

District of Lantzville

CORRECTED
To include missing pages 3, 5, & 7 of
Attachment #1 (2021 SOFI Report)
for agenda item 9. b) 2021 Statement
of Financial Information (SOFI)

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, June 22, 2022, at 6:00 pm in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

Council members may attend this meeting in person, or electronically (except for the Mayor) for a hybrid meeting (per the *Community Charter* and the Council Procedure Bylaw). For in person and hybrid meetings the Council Chamber will be open for the public to attend. Due to limited seating, the public is encouraged to view the open portion of the meeting starting at 6:00 pm via the livestream (advance registration not required), and to provide verbal public input on agenda items by: registering in advance using the Zoom Webinar link provided for each Council meeting event at lantzville.ca, written comments by noon the day of the meeting, or in person. Prior to attending at Municipal Hall, please self-assess to ensure you are healthy and do not attend if you are ill. Members of the public must remain seated unless invited to address Council. Meetings recorded by the District of Lantzville may be viewed on demand at lantzville.ca.

Public input regarding personnel matters, legal action, nominated political candidates, applications for grants in aid or public hearing topics (EXCEPT DURING THE OFFICIAL PUBLIC HEARING**) will not be included or will be severed.**

Page No.

1. CALL TO ORDER

1-7 2. ADOPTION OF THE AGENDA

THAT the June 22, 2022 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 recommendations listed for items 7a) and 7b) in the Consent Agenda be approved.

8-13 a) THAT the June 8, 2022 regular Council meeting minutes be approved, as presented.

14-17 b) THAT the June 15, 2022 special 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)

18-100

a) **2021 Annual Report**

THAT the 2021 Annual Report be accepted.

101-107

**(+Pg. 3, 5 & 7)
of Sofi Report**

b) **2021 Statement of Financial Information (SOFI)**

THAT the 2021 Statement of Financial Information be approved.

108-109

c) **Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project - Tender Award**

THAT Council awards the contract for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project to Copcan Civil Ltd. in the amount of \$635,860 plus GST.

110-203

d) **Bylaw No. 279**

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021” be given first reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021” be given second reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021” is consistent with the District of Lantzville Financial Plan and the relevant waste management plans.

e) **Bylaw No. 280**

[See item 9. d) staff report]

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021” be given first reading.

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021” be given second reading.

THAT a public hearing for Official Community Plan Amendment Bylaw No. 279 and Zoning Amendment Bylaw No. 280 be scheduled.

204-225

f) **Bylaw No. 313**

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6671 and 6685/6685B Harwood Drive) Bylaw No. 313, 2022” be given first reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6671 and 6685/6685B Harwood Drive) Bylaw No. 313, 2022” be given second reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6671 and 6685/6685B Harwood Drive) Bylaw No. 313, 2022” is consistent with the District of Lantzville Financial Plan and the relevant waste management plans.

- g) **Bylaw No. 314**
[See item 9. f) staff report]

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6671 and 6685/6685B Harwood Drive) Bylaw No. 314, 2022” be given first reading.

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6671 and 6685/6685B Harwood Drive) Bylaw No. 314, 2022” be given second reading.

THAT the Official Community Plan and Zoning Bylaw amendment applicant for 6671 and 6685/6685B Harwood Drive be requested to host a public information meeting with the surrounding neighbourhood and provide, for information, the results of the public information meeting.

THAT a public hearing for Official Community Plan Amendment Bylaw No. 313 and Zoning Amendment Bylaw No. 314 be scheduled to be held after a public information meeting is held.

226-243

- h) **Bylaw No. 315**

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6701 Harwood Drive) Bylaw No. 315, 2022” be given first reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6701 Harwood Drive) Bylaw No. 315, 2022” be given second reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6701 Harwood Drive) Bylaw No. 315, 2022” is consistent with the District of Lantzville Financial Plan and the relevant waste management plans.

- i) **Bylaw No. 316**
[See item 9. h) staff report]

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6701 Harwood Drive) Bylaw No. 316, 2022” be given first reading.

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6701 Harwood Drive) Bylaw No. 316, 2022” be given second reading.

THAT the Official Community Plan and Zoning Bylaw amendment applicant for 6701 Harwood Drive be requested to host a public information meeting with the surrounding neighbourhood and provide, for information, the results of the public information meeting.

THAT a public hearing for Official Community Plan Amendment Bylaw No. 315 and Zoning Amendment Bylaw No. 316 be scheduled to be held after a public information meeting is held.

244-262

j) Bylaw No. 317

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6717 Harwood Drive) Bylaw No. 317, 2022” be given first reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6717 Harwood Drive) Bylaw No. 317, 2022” be given second reading.

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6717 Harwood Drive) Bylaw No. 317, 2022” is consistent with the District of Lantzville Financial Plan and the relevant waste management plans.

k) Bylaw No. 318

[See item 9. j) staff report]

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6717 Harwood Drive) Bylaw No. 318, 2022” be given first reading.

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6717 Harwood Drive) Bylaw No. 318, 2022” be given second reading.

THAT the Official Community Plan and Zoning Bylaw amendment applicant for 6717 Harwood Drive be requested to host a public information meeting with the surrounding neighbourhood and provide, for information, the results of the public information meeting.

THAT a public hearing for Official Community Plan Amendment Bylaw No. 317 and Zoning Amendment Bylaw No. 318 be scheduled to be held after a public information meeting is held.

10. UNFINISHED BUSINESS

a) May 31, 2022 Business - Village South

i) Village South Information Request

Copy of Councillor Savage’s speaking notes per section 33 (10) of Council Procedure Bylaw No. 141 – For information

263-272

Motion on the Floor from the May 31, 2022 regular Council Meeting and June 15, 2022 special Council Meeting:

[NO MOVER OR SECONDER REQUIRED]

THAT the Applicant of the Village South development, be requested to provide the clear and strong rationale to justify the proposed number of New Housing Units exceeding the anticipated Number of New Housing Units range as stated in the 2019 Official Community Plan.

ii) **Village South Bylaw No. 283 & No. 284 Improvements/Changes**

[See item 10. a) i) Councillor Savage's speaking notes]

Motion on the Floor May 31, 2022 Council Meeting Referred to the June 22, 2022 Council Meeting:

[NO MOVER OR SECONDER REQUIRED]

THAT, if the Applicant (Lantzville Projects Ltd) makes improvements and/or changes to their application as a result of the May 4, 2022 Council resolutions C22-62 and C22-63 for both (1) District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No 283, 2021, and (2) District of Lantzville Zoning Bylaw No. 180, 2020 Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021, then the Applicant must hold an in-person public engagement session to present the proposed application improvement(s) to the public prior to Council considering third reading of Bylaw No. 283 and Bylaw No. 284.

iii) **Proposed APPENDIX 2 Village South Special Area Plan Mayor Swain requires reconsideration of the May 31, 2022 defeated motion per s.131, Community Charter**
[NO MOVER OR SECONDER REQUIRED]

THAT the Applicant of the Village South development, be requested to include policy statements in the proposed APPENDIX 2 Village South Special Area Plan regarding "Village scale" in relation to Mixed use buildings, including but not limited to: (1) maximum number of dwelling units per building, and (2) maximum floor area per commercial unit, excluding grocery store, in each building.

Mayor Swain requires reconsideration of the May 31, 2022 defeated motion per s.131, Community Charter
[NO MOVER OR SECONDER REQUIRED]

THAT the Applicant of the Village South development, be requested to include policy statements in the proposed APPENDIX 2 Village South Special Area Plan regarding "Village scale" in relation to Apartment Buildings (multi-family), including but not limited to: (1) maximum number of dwelling units/apartments per building, (2) total number of 3 storey buildings and 4 storey buildings included in both Areas B and C, and (3) anticipated number of Apartment dwelling units in Area B.

273-277

- b) **2022 Union of British Columbia Municipalities (UBCM) Convention – Meeting Requests with Provincial Cabinet Ministers and the Minister of Municipal Affairs**

(June 24, 2022 meeting request submission deadline)

THAT appointments be requested for meetings at the 2022 UBCM Convention with Provincial Cabinet Ministers and the Minister of Municipal Affairs to discuss the following topics:

- **Minister of Municipal Affairs re: submitted Winds Residential Area Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality**
- **Minister of Municipal Affairs re: \$6 million Fire Hall grant application under the Strategic Priorities Fund Capital Infrastructure Stream**
- **[insert topic(s)]**

278

- c) **Peterson Road Beach Road End**

Councillor Savage's Recommendation:

THAT the District of Lantzville support in principle planning for restoration work for a nature area in the right of way of the Peterson Road beach road end post development works completion by the fall, and subject to report(s) to Council for approval of work plan (including some use of volunteers), design, funding, and communication (consultation) plan.

11. COMMITTEE/COMMISSION RECOMMENDATIONS – Nil

12. NEW BUSINESS (Reports and correspondence)

- a) **Mayor & Councillors – Verbal Updates**

279-283

- i) **Councillor Geselbracht – Budget Information for Regional District of Nanaimo Portion of District of Lantzville Property Taxes**

- b) **Development Cost Charges Bylaw Review**

Councillor Proctor's Recommendation:

WHEREAS the current Development Cost Charges Bylaw No. 154, 2018 (DCC Bylaw) developed by Koers and Associates Engineering Ltd. (Koers), presented to Council in September 2018 and adopted in January 2019, recommended that the DCC Bylaw have a major review every five years;

AND WHEREAS costs for materials and labour have increased substantially;

Therefore be it resolved, THAT the District of Lantzville undertake a major review of the Development Cost Charges Bylaw No. 154, 2018 (DCC Bylaw) to be completed by Koers and Associates Engineering Ltd. in early 2023 and that the DCC Bylaw review project be referred to the Fall Financial Plan process.

- 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** *(Persons recognized by the Chair to speak must first state their name and address for the record and the agenda item regarding which they are seeking clarification (excluding public hearing topics), and may speak once for up to 2 minutes to ask clarification questions.) E.g., How did the vote go?, about technicalities – request interpretation of abbreviations or jargon, etc.*
- 16. ADJOURNMENT BY MAYOR**

NEXT SCHEDULED COUNCIL MEETINGS:

Regular, Wednesday, **July 6, 2022 @ 6:00 pm**

Special, Wednesday, **July 13, 2022 @ 6:00 pm** (Electronic Public Hearing - Village South Development)

Regular, Wednesday, **July 20, 2022 @ 6:00 pm**

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, June 8, 2022, at 6:00 pm Electronically and in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT:

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

Staff: Trudy Coates, Director of Corporate Administration
Nelda Richardson, Deputy Director of Corporate Administration
Frank Limshue, Director of Planning and Community Services*
Raj Hayre, Director of Financial Services* (Joined at 6:04 pm)

**Participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 6:00 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 June 8, 2022 regular Council meeting agenda be adopted as presented, with additional information circulated for corrected agenda page 128, and public input received re agenda item 5. a) Public Hearing – Bylaw No. 302, 2022 (4 pieces of correspondence).

CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC - Nil

RECONVENE - Nil

PUBLIC AND STATUTORY HEARINGS

1. “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment Bylaw (6935 Dickinson Road) No. 302, 2022”

At 6:02 pm, the Mayor declared open the electronic public hearing convened in order to receive and consider input from persons remotely or in the Council Chamber who believe that their interest in property is affected by proposed “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment Bylaw (6935 Dickinson Road) No. 302, 2022”. The Mayor:

- noted the notice of public hearing was published, the Bylaw has received second reading and staff report and written public input received
- reviewed the purpose of the public hearing and procedures to follow during the hearing for anyone in attendance remotely or in the Council Chamber, its location and limited seating available in the Council Chamber, how to speak or register to speak, and noted the information available in the agenda and on the District website
- reviewed restrictions and procedures to follow
- noted that after the conclusion of the public hearing Council may, without further notice, give whatever effect Council believes proper to the representations made at the hearing and must not receive further submissions or correspondence from the public and questions can be directed to staff.

The Mayor called on Frank Limshue, Director of Planning and Community Services*, to introduce the proposed Bylaw. The Director of Planning and Community Services:

- shared his computer screen to highlight maps of the subject property, 6935 Dickinson Road, describe the property and the portion of the property proposed for subdivision if the Bylaw is approved which would include construction to extend Owen Road and a cul-de-sac
- reiterated the purpose of Bylaw 302, to rezone the subject property from Future Study Area Zone (F-SA) to Residential 5 Zone (R5) to facilitate an 8-lot subdivision on a portion of the subject property
- reviewed cash contribution offered by the applicant plus up to \$10,000 for a speed reader.

The Mayor called for the first time for persons registered to speak remotely who believed that their interest in property was affected by proposed Bylaw No. 302 and gave instructions to follow when called upon to speak and reiterated the instructions to register to speak.

Joan Jones*, 7255 Ellesmere Drive, spoke against proposed Bylaw 302, due to the absence of park space dedication, noting green space is a high priority in the Official Community Plan (OCP), green spaces reduce the need for driving, is educational, benefits mental and physical health, strengthens community bonds, creates habitats for birds and wildlife, runoff, and the funds contributed does not adequately fund green space replacement. She suggested the current plan does not fully comply with the OCP and concluded a little community park provides an enormous value.

Jonathan Lerner, 8354 Bayview Park Drive, spoke regarding Bylaw 302, indicating he was neither in favour or opposed to the development, noting flaws and opportunities for improvement, e.g. suggested accepting cash for parkland is shortsighted, prevents adding future parkland trail connections and community services, parkland should be a priority as a long-term community resource serving generations, noting developing vast parks and maintaining parkland is not required, and a treed parcel would be appreciated; and concluded recent increased taxes should fund parkland maintenance.

Brian Blood, 7075 Caillet Road stated he did not have a problem with the development, his hope it moves ahead and noted his main concerns with: the District failing to provide leadership to the applicant in the layout, one related to parkland, missed opportunity with neighbouring properties being developed to create a pedestrian trailway and connectivity, greenway to May Richards Bennett park in Nanaimo, identified in the OCP, suggested it should be reviewed, questioned the calculation of parkland contribution and amenities, suggested the amenity of \$3,000/lot set by the District is not enough, and should be \$5,000 or more considering the profit on the lots.

Hans Larsen, 7010 Owen Road, spoke against Bylaw 302, noting lack of information in response to enquiries, need for a buffer between the District of Lantzville and City of Nanaimo, suggested the development is not consistent with the OCP, expressed concern about the size of lots in comparison to the neighbourhood, and concluded the provision of \$10,000 for speed reader was a red herring as information is inadequate on the effectiveness of speed readers, and citizens are the final arbiters of community values.

The Mayor called for second time speakers and for any new registrations for speakers and reiterated the instructions.

Jonathan Lerner, 8354 Bayview Park Drive, spoke regarding Bylaw 302, noted concerns with lack of proper process required to decide on parkland among other things, noted studies conducted in other Lantzville areas with community input resulting in policies and guidelines on which to base parkland decisions, suggested there is a lack of studies for this area so Council does not have the proper information to make a decision on parkland before it, and recommended the application should be postponed until after all of the studies and community consultations resulting in guidelines have taken place rather than developing at break neck speed.

The Mayor called again for speakers and for any new registrations for speakers and reiterated the instructions.

The Mayor called for a third and final time for speakers. Staff reported the property owner's representative is going to log in remotely or by phone.

Hans Larsen, 7010 Owen Road, spoke again asking if Council had difficulty hearing him when he spoke earlier as he forgot to take his mask off. Council confirmed they had no issues.

Mayor Swain recessed the meeting to allow the property owner's representative, Toby Seward to call into the public hearing and provide his presentation by phone as he was experiencing technical difficulties while trying to join the hearing electronically due to his laptop.

MEETING RECESSED: 6:26 pm

MEETING RESUMED: 6:31 pm, with Mayor Swain, Councillors Geselbracht, Proctor*, Savage and Wilson in attendance. Also, in attendance: Director Coates, Deputy Director Richardson, Director Limshue*, and Director Hayre*.

The Mayor called the meeting back to order, noting the call for third and final time speakers has been given and called on the property owner's representative to speak.

Toby Seward, Seward Developments, 1820 Argyle Avenue, Nanaimo, representing the property owners, apologized for his laptop problems and spoke to the application noting:

- he previously spoke to Council on this development to rezone the property to R5 creating 8 lots of 1,200-1,500 sq. metres
- agreement with the staff report and recommendation
- they proposed to contribute \$3,000 per lot and agreed, after Council's request, to provide up to \$10,000 for a speed reader
- regarding the issue with parkland dedication, they would contribute 5% parkland but up until now it has been discussed as contributing 5% cash in lieu instead of parkland but when they get to subdivision stage, they will determine the District's Approving Officer's requirement.

The Mayor called for a third and final time for people participating remotely or in the Council Chamber, with new information to present, to speak.

The Mayor, before declaring the public hearing closed, reiterated that Council must not accept or consider submissions for comments from the public regarding Bylaw 302 after the hearing closes.

Seeing no one who wished to speak, the Mayor declared the public hearing for "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment Bylaw (6935 Dickinson Road) No. 302, 2022" closed at 6:35 pm. He noted that was the end of the public hearing and Council was scheduled to consider third reading of Bylaw No. 302 later in the regular Council meeting agenda.

GENERAL MATTERS (Delegations/recognitions) – Nil

CONSENT AGENDA

C22-78 MOVED and SECONDED, THAT the recommendations listed for items 7a) to 7d) in the Consent Agenda, be approved.

CARRIED UNANIMOUSLY

- a) THAT the May 18, 2022, regular Council meeting minutes be approved, as presented.
CARRIED by Consent
- b) THAT the May 31, 2022, special Council meeting minutes be approved, as presented.
CARRIED by Consent
- c) THAT "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (User Fees) Bylaw No. 308, 2022" be adopted.
CARRIED by Consent
- d) THAT "District of Lantzville Election and Assent Voting Bylaw No. 160, 2018, Amendment Bylaw No. 310, 2022" be adopted.
CARRIED by Consent

END OF CONSENT AGENDA

PUBLIC INPUT PERIOD

No written comments were received, one member of the public registered via Zoom, and two members of the public in the gallery provided public input on agenda items.

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

1. Bylaw No. 302

C22-79 MOVED and SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment Bylaw (6935 Dickinson Road) No. 302, 2022" be given third reading.
CARRIED

2. Bylaw No. 298

MOTION ON THE FLOOR referred from the January 12, 2022 and February 23, 2022 regular Council meetings (No Mover or Second Required)
THAT second reading of "District of Lantzville Zoning Bylaw No. 180, 2020 Amendment (Miscellaneous) Bylaw No. 298, 2021" be rescinded.

C22-80 MOVED and SECONDED, THAT the motion on the floor be postponed to the July 6, 2022 regular Council meeting.
CARRIED UNANIMOUSLY

3. **Bylaw No. 283**

May 4, 2022 Motion on the Floor (No Mover or Seconder Required)

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given third reading.

MOVED and SECONDED, THAT the motion on the floor, *THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given third reading*, be withdrawn; AND FURTHER THAT second reading of "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" given September 22, 2021 be rescinded.

CARRIED

Mayor Swain required reconsideration of the previous motion per s.131, Community Charter

C22-81

THAT the motion on the floor, *THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given third reading*, be withdrawn; AND FURTHER THAT second reading of "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" given September 22, 2021 be rescinded.

CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended, and as further amended in Appendix 2, in 3.1 Zoning, Parks, Greenways, & Community Lands by striking "and trails is 21% of the (net) site area" and replacing with "3.85 hectares".

MOVED and SECONDED, THAT the motion on the floor be referred back to staff to work with the developer to improve their application in the following ways:

- 1) reduce the density in order for the total units to be closer to the Official Community Plan's range of 254 to 389 units plus 100 units of seniors supportive housing;
- 2) 100 units of seniors supportive housing must be guaranteed.

Mayor Swain recessed the meeting for two minutes.

MEETING RECESSED: 8:35 pm

MEETING RESUMED: 8:37 pm, with Mayor Swain, Councillors Geselbracht, Proctor*, Savage and Wilson in attendance. Also, in attendance: Director Coates, Deputy Director Richardson, Director Limshue*, and Director Hayre*.

REFERRAL MOTION ON THE FLOOR

THAT the motion on the floor be referred back to staff to work with the developer to improve their application in the following ways:

- 1) reduce the density in order for the total units to be closer to the Official Community Plan's range of 254 to 389 units plus 100 units of seniors supportive housing;
- 2) 100 units of seniors supportive housing must be guaranteed.

DEFEATED

MAIN MOTION ON THE FLOOR AS AMENDED

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended, and as further amended in Appendix 2, in 3.1 Zoning, Parks, Greenways, & Community Lands by striking "and trails is 21% of the (net) site area" and replacing with "3.85 hectares".

During the development of a further amendment or referral motion, Councillor Geselbracht raised a Point of Order regarding the motion being out of order and appealed the decision of the presiding member, the Mayor. The Mayor immediately called the following question noting he was prohibited from voting, and a tie vote passes:

"THAT the Chair be sustained?"

CARRIED

The ruling of the Chair was SUSTAINED.

MAIN MOTION ON THE FLOOR AS AMENDED

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended, and as further amended in Appendix 2, in 3.1 Zoning, Parks, Greenways, & Community Lands by striking "and trails is 21% of the (net) site area" and replacing with "3.85 hectares".

MOVED and SECONDED, THAT the motion on the floor be referred to staff to develop a draft bylaw to increase the dedication of public lands from 4.85 ha. to 5.12 ha. in order to meet the 22% public park target of the Official Community Plan.

C22-82

MOVED and SECONDED, THAT the motions on the floor and the balance of the June 8, 2022 Council meeting agenda be referred to a special Council meeting to be held between June 13 to June 17, 2022.

CARRIED

ADJOURNMENT

MOVED and SECONDED, THAT the meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:28 pm

Certified Correct:

Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2022.

Mark Swain, Mayor

Minutes of the Special Council Meeting of the District of Lantzville held on Wednesday, June 15, 2022 at 6:00 pm in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain
Councillor Will Geselbracht*
Councillor Karen Proctor* (present in the Council Chamber at 7:02 pm)
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
Frank Limshue, Director of Planning and Community Services* (present in the Council Chamber at 7:02 pm)

**Participated electronically*

The Mayor called the meeting to order at 6:03 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 Wednesday, June 15, 2022 special Council meeting agenda be adopted, as corrected.

CARRIED UNANIMOUSLY

Mayor Swain recessed the meeting due to technical difficulty with the Council Chamber Audio Video (AV) System.

MEETING RECESSED: 6:05 pm

MEETING RESUMED: 6:08 pm, with Mayor Swain, Councillors Geselbracht*, Proctor*, Savage and Wilson in attendance. Also, in attendance: CAO Campbell*, Director Coates, Deputy Director Richardson, and Director Limshue*.

PUBLIC INPUT PERIOD

No written comments were received, no members of the public registered via Zoom, and two members of the public in the gallery provided public input on agenda items.

UNFINISHED BUSINESS

1. **Bylaw No. 283**
June 8, 2022 Referral & Main Motion as Amended on the Floor
(No Mover or Seconder Required)

THAT the motion on the floor:

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended; AND as further amended, in Appendix 2, in 3.1 Zoning, Parks, Greenways & Community Lands, by striking "and trails is 21% of the (net) site area" and replacing with "3.85 hectares".

be referred to staff to develop a draft bylaw to increase the dedication of public lands from 4.85 ha. to 5.12 ha. in order to meet the 22% public park target of the Official Community Plan.

DEFEATED

MAIN MOTION ON THE FLOOR AS AMENDED

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended; AND as further amended, in Appendix 2, in 3.1 Zoning, Parks, Greenways & Community Lands, by striking "and trails is 21% of the (net) site area" and replacing with "3.85 hectares".

MOVED and SECONDED, THAT the motion on the floor be referred to staff to develop a draft bylaw to ensure all references to the amount of land being contributed to the community, are consistent in the amount of land area, without contradictions.

Mayor Swain recessed the meeting due to technical difficulty with the Council Chamber Audio Video (AV) System.

MEETING RECESSED: 6:38 pm

MEETING RESUMED: 7:02 pm, with Mayor Swain, Councillors Geselbracht*, Proctor, Savage and Wilson in attendance. Also, in attendance: CAO Campbell*, Director Coates, Deputy Director Richardson, and Director Limshue.

REFERRAL MOTION ON THE FLOOR

THAT the motion on the floor be referred to staff to develop a draft bylaw to ensure all references to the amount of land being contributed to the community, are consistent in the amount of land area, without contradictions.

DEFEATED

MAIN MOTION ON THE FLOOR AS AMENDED

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be given second reading as amended; AND as further amended, in Appendix 2, in 3.1 Zoning, Parks, Greenways & Community Lands, by striking "and trails is 21% of the (net) site area" and replacing with "4.85 hectares".

CARRIED

MOVED and SECONDED, THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Village South Special Area Plan) Bylaw No. 283, 2021" be scheduled for an electronic public hearing to be held at a special Council meeting on Wednesday, July 13, 2022 at 6:00 pm.

CARRIED

2. Bylaw No. 284

May 4, 2022 Motion on the Floor (No Mover or Seconder Required)

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021" be given third reading.

MOVED and SECONDED, THAT the motion on the floor, *THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021" be given third reading*, be withdrawn; AND FURTHER THAT second reading of "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021" given February 23, 2022 be rescinded.

