District of Lantzville

Agenda for the Electronic Regular Meeting of Council of the District of Lantzville to be held on Wednesday, April 10, 2024, at 6:00 pm electronically and viewed in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

Starting at **7:00 pm**, the open portion of this meeting will be conducted electronically by Zoom Webinar (per the *Community Charter, Local Government Act,* and the Council Procedure Bylaw) livestreamed, and archived for viewing on demand at **lantzville.ca**.

Public Hearing Input

Members of the public who believe they are affected by proposed "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" and wish to provide input regarding Agenda Item 5(a) prior to the public hearing starting at **7:00 pm**, can submit written comments by email to **district@lantzville.ca**, mail or drop off at Municipal Hall, and **MUST be received before 12:00 noon on Wednesday, April 10, 2024**, indicating the bylaw name, your name and civic address, if you are in favour or opposed to Bylaw 362, and any comments regarding Bylaw 362. All written submissions, including names and addresses, will become part of the public record, be shared with Council, and posted to **lantzville.ca**.

You may also provide your input during the **Public Hearing** verbally by registering in advance with the Zoom Webinar Link provided on the District's website for this Council meeting at **lantzville.ca**.

After the close of the Public Hearing, Council must not receive further submissions from the public about the subject bylaw.

Meeting Attendance

Anyone unable to participate electronically may do so in person (subject to limited seating) starting at **7:00 pm** at the Council Chamber, Municipal Hall, at 7192 Lantzville Road, Lantzville, BC. Participation will be managed electronically via Zoom, operated from the Council Chambers. Due to limited seating, members of the public are encouraged to view the Council meeting via the livestream (advance registration not required), and to provide verbal public input during the Public Hearing (agenda item 5a) regarding the proposed bylaw OR regarding other agenda items during Public Input Period (agenda item 8), by registering in advance using the verbal submission process (Zoom Webinar link provided for each Council meeting event at **lantzville.ca**), or by written submission by noon the day of the meeting, or in person. Prior to attending 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

1-6 **2. ADOPTION OF THE AGENDA**

THAT the April 10, 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 (i), of the *Community Charter*, for the purpose of considering:

(a) 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;

(c) labour relations or other employee relations;

(d) the security of the property of the municipality;

(e) 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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

a) "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024"

i. Notice of Public Hearing posted *March 27, 2024*;
ii. Bylaw No. 362 at Second Reading *on March 6, 2024*
iii. Report to Council *on March 6, 2024*, and written public input received between posting Notice of Public Hearing on *March 27, 2024,* to April 10th at 12:00 noon.
iv. Public Input Received Prior to This Agenda Publication: Nil

NOTE: *Information and submissions regarding the above application received prior to the Public Hearing Notice, not listed above, and received following distribution of this agenda, up to 12:00 noon on Wednesday, April 10, 2024, will also become part of the public record, be shared with Council, and are, or will be posted to lantzville.ca.*

6. GENERAL MATTERS (Delegations/recognitions) - Nil

START OF CONSENT AGENDA

7. CONSENT AGENDA

THAT the recommendations listed for item 7a) to 7d) in the Consent Agenda be approved.

7-11 a) **THAT the March 20, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.**

12 b) **THAT the March 21, 2024, 6:00 pm special Council meeting minutes be approved, as presented.**

13-37 c) **Q1 2024 Report Financial Plan** – For Information

38-41 d) **Q1 2024 Report for Planning and Community Services** – For Information

END OF CONSENT AGENDA

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

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

a) **Bylaw No. 362** [refer to item 5.a) for background materials]
Recommendation, subject to Public Hearing input

42-55

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be given third reading.

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be adopted.

b) **Bylaw No. 341**

56-256

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given first reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given second and third readings.

c) **Bylaw No. 366**

257-262

THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26, 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024" be given first reading.

THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26, 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024" be given second and third readings.

d) **Bylaw No. 367 *[to be circulated, subject to receipt of RDN data]***

THAT "District of Lantzville 2024 Tax Rates Bylaw No. 367, 2024" be given first reading.

THAT "District of Lantzville 2024 Tax Rates Bylaw No. 367, 2024" be given second and third readings.

e) **Bylaw No. 368**

263-265

THAT "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024" be given first reading.

THAT "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024" be given second and third readings.

10. UNFINISHED BUSINESS - Nil

11. COMMITTEE/COMMISSION RECOMMENDATIONS

a) **March 27, 2024, Committee of the Whole Meeting Recommendation**

Amendment 1 – Future Study Area OCP Designation

THAT staff be instructed to bring forward a draft amendment to Official Community Plan Bylaw No. 150, 2019 for Council consideration to add a new land designation titled Future Study Area 1 and that this designation be assigned to 7035 Owen Road legally described as LOT 10, DISTRICT LOT 37, WELLINGTON DISTRICT, PLAN 24659 and 7050 Lantzville Road legally described as LOT 8, DISTRICT LOT 37, WELLINGTON DISTRICT, PLAN 18898; and this new land designation shall have the following characteristics:

- **i) Small homes clustered in order to preserve parkland, the biodiversity of the forest, and the environmentally sensitive area around Bloods Creek.**
- **ii) Promote active transportation with a trail over Bloods Creek to the Village via the new Caillet Drive Bloods Creek trail.**
- **iii) A target of 29.9% parkland not including the environmentally sensitive area of Bloods Creek.**
- **iv) A target of 60 small homes in the size range of 800 sf to 1400 sf to serve the needs of downsizing seniors.**

12. NEW BUSINESS (Reports and correspondence)

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

b) **Appointment of Deputy Director of Corporate Administration**

THAT Delcy Wells be appointed as Director of Corporate Administration for the District of Lantzville.

c) **Land Use and Development Procedures and Fee Bylaw No. 37, 2005** (*Item postponed at March 20th meeting*) **(***Councillor Jones***)**

THAT Council directs staff to bring to the April 10, 2024, regular meeting, for Council consideration and amendments, the "Land Use and Development Procedures and Fee Bylaw No. 37, 2005".

Staff comments*:*

For clarity, the statement in Councillor Jones' written report that "The District's "Land Use and Development Procedures and Fee Bylaw No. 37" has not been updated since 2005" needs correction. Bylaw No. 37 has been amended twice, once by Bylaw 37.1 in January 2007, and again by Bylaw No. 248 in July 2020. The consolidated Bylaw is on the District website.

Recommended motion:

THAT Council directs staff to draft a Lantzville Public Consultation Policy amendment to the "Land Use and Development Procedures and Fee Bylaw No. 37, 2005" for Council to review at the July 17, 2024, Committee of the Whole meeting outlining procedures, to follow the 2nd reading of the bylaw for development applications that propose amendments to the Official Community Plan and/or Zoning Bylaw; AND FURTHER THAT this policy allow sufficient time between scheduled Information Sessions and the date of the Public Hearing for the applicant to consider public concerns and amend their application should they wish to do so.

d) **Council-initiated Rezoning for 7704, 7780 & 7840 Superior Road**
[Note: no written report provided.]
(Councillor Lerner)

THAT Council directs staff to assemble any and all information on file with the District related to the property known colloquially and in the Official Community Plan as the "Gee property" and the Council-initiated rezoning process for this property, including any rezoning and "masterplan" documents on file, and to provide this information printed, in binders, for Council no later than April 30, 2024; AND FURTHER THAT the Council-initiated rezoning of this property be on the agenda of the July 17, 2024, Committee of the Whole Meeting for recommendations and next steps in the process.

e) **Phase II of the Core Village Project – Crosswalk Modification**

Phase 2 Landscape Plan for the Village Core
(Councillor Savage***)***

THAT Council directs staff to implement the attached landscape plan titled "Phase 2 Landscape Plan" by hiring as soon as possible a landscape company to:
i) install and prepare the soil then install the plants, the landscape cloth, the birds eye pea gravel and the big stones and coordinate with the installer of the benches and the bike racks on the south side of Lantzville Road;
ii) prepare the soil then install the swale plants recommended by Green Thumb Nursery Wholesale, in the swale on the north side of Lantzville Road; AND FURTHER THAT this be funded using the funds previously allotted by Council for landscaping and other finishes of the Phase 2 Village Improvement, and if needed, the Gas Tax fund.

Staff Recommendation:

THAT the words "recommended by Green Thumb Nursery Wholesale" be deleted and that the words "with the vendor to be determined by staff as per the District of Lantzville Purchasing, Consulting and Publicly Tendered Contracts Policy, 6000-1".

266-289 f) **Revising District of Lantzville Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts**

THAT Council amends Section D5, page 14 of Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts by adding as highlighted in bold italics below:

Large Projects: Consultants for large projects should be selected using a two-part Proposal Call. Firstly, consultants will be short-listed from an Expression of Interest Call, and normally three consultants will be invited to respond to the formal Proposal Call. Approval by the CAO is required for consultants selected to provide consulting services for large-sized projects. ***Engineering consulting costs on an infrastructure project where the construction costs are expected to exceed $500,000 are subject to the District's tendering process, unless exempted by Council.*** An **Expression of Interest** call is a request to various firms or companies for an expression of interest in a particular project. There are no project details or prices in an Expression of Interest. Rather, this is a document setting out the expertise of the firm in the area covered by the project, and details the qualifications of the persons who will be involved in the project as well as the qualifications and relevant history of the firm.

THAT Council amends Section D 5, page 14 of Policy No. 6000-1 – Purchasing, Consulting & Publicly Tendered Contracts further by adding after "unless exempted by Council" the words "or if the Engineering cost is expected to be below $50,000".

THAT Council amends Procedures, 3. Purchasing Authority Levels on page 6 of Policy No. 6000-1 Purchasing, Consulting & Publicly Tendered Contracts further by adding under each of the three "Estimated Value of" $10,001 to $50,000, $5,001 to $10,000, and $1 to $5,000, under "Procedure to Use" column, the words "Except use a Tender call for the Engineering consulting portion of projects where the construction costs are expected to exceed $500,000, unless exempted by Council."

g) **Beach Road Ends** ***[to be circulated]***

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

14. INTRODUCTION OF "NOTICE OF MOTION"

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

16. ADJOURNMENT BY MAYOR

NEXT SCHEDULED COUNCIL MEETINGS:

Committee of the Whole, Wednesday, April 17, 2024 @ 6:00 pm
Regular, Wednesday, April 24, 2024 @ 6:00 pm

DRAFT

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, March 20, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell* *(6:03 pm – 8:25 pm)*
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO | Director of Public Works
Trudy Coates, Director of Corporate Administration**
Delcy Wells, Deputy Director of Corporate Administration
Rose Liu, Director of Financial Services *(6:03 pm – 10:25 pm)*
George Robinson, Director of Planning and Community Serv. *(6:30 pm – 8:47 pm)*

** Participated by phone*
*** Participated electronically*

CALL TO ORDER
The Mayor called the meeting to order at 6:03 pm and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA
MOVED AND SECONDED, THAT the March 20, 2024, regular Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC
MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e) and (k) and 90(2)(b), of the *Community Charter*, for the purpose of considering:

(a) 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;
(c) labour relations or other employee relations;
(d) the security of the property of the municipality;
(e) 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;
(k) 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; and
(2b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:04 pm

MEETING REOPENED: 6:55 pm with Mayor Swain and Councillors Jones, Lerner, Mundell*, and Savage in attendance. Also, Acting CAO/Director Morphy, Director Coates**, Deputy Director Wells, Director Liu and Director Robinson.

The Mayor called a ten minute recess.

MEETING RECESSED: 6:55 pm
MEETING RESUMED: 7:11 pm with Mayor Swain and Councillors Jones, Lerner, Mundell*, and Savage in attendance. Also, Acting CAO/Director Morphy, Director Coates**, Deputy Director Wells, Director Liu and Director Robinson.

At 7:11 pm Mayor Swain called the meeting to order, noting the previous acknowledgement of the traditional territory.

PUBLIC AND STATUTORY HEARINGS - Nil

GENERAL MATTERS (Delegations/recognitions) - Nil

START OF CONSENT AGENDA

CONSENT AGENDA

C24-058 MOVED and SECONDED, THAT the recommendations listed for items 7a) to 7b) in the Consent Agenda be approved.
CARRIED UNANIMOUSLY

a) THAT the minutes of the March 6, 2024, regular Council meeting be approved, as presented.
CARRIED BY CONSENT

b) THAT the minutes of the March 11, 2024, special Council meeting be approved, as presented.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT PERIOD
No written comments were received; no members of the public registered and spoke via Zoom; and no members in the gallery provided public input on the Council agenda.

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

1. **Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024**

C24-059 MOVED and SECONDED, THAT the Council of the District of Lantzville consents on behalf of the electors to the adoption of "Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024" by the Regional District of Nanaimo Board; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

1. **Infrastructure Projects Engineering Services Request for Proposals**
   MOTION ON THE FLOOR (Postponed March 6, 2024)
   NO MOVER/SECONDER REQUIRED
   THAT Council directs staff to conduct a Request for Proposal process to provide engineering services to support the District of Lantzville's major infrastructure projects at the discretion of staff such as road replacement, drainage systems, or replacing underground pipes, except that Koers Engineering remain the engineering firm for all works directly related to the District of Lantzville water system.
   DEFEATED

C24-060 MOVED and SECONDED, THAT Council directs staff to bring forward an amended version of Policy 6000-1 Purchasing, Consulting and Publicly Tendered Contracts, so that infrastructure projects that are reasonably expected to entail $500,000 or more in construction costs be required to have the engineering for the project(s) go through a tender process, unless exempted by Council; AND FURTHER THAT this amended version of Policy 6000-1 be brought forward to the April 24, 2024 regular meeting of Council for Council's consideration.

Councillor Mundell joined the meeting at 7:21 pm.

CARRIED UNANIMOUSLY

COMMITTEE/COMMISSION RECOMMENDATIONS – Nil

NEW BUSINESS (Reports and correspondence)

1. **Mayor & Councillors** – Verbal Updates
   Councillor Lerner commented on the Vancouver Island Regional Library budget process recommended proposed Audit Finance Committee, and being bear-aware including availability of bear-proof garbage bins.

   Councillor Jones commented on the herring spawning season.

   Councillor Savage commented on garbage, and the status of the bylaw for the expansion of the water service to the Winds residential area.

2. **2024 Grant in Aid -- Additional Application**

C24-061 MOVED and SECONDED, THAT a Grant in Aid be approved in the amount of $1,145.00 to the Royal Canadian Legion, Branch #257, towards funding road closure and complimentary food and refreshments for the community for the November 11, 2024, commemoration of Remembrance Day.
CARRIED UNANIMOUSLY

3. **Fire Safety Rebate Program**

C24-062 MOVED and SECONDED, THAT Council directs staff to bring a Fire Safety Rebate Program report with program recommendations to the April 24, 2024, regular meeting of Council for Council consideration and motions; AND FURTHER THAT this report include, but not be limited to, such items as recommended program eligibility and expense eligibility, recommended amount of rebate(s), and recommended implementation.
CARRIED UNANIMOUSLY

4. Subdivision and Development Works and Services Bylaw No. 175, 2020

C24-063 MOVED and SECONDED, THAT Council directs the Parks and Trails Committee to review the 2010 Lantzville Trails and Journeyways Strategy and the 2008 Parks, Trails and Recreation Plan and provide recommended edits to Council.
CARRIED UNANIMOUSLY

Councillor Mundell left the meeting at 8:25 pm.

5. Land Use and Development Procedures and Fee Bylaw No. 37, 2005

C24-064 MOVED and SECONDED, THAT the recommendation in agenda item 12 (e) Land Use and Development Procedures and Fee Bylaw No. 37, 2005, be added to the April 10, 2024, regular Council meeting agenda.
CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS - Nil

INTRODUCTION OF "NOTICE OF MOTION" - Nil

PUBLIC CLARIFICATION - Nil

MOTION TO CLOSE THE MEETING TO THE PUBLIC
MOVED and SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e) and (k) and 90(2)(b), of the *Community Charter*, for the purpose of considering:

(a) 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;
(c) labour relations or other employee relations;
(d) the security of the property of the municipality;
(e) 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;
(k) 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; and
(2b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 8:27 pm
MEETING REOPENED: 10:57 pm with Mayor Swain, Councillors Jones, Lerner and Savage in attendance. Also, Acting CAO Morphy, Director Coates**, and Deputy Director Wells.

ADJOURNMENT
Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 10:58 pm

[*Note: During the Closed portion of the meeting, Council provided unanimous consent to extend the meeting to continue past 9:30 pm.*]

Certified Correct:

_____
Trudy Coates, Director of Corporate Administration

Confirmed this __ day of __, 2024.

_____
Mark Swain, Mayor

DRAFT

Minutes of the Special Meeting of Council of the District of Lantzville on Thursday, March 21, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council:	Mayor Mark Swain Councillor Joan Jones Councillor Jonathan Lerner Councillor Ian Savage
Absent:	Councillor Rachelle Mundell
Staff:	Glenn Morphy, Acting CAO/Director of Public Works Trudy Coates, Director of Corporate Administration Delcy Wells, Deputy Director of Corporate Administration

CALL TO ORDER
The Mayor called the meeting to order at 6:04 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA
MOVED AND SECONDED, THAT Council adopts the March 21, 2024, special Council meeting agenda, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC
MOVED AND SECONDED, THAT the special Council meeting be closed to the public, pursuant to section 90(1)(l) of the *Community Charter,* for the purpose of considering:

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *[annual municipal report].*

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:05 pm
MEETING REOPENED: 8:35 pm, with Mayor Swain, Councillors Jones, Lerner and Savage in attendance. Also in attendance: Acting CAO Morphy, Director Coates and Deputy Director Wells.

ADJOURNMENT
Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 8:35 pm

Certified Correct:

_____
Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2024.

_____
Mark Swain, Mayor

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
GENERAL									
GENERAL GOVERNMENT									
01-4-10-400 GENERAL LEVY			0	0	(3,159,100)	(3,159,100)	100	(56,079)	(3,067,600)
Total GENERAL			**0**	**0**	**(3,159,100)**	**(3,159,100)**	**100**	**(56,079)**	**(3,067,600)**
UTILITY									
GENERAL GOVERNMENT									
01-4-10-401 UTILITY 1% LEVY TELUS			0	0	(5,000)	(5,000)	100	0	(5,800)
01-4-10-402 UTILITY 1% SHAW			0	0	(9,400)	(9,400)	100	0	(11,200)
01-4-10-403 UTILITY 1% FORTIS			0	0	(7,500)	(7,500)	100	0	(5,500)
01-4-10-404 UTILITY 1% HYDRO			0	0	(40,000)	(40,000)	100	0	(40,000)
01-4-10-405 UTILITY PILT BC HYDRO			0	0	(36,500)	(36,500)	100	0	(35,700)
01-4-10-406 FORTIS 3%			0	0	(23,800)	(23,800)	100	(23,773)	(16,000)
Total UTILITY			**0**	**0**	**(122,200)**	**(122,200)**	**100**	**(23,773)**	**(114,200)**
PARCEL TAX									
GENERAL GOVERNMENT									
01-4-10-410 LAS PARCEL TAX			0	0	(8,400)	(8,400)	100	0	(8,400)
Total PARCEL TAX			**0**	**0**	**(8,400)**	**(8,400)**	**100**	**0**	**(8,400)**
PROVINCIAL									
GENERAL GOVERNMENT									
01-4-10-412 PROVINCIAL GRANTS-R			(196,555)	(196,555)	(67,100)	129,455	(193)	(1,910,000)	(1,000)
01-4-10-418 BC SMALL COMMUNITIE			0	0	(500,000)	(500,000)	100	0	(458,000)
PROTECTIVE SERVICES REVENUE									
01-4-20-412 EMERGENCY PLANNING			0	0	(40,000)	(40,000)	100	0	0
PLANNING									
01-4-58-412 PROVINCIAL GRANTS			(167,793)	(167,793)	(167,793)	0	0	0	0
Total PROVINCIAL			**(364,348)**	**(364,348)**	**(774,893)**	**(410,545)**	**53**	**(1,910,000)**	**(459,000)**
PENALTIES									
GENERAL GOVERNMENT									
01-4-10-420 PENALTIES			0	0	(15,800)	(15,800)	100	0	(15,800)
01-4-10-434 INTEREST ON ARREAR/			(378)	(378)	(4,000)	(3,622)	91	(7,211)	(4,000)
Total PENALTIES			**(378)**	**(378)**	**(19,800)**	**(19,422)**	**98**	**(7,211)**	**(19,800)**
INTEREST REVENUE									
GENERAL GOVERNMENT									
01-4-10-425 INTEREST REVENUE			(48,962)	(48,962)	(220,000)	(171,038)	78	(178,935)	(75,000)

Q1 2024 Report
Finance Plan

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total INTEREST REVENUE			**(48,962)**	**(48,962)**	**(220,000)**	**(171,038)**	**78**	**(178,935)**	**(75,000)**
OTHER									
GENERAL GOVERNMENT									
01-4-10-407 LIBRARY LEVY			0	0	(299,900)	(299,900)	100	0	(250,100)
01-4-10-416 FEE RE SCHOOL TAX C(			0	0	(16,400)	(16,400)	100	0	(16,400)
01-4-10-427 SD68 SITE ACQUISITION			0	0	(1,300)	(1,300)	100	0	0
01-4-10-430 MISCELLANEOUS REVE			(275)	(275)	(2,000)	(1,725)	86	(90)	0
01-4-10-432 LEASE REVENUE			(424)	(424)	(800)	(376)	47	(424)	(4,300)
01-4-10-433 THIRD PARTY WORKS			(5,782)	(5,782)	(200,000)	(194,218)	97	0	(200,000)
01-4-10-435 MTI TICKET FINES			0	0	(1,500)	(1,500)	100	0	(1,500)
01-4-10-436 NSF CHARGES			0	0	0	0	0	(75)	0
01-4-10-438 TAX CERTIFICATES ISSU			(735)	(735)	(4,500)	(3,765)	84	(910)	(4,500)
PROTECTIVE SERVICES REVENUE									
01-4-20-464 DONATIONS/GRANTS			0	0	(3,000)	(3,000)	100	(500)	0
PARKS & RECREATION REVENUE									
01-4-40-460 MINE TOWN DAY			0	0	(700)	(700)	100	0	(700)
01-4-40-464 DONATIONS/GRANTS			(180)	(180)	(1,000)	(820)	82	(148)	0
01-4-40-465 PARK BENCHES/MEMOI			0	0	(5,000)	(5,000)	100	0	(5,000)
BYLAW ENFORCEMENT									
01-4-57-435 BYLAW REVENUE			(150)	(150)	0	150	0	0	0
Total OTHER			**(7,547)**	**(7,547)**	**(536,100)**	**(528,553)**	**99**	**(2,147)**	**(482,500)**
REVENUE FROM OWN SOURCES									
PROTECTIVE SERVICES REVENUE									
01-4-20-430 MISCELLANEOUS REVE			0	0	(2,000)	(2,000)	100	0	0
01-4-20-446 FIRE SUPPRESSION AG			0	0	(28,900)	(28,900)	100	0	(28,900)
ENVIROMENTAL HEALTH SERVICES									
01-4-30-430 MISCELLANEOUS REVE			(950)	(950)	0	950	0	0	0
01-4-30-440 PENALTIES - USER FEE			(1,211)	(1,211)	(3,000)	(1,789)	60	(1,024)	(3,000)
01-4-30-450 SOLID WASTE USER FE			(74,877)	(74,877)	(267,000)	(192,123)	72	(66,856)	(246,100)
PLANNING									
01-4-58-437 BUSINESS LICENSE RE			(3,275)	(3,275)	(9,300)	(6,025)	65	(10,050)	(3,300)
01-4-58-450 COMMUNITY AMENITY C			(3,000)	(3,000)	0	3,000	0	0	0
01-4-58-452 SUBDIVISION APPLICAT			(6,250)	(6,250)	(10,000)	(3,750)	38	(5,500)	(10,000)
01-4-58-453 DEVELOPMENT & TUP F			0	0	(15,000)	(15,000)	100	(3,500)	(15,000)
01-4-58-454 OTHER DEVELOPMENT			0	0	(3,000)	(3,000)	100	(1,800)	(10,000)
01-4-58-456 DEVELOPMENT ADMIN I			0	0	(5,000)	(5,000)	100	(3,185)	0
01-4-58-457 BYLAW AMENDMENT AF			0	0	(11,000)	(11,000)	100	(6,000)	(11,000)
BUILDING INSPECTION									
01-4-59-455 BUILDING PERMIT APPL			(13,000)	(13,000)	(133,000)	(120,000)	90	(34,500)	(160,000)

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total REVENUE FROM OWN SOURCES			**(102,563)**	**(102,563)**	**(487,200)**	**(384,637)**	**79**	**(132,414)**	**(487,300)**
RECOVERY FROM RESERVE									
GENERAL GOVERNMENT									
01-4-10-851 RECOVERY FR RESERV			0	0	(299,700)	(299,700)	100	0	(137,100)
Total RECOVERY FROM RESERVE			**0**	**0**	**(299,700)**	**(299,700)**	**100**	**0**	**(137,100)**
WATER, SEWER AND GARBAGE									
GENERAL GOVERNMENT									
01-4-10-805 ADMIN RECOVERY - GAI			0	0	(15,500)	(15,500)	100	0	(15,500)
01-4-10-810 ADMIN RECOVERY - WA			0	0	(217,100)	(217,100)	100	0	(216,600)
Total WATER, SEWER AND GARBAGE			**0**	**0**	**(232,600)**	**(232,600)**	**100**	**0**	**(232,100)**
TRANSFER FROM INVESTMENTS									
GENERAL GOVERNMENT									
01-4-10-990 TRNFR FR. INVEST. NOI			0	0	(685,500)	(685,500)	100	0	(622,000)
Total TRANSFER FROM INVESTMENTS			**0**	**0**	**(685,500)**	**(685,500)**	**100**	**0**	**(622,000)**
CONTRIBUTIONS TO/FROM SURPLUS									
GENERAL GOVERNMENT									
01-4-10-852 CONTRIBUTIONS TO/FR			0	0	0	0	0	0	(312,600)
Total CONTRIBUTIONS TO/FROM SURPLUS			**0**	**0**	**0**	**0**	**0**	**0**	**(312,600)**
Total REVENUE			**(523,798)**	**(523,798)**	**(6,545,493)**	**(6,021,695)**	**92**	**(2,310,560)**	**(6,017,600)**
EXPENDITURES									
MAYOR AND COUNCIL									
GENERAL GOVERNMENT SERVICES									
01-5-10-564 CONVENTION/MEETING			7,318	7,318	28,000	20,682	74	6,443	28,000
01-5-10-579 COUNCIL DISCRETIONA			0	0	0	0	0	100	0
01-5-10-580 COUNCIL REMUNERATI			22,828	22,828	91,322	68,494	75	22,209	87,300
01-5-10-613 COUNCIL MEMBERSHIP			3,024	3,024	3,600	576	16	3,402	3,600
Total MAYOR AND COUNCIL			**33,171**	**33,171**	**122,922**	**89,751**	**73**	**32,154**	**118,900**
ADMINISTRATION - WAGES AND BEN									
GENERAL GOVERNMENT SERVICES									
01-5-10-236 BENEFITS - HEALTH			6,946	6,946	25,947	19,001	73	2,609	13,200
01-5-10-237 BENEFITS - DENTAL			5,343	5,343	20,418	15,075	74	3,402	17,300
01-5-10-239 BENEFITS - LIFE			487	487	1,728	1,241	72	342	1,600
01-5-10-241 BENEFITS - AD&D			135	135	480	345	72	104	500
01-5-10-242 BENEFITS - LTD			1,278	1,278	6,075	4,797	79	832	5,500
01-5-10-243 RECRUITMENT COSTS			6,882	6,882	15,000	8,118	54	992	0

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-10-244 EMPLOYEE END OF SEI			0	0	1,500	1,500	100	0	0
01-5-10-511 EMPLOYER HEALTH TA)			4,872	4,872	17,893	13,021	73	4,492	23,900
01-5-10-512 BENEFITS - EMPLOYER			5,370	5,370	11,995	6,625	55	3,905	11,800
01-5-10-514 BENEFITS - EMPLOYER			10,801	10,801	36,316	25,515	70	8,308	30,100
01-5-10-516 BENEFITS - PENSION			12,258	12,258	60,344	48,086	80	9,264	55,100
01-5-10-518 BENEFITS - WCB			6,483	6,483	16,436	9,953	61	3,731	16,400
01-5-10-525 STAFF MEETING			0	0	500	500	100	0	500
01-5-10-548 PROFESSIONAL DEVEL			0	0	15,000	15,000	100	1,320	15,000
01-5-10-670 TRAVEL - EMPLOYEE			27	27	3,000	2,973	99	89	2,000
01-5-10-686 WAGES - CASUAL			3,009	3,009	33,530	30,521	91	4,658	33,300
01-5-10-686 WAGES - CASUAL		D01	0	0	0	0	0	401	0
01-5-10-692 WAGES - REGULAR			184,293	184,293	824,914	640,621	78	165,562	785,400
01-5-10-692 WAGES - REGULAR		D01	1,205	1,205	0	(1,205)	0	0	0
Total ADMINISTRATION - WAGES AND BENEF			**249,388**	**249,388**	**1,091,076**	**841,688**	**77**	**210,012**	**1,011,600**
LEGAL AND PROFESSIONAL									
GENERAL GOVERNMENT SERVICES									
01-5-10-504 AUDIT			0	0	27,400	27,400	100	(8,526)	24,200
01-5-10-552 CONSULTANTS			2,184	2,184	10,000	7,816	78	3,143	60,000
01-5-10-552 CONSULTANTS		D01	890	890	0	(890)	0	784	0
01-5-10-592 LEGAL			9,574	9,574	70,000	60,426	86	34,533	95,500
Total LEGAL AND PROFESSIONAL			**12,648**	**12,648**	**107,400**	**94,752**	**88**	**29,933**	**179,700**
INSURANCE - GENERAL									
GENERAL GOVERNMENT SERVICES									
01-5-10-483 INSURANCE CLAIMS			0	0	0	0	0	538	0
01-5-10-584 INSURANCE - GENERAL			83,902	83,902	78,200	(5,702)	(7)	58,579	55,500
Total INSURANCE - GENERAL			**83,902**	**83,902**	**78,200**	**(5,702)**	**(7)**	**59,117**	**55,500**
GRANTS IN AID									
GENERAL GOVERNMENT SERVICES									
01-5-10-574 GRANTS IN AID			1,355	1,355	2,500	1,145	46	2,500	2,500
Total GRANTS IN AID			**1,355**	**1,355**	**2,500**	**1,145**	**46**	**2,500**	**2,500**
FACILITIES & OPERATIONS, BLDG									
GENERAL GOVERNMENT SERVICES									
01-5-10-532 CONTRACT - JANITORIA			2,231	2,231	35,000	32,769	94	2,231	23,800
01-5-10-532 CONTRACT - JANITORIA		D01	3,569	3,569	0	(3,569)	0	3,569	0
01-5-10-538 OFFICE ALARM			161	161	800	639	80	157	800
01-5-10-576 MAINTENANCE - GROUI			0	0	1,000	1,000	100	0	1,000
01-5-10-590 JANITOR SUPPLIES			12	12	0	(12)	0	8	0
01-5-10-596 MAINTENANCE - BUILDI			3,240	3,240	5,000	1,760	35	1,867	6,000
01-5-10-597 BLDG REPAIRS - COSTI			0	0	5,000	5,000	100	0	6,000

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-10-598 MAINTENANCE AGREEM			0	0	3,500	3,500	100	934	3,500
01-5-10-625 STORAGE RENTAL			474	474	2,600	2,126	82	230	0
Total FACILITIES & OPERATIONS, BLDG MT			**9,687**	**9,687**	**52,900**	**43,213**	**82**	**8,996**	**41,100**
EQUIPMENT									
GENERAL GOVERNMENT SERVICES									
01-5-10-555 COMPUTER EQUIPT RE			164	164	10,000	9,836	98	0	5,000
01-5-10-610 OFFICE EQUIPT			208	208	4,500	4,292	95	2,121	6,000
Total EQUIPMENT			**372**	**372**	**14,500**	**14,128**	**97**	**2,121**	**11,000**
UTILITIES									
GENERAL GOVERNMENT SERVICES									
01-5-10-582 HYDRO			1,740	1,740	9,200	7,460	81	3,628	8,800
01-5-10-658 TELEPHONE			1,799	1,799	12,000	10,201	85	2,847	12,000
Total UTILITIES			**3,540**	**3,540**	**21,200**	**17,660**	**83**	**6,475**	**20,800**
OTHER GENERAL GOVERNMENT EXPEN									
GENERAL GOVERNMENT SERVICES									
01-5-10-500 ADVERTISING			1,207	1,207	8,000	6,793	85	1,936	8,000
01-5-10-505 LAND TITLE FEES			203	203	500	297	59	320	500
01-5-10-506 BANK CHARGES			306	306	4,300	3,994	93	1,057	3,500
01-5-10-528 CONTRACT - SOLID WA			2,060	2,060	6,600	4,540	69	1,839	4,500
01-5-10-530 CONTRACT - COMPUTE			22,379	22,379	70,000	47,621	68	22,004	50,100
01-5-10-531 SOFTWARE LICENSES			13,956	13,956	35,000	21,044	60	25,718	30,100
01-5-10-541 PREAUTHORIZED PMT I			3,569	3,569	9,200	5,631	61	3,446	1,100
01-5-10-563 COMMUNITY PROJECT I			27	27	0	(27)	0	0	0
01-5-10-583 MUNICIPAL UTILITIES			0	0	2,500	2,500	100	369	700
01-5-10-594 LIBRARY/PUBLICATIONS			0	0	1,600	1,600	100	868	1,600
01-5-10-602 MEMBERSHIPS			689	689	5,800	5,111	88	3,017	4,800
01-5-10-606 MISCELLANEOUS EXPE			132	132	3,500	3,368	96	102	3,500
01-5-10-608 CLEARING ACCOUNT			0	0	0	0	0	(185)	0
01-5-10-612 OFFICE SUPPLIES			4,241	4,241	14,500	10,259	71	3,764	17,500
01-5-10-612 OFFICE SUPPLIES		D01	0	0	0	0	0	113	0
01-5-10-614 OIL/GAS HEATING			123	123	0	(123)	0	0	0
01-5-10-617 CASH OVER/UNDER			(157)	(157)	0	157	0	(20)	0
01-5-10-626 PHOTOCOPIER CHARGI			3,372	3,372	18,000	14,628	81	3,496	10,500
01-5-10-628 POSTAGE & COURIER			2,445	2,445	10,000	7,555	76	3,861	13,000
01-5-10-630 POSTAGE SYSTEM MAI			0	0	2,700	2,700	100	547	2,700
01-5-10-653 SAFETY SUPPLIES			322	322	0	(322)	0	0	0
01-5-10-699 SPECIAL BUDGET EXPE			0	0	0	0	0	(100,766)	0
01-5-10-909 PORT THEATRE			0	0	9,500	9,500	100	0	9,000
01-5-10-910 CONTINGENCY			0	0	50,000	50,000	100	0	200,000
ARKS & RECREATION EXPENDITURES									

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-40-252 LIBRARY			74,968	74,968	299,900	224,932	75	62,521	250,100
Total OTHER GENERAL GOVERNMENT EXPENSE			**129,843**	**129,843**	**551,600**	**421,757**	**76**	**34,010**	**611,200**
AMORTIZATION									
GENERAL GOVERNMENT SERVICES									
01-5-10-990 AMORTIZATION			0	0	82,000	82,000	100	0	61,000
Total AMORTIZATION			**0**	**0**	**82,000**	**82,000**	**100**	**0**	**61,000**
LANTZVILLE VOLUNTEER FIRE DEPA									
PROTECTIVE SERVICES									
01-5-20-236 BENEFITS - HEALTH			830	830	3,324	2,494	75	396	1,600
01-5-20-237 BENEFITS - DENTAL			696	696	2,785	2,089	75	541	2,200
01-5-20-239 BENEFITS - LIFE			54	54	216	162	75	49	200
01-5-20-241 BENEFITS - AD&D			15	15	60	45	75	15	100
01-5-20-242 BENEFITS - LTD			293	293	1,171	878	75	202	800
01-5-20-511 EMPLOYER HEALTH TA)			522	522	5,030	4,508	90	419	2,200
01-5-20-512 BENEFITS - EMPLOYER			640	640	5,067	4,427	87	532	3,700
01-5-20-514 BENEFITS - EMPLOYER			2,219	2,219	4,008	1,789	45	1,125	4,300
01-5-20-516 BENEFITS - PENSION			2,071	2,071	9,092	7,021	77	1,614	7,000
01-5-20-518 W.C.B.			761	761	4,860	4,099	84	465	4,400
01-5-20-547 FF HEALTH & WELLNES			0	0	4,000	4,000	100	0	0
01-5-20-548 EDUCATIONAL TRAININ(			1,237	1,237	42,500	41,264	97	13,858	38,600
01-5-20-559 TRAINING WAGES			0	0	20,000	20,000	100	(2,133)	11,800
01-5-20-574 MEMBER RECOGNITIOI			0	0	5,700	5,700	100	0	5,500
01-5-20-580 HONORARIUM			4,160	4,160	40,500	36,340	90	431	38,900
01-5-20-584 INSURANCE			0	0	2,100	2,100	100	1,420	2,000
01-5-20-631 CALL-OUTS			0	0	67,900	67,900	100	(8,021)	65,300
01-5-20-632 PRACTICES			0	0	47,800	47,800	100	(6,884)	46,000
01-5-20-670 TRAVEL - MILEAGE			0	0	700	700	100	0	500
01-5-20-692 WAGES - REGULAR			20,442	20,442	104,600	84,158	80	17,336	82,000
Total LANTZVILLE VOLUNTEER FIRE DEPART			**33,940**	**33,940**	**371,413**	**337,473**	**91**	**21,365**	**317,100**
FIRST RESPONDER									
PROTECTIVE SERVICES									
01-5-20-569 FIREFIGHTING SUPPLIE			173	173	4,600	4,427	96	2,742	4,500
Total FIRST RESPONDER			**173**	**173**	**4,600**	**4,427**	**96**	**2,742**	**4,500**
ADMINISTRATION									
PROTECTIVE SERVICES									
01-5-20-531 SOFTWARE - FIRE			0	0	5,000	5,000	100	0	0
01-5-20-602 MEMBERSHIPS/DUES/S			575	575	1,000	425	43	360	1,000
01-5-20-610 OFFICE EQUIPMENT			19	19	2,600	2,581	99	188	2,500
01-5-20-612 OFFICE SUPPLIES			971	971	4,100	3,129	76	874	4,500

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-20-619 PARCEL TAXES			0	0	400	400	100	0	400
01-5-20-628 POSTAGE			316	316	200	(116)	(58)	0	200
01-5-20-635 PUBLIC EDUCATION & L			0	0	2,700	2,700	100	0	2,000
01-5-20-658 TELEPHONE			4,758	4,758	7,200	2,442	34	2,042	7,000
01-5-20-744 FIRE SAFE REBATE			0	0	10,000	10,000	100	0	0
Total ADMINISTRATION			**6,639**	**6,639**	**33,200**	**26,561**	**80**	**3,464**	**17,600**
EQUIPMENT									
PROTECTIVE SERVICES									
01-5-20-554 EQUIPT R & M			547	547	13,400	12,853	96	5,289	13,000
01-5-20-566 EXPENSES - TURNOUT			77	77	19,000	18,923	100	639	18,000
01-5-20-567 CLOTHING & CLEANING			777	777	7,700	6,923	90	391	7,500
01-5-20-568 FIREFIGHTING SUPPLIE			975	975	11,300	10,325	91	906	11,000
01-5-20-636 RADIO/PAGERS REPAIR			6,432	6,432	9,000	2,568	29	7,680	8,000
01-5-20-646 SMALL TOOLS & EQUIP			2,241	2,241	9,800	7,559	77	3,280	9,000
Total EQUIPMENT			**11,048**	**11,048**	**70,200**	**59,152**	**84**	**18,184**	**66,500**
FIRE HALL									
PROTECTIVE SERVICES									
01-5-20-528 CONTRACT - SOLID WA			66	66	0	(66)	0	111	0
01-5-20-532 CONTRACT - JANITORIA			1,079	1,079	9,400	8,321	89	1,079	9,100
01-5-20-532 CONTRACT - JANITORIA		D01	1,079	1,079	0	(1,079)	0	1,079	0
01-5-20-538 CONTRACT OFFICE ALA			203	203	500	297	59	112	500
01-5-20-576 GROUNDS MAINTENAN			0	0	2,100	2,100	100	190	2,000
01-5-20-582 HYDRO			982	982	12,600	11,618	92	3,164	12,200
01-5-20-583 MUNICIPAL UTILITIES			0	0	300	300	100	103	300
01-5-20-590 JANITORIAL SUPPLIES			0	0	1,500	1,500	100	375	1,500
01-5-20-596 BUILDING REPAIRS			480	480	8,200	7,720	94	2,268	8,000
Total FIRE HALL			**3,888**	**3,888**	**34,600**	**30,712**	**89**	**8,481**	**33,600**
VEHICLES									
PROTECTIVE SERVICES									
01-5-20-570 GAS/OIL/ANTI-FREEZE			2,257	2,257	17,000	14,743	87	3,222	15,000
01-5-20-586 VEHICLE INSURANCE			0	0	10,000	10,000	100	1,300	9,500
01-5-20-638 VEHICLE MAIN & REPAI			10,500	10,500	19,600	9,100	46	8,050	19,000
Total VEHICLES			**12,757**	**12,757**	**46,600**	**33,843**	**73**	**12,572**	**43,500**
AMORTIZATION									
PROTECTIVE SERVICES									
01-5-20-990 AMORTIZATION			0	0	85,500	85,500	100	0	83,000
Total AMORTIZATION			**0**	**0**	**85,500**	**85,500**	**100**	**0**	**83,000**
BYLAW AND EMERGENCY PREPAREDNE									

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
PROTECTIVE SERVICES RDN									
01-5-25-509 HOUSE NUMBERING RD			0	0	1,900	1,900	100	0	1,900
01-5-25-592 EMERGENCY PREPARE			86	86	90,000	89,914	100	128	2,300
BYLAW ENFORCEMENT									
01-5-57-508 ANIMAL CONTROL			4,734	4,734	18,936	14,202	75	2,856	11,000
01-5-57-518 BENEFITS - WCB			0	0	1,400	1,400	100	371	0
01-5-57-552 CONTRACT			11,345	11,345	70,000	58,655	84	16,604	66,700
01-5-57-592 LEGAL/ADJUDICATION			0	0	500	500	100	0	500
Total BYLAW AND EMERGENCY PREPAREDNESS			**16,165**	**16,165**	**182,736**	**166,571**	**91**	**19,959**	**82,400**
WAGES & BENEFITS									
TRANSPORTATION SERVICES									
01-5-55-236 BENEFITS - HEALTH			1,223	1,223	4,203	2,980	71	721	2,000
01-5-55-237 BENEFITS - DENTAL			943	943	3,187	2,244	70	902	2,500
01-5-55-239 BENEFITS - LIFE			73	73	248	175	70	82	200
01-5-55-241 BENEFITS - AD&D			20	20	69	49	70	25	100
01-5-55-242 BENEFITS - LTD			222	222	1,243	1,021	82	217	800
01-5-55-511 EMPLOYER HEALTH TAX			520	520	1,895	1,375	73	581	2,800
01-5-55-512 EMPLOYER E.I.			613	613	1,704	1,091	64	668	1,700
01-5-55-514 EMPLOYER C.P.P.			1,519	1,519	5,269	3,750	71	1,691	4,400
01-5-55-516 PENSION			2,331	2,331	9,017	6,686	74	2,631	8,700
01-5-55-518 W.C.B.			759	759	2,023	1,264	62	639	2,000
01-5-55-548 PROFESSIONAL DEVEL			1,213	1,213	4,500	3,287	73	1,904	4,500
01-5-55-692 WAGES			23,674	23,674	100,940	77,266	77	25,911	114,600
Total WAGES & BENEFITS			**33,112**	**33,112**	**134,298**	**101,186**	**75**	**35,973**	**144,300**
MAINTENANCE									
TRANSPORTATION SERVICES									
01-5-55-554 EQUIPMENT MAINTENAI			53	53	5,200	5,147	99	256	4,700
01-5-55-556 EQUIPMENT RENTAL			0	0	500	500	100	0	500
01-5-55-557 SMALL TOOLS & EQUIP			223	223	2,800	2,577	92	41	2,800
01-5-55-596 SHOP & BUILDING MAIN			793	793	200	(593)	(296)	0	200
01-5-55-625 PROP/BLDING LEASE			1,723	1,723	7,000	5,277	75	1,609	6,700
01-5-55-653 SAFETY SUPPLIES			893	893	1,900	1,007	53	178	1,900
01-5-55-654 SHOP SUPPLIES			140	140	1,000	860	86	190	1,000
Total MAINTENANCE			**3,825**	**3,825**	**18,600**	**14,775**	**79**	**2,274**	**17,800**
VEHICLES									
TRANSPORTATION SERVICES									
01-5-55-570 GAS/OIL			831	831	9,200	8,369	91	1,487	6,200
01-5-55-586 VEHICLE INSURANCE			0	0	2,500	2,500	100	0	2,500
Total VEHICLES			**831**	**831**	**11,700**	**10,869**	**93**	**1,487**	**8,700**

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
OTHER									
TRANSPORTATION SERVICES									
01-5-55-532 CONTRACT - JANITORIA			1,614	1,614	7,000	5,386	77	1,614	7,000
01-5-55-536 HAZARDOUS TREES			400	400	12,000	11,600	97	1,245	8,000
01-5-55-602 MEMBERSHIPS			0	0	100	100	100	0	1,000
01-5-55-612 OFFICE SUPPLIES			162	162	600	438	73	9	600
01-5-55-658 TELEPHONE			453	453	2,800	2,347	84	673	2,300
01-5-55-695 WORKS FOR OTHERS			2,427	2,427	200,000	197,573	99	19,255	200,000
Total OTHER			**5,057**	**5,057**	**222,500**	**217,443**	**98**	**22,796**	**218,900**
ROADS									
TRANSPORTATION SERVICES									
01-5-55-552 ENGINEERING/CONSUL			0	0	5,000	5,000	100	859	5,000
01-5-55-648 SNOW REMOVAL			5,786	5,786	170,000	164,214	97	69,528	125,000
01-5-55-651 ROAD MARKING			0	0	20,000	20,000	100	0	13,800
01-5-55-655 SIGNAGE			68	68	10,000	9,932	99	409	6,000
01-5-55-657 RAILWAY CROSSINGS			2,493	2,493	10,600	8,107	76	2,493	10,600
01-5-55-705 PAVEMENT REPAIR/MAI			2,781	2,781	34,000	31,219	92	2,365	21,000
01-5-55-714 STREET LIGHT POLES			0	0	0	0	0	0	2,000
Total ROADS			**11,128**	**11,128**	**249,600**	**238,472**	**96**	**75,653**	**183,400**
STREET LIGHTING									
STREET LIGHTING EXPENDITURES									
01-5-60-582 HYDRO			7,186	7,186	86,900	79,714	92	21,763	85,900
01-5-60-672 STREET LIGHT REPAIR			0	0	2,000	2,000	100	0	2,000
Total STREET LIGHTING			**7,186**	**7,186**	**88,900**	**81,714**	**92**	**21,763**	**87,900**
STORM DRAINAGE									
TRANSPORTATION SERVICES									
01-5-55-526 DITCHING/BRUSH CUTT			0	0	40,000	40,000	100	3,498	25,100
01-5-55-543 CULVERT MAINTENANC			0	0	6,000	6,000	100	955	6,000
Total STORM DRAINAGE			**0**	**0**	**46,000**	**46,000**	**100**	**4,453**	**31,100**
AMORTIZATION									
TRANSPORTATION SERVICES									
01-5-55-990 AMORTIZATION			0	0	482,000	482,000	100	0	444,000
Total AMORTIZATION			**0**	**0**	**482,000**	**482,000**	**100**	**0**	**444,000**
PLANNING									
PLANNING									
01-5-58-530 MAPPING - RDN CONTR			0	0	14,000	14,000	100	0	14,000
01-5-58-548 PROFESSIONAL DEVEL			1,098	1,098	4,000	2,902	73	250	6,000

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-58-550 LAND USE PLANNING			1,811	1,811	4,000	2,189	55	214	4,000
01-5-58-552 OTHER CONSULTANTS			2,837	2,837	145,000	142,163	98	0	5,000
01-5-58-591 PUBLIC ENGAGEMENT			0	0	8,700	8,700	100	400	3,000
01-5-58-602 PLANNING - MEMBERSH			0	0	1,200	1,200	100	0	1,200
01-5-58-658 TELEPHONE			0	0	500	500	100	145	0
01-5-58-670 TRAVEL - MILEAGE			0	0	500	500	100	0	0
BUILDING INSPECTION									
01-5-59-505 SOFTWARE LICENCES			0	0	10,000	10,000	100	0	5,500
01-5-59-552 BUILDING INSPECTION			9,698	9,698	64,000	54,303	85	9,208	54,000
01-5-59-612 Office Supplies.			0	0	0	0	0	17	0
01-5-59-670 TRAVEL - MILEAGE			0	0	7,200	7,200	100	0	7,200
Total PLANNING			**15,444**	**15,444**	**259,100**	**243,656**	**94**	**10,233**	**99,900**
WAGES AND BENEFITS									
PLANNING									
01-5-58-236 BENEFITS - HEALTH			1,335	1,335	2,548	1,213	48	637	2,500
01-5-58-237 BENEFITS - DENTAL			931	931	5,571	4,640	83	723	2,900
01-5-58-239 BENEFITS - LIFE			108	108	432	324	75	98	400
01-5-58-241 BENEFITS - AD&D			30	30	120	90	75	30	100
01-5-58-242 BENEFITS - LTD			439	439	2,344	1,905	81	283	1,700
01-5-58-511 EMPLOYER HEALTH TAX			892	892	3,925	3,033	77	917	6,000
01-5-58-512 BENEFITS- EMPLOYER I			1,050	1,050	2,807	1,757	63	1,061	2,800
01-5-58-514 BENEFITS EMPLOYER C			2,626	2,626	8,016	5,390	67	2,702	7,500
01-5-58-516 BENEFITS PENSION			4,205	4,205	18,686	14,481	78	4,323	18,900
01-5-58-518 BENEFITS - WCB			1,301	1,301	4,218	2,917	69	1,014	4,100
01-5-58-692 PLANNER / AO - WAGES			41,179	41,179	200,709	159,530	79	46,496	203,500
BUILDING INSPECTION									
01-5-59-236 BENEFITS - HEALTH			0	0	1,744	1,744	100	436	1,700
01-5-59-237 BENEFITS - DENTAL			0	0	939	939	100	537	2,100
01-5-59-239 BENEFITS - LIFE			0	0	216	216	100	49	200
01-5-59-241 BENEFITS - AD&D			0	0	60	60	100	15	100
01-5-59-242 BENEFITS - LTD			0	0	967	967	100	106	800
01-5-59-511 EMPLOYER HEALTH TAX			0	0	1,205	1,205	100	261	1,700
01-5-59-512 BENEFITS - EMPLOYER			0	0	1,572	1,572	100	300	1,500
01-5-59-514 BENEFITS EMPLOYER C			0	0	3,681	3,681	100	750	3,500
01-5-59-516 BENEFITS - PENSION			0	0	5,727	5,727	100	1,222	5,400
01-5-59-518 BENEFITS - WCB			0	0	1,501	1,501	100	286	1,400
01-5-59-692 WAGES			0	0	68,867	68,867	100	13,125	65,500
Total WAGES AND BENEFITS			**54,095**	**54,095**	**335,855**	**281,760**	**84**	**75,371**	**334,300**
EXPENDITURES									
ENVIROMENTAL HEALTH SERVICES									
01-5-30-528 CONTRACT - COLLECTI			0	0	267,000	267,000	100	0	246,100

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-30-800 CONTRIBUTION TO ADM			0	0	15,500	15,500	100	0	0
Total EXPENDITURES			**0**	**0**	**282,500**	**282,500**	**100**	**0**	**246,100**
WAGES AND BENEFITS									
PARKS & RECREATION EXPENDITURES									
01-5-40-236 BENEFITS - HEALTH			1,304	1,304	7,931	6,627	84	808	3,800
01-5-40-237 BENEFITS - DENTAL			997	997	6,008	5,011	83	1,004	4,700
01-5-40-239 BENEFITS - LIFE			78	78	469	391	83	92	400
01-5-40-241 BENEFITS - AD&D			22	22	130	108	83	28	100
01-5-40-242 BENEFITS - LTD			202	202	2,289	2,087	91	229	700
01-5-40-511 EMPLOYER HEALTH TAX			518	518	3,095	2,577	83	594	4,400
01-5-40-512 BENEFITS - EMPLOYER			610	610	3,135	2,525	81	682	3,100
01-5-40-514 BENEFITS - EMPLOYER			1,507	1,507	8,806	7,299	83	1,706	8,000
01-5-40-516 PENSION			2,080	2,080	14,720	12,640	86	2,576	14,100
01-5-40-518 BENEFITS - W.C.B.			755	755	3,320	2,565	77	652	3,200
01-5-40-692 WAGES - REGULAR			21,828	21,828	162,200	140,372	87	26,708	154,900
Total WAGES AND BENEFITS			**29,899**	**29,899**	**212,103**	**182,204**	**86**	**35,079**	**197,400**
MISCELLANEOUS									
PARKS & RECREATION EXPENDITURES									
01-5-40-603 PARK BENCHES/MEMOI			331	331	5,000	4,669	93	0	5,000
01-5-40-606 MISC.EXP.			43	43	1,700	1,657	97	0	1,700
01-5-40-615 BUS SHELTER R&M			0	0	200	200	100	0	200
01-5-40-902 MINE TOWN DAY			0	0	10,000	10,000	100	0	10,000
01-5-40-903 COMMUNITY EVENTS			0	0	5,000	5,000	100	0	5,000
01-5-40-907 PARKS & REC PLAN-OTI			0	0	500	500	100	0	500
Total MISCELLANEOUS			**374**	**374**	**22,400**	**22,026**	**98**	**0**	**22,400**
EQUIPMENT									
PARKS & RECREATION EXPENDITURES									
01-5-40-558 EQUIPMENT REPAIRS			35	35	2,000	1,965	98	297	2,000
01-5-40-570 GAS & OIL			1,256	1,256	7,500	6,244	83	2,014	5,500
01-5-40-586 VEHICLE INSURANCE			0	0	2,600	2,600	100	0	1,600
01-5-40-600 SMALL TOOLS & EQUIPI			1,161	1,161	2,000	839	42	150	2,000
Total EQUIPMENT			**2,451**	**2,451**	**14,100**	**11,649**	**83**	**2,461**	**11,100**
PARKS									
PARKS & RECREATION EXPENDITURES									
01-5-40-536 CONTRACT MAINTENAN			0	0	0	0	0	0	2,700
01-5-40-582 HYDRO			324	324	1,200	876	73	364	900
01-5-40-583 MUNICIPAL UTILITIES			0	0	9,000	9,000	100	333	4,000
01-5-40-610 PARKS MAIN & REPAIRS			694	694	10,000	9,306	93	3,242	6,000
01-5-40-611 TRAILS - MAIN & REPAIR			915	915	6,500	5,585	86	1,706	5,500

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
01-5-40-619 PARCEL TAXES			0	0	0	0	0	0	1,500
01-5-40-625 PROP/BUILDING LEASE			1,723	1,723	7,000	5,277	75	1,752	6,700
Total PARKS			**3,656**	**3,656**	**33,700**	**30,044**	**89**	**7,397**	**27,300**
AMORTIZATION									
PARKS & RECREATION EXPENDITURES									
01-5-40-990 AMORTIZATION			0	0	36,000	36,000	100	0	34,000
Total AMORTIZATION			**0**	**0**	**36,000**	**36,000**	**100**	**0**	**34,000**
INTERFUND BORROWING									
GENERAL GOVERNMENT SERVICES									
01-5-10-957 INTERFUND BORROWIN			0	0	8,400	8,400	100	0	8,400
PROTECTIVE SERVICES									
01-5-20-956 INTEREST INTERNAL DE			0	0	2,500	2,500	100	0	2,400
01-5-20-957 PRINCIPALINTERNAL DE			0	0	36,900	36,900	100	0	36,900
Total INTERFUND BORROWING			**0**	**0**	**47,800**	**47,800**	**100**	**0**	**47,700**
CONTRIBUTIONS TO/FROM SURPLUS									
GENERAL GOVERNMENT SERVICES									
01-5-10-936 CONTRIBUTION TO ADM			0	0	10,200	10,200	100	0	10,200
01-5-10-985 CONTRIBUTION TO FIRE			0	0	45,400	45,400	100	0	58,500
01-5-10-986 CONTRIBUTION TO COS			0	0	30,400	30,400	100	0	30,400
01-5-10-987 CONTRIBUTION TO HER			0	0	21,600	21,600	100	0	21,600
01-5-10-988 CONTRIBUTION TO MUN			0	0	21,600	21,600	100	0	21,600
01-5-10-989 CONTRIBUTION TO ROA			0	0	680,000	680,000	100	0	680,000
01-5-10-991 CONTRIBUTION TO FIRE			0	0	0	0	0	0	16,800
01-5-10-992 CONTRIBUTION TO PW			0	0	25,000	25,000	100	0	80,000
01-5-10-993 CONTRIBUTION TO FIRE			0	0	0	0	0	0	108,200
01-5-10-994 CONTRIBUTION TO PAR			0	0	10,000	10,000	100	0	0
01-5-10-996 CONTRIBUTION TO PRC			0	0	1,600	1,600	100	0	22,500
01-5-10-997 CONTRIBUTION TO TAX			0	0	20,000	20,000	100	0	0
01-5-10-998 CONTRIBUTION TO ONE			0	0	107,400	107,400	100	0	50,000
PROTECTIVE SERVICES									
01-5-20-900 CONTRIBUTION TO RES			0	0	80,000	80,000	100	0	0
PLANNING									
01-5-58-900 CONTRIBUTION TO RES			0	0	32,793	32,793	100	0	0
WATER DEPARTMENT EXPENDITURES									
01-5-70-870 TRF TO WATER FUND			0	0	9,200	9,200	100	0	0
Total CONTRIBUTIONS TO/FROM SURPLUS			**0**	**0**	**1,095,193**	**1,095,193**	**100**	**0**	**1,099,800**
Total EXPENDITURES			**775,574**	**775,574**	**6,545,496**	**5,769,922**	**88**	**767,024**	**6,017,600**

GENERAL OPERATION FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Surplus/Deficit			251,776	251,776	3	(251,773)	(8,392,441)	(1,543,536)	0
Total GENERAL OPERATION FUND			251,776	251,776	3	(251,773)	(8,392,441)	(1,543,536)	0

CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
GENERAL ADMINISTRATION									
RECOVERY FROM RESERVE									
06-4-10-464 DONATIONS/GRANTS	205		0	0	0	0	0	(13,899)	0
06-4-10-464 DONATIONS/GRANTS	225		0	0	(70,000)	(70,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	133		0	0	(7,000)	(7,000)	100	0	(7,000)
06-4-10-851 RECOVERY FROM RESE	161		0	0	0	0	0	0	(464,771)
06-4-10-851 RECOVERY FROM RESE	172		0	0	0	0	0	0	(62,279)
06-4-10-851 RECOVERY FROM RESE	174		0	0	(37,690)	(37,690)	100	0	(37,700)
06-4-10-851 RECOVERY FROM RESE	176		0	0	0	0	0	0	(13,400)
06-4-10-851 RECOVERY FROM RESE	179		0	0	0	0	0	0	(378,510)
06-4-10-851 RECOVERY FROM RESE	180		0	0	(120,000)	(120,000)	100	0	(65,000)
06-4-10-851 RECOVERY FROM RESE	181		0	0	(14,000)	(14,000)	100	0	(42,000)
06-4-10-851 RECOVERY FROM RESE	184		0	0	0	0	0	0	(11,500)
06-4-10-851 RECOVERY FROM RESE	185		0	0	0	0	0	0	(29,000)
06-4-10-851 RECOVERY FROM RESE	187		0	0	0	0	0	0	(2,400,000)
06-4-10-851 RECOVERY FROM RESE	189		0	0	(215,000)	(215,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	192		0	0	(5,000)	(5,000)	100	0	(110,000)
06-4-10-851 RECOVERY FROM RESE	193		0	0	(39,000)	(39,000)	100	0	(10,000)
06-4-10-851 RECOVERY FROM RESE	197		0	0	0	0	0	0	(30,000)
06-4-10-851 RECOVERY FROM RESE	198		0	0	0	0	0	0	(70,000)
06-4-10-851 RECOVERY FROM RESE	201		0	0	0	0	0	0	(250,000)
06-4-10-851 RECOVERY FROM RESE	202		0	0	0	0	0	0	(75,000)
06-4-10-851 RECOVERY FROM RESE	204		0	0	(12,000)	(12,000)	100	0	(40,000)
06-4-10-851 RECOVERY FROM RESE	206		0	0	(10,000)	(10,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	212		0	0	(90,000)	(90,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	213		0	0	(100,000)	(100,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	214		0	0	(50,000)	(50,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	215		0	0	(30,000)	(30,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	221		0	0	(7,500)	(7,500)	100	0	0
06-4-10-851 RECOVERY FROM RESE	222		0	0	(15,000)	(15,000)	100	0	0
06-4-10-851 RECOVERY FROM RESE	223		0	0	(201,000)	(201,000)	100	0	0
Total GENERAL ADMINISTRATION			**0**	**0**	**(1,023,190)**	**(1,023,190)**	**100**	**(13,899)**	**(4,096,160)**
Total REVENUE			**0**	**0**	**(1,023,190)**	**(1,023,190)**	**100**	**(13,899)**	**(4,096,160)**
EXPENDITURES									
GENERAL ADMINISTRATION									
CAPITAL EXPENDITURE									
06-5-10-527 GENERAL GOVT CAPITA	133		0	0	7,000	7,000	100	7,000	7,000
06-5-10-527 GENERAL GOVT CAPITA	181		0	0	14,000	14,000	100	0	42,000
06-5-10-527 GENERAL GOVT CAPITA	185		0	0	0	0	0	0	29,000
06-5-10-527 GENERAL GOVT CAPITA	204		0	0	12,000	12,000	100	0	40,000

CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total GENERAL ADMINISTRATION			**0**	**0**	**33,000**	**33,000**	**100**	**7,000**	**118,000**
PROTECTIVE SERVICES									
CAPITAL EXPENDITURE - FIRE									
06-5-20-527 FIRE CAPITAL - CONTRA	172		0	0	0	0	0	0	62,279
06-5-20-527 FIRE CAPITAL - CONTRA	179		0	0	0	0	0	24,252	378,510
06-5-20-527 FIRE CAPITAL - CONTRA	184		0	0	0	0	0	0	11,500
06-5-20-527 FIRE CAPITAL - CONTRA	213		0	0	100,000	100,000	100	0	0
06-5-20-600 FIRE CAPITAL - MATERI	212		0	0	90,000	90,000	100	0	0
06-5-20-702 CAPITAL EXPENDITURE	214		0	0	50,000	50,000	100	0	0
06-5-20-702 CAPITAL EXPENDITURE	221		0	0	7,500	7,500	100	0	0
Total PROTECTIVE SERVICES			**0**	**0**	**247,500**	**247,500**	**100**	**24,252**	**452,289**
TRANSPORTATION									
TRANSPORTATION SERVICES									
06-5-55-527 TRANSPORTATION CAP	187		0	0	0	0	0	3,578	2,400,000
06-5-55-527 TRANSPORTATION CAP	189		0	0	215,000	215,000	100	0	0
06-5-55-527 TRANSPORTATION CAP	192		339	339	5,000	4,661	93	10,906	110,000
06-5-55-527 TRANSPORTATION CAP	198		0	0	0	0	0	0	70,000
06-5-55-527 TRANSPORTATION CAP	201		0	0	0	0	0	0	250,000
06-5-55-527 TRANSPORTATION CAP	202		0	0	0	0	0	0	75,000
06-5-55-527 TRANSPORTATION CAP	215		0	0	30,000	30,000	100	0	0
06-5-55-527 TRANSPORTATION CAP	222		4,794	4,794	15,000	10,206	68	0	0
06-5-55-527 TRANSPORTATION CAP	223		0	0	201,000	201,000	100	0	0
Total TRANSPORTATION			**5,133**	**5,133**	**466,000**	**460,867**	**99**	**14,484**	**2,905,000**
PARKS AND RECREATION									
CAPITAL EXPENDITURE - PARKS & REC									
06-5-40-527 PARKS CAPITAL - CONT	175		0	0	0	0	0	2,367	0
06-5-40-527 PARKS CAPITAL - CONT	180		29	29	120,000	119,971	100	0	65,000
06-5-40-527 PARKS CAPITAL - CONT	185		0	0	0	0	0	5,542	0
06-5-40-527 PARKS CAPITAL - CONT	197		0	0	0	0	0	0	30,000
06-5-40-702 CAPITAL EXPENDITURE	225		0	0	70,000	70,000	100	0	0
Total PARKS AND RECREATION			**29**	**29**	**190,000**	**189,971**	**100**	**7,909**	**95,000**
PLANNING									
CAPITAL EXPENDITURE - PLANNING									
06-5-58-527 PLANNING - CAPITAL	161		1,393	1,393	0	(1,393)	0	186,517	464,771
06-5-58-527 PLANNING - CAPITAL	174		0	0	37,690	37,690	100	0	37,700
06-5-58-527 PLANNING - CAPITAL	176		0	0	0	0	0	0	13,400
06-5-58-527 PLANNING - CAPITAL	193		0	0	49,000	49,000	100	0	10,000
Total PLANNING			**1,393**	**1,393**	**86,690**	**85,297**	**98**	**186,517**	**525,871**

CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total EXPENDITURES			6,555	6,555	1,023,190	1,016,635	99	240,162	4,096,160
Surplus/Deficit			6,555	6,555	0	(6,555)	0	226,263	0
Total CAPITAL FUND			6,555	6,555	0	(6,555)	0	226,263	0

SEWER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
SEWER REVENUE									
REVENUE									
50-4-50-410 SEWER PARCEL TAX (PI			0	0	(49,700)	(49,700)	100	0	(49,700)
50-4-50-425 INTEREST REVENUE			0	0	(2,000)	(2,000)	100	(7,573)	(7,300)
50-4-50-440 PENALTIES - SEWER			(1,625)	(1,625)	(3,000)	(1,375)	46	(1,497)	(3,000)
50-4-50-449 SEWER USER PHASE 3			0	0	(149,300)	(149,300)	100	0	(149,300)
50-4-50-450 SEWER USER FEES			(91,899)	(91,899)	(494,000)	(402,101)	81	(88,072)	(428,700)
50-4-50-463 SEWER CON'TN INSPEC			(400)	(400)	(15,400)	(15,000)	97	(1,425)	(15,400)
50-4-50-990 TRNFR FR. INVEST. NOI			0	0	(195,000)	(195,000)	100	0	(113,000)
Total SEWER REVENUE			(93,924)	(93,924)	(908,400)	(814,476)	90	(98,568)	(766,400)
CONTRIBUTIONS TO/FROM SURPLUS									
REVENUE									
50-4-50-851 RECOVERY FROM RESE			0	0	(39,400)	(39,400)	100	0	0
Total CONTRIBUTIONS TO/FROM SURPLUS			0	0	(39,400)	(39,400)	100	0	0
Total REVENUE			(93,924)	(93,924)	(947,800)	(853,876)	90	(98,568)	(766,400)
EXPENDITURES									
WAGES & BENEFITS									
SANITARY SEWER EXPENDITURES									
50-5-50-236 BENEFITS - HEALTH			359	359	1,846	1,487	81	161	800
50-5-50-237 BENEFITS - DENTAL			286	286	1,401	1,115	80	209	1,100
50-5-50-239 BENEFITS - LIFE			22	22	109	87	80	19	100
50-5-50-241 BENEFITS - AD&D			6	6	30	24	79	6	0
50-5-50-242 BENEFITS - LTD			89	89	580	491	85	71	400
50-5-50-511 EMPLOYER HEALTH TA)			187	187	938	751	80	180	1,400
50-5-50-512 BENEFITS - EMPLOYER			220	220	709	489	69	208	700
50-5-50-514 BENEFITS - EMPLOYER			551	551	2,480	1,929	78	519	1,900
50-5-50-516 BENEFITS - PENSION			780	780	4,466	3,686	83	714	4,400
50-5-50-518 BENEFITS - W.C.B.			273	273	974	701	72	199	900
50-5-50-692 WAGES - REGULAR			8,192	8,192	47,967	39,775	83	9,360	46,700
Total WAGES & BENEFITS			10,966	10,966	61,500	50,534	82	11,645	58,400
OTHER EXPENSES									
SANITARY SEWER EXPENDITURES									
50-5-50-504 AUDIT			0	0	3,300	3,300	100	(1,827)	3,300
50-5-50-582 HYDRO			1,315	1,315	5,200	3,885	75	2,101	4,600
50-5-50-584 INSURANCE			0	0	13,900	13,900	100	6,685	11,900
50-5-50-586 VEHICLE INSURANCE			0	0	1,800	1,800	100	0	1,800
50-5-50-602 MEMBERSHIPS/DUES/S			0	0	400	400	100	0	400

SEWER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
50-5-50-612 OFFICE SUPPLIES			0	0	600	600	100	0	600
50-5-50-625 PROP/BLDG LEASE - SE			2,559	2,559	11,000	8,441	77	2,601	11,000
50-5-50-628 POSTAGE & COURIER F			0	0	800	800	100	0	800
50-5-50-638 VEHICLE/EQUIP-REPAIR			53	53	1,500	1,447	96	15	1,500
50-5-50-643 COLLECTION SYSTEM M			5,094	5,094	18,800	13,706	73	1,910	18,800
50-5-50-644 REGIONAL WASTEWATE			0	0	165,000	165,000	100	0	109,000
50-5-50-646 SMALL TOOLS & EQUIPI			0	0	500	500	100	0	500
50-5-50-658 TELEPHONE			672	672	3,500	2,828	81	942	2,500
50-5-50-659 SCADA			0	0	2,200	2,200	100	0	2,200
50-5-50-968 DEBENTURE DEBT INT I			(9,648)	(9,648)	39,100	48,748	125	(9,648)	39,100
Total OTHER EXPENSES			**45**	**45**	**267,600**	**267,555**	**100**	**2,779**	**208,000**
CONTRIBUTIONS TO ADMIN									
SANITARY SEWER EXPENDITURES									
50-5-50-800 CONTRIBUTION TO ADM			0	0	75,000	75,000	100	0	75,000
Total CONTRIBUTIONS TO ADMIN			**0**	**0**	**75,000**	**75,000**	**100**	**0**	**75,000**
AMORTIZATION									
SANITARY SEWER EXPENDITURES									
50-5-50-990 AMORTIZATION			0	0	195,000	195,000	100	0	113,000
Total AMORTIZATION			**0**	**0**	**195,000**	**195,000**	**100**	**0**	**113,000**
SEWER COLLECTION SYSTEM									
SANITARY SEWER EXPENDITURES									
50-5-50-957 INTERFUND BORROWIN			0	0	49,700	49,700	100	49,200	49,700
50-5-50-967 INTERFND BORROWING			0	0	110,200	110,200	100	0	110,200
Total SEWER COLLECTION SYSTEM			**0**	**0**	**159,900**	**159,900**	**100**	**49,200**	**159,900**
CONTRIBUTIONS TO/FROM SURPLUS									
SANITARY SEWER EXPENDITURES									
50-5-50-900 CONTRIBUTION TO RES			0	0	188,800	188,800	100	0	152,100
Total CONTRIBUTIONS TO/FROM SURPLUS			**0**	**0**	**188,800**	**188,800**	**100**	**0**	**152,100**
Total EXPENDITURES			**11,011**	**11,011**	**947,800**	**936,789**	**99**	**63,624**	**766,400**
Surplus/Deficit			**(82,913)**	**(82,913)**	**0**	**82,913**	**0**	**(34,944)**	**0**
Total SEWER FUND			**(82,913)**	**(82,913)**	**0**	**82,913**	**0**	**(34,944)**	**0**

SANITARY SEWER CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
SEWER									
SEWER CAPITAL FUND REVENUE									
60-4-50-851 RECOVERY FROM RESI	110		0	0	0	0	0	0	(60,000)
60-4-50-851 RECOVERY FROM RESI	196		0	0	0	0	0	0	(24,000)
60-4-50-851 RECOVERY FROM RESI	216		0	0	(12,500)	(12,500)	100	0	0
Total SEWER			**0**	**0**	**(12,500)**	**(12,500)**	**100**	**0**	**(84,000)**
Total REVENUE			**0**	**0**	**(12,500)**	**(12,500)**	**100**	**0**	**(84,000)**
EXPENDITURES									
SEWER									
SEWER CAPITAL FUND EXPENDITURES									
60-5-50-527 SEWER CAPITAL - CON	110		0	0	0	0	0	0	60,000
60-5-50-527 SEWER CAPITAL - CON	194		0	0	0	0	0	9,481	0
60-5-50-527 SEWER CAPITAL - CON	196		0	0	0	0	0	0	24,000
60-5-50-527 SEWER CAPITAL - CON	216		0	0	12,500	12,500	100	0	0
Total SEWER			**0**	**0**	**12,500**	**12,500**	**100**	**9,481**	**84,000**
Total EXPENDITURES			**0**	**0**	**12,500**	**12,500**	**100**	**9,481**	**84,000**
Surplus/Deficit			**0**	**0**	**0**	**0**	**0**	**9,481**	**0**
Total SANITARY SEWER CAPITAL FUN			**0**	**0**	**0**	**0**	**0**	**9,481**	**0**

WATER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
REVENUE - TAXES									
WATER REVENUE									
70-4-70-400 PROPERTY VALUE TAX			0	0	(9,200)	(9,200)	100	0	(9,200)
70-4-70-410 WATER PARCEL TAX			0	0	(464,800)	(464,800)	100	0	(359,300)
Total REVENUE - TAXES			**0**	**0**	**(474,000)**	**(474,000)**	**100**	**0**	**(368,500)**
REVENUE - TRANSFERS									
WATER REVENUE									
70-4-70-990 TRNFR FR. INVEST. NOI			0	0	(250,000)	(250,000)	100	0	(196,000)
Total REVENUE - TRANSFERS			**0**	**0**	**(250,000)**	**(250,000)**	**100**	**0**	**(196,000)**
REVENUE - SALES OF SERVICES									
WATER REVENUE									
70-4-70-450 WATER USER FEES			(101,586)	(101,586)	(510,500)	(408,914)	80	(38,836)	(468,000)
70-4-70-463 WATER CON'TN INSPEC			(200)	(200)	(3,000)	(2,800)	93	(620)	0
70-4-70-466 CONNECTION CHARGE			5,912	5,912	(167,714)	(173,626)	104	(106,421)	(88,700)
Total REVENUE - SALES OF SERVICES			**(95,874)**	**(95,874)**	**(681,214)**	**(585,340)**	**86**	**(145,877)**	**(556,700)**
REVENUE - MISCELLANEOUS									
WATER REVENUE									
70-4-70-436 NSF CHARGES			(25)	(25)	0	25	0	(100)	0
70-4-70-440 PENALTIES - USER FEE			(1,547)	(1,547)	(5,200)	(3,654)	70	(1,734)	(5,200)
Total REVENUE - MISCELLANEOUS			**(1,572)**	**(1,572)**	**(5,200)**	**(3,629)**	**70**	**(1,834)**	**(5,200)**
REVENUE - INVESTMENTS									
WATER REVENUE									
70-4-70-425 INTEREST REVENUE			18	18	0	(18)	0	0	0
Total REVENUE - INVESTMENTS			**18**	**18**	**0**	**(18)**	**0**	**0**	**0**
Total REVENUE			**(97,427)**	**(97,427)**	**(1,410,414)**	**(1,312,987)**	**93**	**(147,710)**	**(1,126,400)**
EXPENDITURES									
WATER DISTRIBUTION SYSTEM									
WATER DEPARTMENT EXPENDITURES									
70-5-70-967 Winds Water Debt Princip			0	0	26,000	26,000	100	0	0
70-5-70-968 Winds Water Debt Interes			0	0	67,100	67,100	100	0	0
Total WATER DISTRIBUTION SYSTEM			**0**	**0**	**93,100**	**93,100**	**100**	**0**	**0**
WAGES & BENEFITS									
WATER DEPARTMENT EXPENDITURES									

WATER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
70-5-70-236 BENEFITS - HEALTH			1,942	1,942	7,950	6,008	76	855	3,700
70-5-70-237 BENEFITS - DENTAL			1,498	1,498	6,026	4,528	75	1,075	4,700
70-5-70-239 BENEFITS - LIFE			117	117	470	353	75	98	400
70-5-70-241 BENEFITS - AD&D			32	32	130	98	75	30	100
70-5-70-242 BENEFITS - LTD			371	371	2,334	1,963	84	272	1,300
70-5-70-511 EMPLOYER HEALTH TA)			860	860	2,504	1,644	66	765	5,300
70-5-70-512 BENEFITS - EMPLOYER			1,012	1,012	3,052	2,040	67	882	3,000
70-5-70-514 BENEFITS - EMPLOYER			2,514	2,514	9,862	7,348	75	2,218	8,100
70-5-70-516 BENEFITS - PENSION			3,874	3,874	17,355	13,481	78	3,328	16,800
70-5-70-518 BENEFITS - W.C.B.			1,255	1,255	3,606	2,351	65	843	3,500
70-5-70-692 WAGES - REGULAR			40,700	40,700	186,406	145,706	78	37,881	180,700
Total WAGES & BENEFITS			**54,175**	**54,175**	**239,695**	**185,520**	**77**	**48,248**	**227,600**
EXPENDITURES - ADMIN									
WATER DEPARTMENT EXPENDITURES									
70-5-70-500 ADVERTISING			0	0	500	500	100	0	500
70-5-70-504 AUDIT			0	0	3,100	3,100	100	(1,827)	3,100
70-5-70-538 INTRUSION ALARM - PU			1,167	1,167	4,000	2,833	71	1,522	4,000
70-5-70-548 EDUCATIONAL EXPENSI			0	0	3,600	3,600	100	0	3,600
70-5-70-584 INSURANCE			0	0	22,500	22,500	100	13,371	22,500
70-5-70-602 MEMBERSHIPS			0	0	2,600	2,600	100	0	600
70-5-70-612 OFFICE SUPPLIES			0	0	1,000	1,000	100	38	1,000
70-5-70-619 PARCEL TAXES			0	0	600	600	100	0	600
70-5-70-624 PERMITS AND LICENSE:			0	0	3,000	3,000	100	0	1,100
70-5-70-625 PROP/BLDG LEASE - W/			2,559	2,559	11,000	8,441	77	2,601	11,000
70-5-70-628 POSTAGE & COURIER F			0	0	2,100	2,100	100	0	2,100
70-5-70-642 SENSUS AUTO READ PF			0	0	2,300	2,300	100	0	2,300
70-5-70-744 TOILET REBATE			340	340	1,000	660	66	0	1,000
Total EXPENDITURES - ADMIN			**4,066**	**4,066**	**57,300**	**53,234**	**93**	**15,706**	**53,400**
WATERWORKS - REPAIRS & MAINTEN									
WATER DEPARTMENT EXPENDITURES									
70-5-70-560 PAVING REPAIRS			0	0	500	500	100	0	500
70-5-70-572 WATER METER MAIN/RE			0	0	11,900	11,900	100	0	11,900
70-5-70-581 HYDRANT MAINTENANC			422	422	1,000	578	58	417	5,400
70-5-70-585 RESERVOIR MAINTENAI			800	800	1,600	800	50	0	1,600
70-5-70-600 SUPPLIES AND MATERI/			1,686	1,686	7,000	5,314	76	2,196	6,700
70-5-70-640 DISTRIBUTION SYSTEM			8,895	8,895	25,000	16,105	64	4,714	21,000
Total WATERWORKS - REPAIRS & MAINTENAN			**11,803**	**11,803**	**47,000**	**35,197**	**75**	**7,327**	**47,100**
EXPENDITURES - ENGINEERING									
WATER DEPARTMENT EXPENDITURES									
70-5-70-552 ENGINEERING/CONSUL			0	0	10,000	10,000	100	0	5,000

WATER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total EXPENDITURES - ENGINEERING			**0**	**0**	**10,000**	**10,000**	**100**	**0**	**5,000**
EXPENDITURES - EQUIPMENT									
WATER DEPARTMENT EXPENDITURES									
70-5-70-556 EQUIPMENT RENTAL			0	0	500	500	100	0	500
Total EXPENDITURES - EQUIPMENT			**0**	**0**	**500**	**500**	**100**	**0**	**500**
EXPENDITURES - VEHICLES									
WATER DEPARTMENT EXPENDITURES									
70-5-70-570 SUPPLIES - GAS/OIL			764	764	8,000	7,236	90	1,700	6,200
70-5-70-586 INSURANCE - VEHICLE			0	0	1,800	1,800	100	0	1,800
70-5-70-638 REPAIRS - VEHICLE/EQI			2,892	2,892	7,500	4,608	61	792	4,500
Total EXPENDITURES - VEHICLES			**3,656**	**3,656**	**17,300**	**13,644**	**79**	**2,492**	**12,500**
EXPENDITURES - OPERATING									
WATER DEPARTMENT EXPENDITURES									
70-5-70-582 HYDRO			8,326	8,326	41,000	32,674	80	13,104	40,400
70-5-70-646 SMALL TOOLS & EQUIPI			37	37	1,000	963	96	585	1,000
70-5-70-658 TELEPHONE			608	608	4,200	3,592	86	888	2,600
70-5-70-659 SCADA			0	0	2,800	2,800	100	0	2,800
70-5-70-694 WATER TESTING			0	0	2,000	2,000	100	0	2,000
70-5-70-749 NANAIMO BULK WATER			0	0	60,000	60,000	100	0	30,000
Total EXPENDITURES - OPERATING			**8,971**	**8,971**	**111,000**	**102,029**	**92**	**14,578**	**78,800**
AMORTIZATION									
WATER DEPARTMENT EXPENDITURES									
70-5-70-990 AMORTIZATION			0	0	250,000	250,000	100	0	196,000
Total AMORTIZATION			**0**	**0**	**250,000**	**250,000**	**100**	**0**	**196,000**
CONTRIBUTIONS									
WATER DEPARTMENT EXPENDITURES									
70-5-70-800 CONTRIBUTION TO ADM			0	0	142,100	142,100	100	0	142,100
Total CONTRIBUTIONS			**0**	**0**	**142,100**	**142,100**	**100**	**0**	**142,100**
CONTRIBUTIONS TO/FROM SURPLUS									
WATER DEPARTMENT EXPENDITURES									
70-5-70-900 CONTRIBUTION TO RES			0	0	442,416	442,416	100	0	363,400
Total CONTRIBUTIONS TO/FROM SURPLUS			**0**	**0**	**442,416**	**442,416**	**100**	**0**	**363,400**
Total EXPENDITURES			**82,671**	**82,671**	**1,410,411**	**1,327,740**	**94**	**88,351**	**1,126,400**

WATER FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Surplus/Deficit			(14,757)	(14,757)	(3)	14,754	(491,789)	(59,359)	0
Total WATER FUND			(14,757)	(14,757)	(3)	14,754	(491,789)	(59,359)	0

WATER CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE									
WATERWORKS									
WATER									
76-4-70-426 FEDERAL GRANT	170		(71,147)	(71,147)	(5,733,746)	(5,662,599)	99	0	(5,245,900)
76-4-70-480 BORROWING PROCEEI	170		0	0	(2,727,311)	(2,727,311)	100	0	(2,623,000)
76-4-70-851 RECOVERY FROM RESE	195		0	0	0	0	0	0	(7,200)
76-4-70-851 RECOVERY FROM RESE	200		0	0	(750,000)	(750,000)	100	0	(525,000)
76-4-70-851 RECOVERY FROM RESE	217		0	0	(12,500)	(12,500)	100	0	0
76-4-70-851 RECOVERY FROM RESE	218		0	0	(35,000)	(35,000)	100	0	0
76-4-70-851 RECOVERY FROM RESE	219		0	0	(41,000)	(41,000)	100	0	0
76-4-70-851 RECOVERY FROM RESE	220		0	0	(50,000)	(50,000)	100	0	0
76-4-70-851 RECOVERY FROM RESE	226		0	0	(410,000)	(410,000)	100	0	0
76-4-70-851 RECOVERY FROM RESE	227		0	0	(90,000)	(90,000)	100	0	0
76-4-70-851 RECOVERY FROM RESE	228		0	0	(75,000)	(75,000)	100	0	0
Total WATERWORKS			**(71,147)**	**(71,147)**	**(9,924,557)**	**(9,853,410)**	**99**	**0**	**(8,401,100)**
Total REVENUE			**(71,147)**	**(71,147)**	**(9,924,557)**	**(9,853,410)**	**99**	**0**	**(8,401,100)**
EXPENDITURES									
WATERWORKS									
WATER									
76-5-70-527 WATER CAPITAL - CONT	170		0	0	8,461,057	8,461,057	100	0	7,868,900
76-5-70-527 WATER CAPITAL - CONT	190		0	0	0	0	0	258,438	0
76-5-70-527 WATER CAPITAL - CONT	194		0	0	0	0	0	9,481	0
76-5-70-527 WATER CAPITAL - CONT	195		0	0	0	0	0	0	7,200
76-5-70-527 WATER CAPITAL - CONT	200		4,559	4,559	750,000	745,441	99	0	525,000
76-5-70-527 WATER CAPITAL - CONT	217		0	0	12,500	12,500	100	0	0
76-5-70-527 WATER CAPITAL - CONT	218		0	0	35,000	35,000	100	0	0
76-5-70-527 WATER CAPITAL - CONT	219		0	0	41,000	41,000	100	0	0
76-5-70-527 WATER CAPITAL - CONT	220		0	0	50,000	50,000	100	0	0
76-5-70-527 WATER CAPITAL - CONT	226		0	0	410,000	410,000	100	0	0
76-5-70-527 WATER CAPITAL - CONT	227		0	0	90,000	90,000	100	0	0
76-5-70-527 WATER CAPITAL - CONT	228		0	0	75,000	75,000	100	0	0
Total WATERWORKS			**4,559**	**4,559**	**9,924,557**	**9,919,998**	**100**	**267,919**	**8,401,100**
Total EXPENDITURES			**4,559**	**4,559**	**9,924,557**	**9,919,998**	**100**	**267,919**	**8,401,100**
Surplus/Deficit			**(66,588)**	**(66,588)**	**0**	**66,588**	**0**	**267,919**	**0**
Total WATER CAPITAL FUND			**(66,588)**	**(66,588)**	**0**	**66,588**	**0**	**267,919**	**0**

WATER CAPITAL FUND	CC1	CC2	CURRENT QUARTER	2024 YEAR TO DATE	2024 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
Total Surplus (-)/Deficit			94,073	94,073	0	(94,073)	0	(1,134,177)	0

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: April 10, 2024

SUBJECT: Quarterly Report on Planning and Community Services

PURPOSE

To provide Council with an annual report on planning applications, Business Licences, Building Permits, Bylaw Enforcement, and Animal Control for quarter one, 2024.

RECOMMENDATIONS

Report presented for information only, no actions required.

ALTERNATIVES AND IMPLICATIONS

Nil.

BACKGROUND/RELEVANT HISTORY

Administration has compiled statistics and relevant information for the areas that fall within the purview of the Director of Planning and Community Services.

ATTACHMENT(S)

Nil.

ANALYSIS/RATIONALE

Planning:

The District of Lantzville provides application review services for a number of different types of planning applications as required under the *Local Government Act*.

In Q1 2024 the new application breakdown was as follows:

Application Type	Number of Applications	Applications Approved	Applications Withdrawn	Applications Missing Info	Notes
Agricultural Land Commission	0	0	0	0	
Board of Variance	0	0	0	0	
Development Permit	0	0	0	0	
Development Variance Permit	0	0	0	0	
Subdivision	3	0	0	0	

Temporary Use Permit	0	0	0	0	
Rezoning	2	0	0	0	2 Council initiated rezoning files
Total	5	0	0	0	

Work continues on a number of Planning applications from last year.

Business Licences

A Business Licence issued by the District of Lantzville is required prior to operating a business in Lantzville in accordance with "District of Lantzville Business Licence Bylaw No. 167, 2021".

In Q1 2024, there were a total of 26 new Business Licences issued, and 2 renewals.

Building Permits:

The District of Lantzville provides Building Permit application, review, and inspection services to ensure new construction follows applicable provincial building codes and "District of Lantzville Building Bylaw No. 182, 2020".

In Q1 2024 the Building Permit application breakdown was as follows:

Building Permit Type	Number of Applications
New Houses - Single Family Dwelling	6
Carriage Houses/Suites	1
Additions/Renovations	1
Other	0
Total	**8**

Related to these permits, there were 31 inspections and 1 stop work order issued. Building Code plan review and field inspections are provided by a contract Building Official.

Bylaw Enforcement:

The District of Lantzville receives bylaw complaints from residents and assigns them to our contracted Bylaw Enforcement Officer. The following is a breakdown of the types and number of bylaw files:

Bylaws	Number of complaints
Building Bylaw No. 182, 2020	1
Business Licence Bylaw No. 167, 2021	0
Good Neighbour Bylaw No. 200, 2021	1
Traffic & Parking Bylaw No. 28, 2004	3
Other Right-of Way complaints	0
Tree Protection Bylaw No. 331, 2022	0
Water System Bylaw No. 140, 2018	0
Zoning Bylaw No. 180, 2020	3
Total	7

Animal Control:

The District of Lantzville has a contract with Coastal Animal Control Services of BC Ltd for enforcement of the animal control bylaw and providing animal shelter spaces for animals impounded from Lantzville. This contractor also provides animal control services for a number of other regional municipalities. Coastal Animal Control Services responds to complaints from residents and patrols District parks and roads as needed.

Type of Service Call	Number of complaints
Aggressive dog	0
Dog At Large	1
Confined	0
Livestock / other	0
Total	1

Financial/Budget Implications

Planning applications, building permits, and business licences have application fees associated with them. When new development occurs, applicants pay Development Cost Charges (DCCs) and Community Amenity Contributions (CACs). These items are reported in the financial plan, there are no changes to the financial plan resulting from this report.

CONCLUSION

Planning, Building, and Bylaw Enforcement are core functions of municipal government so it is important to understand the volume and types of applications and complaints received.

Prepared by:

George Robinson
Director of Planning and Community Services
Date: April 10, 2024

Approved for submission to Council:

Glenn Morphy
Acting CAO / Director of Public Works
Date: April 10, 2024

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

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	April 10, 2024	

File Number:
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-04-10 Regular Council Meeting\2024 04 10 - Quarterly Report on Planning and Community Services.docx

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: March 6, 2024

SUBJECT: "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024"

PURPOSE

To provide information for Council to consider "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024".

RECOMMENDATIONS

1. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be given first reading.

2. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be given second reading.

3. **THAT** a public hearing for Zoning Amendment Bylaw No. 362 be scheduled to be held at the April 10, 2024, regular Council meeting.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. REFUSAL

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be refused.

The proposed Future Old Growth zone would not be implemented in Lantzville. Reapplication for a bylaw amendment shall not be considered within a six (6) month period unless by a 2/3 vote of Council.

2. DEFEAT THE BYLAW

Per Council Procedure Bylaw No. 141, if a motion to pass any reading or adoption of a bylaw is defeated, that bylaw shall be deemed to have been defeated. The application to amend the bylaw would end.

If the bylaw is defeated, the proposed establishment of the Future Old Growth zone will not be possible.

3. AMEND THE BYLAW

When the following motion is on the floor:

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be given second reading.

Amend by motion:

THAT the motion on the floor be amended by adding "as amended [*insert amendment*]".

Vote on the main motion as amended:

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known.

BACKGROUND/RELEVANT HISTORY

At the regular Council meeting on July 26, 2023, Council passed the following motion *"THAT staff bring forward a report and draft bylaw for Council consideration of first two readings at the September 27, 2023 Council meeting to amend "District of Lantzville Zoning Bylaw No. 180" by inserting after Section 1.21 Park Zone, a new zone called a Future Old Growth (FOG) Zone with a required definition, whose only two permitted uses will be 1) grow a permanent old growth forest, and 2) nature viewing; AND FURTHER THAT this Future Old Growth (FOG) zone be assigned to the two areas in the District of Lantzville's Foothills Park, which are designated as "Older Forest", OF/HT and OF, in the Official Community Plan's map 2 "Environmentally Sensitive Areas"."*

The subject areas proposed to be rezoned from Foothills (FH) zone to Future Old Growth (FOG) zone are located on a parcel owned by the District of Lantzville (**ATTACHMENT 1**). Proposed "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024" (Bylaw 362) is included as **ATTACHMENT 2.**

"Old Growth" is a term used to categorize coastal trees more than 250 years old and interior trees more than 140 years old in British Columbia.[1] Protecting old growth trees has become a key issue in the Province due to their significance in supporting ecosystem health, biological diversity, and water storage. Proposed Bylaw 362 would allow the District to designate areas of forest for long-term protection.

"Future Old Growth" is defined in Bylaw 362 as "a specific area of forest ecosystem that is designated for long-term protection from human activities, including timber harvesting, for the purpose of growing an old growth forest." Activities permitted in the FOG zone include: 1) grow a permanent old growth forest and 2) nature viewing. Zoning Bylaw 180 defines nature viewing as "viewing wildlife or nature, including elevated walkways, viewing towers, trails and other similar facilities." Nature viewing facilities located in the FOG zone must not cause damage to or disturb the growth of trees and must be approved by the property owner.

Trees in the FOG zone that are determined to be dangerous by a Certified Arborist or Registered Professional Forester may be removed or cut by a Certified Arborist, subject to "District of Lantzville Tree Protection Bylaw No. 331, 2022". The purpose of this exemption is

[1] Old Growth Review Panel. 2020. "A New Future for Old Forest - A Strategic Review of How British Columbia Manages for Old Forests Within its Ancient Ecosystems". Retrieved from https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/stewardship/old-growth-forests/strategic-review-20200430.pdf

to ensure safety surrounding any future trails, nature viewing facilities, and access roads located within or adjacent to FOG zones. "Certified Arborist" means an individual certified by the International Society of Arboriculture to prune, cut, or remove trees.

Official Community Plan

Section 5.2.3.10 Resource – Parks and Open Space of "District of Lantzville Official Community Plan Bylaw No. 150, 2019" (OCP) includes a policy that the District will consider establishing a Future Old Growth zone in some parkland areas (**ATTACHMENT 3**).

Proposed Rezoning from Foothills (FH) to Future Old Growth (FOG)

OCP Map No. 2 - Environmentally Sensitive Areas designates areas in the District that contain 'Older Forest' (**ATTACHMENT 4**). 'Older Forest' includes tree ecosystems with a dominant age class over 100 years old, including coniferous trees mixed with a broadleaf component greater than 15 percent.

Council proposes that the two areas designated as 'Older Forest' located on LOT 64, BLOCKS 471, 206 & 794, NANOOSE DISTRICT, PLAN EPP82584 be rezoned from Foothills (FH) to Future Old Growth (FOG) (**ATTACHMENT 5**). These lands are owned by the District and are designated for use as parkland in Zoning Bylaw 180. The lands are currently not developed for use as parkland and are not maintained by the District.

Public Feedback

As of the time of printing this report, no public comments have been received.

ATTACHMENTS

1. Location Map
2. District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024
3. District of Lantzville Official Community Plan Bylaw No. 150, 2019, Section 5.2.3.10
4. District of Lantzville Official Community Plan Bylaw No. 150, 2019, Map No. 2 – Environmentally Sensitive Areas
5. Map - Proposed Rezoning from Foothills (FH) to Future Old Growth (FOG)

ANALYSIS

Staff support the proposed FOG zone and subsequent rezoning of "Older Forest" ecosystems in the Foothills development lands. Proposed Bylaw 362 will better protect sensitive forest ecosystems from future recreational development and landscaping within the Foothills parkland area.

1. Strategic Plan Objectives

Establishing a FOG zone is an objective in Council's 2023 – 2026 Strategic Priority document.

2. Policy

None other than those already discussed.

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

The proposed FOG zone supports sustainability by providing protection for forest ecosystems in the District.

Prepared by:

Amanda Masse, Planner

Date: February 26, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer

Date: February 26, 2024

George Robinson, Director of Planning and Community Services

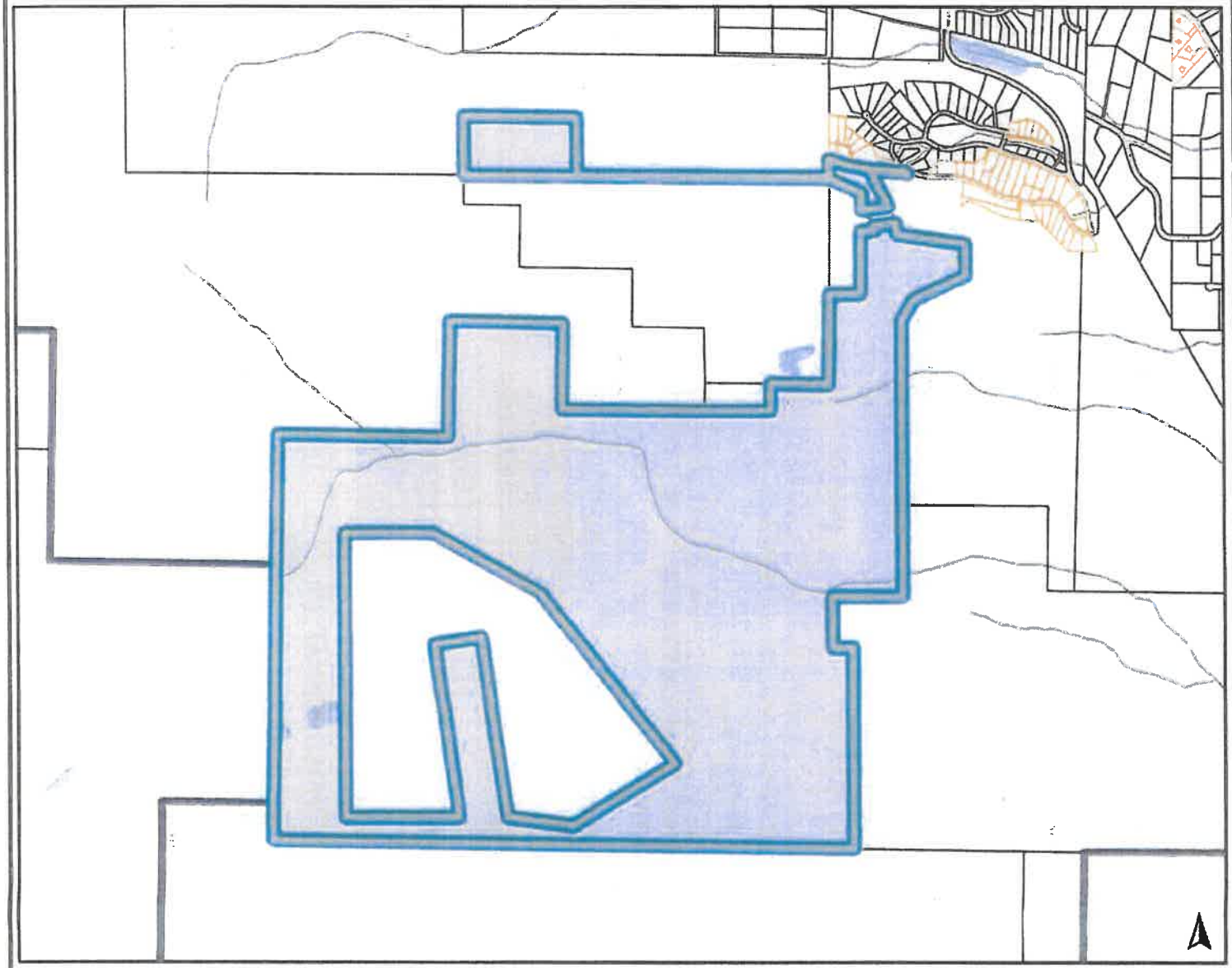
Date: February 26, 2024

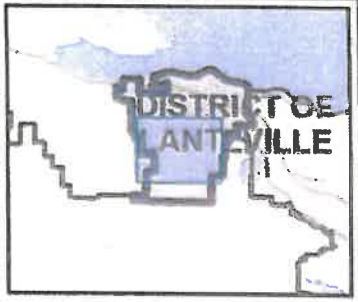
REVIEWED WITH:			
☒ Corporate Administration	☐ Fire Rescue	☐ Public Works/Engineering	☐ RCMP
☐ Financial Services	☒ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	March 6, 2024	9 a)
Closed (In-Camera)		

File Number: 3900-20-362
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-03-06 Regular Council Meeting\03 6 2024 Future Old Growth Zoning Bylaw Amendment\FOG Zone Council Report.docx

Attachment 1 - Location Map





Legend

Lantzville Layers

Municipal Boundary

Properties (Strata)

Properties (Conventional)

Freshwater

Wetland / Seasonally Flooded

Streams

ATTACHMENT 1

0 1 2 km

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

LOT 64, BLOCKS 471, 206 & 794, NANOOSE DISTRICT, PLAN EPP82584

ATTACHMENT 2

DISTRICT OF LANTZVILLE
BYLAW NO. 362, 2024

A BYLAW TO AMEND DISTRICT OF LANTZVILLE ZONING BYLAW NO. 180, 2020

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

1. This bylaw may be cited for all purposes as the "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Zone) Bylaw No. 362, 2024".

2. Schedule 'A' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended as follows:

   (a) In Part 1 by inserting "Future Old Growth" after "Park" in the list of zones;

   (b) In Part 1 by inserting the "Future Old Growth Zone" attached hereto as Schedule 1 after Section 1.21;

   (c) In Part 3 by inserting "Certified Arborist means an individual certified by the International Society of Arboriculture to prune, cut, or remove trees;" following the definition of "Carriage House";

   (d) In Part 3 by inserting "Future Old Growth means a specific area of forest ecosystem that is designated for long-term protection from human activities, including timber harvesting, for the purpose of growing an old growth forest;" following the definition of "Future Highway Allowance";

   (e) In Part 3 by inserting "Old Growth means coastal trees more than 250 years old and interior trees more than 140 years old in British Columbia;" following the definition of "Official Community Plan"; and

   (f) By rezoning the two areas designated as "Older Forest" (OF/HT and OF) in Official Community Plan Map No. 2 - Environmentally Sensitive Areas that are located in the lands legally described as:

   "LOT 64, BLOCKS 471, 206 & 794, NANOOSE DISTRICT, PLAN EPP82584"

   from "Foothills Zone (FH)" to "Future Old Growth Zone (FOG)", as shown on the map attached hereto as Schedule 2.

READ A FIRST TIME this day of , .
READ A SECOND TIME this day of , .
PUBLIC HEARING HELD this day of , .
READ A THIRD TIME this day of , .
ADOPTED this day of , .

Mark Swain, Mayor

Trudy Coates, Director of Corporate Administration

'Schedule 1'

1.22 FUTURE OLD GROWTH (FOG)

Permitted Uses

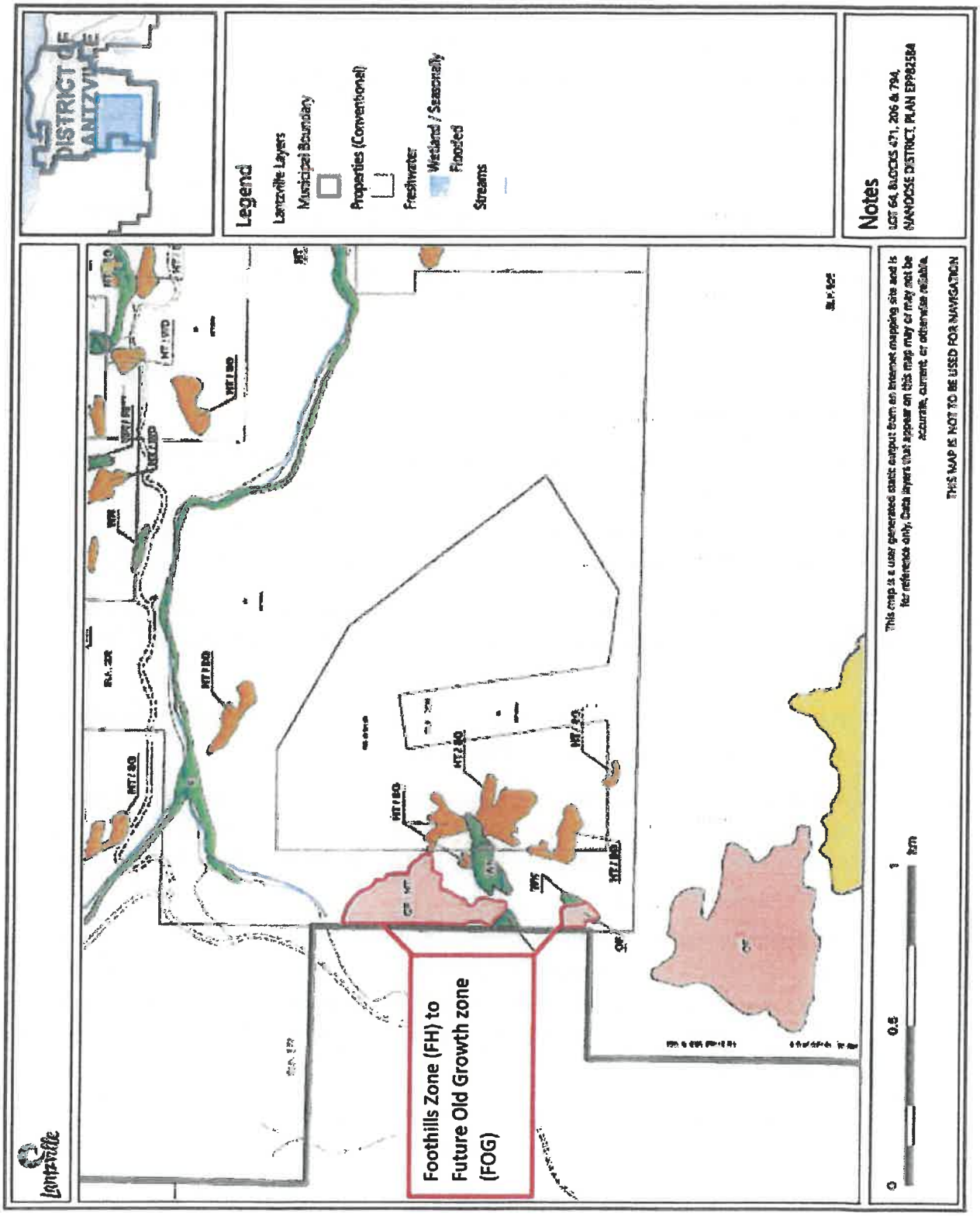
1. The permitted primary and secondary uses are as follows:

Primary Use	Secondary Use
Grow a permanent Old Growth Forest Nature Viewing	

2. Despite the foregoing, the following specific regulations apply:
   a. Trees that are identified as dangerous by a Certified Arborist or Registered Professional Forester may be removed or cut by a Certified Arborist.
   b. Nature Viewing facilities must not cause damage to or disturb the growth of existing trees and require approval by the property owner.

ATTACHMENT 2

'Schedule 2'



5.2.3 | Resource – Parks and Open Space

Parks, trails, greenways, open spaces, and waterfront all are critical natural areas as well as recreational opportunities for the community. They promote and facilitate health and fitness, social interaction, and community pride. Parks serve an important civic function, making the community a more vibrant and inviting place to live.

The District recognizes the importance of parks, recreation, and open space as essential components of a socially and environmentally healthy community and will work towards ensuring the community is well serviced with a system of parks and open space. The following policies are aimed at fulfilling this goal:

1. Publicly owned parks are permitted in all land use designations. Current public parks and open spaces are shown on Map 5.
2. The District will require all subdivision proposals to demonstrate how pedestrian and vehicle access and mobility has been considered and addressed.
3. The District will require all subdivision proposals to demonstrate how community open space and wildlife habitat has been considered and addressed.
4. The District will endeavour to remove any current encroachment and prohibit any new encroachment on public parks, open space, and public roads, including those along the waterfront.
5. The District will consider improvement of undeveloped public road ends leading to the waterfront for public access and improve access where feasible.
6. A minimum 5% parkland dedication, or equivalent cash in lieu of parkland, will be required in all subdivisions in which parkland can be required under the *Local Government Act*. Areas or neighbourhoods where park dedication will be required are shown on Map 5.
7. The District will update and strive to implement recommendations from *A Parks and Recreation Plan* and the *Trails and Journeyways Strategy,* with the intent of prioritizing and implementing recommendations and establishing parks and open space acquisition priorities. Lands for a sports field and a neighbourhood park will be a specific objective for the Upper Lantzville area.
8. The District will work with development applicants using density averaging and/or density bonusing to achieve a dedication of land for public use target of 20% in new development

areas, subject to Council approval. This target may be addressed through public parks and open space, covenants, or rights of way for public use and access. Public space will include public spaces and courtyards, parks, trails, pathways, green spaces, and related improvements. Cash equivalent for future park acquisition may be required at the option of the District.

9. The District will support efforts aimed at retaining public access to the provincial Crown land areas of the Ballenas Archipelago either as public land or as a provincial park.

10. The District will consider establishing a Future Old Growth (FOG) zone in some parkland.

5.2.4 | Resource – Open Space

In addition to public lands and parks, the District of Lantzville has extensive areas of privately owned land that is used for recreation, conservation, and related uses. These lands include the Winchelsea Golf Course, Doumont Marsh, and proposed park and open space areas in the Foothills Estates. The District adopts the following policies with the aim of preserving its open space resources for future generations:

1. Privately owned open space is designated Resource - Open Space (ROS) on Map 3 and will have a minimum lot size of 8 hectares (20 acres).

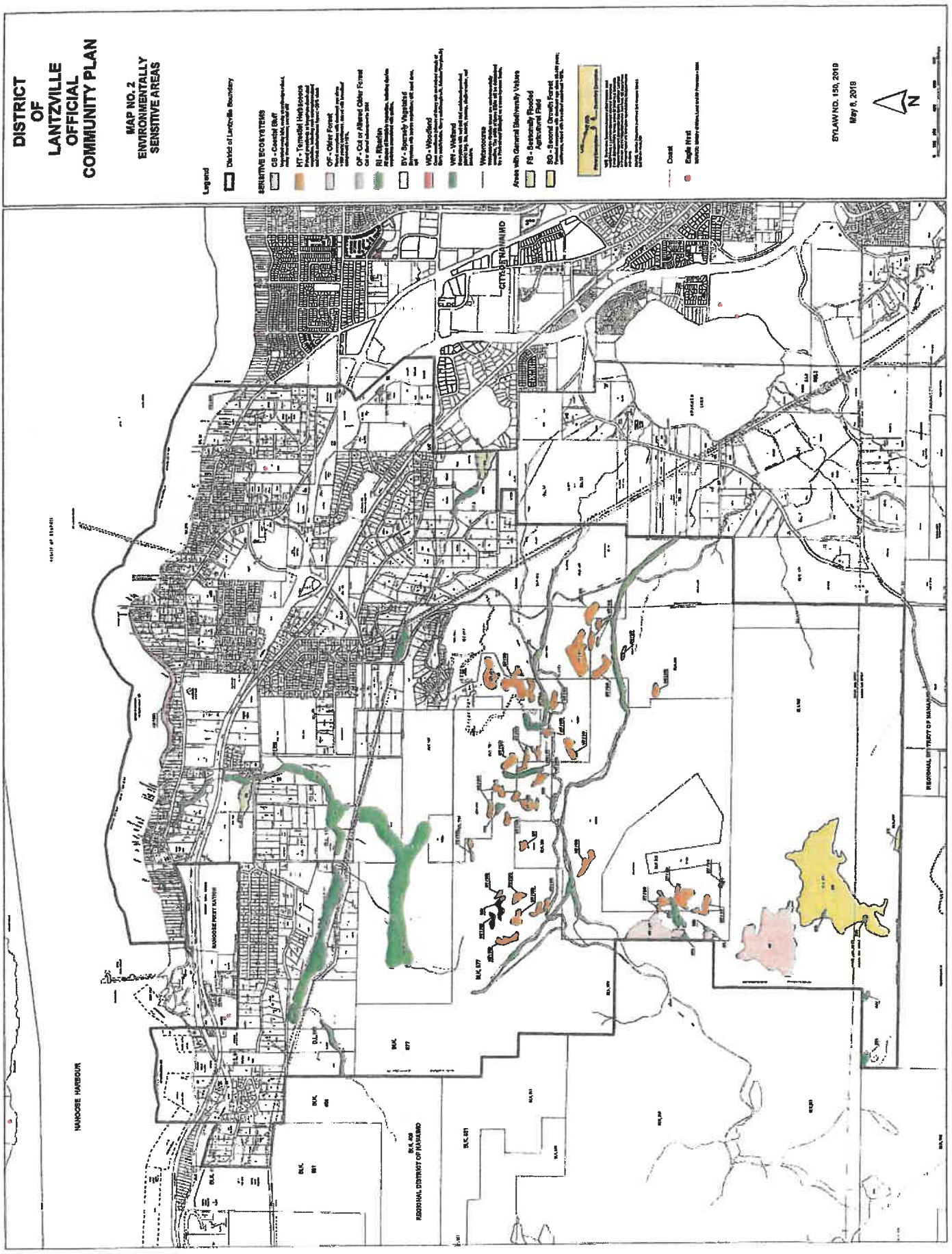
2. Permitted uses include golf courses, recreation facilities, and ancillary uses; private conservation areas; public recreation and access including trails; and accessory uses. Residential uses are permitted only as secondary uses to the above listed primary uses.

3. These areas contain watercourses and environmentally sensitive areas as shown on Map 2 and are designated as Development Permit Areas as shown on Map 9.

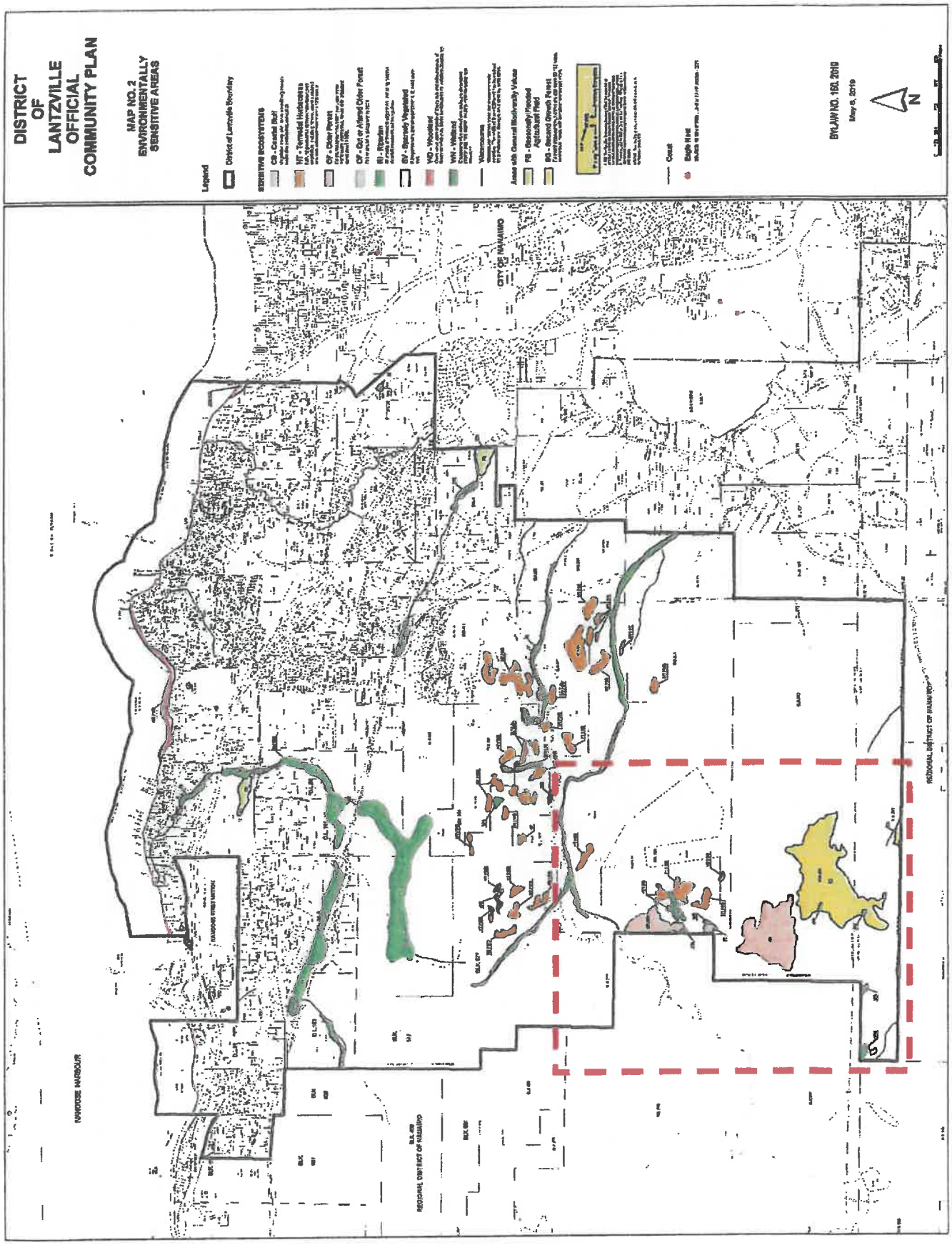
4. Where appropriate, public access to these areas will be secured through transition to public ownership, easements, or covenants on title.

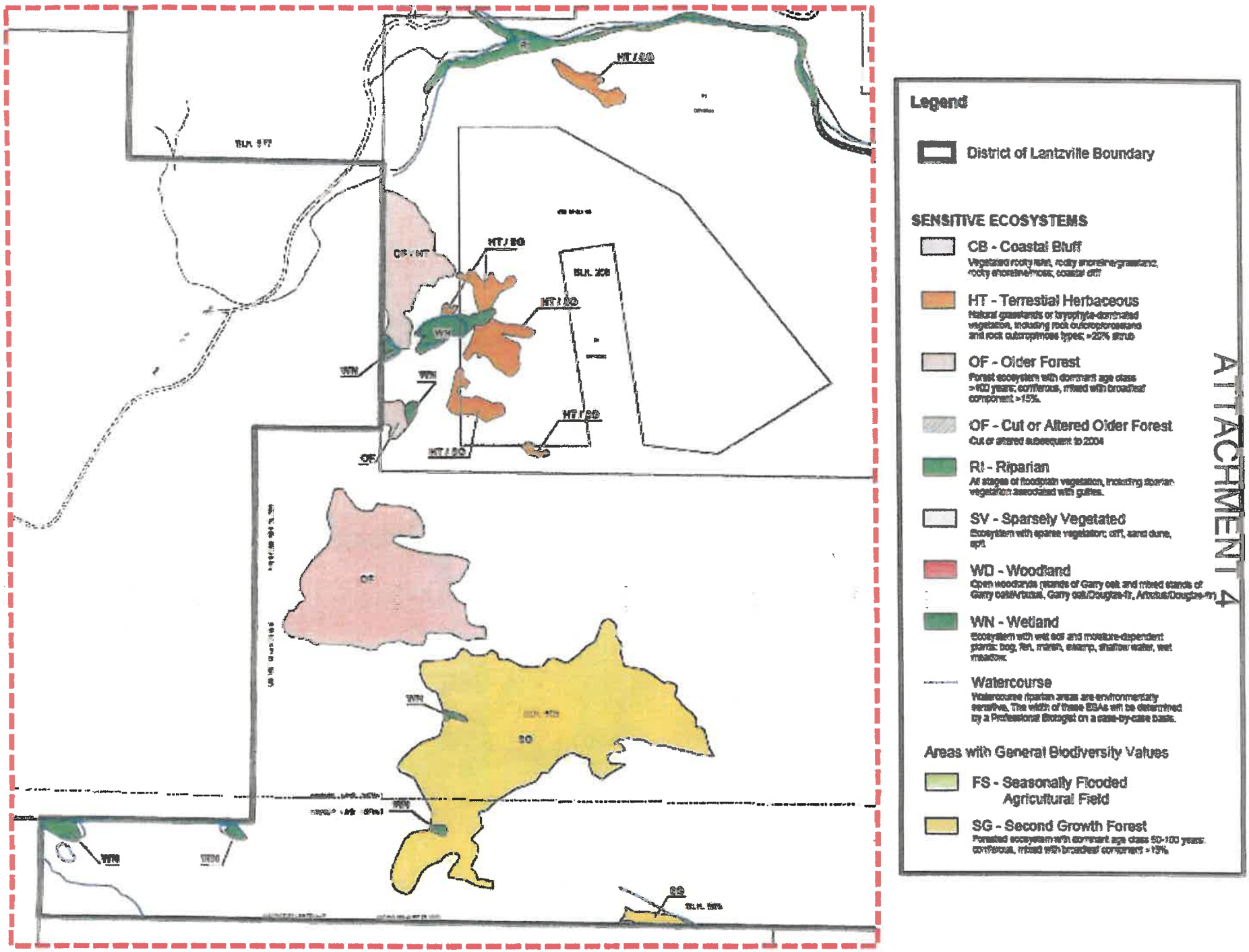
5. In the Foothills Estates area, a long-term target for transfer of land to public ownership of 50% of the site area is established.

ATTACHMENT 4


DISTRICT OF LANTZVILLE OFFICIAL COMMUNITY PLAN
MAP NO. 2 ENVIRONMENTALLY SENSITIVE AREAS
Legend
District of Lantzville Boundary
SENSITIVE ECOSYSTEMS
CB - Coastal Bluff
HT - Terrestrial Herbaceous
OF - Older Forest
OF - Old or Altered Older Forest
RI - Riparian
SV - Sparsely Vegetated
WD - Woodland
WET - Wetland
Watercourse
Areas with General Biodiversity Values
FS - Seasonally Flooded Agricultural Field
SG - Second Growth Forest
Crest
Eagle Nest
BYLAW NO. 150, 2019
May 6, 2019
N
NANOOSE HARBOUR
CITY OF NANAIMO
REGIONAL DISTRICT OF NANAIMO
NANOOSE PORT MAYNE
RD
BLK. 377
BLK. 49
BLK. 81
BLK. 80
BLK. 377
BLK. 81
BLK. 81
BLK. 81

ATTACHMENT 4



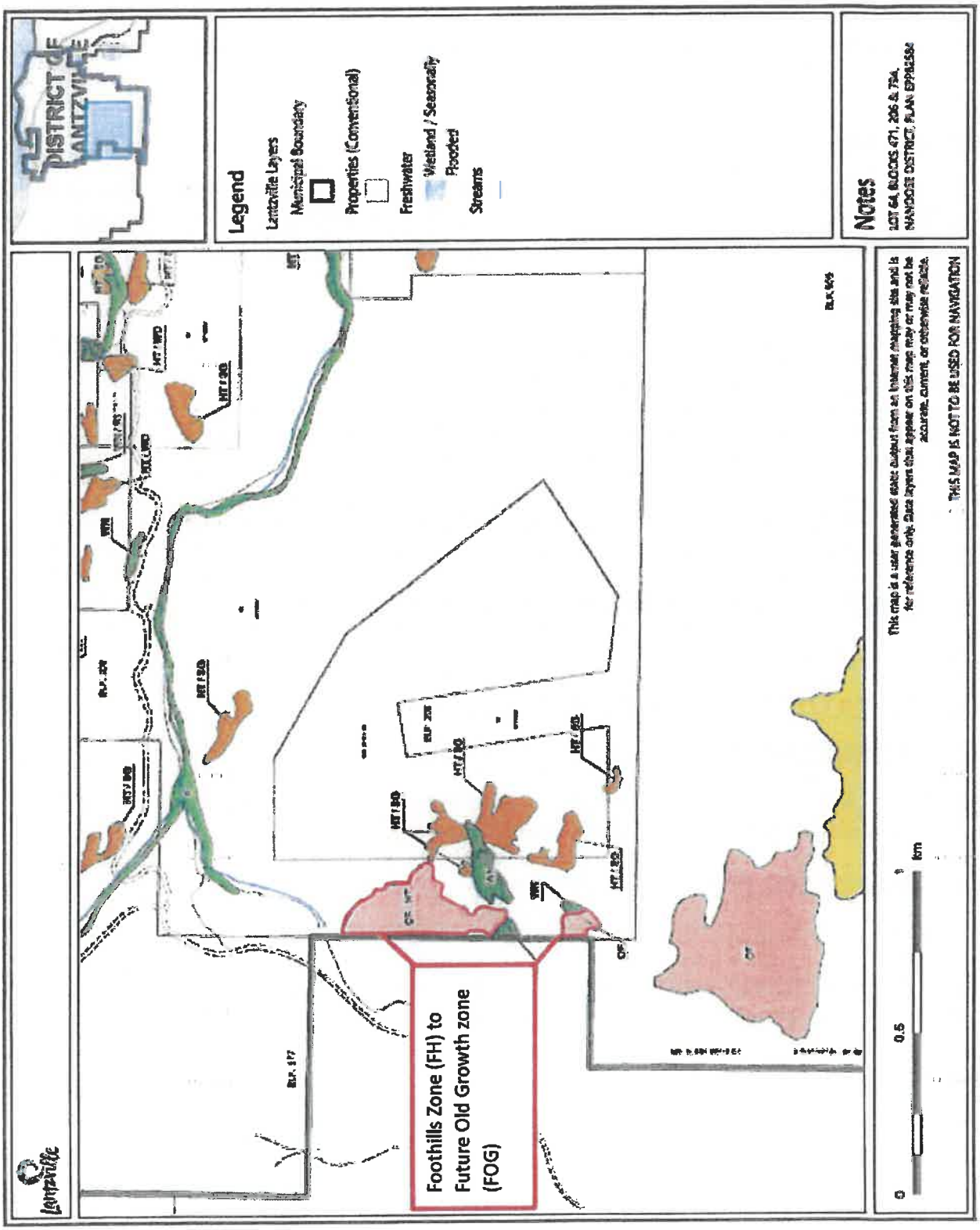


ATTACHMENT 4

ATTACHMENT 5

Proposed Rezoning from Foothills (FH) to Future Old Growth (FOG) zone

Map from District of Lantzville Official Community Plan Map No. 2 – Environmentally Sensitive Areas



District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: April 10, 2024

SUBJECT: "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024."

PURPOSE

To provide Council with information regarding the recommended energy efficiency and carbon reduction policies in "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024." (**ATTACHMENT 1**)

RECOMMENDATION

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given first reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given second reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. DEFEAT THE BYLAW

Per Council Procedure Bylaw No. 141, if a motion to pass any reading or adoption of a bylaw is defeated, that bylaw shall be deemed to have been defeated.

2. AMEND THE PROPOSED BYLAW

When the following motion is on the floor:

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given second reading.

Amend by motion:

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

Vote on the main motion as amended:

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known. Staff will amend the Bylaw as directed by Council.

ATTACHMENTS

1. District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024
2. District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 338, 2023
3. "City of Nanaimo Building Bylaw 2016 No. 7224" Section 29
4. Net Zero Buildings: Technical Report and Recommendations for the Regional District of Nanaimo (RDN) and Member Municipalities
5. City of Nanaimo Staff Report - July 26, 2023, BC Energy Step Code and Zero Carbon Step Code Implementation

BACKGROUND/RELEVANT HISTORY

At the regular Council meeting on January 11, 2023, Council passed the following motion:

THAT staff bring forward a draft amendment bylaw for Council consideration to amend "District of Lantzville Building Bylaw No. 182, 2020" as follows:

a) The British Columbia Energy Step Code requirements for the District of Lantzville, match those of the City of Nanaimo's Building Bylaw section 29.

b) Notwithstanding the preceding section a), in all subdivisions and developments, where more than 50% of the parcels are approved to be smaller than 900 m², Step 5 of the British Columbia Energy Step Code must be required for all residential buildings, where the total gross floor area of living space of the building(s), including the basement, exceeds 20% of the total area of the parcel containing the building(s); AND FURTHER THAT, staff bring the amendment bylaw back to Council for consideration as soon as possible.

At the regular Council meeting on April 19, 2023, Council adopted "District of Lantzville Building Bylaw No. 180, 2020, Amendment (Miscellaneous) Bylaw No. 338, 2023" (**ATTACHMENT 2**). Bylaw No. 338 aligned the District's Building Bylaw with the required level of the BC Energy Step Code (ESC) implemented in the BC Building Code on May 1, 2023. Part 9 (simple) buildings must meet step 3 of the ESC and Part 3 (complex) buildings must meet step 2 of the ESC. The January 11th Council motion was not addressed in the Bylaw No. 338 update, as staff were working with the RDN on a regional net zero building strategy at the time.

During the regular Council meeting on September 13, 2023, Council passed the following motion:
THAT staff bring forward the required amendments to "District of Lantzville Building Bylaw No. 182, 2020" to ensure that the District of Lantzville is matching the Energy Step Code of the City of Nanaimo Building Bylaw section 29; AND FURTHER THAT the proposed bylaw amendment for consideration of first reading be received by Council no later than December 6, 2023.

The City of Nanaimo adopted an amendment to their Building Bylaw on October 16, 2023, to address future ESC requirements and implement the ZCSC (**ATTACHMENT 3**).

Staff have reviewed Council's motions, the RDN's Net Zero Buildings Report (**ATTACHMENT 4**), and the City of Nanaimo's Building Bylaw amendment. Recommendations included in "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" and alternate options are addressed later in this report.

BC Energy Step Code

The ESC is a Provincial standard used to guide the construction of energy efficient buildings in BC. It includes 5 'steps' of energy efficiency. Step 1 requires modelling of energy performance and air tightness and steps 2 – 5 include increasing levels of energy efficiency compared to the 2018 BC Building Code (**Table 1**).

TABLE 1: BC Energy Step Code Energy Efficiency

Part 9 Buildings	**Part 3 Buildings**
Step 2 = 10% more efficient	Step 2 = 20% more efficient
Step 3 = 20% more efficient	Step 3 = 40% more efficient
Step 4 = 40% more efficient	Step 4 = Net Zero Ready
Step 5 = Net Zero Ready	

Part 9 (simple) buildings are three storeys and under in height with a footprint of 600m² or less[1]. They typically include houses, low-rise apartment buildings, and small stores or low-hazard industrial shops. Part 3 (complex) buildings are over 3 storeys in height or over 600m² in area, and buildings used for care, detention, and high hazard industrial activities[2]. Examples include shopping malls, apartment buildings, and care facilities.

The ESC is required for all new development through the BC Building Code. The Province aims to achieve the highest step by 2032 and has proposed a phased approach to implementation[3]:

- 20% more energy efficient beginning May 1, 2023 (step 3 for simple, step 2 for complex).

[1] BC Office of Housing and Construction Standards. (2015). Understanding B.C.'s Building Regulatory System. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/buildingactguide_sectiona1_june2015_web.pdf. Page 5.
[2] BC Office of Housing and Construction Standards. (2015). Understanding B.C.'s Building Regulatory System. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/guides/buildingactguide_sectiona1_june2015_web.pdf. Page 5.
[3] Government of British Columbia. (2021). Energy Efficiency. https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/energy-efficiency

- 40% more energy efficient by 2027 (step 4 for simple, step 2-3 for complex).
- Net Zero Energy Ready by 2032 (step 5 for simple, step 4 for complex).

Local governments can specify a more aggressive implementation schedule in their Building Bylaw.

Zero Carbon Step Code

The Zero Carbon Step Code (ZCSC) was introduced by the Provincial government in May 2023 to provide a method for local governments to limit carbon emissions produced by new buildings. The ZCSC has measurable emission levels (EL) to determine building performance. Part 3 buildings follow a prescriptive approach and Part 9 buildings can follow the prescriptive approach, a maximum quantity of carbon pollution, or a maximum intensity of carbon pollution. The levels include:

Measure Only (EL-1)
- Requires measurement of building emissions. No carbon reduction methods are required.

Moderate Carbon Performance (EL-2)
- Under the prescriptive approach, space heating must be zero carbon.

Strong Carbon Performance (EL-3)
- Under the prescriptive approach, space and water heating must be zero carbon.

Zero Carbon Performance (EL-4)
- Under the prescriptive approach, space and water heating and cooking must be zero carbon.

It is important for the ZCSC to be implemented in conjunction with the ESC because homes meeting the highest level of the ESC can still use high-emission mechanical systems.

Lantzville's Step Code Requirements

The District currently requires step 3 of the ESC for all new Part 9 buildings and step 2 for all new Part 3 buildings. No additional energy efficiency or low carbon energy systems are mandatory.

Research and Analysis

Regional District of Nanaimo Net Zero Building Recommendations Report

The RDN collaborated with member municipalities and electoral areas to develop a Regional Strategy for Net Zero Buildings and Localized Energy Generation. This report reviewed seven potential policy options for meeting or exceeding provincial timelines for the ESC and ZCSC (**ATTACHMENT 4**). The report includes a review of ESC and ZCSC policies and options for harmonizing the approach across local municipalities.

The report recommends adopting EL-1 (measure only) on January 1, 2024, EL-4 (Zero Carbon) by January 1, 2025, and the top level of the ESC by 2027 (**Table 2**); however, following additional engagement with industry professionals, the RDN has concerns that accelerating adoption of the ESC will not be feasible.

TABLE 2: Recommended Approach in the RDN Net Zero Buildings and Localized Energy Generation Report

Building Type		**Policy Requirements**		
		June 30, 2024	January 1, 2025	January 1, 2027
Part 9	Single family dwelling, duplex, townhomes	Measure Only	Zero Carbon	Step 5
Part 3	Residential (e.g. apartment building, hotel, motel)	Measure Only	Zero Carbon	Step 4
	Commercial (e.g. office and retail)	Measure Only	Zero Carbon	Step 3
Rezoning or Incentives (Optional)		**Top step of the BC Energy Step Code**	**Top step of the BC Energy Step Code**	**n/a**

City of Nanaimo Step Code Implementation

On October 16, 2023, the City of Nanaimo adopted an amendment to its Building Bylaw to implement the ZCSC and advance ESC requirements (**Table 3**). The implementation of ZCSC policies is in advance of the RDN report timeline; however, the amendment does not address advancement of the ESC beyond step 3 due to concerns about industry capacity and construction costs. The City of Nanaimo's Building Bylaw amendment staff report is included as **ATTACHMENT 5**. Section 29 of the City of Nanaimo's Building Bylaw 2016 No. 7224 is included as **ATTACHMENT 3**.

TABLE 3 – City of Nanaimo Building Bylaw 2016 No. 7224

	Current	**July 1, 2024**	**January 1, 2026**
Part 9	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	-
Part 3	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	BC Energy Step Code Step 3

Potential Impacts of Requiring Higher Steps of the Energy Step Code and ZCSC

Requiring higher levels of the ESC and ZCSC may impact the design and cost of construction in Lantzville. These impacts can be detrimental if Bylaw No. 341 is implemented without preparing local industry and property owners for the new requirements. Potential problems include:

Supply Shortages and Capacity Issues: Many municipalities on Vancouver Island do not currently require step 4 or 5 of the ESC or any level of the ZCSC. This may result in development delays caused by a lack of specialized contractors such as external insulation companies. Supply shortages for specialized equipment, building materials, and mechanical systems may also impact the cost and timelines for construction. Although local Energy Advisors can support the transition to higher steps of the ESC, local builders may need additional education if changes to construction methods are required.

Design: Achieving the top level of the ESC can require thicker walls, deeper roof insulation, and smaller windows to meet energy efficiency requirements. These requirements can impact the cost and feasibility of construction for the following reasons:

- **Walls:** Thicker walls decrease the amount of livable space in a building if maximum gross floor area is measured to the external edge of the walls. Some communities that require higher steps of the ESC, including North Vancouver, Port Moody, and New Westminster, have made amendments to their definition of 'floor area ratio' or 'gross floor area' to provide more flexibility for energy efficient buildings.

- **Roof Insulation:** Deeper roof insulation requirements may decrease the usable height of a building. Some communities, such as New Westminster, have made amendments to their zoning bylaw to increase the permitted height of a building in cases where deeper roof insulation is required to comply with ESC requirements.

- **Windows:** Many Lantzville residents build homes with large windows to take advantage of viewpoints. Higher levels of the ESC may require the window-to-wall ratio to be decreased to meet energy efficiency requirements. The location and design of windows on new buildings may also need to be adjusted to manage solar gains. For example, many houses constructed in the first phase of the Foothills development would not be able to meet step 5 due to large windows on north-facing walls causing significant heat loss. Additionally, increasing demand for high energy efficiency windows has led to ordering and delivery wait times.

Cost of Systems and Materials: Systems and materials that are required to meet higher levels of the ESC and ZCSC (e.g. heat pumps, heat recovery ventilators, triple pane windows, etc.) may increase the cost of construction. The incremental increase in cost may be higher for smaller buildings, as many of these systems are fixed costs. Although there may be a long-term benefit (in terms of energy cost savings) in buildings with higher step requirements, the higher upfront cost may not be feasible for some property owners.

BC Energy Step Code Council Recommendations for Increasing Step Requirements

The BC Energy Step Code Council recommends a notifying residents and builders about increasing to higher levels of the ESC one year in advance of the change. The minimum timeline for notification allows an appropriate amount of time for local industry and property owners time to adjust to the upcoming changes.

A grace period should be given for in-stream applications (including rezoning, development permits, variances, and building permits) once the new Step Code requirements are adopted. A grace period will reduce the likelihood that in-stream applicants will be unable to complete construction due to an unforeseen increase in costs or the need for major revisions.

ESC Requirements Based on Parcel Size

Staff do not recommend implementing the ESC requirements proposed in part b) of Council's January 11, 2023 motion: *b) Notwithstanding the preceding section a), in all subdivisions and developments, where more than 50% of the parcels are approved to be smaller than 900 m2, Step 5 of the British Columbia Energy Step Code must be required for all residential buildings, where the total gross floor area of living space of the building(s), including the basement, exceeds 20% of the total area of the parcel containing the building(s).*

Requiring step 5 of the ESC based on parcel size may cause the following impacts on development:

a) Discouraging the development of smaller, more affordable lots;

b) Discouraging the development of homes with secondary suites or carriage houses due to the proposed 20% parcel coverage specification. Secondary suites are often used for rental income and provide housing options for people who do not own homes or require more flexible accommodations. Suites can also serve as a 'mortgage helper' to allow younger families to afford a suitablY sized home. Availability of this housing type is limited in Lantzville.

The definition of gross floor area in "District of Lantzville Zoning Bylaw No. 180, 2020" is: "the sum of the total floor area of all floors in a building measured to the extreme outer limits of the building, but specifically excludes parking that is fully below natural or finished grade, whichever is lower." This means that, on an 850sqm lot in which Council's proposed amendment applies, any house larger than 170 sqm (1,829.86 sqft) including all floors would need to be built to step 5.

Recommendation and Alternatives

1. Recommended Approach: Follow the City of Nanaimo Implementation Proposal

Proposed Bylaw No. 341 is included as **ATTACHMENT 3**, including Table 1 showing phasing requirements.

Staff recommend following the City of Nanaimo's phased approach with an adjusted timeline to allow local industry to prepare for the change. Nanaimo has not included higher levels of the ESC in their Building Bylaw amendment due to concerns about costs and capacity for construction. This recommendation aligns with Council's September 13, 2023, motion *THAT staff bring forward the required amendments to "District of Lantzville Building Bylaw No. 182, 2020" to ensure that the District of Lantzville is matching the Energy Step Code of the City of Nanaimo Building Bylaw section 29.*

TABLE 4: City of Nanaimo ZCSC and ESC Implementation Timeline

	Current	July 1, 2024	January 1, 2026
Part 9 (Simple)	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	-
Part 3 (Complex)	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	BC Energy Step Code Step 3

TABLE 5: Recommended District of Lantzville ZCSC and ESC implementation Timeline

	June 30, 2024	January 1, 2025	January 1, 2026
Part 9 (Simple)	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	-
Part 3 (Complex)	Zero Carbon Step Code EL-1 (measure only)	Zero Carbon Step Code EL-4 (Zero Carbon Performance)	BC Energy Step Code Step 3

Advantages:

- Adopting the Zero Carbon performance standard faster than the RDN timeline will result in more carbon and energy savings.
- Aligning with Nanaimo's implementation timeline will create local consistency of energy and carbon reduction requirements.

Disadvantages:

- The timeline for implementing Zero Carbon performance is less than six months. Notifying residents and builders at least one year in advance would be optimal to avoid construction delays.

- The policy does not address higher levels of the ESC. A future Building Bylaw amendment would be required to comply with future BC Building Code updates, or to adopt policy earlier than legislated.

- The City of Nanaimo's implementation approach is inconsistent with the proposed timeline in the RDN report; however, the RDN has identified industry concerns with the accelerated adoption of the ESC and may bring an amended recommendation to their Board.

2. Alternative A: Energy Step Code and ZCSC Implementation Strategy

Implement EL-1 (measure only) of the ZCSC beginning June 30, 2024, and follow the implementation timeline in the RDN report for 2025 and 2027 (**Table 6**).

Phasing the implementation of higher levels of the ESC and the ZCSC will lessen the impact on builders and property owners by: A) providing time for local industry to prepare for new construction requirements, and B) for the cost of energy efficient and low emission materials and systems to decrease.

TABLE 6: Proposed Implementation Timeline for Alternative A

Building Type		**Policy Requirements**			
		May 1, 2023	June 30, 2024	January 1, 2025	January 1, 2027
Part 9 (Simple)	Single family dwelling, duplex, townhomes	Step 3	Measure Only	Zero Carbon	Step 5
Part 3 (Complex)	Residential (e.g. apartment building, hotel, motel)	Step 2	Measure Only	Zero Carbon	Step 4
	Commercial (e.g. office and retail)	Step 2	Measure Only	Zero Carbon	Step 3

The policy will apply to all building permits for new buildings received on or after the date that the policy comes into effect.

Advantages:

- Implementing the ZCSC will address carbon emissions that are not reduced by the ESC.
- The top level of the ESC will be implemented in advance of the Provincial timeline, which will reduce long-term energy use and emissions.
- Alignment with the Regional District of Nanaimo timeline will reduce confusion about construction requirements within the RDN. This will also increase the likelihood that local contractors are prepared for the change in requirements.

Disadvantages:

- The timeline for implementing Zero Carbon performance is less than one year. Notifying residents and builders at least one year in advance would be optimal to avoid construction delays.

If this option is chosen, Council must vote to amend proposed Building Bylaw Amendment No. 341, and staff will bring back an amended bylaw for consideration.

3. *Alternative B: Follow the Provincial Implementation Timeline for ESC and ZCSC*

If the District does not require construction to meet specified levels of the ESC or ZCSC, the Building Bylaw will need to be amended to comply with future Building Code updates.

The province has developed a general timeline for adding energy efficiency requirements into the BC Building Code:

- 20% more energy efficient by 2022 (step 3 for Part 9 buildings and step 2 for Part 3 Buildings). *Implemented on May 1, 2023.*
- 40% more energy efficient by 2027 (step 4 for Part 9 buildings, step 2-3 for Part 3 Buildings).
- Net Zero Energy Ready by 2032 (step 5 for Part 9 buildings, step 4 for Part 3 Buildings).

The ZCSC is currently a voluntary measure; however, the province will mandate compliance with the ZCSC in the future. All buildings will be required to meet EL-4 (Zero Carbon performance) by 2030.

If this option is chosen, Council must vote to amend proposed Building Bylaw Amendment No. 341, and staff will bring back an amended bylaw for consideration.

Advantages:

- Local industry, consultants, and suppliers will have more time to prepare for the policy changes.
- The cost of materials and systems may decrease over time, making construction of energy efficient and low carbon buildings less expensive.

Disadvantages:

- Long term energy and carbon savings will not be as significant compared to earlier adoption of policies.
- The exact timing of provincial policy changes is not known.
- This option is not consistent with Council's 2023-2026 Strategic Plan, which aims to reach the top level of the ESC as quickly as possible.
- The District's policy will not align with other local governments in the RDN.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

The District's Council Strategic Priorities 2023-2026 document aims to have Energy Step Code requirements as advanced as possible.

2. Policy

None besides those already discussed.

3. Resources

Staff time to respond to enquiries about the ESC and ZCSC updates.

4. Financial/Budget Implications

N/A

5. Sustainability Implications

Implementing higher steps of the ESC and ZCSC will improve the energy efficiency and reduce emissions produced from future buildings constructed in the District.

Prepared by:

Amanda Masse, Planner

Date: April 3, 2024

George Robinson, Director of Planning and Community Services

Date: April 3, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer
Date: April 3, 2024

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

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	April 10, 2024	
Closed (In-Camera)		

File Number: 3900-20-341
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-03-20 Regular Council Meeting\March 20, 2024, Step Codes Bylaw No. 341, 2024

DISTRICT OF LANTZVILLE
BYLAW NO. 341, 2024

A BYLAW TO AMEND DISTRICT OF LANTZVILLE BUILDING BYLAW NO. 182, 2020

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

1. This bylaw may be cited for all purposes as "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024".

2. District of Lantzville Building Bylaw No. 182, 2020 is hereby amended as follows:

   (1) In Section 9 by:

      (a) In Clause 9.3, by striking ", as described in the Building Code, must be designed and constructed to meet the minimum performance requirements specified in the required Step of the BC Energy Step Code." and inserting "or the Zero Carbon Step Code, as described in the Building Code, must be designed and constructed to meet the minimum performance requirements specified in Table 1."

Table 1: BC Energy Step Code (ESC) and Zero Carbon Step Code (ZCSC) Requirements

Building Type		**Policy Requirements**			
		May 1, 2023	June 30, 2024	January 1, 2025	January 1, 2027
Part 9 Simple Buildings	Single Family Dwelling, duplex, townhouse	Step 3 ESC	Measure Only ZCSC	Zero Carbon ZCSC	Step 5 ESC
Part 3 Complex Buildings	Residential (e.g. apartment building, hotel, motel)	Step 2 ESC	Measure Only ZCSC	Zero Carbon ZCSC	Step 4 ESC
	Commercial (e.g. office and retail)	Step 2 ESC	Measure Only ZCSC	Zero Carbon ZCSC	Step 3 ESC

      (b) In Clause 9.4, by inserting "or emissions" following "When an Energy Advisor or an architect, as required, provides energy".

      (c) In Clause 9.5, by inserting "or Zero Carbon Step Code" following "materials and documentation required by the BC Energy Step Code".

      (d) In Clause 9.6, by inserting "or Zero Carbon Step Code" following "The Energy Advisor providing the required materials and documentation set out in the BC Energy Step Code".

      (e) In Clause 9.6, by inserting "or Zero Carbon Step Code" following "the professional design and field review must include the materials and documentation required by the applicable step of the BC Energy Step Code".

(2) In Schedule 4 by:

(a) In Clause 9, by inserting "or Zero Carbon Step Code" following "BC Energy Step Code".

(b) In Clause 10, by inserting "or Zero Carbon Step Code" following "Energuide Homeowner Information Sheet".

READ A FIRST TIME this day of , .
READ A SECOND TIME this day of , .
READ A THIRD TIME this day of , .
ADOPTED this day of , .

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

DISTRICT OF LANTZVILLE
BYLAW NO. 338, 2023

A BYLAW TO AMEND DISTRICT OF LANTZVILLE BUILDING BYLAW NO. 182, 2020

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

1. This Bylaw may be cited for all purposes as "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 338, 2023".

2. "District of Lantzville Building Bylaw No. 182, 2020," is hereby amended as follows:

2.1 In Section 9 by inserting the following Clause after Clause 9.1 and renumbering accordingly:

9.2 The municipality incorporates, by reference, Step 3 of the British Columbia Energy Step Code for Part 9 Buildings and Step 2 of the British Columbia Step Code for Part 3 Buildings effective May 1, 2023."

2.2 In Section 9 Clause 9.2 by removing "must be designed and constructed to meet the minimum performance requirements specified in Step 1 of the BC Energy Step Code." and inserting "must be designed and constructed to meet the minimum performance requirements specified in the required Step of the BC Energy Step Code."

2.3 In Schedule 4 by inserting the following Clauses after Clause 8 and renumbering accordingly:

9. "BC Energy Step Code Pre-Construction Compliance Report – required for new buildings and additions."

10. "Energuide Homeowner Information Sheet Model Summary – required for new buildings and additions."

2.4 In Schedule 5 – Definitions under the heading "complex building" by removing "means any building other than a standard building" and inserting:

"means a building that meets at least one of the following requirements:

(a) all buildings used for major occupancies classified as:

i. assembly occupancies;

ii. care or detention occupancies; or

iii. high hazard industrial occupancies.

(b) all buildings exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as:

i. residential occupancies;

ii. business and personal services occupancies;

iii. mercantile occupancies; or

iv. medium and low hazard industrial occupancies."

2.5 In Schedule 5 - Definitions under "S" by removing the heading "standard building" and inserting "simple building" and by removing "(c) is used for a major occupancy classified as residential occupancy or is a secondary building that does not contain dwelling units or sleeping units, and (d) is limited to a house with a secondary suite, a duplex, or a secondary building associated with a house or duplex." and inserting "(c) is used for residential, commercial, or low-to-medium hazard industrial activities.

READ A FIRST TIME this 22nd day of March, 2023.

READ A SECOND TIME this 5th day of April, 2023.

READ A THIRD TIME this 5th day of April, 2023.

ADOPTED this 19th day of April, 2023.

ORIGINAL SIGNED

Mark Swain,
Mayor

ORIGINAL SIGNED

Trudy Coates,
Director of Corporate Administration

ATTACHMENT #3

Excerpt City of Nanaimo Bylaw

28.4 The requirements in Sections 28.2 shall not apply where:

28.4.1 the construction will result in the creation and/or location of no more than a total of two residential units on the parcel; or

28.4.2 the construction will result in only fully detached single dwelling units on the property; or

28.4.3 the construction will consist only of alterations to an existing building or structure and the value of construction will not exceed 50% of the current assessed value of the building, as determined by the BC Assessment Authority, or the current appraised value of the building, as determined by a member of the British Columbia Branch of the Appraisal Institute of Canada; or

28.4.4 the construction will result in the addition to an existing building that will not exceed 25% of the existing floor area of the building or a maximum gross floor area of 200 square metres, whichever is the lesser; where construction will result in a non-combustible addition to a non-combustible building that will not exceed 25% of the existing floor area of the building, or a maximum gross floor area of 600 square metres, whichever is lesser;

28.4.5 the construction will result in the construction of a detached building(s) having a total gross floor area of less than 100 square metres; or

28.4.6 the construction will result in an unoccupied mechanical building not exceeding 300 square metres; or a non-combustible building used only for a car wash which does not exceed 300 square metres; or stand-alone greenhouses that are utilized only for food production or decorative plants not exceeding 300 square metres; or a non-combustible building used only for storing and processing of steel, salt, or rock products; or a fabric-covered building in Industrial Zones (I-1, 1-2, I-3, 1-4) used for storage, processing, or manufacturing where a registered professional specializing in building codes, alternative solutions, and fire science has submitted in a report that provides specifications to minimize the fire hazard in and around the structure; or

28.4.7 non-combustible canopies over gasoline pumps or other areas where flammable liquids are handled.

29. BC Energy Step Code / BC Zero Carbon Step Code *(7224.02, 7224.05)*

29.1 Any new building or structure to which Part 3 or Part 9 of the Building Code applies, and is within the scope of the application of the Zero Carbon Step Code, as described in the Building Code, must be designed and constructed to meet performance requirements specified in EL-1 (measure only) of the Zero Carbon Step Code.

29.2 In the case of a building permit submitted after 2024-JUL-01, a new building or structure to which Part 3 or Part 9 of the Building Code applies, and which is within

the scope of the Zero Carbon Step Code, must be designed and constructed to meet performance requirements specified in EL-4 (Zero Carbon Performance) of the Zero Carbon Step Code

29.3 In the case of a building permit submitted after 2026-JAN-01, a new building or structure to which Part 3 of the Building Code applies, and which is within the scope of the Energy Step Code as described in the BC Building Code, must be designed and constructed to meet the performance requirements specified in Step 3 of the BC Energy Step Code."

29.4 When an Energy Advisor or an architect, as required, provides energy reports or field reviews in accordance with this bylaw, the City will rely solely on field reviews undertaken by the Energy Advisor or architect and the reports submitted pursuant to this bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof substantially complies with the Building Code, this bylaw, and other applicable enactments respecting energy efficiency and greenhouse gas emissions.

29.5 With respect to a building permit for a building or structure that falls within the scope of Part 9 of the Building Code, the owner must provide, to the satisfaction of the Building Official, all the materials and documentation required by the BC Energy Step Code and BC Zero Carbon Step Code, prepared and signed by an Energy Advisor or Registered Professional, and such other reports and materials as required by the Building Official.

29.6 The Energy Advisor, providing the required materials and documentation set out in the BC Energy Step Code and BC Zero Carbon Step Code, must provide evidence to the Building Official that they are an Energy Advisor registered and in good standing with Natural Resources Canada in accordance with the EnerGuide Rating System Administrative Procedures and adheres to the technical standards and procedures of the ERS.

29.7 For certainty, and notwithstanding Sections 29.5 above, where a registered professional is required under this bylaw, in respect of a building permit for a building or structure that falls within the scope of Part 3 or Part 9 of the Building Code, the professional design and field review shall include the materials and documentation required by the applicable step of the BC Energy Step Code and BC Zero Carbon Step Code, and such other reports and materials as required by the Building Official.

30. Penalties and Enforcement *(7224.02)*

30.1 Any Person who causes permits or allows anything to be done in contravention or violation of this Bylaw, or who neglects or fails to do anything required to be done pursuant to this Bylaw, commits an offence against this Bylaw and is liable upon summary conviction to pay a fine of not more than $50,000, plus the costs of prosecution, and any other penalty or remedy available under the *Community Charter* and *Offence Act.* *(7224.06)*

Introba

FORMERLY

INTEGRAL

Ross&Baruzzini

REPORT

Net Zero Buildings: Technical Report and Recommendations for the RDN and Member Municipalities

REGIONAL DISTRICT OF NANAIMO

October 2023

introba.com

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Executive Summary

Background

The Regional District of Nanaimo (RDN) has committed to reducing emissions by 80% by 2050. As the building sector accounts for 19% of the RDN's regional emissions, reducing emissions from new and existing buildings is a key step in meeting this commitment. Adopting low-carbon efficient building early will also help ensure buildings built today are "future proof" and systems won't have to be replaced before the end of their lifespan.

While RDN has the authority to regulate buildings in the seven Electoral Areas, its member municipalities regulate buildings within their communities, making both RDN and municipal action important to achieving emissions reductions. This report explores actions that the RDN and its partners on this project – the City of Nanaimo, the District of Lantzville, and the Town of Qualicum Beach –can take to achieve significant emissions reductions for new construction.

Reducing Emissions from New Construction

Local governments can take steps to encourage voluntary uptake of low carbon buildings, including through incentives, industry training programs, and building public awareness. Local governments also have the authority to require low-carbon, efficient buildings through the BC Energy Step Code and Zero Carbon Step Code. Understanding the relative effectiveness of different approaches can help local governments decide whether to use voluntary or regulatory options to achieve emission reductions and improve energy efficiency.

The BC Energy Step Code has been in effect since 2017. Introduced to help provide consistency in the regulation of new construction across the province, this "stretch code" sets minimum levels of energy efficiency for new homes and buildings, which is increased at regular intervals. While the provincial government mandates a base level of performance via the BC Building Code (BCBC), local governments can require higher levels of the BC Energy Step Code provided they consult with their local building industries.

The BC Energy Step Code has five steps for Part 9 building (single family homes and townhouses, and four steps for Part 3 (apartment buildings, hotels).[1] As of May 2023, the current BCBC requires Step 3 and Step 2 levels of efficiency performance for Part 9 and Part 3 buildings, respectively (see Figure 1). The provincial government intends to adopt higher levels of Step Code every five years, reaching the highest steps by 2032.

The Zero Carbon Step Code was introduced in May 2023 by the provincial government, which is a stretch code for regulating carbon in Part 3 and Part 9 buildings. This marked an important milestone for local governments interested in pursuing emissions reductions in the building sector, as without emissions limits, homes and buildings meeting even the highest steps of the BC Energy Step Code could still use high-emissions fossil fuel-based mechanical systems.[2]

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[1] Part 3 buildings are large (>600 m^2) and more complex buildings, including office, large multi-unit residential, industrial, retail, hotels, etc. Part 9 buildings are small (<600 m^2) and simple forms, including single-family homes, and small commercial and multi-unit residential buildings.

[2] Metro Vancouver, Climate 2050 Buildings Discussion Paper (2019).



Figure 1. Provincial Timeline for BC Energy Step Code Implementation

The Zero Carbon Step Code allows local governments to limit emissions from new construction using the four performance levels outlined below. The provincial government has indicated that they will require all new buildings to achieve Zero Carbon Performance by 2030 and will be introducing interim requirements in 2024 and 2027.

- **Measure only:** Report the carbon performance of the building.
- **Moderate Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon space heating.
- **Strong Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon and water heating.
- **Zero Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon and water heating, and cooking equipment. Fossil fuel use is permitted for back up heating and auxiliary uses (e.g., barbeques, patio heaters)

The provincial implementation timelines for the Energy Step Code and Zero Carbon Step Code act as a backstop to ensure jurisdictions facing significant feasibility barriers (e.g., remote areas, technological unfamiliarity, cold climates) have time to prepare for higher building standards, while allowing lower-barrier jurisdictions the ability to implement earlier changes.

Beyond direct regulation, there are a range of alternative mechanisms that can be used to encourage adoption of either the BC Energy Step Code or the Zero Carbon Step Code:

- **Voluntary measures:** Many local governments (including the RDN) use incentives to encourage voluntary uptake of the Energy Step Code and Zero Carbon Step Code. Common examples of financial and non-financial incentives include building permit fee rebates, home energy evaluation or airtightness testing rebates, permit fast tracking, and density bonusing. These voluntary measures can be used on their own or in conjunction with Step Code adoption to encourage higher

levels of performance and increase industry readiness before phasing in more stringent requirements.

- **Low-Carbon Energy System Pathways (LCES)**: Prior to the release of the Zero Carbon Step Code, many local governments throughout the Lower Mainland and Vancouver Island sought to address the gap in emissions regulations by introducing Low-carbon Energy System (LCES) pathways into building bylaws. LCES pathways allow builders and developers to choose to either: (1) achieve a greenhouse gas intensity (GHGI) target, or (2) build to a higher level of the BC Energy Step Code. With the implementation of the Zero Carbon Step Code, LCES are either being phased out in favor of regulating carbon directly, or the GHGI targets are being replaced by levels of the Zero Carbon Step Code.

Policy Options

To help determine the best option to reduce emissions from new construction in the RDN, Introba explored a range of code adoption pathways for their potential impact on community-wide emissions (see Table 1). Pathways were selected in consultation with RDN staff and based on several factors, including the benefits and costs associated with higher levels of performance, approaches taken by other BC local governments, and alignment with the region's overall level of ambition and climate targets. Five potential pathways were selected for analysis and are as follows:

- **Pathway #1: Voluntary Interventions.** This pathway assumes the adoption of the provincial base code schedule for both the BC Energy Step Code and the Zero Carbon Step Code, with incentives and targeted intervention to encourage early adoption. This option can be used in conjunction with other pathways.
- **Pathway #2: Accelerated Energy Efficiency.** This pathway assumes an accelerated adoption of BC Energy Step Code only. Adoption of the Zero Carbon Step Code follows the assumed provincial base code schedule.
- **Pathway #3: LCES.** This pathway assumes that RDN implements a LCES pathway, which allows builders to (1) achieve a GHGI target, or (2) build to a higher level of the BC Energy Step Code.
- **Pathway #4: Accelerated Carbon Emissions Reductions**. This pathway assumes an accelerated adoption of the Zero Carbon Step Code. Adoption of the BC Energy Step Code is assumed to follow the provincial base code schedule.
- **Pathway #5: Accelerated Energy Efficiency *and* Emissions Reductions.** This pathway assumes the accelerated adoption of both the BC Energy Step Code and Zero Carbon Step Code.

Based on precedents in other jurisdictions, two main timelines were also explored for each pathway:

- **Incremental Approach (slower adoption).** Using this timeline, RDN and member municipalities would stay one step ahead of the provincial backstop for the BC Energy Step Code and/or the Zero Carbon Step Code.
- **Leap Frog Approach (fast adoption).** Using this timeline, RDN municipalities would skip to the highest step of the BC Energy Step Code and/or level of the Zero Carbon Step Code.

Table 1. Policy Options Explored Through Engagement and Analysis

Pathways	Incremental (Slower) Approach Regulatory requirements in 2025/2026		"Leap Frog" (Rapid) Approach Regulatory requirements in 2025/2026	
	Part 3 (large buildings)	**Part 9** (single homes, townhouses etc.)	**Part 3** (large buildings)	**Part 9** (single homes, townhouses etc.)
Pathway #1: Voluntary Intervention	**No regulations in place, adoption of ESC and/or ZCSC are incentivized only**			
Pathway #2: Accelerated Energy Step Code	**Energy Step Code at Step 3**	**Energy Step Code at Step 4**	**Energy Step Code at Step 4**	**Energy Step Code at Step 5**
	Zero Carbon Step Code just follows Provincial timeline/backstop			
Pathway #3: Low- carbon Energy System Pathway	n/a	n/a	**Step 4** or **Step 3 with Low Carbon Energy System**	**Step 5** or **Step 4 with Low Carbon Energy System**
Pathway #4: Accelerated Zero Carbon Step Code	**Zero Carbon Code at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Zero Carbon Code at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only
	Energy Step Code just follows Provincial timeline/backstop			
Pathway #5: Accelerated Energy and Zero Carbon Step Code	**Energy Step Code at Step 3** with **ZCSC at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Energy Step Code at Step 4** with **ZCSC at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Energy Step Code at Step 4** with **ZCSC at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 5** with **ZCSC at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only

Consultation

These policy options were discussed with the local building industry, low-income housing providers, and local government staff involved in building regulation to capture barriers to implementation and assess general impacts and industry readiness. This feedback was brought into the evaluation of different policy options to gain an understanding of general feasibility, impacts and benefits of different policy options.

Evaluation of Options

These five pathways were evaluated based on environmental, economic (including implications for equity) and feasibility criteria. Evaluation criteria used represent a mix of quantitative and qualitative metrics, each of which were ranked using a three-point scale: poor, moderate, and good. Criteria included:

- **Carbon savings.** The cumulative carbon savings in 2030 and 2050.

- **Capital costs.** The average incremental capital costs for building construction.
- **Energy costs.** The qualitative estimate on the impacts on energy costs, equity and affordability
- **Future retrofit costs** The qualitative estimate on the future construction costs for retrofits to comply with local and provincial regulations.
- **Climate resilience.** The climate resilience improvement (e.g. overheating and power outages).
- **Industry readiness**. The current level of industry readiness for meeting requirements (based on engagement).
- **Regional consistency**. The level of alignment with proposed approaches with leading local governments on Vancouver Island
- **Cost to local government**. A qualitative estimate of the implementation and administration costs to local government.

The results of this evaluation are presented in the table below.

Table 2. Evaluation of Net Zero Buildings Policy Pathways

Pathways	Carbon Savings	Capital Costs	Energy Costs	Future retrofit costs	Climate Resilience	Industry Readiness	Regional Consistency	Cost to Local Government
#1: Voluntary Intervention	🔴	🟢	🔴	🔴	🔴	🟢	🟡	🔴
#2: Accelerated Energy Step Code	🔴	🟡	🟢	🔴	🟡	🟡	🟡	🟢
#3: Low-carbon Energy System Pathway	🟡	🟡	🟢	🟡	🟡	🟡	🔴	🟢
#4: Accelerated Zero Carbon Step Code	🟢	🟡	🟡	🟢	🟡	🟡	🟢	🟢
#5: Accelerated Energy and Zero Carbon Step Code	🟢	🔴	🟢	🟢	🟢	🔴	🟡	🟢

Legend: 🟢 Good 🟡 Moderate 🔴 Poor

Recommendations

Based on feedback derived from a process of industry engagement, emissions modelling, and multi-criteria analysis the consultant team recommends prioritizing Zero Carbon Step Code adoption over voluntary approaches or accelerated adoption of the BC Energy Step Code. This includes the adoption of the "Zero" level (fossil fuels for backup heating and auxiliary uses only) of the Zero Carbon Step Code by 2025 for Part 3 and Part 9 buildings, and the adoption of the top step of the BC Energy Step Code by January 2027 (see Table 3). This approach prioritizes carbon performance, but also recognizes the benefits of energy efficiency.

The rapid implementation of the Zero Carbon Step Code emerged as a priority based on the following rationale:

- **Carbon reductions.** The modelling indicates that accelerating the implementation of the Zero Carbon Step Code is the only pathway that results in significant carbon savings. The cumulative emissions reductions for Lantzville, Parksville, Qualicum Beach and the Electoral Areas would be 796, 3691, 1562 and 3915 tonnes respectively by 2050, if 'Zero' of the Zero Carbon Step Code was adopted in 2025.
- **Avoided cost of retrofits.** Buildings built today with high-emissions energy sources will need to be retrofitted in the future to achieve climate targets and comply with forthcoming provincial regulations. Future-proofing new buildings today, by building to zero carbon, is less expensive for RDN home and building owners over the long-term.
- **Affordability.** Analysis shows that the Zero Carbon Step Code will only result in a marginal increase in incremental capital cost (0-2% depending on the building type), and in most cases will decrease utility costs using a high-efficiency electric heat pump. These savings are most significant for multi-family homes and more common forms of purpose-built rental buildings.[3]
- **Resilience.** Zero carbon buildings support resilience to climate change by safeguarding against increasing temperatures through mechanical cooling and, when combined with higher levels of efficiency, can maintain indoor temperatures for longer periods of time in the case of power outages. All levels of the Zero Carbon Step Code allow backup heating and auxiliary uses (e.g., patio heaters) by carbon-producing systems (fossil fuels, woodstoves).
- **Industry and staff readiness.** Both staff and industry indicated a high level of readiness for building low carbon homes in the Region and recognized the urgency for addressing emissions from buildings. Industry readiness was highest for the adoption of the Zero Carbon Step Code.
- **Regional alignment.** Alignment throughout the RDN and Vancouver Island was emphasized as highly desirable for industry members. Consistent with the proposed approach below, the District of Saanich, the City of Victoria, and the City of Nanaimo will be implementing the 'Zero' requirement of the Zero Carbon Step Code for Part 9 and Part 3 buildings in 2023/24. While this timeline may not be feasible for the RDN and all member municipalities, implementing a similar approach on a longer timeline would create consistency for industry in the medium and long-term.

Table 3. Recommended Approach Accelerated Zero Carbon Step Code and BC Energy Step Code

Building type		Proposed Approach		
		Bylaw adoption Jan 1, 2024	Jan 1, 2025	Jan 1, 2027
Part 9	Single family dwelling, duplex, or townhomes	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 5**

[3] Province of British Columbia. *Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia.* 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

Part 3	Residential (e.g. apartment building, hotels, and motels)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 4**
	Commercial (e.g. office and retail)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 3**
Rezoning or incentives (optional)		**Incentivize Top step of BC Energy Step Code**	**Incentivize Top step of BC Energy Step Code**	n/a

It is also recommended that the RDN and partner municipalities exclude the use of Renewable Natural Gas (RNG) for compliance with the Zero Carbon Step Code. There is currently no mechanism to ensure a building using RNG for Zero Carbon Step Code compliance continues to use RNG after occupancy and switches to conventional natural gas. However, there is currently a FortisBC submission to the BCUC to address this issue. More importantly perhaps is that there is a limited supply of RNG, and many energy and climate experts advocate that it should be reserved for hard-to-electrify sectors (e.g. heavy industry and aviation). If the context changes, and there is increased certainty about RNG supply, and a mechanism to ensure continuity of use throughout the life of a building this requirement could be revised.

Supporting Renewable Energy

Renewable energy is often promoted alongside high-performance buildings to deepen carbon reductions, support grid decarbonization, reduce utility costs, and increase resilience. However, British Columbia has a very clean electrical grid, with 98% of electricity generated through renewable sources. This means that all-electric buildings are already near zero emissions without any onsite renewable energy. While renewable energy systems can increase resilience and energy independence, they need to be employed at a relatively large scale and paired with energy storage to create a notable impact at either the building or the community level.

While some viable options do exist for onsite renewable energy technologies – and may be pursued by home and building owners – their broad application is not currently expected to manifest as a result of high cost and limited benefits for resilience and emissions reductions. Policy levers that require or incentivize the widespread implementation of renewable energy (e.g. rebates, rezoning requirements, density bonusing, reduced permit fees, expedited permitting, and DPAs) are therefore not recommended. Instead, the RDN can focus its effort on removing barriers and streamlining the process of adopting these technologies where home and building owners do wish to include them. To this end, the following three-pronged approach is recommended:

1) **Remove barriers to renewable energy.** Enable motivated home and building owners to easily pursue and implement onsite renewable energy systems by streamlining the permitting process. Review existing permitting requirements to identify existing barriers and opportunities for

simplifying the approval and implementation processes for solar PV, solar hot water heaters, and batteries.

2) **Encourage onsite renewable energy for specific applications.** Specific use cases for onsite renewable energy will provide greater community benefits and may warrant targeted incentive programs. For example, the RDN could support resilience by identifying areas experiencing more frequent or prolonged power outages, and providing incentives for solar with battery storage. Likewise, district energy systems can be beneficial for large scale new development and could be encouraged for any large greenfield developments where the right conditions exist. However, there are likely limited opportunities for this type of development within the Electoral Areas.

3) **Support innovation.** The RDN can support innovative technologies and applications of renewable energy through corporate facilities and demonstration projects. This could include employing battery storage technologies, supporting the use of solar PV for EV charging facilities[4], exploring vehicle-to-grid charging, etc.

[4] BCIT. Blueprint for Canada's future electric vehicle charging stations. https://www.bcit.ca/applied-research/smart-microgrid/energy-oasis/

Introduction

The Regional District of Nanaimo (RDN) has committed to reducing emissions by 80% by 2050. These targets are supported by member municipalities – the City of Nanaimo, the District of Lantzville, the City of Parksville, and the Town of Qualicum Beach – who have set equivalent or more ambitious 2030 and 2050 targets of their own. As buildings account for approximately 19% of broad community emissions in the RDN, reducing emissions from both new and existing buildings is a key step in meeting these commitments.

Local governments can promote the uptake of low emission, energy efficient construction through voluntary methods like incentives, supporting builder training, and promoting resident awareness. They are also able to use regulatory tools under the provincial Building Code. Understanding the relative effectiveness of different approaches can help local governments decide whether to use voluntary or regulatory options to achieve emission reductions and improve energy efficiency.

Many local governments throughout British Columbia (BC), including municipalities within the RDN, are addressing emissions from the building sector by leveraging their regulatory authority through the BC Energy Step Code to establish requirements for new construction. However, the recent amendments of the BC Building Code to increase base energy requirements and the introduction of the Zero Carbon Step Code provide a key opportunity for the RDN and member municipalities to revisit their current approaches to achieving emission reductions from new construction.

Adopting low-carbon efficient building requirements today will ensure new buildings are "future proof" and systems won't have to be replaced before the end of their lifespan. In addition to environmental benefits, low-carbon efficient buildings can improve health, wellbeing, and safety of residents withing the RDN. Decarbonizing new construction will require a joint effort from RDN and member municipalities: while RDN has authority to regulate buildings in the seven Electoral Areas, member municipalities regulate buildings within their boundaries.

Through the RDN Board's 2019-2022 Strategic Plan, and the RDN's Climate Action Technical Advisory Committee 2021 report, the creation of a Regional Strategy for Net Zero Buildings and Localized Energy Generation was established as a key priority.[5] The RDN, the City of Nanaimo, Lantzville, and Qualicum Beach partnered on this project to explore options for a regional approach to achieving net zero new construction. The following report draws from multiple sources of information, including:

- A review of RDN's current approach to advancing energy efficiency, low carbon methods, and renewable energy in new construction
- A survey of current practices taken by local governments in BC with respect to the Energy Step Code/Zero Carbon Step Code, and past and current methods of driving lower carbon construction
- Quantitative modelling of different potential implementation pathways to estimate their emissions reduction potential and contribution towards RDN's climate targets
- A survey issued to members of the local building industry in the RDN to gauge experience and support for constructing to higher levels of performance/lower emissions
- A 2-hour online workshop with local industry members held on May 9th, 2023, and

[5] Regional District of Nanaimo. Climate Action Technical Advisory Committee Final Report (2021). https://www.rdn.bc.ca/sites/default/files/inline-files/CATAC%20Final%20Report%20%281%29.pdf

- A second 2-hour industry workshop held with planning, permitting and/or building inspections staff of local governments within the RDN, held on May 18th, 2023
- Three interviews with social housing providers in May 2023
- Feedback from the City of Nanaimo's consultation process for the BC Energy Step Code and Zero Carbon Code Implementation Strategy.[6]

Background

The BC Energy Step Code has been in effect since 2017. Introduced to help provide consistency in the regulation of new construction across the province, this "stretch code" sets minimum levels of energy efficiency for new homes and buildings and increases them approximately every five years (see Figure 2). While the provincial government mandates a base level of performance via the BC Building Code, local governments can require higher levels of the BC Energy Step Code provided they consult with their local building industries.



Figure 2. Provincial Timeline for BC Energy Step Code Implementation

On May 1st, 2023, the provincial government increased the minimum building code to Step 3 for Part 9 buildings, and Step 2 for Part 3.[7] Alongside this increase, the provincial government also introduced the Zero Carbon Step Code, which local governments may now opt into to require reduced greenhouse gas (GHG) emissions in new buildings. The introduction of the Zero Carbon Step Code marks an important milestone for local governments interested in pursuing emissions reductions in the building sector, as homes and buildings designed even to the highest steps of the BC Energy Step Code can emit significant greenhouse gas emissions when designed using fossil fuel-based mechanical systems. These emissions are often 'locked in' for the lifetime of the building and can make it more difficult to meet greenhouse gas reduction targets, unless homes are later retrofit at additional cost to the consumer.

[6] City of Nanaimo. BC Energy Step Code and Zero Carbon Code Implementation Strategy. 2023. https://www.nanaimo.ca/your-government/projects/projects-detail/bc-energy-step-code-implementation-strategy

[7] Part 3 buildings are large (>600 m^2) and more complex buildings, including office, large multi-unit residential, industrial, retail, hotels, etc. Part 9 buildings are small (<600 m^2) and simple forms, including single-family homes, and small commercial and multi-unit residential buildings.

The Zero Carbon Step Code has different targets and compliance pathways for different building types. For Part 3 buildings, a greenhouse gas intensity (GHGI)[8] target is used that varies based on building type (see Table 4). These targets can be achieved by electrifying an increasing number of building systems (e.g. space heating and hot water), however, backup heating sources such as wood or natural gas stoves are not included in the GHGI calculations.

Table 4: Zero Carbon Step Code requirements (Part 3)

Building Type	Moderate $kgCO_2e/m^2/year$	Strong $kgCO_2e/m^2/year$	Zero $kgCO_2e/m^2/year$
MURB	7	3	1.8
Office	5	3	1.5
Retail	6	3	2
Hotel	9	4	2
Implications	Zero carbon space heating	Zero carbon space and water heating	Zero carbon energy systems

For Part 9 buildings, the Zero Carbon Step Code offers three different compliance pathways (see Table 5):

1) **Quantity of carbon pollution.** Intended for smaller homes, this compliance path establishes a maximum GHG emissions cap that the whole home can emit.
2) **Intensity of carbon pollution.** Similar to the Part 3 pathway, this compliance option establishes a maximum GHGI per home, but also introduces a total GHG emissions cap.
3) **Prescriptive approach:** This pathway requires emissions reductions from different uses, starting with space heating only, moving to include domestic hot water and ultimately, cooking equipment.

Table 5: Zero Carbon Step Code requirements (Part 9)

Compliance Pathway	Moderate	Strong	Zero Carbon
Path 1 –Quantity of carbon pollution			
GHG Base Allowance (kg CO_2e/unit)	1050	440	265
Path 2 –Intensity of carbon pollution			
Building GHG Intensity ($kgCO_2e/m^2$/year)	6	2.5	1.5
GHG Maximum Cap (kg CO_2e/unit)	2400	800	500
Path 3 – Prescriptive Approach			
Prescriptive Approach	Space heating must be zero carbon	Space and water heating systems must be zero carbon	Space and water heating and cooking must be zero carbon

[8] Greenhouse gas intensity (GHGI) is the amount of carbon produced by a building normalized for building size. The measure of GHGI is in $kgCO_2e/m^2$/year.

The introduction of the Zero Carbon Step Code enables local governments to directly regulate the emissions from new construction, rather than through energy efficiency requirements alone. Carbon regulations are essential for achieving climate targets; focusing on energy efficiency alone can still result in significant emissions from the new building sector – even at higher steps of the BC Energy Step Code (see Figure 3).

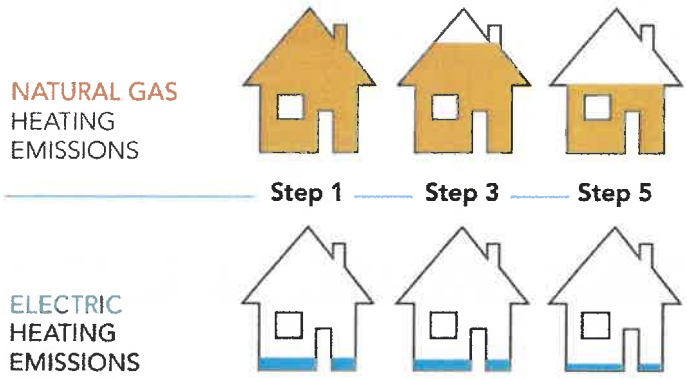


Figure 3. Greenhouse gas emissions by heating type and energy step (source: Metro Vancouver Climate 2050 Buildings Discussion Paper)

Electric Buildings in RDN's Electoral Areas

Many of the Electoral Areas within the RDN do not have access to the natural gas grid and are fully electric, often with a wood stove as a backup heating source. As these areas tend to be more remote, they also may experience more frequent and longer lasting power outages. This has created a context where there is expertise, innovation, and leadership in electric and resilient buildings out of necessity. The introduction of the Zero Carbon Step Code would, therefore, have limited impact on new construction. While the incorporation of higher efficiency equipment, such as heat pumps and higher-performance envelopes could help decrease utility costs, and increase resilience to power outages by retaining the indoor air temperature for longer.

Local Government Adoption of the Zero Carbon Step Code

Local governments have been anticipating the implementation of the Zero Carbon Step Code, and as a result some have been able to quickly adopt it alongside the BC Energy Step Code. Although the implementation details vary from one local government to another, at a high-level, there are two approaches that are being used:

- **Prioritize Carbon.** With this approach, local governments prioritize building decarbonization through the rapid implementation of the Zero Carbon Step Code, without advancing Energy Step Code beyond the provincial backstop. City of Nanaimo, Saanich and the City of Victoria are using this approach and will be implementing the highest level of the Zero Carbon Step Code in 2023/2024. The Capital Regional District electoral areas have also adopted 'Level 2' of the Zero Carbon Step Code.
- **Prioritize Energy and Carbon.** With this approach, local governments prioritize energy and carbon by incrementally implementing Energy Step Code and Zero Carbon Step Code on roughly the same timeline. The Resort Municipality of Whistler and the City of Richmond are using this approach to

get to the top level of the Zero Carbon Step Code and top or upper steps of the Energy Step Code by 2026/2027.

Figure 4 provides a high-level overview of the first jurisdictions to implement the Zero Carbon Step Code (Appendix B outlines the detailed implementation timelines for each local government). More local governments are expected to follow suit in latter half 2023 and early 2024. The variation in the approaches reflects differing community priorities, and feedback from industry on local readiness.

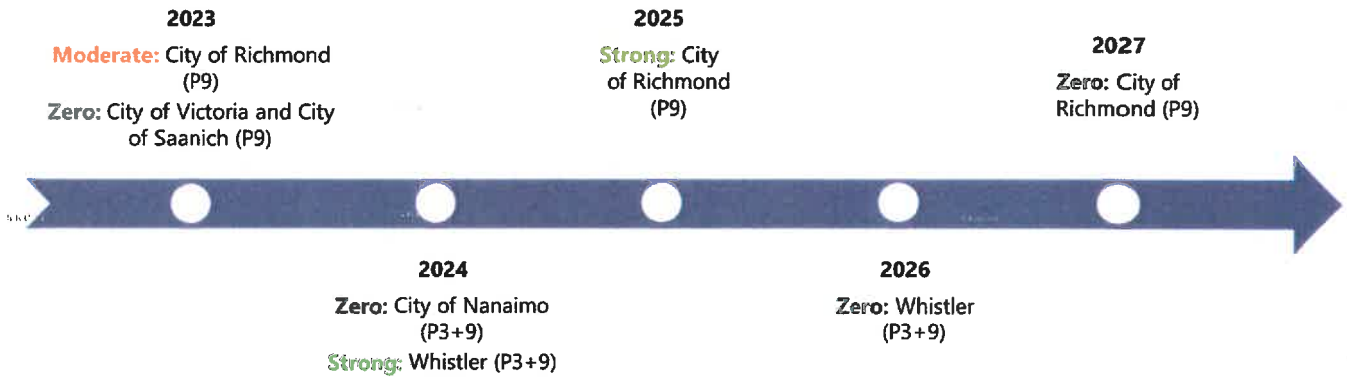


Figure 4. Zero Carbon Step Code Implementation by Local Government

Voluntary Implementation

Many local governments, including the RDN, are also using incentives to encourage voluntary uptake of the Energy Step Code and Zero Carbon Step Code. RDN offers rebates for new homes meeting high levels of energy efficiency, renewable energy systems, and EnerGuide assessments. These voluntary measures can be used on their own or in conjunction with Step Code adoption to encourage higher levels of performance to increase industry readiness before phasing in more stringent requirements.

Compared to regulatory approaches, these voluntary measures tend to be more expensive for taxpayers, and significantly less effective at driving change. For this reason, they are recommended to be used sparingly and for a limited time to socialize Step Code implementation and increase market readiness in preparation for regulation.

The key tools used to promote voluntary adoption are as follows:

- **Partial or complete building permit fee rebates** for homes meeting the upper steps of the BC Energy Step Code. *Local governments who have used this approach include the Regional District of Nanaimo (Sustainable Building rebate), City of Richmond*[9]*, Comox Valley Regional District, Township of Langley, City of Kimberley.*

[9] Richmond provides a 50% building permit fee refund for Step 4, and 100% building permit fee refund for achieving Step 5 or passive house. These incentives will only be in place until the incentivized level becomes the base code. Source: City of Richmond. Incentives for New High-Performance Single-Family and Duplex Dwellings. 2021. https://www.richmond.ca/__shared/assets/building4657805.pdf

- **Home energy evaluations or airtightness testing rebates.** *Local governments who have used this approach include the Regional District of Nanaimo, City of North Vancouver, Township of Langley, New Westminster.*
- **Permit fast tracking.** "Front of the line" status for all-electric/highest step project. *Local governments who have used this approach include West Vancouver and Port Coquitlam. This is only effective where permitting timelines are long enough for fast-tracking to make a reasonable difference to approval timelines.*
- **Density bonusing.** Additional density granted to higher performing designs. Local governments who have used this approach include the City of Duncan, and City of Nanaimo. This is most effective in urban areas, as higher density is not often sought in rural areas due to servicing costs.

Low-Carbon Energy System Pathways

It is also worth noting that prior to the release of the Zero Carbon Step Code, many local governments throughout the lower mainland and Vancouver Island sought to address the gap in emissions regulations by introducing Low-carbon Energy System (LCES) pathways into building bylaws. The LCES pathway is effectively an incentive, which allows builders and developers to choose to either (1) achieve a GHGI target, or (2) build to a higher level of the BC Energy Step Code. These requirements have increased industries' understanding of and experience with emissions targets.

With the implementation of the Zero Carbon Step Code, LCES are either being phased out in favor of regulating carbon directly (e.g. City of Victoria and Saanich), or the GHGI targets are being replaced by levels of the Zero Carbon Step Code (e.g. City of Richmond).

Benefits and Risks of Higher Steps

The following section summarizes the benefits and challenges of adopting higher levels of the BC Energy Step Code and Zero Carbon Step Code.

Benefits of High-Performance Buildings

There are several documented benefits of improved energy efficiency and zero carbon emissions, which are explained below:

1. **Potential to lower energy bills for residents and tenants.** Energy efficient buildings have lower overall demand for energy, which lowers utility costs for building occupants (both tenants and owners). All electric buildings have also been shown to result in utility savings when high-performance electric equipment such as a heat pump is installed. Table 6 outlines the modelled range of utility cost savings associated with Zero carbon performance and the upper steps of the BC energy Step Code, which indicates that in most cases, utility costs decrease with electrification and efficiency measures. The exceptions that can be noted in this table are the potential increases in costs for singe family homes, which are driven primarily by smaller home archetypes (i.e., under 1100 ft^2). Such costs can be avoided through the careful selection of higher efficiency mechanical systems.
2. **More durable envelopes with lower replacement needs.** Higher levels of energy efficiency (and thermal energy demand intensity in particular) require higher quality, thicker and better sealed

building envelopes. This means lower potential for moisture ingress that can cause building exteriors to fail prematurely, lowering the potential for costly repairs or replacements.

3. **Avoided cost of future retrofits.** Accelerated adoption of both energy efficiency and zero carbon standards will help protect home and building owners from the need to replace or upgrade their building systems and components under incoming provincial requirements for existing buildings. These requirements are currently under development, but are likely to include time of replacement or installation requirements for higher efficiency equipment, as well as requirements to upgrade building components such as windows, walls and doors to meet higher efficiency standards when undertaking renovations.

4. **Significantly reduced carbon emissions.** While reduced emissions benefit the RDN in achieving their climate targets, many companies and portfolio owners are also setting their own climate and sustainability targets. Ensuring high performing buildings will help attract businesses and tenants looking for leasable area that helps them meet those targets, while homeowners interested in having a lighter footprint will appreciate a zero-carbon home.

5. **Quieter and more comfortable homes.** As noted above, higher efficiency homes and buildings are designed with better envelopes and careful window placement, which help keep indoor temperatures comfortable year-round. With the electrification of space heating that comes with the Zero Carbon Step Code, many building occupants will also benefit from heat pump-based mechanical systems that provide both heating and cooling.

6. **Healthier indoor and outdoor air quality.** The elimination of fossil fuel-based systems from homes and buildings improves outdoor and outdoor air quality.

    - Natural gas NOx into homes and buildings which can exacerbate pre-existing health conditions like chronic obstructive pulmonary disease (COPD), heart disease, and diabetes.[10]
    - Poorly adjusted, maintained, or ventilated gas appliances can result in gas leaks or incomplete combustion that expose individuals to dangerous and potentially fatal levels of carbon monoxide.[11]
    - Burning fossil fuel in furnaces vents pollutants, specifically PM2.5, into the atmosphere.[12] PM 2.5 has been linked to short and long-term respiratory issues.

[10] Brady Seals and Andee Krasner. Health Effects from Gas Stove Pollution, Rocky Mountain Institute, Physicians for Social Responsibility. 2020, https://rmi.org/insight/gasstoves-pollution-health

[11] United States Environmental Protection Agency. Carbon Monoxide's Impact on Indoor Air Quality. https://www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality

[12] Jonathan J Buonocore, et al. A decade of the U.S. energy mix transitioning away from coal: historical reconstruction of the reductions in public health burden of energy. Energy Research. 2021. https://iopscience.iop.org/article/10.1088/1748-9326/abe74c

7. **Resilience.** Higher performance buildings also improve resilience to climate change by safeguarding against increasing temperatures through mechanical cooling, and maintaining indoor temperatures for longer periods of time in the case of power outages. If a project includes solar and battery storage the building may have a continuous power source throughout a power outage.
8. **Equity.** Pollution from buildings disproportionately impacts low-income communities and black, Indigenous, and people of colour. Addressing these emissions will help reduce this disproportionate burden. Energy efficient homes will also reduce energy bills and the economic burden for homeowners and renters.
9. **Market Demand.** A high energy efficiency home is viewed as increasing desirable by potential home buyers. In a 2020 survey by the Canadian Home Builders Association (CHBA), nine out of 10 respondents said they either "really want" or "must have" an energy-efficient home. An "overall energy efficient home" was listed as the third most desirable feature prospective homeowners look for in a new home. High-efficiency windows come in at number four, a high-efficiency low-carbon heating system also made buyers' top ten list of priorities at number nine.[13]

Common Myths about All-Electric Buildings

#1 Electric buildings need natural gas backup. There is a common misconception that relying solely on electricity puts residents at greater risk in the case of a power outage (compare to having both natural gas and electricity). In general, gas heating systems will not operate during a power outage as they use components that require electricity to operate, including circuit boards, relays and blower motors and fans. An exception is when homeowners can light a natural gas fireplace or stove with a match; the same is true for some older domestic hot water systems.

#2 BC won't have enough electricity to meet future demand for homes and vehicles. BC Hydro is planning for the rapid scale up of building, vehicle, and industry electrification, and has developed near- and long-term actions to meet the scale of electrification required for achieving the provincial government's climate targets. The utility continuously updates these plans and projections in response to changing conditions (i.e. government policy and regulation, and market conditions). [14]

[13] ZEBx. Marketing the high-performance home. 2021. https://www.zebx.org/marketing-the-high-performance-home-4/

[14] Introba and Bright Future Studio. Electrifying British Columbia. 2023. https://www.helpcitieslead.ca/wp-content/uploads/2023/07/Electrifying-British-Columbia_07-07-2023.pdf

Table 6: Modelled changes to operational costs associated with Energy Step Code and Zero Carbon Step Code.[15] *The baseline used in the table below is a high-carbon fuel scenario with the current BCBC (i.e. Energy Step Code Step 3 for part 9 buildings, and Step 2 for part 3 buildings).*

Building Type	Energy Step Code	Zero Carbon Step Code	Change in Utility Costs
Single family homes	3	Zero Carbon	+5% – -6%
	4	Zero Carbon	+7% – -4%
	5	Zero Carbon	+5% – -12%
Row Homes	3	Zero Carbon	-17%
	4	Zero Carbon	-21%
	5	Zero Carbon	-25%
Quadplex	3	Zero Carbon	–
	4	Zero Carbon	–
	5	Zero Carbon	–
Low Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
High Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
Office	3	Zero Carbon	-18%

Potential Risks of High-Performance Buildings

Despite the benefits of high-performance low-carbon buildings, there some risks and challenges to consider, many of which can be addressed through complementary policies/programs.

1. **Higher utility costs with electrification.** Buildings and homes designed with low efficiency heating system, like electric baseboard heating, and building envelopes may have higher energy costs than average new construction.
2. **Increased capital costs.** Building high-performance electric buildings can result in marginal increases in capital costs (see Table 7 and Table 8). The costs studies reference for this analysis indicate that this is often 1-4% for BC Energy Step Code and an additional 1-2% for achieving zero carbon levels of performance. Industry members consulted through this project indicated that achieving Step 3 for Part 3 buildings or Step 4 for Part 9 buildings results in a negligible cost increase; however, there are still additional costs for achieving the top steps. As the industry gains more experience, and demand for cooling increases the incremental costs for high-performance electric buildings will decrease.

[15] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

3. **Limited electrical capacity/potential need for electrical upgrades.** Electrifying a building and incorporating EV charging will sometimes require an electrical service upgrade. The timelines for upgrading electrical service can be long and the costs can be very high – although they vary by project. However, BC Hydro is in the process of revising its Distribution Extension Policy to address both costs and timeline barriers.[16] Addressing electrical capacity early in the development process can reduce or eliminate any delays caused by electrical service upgrade requirements.
4. **Increase in embodied carbon.** There is some evidence that the embodied carbon from high-efficiency homes (e.g. top steps of the BC Energy Step Code) can result in a net increase in emissions as a result of the material needed for a high-performance envelope. In this case, the additional embodied emissions are greater than the resulting carbon savings for the building operations over its lifespan.[17] Policies to measure and manage emissions from embodied carbon can be introduced to mitigate this potential impact (e.g. the District of North Vancouver's Climate Ready Rezoning Policy).[18]
5. **Overheating.** There are a number of examples of high-performance buildings that have issues with overheating. This is a common problem if buildings are not incorporating passive cooling measures, and/or mechanical cooling. Ideally, all buildings should incorporate passive cooling to bring down the cooling load, and any additional cooling needs can be met through mechanical cooling (e.g. an electric heat pump).[19]
6. **Capacity of local government staff and industry members.** Building high-performance low-carbon buildings requires a learning curve for both municipal staff and industry. Industry members noted the importance of using an integrated design process (IDP) for high-performance buildings, as well as increasing experience and competency for specific measures such as air sealing, and heat pump installations.
7. **The use of renewable natural gas (RNG).** RNG[20] can be used in homes and buildings to decarbonize heating and hot water systems. However, there is currently no mechanism to ensure that the building continues using RNG after it is occupied, and doesn't switch to (cheaper) conventional natural gas. There is also a limited amount of RNG, and many energy and climate experts advocate that it should be reserved for sectors that are much more expensive to electrify and where there are limited feasible alternatives (e.g. heavy industry and aviation), and not used in buildings that can employ proven technologies at a low cost. [21]

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[16] BC Hydro. Improving Customer Connections for a Cleaner Future. 2023. https://app.bchydro.com/content/dam/BCHydro/customer-portal/documents/accounts-billing/electrical-connections/electrical-connection-process-improvements-overview-feb2023.pdf

[17] Chris Magwood et al. Achieving Real Net Zero Emissions Homes: Embodied Carbon Scenario Analysis of the Upper Tiers of Performance in the 2020 Canadian National Building Code. 2021. https://www.buildersforclimateaction.org/uploads/1/5/9/3/15931000/bfca-enercan-report-web_08_21.pdf

[18] District of North Vancouver. Climate Ready Rezoning Policy –Information for Applicants. https://www.dnv.org/sites/default/files/edocs/climate-ready-rezoning-policy-info-guide-for-applicants.pdf

[19] BC Housing. BC Energy Step Code Design Guide Supplement S3 on Overheating and Air Quality. 2019 https://www.bchousing.org/publications/BC-Energy-Step-Code-Guide-Supplemental.pdf

[20] RNG is created through the decomposition of organic waste. As the organic waste decomposes, it naturally releases biogas, a GHG containing carbon dioxide and methane, into the atmosphere. Before this biogas can escape as GHGs, it is captured and purified to create RNG.

[2121] Introba. Renewable Natural Gas: What Role will it Play in Building Decarbonization in BC? 2023. https://issuu.com/deepgreenengineering/docs/introba_rng_availability_may31

Table 7: Modelled average incremental capital cost increases associated with higher BC Energy Step Code tiers.[22] The baseline for the BC Energy Step Code Metrics Report Update is based on BC Building Code 2018 (does not include the 2023 updates to the BCBC). [23]

Building Type	Energy Step Code	Incremental cost increase range (%)
Single family homes	4	1.5% -5.8%
	5	1.0% - 6.6%
Row Homes	4	0.7%
	5	1.5%
Quadplex	4	2.2%
	5	4.3%
Low Rise MURB	3	0.4%
	4	1.3%
High Rise MURB	3	0.5%
	4	3.1%
Office	3	-2.3%

[22] Based on BC Energy Step Code Metrics Report Update 2022 (see page 83 for Part 3 costing data and page 105 for Part 9). Additional reports were also reviewed to confirm cost ranges, these include: 2021 BC Energy Step Code Market Response Study (2022), BC Energy Step Code Costing Studies Analysis (2019), the City of Surrey Step Code Costing Study; Getting to Zero: A High-Performance Energy Policy for New Buildings in the City of Richmond (2017).

[23] Evoke. BC Energy Step Code Metrics Report Update. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/bc_energy_step_code_metrics_report_2022-09-29_r1_-_compressed.pdf

Table 8: Modelled incremental capital cost increases associated with Zero Carbon Step Code. The baseline is noted in the second column, and captures the high-carbon fuel scenario with varying levels of BC Energy Step Code. (Note: the incremental cost associated with BC Energy Step Code implementation are not captured in this table).[24,25,26]

Building Type	Baseline Energy Step Code Level	Zero Carbon Step Code	Incremental cost increase range (%)
Single family homes	3	Zero Carbon	0%-0.6%
	4	Zero Carbon	0% – 0.6%
	5	Zero Carbon	0.4 –1.9%
Row Homes	3	Zero Carbon	0.2%
	4	Zero Carbon	0.1%
	5	Zero Carbon	0.1%
Quadplex	3	Zero Carbon	-0.3% –1 %
	4	Zero Carbon	0.5% – 1.8%
	5	Zero Carbon	0.5% – 1.7%
Low Rise MURB	2	Zero Carbon	-0.1% – 2.2%
	3	Zero Carbon	-0.1% – 2.2%
	4	Zero Carbon	-0.1% – 1.4%
High Rise MURB	2	Zero Carbon	-0.1% – 2.2%
	3	Zero Carbon	-0.1% – 2.2%
	4	Zero Carbon	-0.1% – 1.4%
Office	2	Zero Carbon	2.1%
	3	Zero Carbon	2.7%

[24] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

[25] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 3 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_3_technical_analysis_2022.pdf

[26] Additional costing resources reviewed include City of Vancouver Zero Emissions Building Plan: Rezoning Cost Comparison (2021); Making the Case for Building to Zero Carbon (2022).

Exploring Policy Options for the RDN

To help determine the best pathway forward for the RDN, seven combinations of code adoption pathways were explored for their potential impact on community-wide emissions (see Table 9). Pathways were selected in consultation with RDN staff and were based on several factors, including precedents set by other municipalities in BC, associated benefits and costs of higher levels of performance, and alignment with the Region's overall level of ambition and climate targets. The five pathways selected for further study are as follows:

- **Pathway #1: Voluntary Interventions.** This pathway assumes the adoption of the provincial base code schedule for both the BC Energy Step Code and the Zero Carbon Step Code, but that the RDN will use incentives and targeted intervention to encourage early adoption. Example incentives include rezoning bylaws, financial incentives, and non-financial incentives (e.g. permit fast tracking and density bonusing). This option can be used in conjunction with other pathways.
- **Pathway #2: Accelerated Energy Efficiency.** This pathway assumes an accelerated adoption of BC Energy Step Code only. Adoption of the Zero Carbon Step Code follows the assumed base code schedule of a *moderate* requirement in 2024, a *strong* requirement in 2027, and a *zero carbon* requirement in 2030 for all building types.
- **Pathway #3 Low-carbon Energy System Pathway:** This pathway assumes the RDN implements a low-carbon energy system pathway, allowing builders to chose compliance with BC Energy Step Code or Zero Carbon Step Code.
- **Pathway #4: Accelerated Carbon Emissions Reductions**. This pathway assumes an accelerated adoption of the Zero Carbon Step Code. Adoption of the BC Energy Step Code is assumed to follow the provincial base code schedule for all building types.
- **Pathway #5: Accelerated Energy Efficiency *and* Emissions Reductions.** This pathway assumes the accelerated adoption of both the BC Energy Step Code and Zero Carbon Step Code.

Based on precedence in other jurisdictions, two main timelines were explored for each pathway:

- **Incremental Approach.** Using this timeline, RDN municipalities would stay one step ahead of the provincial backstop for the BC Energy Step Code and/or the Zero Carbon Step Code. This approach is being used by the City of Richmond.
- **Leap Frog Approach.** Using this timeline, RDN municipalities would skip to the highest step of the BC Energy Step Code and/or level of the Zero Carbon Step Code. This approach was used by the District of Saanich and City of Victoria.

Table 9. Policy Options Explored Through Engagement and Analysis

<table>
<tr><th rowspan="2">Pathways</th><th colspan="2">Incremental Approach – 2025/26</th><th colspan="2">"Leap Frog" Approach – 2025/26</th><th colspan="2">Provincial Backstop Implementation Timeline</th></tr>
<tr><th>Part 3</th><th>Part 9</th><th>Part 3</th><th>Part 9</th><th>Part 3</th><th>Part 9</th></tr>
<tr><td>Pathway #1: Voluntary Intervention</td><td colspan="4">Incentivize adoption of ESC and/or ZCSC</td><td rowspan="5">Energy Step Code
2027 Step 3
2032 Step 4

Zero Carbon Step Code
2024 Moderate?
2027 Strong?
2030 Zero</td><td rowspan="5">BC Energy Step Code
2027 Step 4
2032 Step 5

Zero Carbon Step Code
2024 Moderate?
2027 Strong?
2030 Zero</td></tr>
<tr><td>Pathway #2: Accelerated Energy Step Code</td><td>Step 3</td><td>Step 4</td><td>Step 4</td><td>Step 5</td></tr>
<tr><td>Pathway #3: Low-carbon Energy System Pathway</td><td>n/a</td><td>n/a</td><td>Step 4 or Step 3 with LCES</td><td>Step 5 or Step 4 with LCES</td></tr>
<tr><td>Pathway #4: Accelerated Zero Carbon Step Code</td><td>Moderate Carbon</td><td>Moderate Carbon</td><td>Zero Carbon</td><td>Zero Carbon</td></tr>
<tr><td>Pathway #5: Accelerated Energy And Zero Carbon Step Code</td><td>Step 3 with Moderate Carbon</td><td>Step 4 with Moderate Carbon</td><td>Step 4 with Zero Carbon</td><td>Step 5 with Zero Carbon</td></tr>
<tr><td colspan="5">Provincial backstop for Zero Carbon Step Code
Provincial backstop for Energy Step Code</td></tr>
</table>

What We Heard: Summary of Staff and Industry Feedback

To gain an understanding of the local building industry's experience and readiness for complying with higher levels of the Energy and Carbon Step Codes, a number of engagement methods were used: (1) an 18-question survey deployed for a period of two weeks, (2) two-hour online workshop with 48 industry attendees, (3) two-hour online workshop with 11 staff attendees from local governments throughout the RDN, and (4) interviews with social housing providers). The purpose of the engagement was to:

- Provide an overview of local government decarbonization goals and the role and benefits of net zero energy ready (NZER) and zero carbon (ZC) buildings
- Present case studies/examples of successful NZER or ZC buildings in the region
- Understand industry and staff readiness for BC Energy Step Code and Zero Carbon Step Code implementation
- Workshop a shortlist of new construction policy options for staff and industry discussion and feedback

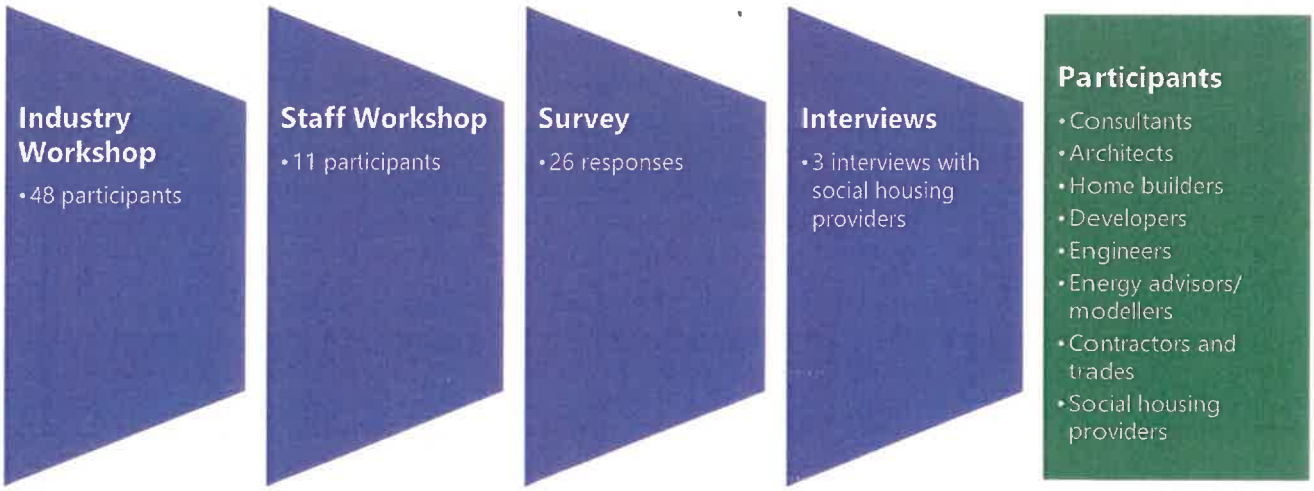


Figure 5. Key Engagement Activities and Participants

Summary of Industry Workshop, Survey, and Interviews

Opportunities

High level feedback heard from **Part 9** stakeholders included the following:

- In general, there is a very high level of support for the acceleration of BC Energy Step Code and Zero Carbon Step Code, and an acknowledgment for the need for regulation to achieve the scale of high-performance building necessary to reduce emissions
- Most builders and designers already had experience with the upper steps of the BC Energy Step Code and the electric systems that would be required to comply with the Zero Carbon Step Code
- Those who had built to higher levels of the Energy Step Code found it was easier than anticipated
- Many also noted that customers are already requesting more energy efficient buildings, and that younger clients tend to prefer all-electric buildings

High-level feedback from **Part 3** stakeholders included the following:

- Many industry members are already building all-electric buildings and/or to higher levels of the BC Energy Step Code
- Portfolio holders such as BC Housing and local school districts, as well as any Canada Mortgage and Housing Corporation (CMHC)-funded projects already require the achievement of upper steps of the Energy Step Code and/or all-electric designs
- Industry members found that building to Step 3 (i.e. the highest step for commercial buildings, and the second highest step for multi-unit residential buildings) to be very cost effective

Challenges

Despite the support and familiarity with energy efficient and/or electric buildings, industry members shared a number of challenges– predominantly pertaining to the need for education and capacity building of clients/developers, owners, and trades; conflicting requirements in municipal bylaws and guidelines; and the pace and cost of necessary utility connections. Table 10 outlines some of the key challenges raised across both Part 3 and Part 9 stakeholders.

Table 10: Key Challenges Raised by Industry Stakeholders

Category	Part 9	Part 3
Regulatory	• Municipal bylaws that set requirements for maximum gross floor area and height restrictions can limit energy efficient design	• Form and character guidelines in some communities make it difficult to achieve the upper steps of the BC Energy Step Code
Informational	• Insufficient information about Zero Carbon Step Code • Client perception of electric high-performance homes as more expensive/less desirable	• Preference for gas among some developers
Structural	• High or unexpected BC Hydro interconnection fees	• BC Hydro can be unresponsive and create timeline delays • Supply chain challenges for some equipment
Industry capacity	• Need for mechanical trades to improve the quality of installation	• Need to improve trades' knowledge and experience with air sealing
Financial	• Integrated design processes are needed to save time and money	• Increased cost can occur in achieving Step 4 of the BC Energy Step Code • Need for energy modellers to be involved in the project from the outset to help identify options early on

Recommended Supports

Participants indicated a range of supports that could be paired with the BC Energy Step Code and Zero Carbon Step Code to ease compliance for industry, home and building owners. These include:

- Bylaw and design guideline amendments to remove barriers to energy efficient/low-carbon design (e.g., form and character guidelines, setback, height, floor area and noise bylaws)
- Support for technical training for building industry members
- Awareness building for homeowners on the benefits of energy efficient/low-carbon design.
- Rebates and permit fast-tracking to incentivize early adoption of higher levels of performance.

Summary of Staff Workshop

At the staff workshop, the key takeaways from the industry workshop were presented, and staff were asked to provide feedback on policy pathways and support measures. In general, staff also expressed a high level of support for the implementation of the BC Energy Step Code and the Zero Carbon Step Code. High-level feedback from staff included the following:

- Staff acknowledge the conflicts with achieving the higher steps of the Energy Step Code and complying with form and character guidelines in certain neighbourhoods. However, they also acknowledged the challenges of changing the historical guidelines due to competing community priorities.
- RDN staff already have experience implementing the BC Energy Step Code. They have found the process is straightforward and has not resulted in any delays in permitting timelines. They did not

express any concerns with their internal capacity to implement the requirement of the BC Energy Step Code or the Zero Carbon Step Code.

- Staff emphasized the need for education for industry, staff, and the public to ease implementation, and dispel some of the common misconceptions about high-performance buildings.

Importance of Alignment Between Local Governments

Staff and industry were asked about the importance of alignment between local governments within the RDN. Both staff and industry saw the benefits of aligning the Energy Step Code and Zero Carbon Step Code throughout the Region. Industry members felt that having consistency simplifies expectations and creates baseline competencies for the industry. Generally, they preferred having alignment throughout the Region, even if this increases requirements in some communities.

Staff and industry also acknowledged there were significant challenges to aligning requirements across all local governments. They indicated that, although not? ideal, alignment should not hold up progress for local governments who are ready to implement requirements. Staff suggested a degree of alignment could be achieved by working together on messaging, education, outreach, and engagement. They also suggested exploring a standardized implementation pathway throughout the RDN, even if the implementation timelines were not aligned. Staff cautioned the Zero Carbon Step Code has created the possibility of more implementation pathways, and could lead to increasing divergence throughout the RDN if alignment is not kept in mind.

Modelling Potential Emissions Reductions

A modelling exercise was conducted to explore the impact of different code adoption pathways on GHG emissions between 2023 and 2050 for different jurisdictions on the RDN. The exercise assesses the operational GHG emissions associated with the new construction, redevelopments, and major renovations of buildings subject to the Energy Step Code and the Zero Carbon Step Code. The pathways (referred to as "scenarios" in modelling outputs) were developed with RDN staff with the intent of capturing a range of potential ways forward.