

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
FINANCE AND REVENUE ADVISORY COMMITTEE MEETING MINUTES
MAIN FLOOR CONFERENCE ROOM, MUNICIPAL HALL
TUESDAY, NOVEMBER 18, 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; and C. Lindsay, 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 November 18, 2025 Finance and Revenue Advisory Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT

1. the October 15, 2025 Finance and Revenue Advisory Committee meeting minutes be adopted as circulated; and
2. the October 21, 2025 Finance and Revenue Advisory Committee meeting minutes be amended by:
 - Replacing in Item 5 “*A request has been delivered to staff of the Finance and Corporate Services division to provide additional information for the Working Group’s review.*” with “*Later this week, the Working Group will be submitting a request for information concerning the District’s existing reserve funds.*”;
and
 - Replacing in Item 6 “*process of disclosure of surplus funds*” with “*process and timing of disclosure of surplus funds and their use*”;

AND THAT the minutes be adopted as amended.

CARRIED

REPORTS / ITEMS

4. Update from Chair of Revenue Working Group

Committee members discussed: initial meeting held with staff; resources and staff availability to assist the Working Group develop ideas; developing a business case for naming rights on a project; potential sites for naming rights; the need for Council to adopt a naming rights framework; how to monetize naming rights; District asset monetization; using empty parking garages for after hours parking; the creation of an innovation centre; casinos and potential increased crime; memorial benches; pavers; and short-term rental tax. The Revenue Working Group will request a list of District real estate assets and a contact for the new Seniors Centre. The Revenue Working Group will meet with staff for ideas on public consultation on how to generate revenue. The Chair requested that staff set up a meeting with the Revenue Working Group, British Pacific Properties and staff to discuss an innovation centre.

S. Findlay left the meeting at 9:44 a.m.

It was Moved and Seconded:

THAT the discussion regarding Update from Chair of Revenue Working Group be received for information.

CARRIED

5. Update from Chair of Reserves Working Group

Committee members noted that information requested from staff has been received by the group and they are in the process of reviewing the information. The Chair suggested that time be set aside during the December 8, 2025 special closed Council meeting for the Reserves Working Group to address Council.

It was Moved and Seconded:

THAT the discussion regarding Update from Chair of Reserves Working Group be received for information.

CARRIED

6. Update from Municipal Manager on Reserves Working Group Requests to Staff

Staff confirmed that a request for information received from the Reserves Working Group was sent to D. Smith on November 5, 2025.

7. Review of Draft Operational General Fund Surplus Policy and Next Steps

Committee members commented they are waiting to meet with staff for further discussion around the preparation of a revised draft Surplus Policy.

8. Review of 2026 Property Assessment Process

Committee members commented regarding: the need for an organized process on an annual basis for sharing information with BC Assessment; a policy should be put in place for directing staff to develop a process; and proactively reviewing property assessments.

It was Moved and Seconded:

THAT the Committee recommends the Municipal Manager appoint a staff member to be responsible on an annual basis for interacting with BC Assessment, with particular attention to the District's largest assessments.

CARRIED

9. 2026 Utility Fees

Committee members commented regarding: value of the Committee being involved earlier in the rate setting process; having major financial decision deadlines defined yearly; utility fees and utility reserve funds; borrowing money versus reserve funds; balancing equity of taxpayers; generational taxation; optimizing current reserves; debt analysis; flexibility in use of reserve funds; capital assets and replacement costs; and appropriate reserve levels. An additional meeting involving the Reserves Working Group, the Municipal Manager, and the Chair will be arranged.

It was Moved and Seconded:

THAT the Committee recommends in accordance with its Terms of Reference that it be consulted as early as practical for input and advice on major financial decisions that impact taxes, utilities, and fees.

CARRIED

10. 2026 Committee Work Plan

G. McIsaac asked that Committee members send their proposed ideas for the 2026 work plan to staff.

11. PUBLIC QUESTIONS

There were no questions.

12. NEXT MEETING

Staff confirmed that the next Finance and Revenue Advisory Committee meeting will be confirmed at a later date.

EXCLUSION OF PUBLIC

13. 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 November 18, 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:
 - (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.

- 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

14. ADJOURNMENT

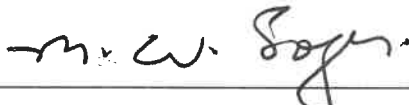
It was Moved and Seconded:

THAT the November 18, 2025 Finance and Revenue Advisory Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 11:18 a.m. The Committee then proceeded with the closed session.

Certified Correct:



Chair

s. 22(1)


Committee Clerk