CARRIED UNANIMOUSLY

C22-86 MOVED and SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021" be given second reading as amended; AND as amended further in Schedule 1, section 4 table by adding a third column titled "Total Units", with '232' in Area A row, '300' in row combined for the two Area B rows, with '100' in Area C row, and '632' in a new row 'All Areas Combined'; AND as amended further in Schedule 1, section 3 by adding after "mixed-use building format" the words "(with the exception of 50 units of seniors supportive housing); AND as amended further in Schedule 1, striking in subsection 4b. "Notwithstanding subsection 4 and 4a."

CARRIED

C22-87 MOVED and SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Village South Special Area Plan Zone) Bylaw No. 284, 2021" be scheduled for an electronic public hearing to be held at a special Council meeting on Wednesday, July 13, 2022 at 6:00 pm.

CARRIED

3. May 31, 2022 Business - Village South

a) Village South Information Request

May 31, 2022 Motion on the Floor (No Mover or Seconder Required)

THAT the applicant of the Village South development, be requested to provide the clear and strong rationale to justify the proposed number of New Housing Units exceeding the anticipated Number of New Housing Units range as stated in the 2019 Official Community Plan.

C22-88 MOVED and SECONDED, THAT the motion on the floor and the balance of the agenda except Late Items be referred to the next meeting.

CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

1. Pride Flag

MOVED and SECONDED, THAT Council consider a late item motion regarding displaying a Pride Flag as it is time sensitive.

CARRIED UNANIMOUSLY

C22-89 MOVED and SECONDED, THAT the District of Lantzville display a Pride Flag for the remainder of June 2022; AND FURTHER THAT, staff be instructed to prepare a report regarding the District of Lantzville Flag policy for Council's consideration.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and SECONDED, THAT the meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:39 pm

Certified Correct:

Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2022.

Mark Swain, Mayor

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 22, 2022

SUBJECT: 2021 Annual Report

PURPOSE

Municipalities are required to produce an annual report which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

RECOMMENDATION

THAT the 2021 Annual Report be accepted.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

Council may request additional information to be added to the 2021 Annual Report.

Adding additional information may require the report to come back to Council causing the report to be accepted by Council after the legislative deadline of June 30, 2022.

BACKGROUND/RELEVANT HISTORY

Section 98 of the *Community Charter* requires Council, before June 30 of each year, to prepare an annual report, make the report available for public inspection, and consider the report at a Council meeting along with any submissions or questions from the public regarding the report.

The annual report must include:

- The municipality's audited annual financial statements for the previous year (2021).
- A list of the permissive tax exemptions provided by Council, and for each exemption, the amount of general municipal property tax that would have been imposed during the previous year if the exemption had not been granted.
- A report on the municipality's services and operations for the previous year.
- A progress report on the performance of the municipality with respect to established objectives and measures.
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the previous year and the current year (2022).
- The details of any declarations of disqualification made against individual Council members during the previous year.

Council may include any other information that it deems appropriate for the annual report.

ATTACHMENT(S)

Attachment 1 - 2021 Annual Report

ANALYSIS/RATIONALE

Notification of the 2021 Annual Report availability for public inspection has been advertised in the local newspaper, June 8th and June 15th, 2022. The report has been available for inspection on the District's website with a hard copy available for review at Municipal Hall since June 7, 2022.

It is required that after making the report public, Council must wait a minimum of 14 days before holding an annual meeting on the report, providing time for citizens to review the annual report, ask questions and prepare submissions. The 2021 Annual Report has been available to the citizens of Lantzville for 14 days.

The annual report includes all required information along with additional information regarding demographics, assessment values by property class, property tax revenue by property class, revenues by source, expenses by function and object, reserve fund balances, assets and new construction values, and the 10 top principle corporate taxpayers in Lantzville for 2021.

At this time no submissions or questions from the public have been received. The deadline to submit is noon on Wednesday, June 22, 2022. Any submissions received prior to this deadline will be sent to Council prior to the Council meeting.

Prepared by:


Raj Hayre, CPA
Director of Financial Services

Date: June 14, 2022

Approved for submission to Council:


Ronald Campbell
Chief Administrative Officer

Date: June 14, 2022

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	June 22, 2022	9.a)
Closed (In-Camera)		

File Number: 1870-21-FINA

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2022\2022 06 22 2021 Annual Report.docx



2021 Annual Report

For the year ended
December 31, 2021

District of Lantzville

British Columbia
Canada



District of Lantzville

British Columbia

2021 Annual Report

Fiscal year ended December 31, 2021



This Annual Report has been prepared by the Financial Services Department

Telephone: 250.390.4006

Fax: 250.390.5188

lantzville.ca



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INTRODUCTORY INFORMATION



MESSAGE FROM THE MAYOR



On behalf of Council, I am pleased to present the 2021 Annual Report for the District of Lantzville. This report contains valuable information related to the District's operations, including the 2021 financial statements, 2021 accomplishments, and 2022 objectives aimed to help achieve Council's 2021-2023 strategic priorities. Thank you for taking the time to discover our beautiful seaside community in these pages and learn more about what is happening now and in the future.

The Covid-19 pandemic presented challenges for everyone, and municipal governments were certainly no exception. Senior government orders impacted social and economic activities which placed municipal governments on the frontline of the Covid-19 crisis. Technology and adaptation to new ways of doing business became more critical than ever as a way to facilitate real-time

communication, maintain public engagement and to provide continuance of municipal governance services throughout the pandemic.

Council has continued to approve a number of initiatives to help support the community during this challenging time. Late payment penalties for property taxes were adjusted so that only a 1 percent penalty would be applied to outstanding property taxes after the due date of July 2nd in 2021. The additional penalty of 9 percent (on unpaid taxes as of September 30th) not applied until October 1st. Prior to the pandemic a 5 percent penalty was applied to unpaid taxes after the first due date in July and an additional 5 percent was applied to unpaid taxes after the second due date in September. The required tax rate increase to balance the budget for 2021 was also reduced by over 12 percent in 2021 by replacing property taxation funding for contributions to asset reserves with one time funding from grants.

Significant accomplishments in 2021 included: completion of one of the District's largest capital projects - Sanitary and Sewer Collection System Phase III, which brought sanitary and sewer service to over 300 properties, acquisition of an approximately 7 acre waterfront park - Pierce Woods Marine Park, to provide increased public waterfront access to residents and completion of Phase I of the Village Core Streetscape and Pedestrian Improvement Project.

Major works planned in the upcoming year include the Dickinson Road Replacement, design for the eventual replacement of the Public Works and Fire Services Facility, and Phase II of the Commercial Core Revitalization. The District is also seeking funding through available grants for expansion of the District water system to provide water to the Winds residential area and for the eventual replacement of the Fire Hall component of the combined Public Works and Fire Hall Facility.

To maintain public engagement and resident input while following Covid-19 Public Health Orders, Council meetings in 2021 were held electronically and livestreamed, recorded and posted on the District's website, and members of the public who wished to provide input regarding agenda items were able to submit written comments by email to district@lantzville.ca, mail or drop off at Municipal Hall, or participate remotely through Zoom during the Public Input on agenda items section by registering in advance at lantzville.ca under the Council meeting event.

Priorities and objectives established in the 2021 strategic planning update will continue to drive Council direction to the end of its term in 2022.

Council maintains a commitment to the District of Lantzville's Mission Statement and Council Values.

Mission Statement:

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

Council Values:

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

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

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

On behalf of the District of Lantzville Council, we are honoured to serve the people of Lantzville, and we really appreciate all the contributions that residents undertake to make the community better. As the 2018-2022 term draws to a close, it is now time to reflect upon our many decisions, and to focus on the transition to the next Council to ensure Lantzville remains a great place to live.

It is an honour and privilege to serve as your Mayor.

Sincerely,



Mark Swain
Mayor
District of Lantzville

DISTRICT OF LANTZVILLE

2021 OFFICIALS

MAYOR

Mark Swain

COUNCILLORS

Will Geselbracht	Karen Proctor
Ian Savage	Jamie Wilson

MANAGEMENT

Chief Administrative Officer	Ronald Campbell, CLGM
Director of Financial Services	Raj Hayre, CPA
Director of Corporate Administration	Trudy Coates
Director of Public Works	Fred Spears
Director of Planning & Community Services	Frank Limshue, RPP
Fire Chief	Neil Rukus

AUDITORS

MNP LLP

PRIMARY BANKERS

Coastal Community Credit Union

PRIMARY SOLICITORS

Lidstone & Company

DISTRICT OF LANTZVILLE

2021 ELECTED OFFICIALS

The Municipal Council is Lantzville's governing body. Lantzville's Municipal Council is comprised of a Mayor and four Councillors. Your 5-member Council is serving a term expiring November 2, 2022. Under the *Community Charter*, their role is to provide good government; services its citizens need and want; stewardship for its public assets; and a positive economic, social and environmental climate. Council is responsible to set budgets, levy taxes, adopt bylaws, establish policies and make decisions that guide the growth, development and operation of the District of Lantzville. District staff are responsible for day-to-day operations, implementing Council decisions and policies, and providing advice to elected officials.

Council usually holds two meetings each month, which are open to the public unless a portion is closed to the public in accordance with the *Community Charter*. Due to Covid-19, most of the year's meetings were held electronically with an opportunity for the public to view the live stream or to register to participate via Zoom. Starting in October 2021, public attendance was permitted in the Council Chamber; however, due to limited seating and ongoing health concerns most chose to view the open portion of the meeting via the live stream. Meeting agendas and schedules, meeting minutes and meeting video archives, are available on the District's website at lantzville.ca.



From left to right: Councillor Ian Savage, Councillor Karen Proctor, Mayor Mark Swain, Councillor Jamie Wilson, Councillor Will Geselbracht

DISTRICT OF LANTZVILLE ORGANIZATIONAL STRUCTURE

Citizens of Lantzville

Mayor & Councillors

Chief Administrative Officer

Ronald Campbell, CLGM

**Director of Financial
Services**

Raj Hayre, CPA

**Director of Corporate
Administration**

Trudy Coates

Director of Public Works

Fred Spears

**Director of Planning &
Community Services**

Frank Limshue, RPP

Fire Chief

Neil Rukus



REPORT FROM THE DIRECTOR OF FINANCIAL SERVICES



District of Lantzville

May 19, 2022

Mayor and Council
District of Lantzville

Your Worship and Members of Council,

I am pleased to present the District of Lantzville's 2021 Annual Report for the fiscal year ended December 31, 2021.

This report, as required by Section 98 of the *Community Charter*, includes the audited 2021 financial statements, performance objectives, and supplementary information for the District of Lantzville.

The financial statements for the year ended December 31, 2021 were prepared by District staff in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The District maintains a system of internal accounting controls designed to safeguard the assets of the District and to provide reliable financial information. We confirm and test these systems on an annual basis through contracted audit services.

The audit firm MNP LLP, as appointed by Council, is responsible for expressing an opinion as to whether the consolidated financial statements fairly present the financial position of the District of Lantzville and the results of its 2021 operations.

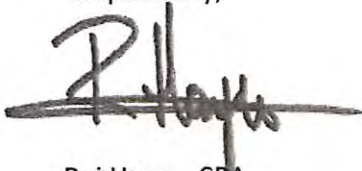
The 2021 audited financial statements were presented and approved by Council on May 11, 2022. At that meeting, MNP LLP also presented the results of the audit.

As at December 31, 2021, the District had an accumulated surplus of \$68.2 million, an increase of \$6.1 million for the year. The 2021 increase in accumulated surplus is largely attributable to developer contributed assets. Accumulated surplus is largely comprised of net investments in tangible capital

assets (\$64.3 million), which includes land, park infrastructure, buildings, roads, and utility assets. The District currently holds \$4.2 million of debenture debt for the Sanitary Sewer - Phase III capital project.

The District of Lantzville continues to remain in a strong financial position with all liabilities being fully funded by current cash and investment holdings. The 2022-2026 Financial Plan has been approved by Council and continues to focus on asset management and reserve fund contributions to ensure long term financial stability of the District's infrastructure.

Respectfully,

A handwritten signature in black ink, appearing to read 'R. Hayre', with a long horizontal stroke extending to the left.

Raj Hayre, CPA
Director of Financial Services



CANADIAN AWARD FOR FINANCIAL REPORTING



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

District of Lantzville

British Columbia

For its Annual
Financial Report
for the Year Ended

December 31, 2020

Christopher P. Morill

Executive Director/CEO

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the District of Lantzville for its annual financial report for the fiscal year ended December 31, 2020. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards'. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

STRATEGIC PRIORITIES FOR 2021-2023

The District of Lantzville conducts a comprehensive annual planning process, which begins with strategic direction from Council. This is followed by a joint review by both Council and senior staff, which focuses on the nature and extent of the services that the District will provide to its residents. Based on this framework, a five-year financial plan is developed. The five-year financial plan includes the costs of ongoing operations, strategic projects and planned capital expenditure projects to provide the necessary infrastructure for the proposed services. The Financial Plan and Strategic Plan are updated annually.

STRATEGIC PRIORITIES

Council recognizes the importance of planning for the future and continues to conduct strategic planning sessions as a means of identifying and establishing priorities, goals, and objectives in response to issues identified by both residents of the Community and Council. Council's priorities, as identified at the 2021-2023 strategic planning session are as follows:

Infrastructure

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

Financial Planning

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

Community Planning

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

Communication and Engagement

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

Parks and Recreation

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

Service Delivery

- Develop and revise bylaws as needed.
- Facilitate provision of subsidized seniors' housing. Council to facilitate land acquisition, determine potential sites for consideration and provide appropriate zoning to encourage outside agencies to develop seniors' housing.
- Support community greenhouses (2023). Council to determine potential sites for consideration and encourage outside agencies to develop and manage.

Corporate Maintenance/Governance, Internal and External Relationships

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

Community Safety

- Explore the establishment of a Policing Reserve Fund.

District of Lantzville Council Strategic Priorities 2021 – 2023

May 2021

1. Infrastructure

- 1.1 Implement the Village Commercial Core Improvement Plan and the Stormwater Drainage.
- 1.2 Bring waste transfer stations in Lantzville to meet Modern Plan.
- 1.3 Develop a District-level Public Works facility.
- 1.4 Secure the District's future site.

2. Financial Planning

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

3. Community Planning

- 3.1 Council to establish high level priorities for community identity contributions.
- 3.2 Complete the negotiation of the Pacifica project development agreement.
- 3.3 Design and construct a parking lot on MCH lands at West Beach/Johnson Road (P202).
- 3.4 Acquire as much land as possible through development.
- 3.5 Explore options for the provision of childcare spaces in the District.
- 3.6 Explore options for the future of Community Law Building A (Cedar Hill) and B (Burrard) and District community care facilities.
- 3.7 Consider implementation of the Age-friendly Action Plan.

4. Communications & Engagement

- 4.1 Work with community partners to facilitate community engagement and potential events such as Farmers' Markets, Film Nights, Museum Day, Summer Direct Festival, Summer Music Festival, Polar Bear Swim (2022).

5. Parks And Recreation

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

6. Service Delivery

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

7. Corporate Maintenance/Governance, Internal And External Relationships

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

8. Community Safety

- 8.1 Explore the establishment of a Policing Reserve Fund.

Mission Statement

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

Council Values

Act as a professional market in all times, having respect for:

the public;
self;
Council members;
the future of Council;
staff and the public;
the decision-making process; and

carry out extensive research and thoughtfully consider the future before us, while seeking and maximizing all of our strengths.



District of Lantzville, PO Box 100, 7192 Lantzville Road, Lantzville, BC V0R 2H0 250.390.4006 info@lantzville.ca lantzville.ca

Council Strategic Priorities 2021 – 2023 available @ lantzville.ca



SUMMARY OF MUNICIPAL SERVICES

2021

General Government	Protective Services	Community Planning	Public Works
• Administration • Corporate Administration • Financial Services	• Fire Suppression • Fire Prevention • Rescue • Bylaw Enforcement • Animal Control • Emergency Services	• Planning • Economic Development • Building Inspection	• Transportation Services (roads and drainage) • Waterworks • Sewer Collection • Parks and Trails

Emergency Management and Geographic Information System (GIS) services are contracted from the Regional District of Nanaimo. In 2020, the District of Lantzville began delivering building inspection, bylaw enforcement, and animal control through Municipal Hall using part-time contract services.

In 2021, the District of Lantzville continued to contract engineering and some public works services. The contracting of these services is reviewed on an annual basis to ensure best value for service.



DEPARTMENTAL REPORTS

General Government

ADMINISTRATION

The Chief Administrative Officer (CAO) is responsible for the overall management of the operations of the municipality, as well as implementation of Council Strategic Priorities, policies, objectives, and directions. The current CAO also holds the position of Deputy Statutory Approving Officer.

Duties of the CAO include:

- Ensuring that the policies, programs, and other directions of Council are implemented.
- Advising and informing Council on the operation and affairs of the municipality.
- Being a support for Mayor and Councillors in providing clear, factual, non-biased information so that Council can make good decisions on matters within the control and purview of the Council.
- Providing support and direction to senior staff in the day-to-day operations of the municipality.
- Supporting Council's strategic priorities.
- Fostering both a positive work environment and displaying a commitment to community.

In addition to the management staff, the District has four staff at the Municipal Hall who assist with financial services, general government administration, planning, building and bylaw services.

Progress on 2021 Objectives:



The 2021 Objectives were to implement the Council Strategic Priorities, subject to available resources.

In addition to priorities highlighted in the Annual Report, Staff provide quarterly status reports in open Council meetings to provide updates on the progress and status of Council Strategic Priorities.

Administration continued. . .

Continued focus on providing water to residents in Lantzville: *Ongoing.* In 2021, the District re-submitted an application for grant funding under the *Investing in Canada Infrastructure Program (ICIP) Green Infrastructure Program* to expand water service to the Winds residential area, after applications were denied twice previously for the Clark Drive area and once for the Winds area.

Strengthen relationships with Snaw-naw-as (Nanoose) First Nation: *Ongoing.* In 2021, the Councils of the Snaw-naw-as Nanoose First Nation and the District of Lantzville signed a Memorandum of Understanding, including a Joint Working Group Terms of Reference. The Joint Working Group meets regularly to collaborate and discuss issues of shared interest and key priorities.

Secure a District-owned Public Works facility and the District Fire Hall site: Financial Plan was amended to include \$475,000 for the design of a fire hall and public works facility, funded from facilities life cycle reserves. A Request for Proposals was issued in late 2021 and a consulting architect planner firm was selected.

New Growth Funding Policy: *Ongoing.* Challenges with new growth funding were presented as part of the 2020-2024 and 2021-2025 Five Year Financial Plan discussions. Staff report planned for 2022.

Facilitate Provision of Senior's Housing: *Ongoing.*

Objectives for 2022:

Council has adopted Strategic Priorities for 2021-2023 and the objective for 2022 is to implement the Council Strategic Priorities, subject to resources available.

Performance Measures

- Degree of implementation of the Lantzville Council 2021-2023 Strategic Priorities.
- Health of the organization as a whole and staffing capacity to handle work volume.
- Community consultation, participation, and outreach.



DEPARTMENTAL REPORTS

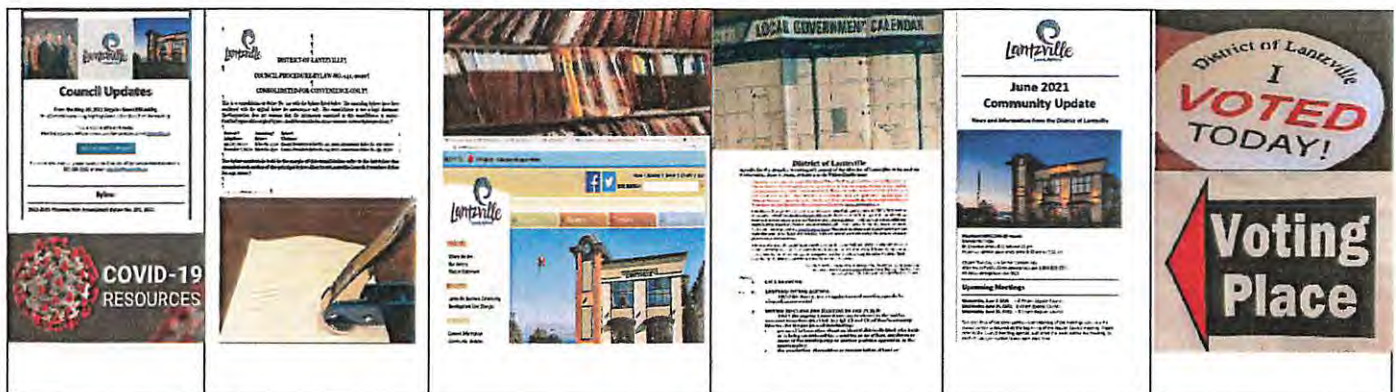
General Government

CORPORATE ADMINISTRATION

The Director of Corporate Administration is responsible for:

- Statutory duties of the corporate officer per section 148 of the *Community Charter*, including keeping the corporate seal and accepting service of notices and documents on behalf of the corporation, and acting as the Signing Officer.
- Receiving and distributing correspondence, including referrals to Council and/or staff
- Developing the agenda for Council and committee meetings, ensuring accurate minutes of Council and committees are prepared and actions are tracked.
- Preparing reports, bylaws, and policies for the Chief Administrative Officer (CAO) and Council's consideration, and conducting research assignments and special projects.
- Providing procedural advice and administrative support to Council, committees, and the CAO.
- The records management system including maintaining and safeguarding minutes, bylaws, and other records, and providing public access to records.
- Communications such as the community newsletter, website, and publications, including publishing notices and advertisements, and assisting with special events and public relations.
- Administering oaths and taking affirmations, affidavits, and declarations, and certifying copies of bylaws and other documents
- Organizing and conducting the District's elections and referendums.

The Director of Corporate Administration is supported by the Deputy Director of Corporate Administration and the Administrative Assistant (Administration).



Corporate Administration continued...

In addition to the above, the Director of Corporate Administration continues to: act as the Freedom of Information and Protection of Privacy Coordinator, Secretary to the Board of Variance and the staff liaison on the Community Safety Standing Committee; Acting CAO when required; provides the Human Resources functions; communications; purchasing; website management; property management (leases and licences); and liaise with the public, elected officials, advisory bodies, Provincial ministries, and other local governments.

Progress on 2021 Objectives:

- Redesign of lantzville.ca: *Ongoing*. Updates and improvements to the District website are ongoing, plus new features live in 2022.
- Complete Phase III Sanitary Sewer Collection System Establishment Amendment Bylaw: *Completed*. Amendment adopted. New amendment for boundary adjustment in 2022.
- Enhance streamlining of electronic meeting processes by implementing iCompass, agenda management software: *Ongoing*. New audio video equipment installed. iCompass live in 2022. Completed 3 committee/board meeting, 35 Council open meeting and 12 closed meeting agendas, resulting in 162 pages of minutes and over 225 Council resolutions.
- Modernize and enhance customer service by implementing an electronic document manager system and incorporate with the Districts' website for searchable bylaws, policies, and forms: *Ongoing*. Live in 2022.
- Draft Bylaw Notice Enforcement bylaw and implement an adjudication system: *Ongoing*. Drafted, amendment in process/required for consistency with Bylaw Notice Dispute Adjudication host (City of Nanaimo) municipality's updated bylaw; to Council in 2022.
- Draft Animal Control and Good Neighbour bylaws and publish public education materials: Good Neighbour Bylaw adopted September 2021, public education material and Animal Control Bylaw under development.
- Review Election Bylaw and begin preparing for October 2022 general local election: *Ongoing*. Calendar, forms, articles, etc. in progress and Election Bylaw Amendment to Council in 2022.
- Review Records Management Bylaw for updates: *Ongoing*.
- Update bylaw index, consolidate bylaws, review bylaws, and provide recommendations: *Ongoing*. Over 20 new bylaws were reviewed and added to the bylaw index during 2021. Prepared Council Procedure Bylaw Amendments (2), Council Remuneration Bylaw Amendment.
- Update policy index, review policies and provide recommendations, e.g. lapel pins, flags, memorial trees, etc.: In 2021, Social Media Policy adopted by Council and administrative policy Protection of Personal Information Collection from ICBC approved, and drafts for lapel pins, flags, and Video Surveillance of District Buildings and Property policies started. Memorial trees and benches program review in 2022.
- Maintain improved corporate communications consistent with District policies on communication, engagement, and transparency: Implemented and maintained evolving measures due to Covid-19 to deliver Council meetings and public participation electronically, and to transition back to in-person meetings in Fall 2021. In 2021, evolved to a monthly 4-page Community Update newsletter, distributed by mail and through Constant Contact emails; and a Council Update newsletter distributed by Constant Contact emails to subscribers post-meeting.

Corporate Administration continued...

- Orient and support Committees created by Council and Mayor's Standing Committees, e.g., Community Safety Standing Committee: Continue to provide support to Council and Mayor's Standing Committees, and to the Snaw-naw-as Nanoose First Nation and the District of Lantzville Joint Working Group.

Objectives for 2022:

- Election Bylaw updated, public well informed on election process and October 2022 general local election completed successfully.
- Updated lantzville.ca to go live.
- Complete Phase III Sanitary Sewer Collection System Establishment Amendment (Boundary Adjustment) Bylaw; Bylaw Notice Enforcement bylaw, implement an adjudication system and update Municipal Ticket Information Bylaw.
- iCompass agenda management and website document management to go live.
- Provide support for Council and committee meetings.
- Update bylaw index, consolidate bylaws, review bylaws and provide recommendations and assist with Traffic and Parking Regulations Bylaw update.
- Update Officers, Indemnification and Delegation Bylaw and Records Management and complete Animal Control Bylaw for consideration by Council.
- Update policy index, complete draft policies, review policies and provide recommendations.
- Complete public education material and maintain improved corporate communications consistent with District policies on communication, engagement and transparency.

