District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, June 26, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

Council members may attend this meeting in person, or electronically (except for the Mayor) for a hybrid meeting (per the *Community Charter* and the Council Procedure Bylaw). For in person and hybrid meetings, the Council Chamber will be open for the public to attend. Due to limited seating, the public is encouraged to view the open portion of the meeting starting at **7:00 pm** via the livestream, and to provide verbal public input on agenda items by registering in advance using the Zoom Webinar link provided for each Council meeting event at **lantzville.ca**, written comments by **noon** the day of the meeting and emailed to **district@lantzville.ca**, or in person. Prior to attending at Municipal Hall, please self-assess to ensure you are healthy and do not attend if you are ill. Members of the public must remain seated unless invited to address Council. Meetings recorded by the District of Lantzville may be viewed on demand at **lantzville.ca**.

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

Page No.

1. CALL TO ORDER

1-7 **2. ADOPTION OF THE AGENDA**

THAT the June 26, 2024, regular Council meeting agenda be adopted, as presented.

3. MOTION TO CLOSE THE MEETING TO THE PUBLIC

THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e) and (k), of the *Community Charter*, for the purpose of considering:

(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
(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.

Following adoption of the above motion, the meeting will be closed to the public.
MEETING REOPENS TO THE PUBLIC.

4. RECONVENE – (7:00 pm)

5. PUBLIC AND STATUTORY HEARINGS – Nil

6. 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***

7. CORRESPONDENCE

8-9 Request for Private Installation of Memorial Bench

10 Air Search and Rescue Grant Request

8. GENERAL MATTERS

a) THAT any Council member who wishes to attend the Federation of Canadian Municipalities (FCM) Conference in 2025 be authorized to do so, with expenses covered; AND FURTHER THAT, Council directs staff reserve a block of hotel rooms at the "early bird" rate as soon as they become available.

Report:

- *Lantzville is a member of the Federation of Canadian Municipalities (FCM), but rarely sends representatives to this conference, although most other municipalities seem to do this;*

- *2025 is a Federal election year and Councillor Lerner has offered to arrange meetings with Ministers and Shadow Ministers regarding grant funding. A major election year is a prime opportunity to solicit funding and grant commitments. This could be a major opportunity for Lantzville to receive more federal funding.*

11 b) Delegation

Brenda McConachie – Beach Road Ends Signs & Parking

START OF CONSENT AGENDA

9. CONSENT AGENDA

THAT the recommendation listed in the Consent Agenda be approved.

12-17 THAT the June 05, 2024, Special Council meeting minutes be approved, as presented.

END OF CONSENT AGENDA

10. LEGISLATIVE MATTERS (Bylaws, development variance permits, agreements, contracts, grants, budgets) – Nil

18-32 a) **2023 Statement of Financial Information**

THAT the 2023 Statement of Financial Information be approved

33-36 b) **Tree Bylaw Adoption**

THAT “District of Lantzville Tree Protection and Management Bylaw No. 358, 2023” be adopted

37-52 c) **Zoning Bylaw Adoption**

THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024” be adopted

53-55 d) **Transit Bylaw Adoption**

THAT "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024" be adopted.

56 **e) Procedure Bylaw Adoption**

THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No.371, 2024” be adopted.

57-63 f) **Winds Residential Area**

(i) **Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022**

THAT third reading of “District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022” given November 8th, 2023, be rescinded.

THAT “District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022” be amended in the form attached to the June 26, 2024, report; AND FURTHER THAT Bylaw No. 299 be given third reading, as amended.

64-70 (ii) **District of Lantzville Water System Expansion “The Winds” Local Area Service Bylaw No. 336, 2023**

THAT “District of Lantzville Water System Expansion “The Winds” Local Area Service Bylaw No. 336, 2023” be given first reading.

THAT “District of Lantzville Water System Expansion “The Winds” Local Area Service Bylaw No. 336, 2023” be given second reading.

THAT “District of Lantzville Water System Expansion “The Winds” Local Area Service Bylaw No. 336, 2023” be given third reading.

g) **Accessibility Grant**

THAT Council directs staff to apply for the Government of Canada's Enabling Accessibility Fund - Small Projects Component grant, for the installation of accessible playground equipment at Huddlestone park. [Councillor Lerner]

Report: Council already passed a similar motion for a previous grant, and quotes were already obtained.

71-83 h) **Zero Carbon Step Code**

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024" be given first reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024" be given second reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024" be given third reading.

11. UNFINISHED BUSINESS

a) **Pierce Woods** – Verbal Update

b) **Jack's Road**
[Councillor Jones]

THAT staff provide council with a verbal update on the closure of Jack's road and on the resolutions unanimously passed by council on February 21, 2024 and on September 13, 2024 regarding improvements to Jack's Road end.

Report: This motion is to receive staff update on the work directed by council for Jack's Rd end noting that the following motions were previously carried by council.

c) **Lavendar Road**
[Councillor Jones]

THAT staff provide council with a verbal update on the "improvements" to the Lavender Road beach end according to the motion of council carried unanimously on September 13, 2023.

Report: The motion below for improvements to Lavender Road beach end was passed by council on September 13, 2023. This motion is to provide Council with an update.

CARRIED UNANIMOUSLY September 13, 2023

THAT Council requests a report from staff outlining the works and costs to complete the following improvements [as shown in Figure 1 submitted by Mayor Swain at the COTW Sept. 6th, 2023] at the Lavender Road beach end including:

- *Install parking in Area A including removal of blackberries, install a culvert and install grass matting as the parking surface*

- *In Area B, remove the stairs and wooden cribbing, add fill and soil, and slope the property to connect the upper and lower levels;*

- *In Area C, create the hammerhead vehicle turn-around including installing removable bollards, and remove all asphalt on the waterfront side of the removable bollards and replace with surface materials as per green shores best practices; AND FURTHER THAT any required land surveying or other professional services required to prepare the report for Council consideration be funded from the Accumulated General Operating Surplus Reserve Fund.*

d) **Bylaw 175**
[Councillor Savage]

THAT all the proposed amendments for Bylaw 175 including all of consultant Lisa Zwarn's proposed amendments be presented in their current draft form at the July 10, 2024 meeting for Council's consideration.

Report: As draft amendments for Bylaw 175 are ready for review, it is important to present them to Council in their existing draft form. The Bylaw 175 amendment process entailed the following resolutions:

Nov 30/22
THAT staff bring forward for the December 7, 2022 regular meeting of Council, "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020" for review, discussion and potential amendment motions; AND FURTHER THAT staff provide a report for consideration at the January 11, 2023 regular Council meeting that outlines options for wording in "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020" that would remove the road standards of major metropolitan cityscapes, and instead encourages semi-rural-style designs, incorporating such elements as permeable walkways, natural pollutant filtering rain garden requirements, and a preference for nature-based solutions to stormwater management in subdivisions; all possibly to be continued via special meetings in the near future.

Jan 11/23
THAT staff bring forward a draft amendment bylaw for Council consideration to amend "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020" to include the potential changes identified in the January 11, 2023 staff report item 9b). table, items 1-19.

THAT staff bring forward a draft amendment bylaw for Council consideration to amend "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020" to include street light standards incorporating Dark Sky Lighting principles; AND FURTHER THAT the lighting standards in the Foothills development be applied to Bylaw No. 175.

Oct 11/23
THAT staff be directed to contract Lisa Zwarn to consult with Koers and Associates Engineering and bring forward for Council consideration, a draft of "District of Lantzville Subdivision and Development Works and Services Bylaw No. 175, 2020" to include the following amendments:

a) The preferred road standard for new subdivisions and replacing current roads is to have an asphalt road with flush curbs, then gravel/grass roadside parking on both sides of the road, then a section with a drainage swale with storm sewer pipes if required, and street trees, then a gravel or asphalt pedestrian walkway or multi-use path. Include bike lanes where possible. Where the terrain limits space or has other peculiarities, the order of these elements can be changed, eliminated, or be limited to one side of the road. The design of roads to replace existing roads requires approval from Council.

b) Section 2.5 Rainwater Management, guidelines 1-25 become mandatory, and guidelines 26 – 32 (Approved Storm Drain (Piped Systems) are only used as a backup system, if needed to handle unusual high volume of rain runoff in storm events.

c) Streetlights in new subdivisions must minimize negative effects on Lantzville's dark night skies and residents' homes, and must mimic the examples of the Lone Tree Development in the Foothills, where there are no streetlights on Spence's Way and small twelve-foot-high light poles with 14-watt lights on Harwood Drive;

AND FURTHER THAT funding for the retention of the consultant is from Council's 2023 One Time Operating Projects Reserve Fund.

12. COMMITTEE/COMMISSION RECOMMENDATIONS – Nil

13. NEW BUSINESS

84-85 a) **Future Old Growth Zone**
[Councillor Savage]

THAT staff be directed to amend District of Lantzville Zoning Bylaw No. 180, 2019, to assign the area shown in the Schedule A map presented at the June 26, 2024 Council meeting, as a Future Old Growth Zone AND FURTHER THAT a sign be erected at both the north and south trail entrances to be funded from the One Time Special Project Operating Reserve Fund, with the sign wording being

"FUTURE OLD GROWTH FOREST ZONE
This forest is protected to become a permanent old growth forest. A gift to future residents from Lantzville's 2024 residents."

Report: This forested area within the Foothills Park, is already defined by park boundaries on the west, east, north and by the contiguous parkland strip to the south. It has an existing trail from residential areas through the woodlot, and several trails through this proposed FOG zone to the remainder of the Foothills park.

86-106 b) **Exemption from Development Permit Requirements for Site Works on 7194 Dickenson Road**

THAT Council approve an exemption from Development Permit requirements for the structural repair of 7194 Dickinson Road.

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

15. INTRODUCTION OF "NOTICE OF MOTION"

16. 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? Regarding technicalities – request interpretation of abbreviations or jargon, etc.*

17. ADJOURNMENT BY MAYOR

NEXT SCHEDULED COUNCIL MEETINGS:
Regular, Wednesday, July 10, 2024, @ 6:00 pm
Regular, Wednesday, July 17, 2024, @ 6:00 pm

Lantzville Mayor and Council:

We understand that Lantzville discontinued its Memorial Bench program for a variety of good reasons. We are asking you to reconsider your decision so as to accommodate this request.

There is a relatively small natural beachfront area at the ocean end of North Road, a Lantzville public space. Currently there is one Memorial Bench located there. My wife, [redacted], and I would like to install another Memorial Bench of the same style as the one that is there now. We would position it to be complementary to the existing bench. This is in recognition and memory of our eldest son, [redacted], who died at age 60. The location is important to us because we have lived on the same Lantzville property close to [redacted] Road for some 54 years, and where our three sons grew up playing on this beach.

Attached are photos of the area, and a suggested site where we would hope to install the bench at our cost and effort. A good spot for the bench is along the path toward the water perpendicular to the existing picnic table.

We sincerely hope you will give this request your every consideration.

Best regards,

[redacted]






MID ISLAND AIR SEARCH AND RESCUE

RECEIVED
JUN 19 2024
DISTRICT OF LANTZVILLE

June 14, 2024

District of Lantzville
7092 Lantzville Road
PO. Box 100
Lantzville, B.C. V0R 2H0

Re: 2024 Grant In Aid

Dear Sir/Madam,

Please accept this letter as our deepest gratitude and appreciation for your support of our organization with the approval of the grant request for $1354.08 dollars.

With your generous assistance, we have been able to purchase the magnetic whiteboard and laptop computer(s) to enhance our effectiveness in providing the best possible service to the citizens of the community. Know that your input will make a positive difference in the future saving lives.

Again thank you for your support!

[redacted]
President- MIASARS

P.S. Invoice(s) can be made available upon request.

"THAT OTHERS MAY LIVE"

[redacted]

District of Lantzville

FILE:

RECEIVED
JUN 21 2024
12:05pm
DISTRICT OF LANTZVILLE

Request to Appear as a Delegation

Date of Presentation: June 26, 2024 **Meeting Type:** Regular mtg.

Presenter Name(s): Brenda McConachie **Supporting Documentation/Presentation?** Yes ☑ No ☐

Address: [redacted]

Email: [redacted] **Phone:** [redacted]

Subject and Purpose: Beach Road Ends / Parking

Desired outcome: Policy for residents to request "No Parking Signs"

Details of Presentation: Review of existing signs/parking

I will be speaking to the increasing problem of ~~not~~ being able to park near beach accesses. Growing population of Lantzville is only going to increase the demand for access to our beautiful beaches.

Requesting a review of existing "No Parking" signs, and clarification of criteria used to put up these signs. Also, objects placed on road allowance

Requesting council address these concerns.

A delegation of one or more persons may apply to the Corporate Officer to address Council at a meeting, provided written application on a form approved by the Corporate Officer has been received by the Corporate Officer prior to 1:00 pm on the Tuesday of the week prior to the week of the meeting. Only those delegations scheduled on the Council agenda will be heard. Unless otherwise previously arranged, delegations are required to limit their comments to 10 (ten) minutes and be supported by written submission which is to be provided to the Corporate Officer in accordance with section 18(6)

COUNCIL PROCEDURE BYLAW NO. 141, 2020

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, June 5, 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 *(arrived 6:05 pm, departed 9:05 pm)*
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO| Acting Director of Planning | Director of Public Works
Aria Long, Deputy Director of Corporate Administration
Amanda Masse, Planner

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 the June 5th,2024, special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

PUBLIC INPUT
No public input was required due to Provincial Legislation, which does not permit public input for the items on the agenda.

