

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, November 3, 2021, at 6:00 pm Electronically and in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

Until further notice, Council meetings will be presided over in-person by the Mayor and **live streamed** from the Council Chambers with Councillors participating electronically or in-person (per the *Community Charter* and the Council Procedure Bylaw).

Public attendance is now permitted; however, due to limited seating and ongoing health concerns, the public is encouraged to view the open portion of the meeting via the **live-stream** and to provide verbal public input on agenda items by registering in advance using the Zoom Webinar link provided for this Council meeting event at www.lantzville.ca. Prior to attending, please self-assess to ensure you are healthy and do not attend if you are ill. Members of the public must wear a mask at all times and remain seated unless invited to address Council.

*Meetings are **live streamed** and recorded by the District of Lantzville and may be viewed at www.lantzville.ca. The public is prohibited from recording Council meetings unless authorized by Council.*

Page No.

1. CALL TO ORDER

1-3 2. ADOPTION OF THE AGENDA

THAT the November 3, 2021 regular Council meeting agenda be adopted, as presented.

3. MOTION TO CLOSE THE MEETING TO THE PUBLIC – Nil

4. RECONVENE – Nil

5. PUBLIC AND STATUTORY HEARINGS – Nil

6. GENERAL MATTERS (Delegations/recognitions) – Nil

START OF CONSENT AGENDA

7. CONSENT AGENDA

THAT the recommendation listed for item 7a) in the Consent Agenda be approved.

- 4-7 a) THAT the October 20, 2021, regular Council meeting minutes be approved, as presented.**

END OF CONSENT AGENDA

- 8. PUBLIC INPUT PERIOD** *(Persons recognized by the Chair to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless Council resolves otherwise), and are limited to providing comment regarding items listed on the Council agenda for this meeting (EXCLUDING PUBLIC HEARING TOPICS). Comments must be directed to the Chair, are not to be directed to individual Council members, staff or the audience and must not include personnel issues.*

9. LEGISLATIVE MATTERS (Bylaws, development variance permits, agreements, contracts, grants, budgets)

8-39

a) Bylaw No. 287

- Attachment 1 – Draft “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No. 287, 2021”
- Attachment 2 – Draft “District of Lantzville Council Procedure Bylaw No. 141, 2020” consolidated for convenience (as at November 3, 2021) to Amendment Bylaw No. 287, 2021

THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No. 287, 2021” be given first, second and third readings.

40-45

b) Grant Application – Canada-British Columbia Investing in Canada Infrastructure Program - Environmental Quality

THAT an application be submitted for grant funding for the Winds Residential Area Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality; AND FURTHER THAT Council supports the project and commits to its share, (\$2,085,372) 30 percent of the project as well as cost overruns, funded by Local Area Service by Council initiative, subject to a petition against.

10. UNFINISHED BUSINESS

a) Municipal Water Service

**i) Town Hall Meetings Regarding Water Service Expansions
MOTION ON THE FLOOR (Postponed January 6, 2021, July 7, and October 20, 2021 regular Council meetings)
NO MOVER OR SECONDER REQUIRED**

THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged:

1. Clark Drive Area (AW), and
2. Winds Residential Area (HW-1).

46-47

ii) Clark Drive Area (AW) Local Area of Service for Municipal Water Service

MOTION ON THE FLOOR (Postponed October 20, 2021 regular Council meeting)

NO MOVER OR SECONDER REQUIRED

THAT Staff prepare a high level report for Council’s consideration outlining the required steps for initiating a Local Area of Service for Municipal Water Service for the Clark Drive Area (AW) as identified in the District of Lantzville Water Master Plan.

11. COMMITTEE/COMMISSION RECOMMENDATIONS

12. NEW BUSINESS (Reports and correspondence)

a) Mayor & Councillors – Verbal Updates

- 48-53 b) **Leak Adjustment Request Utility Account 001-09948182-000
6836 Harwood Road**
 **THAT the request for adjustment to utility account #001-
09948182-000 for 6836 Harwood Drive be denied.**
- 54-61 c) **Council Committee & District Representatives Appointments**
 **THAT pursuant to the *Library Act*, Council appoints [insert
Council member name] as the District of Lantzville representative to
serve on the Vancouver Island Regional Library Board of
Trustees for a term ending December 31, 2022.**
 **THAT pursuant to the *Library Act*, Council appoints [insert
Council member name] as the District of Lantzville alternate
representative to serve on the Vancouver Island Regional Library
Board of Trustees for a term ending December 31, 2022.**
- 62-63 d) **Appointment of 2022 General Local Election & Assent Voting
Election Officers**
 **THAT pursuant to Section 58(1) and (2) of the *Local
Government Act*, Trudy Coates be appointed as Chief Election
Officer for conducting the 2022 General Local Election and
Assent Voting with the power to appoint other election officials
as required for the administration and conduct of the 2022
General Local Election and Assent Voting; AND FURTHER
THAT Nelda Richardson be appointed as Deputy Chief Election
Officer for the 2022 General Local Election and Assent Voting.**

13. INTRODUCTION OF LATE ITEMS (In accordance with Council Procedure
Bylaw No. 141, 2020, subsection 18(8) for regular agenda)

14. INTRODUCTION OF “NOTICE OF MOTION”

15. PUBLIC CLARIFICATION – (Currently suspended due to COVID-19. Email any
questions to district@lantzville.ca following the meeting)

16. ADJOURNMENT BY MAYOR

NEXT SCHEDULED COUNCIL MEETINGS:

Regular, Wednesday, **November 17, 2021 @ 6:00 pm**

Special, Wednesday, **November 24, 2021 @ 6:00 pm (Financial Plan)**

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, October 20, 2021, at 6:00 pm electronically* and in the Council Chamber, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain
Councillor Will Geselbracht
Councillor Karen Proctor*
Councillor Ian Savage
Councillor Jamie Wilson*

Staff: Ronald Campbell, Chief Administrative Officer (CAO)*
Trudy Coates, Director of Corporate Administration
Nelda Richardson, Deputy Director of Corporate Administration
Kyle Young, Director of Planning and Community Services* (Left at 6:57 pm)
Raj Hayre, Director of Financial Services* (Left at 8:12 pm)
Neil Rukus, Fire Chief* (Left at 7:55 pm)

**Participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 6:02 pm and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the October 20, 2021 regular Council meeting agenda be adopted, as presented.

CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC - Nil

MEETING CLOSED TO THE PUBLIC - Nil

MEETING REOPENED - Nil

PUBLIC AND STATUTORY HEARINGS - Nil

GENERAL MATTERS (Delegations/recognitions) - Nil

CONSENT AGENDA

C21-165 MOVED and SECONDED, THAT the recommendation listed for item 7a) in the Consent Agenda, be approved.

CARRIED UNANIMOUSLY

a) THAT the October 6, 2021, regular Council meeting minutes be approved, as presented.

CARRIED by Consent

END OF CONSENT AGENDA

PUBLIC INPUT PERIOD – (In person and electronically due to COVID-19)

No written comments were received, and no one from the public registered via Zoom, to provide public input.

LEGISLATIVE MATTERS (Bylaws, development variance permits, agreements, contracts, grants, budgets)

1. **Fire Hall and Public Works Facility Design**

MOTION ON THE FLOOR (October 6, 2021)

C21-166 THAT the 2021-2025 Financial Plan be amended to include \$475,000 in 2021 for the design of a fire hall and public works facility, funded from facilities life cycle reserves.
CARRIED

UNFINISHED BUSINESS

1. **Proposed Revisions to District Social Media Policy**

C21-167 MOVED and SECONDED, THAT Social Media Policy No. 3000-10 be approved, as amended.
CARRIED

C21-168 MOVED and SECONDED, THAT staff be directed to bring forward an amendment removing sections 31. (9), (10), and (11) of Council Procedure Bylaw No. 141, 2020 and adding language that Council will abide by the guidelines for elected official social media use contained in the Social Media Policy No. 3000-10.
CARRIED

2. **Sebastion Road Beach Access**

MOVED and SECONDED, THAT staff be directed to move the no-post barriers and the bollard to the North at the Sebastion Road beach access to provide room for one accessible parking stall.

Councillor Savage left the meeting at 8:08 pm and returned at 8:09 pm.

C21-169 **MOTION ON THE FLOOR**

THAT staff be directed to move the no-post barriers and the bollard to the North at the Sebastion Road beach access to provide room for one accessible parking stall.
CARRIED

3. **'State of the Island' Economic Summit 2021**

C21-170 MOVED and SECONDED, THAT Mayor Swain be approved to attend the 'State of the Island' Economic Summit 2021 being held virtually October 27 - 28, 2021 using the Three Pack (Virtual) Non-Member registration fee of \$119.
CARRIED UNANIMOUSLY

4. **Representation on the Regional District of Nanaimo Board 2021-2022 Schedule**

MOVED and SECONDED, THAT pursuant to the *Local Government Act*, Council appoints the following, per the schedule below, as the District of Lantzville Municipal Director and alternate Municipal Director on the Regional District of Nanaimo Board:

Term	Municipal Director	Alternate Municipal Director
Jul 21, 2021 to Dec 31, 2021	Councillor Will Geselbracht	Councillor Karen Proctor
Jan 1, 2022 to May 15, 2022	Councillor Karen Proctor	Councillor Ian Savage
May 16, 2022 to Nov 2, 2022	Councillor Ian Savage	Councillor Jamie Wilson

MOVED and SECONDED, THAT the motion on the floor be postponed to the January 26, 2022 regular Council meeting.

DEFEATED

MOTION ON THE FLOOR

THAT pursuant to the *Local Government Act*, Council appoints the following, per the schedule below, as the District of Lantzville Municipal Director and alternate Municipal Director on the Regional District of Nanaimo Board:

Term	Municipal Director	Alternate Municipal Director
Jul 21, 2021 to Dec 31, 2021	Councillor Will Geselbracht	Councillor Karen Proctor
Jan 1, 2022 to May 15, 2022	Councillor Karen Proctor	Councillor Ian Savage
May 16, 2022 to Nov 2, 2022	Councillor Ian Savage	Councillor Jamie Wilson

DEFEATED

5. **Municipal Water Service**

a) **Town Hall Meetings Regarding Water Service Expansions**

MOTION ON THE FLOOR (Postponed January 6, 2021 & July 7, 2021 regular Council meetings)

MOVED and SECONDED, THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged:

1. Clark Drive Area (AW), and
2. Winds Residential Area (HW-1).

MOVED and SECONDED, THAT the motion on the floor be postponed to the November 3, 2021 regular Council meeting.

CARRIED

b) **Clark Drive Area (AW) Local Area of Service for Municipal Water Service**

MOVED and SECONDED, THAT Staff prepare a high level report for Council's consideration outlining the required steps for initiating a Local Area of Service for Municipal Water Service for the Clark Drive Area (AW) as identified in the District of Lantzville Water Master Plan.

MOVED and SECONDED, THAT the motion on the floor be postponed to the November 3, 2021 regular Council meeting.

CARRIED UNANIMOUSLY

C21-172

COMMITTEE/COMMISSION RECOMMENDATIONS

1. **Community Safety Standing Committee June 8, 2021 Meeting Minutes – For Information**

NEW BUSINESS

1. **Mayor & Councillors – Verbal Updates**
 - Councillor Geselbracht commented on the September 7, 2021 and October 12, 2021 Regional District of Nanaimo (RDN) Board meetings, attending Nanaimo Regional Hospital District, Solid Waste Management and Transit Select Committee meetings, the RDN transit services survey available on the District's website until November 3, 2021, and interregional Transit service between Nanaimo and Victoria.
 - Councillor Proctor commented on audio issues during the meeting.
 - Councillor Savage commented on LED street light replacement.

INTRODUCTION OF LATE ITEMS - Nil

INTRODUCTION OF "NOTICE OF MOTION" - Nil

ADJOURNMENT

Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 8:42 pm

Certified Correct:

Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2021.

Mark Swain, Mayor

**A BYLAW TO AMEND
DISTRICT OF LANTZVILLE COUNCIL PROCEDURE BYLAW NO. 141, 2020**

The Council of the District of Lantzville in open meeting assembled, enacts as follows:

1. District of Lantzville Council Procedure Bylaw No. 141, 2020, is hereby amended as follows:
 - a) In section 2. **DEFINITIONS** by adding the following and reordering the definitions into alphabetical order,
““Electronic Meeting” means a meeting where all attendees participate electronically.