Performance measures:

- High voter turnout and general local election compliant with legislation.
- Launch of redesigned District website, including iCompass agenda and document management.
- Adoption of Bylaw Notice Enforcement bylaw and updated MTI Bylaw, and implementation of an adjudication system.
- Adoption of updated Officers, Indemnification and Delegation Bylaw, and new Animal Control Bylaw.
- Adoption of updated Election and Records Management Bylaws.
- Number of citizens signed up for Council Updates and monthly Community Updates.

DEPARTMENTAL REPORTS

General Government

FINANCIAL SERVICES

The mandate of the Financial Services Department is to provide operational efficiency, financial planning, and accountability through the application of sound accounting practices and internal control. Its powers, duties and functions include:

- receiving all money paid to the municipality.
- ensuring the safekeeping of all funds and securities of the municipality.
- investing municipal funds, until required, in authorized investments.
- expending municipal money in the manner authorized by Council.
- ensuring the accurate records and full accounts of the financial affairs of the municipality are prepared, maintained, and kept safe; and
- exercising control and supervision over all other financial affairs of the municipality.

Financial services support all departments with their financial analysis and coordinates the annual budgeting process and financial policy development as well as preparation of the annual financial statements, the annual report, and all grant funding applications and grant claim reports.

In addition, the Department seeks to achieve excellence in customer service through the efficient and effective use of technology and personal service.



Financial Services continued. . .

Progress on 2021 Objectives:

- Establish new position of Deputy Director of Financial Services, orient, and implement work transitions. Complete.
- Development of a new growth funding policy. Ongoing. Discussions continue throughout the financial planning process.
- Continued focus on increasing reserve fund contributions to address the infrastructure funding deficit identified in the asset management plan. Ongoing. The five year financial plan incorporates increases to the reserve fund contributions.
- Explore the establishment of a Policing Reserve Fund to provide Council with an analysis of the need and costs of establishing a Policing Reserve Fund. Complete. It was determined that the rate of future growth and associated policing costs for increased population in Lantzville did not warrant the establishment of a special reserve.
- Comprehensive financial policy review. Ongoing. Documentation and update of policy and procedures continues.
- Long-Term Financial Planning: Ongoing. Efforts are underway to improve the quality of asset management information and develop a strategy or policy to address the annual infrastructure funding gap identified in the 2019 Strategic Asset Management Plan

Objectives for 2022:

- Pursue infrastructure grant funding opportunities from senior levels of government.
- Review and update financial policies to reflect current best practices and standards.
- Update asset management information to include development of asset management plans, including levels of service, and condition and risk assessment information.
- Enhance online services and payment options available to residents.
- Inter departmental support.

Performance measures:

- Successful infrastructure grant applications.
- Council review and approval of a new growth funding.
- Approval of policy to address infrastructure funding deficit.
- Approval of financial policies reflecting best practices.

DEPARTMENTAL REPORTS

Protective Services

FIRE SUPPRESSION, PREVENTION, AND RESCUE

The Fire Chief is responsible for:

- Overall fire safety of the municipality.
- Training, education and equipment maintenance for fire personnel.
- Ensuring budgets and operations are managed responsibly.
- Acting as the Local Assistant to the Fire Commissioner
- Maintaining certifications and accreditations of fire personnel.
- For completing fire inspections.
- Overseeing fire ground operations.
- Fire prevention, acting as local FireSmart representative and providing public education on fire safety.

In addition to the above, Protective Services is working to establish up-to-date financial and administrative procedures, and maintaining a positive, sound relationship with the community.

Progress on objectives for 2021:

- Implement FireSmart in the Community - this is an ongoing program in our community. Over the last year we have conducted FireSmart inspections, held FireSmart workshops and ran social media ads.
- Award Tender For Mini Pumper - tender was awarded to Rocky Mountain Phoenix.
- Transition to Surrey Fire Dispatch - the dispatch services of Lantzville Fire Rescue were transferred to Surrey Dispatch in June 2021.
- Restructure of the Organization - has been completed.
- Have Recruit Members Complete NFPA 1001 firefighter 1&2 - almost complete.
- Purchase of 4 Computer Aided Dispatch Systems - installed and running.



Protective Services continued...

Objectives for 2022:

- Promote FireSmart programs in the community.
- Take possession of the new mini pumper and put it into service.
- Have all active members certified to NFPA 1001 Full service.
- Implement the superior tanker shuttle service.
- Complete the design of the new fire station.
- Recruit new members.

Performance measures:

- Community engagement on Fire Smart.
- Have the new mini pumper in full service.
- Members to have certificate in NFPA 1001 Full service.
- Complete the testing of the superior tanker shuttle service program.
- Have a full design ready for construction of the new station.
- Bring on up to 5 new members.



DEPARTMENTAL REPORTS

Planning & Community Services

Planning & Community Services provides planning, economic development, building inspection, and bylaw enforcement services for the District of Lantzville.

PLANNING

Planning includes responding to bylaw and land development enquiries from the public, processing planning applications, including Official Community Plan and Zoning Bylaw amendments, development permits, development variance permits, temporary use permits, subdivisions, and Agricultural Land Commission proposals. Planning also facilitates long range planning initiatives.

ECONOMIC DEVELOPMENT

The primary function of economic development services is to implement the Economic Development Strategy (2018). In 2021, the provincial grant funding to retain an Economic Development Officer on a term basis ended. Council approved funding to hire a new planner. The new planner will also be responsible for implementation of the Economic Development Strategy.

BUILDING INSPECTION

The District provides building permit services using a part-time private contract Building Inspector. The District transitioned from its contract with the Regional District of Nanaimo to provide building permit and inspection services in Lantzville in 2020. This led to significantly reducing processing times from upwards of 4 months to issuing a Building Permit in 2-3 weeks.

BYLAW ENFORCEMENT

In the Fall of 2020, the District began to provide bylaw enforcement services through a part-time private contractor to provide bylaw education and facilitate enforcement action where voluntary compliance cannot be achieved. Prior to October 2020, bylaw enforcement services were provided by contract by the Regional District of Nanaimo.

Planning and Community Services continued . . .

Progress on 2021 Objectives:

- Responding to planning, building and bylaw enquiries and to continue processing planning and building applications. Planning and Community Service have fully integrated the contract Building Inspector and the contract Bylaw Enforcement Officer into the department's processes.

Objectives for 2022:

- Continue to improve planning processes, response times to building and bylaw enquiries.
- Continue to process planning and building applications.
- Review and update bylaws as required.

Performance Measures:

- Community satisfaction with planning and bylaw enforcement processes.
- Applicant and Developer satisfaction with planning and building processes.



DEPARTMENTAL REPORTS

Engineering, Public Works & Parks

The District has five full-time employees in the Public Works Department, which ensure the safe and efficient operation of the District's waterworks, sanitary sewer collection systems, storm drainage systems, parks, municipal buildings, signage and other related facilities and equipment. In addition, a casual on-call employee provides services on an as-needed basis.

ENGINEERING SERVICES

Engineering services continued to be contracted to Koers & Associates Engineering Ltd. in 2021.

TRANSPORTATION SERVICES (ROADS AND DRAINAGE)

A municipality is responsible for maintaining local roads within its boundaries except for Provincially-owned Highways. The District contracts a portion of this service directly to Windley Contracting Ltd. The Public Works Department provides some road maintenance services such as pothole repairs, signage, and other minor road repair items.

WATERWORKS

The District supplies and distributes water for household use, commercial and fire suppression purposes to approximately 1,000 properties. The District is responsible for ensuring that the water it supplies meets strict drinking water quality guidelines. The District is also responsible for maintaining and improving the equipment and infrastructure related to this supply and distribution system.



SEWER COLLECTION

The District provides sewer collection services for approximately 600 properties. The District is responsible for maintaining and improving the District-owned equipment and infrastructure related to this system within federal and provincial regulations.

PARKS AND RECREATION

The District maintains various parks, playgrounds, and road ends within the District.

Progress on 2021 Objectives:

Lantzville Commercial Core Revitalization Project: Lantzville Core Revitalization Project was completed in 2021. Phase I consisted of installation of sidewalks, garden beds, benches, and tree planting.

Replace Water Main on Clark Crescent: Construction of the full replacement of the water main and service connections on Clark Crescent began in December of 2021 and was under construction at the beginning of 2022.

Replace Asphalt on Mart and Metro Roads: Tenders for the replacement of asphalt on Mart and Metro Road were combined and advertised in November of 2021. Combining the works provided economy of scale and provided the District cost savings. Works are planned to begin in March of 2022 to coincide with the opening of the asphalt plant in Nanaimo.

Install a Multi-Use Path on Lantzville Road: Design of a multi-use path was carried out and a cost estimate provided. This project was grant dependent and the District was not successful in acquiring the grant funds. The project was postponed to 2022 when the municipality budgeted for full funding of the project.

Purchase a Utility Vehicle: Public Works purchased a utility vehicle for Parks and Water System purposes.

Objectives for 2022:

- Phase II of Lantzville Commercial Core Revitalization Project (Dickinson Rd. to Tweedhope Rd.).
- Purchase a Dump Truck.
- Rebuild Dickinson Road, add sidewalks and street trees.
- Construct Multi-Use Path with street trees along Lantzville Road, (Wiles Road to Schook Road)
- Overlay Lorenzen Lane with chip seal.
- Replace Culvert on Dickinson Road between Jacks and Lavender Roads.
- Replace Water Main on Lantzville Road between Peterson Road and Huddlestone Road.
- Expand Water System to the Northwind and Southwind Area, grant funding required.

Performance Measures:

- Completion of capital and operating projects within the 2022 Financial Plan parameters.
- Increase of Fire Flow capacity.
- Decrease number of complaints from residents.
- Increase in Pedestrian Safety.
- Increase in efficiencies for Water and Sewer Operation.

DEPARTMENTAL REPORTS

Emergency Management

The District has contracted with the Regional District of Nanaimo (RDN) for the provision of emergency preparedness, response, and recovery services. This contractual arrangement has the RDN providing the District of Lantzville with an Emergency Program Coordinator (EPC) on a permanent basis.

Progress on 2021 Objectives:

- EPC's continuing attendance at conferences/workshops and participation in the Mid-Island Emergency Coordinators and Managers Society and the BC Association of Emergency Managers.
- Ongoing recruitment, orientation, and training of local Emergency Support Services (ESS) volunteers for operational readiness.
- Coordinate and provide ongoing support to ESS volunteers during responses.
- Ongoing establishment of Neighbourhood Emergency Preparedness (NEPP) groups and participation in public education and preparedness.
- Coordinate continuing emergency response training and exercises for District staff and elected officials, as needed.
- Annual participation in Emergency Preparedness Week.
- Promoting personal, neighbourhood and organizational emergency preparedness throughout the District including participation at outreach events, workshops, websites and monthly newsletters.
- Apply for and manage Emergency Preparedness Grants.
- Inventory all Emergency Operation Centre (EOC) and ESS supplies and materials and replace as required.

Completion of UBCM ESS Grant: The 2021 ESS grant to develop locally tailored training and exercises and increase ESS modernization supplies is now complete. Four virtual training sessions and two tabletop exercises were hosted. All training materials are retained to support providing similar refresher sessions in the future. Additional ESS modernization equipment was also purchased through this funding stream and included laptops, cases, accessories and mobile hotspot routers.

Regional Emergency Management Agreement (EMA): The five-year term of the agreement expired May 1, 2021 and has now transitioned to a month to month agreement until the parties can discuss the renewal. The first facilitated discussion was hosted on February 15, 2022 which provided valuable feedback to guide the next steps to developing a modernized agreement. A document review and draft agreement are being developed that will support a second facilitated discussion with a goal of developing a final agreement.

Emergency Notification System: The Voyent Alert Emergency Notification System was launched in August 2020. To date there are just over 4300 registered users, with about 330 in the District of Lantzville registered – an increase of 9% in the District of Lantzville in the past year.

Objectives for 2022:

- 2022 objectives will be the 2021 objectives but, subject to new opportunities or challenges.
- Finalizing the Emergency Management Agreement Review which includes the RDN, District of Lantzville, City of Parksville, Town of Qualicum Beach, and Snuneymuxw, Snaw-naw-As and Qualicum First Nations.
- Developing evacuation route brochures.
- Return to in-person training and events.
- Voyent Alert training for District staff.
- Participation in the modernization of the Emergency Program Act engagement and implementation planning.

Performance Measures:

- Education and training that facilitates EPC, staff, and Council competencies to effectively respond to and recover from an emergency or disaster.
- Retention, recruitment, and active engagement of NEPP groups and ESS volunteers.
- Emergency Operations Centre and Reception Centres are operational.
- EOC supplies are current and emergency communications capacity is sufficient.
- Increased users registered for Voyent Alert and community participation in virtual events.

VOYENT ALERT!

NOTIFICATION SERVICE

GET THE INFORMATION YOU NEED, WHEN YOU NEED IT

The Regional District of Nanaimo is pleased to announce it has chosen the Voyent Alert! service to keep you informed during times of crisis and for day-to-day notices. Register now to receive important notifications that matter to you. The service is free, easy to use and totally anonymous.

REGISTER NOW!

MOBILE APP USERS

Download and install the Voyent Alert! app from the Apple App or Google Play stores.

Register online to receive email, voice or text-based alerts at register.voyent-alert.com



FINANCIAL SECTION



DISTRICT OF LANTZVILLE

STATEMENT OF RESPONSIBILITY

The accompanying financial statements of the District of Lantzville (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in the notes to the financial statements. The preparation of financial statements involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the District in accordance with Canadian public sector accounting standards.



Ronald Campbell, LGM
Chief Administrative
Officer May 11, 2022

AUDITOR'S REPORT



Independent Auditor's Report

To the Mayor and Council of the District of Lantzville.

Opinion

We have audited the financial statements of the District of Lantzville (the "District"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Report continued...

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 11, 2022

MNP LLP

Chartered Professional Accountants



District of Lantzville



STATEMENT OF FINANCIAL POSITION

As at December 31, 2021 with comparative information for 2020

	2021	2020
Financial assets:		
Cash (Note 3)	\$ 9,255,710	\$ 9,079,460
Investments (Note 3)	3,975,590	3,921,238
Taxes receivable	185,581	133,837
Accounts receivable	396,453	1,055,910
	13,813,334	14,190,445
Financial Liabilities:		
Accounts payable and accrued liabilities	803,522	1,475,712
Deposits	395,418	528,882
Deferred revenue (Note 4)	4,088,904	3,498,822
Prepaid property taxes	293,093	227,531
Employee future benefits obligations (Note 5)	219,532	161,388
Debt (Note 6 and Note 7)	4,189,792	4,300,000
	9,990,261	10,192,335
Net financial assets	3,823,073	3,998,110
Non-financial assets:		
Tangible capital assets (Note 8 and Schedule A)	64,289,862	58,037,392
Inventory of supplies	14,699	20,787
Prepaid expenses	32,198	37,841
	64,336,759	58,096,020
Accumulated surplus (Note 9)	\$ 68,159,832	\$ 62,094,130

Commitments and contingencies (Note 14)

The accompanying notes are an integral part of these financial statements.

Approved by:

Raj Hayre, CPA
Director of Financial Services

District of Lantzville



STATEMENT OF OPERATIONS

As at December 31, 2021 with comparative information for 2020

	Financial Plan (Note 10)	2021	2020
Revenue:			
Taxation, net (Note 11)	\$ 2,958,294	\$ 2,954,176	\$ 2,779,505
Sales of services	1,078,997	1,928,497	1,153,600
Grants and government transfers (Note 12)	9,452,643	1,533,748	5,858,507
Investment income	82,500	106,281	128,063
Penalties and fines	29,522	42,087	25,279
Development cost charges earned	401,163	372,575	267,966
Contributions from developers and others	-	4,044,470	-
Other revenue from own sources	291,180	167,472	278,062
Total revenues	14,294,299	11,149,306	10,490,982
Expenses: (Note 13 and Schedule C)			
General government services	1,480,013	1,583,619	1,331,537
Transportation services	1,071,841	1,069,925	914,164
Protective services	522,407	537,337	485,092
Bylaw enforcement	71,068	69,940	39,947
Solid waste collection	238,920	248,121	213,469
Recreation and cultural services	208,889	195,751	184,145
Community development services	244,565	292,506	299,608
Building inspection	34,500	108,180	44,699
Sewer	304,525	412,287	292,930
Water	572,202	565,938	511,373
Total expenses	4,748,930	5,083,604	4,316,964
Annual surplus	9,545,369	6,065,702	6,174,018
Accumulated surplus, beginning of year	62,094,130	62,094,130	55,920,112
Accumulated surplus, end of year	\$ 71,639,499	\$ 68,159,832	\$ 62,094,130

The accompanying notes are an integral part of these financial statements.

District of Lantzville

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

As at December 31, 2021 with comparative information for 2020



	Financial Plan (Note 10)	2021	2020
Annual surplus	\$ 9,545,369	\$ 6,065,702	\$ 6,174,018
Acquisition of tangible capital assets	(11,572,000)	(3,492,947)	(8,105,926)
Contributions of tangible capital assets	-	(3,769,419)	-
Amortization of tangible capital assets	906,000	1,009,894	925,938
(Gain) Loss on the disposal of tangible capital assets	-	-	(21,109)
Proceeds on tangible capital assets deposited to reserve	-	-	31,500
	(1,120,631)	(186,770)	(995,579)
Acquisition and consumption of inventory of supplies	-	6,089	9,812
Acquisition and consumption of prepaid expenses	-	5,644	(9,850)
	-	11,733	(38)
Change in net financial assets	(1,120,631)	(175,037)	(995,617)
Net financial assets at beginning of year	3,998,110	3,998,110	4,993,727
Net financial assets at end of year	\$ 2,877,479	\$ 3,823,073	\$ 3,998,110

The accompanying notes are an integral part of these financial statements.

District of Lantzville

STATEMENT OF CASH FLOWS

As at December 31, 2021 with comparative information for 2020



	2021	2020
Cash provided by (used in):		
Operating transactions:		
Annual surplus	\$ 6,065,702	\$6,174,018
Items not involving cash:		
Amortization of tangible capital assets	1,009,894	925,938
(Gain) Loss on disposal and write-down of tangible capital assets	-	(21,109)
Contributions of tangible capital assets	(3,769,419)	-
Changes in non-cash operating assets and liabilities:		
Accounts receivable	659,457	(751,862)
Inventories for resale	-	1,897
Taxes receivable	(51,744)	(14,074)
Accounts payable and accrued liabilities	(672,190)	1,270,834
Deposits	(133,464)	(1,038,035)
Deferred revenue	590,082	(1,989,969)
Prepaid property taxes	65,562	13,076
Employee future benefit obligations	58,144	55,096
Inventory of supplies	6,089	9,812
Prepaid expenses	5,644	(9,850)
Cash provided by operating transactions	3,833,757	4,625,772
Capital transactions:		
Proceeds on sale of tangible capital assets	-	31,500
Acquisition of tangible capital assets	(3,492,947)	(8,105,926)
Cash used in capital transactions	(3,492,952)	(8,074,426)
Financing transactions:		
Proceeds from (repayments of) borrowing	(110,208)	4,300,000
Investing transactions:		
Changes in investments held	(54,352)	(105,458)
Increase in cash and cash equivalents	176,250	745,888
Cash and cash equivalents, beginning of year	9,079,460	8,333,572
Cash and cash equivalents, end of year	\$ 9,255,710	\$ 9,079,460

The accompanying notes are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

The District of Lantzville is a municipality that was incorporated on June 25, 2003 pursuant to the issue of Letters Patent dated April 3, 2003. The District operates under the provisions of the *Local Government Act* and *Community Charter* of British Columbia. The District's principal activities include the provision of local government and services to residents of the incorporated area. These services include government, fire protection, solid waste collection, parks and recreation, planning and development, and water and sewer services.

1. Significant Accounting Policies:

The financial statements of the District of Lantzville (the "District") are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting Entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues, and expenses of all the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

Consolidated entities: The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(b) Basis of Accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay. Expenses paid in the current period and attributable to a future period are recorded as prepaid.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

1. Significant Accounting Policies: (continued)

(c) Revenue Recognition:

i. Taxation Revenue

Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal purposes. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Taxes are recognized as revenue in the year they are levied.

Through the BC Assessment appeal process, taxes may be adjusted by way of supplementary roll adjustments. The impacts of these adjustments on taxes are recognized at the time they are awarded.

ii. Development Charges

Development cost charges are recognized as revenue during the period in which the related costs are incurred.

iii. Government Transfers

Government transfers without stipulations restricting their use are recognized in the financial statements as revenue in the period in which the transfers are authorized. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which eligible expenses are incurred provided they are authorized and meet eligible criteria.

iv. Sale of Services

Sales of services and user fee revenues are recognized when the service or product is rendered by the District and the amounts are received or become receivable.

v. Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and included in deferred revenue.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

1. Significant Accounting Policies: (continued)

(d) Cash and Investments:

Cash and investments consist of cash on deposit in qualifying institutions as defined in the *Community Charter*. Investments are recorded at cost plus amounts reinvested.

(e) Employee Future Benefits Payable:

The District and its employees make contributions to the Municipal Pension Plan. The District's contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are estimated based on the actual service and current salary and wage. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(f) Deposits:

Receipts restricted by third parties are deferred and reported as deposits and are refundable under certain circumstances. Deposits that are prepayments are recognized as revenue when qualifying expenditures are incurred.

(g) Debt:

Debt is presented net of repayments and actuarial adjustments.

(h) Non-Financial Assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

1. Significant Accounting Policies: (continued)

(i) Tangible Capital Assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land	Indefinite
Land Improvements	10 – 50
Buildings	15 – 80
Equipment	5 – 10
Roads Infrastructure	10 – 75
Vehicles	10 – 25
Sewer Infrastructure	10 – 100
Water Infrastructure	10 – 100

Amortization is calculated annually. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the assets are less than the book value of the asset.

i. Contributions of Tangible Capital Assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

ii. Works of Art, and Historical Treasures:

The District manages and controls various works of art and non-operational historical cultural assets. These assets are not recorded as tangible capital assets and are not amortized due to the subjectivity of their value.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

1. Significant Accounting Policies: (continued)

iii. Interest Capitalization:

The District capitalizes interest costs associated with the acquisition or construction of a tangible capital asset.

iv. Leased Tangible Capital Assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses incurred.

v. Contaminated Sites:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is to be recognized when all of the following criteria are met:

- i. An environmental standard exists;
- ii. Contamination exceeds the environmental standard;
- iii. The District is directly responsible or accepts responsibility;
- iv. It is expected that future economic benefits will be given up; and
- v. A reasonable estimate of the amount can be made.

As a result of a review of District of Lantzville sites, no liability has been recorded in these financial statements. If a liability is determined, it will be recorded net of any expected recoveries.

vi. Inventory of Supplies:

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

1. Significant Accounting Policies: (continued)

(i) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at a point in time, the reported amounts of revenues and expenses during the reporting period, and the disclosure of contingent assets and liabilities at the date of the financial statements. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities, and in estimating provisions of employee future benefits. Actual results could differ from these estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

(j) Comparative Figures:

Certain comparative figures have been reclassified to conform with presentation adopted in the current year.

2. Financial Instruments:

The District's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, deposits, and debt. The carrying amount of these financial instruments approximates their fair value because they are short-term in nature or because they bear interest at market rates.

Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest or credit risks arising from these financial instruments.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

3. Cash and Investments:

Cash and investments are comprised of cash on hand, cash on deposit in financial institutions and investments held in the Municipal Finance Authority of British Columbia investment funds.

	2021	2020
Cash	\$ 9,255,710	\$ 9,079,460
Investments	3,975,590	3,921,238
	\$ 13,231,300	\$13,000,698

Cash deposited at the Coastal Community Credit Union cash account earns interest at a rate of prime less 2%. The Coastal Community Credit Union high interest savings account earns interest at a rate of prime less 1.45%. At December 31, 2021, the Canadian bank prime rate was 2.45%.

Investments consist of short-term investments in the Municipal Finance Authority of BC money market fund and bond funds. Investments have yields ranging from 1.00% to 1.05%. Investments are recorded at cost.

Included in cash and investments are the following restricted amounts:

	2021	2020
Statutory reserves	\$ 6,348,066	\$ 6,188,481
Restricted investments – development cost charges	2,077,626	1,741,463
	\$ 8,425,692	\$ 7,929,944

District of Lantzville



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

4. Deferred Revenue:

Deferred revenue is comprised of the following as at December 31:

	2020 Opening	Receipts	Interest Earned	Revenue Recognized	2021
Community Works (Gas Tax)	\$ 1,725,592	\$ 423,483	\$ 17,808	\$ (476,779)	\$ 1,690,104
Development Cost Charges – Water	667,632	372,897	6,890	(43,062)	1,004,357
Development Cost Charges - Sewer	333,022	88,177	3,437	-	424,636
Development Cost Charges - Drainage	366,055	68,314	3,778	-	438,147
Development Cost Charges – Highway	101,251	89,664	1,045	(42,113)	149,847
Development Cost Charges - Parkland	273,503	71,712	2,823	(287,399)	60,639
Other Deferred Revenue	31,767	289,736	-	(329)	321,174
	\$ 3,498,822	\$ 1,403,983	\$ 35,781	\$ (849,682)	\$ 4,088,904

Community Works (Gas Tax) Funds

The Community Works funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. These funds may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreement.

