

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, January 24, 2024, 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 **7:00 pm** via the livestream, 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 and emailed to district@lantzville.ca, 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**
- 1-4 2. **ADOPTION OF THE AGENDA**
THAT the January 24, 2024, regular Council meeting agenda be adopted, as presented.
3. **MOTION TO CLOSE THE MEETING TO THE PUBLIC**
THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e) and (k), of the *Community Charter*, for the purpose of considering:
 - **personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;**
 - **labour relations or other employee relations;**
 - **the security of the property of the municipality;**
 - **the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and**
 - **negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.**

Following adoption of the above motion, the meeting will be closed to the public.
MEETING REOPENS TO THE PUBLIC.
4. **RECONVENE – (7:00 pm)**
5. **PUBLIC AND STATUTORY HEARINGS – Nil**
6. **GENERAL MATTERS (Delegations/recognitions) -- Nil**

7. **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.*)

8. **LEGISLATIVE MATTERS** (Bylaws, development variance permits, agreements, contracts, grants, budgets)
 - 5-16 a) **Emergency and Disaster Management Act Implementation – Indigenous Engagement Requirements Funding Program**
THAT Council accepts the January 12, 2024, Ministry of Emergency Management and Climate Readiness letter of offer and Contribution Agreement No. EMCR24374 to support implementation of the *Emergency and Disaster Management Act* through the Indigenous Engagement Requirements Funding Program; AND FURTHER THAT Council authorizes staff to complete and sign the Contribution Agreement No. EMCR24374, as attached to the agenda dated January 24, 2024, subject to working with the District’s Emergency Services contractor, the Regional District of Nanaimo Emergency Planning to complete Schedule ‘B’ and to work together for the provision of the funds to the RDN for grant management by the Emergency Services Team; AND FURTHER THAT the 2024 Financial Plan be amended to reflect the \$40,000 grant and expenditure.

9. **UNFINISHED BUSINESS**
 - 17-47 a) **Bylaw No. 360**
MOTION ON THE FLOOR (Postponed January 10, 2024)
NO MOVER OR SECONDER REQUIRED
THAT Council approves the Capital Projects on Attachment 1 as well as the Operating Costs in Attachment 2 of the report in the January 10, 2024 agenda, as part of the 2024-2028 Financial Plan.
Staff Recommendation: THAT the motion on the floor be amended by striking “January 10” and inserting “January 24”.

 - 48-53 b) **Complaint Resolution Policy (Respectful Workplace)**
THAT Council approves Complaint Resolution Policy (Respectful Workplace) No. 5005-3, as amended and attached to the January 24, 2024, agenda.

10. **COMMITTEE/COMMISSION RECOMMENDATIONS** – Nil

11. **NEW BUSINESS** (Reports and correspondence)
 - a) **Mayor & Councillors** – Verbal Updates

54-72

b) **Housing Legislation Update (referred from January 10, 2024)**
THAT Council directs Staff to prepare a request to the Province to opt-in to the principal residence requirement Bill 35 – *Short Term Rental Accommodation Act, 2023*, and bring a report to a future meeting of Council.

THAT Council directs Staff to prepare Zoning Bylaw Amendments to implement the principal residence requirements under Bill 35 – *Short Term Rental Accommodation Act, 2023*, and bring a report to a future meeting of Council.

THAT Council directs Staff to prepare Zoning Bylaw Amendments to implement the requirements under Bill 44 – *Housing Statutes (Residential Development) Amendment Act, 2023*, and bring a report to a future meeting of Council.

THAT Council directs Staff to prepare a bylaw to designate a Transit Oriented Area (TOA) to implement the requirements under Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act, 2023*, and bring a report to a future meeting of Council.

THAT Council amends the Financial Plan 2024 to allocate approximately \$14,238 from the Ministry of Housing Capacity Funding grant towards hiring a 2024 summer student to assist in preparing the required housing needs report and Zoning Bylaw amendments.

THAT Council amends the Financial Plan 2024 to allocate up to \$75,000 from the Ministry of Housing Capacity Funding grant towards creating an Amenity Cost Charge Bylaw.

THAT Council amends the Financial Plan 2024 to allocate up to \$60,000 from the Ministry of Housing Capacity Funding grant towards updating the Development Cost Charge Bylaw in lieu of funding previously committed from the One Time Project Reserve.

THAT Council amends the Financial Plan 2024 to allocate approximately \$14,738 from the Ministry of Housing Capacity Funding grant towards hiring a 2025 summer student to assist in preparing the required Official Community Plan update.

73-73

c) **Financial Plan 2024-2028 Amendment
(Councillor Jones)**

THAT Council instructs staff to amend the “District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023” in GL code #06-5-55-527 by striking \$525,000 and inserting \$201,000, and replacing the text for this GL code under “Project” description with the following, “A gravel path approximately 1.5 m in width as the terrain allows, with a gravel surface, located on the south side of Lantzville Road from Leland Road to Huddleston Road AND with a

minimum 1.5 m of space, located to the right of the white line on Lantzville Road, preserved so that it remains available to cyclists AND FURTHER THAT this be funded from the Climate Action Program Grant with money remaining allocated to future paths of this description.

Staff Comment:

Council may wish to refer this motion to staff to provide a report with a new design, recognizing this would remove the portion from Huddlestone Road to Lantzville School Road and could attract unsafe travel between Huddlestone and Lantzville School Road; the District of Lantzville would need to take on the responsibility (liability) by Council motion for the new design; the base would be compromised (sub-standard) and not suitable for wheelchairs, buggies, bikes, compromising accessibility and prone to vehicles parking on it; and maintenance would be an issue during winter months. The pathway as proposed will be a significant maintenance expense in the future, which also requires an increase to the Operating budget. The design of the project will need to be adjusted to fit the cost of \$201,000, as it is currently budgeted for \$525,000.

**d) Financial Plan 2024-2028 Amendment
(Councillor Savage)**

**THAT staff be instructed to get a cost estimate from Koers Engineering to do a report on the following water system items:
i) the number of new water connections, based on 2320 litres per day, Lantzville has available from its current operating water wells, excluding Nanaimo water and the Foothills development wells;
ii) a method which can be used for this same aforementioned well water, to calculate the number of available new well water connections there would be, at various amounts of litres per day water standards.**

- 12. INTRODUCTION OF LATE ITEMS** (In accordance with Council Procedure Bylaw No. 141, 2020, subsection 18(8) for regular agenda)
- 13. INTRODUCTION OF “NOTICE OF MOTION”**
- 14. 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.*
- 15. ADJOURNMENT BY MAYOR**

NEXT SCHEDULED COUNCIL MEETINGS:

Regular, Wednesday, February 7, 2024 @ 6:00 pm
Regular, Wednesday, February 21, 2024 @ 6:00 pm

Trudy Coates

From: Erica Beauchamp <EBeauchamp@rdn.bc.ca>
Sent: Wednesday, January 17, 2024 4:02 PM
To: Trudy Coates; Delcy Wells
Cc: Lisa Grant
Subject: EMCR grant for Emergency Management Indigenous

Hi Trudy,

The District of Lantzville may have received a letter from Emergency Management and Climate Readiness (EMCR) about a grant and Contribution agreement for the *'Emergency and Disaster Management Act Implementation - Indigenous Engagement Requirements Funding Program'*?

If you have, this grant is an automatic allocation to local governments for Emergency Program engagement with Indigenous governing bodies. If you have received this letter and contribution agreement, please call me to proceed with approval of the grant funds as it requires a determination of how the funds will be utilized. We can then work together for the provision of the funds to the RDN for grant management by the Emergency Services Team.

If you have questions or concerns, please do not hesitate to be in touch.

Kindly,

Erica Beauchamp

Manager, Emergency Services

Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

T: 250-390-6517 | Email: ebeauchamp@rdn.bc.ca

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We acknowledge with respect that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now have the honour to work.

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Trudy Coates

From: EMCR Procurement EMCR:EX <EMCR.Procurement@gov.bc.ca>
Sent: Wednesday, January 17, 2024 9:01 AM
To: Ronald Campbell - Disabled
Cc: Rose Liu
Subject: For Signing – EMCR24374 Contribution Agreement Re Indigenous Engagement Requirements Funding Program
Attachments: EMCR24374 Letter.pdf; EMCR24374 Contribution Agreement.pdf

You don't often get email from emcr.procurement@gov.bc.ca. [Learn why this is important](#)

Hello Ronald,

Following the Ministry of Emergency Management and Climate Readiness (EMCR) funding announcement and the December 19, 2023 correspondence, we are pleased to provide you with a Funding Award Letter and Contribution Agreement for the Indigenous Engagement Requirements Funding Program.

Important:

- If your legal name in the Contribution Agreement is not correct, please provide details on what your actual legal name is, and we will investigate the legal standing of the proposed name; and
- Choose eligible Activity(ies) listed in Schedule B before you sign the Contribution Agreement (as per the first paragraph in Schedule A).

To support completing the Agreement here are some tips:

- Page 12 Signature - Please fill in the day and month fields, add signature, print name, and add title (if applicable);
 - If unable to add signature electronically, after the Agreement is filled out, please print, sign and scan it (note, we need to receive the entire Agreement with response);
- Page 15 Schedule B – Please make sure that proposed activities are visible and not hidden in the PDF. Additional room is available on page 16 if needed; and
- Page 16 Schedule B –if needed, please make sure that activities are visible and not hidden in the PDF. If more space is needed, please add additional pages as necessary.

The Contribution Agreement signed by the authorized representative can be returned to EMCR.Procurement@gov.bc.ca. Once countersigned by a Ministry representative, a copy will be returned to you for your records.

If you have any questions about the Contribution Agreement, please let us know.

In addition, please provide any other email addresses that can be contacted in the future for procurement opportunities that EMCR is exploring.

Thank you.

EMCR Procurement
Financial Operations, Corporate Services Division
Ministry of Emergency Management and Climate Readiness
Email: EMCR.Procurement@gov.bc.ca

EMCR Procurement acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities and concerns of all Indigenous Peoples (First Nations, Métis and Inuit), respecting and acknowledging their distinct cultures, histories, rights, laws and governments.



January 12, 2024

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

Dear Chief Administrative Officer:

Re: *Emergency and Disaster Management Act Implementation - Indigenous Engagement Requirements Funding Program*

On behalf of the Province of British Columbia, I am pleased to provide this letter of offer and Contribution Agreement to support implementation of the *Emergency and Disaster Management Act* (EDMA) through the Indigenous Engagement Requirements Funding Program.

Guided by the *United Nations Sendai Framework for Disaster Risk Reduction* and B.C.'s *Declaration on the Rights of Indigenous Peoples Act*, the EDMA includes engagement provisions that promote relationship building and collaboration across jurisdictions. Engagement requirements of municipalities and regional districts include consultation and cooperation with Indigenous governing bodies, the incorporation of available Indigenous knowledge into emergency plans and risk assessments, and consideration of cultural safety across emergency management practices.

The Indigenous Engagement Requirements Funding Program is intended to:

- support relationship-building across jurisdictions through consultation and cooperation with Indigenous governing bodies;
- ensure the incorporation of Indigenous knowledge and cultural safety across emergency management practices;
- support policy improvements that reflect the lived experience of Indigenous Peoples; and
- address the disproportionate impacts on Indigenous Peoples during emergency events.

The Province is providing funding to First Nations, municipalities, and regional districts in response to feedback about capacity requirements to implement the EDMA. This funding is intended to support municipalities and regional districts in meeting their Indigenous engagement requirements, and to support Indigenous governing bodies in participating in such engagement.

This letter of offer is accompanied by a Contribution Agreement which sets out the terms and conditions of the funding, including eligible activities and reporting. The term of the Contribution Agreement begins on the Effective Date and extends to March 31, 2025. Please sign and return the Contribution Agreement

CONTRIBUTION AGREEMENT

THIS AGREEMENT dated effective the 15 day of January 2024.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the Minister of Emergency Management and Climate Readiness

(the "**Province**")

AND:

DISTRICT OF LANTZVILLE

(the "**Recipient**")

WHEREAS:

- A. The Province has agreed to contribute funding to the Recipient to support its implementation of the Indigenous Engagement Requirements in the Emergency and Disaster Management Act; and
- B. The Province and the Recipient wish to set out the terms and conditions respecting the Province's contribution in this Agreement.

NOW THEREFORE in consideration of the premises and covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

DEFINITIONS

1.01 In this Agreement:

- (a) "Agreement" means this contribution agreement, including the schedules attached to it and forming part of it, all as may be amended, restated, replaced or supplemented from time to time;
- (b) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (c) "Contribution" means the funds paid or payable by the Province to the Recipient pursuant to this Agreement;

- (d) "EDMA" means the Emergency and Disaster Management Act, S.B.C. 2023, c.37;
- (e) "Effective Date" means the date indicated on the first page of this Agreement;
- (f) "Eligible Activity" means an activity eligible for funding under the Indigenous Engagement Requirements Funding Program, as further described in Schedule A;
- (g) "Event of Default" means any event of default described in section 11.01 of this Agreement;
- (h) "FAA" means the *Financial Administration Act*, R.S.B.C. 1996, c.138;
- (i) "Indigenous Engagement Requirements" means the requirements in the EDMA for municipality and regional district engagement with Indigenous governing bodies, including consultation and cooperation, and considerations related to Indigenous knowledge and cultural safety;
- (j) "Indigenous governing body" has the same meaning as in section 1(1) of the *Declaration on the Rights of Indigenous Peoples Act*, S.B.C. 2019, c. 44
- (k) "Project" means the Eligible Activity(ies) chosen by the Recipient as indicated in Schedule B;
- (l) "Reports" means the reports provided by the Recipient to the Province in accordance with section 5.01;
- (m) "Term" means the term of this Agreement described in section 2.01; and
- (n) "Termination Date" has the meaning set out in section 2.01.

1.02 Capitalized terms defined in the recitals to this Agreement and used in this Agreement have the definitions given in the recitals.

TERM

2.01 The term of this Agreement commences on the Effective Date and ends on the earlier of **March 31, 2025** or the date on which this agreement is terminated in accordance with section 11.02 (the "**Termination Date**").

CONTRIBUTION

- 3.01 The Contribution consists of a single payment of \$40,000 to be used by the Recipient for the Project in accordance with this Agreement.
- 3.02 The Province will provide the Contribution to the Recipient within 30 days of the Agreement being signed by both parties.
- 3.03 Notwithstanding any other provision of this Agreement, in no event will the Province be or become obligated to pay to the Recipient pursuant to this Agreement an amount exceeding the Contribution.

STIPULATIONS

- 4.01 The Recipient must apply the Contribution solely for the purposes of the Project and in accordance with the specifications and other requirements set out in Schedule B.
- 4.02 Without limiting section 11.02 or any other right of the Province in law or in equity, the Province may require the Recipient to pay to the Province any amount of the Contribution which the Recipient has used in contravention of section 4.01.
- 4.03 The Recipient must repay to the Province within **60** days of the Termination Date any portion of the Contribution that has not been expended by the Recipient for the Project on the Termination Date, unless otherwise agreed in writing by the Province.

REPORTS

- 5.01 The Recipient will provide the Reports in accordance with **Schedule A**.
- 5.02 The Recipient hereby grants to the Province a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to exercise, in respect of the Reports, the rights set out in the *Copyright Act* (Canada), including the right to use, reproduce, modify, publish and distribute all or any part of the Reports, and the right to sublicense or assign to third-parties any or all of these rights. Upon the Province's request, the Recipient must provide the Province with documents satisfactory to the Province that irrevocably waive in the Province's favour, and in favour of its sublicensees or assigns, any moral rights that the Recipient (or its employees) or its contractors (or their employees) have in the Reports.

- 5.03 The Recipient will not include any information in the Reports which constitutes "personal information" within the meaning of the *Freedom of Information and Protection of Privacy Act* (British Columbia).
- 5.04 The Recipient will provide copies of its annual public reports to the Province, if any.

AUDIT

- 6.01 The Recipient will establish and maintain for a period of not less than seven years from the expiration or termination of this Agreement accurate books of account and records, following generally accepted accounting principles, in relation to the Project, including but not limited to: all expenditures and revenues, all contracts and agreements, invoices, receipts and other records relating to Recipient's use and expenditure of the Contribution.
- 6.02 The Recipient will grant the Province and its agents access, at any reasonable time and on reasonable notice to the Recipient, to the Recipient's premises to inspect and, at the Province's discretion, copy any of the records referenced under section 6.01. The Recipient will provide reasonable assistance to the Province to allow the Province to exercise its rights under this section.

INDEMNITY

- 7.01 The Recipient agrees to indemnify and save harmless the Province and its employees and agents from any losses, claims, damages, actions, causes of action, costs and expenses that the Province or any of its employees or agents may sustain, incur, suffer or be put to at any time during or following the Term which are based upon, arise out of or occur, directly or indirectly, by reason of, (a) any breach or inaccuracy of any representation or warranty made by the Recipient in this Agreement; or (b) any breach or failure by the Recipient to perform or fulfil any covenant, condition, or obligation of the Recipient contained in this Agreement; or (c) any act or omission by the Recipient or by any of the Recipient's agents, employees, officers, directors or subcontractors in connection with this Agreement, including any act or omission that results in a third party intellectual property infringement claim against the Province.

PUBLIC STATEMENTS

- 8.01 The Recipient will not make any public statements or communications about the Contribution or otherwise with respect to this Agreement or any Province involvement in the Project without the Province's prior written approval, which may be withheld by the Province at its discretion.

8.02 The Recipient will ensure that the Province

- (a) is provided all relevant materials in advance of any approval referenced in section 8.01;
- (b) is given a reasonable opportunity to review such materials; and
- (c) gives its prior approval regarding the content and timing of all such public communications.

PROVINCE INTELLECTUAL PROPERTY

9.01 The Recipient will not use any logo, trademark, official mark or other branding of the Province (collectively, "**Branding**") except and in accordance with the Province's prior written approval. Any and all use by the Recipient of any Branding will be in the form provided by the Province and will comply with the graphic standards and any conditions communicated by the Province to the Recipient from time to time.

REPRESENTATIONS AND WARRANTIES

10.01 The Recipient represents and warrants to the Province, with the intent that the Province will rely on such representations and warranties in entering into this Agreement, that:

- (a) it is a municipality or regional district, as the case may be, duly incorporated under applicable legislation;
- (b) it has the power and capacity to accept, execute and deliver this Agreement, and the execution of this Agreement has been duly and validly authorized by all necessary proceedings under applicable legislation and bylaws;
- (c) this Agreement is binding upon, and enforceable against, the Recipient in accordance with its terms;
- (d) all information, certificates, statements, documents and Reports furnished or submitted by the Recipient in connection with this Agreement will be true and accurate on the date of delivery and will remain true and accurate throughout the Term;
- (e) the Recipient has sufficient trained staff and resources in place to fulfil its obligations under this Agreement;

- (f) the Recipient will administer the Contribution for the Project in compliance with its covenants and obligations under this Agreement; and
- (g) there are no actions or proceedings pending (including appeals or applications for review) or to its knowledge threatened, before any court, arbitrator, administrative agency, or governmental body which, if determined against it, would result in a change occurring in its properties, assets, condition (financial or otherwise), business or operations which would materially adversely affect its ability to fulfil its obligations under this Agreement.

10.02 If any representation, warranty, certificate, document or Report becomes untrue or inaccurate during the Term, the Recipient shall promptly advise the Province.

10.03 The provisions of sections 10.01 and 10.02 will continue in full force and effect notwithstanding the fulfillment by the Recipient of any or all of its obligations under this Agreement or the grant by the Province to the Recipient of any or all of the monies that the Province has agreed to provide to the Recipient pursuant to this Agreement.

DEFAULT

11.01 Any of the following will constitute an Event of Default of the Recipient under this Agreement:

- (a) The Recipient fails to comply with a provision of this Agreement;
- (b) any representation or warranty made by the Recipient in this Agreement is untrue or inaccurate;
- (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is materially untrue or inaccurate;
- (d) a change occurs with respect to any one or more, including all, of the properties, assets, condition (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfil its obligations under this Agreement;
- (e) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency; and

- (f) the Recipient substantially ceases to operate in accordance with its established mandate.

11.02 If an Event of Default occurs the Province may at its discretion and without limitation:

- (a) terminate this Agreement by written notice from the Province to the Recipient;
- (b) if the Province believes, in its discretion, that the Event of Default is capable of being cured by the Recipient:
 - (i) by written notice to the Recipient, require that the Event of Default be remedied within a time period specified in the notice;
 - (ii) the Recipient must provide the Province with written notice of such cure by the conclusion of the time period specified in the notice and include, in particularity and in detail, reasonable detail of how the Event of Default has been cured; and
 - (iii) any failure by the Recipient to rectify such Event of Default within the time period specified in the notice to the Province's satisfaction, as determined by the Province in its discretion, will be a breach of this Agreement by the Recipient;
- (c) specify amounts, not to exceed in total the Contribution, that have not been accounted for and applied by the Recipient, that, within 30 business days of actual or deemed receipt by the Recipient of notice given by the Province to the Recipient, will become due and be payable by the Recipient to the Province;
- (d) require the Recipient to make public the fact that an Event of Default has occurred; and
- (e) pursue any remedy or take any action available to it at law or in equity.

NOTICES

12.01 Any notice, document, statement, report or demand desired or required to be given or made pursuant to this Agreement must be in writing and may be delivered by courier, by personal delivery or by electronic transmission (including email) from either party as follows:

- (a) if to the Province:

Partnerships, Engagement and Legislation Division
Ministry of Emergency Management and Climate Readiness
Block A, Suite 200 – 2261 Keating Cross Road
VICTORIA British Columbia
V8M 2A5
Email: EMCR.IERFunding@gov.bc.ca
Attention: Executive Director, Indigenous Agreements

(b) and if to the Recipient:

District of Lantzville
PO Box 100
Lantzville, BC
V0R 2H0
Email: ronaldcampbell@lantzville.ca
Attention: Ronald Campbell, Chief Administrative Officer

Any such communication will be conclusively deemed validly given to and received by the intended recipient on the day on which it was so delivered or transmitted unless received after 5:00 pm (local time in the place of receipt) in which case it will be deemed to be given on the next business day.

12.02 Either party may, from time to time, give written notice to the other party of any change of address or email of the party giving such notice and after the giving of such notice, the address or email therein specified will, for purposes of this Agreement be conclusively deemed to be the address or email of the party giving such notice.