“Hybrid Meeting” means a meeting where some members are attending in-person and some members are attending electronically.”
 - b) In section 9. **ELECTRONIC ATTENDANCE AT MEETINGS:**
 - i. By striking the heading “ELECTRONIC ATTENDANCE AT MEETINGS” and inserting “ELECTRONIC MEETINGS & ELECTRONIC ATTENDANCE AT MEETINGS”;
 - ii. In clause 9.(1) by striking “A member of the Council who is unable to attend a Council meeting may participate in the meeting by means of audio, audiovisual, electronic or other communication facilities, if the conditions in subsection 128(2) of the *Community Charter* are met, and if:”
and by inserting “A member of the Council who is unable to attend in person at an Electronic or Hybrid Meeting of Council or a Standing Committee may participate in the meeting by means of electronic or other communication facilities, if the conditions in subsection 128.3, of the *Community Charter* are met, and if:”;
 - iii. In clause 9.(1)(c) by striking “the member has indicated his/her interest to the Corporate Officer to participate electronically at least one business day before the meeting;” and by inserting “the member has indicated, in writing, their interest to the Corporate Officer to participate electronically in a Hybrid Meeting at least four hours in advance of the meeting”;
 - iv. By striking clause 9.(1)(d) “the member attending a meeting electronically participates during the full meeting.”;
 - v. In clause 9.(2) by striking “The member presiding at the Council meeting must not participate electronically.” and by inserting “The member presiding at a Council or a Standing Committee Hybrid Meeting must not participate electronically.”;
 - vi. In clause 9.(3) by striking “No more than 4 (four) members of the Council at one time may participate at a Council meeting electronically.” and inserting “No more than 4 (four) members of the Council at one time may participate at a Hybrid Council Meeting electronically.”;

- vii. In clause 9.(4) by striking “A member may not participate by electronic means for more than eight consecutive Council meetings.” and inserting “A member may not participate by electronic means for more than eight consecutive Council meetings, excluding Electronic Meetings.”;
- viii. In clause 9.(5) by striking “If reconnection to the member is not achieved, the member will be deemed to have left the meeting and the Corporate Officer will record this in the minutes.” and inserting “If reconnection to the member is not achieved within ten minutes, the member will be deemed to have left the meeting and the Corporate Officer will record this in the minutes.”;
- ix. By adding clause 9.(7) “A Council or a Standing Committee meeting may be held by Electronic Meeting in accordance with sections 128, 128.1 and 128.2 of the *Community Charter*, as applicable, at the discretion of the presiding member of the meeting, and subject to the following conditions:
 - (a) the presiding member gives not less than 7 days written notice to the Corporate Officer of their intention to hold an Electronic Meeting;
 - (b) members of the public must be able to watch and hear the meeting at Council Chambers and the Corporate Officer or their designate must be present at the Council Chambers during such time.”;
- x. By adding clause (8)
 - (8) “Advance public notice of
 - (a) the way in which an Electronic Meeting will be conducted,
 - (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,will be posted in the Public Notice Posting Place according to the procedures established in this Bylaw for giving notice.”.
- c) In section 19. **ORDER OF PROCEEDINGS AND BUSINESS** by striking: “(o) Public Clarification”.
- d) In section 21. **PUBLIC INPUT PERIOD:**
 - i. In clause (1), by striking “public may provide comment” and inserting “public may make oral comment” and by renumbering the last sentence as clause (3);
 - ii. By adding clause (2)
 - (2) “Where a member of the public wishes to provide comments electronically at an Electronic Meeting or Hybrid Meeting (excluding public hearing topics), that person may:
 - (a) provide comments in writing to the Corporate Officer or their designate no later than 12:00 noon on the day of the meeting; or

- (b) make oral submissions in accordance with subsection (1) and provided the person registers to participate in the Electronic Meeting or Hybrid Meeting.”;
 - iii. By numbering as clause (3):
 - (3) “The presiding member may provide additional direction respecting public input.”.
- e) By striking section 22. **“PUBLIC CLARIFICATION”**
 - “(1) Members of the public are limited to asking clarification questions regarding business discussed by Council at that meeting (excluding public hearing topics); must first state their name and address for the record; and may speak once for up to two (2) minutes each.”
- f) In section 31. **COMMUNICATING ON BEHALF OF COUNCIL:**
 - i. By striking:
 - “(9) Members will use caution in reporting Council’s decision-making by way of the social media profiles and websites before the District has released any formal communication.
 - (10) When speaking for themselves as individual members on social media or to the media, a member will include “in my opinion” or use a similar disclaimer to ensure it is expressly clear that they are speaking for themselves and not the District or Council as a whole.
 - (11) Members will refrain from using or permitting the use of their social media accounts for the purposes that include:
 - (a) defamatory remarks, obscenities, profane language or sexual content;
 - (b) negative statements disparaging staff or calling into question the professional capabilities of staff;
 - (c) content that endorses, promotes or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - (d) statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or
 - (e) promotion of illegal activity.”;
 - ii. By inserting:
 - “(9) Members will abide by the guidelines for elected official social media use contained in the Social Media Policy No. 3000–10.”.
- g) In PART 9 – PUBLIC HEARINGS, section 43. PROCEDURE by adding clause (6):
 - (6) “For greater certainty, a public hearing may occur at a Hybrid Meeting or Electronic Meeting.”

2. This Bylaw may be cited for all purposes as “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No. 287, 2021”.

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

Mark Swain, Mayor

Trudy Coates, Director of Corporate Administration



DRAFT
Proposed Bylaw No. 287
Amendments shown in red

DISTRICT OF LANTZVILLE

Attachment #2

COUNCIL PROCEDURE BYLAW NO. 141, 2020

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 141 with the bylaws listed below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Corporation does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

Date of Adoption	Amending Bylaw	Bylaw Citation
April 27, 2020	Bylaw No. 230	Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No. 230, 2020
December 7, 2020	Bylaw No. 252	Council Procedure Bylaw No. 141, 2020, Amendment (Meeting Schedule) Bylaw No. 252, 2020
September 27, 2021	Bylaw No. 278	Council Procedure Bylaw No. 141, 2020, Amendment (Electronic Meetings) Bylaw No. 278, 2021
DATE TBD	Bylaw No. 287	Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No. 287, 2021

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw: District of Lantzville Council Procedure Bylaw No. 141, 2020.

DISTRICT OF LANTZVILLE BYLAW NO. 141, 2020

COUNCIL PROCEDURE BYLAW

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[Some Council Procedures are established in Provincial Legislation, e.g. the Community Charter and Local Government Act. Some of these statutory requirements will be referenced in this Bylaw for information and convenience only. These are not a part of this Bylaw, will be inserted for reference only, and will be shown in italics and within square brackets. It is not a complete list. NOTE: The names of Legislation are also shown in Italics]

**DISTRICT OF LANTZVILLE
BYLAW NO. 141, 2020
COUNCIL PROCEDURE BYLAW**

A Bylaw to provide for the procedure to be followed for the conduct of the business of the District of Lantzville and the business of its select and standing committees and commissions.

PART 1 – INTRODUCTION

WHEREAS *section 124 of the Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by Council and council committees in conducting their business;

NOW THEREFORE the District of Lantzville Council in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the “District of Lantzville Council Procedure Bylaw No. 141, 2020”.

2. DEFINITIONS

In this Bylaw,

“Committee” means a standing or select committee of Council;

“Commission” means a commission established by Council under section 143 of the *Community Charter*;

“Corporate Officer” means the Director of Corporate Administration appointed by the Council in accordance with section 148 of the *Community Charter*;

“Council” means the elected Council of the District of Lantzville;

“District” means the District of Lantzville;

(Bylaw No. 287, 2021)

“Electronic Meeting” means a meeting where all attendees participate electronically.

“Hybrid Meeting” means a meeting where some members are attending in-person and some members are attending electronically.

“Mayor” means the elected Mayor of the District of Lantzville;

“Municipal Hall” means the District of Lantzville Municipal Hall, located at 7192 Lantzville Road, Lantzville, British Columbia;

“Public Notice Posting Place” means the District’s public notice board at the entrance of the Municipal Hall.

3. RULES OF PROCEDURE

- (1) The provisions of this bylaw govern the proceedings of the Council and all standing and select committees and commissions of Council, and further, the provisions of the District of Lantzville Council Committee System Policy shall apply to standing and select committees and commissions of Council, as long as the policy provisions are not in contravention of this bylaw.
- (2) In all cases not provided for in this bylaw, Council and its standing and select committees and commissions shall be governed by the rules of the most recent edition of "Robert's Rules of Order", to the extent that those rules are applicable in the circumstances and there is no inconsistency with this Bylaw, the *Community Charter* or the *Local Government Act*.
- (3) Unless expressly required to be exercised by bylaw, all powers of the Council may be exercised by bylaw or by resolution.

PART 2 - MEETINGS

4. QUORUM

- (1) The quorum of Council members is a majority of the entire Council.

5. INAUGURAL MEETING

(Bylaw No. 252, 2020)

- (1) Following a general local election, the inaugural meeting of Council will be held the first Wednesday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the first Wednesday in November, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

6. TIME AND LOCATION OF MEETINGS

- (1) All Council meetings will take place within the Municipal Hall except when the Council resolves to hold meetings elsewhere within or outside the boundaries of the District.
- (2) A Regular Council meeting schedule shall be established annually, by resolution of Council, whereby regular meetings will:

(Bylaw No. 252, 2020)

- (a) be held on two Wednesdays of each month except;
 - i. in December, only one meeting will be held;
 - ii. meetings will not be held during the month of August;
 - iii. where, pursuant to section 7(1) or (2), Council has established a different day for the regular meeting;

- (b) be called to order at 6:00 pm;
 - (c) be adjourned by 9:30 pm on the day scheduled for the meeting unless the Council resolves, by unanimous consent, to proceed beyond that time.
- (3) Regular Council meetings may be:
- (a) cancelled by resolution of Council;
 - (b) postponed to a different day, time and place by the Mayor, provided that the Corporate Officer is given at least two working days' written notice.

(Bylaw No. 252, 2020)

- (4) DELETED

7. NOTICE OF COUNCIL MEETINGS

- (1) Council will prepare annually on or before December 31st, a schedule of the dates, times and places of regular Council meetings and will make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as reasonably possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

8. NOTICE OF SPECIAL MEETINGS

(Bylaw No. 230, 2020)

- (1) The Mayor may call a special Council meeting in his or her discretion giving at least 24 hours' notice in writing by email to Council, with a copy to the Corporate Officer, and specifying the purpose for which the meeting is called.
- (2) Special meetings without notice shall be called only to address urgent matters, and be permitted only with unanimous consent of all Council members.
- (3) Two or more Council members may, in writing by email, with a copy to the Corporate Officer, request that the Mayor call a special Council meeting.
- (4) Two or more Council members may themselves call a special Council meeting if,
 - (a) within 24 hours after receiving the request under subsection (3), no arrangements are made under subsection (1) for a special Council meeting to be held within the next seven days, or;
 - (b) both the Mayor and Council member designated as acting Mayor are absent or otherwise unable to act.

- (5) Except where notice of the special meeting is waived by unanimous vote of all Council members, a notice of the date, hour and place of the special Council meeting will be given at least 24 hours before the time of the meeting by posting a copy of the notice at the Public Notice Posting Place and will be emailed to each Council member.
- (6) A notice under subsection (5) will describe in general terms the purpose of the meeting and be signed by the Corporate Officer or Mayor.
- (7) If a special Council meeting is called under subsection (4), the Council members calling the meeting must provide the Corporate Officer with the description, in general terms, of the purpose of the meeting and must provide a notice of the date, hour and place of the special Council meeting giving at least 24 hours' notice before the time of the meeting. The Corporate Officer will post a copy of the notice at the Public Notice Posting Place and the notice must be signed by the Corporate Officer.
- (8) A special meeting agenda will be limited to the posted purpose of the meeting only. No additional items may be added.

9. ELECTRONIC MEETINGS & ELECTRONIC ATTENDANCE AT MEETINGS

(Bylaw No. 287, 2021)

- (1) A member of the Council who is unable to attend **in person at an Electronic or Hybrid Meeting of Council or a Standing Committee meeting** may participate in the meeting by means of ~~audio, audiovisual,~~ electronic or other communication facilities, if the conditions in subsection ~~128 (2)~~ **128.3**, of the *Community Charter* are met, and if:
 - (a) the member is able to provide their own necessary devices (e.g. landline phone, cell phone, electronic or another communications facility/device);

(Bylaw No. 252, 2020)

- (b) the meeting is a regular or special meeting and not an inaugural meeting of Council or the Closed portion of a regular or special Council meeting except as approved by the Corporate Officer;

(Bylaw No. 287, 2021)

- (c) the member has indicated, **in writing, his/her their** interest to the Corporate Officer to participate electronically **in a Hybrid Meeting** at least **one business day before four hours in advance** of the meeting;
 - ~~(d) —the member attending a meeting electronically participates during the full meeting.~~
 - (2) The member presiding at **a Council or a Standing Committee the Council Hybrid Meeting** must not participate electronically.

(Bylaw No. 287, 2021)

- (3) No more than 4 (four) members of the Council at one time may participate at a **Hybrid Council Meeting** electronically.

(Bylaw No. 287, 2021)

- (4) A member may not participate by electronic means for more than eight consecutive Council meetings, **excluding Electronic Meetings.**
- (5) During a meeting where a member is in attendance via electronic or other communication facilities, if there is a technical failure resulting in the member being disconnected from the meeting, there will be only two efforts made to reconnect to the member. If reconnection to the member is not achieved **within ten minutes**, the member will be deemed to have left the meeting and the Corporate Officer will record this in the minutes.
- (6) Any member attending a meeting electronically must have a full agenda package available at the time of the meeting.

(Bylaw No. 287, 2021)

- (7) A Council or a Standing Committee meeting may be held by Electronic Meeting in accordance with sections 128, 128.1 and 128.2 of the *Community Charter*, as applicable, at the discretion of the presiding member of the meeting, and subject to the following conditions:
 - (a) the presiding member gives not less than 7 days written notice to the Corporate Officer of their intention to hold an Electronic Meeting;
 - (b) members of the public must be able to watch and hear the meeting at Council Chambers and the Corporate Officer or their designate must be present at the Council Chambers during such time.
- (8) Advance public notice of
 - (a) the way in which an Electronic Meeting will be conducted,
 - (b) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public,will be posted in the Public Notice Posting Place according to the procedures established in this Bylaw for giving notice.

10. CONDUCT AT MEETINGS

- (1) Where the Mayor or other person presiding at a meeting considers that a person is acting improperly, the person presiding may expel and exclude that person from the meeting.