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

Councillor Mundell joined the meeting at 6:07 pm

C24-XX MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024" be given first reading.
CARRIED UNANIMOUSLY

The meeting was recessed at 6:08pm due to technical difficulties

The meeting was resumed at 6:11pm

C24-XX MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024" be given second reading.
CARRIED UNANIMOUSLY

C24-XX MOVED AND SECONDED, THAT the motion of the floor be amended in Section 2 of Schedule 1 for all zones included, by adding "(total of 4dwelling units)" after 2 Duplex

dwelling units.
CARRIED UNANIMOUSLY

C24-XX MOVED AND SECONDED, THAT the motion on the floor be amended in section 2 of schedule 1 for all zones included by adding a total of four (4) dwelling units after two (2) duplex dwelling units.
DEFEATED

C24-XX MOVED AND SECONDED, THAT

WHEREAS the chart below shows how the "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024" aligns with Part 4 of the Provincial Policy Manual + Site standards, AND

BYLAW 369: ALIGNMENT WITH PART 4 OF THE POLICY MANUAL

POLICY MANUAL PART 4	**LANTZVILLE COUNCIL AND BYLAW 369'S ALIGNMENT WITH PART 4 OF THE POLICY MANUAL**
Pg 65 "While local governments may need to make changes to the site standards (in the Policy Manual) based on local conditions, the Province expects they will be given full consideration for implementation."	Council has given the Manual's site standards full consideration and have exercised the Province's acquiescence to tailor site standards to local conditions.
Pg 66 "There can be instances where the viability of a project may depend on varying a setback, lot coverage or building height." "Local governments are encouraged to support variances for SSMUH related developments…"	Council can grant variances to Zoning Amendment Bylaw 369, where needed in SSMUH related developments.
Pg 66 "It is recognized that there can be trade-offs when considering variances in terms of stormwater management, tree retention and on-site parking while still maintaining sufficient distance from property lines and between buildings for fire safety reasons, per the BC Building Code."	Council is cognizant and supportive of the Province's advocacy of Green Infrastructure in stormwater management as well as respect for the environment, when balancing decisions on variances.
Pg 66 "The content in the Site Standards should be interpreted as non-binding policy guidance. Users of this Policy Manual should seek legal advice as necessary."	The content in the Policy Manual Site Standards has been given full consideration as non-binding policy guidance. Council received legal advice from Don Lidstone.
Pg 69 Site standards package B "An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability…"	Zoning Amendment Bylaw 369 based its setbacks, height and parcel coverage on this principle, in order to ensure smaller affordable units, with limited stairs for downsizing seniors, single parents and young

	families. This will provide balance to the inventory of big family houses.
Pg 69 "•maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, Increase opportunities for tree retention and planning, and improve onsite liveability for residents;"	Council is cognizant and highly supportive of the Province's advocacy of Green Infrastructure in stormwater management as well as respect for the environment, and strive for pervious surfaces in new development. Zoning Amendment Bylaw 369's parcel coverage and setbacks encourage compact affordable units to preserve adequate pervious greenspace.
Pg 69 "• …gentle densification in existing neighbourhoods…"	Zoning Amendment Bylaw 369 promotes "gentle densification in existing neighbourhoods" by ensuring the compact, affordable 4 units per lot leave adequate greenspace to maintain Lantzville's high environmental standards and Green Infrastructure.
Pg 69 "• providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability."	Zoning Amendment Bylaw 369 is tailored to encourage greater diversity of housing types to provide balance to the inventory of bigger houses.
Pg 70 Table 6 for lots less than 1215m2 in size. "A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications."	All of these factors were considered with Bylaw 369's front setback of 6m.
Table 6 "Actual rear lot line setbacks will approximate 5 meters if parking in rear is required due to parking requirements and lot configuration."	Bylaw 369's R3, R4 rear setback 6m considers this, as well as gentle densification, Green infrastructure, the environment, and ensuring compact affordable housing.
Table 6 "Actual side setbacks will approximate 3 meters if parking in rear is required due to parking requirements and lot configuration"	Bylaw 369 R3,R4 interior side setbacks 2m and 3m exterior. Lantzville has very few sidewalks or boulevards with street trees and must keep streets clear of parking for snow clearing and de-icing. Transit is limited with low demand.
Table 6 Maximum height 3 storeys	Bylaw 369 R1, R2 Maximum height 8m. The size of the lots can easily accommodate 4 units. A 2 storey height will encourage smaller affordable units with fewer stairs, will preserve sunlight and viewscapes including ocean views. Sunlight is important as many

	residents grow food as part of Lantzville's culture of sustainability. If there is a very occasional event where a variance is necessary, variances can be given, per Manual pg 66.
Table 6 Maximum lot coverage 50%	Bylaw 369 R3, R4 Parcel coverage 35%. The size of the lots can accommodate 4 units. 35% coverage will encourage smaller affordable units with fewer stairs for seniors, Green Infrastructure, more pervious greenspace, ensure gentle (not imposing) densification.
Pg 72 Table 7 for lot sizes 1216m2 to 4049m2 Front setback 4-6m	Zoning Amendment Bylaw 369, R1, R2 front setback 6m
Table 7 Rear setbacks Minimum of 6 metres for main buildings Minimum of 1.5 metres for ADUs	Bylaw 369 R1, R2 : 6m 1.5m – 3m
Table 7 Combined minimum setback for side-yards of 3 metres	Bylaw 369 R1, R2 : 1.5m – 3m
Table 7 Maximum height 3 storeys	Bylaw 369 R1, R2 Maximum height 8m. The size of the lots can easily accommodate 4 units. A 2 storey height will encourage smaller affordable units with fewer stairs, will preserve sunlight and viewscapes including ocean views. Sunlight is important as many residents grow food as part of Lantzville's culture of sustainability. In the very occasional event where a variance is needed, variances can be given, per Manual pg 66.
Table 7 Parcel coverage 40 %	Bylaw 369 R1, R2 : Parcel coverage 35%. The size of the lots can easily accommodate 4 units. 35% coverage will encourage smaller affordable units with fewer stairs for seniors, Green Infrastructure, more pervious greenspace, ensure gentle (not imposing) densification.

WHEREAS Council members attended all three housing summits in Vancouver, and Council has formally considered Part 4 of the Provincial Policy Manual and other provincial "Guidelines" regarding housing legislation at multiple meetings of Council, sought legal advice and welcomed public feedback; AND,

WHEREAS Lantzville's lot sizes are big enough to accommodate the mandated four dwellings per lot at the setbacks, parcel coverage and height set out in the current zoning bylaw; AND,

WHEREAS page 71 of the Policy Manual "Site Standard C" states, "...limiting the creation of unnecessarily large units that will not contribute to improved housing affordability." And Lantzville needs a bigger inventory of affordable small units for singles, starter couples, and units for downsizing seniors with a minimum of stairs; AND,

WHEREAS Council will receive a staff report on June 5, 2024, containing reasons in good faith for proceeding with site standards in the Small Scale Multi-Unit Housing rezoning that are the same as those set out in the current zoning bylaw and confirming these siting variations from the Manual will not prohibit or restrict the SSMUH density or uses;

THEREFORE BE IT RESOLVED THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024" be given third reading as amended.
CARRIED UNANIMOUSLY

C24-XX MOVED AND SECONDED, THAT "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024" be given first reading.
CARRIED UNANIMOUSLY

C24-XX MOVED AND SECONDED, THAT "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024" be given second reading.
CARRIED UNANIMOUSLY

C24-XX MOVED AND SECONDED, THAT "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024" be given third reading.
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), (g), 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;
(g) litigation or potential litigation affecting the municipality;
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

MEETING CLOSED TO THE PUBLIC: 6:55 pm
MEETING REOPENED: 9:41 pm with Mayor Swain and Councillors Jones, Lerner, and Savage in attendance. Also, Acting CAO/Director Morphy, and Deputy Director Long.

ADJOURNMENT

MOVED and SECONDED, THAT the June 5, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:41 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this_____ day of_____, 2024.

_____
Mark Swain, Mayor

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: 2023 Statement of Financial Information (SOFI)

PURPOSE

To provide the 2023 Statement of Financial Information (SOFI) for approval.

RECOMMENDATION

1. THAT the 2023 Statement of Financial Information be approved.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

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

The Statement must be approved by Council.

ATTACHMENT(S)

1. 2023 Statement of Financial Information

ANALYSIS/RATIONALE

The attached 2023 Statement of Financial Information, together with the District's 2023 Financial Statements, meet the requirements set out in the *Financial Information Act,* including the *Financial Information Regulation* as well as the requirements set out in section 168 of the *Community Charter*.

1. **Strategic Plan Objectives**

   N/A

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

   Annual Legislative Requirement

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

Prepared by:

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

Date: June 26, 2024

Approved for submission to Council:

Delcy Wells,
Director of Corporate Administration

Date: June 26, 2024

Approved for submission to Council:

Glenn Morphy,
Acting Chief Administrative Officer

Date: June 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	June 26, 2024	
Closed (In-Camera)		
Committee of the Whole		

File Number:
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024 06 26 Statement of Financial Information.docx

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023

PURPOSE

To provide Council with the District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023, for consideration for the first three readings.

RECOMMENDATIONS

THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given first reading.

THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given second and third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

2017	In 2017, the District undertook a several-months-long process to develop a Water Master Plan (WMP) that would provide guidance to the District for the future of its water supply and distribution system. Within the WMP are several recommendations that were surmised from the surveys that were used to gather the information for the WMP. The WMP identified that several improvements should be carried out prior to expanding the District water distribution system. The WMP identifies what areas are priority and should be serviced first. Phase 1 of the expansion is identified as HW-1: The Winds Residential Area, AW: Clark Drive Area, and FW: Fernmar Road Area, in no particular order.
Council Motion 2021-01-06	THAT Council postpones the motion on the floor to the May 19, 2021 regular Council meeting. [THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1) Clark Drive Area (AW), and 2) Winds Residential Area (HW-1).]
Council Motion 2021-06-21	THAT appointments be requested for conference call meetings with Provincial Ministers in September 2021 to discuss the following topics: • Minister of Municipal Affairs re: submitted $6.4 million Clark Drive Area Expansion of Water System grant application under the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program • Minister of Municipal Affairs re: submitted $7.2 million Winds Residential Area Expansion of Water System grant application under

	the Investing in Canada Infrastructure Program – Rural and Northern Communities Program
Council Motion 2021-07-07	THAT the motion on the floor be postponed to the September 22, 2021, regular Council meeting. [Town Hall Meetings Regarding Water Service Expansions - MOTION POSTPONED (January 6, 2021 regular Council meeting) THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1. Clark Drive Area (AW), and 2. Winds Residential Area (HW-1).]
Council Motion 2021-10-20	THAT the motion on the floor be postponed to the November 3, 2021, regular Council meeting. [THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1. Clark Drive Area (AW), and 2. Winds Residential Area (HW-1).]
Council Motion 2021-11-03	"THAT an application be submitted for grant funding for the Winds Residential Area Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality; AND FURTHER THAT Council supports the project and commits to its share, ($2,085,372) 30 percent of the project as well as cost overruns, funded by Local Area Service by Council initiative, subject to a petition against."
2022-01	A grant application was made in January 2022. It was going to be necessary to borrow money for the project, and therefore the "District of Lantzville Loan Authorization Bylaw No. 299, 2022" was given three readings as an initial step in the process required to establish this Service.
2023-05	The grant was awarded in May 2023, and the Federal and Provincial funding contributions are 73.33% of the total project costs and the District of Lantzville's contribution is 26.67%. Total project costs were $6,951,240 at this time. Sustainability Implications: it was noted that future additions to water infrastructure would require increased asset management contributions and annual maintenance. An additional .25 FTE was recommended if the grant was successful. An increased number of connections (133) would generate sufficient revenue to offset any increase in costs.
2023-08-29	A shared cost agreement was signed between the Province and the District of Lantzville.
2023-09-13	The third reading of "District of Lantzville Loan Authorization Bylaw No. 299, 2022" was rescinded due to alterations in the cost of the project. Council amended the bylaw with this motion: THAT "District of Lantzville Water System Expansion to the Winds Residential Areas Loan Authorization Bylaw No. 299, 2022" be amended in the form attached to the September 13, 2023, report; AND FURTHER THAT Bylaw No. 299 be given third reading, as amended."

2023-11-08	Another amendment to the Loan Authorization Bylaw was completed per the motions noted below: THAT third reading of "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" given September 13, 2023 be rescinded. THAT "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" be given third reading as amended, striking "TEMPORARY" and inserting "LONG TERM" in the heading.
2023-11-23	Ministry approval was received for "District of Lantzville Loan Authorization Bylaw No. 299, 2022".
2024-05-08	An update on the project was presented to Council.
2024-06-12	A 2nd update on the project was presented to Council.

FUTURE STEPS

2024-07-10	A report will be presented to Council, as per Section 210 of the *Community Charter*, to: (a) Establish the Elector Response Form; (b) Establish the deadline date for receipt of the Elector Response Forms; (c) Approve the Public Notice required as per Section 94 of the *Community Charter*.
2024-08-26	**TENTATIVE** Deadline date for receipt of the Elector Response Forms. This date MUST be at least 30 days after the 2nd publication of the Public Notice in the newspaper.
2024-09-4	Report to Council confirming the results of the Alternative Approval Process; final reading of "District of Lantzville Water Service Expansion "The Winds" Local Area Service Establishment Bylaw No. 336, 2023"; "District of Lantzville Loan Authorization Bylaw No. 299, 2022" must be referred for Ministry approval, which will take 6-8 weeks.
2024-12	**Parcel Tax Bylaw:** prepare cost recovery bylaw (the District has historically used a parcel tax bylaw) and adopt. Parcel tax payments from those residents defined in the Local Area Service would repay the District's share of the project's capital cost.
2025-01	**Detailed Design**: surveying, detailed design work, and construction.

ATTACHMENT

District of Lantzville Water Service Expansion "The Winds" Local Area Service Establishment Bylaw No. 336, 2023

ANALYSIS/RATIONALE

Council wishes to establish the local area service on its own initiative to construct a water system, bringing the water service to 141 properties through works to be funded through grant funds and by the benefiting property owners (located within the local service area). This Bylaw is part of the requirements for the Petition Against process to be initiated.

1. Strategic Plan Objectives

"The Winds" water service implementation is included on Council's 2023-2026 Strategic Priorities.

2. Policy (Existing/Relevance/None)

N/A

3. Resources

Staff time to complete process and, if approved, to implement Local Area Service.

4. Financial/Budget Implications

The funds required are being collected by a combination of the provincial grant and a parcel tax. The District is not paying any of these costs, so there are no financial implications for the construction itself. However, in the future, consideration for asset management and maintenance of the water system will need to be built into the financial plans of the District.

5. Sustainability Implications

N/A

Prepared by:

Delcy Wells, Director of
Corporate Administration

Date: June 19, 2024

Approved for submission to Council:

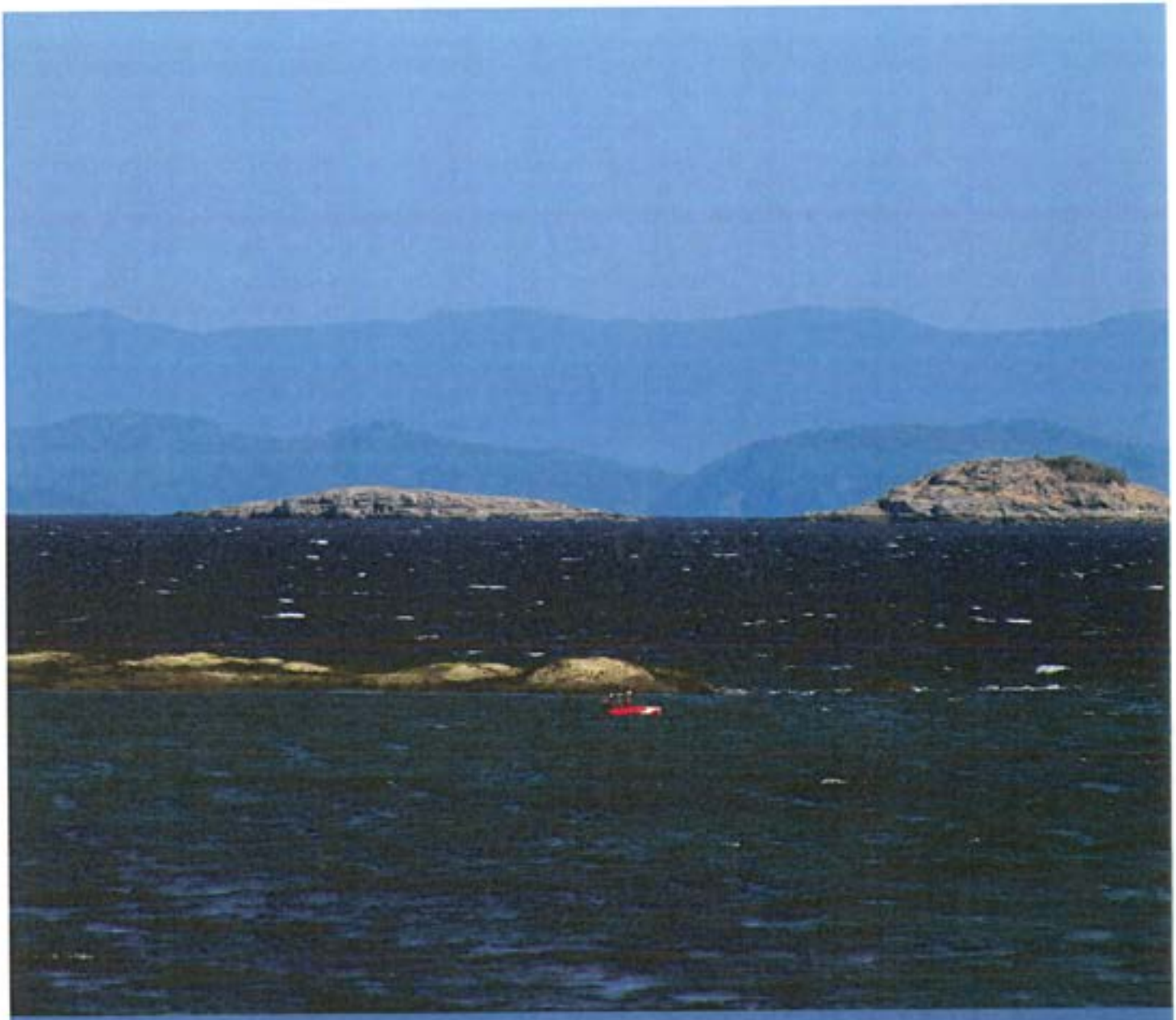
Glenn Morphy, Acting Chief
Administrative Officer

