
District of Lantzville
REPORT TO COUNCIL

Meeting Date: October 6, 2021

SUBJECT: Lantzville Council Strategic Priorities 2021 Quarterly Update – as at (Q3) September 30, 2021

PURPOSE

To provide Council with a quarterly update on the status of Council's 2021 strategic priorities.

RECOMMENDATION

For information.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

Following Council's 2021 Strategic Planning Sessions, held in January, February and March, Council established and released their strategic priorities for 2021 to 2023 following finalizing the District of Lantzville Strategic Priorities 2021 to 2023 Report and updating the District of Lantzville Council Strategic Priorities for 2021 – 2023 (Attachment 'A') on May 19, 2021.

ATTACHMENT(S)

Attachment 'A'	District of Lantzville Council Strategic Priorities 2021 - 2023
Attachment 'B'	Lantzville Council Strategic Priorities 2021 Quarterly Update Table – as at (Q3) September 30, 2021

1. Strategic Plan Objectives

The District of Lantzville Council Strategic plan guides the work of the District.

2. Policy

District of Lantzville Council Strategic Priorities 2021 – 2023

3. Resources

Ongoing staff resources required to implement, maintain and provide quarterly status updates on Council's strategic priorities.

4. Financial/Budget Implications

There are no financial implications. The District of Lantzville Council Strategic plan enables the District's financial planning process and is reviewed on an annual basis.

5. Sustainability Implications

N/A

Prepared by:



Ronald Campbell, Chief Administrative Officer
Date: September 29, 2021

REVIEWED WITH:			
<input checked="" type="checkbox"/> Corporate Administration	<input type="checkbox"/> Fire Rescue	<input checked="" type="checkbox"/> Public Works/Engineering	<input type="checkbox"/> RCMP
<input checked="" type="checkbox"/> Financial Services	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Committee:
<input type="checkbox"/> Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	October 6, 2021	7. e)
Closed (In-Camera)		

File Number: 6430-20-2021
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District of Lantzville Council Strategic Priorities 2021 – 2023

May 2021



1. Infrastructure



- 1.1 Implement the Village Commercial Core Improvement Plan and the Streetscape Design.
- 1.2 Bring water to most residents in Lantzville - Implement Water Master Plan.
- 1.3 Secure a District-owned Public Works facility.
- 1.4 Secure the District Firehall site.

2. Financial Planning



- 2.1 Establish a policy to identify how new growth tax revenues are allocated.

3. Community Planning



- 3.1 Council to establish high level priorities for community amenity contributions.
- 3.2 Complete the negotiation of the Foothills phased development agreement.
- 3.3 Design and construct a parking lot on MOTI land at Ware Road/Industrial Road. (2023).
- 3.4 Acquire as much land as possible through development.
- 3.5 Explore options for the provision of childcare spaces in the District.
- 3.6 Explore options for the future of Community Use Building A (Costin Hall) and B (former church) and District community use facilities.
- 3.7 Consider implementation of the Age-friendly Action Plan.

4. Communications & Engagement



- 4.1 Work with community partners to facilitate community engagement and potential events such as Farmer's Market(s), Film Nights, Minetown Day, Summer Beach Festival, Summer Music Festival, Polar Bear Swim (2023).

5. Parks And Recreation



- 5.1 Work with community partners for access to recreational and greenspace at some beach road ends.
- 5.2 Reclaim road ends and rights-of-way to provide access to beaches. Staff to bring forward report regarding encroachments and communications with landowners.
- 5.3 Achieve a partnership with Regional District of Nanaimo for Foothills park as a regional park and consider other options for partnerships for components.
- 5.4 Continue advocacy to preserve, protect, and expand the Knarston Creek Riparian Corridor.

6. Service Delivery



- 6.1 Develop and revise bylaws as needed.
- 6.2 Facilitate provision of subsidized seniors' housing. Council to facilitate land acquisition and provide appropriate zoning to encourage outside agencies to develop seniors' housing.
- 6.3 Support community greenhouses (2023).

