
- savings in training/professional development costs and consulting costs;
- lower than budgeted expenditures in the area of winter maintenance, utility and fuel costs;
- savings in supplies, software maintenance and data/telephone lines costs, and
- timing of bill received resulting in delay in payments.

Unfavourable expenditure variances resulted from:

- unbudgeted lease costs for HR offices at Park Royal;
- increased program costs related to changes in Public Health Orders; and
- earlier than budgeted Kay Meek Studio payment.

Transfers

Transfers	YTD Result (in millions)	YTD Budget (in millions)	YTD Variance (in millions)
Transfer In	\$ (0.99)	\$ (0.94)	\$ 0.05
Tax Transfer to Asset Reserves	\$ 10.73	\$ 10.73	\$ (0.00)
Transfers to Reserves	\$ 1.10	\$ 1.04	\$ (0.06)
Total	\$ 10.84	\$ 10.83	\$ (0.01)

Third Party Works and Non-Recurring Items

Third party works resulted 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. In the years when there are no land sales, costs will be covered by transferring funds from the Land Reserve at year end. So far, there have been no land sales in 2021.

Community Amenity Contributions (CACs) are voluntary contributions from developers which contribute towards community enhancement. CACs are unpredictable, therefore not budgeted. Details are provided in the General Fund Results.

One-time initiatives are non-capital projects addressing improvements in efficiency and effectiveness. In 2021, most of these initiatives are related to COVID-19 recovery. YTD expenditures were lower than anticipated or deferred due to capacity issues and changes in external circumstances.

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

**DISTRICT OF WEST VANCOUVER
2021 SECOND QUARTER SUMMARY**

Utility and Other Funds

Water Utility – Water consumption is seasonal and difficult to predict accurately. User fee revenues are slightly favourable to budget due to higher usage in rate tiers 3 and 4. The operating expenditures are favourable to budget due to lower than projected water purchase costs and maintenance costs. The capital work program is delayed, and construction activities are expected to accelerate in the third and fourth quarters with some projects scheduled to commence in 2022.

Sewer Utility – YTD revenues were lower due to a drop in consumption, but revenue is expected to increase during the summer months when there is typically higher water usage due to warmer temperatures. July and August revenue will be included in the third quarter billing. YTD expenditures are unfavourable due to higher than expected maintenance costs incurred during the first half of the year. Capital program expenditures are delayed due to capacity issues and will resume in the third and fourth quarters with some projects scheduled to commence in 2022.

Solid Waste – Revenues are unfavourable due to a refund processed in 2021 for a duplicate payment received from Recycle BC in 2020. Operating costs in public realm refuse are favourable due to less than expected streetscape waste collected.

Golf Fund – YTD revenues significantly exceeded the budget due to higher participation at the Gleneagles golf course. Golf has been very popular, mainly due to good weather and limited indoor recreational activities during the pandemic.

Cemetery Fund – YTD revenues are favourable due to the timing of the budget allocation. Sales are on track for interment and plot sales based on at-need restrictions. The capital program will continue to take place this year and the expenditures are expected to grow in the third and fourth quarters.

Investment

The investment policy requires that investment returns be reported on a quarterly basis to provide updates on the status of the current investment portfolio and 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 Bank of Montreal (BMO) cash deposit accounts and high interest saving accounts, as well as investments in the Municipal Finance Authority of BC (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 Government Focused Ultra-Short Bond Fund for investments from one to three years; MFA Bond Fund for investments for greater than three years and Guaranteed Investment Certificates (GICs) for a term greater than 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. YTD actual results are favourable by twenty-two basis points to the performance benchmark set by the MFA pooled high interest saving accounts.

**DISTRICT OF WEST VANCOUVER
2021 SECOND QUARTER SUMMARY**

Capital Program

2021 capital projects are initiated and commitments are set up upon the approval of the annual financial plan. The majority of capital projects were delayed or postponed to the third and fourth quarter due to COVID-19, therefore, YTD expenditures are favourable to budget. Some projects require more than one year to complete, forecast is adjusted to include the factors of actual spending pattern and limitation of resources.

Reserves and Development Cost Charges (DCCs)

The reserves and DCCs as at June 30, 2021 totalled \$174M. There is also \$7.37M held in trust. Further details are provided in the reserve schedules.

Procurement Statistics and Contracts Awarded

The second quarter report includes an update on procurement activity to June 30, 2021 and contracts awarded over \$75K in value (excluding tax). Contracts that are reported to Council or the Finance and Audit Committee are not included here. Also excluded from this report are contracts related to West Vancouver Transit, West Vancouver Police Department and 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 conducted that prices would be average or higher. The savings for the first half of the year calculated using this metric reached \$1.11M.

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 approved by staff with appropriate acquisition and commitment authority. The reported contract value is the value at the time of contract award and is subject to change.

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021

GENERAL FUND REVENUE SUMMARY (\$ 000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020 Prior Year YTD Results	Notes
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Projected Amount	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
GENERAL TAXATION											
Municipal Taxes	79,987	79,624	363	0.5%	79,989	365	0.5%	79,624	100.5%	151,564	
Specified Area	506	507	(1)	-0.2%	507	0	0.0%	507	99.8%	507	
Grants in Lieu	695	640	55	8.6%	980	52	5.6%	928	74.9%	529	1
	<u>81,188</u>	<u>80,771</u>	<u>417</u>	<u>0.5%</u>	<u>81,475</u>	<u>417</u>	<u>0.5%</u>	<u>81,059</u>	<u>100.2%</u>	<u>152,600</u>	
FEES AND CHARGES											
Police	82	98	(16)	-16.3%	181	(14)	-7.3%	195	41.8%	79	2
Engineering & Transportation Services	367	287	80	27.9%	674	100	17.4%	574	63.9%	240	3
Parks, Culture & Community Services	3,024	2,286	738	32.3%	6,393	1,517	31.1%	4,876	62.0%	3,170	4
Library	30	36	(6)	-16.5%	72	0	0.0%	72	41.1%	26	
First Nations	2,624	2,701	(77)	-2.8%	2,624	(77)	-2.8%	2,701	97.2%	0	
Fire & Rescue Services	153	97	56	57.3%	250	55	28.3%	195	78.7%	151	5
Parking Tickets	92	93	(1)	-0.9%	187	0	0.0%	187	49.6%	96	
Vehicle Towing	16	13	3	21.2%	32	7	26.0%	25	63.0%	11	
General Administration & Finance Fees	84	75	9	12.1%	169	19	12.7%	150	56.1%	80	
	<u>6,472</u>	<u>5,685</u>	<u>787</u>	<u>13.9%</u>	<u>10,581</u>	<u>1,606</u>	<u>17.9%</u>	<u>8,975</u>	<u>72.1%</u>	<u>3,852</u>	
LICENCES AND PERMITS											
Business Licences	1,379	1,416	(37)	-2.6%	1,432	(0)	-0.0%	1,432	96.2%	1,400	
Inspection Permits	2,829	2,201	628	28.5%	5,005	604	13.7%	4,401	64.3%	2,324	6
Other Permits/Licences	871	791	80	10.1%	1,360	(107)	-7.3%	1,467	59.4%	809	7
	<u>5,078</u>	<u>4,408</u>	<u>671</u>	<u>15.2%</u>	<u>7,798</u>	<u>497</u>	<u>6.8%</u>	<u>7,301</u>	<u>69.6%</u>	<u>4,533</u>	
OTHER REVENUE											
Administration Fees (TransLink/Utilities)	611	601	10	1.7%	1,202	0	0.0%	1,202	50.8%	527	
Interest on Investments	1,309	693	616	88.9%	1,786	400	28.9%	1,386	94.4%	1,103	8
Tax Penalties & Interest	71	20	51	255.3%	1,078	0	0.0%	1,078	6.6%	57	9
Library Contributions	0	0	0		253	0	0.0%	253	0.0%	31	
Taylor Way Lease	292	275	17	6.3%	292	17	6.3%	275	106.3%	280	
Lease & Rentals	1,084	976	108	11.1%	2,091	204	10.8%	1,887	57.4%	1,005	10
Miscellaneous	316	136	179	131.6%	557	129	30.0%	428	73.7%	206	11
	<u>3,682</u>	<u>2,700</u>	<u>982</u>	<u>36.4%</u>	<u>7,260</u>	<u>750</u>	<u>11.5%</u>	<u>6,510</u>	<u>56.6%</u>	<u>3,209</u>	
GOVERNMENT GRANTS											
Provincial Revenue Sharing	829	692	137	19.8%	829	137	19.8%	692	119.8%	832	12
Library	106	96	11	11.3%	149	0	0.0%	149	71.3%	125	
Other	232	233	(1)	-0.5%	455	183	67.3%	272	85.2%	67	
	<u>1,168</u>	<u>1,021</u>	<u>147</u>	<u>14.4%</u>	<u>1,434</u>	<u>320</u>	<u>28.8%</u>	<u>1,114</u>	<u>104.8%</u>	<u>1,024</u>	
OTHER TRANSFERS											
Transfer In from Reserves	985	940	46	4.8%	2,364	(367)	-13.5%	2,732	36.1%	1,006	
	<u>985</u>	<u>940</u>	<u>46</u>	<u>4.8%</u>	<u>2,364</u>	<u>(367)</u>	<u>-13.5%</u>	<u>2,732</u>	<u>36.1%</u>	<u>1,006</u>	
TOTAL REVENUE	<u>98,573</u>	<u>95,525</u>	<u>3,050</u>	<u>3.2%</u>	<u>110,912</u>	<u>3,222</u>	<u>3.0%</u>	<u>107,690</u>	<u>91.5%</u>	<u>166,224</u>	