PART 3 - CONFLICT OF INTEREST

- 11. (1) Division 6 of Part 4 of the *Community Charter* shall apply to Council members.

PART 4 – DEPUTY MAYOR

12. DESIGNATION OF A MEMBER TO ACT IN PLACE OF THE MAYOR

- (1) At the Inaugural Council meeting, and at subsequent regular or special Council meetings during the Council term when a change to members designated is required, Council will from amongst its members designate Councillors to serve on a rotating basis, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) If both the Mayor and the Councillor designated under subsection (1) are absent, the next Councillor designated shall preside at the Council meeting. If the Council member appointed under subsection (1) is absent, the Council members present must choose a Councillor to preside at the Council meeting.
- (3) Each councillor designated under subsections (1) or (2) must fulfill the responsibilities of the Mayor in the Mayor's absence, and has the same powers, duties and responsibilities as the Mayor.

PART 5 – COUNCIL PROCEEDINGS

13. ATTENDANCE OF PUBLIC AT MEETINGS

- (1) Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must pass a resolution in a public meeting, stating the fact that the meeting or portion thereof is to be closed, and the basis under the applicable subsection of section 90 of the *Community Charter* which authorizes the meeting to be closed.
- (3) No member of the Council shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting declassifying an item or items which would permit disclosure.
- (4) Minutes of a closed meeting must be kept in the same manner as minutes of a regular meeting but must be kept in a secure location and must not be filed with the minutes of regular meetings, unless and until it has been declassified by resolution of Council.
- (5) No member of Council shall record any meeting or portion of a meeting of Council, whether by electronic audio or audiovisual device, manually or otherwise.
- (6) No member of Council or member of a Council Select Committee, Standing Committee or Commission shall record any meeting or portion of a meeting of a Select Committee, Standing Committee or Commission, whether by electronic, audio or audiovisual device, manually or otherwise.

[Community Charter

133. Expulsion from Meetings

- (1) If the person presiding at a council meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.*
- (2) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.]*

14. CONFIDENTIAL MATTERS

- (1) Matters deemed to be of a confidential nature may be considered in the portion of the meeting closed to the public (Closed Meeting) if the subject matter being considered relates to any of the items in section 90 of the *Community Charter*.

15. MINUTES OF MEETINGS

- (1) Minutes of the proceedings of the Council must:
 - (a) be legibly recorded,
 - (b) not record the names of the mover or seconder of a motion,
 - (c) not record motions that are withdrawn,
 - (d) record the main motion, as amended, but not each amendment,
 - (e) be certified as correct by the Corporate Officer, and
 - (f) be signed by the Mayor or other member presiding at the meeting or presiding at the next meeting at which the minutes are adopted.
- (2) Subject to subsection (1) and in accordance with section 97 of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of the Council will be open for public inspection at the Municipal Hall during regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].
- (4) Minutes or notes will not be recorded or taken for matters taking place during the Public Input Period.

16. CALLING THE MEETING TO ORDER

- (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor or the Councillor designated as the member responsible for acting in place of the Mayor must take the Chair and call the Council meeting to order.

- (2) If a quorum of Council is present but the Mayor or the Councillor designated as a member responsible for acting in the place of the Mayor under section 12 do not attend within ten (10) minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must, by resolution, choose a member to preside at the meeting.

17. ADJOURNING THE MEETING WHERE NO QUORUM

- (1) If there is no quorum of Council present within ten (10) minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.
- (2) If a quorum ceases to exist during a Council meeting, the meeting shall be adjourned, and the Corporate Officer will record the name of the Council member who left the meeting and the time the meeting was adjourned.

18. AGENDA

- (1) Prior to each Council meeting, the Corporate Officer will prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) Subject to the provisions of this bylaw, for regular meetings, the Corporate Officer will make available by email a copy of the agenda, and when emailing is not possible, a copy will be made available for pickup at the Municipal Hall. The Corporate Officer will endeavour to make the agenda available to the members of Council and to the public no later than the Friday afternoon prior to the meeting. The Corporate Officer shall post the regular meeting agenda to Public Notice Posting Place.
- (3) Special meeting agendas will be posted to Public Notice Posting Place on a best-efforts basis after the meeting is called and agenda items are available.
- (4) Confidential agendas for the closed portion of a regular or special Council meeting will be available for pick-up at the Municipal Hall by Council members.
- (5) All agenda items shall be submitted to the Chief Administrative Officer for review and approval no later than 1:00 pm, on the Tuesday of the week prior to the week of the meeting.
- (6) To enable the Corporate Officer to prepare the agendas for the regular meeting and closed portion of the meeting, all documents, matters and business to be submitted to the Council, must be delivered to the Corporate Officer no later than 1:00 pm on the Tuesday of the week prior to the week of the meeting except:

(Bylaw No. 252, 2020)

- (a) those items introduced by members of Council as a “Notice of Motion” pursuant to section 23(1), and
 - (b) where the Council by an affirmative vote has agreed to deal with the motion at the meeting at which the notice was given.
- (7) An agenda item from a member of Council must be submitted to the Corporate Officer in writing, in the form of a report containing relevant explanatory information and background, with a recommendation, in accordance with the deadline established in subsection (6).
- (8) An item of business not included on a Council agenda must not be considered at a Council meeting unless:
 - (a) the matter is of an emergent nature that is time sensitive and cannot wait for the next scheduled meeting, or
 - (b) Council passes a unanimous resolution in which case a written report pertaining to the late item must be distributed to the members.

19. ORDER OF PROCEEDINGS AND BUSINESS

- (1) The usual order of business at a regular Council meeting is as set out in the agenda for that meeting under the following headings, if there is business to be listed under the matter:

(Bylaw No. 230, 2020)

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Motion to Close the Meeting to the Public, if required
- (d) Reconvene (7:00 pm)
- (e) Public and statutory hearings
- (f) General Matters (delegations / recognitions)
- (g) Consent Agenda
- (h) Public Input Period
- (i) Legislative Matters (bylaws, development variance permits, agreements, contracts, grants, budgets)
- (j) Unfinished Business
- (k) Committee / Commission recommendations
- (l) New Business (reports and correspondence)

- (m) Introduction of Late Items (in accordance with subsection 18(8) for regular agenda)
- (n) Introduction of “Notice of Motion”

(Bylaw No. 287, 2021)

- (o) ~~DELETED Public Clarification~~
- (p) Adjournment by Mayor

20. CONSENT AGENDA

- (1) Consent Agendas are intended for regular Council meetings only and for routine business items that can be approved with a single motion and do not need any discussion or debate. It may include bylaws, correspondence, minutes and any “Information Only” reports.
- (2) Items listed in the Consent Agenda are considered for approval in one motion unless a member of Council wishes to remove an item, to ask questions regarding it or have a separate vote on it.
- (3) The presiding member will ask members what items, if any, they wish to be removed from the Consent Agenda to be discussed or debated individually.
- (4) If any member requests that an item be removed from the Consent Agenda, it must be removed. Members may request that an item be removed for any reason.
- (5) Items that present a Conflict of Interest for a Council member must be removed and considered separately.
- (6) Corrections to minutes may be noted without removing the item from the Consent Agenda.
- (7) The presiding member will then ask that the members adopt those items not removed from the Consent Agenda.
- (8) Removed items will then be voted on individually.

21. PUBLIC INPUT PERIOD

(Bylaw No. 287, 2021)

- (1) Members of the public may ~~provide~~ **make oral** comment only regarding items listed on the Council agenda (excluding public hearing topics) for that meeting, must first state their name and address for the record; and may speak once for up to two (2) minutes each.
- (2) **Where a member of the public wishes to provide comments electronically at an Electronic Meeting or Hybrid Meeting (excluding public hearing topics), that person may:**
 - (a) **provide comments in writing to the Corporate Officer or their designate no later than 12:00 noon on the day of the meeting; or**
 - (b) **make oral submissions in accordance with subsection (1) and provided the person registers to participate in the Electronic Meeting or Hybrid Meeting.**

- (3) The presiding member may provide additional direction respecting public input.

22. DELETED PUBLIC CLARIFICATION

- ~~(1) — Members of the public are limited to asking clarification questions regarding business discussed by Council at that meeting (excluding public hearing topics); must first state their name and address for the record; and may speak once for up to two (2) minutes each.~~

23. NOTICE OF MOTION

23.
(Bylaw No. 252, 2020)

- (1) Under introduction of Notice of Motion of the agenda, a member may introduce an item as a “Notice of Motion” for the next agenda. A “Notice of Motion” must be in writing, may contain no more than 2 (two) WHEREAS clauses, is introduced by reading the motion, and is not debatable. Subsequent to providing “Notice of Motion” the Council member shall prepare a written report for the next Council meeting in accordance with subsections 18(6) and 18(7). The Council, by unanimous vote of members present, may deal with the matter at the same meeting in which it is introduced.

24. PRECEDENCE

- (1) All items on the agenda are taken up in the order in which they appear on the agenda, except that, when necessary for the better conduct of business, an item may be withdrawn from the agenda at the beginning of the meeting or taken out of order by consent of Council.
- (2) Adoption of the Agenda as presented or as amended, includes receipt of all business items, e.g. reports, minutes and delegations, included in the agenda. Separate motions to receive are not required.

25. RECESS

- (1) The Mayor may call a recess when reasonable circumstances warrant.

26. END OF MEETING

- (1) When the agenda has been completed the Mayor will declare the meeting adjourned. If the agenda is not completed, a motion to adjourn the meeting is in order.

*[Community Charter
General voting rules]*

123. (1) *Unless otherwise provided, a motion on a bylaw or resolution, or on any other question before council, is decided by a majority of the council members present at the meeting.*
- (2) *Each council member has one vote on any question.*
- (3) *Each council member present at the time of a vote must vote on the matter.*
- (4) *If a council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.*
- (5) *If the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated.*
- (6) *A requirement under an enactment for an affirmative vote of a specified portion of all members of a council means an affirmative vote of that portion of the number of members of which the council consists under section 118 [size of council].*

(7) *The voting rules established by this section also apply to council committees.]*

27. VOTING AT MEETINGS

- (1) Council members shall vote on the question of each motion put before Council.
- (2) Voting, unless elsewhere stipulated, shall be by show of hands. Any Council member present who abstains from voting shall be deemed to have voted in the affirmative.
- (3) The Mayor shall be deemed to have voted at the same time as other Councillors.
- (4) A motion shall be passed with a majority of votes except as required otherwise in the *Community Charter*. A motion shall be defeated otherwise.
- (5) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the Mayor must put the matter to a vote of Council members;
 - (b) when Council is ready to vote, the Mayor must put the matter to a vote by stating words to the effect: "Those in favour raise your hands" and then "those opposed raise your hands"; and
 - (c) when the presiding member is putting the matter to a vote under subsections (a) and (b), a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (a) or (b), unless the interrupting member is raising a point of order;
 - (d) after the presiding member puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative (Carried) or the negative (Defeated);
 - (h) In all cases [except a motion to Sustain the Chair] where the votes of the members present and entitled to vote, including the vote of the presiding member, are equal for and against a question, the question shall be declared in the negative and shall be defeated, in which case the presiding member or other member presiding must so declare.

- (i) The presiding member must declare the results of the voting by stating the name(s) of those members opposed and that the question is decided in either the affirmative or the negative (“Carried” or “Carried Unanimously” or “Defeated”).

28. DELEGATIONS

- (1) A delegation of one or more persons may apply to the Corporate Officer to address Council at a meeting, provided written application on a form approved by the Corporate Officer has been received by the Corporate Officer prior to 1:00 pm on the Tuesday of the week prior to the week of the meeting. Only those delegations scheduled on the Council agenda will be heard. Unless otherwise previously arranged, delegations are required to limit their comments to 10 (ten) minutes and be supported by written submission which is to be provided to the Corporate Officer in accordance with section 18(6).
- (2) Where a written application has not been received, presentations from the audience shall not be heard unless approved by an affirmative vote of Council members present and, if approved, they are required to limit their comments to 5 (five) minutes. Council when considering whether to approve adding a late delegation to the agenda, will consider whether the item arose since the agenda deadline for submissions, if the delegation can be heard at the next meeting, and whether the topic is time-sensitive and requires urgent consideration.
- (3) The number of delegations at a Council meeting shall generally be limited to 2 (two) at each meeting; additional delegations shall be permitted if approved by the Corporate Officer.
- (4) Council shall not act on a request from a delegation until the next regular meeting, unless consent by a unanimous vote of Council is given to consider the matter following the delegation under, “*New Business*”.
- (5) Delegations must not be heard at regular or special Council meetings on the following:
 - (a) Official Community Plan, OCP amendment bylaws, Zoning Bylaw and Zoning amendment bylaws that have not yet been adopted, defeated or abandoned;
 - (b) Personnel matters;
 - (c) Matters on which Council has commenced legal action and on which judgement has not been rendered;
 - (d) Nominated political candidates; and
 - (e) Applications for grants in aid.
- (6) Council shall not provide response to public inquiries related to matters set out in paragraphs (a) and (b) of subsection (5).
- (7) Individuals requesting to appear as a delegation concerning a complaint or an issue with the municipality will first be referred by the Corporate Officer to the appropriate staff person. The delegation request will be approved only when the Corporate Officer has evidence that the staff referral has been unsuccessful.

- (8) The Corporate Officer may refuse to place a delegation on the agenda if he or she does not believe the issue is within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for its consideration.