7. Corporate Maintenance/Governance, Internal And External Relationships



- 7.1 Plan adequate funding for staff levels to deliver District services and meet statutory requirements.
- 7.2 Continue to develop relationships and shared opportunities with Snaw-Naw-As, the Nanoose First Nation.

8. Community Safety



- 8.1 Explore the establishment of a Policing Reserve Fund.

Mission Statement:

Provide efficient, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville's diverse character and charm.

Council Values:

Act in a professional manner at all times, having respect for:

- the public,
- staff,
- Council members,
- the roles of Council, staff and the public,
- the decision making process, and

carry out adequate research and thoughtfully consider the issues before us, while serving and representing all of our community.





Council’s Mission Statement: *Provide, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville’s diverse character and charm.*



1. INFRASTRUCTURE

Action	✓ 2021 Quarter 3 (Q3) Update
<p>1.1 Implement the Village Commercial Core Improvement Plan and the Streetscape Design</p> <p>Chief Administrative Officer Director of Planning and Community Services Director of Public Works</p>	<p><i>(Q2) At the February 3, 2021 regular Council meeting Council approved an additional \$112,040 to be allocated to the Village Core Streetscape Improvements capital budget in 2021 from \$400,000 to \$515,389 with funding from Gas Tax.</i></p> <p><i>(Q2) Project was awarded to David Stalker Excavating Ltd. in March 2021 and work commenced at the beginning of April 2021. Project is expected to be completed at the end of July 2021.</i></p> <p><i>(Q2) At the May 5, 2021 regular Council meeting Council approved an additional \$55,000 to be allocated to the Village Core Streetscape Improvements capital budget in 2021 from \$515,389 to \$570,389 with funding from Gas Tax.</i></p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Council passed the following motions at the July 7, 2021 regular Council meeting: THAT a preliminary design be completed for Phase II of the Lantzville Commercial Core Revitalization Project between Dickinson Road and Tweedhope Road, to support a grant submission to Western Economic Diversification Canada under the

	<p>Canada Community Revitalization Fund AND that the \$18,250 cost of the preliminary design be funded from 2021 surplus Planning Revenue AND if the grant funding is approved, then the cost of the preliminary design be covered within the grant funded project costs.</p> <p>THAT the District of Lantzville submission of an application to Western Economic Diversification Canada under the Canada Community Revitalization Fund be authorized for a grant in the amount of \$487,500, by the July 23, 2021 deadline, for the Lantzville Commercial Core Revitalization Project between Dickinson Road and Tweedhope Road.</p> <p>THAT the 2021-2025 Financial Plan be amended to include \$650,000 for Phase II of the Lantzville Commercial Core Revitalization Project between Dickinson Road and Tweedhope Road, funded with \$487,500 grant funding from the Canada Community Revitalization Fund and \$162,500 from Gas Tax.</p> <p>✓ Staff submitted \$487, 500 Lantzville Commercial Core Revitalization Project grant funding application to Western Economic Diversification Canada under the Canada Community Revitalization Fund July 21, 2021.</p>
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	<ul style="list-style-type: none"> ✓ Phase I of the District of Lantzville Commercial Core Revitalization project was completed August 11, 2021 and Staff signed off on the Notice of Acceptance subject to the contract with David Stalker Excavating Ltd. for completion of project August 31, 2021.
<p>1.2 Bring water to most residents in Lantzville - Implement Water Master Plan</p> <p>Director of Financial Services Director of Planning and Community Services Director of Public Works</p>	<p><i>(Q2) Expecting grant announcement by end of July - Submitted \$6.4 million Clark Drive Area Expansion of Water System grant application #IG0338 under the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality (EQ) Program</i></p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Correspondence received July 8, 2021 from Brian Bedford, Executive Director, Local Government Infrastructure and Finance, Ministry of Municipal Affairs advising the District’s application #IG0338 for funding under the ICIP – EQ Program was not selected. <p><i>(Q2) Expecting grant announcement by end of summer - Submitted \$7.2 million Winds Residential Area Expansion of Water System grant application #IR0202 under the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities (RNC) Program.</i></p>

Q3 Update

- ✓ Correspondence received August 25, 2021 from Brian Bedford, Executive Director, Local Government Infrastructure and Finance, Ministry of Municipal Affairs advising the District's application #IR0202 for funding under the ICIP – RNC Program was not selected.