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021

GENERAL FUND OPERATING RESULTS (\$ 000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020	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	81,188	80,771	417	0.5%	81,475	417	0.5%	81,059	100.2%	152,600	Notes 1 to 12 are reflected on the Revenue Summary
Fees & Charges	6,472	5,685	787	13.8%	10,581	1,606	17.9%	8,975	72.1%	3,852	
Licences & Permits	5,078	4,408	671	15.2%	7,798	497	6.8%	7,301	69.6%	4,533	
Other Revenue	3,682	2,700	982	36.4%	7,260	750	11.5%	6,510	56.6%	3,209	
Government Grants	1,168	1,021	147	14.4%	1,434	320	28.8%	1,114	104.8%	1,024	
Other Transfers	985	940	46	4.8%	2,364	(367)	-13.5%	2,732	36.1%	1,006	
REVENUE TOTAL	98,573	95,525	3,050	3.2%	110,912	3,222	3.0%	107,690	91.5%	166,224	
EXPENDITURES											
Administrative Services	1,581	1,783	202	11.3%	3,224	623	16.2%	3,847	41.1%	1,503	13
Human Resources	909	1,040	132	12.7%	2,134	42	1.9%	2,176	41.8%	875	14
Financial Services	1,656	1,667	10	0.6%	3,363	34	1.0%	3,397	48.8%	1,665	
Police Services	8,662	8,821	158	1.8%	17,359	13	0.1%	17,372	49.9%	8,092	
Fire & Rescue Services	8,884	8,852	(32)	-0.4%	17,992	(95)	-0.5%	17,897	49.6%	8,672	
Engineering & Transportation Services	2,301	2,780	479	17.2%	5,212	559	9.7%	5,771	39.9%	2,687	15
Corporate Services	4,975	5,454	480	8.8%	11,094	(47)	-0.4%	11,047	45.0%	4,896	16
Planning & Development Services	2,804	3,068	264	8.6%	6,097	65	1.1%	6,162	45.5%	2,711	17
Parks, Culture & Community Services	7,645	7,430	(214)	-2.9%	16,737	(1,217)	-7.8%	15,519	49.3%	7,672	18
Library Services	2,444	2,501	57	2.3%	5,003	(7)	-0.1%	4,997	48.9%	2,378	
General Government (Schedule A)	2,288	2,933	645	22.0%	5,135	274	5.1%	5,409	42.3%	1,820	See below
	44,149	46,330	2,181	4.7%	93,350	245	0.3%	93,595	47.2%	42,971	
Tax Transfer to Asset Reserves	10,725	10,725	(0)	-0.0%	10,725	0	0.0%	10,725	100.0%	7,828	
Transfers to Reserves	1,104	1,044	(61)	-5.8%	3,017	(231)	-8.3%	2,786	39.6%	874	
EXPENDITURES TOTAL	55,978	58,098	2,120	3.6%	107,092	14	0.0%	107,106	52.3%	51,672	
EXCESS REVENUES OVER EXPENDITURES	42,595	37,427	5,170	13.8%	3,821	3,236		584		114,552	
THIRD PARTY WORKS & NON-RECURRING ITEMS											
REVENUE											
Third Party Works	2,786	1,666	1,120	67.3%	4,357	1,025	30.8%	3,332	83.6%	1,635	19
Gain on Sale of Land	0	0	0	0.0%	0	(1,150)	-100.0%	1,150	0.0%	0	20
Amenity Contributions	0	0	0	0.0%	187	187		0		4,140	21
Transfer-In for One-Time Initiatives	0	0	0	0.0%	3,619	(2,913)	-44.6%	6,532	0.0%	0	22
REVENUE TOTAL	2,786	1,666	1,120	13.7%	8,163	(2,851)	-25.9%	11,014	25.3%	5,775	
EXPENDITURES											
Third Party Works	2,857	1,670	(1,187)	-71.1%	4,445	(1,083)	-32.2%	3,362	85.0%	1,676	19
Land Management Costs & Transfer Proceeds	26	72	46	64.3%	98	1,047	91.4%	1,145	2.2%	101	20
Transfer to Amenity Contributions Reserve	0	0	0	0.0%	187	(187)		0		4,140	21
One-Time Initiatives	445	1,406	961	68.3%	4,126	2,965	41.8%	7,091	6.3%	302	22
EXPENDITURES TOTAL	3,328	3,148	(180)	-5.7%	8,856	2,742	23.6%	11,598	28.7%	6,219	
EXCESS REVENUES OVER EXPENDITURES	(542)	(1,482)	941	-63.5%	(693)	(109)	18.7%	(584)	92.7%	(444)	
TOTAL EXCESS REVENUES OVER EXPENDITURES	42,053	35,945	6,111	17.0%	3,127	3,127	19%	(0)	0.9%	114,108	

Schedule A - General Government Details

Legal & Severance	206	338	132	38.9%	736	73	9.0%	809	25.5%	493	23
Property & Liability Insurance	506	520	14	2.7%	1,075	(35)	-3.4%	1,040	48.7%	461	
Fiscal Services	929	1,132	202	17.9%	1,997	57	2.8%	2,054	45.3%	1,144	24
Grants-in-Aid	125	416	291	70.0%	492	0	0.0%	492	25.4%	258	25
Election	0	0	0	0.0%	0	180	100.0%	180	0.0%	0	
Employee Engagement	0	3	3	100.0%	5	0	0.0%	5	0.0%	1	
Business Improvement Area Levy	500	500	0	0.0%	500	0	0.0%	500	100.0%	0	
Provisional Fringe Benefit Expenditures	21	25	4	14.5%	330	0	0.0%	330	6.5%	(537)	
	2,288	2,933	645	22.0%	5,135	274	5.3%	5,409	42.3%	1,820	

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021**

REVENUES

GENERAL TAXATION

- 1 **Grants-in-Lieu** - YTD revenues are favourable due to higher than expected grants-in-lieu payments received from BC Hydro and FortisBC. Grants payment calculation is based on prior year's district-wide consumption. Utility consumptions have been higher during COVID-19. Forecast to be favourable at year end.

FEES AND CHARGES

- 2 **Police Services** - Due to COVID-19, there is a reduction in the number of false alarm fees issued to home and business owners, therefore, YTD revenue is unfavourable comparing to the budget. Forecast to be unfavourable at year end.
- 3 **Engineering & Transportation Services** -YTD administration fees charged on the third party work is favourable due to the large Grosvenor Ambleside development. Forecast to be favourable at year end due to increased third party development activities in the District resulting in higher than budgeted collection of administration fees.
- 4 **Parks, Culture & Community Services** - Since the Province has gradually eased some of the COVID-19 restrictions, YTD revenues are significantly higher than budget due to a strong performance in the areas of recreational programs and lessons, park usage and filming, facility rentals and special events. Unanticipated grants as well as donations from bequests have also contributed to the favourable variance. Forecast to be favourable at year end due to the modified Harmony Arts Festival which will bring in significant sponsorship revenues along with liquor sales and other festival revenues. In addition, revenues are expected to grow with the September restart plan for Community Services and Culture even with new Covid safety measures in place.
- 5 **Fire & Rescue Services** - YTD revenues are favourable due to higher than anticipated revenues in the area of false alarms and plan reviews which are hard to predict. The District has taken a conservative approach in terms of budgeting, especially during the pandemic. Favourable variance has partially offset the revenue loss on the inspections due to staff changes. A second new inspector will be hired and inspections increased during August 2021. Furthermore, a \$30K Community Wildfire Protection Plan grant received in 2020 was moved from deferred revenue to revenue in the second quarter of 2021. Forecast to be favourable by year end.

LICENCES AND PERMITS

- 6 **Inspection Permits** - YTD revenues are favourable due to higher than expected revenue in building permits. Step Code requirement deadline was February 28, which created a surge in building permit applications. On top of it, the strong house market caused a high demand for building permits. Forecast to be favourable by year end.
- 7 **Other Permits/Licences** - Development/rezoning permits revenue are variable each year depending on housing market conditions, the budget was built off historical run rate for most of the revenue lines. YTD revenues are favourable due to higher than expected revenue in rezoning application, environmental development permits and tree permit applications. The favourable variance is partially offset by unfavourable variance in temporary street occupancy permits revenue due to less demand during the pandemic. Forecast to be unfavourable at year end to reflect the trend.

OTHER REVENUE

- 8 **Interest on Investments** - Based on the robust cash flow forecast model, Finance is closely monitoring balances in both the cash and investment accounts, and regularly transferring funds between the accounts to achieve the optimal results. YTD revenues are favourable due to strong cash management and actively seeking investment opportunities. Forecast to be favourable at year end.
- 9 **Tax Penalties & Interest** - YTD revenues are favourable due to higher than budgeted penalties collected on late tax payment and interest on tax arrears for the first half of the year. Forecast is expected to be on target for 2021.
- 10 **Lease & Rentals** - Beach house minimum rent is paid monthly based on a payment schedule. The reconciled rent is a true up payment paid after the calendar year is completed and based on a percentage of gross sales. YTD revenues are favourable due to 2020 reconciled payment for the beach house received and recorded in 2021. Forecast to be favourable at year end.
- 11 **Miscellaneous** - YTD revenues are favourable due to unbudgeted ICBC COVID-19 rebate, cyber crime grant and other grants/external donations received in the first half of the year. Increased revenue from ride hailing sharing programs and launching of new revenue stream of pre-application review fees also contributed to the favourable variances. In addition, the favourable variance is a result of recognition of proceeds from asset disposal under the initiative of data alignment between systems of JDE and Maintenance Connection. Forecast to be favourable at year end.