Date: June 19, 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	June 26, 2024	
Closed (In-Camera)		
Committee of the Whole		

File: 3900.20.336
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District of Lantzville

Statement of Financial Information

For the Year Ended December 31, 2023

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Management Report

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

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

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

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

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

On behalf of the District of Lantzville,

Rose Liu, CPA, CMA, MBA, PCP
Director of Financial Services
June 26, 2024

Schedule Showing the Remuneration and Expenses in Respect of Each Employee

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

ELECTED OFFICIALS

Elected Officials	Position	Remuneration	Expenses
Jones, Joan	Councillor	15,254	2,899
Lerner, Jonathan	Councillor	15,254	6,832
Mundell, Rachelle	Councillor	15,254	1,528
Savage, Ian	Councillor	15,254	2,446
Swain, Mark	Mayor	27,521	2,698
Total - Elected Officials		**$ 88,537**	**$ 16,403**

EMPLOYEES

Name	Position	Remuneration	Expenses
Campbell, Ronald	Chief Administrative Officer	$ 170,377	$261
Coates, Trudy	Director of Corporate Administration	120,692	261
Liu, Rose	Director of Financial Services	97,077	1,209
Masse, Amanda	Planner	77,146	791
Nugent, Catherine	Deputy Director of Financial Services	102,389	1,117
Rukus, Neil	Fire Chief	83,224	1,309
Spears, Mark	Director of Public Works	83,910	1,164
Thurlin, Eric	Maintenance Technician III	81,149	788
Employees less than $75,000		801,057	7,300
Total - Employees		**$ 1,617,021**	**$ 14,200**

Reconciliation of Remuneration

Elected Officials	$ 88,537
Employees	1,617,021
Reconciling items	479,670
Total per Statement of Revenue and Expenditure	**$ 2,185,228**

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

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

Schedule of Payments Made for the Provision of Goods and Services

Supplier name	Amount Paid
679048 B.C. LTD.	35,505
AJAC'S EQUIPMENT (1982) INC.	25,793
ANDREW SHERET LIMITED	29,924
BC ASSESSMENT	73,121
BC HYDRO	158,200
CANADA REVENUE AGENCY	496,364
CHRISTINA CAROLYN SERVICES INC.	70,863
CITY OF NANAIMO	72,742
COPCAN CIVIL LP	611,370
DAVID STALKER EXCAVATING LTD	126,802
DUNCAN ELECTRIC MOTOR LTD	26,384
FINELINE ROAD MARKING	43,039
JAN-PRO VANCOUVER ISLAND	40,200
KMBR ARCHITECTS PLANNERS INC.	96,568
KOERS & ASSOCIATES ENGINEERING LTD	360,884
LEUCO CONSTRUCTION INC	31,500
LIDSTONE & COMPANY	138,715
MINISTER OF FINANCE - PROPERTY TAXATION BRANCH	2,367,546
MINISTER OF FINANCE - EMPLOYER HEALTH TAX	33,381
MUNICIPAL INSURANCE ASSOCIATION OF BC	85,055
MUNICIPAL PENSION PLAN	190,924
NEUFELD KARL	61,479
PACIFIC BLUE CROSS	98,478
REGIONAL DISTRICT OF NANAIMO	2,422,749
ROCKY MOUNTAIN PHOENIX	67,223
SEA TO SKY NETWORK SOLUTIONS INC.	123,221
SHELL CANADA PRODUCTS	34,940
SMITH STEPHANIE	88,463
TAYLOR SEATON	37,946
VANCOUVER ISLAND REGIONAL LIBRARY	250,085
WFR WHOLESALE FIRE & RESCUE LTD	28,987
WHITE PACIFIC SERVICES INC.	66,663
WINDLEY CONTRACTING LTD.	1,728,432
WOODGROVE CHRYSLER	70,346
WORK SAFE BC	28,281
WUTZKE MAURICE	55,370
Total payments exceeding $25,000	**$ 10,277,542**
Consolidated total of payments of $25,000 or less	**921,788**
Total aggregate payments to suppliers	**$ 11,199,329**

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

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

Payments to suppliers for grants and contributions exceeding $25,000	
Consolidated total of grants exceeding $25,000	-
Consolidated total of contributions exceeding $25,000	-
Consolidated total of all grants and contributions exceeding $25,000	-

Reconciliation:		
Total aggregate payments to suppliers	$	11,199,329
Total aggregate grants and contributions		-
Adjustments*		(5,518,978)
Total per Statement of Revenue and Expenditure		**5,680,351**

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

Schedule of Guarantee and Indemnity Agreements

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

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

Schedule of Severance Agreements

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

There were no severance agreements between the District of Lantzville and its non-unionized employees in 2023.

Schedule of Debts

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

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

Statement of Financial Approval

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

Mark Swain
Mayor, on behalf of Council
June 26, 2024

Rose Liu, CPA, CMA, MBA, PCP
Director of Financial Services
June 26, 2024

DISTRICT OF LANTZVILLE
BYLAW NO. 358

A Bylaw to Prohibit the Cutting of Trees

WHEREAS Section 8(3)(c) of the *Community Charter* allows a local government to prohibit and/or regulate the cutting of trees;

AND WHEREAS the Council of the District of Lantzville wish to regulate the cutting of Trees in the District;

NOW THEREFORE the Council of the District of Lantzville in open meeting assembled enacts as follows:

1. TITLE

This Bylaw may be cited for all purposes as "District of Lantzville Tree Protection and Management Bylaw No. 358, 2023".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"**Cut Down or Cutting**" means to remove a Tree or Trees by any means or the undertaking of any action which results in the death of a Tree or Trees or could reasonably be expected to result in the death of a Tree or Trees.

"**Dangerous Tree**" means a Tree, identified by a certified arborist who has training in tree risk assessment, which could reasonably be expected to present an imminent hazard to the safety of persons or to the public or to private property.

"Developed Property" means any parcel of land that contains a dwelling or commercial or industrial building affixed to a foundation.

"**Designated Tree"** means a tree identified in Schedule "A" to this Bylaw, as amended from time to time.

"Greenfield Property" means any parcel of land that does not contain a dwelling or commercial or industrial building affixed to a foundation.

"**Tree**" means a woody perennial plant of any size with a trunk greater than 20 centimetres in diameter measured at a breast height of 1.4 metres above the undisturbed grade of the land where the Tree is located.

3. SCOPE AND PROHIBITION

3.1 This Bylaw applies to all Designated Trees and to all Greenfield Properties in the District of Lantzville.

3.2 Subject only to the exceptions set out in Section 4, no person shall Cut Down, or permit the Cutting Down of any Designated Tree or Tree on a Greenfield Property.

4. EXCEPTIONS

This Bylaw does not apply to:

a) Trees authorized to be removed in accordance with a Development Permit or Building Permit issued by the District;

b) Trees identified for Cutting by the Ministry of Forests due to disease or pest infestation;

c) Dangerous Trees;

d) Trees required to be Cut Down to meet any B.C. Hydro or Workers' Compensation Board safety regulation;

e) Trees required to be Cut Down to allow the creation and maintenance of a public service corridor or highway, except the cutting down of such trees 18 inches in diameter at breast height requires Council approval;

f) Municipal employees, or their agents, during the discharge of duties that involve maintenance, surveying of the creation and upkeep of walkways and trails, except the cutting down of such trees 18 inches in diameter at breast height requires Council approval;

g) Trees on Crown land or land subject to the *Private Managed Forest Land Act*;

h) Trees on Developed Property.

5. GENERAL PROVISIONS

a) A tree management plan shall be provided as required in the "District of Lantzville Development Approval Information Area Bylaw No. 183, 2019" in order to determine trees authorized to be removed by a Development Permit or Building Permit issued by the District.

b) Should any provision of this Bylaw be declared by any Court to be invalid the outcome shall not affect the validity of this Bylaw, as a whole or parts thereof, other than the provisions(s) declared to be invalid.

6. CONTRAVENTION AND PENALTIES

a) Any person who:

i. violates or fails to comply with any provision of this bylaw;

ii. permits, suffers, or allows any action or thing to be done in violation of this bylaw; or

iii. fails or neglects to do anything required to be done under this bylaw,

contravenes this bylaw, and when the contravention is a continuing one, each day that the contravention continues constitutes a separate contravention, and when the contravention impacts more than one Tree, the impact on each Tree constitutes a separate contravention.

b) Any person who contravenes this bylaw commits an offence and, upon conviction by way of a proceeding under the *Offence Act,* is liable to a penalty of not less than ten thousand dollars ($10,000.00) and not more than fifty thousand dollars ($50,000.00) for each offence and the costs of prosecution.

c) This bylaw may be enforced by a fine up to three thousand dollars ($3,000.00) if a ticket is issued under the "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012," and any amendments thereto.

d) In addition to the payment of a penalty or fine in relation to an offence, a person violating any of the provisions of this bylaw may be liable to civil proceedings by the District to recover expenses, loss, or damage incurred by the District resulting from such violation.

READ A FIRST TIME this 24th day of April, 2024.

READ A SECOND TIME this 8th day of May, 2024.

READ A THIRD TIME this 8th day of May, 2024.

ADOPTED this day of , 2024.

_____ _____

Mark Swain, Mayor Delcy Wells, Director of Corporate Administration

Schedule “A”
District of Lantzville Tree Protection and Management Bylaw No. 358, 2023

List of Designated Trees

Location	Description

DISTRICT OF LANTZVILLE
BYLAW NO. 369, 2024

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

WHEREAS the chart below shows how the "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Small Scale Multi Unit Housing) Bylaw No. 369, 2024" aligns with Part 4 of the Provincial Policy Manual + Site standards,

BYLAW 369'S ALIGNMENT WITH PART 4 OF THE POLICY MANUAL

POLICY MANUAL PART 4	LANTZVILLE COUNCIL AND BYLAW 369'S ALIGNMENT WITH PART 4 OF THE POLICY MANUAL
Pg 65 "While local governments may need to make changes to the site standards (in the Policy Manual) based on local conditions, the Province expects they will be given full consideration for implementation."	Council has given the Manual's site standards full consideration and have exercised the Province's acquiescence to tailor site standards to local conditions.
Pg 66 "There can be instances where the viability of a project may depend on varying a setback, lot coverage or building height." "Local governments are encouraged to support variances for SSMUH related developments…"	Council can grant variances to Zoning Amendment Bylaw 369, where needed in SSMUH related developments.
Pg 66 "It is recognized that there can be trade-offs when considering variances in terms of stormwater management, tree retention and on-site parking while still maintaining sufficient distance from property lines and between buildings for fire safety reasons, per the BC Building Code."	Council is cognizant and supportive of the Province's advocacy of Green Infrastructure in stormwater management as well as respect for the environment, when balancing decisions on variances.
Pg 66 "The content in the Site Standards should be interpreted as non-binding policy guidance. Users of this Policy Manual should seek legal advice as necessary."	The content in the Policy Manual Site Standards has been given full consideration as non-binding policy guidance. Council received legal advice from Don Lidstone.
Pg 69 Site standards package B "An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability…"	Zoning Amendment Bylaw 369 based its setbacks, height and parcel coverage on this principle, in order to ensure smaller affordable units, with limited stairs for downsizing seniors, single parents and young families. This will provide balance to the inventory of big family houses.
Pg 69 "•maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, Increase opportunities for tree	Council is cognizant and highly supportive of the Province's advocacy of Green Infrastructure in stormwater management as well as respect for

retention and planning, and improve onsite liveability for residents;"	the environment, and strive for pervious surfaces in new development. Zoning Amendment Bylaw 369's parcel coverage and setbacks encourage compact affordable units to preserve adequate pervious greenspace.
Pg 69 "• …gentle densification in existing neighbourhoods…"	Zoning Amendment Bylaw 369 promotes "gentle densification in existing neighbourhoods" by ensuring the compact, affordable 4 units per lot leave adequate greenspace to maintain Lantzville's high environmental standards and Green Infrastructure.
Pg 69 "• providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability."	Zoning Amendment Bylaw 369 is tailored to encourage greater diversity of housing types to provide balance to the inventory of bigger houses.
Pg 70 Table 6 for lots less than 1215m2 in size. "A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications."	All of these factors were considered with Bylaw 369's front setback of 6m.
Table 6 "Actual rear lot line setbacks will approximate 5 meters if parking in rear is required due to parking requirements and lot configuration."	Bylaw 369's R3, R4 rear setback 6m considers this, as well as gentle densification, Green infrastructure, the environment, and ensuring compact affordable housing.
Table 6 "Actual side setbacks will approximate 3 meters if parking in rear is required due to parking requirements and lot configuration"	Bylaw 369 R3,R4 interior side setbacks 2m and 3m exterior. Lantzville has very few sidewalks or boulevards with street trees and must keep streets clear of parking for snow clearing and de-icing. Transit is limited with low demand.
Table 6 Maximum height 3 storeys	Bylaw 369 R1, R2 Maximum height 8m. The size of the lots can easily accommodate 4 units. A 2 storey height will encourage smaller affordable units with fewer stairs, will preserve sunlight and viewscapes including ocean views. Sunlight is important as many residents grow food as part of Lantzville's culture of sustainability. If there is a very occasional event where a variance is necessary, variances can be given, per Manual pg 66.
Table 6 Maximum lot coverage 50%	Bylaw 369 R3, R4 Parcel coverage 35%. The size of the lots can accommodate 4 units. 35% coverage will encourage smaller affordable units with fewer

	stairs for seniors, Green Infrastructure, more pervious greenspace, ensure gentle (not imposing) densification.
Pg 72 Table 7 for lot sizes 1216m2 to 4049m2 Front setback 4-6m	Zoning Amendment Bylaw 369, R1, R2 front setback 6m
Table 7 Rear setbacks Minimum of 6 metres for main buildings Minimum of 1.5 metres for ADUs	Bylaw 369 R1, R2 : 6m 1.5m – 3m
Table 7 Combined minimum setback for side-yards of 3 metres	Bylaw 369 R1, R2 : 1.5m – 3m
Table 7 Maximum height 3 storeys	Bylaw 369 R1, R2 Maximum height 8m. The size of the lots can easily accommodate 4 units. A 2 storey height will encourage smaller affordable units with fewer stairs, will preserve sunlight and viewscapes including ocean views. Sunlight is important as many residents grow food as part of Lantzville's culture of sustainability. In the very occasional event where a variance is needed, variances can be given, per Manual pg 66.
Table 7 Parcel coverage 40 %	Bylaw 369 R1, R2 : Parcel coverage 35%. The size of the lots can easily accommodate 4 units. 35% coverage will encourage smaller affordable units with fewer stairs for seniors, Green Infrastructure, more pervious greenspace, ensure gentle (not imposing) densification.