Other Deferred Revenue

The following is a reconciliation of the other deferred revenue recognition items for the year:

	2021	2020
Other Deferred Revenue – Opening Balance	\$ 31,767	\$ 1,799,052
Adjust for:		
First Nations Agreement	(329)	-
Frontage Works – Dickinson Road	19,037	-
Works & Services – 7360 Harby Road	265,699	-
Business License Revenue – 2022	5,000	-
Phase 3 Sewer Grant Claim	-	(1,691,488)
Economic Development Grant	-	(73,350)
MIABC Grant	-	(2,447)
Other Deferred Revenue – Closing Balance	\$ 321,174	\$ 31,767



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

5. Employee Future Benefit Obligations:

Employee benefit obligations represent accrued benefits as follows:

	2021	2020
Vacation payable	\$ 51,726	\$ 51,713
Accrued sick leave	167,806	109,675
	\$ 219,532	\$ 161,388

Accrued vacation is the amount of vacation entitlement carried forward into the next year. Employee benefit obligations also include accumulated sick leave banks that may be drawn down in future years. These sick leave entitlements may only be used while employed by the District and are paid out on retirement under certain conditions.

Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of the benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of the unfunded actuarial liability.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

5. Employee Future Benefit Obligations: (continued)

The most recent actuarial valuation of the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$107,718 (2020 - \$106,612) for employer contributions, while employees contributed \$95,326 (2020 - \$96,031) to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

6. Debt, Net of Municipal Finance Authority (MFA) Sinking Fund Deposits:

The District issues debt instruments through the MFA pursuant to security issuing bylaws under authority of the *Community Charter* to finance certain capital expenditures.

All of the District's debt held is with the MFA. Payments and actuarial allocations on the gross amount borrowed of \$4,300,000 are held in a sinking fund by the MFA. Sinking fund assets, managed by the MFA, as used to reduce long-term debt to be repaid. In the event that the District does not default under any of its obligations, the sinking fund earnings will be used to offset future principal repayments.

	2021	2020
Total outstanding debt – beginning of year	\$ 4,300,000	\$ -
Proceeds from long-term borrowing	-	4,300,000
Reduction of long-term debt	110,208	-
Total outstanding debt – end of year	\$ 4,189,792	\$ 4,300,000

The District is subject to 'Liability Servicing Limits' as outlined in Section 174 of the *Community Charter*. The maximum value of liability servicing cost for a given year is 25% of a municipality's controllable and sustainable revenues for the previous year. The calculated liability servicing limit for the District for 2021 at December 31, 2020 was \$1,198,575. The estimated liability servicing cost for Sewer Phase 3 Borrowing was \$198,277, leaving \$1,000,298 of liability servicing capacity available.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

6. Debt, Net of Municipal Finance Authority (MFA) Sinking Fund Deposits: (continued)

Anticipated annual principal payments over the next five years and thereafter are as follows:

	Principal & Actuarial	Total
2022	\$ 108,279	\$ 149,338
2023	106,317	149,338
2024	104,320	149,338
2025	102,289	149,338
2026	100,221	149,338
Thereafter	2,674,604	3,443,102
	\$ 3,196,030	\$ 4,189,792

Bylaw #	MFA Issue #	Interest Rate	Year Matures	Balance 2021	Balance 2020
Sewer Fund – Sewer Phase 3					
MFA Bylaw 1811	152	0.91%	2050	\$ 4,189,792	\$ 4,300,000
				\$ 4,189,792	\$ 4,300,000

7. Municipal Finance Authority Debt Reserve Fund:

The Municipal Finance Authority (MFA) of British Columbia provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the debt reserve certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

7. Municipal Finance Authority Debt Reserve Fund: continued

Upon the maturity of a debt issue, the unused portion of the debt reserve fund established for that issue will be discharged to the District. The proceeds from these discharges will be credited to income in the year they are received. The District's MFA debt reserve fund is:

	DRF Cash	DRF Demand Note
Sewer Fund	\$ 43,939	\$ 31,669

8. Tangible Capital Assets (Schedule A):

(a) Assets under construction:

Assets under construction having a value of \$1,649,796 (2020 - \$8,316,733) have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

Contributed capital assets are recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$3,769,419 (2020 - \$nil).

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the asset has been recognized at a nominal value.

(d) Interest capitalized:

No interest was capitalized with the acquisition or construction of a tangible capital asset during the year.

District of Lantzville



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

9. Accumulated Surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2021	2020
Equity in Tangible Capital Assets	\$ 60,100,070	\$ 54,862,788
Unrestricted General Fund Surplus	1,376,507	1,029,126
Unrestricted Sewer Fund Deficit	(127,993)	(325,190)
Unrestricted Water Fund Surplus	463,182	338,925
Statutory Reserve Funds	6,348,066	6,188,481
	\$ 68,159,832	\$ 62,094,130

Reserve funds are comprised of the statutory reserve funds shown in Schedule B.

10. Annual Budget:

These financial statements include the Annual Budget as approved by Council on December 7, 2020. No amendments subsequent to this date have been included. The following is a reconciliation of the budget presentation required for the financial statements and the annual financial plan bylaw:

	2021
Annual Budgeted Surplus – Statement of Operations	\$ 9,545,369
Adjust for:	
Capital expenditures	(11,572,000)
Proceeds from borrowing	1,522,474
Transfer from reserves	57,448
Development Cost Charges	(401,163)
Internal borrowing repayment	(58,128)
Amortization	906,000
Net Annual Budget – as approved by Council	\$ -

District of Lantzville



NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

11. Net Taxes Available for Municipal Purposes:

The District is required to collect taxes on behalf of, and transfer these amounts to, other government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2021	2020
Taxes:		
Property / parcel taxes	\$ 6,668,937	\$ 6,245,807
Payments in lieu of taxes	30,612	28,023
1% utility taxes	56,995	56,966
	6,756,544	6,330,796
Less taxes levied for other authorities:		
School District	2,349,430	2,149,878
Policing	273,916	267,399
Regional Hospital District	283,703	203,247
Regional District of Nanaimo	837,820	875,060
BC Assessment Authority	57,231	55,455
Municipal Finance Authority	268	252
	3,802,368	3,551,291
Net taxes available for municipal purposes	\$ 2,954,176	\$ 2,779,505

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

12. Grants and Government Transfers

	2021	2020
Operating transfers from provincial government:		
Strategic Communities Investment Fund Grant	\$ 458,000	\$ 449,865
Other	82,561	135,352
Capital transfers from provincial government:		
New Building Canada Fund – Small Communities Fund	328,000	1,691,490
Capital transfers from federal government:		
New Building Canada Fund – Small Communities Fund	-	2,019,488
Federal Gas Tax	482,766	334,590
Other contributions:		
Capital	133,000	-
Other	49,421	7,722
Covid Recovery Funding	-	1,220,000
	\$ 1,533,748	\$ 5,858,507

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

COVID Recovery Funding

In November 2020, the Province of British Columbia announced a funding stream called "COVID-19 Safe Restart Grants for Local Governments." The District received \$1,220,000 of funds at that time to assist with increased operating costs and lower revenue due to COVID-19. The following outlines how the funds were allocated during the year:

	2021	2020
Balance forward, December 31	\$ 1,167,494	\$ 1,220,000
Eligible costs incurred:		
Information technology requirements	(71,114)	(17,377)
Facility safety improvements	(11,278)	(8,331)
Wages & benefits	(30,000)	(26,798)
Reserve fund contributions	(312,200)	-
Interest earned	12,048	-
Balance, December 31, 2021 (Included in Operating Reserves)	\$ 754,950	\$ 1,167,494

13. Expenditure by Object and Segment

The District's operations and activities are organized and reported by Fund. These Funds include General, Water, and Sewer. The District's expenditures by object are reported in Schedule C – Schedule of Segment Disclosures. The following are the activities/services provided by each of the segments reported on:

GENERAL FUND

General Government

General government services includes all administrative aspects of the District including corporate administration, finance, human resources and legislated services to the residents of the District.

Transportation Services

Transportation services is comprised of annual maintenance of all municipally owned roads, storm drainage, sidewalks, street signs, street lighting, traffic signals and transportation vehicle fleet used to provide services to the District.

Protective Services

Protective services includes the fire department and emergency planning.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

Bylaw Enforcement

Bylaw enforcement services include enforcement of regulatory bylaws.

Solid Waste Collection

Solid waste management includes fees related to residential solid waste curbside collection services.

Recreation and Cultural Services

Recreation and Cultural Services is comprised of services meant to improve the health and development of citizens of Lantzville. This segment includes maintenance and development of all parks and green spaces within the District.

Community Development Services

Community development services includes land use planning, subdivision, development, and mapping.

Building Inspection

Building inspection services ensure the health, safety, and protection of persons and property by confirming that buildings and their systems generally conform to the BC Building Code and other applicable standards.

Sewer Fund

Sewer services includes the management and maintenance of the sanitary sewer collection system.

Water Fund

Water services includes the management and maintenance of the water distribution system including reservoirs, wells, and hydrants.

14. Commitments and Contingencies:

- (a) The Nanaimo Regional District ("RDN") debt, under provisions of the Local Government Act, is a direct, joint and several liability of the RDN and each member municipality within the RDN, including the District.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021 with comparative information for 2020

14. Commitments and Contingencies: continued

- (b) The District is a defendant in various lawsuits. The District records an accrual in respect to legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The District is insured through membership in the Municipal Insurance Association ("MIA") of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of \$10,000. Should the MIA pay out claims in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute towards the deficit.
- (c) The District has \$375,948 (2020 - \$42,718) in open purchase orders at year end which have not been recorded in the financial statements. These amounts will be recorded in the period that the goods and services, to which they relate, are received.
- (d) Since March 2020, the COVID-19 outbreak has caused governments worldwide to enact emergency measures to combat the spread of the virus. These measures, which include the implementation of facility closures, travel restrictions, self-isolation periods, and social and physical distancing, have had a significant impact on the local and global economy. At the time of preparation of the 2021 financial statements, although some emergency measures have been scaled back, it is still not possible to make a reliable determination of the impact on the District's financial results for 2022.

During 2021, as a result of the pandemic, the District experienced supply chain issues and labour shortages, which also caused delays to certain projects.



SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2021

	Infrastructure										
	Land	Land Improvements	Buildings	Vehicles	Equipment	Roads	Sewer	Water	Assets Under Construction	2021	2020
HISTORICAL COST:											
Opening Balance	\$ 18,001,197	\$ 1,228,809	\$ 2,074,775	\$ 2,072,592	\$ 385,871	\$ 15,786,908	\$ 9,204,029	\$ 12,328,954	\$ 8,316,734	\$ 69,399,868	\$ 61,431,844
Additions	-	703,329	18,378	94,979	13,844	1,884,962	7,799,463	3,414,346	3,352,473	17,281,774	8,105,926
Disposal	-	-	-	-	-	(12,495)	-	-	-	(12,495)	(137,902)
Transfers	-	-	-	-	-	-	-	-	(10,019,411)	(10,019,411)	-
Closing Balance, Dec 31	18,001,197	1,932,138	2,093,153	2,167,571	399,715	17,659,375	17,003,492	15,743,300	1,649,796	76,649,736	69,399,868
ACCUMULATED AMORTIZATION:											
Opening Balance	-	464,051	1,072,151	766,498	306,434	5,171,358	1,249,497	2,332,486	-	11,362,475	10,564,049
Additions	-	45,041	49,471	89,901	27,714	428,853	156,039	212,875	-	1,009,894	925,938
Disposal	-	-	-	-	-	(12,495)	-	-	-	(12,495)	(127,511)
Closing Balance, Dec 31	-	509,092	1,121,622	856,399	334,148	5,587,716	1,405,536	2,545,361	-	12,359,874	11,362,476
NET BOOK VALUE	\$ 18,001,197	\$ 1,432,046	\$ 971,531	\$ 1,311,172	\$ 65,567	\$ 12,071,659	\$ 15,597,956	\$ 13,197,939	\$ 1,649,796	\$ 64,289,862	\$ 58,037,392

Schedule A



SCHEDULE OF RESERVE FUNDS

For the year ended December 31, 2021

	GENERAL FUND						SEWER FUND		WATER FUND	TOTAL	
	Operating Reserve	Capital Works	Facilities Life Cycle	Asset Replacement	Parks	CAC's	Asset Replacement	Debt Repayment	Asset Replacement	2021	2020
Opening Balance	\$ 1,317,677	\$ 705,426	\$ 1,379,339	\$ 606,619	\$ 499,808	\$ -	\$ 406,316	\$ -	\$ 1,273,296	\$ 6,188,481	\$ 4,350,015
Transfers in	23,100	650,000	132,100	615,678	680,750	12,000	50,000	920,924	807,577	3,892,129	2,623,114
Interest earned	13,599	7,280	14,235	6,260	5,158	-	4,193	-	13,142	63,867	59,335
Transfers out	(436,981)	(145,809)	-	(129,691)	(1,095,289)	-	(4,360)	(531,438)	(535,449)	(2,879,017)	(843,983)
Closing Balance	\$ 917,395	\$ 1,216,897	\$ 1,525,674	\$ 1,098,866	\$ 90,427	\$ 12,000	\$ 456,149	\$ 389,486	\$ 1,558,566	\$ 7,265,460	\$ 6,188,481

Schedule B



SCHEDULE OF STATUTORY SEGMENT DISCLOSURES

For the year ended December 31, 2021

	General Government Services	Transportation Services	Protective Services	Bylaw Enforcement	Solid Waste Collection	Recreation and Cultural Services	Community Development Services	Building Inspection	Sewer	Water	2021	2021 Financial Plan
REVENUE												
Taxation	\$2,543,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,724	\$ 363,000	\$ 2,954,176	\$ 2,958,294
Sales and services	-	-	-	-	248,164	-	76,877	169,000	381,440	1,053,016	1,928,497	1,078,997
Grants and government transfers	638,098	482,767	4,260	-	-	-	77,629	-	328,000	2,994	1,533,748	9,452,643
Investment income	101,566	-	-	-	-	-	-	-	4,715	-	106,281	82,500
Penalties and fines	24,034	-	-	7,650	-	-	-	-	4,315	6,088	42,087	29,522
Development charges earned	-	329,513	-	-	-	-	-	-	-	43,062	372,575	401,163
Contributions from developers and others	546,895	275,051	-	-	-	-	-	-	90,063	3,132,461	4,044,470	3,000
Other revenue from own sources	55,536	-	29,525	-	-	8,550	72,981	-	-	880	167,472	288,188
	3,909,581	1,087,331	33,785	7,650	248,164	8,550	227,487	169,000	856,257	4,601,501	11,149,306	14,294,299
EXPENSES												
Salaries, wages, and benefits	1,033,537	119,412	195,040	-	-	111,362	195,760	53,842	59,088	199,528	1,967,569	1,834,418
Materials and supplies	147,847	166,684	148,111	1,030	-	36,534	499	940	15,861	69,273	586,779	548,700
Contracted services	239,640	142,331	81,517	68,910	248,121	-	11,665	53,398	107,302	9,606	962,490	854,399
Other	93,338	180,953	35,013	-	-	14,854	84,582	-	73,997	74,136	556,873	605,413
Amortization	69,257	460,545	77,656	-	-	33,001	-	-	156,039	213,395	1,009,893	906,000
	1,583,619	1,069,925	537,337	69,940	248,121	195,751	292,506	108,180	412,287	565,938	5,083,604	4,748,930
SURPLUS / (DEFICIT)	\$ 2,325,962	\$ 17,406	\$ (503,552)	\$ (62,290)	\$ 43	\$ (187,201)	\$ (65,019)	\$ 60,820	\$ 443,970	\$ 4,035,563	\$ 6,065,702	\$ 9,545,369

Schedule C - 2021



SCHEDULE OF STATUTORY SEGMENT DISCLOSURES

For the year ended December 31, 2020

	General Government Services	Transportation Services	Protective Services	Bylaw Enforcement	Solid Waste Collection	Recreation and Cultural Services	Community Development Services	Building Inspection	Sewer	Water	2020	2020 Financial Plan
REVENUE												
Taxation	\$ 2,366,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,692	\$ 363,355	\$ 2,779,505	\$ 2,847,648
Sales and services	-	-	-	-	213,265	-	-	81,442	266,544	592,349	1,153,600	976,501
Grants and government transfers	1,785,783	334,590	525	-	-	-	22,373	-	3,710,978	4,258	5,858,507	5,094,669
Investment income	128,063	-	-	-	-	-	-	-	-	-	128,063	103,125
Penalties and fines	17,151	-	-	2,988	-	-	-	-	2,143	2,997	25,279	28,022
Development charges earned	-	267,966	-	-	-	-	-	-	-	-	267,966	300,000
Contributions from developers and others	-	-	-	-	-	-	-	-	-	-	-	3,000
Other revenue from own sources	131,720	-	28,928	-	-	5,000	112,414	-	-	-	278,062	298,450
	4,429,175	602,556	29,453	2,988	213,265	5,000	134,787	81,442	4,029,357	962,959	10,490,982	9,651,415
EXPENSES												
Salaries, wages, and benefits	874,738	101,854	183,900	-	-	106,992	216,186	9,379	39,971	175,998	1,709,018	1,725,030
Materials and supplies	131,550	167,069	124,284	-	1,797	33,627	-	119	24,588	60,097	543,131	562,350
Contracted services	158,636	104,464	45,568	39,947	211,672	-	12,349	35,201	86,148	10,411	704,396	769,648
Other	104,968	96,838	53,630	-	-	10,023	71,073	-	28,742	69,207	434,481	704,385
Amortization	61,645	443,939	77,710	-	-	33,503	-	-	113,481	195,660	925,938	765,000
	1,331,537	914,164	485,092	39,947	213,469	184,145	299,608	44,699	292,930	511,373	4,316,964	4,526,413
SURPLUS / (DEFICIT)	\$ 3,097,638	\$ (311,608)	\$ (455,639)	\$ (36,959)	\$ (204)	\$ (179,145)	\$ (164,821)	\$ 36,743	\$ 3,736,427	\$ 451,586	\$ 6,174,018	\$ 5,125,002





STATISTICS SECTION (UNAUDITED)





DEMOGRAPHICS

POPULATION OF LANTZVILLE 2017-2021

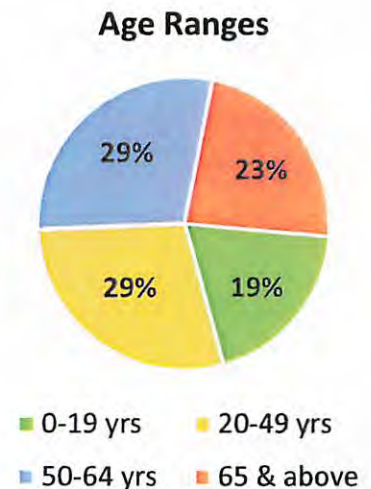
	2017	2018	2019	2020	2021
Total Population Estimates	3,797	3,860	3,805	3,845	3,874
% Change from Prior Year	1.5%	1.7%	-1.4%	1.1%	0.8%

Source: BC Statistics per <https://www2.gov.bc.ca>

LANTZVILLE - MOST RECENT CANADIAN CENSUS (2016)

Total private dwellings	1,517
Population density per square KM	130.2
Land area in square KMs	27.68

Age Ranges	Total	Male	Female
0-14 years	585	305	280
15-19 years	195	105	90
Subtotal: 0-19 years	780	410	370
20-34 years	435	220	215
35-49 years	660	340	325
Subtotal: 20-49 years	1100	560	540
50-59 years	590	275	315
60-64 years	365	185	180
Subtotal: 50-64 years	955	460	495
65-79 years	800	405	395
80-94 years	180	90	90
95 years and above	5	5	
Subtotal: 65 years and above	985	500	485
TOTAL	3820	1930	1890



Source: Statistics Canada > Census Profile, 2021 Census per <http://www12.statcan.gc.ca>

Note: 2021 totals differ due to differences in methodologies between BC Statistics population estimates versus Statistics Canada Census.

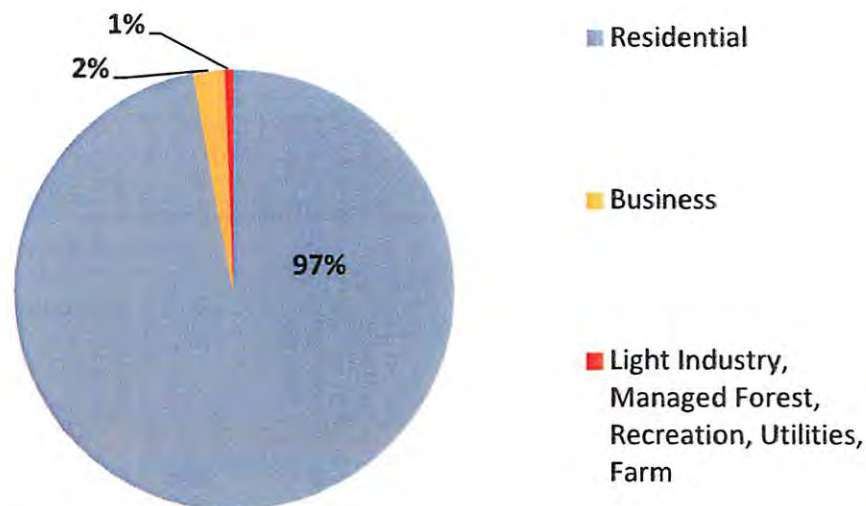
ASSESSMENT VALUES BY PROPERTY CLASS

TAXABLE ASSESSMENTS OF LAND AND IMPROVEMENTS 2017-2021 (IN THOUSANDS)

Property Class	2017	2018	2019	2020	2021
Residential	819,436	964,780	1,153,348	1,160,662	1,241,265
Business	20,952	24,063	26,065	29,242	29,442
Light Industry	1,606	1,871	2,047	2,298	2,423
Managed Forest	1,498	1,703	1,865	1,936	1,876
Recreation	1,658	1,678	1,710	1,796	1,832
Utilities	1,531	1,603	2,193	2,239	2,355
Farm	108	116	109	113	113
	846,789	995,814	1,187,337	1,198,286	1,279,306

Source: BC Assessment

2021 Assessment by Property Class



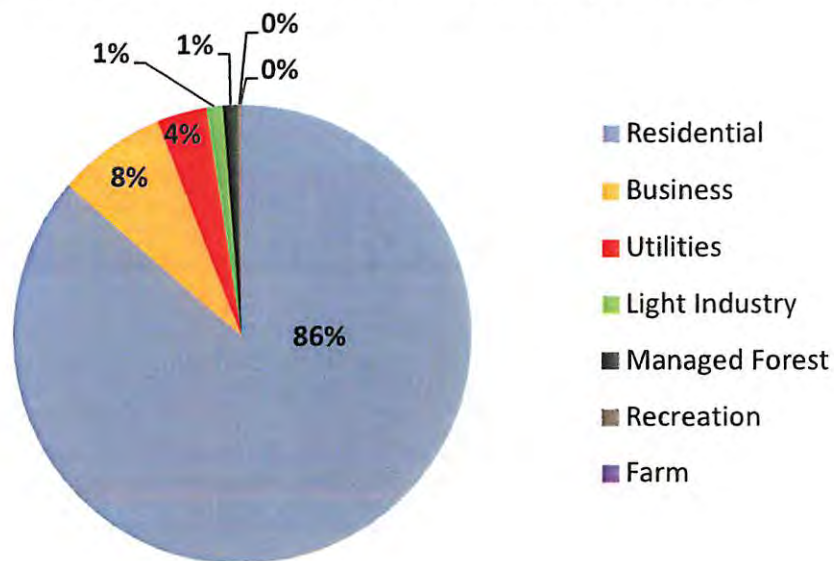
TAX REVENUE BY PROPERTY CLASS

TAX REVENUE BY PROPERTY CLASS 2017-2021

Property Class	2017	2018	2019	2020	2021
Residential	1,419,100	1,500,578	1,639,182	1,957,000	2,120,152
Business	145,143	149,709	148,175	197,213	188,581
Utilities	55,281	57,844	79,625	81,928	86,305
Light Industry	19,470	20,370	20,369	27,117	28,966
Managed Forest	9,728	9,933	9,940	12,240	25,635
Recreation	5,025	4,567	4,253	5,299	5,476
Farm	243	234	201	249	252
	1,653,990	1,743,235	1,901,745	2,281,046	2,455,367

Source: District of Lantzville Finance Department

2021 Tax Revenue by Property Class



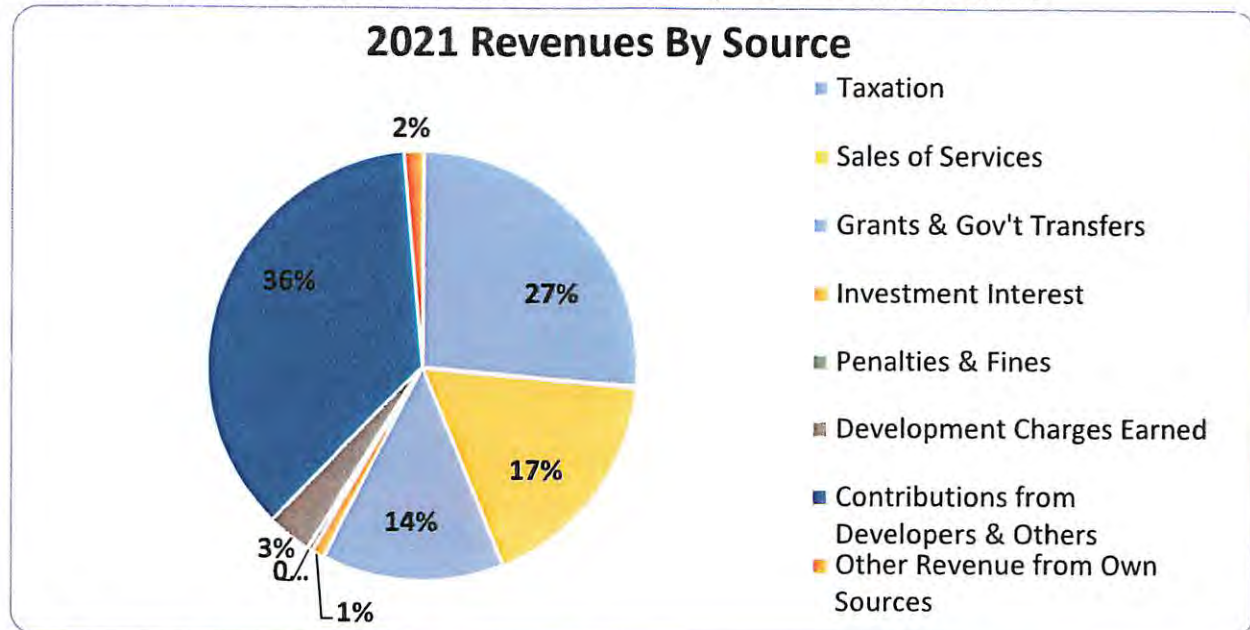
REVENUES BY SOURCE

REVENUES BY SOURCE 2017-2021

	2017	2018	2019	2020	2021
Taxation	2,254,500	2,269,986	2,407,064	2,779,505	2,954,176
Sales of Services	725,010	708,569	857,757	1,153,600	1,928,497
Grants and Gov't Transfers	672,180	747,111	845,750	5,858,507	1,533,748
Investment Interest	155,401	204,192	226,333	128,063	106,281
Penalties and Fines	36,064	26,884	29,220	25,279	42,087
Development Charges Earned	1,377	9,182	-	267,966	372,575
Contributions from Developers and Others	7,582	2,260	16,067,306	-	4,044,470
Other Revenue from Own Sources	150,726	479,834	213,899	278,062	167,472
	4,002,840	4,448,018	20,647,329	10,490,982	11,149,306

The increase in 2021 for Sales of Services represents an increase in development revenues resulting from bringing building permit activities in house. Previously this service was provided by the Nanaimo Regional District.