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021**

GOVERNMENT GRANTS

- 12 **Provincial Revenue Sharing** - Traffic Fine Revenue Sharing Grant was budgeted based upon the grant received from prior year. Started from 2020, the payment schedule was changed and the grant was distributed in two payments. The 2021 budget accidentally left out the second payment, and as a result, YTD revenues are favourable comparing to budget. Forecast to be favourable at year end.

EXPENDITURES

- 13 **Administrative Services** - YTD expenditures are favourable to budget due to labour savings from unfilled positions. Lower than expected costs in advertisement, office supplies and small equipment purchases are other factors contributing to the YTD favourable variance. Forecast to be favourable at year end.
- 14 **Human Resources** - YTD expenditures are favourable to budget due to temporary saving from lower than anticipated corporate training and consulting costs. The majority of corporate training will occur in the next two quarters. Forecast to be slightly favourable at year end.
- 15 **Engineering & Transportation Services** - YTD expenditures are favourable to budget due to labour cost savings from unfilled vacancies. Internal vehicle charge-backs credit is higher than budget due to increased usage complying with the social distancing requirements. Lower than budgeted expenditures in the area of winter maintenance, fuel costs and timing of utility bills resulted in an additional favourable variance. Forecast to be favourable at year end.
- 16 **Corporate Services** - Expenditures are favourable to budget due to labour cost savings from multiple staff position vacancies in the IT, Facilities and Bylaw Departments, some of the labour savings are offset with increase in temporary salary to backfill vacant positions. Favourable variance is also a result of savings in supplies, software maintenance and data/telephone lines costs as well as temporary savings from timing of utility billings at West Vancouver Community Center and delay in North Shore emergency program payment. Unfavourable variance from unbudgeted lease costs for HR offices at Park Royal due to the Municipal Hall renovation project will be offset by higher than budgeted Beach House rent revenue (see revenue section in note 10), forecast to be slightly unfavourable.
- 17 **Planning & Development Services** - Unfilled newly approved positions in Urban Design and Community Planning & Sustainability areas resulted in YTD favourable variance. Additional savings are from operating costs in the areas of consulting charges, legal fees, training and small equipment purchase, as well as payment delay on dues & membership fees. Forecast to be favourable at year end.
- 18 **Parks, Culture & Community Services** - YTD labour costs are favourable due to temporary staffing vacancies in Parks and Community Services. However, YTD operating costs are unfavourable to budget and outweigh the labour savings due to increased programming costs relating to changes to the Public Health Order, timing of Kay Meek Studio payment, and unbudgeted transfer expenditures to allocate bequest donations to the reserves (see revenue section in note 4). Forecast to be unfavourable at year end but offset by favourable revenue.

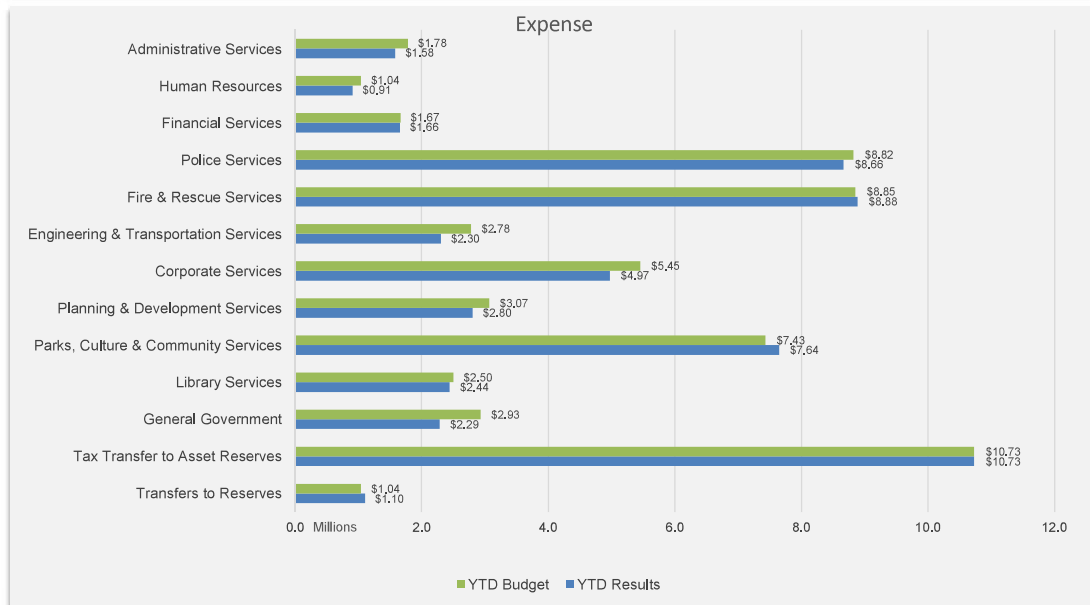
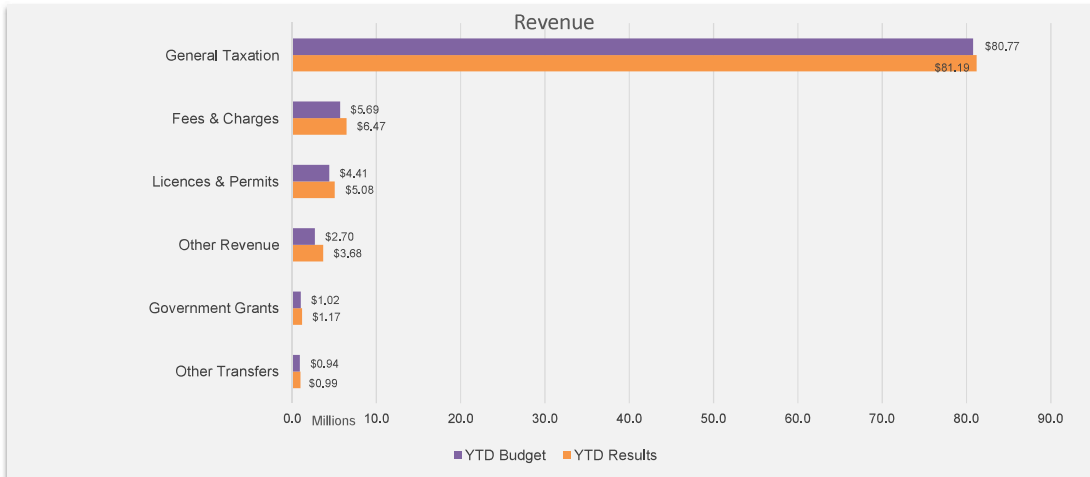
THIRD PARTY WORKS & NON-RECURRING ITEMS

- 19 **Third Party Works** - Increased demand for third party works is largely offset by increased third party works revenue. At the year end, the revenue will be trued up to completely offset the expenditures.
- 20 **Land Sales & Costs** - \$1.15M was budgeted for the land sales in 2021 based on the best estimation, no actual sales occurred and forecast is adjusted. Costs are incurred to manage the use and development of land resources. At year end, funds from Land Reserve will be transferred to cover any shortfall.
- 21 **Amenity Contributions** - Community Amenity Contributions are unpredictable and therefore not budgeted. A \$187K contribution was received in July, therefore forecast to be favourable at year end.
- 22 **One-Time Initiatives** - These initiatives are non-capital project expenditures, including consulting engagements that are one-time in nature. In 2021, many of these initiatives are related to COVID-19 recovery. Due to COVID-19, many of these initiatives were delayed resulting in favourable YTD expenditures.

**DISTRICT OF WEST VANCOUVER
NOTES TO GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021**

SCHEDULE A - GENERAL GOVERNMENT DETAILS

- 23 **Legal & Severance** - Severance payouts and legal costs are hard to predict and budgeted based upon the best estimation. YTD expenditures are favourable to budget due to lower than expected incurred costs. Forecast to be favourable at year end.
- 24 **Fiscal Services** - YTD expenditures are favourable due to unbudgeted inventory credit adjustment of road base (offset entry in July) and timing of expenses related to bank charges and copier lease costs. In addition, a favourable variance resulted by not having to pay interest on tax pre-payments because prime rate is below 3%. Forecast to be favourable at year end.
- 25 **Grants-in-Aid** - YTD revenues are temporarily favourable to budget due to timing of Grants-in-Aid payments. Forecast to be on track at year end.