APPROPRIATION

13.01 Notwithstanding any other provision of this Agreement, the payment of money by the Province to the Recipient pursuant to this Agreement is subject to:

- (a) there being sufficient monies available in an appropriation, as defined in the FAA, to enable the Province in any fiscal year or part thereof when any such payment may be required, to make that payment; and
- (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in section 13.01(a).

RELATIONSHIP

- 14.01 No partnership, joint venture, agency, or other legal entity will be created by or will be deemed to be created by this Agreement or any actions of the parties pursuant to this Agreement.
- 14.02 The Recipient will not be a dependant contractor or employee of the Province under this Agreement.
- 14.03 The Recipient will not, in any manner whatsoever, commit or purport to commit the Province to the payment of money to any person, firm or corporation in connection with this Agreement.

NON-WAIVER

- 15.01 No term or condition of this Agreement and no breach by one party of any such term or condition will be deemed to have been waived unless such waiver is in writing signed by the other party.
- 15.02 The written waiver by one party of any breach by the other party of any term or condition of this Agreement will not be deemed a waiver of such term or condition or of any subsequent breach by the other party of the same or any other term or condition of this Agreement.

ENTIRE AGREEMENT

- 16.01 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement.

FURTHER ACTS AND ASSURANCES

- 17.01 Each of the parties will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the better and absolute performance of the terms and conditions of this Agreement.

TIME OF ESSENCE

- 18.01 Time will be of the essence of this Agreement.

SURVIVAL OF PROVISIONS

- 19.01 Sections 3.01, 3.03, 4.01, 4.02, 4.03, 5.01, 5.02, 5.03, 6.01, 6.02, 7.01, 8.01, 8.02, 9.01, 10.01, 10.02, 10.03, 11.01, 11.02, 12.01, 12.02, 13.01, 14.01, 14.02, 14.03, 15.01, 15.02, 17.01, 19.01, 20.01, 20.08, 22.01, 22.02, 22.03 and any other

sections of this Agreement which by their nature are intended to survive the termination of this Agreement and all of the rights and remedies of the Province, either at law or in equity, will survive any expiration or sooner termination of this Agreement.

INTERPRETATION

- 20.01 This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
- 20.02 The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of this Agreement.
- 20.03 Any reference to a statute in this Agreement, whether or not that statute has been defined, includes all regulations at any time made under or pursuant to that statute and amendments to that statute.
- 20.04 This Agreement will be interpreted and construed with such changes in number and gender as the context so requires.
- 20.05 If any provision in this Agreement is determined to be invalid, illegal or unenforceable, in whole or in part, it will be severable from this Agreement and the remaining provisions will not be affected and will continue in full force and effect to the extent permitted by law.
- 20.06 Any reference to the Province's "discretion" means the Province's sole, absolute and unfettered discretion.
- 20.07 The terms "section" and "schedule" refer to sections and schedules within this Agreement.
- 20.08 Nothing in this Agreement is to be construed as interfering with, or fettering in any manner, the exercise by the Province or the Recipient of any statutory power or duty.

ASSIGNMENT

- 21.01 The Recipient will not, without the prior written consent of the Province assign, either directly or indirectly, this Agreement or any right of the Recipient under this Agreement.
- 21.02 This Agreement will enure to the benefit of and be binding upon the Recipient and its successors and permitted assigns and the Province and its assigns.

DISPUTE RESOLUTION

22.01 In the event of any dispute between the parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the parties otherwise agree in writing:

- (a) the parties must initially attempt to resolve the dispute through collaborative negotiation;
- (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation; and
- (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally determined by arbitration under the *Arbitration Act* (British Columbia) and:
 - (i) the arbitration will be administered by the Vancouver International Arbitration Centre and will be conducted in accordance with its Rules of Arbitration;
 - (ii) there will be a single arbitrator;
 - (iii) British Columbia law is the applicable law; and
 - (iv) the decision of the arbitrator will be final and binding on the parties.

22.02 Unless the parties otherwise agree in writing, an arbitration or mediation under section 22.01 will be held in Victoria, British Columbia.

22.03 Unless the parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the parties must share equally the costs of a mediation or arbitration under section 22.01 other than those costs relating to the production of expert evidence or representation by counsel.

COUNTERPARTS AND ELECTRONIC DELIVERY

23.01 This Agreement may be entered into by each party signing a separate copy of this Agreement and delivering it to the other party. When taken together, they will be treated as one and the same agreement. Delivery of a signature page by electronic means (including by facsimile or in PDF format) will be as valid and effective as delivery of an original. A party that delivers a signature page by electronic means agrees to provide an original signed counterpart if requested to do so by the other party.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as set out below.

SIGNED on behalf of His Majesty the)
King in Right of the Province of)
British Columbia by a duly authorized)
representative of the Minister of)
Emergency Management and Climate)
Readiness)
this ____ day of _____ 2024)

For the Province

Print Name

SIGNED on behalf of the Recipient)
by a duly authorized representative)
this ____ day of _____ 2024)

For the Recipient

Print Name

Print Title (If Applicable)

Schedule A

Eligible Activities and Reporting Requirements

The Recipient will choose Eligible Activity(ies) listed in Schedule B towards which the Recipient will apply the Contribution. If an activity is not listed, the Recipient must provide a written description in Schedule B of the intended activity that the Contribution will be applied to.

The choice of Eligible Activity(ies), and activities identified by the Recipient, will make up Schedule B and is the Project for which the Contribution may be applied.

If after Agreement signing there are changes to the Project (Schedule B) originally submitted, the Recipient will email the Province at EMCR.IERFunding@gov.bc.ca with details of the proposed changes.

Optional Survey

In September 2024, Recipient will be requested to fill out an online survey, as part of initial review of the Indigenous Engagement Requirements Funding Program. In this survey the Recipient will share which Indigenous engagement requirements (activities) they worked towards implementing (how, and with whom).

Reporting Requirements

Reporting requirements are to support management and evaluation of the funding program. If the Recipient has chosen to pool Contribution funds with other Recipients, reporting requirement obligations may be shared.

Final Reporting

The Recipient must provide the Province with a final report that summarizes the outcome(s) and work completed, including financial reporting, on the selected Project(s). The final report will be required by March 31, 2025. In February 2025, the Province will provide material to support this report, including instructions and a template.

Adhoc Reporting

The Recipient must make all reasonable efforts to respond to ad-hoc requests by the Province for information on Project progress. The Recipient must also advise the Province immediately of any substantial events that could impact the Project timeline.

Schedule B

Project – Eligible Activity Intake Form

The Province will support activities that are responsive to other identified needs, and amendment to activities (scope change), as well as collaborative efforts through pooling of funds, that will assist with development and implementation of emergency management plans, and the inclusion of cultural safety and Indigenous knowledge in any or all phases of emergency management.

Eligible activities include (but are not limited to) the following:

1) Consultation and Coordination		
1a	<input type="checkbox"/>	Activities where local authorities contact or engage with Indigenous governing bodies and make reasonable efforts to reach agreement on the areas to be described in local authority emergency management plans for the purposes of consultation and cooperation” under s.120 of EDMA.
1b	<input type="checkbox"/>	Engagements to discuss, confirm and document communication protocols that help local authorities understand which entities to consult, engage, coordinate, and cooperate with, when and how, through any or all phases of emergency management.

2) Relationship Building		
2a	<input type="checkbox"/>	Activities that strengthen and develop relationships between Indigenous governing bodies and local authorities, and support collaboration in emergency management.
2b	<input type="checkbox"/>	Collaboratively developed or delivered training and preparedness initiatives, to support shared understanding of respective emergency management practices.

3) Planning		
3a	<input type="checkbox"/>	Activities that support collaboration in developing emergency management plans and/or risk assessments; for example, engagements to explore how to incorporate cultural safety and Indigenous knowledge, or how to identify and reduce disproportionate impacts in plans and/or risk assessments.

3b	<input type="checkbox"/>	Activities related to meeting consultation and cooperation requirements related to preparing, reviewing, and revising risk assessments or emergency management plans.
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4) Reconciliation and capacity building		
4a	<input type="checkbox"/>	Activities that support local reconciliation efforts such as meetings, engagements, and training, including building understanding of cultural safety and the integration of Indigenous knowledge in emergency management.
4b	<input type="checkbox"/>	Activities that enable self-determination, and governance of emergency management programs and services.
4c	<input type="checkbox"/>	Planning for and delivering cultural safety and humility training to local emergency management staff and volunteers.
4d	<input type="checkbox"/>	Activities that support First Nations establishing an Indigenous governing body for purposes of emergency management.

5) Agreement Building		
5a	<input type="checkbox"/>	Activities to develop formal agreements about communications protocols that help local authorities understand which entities to consult, engage, coordinate, and cooperate with, when and how, through any or all phases of emergency management.
5b	<input type="checkbox"/>	Meeting to review the effectiveness of agreements.

6) Proposed Activity Description Relating to IER, if Not Listed Above		

Proposed Activity Description Relating to IER if Not Listed (Continued)

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: January 24, 2024

SUBJECT: Finalizing 2024-2028 Financial Plan

PURPOSE

To seek Council approval on 2024-2028 Financial Plan to be incorporated into the Financial Plan Bylaw No. 360 to facilitate consideration of readings at the February 7, 2024 Council meeting.

RECOMMENDATION

THAT Council approves the Capital Projects on Attachment 1 as well as the Operating Costs in Attachment 2 of the report in the January 24, 2024 agenda, as part of the 2024-2028 Financial Plan.

ALTERNATIVES AND IMPLICATIONS

1. Other action as directed by Council.
Implication: May delay consideration of Financial Plan Bylaw readings and taking action on works included in the Plan.

BACKGROUND/RELEVANT HISTORY

At the December 4, 2023, Special Council meeting, Council has passed a resolution (C23-329) THAT Council instructs staff to bring back to Council a report outlining all changes to the 2024 budget including the revised 2024 total tax requisition for the first regular meeting of Council being held January 10, 2024.

ATTACHMENTS

Attachment 1: 2024 Capital Projects
Attachment 2: 2024 Operating Cost General Ledger Line by Line

ANALYSIS/RATIONALE

1. The Revised 2024 Total Tax Requisition

The Original Tax Levy proposed in October 2023: **\$3,220,300**

Minus:

Budget savings from 01-5-55-552
Decreased from \$30,000 to \$5,000
[Transportation services – Engineering/Consulting] \$25,000
November 15, 2023 Council motion

Budget savings from 70-5-70-552
Decreased from \$25,000 to \$10,000
[Water – Engineering/Consulting] \$15,000
November 15, 2023 Council motion

Budget savings from 01-5-10-997
 Decreased from \$23,100 to \$20,000
 [General Government – Tax Rate Stabilization Reserve] \$3,100
 November 15, 2023 Council motion

Budget savings from 01-5-10-592
 Decreased from \$95,500 to \$70,000 \$25,500
 [General Government – Legal]
 November 29/December 4, 2023 Council motion

Total Tax Reduction \$68,600

Revised 2024 Tax Levy \$3,151,700

Property Tax Comparison 2023 vs. 2024

	2023	2024
Property Tax General Levy	3,067,600	3,151,700
Gross Increase (Y/Y)		84,100
Non Market Change Revenue		91,500
Net Increase \$ (Y/Y)		-7,400
Net Increase % (Y/Y)		-0.24%

2. 2024 – 2028 Capital Budget

The Capital Projects listed on Attachment 1 need Council’s approval.

3. One-Time Project Reserve Balance:

	Reserve Balance
Reserve Open Balance	\$50,000
2024 Contribution	\$100,000
Jack’s Road Redesign	-25,000
Commercial Core PH2	-10,000
Ending Balance	\$115,000

For clarity, the 2024 DCC Review Consulting Fee is funded out of Ministry of Housing Capacity Funding. Lisa Zwarn’s bylaw consulting fees will be paid out of One-Time Project reserve.

4. Per December 4, 2023 Council motion, funding \$70,000 of GL 01-5-10530 For Contract Computer Maintenance from COVID Restart Grant.

Council passed a motion (C23-326) at the November 29/December 4th Council meeting THAT Council instructs staff to amend the draft “District of Lantzville 2024 – 2028 Financial Plan Bylaw No. 360, 2023” by funding the \$70,000 of GL 01-5-10-530 for contract computer maintenance from the COVID restart grant.

Contract Computer Maintenance is a recurring item each year. It needs to be funded from a sustainable source, such as property tax. Although Council has passed a motion to fund it out of the COVID Restart Grant for 2024; this expenditure needs to be funded out of property tax after COVID Restart Grant is depleted.

Staff need Council decision regarding whether to move the \$70,000 to a reserve fund so that the 2024 property tax levy will remain unchanged regardless of how Contract Computer Maintenance is funded. If we reduce the tax levy by \$70,000, for instance, Lantzville would have to increase property tax to fund this item after we run out of the COVID Restart Grant.

5. EMCR grant for Emergency Management Indigenous

Effective January 15, 2024, the Ministry of Emergency Management and Climate Readiness has agreed to contribute \$40,000 funding to the District to support its implementation of the Indigenous Engagement Requirements in the Emergency and Disaster Management Act.

This item is recorded in the Financial Plan under GL code 01-4-20-412 (EMCR Grant) as a revenue and 01-5-25-592 (Emergency Preparedness - RD) as an expense.

6. Fire Safe – House Numbering Rebate

Following Council’s discussion during the Strategic Planning session on January 17, 2024, we have added \$10,000 to GL 01-4-10-851 as a Transfer from COVID Fund and 01-5-20-744 (Fire Safe Rebate) as an expense.

7. Higher Operating Expenses after Increases in Contractor’s Rates

We have increased the following operating expense in the Financial Plan in compliance with Council’s motion carried on January 10, 2024.:

	2024 Revised Budget	2024 Original Budget	2024 Budget Increased By
Ditching/Brush Cutting 01-5-55-526	\$48,000	\$30,000	\$18,000
Pavement Repair/Maintenance 01-5-55-705	\$34,000	\$25,000	\$9,000

Prepared by:

Rose Liu

Rose, Liu CPA, CMA, MBA, PCP
 Director of Financial Services

Approved for submission to Council:

Judy Coates

Trudy Coates
 Acting Chief Administrative Officer

Date: January 24, 2024

Date: January 24, 2024

REVIEWED WITH:			
<input checked="" type="checkbox"/> Corporate Administration	<input type="checkbox"/> Fire Rescue	<input type="checkbox"/> Public Works/Engineering	<input type="checkbox"/> RCMP

<input type="checkbox"/> Financial Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Committee:
<input type="checkbox"/> Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	January 24, 2024	

File Number: 3900.20.360

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Attachment 1:

District of Lantzville 2024-2028 Capital Budget

G/L Code	Cost Centre	Project	Funding Source	2024	2025	2026	2027	2028
GENERAL FUND FACILITIES								
06-5-40-527	180 Carry forward from previous years	Pierce Woods Marine Park - Safety Works (2021)	\$100k Waterfront Park Acquisition Res; \$20k CAC's - c/f 2022 unspent provision	120,000				
06-5-10-527	204 Carry forward from previous years	Costin Hall Heating and Cooling Replacement	Facilities Lifecycle Reserve	12,000	-	-		
EQUIPMENT & INFORMATION TECHNOLOGY								
06-5-10-527	133 Carry forward from previous years	Website upgrade project	COVID Restart Grant	7,000				
06-5-10-527	181	IT equipment upgrade	COVID Restart Grant	14,000	15,000	15,000	15,000	15,000

District of Lantzville 2024-2028 Capital Budget

G/L Code	Cost Centre	Project	Funding Source	2024	2025	2026	2027	2028
GENERAL FUND								
TRANSPORTATION INFRASTRUCTURE								
06-5-58-527	174 Carry forward from previous years	Beach Road Ends (2021) - Bike Racks arrive mid Dec for Harper Road done by PW; cut shrub-big job - contract; small cut - PW	\$37,690 carried fwd from 2022; Jack's Road Redesign \$25,000 from One-Time Project; Remaining From COVID-19 Fund	37,690				
06-5-58-527	161/ 193/206 Carry forward from previous years	Commercial Core PH 2 Plaza Beautification - 31,000 for Bollard/3,000 for Banners/15,000 in 2024 budget to close out project	2024 funding all from Gas Tax. 2023 Council Motion \$10,000 from One-Time Project Reserve	49,000	-	-		
06-5-55-527	223	A multi-use path, with a permeable surface, from Leland to Huddleston RD AND that this path be on the south side Lantzville RD with the asphalt space to the right of the white line preserved so that it remains available to cyclist.	\$201 k from Climate Action Program Grant; \$324 k from Asset Replacement Drainage & Transportation Reserve	525,000				

**District of Lantzville
2024 – 2028 Capital Budget**

G/L Code	Cost Centre	Project	Funding Source	2024	2025	2026	2027	2028
GENERAL FUND								
TRANSPORTATION INFRASTRUCTURE								
06-5-55-527	187	Dickinson Road Improvements Project - Phase II (Lantzville Road to Oar Road)	Gas Tax \$185; Life Cycle Reserve-Roads \$1,170k; Grant to be investigated		2,300,000			
06-5-55-527	Long Term Plan	Dickinson Road Improvements Project - Phase III (Oar Road to Schook Road)	Asset Replacement Drainage & Transportation Infrastructure; Grant to be investigated		-	2,600,000		
06-5-55-527	Long Term Plan	Eastwind Drive Asphalt Replacement	Asset Replacement Drainage & Transportation Infrastructure		385,000			
06-5-55-527	Long Term Plan	Lorenzen Lane Replacement	Asset Replacement Drainage & Transportation Infrastructure	-		575,000		
06-5-55-527	Long Term Plan	Alger Road Asphalt Replacement	Asset Replacement Drainage & Transportation Infrastructure	-	-	-	350,000	

District of Lantzville 2024-2028 Capital Budget

G/L Code	Cost Centre	Project	Funding Source	2024	2025	2026	2027	2028
GENERAL FUND								
STORM DRAINAGE								
06-5-55-527	189	Dickinson Road Improvements Project - Phase I (Culvert/drainage assessment and replacement; roadway geotechnical report) Near Jack's Road	DCC - Drainage	215,000	-	-	-	-
06-5-55-527	Long Term Plan	Lantzville Road Bloods Creek Culvert Replacement	Asset Replacement Drainage & Transportation Infrastructure	-	-	350,000	-	-
06-5-55-527	Long Term Plan	Alger Road Culvert Replacement - not done - Clark Med project	Gas Tax \$204k; Drainage DCC \$146k	-	-	-	350,000	-
06-5-55-527	192	Ware Road Culvert Replacement	Asset Replacement Drainage & Transportation Infrastructure	5,000	-	-	-	-

District of Lantzville 2024-2028 Capital Budget

G/L Code	Cost Centre	Project	Funding Source	2024	2025	2026	2027	2028
WATER FUND								
76-5-70-527	170	Winds Residential Area Water System Expansion	Grant \$5,733,746;Debt \$2,727,311	8,461,057				
76-5-70-527	200	Watermain Replacement-Harby to Joy to Rossiter (Budget increased from 493,000 to 750,000)	Water Infra Capital Equip Reserve	750,000				
76-5-70-527	Long Term Plan	Watermain Replacement-Millard, Lynn, Lantzville Rd	Water Infra Capital Equip Reserve		600,000			
76-5-70-527	Long Term Plan	Watermain Replacement-Huddlestone-incr fire flows	Water Infra Capital Equip Reserve			300,000		
76-5-70-527	New	Watermain Replacement and Drainage Improvments Project -Saxon Cross	Water Infra Capital Equip Reserve	410,000				
76-5-70-527	New	Slip Gate Hydrant Replacement	Water Infra Capital Equip Reserve	90,000				
76-5-70-527	New	Valve Replacement (replace old red-white valves and dead ends flush-out)	Water Infra Capital Equip Reserve	75,000				

Attachment 2:

2024 Financial Plan Operating Cost General Ledger line by line

All changes made after the November 29, 2023 Council meetings are captured in blue highlight.

All changes made before the November 29, 2023 Council meetings are captured in yellow highlight.