AND WHEREAS Council members attended all three housing summits in Vancouver, and Council has formally considered Part 4 of the Provincial Policy Manual and other provincial "Guidelines" regarding housing legislation at multiple meetings of Council, sought legal advice and welcomed public feedback;

AND WHEREAS Lantzville's lot sizes are big enough to accommodate the mandated four dwellings per lot at the setbacks, parcel coverage and height set out in the current zoning bylaw;

AND WHEREAS page 71 of the Policy Manual "Site Standard C" states, "…limiting the creation of unnecessarily large units that will not contribute to improved housing affordability." and Lantzville needs a bigger inventory of affordable small units for singles, starter couples, and units for downsizing seniors with a minimum of stairs;

AND WHEREAS Council will receive a staff report on June 5, 2024, containing reasons in good faith for proceeding with site standards in the Small Scale Multi-Unit Housing rezoning that are the same as those set out in the current zoning bylaw and confirming these siting variations from the Manual will not prohibit or restrict the SSMUH density or uses;

NOW THEREFORE 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 (Small Scale Multi Unit Housing) Bylaw No. 369, 2024".

2. Schedule 'A' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended in Part 1 by deleting and replacing Sections 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6 with those Sections attached hereto as Schedule 1.

READ A FIRST TIME this 5th day of June, 2024.
READ A SECOND TIME this 5th day of June, 2024.
READ A THIRD TIME this 5th day of June, 2024.
ADOPTED this day of , 2024.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

1.1 RESIDENTIAL 1 ZONE (R1)

Permitted Uses

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

Primary Use	Secondary Use
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is based on available services as follows:

Municipally serviced with water and sewer	No or partial municipal services
Parcel area 4050m² or smaller: 4 Dwellings which may consist of up to: 1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units	2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House
Parcel area greater than 4050m²: 2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House	

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Primary structure	6 m	6 m	2 m	3 m
Existing Carriage House	6 m	3 m	3 m	3 m
Secondary Structure	6 m	1.5 m	1.5 m	3 m

Height

4. The maximum heights are as follows:

Structure	Maximum Height
Primary structure	8 m
Carriage House with Garage Below	7 m
Carriage House without Garage Below	6 m
Secondary Structure	6 m
Fence	1.8 m

Parcel Coverage

5. The maximum parcel coverage is 35%.

Subdivision

6. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	2,000 m^2
Minimum Parcel Frontage and Width	20 m

1.2 RESIDENTIAL 2 ZONE (R2)

Permitted Uses

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

Primary Use	Secondary Use
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is based on available services as follows:

Municipally serviced with water and sewer	No or partial municipal services
Parcel area 4050m^2 or smaller: 4 Dwellings which may consist of up to: 1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units	2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House
Parcel area greater than 4050m^2: 2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House	

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Primary structure	6 m	6 m	2 m	3 m
Carriage House	6 m	3 m	3 m	3 m
Secondary Structure	6 m	1.5 m	1.5 m	3 m

Height

4. The maximum heights are as follows:

Structure	Maximum Height
Primary structure	8 m
Carriage House with Garage Below	7 m
Carriage House without Garage Below	6 m
Secondary Structure	6 m
Fence	1.8 m

Parcel Coverage

5. The maximum parcel coverage is 35%.

Subdivision

6. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	1,300 m^2
Minimum Parcel Frontage and Width	20 m

1.3 RESIDENTIAL 3 ZONE (R3)

Permitted Uses

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

Primary Use	Secondary Use
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is based on available services as follows:

Municipally serviced with water and sewer	No or partial municipal services
Parcel area 4050m^2 or smaller: 4 Dwellings which may consist of up to: 1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units	2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House
Parcel area greater than 4050m^2: 2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House	

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Primary structure	6 m	6 m	2 m	3 m
Carriage House	6 m	3 m	3 m	3 m
Secondary Structure	6 m	1.5 m	1.5 m	3 m

Height

4. The maximum heights are as follows:

Structure	Maximum Height
Primary structure	8 m
Carriage House with Garage Below	7 m
Carriage House without Garage Below	6 m
Secondary Structure	6 m
Fence	1.8 m

Parcel Coverage

5. The maximum parcel coverage is 35%.

Subdivision

6. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	1,000 m^2
Minimum Parcel Frontage and Width	20 m

1.4 RESIDENTIAL 4 ZONE (R4)

Permitted Uses

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

Primary Use	Secondary Use
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is based on available services as follows:

Municipally serviced with water and sewer	No or partial municipal services
Parcel area 4050m^2 or smaller: 4 Dwellings which may consist of up to: 1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units	2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House
Parcel area greater than 4050m^2: 2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House	

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Primary structure	6 m	6 m	2 m	3 m
Carriage House	6 m	3 m	3 m	3 m
Secondary Structure	6 m	1.5 m	1.5 m	3 m

Height

4. The maximum heights are as follows:

Structure	Maximum Height
Primary structure	8 m
Carriage House with Garage Below	7 m
Carriage House without Garage Below	6 m
Secondary Structure	6 m
Fence	1.8 m

Parcel Coverage

5. The maximum parcel coverage is 35%.

Subdivision

6. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	800 m^2
Minimum Parcel Frontage and Width	20 m

1.5 RESIDENTIAL 5 ZONE (R5)

Permitted Uses

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

Primary Use	Secondary Use
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is based on available services as follows:

Municipally serviced with water and sewer	No or partial municipal services
Parcel area 4050m^2 or smaller: 4 Dwellings which may consist of up to: 1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units	2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House
Parcel area greater than 4050m^2: 2 Dwellings, limited to one House and either one Secondary Suite or one Carriage House	

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Primary structure	6 m	6 m	2 m	3 m
Carriage House	6 m	3 m	3 m	3 m
Secondary Structure	6 m	1.5 m	1.5 m	3 m

Height

4. The maximum heights are as follows:

Structure	Maximum Height
Primary structure	8 m
Carriage House with Garage Below	7 m
Carriage House without Garage Below	6 m
Secondary Structure	6 m
Fence	1.8 m

Parcel Coverage

5. The maximum parcel coverage is 35%.

Subdivision

6. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	960 m^2
Minimum Parcel Frontage and Width	15 m
Maximum Parcel Averaging	40%

1.6 ESTATE ZONE (EST)

Permitted Uses

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

Primary	Secondary
House Duplex Rowhouse Townhouse Apartment	Home Business Secondary Suite (must be located in a House) Carriage House

Dwelling Units

2. The maximum number and type of dwelling units per parcel is as follows:

Parcel Area	Maximum Number of Dwelling Units	Type of Permitted Dwelling Units
4050 m^2 or smaller with municipal water and sewer	4	1 House and 1 secondary suite, or 1 Carriage House (if no secondary suite), or 2 Duplex dwelling units (total of 4 dwelling units), or 4 Rowhouse dwelling units, or 4 Townhouse dwelling units, or 4 Apartment dwelling units
Less than 0.8 ha	2	1 house and either 1 secondary suite or 1 Carriage House
0.8 ha or larger	2	2 houses, or 1 house and either 1 secondary suite or 1 Carriage House

Siting

3. The minimum setback for any structure is 8 m from the front and rear parcel lines and 4 m from any other parcel line.

4. The minimum interior side parcel line setback for a house from a parcel line adjoining a Residential zoned parcel is 2 m.

Height

5. The maximum heights are as follows:

Structure	Maximum Height
Any Structure	9 m
Fence	2 m

Parcel Coverage

6. The maximum parcel coverage is 30%:

Subdivision

7. The subdivision regulations are as follows:

Criteria	Regulation
Minimum Parcel Area	0.4 ha
Minimum Parcel Frontage and Width	20 m

DISTRICT OF LANTZVILLE
BYLAW NO. 370, 2024

A BYLAW TO ESTABLISH A TRANSIT-ORIENTED AREA

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

1. TITLE

1.1 This Bylaw may be cited for all purposes as the "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024".

2. DEFINITIONS

2.1 In this Bylaw:

a. "Accessible Parking" means parking designated for persons requiring extra space and increased convenience.

b. "Floor Area Ratio" means the ratio between a building's gross floor area and the area of the parcel the building is located on, expressed as a decimal (Gross Floor Area ÷ lot area).

c. "Gross Floor Area" means 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.

d. "Storey" means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

e. "Transit-Oriented Area" means an area within a prescribed distance from a transit station.

f. "Transit Station" means:
   i. a prescribed bus stop, bus exchange, passenger rail station or other transit facility, and
   ii. a planned, prescribed bus stop, bus exchange, passenger rail station or other transit facility.

3. GENERAL PROVISIONS

3.1 Every complete application for an amendment to the Official Community Plan or Zoning Bylaw shall be considered by Council as specified in this bylaw.

3.2 Any person, being the owner of land or having the written permission of the owner may apply to Council for an amendment to the Official Community Plan or Zoning Bylaw in accordance with this bylaw.

3.3 This Bylaw does not replace the rezoning application process.

4. APPLICATION OF BYLAW

4.1 This Bylaw applies to any parcels partially or wholly located within 400 metres of a transit station identified in Schedule 'A' of this Bylaw, as amended from time to time.

4.2 This Bylaw applies to parcels zoned to permit a residential use.

5. TRANSIT-ORIENTED AREA DENSITY ALLOWANCE

5.1 Pursuant to the *Local Government Transit-Oriented Areas Regulation*, the minimum densities and heights required to be permitted within Transit-Oriented Areas are as follows:

Distance from Transit Station (metres)	Density (Floor Area Ratio)	Height (storeys)
Less than 200 m	2.5	Up to 6 storeys
200 m – 400 m	1.5	Up to 4 storeys

6. PARKING IN TRANSIT-ORIENTED AREAS

6.1 Residential development within a Transit-Oriented Area is not required to meet the minimum off-street parking requirements outlined in Section 2.6 (1) of "District of Lantzville Zoning Bylaw No. 180, 2020", excluding accessible parking requirements.

6.2 Despite Section 6.1, residential development within a Transit-Oriented Area must comply with the minimum bicycle parking requirements outlined in "District of Lantzville Zoning Bylaw No. 180, 2020".

6.3 Despite Section 6.1, if a developer within a Transit-Oriented Area chooses to provide off-street parking, parking must meet the design requirements outlined in "District of Lantzville Zoning Bylaw No. 180, 2020".

7. EXEMPTIONS

7.1 This Bylaw does not apply to any parcels within a Transit-Oriented Area with the following land uses:

a. Land zoned to permit industrial use; or
b. Land zoned to permit agricultural use.

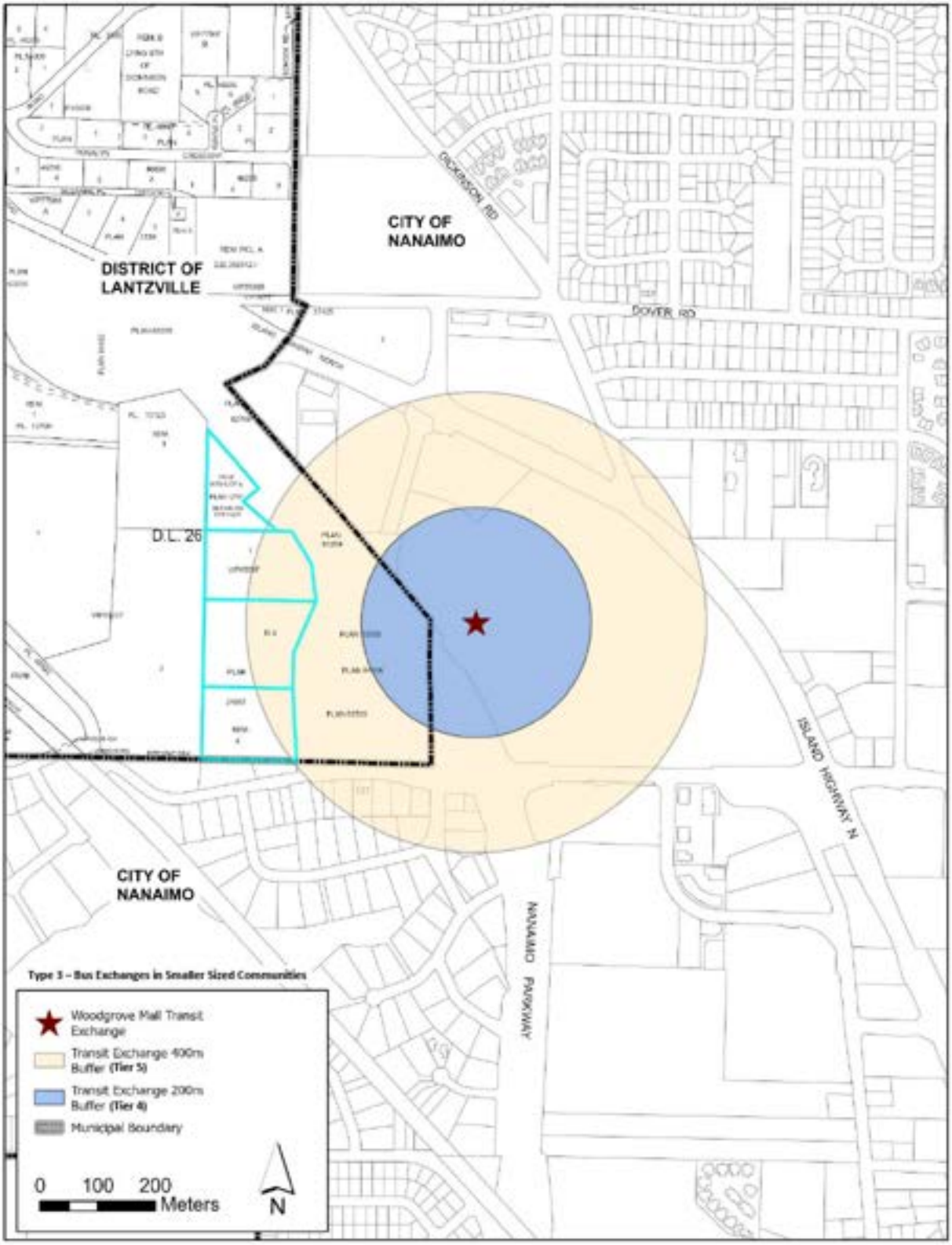
READ A FIRST TIME this 5th day of June, 2024.
READ A SECOND TIME this 5th day of June, 2024.
READ A THIRD TIME this 5th day of June, 2024.
ADOPTED this day of , 2024.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

'Schedule A'

Transit-Oriented Areas



DISTRICT OF LANTZVILLE
BYLAW NO. 371, 2024

A BYLAW TO AMEND
DISTRICT OF LANTZVILLE COUNCIL PROCEDURE BYLAW NO. 141, 2020

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

1. District of Lantzville Council Procedure Bylaw No. 141, 2020, is hereby amended as follows:

   a) In section 6(2)(c). **TIME AND LOCATION OF MEETINGS**:
      i. by deleting the words "unanimous consent" and replacing with the words "2/3 affirmative vote of the members present".

   b) In section 18(5). **AGENDA**:
      i. by deleting the words "for review and approval" and, at the end of the sentence, by adding the words "All submitted agenda items must be included on the agenda, unless legislatively improper".

   c) In section 18(8)(b). **AGENDA**:
      i. by deleting the words "unanimous resolution" and inserting the words "2/3 affirmative vote of the members present"; AND by striking the words "in which case a written report pertaining to the late item must be distributed to the members".

   d) In section 19. **ORDER OF PROCEEDINGS AND BUSINESS**:
      i. 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"

   e) In section 38(1). **ADJOURNMENT**:
      i. by deleting the word "unanimous" and replacing with the words "2/3 affirmative".