DISTRICT OF WEST VANCOUVER
WATER FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING JUNE 30, 2021

WATER UTILITY (\$000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020	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	8,226	8,063	164	2.0%	17,917	0	0.0%	17,917	45.9%	7,475	¹
Meter Rental Charges	251	235	16	7.0%	500	30	6.4%	470	53.5%	253	
Micro Power Generation	12	11	1	6.8%	22	0	0.0%	22	53.4%	11	
Development Contributions	0	0	0		0	0		0		0	
Recoveries	53	77	(24)	-31.1%	154	0	0.0%	154	34.5%	82	
Other Revenue	24	16	8	48.4%	33	0	0.0%	33	74.2%	17	
Transfers In	0	0	0		0	(4,720)	-100.0%	4,720	0.0%	0	²
	<u>8,567</u>	<u>8,402</u>	<u>165</u>	<u>2.0%</u>	<u>18,626</u>	<u>(4,690)</u>	<u>-20.1%</u>	<u>23,316</u>	<u>36.7%</u>	<u>7,838</u>	
EXPENDITURE											
Water Purchases	1,357	1,814	457	25.2%	4,000	774	16.2%	4,774	28.4%	1,264	³
Administration Fee	175	175	(0)	-0.0%	350	0	0.0%	350	50.0%	175	
Operations & Maintenance	1,467	2,167	700	32.3%	4,639	(0)	-0.0%	4,639	31.6%	1,823	⁴
Capital Program	1,735	5,041	3,306	65.6%	5,396	4,685	46.5%	10,081	17.2%	1,198	⁵
Debt Service	892	888	(5)	-0.5%	1,776	0	0.0%	1,776	50.3%	998	
	<u>5,626</u>	<u>10,084</u>	<u>4,459</u>	<u>44.2%</u>	<u>16,160</u>	<u>5,459</u>	<u>25.3%</u>	<u>21,620</u>	<u>26.0%</u>	<u>5,458</u>	⁷
EXCESS REVENUES OVER EXPENDITURES	<u>2,941</u>	<u>(1,682)</u>	<u>4,623</u>		<u>2,466</u>	<u>770</u>		<u>1,696</u>		<u>2,380</u>	

Notes:

¹ YTD revenues are favourable due to higher than expected usage in rate tiers three and four. Forecast is expected to be on target for the year.

² Transfers from the Water Reserve Fund for capital projects are performed at year end depending on the actual capital spending and yearly financial result.

³ YTD expenditures are favourable due to lower than anticipated water purchase costs and increased utilization of Eagle Lake. Furthermore, May and June water purchases were estimates based on the three year average and are lower than budgeted. Forecast to be favourable at year end.

⁴ YTD expenditures are favorable in the area of water distribution and water supply, as well as in the areas of service renewals/repair and treatment plant maintenance.

⁵ \$10,081K Annual Approved Budget amount includes: \$5,425K Capital Program approved under Water Utility Five-Year Financial Plan and \$4,656K Prior Year Approved Work in Progress. Following the 2021-2025 Financial Plan Bylaw adoption, the latter has been adjusted to reflect changes in the capital work plan.

⁶ Capital program is underway and will continue to the third and fourth quarters, several projects have been completed under budget. Due to long lead time for design, tender and material procurement, some projects are expected to start in 2022, forecast to be favourable at year end.

⁷ Annual surplus will be rolled up to Accumulated Surplus or transferred to Water Reserve Fund at year end.

DISTRICT OF WEST VANCOUVER
SEWER FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING JUNE 30, 2021

SEWER UTILITY (\$'000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020	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	11,008	11,374	(365)	-3.2%	22,747	0	0.0%	22,747	48.4%	9,741 ¹	
Development Cost Charges	0	0	0		0	0		0		0	
Developer Contributions	0	0	0		0	0		0		0	
Recoveries	53	79	(26)	-32.9%	165	0	0.0%	165	32.2%	82 ²	
Other Revenue	0	14	(14)	-100.0%	0	(28)	-0.1%	28	0.0%	0	
Transfers In	0	0	0		3,700	(5,703)	-60.6%	9,403	0.0%	0 ³	
	<u>11,061</u>	<u>11,466</u>	<u>(405)</u>	<u>-3.5%</u>	<u>26,612</u>	<u>(5,731)</u>	<u>-0.0%</u>	<u>32,342</u>	<u>34.2%</u>	<u>9,823</u>	
EXPENDITURE											
Greater Vancouver Sewerage and Drainage District Levy	4,735	4,735	(0)	-0.0%	8,379	1,091	11.5%	9,470	50.0%	4,265 ⁴	
Administration Fee	185	185	0	0.0%	370	0	0.0%	370	50.0%	185	
Sanitary Operations & Maintenance	1,091	913	(178)	-19.5%	1,781	0	0.0%	1,781	61.3%	819 ⁵	
Storm Operations & Maintenance	501	455	(46)	-10.0%	921	0	0.0%	921	54.4%	514 ⁶	
Capital Program	1,134	9,484	8,350	88.0%	7,527	11,440	60.3%	18,967	6.0% ⁷	945 ⁸	
	<u>7,646</u>	<u>15,772</u>	<u>8,125</u>	<u>51.5%</u>	<u>18,978</u>	<u>12,531</u>	<u>39.8%</u>	<u>31,509</u>	<u>24.3%</u>	<u>6,728</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>3,415</u>	<u>(4,305)</u>	<u>7,720</u>		<u>7,634</u>	<u>6,800</u>		<u>833</u>		<u>3,095</u> ⁹	

Notes:

- ¹ YTD revenues are unfavourable due to lower than expected usage. Drought conditions through July are expected to increase water usage in multi-family properties, revenues are forecasted to be on budget at year-end.
- ² YTD revenues are unfavourable, recovery revenues are expected to increase with construction season, forecast to be on track.
- ³ Transfers from the Sewer & Drainage Fund for capital projects are performed at the year end depending on the actual capital spending and yearly financial result.
- ⁴ GVSDD Levy was budget based on Metro 2021 estimation received in 2019. Forecast is adjusted to final amount approved by GVS&DD Board in November 2020.
- ⁵ YTD sanitary expenditures are unfavourable in the area of reactive maintenance.
- ⁶ YTD storm expenditures are unfavourable in drain blockages, training and standby costs.
- ⁷ \$18,967K Annual Approved Budget amount includes: \$9,725K Capital Program approved under Water Utility Five-Year Financial Plan, \$7,414K Prior Year Approved Work in Progress, and \$1,828K Capital Financial Plan Adjustment which followed the 2021-2025 Financial Plan Bylaw adoption to reflect changes in the capital work plan.
- ⁸ Capital program is underway and will continue to the third and fourth quarters, several projects have been completed under budget. Due to long lead time for design, tender and material procurement, some projects are expected to start in 2022, forecast to be favourable at the year end.
- ⁹ Annual surplus will be rolled up to Accumulated Surplus or transferred to Sewer & Drainage Reserve Fund at the year end.

DISTRICT OF WEST VANCOUVER
SOLID WASTE FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING JUNE 30, 2021
SOLID WASTE UTILITY (\$000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020 Prior Year YTD Results	Notes
	YTD Results	YTD Budget	YTD Variance	YTD % Variance	Projected Results	Projected Variance to Budget	% Variance	Annual Approved Budget	%		
REVENUE											
Waste User Fees	1,309	1,309	(0)	-0.0%	2,618	0	0.0%	2,618	50.0%	1,156	
Recycling User Fees	(4)	0	(4)		0	0		0		84	
Tag Sales	8	5	3	51.1%	10	0	0.0%	10	75.5%	4	
Contract/Material Revenue	(58)	0	(58)		0	0		0		388	¹
Public Realm Refuse Fee	473	463	10	2.1%	927	0	0.0%	927	51.0%	414	
Recycling Contract Recovery	1	0	1		0	0		0		1,361	
	<u>1,728</u>	<u>1,777</u>	<u>(50)</u>	<u>-2.8%</u>	<u>3,555</u>	<u>0</u>	<u>0.0%</u>	<u>3,555</u>	<u>48.6%</u>	<u>3,408</u>	
EXPENDITURE											
Management/Outreach/ North Shore Recycling Program (NSRP)	120	128	8	6.0%	257	0	0.0%	257	46.6%	281	
Garbage, Green Can & Yard Trimmings	1,301	1,323	22	1.7%	2,640	6	0.2%	2,646	49.2%	1,264	
Administration Charge	45	45	0	0.0%	90	0	0.0%	90	50.0%	45	
Recycling	0	0	0		0	0		0		1,565	
Public Realm Refuse	566	654	88	13.4%	1,370	(60)	-4.6%	1,310	43.2%	375	²
Capital Program	0	20	20	100.0%	0	20	100.0%	20	0.0%	0	³
	<u>2,032</u>	<u>2,170</u>	<u>138</u>	<u>6.3%</u>	<u>4,358</u>	<u>(34)</u>	<u>-0.8%</u>	<u>4,324</u>	<u>47.0%</u>	<u>3,531</u>	⁴
EXCESS REVENUES OVER EXPENDITURES	<u>(304)</u>	<u>(392)</u>	<u>88</u>		<u>(803)</u>	<u>(34)</u>		<u>(769)</u>		<u>(122)</u>	

Notes:

¹ The debit balance is a result of a refund processed in 2021 to return a duplicate payment that was received in 2020 from Recycle BC.

² Public realm refuse costs are seasonal and based on park usage. YTD expenditures are favourable due to lower than expected cost incurring in the first half year. Streetscape recycling collection costs are expected to increase during warmer months, and increase in Park litter collection is expected as a result of COVID-19, forecast to be unfavourable at year end.