(Q2) Meeting request submitted to UBCM June 24, 2021 for September 17, 2021

meetings with the Honourable Josie Osborne, Minister of Municipal Affairs to seek support for both grant applications and respond to questions.

Q3 Update

- ✓ Correspondence received August 19, 2021 from Katie Carrothers, MUNI-UBCM Minister's Meeting Coordinator advising Minister Osborne is not able to accommodate Council's request to meet during this year's UBCM Convention.
 - ✓ Staff participated in a teleconference meeting September 16, 2021 with staff from the Ministry of Municipal Affairs, Local Government Infrastructure and Finance Branch regarding the District's application #IR0502 under the ICIP – RNC Program (Winds Residential Area Expansion Project) to debrief on why the District's application was not selected for funding.
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1.3 Secure a District-owned Public Works facility
& **1.4** Secure the District Firehall site
(Former priorities 1.3 and 1.4 are combined as they are connected together)

Chief Administrative Officer
Director of Financial Services
Director of Planning and Community Services

(Q2) At the June 2, 2021 regular Council meeting staff provided Council with a verbal update on the existing Fire Rescue and Public Works facilities not being effective options long-term (Public Works is a rental, too small and the Fire Hall land is required by MOTI in the future and not available for purchase), in order to determine costing and financial planning for the future the District needs to move forward with an Expression of Interest (REI) to seek expressions of interest from firms interested in working with the District to initiate the process for developing designs for new facilities on the five-acre parcel to be provided (Clark/Medd) to the District for public use.

(Q2) At the June 2, 2021 regular Council meeting Council directed staff to proceed with requesting an expression of interest for Public Works and Fire Rescue Buildings.

(Q2) Staff are currently drafting the REI.

Q3 Update

- ✓ REI issued August 3, 2021, closed August 30, 2021. Staff report for Council's consideration has been on the September 8 and 22, 2021 regular Council meeting agendas, and currently on October 6, 2021 regular Council meeting agenda.



2. FINANCIAL PLANNING

Action	✓ 2021 Quarter 3 (Q3) Update
<p>2.1 Establish a policy to identify how new growth tax revenues are allocated</p> <p>Director of Financial Services</p>	<p><i>(Q2) New Director of Financial Services starts on July 12, 2021 in Q3 at which time the CAO will provide an overview of the expected Council policy.</i></p>



3. COMMUNITY PLANNING

Action	✓ 2021 Quarter 3 (Q3) Update
<p>3.1 Council to establish high level priorities for community amenity contributions</p> <p>Director of Planning and Community Services</p>	<ul style="list-style-type: none"> ▪ Requires Council direction
<p>3.2 Complete the negotiation of the Foothills phased development agreement</p> <p>Chief Administrative Officer Director of Planning and Community Services Director of Public Works</p>	<p>Developer dependent</p> <p>Developer to make submission to Council</p>
<p><i>3.3 Design and construct a parking lot MOTI land at Ware Road/Industrial Road</i></p> <p>Director of Public Works</p>	<p><i>2023 Priority</i></p> <ul style="list-style-type: none"> ▪ Requires Financial Plan submission
<p>3.4 Acquire as much land as possible through development</p> <p>Director of Planning and Community Services</p>	<ul style="list-style-type: none"> ▪ Ongoing / operational for staff