29. POINTS OF ORDER

- (1) Without limiting the Mayor's or presiding member's duty under section 132 (1) of the *Community Charter* (authority of a presiding member), the Mayor or presiding member will apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this Bylaw, and
 - (b) whether or not another member has raised a point of order in connection with the motion.
- (2) When the Mayor or presiding member is required to decide a point of order:
 - (a) the Mayor or presiding member will cite the appropriate rule or authority if requested by another Council member.
 - (b) another member must not question or comment on the rule of authority cited by the Mayor or presiding member under paragraph (a).
- (3) The Mayor or presiding member may reserve the decision until the next Council meeting.
- (4) A member must cease speaking when called to order and while the point of order is being stated.
- (5) When the presiding member is of the opinion that a motion is contrary to the rules and privileges of the Council, the presiding member shall apprise the members thereof without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the presiding member may be appealed by the other members of Council present.
- (6) On an appeal by a Council member from the decision of the presiding member, the question shall be immediately put by him and decided without debate "shall the Chair be sustained?" and the presiding member shall be governed by the vote of the majority of Council members present, excluding the Mayor. In the event of the votes being equal, the question shall pass in the affirmative.
- (7) If the presiding member refuses to put the question "Shall the presiding member be sustained?", the Council shall immediately appoint a presiding member pro tem. A resolution or motion carried under this section is binding.

[Community Charter

Authority of presiding member

132. (1) *The mayor or the member presiding at a council meeting must preserve order and decide points of order that may arise, subject to an appeal under this section.*

- (2) *On an appeal by a council member from a decision of the presiding member under subsection (1), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.*
- (3) *As exceptions to section 123 [general voting rules],*
 - (a) *the mayor or other presiding member may not vote on a motion under subsection (2),*
 - (b) *the motion passes in the affirmative if the votes are equal, and*
 - (c) *the mayor or other presiding member must be governed by the result.*
- (4) *If the mayor or presiding member refuses to put the question under subsection (2),*
 - (a) *the council must immediately appoint another member to preside temporarily,*
 - (b) *that other member must proceed in accordance with subsection (2), and*
 - (c) *a motion passed under this subsection is as binding as if passed under subsection (2).]*

PART 6 – RULES OF CONDUCT AND DEBATE

30. CONDUCT OF SPEAKER

- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses, and is recognized by, the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor or Acting Mayor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member shall interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion first spoke.
- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking, and
 - (b) may explain their position on the point of order and may appeal to the presiding member for a decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and

- (e) must adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and:
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed from the member's seat by a peace officer, and
 - (b) if the member apologizes to the Council, Council may by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) No member of Council may speak more than once to the same question without the permission of Council, unless the member is explaining a material part of a previous speech without introducing a new matter.
- (11) A member wishing to speak for the purpose of:
 - (a) making a motion or entering the debate may speak after being recognized by the presiding member, but only:
 - (i) to make a motion; and
 - (ii) directly and concisely on the matter under debate;
 - (b) if necessary, by interrupting a member who is speaking, request the presiding member to consider and decide on a matter of comfort, convenience or privilege of the Council or of a member (question of privilege).
- (12) No member will use electronic device during a meeting for texting or emailing.

31. COMMUNICATING ON BEHALF OF COUNCIL

- (1) A member must not claim to speak on behalf of Council unless authorized to do so.
- (2) Unless Council directs otherwise, the Mayor is Council's official spokesperson and, in the absence of the Mayor, it is the Acting Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- (3) A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
- (4) No member shall make a statement
 - (a) when they know that statement is false, or

- (b) with the intent to mislead Council or members of the public.
- (5) Member communication includes all forms of communication including written, verbal and social media.
- (6) Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

(Bylaw No. 252, 2020)

- (7) Council members have the right to speak publicly and explain their position and agreement or disagreement with the overall Council decision, but must not demean, criticize, dispute or disrespect the decision of Council.
- (8) Members must not purport to speak on behalf of the District or Council unless expressly authorized to do so.

(Bylaw No. 287, 2021)

- (9) Members will abide by the guidelines for elected official social media use contained in the Social Media Policy No. 3000—10.

~~Members will use caution in reporting Council's decision-making by way of the social media profiles and websites before the District has released any formal communication.~~

- ~~(10) When speaking for themselves as individual members on social media or to the media, a member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear that they are speaking for themselves and not the District or Council as a whole.~~
- ~~(11) Members will refrain from using or permitting the use of their social media accounts for the purposes that include:~~
 - ~~(a) defamatory remarks, obscenities, profane language or sexual content;~~
 - ~~(b) negative statements disparaging staff or calling into question the professional capabilities of staff;~~
 - ~~(c) content that endorses, promotes or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;~~
 - ~~(d) statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or~~
 - ~~(e) promotion of illegal activity.~~

32. CLOSING DEBATE

- (1) Debate shall be closed by the presiding member when in the presiding member's opinion there has been a reasonable amount of debate.

33. MOTIONS GENERALLY

- (1) The Council may debate and vote on a motion only if it is first moved by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda shall be considered out of order.
- (3) After a motion is moved and seconded, it shall be deemed to be in possession of the Council but may be withdrawn at any time, before decision or amendment, with unanimous consent of Council.
- (4) When the presiding member is of the opinion that there has been sufficient debate on a specific question or matter, the presiding member may call the question and no member of Council shall speak to the question nor shall any other motion be entertained except those of subsection (6) until the results of the vote have been declared.
- (5) No member shall speak on any question for longer than five (5) minutes or may speak in reply for longer than three (3) minutes, and for a maximum speaking time of 10 minutes.
- (6) A member may make only the following motions which take precedence when the Council is considering a question:
 - (a) to refer;
 - (b) to amend;
 - (c) to postpone (indefinitely or to a specific time);
 - (d) to adjourn.
- (7) A motion made under subsections (6)(c) and (6)(d) is not amendable or debatable, with the exception that a motion to postpone to a certain time is debatable only as to the time and reasons for postponement, and is amendable only to change the time to which the main motion is to be postponed.
- (8) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.
- (9) When the presiding member is of the opinion that a motion put before the Council is contrary to the rules of Council, the presiding member shall apprise the members immediately before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- (10) If a member has a prepared presentation to present as a motion or to a motion, the member shall supply same in written form to Council prior to the meeting.

34. MOTION TO POSTPONE

- (1) Until it is decided, a motion made at a Council meeting to postpone precludes an amendment of the main question.

35. MOTION FOR THE MAIN QUESTION

- (1) In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Council.
- (2) Only one amendment to the main question shall be permitted at any one time. Amendments to an amendment motion will not be permitted. The Corporate Officer shall not record the amendments to motions in the final minutes.

36. AMENDMENTS GENERALLY

- (1) A member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) The proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided before the main motion being considered is put to a vote.
- (5) An amendment that has been negated (defeated) by a vote of Council cannot be proposed again.

37. RECONSIDERATION OF A MATTER

[In addition to the Mayor’s right of reconsideration found at s.131 of the Community Charter]

- (1) After a decision has been made on a matter, two (2) Council members, with the mover being a member who voted in the majority of the motion to be reconsidered, may move for reconsideration.
- (2) Reconsideration of a defeated matter may not be taken at the same meeting at which the motion was decided unless Council so resolves by unanimous consent.
- (3) Without limiting the authority of Council to reconsider a matter, the presiding member may require the Council to reconsider and vote again on a matter that was the subject of a vote.
- (4) As restrictions on the authority under subsection (3),
 - (a) reconsideration under this section may only be initiated if:
 - i. at the same Council meeting as the vote took place, or
 - ii. within 30 (thirty) days following that meeting or the subsequent regular Council meeting, and
 - (b) a matter may not be reconsidered under this section if:

- i. it has had the approval or assent of the electors and was subsequently adopted by Council;
 - ii. there has already been a reconsideration in relation to the matter;
 - iii. the matter has been acted upon by an officer, employee or agent of the Council; or
 - iv. it is a reconsideration of a motion to adopt a bylaw.
- (5) Council shall not discuss the main motion until the motion for reconsideration is passed in the affirmative.
- (6) On a reconsideration under this section, the Council:
 - (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (7) If the original decision was a resolution and that decision is rejected on reconsideration, the resolution is of no effect and is deemed to be rescinded.
- (8) If a motion for reconsideration is lost (defeated), the motion shall not be reintroduced to Council for 6 (six) months.

[Community Charter

Mayor may require council reconsideration of a matter

131. (1) *Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.*
- (2) *As restrictions on the authority under subsection (1),*
- (a) the mayor may only initiate a reconsideration under this section*
 - (i) at the same council meeting as the vote took place, or*
 - (ii) within the 30 days following that meeting, and*
 - (b) a matter may not be reconsidered under this section if*
 - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or*
 - (ii) there has already been a reconsideration under this section in relation to the matter.*
- (3) *On a reconsideration under this section, the council*
- (a) must deal with the matter as soon as convenient, and*
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.*
- (4) *If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.]*

38. ADJOURNMENT

- (1) Regular meetings shall be deemed to be adjourned at 9:30 pm on the day scheduled for the meeting unless the Council resolves to proceed beyond that time by unanimous vote of the members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Section 2 does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 7 – BYLAWS

39. RULES APPLYING TO BYLAWS

- (1) A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member before the Council meeting, or all members unanimously agree to waive this requirement.
- (2) The Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the presiding member or requested by another member,
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.
- (3) Before adoption, a bylaw requires the following readings:
 - (a) at first reading, the bylaw will be introduced by title only and will not be debated;
 - (b) at second reading, the bylaw will be read by title only. unless Council resolves that it be read in whole or in part and to consider the body of the bylaw;
 - (c) third reading, the bylaw will be read by title only, and subject to the bylaw and applicable legislation, may be debated; and
 - (d) at fourth reading (adoption) the bylaw will not be debated.
- (4) Three readings of a bylaw may be given at one meeting of Council except as provided in subsection (5).
- (5) A bylaw which requires a public hearing must, following its second reading, be referred to public hearing and other statutory referral requirements.

(Bylaw No. 230, 2020)

- (6) A bylaw may be amended at any time during second or third reading, except a Zoning or Official Community Plan bylaw may be amended after a required public hearing only to the extent that the alteration does not:
 - (a) alter the use;
 - (b) increase the density;
 - (c) without the owner's consent, decrease the density of any area from that originally specified in the bylaw.
- (7) There must be at least one day between third reading and adoption of a bylaw, except as provided for under the *Community Charter* or the *Local Government Act*.
- (8) If a bylaw fails to receive a mover and seconder at any reading or at adoption, that bylaw shall be deemed to have been defeated.
- (9) If a motion to pass any reading or adoption of a bylaw is defeated, that bylaw shall be deemed to have been defeated.
- (10) Bylaws may be considered only at meetings open to the public.

PART 8 – RESOLUTIONS

40. COPIES OF RESOLUTIONS TO COUNCIL MEMBERS

- (1) A resolution pertaining to an agenda item may be introduced at a Council meeting only if a copy of it has been delivered to each member at least 48 hours before the Council meeting, or if all Council members present unanimously agree to waive this requirement.

41. FORM OF RESOLUTION

- (1) A resolution introduced at a Council meeting must be printed and provided to the Corporate Officer.

42. INTRODUCING RESOLUTIONS

- (1) The presiding member of a Council meeting may:
 - (a) read the resolution, or request the member who introduced the resolution, to read the resolution, and
 - (b) request a motion to the resolution be introduced.

PART 9 - PUBLIC HEARINGS

43. PROCEDURE

- (1) Subject to subsection (2), a public hearing must be held before an Official Community Plan bylaw or a Zoning bylaw, or an amendment to such bylaw may be given third reading to allow the public to make representations to Council respecting matters contained in the proposed bylaw, as provided in the *Community Charter* or *Local Government Act*.
- (2) The public hearing must be held after first reading of the bylaw and before third reading, as provided in the *Community Charter* or *Local Government Act*.
- (3) At the public hearing all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of the hearing, as provided in the *Community Charter* or *Local Government Act*.
- (4) The presiding member of the public hearing may establish procedural rules for the conduct of the hearing. The presiding member will call the Public Hearing to order and advise of the purpose of the hearing and the process, which will include the amount of time each speaker may speak. The applicant may make a presentation to Council regarding the application. Staff, on occasion, may be requested by the presiding member to provide a brief description of the application. The Director of Planning will indicate dates and locations the Public Hearing was advertised. The presiding member will call for representations from the audience as provided in the *Community Charter* or *Local Government Act*.
- (5) Representations made at a Public Hearing will not be treated as confidential.

(Bylaw No. 287, 2021)

- (6) For greater certainty, a public hearing may occur at a Hybrid Meeting or Electronic Meeting.

PART 10 – COMMITTEES

[Community Charter

Standing committees of council

141. (1) *The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
- (2) *At least half of the members of a standing committee must be council members.*
 - (3) *Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*

Select committees of council

- 142 (1) *A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
- (2) *At least one member of a select committee must be a council member.*
 - (3) *Subject to subsection (2), persons who are not council members may be appointed to a select committee.]*

[Reference *Community Charter*, section 143 Municipal commissions, and *Local Government Act*, section 461 Advisory planning commission]

44. COMMITTEES OF COUNCIL

- (1) Standing and select committees and commissions as appointed from time to time by Council or the Mayor shall be governed by this bylaw.
- (2) The District of Lantzville Council Committee System Policy and amendments thereto provide for the processes that are to be followed by committees.
- (3) The committees of Council shall make recommendations to Council, and must not take action on any matters, nor direct department business, affairs or staff assigned to that committee. In special circumstances Council may, by a 2/3 affirmative vote, grant powers to a committee to act on a specific matter and such powers will be restricted to that matter.