³ Eagle Island waste enclosure construction has been deferred, as a result, YTD capital expenditures are favourable comparing to budget. Forecast to be favourable at year end.

⁴ Transfer will take place at year end from the Solid Waste Reserve Fund to cover the operating deficit.

DISTRICT OF WEST VANCOUVER
GOLF FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING JUNE 30, 2021

GOLF FUND (\$000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020	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	827	482	346	71.7%	1,727	726	72.6%	1,001	82.7%	372	¹
Rental Revenue - Facility	0	9	(9)	-100.0%	4	(13)	-77.0%	17	0.0%	12	²
	<u>827</u>	<u>490</u>	<u>337</u>	<u>68.7%</u>	<u>1,731</u>	<u>713</u>	<u>70.0%</u>	<u>1,018</u>	<u>81.3%</u>	<u>384</u>	
EXPENDITURE											
Pro Shop & Management	111	95	(16)	-17.1%	339	(150)	-79.2%	189	58.5%	55	³
Operations & Maintenance	385	334	(51)	-15.3%	773	(44)	-6.0%	729	52.9%	324	⁴
Administrative Fee	0	0	0		0	0		0		0	
Debt Service	0	0	0		100	(0)	-0.2%	100	0.0%	0	
	<u>496</u>	<u>429</u>	<u>(67)</u>	<u>-15.7%</u>	<u>1,212</u>	<u>(194)</u>	<u>-19.1%</u>	<u>1,018</u>	<u>48.7%</u>	<u>379</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>331</u>	<u>62</u>	<u>270</u>		<u>519</u>	<u>519</u>		<u>(0)</u>		<u>6</u>	⁵

Notes:

- ¹ Gleneagles Golf Course is experiencing high participation due to a combination of good weather and limited available recreational activities resulting in favourable YTD revenues. Forecast to be favourable at the year end.
- ² YTD revenues are unfavourable due to event and regular rentals continue to be negatively affected by the pandemic. Forecast is adjusted to reflect the adverse trend.
- ³ Higher contractor costs directly tied to higher revenues received, therefore, YTD expenditures are unfavourable comparing to budget. Forecast to be unfavourable at the year end.
- ⁴ Increased use of golf course requires additional servicing resulting in YTD expenditures are unfavourable comparing to budget. Forecast to be slightly unfavourable at the year end.
- ⁵ Annual surplus will be transferred to Golf Development Fund at the year end.

DISTRICT OF WEST VANCOUVER
CEMETERY FUND RESULTS & ANNUAL FORECAST
FOR THE PERIOD ENDING JUNE 30, 2021

CEMETERY FUND (\$000's)

	2021 January 1 to June 30				2021 Annual Forecast			2021 Annual Budget		2020	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	423	360	63	17.6%	900	0	0.0%	900	47.1%	409 ¹	
Interest Revenue	0	0	0		141	0	0.0%	141	0.0%	0	
	<u>423</u>	<u>360</u>	<u>63</u>	<u>17.6%</u>	<u>1,041</u>	<u>0</u>	<u>0.0%</u>	<u>1,041</u>	<u>40.7%</u>	<u>409</u>	
EXPENDITURE											
Operations & Maintenance	242	265	23	8.8%	548	0	0.0%	548	44.1%	247 ²	
Sales & Use Costs	91	77	(14)	-18.1%	163	(0)	-0.0%	163	55.8%	117 ³	
Administration Fees	89	89	0	0.0%	179	0	0.0%	179	50.0%	89	
Capital Improvements	15	140	125	89.5%	110	30	21.7%	140	10.5%	11 ⁴	
	<u>437</u>	<u>571</u>	<u>135</u>	<u>23.6%</u>	<u>999</u>	<u>30</u>	<u>2.9%</u>	<u>1,029</u>	<u>42.4%</u>	<u>463</u>	
EXCESS REVENUES OVER EXPENDITURES	<u>(13)</u>	<u>(211)</u>	<u>198</u>		<u>42</u>	<u>30</u>		<u>12</u>		<u>(54)</u>	

Notes:

- ¹ YTD revenues are favourable to budget due to timing of budget allocation. Sales are tracking in interment and plot sales based on at-need restrictions. Forecast is expected to be on target for the year.
- ² YTD expenditures are slightly favourable due to reduced spending in education/training costs, cemetery conference did not occur as a result of COVID-19.
- ³ YTD expenditures are unfavourable due to timing of budget allocation. Forecast is expected to be on target for the year.
- ⁴ Capital program expenditures are expected to accelerate in the next two quarters. Capital programs are funded from the Cemetery Development Reserve.

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2021 January 1 to June 30				2021 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Annual Approved Budget	%
SUMMARY						
Salaries Regular	36,635	38,273	1,637	4.3%	77,684	47.2%
Vacancy Adjustment	0	(416)	(416)	100.0%	(837)	0.0%
	<u>36,635</u>	<u>37,856</u>	<u>1,221</u>	<u>3.2%</u>	<u>76,846</u>	<u>47.7%</u>
Overtime	888	457	(431)	-94.3%	997	89.0%
Car Allowances	122	130	8	5.8%	259	47.1%
External Recoveries	(1,312)	(1,375)	(63)	4.6%	(2,713)	48.3%
General Fund	<u>36,333</u>	<u>37,068</u>	<u>735</u>	<u>2.0%</u>	<u>75,389</u>	<u>48.2%</u>

YTD salary expenses are favourable to the budget. Due to impacts of COVID-19, there have been vacancies and delays in hiring. Favourable variance is partially offset by vacancy adjustment and overtime expenditures.

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 and IT infrastructure which resulted in additional overtime.

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

The majority of the overtime in Engineering & Transportation is related to third party work which is recoverable and there was some overtime incurred at the beginning of the year for winter maintenance.

Parks, Culture & Community Services incurred a considerable amount of overtime to accommodate the strict COVID-19 protocols. The increase in people visiting parks in turn resulted in additional washroom cleaning costs, park litter collection and longer service hours. In addition, Police and Bylaws were needed for enforcement support at parks. The overtime from those teams are included in Parks, Culture & Community Services overtime figures as it is related to managing parks visitation.

ADMINISTRATION

Salaries Regular	1,489	1,722	233	13.5%	3,491	42.7%
Vacancy Adjustment	0	(23)	(23)	100.0%	(47)	0.0%
	<u>1,489</u>	<u>1,699</u>	<u>210</u>	<u>12.4%</u>	<u>3,444</u>	<u>43.2%</u>
Overtime	3	4	1	15.3%	8	42.3%
Car Allowances	4	6	2	31.2%	12	34.4%
External Recoveries	0	0	0		0	
Division Total	<u>1,496</u>	<u>1,709</u>	<u>213</u>	<u>12.4%</u>	<u>3,464</u>	<u>43.2%</u>

HUMAN RESOURCES & PAYROLL SERVICES

Salaries Regular	857	870	13	1.5%	1,760	48.7%
Vacancy Adjustment	0	(17)	(17)	100.0%	(34)	0.0%
	<u>857</u>	<u>853</u>	<u>(4)</u>	<u>-0.4%</u>	<u>1,726</u>	<u>49.6%</u>
Overtime	1	3	2	71.8%	5	13.9%
Car Allowances	6	6	0	0.0%	12	50.0%
Division Total	<u>864</u>	<u>862</u>	<u>(2)</u>	<u>-0.2%</u>	<u>1,743</u>	<u>49.5%</u>

FINANCIAL SERVICES

Salaries Regular	1,594	1,647	53	3.2%	3,373	47.2%
Vacancy Adjustment	0	(30)	(30)	100.0%	(60)	0.0%
	<u>1,594</u>	<u>1,617</u>	<u>24</u>	<u>1.5%</u>	<u>3,313</u>	<u>48.1%</u>
Overtime	10	0	(10)		0	
Car Allowances	6	6	(0)	-0.0%	12	50.0%
Division Total	<u>1,609</u>	<u>1,623</u>	<u>14</u>	<u>0.9%</u>	<u>3,325</u>	<u>48.4%</u>

POLICE SERVICES

Salaries Regular	7,559	8,175	617	7.5%	15,927	47.5%
Vacancy Adjustment	0	(137)	(137)	100.0%	(275)	0.0%
	<u>7,559</u>	<u>8,038</u>	<u>479</u>	<u>6.0%</u>	<u>15,652</u>	<u>48.3%</u>
Overtime	449	197	(252)	-128.0%	480	93.6%
Car Allowances	8	9	1	9.9%	17	45.1%
External Recoveries	(1,149)	(1,256)	(107)	8.5%	(2,473)	46.5%
Division Total	<u>6,866</u>	<u>6,987</u>	<u>121</u>	<u>1.7%</u>	<u>13,676</u>	<u>50.2%</u>

DISTRICT OF WEST VANCOUVER
GENERAL FUND RESULTS
FOR THE PERIOD ENDING JUNE 30, 2021

SALARY VACANCY ADJUSTMENT (\$ 000's)