2. This Bylaw may be cited for all purposes as "District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Sections 6, 18, 19 and 38) Bylaw No. 371, 2024".

READ A FIRST TIME this 22nd day of May, 2024.
READ A SECOND TIME this 22nd day of May, 2024.
READ A THIRD TIME this 22nd day of May, 2024.

PUBLIC NOTICE ISSUED PER SECTIONS 124(3) and 94 OF THE COMMUNITY CHARTER on the 29th day of May and 5th day of June, 2024.

ADOPTED this ___ day of _____, 2024.

Mark Swain, Mayor	Delcy Wells, Director of Corporate Administration

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022

PURPOSE

To present "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" for Council consideration of amended third reading.

RECOMMENDATIONS

THAT third reading of "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" given November 8, 2023, be rescinded.

THAT "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" be amended in the form attached to the June 26, 2024, report; AND FURTHER THAT Bylaw No. 299 be given third reading, as amended.

COMMITTEE RECOMMENDATION N/A

ALTERNATIVES AND IMPLICATIONS

1. Other action, as instructed by Council.

BACKGROUND/RELEVANT HISTORY

On August 29, 2023, the District of Lantzville received a Shared Cost Agreement through the Investing in Canada Infrastructure Program – Environmental Quality for the Lantzville Water Servicing to the Existing Winds Residential Area Project #IG0464.

The last time the project costs were updated by the District engineers was on April 19, 2023, at an estimated cost of $8,434,054. Prior to initiating the petition against process to establish the Service, it is necessary to have a current cost and an update was requested. As of May 24, 2024, the estimated cost is $9,296,506, an increase of $862,452. Staff previously confirmed that the grant amount cannot be adjusted; therefore, the increase in the amount to be funded by borrowing and ultimately through a parcel tax, requires an amendment to the "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022".

ATTACHMENT

1. "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" as proposed for amended third reading (edits in bold).
2. "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" as given three readings November 8, 2023.

ANALYSIS/RATIONALE

As water to The Winds has been a long-term priority in the community, and with provincial and federal funding available for a finite period, it is important to proceed promptly with the amended third reading of the borrowing bylaw to allow the requisite next step of establishing the associated Service.

1. **Strategic Plan Objectives**

   Council Strategic Priorities 2023 – 2026

   22. Infrastructure: Water expansion: implement the $6M grant for Winds water expansion.

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

   The proposed project to bring water to the Winds Residential Area is consistent with the Water Master Plan as it is identified as Phase I for potential water service expansion. The process is in accordance with the *Community Charter*.

3. **Resources**

   The resources required for initiating a local area service are substantial for staff time to prepare reports, draft bylaws (LAS establishment and borrowing bylaw), title searches for property owner list, publish public and property owner notice, liaise with the Province and legal review, and if bylaws are adopted, public works coordination of the project and finance implementation of the parcel tax.

4. **Financial/Budget Implications**

   There are no financial implications from approval of amended third reading of the bylaw. Approval of the amended third reading will allow staff to submit the bylaw to the Inspector of Municipalities after the petition against process is completed, as this is required before staff can bring forward a bylaw for adoption. The grant application was for Federal and Provincial funding contributions that were 70 percent of the total project costs at that time and the District of Lantzville's contributions were projected to be 30 percent, to be borrowed by the District and repaid through a parcel tax by the benefiting property owners. With updated cost estimates since grant approval, the District portion (to be funded through a parcel tax) is higher, but all of these costs are to be recovered by the parcel tax so there is no impact to the District's budget.

5. Sustainability Implications

There are no sustainability implications of the recommendation.

Prepared by:

Delcy Wells
Director of Corporate Administration

Approved for submission to Council:

Glenn Morphy
Acting Chief Administrative Officer

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

Date: June 18, 2024

Date: June 18, 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	June 26, 2024	
Closed (In-Camera)		
Special		

File: 3900.20.299

ATTACHMENT #1
AMENDED BYLAW

DISTRICT OF LANTZVILLE
LOAN AUTHORIZATION BYLAW NO. 299, 2022

A BYLAW TO AUTHORIZE THE LONG-TERM BORROWING OF THE ESTIMATED COST OF WATER SERVICING TO THE NORTH AND SOUTH WIND RESIDENTIAL AREAS

WHEREAS it is deemed desirable to provide Lantzville Water Servicing to the North and South Wind Residential Areas,

AND WHEREAS the estimated cost of infrastructure and construction to provide water service to the North and South Wind Residential Area's including expenses incidental thereto is estimated to be the sum of **Nine Million, Two Hundred and Ninety Six Thousand Five Hundred and Six Dollars ($9,296,506)** of which the sum of up to **Three Million, Five Hundred and Ninety Eight Thousand and Three Hundred and Eighty Eight Dollars ($3,598,388)** is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the borrowing has been proposed by council initiative in accordance with sections 217(1)(b) and 213 of the *Community Charter*,

AND WHEREAS application to the Inspector of Municipalities and the electoral approval process are conditional upon approval of infrastructure grant funding through the Investing in Canada Infrastructure Environmental Quality Program.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Lantzville Water System to the Winds residential areas generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

    a. To borrow upon the credit of the District a sum not exceeding **Three Million, Five Hundred and Ninety Eight Thousand and Three Hundred and Eighty Eight Dollars ($3,598,388)** towards the construction of expansion of the Lantzville Water System to the Winds Area, which borrowed amounts are to be recovered by a local service tax.

    b. To acquire all such real property, easements, rights-of-way, licences, rights, or authorities as may be requisite or desirable for or in connection with the construction of the said water system to the North and South Winds residential areas.

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.

3. This bylaw may be cited as "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022".

READ A FIRST TIME this 12th day of January, 2022.

READ A SECOND TIME this 12th day of January, 2022.

READ A THIRD TIME this day of , 2024.

Approval of the Inspector of Municipalities this day of , 2024.

ADOPTION this day of , 2024.

Mayor

Director of Corporate Administration

ATTACHMENT #2
PREVIOUS BYLAW

DISTRICT OF LANTZVILLE
LOAN AUTHORIZATION BYLAW NO. 299, 2022

A BYLAW TO AUTHORIZE THE LONG-TERM BORROWING OF THE ESTIMATED COST OF WATER SERVICING TO THE NORTH AND SOUTH WIND RESIDENTIAL AREAS

WHEREAS it is deemed desirable to provide Lantzville Water Servicing to the North and South Wind Residential Areas,

AND WHEREAS the estimated cost of infrastructure and construction to provide water service to the North and South Wind Residential Area's including expenses incidental thereto is estimated to be the sum of **Eight Million, Four Hundred and Thirty Four Thousand and Fifty Four Dollars ($8,434,054)** of which the sum of up to **Two Million, Seven Hundred and Twenty Seven Thousand, and Three Hundred and Eleven Dollars ($2,727,311)** is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the borrowing has been proposed by council initiative in accordance with sections 217(1)(b) and 213 of the *Community Charter*,

AND WHEREAS application to the Inspector of Municipalities and the electoral approval process are conditional upon approval of infrastructure grant funding through the Investing in Canada Infrastructure Environmental Quality Program.

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Lantzville Water System to the Winds residential areas generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

    a. To borrow upon the credit of the District a sum not exceeding **Two Million, Seven Hundred and Twenty Seven Thousand, and Three Hundred and Eleven Dollars ($2,727,311)** towards the construction of expansion of the Lantzville Water System to the Winds Area, which borrowed amounts are to be recovered by a local service tax.

    b. To acquire all such real property, easements, rights-of-way, licences, rights, or authorities as may be requisite or desirable for or in connection with the construction of the said water system to the North and South Winds residential areas.

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.

3. This bylaw may be cited as "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022".

READ A FIRST TIME this 12th day of January, 2022.

READ A SECOND TIME this 12th day of January, 2022.

READ A THIRD TIME this 8th day of November, 2023.

Approval of the Inspector of Municipalities this day of , 2023.

ADOPTION this day of , 2023.

Mayor

Director of Corporate Administration

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023

PURPOSE

To provide Council with the District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023, for consideration for the first three readings.

RECOMMENDATIONS

THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given first reading.

THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given second and third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

2017	In 2017, the District undertook a several-months-long process to develop a Water Master Plan (WMP) that would provide guidance to the District for the future of its water supply and distribution system. Within the WMP are several recommendations that were surmised from the surveys that were used to gather the information for the WMP. The WMP identified that several improvements should be carried out prior to expanding the District water distribution system. The WMP identifies what areas are priority and should be serviced first. Phase 1 of the expansion is identified as HW-1: The Winds Residential Area, AW: Clark Drive Area, and FW: Fernmar Road Area, in no particular order.
Council Motion 2021-01-06	THAT Council postpones the motion on the floor to the May 19, 2021 regular Council meeting. [THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1) Clark Drive Area (AW), and 2) Winds Residential Area (HW-1).]
Council Motion 2021-06-21	THAT appointments be requested for conference call meetings with Provincial Ministers in September 2021 to discuss the following topics: • Minister of Municipal Affairs re: submitted $6.4 million Clark Drive Area Expansion of Water System grant application under the Investing in Canada Infrastructure Program – Green Infrastructure – Environmental Quality Program • Minister of Municipal Affairs re: submitted $7.2 million Winds Residential Area Expansion of Water System grant application under

	the Investing in Canada Infrastructure Program – Rural and Northern Communities Program
Council Motion 2021-07-07	THAT the motion on the floor be postponed to the September 22, 2021, regular Council meeting. [Town Hall Meetings Regarding Water Service Expansions - MOTION POSTPONED (January 6, 2021 regular Council meeting) THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1. Clark Drive Area (AW), and 2. Winds Residential Area (HW-1).]
Council Motion 2021-10-20	THAT the motion on the floor be postponed to the November 3, 2021, regular Council meeting. [THAT the District of Lantzville host virtual town hall meetings in February 2021 regarding Community Water System expansion update and discussion; AND FURTHER THAT the following future water service areas/neighbourhoods be engaged: 1. Clark Drive Area (AW), and 2. Winds Residential Area (HW-1).]
Council Motion 2021-11-03	"THAT an application be submitted for grant funding for the Winds Residential Area Water Supply through the Investing in Canada Infrastructure Program – Environmental Quality; AND FURTHER THAT Council supports the project and commits to its share, ($2,085,372) 30 percent of the project as well as cost overruns, funded by Local Area Service by Council initiative, subject to a petition against."
2022-01	A grant application was made in January 2022. It was going to be necessary to borrow money for the project, and therefore the "District of Lantzville Loan Authorization Bylaw No. 299, 2022" was given three readings as an initial step in the process required to establish this Service.
2023-05	The grant was awarded in May 2023, and the Federal and Provincial funding contributions are 73.33% of the total project costs and the District of Lantzville's contribution is 26.67%. Total project costs were $6,951,240 at this time. Sustainability Implications: it was noted that future additions to water infrastructure would require increased asset management contributions and annual maintenance. An additional .25 FTE was recommended if the grant was successful. An increased number of connections (133) would generate sufficient revenue to offset any increase in costs.
2023-08-29	A shared cost agreement was signed between the Province and the District of Lantzville.
2023-09-13	The third reading of "District of Lantzville Loan Authorization Bylaw No. 299, 2022" was rescinded due to alterations in the cost of the project. Council amended the bylaw with this motion: THAT "District of Lantzville Water System Expansion to the Winds Residential Areas Loan Authorization Bylaw No. 299, 2022" be amended in the form attached to the September 13, 2023, report; AND FURTHER THAT Bylaw No. 299 be given third reading, as amended."

2023-11-08	Another amendment to the Loan Authorization Bylaw was completed per the motions noted below: THAT third reading of "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" given September 13, 2023 be rescinded. THAT "District of Lantzville Water System Expansion to the Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022" be given third reading as amended, striking "TEMPORARY" and inserting "LONG TERM" in the heading.
2023-11-23	Ministry approval was received for "District of Lantzville Loan Authorization Bylaw No. 299, 2022".
2024-05-08	An update on the project was presented to Council.
2024-06-12	A 2nd update on the project was presented to Council.

FUTURE STEPS

2024-07-10	A report will be presented to Council, as per Section 210 of the *Community Charter*, to: (a) Establish the Elector Response Form; (b) Establish the deadline date for receipt of the Elector Response Forms; (c) Approve the Public Notice required as per Section 94 of the *Community Charter*.
2024-08-26	**TENTATIVE** Deadline date for receipt of the Elector Response Forms. This date MUST be at least 30 days after the 2nd publication of the Public Notice in the newspaper.
2024-09-4	Report to Council confirming the results of the Alternative Approval Process; final reading of "District of Lantzville Water Service Expansion "The Winds" Local Area Service Establishment Bylaw No. 336, 2023"; "District of Lantzville Loan Authorization Bylaw No. 299, 2022" must be referred for Ministry approval, which will take 6-8 weeks.
2024-12	**Parcel Tax Bylaw:** prepare cost recovery bylaw (the District has historically used a parcel tax bylaw) and adopt. Parcel tax payments from those residents defined in the Local Area Service would repay the District's share of the project's capital cost.
2025-01	**Detailed Design**: surveying, detailed design work, and construction.

ATTACHMENT

District of Lantzville Water Service Expansion "The Winds" Local Area Service Establishment Bylaw No. 336, 2023

ANALYSIS/RATIONALE

Council wishes to establish the local area service on its own initiative to construct a water system, bringing the water service to 141 properties through works to be funded through grant funds and by the benefiting property owners (located within the local service area). This Bylaw is part of the requirements for the Petition Against process to be initiated.

1. Strategic Plan Objectives

"The Winds" water service implementation is included on Council's 2023-2026 Strategic Priorities.

2. Policy (Existing/Relevance/None)

N/A

3. Resources

Staff time to complete process and, if approved, to implement Local Area Service.

4. Financial/Budget Implications

The funds required are being collected by a combination of the provincial grant and a parcel tax. The District is not paying any of these costs, so there are no financial implications for the construction itself. However, in the future, consideration for asset management and maintenance of the water system will need to be built into the financial plans of the District.