<p>3.5 Explore options for the provision of childcare spaces in the District</p> <p>Director of Planning and Community Services</p>	<p><i>(Q2) Council made the following motion at the March 3, 2021 regular Council meeting: THAT the Mid-Island Region Child Care Action Plan be approved; AND FURTHER THAT staff provide a report with recommendations for implementation.</i></p>
<p>3.6 Explore options for the future of Community Use Building A (Costin Hall) and B (former church) and District community use facilities</p> <p>Department Heads</p>	
<p>3.7 Consider implementation of the Age-friendly Action Plan</p> <p>Director of Planning and Community Services</p>	<p>Closed meeting discussion IC-21-3</p>



4. COMMUNICATIONS & ENGAGEMENT

Action	✓ 2021 Quarter 3 (Q3) Update
<p><i>4.1 Work with community partners to facilitate community engagement and potential events such as Farmer’s Market(s), Film Nights, Minetown Day, Summer Beach Festival, Summer Music Festival, Polar Bear Swim (2023)</i></p> <p>Director of Corporate Administration Director of Financial Services Director of Planning and Community Services</p>	<p>2023 Priority <i>(Q2) At the May 5, 2021 meeting, Council directed staff to amend the 2021-2025 Financial Plan to reflect a \$10,000 payment to Seaside Community Society to coordinate and deliver the annual Minetown Day event, effective 2021.</i></p> <p>Q3 Update ✓ Seaside Community Society held the 2021 Minetown Day event on September 18, 2021.</p>



5. PARKS & RECREATION

Action	✓ 2021 Quarter 3 (Q3) Update
<p>5.1 Work with community partners for access to recreational and greenspace at some beach road ends</p> <p>Director of Planning and Community Services</p>	<p><i>(Q2) Beach road ends planning, engagement, and design work completed.</i></p> <ul style="list-style-type: none"> ▪ Requires Council direction
<p>5.2 Reclaim road ends and rights-of-way to provide access to beaches. Staff to bring forward report regarding encroachments and communications with landowners</p> <p>Director of Financial Services Director of Public Works</p>	<p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Council made the following motions at the July 21, 2021 regular Council meeting: THAT staff remove all nonconforming encroachments at beach road ends, including rocks, allowing full parking access on District road rights-of-way; AND FURTHER, THAT the preceding work (includes surveys, contractor, and arborist work) be funded from the remaining funding in the COVID Restart Grant reserve. <p>THAT staff increase available parking spaces on Sebastion Road, identify available parking on District road rights-of-way on Venture Road, and remove all nonconforming brush, hedge, and rock encroachments on the northerly end of Peterson Road to allow parking on District road rights-of-way; AND FURTHER, THAT the preceding work (includes surveys, contractor, and arborist work) be funded from the remaining funding in the COVID Restart Grant reserve.</p>

<p>5.3 Achieve a partnership with Regional District of Nanaimo for Foothills park as a regional park and consider other options for partnerships for components</p> <p>Chief Administrative Officer Director of Public Works Director of Planning and Community Services</p>	<p><i>(Q2) Initial discussions with RDN completed. RDN prefers that the District transfer the park after totally acquired.</i></p> <ul style="list-style-type: none"> ▪ Other options require Council direction <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Council made the following motion at the July 21, 2021 regular Council meeting: THAT Council refers Foothills Park to the next District of Lantzville and Snaw-naw-as First Nation Joint Councils meeting.
<p>5.4 Continue advocacy to preserve, protect, and expand the Knarston Creek Riparian Corridor</p> <p>Council objective</p>	



6. SERVICE DELIVERY

Action	✓ 2021 Quarter 3 (Q3) Update
<p>6.1 Develop and revise bylaws as needed</p> <p>Department Heads</p>	<p><i>(Q2) Staff completed drafting Business Licence Bylaw No. 167, 2021 (Bylaw 167) in Q1 of 2021, and introduced Bylaw 167 to Council at the March 29, 2021, special Council meeting. Council rescinded second reading and gave seconded reading as amended at the June 16, 2021 regular Council meeting. Bylaw to July 21, 2021 Council agenda.</i></p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Council gave Bylaw 167 third reading at the July 21, 2021 regular Council meeting. ✓ Council adopted Bylaw 167 at the September 8, 2021 regular Council meeting.