GENERAL GOVERNMENT BUDGET

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
					Total reduction of 68,600 by Council: reduced by 25,500 from 01-5-10-592 (Legal) ; 25,000 from 01-5-55-552 (Engineering Consultant); 15,000 from 70-5-70-552 (Engineering Consultants-Water) + 3,100 from 01-5-10-997 (Contribution to Tax Stabilization Reserve)
01-4-10-400	PROPERTY TAX LEVY	(38,600)	(3,021,600)	(3,060,200)	
01-4-10-400	PROPERTY TAX LEVY - NON MARKET	(45,500)	(46,000)	(91,500)	
01-4-10-401	UTILITY 1% LEVY TELUS	800	(5,800)	(5,000)	
01-4-10-402	UTILITY 1% SHAW	1,800	(11,200)	(9,400)	
01-4-10-403	UTILITY 1% FORTIS GAS	(2,000)	(5,500)	(7,500)	
01-4-10-404	UTILITY 1% HYDRO	-	(40,000)	(40,000)	
01-4-10-405	PILT - HYDRO	(800)	(35,700)	(36,500)	
01-4-10-406	FORTIS 3%	(7,800)	(16,000)	(23,800)	
01-4-10-407	LIBRARY LEVY	(49,800)	(250,100)	(299,900)	
01-4-10-410	LAS PARCEL TAX (Knarston Creek)	-	(8,400)	(8,400)	
01-4-10-412	PROVINCIAL GRANTS	(66,100)	(1,000)	(67,100)	
01-4-10-416	FEE RE SCHOOL TAX COLLECTION	-	(16,400)	(16,400)	
01-4-10-418	SMALL COMMUNITY GRANT	(42,000)	(458,000)	(500,000)	
01-4-10-420	PENALTIES	-	(15,800)	(15,800)	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-4-10-425	INTEREST REVENUE	(145,000)	(75,000)	(220,000)	
01-4-10-427	SD68 SITE ACQUISITION ADMIN FEE	(1,300)	-	(1,300)	
01-4-10-430	MISCELLANEOUS REVENUE	(2,000)	-	(2,000)	
01-4-10-432	LEASE REVENUE	3,500	(4,300)	(800)	
01-4-10-433	THIRD PARTY WORKS	-	(200,000)	(200,000)	
01-4-10-434	INTEREST ON ARREAR/DEL TAXES	-	(4,000)	(4,000)	
01-4-10-435	MTI TICKET FINES	-	(1,500)	(1,500)	
01-4-10-438	TAX CERTIFICATES ISSUED	-	(4,500)	(4,500)	
01-4-10-805	ADMIN RECOVERY - GARBAGE	-	(15,500)	(15,500)	
01-4-10-810	ADMIN RECOVERY - WATER/SEWER	(500)	(216,600)	(217,100)	Internal Transfer from 2024 Water Sewer funds
					5,000 Lisa Zwan consulting fee from One Time Proj Reserve. 50,000 Emergency Prep RDN Grant; 70,000 Comp Maint IT out of COVID Fund per Dec 4 motion; \$32,100 from COVID Fund (Janitor etc) per Nov 29 Motion, 5,000 +700 per Dec 4 motion from Life Cycle Reserve for Facility Review Comm Bldg B; 50,000 Housing Study changed into in-house work done by staff per Dec 4 motion; 4,500 from COVID Fund for Planning Cloudpermit per Jan 10 motion; new Fire Rebate program \$10,000 out of COVID Fund per Council Jan 17, 2024.
01-4-10-851	TRANSFER FROM RESERVE - GENERAL	(40,200)	(137,100)	(177,300)	
01-4-10-852	CONTRIBUTIONS TO/FR SURPLUS	312,600	(312,600)	-	
01-4-10-990	TRNSFR FR. INVEST. NON-FINANCIAL ASSETS	(63,500)	(622,000)	(685,500)	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
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GENERAL GOVERNMENT

01-5-10-236	BENEFITS - HEALTH	12,747	13,200	25,947	
01-5-10-237	BENEFITS - DENTAL	3,118	17,300	20,418	
01-5-10-238	BENEFITS - MSP	-	-	-	
01-5-10-239	BENEFITS - LIFE	128	1,600	1,728	
01-5-10-241	BENEFITS - AD&D	(20)	500	480	
01-5-10-242	BENEFITS - LTD	575	5,500	6,075	
01-5-10-243	RECRUITMENT COSTS	15,000		15,000	
01-5-10-244	EMPLOYEE END OF SERVICE GIFT	1,500		1,500	
01-5-10-500	ADVERTISING	-	8,000	8,000	
01-5-10-504	AUDIT	3,200	24,200	27,400	
01-5-10-505	LTSA FEES	-	500	500	
01-5-10-506	BANK CHARGES	800	3,500	4,300	
01-5-10-511	EMPLOYER HEALTH TAX	(6,105)	23,900	17,795	
01-5-10-512	BENEFITS - EMPLOYER E.I.	195	11,800	11,995	
01-5-10-514	BENEFITS - EMPLOYER CPP	6,216	30,100	36,316	
01-5-10-516	BENEFITS - PENSION	4,587	55,100	59,687	
01-5-10-518	BENEFITS - WCB	169	16,400	16,569	
01-5-10-523	CORPORATE TRAINING & DEVELOPMENT	-		-	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-10-525	STAFF MEETING EXPENSES	-	500	500	
01-5-10-528	CONTRACT - COLLECTION	2,100	4,500	6,600	
01-5-10-530	CONTRACT - COMPUTER MAINT	19,900	50,100	70,000	2024 expense 70,000 comes out of COVID fund per Dec 4 motion
01-5-10-531	SOFTWARE LICENSING	4,900	30,100	35,000	
01-5-10-532	CONTRACT - JANITORIAL	11,200	23,800	35,000	Per Nov 15 Council Motion. Incremental compared to 2023 to come out of COVID fund
01-5-10-538	OFFICE ALARM	-	800	800	
01-5-10-539	TAX REFUND INTEREST	-	-	-	
01-5-10-541	PREAUTHORIZED PMT INTEREST	8,100	1,100	9,200	
01-5-10-547	ELECTION EXPENSES	-	-	-	
01-5-10-548	PROFESSIONAL DEVELOPMENT	-	15,000	15,000	
01-5-10-552	CONSULTANTS	-	10,000	10,000	
01-5-10-552	CONSULTANTS - ONE TIME PROJECTS - CAPEX	(50,000)	50,000	-	
01-5-10-555	COMPUTER EQUIPT REPLACEMENT	5,000	5,000	10,000	
01-5-10-564	CONVENTION/MEETING COUNCIL	-	28,000	28,000	
01-5-10-574	GRANTS IN AID	-	2,500	2,500	
01-5-10-576	MAINTENANCE - GROUNDS	-	1,000	1,000	
01-5-10-579	COUNCIL / MAYOR DISCRETIONARY	-	-	-	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-10-580	COUNCIL REMUNERATION	5,088	87,300	92,388	
01-5-10-582	HYDRO	400	8,800	9,200	
01-5-10-583	MUNICIPAL UTILITIES	1,800	700	2,500	
01-5-10-584	INSURANCE - GENERAL	22,700	55,500	78,200	
01-5-10-586	VEHICLE INSURANCE	-	-	-	
01-5-10-590	JANITOR SUPPLIES	-	-	-	
01-5-10-592	LEGAL (Council and Staff total)	(25,500)	95,500	70,000	Nov 29 motion to reduce from 95,500 to 70,000
01-5-10-593	BAD DEBT EXPENSE	-	-	-	
01-5-10-594	LIBRARY/PUBLICATIONS	-	1,600	1,600	
01-5-10-595	LEGAL - Staff Use Only	-	-	-	No motion. Staff recommend share Legal between Council and Staff 50%/50%. Nov 15 motion postponed
01-5-10-596	MAINTENANCE - BUILDINGS	(1,000)	6,000	5,000	
01-5-10-597	BLDG REPAIRS - COSTIN HALL	(1,000)	6,000	5,000	
01-5-10-598	MAINTENANCE AGREEMENTS	-	3,500	3,500	
01-5-10-602	MEMBERSHIPS	1,000	4,800	5,800	
01-5-10-606	STAFF FUNCTION	-	3,500	3,500	
01-5-10-610	OFFICE EQUIPT PURCHASES	(1,500)	6,000	4,500	
01-5-10-612	OFFICE SUPPLIES	(3,000)	17,500	14,500	
01-5-10-613	COUNCIL MEMBERSHIPS	-	3,600	3,600	
01-5-10-617	CASH OVER/UNDER	-	-	-	
01-5-10-619	PARCEL TAXES	-	-	-	
01-5-10-625	STORAGE RENTAL	2,600	-	2,600	
01-5-10-626	PHOTOCOPIER CHARGES	7,500	10,500	18,000	
01-5-10-628	POSTAGE & COURIER	(3,000)	13,000	10,000	
01-5-10-630	POSTAGE SYSTEM MAINTENANCE	-	2,700	2,700	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-10-658	TELEPHONE	-	12,000	12,000	
01-5-10-670	TRAVEL - EMPLOYEE	1,000	2,000	3,000	
01-5-10-686	WAGES - CASUAL	230	33,300	33,530	
01-5-10-692	WAGES - REGULAR	34,504	785,400	819,904	
01-5-10-900	CONTRIBUTION TO RESERVE	35,864		35,864	Net result of (70,000 -9,000 - 7,136 - 18,000): IT Expense 70,000 out of COVID Fund; incremental 01-5-55-705 Pavement Maintenance of 9,000, 01-5-57-508 Animal Control of 7,136, and increased 01-5-55-526 Bush Cutting of 18,000)
01-5-10-909	PORT THEATRE	500	9,000	9,500	
01-5-10-910	CONTINGENCY	(150,000)	200,000	50,000	
01-5-10-934	WINTER ROAD MAINTENANCE RESERVES	-		-	
01-5-10-936	ASSET REPLACEMENT - ADMIN EQUIPMENT	-	10,200	10,200	
01-5-10-957	INTERFUND BORROWING - REPYMNT (Knarston Creek)	-	8,400	8,400	
01-5-10-985	CONTRIBU TO CAPITAL WORKS - FIRE HALL	(13,100)	58,500	45,400	
01-5-10-986	CAPITAL WORKS - COSTIN HALL	-	30,400	30,400	
01-5-10-987	CAPITAL WORKS - HERITAGE CHURCH	-	21,600	21,600	
01-5-10-988	CAPITAL WORKS - MUNICIPAL HALL	-	21,600	21,600	
01-5-10-989	CONTRIBUTION TO CAPITAL WORKS - ROADS	(161,727)	680,000	518,273	All remaining surplus contributed to Road Reserve
01-5-10-990	AMORTIZATION - GENERAL GOV'T	21,000	61,000	82,000	
01-5-10-991	ASSET REPLACEMENT - FIRE EQUIPMENT	(16,800)	16,800		- See Reserve Contribution in Fire Dept 1 5 20 900
01-5-10-992	ASSET REPLACEMENT - PUBLIC WORKS TRUCK	(55,000)	80,000	25,000	increased from 20,000 to 25,000 in compliance with bylaw
01-5-10-993	FIRE TRUCK RESERVE	(108,200)	108,200		- See Reserve Contribution in Fire Dept 1 5 20 900
01-5-10-994	PARKLAND CAPITAL RESERVE	10,000		10,000	10% of Non Market Change \$91,500
01-5-10-996	PROPERTY ACQUISITION RESERVE	(20,900)	22,500	1,600	1% General Tax increase
01-5-10-997	TAX RATE STABILIZATION RESERVE	20,000		20,000	Nov 15 motion to reduce from 23,100 to 20,000
01-5-10-998	ONE TIME PROJECTS RESERVE	50,000	50,000	100,000	The only 2024 expense out of One-Time Project Reserve is Lisa Zwarn's consulting fees as of Jan 10, 2024.

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
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TRANSPORTATION SERVICES

01-5-55-236	BENEFITS - HEALTH	2,203	2,000	4,203	
01-5-55-237	BENEFITS - DENTAL	687	2,500	3,187	
01-5-55-238	BENEFITS - MSP	-	-	-	
01-5-55-239	BENEFITS - LIFE	48	200	248	
01-5-55-241	BENEFITS - AD&D	(31)	100	69	
01-5-55-242	BENEFITS - LTD	443	800	1,243	
01-5-55-511	EMPLOYER HEALTH TAX	(905)	2,800	1,895	
01-5-55-512	EMPLOYER E.I.	4	1,700	1,704	
01-5-55-514	EMPLOYER C.P.P.	869	4,400	5,269	
01-5-55-516	PENSION	317	8,700	9,017	
01-5-55-518	W.C.B.	23	2,000	2,023	
01-5-55-526	DITCHING/BRUSH CUTTING	22,900	25,100	48,000	Increased from 30,000 to 48,000 per Jan 10 Council motion based on new contract rates
01-5-55-532	CONTRACT - JANITORIAL	-	7,000	7,000	
01-5-55-536	HAZARDOUS TREES	4,000	8,000	12,000	
01-5-55-543	CULVERT MAINTENANCE	-	6,000	6,000	
01-5-55-548	PROFESSIONAL DEVELOPMENT	-	4,500	4,500	
01-5-55-552	ENGINEERING/CONSULTANTS	-	5,000	5,000	Nov 15 motion to reduce to 5,000 from 30,000
01-5-55-554	EQUIPMENT MAINTENANCE & REPAIRS	500	4,700	5,200	
01-5-55-556	EQUIPMENT RENTAL	-	500	500	
01-5-55-557	SMALL TOOLS & EQUIPMENT	-	2,800	2,800	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-55-570	GAS/OIL	3,000	6,200	9,200	
01-5-55-586	VEHICLE INSURANCE	-	2,500	2,500	
01-5-55-596	SHOP & BUILDING MAINTENANCE	-	200	200	
01-5-55-602	MEMBERSHIPS	(900)	1,000	100	
01-5-55-612	OFFICE SUPPLIES	-	600	600	
01-5-55-625	PROP/BLDING LEASE	300	6,700	7,000	
01-5-55-648	SNOW REMOVAL	45,000	125,000	170,000	Council approved 170,000 per Jan 10 motion
01-5-55-651	ROAD MARKING	6,200	13,800	20,000	
01-5-55-653	SAFETY SUPPLIES	-	1,900	1,900	
01-5-55-654	SHOP SUPPLIES	-	1,000	1,000	
01-5-55-655	SIGNAGE	4,000	6,000	10,000	
01-5-55-657	RAILWAY CROSSINGS	-	10,600	10,600	
01-5-55-658	TELEPHONE	500	2,300	2,800	
01-5-55-670	TRAVEL - EMPLOYEE	-	-	-	
01-5-55-692	WAGES	(13,660)	114,600	100,940	
01-5-55-695	WORKS FOR OTHERS	-	200,000	200,000	
01-5-55-705	PAVEMENT REPAIR/MAINTENANCE	13,000	21,000	34,000	Increased from 25,000 to 34,000 per Jan 10 Council motion based on new contract rates
01-5-55-714	STREET LIGHT POLES	(2,000)	2,000	-	
01-5-55-990	AMORTIZATION - TRANSPORTATION	38,000	444,000	482,000	

PROTECTIVE, ENVIRONMENTAL HEALTH AND PARKS RECREATION, BYLAW, PLANNING AND BUILDING INSPECTION

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
PROTECTIVE SERVICES - FIRE					
01-4-20-430	MISCELLANEOUS REVENUE PROTECTIVE SERVICES	(2,000)	-	(2,000)	
01-4-20-412	EMCR Grant	(40,000)	-	(40,000)	EMCR Grant authorized by Min. of Emer Man Jan 17, 2024
01-4-20-446	FIRE SUPPRESSION AGREEMENTS	-	(28,900)	(28,900)	
01-4-20-464	GRANTS/DONATIONS PROTECTIVE SERVICES	(3,000)	-	(3,000)	
ENVIRONMENTAL HEALTH					
01-4-30-440	PENALTIES - USER FEES	-	(3,000)	(3,000)	
01-4-30-450	GARBAGE USER FEE	(20,900)	(246,100)	(267,000)	
PARKS & RECREATION					
01-4-40-460	MINE TOWN DAY	-	(700)	(700)	
01-4-40-464	DONATIONS	(1,000)	-	(1,000)	
01-4-40-465	PARK BENCHES/MEMORIALS	-	(5,000)	(5,000)	
BYLAW ENFORCEMENT					
01-4-57-435	BYLAW REVENUE	-	-	-	
PLANNING & COMMUNITY DEVELOPMENT					
01-4-58-412	PROVINCIAL GRANTS	(167,793)	-	(167,793)	Ministry of Housing Capacity Funding; 60,000 spent on DCC Review Jan 10 Motion
01-4-58-437	BUSINESS LICENCE FEES	(6,000)	(3,300)	(9,300)	
01-4-58-450	COMMUNITY AMENITY CONTRIBUTIONS	-	-	-	
01-4-58-452	SUBDIVISION APPLICATIONS	-	(10,000)	(10,000)	
01-4-58-453	PERMIT APPLICATIONS	-	(15,000)	(15,000)	
01-4-58-454	DRIVEWAY ACCESS PERMITS & OTHER DEV FEES	7,000	(10,000)	(3,000)	
01-4-58-456	DEVELOPMENT ADMIN FEES	(5,000)	-	(5,000)	
01-4-58-457	BYLAW AMENDMENT APPLICATIONS	-	(11,000)	(11,000)	
01-4-58-464	DONATIONS/GRANTS - PLANNING	-	-	-	
BUILDING INSPECTION					
01-4-59-455	BUILDING PERMIT APPLICATION	27,000	(160,000)	(133,000)	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
PROTECTIVE SERVICES - FIRE					
01-5-20-236	BENEFITS - HEALTH	1,724	1,600	3,324	
01-5-20-237	BENEFITS - DENTAL	585	2,200	2,785	
01-5-20-239	BENEFITS - LIFE	16	200	216	
01-5-20-241	BENEFITS - AD&D	(40)	100	60	
01-5-20-242	BENEFITS - LTD	371	800	1,171	
01-5-20-511	EMPLOYER HEALTH TAX	2,830	2,200	5,030	
01-5-20-512	BENEFITS - EMPLOYER EI	1,367	3,700	5,067	
01-5-20-514	BENEFITS - EMPLOYER CPP	(292)	4,300	4,008	
01-5-20-516	BENEFITS - PENSION	2,092	7,000	9,092	
01-5-20-518	W.C.B.	485	4,400	4,885	
01-5-20-528	CONTRACT - SOLID WASTE COLLECTION	-		-	
01-5-20-744	FIRE SAFE REBATE	10,000	-	10,000	New Fire Safe rebate program per Council discussion on Jan 17, 2024 out of COIVD Fund.
01-5-20-531	SOFTWARE-FIRE (PSTracks)	5,000		5,000	
01-5-20-532	CONTRACT - JANITORIAL	300	9,100	9,400	
01-5-20-538	CONTRACT OFFICE ALARM	-	500	500	
01-5-20-547	FF HEALTH & WELLNESS	4,000		4,000	
01-5-20-548	EDUCATIONAL TRAINING	3,900	38,600	42,500	Nov 15 motion to increase training by 1,500 for drone certificate
01-5-20-554	EQUIPT R & M	400	13,000	13,400	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-20-559	TRAINING WAGES	8,200	11,800	20,000	
01-5-20-566	EXPENSES - TURNOUT GEAR	1,000	18,000	19,000	
01-5-20-567	CLOTHING & CLEANING	200	7,500	7,700	
01-5-20-568	FIREFIGHTING SUPPLIES	300	11,000	11,300	
01-5-20-569	FIREFIGHTING SUPPLIES - 1ST RESPONDER	100	4,500	4,600	
01-5-20-570	GAS/OIL/ANTI-FREEZE	2,000	15,000	17,000	
01-5-20-574	MEMBER RECOGNITION	200	5,500	5,700	
01-5-20-576	GROUNDS MAINTENANCE	100	2,000	2,100	
01-5-20-580	HONORARIUM	1,600	38,900	40,500	
01-5-20-582	HYDRO	400	12,200	12,600	
01-5-20-583	MUNICIPAL UTILITIES	-	300	300	
01-5-20-584	INSURANCE	100	2,000	2,100	
01-5-20-586	VEHICLE INSURANCE	500	9,500	10,000	
01-5-20-590	JANITORIAL SUPPLIES	-	1,500	1,500	
01-5-20-596	BUILDING REPAIRS	200	8,000	8,200	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan		2024 Financial Plan		2024 Comments
			A	B	A	B	
01-5-20-602	MEMBERSHIPS/DUES/SUBSCRIPTIONS	-		1,000		1,000	
01-5-20-610	OFFICE EQUIPMENT/CMPTRS	100		2,500		2,600	
01-5-20-612	OFFICE SUPPLIES	(400)		4,500		4,100	
01-5-20-619	PARCEL TAXES	-		400		400	
01-5-20-628	POSTAGE & COURIER	-		200		200	
01-5-20-631	CALLOUTS	2,600		65,300		67,900	
01-5-20-632	PRACTICES	1,800		46,000		47,800	
01-5-20-635	PUBLIC EDUCATION & LIFE SAFETY	700		2,000		2,700	
01-5-20-636	RADIO/PAGERS	1,000		8,000		9,000	
01-5-20-638	VEHICLE MAIN & REPAIRS	600		19,000		19,600	
01-5-20-646	SMALL TOOLS & EQUIPT	800		9,000		9,800	
01-5-20-658	TELEPHONE	200		7,000		7,200	
01-5-20-670	TRAVEL - MILEAGE	200		500		700	
01-5-20-692	WAGES - REGULAR	22,600		82,000		104,600	
01-5-20-900	FIRE DEPT CONTRIBUTION TO RESERVE	80,000		-		80,000	40,000 for Equipt and 40,000 for Vehicle
01-5-20-956	INTEREST - INTERNAL DEBT - PUMPER	100		2,400		2,500	
01-5-20-957	PRINCIPAL - INTERNAL DEBT - PUMPER	-		36,900		36,900	
01-5-20-990	AMORTIZATION - PROTECTIVE SERVICES	2,500		83,000		85,500	
BUILD INSPECTION							
01-5-25-507	BUILDING INSPECTION	-		-		-	
01-5-25-508	BYLAW ENFORCEMENT - CONTRACT	-		-		-	
01-5-25-509	HOUSE NUMBERING - RDN Invoice	-		1,900		1,900	
01-5-25-592	EMERGENCY PREPAREDNESS - RDN Invoice	87,700		2,300		90,000	Original budget \$50,000; add \$40,000 for EMCR Grant spending
ENVIRONMENTAL HEALTH							
01-5-30-528	CONTRACT - COLLECTION	20,900		246,100		267,000	
01-5-30-534	CONTRACT - RDN ADDITIONAL FEES	-		-		-	
01-5-30-587	COGS - GARBAGE TAGS	-		-		-	
01-5-30-588	COGS - GREEN BINS	-		-		-	
01-5-30-800	GARBAGE - CONTRIBUTION TO ADMIN	15,500				15,500	Internal transfers need to net to zero. This line offsets 15,500 at 01-4-10-805 and was missing.