PART 11 - REPEAL

45. REPEAL

District of Lantzville Council Procedure Bylaw No. 118, 2016, and all amendments thereto, are hereby repealed.

PART 12 – SEVERABILITY

46. SEVERABILITY

If any section, clause, subclause or phrase of the bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME this 24th day of February, 2020.

READ A SECOND TIME this 24th day of February, 2020.

READ A THIRD TIME this 24th day of February, 2020.

ADOPTED this 9th day of March, 2020.

ORIGINAL SIGNED

Mark Swain, Mayor

ORIGINAL SIGNED

Ronald Campbell,
Deputy Director of Corporate Administration

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 3, 2021

SUBJECT: Grant Application – Canada-British Columbia Investing in Canada Infrastructure Program - Environmental Quality

PURPOSE

To provide Council with information and recommendations with regards to the Canada – British Columbia Investing in Canada Infrastructure Program – Environmental Quality.

RECOMMENDATION

THAT an application be submitted for grant funding for the Winds Residential Area Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality; AND FURTHER THAT Council supports the project and commits to its share, (\$2,085,372) 30% of the project as well as cost overruns, funded by Local Area Service by Council initiative, subject to a petition against.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. THAT staff submit an application for grant funding application for the Clark Drive Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality; AND FURTHER THAT Council supports the project and commits to its share 30% (\$1,972,668.90) of the project, as well as cost overruns, funded by Local Area Service by Council initiative, subject to petition against.

Implication: The District has tried to acquire grant funding twice for the Clark Drive Area water expansion and both attempts were denied. As a development will be installing a watermain up to Alger Road, another attempt to receive grant funding would likely be unsuccessful.

2. THAT staff NOT submit an application for grant funding application through the Investing in Canada Infrastructure Program – Environmental Quality at this time.

Implication: By not submitting to the above program, the District will miss an opportunity for potential funding to assist in the fruition of one of the Council's Strategic Plan Objectives.

BACKGROUND/RELEVANT HISTORY

The District, has in the past, applied twice to the Investing in Canada Infrastructure Program for the Clark Drive Area and once for the Winds Area; all applications were denied. Since then, staff have been in contact with the Provincial Officials that recommend approval or denial of the applications. Advice was received and will form a part of this application if approved by Council.

Attached (Attachment #2) are updated Class C Cost Estimates for the Winds Residential Area Water Supply Project and the Clark Drive Area Water Supply Project.

The District has been successful in the past for other infrastructure projects which were partially funded through a grant, with the District portion funded through a local area service.

A municipality has the authority to provide services such as water or sewer to specific areas within its community through a local area service paid for in whole or in part by local property owners in the benefitting area through local service taxes. A local area service (LAS) must be established by bylaw that must describe the service, define the boundaries, identify the methods of cost recovery (e.g. parcel tax) and the portion of the costs of the service that are to be recovered by the local service tax. The bylaw is subject to approval by the taxpayers/electors within the service area as well as the borrowing bylaw through which the District borrows the funds required until the benefitting property owners repay the funds through the parcel tax; such bylaws (LAS establishment bylaw and related borrowing bylaw) have been approved in the past in Lantzville through a Council initiative, petition against process (cannot be adopted if at least 50% of owners representing at least 50% of the assessed value are opposed). With previous such bylaws, the detailed design that was required to determine the project cost which would be referenced in the LAS bylaw and in the borrowing bylaw, has been funded through the grant that would also pay for a portion of the project.

Other processes in the legislation to establish a LAS include petition for the service by property owners (signed by the owners of at least 50% of the parcels representing at least 50% of the assessed value) or LAS by Council initiative, subject to an assent vote of electors within the service area.

ATTACHMENT

#1 Figure 18 2017 - Water Master Plan

#2 Class “C” Cost Estimates – Northwind/Southwind Drive Area Watermains and Clark Drive Area Watermains

ANALYSIS/RATIONALE

In 2017, the District undertook a several months long process to develop a Water Master Plan (WMP) that would provide guidance to the District for the future of its water supply and distribution system. Within the WMP are several recommendations that were surmised from the surveys that were used to gather the information for the WMP.

The WMP identified that several improvements should be carried out prior to expanding the District water distribution system. Those were:

- Maximize yield of existing well field;
- Provide sufficient reservoir storage to meet projected future demands;
- Meet recommended fire flow demand standards;
- Strengthen the water distribution system;
- Continue replacement of Asbestos Cement watermains;
- Facilitate potential servicing of additional properties.

Some of those recommendations have been carried out, and others such as “Continue replacement of Asbestos Cement watermains” will be ongoing for some time to come. As more asbestos cement watermains are replaced, fire flows will be increased, and the water system will be strengthened.

Also, within the WMP are the District’s Goals and Objectives:

- Access to Safe Drinking Water for Residents;
- Sustainable Future Water Supply;
- Cost Effective Community Water;
- Responsible Community Water Use.

The WMP identifies what areas are priority and should be serviced first. Figure 18 of the WMP shows the priority in which the water system expansion should be carried out. Phase 1 of the expansion is identified as HW-1: The Winds Residential Area, AW: Clark Drive Area, and FW: Fernmar Road Area, in no particular order.

1. Strategic Plan Objectives

1.2 Bring water to most residents in Lantzville – Implement Water Master Plan.

2. Policy (Existing/Relevance/None)

The grant application follows the order as outlined in the Water Master Plan. The Winds Residential Area is identified as Phase I for potential water service expansion.

3. Resources

Approval would result in the Director of Public Works and the Director of Financial Services completing and submitting the application.

4. Financial/Budget Implications

If the grant is awarded, the Federal and Provincial funding contributions would be 70% of the total project costs and the District of Lantzville's contributions would be 30%. Total project costs are \$6,951,240.

5. Sustainability Implications

Future additions to water infrastructure would require increased asset management contributions and annual maintenance. An additional .25 FTE would be required if successful. An increased number of connections (133) would offset any increase in costs.

Prepared by:

Approved for submission to Council:


Fred Spears, Director of Public Works


Ronald Campbell, Chief Administrative Officer

Date: October 25, 2021

Date: October 26, 2021

REVIEWED WITH:			
☒ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☒ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	November 3, 2021	9.6)
Closed (In-Camera)		

File Number: 1855-03-ICPEQW

DISTRICT OF LANTZVILLE\Reports to Council\2021\Winds Application Canada-British Columbia Investing in Canada Infrastructure Program-Environmental Quality



DISTRICT OF LANTVILLE
Northwind / Southwind Drive Area Watermains
Class 'C' Cost Estimate

File: 0343-212
Date: Oct 20, 2021

Item No.	Description	Qty	Unit	Unit Price	Extension
1	Division 1 – General Requirements				
1.1	General Requirements	1	LS	\$470,000	\$470,000
1.2	Submittals	1	LS	\$30,000	\$30,000
2	Division 2 – Site Work				
Existing Structures and Restoration					
2.1	Locate Existing				
.1	Expose existing watermains	10	ea	\$450	\$4,500
.2	Expose existing storm sewer	30	ea	\$450	\$13,500
.3	Expose existing gas (crossing)	30	ea	\$425	\$12,750
2.2	Support Existing				
.1	Utility Poles	25	ea	\$2,000	\$50,000
2.3	Vegetation Removal				
.1	Trim Vegetation (Road Right-of-Way)	1	LS	\$15,000	\$15,000
2.4	Replacement of Asbestos Cement Watermains				
.1	At crossings (Provisional)	10	ea	\$3,125	\$31,250
2.5	Reinstate Existing Items				
.1	Sign	10	ea	\$300	\$3,000
2.6	Removal of Existing Items				
.1	Storm Mains	1	LS	\$21,110	\$21,110
2.7	Authorized Trench Rock Excavation (Provisional)	300	m3	\$375	\$112,500
2.8	Authorized Trench Overexcavation (Provisional)	500	m3	\$90	\$45,000
2.9	Boulevard (Provisional)				
.1	Top soil and seed – 150 mm depth	3,000	m2	\$20	\$60,000
2.10	Gravel Surface Restoration (Provisional)				
.1	Crushed gravel – 150 mm thick	2,200	m2	\$12	\$26,400
2.11	Asphalt Surface Restoration (Provisional)				
.1	50mm thick, c/w 100mm gravel base	8,000	m2	\$90	\$719,992
.2	75mm thick c/w 150mm gravel base	900	m2	\$125	\$112,500
2.12	Temporary Trench Restoration				
.1	Coldmix – 50mm thick	1,500	m2	\$45	\$67,500
.2	Coldmix – 75mm thick	700	m2	\$65	\$45,500
.3	Rap (50mm thick)	11,340	m2	\$8	\$90,720
2.13	Driveway Restoration (Provisional)				
.1	Asphalt - 50 mm thick c/w 100 mm crushed gravel base	1,000	m2	\$95	\$95,000
.2	Gravel 100 mm thick	100	m2	\$13	\$1,300
.3	Concrete	100	m2	\$190	\$19,000
2.14	Trench Dams (including pipe)	5	ea	\$1,500	\$7,500
2.15	Concrete Protective Cap	3	ea	\$1,500	\$4,500
Storm Sewer					
2.16	Replacement of Culvert Sections Main Line Crossings (Provisional)				
.1	500 mm dia.	12	ea.	\$2,500	\$30,000
.2	600 mm dia.	12	ea.	\$3,125	\$37,500
2.17	Installation of New Culvert (inc Headwall)				
.1	600 mm dia.	6	ea	\$5,500	\$33,000
2.18	Inlet and Outlet Structures				
.1	Concrete Block	6	ea	\$1,500	\$9,000
.1	Pre-Cast Concrete - Round Pipe	6	ea	\$3,125	\$18,750
2.19	Ditch Improvements	133	lm	\$300	\$39,900
Watermain					
2.20	Watermain				
.1	150 mm dia., PVC, DR 18	100	lm	\$225	\$22,500
.2	200 mm dia., PVC, DR 18	2,725	lm	\$260	\$708,500
.3	250 mm dia., PVC, DR 18	425	lm	\$380	\$161,500
.4	300 mm dia., PVC, DR 18	2,350	lm	\$500	\$1,175,000
2.21	Tie-Ins				
.1	Normal 3 or 4 way valved connections at intersections	14	ea	\$9,375	\$131,250
2.22	Fittings, other than tie-ins				
.1	Miscellaneous 200 mm dia fittings	15	ea	\$750	\$11,250
.2	Miscellaneous 250 mm dia fittings	4	ea	\$950	\$3,800
.3	Miscellaneous 300 mm dia fittings	20	ea	\$1,200	\$24,000
2.23	Hydrant Assembly c/w extension	44	ea	\$10,625	\$467,500
2.24	Below Ground Flushout	5	ea	\$4,375	\$21,875
2.25	Water Service Connections				
.1	Service Connection 25mm dia.	133	ea	\$1,250	\$166,250
2.26	Water Service Pipe				
.1	Service Connection Pipe 25mm dia.	1,330	lm	\$144	\$191,520
2.27	Water Meters, meter box and setter	133	ea	\$1,875	\$249,375
Subtotal					\$5,560,992
Contingency Allowance 10%					\$556,099
Engineering Allowance 15%					\$834,149
Total Estimated Cost					\$6,951,240
Notes:					
This cost estimate was prepared based on the attached Figure 1 dated, October 2021 (project no. 0343-212) by Koers & Associates Engineering Ltd. for the District of Lantville. The material in it reflects the best judgment of Koers & Associates in light of the information available to it at the time of preparation. Any use which a Third Party makes of this estimate, or any reliance on decisions to be made upon it, are the responsibility of such parties. Koers & Associates accepts no responsibility for damages, if suffered by any Third Party as a result of the decision made or actions based on this estimate.					
This estimate does not include allowances for any of the following:					
- Third party utility costs					
- Additional or unforeseen agency requirements					
- Environmental or geotechnical consulting					
- Conditions imposed by the Railway Authority					
- Encumbrances located within private property					
- Land access agreements, purchase or securement of statutory rights-of-way					
- Inflationary increases in construction and material costs					
- Trench rock and over-excavation quantities are nominal only, further field investigation is needed to refine quantities estimates					