2021 Contributions from Developers and Others represents developer contributed assets for new development comprised of waterworks, roads and sanitary and sewer infrastructure.



Source: District of Lantzville Finance Department

EXPENSES BY FUNCTION & OBJECT

EXPENSES BY MAJOR FUNCTION/PROGRAM 2017-2021

	2017	2018	2019	2020	2021
General Government Services	1,287,678	1,377,640	1,194,057	1,331,537	1,583,619
Transportation Services	1,153,505	883,338	913,049	914,164	1,069,925
Protective Services	500,620	477,625	519,631	569,738	607,277
Solid Waste Collection	187,320	192,338	203,786	213,469	248,121
Recreation & Cultural Services	152,499	179,573	185,310	184,145	195,751
Community Development Services	107,144	120,289	180,673	299,608	400,686
Sewer	263,377	275,949	264,060	292,930	412,287
Water	408,817	364,744	462,440	511,373	565,938
	<u>4,060,960</u>	<u>3,871,496</u>	<u>3,923,006</u>	<u>4,316,964</u>	

Certain comparative figures have been reclassified to conform with presentation adopted in the 2021 Financial Statements.

Source: District of Lantzville Finance Department

EXPENSES BY OBJECT 2017-2021

	2017	2018	2019	2020	2021
Salaries, Wages and Benefits	1,369,167	1,373,988	1,453,554	1,709,018	1,967,568
Materials and Supplies	745,596	470,812	439,817	543,131	586,780
Contracted Services	857,302	788,334	734,041	704,396	962,490
Other	317,612	490,884	405,703	434,481	556,874
Amortization	771,283	747,478	889,891	925,938	1,009,892
	<u>4,060,960</u>	<u>3,871,496</u>	<u>3,923,006</u>	<u>4,316,964</u>	<u>5,083,604</u>

Certain comparative figures have been reclassified to conform with presentation adopted in the 2021 Financial Statements.

Source: District of Lantzville Finance Department

SURPLUS/(DEFICIT)

ANNUAL SURPLUS/(DEFICIT) 2017-2021

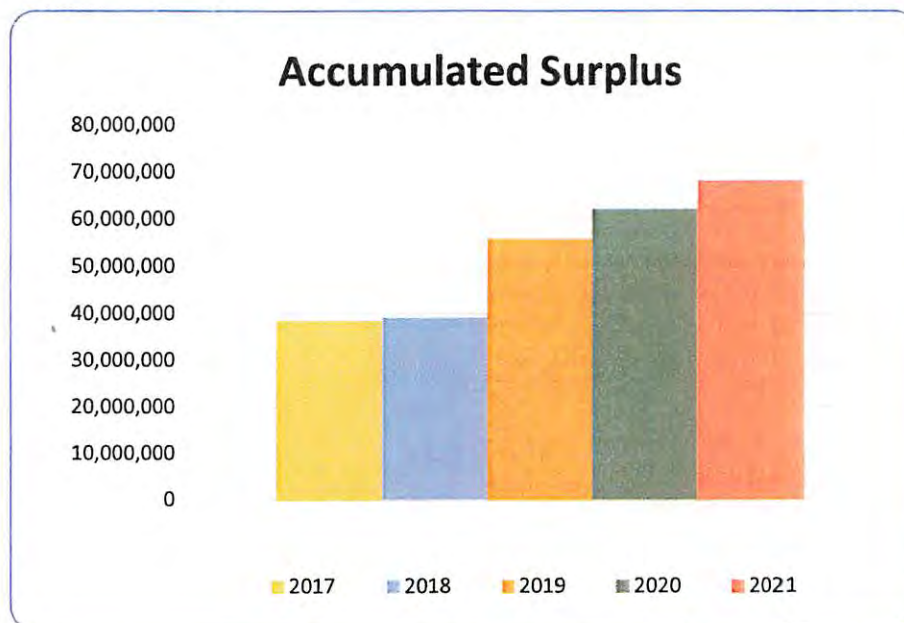
	2017	2018	2019	2020	2021
Annual Surplus/(Deficit)	(58,120)	576,522	16,724,323	6,174,018	6,065,702

Source: District of Lantzville Finance Department

ACCUMULATED SURPLUS 2017-2021

	2017	2018	2019	2020	2021
Accumulated Surplus	38,619,267	39,195,789	55,920,112	62,094,130	68,159,832

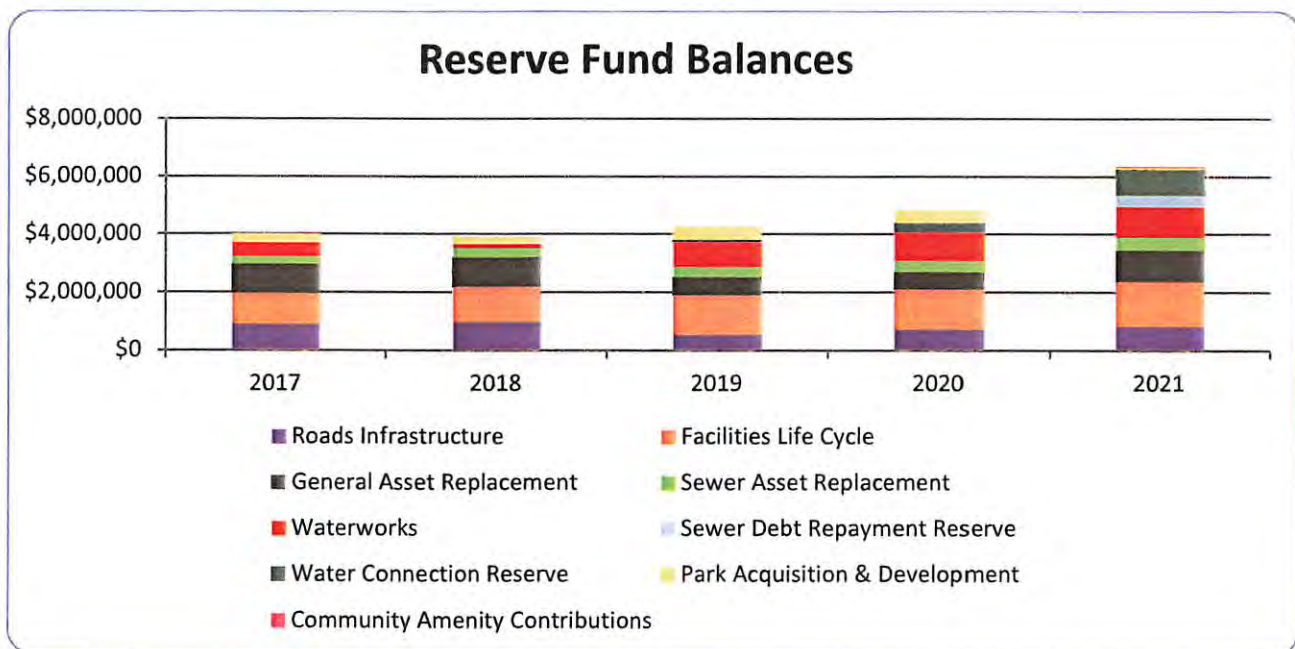
Source: District of Lantzville Finance Department



RESERVE FUND BALANCES

RESERVE FUND BALANCES 2017-2021

	2017	2018	2019	2020	2021
<u>Asset Reserves</u>					
Roads & Infrastructure Replacement	888,490	961,063	532,844	705,425	828,653
Facilities Life Cycle Replacement	1,059,817	1,208,800	1,359,088	1,379,340	1,525,674
General Asset Replacement	1,018,519	1,038,451	627,579	606,618	1,098,866
Sewer Fund Asset Replacement	278,727	325,940	363,142	406,316	456,149
Waterworks Reserve	456,645	123,468	843,868	947,074	1,049,642
<u>Utilities Reserves</u>					
Sewer Debt Repayment Reserve	-	-	-	-	389,486
Water Connection Reserve	-	-	76,859	326,223	897,166
<u>Developer Funded Reserves</u>					
Park Acquisition & Development	302,239	285,444	483,217	499,808	90,427
Community Amenity Contributions	5,420	10,645	63,418	1,317,617	917,395
	4,009,857	3,953,811	4,350,015	6,188,481	7,265,458



Source: District of Lantzville Finance Department



ASSETS & NEW CONSTRUCTION

ACQUISITION OF TANGIBLE CAPITAL ASSETS 2017-2021

	2017	2018	2019	2020	2021
Acquisition of TCA	881,425	2,918,080	17,780,610	7,968,024	17,269,279

Source: District of Lantzville Finance Department

NET FINANCIAL ASSETS 2017-2021

	2017	2018	2019	2020	2021
Net Financial Assets	6,722,816	5,149,428	4,993,727	3,998,110	3,823,073

Source: District of Lantzville Finance Department

NEW CONSTRUCTION 2017-2021

	2017	2018	2019	2020	2021
New Construction - Permit Values	6,146,624	4,342,877	17,585,807	22,676,545	22,423,000

Source: District of Lantzville Finance Department



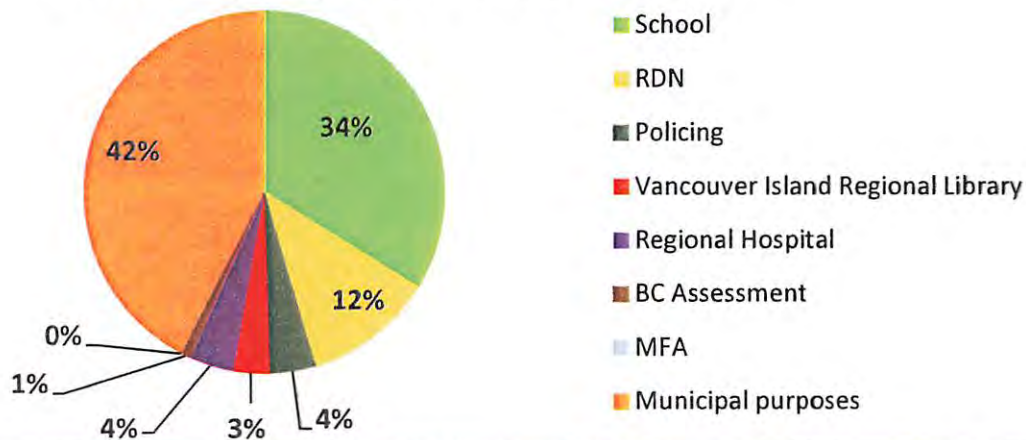
OTHER STATISTICS

TOTAL TAXES COLLECTED FOR OTHER AGENCIES 2017-2021

	2017	2018	2019	2020	2021
School	1,820,677	1,911,079	2,157,969	2,149,878	2,349,625
Regional District of Nanaimo	659,683	683,089	749,855	875,060	805,962
Policing	210,111	231,256	250,952	267,399	283,761
Vancouver Island Regional Library	178,117	189,526	193,190	212,535	224,963
Regional Hospital	177,904	185,525	203,126	203,247	273,916
BC Assessment	40,879	44,479	50,468	55,455	57,231
Municipal Finance Authority	178	210	249	252	268
	3,087,549	3,245,164	3,605,809	3,763,826	3,995,726

PROPERTY TAXES AVAILABLE FOR MUNICIPAL PURPOSES 2017-2021

2021 Property Value Taxes Collected



	2017	2018	2019	2020	2021
Net Taxes for Municipal Purposes	2,432,617	2,459,513	2,600,254	2,779,505	2,954,176

Source: District of Lantzville Finance Department

OTHER STATISTICS

TOP 10 PRINCIPAL CORPORATE TAXPAYERS FOR 2021

Registered Owner	2021 Municipal Taxes Levied
FortisBC Energy (Vancouver Island) Inc	\$47,162
Lantzville Projects Ltd	42,294
Lone Tree Properties Inc	40,358
Telus Communications Inc	29,278
Almarc Holdings Ltd	25,933
Jim Pattison Developments Ltd	23,298
Timberwest Forest Limited	17,245
Winchelsea View Golf Course Ltd	15,803
Datco Holdings Ltd	12,240
Hogler Enterprises Ltd	11,478
Total Tax Contribution from Top 10 Corporate Taxpayers	\$265,089

Total Municipal Tax for general purposes	\$2,954,176
---	--------------------

Proportion of municipal tax paid by top ten 8.97%

Source: District of Lantzville Finance Department

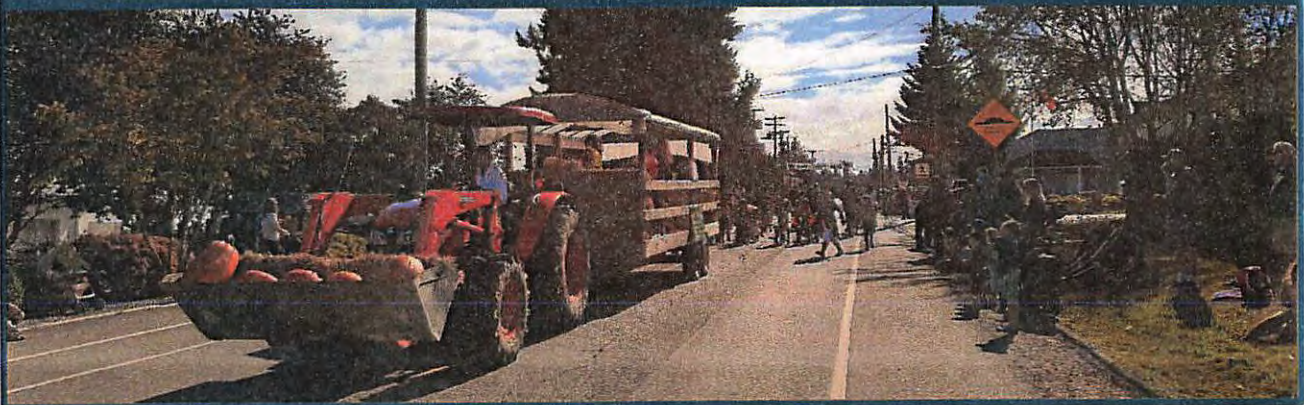
DEBENTURE DEBT

	Amount of Issue			
	Authorized	Unissued And Unsold	2021 Outstanding	2020 Outstanding
Sanitary Sewer – Phase 3	4,300,000	-	4,189,792	4,300,000
Total Debenture Debt	4,300,000	-	4,189,792	4,300,000

Source: District of Lantzville Finance Department



OTHER INFORMATION



DISTRICT OF LANTZVILLE

REPORT ON PERMISSIVE TAX EXEMPTIONS

2021 PERMISSIVE TAX EXEMPTIONS

Amount of Municipal Property Taxes that would have been imposed if no tax exemption 2021

Roll #	Civic Address	Owner	Lessee - Occupant	2021 Assessed Value Exemption	General Municipal Taxes
350 07917.000	7113 Lantzville Road	Anglican Synod Diocese of BC	St. Phillip's by the Sea Anglican Church	463,000	\$ 1,384
350 07945.100	7244 Lantzville Road (Community Use Building B)	District of Lantzville	Seaside Community Society – Woodgrove Christian Community Church	481,900	1,440
350 07920.000	Lot 1, Plan 9671, DL 27G (School Road Tennis Courts – Parking Lot)	District of Lantzville		629,000	1,880
350 07906.500	7225 Lantzville Road	Seaview Centennial Branch #257 of the Royal Canadian Legion		560,600	3,005
350 07919.500	7232 Lantzville Road (Community Use Building A)	District of Lantzville	Seaside Community Society	984,300	2,942
351 19458.008	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	116,700	4,276
350 19459.009	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	23,400	857
350 19459.012	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	16,600	608
350 19459.014	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	105,000	3,848
350 19459.017	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	103,000	3,774
350 19459.018	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	141,000	5,167
350 19459.019	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	139,000	5,093
350 19460.003	Railways within District boundaries	Island Corridor Foundation	Island Corridor Foundation	31,600	1,158
					\$ 35,432

2021 ANNUAL MUNICIPAL REPORT

DECLARATION OF DISQUALIFICATION FROM OFFICE

NIL REPORT

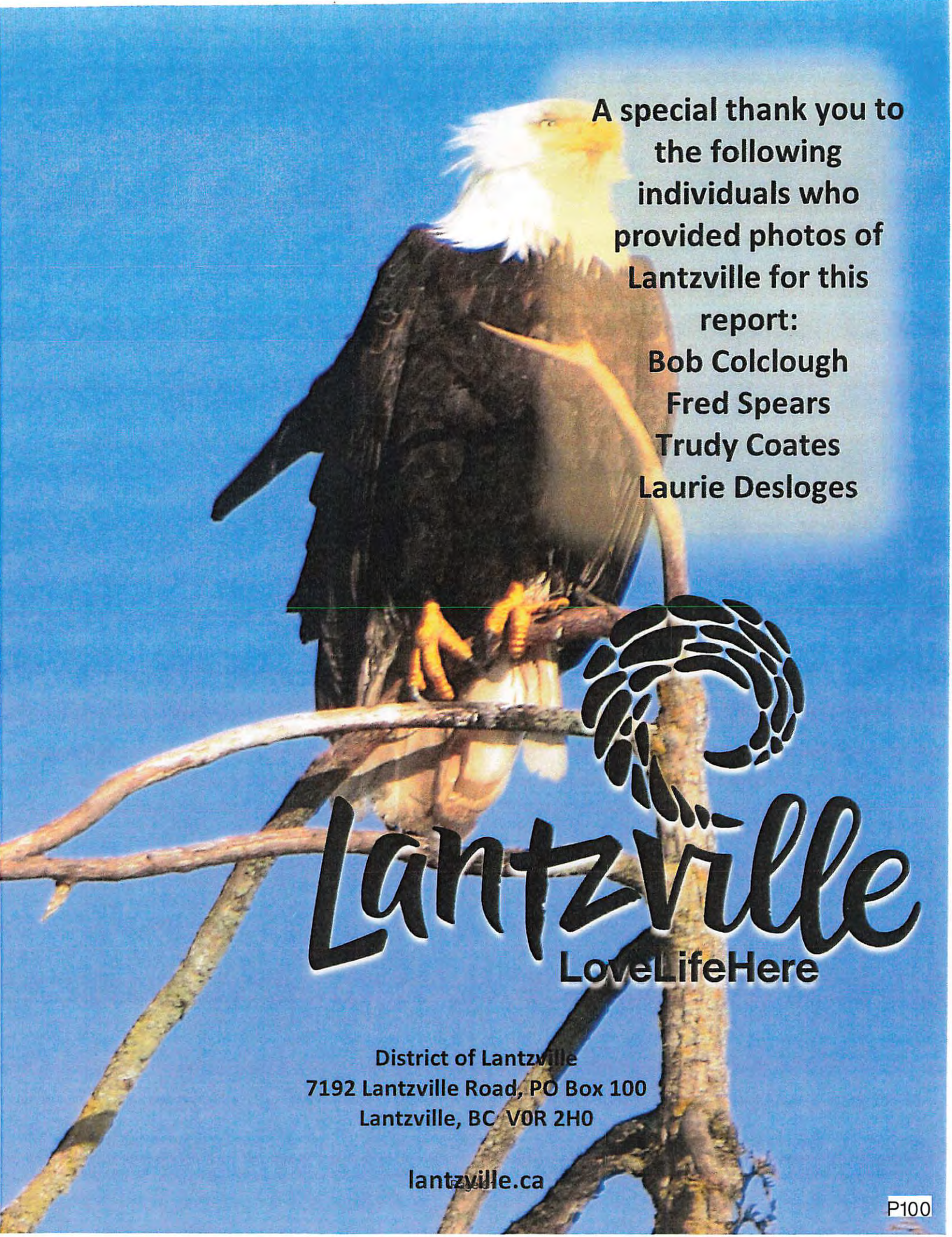
June 6, 2022

No declaration has been made for any Council or former Council member to be disqualified from office under section 111 of the *Community Charter*.

Trudy Coates

Trudy Coates
Director of Corporate Administration





A special thank you to
the following
individuals who
provided photos of
Lantzville for this
report:

Bob Colclough

Fred Spears

Trudy Coates

Laurie Desloges



Lantzville
LoveLifeHere

District of Lantzville
7192 Lantzville Road, PO Box 100
Lantzville, BC V0R 2H0

lantzville.ca

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 22, 2022

SUBJECT: 2021 Statement of Financial Information (SOFI)

PURPOSE

To provide the 2021 Statement of Financial Information (SOFI) for approval.

RECOMMENDATION

1. THAT the 2021 Statement of Financial Information be approved.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

The *Financial Information Act* requires municipalities to prepare a Statement of Financial Information in the prescribed form within six (6) months of the District's year end.

The Statement must be approved by Council.

It should be noted that due to COVID-19, many management staff members were not able to take vacation during 2021. Some management team members opted to have some of their vacation amounts paid out, so the gross salary amounts reported will appear higher during 2021 (as opposed to the gross salary amounts as per management contracts).

ATTACHMENT(S)

1. 2021 Statement of Financial Information

ANALYSIS/RATIONALE

The attached 2021 Statement of Financial Information meets the requirements set out in the *Financial Information Act*, including the *Financial Information Regulation* as well as the requirements set out in section 168 of the *Community Charter*.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

Annual Legislative Requirement

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

Prepared by:

Approved for submission to Council:


Raj Hayre, CPA
Director of Financial Services


Ronald Campbell
Chief Administrative Officer

Date: June 1, 2022

Date: June 1, 2022

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	June 22, 2022	
Closed (In-Camera)		
Committee of the Whole		

File Number: 1880-21-FINA

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2022\2022 06 22 Statement of Financial Information.docx



Lantzville



2021
STATEMENT OF
FINANCIAL
INFORMATION

Statement of Financial Information
Prepared Under the *Financial Information Act*
For the Year Ended December 31, 2021



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Schedule of Remuneration and Expenses -----	4
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Schedule of Guarantee and Indemnity Agreements -----	7
Schedule of Severance Agreements -----	7
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Statement of Financial Information
Prepared Under the *Financial Information Act*
For the Year Ended December 31, 2021



Management Report

Prepared in accordance with the *Financial Information Regulation*, Schedule 1, Section 9

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, MNP LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the *Act*. Their examination includes a review and evaluation of the District's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council.

On behalf of the District of Lantzville,

A handwritten signature in black ink, appearing to read "R. Hayre", written over a horizontal line.