	2021 January 1 to June 30				2021 Annual Budget	
	YTD Result	YTD Budget	YTD Variance	YTD % Variance	Annual Approved Budget	%
FIRE & RESCUE SERVICES						
Salaries Regular	8,436	8,282	(154)	-1.9%	16,756	50.3%
	8,436	8,282	(154)	-1.9%	16,756	50.3%
Overtime	105	119	14	11.4%	238	44.3%
Car Allowances	4	4	0	0.0%	8	50.0%
External Recoveries	(72)	(35)	38	-109.0%	(70)	103.3%
Division Total	8,473	8,370	(103)	-1.2%	16,932	50.0%
ENGINEERING & TRANSPORTATION SERVICES						
Salaries Regular	2,940	3,059	120	3.9%	6,242	47.1%
Vacancy Adjustment	0	(33)	(33)	100.0%	(66)	0.0%
	2,940	3,027	87	2.9%	6,176	47.6%
Overtime	183	69	(114)	-164.7%	106	172.1%
Car Allowances	6	6	1	9.4%	13	45.3%
Division Total	3,128	3,102	(26)	-0.8%	6,295	49.7%
CORPORATE SERVICES						
Salaries Regular	2,796	3,118	323	10.3%	6,466	43.2%
Vacancy Adjustment	0	(58)	(58)	100.0%	(117)	0.0%
	2,796	3,061	265	8.7%	6,350	44.0%
Overtime	28	27	(1)	-2.3%	55	50.6%
Car Allowances	7	7	0	0.0%	14	50.0%
Division Total	2,831	3,095	264	8.5%	6,419	44.1%
PLANNING & DEVELOPMENT SERVICES						
Salaries Regular	2,713	2,784	71	2.5%	6,140	44.2%
Vacancy Adjustment	0	(48)	(48)	100.0%	(98)	0.0%
	2,713	2,736	22	0.8%	6,043	44.9%
Overtime	18	8	(10)	-135.7%	15	116.5%
Car Allowances	58	61	3	4.7%	122	47.6%
External Recoveries	(90)	(84)	6	-7.3%	(170)	53.0%
Division Total	2,699	2,721	21	0.8%	6,010	44.9%
PARKS, CULTURE & COMMUNITY SERVICES						
Salaries Regular	6,183	6,491	308	4.8%	13,221	46.8%
Vacancy Adjustment	0	(50)	(50)	100.0%	(100)	0.0%
	6,183	6,441	258	4.0%	13,121	47.1%
Overtime	83	31	(53)	93.6%	89	93.6%
Car Allowances	21	22	1	5.9%	44	47.0%
Division Total	6,287	6,494	207	3.2%	13,254	47.4%
LIBRARY SERVICES						
Salaries Regular	2,070	2,124	54	2.5%	4,309	48.0%
Vacancy Adjustment	0	(21)	(21)	100.0%	(42)	0.0%
	2,070	2,103	33	1.6%	4,267	48.5%
Overtime	7	0	(7)	0.0%	0	0.0%
Car Allowances	3	3	(0)	-1.2%	5	50.0%
Division Total	2,080	2,105	25	1.2%	4,272	48.7%

INVESTMENT RESULTS

Summary

A summary of the District of West Vancouver investment results from January 1, 2021 to June 30, 2021 is presented below.

INVESTMENT PORTFOLIO (\$ 000's) as at June 30, 2021

	MFA MONEY MARKET FUND	MFA GFUB FUND ¹	COAST CAPITAL SAVINGS	ROYAL BANK OF CANADA	BLUESHORE FINANCIAL	HSBC	BANK OF MONTREAL	TOTAL
Opening Balance as at January 1, 2021	\$10	\$29	\$81,650	\$1,103	\$-	\$130	\$179,183	\$262,107
Transfers/Adjustments	\$-	\$-	\$-	\$1,197	\$39,600	\$(130)	\$(41,463)	\$(796)
	\$10	\$29	\$81,650	\$2,300	\$39,600	\$-	\$137,720	\$261,310
Interest Income	\$0	\$0	\$582	\$2	\$78	\$-	\$667	\$1,329
Closing Balance as at June 30, 2021	\$10	\$29	\$82,232	\$2,302	\$39,678	\$-	\$138,388	\$262,639
<i>Year to Date (YTD) non-annualized²</i>	0.08%	0.05%	0.71%	0.09%	0.39%	0.00%	0.42%	

Comparison to Benchmarks

The benchmarks, defined in the District's Cash Management and Investment Guidelines 04-30-371, are set on the basis of Municipal Finance Authority of BC (MFA) pooled high interest saving accounts (PHISA) and fund performance objectives as follows:

Short term (working capital) investments:

Performance objective equals MFA average PHISA rate at June 30, 2021, net of all expenses:

- YTD benchmark is 0.30%³
- YTD actual (all short term investments) equals 0.52%⁴

YTD actual is favourable by twenty-two basic points as short term investments are held primarily in the Bank of Montreal (BMO) high interest treasury accounts with annual rates of return between 0.9% and 0.95%; and the Coast Capital Savings Federal Credit

¹ MFA GFUB Fund: MFA changed the name of the fund from MFA intermediate fund to MFA Government Focused Ultra-Short Bond Fund ("MFA GFUB") during the year.

² 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

³ YTD non-annualized, as per MFA PHISA (June 30, 2021)

⁴ Based on average across all short term investments

Union GIC accounts with annual rates of return between 1.4% and 1.5%; and the BlueShore Financial credit union GIC account with annual rate of return 1.26%, which all exceed the MFA benchmark.

Meanwhile, MFA money market fund performance for the first six months of 2021 is 0.08%.

Long term investments:

MFA GFUB Fund⁵: performance objective equals Financial Times Stock Exchange (FTSE) Toronto Stock Exchange (TMX) 365-Day Treasury bill Index plus 30 basis points, net of all expenses:

- YTD benchmark is 0.05%⁶ plus 30 basis points equalling 0.35%
- YTD actual (MFA Intermediate Fund) equals 0.05%⁷

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

Market trends

The analysis of YTD market trends and forward-looking investment strategies for the period from January 1 to June 30, 2021 is presented in the monthly MFA reports, available online:

https://mfa.bc.ca/sites/default/files/Pooled%20Investments/06-2021_mfa_pif_monthly_performance_report.pdf

⁵ MFA GFUB Fund: MFA changed the name of the fund from MFA intermediate fund to MFA Government Focused Ultra-Short Bond Fund ("MFA GFUB") during the year

⁶ YTD non-annualized, as per MFA Pooled Investment Results report (June 30, 2021)

⁷ YTD non-annualized, as per MFA Pooled Investment Results report (June 30, 2021)

**DISTRICT OF WEST VANCOUVER
CAPITAL PROGRAM SUMMARY - GENERAL FUND & CEMETERY
FOR THE PERIOD ENDING JUNE 30, 2021**

Asset Category	Year-to-Date (\$000's)							Notes	Inception-to-Date (\$000's)			Notes
	Budget 2021	Actual 2021	Open Purchase Orders 2021	Total Committed 2021	Remaining Budget	2021 Forecast	2021 Forecast Variance to Budget		Total Project Budget	Total Project Forecast	Total Project Forecast Variance	
001 - General Fund												
Equipment	2,267	453	113	566	1,702	1,831	436		2,976	2,723	253	²
Facilities Maintenance	17,245	3,447	9,446	12,893	4,352	12,476	4,770		26,840	26,197	644	³
Grounds & Parks	13,342	625	1,490	2,115	11,227	5,027	8,315		14,916	14,870	46	
Information Technology	1,891	312	207	519	1,372	1,394	497		2,763	2,736	27	
Transportation Infrastructure	10,155	1,152	3,031	4,183	5,972	3,781	6,373		16,314	15,571	743	⁴
Vehicle Fleet	3,465	1,914	956	2,870	595	3,413	52		3,729	3,732	-3	⁵
Total 001 - General Fund	48,365	7,902	15,243	23,146	25,219	27,922	20,443	¹	67,538	65,829	1,710	
004 - Cemetery Fund												
Grounds & Parks	125	15	140	155	-30	95	30		1,417	1,431	-15	⁶
Vehicle Fleet	15	0	0	0	15	15	0		15	15	0	
Total 004 - Cemetery Fund	140	15	140	155	-15	110	30	¹	1,432	1,446	-15	

Notes:

- ¹ 2021 forecast variance is favourable to budget as some large-scale projects will require more than one year to complete.
- ² Projects are delayed or expected to be completed under budget.
- ³ Ambleside Child Care Space project is on hold until grant funding is secured and some projects expected to be completed under budget.
- ⁴ The District's contribution for the Welch Street Bridge project has been re-negotiated to a lower rate. Other road improvements projects have been completed under budget.
- ⁵ Unfavourable forecast due to changes in requirements to hybrid vehicles resulted in higher costs. The overages will be covered from other capital projects that are underspent.
- ⁶ A budget amendment will be made to request additional funds from the Cemetery Development Fund to cover anticipated higher project costs.