5. Sustainability Implications

N/A

Prepared by:

Delcy Wells, Director of
Corporate Administration

Date: June 19, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief
Administrative Officer

Date: June 19, 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	June 26, 2024	
Closed (In-Camera)		
Committee of the Whole		

File: 3900.20.336
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DISTRICT OF LANTZVILLE
BYLAW NO. 336, 2023
A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE CONSTRUCTION OF A WATER SERVICE SYSTEM BENEFITING PART OF THE MUNICIPALITY

WHEREAS Section 210 of the *Community Charter* provides authority for local area services, a municipal service that is to be paid for in whole or in part by a local service tax under Section 216 for services that the Council considers provide particular benefit to part of the municipality;

AND WHEREAS Section 211(1)(b) of the *Community Charter* authorizes Council to establish a local area service by bylaw, if the service and its cost recovery methods have been proposed by Council initiative subject to a Petition Against process by the property owners subject to the local service tax;

AND WHEREAS Council has initiated a local area service subject to a Petition Against process to extend water service to an area to be known as The Winds, pursuant to Section 213 of the *Community Charter*;

AND WHEREAS the *Community Charter* provides for a part of the cost to be borne by property owners benefitting from a local area service and for the levy and imposition of a local service tax to be imposed on benefitting properties to recover the owners' portion of the costs;

AND WHEREAS the Corporate Officer has certified that the Petition Against process does not constitute a sufficient petition signed by at least 50 percent of the owners, representing at least half of the assessed value of the parcels that would be subject to the local service tax;

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

Citation

1. This Bylaw may be cited as "District of Lantzville Water System Expansion (The Winds) Local Area Service Establishment Bylaw No. 336, 2023".

Establishment of Local Area Service

2. The District hereby establishes a local area service under the provisions of Section 211 of the *Community Charter* to be known as the "The Winds" Water System Local Area Service.

Description of Service

3. The description of the local area service is the construction of a water system to serve a specified local service area.

Boundaries of Local Service Area

4. The Winds Water System Local Service Area includes all of the parcels within the area outlined in heavy dashed black line on the plan attached to and forming part of this bylaw as Schedule 'A' – Bylaw No. 336 - The Winds Water Service System Local Area Service Boundaries (the "Local Service Area").

Method of Cost Recovery

5. The cost recovery method for an amount not exceeding $3,598,388, which is a portion of the estimated total construction cost of *$9,296,506* for constructing the water system, plus the cost of borrowing up to $3,598,388 and interest, that is the subject of the local area service established under this bylaw, shall be recovered by way of a parcel tax under Division 4 of Part 7 of the *Community Charter* imposed only within the Local Service Area on the basis of a single amount for each parcel.

   As an alternative to the preceding cost recovery method, an owner of a parcel within the Local Service Area may elect to pay their portion of the Local Area Service charge levied for their parcel in the form of a one-time cash payment.

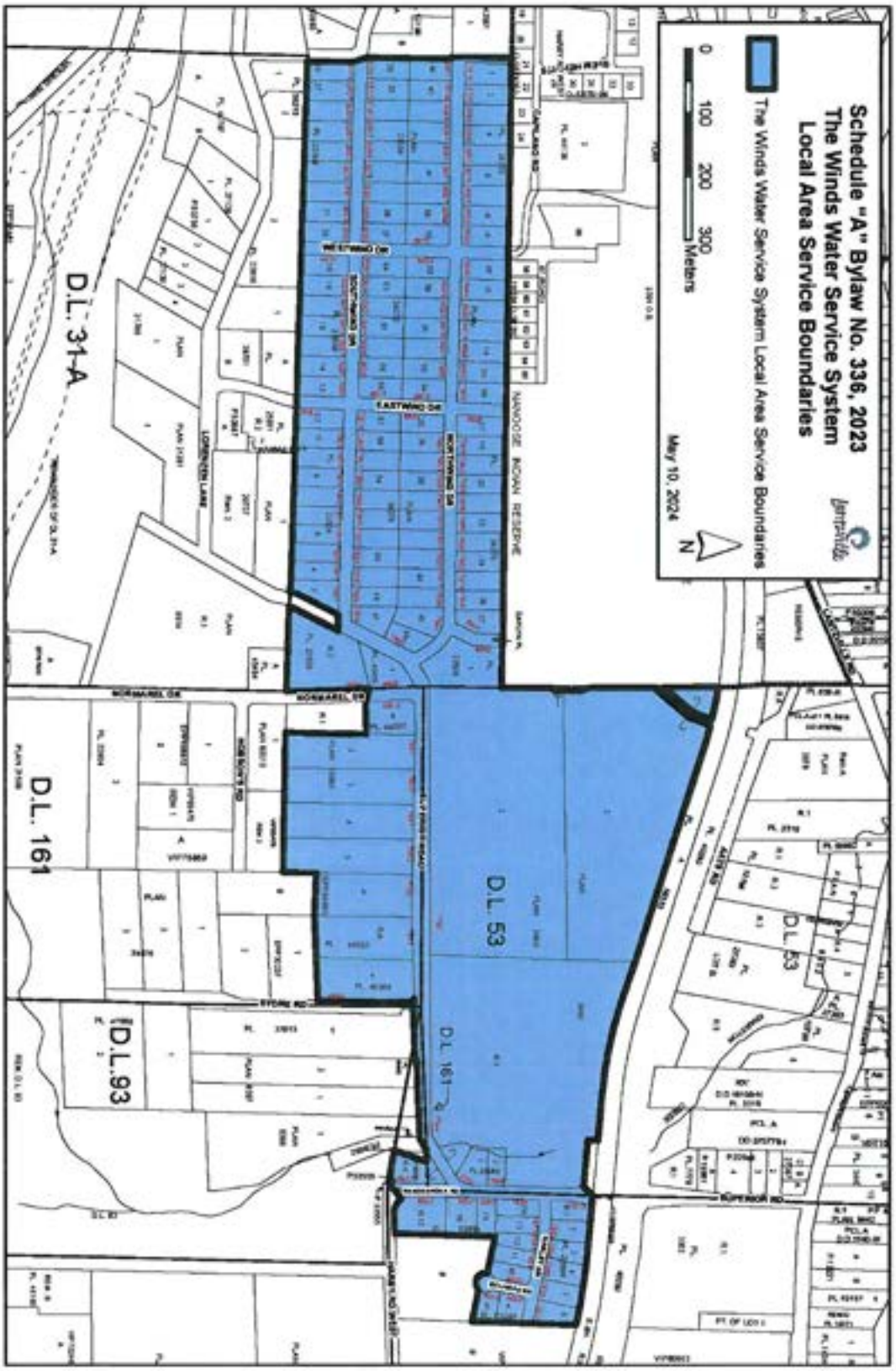
READ A FIRST TIME this day of , 2024.
READ A SECOND TIME this day of , 2024.
READ A THIRD TIME this day of , 2024.
ADOPTED this day of , 2024.

Mayor

Director of Corporate Administration

SCHEDULE "A"

The Winds Water Service System Local Area Service Boundaries (the "Local Service Area")



District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) No. 372, 2024"

PURPOSE

To provide Council with information regarding proposed "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024".

RECOMMENDATIONS

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024" be given first reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024" be given second reading.

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 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 BYLAW

When the following motion is on the floor:

THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 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 (Zero Carbon Step Code) Bylaw No. 372, 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. "City of Nanaimo Building Bylaw 2016 No. 7224" Section 29
2. District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) Bylaw No. 372, 2024

BACKGROUND/RELEVANT HISTORY

At the regular Council meeting on April 10, 2024, Council made the following motion *THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Step Codes) Bylaw No. 341, 2024" be referred back to staff to match the City of Nanaimo energy step code on April 24, 2024; AND FURTHER THAT the carbon step code options be brought to the May 8, 2024, Council meeting.*

The City of Nanaimo adopted an amendment to their Building Bylaw on October 16, 2023, to address future ESC requirements and implement the Zero Carbon Step Code (**ATTACHMENT 1**). The amendment does not address advancement of the ESC beyond step 3 due to concerns about industry capacity and increased construction costs. Section 29 of the City of Nanaimo's Building Bylaw 2016 No. 7224 is summarized in **Table 1**. While the City received some feedback involving concerns about the Zero Carbon Step Code, most concerns regarded implementing higher levels of the ESC.

TABLE 1 – 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

At the regular Council meeting on April 24, 2024, "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Energy Step Code) Bylaw No. 341, 2024" was given first, second, and third reading. Bylaw No. 341 was adopted at the regular Council meeting on May 8, 2024 and requires Part 3 Buildings to meet Step 3 of the BC Energy Step Code (ESC) beginning January 1, 2026.

The Zero Carbon Step Code

The Zero Carbon Step Code (ZCSC) was introduced by the Province in May 2023 to provide a method for local governments to limit carbon emissions produced by new buildings. The ZCSC is comprised of four measurable emission levels (ELs) that 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 four 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 higher levels of the ESC can still use high-emission mechanical systems. Implementing both the ESC and ZCSC also supports more energy efficient use of Zero Carbon mechanical systems, as there is less heat transfer.

Common Concerns and Misconceptions about the Zero Carbon Step Code

1. The Ability to Heat a Home during a Power Outage / Open Flame Cooking

The ZCSC supports buildings heated primarily with zero carbon systems. Supplementary (conventional gas) heating equipment may be used if the capacity of the principal system is exceeded. Supplementary systems include electric heat pumps with a supplementary gas furnace, boiler, or heater. Backup equipment is also supported and includes systems that are independent of the principal heating system and are not designed to heat the entire house (e.g., wood stoves, gas fireplaces, and emergency generators).[1] Backup systems or solar power systems can be used during power outages.

The ZCSC has multiple performance options for residential buildings, including the prescriptive approach, a maximum quantity of carbon pollution, or a maximum intensity of

[1] The Province of British Columbia. (May 2023). Zero Carbon Step Code British Columbia Building Code 2018 Revision 5. Retrieved from https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/bulletins/b23-03_zero_carbon_step_code.pdf

carbon pollution. While the prescriptive approach does not permit natural gas for cooking, the performance options permit fossil-fuel powered systems as long as total emissions do not exceed a specified amount.

2. BC Hydro Electrical Capacity

BC Hydro is working with the Province to increase electrical capacity across BC, including the development of new solar and wind infrastructure and improvements to transmission and distribution systems.[2] If implemented in Lantzville, the ZCSC requirements will only apply to new construction. Between 2021 and 2023, Lantzville issued between 35 and 59 building permits per year for new residential buildings, secondary buildings, additions, and structural changes. At this rate of construction, the increased demand on the electrical grid is unlikely to have a significant impact on capacity.

Staff engaged with the Nanaimo BC Hydro office to discuss potential concerns about grid capacity. BC Hydro did not cite any major concerns with implementing the ZCSC in Lantzville, provided that the District informs BC Hydro of upcoming large scale development projects. If informed early, BC Hydro will have time to review circuit capacity and identify the need to offload or balance circuits, add additional feeders, or construct new substations.

3. Increased Cost of Construction and Utility Bills

The District of Saanich conducted a study in 2023 which found that homeowners who switched to an electric heat pump paid the same or less in overall energy costs compared to homeowners using a natural gas furnace or boiler[3]. Energy costs will vary depending on the efficiency of the heating system, use, and the construction of the building.

Per research conducted for the Regional District of Nanaimo by Introba, constructing a residential building to meet El-4 (Zero Carbon) of the ZCSC can increase capital costs up to 2.2%[4]. While the upfront construction cost may be marginally higher, these costs can be offset by long-term savings from lower utility bills.

4. Property Owners May Prefer Gas Systems

Renewable Natural Gas (RNG) is produced from organic waste and offers a lower-emission option to heat homes compared to conventional natural gas. While the ZCSC does not prohibit the use of RNG, there are a number of concerns with supporting its use, including:

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[2] Help Cities Lead. (July 2023). Zero Carbon Step Code FAQs for Decision Makers. Retrieved from https://www.helpcitieslead.ca/wp-content/uploads/2023/07/Zero-Carbon-Step-Code-FAQs.pdf

[3] District of Saanich. (2023). Make the Switch – How Upgrading from a Natural Gas Furnace or Boiler to a Heat Pump has Cut Costs and Carbon Pollution for British Columbia Homeowners. Retrieved from https://www.saanich.ca/assets/Community/Documents/MakeTheSwitch_SummaryReportFinal_MAY9.pdf

[4] Introba. (October 2023). Net Zero Buildings: Technical Report and Recommendations for the RDN and Member Municipalities. Page 13. Retrieved from rdn-pub.escribemeetings.com/filestream.ashx?DocumentId=35525

a) Limited availability – The Province is expanding RNG initiatives to achieve 15% renewable content in natural gas by 2030. In 2021, RNG made up approximately 0.3% of natural gas distributed in Canada.[5] While the supply is increasing, renewable natural gas should be reserved for sectors that are more difficult to electrify, such as heavy-duty vehicles.[6]

b) No Monitoring Mechanism – There is no mechanism to confirm that renewable natural gas will be used for the lifetime of a building.[7]

5. Time for Training, availability of materials and systems, and industry preparedness issues

The Province will require all new construction to meet EL-4 (Zero Carbon) by 2030 and a timeline for lower steps may be introduced by the Province in the future. The building industry will be required to adapt to these changes as they are introduced.

The BC Energy Step Code Council recommends 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.

Municipal Review of ZCSC Implementation

The ZCSC has been implemented by several municipalities in BC. **Table 2** outlines the required Emission Level in 12 jurisdictions, including 8 on Vancouver Island.

Table 2 – Zero Carbon Step Code Policies

Municipality	Emission Level of ZCSC	Application	Effective Date
Cowichan Valley Regional District	EL-4	Part 9 Buildings	July 1, 2024
Municipality of North Cowichan	EL-4	All Buildings	July 1, 2024
Resort Municipality of Whistler	EL-3	All Buildings	January 2024
	EL-4	Part 9 Buildings	2027
Town of View Royal	EL-4	Part 9 Buildings	Nov 1, 2023
	EL-4	Part 3 Buildings less than 6 Storeys	July 1, 2024

[5] The Province of British Columbia. (2018). CleanBC Our Nature. Our Power. Our Future. Retrieved from https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_2018-bc-climate-strategy.pdf

[6] Pembina Institute. (2022). Regulating Gas in B.C. to Achieve 2030 and 2050 Climate Goals. Retrieved from https://www.pembina.org/reports/regulating-gas-in-bc.pdf

[7] Help Cities Lead. (2023). Zero Carbon Step Code FAQs for Decision Makers. Retrieved from https://www.helpcitieslead.ca/wp-content/uploads/2023/08/Zero-Carbon-Step-Code-FAQs.pdf

	EL-4	Part 3 Buildings greater than 6 Storeys and commercial	Nov 1, 2024
City of Victoria	EL-4	Part 9 Buildings	Nov 1, 2023
	EL-4	Part 3 Residential 4-6 storeys	July 1, 2024
	EL-4	Part 3 Residential > 6 storeys and Commercial	Nov 1, 2024
Squamish	EL-4	Construction can meet lower levels of the BC Energy Step Code if EL-4 is met.	Jan 1, 2021
Township of Langley	EL-2	Part 9 Residential	April 1, 2024
	EL-3	Part 9 Residential	April 1, 2025
Saanich	EL-1	All Buildings	May 1, 2023
	EL-4	Part 9 Buildings	Nov 1, 2023
	EL-4	Part 3 residential less than 6 storeys	July 1, 2024
	EL-4	Part 3 Buildings	Nov 1, 2024
City of Nanaimo	EL-1	All Buildings	Oct 16, 2023
	EL-4	All Buildings	July 1, 2024
Rossland	EL-3	Construction can meet lower levels of the BC Energy Step Code if EL-3 is met.	May 1, 2024
Capital Regional District	EL-3	All Buildings	Jan 1, 2024
Central Saanich	EL-4	Part 3 Residential 4-6 Storeys	July 2024
	EL-4	Part 3 Commercial	November 2024

Most municipalities that have adopted the ZCSC currently or will soon require EL-4 (Zero Carbon) for new construction. The ZCSC is often required for both part 3 and part 9 buildings; however, some municipalities stagger implementation depending on building size or use.