Raj Hayre, CPA
Director of Financial Services
May 27, 2022

Statement of Financial Information
Prepared Under the *Financial Information Act*
For the Year Ended December 31, 2021



Schedule Showing the Remuneration and Expenses in Respect of Each Employee

Prepared under the *Financial Information Regulation*, Schedule 1, Section 6

ELECTED OFFICIALS

Elected Officials	Position	Remuneration	Expenses
Geselbracht, Will	Councillor	\$ 13,857	\$ 772
Proctor, Karen	Councillor	13,857	673
Savage, Ian	Councillor	13,857	257
Swain, Mark	Mayor	20,332	1,050
Wilson, Jamie	Councillor	13,857	-
Total - Elected Officials		\$ 75,760	\$ 2,752

EMPLOYEES

Name	Position	Remuneration	Expenses
Campbell, Ronald	Chief Administrative Officer	162,027	\$ 1,626
Coates, Trudy	Director of Corporate Administration	127,584	2,371
Richardson, Nelda	Deputy Director of Corporate Administration	93,739	245
Spears, Fred	Director of Public Works	121,653	1,880
Young, Kyle	Director of Planning	110,401	125
Employees less than \$75,000		907,901	5,604
Total - Employees		\$ 1,523,305	\$ 11,851

Reconciliation of Remuneration

Elected Officials	\$ 75,760
Employees	1,523,305
Reconciling items	368,504
Total per Statement of Revenue and Expenditure	\$ 1,967,569



Schedule Showing Total Paid to Each Supplier for Goods and Services Exceeding \$25,000

Prepared under the *Financial Information Regulation*, Schedule 1, Section 7

District of Lantzville
Statement of Financial Information
For the year ended December 31, 2021

Schedule of Payments Made for the Provision of Goods and Services

<u>Supplier name</u>	<u>Amount Paid</u>
679048 B.C. LTD.	\$ 37,260
B.A. BLACKWELL & ASSOCIATES LTD.	50,589
BC ASSESSMENT	57,231
BC HYDRO	149,770
CANADA REVENUE AGENCY	448,777
CC CANADIAN ENTERPRISES	59,822
CROFT SPENCER	30,457
DAVID STALKER EXCAVATING LTD	510,629
GREEN ROOTS PLAY EQUIPMENT	81,833
IWC EXCAVATION LTD	969,729
KNAPPETT INDUSTRIES 2006 LTD	869,466
KOERS & ASSOCIATES ENGINEERING LTD	344,018
LEUCO CONSTRUCTION INC	329,331
LIDSTONE & COMPANY - IN TRUST	1,328,834
LIDSTONE & COMPANY	123,175
LONE TREE PROPERTIES LTD	354,929
MALEY VENTURES INC.	201,863
MINISTER OF FINANCE - PROPERTY TAXATION BRANCH	1,301,690
MINISTER OF FINANCE - EMPLOYER HEALTH TAX	32,542
MONK OFFICE SUPPLIES LTD	30,057
MUNICIPAL INSURANCE ASSOCIATION OF BC	66,728
MUNICIPAL PENSION PLAN	194,814
NATIONAL PROCESS EQUIPMENT	27,709
NEUFELD KARL	51,692
PACIFIC BLUE CROSS	64,330
PACIFIC AUDIO WORKS LTD.	27,570
PARKSVILLE CHRYSLER	60,151
REGIONAL DISTRICT OF NANAIMO	1,866,014

Statement of Financial Information
Prepared Under the *Financial Information Act*
For the Year Ended December 31, 2021



ROCKY MOUNTAIN PHOENIX	
SEA TO SKY NETWORK SOLUTIONS INC.	88,282
SIGMA SAFETY CORP	37,238
SPAGNUOLO & COMPANY IN TRUST	75,000
DEXTERRA GROUP INC.	26,408
VANCOUVER ISLAND REGIONAL LIBRARY	211,407
WINDLEY CONTRACTING LTD.	104,177
WORK SAFE BC	27,232
Total payments exceeding \$25,000	\$ 10,283,642
Consolidated total of payments of \$25,000 or less	849,573
Total aggregate payments to suppliers	\$ 11,133,215

Schedule Showing Total Paid to Each Supplier for Goods and Services Exceeding \$25,000

Prepared under the *Financial Information Regulation*, Schedule 1, Section 7

Payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	-
Consolidated total of contributions exceeding \$25,000	-
Consolidated total of all grants and contributions exceeding \$25,000	-

Reconciliation:

Total aggregate payments to suppliers	\$ 11,133,215
Total aggregate grants and contributions	-
Adjustments*	(6,049,611)
Total per Statement of Revenue and Expenditure	\$ 5,083,604

* This statement shows actual payments during the year, while the Statement of Revenue and Expenditure reports expenses during the year. Differences include expenditures on capital projects, amortization, wages and benefits and other items.



Schedule of Guarantee and Indemnity Agreements

Prepared in accordance with the *Financial Information Regulation*, Schedule 1, Subsection 5

The District of Lantzville has not given any guarantee or indemnities under the *Guarantee and Indemnities Regulations*.

Schedule of Severance Agreements

Prepared under the *Financial Information Regulation*, Schedule 1, Subsection 6

There were no severance agreements between the District of Lantzville and its non-unionized employees in 2021.

Schedule of Debts

Prepared in accordance with the *Financial Information Regulation*, Schedule 1, Subsection 4

Information on all long-term debts for this organization is included in Note 6 to the financial statements.

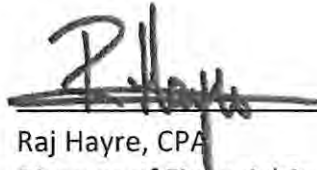
Statement of Financial Information
Prepared Under the *Financial Information Act*
For the Year Ended December 31, 2021



Statement of Financial Approval

The undersigned, as authorized by the *Financial Information Regulation*, Schedule 1, Subsection 9(2), approve all the statements and schedules included in this Statement of Financial Information, produced in accordance with the *Financial Information Act*.

Mark Swain
Mayor, on behalf of Council
May 31, 2022



Raj Hayre, CPA
Director of Financial Services
May 31, 2022

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 22, 2022

**SUBJECT: Lantzville Road Watermain Upgrade, Peterson Road to
Huddlestone Road Project - Tender Award**

PURPOSE

To provide Council with results pertaining to the District's invitation to tender for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project, referred to in the 2022-2026 Financial Plan.

RECOMMENDATION

THAT Council awards the contract for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project to Copcan Civil Ltd. in the amount of \$635,860 plus GST.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. THAT Council does not award the tender for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project to Copcan Civil Ltd. at this time.
Implication: Would not achieve completion of the project approved in the Financial Plan.

BACKGROUND/RELEVANT HISTORY

Council, during its 2022-2026 Budget approved funds (702,000) for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project to be constructed in 2022.

ATTACHMENT(S) - Nil

DISCUSSION

Tenders for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project were received and opened in public at the Municipal Hall on Thursday June 9, 2022, in the presence of District of Lantzville Staff, Koers Engineering staff, and representatives from one of the bidding contractors.

The project consists of the replacement of the old asbestos cement watermain with a new PVC watermain that will increase fire flow to the lower portion of the District.

An estimate was prepared by staff to provide a project budget for the Financial Plan in the amount of \$702,000 in 2021, which included engineering costs.

ANALYSIS/RATIONALE

Three tenders were received, and the tender prices are summarized below. Further, the tenders were checked by Koers & Associates Engineering staff for completeness and accuracy.

Contractor	Tender Price (net of GST rebate)	Days to Complete
Copcan Civil Ltd.	\$635,860	70
IWC Excavation Ltd.	\$804,934	150
Knappett Industries (2006) Ltd.	\$683,895	300

The lowest tender is from Copcan Civil Ltd. and is within the amount allocated to this project in the 2022-2026 Financial Plan. This contractor also provided for the lowest 'days to complete' amongst the tenders. Copcan Civil Ltd. is based in Nanaimo and has completed civil works throughout mid Vancouver Island including extensive experience in the installation of water infrastructure and has carried out water works for the District of Lantzville in the past. It is a respected company in the construction industry.

Three tenders were received for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project with Copcan Civil Ltd. being the lowest bidder. Staff recommend that Council award the contract to Copcan Civil Ltd. in the amount of \$635,860, net of GST.

1. **Strategic Plan Objectives**

Council Strategic Priorities 2021-2023, item 1.2 Bring Water to most residents in Lantzville – Implement Water Master Plan (**Watermain Replacement Program Fire Flows/Asbestos Projects**)

2. **Policy (Existing/Relevance/None)** - None

3. **Resources** - Nil

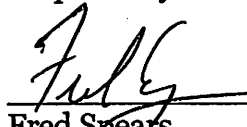
4. **Financial/Budget Implications**

The 2022 - 2026 Financial Plan capital expenditures include a \$702,000 provision for the Lantzville Road Watermain Upgrade, Peterson Road to Huddlestone Road Project of which \$11,645 has been spent, leaving available funding \$690,355.

5. **Sustainability Implications** - Nil

Prepared by:

Approved for submission to Council:



Fred Spears
Director of Public Works

Date: June 10, 2022



Ronald Campbell
Chief Administrative Officer

Date: June 13, 2022

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	June 22, 2022	9.c)
Special		
Closed (In-Camera)		

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 22, 2022

SUBJECT: Official Community Plan and Zoning Bylaw Amendment Application for the Foothills Development

PURPOSE

To consider an Official Community Plan and Zoning Bylaw Amendment application to amend the existing Foothills Comprehensive Development Area Plan and Foothills Comprehensive Development Zone. The proposed amendment bylaws will replace the current OCP and Zoning bylaws for the subject lands. If adopted the bylaws will allow for an overall increase in the maximum permitted residential units from 730 units to 814 units.

RECOMMENDATION

1. **THAT** "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021" be given first reading.
2. **THAT** "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021" be given second reading.
3. **THAT** "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021" is consistent with the District of Lantzville Financial Plan and the relevant waste management plans.
4. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021" be given first reading.
5. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021" be given second reading.
6. **THAT** a public hearing for Official Community Plan Amendment Bylaw No. 279 and Zoning Amendment Bylaw No. 280 be scheduled.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. DEFEAT THE BYLAW(S)

Per the Council Procedure Bylaw, if a motion to pass any reading or adoption of a bylaw is defeated, that bylaw shall be deemed to have been defeated. The application to amend the bylaws would end.

2. AMEND THE BYLAW(S)

When either of the following motions are on the floor:

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021” be given second reading.

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021” be given second reading.

Amend either by motion:

THAT the motion on the floor be amended by adding “as amended [*insert specific wording of amendment*].”

Vote on the main motion as amended:

THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Foothills Special Area Plan) Bylaw No. 279, 2021” be given second reading, as amended [*insert preceding amendment*].

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Foothills Comprehensive Development Zone) Bylaw No. 280, 2021” be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known. If Council chooses to amend the bylaws, staff will advise the applicant and give the applicant an opportunity to proceed with the application, as amended, or abandon the application.

BACKGROUND/RELEVANT HISTORY

The subject property is comprised of 4 parcels of land, as shown in **Attachment #1**.

1. PID 000-060-542
2. PID 000-060-569
3. PID 000-060-097
4. PID 009-438-904
5. PID 030-653-703

The subject lands were rezoned in 2007 to allow for a master planned residential community commonly referred to as the “FOOTHILLS”. At time of the rezoning, a Development Agreement (**Attachment #3**) was registered on title to ensure certain commitments were undertaken. The current zoning allows for a total buildout of 730 units.

In 2014, the District entered into a Memorandum of Understanding (MOU) (**Attachment #5**) with the property owner (Lone Tree Properties Ltd.). While the MOU is not binding, it does provide an outline of the generally accepted principles between the District and the owner for replacing the existing Development Agreement with a Phased Development Agreement (PDA).

It has been eight (8) years since the execution of the MOU. The property owners have submitted a development application to amend the Official Community Plan (OCP) and Zoning Bylaw to renew the vision for the Foothills as a more sustainable project that aligns closely with the current OCP. To date, approximately 102 single-family lots have been created and the District has received approximately 720 acres of parkland.

ATTACHMENT(S)

1. Location Map
2. Existing OCP Map
3. Existing Zoning Map
4. Existing Section 219 covenant
5. Executed Memorandum of Understanding
6. Cover letter dated August 4, 2021
7. Proposed Amendment Bylaw No. 279 - Foothills Special Area Plan
8. Proposed Amendment Bylaw No. 280 - Foothills Comprehensive Development Zone
9. Public Engagement Summary
10. Existing Foothills Zone

PROPOSAL

The property is approximately 737 hectares (1,822 acres) in size and is designated as Foothills Comprehensive in the OCP. The owner has applied for OCP and Zoning Bylaw amendments to revise the existing Foothills Comprehensive Development Area designation and Comprehensive Development (CD) Zone. The proposed Foothills zone revision will ensure that development and subdivision of the properties align with the proposed Foothills Special Area Plan (SAP). The proposed SAP and zoning will allow for a new total of 814 residential units and 5,000m² for commercial uses. This is an increase of 84 units from the 730 units outlined in the 2014 MOU.
(See Attachments #2, #3 and #6)

The proposal is for a comprehensive development that includes three distinct neighborhoods, each with their own mix of residential and non-residential uses, building typologies, parks and greenways and land for community uses. The big change from the previous plan is the removal of the residential use in the southwest parklands, which is now approximately 445 ha (1,100 acres) in size. That land is now part of the large western parkland area and the residential density has been moved to the developable lands east of the parkland. This slightly increases the overall number of units to a total of 814 units throughout the development (including three neighborhoods) and the parkland now wholly intact.

ANALYSIS/RATIONALE

The purpose of the SAP is to establish a set of policies and guidelines that apply to the development or subdivision of land for the area designated Foothills Comprehensive in the OCP. If adopted by Council, the SAP will be attached to the OCP as an Appendix. The proposed Foothills CD zone will regulate the remaining lands on the property and the completed phases will continue to be zoned Foothills Zone (FH) (Section 1.8 of the Zoning Bylaw).

The MOU was originally executed on September 4, 2014 and is intended to inform a PDA for provision of infrastructure, services and amenities. The PDA will replace the existing Section 219 covenant registered at the time of zoning approval in 2007.

OCP

The subject property falls within the Foothills Comprehensive land use designation in the OCP. The proposal is consistent with the goals of the OCP.

Goal 1 – Protect the Natural Environment

The applicant submitted an Environmental Review for the Foothills Development to evaluate environmental constraints. The proposal results in increased development and associated environmental impacts in a smaller area and the retention of larger, continuous greenspace areas outside of the development sites. A habitat offsetting concept has been created to achieve a net benefit for fish and wildlife. The report recommendations include avoiding wetlands and environmentally sensitive features during development, developing a habitat offsetting concept based on detailed mapping of sensitive features, maintaining mature trees as much as possible and managing invasive species. Environmental Management and Sediment and Erosion Control Plans will be submitted at the time of subdivision for each phase of development.

A Wildfire Hazard Assessment was submitted to incorporate FireSmart strategies into the proposal to help ensure that the Foothills lands are resilient to wildfire and safe. The report recommends mixed use development, as greater density in a smaller area reduces the amount of interface area. Recommendations for land clearing and construction are also provided.

Stormwater management will be accomplished pursuant to “Subdivision and Development Works and Services Bylaw No. 175, 2020”. The SAP includes a policy that encourages innovative stormwater techniques such as bioswales to be utilized wherever possible. Any future strata developments will require a common drainage system.

Goal 2 - Preserve Community Character

The OCP anticipates that Lantzville will retain its unique foreshore to foothills rural and suburban character and remain a primarily residential community with some development of locally oriented services and commerce. The proposed commercial uses will provide for Foothills residential visitors and residents’ day to day needs without detracting from the primary Village Core. The Foothills has been used by the community as a recreation area for a number of years, this proposal takes another step in securing the Foothills western parkland area as a community trail network and open space.

Goal 4 – Provide Housing Choices

There is little to no diversity in housing types in the District. This proposal includes a range of housing options including single-unit housing, duplexes, rowhouses, townhouses, apartments, community care, and assisted living. Having housing choices near employment and business uses and local commercial services is a sustainable land use model and eliminates vehicular trips. As the highway bisects Lantzville's connectivity, this is of particular importance. In addition, 51 acres of land are proposed for dedication to the District, which could be used to address community needs.

Goal 6 – Develop Community Infrastructure

The development will be connected to District sewer and Foothills reservoirs for water. Foothills is providing water from local reservoirs and must prove serviceability and fire flows at time of subdivision. The proposal includes the provision of substantial lands for regional and community parks, sports fields and a community use parcel that can be used at the District's discretion based on topographic, infrastructure and servicing constraints and feedback from the community.

Goal 7 – Improve Road, Pedestrian and Bicycle Mobility

The development will result in road upgrades to accommodate on-street parking, sidewalks, bike paths, streetlights, street trees and transit. Due to site constraints, some right-of-way standards will need to be modified, if required this will occur at time of subdivision. A roundabout is required at the intersection of Harwood Drive and Aulds Road. Securing emergency access for the District via the Vipond Connector and construction of the roundabout will occur at time of the first subdivision.

The Traffic Impact Assessment (TIA) recommends that an update to the TIA occur at the time of consideration of the development of parks and trails, specifically the over 1,100 acre western parkland to reflect that it is an active destination use.

Special Area Plan (Attachment #7)

The Special Area Plan for the Foothills contains five main goals:

1. Ecological conservation with low impact and integrated development
2. Unparalleled access to nature and park spaces
3. A rich diversity of homes clustered around local neighborhood hubs
4. Strong transportation connections and active mobility options
5. Key investments in stormwater and infrastructure solutions

The SAP proposes a mix of land uses including a nature park, neighborhood parks, neighborhood centres, residential neighborhoods and institutional sites. The purpose of the land use designations is to establish a plan for the various development areas within the Foothills informed by site constraints, access and natural features. The SAP contains the following land use designations within the Foothills:

1. **Uplands Residential** is an area with a mix of low impact medium lot single detached homes with select pockets of semi-detached homes located to avoid steep slopes and impacts to the natural hillsides.
2. **Foothills Residential** is an area of compact and walkable residential uses including small lot single detached, Bare Land Strata, ground-oriented building forms, apartment uses and some mixed use.

3. **Neighborhood Centres** in the Foothills are areas that provide the local, day-to-day commercial and service needs for the residents and visitors. There are three distinct Neighborhood Centres, each with a unique makeup of land uses and amenities:

- **The Village** is a mixed-use area for residents and visitors. The allowable uses include a range of residential forms, some local-serving commercial uses such as childcare, food and beverage services, health services and office.
- **The Quarry Service Centre** is a service commercial focused area that supports the practical needs of Foothills residents with storage facilities, garden centres and a limited range of commercial uses. Institutional uses are also permitted in this Neighborhood Centre.
- **The Heikkila Creek Neighborhood Centre** is an area with compact housing, a mix of local commercial and open spaces and amenities such as community services or recreational uses in larger buildings. The allowable uses include a range of residential forms, service commercial uses such as childcare and food and beverage service, health services and office.

Zoning (Attachment #8)

The proposal includes the addition of new definitions to the Zoning Bylaw. The following definitions will be added to Part 3:

Caretaker Unit	means a self-contained living unit with one or more sleeping units, sanitary facilities and only one kitchen, located within a commercial or industrial building, or within an accessory building, and occupied by an owner or employee of a business located on the same legal parcel.
Cluster Housing	means one dwelling unit or two dwelling units within the same building which are on the same lot as at least four other dwelling units.
Electric Vehicle Supply Equipment-Ready (EVSE-Ready)	means all infrastructure required for charging an electric vehicle, with the exception of charging equipment, is included.
Institutional Use	means a facility established to serve a social, recreational, educational, or other public purpose and includes but is not limited to assembly, community care facility, community centre, community hall, cultural service, fire hall, library, municipal office, park, place of worship, public art gallery, public museum, school or public swimming pool.
Live Work	means a self-contained living unit with one or more sleeping units, sanitary facilities and only one kitchen, located within a commercial or industrial building, or within an accessory building, and occupied by an owner or employee of a business located on the same legal parcel.

Storage Facility	means the commercial use of land, a building, or a portion of a building, for the storage of personal property.
Tourist Accommodation	means a building or buildings providing temporary accommodation for the public in units, each of which has its own sanitary facilities, including water closet and washbasin and may include a kitchen, and may include a conference centre, restaurant, personal services and premises licensed under the <i>Liquor Control and Licensing Act</i> .

In keeping with the theme of creating a more sustainable development, the proposed zoning amendment provides for an increase in maximum building heights from 12m to 15m for apartment and commercial buildings, increased lot coverage and smaller minimum parcels sizes. These proposed changes are intended to reduce the overall building footprint and reduce the amount of infrastructure (i.e. roads) , thus protecting more of the natural environment.

Comprehensive Development Zone

The proposed updated zone will regulate the remaining phases of the Foothills development while retaining the development already built. The purpose of the zoning is to implement the SAP. The new Foothills SAP zone divides the Foothills into five sub-areas plus the existing developed lands and outlines the permitted uses. The new Foothills zone caps the total buildout density at 814 residential units and 5,000m² of non-residential uses.

Phased Development Agreement

In accordance with the OCP and MOU a PDA will be prepared for Council’s consideration. A PDA will provide the certainty the District and owner require for zoning and servicing provisions. It “locks-in” the phased provision of infrastructure, services and amenities for the term of the PDA. A separate report with the proposed PDA will come to Council at a future Council meeting for consideration.

Community Amenity Contributions

The MOU originally required that within the PDA, the owner would provide community amenity contributions to the District. Since that time, the development has changed, and has been fleshed out with several community engagement events for public feedback, as well as discussions between the applicant and District staff.

The following amenities will be included in the Foothills PDA:

1. 183 acres of western parkland added to overall parkland dedication,
2. 51-acre site to be dedicated to the District,
3. Amenity contribution per unit of \$9,100 with no maximum. The potential contribution is \$6.3 million which is over the MOU stated maximum of \$5.8 million,
4. Construction of 1,301m³ expansion to pump station reservoir,
5. Pathway from Foothills to the Phillips/Aulds intersection,
6. Construction of a roundabout at the Harwood/Aulds Road intersection, and

7. Preparing a Parks Strategy which speaks to:
 - a. Village walkways
 - b. Gravel trailhead parking lots
 - c. Public washroom
 - d. Drinking fountain
 - e. Children's play structure
 - f. Emergency information and/or supplies kiosk.

Works and Services

Subdivision and development of the property will be subject to the requirements of the Subdivision and Development Works and Services Bylaw No. 175, 2020.

Strategic Plan Objectives

The proposed development application is in keeping with Council's Strategic Priorities 2021-2023:

"3.2 Complete the negotiation of the Foothills phased Development agreement."

Policy (Existing/Relevance/None) - N/A

Resources

The District will need to increase capacity as the development proceeds and the infrastructure and assets are acquired. Public and private amenities will be detailed out in the PDA, which will include a Parks Strategy for the proposed parkland dedications and amenities within the parking and trail head areas.

Council and District staff will need to work with the developer and Regional District of Nanaimo to determine the future management and operations for the western parkland. The proposed parkland dedication will be approximately 445ha (1,100 acres) in size and has established trails and use areas. While the Foothills development to the east of the parkland should integrate and connect to it accordingly, a course of action should be determined for the western parklands as this area is too large of an asset for the District to manage under current staff levels.

Financial/Budget Implications

The District will be taking on a significant amount of new public infrastructure and assets, including roads, water, sewer and stormwater management infrastructure and parkland as the development continues to buildout. Council will need to consider additional staffing resources as the Foothills and other large development proposals proceed.

Sustainability Implications

The proposed development is sustainable as it will be more compact, reducing the amount of infrastructure thus reduces the amount of servicing infrastructure highly sustainable and will be the economic and social focal point of the community.

Legal Implications - N/A

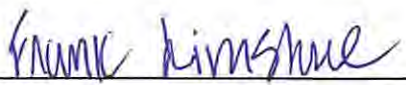
Official Community Plan (OCP) Public Consultation

The applicant has held public consultation (in-person – March 24, 2022 and virtually – April 5, 2022) events. A summary of comments from the events is provided in **Attachment #9**.

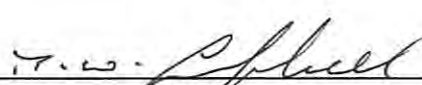
Financial Plan/Waste Management Plan

The proposed application is consistent with the District of Lantzville Financial Plan and relevant waste management plans.