**DISTRICT OF WEST VANCOUVER
CAPITAL PROGRAM SUMMARY - UTILITIES
FOR THE PERIOD ENDING JUNE 30, 2021**

Fund	Year-to-Date (\$000's)							Notes	Inception-to-Date (\$000's)			Notes
	Budget 2021	Actual 2021	Open Purchase Orders 2021	Total Committed 2021	Remaining Budget	2021 Forecast	2021 Forecast Variance to Budget		Total Project Budget	Total Project Forecast	Total Project Forecast Variance	
Water	10,081	1,735	1,637	3,372	6,710	5,396	4,685		13,432	13,364	68	
Total Water Utility Fund	10,081	1,735	1,637	3,372	6,710	5,396	4,685	¹	13,432	13,364	68	
Sewer	18,967	1,134	2,944	4,078	14,889	7,527	11,440		29,953	26,199	3,754	²
Total - Sewer Utility Fund	18,967	1,134	2,944	4,078	14,889	7,527	11,440	¹	29,953	26,199	3,754	
Solid Waste	20	0	0	0	20	0	20		20	0	20	³
Total - Solid Waste Utility Fund	20	0	0	0	20	0	20	¹	20	0	20	

Notes:

- ¹ 2021 forecast variance is favourable to budget as some large-scale projects will require more than one year to complete.
- ² New 2021 and ongoing capital projects re-budgeted from 2020. The majority of capital work is planned to be completed by the end of 2021 with capital expenditures forecasted under budget.
- ³ Eagle Island waste enclosure construction has been deferred.

DISTRICT OF WEST VANCOUVER
As at June 30, 2021

RESERVE SCHEDULE (\$ 000's)

	Opening	Current Transactions			Current Balances	2021 Forecast Transactions			Forecast Balances	Ending Balance	
	2021/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2021/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2021/12/31	Committed	Uncommitted
GENERAL FUND											
Asset Reserves	12,861	10,675	0	0	23,536	0	0	-17,179	6,357	-3,464	2,894
<i>Statutory</i>											
Capital Facilities Reserve ¹	3,952	4,241	0	0	8,193	0	0	-4,691	3,502	-2,481	1,022
Capital Infrastructure Reserve ²	3,332	3,071	0	0	6,403	0	0	-5,632	771	-234	537
Capital Equipment Reserve ³	4,936	2,689	0	0	7,625	0	0	-5,846	1,779	-627	1,152
<i>Non-Statutory</i>											
Operational Reserve ⁴	640	675	0	0	1,315	0	0	-1,010	305	-122	183
Endowment Fund	28,966	434	0	-945	28,456	18	0	-7,554	20,920	-436	20,483
<i>Threshold Value ⁵</i>											
18,000											
Amenity Contributions Fund	42,346	0	0	0	42,346	0	0	-305	42,041	-17,795	24,246
<i>Non-Restricted</i>	35,564	0	0	0	35,564	0	0	0	35,564	-17,695	17,868
CAC-Neighbourhood Serving	17,782	1	0	0	16,952	0	0	0	16,952	-7,222	9,730
CAC-Community Serving	17,782	-1	0	0	18,612	0	0	0	18,612	-10,473	8,139
Restricted ⁶	6,783	0	0	0	6,783	0	0	-305	6,477	-100	6,377
Affordable Housing	5,157	0	0	0	5,157	0	0	0	5,157	0	5,157
Land Reserve Fund	3,238	0	0	0	3,238	0	0	-103	3,135	0	3,135
Operating Reserves	11,397	122	0	-41	11,479	754	0	-6,378	5,854	0	5,854
Other Reserves	2,392	246	0	-114	2,523	262	0	-888	1,897	0	1,897
OTHER FUNDS											
Golf Development Reserve	288	0	0	0	288	0	0	-202	86	-17	69
Cemetery Development Reserve	1,156	0	0	0	1,156	12	0	-110	1,058	-45	1,013
Solid Waste Reserve Fund	2,105	0	n/a	0	2,105	0	0	-769	1,336	0	1,336
Water Reserves	10,340	0	0	0	10,340	5,100	0	-5,396	10,043	-4,617	5,426
Sewer & Drainage Reserves	13,787	0	0	0	13,787	9,400	0	-7,527	15,660	-7,687	7,973
TOTAL RESERVES	134,033	11,477	0	-1,100	144,410	15,545	0	-46,411	113,544	-34,061	79,483
DEVELOPMENT COST CHARGES (DCCs)	28,061	1,553	0	0	29,614	0	0	-951	28,663	-852	27,811
TOTAL RESERVES & DCCs	162,094	13,030	0	-1,100	174,024	15,545	0	-47,362	142,207	-34,913	107,294
TRUST FUNDS											
Seniors' Accounts	358	47	0	-8	397	0	0	0	397	0	397
Cemetery Care Fund	6,352	0	0	0	6,352	0	0	0	6,352	0	6,352
Other	613	6	0	0	619	0	0	0	619	0	619
	7,322	53	0	-8	7,367	0	0	0	7,367	0	7,367
TOTAL RESERVES, DCCs & TRUST FUNDS	169,416	13,083	0	-1,108	181,392	15,545	0	-47,362	149,574	-34,913	114,661

DISTRICT OF WEST VANCOUVER

As at June 30, 2021

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current Balances	2021 Forecast Transactions			Forecast Balances	Ending Balance	
	2021/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2021/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2021/12/31	Committed	Uncommitted
OPERATING RESERVES											
Weather Related Incidents Reserve	500	0	n/a	0	500	0	n/a	0	500	0	500
COVID-19 Safe Restart Reserve	5,068	0	n/a	0	5,068	0	n/a	-3,551	1,517	0	1,517
District COVID-19 Contingency Reserve	909	0	n/a	0	909	0	n/a	-5	904	0	904
Provincial Ferry Building Reno	0	0	n/a	0	0	674	n/a	-674	0	0	0
Federal Ferry Building Reno	0	0	n/a	0	0	0	n/a	0	0	0	0
Election Provision	180	0	n/a	0	180	80	n/a	0	260	0	260
Fleet Surcharge Reserve	0	0	n/a	0	0	0	n/a	0	0	0	0
Fringe Benefit Allocation	430	0	n/a	0	430	0	n/a	-330	100	0	100
Caulfield LUC	109	0	n/a	0	109	0	n/a	-62	47	0	47
Youth Activity	580	0	0	0	580	0	0	-5	575	0	575
<i>Threshold Value?</i> ⁵⁴²											
WV Shoreline Preservation Society	10	0	n/a	0	10	0	n/a	0	10	0	10
Engagement (Innovation) Fund	1,464	0	n/a	0	1,464	0	n/a	-1,027	438	0	438
Public Art Reserve (Est 2016)	656	50	0	0	706	0	n/a	-116	590	0	590
SAC - Estate of Olive Mathias	185	15	0	0	201	0	0	0	201	0	201
SAC - Donations/Bequests	154	57	0	0	211	0	0	-5	206	0	206
SAC - Feed the Need Campaign	143	0	0	-41	102	0	0	-88	14	0	14
Wage Contingency Reserve (Est 2016)	521	0	n/a	0	521	0	n/a	-271	250	0	250
Legal Reserve (Est 2016)	405	0	n/a	0	405	0	n/a	-205	200	0	200
Corporate Training Initiatives (Est 2016)	82	0	n/a	0	82	0	n/a	-40	42	0	42
TOTAL OPERATING RESERVES	11,397	122	0	-41	11,479	754	0	-6,378	5,854	0	5,854
OTHER RESERVES											
Artificial Turf Replacement	1,131	48	0	0	1,179	79	0	-40	1,219	0	1,219
Parkland Acquisition	10	0	0	0	10	0	0	0	10	0	10
Parkland Cash In Lieu	7	0	0	0	7	0	0	0	7	0	7
Archived Fund Reserve	87	7	0	0	94	0	0	-16	78	0	78
UBCM Community Works Fund	1,156	191	0	-114	1,233	182	n/a	-832	583	0	583
TOTAL OTHER RESERVES	2,392	246	0	-114	2,523	262	0	-888	1,897	0	1,897
DEVELOPMENT COST CHARGES (DCCs)											
GENERAL FUND											
Highways											
Neighbourhood Area 3	1,726	0	0	0	1,726	0	0	0	1,726	0	1,726
Neighbourhood Area 4	2,794	0	0	0	2,794	0	0	0	2,794	0	2,794
Community Areas 2 to 5	2,308	27	0	0	2,334	0	0	0	2,334	0	2,334
	<u>6,828</u>	<u>27</u>	<u>0</u>	<u>0</u>	<u>6,855</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,855</u>	<u>0</u>	<u>6,855</u>
Underground Wiring	<u>1,091</u>	<u>33</u>	<u>0</u>	<u>0</u>	<u>1,124</u>	<u>0</u>	<u>0</u>	<u>-583</u>	<u>541</u>	<u>0</u>	<u>541</u>
Parks & Open Space											
Major - Principal	5,369	591	0	0	5,959	0	0	0	5,959	0	5,959
Major - Interest	1,309	0	0	0	1,309	0	0	0	1,309	0	1,309
Ambleside Waterfront - Principal	788	183	0	0	971	0	0	0	971	0	971
Ambleside Waterfront - Interest	190	0	0	0	190	0	0	0	190	0	190
Local - Principal	6,632	457	0	0	7,089	0	0	-178	6,911	0	6,911
Local - Interest	1,391	0	0	0	1,391	0	0	-773	618	-347	271
	<u>15,678</u>	<u>1,231</u>	<u>0</u>	<u>0</u>	<u>16,909</u>	<u>0</u>	<u>0</u>	<u>-951</u>	<u>15,958</u>	<u>-347</u>	<u>15,611</u>
OTHER FUNDS											
Water Utility											
Areas 2 & 3	0	0	0	0	0	0	0	0	0	0	0
Areas 4 & 5	1,613	87	0	0	1,700	0	0	0	1,700	0	1,700
	<u>1,613</u>	<u>87</u>	<u>0</u>	<u>0</u>	<u>1,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,700</u>	<u>0</u>	<u>1,700</u>
Sewer Utility											
Drainage	2,851	176	0	0	3,027	0	0	0	3,027	0	3,027
TOTAL GENERAL AND OTHER FUNDS' DCCs	28,061	1,553	0	0	29,614	0	0	-1,534	28,080	-347	27,734