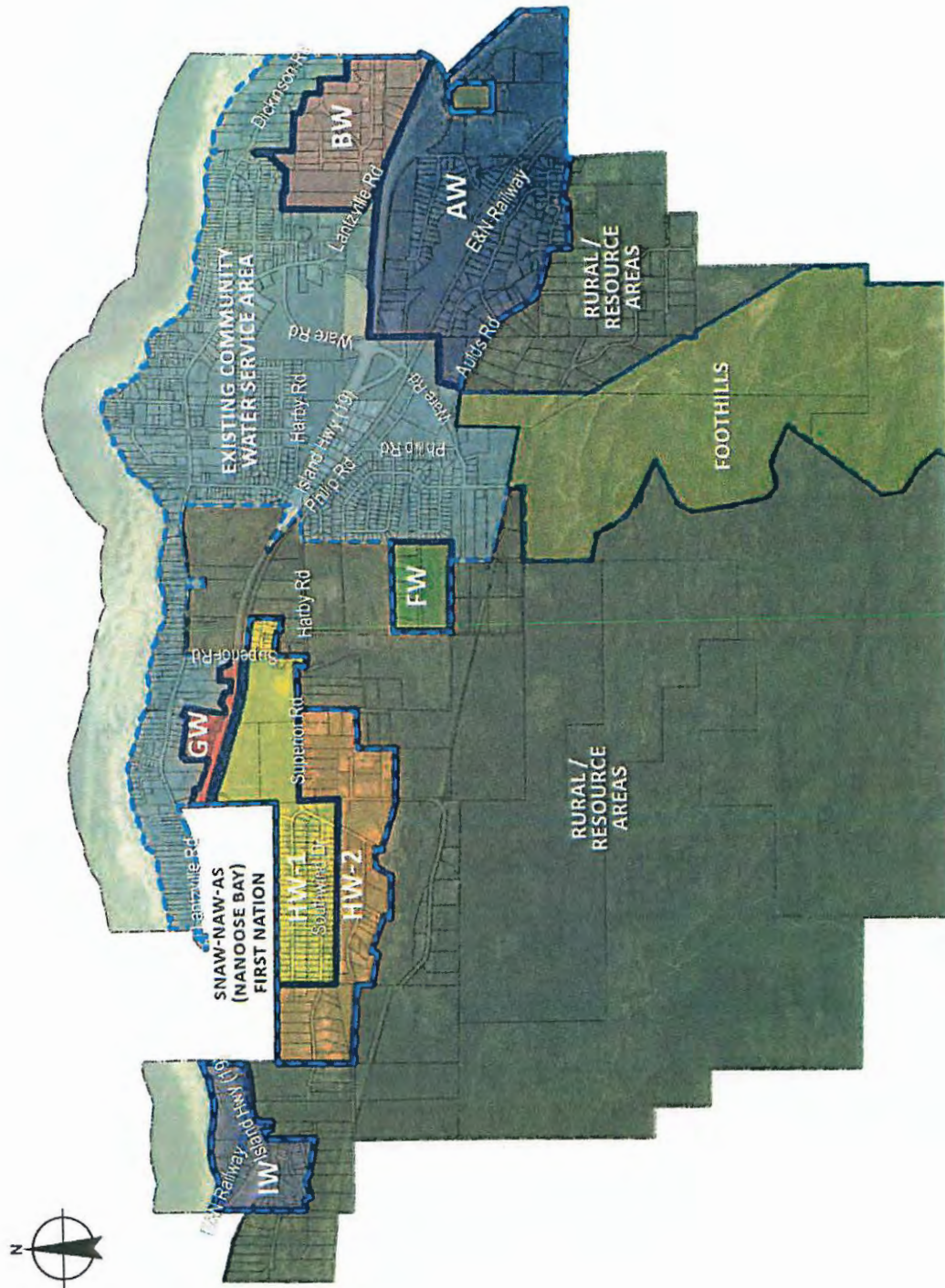

DISTRICT OF LANTZVILLE

 Clark Drive Area Watermains
Class 'C' Cost Estimate

File: 0343-212

Date: Oct 18, 2021

Item No.	Description	Qty	Unit	Unit Price	Extension
1	Division 1 – General Requirements				
1.1	General Requirements	1	LS	\$470,000	\$470,000
1.2	Submittals	1	LS	\$60,000	\$60,000
2	Division 2 – Site Work				
Existing Structures and Restoration					
2.1	Locate Existing				
1	Expose existing watermain	1	ea	\$450	\$450
2	Expose existing storm sewer	4	ea	\$450	\$1,800
3	Expose existing gas (crossing)	TBD	ea	\$425	\$1,725
2.2	Support Existing				
1	Utility Poles	10	ea	\$2,000	\$20,000
2.3	Clark Drive Road Allowance				
1	Clearing and grubbing road allowance	1	LS	\$30,000	\$30,000
2.4	Reinstate Existing Items				
1	Sign	6	ea	\$300	\$1,800
2.5	Removal of Existing of Existing Items				
1	Storm Mains	2	ea	\$2,500	\$5,000
2.6	Authorized Trench Rock Excavation (Provisional)	225	m3	\$375	\$84,375
2.7	Authorized Trench Overexcavation (Provisional)	450	m3	\$90	\$40,500
2.80	Boulevard (Provisional)				
1	Top soil and seed – 150 mm depth	2,000	m2	\$20	\$40,000
2.9	Gravel Surface Restoration (Provisional)				
1	Crushed gravel – 150 mm thick	2,000	m2	\$13	\$26,000
2.10	Asphalt Surface Restoration (Provisional)				
1	50mm thick, c/w 100mm gravel base	8,000	m2	\$90	\$720,000
2	75mm thick c/w 150mm gravel base	1,200	m2	\$125	\$150,000
2.11	Temporary Trench Restoration				
1	Coldmix – 50mm thick	1,750	m2	\$45	\$78,750
2	Coldmix – 75mm thick	250	m2	\$65	\$16,250
3	Rap (50mm thick)	7,750	m2	\$8	\$62,000
2.12	Driveway Restoration (Provisional)				
1	Asphalt – 50 mm thick c/w 100 mm crushed gravel base	1,400	m2	\$95	\$133,000
2	Gravel 100 mm thick	100	m2	\$13	\$1,300
3	Concrete	100	m2	\$190	\$19,000
2.13	Concrete Protective Cap	3	ea	\$1,500	\$4,500
Storm Sewer					
2.14	Repair of Culverts				
1	Clark Drive	1	LS	\$5,000	\$5,000
2	Alger	1	LS	\$5,000	\$5,000
2.15	Installation of New Culvert (inc Headwall)				
1	600 mm dia.	3	ea	\$4,400	\$13,200
2.16	Inlet and Outlet Structures				
1	Concrete Block	6	ea	\$1,500	\$9,000
2.17	Ditch Improvements	160	ea	\$195	\$31,200
Watermain					
2.18	Watermain				
1	200 mm dia., PVC, DR 18	2,840	lm	\$250	\$710,000
2	250 mm dia., PVC, DR 18	1,830	lm	\$400	\$732,000
3	300 mm dia., PVC, DR 18	550	lm	\$500	\$275,000
4	450 mm Casing at E&N crossing	25	lm	\$3,750	\$93,750
2.19	Tie-ins				
1	Normal 3 or 4 way valved connections at intersections	16	ea	\$9,375	\$150,000
2	Complicated tie-ins at Ware Road	1	ea	\$18,000	\$18,000
2.20	Fittings, other than tie-ins				
1	Miscellaneous 200 mm dia fittings	15	ea	\$750	\$11,250
2	Miscellaneous 250 mm dia fittings	12	ea	\$950	\$11,400
3	Miscellaneous 300 mm dia fittings	4	ea	\$1,200	\$4,800
2.21	Hydrant Assembly c/w extension	36	ea	\$10,625	\$382,500
2.22	Below Ground Flushout	8	ea	\$4,375	\$35,000
2.23	Water Service Connections				
1	Service Connection 25mm dia.	160	ea	\$1,250	\$200,000
2.24	Water Service Pipe				
1	Service Connection Pipe 25mm dia.	1,600	lm	\$144	\$230,400
2.25	Water Meters, meter box and setter	160	ea	\$1,875	\$300,000
Allowances					
2.26	Right-of-Way acquisition	1	LS	\$2,500	\$2,500
2.27	Geotechnical	1	LS	\$45,000	\$45,000
2.28	Environmental	1	LS	\$7,500	\$7,500
2.29	Archaeological	1	LS	\$7,500	\$7,500
2.30	Landscaping	1	LS	\$14,000	\$14,000
				Subtotal	\$5,260,450
				Contingency Allowance 10%	\$526,045
				Engineering Allowance 15%	\$789,068
				Total Estimated Cost	\$6,575,563
Notes:					
This cost estimate was prepared based on the attached Dwg No. 0343-212 (Issue for Review dated October 21, 2021) by Koers & Associates Engineering Ltd. for the District of Lantzville. The material in it reflects the best judgment of Koers & Associates in light of the information available to it at the time of preparation. Any use which a Third Party makes of this estimate, or any reliance on decisions to be made upon it, are the responsibility of such parties. Koers & Associates accepts no responsibility for damages, if suffered by any Third Party as a result of the decision made or actions based on this estimate.					
This estimate does not include allowances for any of the following:					
- Third party utility costs - Additional or unforeseen agency requirements - Environmental or geotechnical consulting - Conditions imposed by the Railway Authority - Encumbrances located within private property - Land access agreements, purchase or securement of statutory rights-of-way - Inflationary increases in construction and material costs - Trench rock and over-excavation quantities are nominal only, further field investigation is needed to refine quantities estimates					



RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
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RECORD OF ISSUE

ISS	DATE	BY	ENG	DESCRIPTION
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SEAL

PROJECT NO.

DRAWN

DESIGNED

CHECKED

APPROVED

DATE APRIL 2020

SCALE 1:4000

CLIENT



PROJECT

CLARK DRIVE WATERMAINS

TITLE

PROPOSED SUPPLY AND DISTRIBUTION WORKS

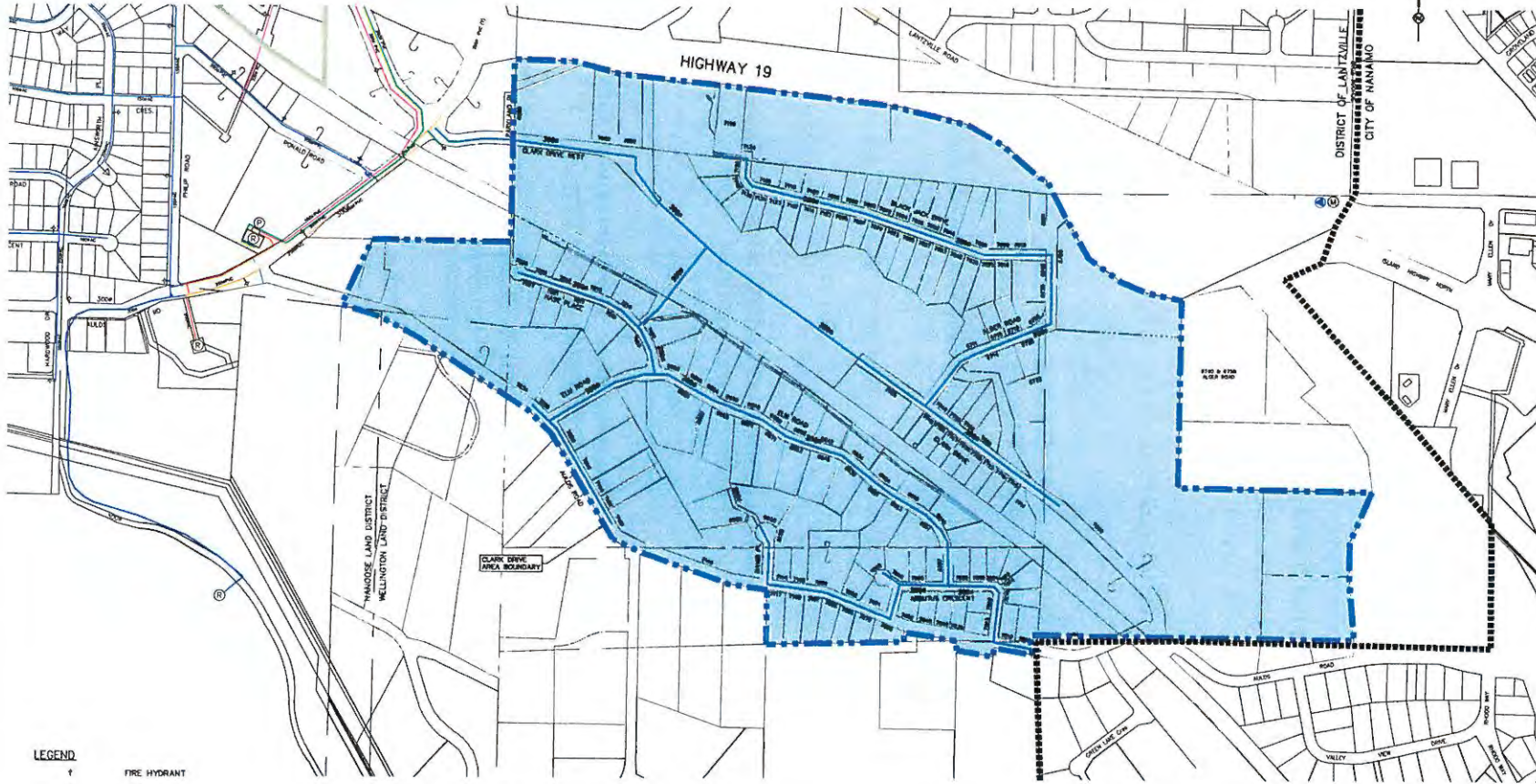
DRAWING No.

2027-SK1

REV.

SHEET

1/1



District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 3, 2021

**SUBJECT: Leak Adjustment Request Utility Account 001-09948182-000
6836 Harwood Road**

PURPOSE

To consider Ian and Shelagh Ferguson's request for a leak adjustment to their utility account for 6836 Harwood Drive.

RECOMMENDATION

THAT the request for adjustment to utility account #001-09948182-000 for 6836 Harwood Drive be denied.

ALTERNATIVES AND IMPLICATIONS

1. THAT the request for a leak adjustment to utility account #001-09948182-000 for 6836 Harwood Drive be authorized in the amount of \$439.96, in contravention of Water System Bylaw No. 140.
2. Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

In April 2018, Council adopted Water System Bylaw No. 140, 2018 that includes in clause 56 – Leak Adjustment Requests, authorization for the Director of Public Works to adjust utility invoices, subject to specified conditions (see Attachment #1).

Water System Bylaw No. 140 includes a unique re-delegation in clause 56, that also provides that where requests for leak adjustments due to some circumstances do not meet the criteria for the Director's authorization, the approval of the leak adjustment request is at the discretion of Council.