Recommendation

Staff recommend implementing EL-1 (measure only) beginning January 1, 2025, to provide a transitionary period before zero carbon systems are required. EL-1 will also provide baseline data that can be used to measure carbon reduction levels once EL-4 is implemented.

Staff recommend implementing EL-4 (Zero Carbon) on June 30, 2025. Bypassing EL-2 (Moderate Carbon Performance – zero carbon space heating) and EL-3 (Strong Carbon Performance – zero carbon space and water heating) will reduce the need for future home retrofits, maximize the reduction of emissions, and decrease confusion during the building permit application process. Proposed "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Zero Carbon Step Code) No. 372, 2024" is included as **ATTACHMENT 2**.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

N/A

2. Policy

None besides those already discussed.

3. Resources

Staff time to respond to enquiries.

4. Financial/Budget Implications

N/A

5. Sustainability Implications

Implementing the Zero Carbon Step Code in advance of the provincial timeline will decrease long-term carbon emissions produced by new buildings in Lantzville.

Prepared by:

Amanda Masse, Planner

Date: June 19, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer

Date: June 19, 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	June 26, 2024	
Closed (In-Camera)		

File Number: 3900-20-372
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-06-26 Regular Council Meeting\June 26, 2024, Zero Carbon Step Code Amendment No. 372, 2024

ATTACHMENT #1

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)*

ATTACHMENT #2

DISTRICT OF LANTZVILLE
BYLAW NO. 372, 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 (Zero Carbon Step Code) Bylaw No. 372, 2024".

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

   (a) In the title of Section 9 by inserting "AND ZERO CARBON STEP CODE" following "BC ENERGY STEP CODE";

   (b) In Section 9, following Clause 9.3, by inserting the following sections and renumbering accordingly:

   "9.4 The Municipality incorporates, by reference, EL-1 (measure only) of the Zero Carbon Step Code for any new building permit application made on or after January 1, 2025, to which Part 3 or Part 9 of the BC Building Code and the Zero Carbon Step Code applies.

   "9.5 The Municipality incorporates, by reference, EL-4 (Zero Carbon) of the Zero Carbon Step Code for any new building permit application made on or after June 30, 2025, to which Part 3 or Part 9 of the BC Building Code and the Zero Carbon Step Code applies.

   (c) In Section 9, Clause 9.6, by inserting "or Zero Carbon Step Code" following "within the scope of application of the BC Energy Step Code";

   (d) In Section 9, Clause 9.6, by inserting "or the required Emission Level of the Zero Carbon Step Code" following "required by the BC Energy Step Code";

   (e) In Section 9, Clause 9.8, by inserting "or Zero Carbon Step Code" following "documentation required by the BC Energy Step Code";

   (f) In Section 9, Clause 9.9, by inserting "or Zero Carbon Step Code" following "documentation required by the BC Energy Step Code";

   (g) In Section 9, Clause 9.9, by inserting "or applicable Emission Level of the Zero Carbon Step Code" following "required by the applicable step of the BC Energy Step Code".

READ A FIRST TIME this day of , 2024.
READ A SECOND TIME this day of , 2024.
PUBLIC HEARING HELD this day of , .
READ A THIRD TIME this day of , 2024.
ADOPTED this day of , 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

9. BC ENERGY STEP CODE AND ZERO CARBON STEP CODE

9.1 The Municipality incorporates, by reference, Step 1 of the British Columbia Energy Step Code effective January 1, 2021.

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.

(Bylaw 341)

9.3 The Municipality incorporates, by reference, Step 3 of the British Columbia Energy Step Code for Part 3 Buildings effective January 1, 2026.

9.4 The Municipality incorporates, by reference, EL-1 (measure only) of the Zero Carbon Step Code for any new building permit application made on or after January 1, 2025, to which Part 3 or Part 9 of the BC Building Code and the Zero Carbon Step Code applies.

9.5 The Municipality incorporates, by reference, EL-4 (Zero Carbon) of the Zero Carbon Step Code for any new building permit application made on or after June 30, 2025, to which Part 3 or Part 9 of the BC Building Code and the Zero Carbon Step Code applies.

9.6 Any new building or structure to which Part 3 or Part 9 of the Building Code applies and is within the scope of application of the BC Energy Step Code or Zero Carbon Step Code, 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 or the required Emission Level of the Zero Carbon Step Code.

9.7 When an Energy Advisor or an architect, as required, provides energy reports or field reviews in accordance with this bylaw, the Municipality 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 conforms to the design, and that the construction or applicable aspect thereof complies with the Building Code.

9.8 The owner must provide, to the satisfaction of the building official, all the materials and documentation required by the BC Energy Step Code or Zero Carbon Step Code, prepared and signed by an Energy Advisor, and such other reports and materials as required by the building official.

9.9 The Energy Advisor providing the required materials and documentation set out in the BC Energy Step Code or 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 (ERS) Administrative Procedures and adheres to the technical standards and procedures of the ERS. For certainty, 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 must include the materials and documentation required by the applicable step of the BC Energy Step Code or applicable Emission Level of the Zero Carbon Step Code, and such other reports and materials as required by the building official.

Schedule A map
June 26, 2024



Legend:

Proposed Future Old Growth Zone



District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: June 26, 2024

SUBJECT: Exemption from Development Permit Requirements for Site Works on 7194 Dickinson Road

PURPOSE

To provide information for Council to consider an exemption of the Development Permit requirement for Development Permit Area (DPA) 8 – Village Form and Character on 7194 Dickinson Road.

RECOMMENDATION

THAT Council approve an exemption from Development Permit requirements for the proposed site works on 7194 Dickinson Road.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

DEFEAT THE MOTION

THAT the motion for Council to approve an exemption from Development Permit requirements for the proposed site works on 7194 Dickinson Road be defeated.

If the motion is defeated, the applicant will be required to apply for a Development Permit for DPA 8 – Village Form and Character and pay the application fee of $1,500. A Council report would be brought to a future Council meeting.

BACKGROUND/RELEVANT HISTORY

The owners of 7194 Dickinson Road have proposed site works to improve access and landscaping for their home-based business on 7194 Dickinson Road. Proposed works include:

- Concrete walkway from the Lantzville Road sidewalk to the front doors of the building.
- Concrete pad to replace existing wooden landing off the two doors on the right side of the building.

- Add fill to the yard to even out grade between the front of the building and the Lantzville Road sidewalk, as well as between the building and Dickinson Road.
- Add 24" cedar picket fence along Lantzville and Dickinson roads lined with low growing spring flowering shrubs to attract bees and butterflies.
- Add terraced rock wall and concrete landing between 7194 Dickinson Road and 7200 Lantzville Road.
- Add Concrete stairs on lot.
- Add concrete to carport and resurface driveway and parking area in blue chip, alternate permeable surface, or drive strips.

The owners have made a building permit application to change the use of the property from residential to commercial. Structural changes, additions, or any other site works that are not identified in this report will be subject to the development permit application process. The subject property is located within DPA 8 – Village Form and Character. A Development Permit for DPA 8 requires a $1,500 application fee and approval from Council. DPA 8 requirements are included as **ATTACHMENT 1**.

Development Permits for DPA 8 are required for any subdivision, major land clearing, grading, or development, redevelopment, or construction of any building or structure within the Village Form and Character DPA. Section 11.2.1, Clause 4, of the OCP states: Where, in the opinion of Council or delegate, the proposed change is small in scale, or insignificant in terms of potential impact, a development permit may not be required (**ATTACHMENT 2**).

ATTACHMENTS

1. Development Permit Area 8 – Village Form and Character Requirements
2. "District of Lantzville Official Community Plan No. 150, 2019" Section 11.2.1 - General Development Permit Area Policies

ANALYSIS/RATIONALE

The purpose of the proposed works is to improve accessibility to the building and visual appeal of the lot. 7194 Dickinson Road is highly visible from Lantzville Road. Proposed landscaping could improve curb appeal at the Lantzville/Dickinson intersection. Due to the small scale of the proposed changes, Staff recommend against requiring the applicant to apply for a Development Permit.

If granted, the Development Permit exemption would only apply to the works listed in this report. Any future works would be subject to Development Permit requirements. Any works that require a building permit must go through the building permit application and review process.

1. Strategic Plan Objectives

N/A

2. Policy

N/A

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

Prepared by:

Amanda Masse, Planner

Date: June 21, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer

Date: June 21, 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	June 26, 2024	
Closed (In-Camera)		

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024 06 26 Development Permit Exemption 7194 Dickinson Road

11.10 | DPA 8 – Village Form and Character

11.10.1 | Category

Pursuant to Section 488 (1) (d), (e), (f), (h), (i), and (j) of the *Local Government Act*, all land identified below and as shown on Map 3 and 11 is designated a Development Permit Area, including:

- All land within the Village, including the Village Primary Commercial Core, Village South and Village West areas, as shown on Map 4.
- All intensive residential, multi-unit housing, commercial, or mixed-use lands within the District.
- All lands within the Special Plan Areas shown on Map 4, until such time as a Special Plan is adopted as a supplement to the OCP, in which case the DPA VIII Design Guidelines may be adjusted in accordance with the applicable Special Plan, which may identify areas where DPA VIII would continue to apply, and other areas where DPA VIII does not apply (e.g., single-unit land uses with separate building schemes).
- DPA VIII design guidelines do not apply to the Lantzville Industrial Park, which is administered under DPA IX – Lantzville Industrial Land Form and Character.

11.10.2 | Justification

Goal 3 in this Plan is to strengthen the Village Primary Commercial Core and Goal 4 is to Provide Housing Choices. It is the objective of the designation DPA V to provide guidelines for the form and character of mixed-use, commercial, multi-unit housing, and intensive residential development, as well as any revitalization of the Village Primary Commercial Core which may include seniors residences. The District wishes to ensure that the Village develops as the central focal point in the community; that adequate pedestrian / bicycle paths are built and integrated into the surrounding neighbourhoods; and that the visual appearance of the area is kept at a "village" scale, including compatible architecture and landscaping. This DPA would also apply to any uses of these types that may occur in other Special Plan Areas, excepting guidelines that be specific to locations in the Village.

Goal 1 of this Plan is to protect the natural environment. Greenhouse gas (GHG) reduction targets are also included in this Plan. Additional objectives of this DPA are therefore to promote

energy conservation, water conservation, and the reduction of GHG emissions. Appropriate site planning, form, exterior design, and features can have a significant effect on water and energy use and GHG emissions.



Figure 61: Guidelines promote high quality infill development on vacant or underutilized areas.

11.10.3 | Guidelines Applicable to All Development

1. A development permit will be required for any subdivision, land clearing, grading, or development, redevelopment, or construction of any building or structure within the Village Form and Character DPA.
2. A development permit will not be required for interior alterations to buildings or for removal of one tree per parcel in any calendar year period.
3. The development permit application must include architectural, landscape architectural, and site plans showing, at a minimum, the following:

    - the location, design, architectural elevations, and visual character of all buildings and structures, including signage;
    - the location of roads, vehicular access, and parking areas;
    - the location of pedestrian and bicycle linkages to adjacent neighbourhoods;
    - the location of off-street parking and any related landscaping and screening;
    - the location of outside refuse containers and any related landscape buffer or fencing and plantings;
    - a landscape site plan showing all pedestrian plazas, walks, amenity areas, site furniture, ornamental lighting, public art, walls, steps or changes in grade, street trees, and plantings to create a welcoming landscape and pedestrian environment; and
    - The location, size, and species of retained vegetation, and the location, size, and quantity of proposed vegetation and tree cover.

Neighbourliness

4. The scale, form, and character of new development will enhance and be compatible with the existing character of surrounding properties.
5. Development will respect the tranquility, privacy, and access to sunlight of nearby properties.
6. Ocean views at the intersection of Dickinson and Lantzville Roads, and Tweedhope and Lantzville Roads, will be protected, through sensitive and proper massing, setbacks, and heights of buildings at street ends.

7. All development will incorporate Crime Prevention Through Environment Design (CPTED) principles to ensure that public safety and crime prevention are considered in the physical layout and architectural design. In particular:

   - Adequate pedestrian-level lighting should be provided for sidewalks, pathways, and parking areas to promote safe evening access;
   - Buildings should be designed and sited to facilitate a high degree of visual surveillance of adjacent streets and outdoor common areas from unit windows;
   - Exterior unit entrances/exits should be designed and sited to allow a high degree of visual surveillance from unit windows, adjacent streets, and internal roads; and
   - The location of habitable rooms with windows that face streets, sidewalks, and associated open space should be sited promote informal surveillance through a high degree of visual oversight.

Relationship to the Street, Public Realm and Pedestrian Orientation

8. All site plan layouts will accommodate pedestrians and provide accessible routes for wheelchairs:

   - Primary pedestrian routes must be smooth, level, and clear of encumbrances to ensure direct passage for those with visual impairments, pushing strollers, or who require mobility aids.
   - Ramps shall be provided for wheelchair and scooter access to buildings.

9. All development will integrate pedestrian / bicycling paths into the site plans, providing linkages with adjacent neighbourhoods.

Landscaping and Screening

10. Design should account for solar exposure to public and private spaces.
11. Development projects should retain as much of the natural vegetation on site as possible. Where it is necessary to remove significant plant material in order to develop a property, replacement plantings should be provided of a sufficient number, size, type, and maturity to offset its removal.

12. Impervious surfaces should be minimized. Paved surfaces should be limited to pedestrian gathering places and the minimum requirements for parking and loading spaces and maneuvering aisles. Where paving is necessary, the use of porous paving materials (e.g., permeable pavers or wheel strips) and/or light-coloured reflective paving materials is encouraged.

13. Outdoor mechanical and electrical equipment, including heat pumps, will be screened from the view of onsite building windows, balconies, decks, adjacent streets, adjacent properties, and other prominent public viewpoints.

14. Surface parking will be screened with landscape or hardscape materials. Wherever practical, surface parking areas should be softened with the planting of trees throughout the areas to visually break-up the parking area and reduce localized heat build-up.

15. Outside refuse containers will be located to the rear of buildings where feasible and should be suitably landscaped with a solid landscape buffer including a combination of fencing and plantings.

16. Drought-resistant, edible, and native planting species are encouraged. Invasive species will not be planted.

17. Green roofs and rooftop gardens are encouraged to reduce runoff and energy consumption.

18. Sufficient topsoil should be retained or added to promote well-rooted landscaping that requires less irrigation and stays green longer during drought conditions.