DISTRICT OF WEST VANCOUVER
As at June 30, 2021

RESERVE SCHEDULE (\$ 000's)

	Opening Balances	Current Transactions			Current	2021 Forecast Transactions			Forecast Balances	Ending Balance	
	2021/01/01	Revenues & Transfers	Interest	Expenditures & Transfers	2021/06/30	Revenues & Transfers	Interest	Expenditures & Transfers	2021/06/30	Committed	Uncommitted
TRUST FUNDS*											
Seniors' Accounts											
Building	0	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	50	1	0	0	50	0	0	0	50	0	50
Woodworking	3	0	0	0	4	0	0	0	4	0	4
Green Thumb	4	0	0	0	4	0	0	0	4	0	4
Photo Club	17	0	0	0	18	0	0	0	18	0	18
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	16	0	0	0	16	0	0	0	16	0	16
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	189	45	0	-8	226	0	0	0	226	0	226
	<u>358</u>	<u>47</u>	<u>0</u>	<u>-8</u>	<u>397</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>397</u>	<u>0</u>	<u>397</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
Amberview Place Housing	429	6	0	0	436	0	0	0	436	0	436
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	121	0	0	0	121	0	0	0	121	0	121
	<u>613</u>	<u>6</u>	<u>0</u>	<u>0</u>	<u>619</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>619</u>	<u>0</u>	<u>619</u>
	<u>971</u>	<u>53</u>	<u>0</u>	<u>-8</u>	<u>1,016</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,016</u>	<u>0</u>	<u>1,016</u>

Notes:

- ¹ The Capital Facilities Reserve is to be used for creation and maintenance of Facilities (e.g. 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.
- ² The Capital Infrastructure Reserve is to be used for land improvements (e.g. athletic fields, tennis courts, playgrounds), marine structures (e.g. piers, sea walks, floats, foreshore works) and civic works (e.g. roads, bridges, trails, lighting, 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, 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 Consumer Price Index (CPI).
- ⁸ Interest is paid on these accounts at year end.

DISTRICT OF WEST VANCOUVER
PROCUREMENT STATISTICS
FOR THE PERIOD ENDING JUNE 30, 2021

		2017	2018	2019	2020	Second Quarter 2021
Purchasing:						
Quotations		278	266	339	326	180
Tenders		31	31	19	22	19
Request for Proposals/ Expression of Interest (EOI)		93	103	93	75	51
Total number (#) of files		402	400	451	423	250
Purchase Orders						
Purchase Orders	count	2402	1843	1733	1540	837
Procurement Activity Savings						
Procurement Activity Savings		\$890,084	\$743,243	\$770,768	\$1,439,888	\$1,108,171
Purchasing Department Budget (BU 220)		\$702,680	\$723,092	\$762,080	\$783,724	\$877,938
Purchasing & Risk Management FTE count		7.6	7.6	7.6	7.6	8.6
Purchasing Card (P-Cards):						
New P-Cards issued		27	48	32	12	6
Total # of P-Cards		206	226	234	103	103
Total # of transactions		9,918	9,834	9,024	4,333	2,064
Total \$ Spent		\$1,585,299	\$1,665,016	\$1,747,941	\$975,383	\$525,342
Stores - Operations Centre						
Fleet size	count	133	137	139	144	144
Auto part orders	count	1669	1465	1223	1224	737
Inventory Issues	count (all)	565,811	574,636	534,005	541,308	276,212
Inventory Issues	count (fuel)	528,977	542,473	501,597	511,238	260,146
Inventory Issues	count (all, less fuel)	36,834	32,163	32,408	30,070	16,066
Inventory Issues	value (all)	\$1,817,572	\$1,838,331	\$1,755,894	\$1,769,040	\$984,236
Inventory Issues	value (fuel)	\$601,921	\$726,280	\$633,755	\$588,998	\$332,402
Inventory Issues	value (all, less fuel)	\$1,215,651	\$1,112,051	\$1,222,139	\$1,180,042	\$651,834
Risk Management (RM)						
Fleet accident claims (#)		63	57	68	57	20
Property damage recovery (#)		13	6	10	6	6
Property damage recovery (\$)		\$19,649	\$13,042	\$23,354	\$35,965	\$4,120
Claim Files (#) MIA		32	51	35	43	13
Claim Files (#) Other		43	26	44	28	12
Total (#) RM Files		151	140	157	134	51

DISTRICT OF WEST VANCOUVER
CONTRACTS AWARDED OVER \$75K
FOR THE PERIOD ENDING JUNE 30, 2021

FILE/ DESCRIPTION	VALUE/ SUPPLIER	AVERAGE BID/ # OF BIDS	PROCESS/ DEPARTMENT	REVISED VALUE FINAL YES/NO	COMMENTS
RFP17 38 HSB Streetscape Detailed Design	\$204,857 McElhanney Consulting	\$249,983 Four	Public RFP Engineering	TBC No	
EOI19 026A Cypress Lands Policy Framework	\$1,100,000 Corilois Consulting	\$1,100,000 One	Public EOI Planning	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	Select Bidding 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	\$2,201,876 Yes	Invited Tender of four pre-qualified bidders following public EOI
RFP20 022 Horseshoe Bay Park Working Drawings	\$799,355 PWL Partnership Landscape Architects	\$663,427 Three	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	\$349,912 Yes	
T20 161 14th Street & Marine Drive Roadworks & Traffic Signals	\$278,690 Eurovia British Columbia Inc.	\$329,287 Two	Public Tender Engineering	\$334,553 Yes	
RFP20 180A A/P Automation System	\$196,620 Bottomline Technologies Inc.	\$214,685 Two	Select Bidding ITS	\$221,848 Yes	Select RFP following public EOI Price includes maintenance for five years
T20 191A The Glen Sanitary Lift Station Replacement	\$698,900 Bel Contracting	\$826,641 Five	Select Bidding Engineering	TBC No	Invited Tender of five pre-qualified bidders following public EOI
RFP20 194 WVSS Artificial Turf Field and Sport Track	\$117,500 Core Group Civil Consultants Ltd.	\$182,007 Three	Public RFP Parks	TBC No	
T20 217 Eagle Lake Pump Station	\$462,000 North Construction	\$725,843 Seven	Public Tender Engineering	TBC No	
RFP20 081 Fire Tower Truck, Unit F041	\$1,770,763 Commercial Emergency Equipment Co	\$1,712,150 Two	Public RFP Fire	TBC No	
RFP20 128 Strategic Transportation Plan	\$99,940 Watt Consulting Group	\$109,300 Five	Public RFP Engineering	TBC No	
RFP20 208A Ferry Building Gallery Architect	\$142,000 DA Architects + Planners	\$142,000 One	Direct Award Facilities	TBC No	Direct award approved by Purchasing Manager
RFP21 010A Ferry Building Restoration Construction Management	\$387,292 Scott Special Projects	\$565,770 Nine	Public RFP Facilities	TBC No	
T21 030 Park Verdun	\$339,954 Summit Earthworks	\$552,653 Ten	Public Tender Parks	TBC No	
T21 049A Cab & Chassis for Tandem Dump Trucks (two)	\$294,963 First Truck Centre	\$299,025 Two	Public Tender Engineering	TBC No	One other non-compliant bid received
T21 049B Dump Bodies for Tandem Dump Trucks (two)	\$212,080 Viking Cives	\$226,415 Two	Public Tender Engineering	TBC No	One other non-compliant bid received
RFP21 053 Library Cooling System	\$428,933 Professional Mechanical	\$492,655 Five	Public RFP Facilities	TBC No	
RFP21 064 Electric Greens Mower PP14	\$81,848 Oak Creek Golf & Turf	\$89,173 Two	Public RFP Parks	TBC No	
RFP21 089 Brothers Creek & Lawson Creek Culvert Rehabilitation	\$693,350 PW Trenchless Construction	\$1,260,610 Two	Public RFP Engineering	TBC No	

DISTRICT OF WEST VANCOUVER
 PROCUREMENT DOCUMENTED SAVINGS
 FOR THE PERIOD ENDING JUNE 30, 2021

Documented Savings	Value	Total Value
Year to Date		\$1,108,171
Ongoing/annual savings from prior years		\$34,275
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		\$1,073,896
RFP20 128 - Strategic Transportation Plan	\$9,360	
RFP21 010A - Ferry Building Restoration Construction Management	\$178,478	
T21 030 - Park Verdun	\$212,699	
T21 049A - Cab & Chassis for Tandem Dump Trucks (two)	\$4,062	
T21 049B - Dump Bodies for Tandem Dump Trucks (two)	\$14,335	
Q21 138 - Rectangular rapid-flash beacon (RRFB) installation - three locations	\$17,778	
RFP21 165 - Electrical Engineering - Operations Centre Electric Vehicle Infrastructure	\$6,202	
RFP21 053 - Library Cooling System	\$63,722	
RFP21 089 - Brothers Creek & Lawson Creek Culver Rehabilitation	\$567,260	

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).