Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Tuesday, September 24, 2024, at 6:00 pm in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council:	Mayor Mark Swain Councillor Joan Jones Councillor Jonathan Lerner Councillor Ian Savage
Staff:	Glenn Morphy, Acting CAO | Director of Public Works Delcy Wells, Director of Corporate Administration Ken Bjorgaard, Interim Director of Financial Services Camelia Copp, Deputy Director of Financial Services Aria Long, Deputy Director of Corporate Administration
Absent:	Councillor Mundell

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 September 24, 2024, Committee of the Whole meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

No comments were received; no members of the public registered and spoke via Zoom; and no members in the gallery provided public input on the Committee agenda.

REPORTS

Preparation of the 2025 Budget & Longer Term (to 2029) Financial Plan and Related Guidance

Review of COVID-19 restart grant funds

A review of the COVID-19 restart grant funds per the September 25, 2024, report was provided to the Committee of the Whole for an update. The fund is currently projected to be overspent by $60,637.18.

Review of Reserve, Surplus and Deferred Revenue Accounts

1. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward Reserves Funds, Surpluses & Deferred Revenue Policy for Council's consideration, which includes the rationale and bases for all the District of Lantzville's Reserve, Surplus and Deferred Revenue accounts including minimal and optimal monetary levels, as applicable, for each.
CARRIED UNANIMOUSLY

2A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a General Capital Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

2B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Municipal Facilities Life Cycle Reserve balance to the General Capital Reserve Fund, once adopted; AND FURTHER, THAT that the Municipal Facilities Life Cycle Reserve bylaw be repealed.
CARRIED UNANIMOUSLY

2C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Administration Capital Equipment Reserve balance to the General Capital Reserve Fund, once established; AND FURTHER, THAT the Administration Capital Equipment Reserve bylaw be repealed.
CARRIED UNANIMOUSLY

3A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Financial Stabilization Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

3B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council discontinue the Lantzville Winter Road Maintenance Operating Reserve Fund (Reserve Account) with the monetary balance in the Reserve being transferred to the Financial Stabilization Reserve Fund, once adopted.
CARRIED UNANIMOUSLY

4. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Legal & Insurance Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

5. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish an Information Systems Reserve Fund bylaw to be brought forward for Council's consideration.
DEFEATED

7. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council request staff to bring forward a report to rationalize the intent or purpose of the Tax Stabilization Reserve (Reserve Account), and to seek Council's guidance as to next steps related to this Reserve.
CARRIED UNANIMOUSLY

9. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Accumulated General Operating Surplus Reserve Fund bylaw.
CARRIED UNANIMOUSLY

10A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Transportation Infrastructure Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

10B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Roads Infrastructure Capital Reserve balance to the Transportation Infrastructure Reserve Fund, once adopted; AND FURTHER, THAT the Road Infrastructure Capital Reserve bylaw be repealed.
CARRIED UNANIMOUSLY

14A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Vehicle and Equipment Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

14B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Public Works Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve Fund, once adopted; AND FURTHER, THAT that the Public Works Vehicle and Capital Equipment Reserve establishment bylaw be repealed.
CARRIED UNANIMOUSLY

14C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Fire Department Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve; once adopted; AND FURTHER, THAT that the Fire Department Vehicle and Capital Equipment Reserve bylaw be repealed.
CARRIED UNANIMOUSLY

17. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Land Sale Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter; AND FURTHER, THAT that any monies received from the sale of land and improvements to date, including estimated earnings thereon, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY

18. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Park Land Acquisition Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter, and that any monies received for parkland to date, including estimated earnings thereon, as per the Community Charter, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY

19. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the terms for the Property Acquisition Reserve Fund bylaw.
CARRIED UNANIMOUSLY

21A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the Parkland Capital Infrastructure Reserve Fund bylaw to establish that specific, annual monetary contributions are not specified and additionally that it should include the allocation of annual interest in the earnings from the Parkland Development Cost Charge (DCC) account.
CARRIED UNANIMOUSLY

21B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the monies in the Parkland Capital Reserve Fund to the Parkland Capital Infrastructure Reserve fund.
CARRIED UNANIMOUSLY

22A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Sewer Infrastructure Capital Equipment bylaw; AND FURTHER, THAT a new bylaw titled "Sewer Capital Reserve Fund" be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

22B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Phase III Sanitary Sewer Collection System Debt Reserve Fund balance to the Sewer Capital Reserve Fund, once adopted; AND FURTHER, THAT the Phase III Sanitary Sewer Collection System Debt Reserve bylaw be repealed.
CARRIED UNANIMOUSLY

24A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Water Infrastructure Capital Equipment Reserve bylaw; AND FURTHER, THAT a new bylaw titled "Water Capital Reserve Fund" be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

24B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the portion of funds in the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve received to date for the water distribution system (the $292.71 portion of $5,915.26 connection fee), including estimated earnings thereon, to the Water Capital Reserve Fund, once adopted; AND FURTHER, THAT the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve bylaw be repealed; AND FURTHER, THAT a new Reserve titled "District of Lantzville/City of Nanaimo Water Expansion Reserve Fund" bylaw be brought forward for Council's consideration.
DEFEATED

26. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Community Water Expansion Reserve bylaw; AND FURTHER, THAT a similarly named establishment bylaw, with updated terms, be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

27. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward for Council's consideration a Reserve Fund bylaw regarding Community Amenity Contributions; AND FURTHER, THAT the District's Community Amenity Contributions policy be reviewed in light of new provincial legislation for Amenity Cost Charges (ACCs).
CARRIED UNANIMOUSLY

28. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward for Council's consideration a Community Works Funds Reserve bylaw.
CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION
No members of the public via Zoom or in the gallery, requested clarification on agenda items.

ADJOURNMENT BY MAYOR

MEETING ADJOURNED: 8:50 pm

Certified Correct:

Delcy Wells
Delcy Wells, Director of Corporate Administration

Confirmed this 19th day of March 2025.

Mark Swain, Mayor