Ian and Shelagh Ferguson wrote to the District, requesting a leak adjustment on October 8, 2021. The Director of Public Works denied the leak adjustment request as the leak was not between the meter and the residence per section 56 (d) of Water System Bylaw No. 140, 2018 as follows:

“All requests for adjustments to utility invoices must be received by the District Office within thirty (30) days of the date noted on the invoice. The Director is authorized to adjust utility invoices where there has been an in-ground leak identified and repaired, subject to the following conditions:

(d) The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building.”

ATTACHMENTS

1. **Attachment 1** - Excerpt from Water System Bylaw No. 140, 2018, pages 12 and 13, Leak Adjustment Requests clause 56

2. **Attachment 2** – Ian and Shelagh Ferguson Requesting Leak Adjustment (letter dated October 8, 2021)
3. **Attachment 3** – District of Lantzville Water Leak Denial Letter (October 15, 2021)

ANALYSIS/RATIONALE

According to Water System Bylaw No. 140, the leak adjustment should be denied based on section 56(d), as the request for the leak adjustment was not for an in-ground leak, nor was it between the meter and the residence.

However, section 56(f) of the bylaw outlines that in some circumstances, request for leak adjustments may not meet the above criteria, and in those cases the approval of leak adjustment requests is at the discretion of Council.

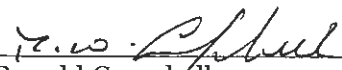
1. Financial/Budget Implications

If the leak adjustment is approved, Ian and Shelagh Ferguson's utility account would be adjusted down to \$106.39, and District of Lantzville water revenue would decrease by \$439.96.

Prepared by:

Approved for submission to Council:


Cathy Nugent, MBA
Deputy Director of Financial Services
Date: October 22, 2021


Ronald Campbell
Chief Administrative Officer
Date: October 22, 2021

Approved:


Raj Hayre, CPA, BBA
Director of Financial Services
Date: October 22, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☒ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	November 3, 2021	12.6)
Closed (In-Camera)		

File Number: 1640.20 WTR

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PART 6 - CHARGES FOR SERVICE

Connection and Abandonment Fees

50. The owner must, on making application for a service connection, a turn on or turn off, or the abandonment of a service connection, pay to the District the applicable fee prescribed in the *Miscellaneous Fees and Charges Bylaw*.

Addition to Taxes

51. All fees and other amounts that the District may recover in relation to the water service charges imposed under this Bylaw and all charges for work done or services provided by the District, whether on default or otherwise, if unpaid on December 31st in any year, may be treated as taxes in arrears by the Director of Financial Services.

User Fees

52. The consumer whose property is connected to the water system must pay to the District, in addition to any other rates, charges and fees for the use of the water system imposed under other enactments, the fees established in the *Miscellaneous Fees and Charges Bylaw* for that property on the date specified on a bill or invoice from the District.
53. The user fees established for a property shall apply as of the date of occupancy, except that for un-metered accounts, the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.
54. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the fees when due.
55. Every owner of land or real property in the water service area identified in the District's *Official Community Plan Bylaw*, that fronts or is within 20 meters of a watermain, and is connected to the water system, shall pay applicable fees for connection and installation as established in the *Miscellaneous Fees and Charges Bylaw*.

Leak Adjustment Requests

56. All requests for adjustments to utility invoices must be received by the District Office within thirty (30) days of the date noted on the invoice. The Director is authorized to adjust utility invoices where there has been an in-ground leak identified and repaired, subject to the following conditions.
- (a) The property owner advises the District of Lantzville, in writing, that an in-ground leak has been identified and repaired.

- (b) The property owner has supplied the District with detailed receipts showing proof of repairs (i.e., plumber's invoice, receipts for materials, etc.).
- (c) Verification by the Maintenance Technician that repair work has been undertaken and completed.
- (d) The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building; OR
 - i) In the case of a leak resulting in a faulty irrigation line the property owner is responsible for their utility invoice up to a maximum of \$500 with anything over and above \$500 being split 50/50 between the property owner and the District of Lantzville.
- (e) All property owners requesting a leak adjustment shall be advised in writing as to whether their request has been approved or denied.
- (f) Due to some circumstances, request for leak adjustments may not meet the above criteria. In those cases, the approval of leak adjustment requests is at the discretion of Council.

Strata Properties

- 57. If a strata development is used solely for storage and has either no water or sewer facilities available, the rate otherwise payable under this section is not applicable.
- 58. If a strata development is provided with water service through one or more water meters, at the option of the District, the District shall bill either:
 - (a) the individual owners of the strata lots the user rates, which are payable under this bylaw; or
 - (b) the strata corporation at the user rates payable under this bylaw for the number of units within the strata corporation.
- 59. If the District bills the strata corporation under section 58 (b) and any portion of the user rates are past due on December 31st in any year, the Director of Financial Services will divide the rates equally among all the strata lots, unless the strata council has provided the Director of Financial Services with a resolution identifying the strata lots whose owners have not contributed to a partial payment of user rates by the strata corporation.
- 60. A strata council resolution delivered to the Director of Financial Services under section 59 may specify the unit entitlements for the strata lots whose owners have not contributed, in which case the Director of Financial Services will divide the unpaid rates in accordance with the unit entitlements. If the unit entitlements are not provided, the Director of Financial Services shall divide the unpaid charge equally among the strata lots identified in the resolution.

District of Lantzville,
P.O. Box 100, 7192 Lantzville Road,
Lantzville, B.C. V0R 2H0

Re: Account # 001 09948182 000,
6836 Harwood Drive.

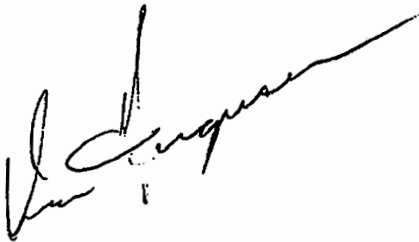
Attention: COUNCIL

We have just received our Quarterly Utilities Invoice on the above stated property. It shows an outlandish amount for water consumption. Upon this I have checked my meter and found that there is no leakage from meter to house..., therefore the onus is on us?, for this excess usage. I did find a leaky tap and have replaced it which was a ball valve hose bib that was installed not so long ago (within 2 years). As this was a contributing factor to the unintentional overage and not blatant disregard of overuse(i.e. swimming pool, underground irrigation, washing of vehicles or a green lawn in summer). None of these apply to us, we have brown lawn, no pool and dusty car. I cannot deny the excess but do feel the penalty does seem over the top as per the graduation scale for an accidental mishap. Due consideration to an adjustment of this bill with a penalty on the lower side of the scale would be appreciated.

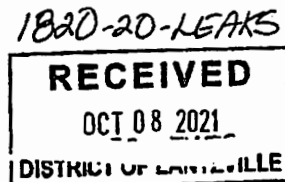
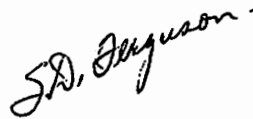
We never noticed evidence of the minor leak and therefore shocked at what it amounted to. We have been long time homeowners..., since 1976. Our previous water usage should hopefully lead you to leaning on a more agreeable billing outcome for this one-time instance.

A greater effort will be made not to have another episode such as this.

Regrettably and most sincerely,



Ian & Shelagh Ferguson.
250-591-6881





District of
PO Box 1
Lantzville, BC V0R 2H0

| Fax 250.390.5188 | lantzville.ca

October 15, 2021

Ian Ferguson
Shelagh Ferguson
6836 Harwood Drive
Lantzville, BC V0R 2H0

COPY

Mailed
October 19, 2021

Dear Ms. And Mr. Ferguson,

**Re: 6836 Harwood Drive
Request for Leak Adjustment to Account # 001-09948182-000**

Thank you for your letter dated October 8, 2021, that requests an adjustment to your quarterly utility account. Unfortunately, we are unable to grant your request as we must comply with the *Water System Bylaw No. 140, 2018* & Policy No. 3006-2 as adopted by Council and as indicated below:

56. All requests for adjustments to utility invoices must be received by the District Office within thirty (30) days of the date noted on the invoice. The Director is authorized to adjust utility invoices where there has been an in-ground leak identified and repaired, subject to the following conditions.

(d) The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building;

As you have stated in your letter, the leak was not between your meter and your residence therefore, the Director of Public Works does not have the authority to approve an adjustment.

If you would like to dispute this decision, the matter would need to be brought forward to the District of Lantzville Council for consideration. As per your telephone request, the letter dated October 8, 2021, will be forwarded to the Finance Department who will then take the matter to Council for their direction.

Should you have any questions regarding this matter, please contact Fred Spears at 250.933.2250 or fspears@lantzville.ca.

Sincerely,

Fred Spears
Director of Public Works
District of Lantzville

File: 1640-20-WTR

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District of Lantzville
REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 3, 2021

SUBJECT: Council Committee & District Representatives Appointments

PURPOSE

To appoint members of Council to represent the District of Lantzville on the Vancouver Island Regional Library Board of Trustees for 2022, and to review the current Council Committee & District Representatives appointments and make new appointments if any changes are desired.

RECOMMENDATIONS

THAT pursuant to the *Library Act*, Council appoints [insert Council member name] as the District of Lantzville representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2022.

THAT pursuant to the *Library Act*, Council appoints [insert Council member name] as the District of Lantzville alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2022.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. Postpone consideration of the report; the implication would be that the District would not be in compliance with the *Library Act* which requires Council appointments to the Library Board for the next year, to be made at the first meeting in November annually.
2. Additional motions (in the form previously used) passed by Council, if changes to any appointments that do not have an expiry are desired, e.g. for MIABC, the following:

THAT Council appoints [insert Council member name] as the District of Lantzville Voting Delegate to Municipal Insurance Association of British Columbia (MIABC) meetings of Subscribers in order to meet the requirements of Article 6.3 of the Reciprocal Agreement between the District of Lantzville and the MIABC; AND FURTHER THAT Council appoints, to attend meetings and vote in the absence of the Voting Delegate: [insert Council member name] as the first alternate voting delegate and [insert Council member name] as the second alternate voting delegate; AND FURTHER THAT staff forward a certified copy of Council's resolution to the Board of the MIABC.

Implication: Council appointees, including Acting Mayor or appointments to committees or agencies, would change to the new appointee on passing of a new appointment motion. If no new motion is passed, representation continues as listed on the Council Committee & District Representatives List (Attachment #1).
3. Other action, as instructed by Council.

BACKGROUND/RELEVANT HISTORY

The District maintains a master list of Council committees and District representatives which is updated regularly and is available on the District's website. The Council Committee & District Representatives List (Attachment #1 – as at October 8, 2021) reflects appointments made by Council, including recent appointments made per Terms of Reference or bylaw. Council authority to appoint Council members as Acting Mayor or as District representatives on committees or outside agencies is established in the *Community Charter* and, in some cases, in other related Acts, e.g. *Library Act*, *Local Government Act*, etc.. It is required at the beginning of a Council term for Council to make statutory appointments (Acting Mayor, regional board and library board representatives) and other appointments of Council members to represent the District. During the term of Council, a Council may adjust which Council members act as Acting Mayor or as a member or liaison to various District committees or external agencies, boards or committees, by passing new motions of appointment or for continuity may choose to retain the same representative for the full Council term. A Council may also choose to adjust appointments after Strategic Planning after which Council may determine resources required to implement the Plan, which may include establishing new committees, or restructuring or dissolving existing committees.

In accordance with the *Library Act* (excerpt Attachment #2) the appointment of Council representatives to the Vancouver Island Regional Library is due to be made at the Council meeting November 3, 2021.

ATTACHMENTS

1. Council Committee & District Representatives as at October 8, 2021.
2. Excerpt *Library Act* re: When members are appointed (s. 17) & term of office (s. 18).
3. Ben Hyman, Executive Director, Vancouver Island Regional Library (22 Oct 2021) re: Appointment to the 2022 Vancouver Island Regional Library Board

ANALYSIS/RATIONALE

The Executive Director of the Vancouver Island Regional Library wrote to the District (Attachment #3) noting it is time to consider Council's 2022 representation on the VIRL Board.

1. **Strategic Plan Objectives** - N/A
2. **Policy (Existing/Relevance/None)**
Council Committee System Policy No. 3000-12 (approved February 5, 2018) identifies:
 - appointments to Standing and Select Committees will be made in December of each year, except in an election year when the timing of appointments may be varied by the Mayor, excluding statutory appointments requiring a different schedule. When considering a statutory appointment (VIRL) it makes sense to consider any other appointments, instead of considering a second report in December.
 - terms for Committee appointments are one year unless provided otherwise in the Council approved terms of reference, and appointments expire on October 31st in an election year.
3. **Resources** - N/A

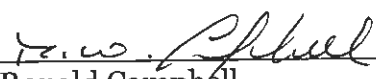
4. **Financial/Budget Implications** - N/A
5. **Sustainability Implications** - N/A

Prepared by:


Trudy Coates,
Director of Corporate Administration

Date: October 22, 2021

Approved for submission to Council:


Ronald Campbell,
Chief Administrative Officer

Date: October 25, 2021

REVIEWED WITH:			
☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	November 3, 2021	12. c)
Closed (In-Camera)		
Special		

File Number: 0360.20.VIRL

T:\DISTRICT OF LANTZVILLE\Reports to Council\2021\2021 11 3 Council Committee and District Representatives Appointments.docx



**District of Lantzville
Council Committee & District Representatives List**

Attachment #1

October 8, 2021

Member Designated to Act In Place of Mayor (CC s. 130 & Council Procedure Bylaw No. 141)		Representing Mayor – for period specified	DATE APPOINTED	EXPIRES Term = as shown	
	Councillor Will Geselbracht	Nov 2018 to Jan 2019 Nov 2019 to Jan 2020 Nov 2020 to Jan 2021 Nov 2021 to Jan 2022 Nov 2022	Nov 5 2018		
	Councillor Karen Proctor	Feb 2019 to Apr 2019 Feb 2020 to Apr 2020 Feb 2021 to Apr 2021 Feb 2022 to Apr 2022	Nov 5 2018		
	Councillor Ian Savage	May 2019 to Jul 2019 May 2020 to Jul 2020 May 2021 to Jul 2021 May 2022 to Jul 2022	Nov 5 2018		
	Councillor Jamie Wilson	Aug 2019 to Oct 2019 Aug 2020 to Oct 2020 Aug 2021 to Oct 2021 Aug 2022 to Oct 2022	Nov 5 2018		
In the event that the Mayor and Acting Mayor are either absent or unable to act, the Councillor appointed as Acting Mayor for the next period will be the Acting Mayor.			Nov 5 2018		
Authorized Banking Signing Officers			DATE APPOINTED	EXPIRES Term = Until new appointments	
	Mayor		Nov 26 2018		
	Chief Administrative Officer		Nov 26 2018		
	Director of Corporate Administration		Nov 26 2018		
	Director of Financial Services		Nov 26 2018		
	Director of Planning & Community Services		Nov 26 2018		
	Deputy Director of Corporate Administration		Aug 24 2020		
COMMITTEE TYPE	MEMBERSHIP	REPRESENTING	DATE APPOINTED	EXPIRES	CONTACT
MANDATED BY STATUTE:					
Board of Variance (LGA s. 536 + Bylaw No.10) Chair (Per LGA s. 539, elected by members/Acting Chair designated by Chair)	Council Chamber, 2 nd Floor Municipal Hall, 7192 Lantzville Rd 2 nd Thursday (Bylaw No. 10) at 6:00 pm	Total Members = 3 Quorum = 2		Term = 3 years	Trudy Coates, Director of Corporate Administration
	Bob Colclough	Member at Large	Oct 6 2021	Oct 5 2024	
	John Garenkooper	Member at Large	Oct 15 2018, Oct 6 2021	Oct 5 2024	
Chair	Michelle Jones	Member at Large	Oct 15 2018, Oct 6 2021	Oct 5 2024	
Secretary	Trudy Coates, Director of Corporate Administration		Apr 14 2014		
Parcel Tax Roll Review Panel (CC s.204)	Council Chamber, 2 nd Floor Municipal Hall, 7192 Lantzville Rd	Total Members = 7 Quorum = 4		Term = Until new appointments	Kathleen Day, Interim Director of Financial Services
Members = At least 3 persons appointed by Council	All members of Council		Apr 10, 2017		
Chair, as appointed by Panel at first meeting					
Secretary	Trudy Coates, Director of Corporate Administration				
COMMISSIONS (s. 143 CC): Nil					
COMMITTEE TYPE	MEMBERSHIP	REPRESENTING	DATE APPOINTED	EXPIRES	CONTACT
SELECT COMMITTEES OF COUNCIL (s.142 CC by Council, to consider or inquire into any matter and report its findings and opinion to Council, at least 1 member must be a Council member):					
Parks and Trails Select Committee (CC s. 142 & Terms of Reference approved by Council 15 May 2021)	Council Chamber, 2 nd Floor Municipal Hall, 7192 Lantzville Rd on the 3 rd Thursday of the month @ 6:00 pm (or time set by Committee unanimous vote) a minimum of twice annually	Total Voting Members = 7 Quorum = 4 Meeting adjourns in 10 minutes if no quorum		Three-year Term effective from appointment to December 31 st of the third year of term	Kyle Young, Director of Planning & Community Services
<i>Chairperson & Alternate Chairperson to be appointed by Committee at first meeting</i>					
Alternate Chairperson	Councillor Ian Savage	Council	May 6 2019		
	Councillor Karen Proctor	Council, as a Non-voting member	Oct 22 2019		
Members at Large (residents)	Claire Belanger	Member at Large	Oct 6 2021	Oct 31 2022	
	Brad Howard	Member at Large	Oct 6 2021	Oct 31 2022	
	Shandra Mayes	Member at Large	Oct 6 2021	Oct 31 2022	
	Liette Masse	Member at Large	Mar 18 2019	Dec 31 2022	
	Wendy Phillips	Member at Large	May 6 2019	Dec 31 2022	
	Gerarde Sullivan	Member at Large	Apr 15 2019	Dec 31 2022	
Resource	Kyle Young, Director of Planning & Community Services	Staff Liaison apptd by CAO			
	Other staff, as required				

COMMITTEE TYPE	MEMBERSHIP	REPRESENTING	DATE APPOINTED	EXPIRES	CONTACT
STANDING COMMITTEES OF COUNCIL (s.141 CC by Mayor, for matters better dealt with by committee, at least 1/2 must be Council members):					
Community Safety (Terms of Reference approved by Mayor 23 June 2020)	Council Chamber, 2 nd Floor Municipal Hall, 7192 Lantzville Rd on the 2 nd Tuesday of the month @ 9:00 am (or time set by Committee unanimous vote) a minimum of twice annually or at call of Chair	Total Voting Members = 5 Quorum = 3 Meeting adjourns in 10 minutes if no quorum		Concurrent with Council term, or until dissolved by Mayor (whichever occurs first)	Trudy Coates, Director of Corporate Administration
Chairperson (Acting Mayor = Alternate Chairperson)	Mayor Mark Swain				
	Councillor Will Geselbracht				
	Councillor Karen Proctor				
	Councillor Ian Savage				
	Councillor Jamie Wilson				
Resource	Trudy Coates, Director of Corporate Administration	Staff Liaison appointed by CAO			
	RCMP Representative				
	Fire Chief				
	Other staff, as required				
Secretary		Committee clerk apptd by Dir. of Corp. Admin.			
APPOINTMENTS TO OUTSIDE AGENCIES AS MEMBERS:					CONTACT
Regional District of Nanaimo (LGA s. 197/198) 4 th Tuesday @ 7pm each month	6300 Hammond Bay Rd, Nanaimo, BC	Total Members = 19 (effective Nov 1 2017)		Term = Until new appointments	Jacquie Hill, Manager of Administrative Services, RDN
Member - DoL Representative	Councillor Will Geselbracht	Council	Jul 21 2021		
Alternate - DoL Representative	Councillor Karen Proctor	Council (in the absence of Councillor Geselbracht)	Jul 21 2021		
Vancouver Island Reg. Library Board of Trustees (Library Act s.16-18)	Dates TBA - @ Vancouver Island Conference Centre in Nanaimo (5 Saturdays/year)	Total Members = 38		Term = One year	Rosemary Bonanno, Executive Director, VIRL
Member - DoL Representative	Councillor Karen Proctor	Council	Nov 2 2020	Dec 31 2021	
Alternate - DoL Representative	Councillor Jamie Wilson	Council (in the absence of Councillor Savage)	Nov 2 2020	Dec 31 2021	
Municipal Insurance Association of BC (Reciprocal Agreement)	AGM at UBCM Conference Other meetings, as required	All Subscribers		Term = Until new appointments	Tom Barnes, MIABC
Member - DoL Voting Delegate at Meetings of Subscribers	Councillor Will Geselbracht	Council	Dec 10 2018		
First Alternate Voting Delegate	Councillor Karen Proctor	Council (in the absence of Voting Delegate)	Dec 10 2018		
Second Alternate Voting Delegate	Councillor Ian Savage	Council (in the absence of Voting Delegate & 1 st Alt)	Dec 10 2018		
APPOINTMENTS TO OUTSIDE AGENCIES AS LIAISON:					
Lantzville Woodlot Advisory Group					John Gregson, Gen. Mgr., Copcan Civil Ltd. (Woodlot Licensee)
Liaison - as DoL Representative	Councillor Karen Proctor	Council	Dec 10 2018		
Liaison - as DoL Staff Representative	Kyle Young, Director of Planning & Community Services	District Staff	Jan 7 2021		

Excerpt *Library Act*

When members are appointed

17. (1) Each municipal council and each regional district board must appoint its representative and alternate representative at the first meeting of the municipal council or regional district board after the regional library district is established under section 14 (3).

May 31/18

(2) All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board.

(3) A vacancy arising during the term of an appointment is to be filled, for the remainder of the term, by an appointment made at the first meeting of the municipal council or regional district board after the vacancy arises.

(4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

1994-31-17; 2018-23-51.

Term of office

18. (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.

(2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.

(3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

(4) A municipal council or regional district board may remove its representative on the library board for cause, including if the representative fails to attend 3 consecutive regular meetings of the library board without the written approval of the library board.

1994-31-18.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

Attachment #3

October 22, 2021

Mayor Mark Swain
District of Lantzville
PO Box 100, 7192 Lantzville Road
Lantzville, BC V0R 2H0
Original sent: mayor.swain@lantzville.ca

Dear Mayor Swain,

Re: Appointment to the 2022 Vancouver Island Regional Library Board

It is time to consider your 2022 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:
"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2022 Appointment Form
3. 2022 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

By December 10, 2021, return completed forms to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca. Please call 250-729-2310 or [email](#) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ben Hyman', with a horizontal line extending from the end.

Ben Hyman
Executive Director

cc: Ronald Campbell, CAO, District of Lantzville
Trudy Coates, Director of Corporate Administration, District of Lantzville

District of Lantzville
REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 3, 2021

**SUBJECT: Appointment of 2022 General Local Election & Assent Voting
Election Officers**

PURPOSE

To appoint individuals responsible for conducting the 2022 General Local Election and any Assent Voting.

RECOMMENDATIONS

THAT pursuant to Section 58(1) and (2) of the *Local Government Act*, Trudy Coates be appointed as Chief Election Officer for conducting the 2022 General Local Election and Assent Voting with the power to appoint other election officials as required for the administration and conduct of the 2022 General Local Election and Assent Voting; AND FURTHER THAT Nelda Richardson be appointed as Deputy Chief Election Officer for the 2022 General Local Election and Assent Voting.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. Council appoints other individuals to the two election officer positions;
2. Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

The *Community Charter* (s. 81) provides for a general local election for the mayor and all councillors of each municipality to be held in the year 2014 and every 4th year after that. It also provides general local elections and by-elections must be held in accordance with *Part 3 [Electors and Elections] of the Local Government Act (LGA)*. The *LGA* (s.58 + 174) requires the local government (Council) to appoint a chief election officer (CEO) and a deputy chief election officer for general local elections and assent voting. The *LGA* also empowers the appointed CEO to appoint election officials required for the administration and conduct of the election. In accordance with the *School Act*, the District of Lantzville also conducts voting to elect Trustees for School Districts 68 and 69 when requested by those School Districts, and cost shares some election expenses for this service.

The *LGA* also permits Council to determine some local election procedures by bylaw but such bylaws cannot vary key elements of the electoral system regulated by the Province through the *LGA*, such as voter eligibility, voting requirements, election offences, etc. In July 2018, Council adopted District of Lantzville Elections and Assent Voting Bylaw No. 160, 2018 for conducting local government elections in the District of Lantzville, including the use of voting machines, Provincial voters list, two advance voting opportunities, and voting by mail ballot.

The administration of local elections is a shared responsibility between local governments and Elections BC. Elections BC administers campaign financing and election advertising rules for general local elections. New campaign financing rules for elector organizations come into effect in 2021. Elections BC is hosting a virtual training session for elector organizations on November 4, 2021. For more information, read the *Local Election Campaign Financing Act* or visit www.elections.bc.ca.

Key dates for the 2022 General Local Election include: Nomination Period (9:00 am, Tuesday, Aug 30th – 4:00 pm, Friday Sept 9th); Advance Voting Days (Wednesday, Oct 5th + 12th); General Voting Day (Saturday, October 15th); and Inaugural Council Meeting (Wednesday, Nov 2nd).

ATTACHMENTS - Nil

ANALYSIS/RATIONALE

Preparation required for a General Local Election and voting is extensive. The appointment of election officers is considered well in advance of a scheduled election in order to provide sufficient time, and the authority, for staff to prepare for the election, particularly when additional preparation is required due to anticipated legislative changes. The staff recommended are experienced in conducting elections.

If appointed as CEO, the CEO will proceed with the preparations for the October 15, 2022 General Local Election, including staffing, discussing cost recovery with the School Districts, reviewing voters list, securing supplies and voting places, public education and recommending amendments to the Election and Assent Voting Bylaw before the deadline to apply to the 2022 election. Both election officers will attend a Spring 2022 training session coordinated by the Local Government Management Association for CEOs in the region.

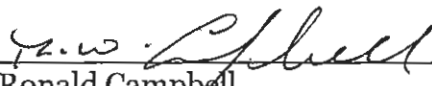
1. **Strategic Plan Objectives** - N/A
2. **Policy (Existing/Relevance/None)**
Consistent with Bylaw No. 160, *Local Government Act* and *Community Charter*.
3. **Resources** – N/A
4. **Financial/Budget Implications**
The election budget within the Financial Plan includes election staff remuneration. Subject to finalizing agreements with the School Districts if they require our services, there would be off-setting revenue for additional costs related to the School Board elections.
5. **Sustainability Implications** - N/A

Prepared by:


Trudy Coates,
Director of Corporate Administration

Date: October 22, 2021

Approved for submission to Council:


Ronald Campbell,
Chief Administrative Officer

Date: October 25, 2021

REVIEWED WITH:

☐ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:

Meeting Type	Date	Agenda Item #
Regular	November 3, 2021	12.D)
Closed (In-Camera)		
Special		