Prepared by:


Frank Limshue,
Director of Planning and Community Services

Approved for submission to Council:


Ronald Campbell,
Chief Administrative Officer

Date: June 14, 2022

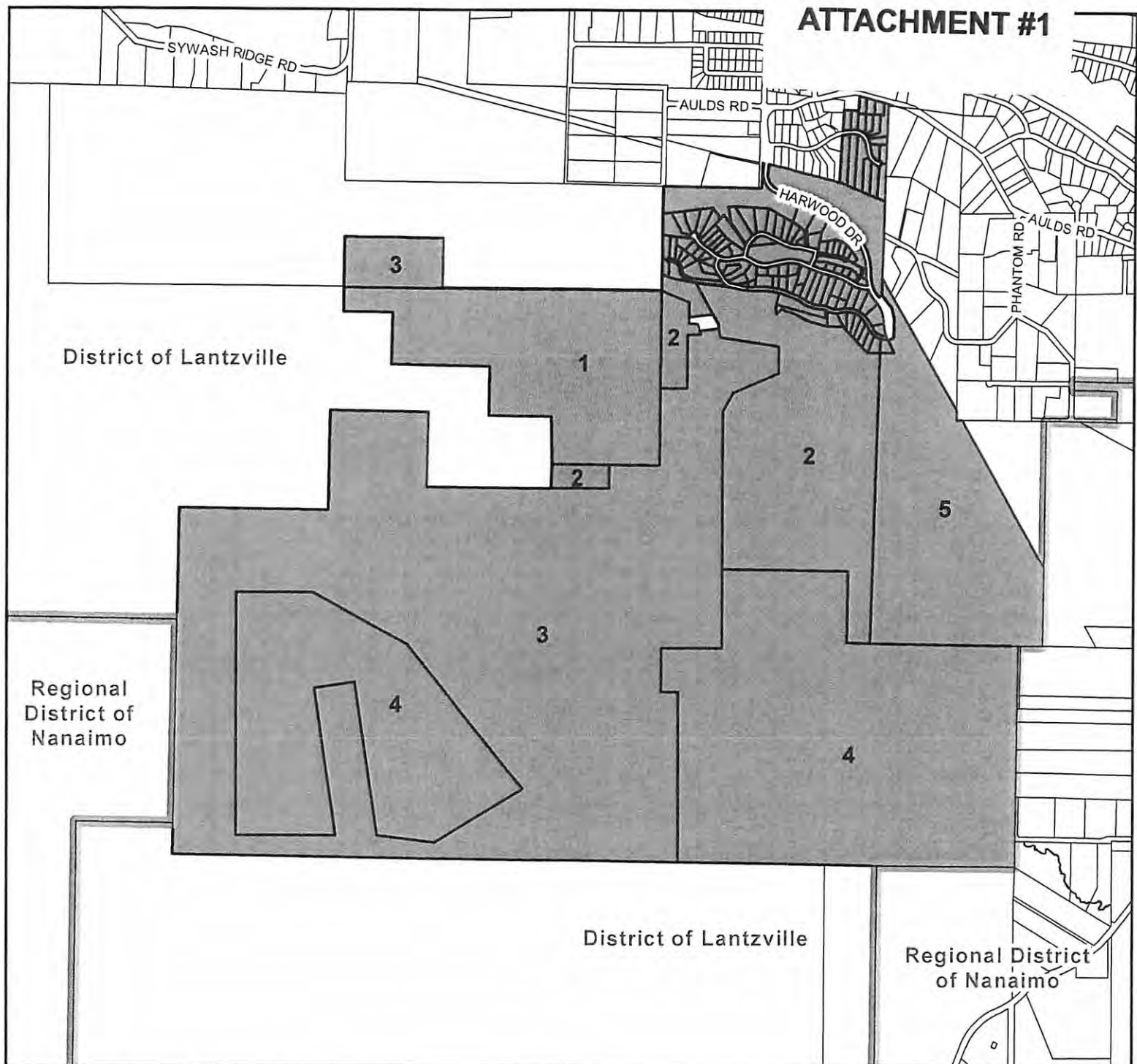
Date: June 14, 2022

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	June 22, 2022	9. dfe
Closed (In-Camera)		

File Number: 3360-20-21-5

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2022\2022 06 22 Official Community Plan and Zoning Bylaw Amendment Application for the Foothills Development.docx



Subject Properties

1 - Block 794, Nanoose District, Except Part in Plan EPP82584
PID:009-438-904

2 - Block 471, Nanoose District, Except Parts in Plans 27114, VIP78883, EPP82584, and EPP115741
(See Plan as to Limited Access)
PID:000-060-097

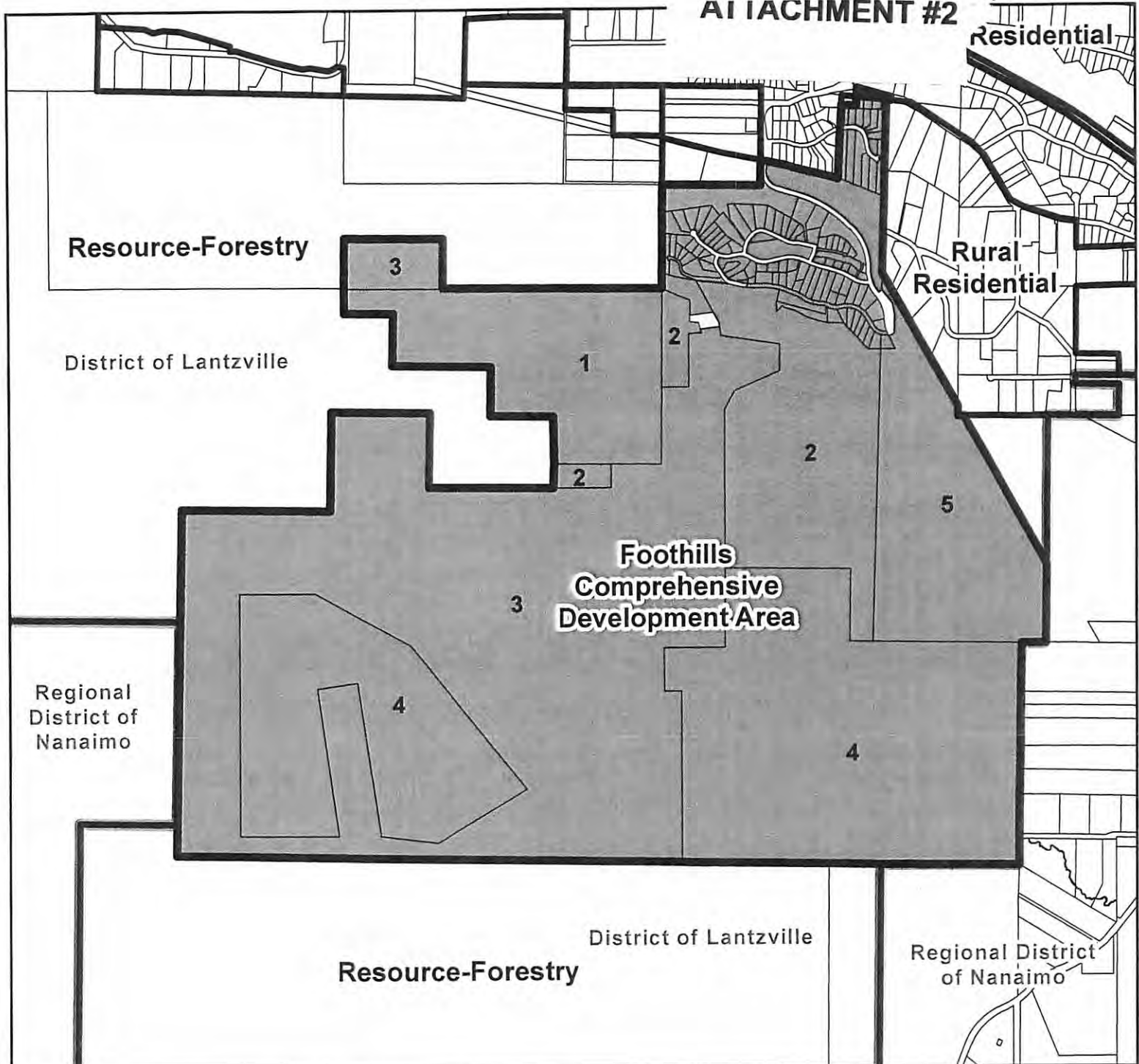
3 - Lot 64, Blocks 471, 206 & 794, Nanoose District, Plan EPP82584
PID: 030-653-703

4 - Block 206, Nanoose District, (Situate Partly Within Wellington District), Except Part in Plan EPP82584
PID:000-060-542

5 - That Part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively from the South West and South East Corners of Said Block, Except Part in Plan EPP115741
PID:000-060-569



0 200 400 P119
Meters



Subject Properties **Existing OCP Landuse**

1 - Block 794, Nanoose District, Except Part in Plan EPP82584
PID:009-438-904

2 - Block 471, Nanoose District, Except Parts in Plans 27114, VIP78883, EPP82584, and EPP115741
(See Plan as to Limited Access)
PID:000-060-097

3 - Lot 64, Blocks 471, 206 & 794, Nanoose District, Plan EPP82584
PID: 030-653-703

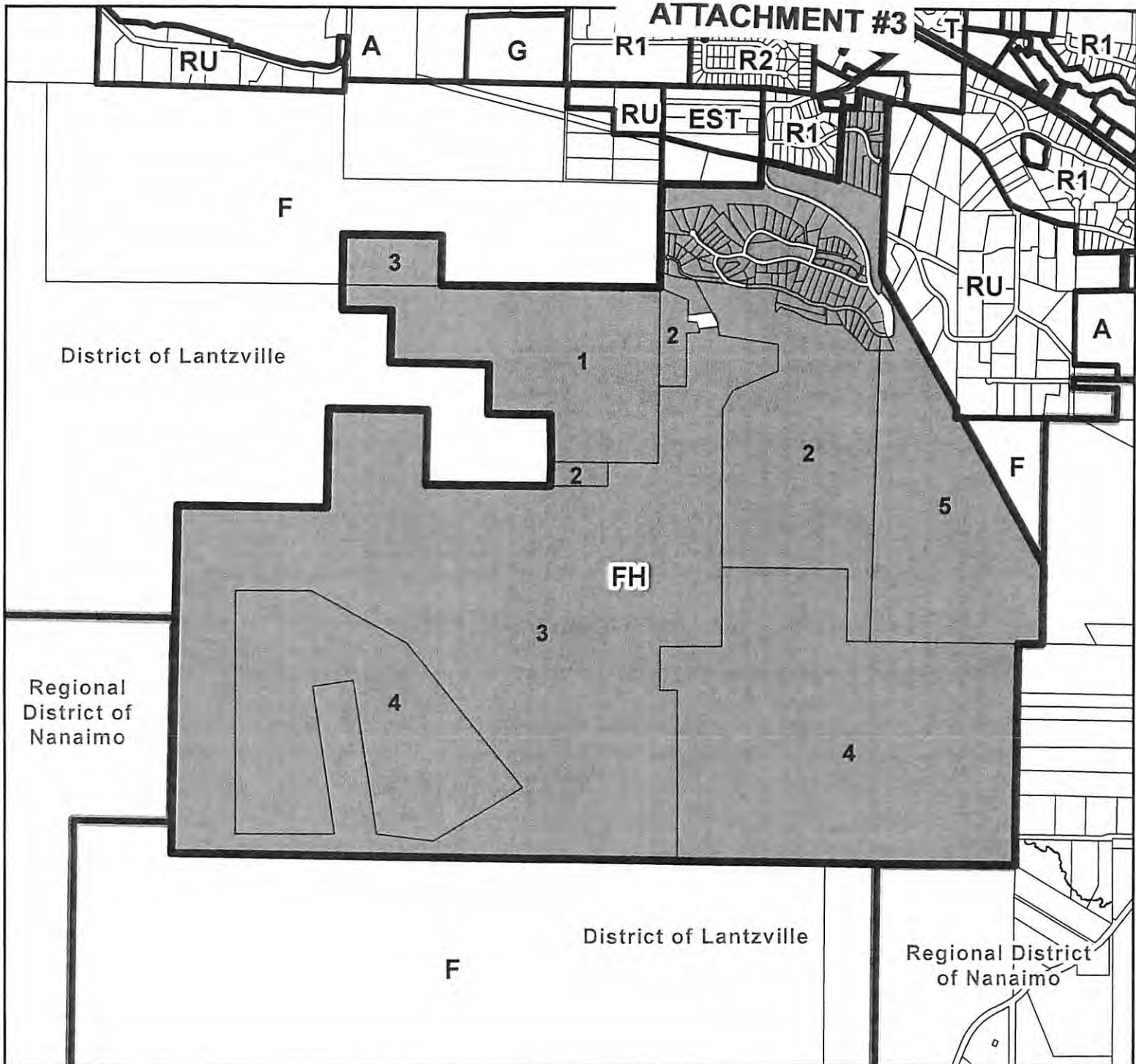
4 - Block 206, Nanoose District, (Situate Partly Within Wellington District), Except Part in Plan EPP82584
PID:000-060-542

5 - That Part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively from the South West and South East Corners of Said Block, Except Part in Plan EPP115741
PID:000-060-569



0 200 400P120
Meters

ATTACHMENT #3



Subject Properties **Existing Zoning**

1 - Block 794, Nanoose District, Except Part in Plan EPP82584
PID:009-438-904

2 - Block 471, Nanoose District, Except Parts in Plans 27114, VIP78883, EPP82584, and EPP115741
(See Plan as to Limited Access)
PID:000-060-097

3 - Lot 64, Blocks 471, 206 & 794, Nanoose District, Plan EPP82584
PID: 030-653-703

4 - Block 206, Nanoose District, (Situate Partly Within Wellington District), Except Part in Plan EPP82584
PID:000-060-542

5 - That Part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively from the South West and South East Corners of Said Block, Except Part in Plan EPP115741
PID:000-060-569



0 200 400 P121
Meters

PENDING VIFB55607 Y10762 2007-06-07-11.16.37.372597

11 09

FB055608

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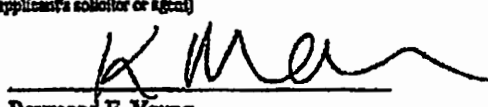
LAND TITLE ACT
FORM C
 (Section 213)
 Province of British Columbia

GENERAL INSTRUMENT-PART 1 (This form for Land Title Office use)

Page 1 of 18 Pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

Raymond B. Young
 LIDSTONE, YOUNG, ANDERSON
 #1616 - 808 Nelson Street
 Vancouver, BC V6Z 2H2
 (604) 689-7400


 Raymond B. Young
 Applicant's Solicitor

c/o West Coast Title Search Ltd
 10104

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:⁴

(PID)

(LEGAL DESCRIPTION)

31 05/06/01 11:09:19 01 VI
 CHARGE

756908
 \$131.30

See Schedule

3. NATURE OF INTEREST:⁵

Description

Document Reference
 (page and paragraph)

Person Entitled to Interest

Section 219 Covenant

Entire Instrument

Transferee

Priority Agreement granting Page 14
 Section 219 Covenant
 priority over
 Mortgage EX160999

Transferee

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filled Standard Charge Terms

— D.F. No.

(b) Express Charge Terms

X

Annexed as Part 2

(c) Release

—

There is no Part 2 of this instrument.

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):⁶

LANTZVILLE FOOTHILLS ESTATES INC. (Inc. No. 681689) [as to covenant]
 ALGONQUIN CAPITAL CORPORATION (Inc. No. A0062313)[as to priority]

6. TRANSFEREE(S): (including postal address(es) and postal code(s))⁷

DISTRICT OF LANTZVILLE, P.O. Box 100, Lantzville, B.C. V0R 2H0

LAND TITLE ACT
FORM C
(Section 233)
Province of British Columbia

GENERAL INSTRUMENT-PART 1

Page 2

7. **ADDITIONAL OR MODIFIED TERMS***

N/A

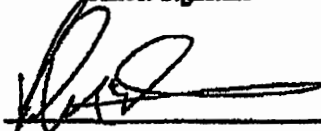
8. **EXECUTION(S)****This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature

Execution Date

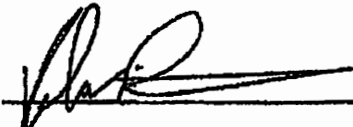
Parties Signature

Y M D

 2007 05 30

Robert J. McKinnon
Barrister and Solicitor
3000, 237 - 4th Avenue S.W.
Calgary, Alberta T2P 4X7

(as to both signatures)

 2007 05 30

Robert J. McKinnon
Barrister and Solicitor
3000, 237 - 4th Avenue S.W.
Calgary, Alberta T2P 4X7

(as to both signatures)

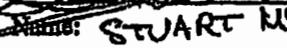
LANTZVILLE Foothills
ESTATES INC. by its authorized
signatory(ies):

Name:


Name: John Clark

ALGONQUIN CAPITAL
CORPORATION by its
authorized signatory(ies):

Name:


Name: STUART MCEUNE

Name:

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.
** If space insufficient, continue execution on additional page(s) in Form D.

LAND TITLE ACT

FORM D

EXECUTIONS CONTINUED

Page 3

8. EXECUTION(8):**This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature

Execution Date

Parties Signature

Y M D

Saerton
Name of Officer: S. Carlton 2007 05 31
Deputy Director
Corporate Administration
7192 LANTZVILLE RD
LANTZVILLE BC. VOR 2HO
A COMMISSIONER FOR TAKING
AFFIDAVITS IN B.C.
(as to both signatures)

DISTRICT OF LANTZVILLE by
its authorized signatory(ies):

John P. Hume
Mayor: Colin Hume
Twylla Craft
Corporate Officer: Twylla Craft

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

- * If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.
** If space insufficient, continue executions on additional page(s) in Form D.

**Land Title Act
Form E**

SCHEDULE

Page 4

Enter the required information in the same order as the information must appear on the Freehold Transfer Form, Mortgage Form or General Document Form.

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

(PID)	(LEGAL DESCRIPTION)
000-060-542	Block 206, Nanoose District (Situate Partly Within Wellington District)
000-060-569	That part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively From the South West and South East Corners of Said Block
000-060-097	Block 471, Nanoose District, Except Parts in Plans 27114 and VIP78883
009-438-904	Block 794, Nanoose District
026-290-847	Lot A Block 471, Nanoose District Plan VIP78883

Page 5

TERMS OF INSTRUMENT - PART 2

SECTION 219 COVENANT

THIS COVENANT dated for reference the ____ day of May 2007

BETWEEN:

Lantzville Foothills Estates Inc. (Inc. No. 681689)
101 - 7184 Lantzville Road
Lantzville, B.C. V0R 2E0

("LFE")

AND:

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

(the "District")

WHEREAS:

A. LFE is the fee simple owner of the following lands.

Firstly: PID: 000-060-542

Block 206, Nanoose District (Situate Partly Within Wellington District)

Secondly: PID 000-060-569

That part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively From the South West and South East Corners of Said Block

Thirdly: PID 000-060-097

Block 471, Nanoose District, Except Parts in Plans 27114 and VIP78883

Fourthly: PID 009-438-904

Block 794, Nanoose District

Fifthly: PID 026-290-847

Lot A Block 471, Nanoose District Plan VIP78883

all situate in the District of Lantzville (collectively referred to as the "Foothills Lands").

- B. LFE wishes to develop the Foothills Lands as a single integrated comprehensive planned community of 730 residential dwelling units together with certain commercial and recreational facilities and, including, all utilities, highways, parks and other public infrastructure (the "Development");
- C. The Development will be phased over a number of years, and the first phase will consist of the creation by subdivision of no more than 121 residential parcels (Phase I);
- D. The Foothills Lands are presently not zoned pursuant to the District of Lantzville Zoning Bylaw No. 60, 2005 to permit the Development; however, the District is prepared to pre-zone the Foothills Lands for the benefit of LFE provided the Foothill Lands are charged by this Covenant;
- E. LFE and the District of Lantzville (the "District") have entered into this Development Agreement to provide a framework in which the Development may proceed so that the provision, phasing and sequencing of the Development and the necessary public utilities, public services, and public infrastructure components of the Development take place in a manner that benefits both LFE and the District.

NOW THEREFORE in consideration of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by LFE), LFE hereby grants this Covenant to the District pursuant to S. 219 of the *Land Title Act*;

Subdivision Restrictions and Requirements

- 1. The Foothills Lands must not be subdivided:
 - (a) except by a plan of subdivision that dedicates as "Park" those wholly unimproved portions of the Foothills Lands shown shaded in solid light grey (the "Initial Park Dedication") on the sketch map attached to this Covenant as Schedule "A" containing by admeasurement no less than 730 contiguous acres, leaving the Remainder of the Foothills Lands (the "Development Lands") unsubdivided, subject to the provisions of this Covenant; and
 - (b) until the LFE has acquired the following lands:

PID: 004-040-813
Lot 4, Block 471, Nanoose District
Plan 43434
["Lot 4"]

and has by incorporating Lot 4 fully constructed road access to the Development Lands substantially as shown on Schedule "C" hereto to the District's specifications and standards for major roads in accordance with District of Lantzville Subdivision and Development Bylaw No. 55, 2005.

2. Concurrent with the satisfaction of Section 1(a) and after satisfaction of Section 1(b), the Development Lands may be subdivided in phases beginning with Phase I and thereafter, at the discretion of LFE in accordance with the District of Lantzville Zoning Bylaw No. 60, 2005, and District of Lantzville Subdivision and Development Bylaw No. 55, 2005, and all other relevant bylaws, and in accordance with the following:
 - (a) Phase I must consist of no more than 121 parcels situate on that portion of the Development Lands substantially as shown shaded in solid dark grey on Schedule "A" (the "Scenic Drive Corridor Lands"), provided that subject to subsections (b) and (c) of this Section 2, the Scenic Drive Corridor Lands may be further subdivided for subsequent phases;
 - (b) Phase I and each further application for subdivision of the Development Lands must be accompanied by an assessment report of the sources and quantities and quality of water available, and of the effect of the subdivision and of consequent development, on surface and sub-surface water, aquifers, and the impact on existing wells and on drainage patterns on other lands proximate to and adjacent to Development Lands and in relation to other lands comprising the Development Lands; and without limiting such requirements, the impact on lands in Electoral Area C, particularly to Pleasant Valley forming part of Electoral Area C;
 - (c) except for Phase I, the Development Lands must not be further subdivided until:
 - (i) at least 170 unimproved acres of the Development Lands are dedicated as park by subdivision plan, substantially as shown on Schedule "A" and marked by diagonal black lines, (referred to as the "Second Park Dedication");
 - (ii) LFE has fulfilled all of the conditions relating to works set out on Schedule "B" to this Covenant, or has in the sole discretion of the District provided for the fulfilling of the conditions in a manner acceptable to the District;
 - (iii) the District receives a comprehensive assessment prepared by a Fire Underwriter, approved by the District, setting out the amount and type of fire services including fire suppression equipment, and facilities that are prudent pursuant to municipal and industry standards for the District to serve all the Development Lands as part of the District, which assessment must address the phasing of the development of the Development Lands and must clearly recommend the levels of fire service and fire equipment

that will be required at each phase or level of development of the Development Lands (the "Fire Underwriter's Report"). The District agrees to contribute 50% of the cost of the Fire Underwriter's Report up to a maximum of \$7,500.00 provided that the liability of the District to contribute to this cost expires five years from the date of this Covenant.

- (iv) unless the District first receives a traffic study and impact assessment quantifying and assessing the traffic impact in the District generally, including the Development Lands, which assessment must be cumulative, addressing Phase I and future Phases of the Development Lands, and clearly recommending the nature and location of necessary highway improvements, widenings, intersections, and signalization in relation to affected highways within the District and without limitation, Harwood, Ware, Vipond and Aulds Roads. The District agrees to pay 50% of the cost of the traffic study and impact assessment up to a maximum of \$10,000.00 provided that the liability of the District to contribute to this cost expires five years from the date of this Covenant.

Foothills Upland Estates Subdivision and Building Restrictions

- 3. Despite Section 2, that portion of the Development Lands identified as the "Foothills Uplands Estates" shown cross-hatched on Schedule "A":
 - (a) shall not be subdivided:
 - (i) into more than one hundred and forty (140) parcels;
 - (ii) unless the Approving Officer is satisfied that each parcel has a proven source of potable water on the parcel sufficient to service a single-family dwelling; and
 - (iii) unless the Approving Officer is satisfied that each parcel can be served by a Sewage Package Treatment Plant ("SPTP") located on the parcel, which SPTP conforms with the *Health Act* R.S.B.C. 1996, c. 179 and the Regulations thereunder;
 - (b) shall, after subdivision, not be built upon:
 - (i) if a septic field is the intended method of sewage disposal;
 - (ii) until a well is operating on the parcel to provide potable water sufficient to service a single-family dwelling; and
 - (iii) unless a SPTP is included in the approved plans forming part of the building permit issued to authorize construction.

General Building Restrictions and Restriction on Total Number of Residential Dwelling Units

4. No more than

- (a) 356 residential dwelling units shall be built on the Development Lands unless a community centre open to the public having a floor area of not less than five hundred square metres and comprising of a multi-purpose meeting room, a games or crafts room, offices, health and wellness facilities, a kitchen and associated service rooms, together with an ancillary and adjacent open landscaped area of no less than one acre in area is constructed and open for operation on the Development Lands; and
- (b) 730 residential dwelling units in total shall be built on the Development Lands.

5. Despite subdivision of the Development Lands, as contemplated by this Covenant and except for the 121 parcels permitted in Section 2(a) no parcel created by subdivision of the Development Lands shall be built upon unless in the opinion of the District's Council, the District has at that time the financial resources and capability to provide Fire Services to the standards and levels recommended in the Fire Underwriter's Report to each parcel in respect of which LFE seeks authorization to build by building permit application.

No Sale or Transfer

6. Prior to the Initial Park Dedication, the Foothills Lands must not be sold or transferred separately, and subsequent to the Initial Park Dedication, the Development Lands must not be sold or transferred separately; provided that:
- (a) the District must modify this Covenant concurrently with the deposit of the Phase I subdivision plan or plans so that the parcels created by subdivision in Phase I, pursuant to Section 3(b) of this Covenant, are not subject to this Section 6 restriction on sale and transfer; and
 - (b) this Section 6 ceases to apply to the Development Lands after the completion of the Second Park Dedication contemplated by Section 2(c)(i) of this Covenant.

Studies, Reports and Impact Assessments

7. All studies, reports and impact assessments contemplated by this Covenant must be prepared by professional engineers having relevant experience and qualifications, and must be certified by the engineer preparing the same as conforming with sound engineering practice. All of the said engineers must be acceptable to and approved by the District.

Public Works and Services Standards

8. All public works and services required to be provided or undertaken, pursuant to this Covenant shall be completed to the District's bylaw standards for those works and services and absent bylaw standards, to the satisfaction of the District.