	<p><i>(Q2) Staff completed drafting Good Neighbour Bylaw No. 200, 2021 (Bylaw 200) in Q1 of 2021, and introduced Bylaw 200 to Council at the March 29, 2021, special Council meeting. Bylaw 200 at third reading shared with the Chief and Council of the Snaw-naw-as Nation for review and comment. Bylaw to July 21, 2021 Council agenda.</i></p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ Council rescinded third reading of Bylaw 200 at the July 21, 2021 Council meeting. ✓ Council gave third reading as amended to Bylaw 200 at the September 8, 2021 Council meeting. ✓ Council adopted Bylaw 200 at the September 22, 2021 regular Council meeting.
<p>6.2 Facilitate provision of subsidized seniors' housing</p> <ul style="list-style-type: none"> ▪ Council to facilitate land acquisition, determine potential sites for consideration and provide appropriate zoning to encourage outside agencies to develop seniors' housing <p>Director of Planning and Community Services</p>	<p>Developer dependent</p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ At the September 22, 2021 meeting, Council gave first and second readings to "District of Lantzville Official Community Plan Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" which provides for the provision of assisted living facilities.
<p>6.3 Support community greenhouses</p> <ul style="list-style-type: none"> ▪ Council to determine potential sites for consideration and encourage outside agencies to develop and manage <p>Director of Planning and Community Services</p>	<p>2023 Priority</p> <ul style="list-style-type: none"> ▪ Requires Council direction in 2023



7. CORPORATE MAINTENANCE/GOVERNANCE, INTERNAL & EXTERNAL RELATIONSHIPS

Action	✓ 2021 Quarter 3 (Q3) Update
<p>7.1 Plan adequate funding for staff levels to deliver District services and meet statutory requirements</p> <p>Chief Administrative Officer Department Heads</p>	<p>As per Five Year Financial Plan Process</p>
<p>7.2 Continue to develop relationships and shared opportunities with Snaw-naw-as (Nanoose) First Nation</p> <p>Council and Department Heads</p>	<p><i>(Q2) Council authorized Memorandum of Understanding (MOU) signed by Mayor Swain and Chief Edwards on June 18, 2021.</i></p> <p><i>(Q2) June 18, 2021 the Chief Administrative Officer appointed the Director of Corporate Administration, Director of Public Works, and Director of Planning and Community Services to the Snaw-naw-as First Nation and District of Lantzville Joint Working Group for a two-year term.</i></p> <p><i>(Q2) Inaugural meeting of the Snaw-naw-as First Nation and District of Lantzville Joint Working Group scheduled for July 6, 2021.</i></p> <p>Q3 Update</p> <p>✓ Council made the following motion at the July 21, 2021 regular Council meeting:</p> <p style="padding-left: 40px;">THAT the District of Lantzville and the Snaw-naw-as First Nation submit to the Union of BC Municipalities a joint application by September 10, 2021 for Community to Community Forum Program Funding for events between September 27, 2021 and March 31, 2022.</p>

	<ul style="list-style-type: none"> ✓ Staff collaborated with the Snaw-naw-as First Nation and submitted a joint application to the Union of BC Municipalities on September 10, 2021 for the Community to Community Forum Program Funding.
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8. COMMUNITY SAFETY

Action	✓ 2021 Quarter 3 Update
<p>8.1 Explore the establishment of a Policing Reserve Fund</p> <p>Chief Administrative Officer Director of Financial Services</p>	<p>As per Five Year Financial Plan Process</p> <ul style="list-style-type: none"> ▪ Requires Council direction <p><i>(Q2) Staff Coordinating presentation by the Ministry of Public Safety and Solicitor General on structure / policing funding.</i></p> <p>Q3 Update</p> <ul style="list-style-type: none"> ✓ August 8, 2021 Staff provided Council with the process and an analysis of population growth costs for potential policing costs at a population of 5,000+ (not expected to occur until sometime between 2043 and 2065).