

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**  
**FINANCE AND REVENUE ADVISORY COMMITTEE MEETING AGENDA**  
**TUESDAY, SEPTEMBER 16, 2025**  
**9 AM IN THE MAIN FLOOR CONFERENCE ROOM, MUNICIPAL HALL**  
*(In-person attendance only)*

*Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.*

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

RECOMMENDATION:

THAT the September 16, 2025 Finance and Revenue Advisory Committee meeting agenda be approved as circulated.

**3. ADOPTION OF MINUTES**

RECOMMENDATION:

THAT the July 8, 2025 Finance and Revenue Advisory Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Update from Chair on Approval of Committee Draft Work Plan**

RECOMMENDATION:

THAT the discussion regarding Update from Chair on Approval of Committee Draft Work Plan be received for information.

**5. Approval of Revenue and Reserve Working Group Members**

RECOMMENDATION:

THAT the Approval of Revenue and Reserve Working Group members be approved as circulated.

**6. Update from Chairs of Revenue and Reserve Working Groups and Approval of Draft Work Plans**

RECOMMENDATION:

THAT

1. the discussion regarding Update from Chairs of Revenue and Reserve Working Groups be received for information; and
2. approval of the draft Work Plan be approved as circulated.

**7. PUBLIC QUESTIONS****8. NEXT MEETING**

The next Finance and Revenue Advisory Committee meeting is scheduled for October 21, 2025 at 9 a.m. and held in-person in the Main Floor Conference Room, Municipal Hall.

**EXCLUSION OF PUBLIC****9. Exclusion of Public Pursuant to s.90 and s.93 of the *Community Charter***

RECOMMENDATION:

THAT in the public interest, members of the public be excluded from part of the September 16, 2025 Finance and Revenue Advisory Committee meeting on the basis of the following sections of the *Community Charter*:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
  - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
  - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].
93. In addition to its application to council meetings, this Division and section 133 (of the *Community Charter*) also applies to meetings of the following:
  - (a) Council committees.

Purpose of meeting: business interests of a third party; proposed provision of a municipal service; and municipal objectives and measures/annual report preparation.

**10. ADJOURNMENT**

RECOMMENDATION:

THAT the September 16, 2025 Finance and Revenue Advisory Committee meeting (open session) be adjourned.

The Committee will then proceed with the closed session.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
FINANCE AND REVENUE ADVISORY COMMITTEE MEETING MINUTES  
MAIN FLOOR CONFERENCE ROOM, MUNICIPAL HALL  
TUESDAY, JULY 8, 2025**

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Committee Members: Mayor M. Sager (Chair), L. Davis, M. Evison, G. McIsaac, T. Mason, M. Paterson, J. Robertson, D. Smith, and Councillor L. Watt attended the meeting in the Main Floor Conference Room, Municipal Hall. Absent: T. Frick and J. James.

Staff: S. Findlay, Municipal Manager; H. Dallas, Senior Manager Legislative Services/ Corporate Officer; and C. Lindsay, Administrative Assistant to the Mayor (Committee Clerk) attended the meeting in the Main Floor Conference Room, Municipal Hall.

**1. CALL TO ORDER**

The meeting was called to order at 10:16 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the July 8, 2025 Finance and Revenue Advisory Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the May 13 and June 10, 2025 Finance and Revenue Advisory Committee meeting minutes be adopted as circulated.

CARRIED

*With the consent of the Committee, Mayor Sager varied the agenda to consider Item 8 prior to Item 4.*

**EXCLUSION OF PUBLIC**

**8. RESOLUTION RE EXCLUSION OF PUBLIC PURSUANT TO s. 90 and s. 93 OF THE COMMUNITY CHARTER**

It was Moved and Seconded:

THAT in the public interest, members of the public be excluded from part of the July 8, 2025 Finance and Revenue Advisory Committee meeting on the basis of the following sections of the *Community Charter*:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
  - (l) discussion with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].
93. In addition to its application to council meetings, this Division and section 133 (of the *Community Charter*) also applies to meetings of the following:
- (a) Council committees.

CARRIED

At 10:18 a.m. the Committee proceeded with the closed meeting, and reconvened the open meeting at 11:45 a.m. with the following members of the Committee and staff present:

G. McIsaac (Co-Chair), L. Davis, M. Evison, T. Mason, M. Paterson, D. Smith and Councillor L. Watt; and

S. Findlay, Municipal Manager; I. Gordon, Director, Finance & Corporate Services; C. Boy, Deputy Director, Financial Services; and C. Lindsay, Administrative Assistant to the Mayor (Committee Clerk).

## **REPORTS / ITEMS**

### **4. Update on Approval of Committee Work Plan**

The Draft 2025 Work Plan is currently being reviewed by D. Lidstone. Revisions to the Draft 2025 Work Plan will be complete by September 2025.

### **5. Update on Establishment of Reserve Sub-Committee and Discussion of New Revenue Generating Sub-Committee**

Staff and Committee members agreed that the proposed Reserves Sub-Committee will now be a Reserves Working Group. The Reserves Working Group will begin their first review of the operating reserve account.

It was Moved and Seconded:

THAT

1. the Reserves Sub-Committee be renamed the Reserves Working Group;

2. the Reserves Working Group begin by reviewing a draft Operating Fund Surplus Policy prepared by staff; and
3. the Committee approve the establishment of a Revenue Working Group to explore in more depth the revenue opportunities for the District of West Vancouver, with The Kelowna Report to provide a good basis to commence discussions, and with Mayor Sager and G. McIsaac to select members of the Revenue Working Group (up to a maximum of 5 members).

CARRIED

*(Mayor Sager and Member Robertson absent at the vote)*

**6. PUBLIC QUESTIONS**

There were no questions.

**7. NEXT MEETING**

Staff confirmed that the next Finance and Revenue Advisory Committee meeting is scheduled for September 16, 2025 at 9 a.m. and held in-person in the Main Floor Conference Room, Municipal Hall.

**EXCLUSION OF PUBLIC**

**8. Exclusion of Public Pursuant to s.90 and s.93 of the *Community Charter***

*This item was considered prior to Item 4.*

**9. ADJOURNMENT**

It was Moved and Seconded:

THAT the July 8, 2025 Finance and Revenue Advisory Committee meeting be adjourned.

CARRIED

*(Mayor Sager and Member Robertson absent at the vote)*

The meeting adjourned at 12:07 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk