Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, April 24, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell* [*joined at 7:00 pm*]
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO|Director of Public Works
Delcy Wells, Director of Corporate Administration
Rose Liu, Director of Finance
George Robinson, Director of Planning and Community Services [*joined at 7:00 pm*]
Neil Rukus, Fire Chief [*joined at 7:00 pm*]

**participated electronically*

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

ADOPTION OF THE AGENDA
MOVED AND SECONDED, THAT the April 24, 2024, regular Council meeting agenda be adopted, as presented, noting the correspondence received regarding Item 9a.
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), (i) and (k), 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;
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
(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.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:03 pm
MEETING REOPENED: 7:05 pm with Mayor Swain and Councillors Jones, Lerner, Mundell*, and Savage in attendance. Also, Acting CAO/Director Morphy, Director Liu, Director Wells, Fire Chief Rukus and Director Robinson.

START OF CONSENT AGENDA

CONSENT AGENDA

C24-82 MOVED AND SECONDED, THAT the recommendations listed for items 7a) to 7d) in the Consent Agenda be approved.
CARRIED UNANIMOUSLY

a) THAT the April 10, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

b) THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26, 2004, Amendment (Sched E Cart Exchange) Bylaw No. 366, 2024" be adopted.
CARRIED BY CONSENT

c) THAT "District of Lantzville 2024 Tax Rates Bylaw No. 367, 2024" be adopted.
CARRIED BY CONSENT

d) THAT "District of Lantzville 2024 Alternative Municipal Tax Collection Scheme Bylaw No. 368, 2024" be adopted.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT
One written comment was 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)

Bylaw No. 358

C24-83 MOVED AND SECONDED, THAT "District of Lantzville Tree Protection and Management Bylaw No. 358, 2023" be given first reading.
CARRIED UNANIMOUSLY

C24-84 MOVED AND SECONDED, THAT second and third reading of "District of Lantzville Tree Protection and Management Bylaw No. 358, 2023" be postponed to the May 8, 2024, regular Council meeting.
CARRIED UNANIMOUSLY

Bylaw No. 341

C24-85 MOVED AND SECONDED, THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Energy Step Code) Bylaw No. 341, 2024" be given first reading.
CARRIED UNANIMOUSLY

C24-86 MOVED AND SECONDED, THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Energy Step Code) Bylaw No. 341, 2024" be given second and third reading.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

a) **Beach Road Ends**

C24-87 MOVED AND SECONDED THAT, Council approve the themed "Lantzville Coal Mine History" approach to the Jack's Road End concept, as presented; AND FURTHER THAT Council approve the themed "Dedicated to Lantzville's Military Veterans" approach to the Lavender Road End concept, as presented; AND FURTHER THAT staff are to provide cost estimates to carry out each concept with the majority of the project to be carried out with staff as an "in-house" project utilizing the newly re-introduced Maintenance Technician II, if approved.
DEFEATED

b) **Land Use and Development Procedures and Fee Bylaw No. 37, 2005**

Staff recommended motion:

C24-88 MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY

MEETING RECESSED: The Mayor called for a recess at 7:55 pm due to a technical issue with the live streaming feed.

MEETING RECONVENED: 8:05 pm.

COMMITTEE/COMMISSION RECOMMENDATIONS

April 17, 2024, Committee of the Whole meeting recommendations

MOVED AND SECONDED, THAT motions 1-7 be carried with a single vote.
CARRIED UNANIMOUSLY

C24-89 1. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to maintain current forms of housing for a future report to Council.

C24-90 2. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to not alter the existing subdivisions regulations.

C24-91 3. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to allow on all applicable properties solely a

secondary suite in the context of the choice of having a secondary suite, a carriage house, or both.

C24-92 MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council directs Staff to obtain a legal opinion on whether we can allow different types of dwellings on different sizes of lots under the new legislation.

C24-93 4. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to not alter the existing floor area regulations.

C24-94 5. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to maintain the current policy on the number of bedrooms in the secondary suite and/or carriage house.

C24-95 6. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the "District of Lantzville Zoning Bylaw No. 180, 2020" to maintain the current parking requirements for a future report to Council.

C24-96 7. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare a bylaw to designate a Transit Oriented Area (TOA) to implement the requirements under Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act*, 2023, for a future report to Council.

C24-97 8. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to WHEREAS due consideration to potential site standards is being given at the April 17, 2024 Committee of the Whole; THEREFORE BE IT RESOLVED THAT the Committee of the Whole recommends THAT Council instructs staff, when staff is preparing amendments to the "District of Lantzville Bylaw No. 180, 2020", to maintain existing Lantzville site standards, such as height, parcel coverage and setback requirements.
CARRIED

NEW BUSINESS (Reports and correspondence)

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

Councillor Mundell thanked volunteers who contributed to a Swap and Shop event at Costin Hall; Councillor Savage congratulated the Fire Department for achieving the Superior Tanker Shuttle Service (STSS) accreditation and for the car wash event; Councillor Jones echoed the comments of Council; Councillor Lerner thanked staff for achieving objectives despite the challenges; Mayor Swain also recognized the Fire Department for the STSS accreditation and for the hard work of the volunteers putting in many hours.

C24-98 b) **2024 Rebate Program for Reflective Addresses**
MOVED AND SECONDED, THAT Council direct staff to move forward with securing a company for the purpose of providing reflective address signs to the District to be supplied to the residents of Lantzville through a street address safety program as per the 2024 Rebate Program for Reflective Addresses staff report presented on April 24, 2024.
CARRIED UNANIMOUSLY

Fire Chief Rukus left the meeting at 8:25 pm.

C24-99 c) **Active Transportation Infrastructure Grant Program**
MOVED AND SECONDED, THAT WHEREAS the Province of BC will be accepting grant applications for the B.C. Active Transportation Infrastructure Grant Program beginning September 3, 2024, THEREFORE BE IT RESOLVED THAT Council direct staff to review the guidelines for the B.C. Active Transportation Infrastructure Grant Program, and to submit a grant application for an active transportation infrastructure project before the grant application deadline.
CARRIED UNANIMOUSLY

C24-100 d) **Deputy Approving Officer Appointment**
MOVED AND SECONDED, THAT Glenn Morphy, Acting CAO/Director of Public Works, be appointed as Deputy Approving Officer, pursuant to the *Land Title Act*.
CARRIED UNANIMOUSLY

C24-101 e) **Pierce Woods Marine Park**
MOVED AND SECONDED, THAT a small area in the Pierce Woods Marine Park be set aside for the display of memorial plaques on posts honouring past residents of Lantzville, and that Council will determine the location in the park; AND FURTHER THAT the small amount of funding needed to install the first few posts be funded from the Marine Park budget, or secondarily from the One Time Project Operating Reserve Fund; AND FURTHER THAT Council authorizes staff to proceed with the installation of a gravel parking lot, with the authorized location at the Southeast corner of the property adjacent to Sabre Road to be funded from the Marine Park budget.
CARRIED UNANIMOUSLY

C24-102 f) **Council Procedure Bylaw No. 141, 2020**
MOVED AND SECONDED, THAT the Council Procedure Bylaw No. 141, 2020, CONSOLIDATED to Bylaw No. 348, 2023, be presented to Council with the following amendments;

- Amend Section 19 by renumbering subsection (p) to (q) and inserting a new subsection (p) with the words “Motion to Close the Meeting to the Public, if required”
- In Section 6 (2) (c) strike the word “unanimous” and replace with the words “2/3 affirmative vote of the members present”;
- In Section 38 (1) strike the word “unanimous” and insert the words “2/3 affirmative vote of the members present”;
- In Section 18 (5) strike the words “for review and approval” and at the end of section (5) add the words “All submitted agenda items must be included on the agenda, unless legislatively improper”;

- In Section 18 (8) (b) strike the word "unanimous" and insert the words "2/3 affirmative vote of the members present"; AND strike the words "in which case a written report pertaining to the late item must be distributed to the members".

INTRODUCTION OF LATE ITEMS - Nil

INTRODUCTION OF "NOTICE OF MOTION - Nil

PUBLIC CLARIFICATION
A resident of Harby Road East [name and address not stated] asked about Item 12b and what can be done to get this addressed recognized by mapping software; staff advised that the District of Lantzville has no control over the mapping software providers; addressing signs proposed are for first responders to locate addresses and visibility with paint was addressed.

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), (i) and (k), 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;
(f) labour relations or other employee relations;
(g) the security of the property of the municipality;
(h) 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;
(ii) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
(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.

MEETING CLOSED TO THE PUBLIC: 9:05 pm
MEETING REOPENED: 9:41 pm with Mayor Swain and Councillors Jones, Lerner, Mundell* and Savage in attendance. Also, Acting CAO/Director Morphy and Director Coates.

ADJOURNMENT
MOVED and SECONDED, THAT the April 24, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:42 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:

ORIGINAL SIGNED

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Delcy Wells, Director of Corporate Administration

Confirmed this 8th day of May, 2024.

ORIGINAL SIGNED

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Mark Swain, Mayor