

District of West Vancouver
POLICY

Title: Finance and Revenue Advisory Committee Terms of Reference
Division: Finance and Corporate Services
Policy Number: 0183
File Number: 0282-20-0183

1. Mandate

- 1.1. The purpose of the Finance and Revenue Advisory Committee (the Committee) is to provide advice and recommendations to Council on:
 - a) measures which may enhance the revenue opportunities of the District; and
 - b) the District's finances, including future budgets and financial plans, consistent with prudent fiscal management.
- 1.2. The Committee will support advancing Council's Strategic Plan and its objectives.
- 1.3. The Committee's advice and recommendations will focus on policy, strategy, and governance matters, and not on operational issues.

2. Role

- 2.1. With respect to revenue opportunities, the Committee will:
 - (a) identify, advise, and make recommendations on new revenue generating streams that will facilitate in easing the tax burden on residents and businesses in the District of West Vancouver;
 - (b) review the District's land inventory and identify opportunities for the utilization/disposition/acquisition of lands for their marketability, potential revenue generation and community benefit, and make recommendations for revenue enhancement through additional appropriate uses of District land;
 - (c) review the use of District assets by private interests to ensure that appropriate compensation is being received for such use, and make recommendations for change in this area if needed and possible;
 - (d) provide comment on business practices that might be appropriately adapted to the public sector to enhance revenues, and make recommendations to Council on their adoption; and
 - (e) consider any other matters referred by Council.
- 2.2. In carrying out its duties with respect to revenue opportunities, the Committee shall focus on financially significant assets/projects/initiatives.
- 2.3. With respect to the District's finances, the Committee will:
 - (a) provide advice and make recommendations concerning the District's annual operating and capital budgets and property tax changes;
 - (b) review the financial implications of major District projects and initiatives, and provide advice accordingly;

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- (c) review and provide advice with respect to the District's financial reserves and policies governing these reserves;
 - (d) review the District's longer term financial plans and projections and provide advice accordingly; and
 - (e) consider any other matters referred by Council.
- 2.4. In carrying out its duties with respect to the District's finances, the Committee shall provide its advice and recommendations to Council or the Finance and Audit Committee, as appropriate.

3. Membership

- 3.1. The Committee shall consist of the following voting members:
- (a) the Mayor and one Council member; and
 - (b) up to nine (9) volunteer representatives with significant financial and business experience.
- 3.2. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.3. The Mayor is designated as the Chair of the Committee.
- 3.4. The Acting Chair will be elected, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for input and approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
- (a) The Director of Finance and Corporate Services;
 - (b) Staff of the Finance and Corporate Services division; and
 - (c) Staff of the Mayor's Office.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/11/18	
Council minutes eDocs # (Council Policies only)	5780058	
Council report eDocs # (Council Policies only)	n/a	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

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Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-711734498-24649	
Replacement description	Updated to align with amendments to the Council Committee Procedure bylaw.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2026/05/27	
Council minutes Document ID (Council Policies only)	LGDM-711734498-25366	
Council report Document ID (Council Policies only)	LGDM-711734498-25390	
Replacement description	To clarify the Committee's role and mandate; determine the Committee's Chair and staff support positions; and align the Committee with other committees by requiring the submission of an Annual Work Plan to Council.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2026	