

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
FINANCE AND REVENUE ADVISORY COMMITTEE MEETING AGENDA
WEDNESDAY, OCTOBER 15, 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 October 15, 2025 Finance and Revenue Advisory Committee meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

RECOMMENDATION:

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

4. PUBLIC QUESTIONS

5. 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

6. 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 October 15, 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:

- (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: municipal objectives and measures/annual report preparation.

7. ADJOURNMENT

RECOMMENDATION:

THAT the October 15, 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, SEPTEMBER 16, 2025**

Committee Members: Mayor M. Sager (Chair), L. Davis, M. Evison, T. Frick, J. James, 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.

Staff: S. Findlay, Municipal Manager; I. Gordon, Director, Finance and Corporate Services; J. Moller, Director, Engineering and Transportation Services; C. Boy, Deputy Director, Financial Services; 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 9 a.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

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

D. Lidstone (Lidstone & Company) has confirmed no changes need to be made to the Committee's draft work plan and it can be recommended to Council for approval.

It was Moved and Seconded:

THAT the Committee's draft work plan be recommended to Council for approval.

CARRIED

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

Staff and Committee members discussed:

- Role of working groups, noting that they are informal groups created by a committee for the purpose of advancing work and researching special projects;
- Working Groups are not governed by the *Community Charter*; and
- Working Groups must not include Council members or staff members.

It was Moved and Seconded:

THAT the working group members be approved as circulated:

Reserves Working Group Members:

Don Smith
Michael Paterson
Tom Frick
Michael Evison

Revenue Working Group Members:

Lee Davis
Tammi Mason
John Robertson

CARRIED

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

L. Davis reported that the Revenue Working Group held their first meeting on September 9, 2025. The working group is considering potential staff resources they may require and are establishing a framework for looking at opportunities. D. Smith reported that the Reserve Working Group has received the draft Operating Fund Surplus Policy and will be reviewing the document.

Approval of the draft work plans was deferred to a later date.

7. **PUBLIC QUESTIONS**

There were no questions.

8. **NEXT MEETING**

Staff confirmed that 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. 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 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.

CARRIED

10. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 9:12 a.m. The Committee then proceeded with the closed session.

Certified Correct:

Chair

Committee Clerk