No Obligation on District

9. Restrictions on subdivision or building in this Covenant that impose a condition for the provision of studies, impact assessments, public services, public infrastructure or standards of public services do not obligate or require the District to provide the same or to levy taxes or fees to provide for such matters.

No Exemption From Jurisdiction

10. Nothing in this Covenant shall exempt LFE or the Foothills Lands from any statutory requirements or impositions or from the ordinary jurisdiction of the Council of the District, its bylaws, permits, regulations and orders, or from the jurisdiction of any authority having jurisdiction, including without limitation the discretion of the Approving Officer, provided that the dedication of all park required by this Covenant shall satisfy all statutory requirements for park dedication from the Foothills Lands.

Approvals

11. Wherever in this Covenant the opinion of the District or District Council, is required, or some act or thing is to be done to the satisfaction of the District or Council, or a determination of acceptability is to be made by the District or Council:
 - (a) such opinion, satisfaction or determination may only be given by resolution of the Council of the District; and
 - (b) the discretion of the District shall be contractual only, and shall not be subject to public law duties, and the principles of procedural fairness and the rules of the natural justice shall have no application.

No Derogation

12. Nothing contained or implied herein shall impair, limit or affect the District's rights and powers in the exercise of its functions pursuant to the *Local Government Act* and the *Community Charter*, or any other enactment, and all such powers and rights may be fully exercised in relation to the Lands as if this Covenant had not been granted by LFE.

Priority

13. LFE shall after execution hereof by it do or cause to be done all acts reasonably necessary to grant priority to this Covenant over all charges and encumbrances which may have

been registered against title to the Foothills Lands in the Land Title Office save and except those as have been approved by the District or which have been granted to the District.

Further Acts

14. LFE shall do and cause to be done all things and shall execute and cause to be executed all plans, documents and other instruments which may be necessary to give proper effect to the intention of this Covenant.

Indemnity

15. LFE covenants to and does hereby indemnify and save harmless the District, its officers, employees, contractors and agents at all time from all loss, damages, actions, suits, claims, demands, costs, expenses, fines and liabilities of any nature whatsoever by whomsoever brought, made or suffered for which the District shall or may become liable, incur or suffer by reason of any injury to person (including death) or loss or damage to property or economic loss:
- (a) arising directly or indirectly from a breach or non-performance of this Covenant by LFE, its officers, employees, agents, contractors, licensees, invitees and others of LFE;
 - (b) arising directly or indirectly from the proper exercise by LFE of any rights to use and build on the Foothills Lands pursuant to this Covenant or in the fulfilling of its obligations pursuant to this Covenant;
 - (c) arising directly or indirectly from any intentional act, or from any omission, default or negligence of LFE, its officers, employees, agents, contractors, or invitees in the use of and buildings on the Foothills Lands.

Performance at Cost of LFE

16. Unless otherwise expressly provided in this Covenant, whenever LFE requests that something be done (except a request for consent or approval) or is obliged or required to do or cause to be done any act, matter or thing, such act, matter or thing shall be done by LFE at its sole expense. Whenever LFE is in breach or default of any provision of this Covenant, all monies expended by the District to enforce performance by LFE of its obligations and Covenants herein, including, legal fees, costs and expenses shall be a debt owing by LFE to the District, which debt the District may enforce and collect according to law.

Entire Agreement

17. This Covenant is the entire agreement between the parties and the District has made no representations, warranties, guarantees, promises, covenants or agreements to or with LFE other than those expressed in writing in this Covenant.

Amendment

18. No amendment to this Covenant is valid unless in writing and executed by the parties.

Interpretation

19. In this Covenant:

- (a) wherever the singular or masculine is used the same shall be construed as meaning the plural or the feminine or the body corporate or politic where the context or the parties hereto so require;
- (b) every reference to a party is deemed to include heirs, executors, administrators, successors, assigns, officers and employees of such parties wherever the context so requires or allows; and
- (c) the headings are inserted for reference and convenience only and must not be used to construe or interpret the provisions hereof.
- (d) The determination of the exact boundaries of the Initial Park Dedication and of the Second Park Dedication shall be governed firstly, by the rule that the dedication respectively shall not be less than the number of acres set out in this Covenant, and whenever the exact boundary of a park dedication is in dispute, the determination by the Council of the District shall be final and conclusive.

Severance

20. All provisions of this Covenant are to be construed as covenants and should any Article, section, or lesser portion of this Covenant be held invalid or unenforceable by a court of competent jurisdiction, the said portion shall be severed and the invalidity or unenforceability of such Article, section or portion shall not affect the validity of the remainder which shall remain binding on LFE and shall charge the Foothills Lands and be enforceable to the fullest extent of the law.

Time

21. Time is of the essence of this Covenant.

Page 13

Interest in Land

22. This Covenant shall charge the Foothills Lands pursuant to Section 219 of the *Land Title Act* and the burden of all the covenants herein shall run with the land, and every part into which the Foothills Lands may be divided or subdivided.

Enurement

23. This Covenant shall enure to the benefit of and be binding upon the parties hereto.

Execution

24. As evidence of their agreement to be bound by the above terms the parties each have executed and delivered this Covenant executing the *Land Title Act Form C* to which this Covenant is attached and which forms part of this Covenant.

TERMS OF INSTRUMENT - PART 2

CONSENT AND PRIORITY AGREEMENT

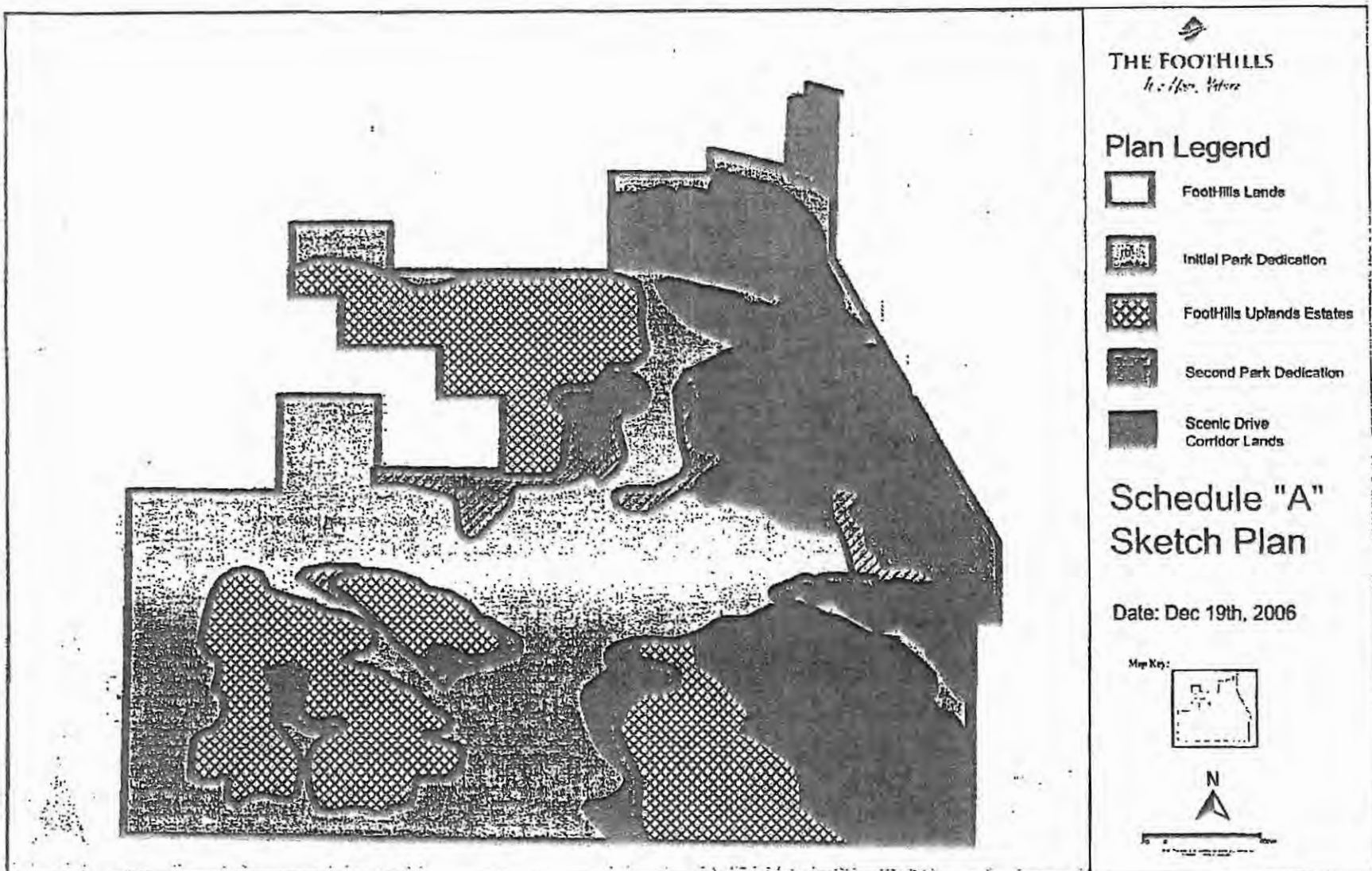
WHEREAS:

- A. Lantzville Foothills Estates Inc. (the "Owner") is the registered owner of the lands described in Item 2 of the Part I of the *Land Title Act* Form C (collectively, the "Foothills Lands");
- B. The Owner granted Algonquin Capital Corporation (the "Prior Chargeholder") a mortgage which was registered against the title to the Foothills Lands in the Victoria Land Title Office under number EX160999 (the "Prior Charge");
- C. The Owner granted to the District of Lantzville (the "Subsequent Chargeholder") a section 219 covenant which is registered against the title to the Lands under number _____ (the "Subsequent Charge"); and
- D. Section 207 of the *Land Title Act* permits the Prior Chargeholder to grant priority over a charge to a subsequent chargeholder.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT WITNESSES THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION RECEIVED BY THE PRIOR CHARGEHOLDER FROM THE SUBSEQUENT CHARGEHOLDER (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED):

1. The Prior Chargeholder hereby consents to the granting and registration of the Subsequent Charge and the Prior Chargeholder hereby agrees that the Subsequent Charge shall be binding upon its interest in and to the Foothills Lands.
2. The Prior Chargeholder hereby grants to the Subsequent Chargeholder priority for the Subsequent Charge over the Prior Chargeholder's right, title and interest in and to the Foothills Lands, and the Prior Chargeholder does hereby postpone the Prior Charge and all of its right, title and interest thereunder to the Subsequent Charge as if the Subsequent Charge had been executed, delivered and registered prior to the execution, delivery and registration of the Prior Charge.

As evidence of its agreement to be bound by the above terms of this Consent and Priority Agreement, the Prior Chargeholder has executed and delivered Part 1 of *Land Title Act* Form C which is attached hereto and forms part of this Agreement.

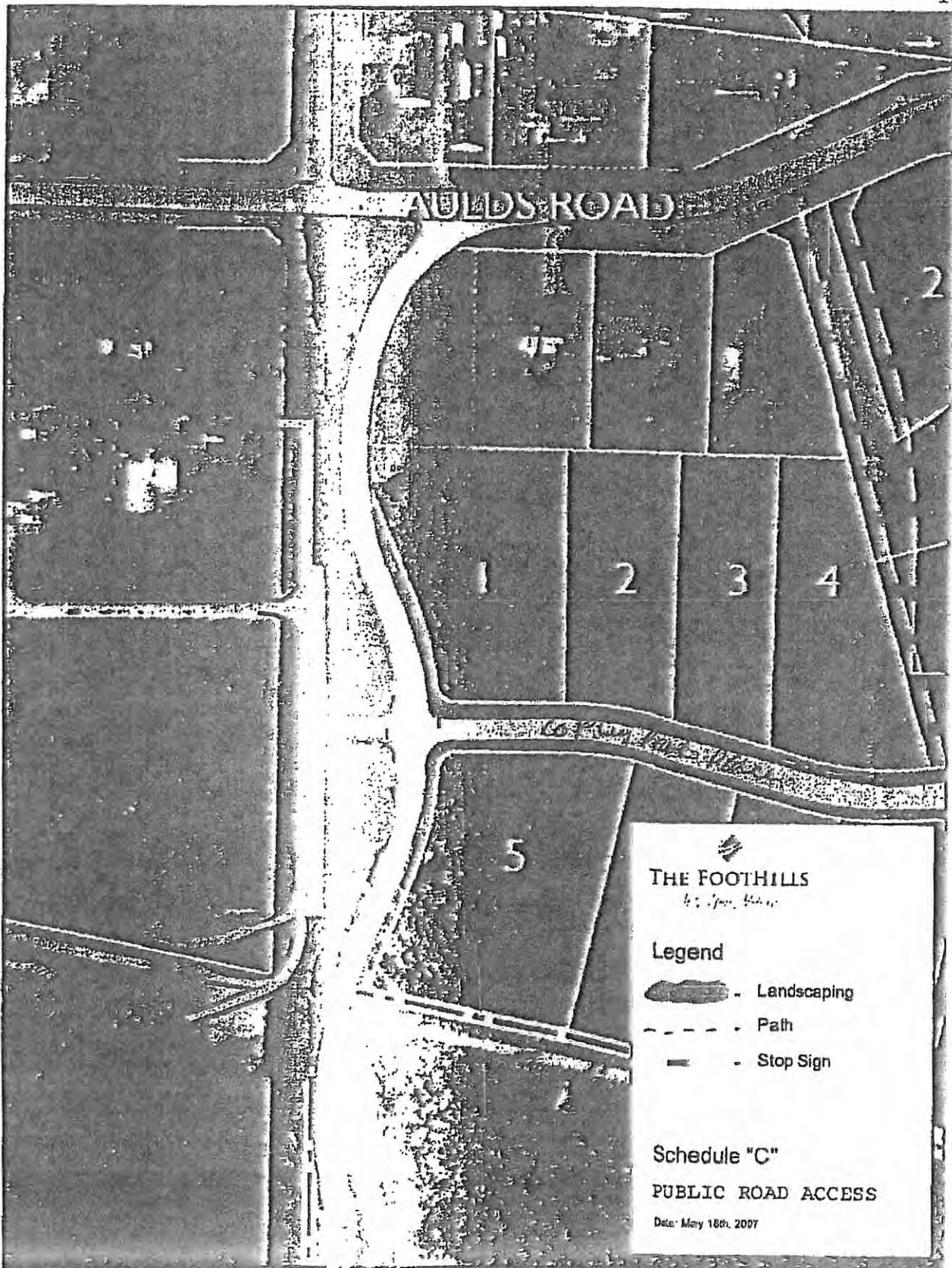


SCHEDULE "B"**Conditions**

The following conditions must be either satisfied or secured in a manner acceptable to the District taking into account the recommendations of its staff and consultants and after consideration of the "Foothills Comprehensive Development Plan" prepared by LFE dated March 2006, and entitled "The Foothills Its Your Nature". In the event of any dispute as to the necessity, location, quantity, quality, standards or specifications of works required to satisfy these conditions, the determination of Council is final and conclusive. In providing for the fulfilment of and security for the satisfaction of any of the conditions, the District may require LFE to enter into agreements, including the provision of letters of credit or other security for completion of all works.

1. Commerce street improvements at village core entry.
2. Improved "Main Street" sidewalk and street planting along Lantzville Road as driveway/parking allows.
3. "Landmark" roundabout to match one at opposite end of Ware/Aulds Road.
4. Split-rail fence, complimentary to existing corridor, visually ties Ware Rd. intersection/Lantzville village "main street" to curve of road.
5. Reforestation or supplemental planting to enhance natural tree groves (typical).
6. Locate trail to outside curve for highest visibility and to tie into existing sidewalks.
7. Split-rail fence, complimentary to existing corridor between Highway and off-shoot trails, acts as discreet village entry feature.
8. Directional sign provides reoccurring landmark and direction to Lantzville-by-the-Sea, The Foothills and off-shoot trails (typical).
9. Railway crossing improvements,
10. Replace Ware Rd/Aulds Rd. "fork" with T intersection; incorporate "bulges" at intersection to reduce pedestrian crossing width; incorporate planting of trees and shrubs of a variety, size and maturity; and incorporate both hard and soft landscape features to reduce traffic noise and car headlights; consider paving material changes at intersections, roundabouts and other crossings (typical), as well as further reducing traffic noise, and visual impacts at each phase of subdivision.
11. Informal trail along forest edge (as conditions and land acquisitions allow).

12. "Landmark" roundabout to match one at opposite end of Ware Rd. Supplemental trees & shrubplanting to enhance key intersections (typical).
13. Landscaped median approach road with street planting.
14. Separate main trail from entry road geometry and tie neighbourhood to remainder of the Foothills.
15. Enhance filtered views to wetland.
16. Preserved forest edge landscape.
17. supplemental trees and planting to screen power lines and towers.



MEMORANDUM OF UNDERSTANDING

**A MEMORANDUM OF UNDERSTANDING WITH RESPECT TO DEVELOPMENT
OF THE FOOTHILLS LANDS**

BETWEEN:

**District of Lantzville
7192 Lantzville Road
Lantzville, B.C.
V0R 2H0**

(the "District")

AND:

Lone Tree Properties Ltd.

**c/o Storm Mountain Development Corporation
1130 15th Street West, North Vancouver, British Columbia,**

V7P 1M9 ("Lone Tree")

(collectively referred to as the "Parties")

WHEREAS:

A. Lone Tree is the owner of the following parcels of land located within the District's boundaries:

PID 009-438-904; Block 794, Nanoose District;

PID 000-060-542; Block 206, Nanoose District (situate partly within the Wellington District)

PID 000-060-569; That part of Block 389, Wellington District, Lying to the South West of a Straight Boundary Joining Points on the Westerly and Easterly Boundaries of Said Block, Distant 4888.8 Feet and 1050.9 Feet Respectively From the South West and South East Corners of Said Block;

PID 000-060-097; Block 471, Nanoose District, Except Parts in Plans 27114 and VIP78883; and

PID 026-290-847; Lot A, Block 471, Nanoose District Plan VIP78883

(collectively, the "Foothills Lands").

B. Lone Tree acknowledges that a former proposed development of the Foothills Lands was earlier conceived before the recession as subject to the conditions set out in a s. 219 covenant (the "Covenant") which is still registered on title to the Foothills Lands.

C. The parties would like to amend the development plans that were previously agreed upon by the former owner of the Foothills Lands and the District.

D. The Parties agree that this MOU is not binding, but by signing the MOU the Parties indicate their acceptance of the principles contained herein and accept their respective responsibilities leading up to the intended creation of binding agreements to advance the development of the Foothills Lands.

THE PARTIES AGREE AS FOLLOWS:

Modified Agreement

1. The Parties will, pursuant to s. 219(9) of the *Land Title Act*, RSBC 1996, c. 250, execute and register a replacement agreement of the Covenant that is currently registered on title to the Foothills Lands (the "Modified Agreement") in order to carry out the terms and conditions of this MOU.
2. The Parties agree that the Modified Agreement will be drafted and registered by the District's legal counsel to the mutual satisfaction of the Parties.
3. The Parties agree that the Modified Agreement will provide for the following:
 - a. a requirement for an initial dedication of 900 acres of parkland to the District by Lone Tree upon execution of a new phased development agreement and the final adoption of amended zoning and official community plan amendment bylaws to accommodate density relocation, which parkland shall be comprised of a squared off portion of those lands intended for the 'Initial Park Dedication' on Schedule 'A' to the Covenant, provided there is reserved reasonable mutually acceptable accommodation for wells and water service lines and necessary water exploration and access in or through the parkland area and to that end the District agrees to grant a licence of occupation to Lone Tree over specified areas of the park for such exploration and access;
 - b. a transfer of density from the parkland area to the Urban Containment Area, to provide for a larger and more cohesive park, to protect the park from unnecessary major servicing and utility corridor encroachments (while providing for water lines and exploration and related access), and to save servicing repair, maintenance and replacement costs;
 - c. an enforcement provision if the Covenant or Phased Development Agreement, as amended by the Modified Agreement, is breached;
 - d. a transfer of land by Lone Tree for a fire hall and public works yard for the District in exchange for the District giving up the community centre that is currently required under s. 4(a) of the Covenant; and
 - e. following completion of a survey, and in substitution for all the items contained in Schedule B of the Covenant, a transfer of title in fee simple by Lone Tree to the

District of an area of the lands depicted in Schedule "A" of the Covenant, being approximately 200 acres, on a sequential basis in conjunction with final approval of Lone Tree subdivision applications, subject to a mutually acceptable restrictive covenant restricting the nature and timing of its development for uses other than municipal services and administration, but subject always to the permissible built density on the remaining Lone Tree lands (those not gifted to the District) being capable of an overall development density of 730 residential units.

4. The Parties acknowledge and agree that the obligations set out in the Covenant that is currently registered are binding and enforceable by the District as against Lone Tree until the Modification Agreement is executed and registered.

Phased Development Agreement

5. The Parties will enter into a Phased Development Agreement pursuant to s. 905.1 of the *Local Government Act*, which will address the following:
 - a. the provision of park land to the District by Lone Tree;
 - b. the location of the park;
 - c. agreement by Lone Tree to register a covenant under s. 219 of the *Land Title Act* and section 905.1(4)(d) of the *Local Government Act* on terms to be agreed to give effect to this MOU and the terms of the phased development agreement;
 - d. in addition to the District's application fees and charges as required by bylaw, reimbursement by Lone Tree to the District for the District's legal fees in relation to the following:
 - i. drafting the Modified Agreement and this MOU; and
 - ii. drafting the Phased Development Agreement and the bylaw by which the District can enter into the PDA; and
 - iii. reviewing and commenting on the revised Zoning Bylaw, amendment to the OCP, and reviewing and commenting on notices and public hearing documents, all of which will be required as a result of the shift in density;
 - e. agreement that the District cannot downzone the Foothills Lands for 20 years, provided the Inspector approves a term of 20 years for the PDA;
 - f. agreement by Lone Tree that it will make a community amenity contribution to the District, in an amount of \$7,945 per approved residential dwelling unit on the Foothills Lands, to be paid at the time of issuance of a building permit, up to a maximum of \$5,800,000.
6. The parties acknowledge and agree that the Phased Development Agreement will be considered by Council at the same time as the Zoning amendment and the OCP amendment.

Water

7. Lone Tree will explore the possibility of Lone Tree obtaining water from on-site wells. If on-site water is sufficient to meet the District standards, Lone Tree agrees to create a community water system in accordance with the District standards of the day, noting that the current standards are for wells with a minimum 50 gallons per minute ("GPM") production requirement. Upon completion of each part of the water system to serve a phase of Lone Tree's development and as a condition of subdivision approval for that phase, the water system will become part of the District's system. The District agrees that once the District's Wellfield Management Plan and Water Quality Assessment is complete, the parties can revisit the issue of water production requirements.
8. If Lone Tree is not able to provide on-site water sufficient to meet the District standards, the District agrees that it will consider granting to Lone Tree connections to the Nanaimo system for up to 16 Foothills premises each calendar year, subject to the payment of applicable District development cost charges, connection fees and user fees. The parties acknowledge and agree that the District's consideration of the provision of water connections as set out above is subject to the following:
 - a. the District having an agreement with Nanaimo for the provision of water and, second; and
 - b. to Council's unfettered discretion.

Road Dedication

9. Lone Tree agrees that, upon the granting of a development permit subsequent to execution of a new Phased Development Agreement and the Modified Agreement, it will dedicate to the District the lands comprising the existing graded gravel main road alignment running through the Foothills Lands, and at such time as Lone Tree develops lands adjacent or abutting the road, Lone Tree will then at its cost develop the road to servicing standards set out in the Phased Development Agreement and in keeping with the District's Bylaw 55. It is acknowledged that the actual travelled road area may temporarily require routing by way of an existing easement over private land.

Reservoirs

10. Lone Tree agrees that it will contribute land for one reservoir to the District as an amenity that will be owned by the District. Lone Tree shall also pay 100% of the cost of the construction of the reservoir in accordance with District standards and specifications as designed by professional engineers acceptable to the District. Lone Tree agrees that the reservoir will provide capacity for an additional 400,000 gallons to exclusively serve the community as a whole above and beyond the capacity required to service the development on the Foothills Lands, noting that the current requirement to service the development on the Foothills Lands is 1,000,000 gallons. Lone Tree also agrees that it will provide land for a wet well and a pump station and that it shall also pay 100% of the costs of the construction of the wet well and pump station. The land for the
 - (a) reservoir, and
 - (b) for the wet well and pump station

will be located on sites reasonably acceptable to the District.

Development Permits

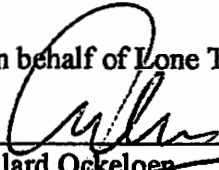
11. Lone Tree acknowledges that the Foothills Lands are located in development permit areas and that they are subject to the requirement to obtain a development permit prior to proceeding with development of the Foothills Lands.

General

12. The Parties acknowledge and agree that nothing in this MOU affects the statutory duties or authority of the District under the *Community Charter, Local Government Act*, and other applicable enactments.
13. The Parties acknowledge and agree that the District's ability to enter into the binding legal agreements proposed under this MOU and its ability to adopt amendments to its Zoning Bylaw and OCP are subject to the approval of Council of the District, which approval is subject to Council's absolute unfettered discretion.

EXECUTED in Lantzville, British Columbia on the 4th day of September
20 14.

On behalf of Lone Tree Properties Ltd.



Allard Ockeloen

On behalf of the District of Lantzville



Mayor Jack de Jong



Twyla Graff, CAO