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
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PARKS & RECREATION

01-5-40-236	BENEFITS - HEALTH	4,131	3,800	7,931	
01-5-40-237	BENEFITS - DENTAL	1,308	4,700	6,008	
01-5-40-238	BENEFITS - MSP	-	-	-	
01-5-40-239	BENEFITS - LIFE	69	400	469	
01-5-40-241	BENEFITS - AD&D	30	100	130	
01-5-40-242	BENEFITS - LTD	1,589	700	2,289	
01-5-40-252	LIBRARY	49,800	250,100	299,900	
01-5-40-511	EMPLOYER HEALTH TAX	(1,305)	4,400	3,095	
01-5-40-512	BENEFITS - EMPLOYER E.I.	36	3,100	3,136	
01-5-40-514	BENEFITS - EMPLOYER C.P.P.	806	8,000	8,806	
01-5-40-516	PENSION	620	14,100	14,720	
01-5-40-518	BENEFITS - W.C.B.	120	3,200	3,320	
01-5-40-536	CONTRACT MAINTENANCE	(2,700)	2,700	-	
01-5-40-558	EQUIPMENT REPAIRS	-	2,000	2,000	
01-5-40-570	GAS & OIL	2,000	5,500	7,500	
01-5-40-582	HYDRO	300	900	1,200	
01-5-40-583	MUNICIPAL UTILITIES	5,000	4,000	9,000	
01-5-40-586	VEHICLE INSURANCE	1,000	1,600	2,600	
01-5-40-600	SMALL TOOLS & EQUIPMENT	-	2,000	2,000	
01-5-40-603	PARK BENCHES/MEMORIALS	-	5,000	5,000	
01-5-40-606	MISC.EXP.	-	1,700	1,700	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-40-610	PARKS/TRAILS - MAIN & REPAIRS	4,000	6,000	10,000	
01-5-40-611	TRAILS - MAIN & REPAIRS	1,000	5,500	6,500	
01-5-40-612	OFFICE SUPPLIES	-	-	-	
01-5-40-615	BUS SHELTER R&M	-	200	200	
01-5-40-619	PARCEL TAXES	(1,500)	1,500	-	
01-5-40-625	PROP/BUILDING LEASE - PARKS	300	6,700	7,000	
01-5-40-664	TOILET RENTAL CONTRACT	-	-	-	
01-5-40-686	WAGES -CASUAL (used in 2018 Payroll posting)	-	-	-	
01-5-40-692	WAGES - REGULAR	7,300	154,900	162,200	
01-5-40-902	MINE TOWN DAY	-	10,000	10,000	
01-5-40-903	COMMUNITY EVENTS	-	5,000	5,000	
01-5-40-907	PARKS & REC PLAN-OTHER	-	500	500	
01-5-40-990	AMORTIZATION - PARKS & RECREATION	2,000	34,000	36,000	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
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BYLAW ENFORCEMENT

01-5-57-508	ANIMAL CONTROL	7,936	11,000	18,936	New rate received by email Dec 18 2023, and approved at Council meeting Jan 10, 2024
01-5-57-518	BENEFITS - WCB	1,400	-	1,400	
01-5-57-552	CONTRACTED SERVICES	3,300	66,700	70,000	
01-5-57-592	LEGAL/ADJUDICATION	-	500	500	
01-5-57-612	OFFICE SUPPLIES	-	-	-	
01-5-57-670	TRAVEL - MILEAGE	-	-	-	

PLANNING & COMMUNITY DEVELOPMENT

01-5-58-236	BENEFITS - HEALTH	49	2,500	2,549	
01-5-58-237	BENEFITS - DENTAL	2,671	2,900	5,571	
01-5-58-238	BENEFITS - MSP	-	-	-	
01-5-58-239	BENEFITS - LIFE	32	400	432	
01-5-58-241	BENEFITS - AD&D	20	100	120	
01-5-58-242	BENEFITS - LTD	644	1,700	2,344	
01-5-58-511	EMPLOYER HEALTH TAX	(2,075)	6,000	3,925	
01-5-58-512	BENEFITS- EMPLOYER EI	7	2,800	2,807	
01-5-58-514	BENEFITS EMPLOYER CPP	516	7,500	8,016	
01-5-58-516	BENEFITS PENSION	(214)	18,900	18,686	
01-5-58-518	BENEFITS - WCB	118	4,100	4,218	
01-5-58-530	MAPPING - RDN CONTRACT	-	14,000	14,000	
01-5-58-548	PLANNING - PROFESSIONAL DEVELOPMENT	(2,000)	6,000	4,000	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
01-5-58-550	APPLICATION PROCESSING COSTS	-	4,000	4,000	
01-5-58-552	OTHER CONSULTANTS		5,000	70,000	60,000 for DCC Review out of Min of Housing Capacity Funding; 50,000 for Housing Study conducted in-house per Council motion, and Lisa Zwam's consulting for bylaw at 5,000 from One Time Project Reserve. 5,000 original budget.
		65,000			
01-5-58-591	PUBLIC ENGAGEMENT		3,000	8,700	Nov 29 Motion set budget at 5,000. Only do study on Bldg B. (Facilities Study for Comm Bldg A + B Revised). Funding from Lifecycle Reserve; Dec 4 motion to add \$700 for mould test out of Life Cycle Reserve
		5,700			
01-5-58-592	LEGAL	-	-	-	
01-5-58-602	PLANNING - MEMBERSHIPS	-	1,200	1,200	
01-5-58-612	OFFICE SUPPLIES	-	-	-	
01-5-58-658	TELEPHONE	500	-	500	
01-5-58-670	TRAVEL - MILEAGE	500	-	500	
01-5-58-692	PLANNER/AO - WAGES	(2,791)	203,500	200,709	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
BUILD INSPECTION					
01-5-59-236	BENEFITS - HEALTH	44	1,700	1,744	
01-5-59-237	BENEFITS - DENTAL	(1,161)	2,100	939	
01-5-59-239	BENEFITS - LIFE	16	200	216	
01-5-59-241	BENEFITS - AD&D	(40)	100	60	
01-5-59-242	BENEFITS - LTD	167	800	967	
01-5-59-505	SOFTWARE LICENSING	4,500	5,500	10,000	Per Jan 10 Motion to approve 4,500 from COVID Fund for adding the Planning module to Cloudpermit account. Original budget 5,500 + 4,500 = 10,000
01-5-59-511	EMPLOYER HEALTH TAX	(495)	1,700	1,205	
01-5-59-512	BENEFITS- EMPLOYER EI	72	1,500	1,572	
01-5-59-514	BENEFITS EMPLOYER CPP	181	3,500	3,681	
01-5-59-516	BENEFITS PENSION	327	5,400	5,727	
01-5-59-518	BENEFITS - WCB	101	1,400	1,501	
01-5-59-552	BLDG INSP - CONTRACTS	10,000	54,000	64,000	
01-5-59-612	OFFICE SUPPLIES	-	-	-	
01-5-59-670	TRAVEL - MILEAGE	-	7,200	7,200	
01-5-59-686	WAGES CASUAL	-	-	-	
01-5-59-692	WAGES	3,367	65,500	68,867	
STREET LIGHTING					
01-5-60-582	HYDRO	1,000	85,900	86,900	
01-5-60-672	REPAIRS	-	2,000	2,000	
TRANSFERS					
01-5-70-870	TRANSFER TO WATER FUND	9,200	-	9,200	
RESERVES					
15-4-10-425	INTEREST REVENUE	-	-	-	
01-5-58-900	CONTRIBUTION TO RESERVE	107,793	-	107,793	Remaining Balance of Min. of Housing Grant 167,793 - 60,000 (DCC Review)

WATER SERVICE BUDGET

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
WATER REVENUES AND EXPENSES					
70-4-70-400	PROPERTY VALUE TAX (FIRE DEPT PORTION)	-	(9,200)	(9,200)	
70-4-70-410	WATER PARCEL TAX	(105,500)	(359,300)	(464,800)	Winds Local Service parcel tax debt
70-4-70-440	PENALTIES - USER FEES	-	(5,200)	(5,200)	
70-4-70-443	PROVINCIAL GRANTS	(5,733,700)	-	(5,733,700)	Grant for Winds Local Service
70-4-70-450	WATER USER FEES	(42,500)	(468,000)	(510,500)	User fees updated per proposed 2024 Fees Bylaw
70-4-70-463	WATER CON'TN INSPECT FEE	(3,000)	-	(3,000)	
70-4-70-466	CONNECTION CHARGE	(79,014)	(88,700)	(167,714)	Connection Charge updated
70-4-70-810		-	-	-	
70-4-70-990	TRANSFER FROM NON-FINANCIAL ASSETS	(54,000)	(196,000)	(250,000)	
76-4-70-480	PROCEEDS FROM MFA BORROWING	(2,727,300)		(2,727,300)	Winds Local Service debt
70-5-70-236	BENEFITS - HEALTH	4,250	3,700	7,950	
70-5-70-237	BENEFITS - DENTAL	1,327	4,700	6,027	
70-5-70-238	BENEFITS - MSP	-	-	-	
70-5-70-239	BENEFITS - LIFE	70	400	470	
70-5-70-241	BENEFITS - AD&D	31	100	131	
70-5-70-242	BENEFITS - LTD	1,034	1,300	2,334	
70-5-70-500	ADVERTISING	-	500	500	
70-5-70-504	AUDIT	-	3,100	3,100	
70-5-70-511	EMPLOYER HEALTH TAX	(2,796)	5,300	2,504	
70-5-70-512	BENEFITS - EMPLOYER E.I.	52	3,000	3,052	
70-5-70-514	BENEFITS - EMPLOYER C.P.P.	1,762	8,100	9,862	
70-5-70-516	BENEFITS - PENSION	555	16,800	17,355	
70-5-70-518	BENEFITS - W.C.B.	106	3,500	3,606	
70-5-70-538	INTRUSION ALARM - PUMPHOUSE	-	4,000	4,000	
70-5-70-548	EDUCATIONAL EXPENSES	-	3,600	3,600	
70-5-70-552	ENGINEERING/CONSULTING WATER	5,000	5,000	10,000	Nov 15 motion; Council reduced it to 10,000 from 25,000
70-5-70-556	EQUIPMENT RENTAL	-	500	500	
70-5-70-560	PAVING REPAIRS	-	500	500	
70-5-70-570	SUPPLIES - GAS/OIL	1,800	6,200	8,000	
70-5-70-572	WATER METER MAIN/REPLACEMENT	-	11,900	11,900	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
70-5-70-581	HYDRANT MAINTENANCE / REPLACEMENT	(4,400)	5,400	1,000	
70-5-70-582	HYDRO	600	40,400	41,000	
70-5-70-584	INSURANCE	-	22,500	22,500	
70-5-70-585	RESERVOIR/WELL FIELD MAINTENANCE	-	1,600	1,600	
70-5-70-586	INSURANCE - VEHICLE	-	1,800	1,800	
70-5-70-600	SUPPLIES AND MATERIALS	300	6,700	7,000	
70-5-70-602	MEMBERSHIPS	2,000	600	2,600	
70-5-70-604	MTER REPLACEMENT PROGRAM	-	-	-	- GL Code disabled. Duplicated with 70 5 70 572 MTER MAIN/REPLACEMENT
70-5-70-606	MISCELLANEOUS EXPENSE	-	-	-	
70-5-70-612	OFFICE SUPPLIES	-	1,000	1,000	
70-5-70-619	PARCEL TAXES	-	600	600	
70-5-70-624	PERMITS AND LICENSES	1,900	1,100	3,000	
70-5-70-625	PROP/BLDG LEASE - WATER	-	11,000	11,000	
70-5-70-628	POSTAGE & COURIER FEES	-	2,100	2,100	
70-5-70-638	REPAIRS - VEHICLE/EQUIP.	3,000	4,500	7,500	
70-5-70-640	DISTRIBUTION SYSTEM MAINTENANCE	4,000	21,000	25,000	
70-5-70-642	SENSUS AUTO READ PROGRAM	-	2,300	2,300	
70-5-70-646	SMALL TOOLS & EQUIPMENT	-	1,000	1,000	
70-5-70-658	TELEPHONE	1,600	2,600	4,200	
70-5-70-659	SCADA	-	2,800	2,800	
70-5-70-692	WAGES - REGULAR	5,711	180,700	186,411	
70-5-70-694	WATER TESTING	-	2,000	2,000	
70-5-70-744	TOILET REBATE	-	1,000	1,000	
70-5-70-749	NANAIMO BULK WATER PURCHASES	30,000	30,000	60,000	
70-5-70-800	CONTRIBUTION TO ADMIN	-	142,100	142,100	
70-5-70-900	CONTRIBUTION TO WATER CONNECTION RESERVE	79,014	88,700	167,714	All water fund surplus is contributed to reserve
70-5-70-900	CONTRIBUTION TO WATER SYSTEM EXPANSION RESERV	-	9,700	9,700	All water fund surplus is contributed to reserve
70-5-70-900	CONTRIBUTION TO CAPITAL RESERVES	-	265,000	265,000	All water fund surplus is contributed to reserve
70-5-70-967	WINDS WATER DEBT PRINCIPAL	26,000		26,000	Local service debt was missing from prior years worksheet
70-5-70-968	WINDS WATER DEBT INTEREST	67,100		67,100	Local service debt was missing from prior years worksheet
70-5-70-990	AMORTIZATION - WATER	54,000	196,000	250,000	

SEWER SERVICE BUDGET

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan A	2024 Financial Plan B	2024 Comments
SEWER REVENUES AND EXPENSES					
50-4-50-408	SEWER PARCEL TAX (PHASE 3) - budget in 50-4-50-449	-	-	-	
50-4-50-409	SEWER PARCEL TAX (PHASE 1)	-	-	-	
50-4-50-410	SEWER PARCEL TAX (PHASE 2)	-	(49,700)	(49,700)	
50-4-50-425	INTEREST REVENUE	5,300	(7,300)	(2,000)	
50-4-50-440	PENALTIES - SEWER	-	(3,000)	(3,000)	
50-4-50-449	SEWER PARCEL TAX (PHASE 3) - revenue in 50-4-50-408	-	(149,300)	(149,300)	
50-4-50-450	SEWER USER FEES	(65,300)	(428,700)	(494,000)	Adjusted user fees based on proposed 2024 Fees Bylaw
50-4-50-463	SEWER CONNECTION INSPECTION FEE	-	(15,400)	(15,400)	
50-4-50-851	RECOVERY FROM RESERVE	(39,400)	-	(39,400)	
50-4-50-990	TRANSFER FROM NON-FINANCIAL ASSETS	(82,000)	(113,000)	(195,000)	
50-5-50-236	BENEFITS - HEALTH	1,046	800	1,846	
50-5-50-237	BENEFITS - DENTAL	301	1,100	1,401	
50-5-50-239	BENEFITS - LIFE	9	100	109	
50-5-50-241	BENEFITS - AD&D	30	-	30	
50-5-50-242	BENEFITS - LTD	180	400	580	
50-5-50-504	AUDIT	-	3,300	3,300	
50-5-50-511	EMPLOYER HEALTH TAX	(462)	1,400	938	
50-5-50-512	BENEFITS - EMPLOYER E.I.	9	700	709	
50-5-50-514	BENEFITS - EMPLOYER C.P.P.	580	1,900	2,480	
50-5-50-516	BENEFITS - PENSION	66	4,400	4,466	
50-5-50-518	BENEFITS - W.C.B.	74	900	974	

GL Account	GL Account Description	Diff 2024 - 2023 (B - A)	2023 Financial Plan		2024 Financial Plan		2024 Comments
			A	B	A	B	
50-5-50-582	HYDRO	600		4,600		5,200	
50-5-50-584	INSURANCE	2,000		11,900		13,900	
50-5-50-586	VEHICLE INSURANCE	-		1,800		1,800	
50-5-50-602	MEMBERSHIPS/DUES/SUBSCRIPTIONS	-		400		400	
50-5-50-612	OFFICE SUPPLIES	-		600		600	
50-5-50-625	PROP/BLDG LEASE - SEWER	-		11,000		11,000	
50-5-50-628	POSTAGE & COURIER FEES	-		800		800	
50-5-50-638	VEHICLE/EQUIP-REPAIRS & MAIN	-		1,500		1,500	
50-5-50-643	COLLECTION SYSTEM MAINTENANCE	-		18,800		18,800	
50-5-50-644	REGIONAL WASTEWATER TREATMENT	56,000		109,000		165,000	
50-5-50-646	SMALL TOOLS & EQUIPMENT	-		500		500	
50-5-50-658	TELEPHONE	1,000		2,500		3,500	
50-5-50-659	SCADA	-		2,200		2,200	
50-5-50-692	WAGES - REGULAR	1,267		46,700		47,967	
50-5-50-800	CONTRIBUTION TO ADMIN	-		75,000		75,000	
50-5-50-900	CONTRIBUTION TO RESERVE	36,700		152,100		188,800	All sewer fund surplus contribute to reserve
50-5-50-956	RESERVE FUND DEBT - INTEREST (PH 1)	-		-		-	
50-5-50-957	INTERFUND BORROWING - REPYMNT (PH 2)	-		49,700		49,700	
50-5-50-966	RESERVE FUND DEBT - PRINCIPAL (PH 1)	-		-		-	
50-5-50-967	PH3 - PRINCIPAL (MFA from RDN INVOICE)	-		110,200		110,200	
50-5-50-968	PH3 - INTEREST MFA	-		39,100		39,100	
50-5-50-990	AMORTIZATION - SEWER	82,000		113,000		195,000	



District of Lantzville

Policy No.: 5005-3

Date of Implementation: July 14, 2014

Dates Amended: [date to be inserted]

Council Resolutions: 14-120 [amending resolution number to be added]

COMPLAINT RESOLUTION POLICY (RESPECTFUL WORKPLACE)

The District's Complaint Resolution Policy sets out resolution processes so that Council members, District officers, employees and volunteers can feel confident that complaints about bullying and harassment are taken seriously and will be handled fairly, expeditiously and in a manner that respects the rights and dignity of all parties involved in a complaint.

Purpose:

To have a written procedure so all Council members, District officers, employees and volunteers are aware of options and steps they can take should they have a complaint or are the subject of a complaint of bullying or harassment.

Pursuing a complaint under this Policy does not preclude a Council member, District officer, employee or volunteer from filing a complaint with the BC Human Rights Commission (the "Commission"), WorkSafe BC, or pursuing any other available avenues such as the grievance procedure for unionized employees, where applicable. If a complaint is filed with the Commission, the complaint under this Policy will be held in abeyance until the complaint with the Commission is resolved. If an individual chooses to pursue a complaint directly with the Commission, the complaint needs to be based on one of the prohibited grounds covered in the *Human Rights Code*, R.S.B.C. 1996, c. 210, as amended from time to time (the "Human Rights Code").

Procedure:

1. Confidentiality and Anonymity:

- 1.1 Allegations of bullying and harassment may require the disclosure of sensitive information. Confidentiality must be maintained to ensure that those who may have been bullied or harassed feel free to come forward and are confident that their reputations will be protected throughout the process. It is the responsibility of all parties involved to respect this intent to protect the reputations of all individuals. Confidentiality cannot be guaranteed for individuals who initiate proceedings or make comments if they involve others outside the processes outlined in this Policy.
- 1.2 Confidentiality must, however, be distinguished from anonymity. If a complainant wishes to file a formal complaint and proceed with an investigation, the respondent must be made aware of the nature of the harassment complaint, which may include the identity of the complainant. In order to conduct a fair and objective investigation that is in the best interests of all parties, hearsay or anonymous complaints will not be investigated.

- 1.3 Initially, complainants may wish to review this Policy, or discuss a problem without giving the name of potential respondents. There are options to do this in Step 2.1 of this Policy. The confidentiality of both the complainant and potential respondent will be respected until the complainant chooses a resolution process that requires identification.
- 1.4 All written materials, including all notes taken during a formal or informal workplace harassment resolution process and any report prepared in relation to the resolution of a complaint, will be treated as confidential for the purposes of applications under the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165.

2. Individual Steps to Resolution

- 2.1 If an individual feels that he or she has been subject to bullying or harassment and is comfortable discussing the issue directly with the harasser, he or she should tell the harasser that the behaviour is unwelcome and request that it stop immediately. This is an important step to ensure that the harasser knows that his or her conduct is unwelcome. If disapproval has been made known to the harasser and the harassment persists, a written record of the continuing acts of harassment should be kept. If after discussing a complaint with the harasser, the complaint is dealt with to an individual's satisfaction, the issue is considered to be resolved.
- 2.2 If an individual is unable to talk to the harasser, or if after confronting the harasser the behaviour persists, the individual should involve an advisor.

If you have a concern in this regard or believe that you have been subject to bullying or harassment, you have the option of discussing your concern with a number of individuals. The steps to resolution that can be pursued are set out below.

3. Initial Consultation with Advisor

- 3.1 This stage of the complaint resolution process is an avenue to obtain information, voice a concern and develop a means to deal with the problem.
- 3.2 Individuals covered by this Policy who consider that they have been subjected to harassment may choose to consult an advisor, as set out in section 2.2. The advisor could be their immediate supervisor, a member of the employee's departmental management, any member of the District's management team, or another representative as agreed upon. If the individual is a volunteer, the initial advisor will be the Director of Corporate Administration (DCA).
- 3.3 Discussions regarding the complainant's concerns will be considered advisory and informal in nature. If the advisor reasonably believes that bullying or harassment has occurred, the advisor will determine whether or not the alleged harasser has been made aware of the objectionable or unwelcome conduct. Where this has occurred but the harasser's behaviour had persisted or where this has not occurred but the complainant is not comfortable doing so, the advisor may intervene at the complainant's request and inform the harasser of the objectionable behaviour.

- 3.4 The advisor will also review the *Bullying and Harassment Policy, 2014* and *Complaint Resolution Policy* with the complainant and discuss various choices to assist the complainant in deciding which course of action is most appropriate.
- 3.5 A complainant's concerns at the Initial Consultation stage will be treated in confidence by the advisor. The only exception to maintaining confidentiality is if the advisor deems the complaint to indicate a possible physical threat to any person. In that case, the advisor must immediately advise the Chief Administrative Officer (or designate) of the complaint and inform the complainant of this requirement to do so. The Chief Administrative Officer will promptly initiate an investigation and keep the complainant aware of the developments.

4. Informal Resolution

- 4.1 If the complainant, after the Initial Consultation, decides to proceed with a complaint of bullying or harassment, he or she must provide a written complaint to the DCA at the earliest possible date. This written complaint will contain full particulars of the facts surrounding the complaint.
- 4.2 If the complainant initially chose not to consult with anyone with respect to an alleged incident of bullying or harassment, the written complaint must be initiated within six (6) months of the date of the last alleged incident of harassment. Upon receipt of such a complaint, the DCA will take whatever steps are considered appropriate with the complainant and the respondent to resolve the matter informally within five (5) working days.
- 4.3 The complainant, with the assistance of the DCA will determine the best course of action. Some of the options for the complainant under this Policy are as follows:
- a) discuss concerns directly with or write to the respondent;
 - b) discuss concerns directly with the respondent, with the assistance of the DCA;
 - c) request that the DCA meet individually with the respondent and discuss the complaint;
 - d) initiate Mutual Resolution;
 - e) initiate a Formal Review
 - f) file a grievance for bargaining unit employees, if applicable;
 - g) file a complaint with the Commission, provided that the harassment complaint is based on one of the prohibited grounds covered under the *Human Rights Code*;
 - h) file a complaint with WorkSafe BC if the District has not taken reasonable steps to address the complaint.
- 4.4 If the Informal Resolution process proves to be unsuccessful in resolving the harassment complaint, the parties will confirm so in writing to the DCA within five (5) working days of the final Informal Resolution meeting and advise which further resolution option they wish to pursue. The complainant may, at his or her option, choose to proceed to Formal Review if the parties cannot agree to resolve the complaint through Mutual Resolution.

5. **Mutual Resolution**

- 5.1 At the request of the complainant and with the agreement of the respondent, and with the assistance of the DCA, a third party will be selected to act as a mediator to assist the individuals in resolving the complaint through mediation. The role of the mediator is to help the complainant and respondent come to an agreement, and not to advocate a position or impose a decision.
- 5.2 The mediator will be selected by agreement of the complainant and respondent, with the DCA retaining the right to select a mediator if the complainant and respondent are unable to agree.
- 5.3 Both the complainant and the respondent may be accompanied by a representative of their choice. If the complaint is resolved through Mutual Resolution, a written record of the complaint and the resolution will be given to the complainant, respondent and the DCA. Should there be recommendations for the employer to consider, the mediator will forward these recommendations to the DCA. The resolution and recommendations must be kept in confidence by the DCA.
- 5.4 If Mutual Resolution does not prove to be successful in resolving the complaint, other options may be pursued and must be confirmed by the complainant in writing within five (5) working days of receiving the mediator's report.

6. **Formal Review**

- 6.1 A request for a Formal Review should be made in writing to the DCA within five (5) working days of either the conclusion of the Informal Resolution or Mutual Resolution process. The DCA will convene an ad hoc Investigative Committee within five (5) working days of the request being filed.
- 6.2 The Investigative Committee will be drawn from an established pool of candidates and will consist of three representatives, from whom a Chairperson will be selected. The complainant and respondent will each choose a member from the pool and, in turn, these two representatives (will choose a third member from the pool to be Chairperson. The Investigative Committee will do the following:
 - a) confirm receipt of the written complaint with the complainant;
 - b) notify the respondent of the allegations(s), provide the respondent with a copy of the *Bullying and Harassment Policy* and *Complaint Resolution Policies* and advise the complainant of this notification;
 - c) receive information from any witnesses whom they believe may have information relevant to the complaint. This information may be received through written documentation, interviews, or informal hearings;
 - d) keep both the complainant and the respondent aware of any allegations made against them and ensure that they are given a reasonable opportunity to respond; and,
 - e) inform the complainant and the respondent that they may be accompanied by a representative of their choice during the Formal Review process.

- 6.3 The Investigative Committee is required to ensure all details, dates, conversations and meetings are well documented. Once the investigation has been completed, the Committee Chairperson, on behalf of the Investigative Committee, will prepare a written report and provide the report to the CAO. The report should, at a minimum, contain a description of the allegations, a summary of the evidence of the parties and the witnesses, and a determination of whether harassment occurred. The report may also provide recommendations with respect to the potential outcome.
- 6.4 After reviewing the report of the Investigative Committee, the CAO will make a decision on the appropriate disciplinary action, if any, and take such action as the CAO considers appropriate in the circumstances. In determining the appropriate disciplinary action in the context of harassment, the following factors will be considered:
- a) the degree and nature of the conduct;
 - b) whether the bullying or harassment was a single or repeated act;
 - c) whether the respondent was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
 - d) the nature of the work relationship of the complainant and the respondent, and whether the respondent was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
 - e) the impact of the bullying or harassment on the complainant;
 - f) the respondent's acknowledgment of wrongdoing;
 - g) the respondent's history of other bullying or harassment; and
 - h) the nature of the respondent's employment relationship with the District, including length of service and position.
- 6.5 Where the Investigative Committee concludes that bullying or harassment has occurred, the District must endeavour to protect the complainant from any subsequent bullying, harassment, discrimination or reprisal within the District's jurisdiction. The District also recognizes its responsibilities to protect the rights of the harasser and to see that no reprisal takes place.
- 6.6 Where the Investigative Committee finds that the original complaint was initiated in bad faith or with intent to harm, the CAO will take appropriate disciplinary action against the complainant.
- 6.7 The CAO's decision pursuant to section 6.4 will be in writing and provided to the complainant and respondent within ten (10) working days of the receipt of the report from the Chairperson of the Investigative Committee. The CAO's report will also include the findings of the Investigative Committee. The CAO will determine if any further release of any information contained in the report is necessary and, if so, will respond accordingly.
- 6.8 A copy of the Investigative Committee's Report and the CAO's decision will be retained in a confidential file maintained by the CAO.
- 6.9 The District reserves the right to proceed with the Formal Review even if the complainant withdraws the complaint.

In the case of a complaint against the CAO, the Mayor or an appointed representative of Council would assume the responsibilities assigned to the CAO as part of the complaint process.

7. Other Options

If a complaint falls under the prohibited grounds of the *Human Rights Code*, an option for union or management workers would be to file a complaint with the Commission or seek private legal counsel.

8. Third Party Reprisal

Reprisals against either the complainant or the respondent will be considered serious and appropriate disciplinary action will be taken against any Council member, District officer, employee or volunteer found to be conducting themselves in an inappropriate manner against a complainant or respondent.

9. Discipline

- 9.1 For the purpose of this Policy, disciplinary action for District officers or employees may include verbal or written warnings, training or education, transfer, suspension or termination of employment.
- 9.2 Disciplinary action for volunteers may include warning or discontinuation of volunteer opportunities and associated privileges.
- 9.3 Disciplinary action for Council members may include written warnings, censure, training or education, limited access to the workplace, or, under circumstances deemed appropriate under the *Local Government Act*, removal from office.

10. DELETED

11. General

- 11.1 This Policy will be posted in visible and accessible locations within the Municipal Hall and on the District's website.
- 11.2 In the event that any portion of this Policy is inconsistent with a binding District collective agreement or federal or provincial legislation, that portion and only that portion of this Policy will have no application to the extent of that inconsistency and all other portions of the Policy will continue in full force and effect.
- 11.3 This Policy is to be read in conjunction with other applicable District policies as they are amended from time to time.
- 11.4 Any questions related to the interpretation of this Policy should be directed to the DCA.

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: January 24, 2024

SUBJECT: Update on Provincial Housing Legislation

PURPOSE

To provide Council with an update on recent changes to Provincial legislation and receive direction on how to obtain compliance with legislative requirements.

RECOMMENDATIONS

1. **THAT** Council directs Staff to prepare a request to the Province to opt-in to the principal residence requirement Bill 35 – *Short Term Rental Accommodation Act*, 2023, and bring a report to a future meeting of Council.
2. **THAT** Council directs Staff to prepare Zoning Bylaw Amendments to implement the principal residence requirements under Bill 35 – *Short Term Rental Accommodation Act*, 2023, and bring a report to a future meeting of Council.
3. **THAT** Council directs Staff to prepare Zoning Bylaw Amendments to implement the requirements under Bill 44 – *Housing Statutes (Residential Development) Amendment Act*, 2023, and bring a report to a future meeting of Council.
4. **THAT** Council directs Staff to prepare a bylaw to designate a Transit Oriented Area (TOA) to implement the requirements under Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act*, 2023, and bring a report to a future meeting of Council.
5. **THAT** Council amends the Financial Plan 2024 to allocate approximately \$14,238 from the Ministry of Housing Capacity Funding grant towards hiring a 2024 summer student to assist in preparing the required housing needs report and Zoning Bylaw amendments.
6. **THAT** Council amends the Financial Plan 2024 to allocate up to \$75,000 from the Ministry of Housing Capacity Funding grant towards creating an Amenity Cost Charge Bylaw.
7. **THAT** Council amends the Financial Plan 2024 to allocate up to \$60,000 from the Ministry of Housing Capacity Funding grant towards updating the Development Cost Charge Bylaw in lieu of funding previously committed from the One Time Project Reserve.
8. **THAT** Council amends the Financial Plan 2024 to allocate approximately \$14,738 from the Ministry of Housing Capacity Funding grant towards hiring a 2025 summer student to assist in preparing the required Official Community Plan update.

ALTERNATIVES AND IMPLICATIONS

Option 1 – Approve the motions on housing and direct staff to review options to explore options to expand on the minimum zoning and development required by Provincial law.

Implications: Recent Provincial legislative changes represent the minimum housing density standards the District is required to meet by June 30, 2024. If Council would like to expand upon these minimum standards to increase housing, Staff could draft options and conduct public consultations. If Council wishes to pursue this option, additional direction would be beneficial.

Option 2 – Reject the motions on housing: Council decides to take no action on the minimum standards outlined in the legislation and awaits provincial enforcement actions.

Implications: The Province has indicated that municipalities that do not meet the minimum standards as outlined in the legislation and regulations will be subject to ministerial orders that will be legally binding. The municipality would likely not have any say in the wording of the regulations for siting, size, dimension, location or type of housing in these orders.

Option 3 – Maintain exempt status for Short Term Rentals: Do not opt-in to Provincial principal residence requirement.

Implications: Under regulation Lantzville is exempt from the principal residence requirement. If Council wishes to maintain this exemption then property owners could rent whole properties on short term rental platforms since there would be no requirement to live on site.

BACKGROUND/RELEVANT HISTORY

The Province of British Columbia passed several housing related bills in the fall 2023 session of the Legislature:

- Bill 35 – *Short-Term Rental Accommodation Act*
- Bill 44 – *Housing Statutes (Residential Development) Amendment Act*
- Bill 46 – *Housing Statutes (Development Financing) Amendment Act*
- Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act*

These Acts received Royal Assent by November 30th, and regulations and policy manuals for all except Bill 46 were published on December 7, 2023. The Minister of Housing sent a letter to the Mayor dated December 8th outlining the legislative changes which is included as **ATTACHMENT 1**.

Bill 35 – *Short-Term Rental Accommodation Act*

Bill 35 requires municipalities to restrict short term rentals to a property owner's principal residence, plus either one secondary suite or one accessory dwelling unit (such as a carriage house) on the property.

Municipalities with a population less than 10,000 are exempt from the principal residence requirement unless they are located within 15km of a large municipality. Lantzville is exempt from the principal residence requirement.

Exempt municipalities have the option to ‘opt-in’ to the principal residence requirement. To opt in, the local government must submit a request to the Province by March 31st of each year for the change to take effect November 1st of the same year. If the District chooses to opt in, “District of Lantzville Zoning Bylaw No. 180, 2020” (Zoning Bylaw) will need to be amended to specify the principal residence requirement. Currently, the Zoning Bylaw states that “the property on which a short term rental is taking place must be occupied by the owner of the property”.

Protection for legal non-conforming use of properties that do not meet the principal dwelling requirement will be removed.

Municipal governments are not responsible for enforcing Bill 35. The Province will enforce the legislation through a new Provincial Compliance and Enforcement Unit. It is therefore unlikely that the District will face additional bylaw enforcement costs as a result of the new legislation.

Bill 44 – *Housing Statutes (Residential Development) Amendment Act*

Bill 44 makes several changes to more proactive approach to land use planning. There is a new requirement to update a Housing Needs Report (HNR) following provincial regulations to better understand the current and anticipated housing needs in the community. Following the updated HNR, updates to the Official Community Plan (OCP) and Zoning Bylaw are required to incorporate the needed housing. The HNR is required to be completed by December 31, 2024, and the updates to the OCP and Zoning bylaw are required to be completed by December 31, 2025.

Bill 44 outlines minimum density requirements for ‘Restricted Zones’ in municipalities and regional districts across BC. A Restricted Zone is defined as a zone that, on the date that this section comes into force, or that would, but for this section, restrict the residential use and density of use permitted in the zone to:

- a) For the purposes of secondary suites and /or ADUs, a zone in respect of which the permitted use would be restricted to detached single-family dwellings, or
- b) For the purposes of three to six units, a zone in respect of which the residential use would be restricted to:
 - a. Detached single-family dwellings, or
 - b. Detached single-family dwellings and one additional housing unit located within the detached single-family dwelling or on the same parcel or parcels of land on which the detached single-family dwelling is located;
 - c. duplexes, or
 - d. duplexes with one additional housing unit located within each dwelling comprising the duplex and no more than 2 additional housing units on the same parcel or parcels of land on which the duplex is located.

but does not include a manufactured home zone.

It appears that the Provincial government’s intent behind this legislation is to amend restrictive zoning bylaws that have resulted in a prevalence of single-family dwellings that are no longer financially attainable for many BC residents.

The minimum density requirement varies from two to six dwelling units per Restricted Zone lot based on factors including lot size, access to municipal water and sewer services, and proximity to prescribed bus stops. **ATTACHMENT 2** outlines the density requirements in flow chart form (from page 57 of the Provincial Policy Manual & Site Standards). In summary:

- All Restricted Zone lots must be permitted to construct two dwelling units (or three, if approved by the local government). Lantzville currently allows a house and either a secondary suite or carriage house in all residential zones, depending on the size of the lot. An amendment to the minimum lot size required to construct a secondary suite (and possible a carriage house) will be required. The Zoning Bylaw currently restricts secondary suites to lots at least 600 m² in area and carriage houses to lots at least 1,300 m² in area (**ATTACHMENT 3**).
- Restricted Zones with access to municipal water and sewer services that are ≤ 280 m² must be permitted to construct up to three dwelling units. Lantzville does not have any residential lots less than 280 m² in area and residential lots of this size are not currently permitted in the District.
- Restricted Zones with access to municipal water and sewer services that are > 280 m² and $\leq 4,050$ m² must be permitted to construct up to four dwelling units. There are approximately 818 parcels > 280 m² and $\leq 4,050$ m² with access to municipal water and sewer services. These parcels are identified in yellow on **ATTACHMENT 4**.
- Restricted Zones with access to municipal water and sewer services that are > 281 m² and are wholly or partly within 400 m of a “prescribed bus stop” must permit a minimum of 6 dwelling units. A prescribed bus stop is determined based on the frequency and timing of buses. Lantzville does not currently have any prescribed bus stops.
- Restricted Zone parcels that are greater than 4050 m² in area are exempt from the requirement to be rezoned to permit additional units. Legislation requires that secondary suites and / or carriage houses be permitted on these lots, but not the 4 or 6 unit requirements that apply to smaller lots. These larger lots may be more suitable for future subdivision. There are 83 of these parcels which are identified in red on **ATTACHMENT 4**.

In order to support new density requirements, building setbacks, lot coverage percentage, parking minimums, and height maximums may need to be amended throughout the Zoning Bylaw. Restricted Zone lots that are subject to Bill 44 zoning requirements in Lantzville are shown in **ATTACHMENT 4**.

Bill 46 – *Housing Statutes (Development Financing) Amendment Act*

Bill 46 updated the framework for Development Cost Charges (DCCs) levied on new development to help pay for specific infrastructure needed to adequately service the demands of that new development, including water, sewer, drainage, and roads. Updates now include fire protection facilities (e.g., fire halls), police facilities, and solid waste facilities, as well as cost shared provincial highway projects.

Amenity Cost Charges (ACCs) are a new development finance tool that allow local governments to collect funds for amenities like community centres, recreation centres, daycares, and libraries from new development that results in increased population. Bill 46 includes instructions on the planning work needed to prepare the background study that needs to be completed to pass an ACC bylaw and collect these new charges.

Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act*

Bill 47 requires parcels wholly or partially within a prescribed distance of a transit station to be designated as a Transit Oriented Area (TOA). The legislation sets a minimum allowable density for TOAs based on distance of the parcel from a Skytrain station, Bus Exchange, or West Coast Express station. Maximum density may be calculated based on Floor Area Ratio (i.e., the combined floor area of a building divided by the area of the parcel) or building height, measured in storeys.

While the District does not have any transit stations, four properties are located within 400 m of the Woodgrove Mall Bus Exchange in the City of Nanaimo (**ATTACHMENT 5**). The District is not required to pro-actively rezone these four properties; however, if an application for rezoning is made, Council may not reject the proposal based on density or height if the proposal is equal to or less than the minimum density outlined in Bill 47. The minimum allowable density for these lots is an FAR of 1.5 or up to 4 storeys. Council will have discretion over rezoning applications in TOAs that are more dense than the minimum prescribed in Bill 47.

In addition, the District will no longer be able to require residential off-street parking within TOAs, except for parking for people with disabilities. An amendment to parking requirements in the Zoning Bylaw will be required.

ATTACHMENTS

1. Minister of Housing December 8, 2023 Letter to Mayor
2. Provincial Policy Manual & Site Standards Process Diagram
3. District of Lantzville Zoning Bylaw No. 180, 2020 – Secondary Suites and Carriage Houses
4. Map of Lantzville properties that are subject to new Small Scale Multi Unit housing requirements
5. Map of Lantzville properties within 400 m of the Woodgrove Transit Exchange
6. Ministry of Housing December 21, 2023 Letter to CAO

ANALYSIS/RATIONALE

Amendments to the Zoning Bylaw to comply with new Provincial legislation must be complete by June 30, 2024.

Amendments and an update to “District of Lantzville Official Community Plan No. 150, 2019” (OCP) will be required to align with the upcoming Zoning Bylaw amendments. The Province requires OCPs to be updated by December 31, 2025.

Local governments that do not comply with the requirements by the deadline may be subject to a ministerial order that overrides their Zoning Bylaw to permit the use and density required to be permitted.

Financial/Budget Implications

On December 21, 2023 the District received a letter from the Ministry of Housing detailing the capacity funding to assist in implementing recent legislative changes (**ATTACHMENT 6**). The District of Lantzville will receive \$167,793 by the end of January 2024.

Administration are proposing that this funding be allocated in the following manner to assist in implementing the legislation:

- Approximately \$14,238 be allocated towards hiring a 2024 summer student to assist in preparing the required housing needs report and Zoning Bylaw amendments (under supervision from the Director).
- Up to \$60,000 be allocated towards updating the Development Cost Charge Bylaw in lieu of funding previously committed from the One Time Project Reserve.
- Up to \$75,000 be allocated towards retaining a consultant to prepare a background report and Amenity Cost Charge (ACC) bylaw to collect amenity contributions from small scale multiple unit development.
- Approximately \$14,738 be allocated towards hiring a 2025 summer student to assist in preparing the required Official Community Plan update (under supervision from the Director).

An increase in residential density may have the following financial and budget implications in Lantzville:

- Upgrades and increased maintenance on roads and utilities may be required to support increased use.
- The District may receive more development cost charges, building permit fees, and development application fee payments. If passed and implemented, smaller scale development may also pay the new amenity cost charge.
- Additional density and incentive to subdivide lots may increase the municipal tax base.
- The need for community police and additional fire service members may occur sooner than initially projected as population increases.

Bill 46, *Housing Statutes (Development Financing) Amendment Act* has received Royal Assent, however we are awaiting regulations that the Province has indicated will be coming in January 2024. As part of Financial Plan 2024, Council directed staff to prepare an updated Development Cost Charge (DCC) Bylaw. Regulations related to Bill 46 will have an impact on the DCC Bylaw updates.

CONCLUSION

Staff recommend that the proposed motions be approved to allow Staff to begin working on the required Zoning Bylaw updates and associated projects.

Prepared by:



George Robinson
Director of Planning and Community Services

Date: January 10, 2024

Approved for submission to Council:



Trudy Coates
Acting CAO / Director of Corporate Administration

Date: January 10, 2024

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

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	January 10, 2024	12(i)

File Number: 0125-20

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\01 10 2024 Housing Legislation Update\01 10 2024 Housing Legislation Update.docx



BRITISH
COLUMBIA

Attachment 1 of 6

VIA EMAIL

Ref. 63442

December 8, 2023

His Worship Mark Swain
Mayor of the District Municipality of Lantzville
Email: mayor.swain@lantzville.ca

RE: New legislation to support local government housing initiatives

Dear Mayor Mark Swain:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Yesterday, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

.../2

Office of the
Minister of Housing

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Yesterday, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Ronald Campbell, Chief Administrative Officer, District Municipality of Lantzville
(ronaldcampbell@lantzville.ca)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments](#).

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station
152nd Street Station
160th Street Station
166th Street Station
184th Street Station
190th Street Station
196th Street Station
203rd Street Station
22nd Street Station
29th Avenue Station
Aberdeen Station
Arbutus Station
Bourquin Exchange
Braid Station
Brentwood Town Centre Station
Bridgeport Station
Broadway – City Hall Station
Burquitlam Station
Burrard Station
Capilano University Exchange
Capstan Station
Columbia Station
Colwood Exchange
Commercial – Broadway Station
Coquitlam Central Station
Country Club Exchange
Downtown Chilliwack Exchange
Downtown Exchange
Dunbar Loop Exchange
Edmonds Station
Gateway Station
Gilmore Station
Gondola Exchange
Granville Station
Great Northern Way – Emily Carr Station
Guildford Mall Exchange

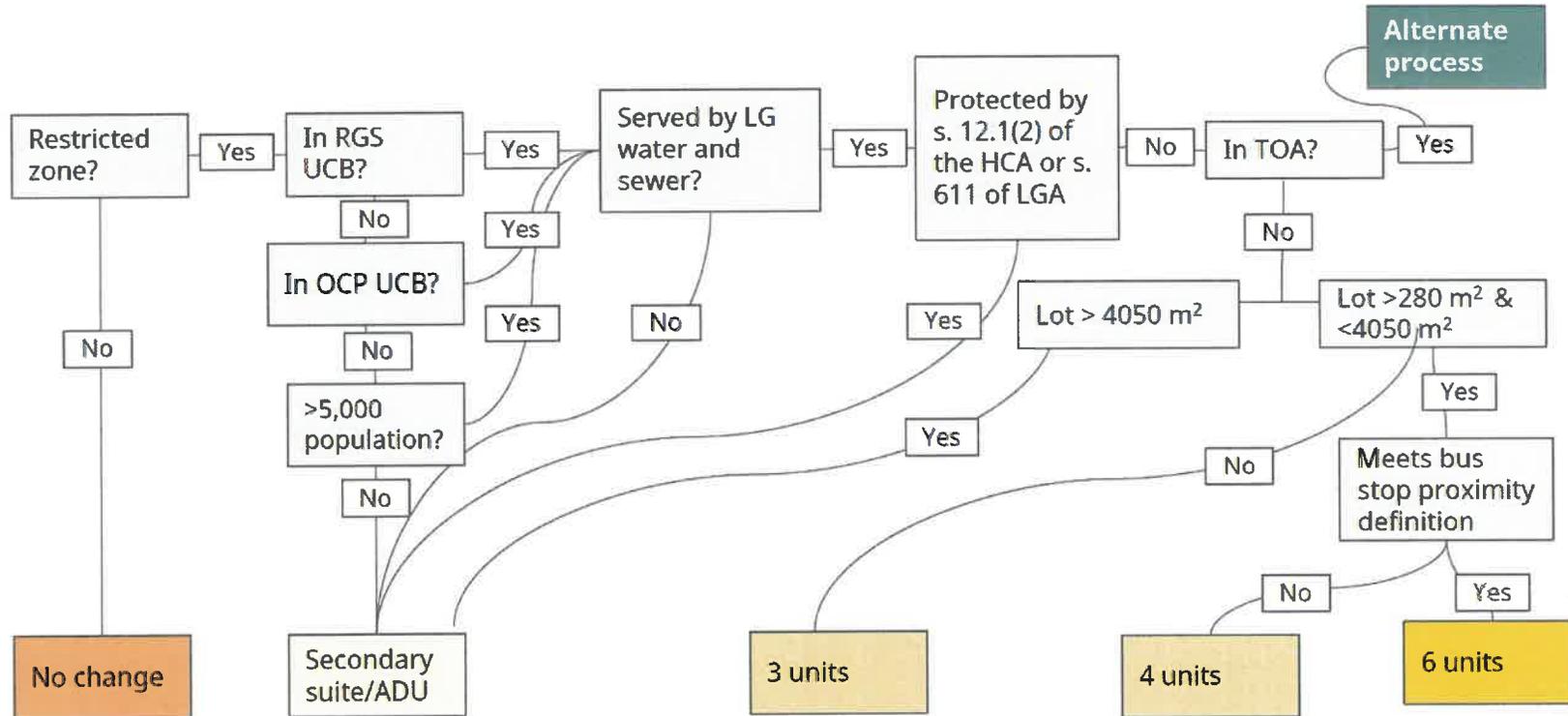
Haney Place Exchange
Holdom Station
Hospital Exchange
Inlet Centre Station
Joyce – Collingwood Station
King Edward Station
King George Station
Kootenay Loop Exchange
Lafarge Lake – Douglas Station
Lake City Way Station
Langara – 49th Avenue Station
Langford Exchange
Langley Centre Exchange
Lansdowne Exchange
Lansdowne Station
Legislature Exchange
Lincoln Station
Lonsdale Quay Exchange
Lougheed Town Centre Station
Main Street – Science World Station
Maple Meadows Station
Marine Drive Station
Metrotown Station
Mission City Station
Moody Centre Station
Mount Pleasant Station
Nanaimo Station
New Westminster Station
Newton Exchange
North Shore Exchange
Oak – VGH Station
Oakridge – 41st Avenue Station
Okanagan College Exchange
Olympic Village Station
Orchard Park Exchange

Patterson Station
Peachtree Square Exchange
Penticton Plaza Exchange
Phibbs Exchange
Pitt Meadows Station
Port Coquitlam Station
Port Haney Station
Production Way – University Station
Renfrew Station
Richmond – Brighthouse Station
Royal Oak Exchange
Royal Oak Station
Rupert Station
Rutland Exchange
Sapperton Station
Scott Road Station
Scottsdale Exchange
South Granville Station
Sperling – Burnaby Lake Station
Stadium – Chinatown Station
Surrey Central Station
TRU Exchange
UNBC Exchange
Uptown Exchange
UVic Exchange
Vancouver City Centre Station
VCC – Clark Station
VGH Exchange
Village Green Centre Exchange
VIU Exchange
Waterfront Station
Woodgrove Exchange
Yaletown – Roundhouse Station

Attachment 3: Distances, Transit Stations and Densities by Category

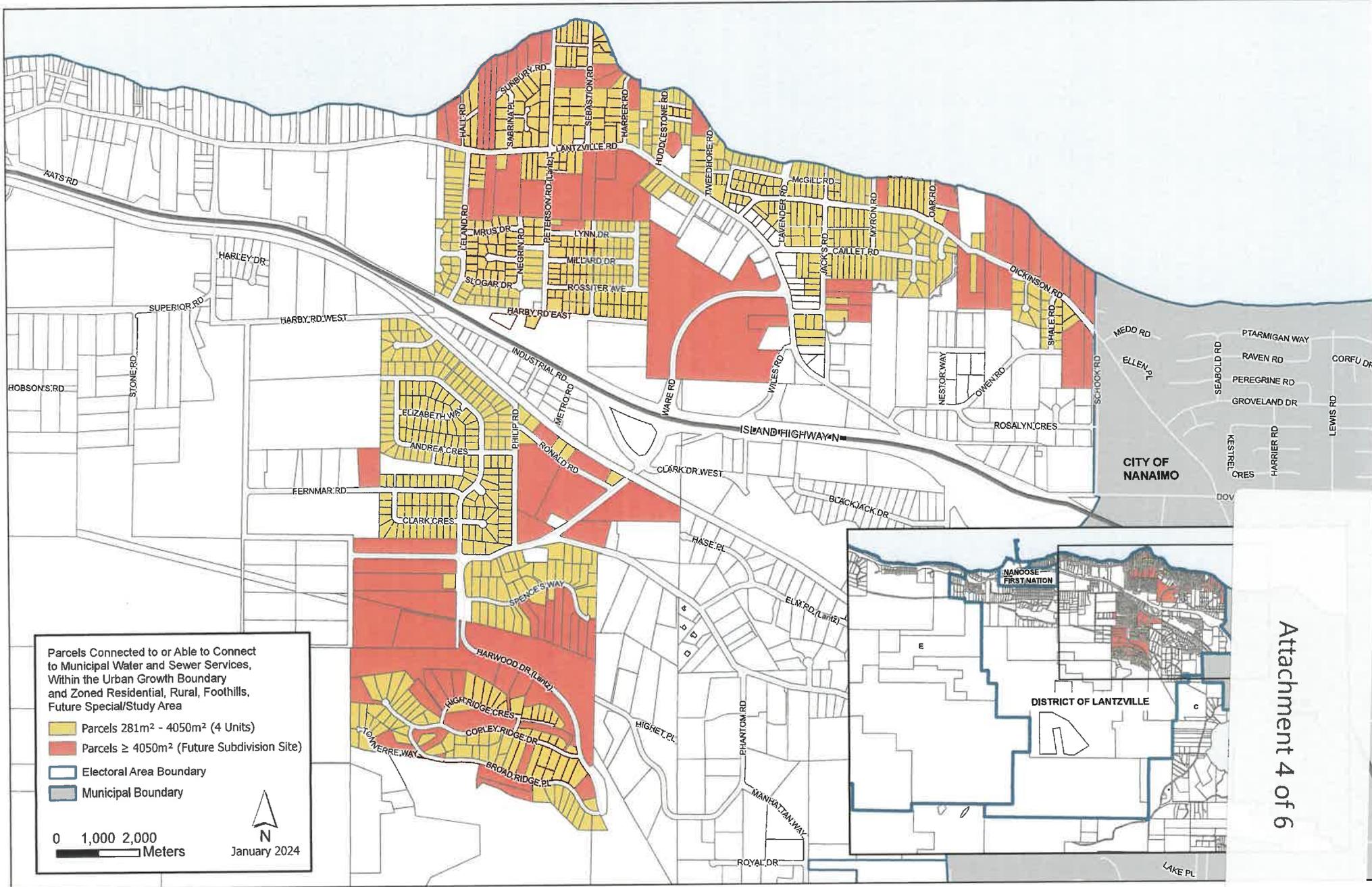
Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby Delta Coquitlam	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Langley (City + Township) Maple Ridge		200m – 400m	Up to 4.0	Up to 12
North Vancouver (City + District) New Westminister Pitt Meadows		400m – 800m	Up to 3.0	Up to 8
Port Coquitlam Port Moody Richmond	Prescribed Bus Exchange or West Coast Express Station	200m or less	Up to 4.0	Up to 12
Surrey Vancouver		200m – 400m	Up to 3.0	Up to 8
Abbotsford Chilliwack Colwood Kamloops Kelowna Langford Mission Nanaimo	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
Prince George Saanich District Vernon Victoria View Royal		200m – 400m	Up to 2.5	Up to 6

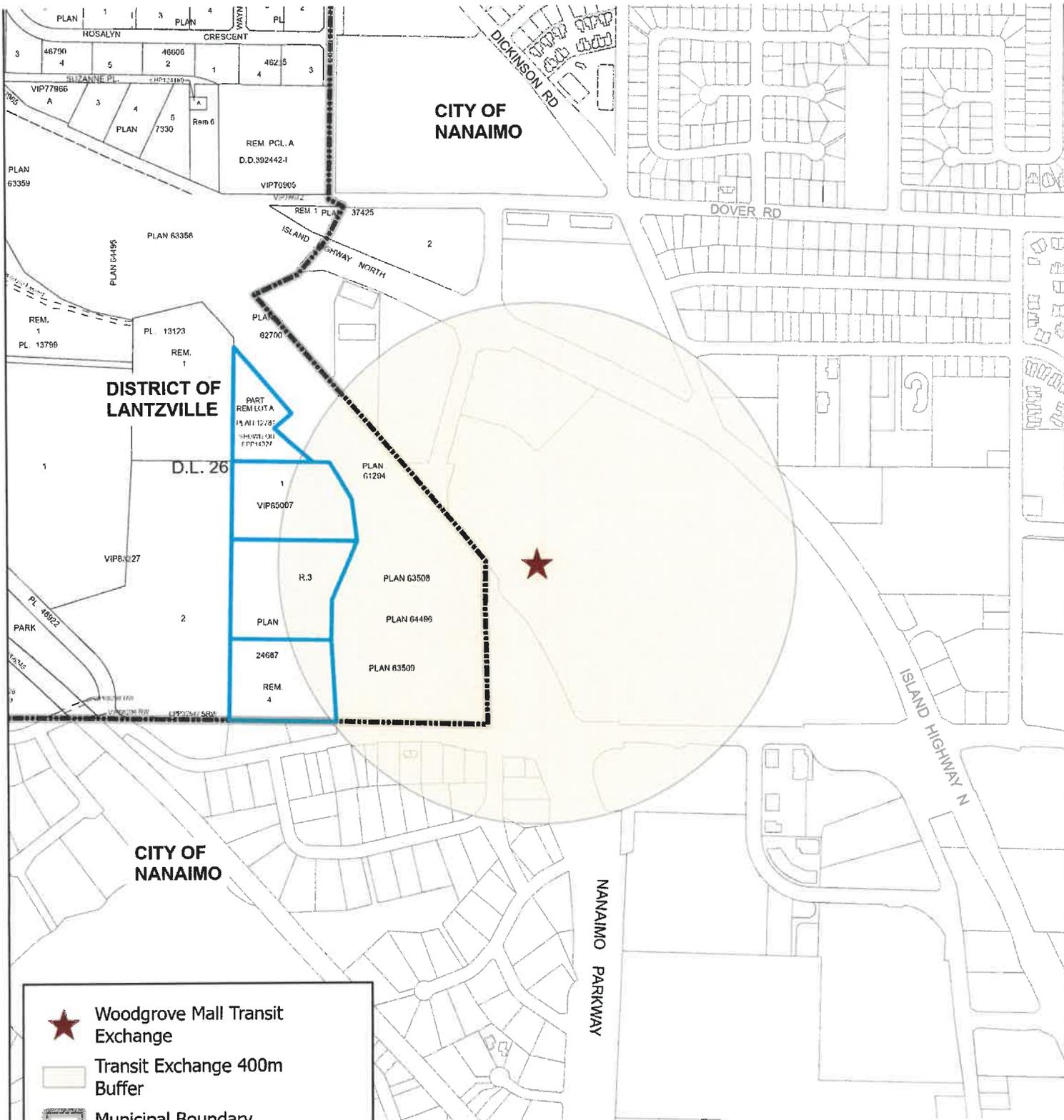
Figure 3: Process diagram for identifying impacted lots using GIS



2.1 SECONDARY SUITES AND CARRIAGE HOUSES

1. A secondary suite is permitted only on a parcel at least 600 m² in area.
2. A carriage house is permitted only on a parcel at least 1,300 m² in area.
3. The maximum gross floor area of a secondary suite or a carriage house, excluding the area of the garage, is 90 m².
4. A secondary suite or carriage house is permitted only on a parcel with direct vehicle access to a highway, strata road or shared driveway constructed and maintained in accordance with Municipal standards and, in the case of a shared driveway, the driveway must provide access to no more than three parcels, be paved, and be at least 6 m wide.
5. Onsite parking for a secondary suite or a carriage house must include signage that states “secondary suite parking only” or “carriage house parking only”.
6. Onsite parking for a secondary suite or carriage house must remain free and clear of any encumbrance or other parked vehicles that would prevent parking in those spaces or access to and egress from the spaces.
7. A secondary suite or carriage house must not be divided from the primary dwelling unit to create two separate parcels within a building strata.
8. A secondary suite or carriage house is limited to a maximum of two bedrooms and one kitchen.
9. A secondary suite is permitted only within a house.
10. A carriage house must not be a mobile home, except on a parcel zoned Rural or Estate.
11. A secondary suite or carriage must be connected to the Municipal water and sewer system or, where the Municipal water and system is unavailable, connected to a well that meets Municipal standards and a sewage disposal system approved by a Registered Onsite Wastewater Management Practitioner to accommodate the additional load from the secondary suite or carriage house.







VIA EMAIL

Ref: 63760

December 21, 2023

Ronald Campbell
Chief Administrative Officer
District of Lantzville
Email: ronaldcampbell@lantzville.ca

Dear Ronald Campbell:

I am writing to notify you of the funding allocation for the District of Lantzville from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The District of Lantzville will receive \$167,793 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Ronald Campbell

Page 2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

From: Councillor Jones <councillor.jones@lantzville.ca>
Sent: Tuesday, January 16, 2024 11:25 AM
To: Trudy Coates <tcoates@lantzville.ca>; Delcy Wells <dwells@lantzville.ca>
Cc: Mayor Swain <mayor.swain@lantzville.ca>; Councillor Lerner <councillor.lerner@lantzville.ca>;
Councillor Mundell <councillor.mundell@lantzville.ca>; ian savage <imboxing@gmail.com>; Glenn
Morphy <gmorphy@lantzville.ca>
Subject: January 24th motion

Written report:

This is a high priority - a path that serves as a connection route for access to the Village Core via Lantzville Rd. The budget under GL code #06-5-55-527 of \$525,000 for this particular route is financially unrealistic. When we consider the future connections that are needed though the community is imperative that costs be kept to a minimum.

The route from Leland into the Village core an important Active Transportation connection trail for our community. In the near future I hope Lantzville constructs many such trails in order to allow for movement throughout our community without the use of a vehicle. These connector trails should precede not follow development.

The Leland to Huddleston path will be ideal for walking or for cycling at slower speeds (ie: kid friendly). Cyclists wishing to go faster are able to use the 1.5m space that is to the right of the white lines on each side of Lantzville road.

This type of path should have a more natural appearance than asphalt or concrete as it can follow the contours of the land and be constructed with little to no cutting down of trees. It is also economical and environmentally responsible when compared to the asphalt and concrete alternatives. Where the path comes close to property lines or where there are encroachments on the path (ie: on district land) a "good neighbor" approach can be taken through communication with property owners prior to construction of the path.

I am hopeful that Council can work with staff to find solutions within, and well below, the budget for \$201,000 - the money received from the Climate Action Program Grant.

From: Councillor Savage <ISavage@lantzville.ca>
Sent: Monday, January 15, 2024 12:03 PM
To: Trudy Coates <tcoates@lantzville.ca>
Cc: Mayor Swain <mayor.swain@lantzville.ca>; Councillor Jones <councillor.jones@lantzville.ca>;
Councillor Lerner <councillor.lerner@lantzville.ca>; Councillor Mundell
<councillor.mundell@lantzville.ca>; Councillor Savage <ISavage@lantzville.ca>
Subject: One more motion January 24

Written Report – Council has an opportunity to add to this list at the January 24, 2024 Council meeting. This is important for planning our water system.



The following is an active document reflecting questions and answers in relation to the 2024 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the financial planning process. All financial planning questions and responses will be added to this document which will be circulated at each financial planning meeting until the process has concluded. Any reference to page numbers made throughout this document coincide directly with the Financial Plan contained within the agenda package.

Date & Meeting Type	Question Number	Question	Response																																
2023-10-18 Special	Q.1	On page 4 of 33, the proposed tax increase is approximately 5% (\$152,700), with 3/5 being covered by increased tax base, and the effective tax increase to the community being proposed at 2% (\$61,200). Am I correct in that understanding of the proposal? Or have I missed anything?	Correct. The proposed tax increase for existing properties is 2%, for a total of \$61,200. The new houses [non-market change as of October 3, 2023] will contribute \$91,500. NOTE: BC Assessment will be providing the District with non-market value changes in the new year. <i>Refer to Summary of Proposed Taxation 2024 - 2028 table on page 4 - description below table of non-market change.</i>																																
2023-10-18 Special	Q.2	On pages 4 and 5 of 33, the cost-of-living increase for wages and benefits is at \$99,153. Is that including CUPE and exempt staff? If so, can it please be divided into the two groups, just so we get a clearer picture of our financial commitments in the years to come?	<p>Budgeted Labour Costs</p> <table border="1"> <thead> <tr> <th></th> <th>2023</th> <th>2024</th> <th>Increase</th> </tr> </thead> <tbody> <tr> <td>Council Remuneration</td> <td>\$ 87,300</td> <td>\$ 92,388</td> <td>\$ 5,088</td> </tr> <tr> <td>Council Benefits</td> <td></td> <td>\$ 6,137</td> <td>\$ 6,137</td> </tr> <tr> <td>CUPE Wages</td> <td>\$ 839,327</td> <td>\$ 878,010</td> <td>\$ 38,683</td> </tr> <tr> <td>CUPE Benefits</td> <td>\$ 199,105</td> <td>\$ 227,280</td> <td>\$ 28,175</td> </tr> <tr> <td>Mgmt Salaries</td> <td>\$ 968,173</td> <td>\$ 976,410</td> <td>\$ 8,237</td> </tr> <tr> <td>Mgmt Benefits</td> <td>\$ 201,326</td> <td>\$ 214,159</td> <td>\$ 12,833</td> </tr> <tr> <td>Total</td> <td>\$ 2,295,231</td> <td>\$ 2,394,384</td> <td>\$ 99,153</td> </tr> </tbody> </table> <p>NOTE: Budgeted labour costs are estimates. See page 4. Council & Management [if in contract] are subject to CPI increase. CPI not known until early February 2024.</p>		2023	2024	Increase	Council Remuneration	\$ 87,300	\$ 92,388	\$ 5,088	Council Benefits		\$ 6,137	\$ 6,137	CUPE Wages	\$ 839,327	\$ 878,010	\$ 38,683	CUPE Benefits	\$ 199,105	\$ 227,280	\$ 28,175	Mgmt Salaries	\$ 968,173	\$ 976,410	\$ 8,237	Mgmt Benefits	\$ 201,326	\$ 214,159	\$ 12,833	Total	\$ 2,295,231	\$ 2,394,384	\$ 99,153
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Date & Meeting Type	Question Number	Question	Response
2023-10-18 Special	Q.3	If you take \$152,700 and subtract the \$99,153 in the cost-of-living increase, as well as the \$2,000 in additional CPP required, I am left with \$51,547 in increased operation costs. May we please be provided with a breakdown of where the \$51,547 in increased costs are allocated? I see the Fire Chief's full-time hours are now reflected in 2024, as per page 5 of 33. Is this part of the \$51,547? Is the increased Nanaimo water bill trend included?	<p>Yes, the Fire Chief's hours are included in \$51,547.</p> <p>Increased Nanaimo water bill is included in the budget and paid by water users fees.</p> <p>Proposed tax increases of \$152,700 is an estimate [minimum increase] to cover incremental operating costs, calculated as follows:</p> <ul style="list-style-type: none"> - 2024 increase labour costs: \$ 99,153 - 2024 increase other operating costs: \$ 53,250 <p>The 2024 total General Government operating cost is estimated at \$4,165,000 of which \$2,390,689 is labour cost. Other operating costs (net of labour) are around \$1,775,000 and the 3% increase on \$1,775,000 is \$53,250.</p>
2023-10-18 Special	Q.4	On page 11 of 33, a \$65,000 PHEV is proposed, with 100% coverage from a grant. Is there a way to word this in the budget such that the purchase is contingent on approval of the grant. I think a PHEV is great, but the savings provided would only be realized if a grant is provided for the purchase. Would a motion be required for that?	No motion is required. The District already has the funds through the Local Government Climate Action Program. Council approval is through the approval of the Financial Plan Bylaw. We have received \$67,082 in 2022 and 2023 for a total of \$134,164 in cash with no contingency on approval of the grant. We will receive another payment (same amount \$67,082) in 2024. Currently, the grant funder requires "that Local Government Climate Action Program funds held in reserve to be spent by March 31, 2025" and they support the proposed purchase of a PHEV.
2023-10-18 Special	Q.5	On page 11 of 33, \$100,000 is allocated from reserves for the replacement of the Fire Chief's truck. I fully realize that vehicles need replacing, but I am having trouble finding details of why this needs replacing and where the price comes from. May we please be provided with these details?	To replace the 2009 Chevy pickup truck [duty officer vehicle] which has become very unreliable over the last few years. The truck was never designed to be used as a fire truck and did not have the appropriate systems installed when it was purchased. The truck's ongoing maintenance is also on the rise, we have had to put funds into repairing the truck over the last few years. It is at the point now where we need to replace it to ensure reliability for emergency situations. Subject to budget approval, we would replace this vehicle with a more fuel-efficient vehicle that would be used by the Fire Chief. NOTE: The FC current vehicle would become the duty officer's truck. The cost of the truck is an estimate and would include the emergency equipment that is needed to ensure firefighters' safety.

Date & Meeting Type	Question Number	Question	Response
2023-10-18 Special	Q.6	Page 12 of 33 and Page 31 of 33 indicated the replacement of Fire Engine 1 in 2028 with a ladder truck. I realize this is not for 2024, but may we please know the details of this ladder truck? In particular, I would like to know the price difference between a regular Fire Engine and this ladder truck. As well as any costs associated with space and training for this different type of truck. In previous discussions it was indicated that such a truck would only be required if we have four storey buildings, which we do not have in Lantzville. Knowing these differences in dollar amounts and training will allow Council to effectively negotiate with any developers who plan to propose 4-storey buildings and who should (in my opinion) contribute the price difference.	To buy a full-size engine today it would cost, at minimum \$1M dollars. The District will need to replace the engine by 2028. While currently 4 storey buildings are not present in Lantzville, they are permitted in the new phase of the Foothills. The request for a ladder truck is not guided by four storey buildings, but rather the heights of the buildings that make it a requirement. The Fire Underwriters Survey states that a response area with five buildings that are 3 storeys or 10.7 meters (35 feet or more in height, or Districts that have a basic fire flow greater than 15,000 LPM (3000 IGPM) or a combination of these criteria should have a ladder company. A ladder truck would allow for improved fire fighting prevention by allowing us to have, for example, an elevated water stream over fires that cannot be safely reached from the ground or the interior of the structure where homes have limited access, and any of the structures in the industrial park. Cost of training for a ladder truck will depend on what class of truck is purchased. If a Class 3 truck is purchased, all members would need to upgrade their driver's licences. It would also require an instructor to provide training to firefighters in ladder operations.
2023-10-18 Special	Q.7	Page 13 of 33 and page 32 of 33 indicate Beach Road End work, specifically bike racks for Harper. This was already approved by Council, and it indicates COVID-19 grant as the funding sources, but does not provide a dollar amount. Please help to provide a rough estimate for this, or any other details you may have at hand?	The bike racks were ordered late September with an estimated delivery date of 12-16 weeks [2 bike racks @ \$329.33 each plus \$150 shipping and taxes = \$905.70], plus \$100 worth of materials i.e., concrete.
2023-10-18 Special	Q.8	Page 14 of 33 indicates \$12,500 from Water & Sewer for an updated Water and Sewer Map. May we please receive the details of what this is and why it is being proposed? Who would be completing this work?	Koers Engineering surveys and updates water & sewer maps as and when directed to reflect system updates. These are shared with RDN for mapping updates, e.g., as built for Foothills, new sewer connections, etc. The work for 2024 includes replacing laminated water & sewer maps the PW crew vehicles contain due to age and incomplete or outdated information. It is critical that maps used by staff in the performance of their duties show all pipe materials/sizes, valve/hydrant locations, etc.

Date & Meeting Type	Question Number	Question	Response
2023-10-18 Special	Q.9	Page 14 of 33 indicates \$145,555 for replacing the Ware Road Culvert. This was approved and completed in 2023. However, I see \$260,000 listed on the same row under "Asset Replacement Reserve". May we please be advised as to the details of the \$260,000.	After Koers submits all invoices, costs will be updated. \$260,000 is likely to be taken out of the Asset Replacement Reserve to complete the Ware Road project. The project cost was increased twice with Council's approval. We are currently seeking updates from the engineering company.
2023-10-18 Special	Q.10	Page 16 of 33 indicates that \$24,000 was spent on a Thermal Imaging Camera. I do not recall this item. May we please be provided with the details?	This was a fully funded grant project under the UBCM volunteer and composite fire department equipment and training grant fund. There was no cost to the District and the grant application was approved by Council. This 2023 project is complete and staff have submitted the final report to UBCM for reimbursement.
2023-10-18 Special	Q.11	Is it possible to add a 2023 budget and/or Actual column so that we can see where changes are being made? Or, if less work, maybe just highlight which rows are changing so we can compare to our recent agenda budget package?	We will add a column to include 2023 Budget.
2023-10-18 Special	Q.12	On Page 32 of 33, G/L 06-5-55-527 indicates that Venture Road will need Asphalt Replacement. However, it does not include a year or amount. Is it possible to update that? Or hear more about the plans?	<p>November 14 - Updated Response</p> <p>The project is complete as part of Commercial Core Revitalization PH2, and no longer requires budgeting. The answer below was provided in the Q & R dated October 18, 2023 but no longer applicable.</p> <p><i>October 18 response Future paving project - The practice is to resurface a road after water main and sewer main projects. Venture Rd had a new water main and sewer main (2020/2021) so it could be resurfaced. Venture Road Asphalt Replacement was shown in the 2023 Financial Plan with a note that the capital budget in 2021 was \$233K. Staff have requested an updated paving estimate for budget purposes.</i></p>
2023-10-18 Special	Q.13	On Page 32 of 33, G/L 06-5-55-527 indicates that Dickinson Road has a culvert issue. However, it does not include a year or amount. Is it possible to update that? Or hear more about the plans? Would this culvert not be handled as part of the major Dickinson Road roadworks already budgeted?	Much like the Ware Road culvert replacement project there are indications of culvert failure on Dickinson Road causing 2 large dips. The lowered speed limit in this area is a temporary remedy. To assess and determine the extent and work required and timing of the work, engineering design work is required. The potential requirement to reconfigure the drainage to remove the outflow from private property would not be part of the future Dickinson Road project. Also, the timing of the Dickinson Road design improvements and roadworks is not known at this time.

Date & Meeting Type	Question Number	Question	Response																																
2023-10-18 Special	Q.14	The dollar amount of staff and Council wage and benefit increases please: - Cupe - Exempt Staff - Council	<p>Budgeted Labour Costs</p> <table border="1"> <thead> <tr> <th></th> <th>2023</th> <th>2024</th> <th>Increase</th> </tr> </thead> <tbody> <tr> <td>Council Remuneration</td> <td>\$ 87,300</td> <td>\$ 92,388</td> <td>\$ 5,088</td> </tr> <tr> <td>Council Benefits</td> <td></td> <td>\$ 6,137</td> <td>\$ 6,137</td> </tr> <tr> <td>CUPE Wages</td> <td>\$ 839,327</td> <td>\$ 878,010</td> <td>\$ 38,683</td> </tr> <tr> <td>CUPE Benefits</td> <td>\$ 199,105</td> <td>\$ 227,280</td> <td>\$ 28,175</td> </tr> <tr> <td>Mgmt Salaries</td> <td>\$ 968,173</td> <td>\$ 976,410</td> <td>\$ 8,237</td> </tr> <tr> <td>Mgmt Benefits</td> <td>\$ 201,326</td> <td>\$ 214,159</td> <td>\$ 12,833</td> </tr> <tr> <td>Total</td> <td>\$ 2,295,231</td> <td>\$ 2,394,384</td> <td>\$ 99,153</td> </tr> </tbody> </table> <p>Individual's salary (over \$75,000) and expenses are published annually in the public SOFI report. Note: Specific exempt staff information can be provided in a Closed meeting only.</p>		2023	2024	Increase	Council Remuneration	\$ 87,300	\$ 92,388	\$ 5,088	Council Benefits		\$ 6,137	\$ 6,137	CUPE Wages	\$ 839,327	\$ 878,010	\$ 38,683	CUPE Benefits	\$ 199,105	\$ 227,280	\$ 28,175	Mgmt Salaries	\$ 968,173	\$ 976,410	\$ 8,237	Mgmt Benefits	\$ 201,326	\$ 214,159	\$ 12,833	Total	\$ 2,295,231	\$ 2,394,384	\$ 99,153
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2023-10-18 Special	Q.15	What percent cost of living increase is being used to calculate exempt staff cost increases?	4% (Estimate of CPI @ Jan 2024 and only applies if in employment agreement) - See Q2 + Q14																																
2023-10-18 Special 2024-01-24 Regular (update)	Q.16	What is approximate cost of producing the community updates flyer each month, including printing costs and post office costs.	<table border="1"> <thead> <tr> <th colspan="2">Monthly</th> <th colspan="2">Yearly</th> </tr> <tr> <th>Vendor</th> <th>Cost</th> <th>Vendor</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Canada Post</td> <td>\$ 332.16</td> <td>Canada Post</td> <td>\$ 3,985.92</td> </tr> <tr> <td>Paper Supplies*</td> <td>\$ 59.99</td> <td>Paper Supplies*</td> <td>\$ 719.90</td> </tr> <tr> <td>Print Cost**</td> <td>\$ 160.51</td> <td>Print Cost**</td> <td>\$ 1,926.14</td> </tr> <tr> <td>Contractor Cost***</td> <td>\$ 500.00</td> <td>Contractor Cost***</td> <td>\$ 6,000.00</td> </tr> <tr> <td></td> <td>\$ 1,052.66</td> <td></td> <td>\$ 12,631.97</td> </tr> </tbody> </table> <p>*1900 copies per edition **Vendor charge per print ***Contractor cost for layout for both paper and electronic (220 subscribers) editions</p>	Monthly		Yearly		Vendor	Cost	Vendor	Cost	Canada Post	\$ 332.16	Canada Post	\$ 3,985.92	Paper Supplies*	\$ 59.99	Paper Supplies*	\$ 719.90	Print Cost**	\$ 160.51	Print Cost**	\$ 1,926.14	Contractor Cost***	\$ 500.00	Contractor Cost***	\$ 6,000.00		\$ 1,052.66		\$ 12,631.97				
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	Q.17	What date does the bylaw officer's contract end?	October 31, 2025																																
	Q.18	What is the approximate year to date legal expense?	2023 Year to Date: \$104,798																																

Date & Meeting Type	Question Number	Question	Response										
2023-10-18 Special	Q.19	<p>The Building inspector contractor is paid from tax income. Is that correct?</p> <p>Into what reserve do collected inspection fees go? What is the balance of building inspection fees year to date for 2023?</p> <p>Is there any legislative restriction on what these collected fees can they be spent?</p>	<p>No inspection fee reserve: funds go into general revenue; no legislative restrictions other than the Financial Plan establishing what funds are spent on. Building permit fees collected cover building inspection fees. Per fees established in the Misc. Fees Bylaw which are based on cost of delivering the service and reviewed and bylaw amended regularly.</p> <p>2023 Revenues and Expenses:</p> <table border="0"> <tr> <td>Building Permit Application fees (Revenues):</td> <td>\$87,750</td> </tr> <tr> <td>Building Inspection Contract:</td> <td>\$42,646</td> </tr> <tr> <td>Other Expenses:</td> <td>\$34,407</td> </tr> <tr> <td>Total Expenses:</td> <td>\$77,053</td> </tr> <tr> <td>Surplus:</td> <td>\$10,697</td> </tr> </table>	Building Permit Application fees (Revenues):	\$87,750	Building Inspection Contract:	\$42,646	Other Expenses:	\$34,407	Total Expenses:	\$77,053	Surplus:	\$10,697
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2023-10-18 Special	Q.20	<p>The proposed 65,000 hybrid vehicle – will this only be purchased if we are successful in getting a grant to pay for it, or is it being proposed we fund it from taxes, with the hope of getting a grant?</p>	<p>See Q-4. Regarding the Climate Action Program grant, we have received \$67,082 in 2022 and 2023 for a total of \$134,164. The hybrid vehicle will be 100% funded from this grant.</p> <p>Any action that reduces GHG emissions and/or that addresses climate risks/hazards (flooding, extreme heat etc.,) falls within the scope of this grant. Another payment (same amount) will be received in 2024. Currently, the grant funder requires "that Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025."</p>										
2023-10-18 Special	Q.21	<p>Page 21, 01-5-10-532, \$35,000 & Page 24, 01-5-20-532, \$9,400. Why are there 2 separate entries, and what is the end date of the janitorial/cleaning contract?</p>	<p>One transaction is Municipal Hall. The other is the Fire Hall. (Note: Accounts with "20" are Fire Department) The janitorial contract ends March 31, 2025.</p>										

Date & Meeting Type	Question Number	Question	Response
2023-10-18 Special	Q.22	Page 9, the use of Nanaimo bulk water rose from 13 m3 in 2022, to 27, 426 m3 in 2023 which cost the District \$60,000. The reason for the increase was to reduce the strain/risk of failure on the aquifer pumps during the summer drought, which were continually pumping to keep the reservoir levels adequate. For future summer droughts, is it feasible this \$60,000 would be better spent acquiring extra pumps to share the load, pumping our aquifer well water to the reservoirs? If so, what is the approximate cost of each extra pump? Are there not separate pumps used to deliver Nanaimo water, and are we increasing wear and tear, and shortening the life of those pumps, with the increase in Nanaimo water use – another potential cost of Nanaimo water use?	No. It is a combination of the amount of water in the aquifer and capacity of the well that is causing the pump to work beyond its designed performance rating. The Foothills well running at full capacity didn't keep up with demand. Staff are currently reviewing neighbourhood use to determine if irrigation misuse was a contributing factor, in which case greater enforcement, including ticketing will be required. Also, when the aquifer is low, the pump has to work much harder for much longer, and produces less volume the lower the aquifer level. Even at peak production levels the demand exceeds what our wellfield can produce physically with our licence. Also, the fact the Harwood reservoir only has 1 cell there is no way to separate Lantzville water and Nanaimo water at that location. It is not so; however, it would be good to have a spare pump on hand, but that would not change the issue of supply and demand during drought conditions. There are not any pumps involved in our interconnection with Nanaimo - it is a valve that activates based on differential pressure (gravity fed). There will be an increased hydro cost too due to pumping Lantzville water to the Foothills which was necessary because of extreme low level in the Foothills aquifer. It was a drought, both aquifers suffered early and extreme decreases in water levels. Based on trends this may continue. Also, water to the Winds will substantially increase demand.
2023-10-18 Special	Q.23	Page 21, 01-5-10-530 - Contract Computer Maintenance \$70,000. What is this? The Sea to Sky contract?	Yes, the majority is the Sea to Sky contract; however, there are also miscellaneous other small contracts, i.e., BraveNet webmaster.
2023-10-18 Special	Q.24	Page 28, 70-5-70-552, \$25,000 - What is this, Koers engineering or another engineering firm, providing advice on running our water system?	This GL code is for recording engineering/consulting fees allocated to the Water Fund. For example, Koers consulting on Water System Update mapping, Fire Hydrant Map updates and other assignments that come up, e.g., unforeseen emergency repair, permits from Island Health, etc. are recorded under this GL code as well as a portion of the Interim PW Director's contract fees were allocated to this GL code as well.

Date & Meeting Type	Question Number	Question	Response														
2023-10-18 Special	Q.25	Page 29, 70-5-70-625 \$11,000 - What is this?	It is a portion of the Public Works building lease payment and utilities; the portion allocated to Water Fund.														
2023-10-18 Special	Q.26	Page 16, the Dickinson Rd Replacement is in the Facilities Life Cycle column. Is this not the wrong column? Why is a portion of this road replacement under gas tax?	The table on Page 16 illustrates the funding sources for capital projects. Dickinson Road Replace Project has two funding sources: Facilities Life Cycle Reserves and Gas Tax per the previous budget. Council to advise if it wishes to fund from another fund, continue or cancel the project.														
2023-10-18 Special	Q.27	Telephone costs total \$30,200 [captured on various FP pages]. Is it possible to receive a breakdown of what constitutes the cost of \$2,516.66 per month? For example, how many cell phones, landlines, etc	13 cell phones, landlines, and internet costs, including Fire: 5, Public Works: 6, Planning: 1, and ESS: 1.														
2023-10-18 Special	Q.28	At some point, is it possible to see all the current balances in our reserves, like the Lantzville-Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve Fund?	<p>November 15, 2023 Updated Response</p> <p>Staff have provided all the current balances in reserve funds per the Nov 15th meeting agenda distribution.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">Account 15</td> </tr> <tr> <td>3-70-32 (2023 amounts not transferred yet)</td> <td style="text-align: right;">Balance Dec</td> </tr> <tr> <td>31 2022</td> <td style="text-align: right;">Collected to</td> </tr> <tr> <td style="padding-left: 100px;">\$913,743</td> <td></td> </tr> <tr> <td>Oct 2023</td> <td style="text-align: right;">242,852 - all Lower Pressue & Foothills</td> </tr> <tr> <td>YTD Balance</td> <td style="text-align: right;">\$1,156,595</td> </tr> <tr> <td>Interest to Jun 30 2023</td> <td style="text-align: right;">20,822</td> </tr> </table> <p>Previous Response: Staff will provide at a future meeting.</p>		Account 15	3-70-32 (2023 amounts not transferred yet)	Balance Dec	31 2022	Collected to	\$913,743		Oct 2023	242,852 - all Lower Pressue & Foothills	YTD Balance	\$1,156,595	Interest to Jun 30 2023	20,822
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2023-11-15 Special	Q.29	Referring to Q.2 - Just to confirm, that the \$6,137 in statutory Council CPP, etc., is included in the 5% spending increase?	Yes.														

Date & Meeting Type	Question Number	Question	Response						
2023-11-15 Special	Q.30	Referring to Q.3 - May we please know [in-camera, if necessary] how much of the \$51,547 is allocated to the increase?	<p>\$51,547 barely covers the increase in other operating expenses of \$53,250 (net of labour costs). Here is the calculation: FYI, operating expenses (other than labour costs) are budgeted at a 3% increase rate in year-over-year inflation. The proposed tax increase of \$152,700 is an estimated minimum increase to cover the incremental operating costs. The calculation is as follows:</p> <table data-bbox="1184 487 2001 592"> <tr> <td>2024 increase on labour cost:</td> <td style="text-align: right;">\$99,153</td> </tr> <tr> <td>2024 increase on other operating costs:</td> <td style="text-align: right;">\$53,250</td> </tr> <tr> <td>2024 total General Government operating cost increase:</td> <td style="text-align: right;">\$152,403</td> </tr> </table> <p>The 2024 total General Government operating cost is estimated at \$4,165,000, of which \$2,390,689 is labour cost. Other operating costs (net of labour) are around \$1,775,000, and the 3% increase on \$1,775,000 is \$53,250.</p>	2024 increase on labour cost:	\$99,153	2024 increase on other operating costs:	\$53,250	2024 total General Government operating cost increase:	\$152,403
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Date & Meeting Type	Question Number	Question	Response
2023-11-15 Special	Q.31	Referring to Q.9 - It is my understanding that Council originally approved \$100,000 for the Ware Road Culvert and then an additional \$45,555 when the price increased. I recall that Council did not approve the \$260,000 total. This would make the culvert \$114,445 over budget without Council granting approval. Is that correct? May we please have records of all motions related to this culvert?	<p>Increasing the budget for the Ware Road Culvert project was discussed twice at Council meetings, once on June 7, 2023 [motion was postponed] and again on June 21, 2023 when the motion carried. Staff misunderstood the direction and added \$75,000 twice [total of \$150,000]. Nevertheless, when we amend the 2023 – 2027 Five Year Financial Plan, the actual project cost will be used. As of November 9, 2023, the actual project cost is \$148,540.</p> <p><i>[Dec. 7, 2022 - Res. No. C22-231 THAT the Special Project (Capital Request) proposed for the 2023 Financial Plan to provide \$110,000 to replace the lower Ware Road culvert be approved for early release.</i></p> <p><i>June 7, 2023 - Res. No. C23-146 THAT Council postpones the motion on the floor [C23-165] to the June 21, 2023 regular Council meeting to be returned with information from Koers Engineering showing existing and future schematics showing the diameter of the culvert and any other relevant details, and for staff to determine if there is a possibility of a developer paying for oversizing if there is oversizing.</i></p> <p><i>June 21, 2023 - Res. No. C23-165 THAT the 2023-2027 Financial Plan Bylaw be amended to reflect additional funding of \$75,000 for the Ware Road Culvert Replacement Project, with funding from Asset Replacement Drainage and Transportation Infrastructure Reserve.]</i></p>
2023-11-15 Special	Q.32	Referring to Q.16 - Is the labour amount of \$1,968 per year additional costs to the wages of the employee(s) working on this item? Or, is it the portion of their wage allocated in the accounting software?	The response in Q.16 identifies contractor costs v. labour. Please note that the Q & R Council may be referring to is a version that was manually distributed just prior to the start time of the special meeting held on October 18, 2023, that had staff time underreported (no management time) and was replaced with contractor time as staff time is already paid and not an additional cost.

Date & Meeting Type	Question Number	Question	Response
2023-11-15 Special	Q.33	01-5-10-530 Computer Maintenance - Please outlined why computer maintenance will increase by \$19,900 in one year? This is around a 65% increase.	The budget reflects \$70,000 for 2024 and based on the actual expenses that occurred over the past two years. The budgeted amount of \$70,000 is below the 2023 actual expense and slightly above the 2022 level.
2023-11-15 Special	Q.34	01-5-10-532 Contract - Janitorial - Why is janitorial set to increase by about 50% in this line item and in other similar line items? We are in the same contract as before, and already increased funding for Janitorial in 2023. The previous Five Year financial plan indicated a big jump in 2023 and then steady after that. Why has this suddenly changed?	We have allocated [estimated] additional funding to account for the cleaning expense for Costin Hall being added to the District's responsibilities in 2024.
2023-11-15 Special	Q.35	01-5-10-541 Preauthorized PMT Interest - Why has this increased by almost 800%?	<p>The District is exposed to interest risk because of rising interest rates, as stated on page 49 of the 2022 Annual Report. The Bank of Canada increased its policy interest rate to 5.00% in 2023 from 0.25% in 2022—a 20-fold increase over a two-year period. The interest rates used by the District to pay out on prepayments of property taxes are based on the prime lending rate of the principal banker to the Province, which is pinned on the Bank of Canada's policy rate.</p> <p>Lantzville's actual interest expense on property tax prepayment increased from \$1,583 in 2022 to \$6,803 in the first three quarters of 2023. This high-interest environment is not likely to change in 2024, and therefore we need to budget \$9,200 to reflect the high-interest environment.</p> <p>For the same reason, the budgeted interest revenue under GL Code 01-4-10-425 has increased from \$75,000 in 2023 to \$220,000 in 2024. When interest revenue surges, interest expense increases as well.</p>

Date & Meeting Type	Question Number	Question	Response
2023-11-15 Special	Q.36	01-5-55-552 Engineering/Consultants - Professional Development - Please indicate what professional development is needed for our consultants? Why would consultants not have their own professional development? Please indicate why this has increased from \$5,000 to \$30,000 in one year [approx. 6x]?	<p>Staff confirm Account 01-5-55-552 is titled Engineering/Consultants only and does not reflect 'professional development' extension as identified in the question. Account 01-5-55-558 [immediately above 01-5-55-552] is identified as professional development for staff.</p> <p>The 2024 budgeted figure is based on the actual expenses incurred during the past two years for engineering/consultants.</p> <p>In 2022, the Multi-Use Path project consulting cost is moved to this GL code due to the project cancellation. After a capital project is cancelled, we need to expense the consulting and feasibility study costs.</p> <p>In 2023, the Interim Director of Public Works' expenses are recorded under this GL code.</p> <p>If Council doesn't foresee the need for Public Works contractors or capital project cancellations in 2024, we can reduce the budget to \$5,000.</p>
2023-11-15 Special	Q.37	A. 01-4-59-455 - BUILDING PERMIT APPLICATION - This very much concerns me to see our income from building permits drop by \$60,000 in one year, when we are at an all time high for construction in Lantzville. Please explain the drop. 01-5-59-552 BLDG INSP - CONTRACTS - CONTRACTOR & PROFESSIONAL FEES increases by \$10,000. If our expenses are going up by \$10,000 and our income is going down by \$60,000, then that is \$70,000 worse than last year in this service area. A report at the last budget meeting showed we were only a mere \$10,000 in the positive from building inspection services. So, with these new calculations, 2024 would be projected at \$60,000 in the negative for building inspection services. Please provide a report of how much we will need to increase building inspection fees in order to (at the very least) break even in 2024.	<p>At the October 18th special Council meeting, the Director of Financial Services explained the difficulty of forecasting building permit application revenues for the next five years with a staff shortage and suggested that we wait for the new Director of Planning and Community Services to participate.</p> <p>Based on the 2023 year-to-date data, revenue is on a downward trend compared to prior years. This is the reason that the 2024 revenue is budgeted at \$60,000 less than the 2023 level.</p> <p>Typically, when the number of building permit applications decreases, the payment to the building inspector (contractor) will decrease accordingly because the inspection hours required would reduce given fewer applications.</p>

Date & Meeting Type	Question Number	Question	Response									
2023-11-15 Special	Q.38	A. 01-5-10-997 - TAX RATE STABILIZATION RESERVE - Please explain this reserve increase from \$0 to \$23,100 in one year. And then a drastic growth rate every year after that? If this is for police reserve, Council already passed a motion in 2023 that instead of this coming from taxpayers, it should be primarily from increased CACs as development drives the police cost increases. We recently approved an increase in CAC targets. Instead of billing the taxpayers, is it possible for Council to allocate a percentage of CACs into this reserve instead? Such as 5% of CACs? Can this be achieved via motion?	<p>There was a contribution in 2022 of \$23,100 for the police reserve. No contribution in 2023 per February 2023 council motion.</p> <p>\$40K from this account went to cover election expenses. The purpose of this reserve was to keep year to year requisitions even (and not have a big bump up say with election expenses).</p> <p>New legislation is fundamentally changing how municipalities plan for and collect CACs. Staff are awaiting legislative updates and will advise Council once additional information is available.</p>									
2023-11-15 Special	Q.39	A. 01-5-25-592 - EMERGENCY PREPAREDNESS - RDN - Please advise why this increases by \$47,700 in one year and then drops down by \$14,000 in 2025?	<p>This is the service provided by RDN and Lantzville pays for RDN's invoiced amount each year. Here are the invoiced amounts:</p> <table border="1" data-bbox="1180 738 1732 836"> <thead> <tr> <th></th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>RDN Invoiced Amount</td> <td>\$36,475</td> <td>\$46,140</td> </tr> <tr> <td>Actual Expense</td> <td>\$38,208</td> <td>\$47,424</td> </tr> </tbody> </table> <p>The 2023 budgeted amount of \$2,300 is significantly understated compared to the actual expense of \$46,140. Council reduced the 2023 budget by \$36,000 in anticipation of a UBCM Grant, which could be available in 2024/2025.</p>		2022	2023	RDN Invoiced Amount	\$36,475	\$46,140	Actual Expense	\$38,208	\$47,424
	2022	2023										
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2023-11-15 Special	Q.40	70-5-70-552 - ENGINEERING/CONSULTING WATER - Please outline why this jumps from \$5,000 to \$25,000 in one year?	Budgeted amount is based on actual expenses occurred during 2022 and 2023. Koers Fire Hydrant map update and Interim Public Works Director (Contractor's) fees are recorded/allocated to this GL.									
2023-11-15 Special	Q.41	70-5-70-604 - METER REPLACEMENT PROGRAM - Please outline the details of this new program that increases expenses by \$9,000 in one year.	We spent \$9,147 on meter purchases in 2022. Meter purchases typically are recorded under 70-5-70-572. \$9,147 was recorded under 70-5-70-604 in error, which leads to the budgeting of \$9,000. We only need to keep one GL code of the two. Staff will disable GL code 70-5-70-604 and delete the budgeted amount of \$9,000 for 2024 so that no one can use it in error. Going forward, only one GL code will be used for meter purchases, that is, 70-5-70-572.									

Date & Meeting Type	Question Number	Question	Response
2023-11-15 Special	Q.42	50-5-50-644 - REGIONAL WASTEWATER TREATMENT - Please outline why this increases by almost 50% in one year?	<p>2022 billing from the RDN was \$125,519 and in 2023 the RDN billing was \$161,487. The 2024 budgeted amount of \$165,000 is consistent with 2023 RDN billing. With Foothills and other new developments, this expense item will increase in the future simply due to population growth.</p> <p>The District reserves off setting revenue from sewer utility billing which needs to be adjusted regularly to remain cost neutral. Staff will follow-up with the RDN to confirm if increased costs are related to increased volume or RDN sewer treatment projects or a combination thereof.</p>
2023-11-15 Special	Q.43	Please provide an estimate of the balance of the Accumulated General Operating Reserve Fund.	<p>Amended Response [November 29, 2023] following discussion with District's auditor.</p> <p>Previous staff have not set up a GL Code to record this reserve. Present staff plan to identify this fund in Schedule B - Reserve Funds on Financial Statements starting from 2023 year end.</p>
2023-11-15 Special	Q.44	Please provide the balance of the Bylaw No. 174 A BYLAW TO ESTABLISH THE LANTZVILLE/NANAIMO WATER AGREEMENT - LOWER LANTZVILLE (LOWER PRESSURE ZONE) AND NON_AGREEMENT COMMITTED WATER CONNECTION RESERVE FUND	SEE Q.28.
2023-11-15 Special	Q.45	What other reserve funds are there, not included on our spread sheet list of the agenda?	NEXT GEN 911 - UBCM provided grant of \$45,000 of which \$22,500 received in 2023. This will be put into a new reserve at 2023 year end.

Date & Meeting Type	Question Number	Question	Response
2023-11-29 Special	Q.46	<p>1. The One Time Project reserve has been substantially increased (GL 01-5-10-998). It says this is due to a motion on November 15 where any savings were put into this reserve. However, my understanding of the motion that was passed on November 15, was that only savings that reduced the tax rate below last year's tax rate would be offset by an increase to the special project reserve. I did not think that the motion passed meant that all reductions anywhere in the budget, would be transferred to this reserve.</p> <p>In other words, the market rate revenue covers an increase of 3% in spending. If we go below a 3% increase in spending, then the special projects reserve should be increased so that we do not go below that 3% spending threshold. That is how I understood the motion it was passed.</p> <p>2. At the Nov 15 budget meeting, council passed the following motion: <i>THAT the Financial Plan be amended to ensure that cost decreases approved by Council must be used:</i></p> <p>a) First, to ensure there is no District property tax increase and no tax decrease in 2024;</p> <p>b) Second, any further cost savings beyond that, this saved money must be placed in the One Time Operating Special Project Reserve fund.</p> <p>In our Nov 29 budget summary, it appears council's Nov 15 approved cost savings, have been put directly into the One Time Operating Special Project Reserve fund, without first using these savings to ensure there is no property tax increase.</p> <p>For Wednesday's Nov 29 budget meeting, could the figures please be adjusted to reflect council's above directive.</p> <p>That is, all cost savings first be applied to achieve no property tax increase over 2023, and only then any excess savings be placed in the One Time Operating Special Project Reserve fund.</p> <p>(Of note, while we may end up with no property tax increase, there will still be a 3% spending increase.)</p>	<p>There is no net increase in the One-Time Project Reserve. The Reserve has a net decrease of -\$16,900. [\$43,100 contribution minus \$60,000 expenses].</p> <ol style="list-style-type: none"> 1. The expenses paid from One-Time Project Reserves have increased <ol style="list-style-type: none"> a. Incremental DCC review expense \$10,000 [Koers increased the budget from \$50,000 to \$60,000] and b. Housing Study 2024 \$50,000 2. Contribution is increased by \$43,100 due to budget cut per Nov. 15 Council motion. 3. Net Decrease -\$16,900 <p><i>*Please refer to One-Time Special Projects Reserve Fund Budget Analysis handout for more detail. Please insert this handout into your 2024 - 2028 Financial Plan binder.</i></p>

Date & Meeting Type	Question Number	Question	Response
2023-11-29 Special	Q.47	Item 6.d - Tennis Court Rehabilitation and possible grant funding in the amount of \$50,000. Are staff able to confirm if this project would be eligible for funding?	Staff have confirmed that the rehabilitation of the tennis courts would qualify to apply for grant funding; however, like other funding programs, it will likely be oversubscribed and application approval cannot be guaranteed.
2023-11-29 Special	Q.48	What is \$50,000 for a housing study?	<p>The Provincial Government, as part of its Homes For People Action Plan, has introduced new legislation (Bill 44) that will require local governments to provide for additional housing. Some of the changes are targeted at municipalities with a population of 5000 or more, but there are several items that staff have identified that will impact Lantzville, including a requirement for a new Housing Needs Report (HNR) based on a standard method with a 20 year time frame. The deadline for the updated HNRs is December 31, 2024.</p> <p>Following an updated HNR, updates to the OCP to include policies on housing based on the HNR are required. All OCPs must plan for enough homes for 20 years and include policies to provide for a range of housing types. The deadline for updating the OCP is December 31, 2025. As part of the budgeting process staff have requested \$50,000 in 2024 to retain a consultant to complete a HNR, which is the first of the legislative requirements. An additional \$50,000 will be required in 2025 to carry out the second part of the study.</p>
2023-11-29 Special	Q.49	\$5,000 Lisa Zwarn - is this for both the Construction Traffic Bylaw and Bylaw 175 amendments? Has Lisa Zwarn yet been requested to do the Construction Traffic bylaw?	No - \$5,000 is an estimate for Bylaw 175 amendments. Actual cost is not known at this point. The Traffic and Parking Regulation Bylaw rewrite is being prepared by legal counsel. The Bylaw was assigned to legal counsel prior to Council's motion directing L. Zwarn to conduct the work.

Date & Meeting Type	Question Number	Question	Response
2023-11-29 Special	Q.50	Pg. 9 [agenda] GL 01-4-10-852 What does "Surplus" mean, the Accumulated General Operating Surplus?	<p>Yes. This was a transfer from Surplus to cover expenses yet to be determined at budget adoption - including wage and benefit increases not yet negotiated. An arbitrary number was chosen as not to isolate any particular anticipated expense. It was budgeted out of surplus with no net effect on the reserves or 2023 property taxes.</p> <p>Any expenditures recorded under 2023 Contingency will be taken out of the accumulated surplus.</p> <p>Annual surplus is equal to the revenue less expenses for the year and is added to the amount from the previous year to equal the accumulated surplus. All expenditures incurred over the one-year period will decrease the annual surplus, and ultimately reduce the accumulated surplus.</p> <p>Accumulated surplus tells you what assets the District owns after what it owes has been subtracted. These are known as the "net assets" or "accumulated surplus". The lower this number the more worrisome it is for the future ability of the District to provide services to residents. If this amount is negative, moneys from provision of services will need to be diverted to cover these accumulated deficits, or additional revenue will need to be generated.</p>

Date & Meeting Type	Question Number	Question	Response
2023-11-29 Special	Q.51	Pg. 11 [agenda] GL 01-5-10-989 It states "all remaining surplus contributed to Road Reserve \$518,273". This is different than pg. 22 of the October 2024 budget binder, which states \$650,000 with no mention of surplus. What exactly is this "surplus", and why is it being proposed to go into road reserve?	<p>We have adjusted the 2024 budget since October 2023 based on the updated quotes received, Council motions as well as staff feedback. Road Reserve needs a large amount of funding due to the high costs of the projects. In compliance with the District's bylaws, we need to contribute to the following statutory reserves.</p> <p>\$25,000 to Asset Replacement - PW truck \$10,000 to Parkland Capital Reserve (10% of non-market change) \$20,000 to Tax Rate Stabilization Reserve (Nov. 15, 2023 motion) \$143,000 to One-Time Project Reserve (Nov. 15, 2023 motion) as well the requirement of DCC Review, Housing Study & L. Zwarn \$1,600 to Property Acquisition Reserve (1% of General Tax Increase)</p> <p>and the remaining balance of the surplus went to Road Reserve.</p>
2023-11-29 Special	Q.52	Pg. 11 [agenda] GL 01-5-10-996 shows a \$1,600 contribution in 2024 for Property Acquisition, but this same GL 01-5-10-996 on pg. 22 of the October budget binder shows a contribution of \$20,000. Please explain. And, what does the comment "1% General Tax Increase" mean?	<p>General Tax means the tax levy used for General Government Services. The proposed General Tax Increase from 2023 to 2024 is $\\$3,220,300 - \\$3,067,600 = \\$152,700$ $\\$152,700 \times 1\% = \text{approx. } \\$1,600$</p>
2023-11-29 Special	Q.53	Pg. 16 [agenda] GL 01-5-20-900 - Please explain. Is this the GL entry for this post presentation of budget idea to create a fire department vehicle reserve? Or is it something different?	<p>This is the contribution to the Fire Department Equipment and Vehicle Reserve at \$40,000 for each category and for a total of \$80,000. The department code "20" represents the Fire Department. In previous years, this contribution was recorded under department code "10" which is used for General Government, not Fire Department. We made a correction to the GL code in the 2024 budget.</p>
2023-11-29 Special	Q.54	Pg. 21 [agenda] Six GL numbers are highlighted at the bottom of the page. All have the same 2024 dollar figures as pg. 29 of the October budget binder except for "Contribution to Water Connection Reserve" which has increased from \$98,700 to \$167,714. Please explain this increase and why the other GL's with no changes are highlighted.	<p>After the new Planning Director came on board, projected new water connections were reviewed for 2024. This budget item is amended to reflect the updated reserve contribution. The Director of Financial Services explained to Council at the October 18, 2023 meeting that it is difficult (at the time) to budget revenues and expenses related to new subdivisions given the vacancy of the Director of Planning & Community Services.</p>

Date & Meeting Type	Question Number	Question	Response
2023-11-29 Special	Q.55	Pg. 22 [agenda] GL 50-4-50-450 Sewer User Fees - Why are sewer user fees increasing from \$428,700 in 2023 to \$494,000 in 2024, and why is this increase being attributed to "Adjusted user fees based on proposed 2024 fees bylaw"? This bylaw simply apportions fees more evenly, it does not increase the total fees collected. The bylaw's intent was to relieve gardeners from subsidizing sewer costs.	The Sewer Fund had a deficit of -\$325,190 in 2020 and a deficit of -\$127,993 in 2021. In 2022, it has a surplus of \$224,564. Union labour costs will increase by 4% according to the Collective Agreement. Sewer rates need to increase in line with labour costs and RDN rate increase. The proposed 2024 fees bylaw has a 6% increase in water and sewer flat fees, which is consistent with last year's water fee increase.
2023-11-29 Special	Q.56	Pg. 23 [agenda] GL 50-5-50-900 Contribution to Reserve - Why has it increased from \$152,100 (2023) to \$182,100 (previous Oct-Nov 2024 GL spreadsheets) to \$188,800.	This increase is due to the projection of more connections.
2023-11-29 Special	Q.57	Pg. 27 [agenda] There are three new infrastructure spending proposals labelled "New" and they total \$575,000. "New" means "proposed". Council already approved every single "New/Proposed" infrastructure spending from the October budget binder. Is this the last of the new proposed infrastructure expenses for the budget, or can Council expect more to come?	<p>Staff continue to receive updates to the Capital Budget. Staff are waiting on quotes for:</p> <ul style="list-style-type: none"> Pierce Woods Marine Park disposal cost; and Multi-use path from Leland to Huddleston Road <p>The new Director of Public Works has added two new capital projects:</p> <ol style="list-style-type: none"> 1. Slip Gate Hydrant Replacement at \$90,000; and 2. Valve Replacement at \$75,000 <p>The capital expense of the playground equipment is subject to grant application and approval.</p> <p>Koers has also increased the budget on the Watermain Replacement - Harby to Joy to Rossiter to \$750,000 from \$493,000 due to rising costs in the construction market.</p>

Date & Meeting Type	Question Number	Question	Response																																																
2023-11-29 Special	Q.58	<p>Pg. 15 of the October budget binder shows under "General Operating Surplus Reserve" a \$75,000 expense for the "Winds Area Water System" which reduced the Reserve balance to \$500,348 as of October 2023. What was this \$75,000 expenditure? Is \$500,348 the actual current balance of the General Operating Surplus Reserve?</p> <p>The "Accumulated General Operating Reserve Surplus Reserve Fund" was established in Bylaw No. 215 on September 9, 2019. In October I requested all the reserve funds and their balances, but have yet to receive the balance of the Accumulated General Operating Reserve Surplus Reserve Fund, as well as some of the other lesser known reserve funds.</p>	<p>Winds Area water system construction costs will be funded out of Debt, Parcel Tax and grant. The District budgeted \$75,000 for preliminary feasibility analysis during the grant application process. So far, \$85,921 of professional engineering costs have been incurred in 2023. All costs will be charged to Parcel Tax or Debt proceed after these funds are secured through an internal transfer. The General Operating Surplus reserve balance is \$760,032 as at December 31, 2022. We only reconcile the balance at fiscal year end.</p> <table border="1" data-bbox="1192 574 1976 1149"> <thead> <tr> <th colspan="3">Accumulated Surplus:</th> </tr> <tr> <th></th> <th>2022</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Equity in Tangible Capital Assets</td> <td>\$ 62,787,052</td> <td>\$ 60,100,070</td> </tr> <tr> <td>Unrestricted General Fund Surplus</td> <td>\$ 1,335,379</td> <td>\$ 1,376,507</td> </tr> <tr> <td>Unrestricted Sewer Fund Surplus</td> <td>\$ 224,564</td> <td>-\$ 127,993</td> </tr> <tr> <td>Unrestricted Water Fund Surplus</td> <td>\$ 410,432</td> <td>\$ 463,182</td> </tr> <tr> <td>Statutory Reserve Funds</td> <td>\$ 6,734,029</td> <td>\$ 6,348,066</td> </tr> <tr> <td>Total</td> <td>\$ 71,491,456</td> <td>\$ 68,159,832</td> </tr> <tr> <td colspan="3">General Fund Surplus is comprised of:</td> </tr> <tr> <td colspan="3">Restricted Operating Reserves:</td> </tr> <tr> <td>COVID Recovery Reserve</td> <td>\$ 425,735</td> <td>\$ 754,950</td> </tr> <tr> <td>Winter Road Maintenance Reserve</td> <td>\$ 94,713</td> <td>\$ 92,399</td> </tr> <tr> <td>Tax Stabilization Reserve</td> <td>\$ 54,899</td> <td>\$ 70,044</td> </tr> <tr> <td>Total Restricted Operating Reserves</td> <td>\$ 575,347</td> <td>\$ 917,394</td> </tr> <tr> <td>Remaining Balance</td> <td>\$ 760,032</td> <td>\$ 459,113</td> </tr> <tr> <td>Total General Fund A + B</td> <td>\$ 1,335,379</td> <td>\$ 1,376,507</td> </tr> </tbody> </table>	Accumulated Surplus:				2022	2021	Equity in Tangible Capital Assets	\$ 62,787,052	\$ 60,100,070	Unrestricted General Fund Surplus	\$ 1,335,379	\$ 1,376,507	Unrestricted Sewer Fund Surplus	\$ 224,564	-\$ 127,993	Unrestricted Water Fund Surplus	\$ 410,432	\$ 463,182	Statutory Reserve Funds	\$ 6,734,029	\$ 6,348,066	Total	\$ 71,491,456	\$ 68,159,832	General Fund Surplus is comprised of:			Restricted Operating Reserves:			COVID Recovery Reserve	\$ 425,735	\$ 754,950	Winter Road Maintenance Reserve	\$ 94,713	\$ 92,399	Tax Stabilization Reserve	\$ 54,899	\$ 70,044	Total Restricted Operating Reserves	\$ 575,347	\$ 917,394	Remaining Balance	\$ 760,032	\$ 459,113	Total General Fund A + B	\$ 1,335,379	\$ 1,376,507
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2024-01-10 Regular	Q.59	b) Was it Koers Engineering who gave the estimate of 525 000 for the Leland to Huddlestone walkway, and did the quote include any engineering costs?	The quote was revised by Koers to accommodate Council's request to modify scope to permeable surface which included engineering.																																																

Date & Meeting Type	Question Number	Question	Response																		
2024-01-24 Regular	Q.60	RE: Q.16. Provide Council with an update to Q.16: i.e., a table showing a breakdown of the cost savings for the new one-page, double-sided format. I will be making a motion on Wednesday to amend the GL code to reflect this savings.	Annual newsletter production savings are estimated at approximately \$9,373, comprised of paper (\$373), Print cost (\$3,016) and Contractor cost (\$6,000). No change to Canada Post cost. However, this does not include the increased staff time required (Director, Deputy & Admin Assistant) or first template set-up costs. For clarity, the Print cost is charged to GL 01-510-626; however, staff do not recommend reducing this account as with many major new legislative and bylaw projects in 2024, it is anticipated that copying costs will increase. The Contractor costs (per a previous Council motion), were funded from COVID funds to GL 01-5-10-552 Consultants (Administration), resulting in no tax impact. Staff do not recommend reducing this GL for Administration Consultants further as it is already low at \$10,000 as there are other anticipated expenses to this GL, including Administration consultants, and recording Council meetings which may be underfunded if the anticipated return to 2 meetings/month does not transpire.																		
2024-01-24 Regular	Q.61	<p>Page 18 of our open agenda includes a Property Tax Comparison 2023 vs. 2024, showing -7,400 (-0.24%). However, some updates have happened recently, including contractor rate updates and CPI finalization.</p> <p>Would it please be possible to get an updated table for consideration at the meeting?</p>	<p>If we incorporate the tax savings of \$35,864 and summarize it in a table:</p> <table border="1" data-bbox="1184 922 1990 1187"> <thead> <tr> <th></th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Property Tax General Levy</td> <td>3,067,600</td> <td>3,115,836 (3,151,700 - 35,864)</td> </tr> <tr> <td>Gross Increase (Y/Y)</td> <td></td> <td>48,236</td> </tr> <tr> <td>Non Market Change Revenue</td> <td></td> <td>91,500</td> </tr> <tr> <td>Net Decrease \$ (Y/Y)</td> <td></td> <td>-43,264</td> </tr> <tr> <td>Net Decrease % (Y/Y)</td> <td></td> <td>-1.41%</td> </tr> </tbody> </table> <p>The alternative is to put \$35,864 of tax savings in reserve and keep the tax levy unchanged at \$3,151,700.</p>		2023	2024	Property Tax General Levy	3,067,600	3,115,836 (3,151,700 - 35,864)	Gross Increase (Y/Y)		48,236	Non Market Change Revenue		91,500	Net Decrease \$ (Y/Y)		-43,264	Net Decrease % (Y/Y)		-1.41%
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