19. Rainwater harvesting for indoor non-potable use and/or outdoor irrigation use, is encouraged.

20. Vegetated channels such as bioswales are encouraged to capture, store, and slowly release rainwater in place of concrete storm channels and drains.

Parking, Loading and Access

21. New public roads, private driveways, and their access to existing public roads will be sited to avoid environmentally sensitive areas.

22. Underground parking is encouraged.

23. On site surface water retention and absorption is required for outside parking through the use of porous materials, water retention and infiltration areas, or other means that meet District development standards.

24. Structured (in-building) parking is permitted but it must incorporate well-designed architectural elements or storefronts on facades that face the street or other buildings.

25. Provision for public transit service, including bus stops and pull-outs, will be included with development plans where appropriate.

Lighting

26. All exterior building, exterior corridor, and site lighting fixtures (including those in parking areas, but excluding dwelling unit balcony and patio lighting) should:

    - produce illumination levels in accordance with current engineering practices and standards;
    - minimize illumination of adjacent properties;
    - consist of full cut off / flat lens pole lighting or fully shielded wall lighting; and
    - be arranged so rays of light are directed upon the parking, walking, loading, or corridor areas and not upon adjacent land or streets.

27. Solar powered lighting is encouraged.

Green Buildings

28. Achieving energy use and greenhouse gas emission benchmarks through the use of architecture, design, and construction materials based on Leadership in Energy and Environmental Design (LEED), Built Green™, Passive House principles and standards, or other recognized systems, is encouraged.

29. Buildings and exterior elements such as windows should be sited, designed, and landscaped to take advantage of passive solar exposure in wintertime and reduce sun penetration in summer.

30. Incorporation of solar panels as a supplementary or alternative energy and geothermal heating are encouraged.

31. The use of on-site renewable energy generation systems to supply electricity, heating, and cooling energy to buildings and other structures, water pumps, sewage pumps, and/or charging stations for electric vehicles is strongly encouraged.

32. Limited areas of three- to four-storey apartments or seniors housing shall be located within walking distance (300 metres) of established commercial services in the Village Primary Commercial Core. Under-building parking shall be required for three- to four-storey buildings, and strongly encouraged for two-storey buildings. All other multi-unit housing should be a mix of one- and two-storey heights.

33. Orient buildings and pedestrian entries to face winding, narrow streets.

34. At the site periphery, provide native wooded buffers, or manicured streetscape, trees, and articulated perimeter screening rather than blank fences or hedges.

35. Multi-unit housing developments will be designed in such a way as to ensure ample open space and pedestrian pathway systems that connect to create continuity in a trail system. Shared amenities such as courtyards and community gardens are strongly encouraged.

36. Bends or angles in building plan form are encouraged to break up long facades and to form courtyards or plaza spaces between buildings.

37. Building and site architecture should be highly articulated and detailed in rooflines, facades, ground floor, and site elements. Coordinate materials, forms, and design character between buildings and site elements like screens, fences, signage, and lighting to be complementary with adjacent uses.

38. Multi-unit housing developments will be designed in such a way as to facilitate recycling collection and composting, and shall include bicycle storage facilities.

39. District energy or heating systems are encouraged where viable.



Provide wooded backdrop and winding narrow streets



Provide well-designed and detailed streetscape where wooded buffers are not present



Avoid unarticulated streetscape that turns its back on the street.



Building articulation includes sloped and complex roof lines; steps in building height (e.g., three-storeys to four-storeys); turns in building plan to form courtyards or plazas; articulated facades (many ins and outs) including gables, bay, or box windows, recesses, and balconies; and ground floor articulation coordinated with building design including porches, screens, gates, entrance features, signage, and lighting.



Where buildings include garages, ensure it is the residence and landscape that dominates the streetscape, rather than the garage door.

Avoid large double garage doors, using one (or two separated) single doors.

Orient the garage door perpendicular to the street where possible.



Avoid boxy, unarticulated buildings without varied roof or facades



Avoid wide garage doors and driveways that dominate



Avoid long straight streets, excess pavement, regimented buildings

Form and Character

40. Guidelines for Residential Development (above) also apply to residential components of this section.
41. A variety of architectural expressions are supported. Buildings should fit the Lantzville context, responding to the landscape, site, climate, and history of the site.
42. The use of local building materials such as wood is encouraged.
43. Simplistic box-shaped buildings are not supported. Interesting rooflines are supported, paired with heritage features.
44. A relaxed feel is supported, rather than architectural styles that look too expensive / exclusive or resort-like.
45. Subtle design elements – such as porthole windows, widow watches, or the use of local coastal materials – could enhance the connection between the village and the seashore.
46. New development should support the "village scale" of the Village Primary Commercial Core.
47. On sites at street corners, the roof and facade design should emphasize the corner, with visible portions of the building side treated to a similar level of detail to the building frontage, avoiding large visible blank walls.
48. Special architectural features that establish character or variety may, with Council approval, exceed the zoning height limit. Any height variance should take into consideration the height of other buildings on the street and protection of views.
49. Second and third/fourth storeys of buildings should be stepped back, terraced, or tapered from the first floor to maintain pedestrian scale, prevent shadowing on the street, enhance solar gain, and preserve significant ocean views.

Building Materials and Colour

50. The use of natural materials or materials that replicate the aesthetic of natural materials such as cedar shingles, wood, logs, and stone is encouraged.
51. Historic colours such taupes, browns, greys, whites, and pastels are supported, with complimentary colours as accents.

52. Exterior trim and architectural features should be robust and weather resistant.

53. Pedestrian weather protection should be provided by overhangs or canopies

Building Form and Height

54. There is broad support for keeping the Village Primary Commercial Core at a "village scale". This is interpreted by many community members as a maximum height of three stories and walkable in length.

55. Building heights should step down towards the ocean (potentially higher on the south side of the street, lower on the north), capitalizing on the seaside location.

56. Having buildings step back at each storey would also help avoid shading the street.

57. Residential use above commercial units is encouraged.

Relationship Between Buildings and the Street

58. Storefronts should be undulating. While buildings may locate near the front of lots (not farther back than 8 metres, to be determined at the time of development permit), forming a street edge and creating a main street feel, a strong street wall is not preferred. Instead, pedestrian and gathering areas in front of buildings should create variation and a high quality public realm. Setbacks for plazas, walk-throughs, and pedestrian elements are encouraged.

59. Facades should provide visual interest and buildings should interact with the street – for example, through doors and frontages on the street, large transparent windows with window displays, and avoiding large blank walls facing the street.

60. Patio life should be encouraged, with activity spilling out from storefronts (but not obstructing walkways).

61. Overhangs or awnings could provide color, interest, and shelter from the rain.

62. Narrower building frontages, with shorter distances between doors, could create a more walkable rhythm.



The photo above (from Falmouth, MA) was highly ranked by community members, for the scale and appropriate massing of the buildings, the strong interaction between the buildings and the street (due to large clear windows and wares and activities spilling into the pedestrian realm), and the ambiance and 'quaint' character.





Store differentiation, complex roof (left), Patio life (right).

Building Character

63. A variety of architectural expressions are supported. Buildings should fit the Lantzville context, responding to the landscape, site, climate, and history of the site.

64. The use of local building materials such as wood is encouraged.

65. Simplistic box-shaped buildings are not supported. Interesting rooflines are supported, paired with heritage features.

66. A relaxed feel is supported, rather than architectural styles that look too expensive or resort-like.

Connection to the Ocean

67. Views of the ocean should be preserved.

68. Subtle design elements – such as porthole windows, widow watches, or the use of local coastal materials – could enhance the connection between the village and the seashore.





Local materials, accent colours (left), articulated roofline using flat terraces / cornice detail (right).





Examples of seaside elements in buildings.

Relationship to the Street, Public Realm and Pedestrian Orientation

69. Buildings fronting along Lantzville Road should be oriented to Lantzville Road.

70. Facades should include elements of interest and buildings should interact well with the street – for example, through the provision of doors and frontages on the street, large transparent windows with window displays, and avoiding large blank walls facing the street.

71. Building facades should be designed in ways that express individual storefront identity. Pedestrian scale of the street frontage should be retained by articulating building facades to represent small storefront lengths of 5 to 8 metres, rather than long continuous street walls.

72. Where larger interior spaces are warranted (e.g., grocery or hardware store), smaller retail, service outlets, or café spaces are encouraged on the street or exposed frontages to complement to store entrance, and to avoid large blank walls facing the street frontage(s).

73. Buildings should have a strong relationship to the street. If buildings are set back from the street, it should be for the purpose of enhancing the pedestrian street level appeal. This may include recessed entrances, planters, shrubs, street furniture, outdoor seating and dining areas, public art, plazas, and walkways.

74. Storefronts should be undulating. While buildings may locate near the front of lots, forming more of a street edge and creating more of a main street feel, a strong street wall is not preferred. Instead, pedestrian building frontages should provide variation and a high quality public realm.



Create a "people place". The above picture shows what a private business can do to enhance the public realm, given support from the municipality. Although the buildings may be larger in scale than what is envisioned for Lantzville, visual preferences suggested the streetscape looks texturally pleasing, attractive, and creates a "people place".

75. Short walkable distances between storefronts and generous provision of windows are encouraged.

76. In mixed-use buildings, locating residential uses above commercial uses is encouraged.

77. Awnings and canopies for visual interest and shelter are encouraged. The design of canopies should vary from frontage to frontage. Long canopies of the same design can harm the desired diversity and scale and should be avoided. Freestanding canopies at cafés or outdoor dining areas are encouraged.

78. Natural light penetration under overhangs, eaves, or awnings should enhance private and public outdoor experience.

79. All commercial development will provide a minimum of one rest bench. Rest benches that fit the character of the village are encouraged.

80. Parcel coverage may be varied to provide public amenities like gathering places.

81. Sunny sitting-out areas are encouraged throughout the Village Primary Commercial Core, especially sidewalk cafes and quiet "sitting and watching" areas, with a variety of hard

and soft ground surfaces and public seating. Private sitting areas may be adjacent to, but should not be on, public sidewalks, unless a minimum of two additional metres of sidewalk is available for safe pedestrian passage.

82. Ornamental, decorative, and sculptural elements are encouraged in building design or freestanding on the site.

83. Greenery in the form of window boxes, planters, and hanging baskets maintained by businesses should be encouraged. Some businesses already add these features.

84. Planter boxes in the public right of way could support beautification and delineate pedestrian areas in the shorter term. Edible landscaping could be incorporated where feasible.

85. Periodic landscaped areas could also provide breaks, screening on-street parking and increasing attractiveness of the Village to residents, commercial users, and tourists.



Landscaping could incorporate elements of the seashore.

Signage

86. Signage will generally be unobtrusive and designed in such a manner as to be complementary to the "village" form and character.

87. Signage should be clear and at as small a scale as possible to be legible from adjacent street areas. The District may consider a consolidated sign directory for "Lantzville Village" that is at the entrance(s) to the Village Primary Commercial Core.

88. The use of carved wood for signs is encouraged.

89. Backlit signs are not permitted.

90. Where more than one business fronts a street under a single awning, there should be no more than one awning sign per business.

91. Facia signs may be located on the exterior front wall, side wall(s), and rear wall of a building, limited to one sign on each facia.

92. Hanging, under-canopy signs are encouraged perpendicular to a building, but only one per business should be permitted and any such sign should be not less then 2.5 m above the sidewalk.

93. Freestanding signs using carved wood and incorporating ornamental, decorative, or sculptural elements are permitted.

94. Sandwich board signs must not obstruct pedestrian circulation.



Share signage that has a coastal village feel.

Parking, Loading and Access

95. Where possible, vehicular access to all off-street parking spaces will be from a lane or side street.

96. Where access via a lane or side street is not possible, vehicle access and egress will be limited to one driveway per property, scaled and designed to be attractive for pedestrian access from parking to main street and businesses.

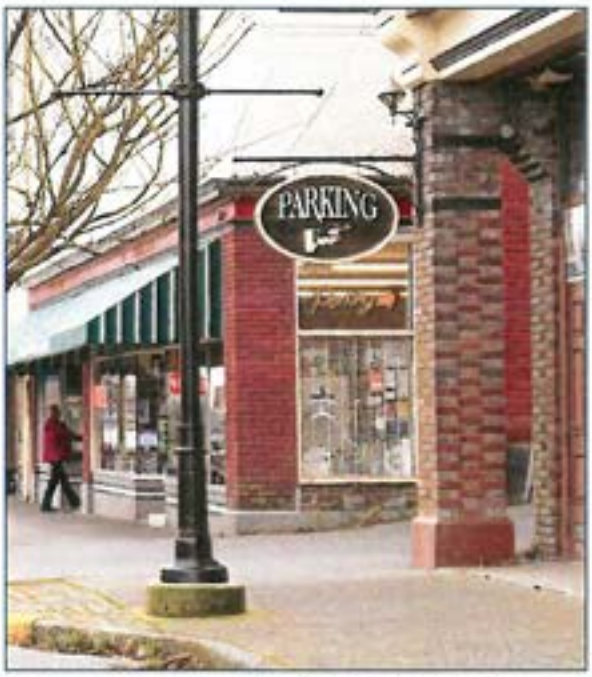
97. New curb cuts will be avoided or minimized on Lantzville Road. Sharing an access with a neighbouring development is encouraged.

98. Loading and service areas will be located and designed to minimize visibility from public rights of way and public spaces. The use of walls and landscaping to screen views of these areas is encouraged.

99. Off-street parking or loading within the setback between the road right of way and the front of the building is not permitted; off-street parking will be located to the side or rear of the building.

100. A reduction in parking spaces based on a mix of complimentary uses, different peak time usage, or other shared parking factors may be considered. A parking study may be required.

101. All commercial development will provide a minimum of one bike rack. Bike shelters and bike storage facilities are encouraged.



The sign directs drivers to off-street parking at the rear of buildings in Ladysmith.

11.2.1 | General Development Permit Area Policies

Development Permit Areas are shown on Maps 9-11. The following general policies apply to Development Permit Areas:

1. Owners of land within a DPA are required to obtain a development permit prior to: the subdivision of land; the construction of, or addition to, a building or structure on the land; or the alteration of land within a designated Development Permit Area, except where exemption provisions apply.
2. In reviewing development permit applications, the District will give due consideration to:

    - soil stability
    - natural vegetation or ground cover
    - wildlife and fish habitat
    - quality and quantity of surface drainage and groundwater
    - adjacent land uses

3. Where land is subject to more than one DPA designation, a single development permit is required. However, the application will be subject to the requirements of all applicable DPAs.
4. Where, in the opinion of Council or delegate, the proposed change is small in scale, or insignificant in terms of potential impact, a development permit may not be required.
5. Any policy in the OCP, including a policy in a Special Area Plan approved by the Municipality, that relates to a matter that is subject to a Development Permit application and the Development Permit Guidelines, is supplementary to and forms part of these Guidelines for the purpose of reviewing the subdivision or development for consistency with the Guidelines. [BL224]

11.2.2 | Development Information

Under Section 485 of the *Local Government Act*, the District may require development approval information within the Development Permit Area. Where a report by a qualified professional is required, the following guideline may be used to define the scope of the information required. This guideline is not intended to limit the scope of a required report on any specific site as may be required in a Bylaw approved under Section 485. The report will contain: