District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, September 25, 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 **6:00 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.

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1. CALL TO ORDER

1-3 **2. ADOPTION OF THE AGENDA**

THAT the September 25, 2024, regular Council meeting agenda be adopted, as presented.

3. PUBLIC AND STATUTORY HEARINGS -NIL

4. GENERAL MATTERS -NIL

START OF CONSENT AGENDA

4-25 **5. CONSENT AGENDA**

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

a) THAT the June 26, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.
b) THAT the July 10, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.
c) THAT the July 31, 2024, 6:00 pm special Council meeting minutes be approved, as presented.
d) THAT the September 11, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.

END OF CONSENT AGENDA

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. LEGISLATIVE MATTERS

26 a) **VIRL Levy and Finance Update**
[Councillor Lerner]

b) **Tax Collector**

THAT Council appoints the Deputy Director of Financial Services, Camelia Copp, to be the Tax Collector and represent the District of Lantzville for tax-related matters such as a tax sale as required in the *Community Charter*.

27-62 c) **Revised Audited 2023 Financial Statements**

63-73 d) **District of Lantzville Municipal Ticket Information Bylaw No. 10, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024**

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given first reading.

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given second reading.

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given third reading.

THAT the Director of Planning and Community Services be appointed as a Bylaw Enforcement Officer and for the District of Lantzville.

THAT the Chief Administrative Officer be appointed as a Bylaw Enforcement Officer for the District of Lantzville

74-77 e) **Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024**

THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given first reading.

THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given second reading.

THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given third reading.

8. UNFINISHED BUSINESS - NIL

9. COMMITTEE/COMMISSION RECOMMENDATIONS - NIL

10. NEW BUSINESS

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

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

12. INTRODUCTION OF "NOTICE OF MOTION"

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

14. MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- labour relations or other employee relations;
- the security of the property of the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC

15. ADJOURNMENT BY MAYOR

PRESENT:

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell
Councillor Ian Savage

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

CALL TO ORDER

The Mayor called the meeting to order at 6:00 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the June 26, 2024, regular Council meeting agenda be adopted, as amended regarding the following items:

- Item 7 memorial bench to item 13 under new business.
- Add correspondence regarding additional memorial benches under item 13; and,
- Add appointment of the Interim Director of Finance.
- Mayor and Council Verbal Updates be added to 12a

CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(c) labour relations or other employee relations;
(d) the security of the property of the municipality;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:03 pm

MEETING REOPENED: 6:53 pm (7:05 pm) with Mayor Swain and Councillors Mundell, Jones, Lerner, and Savage in attendance. Also, Acting CAO/Director Morphy, Planner Amanda Masse, Ken Interim Director of Financial Services, and Deputy Director Long.

MOVED AND SECONDED, THAT the June 26, 2024, regular Council meeting agenda be adopted, as amended to add agenda item Mayor and Council Verbal Updates before New Business.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

Marilyn Petreman, Address 7988 Lantzville Road
Longtime residents of Lantzville requesting to install a memorial bench.

CORRESPONDENCE

Mayor and Council received for information a Aire Search and Rescue Grant Request letter and a request for private installation of memorial Bench.

GENERAL MATTERS

MOVED AND SECONDED to refer the following motion to staff "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."to obtain the hotel room and registration prices and to present back to Council at the July 10, 2024 council meeting
CARRIED UNANIMOUSLY

DELEGATION

Brenda McConachie attended via Zoom regarding "Beach Road Ends Signs & Parking"
Longtime resident of Lantzville has concerns regarding no parking signs and encroachments on beach access roads from residents and is requesting encroachments be removed.

START OF CONSENT AGENDA

CONSENT AGENDA

MOVED AND SECONDED, THAT the recommendation listed for item 7a) in the Consent Agenda be approved.
CARRIED UNANIMOUSLY

MOVED AND SECONDED THAT the June 12, 2024, regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

END OF CONSENT AGENDA

LEGISLATIVE MATTERS

SOFI – 2023 SOFI REPORT FOR INFORMATION

MOVED AND SECONDED, THAT staff collate the 2024 legal invoices to date and submit to Council for the July 10, 2024, In Camera agenda.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT staff collate the 2024 the Sea to Sky invoices to date and submit to Council for the next regular Council meeting.
CARRIED UNANIMOUSLY

TREE BYLAW ADOPTION

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

ZONING BYLAW ADOPTION

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

TRANSIT BYLAW ADOPTION

MOVED AND SECONDED, THAT "District of Lantzville Transit-Oriented Areas Bylaw No. 370, 2024" be adopted.
CARRIED UNANIMOUSLY

PROCEDURE BYLAW ADOPTION

MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment Bylaw No.371, 2024" be adopted.
CARRIED UNANIMOUSLY

WATER SYSTEM EXPANSION TO THE WINDS RESIDENTIAL AREAS, LOAN AUTHORIZATION BYLAW NO. 299, 2022

MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY

DISTRICT OF LANTZVILLE WATER SYSTEM EXPANSION "THE WINDS" LOCAL AREA SERVICE BYLAW NO. 336, 2023

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

MOVED AND SECONDED, THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given second reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023" be given third reading.
CARRIED UNANIMOUSLY

ACCESSIBILITY GRANT

MOVED AND SECONDED, 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 a location to be determined by the Accessibility Advisory Committee as soon as possible.
CARRIED UNANIMOUSLY

ZERO CARBON STEP CODE

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

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

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

UNFINISHED BUSINESS

PIERCE WOODS – VERBAL UPDATE

MOVED AND SECONDED, THAT the motion on the floor "THAT the Pierce Woods Marine Park PHASE 1 – Safety Works 2024 capital budget of $120,000 be increased to $170,000 to accommodate additional capital costs for parking and gate improvements with the additional funding coming from: a) the Community Works Fund (GL # 01-2-10-229) (formerly referred to as gas tax funds) (balance of $1,470,485 as at Jan. 1, 2024) or b) Covid Recovery Reserve (GL # 15-3-10-303) (balance of $295,567 as at Jan. 1, 2024); and FURTHER that the District of Lantzville's 2024 – 2028 Financial Plan be amended accordingly." be postponed to the next regular meeting of council; AND FURTHER THAT, staff be directed to provide any additional information pertaining to quotes or any additional funds required to obtain quotes.
CARRIED UNANIMOUSLY

JACK'S ROAD

MOVED AND SECONDED, THAT staff provide Council with a verbal updated 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 to improvements on Jack's Road end.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council direct staff to ensure the closure of Jack's Road end no later than Monday, July 8, 2024, with notice to the community ; AND FURTHER THAT, staff begin work immediately on improvements required to complete work as shown in the design sketch titled Jack's Road End as approved by Council on February 21, 2024, AND FURTHER THAT, staff provide a report for the July 10, 2024 Council meeting that included timelines for the improvements approved in the September 13, 2023 motion carried unanimously by Council.
CARRIED
Opposed: Mayor Swain

MOVED AND SECONDED, 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
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council direct staff to provide no later than July 26, 2024, for the regular meeting of Council a report outlining the works and costs to complete the following improvements at the Lavender Road beach end, as requested in the motion carried unanimously by Council on September 13, 2023.
CARRIED UNANIMOUSLY

BYLAW 175

MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY

COMMITTEE/COMMISSION RECOMMENDATIONS

NEW BUSINESS

EXEMPTION FROM DEVELOPMENT PERMIT REQUIREMENTS FOR SITE WORKS ON 7194 DICKENSON ROAD

MOVED AND SECONDED, THAT by unanimous consent of Council the regular council meeting be extended past 9:30 pm**.**

MOVED AND SECONDED, THAT Council approves an exemption from Development Permit requirements for the structural repair of 7194 Dickinson Road.
CARRIED UNANIMOUSLY

CORRESPONDENCE

MOVED AND SECONDED, THAT the request for the memorial bench addition on North Road as well as the memorial bench program itself both be referred to the next Committee of the Whole meeting for Council to discuss and make recommendations.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT the correspondence for the Jack Mowatt memorial bench be referred to the July 17, 2024, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

MOVED AND SECONDED, THAT Council accepts the late item regarding the King Charles III coronation medal.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT residents be notified immediately under public notices on the District of Lantzville website and on the Facebook page that they can now nominate Lantzville candidates as recipients of the King Charles III coronation medal and that the notice inform residents of the August 28, 2024, deadline for nominations and that the notice include this link "" ; AND FURTHER THAT, the notice be included in the August, 2024, issue of the Community Update.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC at 9:45 PM

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(c) labour relations or other employee relations;
(d) the security of the property of the municipality;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED AND SECONDED, THAT the June 26, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:53 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this xx day of xxxx, 2024.

_____
Mark Swain, Mayor

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, July 10, 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 6:07 pm)*
Councillor Ian Savage

STAFF: Glenn Morphy, Acting CAO|Director of Public Works
Delcy Wells, Director of Corporate Administration
Aria Long, Deputy Director of Corporate Administration

CALL TO ORDER

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

Councillor Mundell joined the meeting at 6:07pm

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the July 10, 2024, regular Council meeting agenda be adopted, as amended to agenda item 5c, 5d, 5g; AND FURTHER THAT, the June 26, 2024, agenda items 11a "Pierce Woods Park verbal update" and 13a the "new proposed Future Growth Zone" be included in the agenda as the first items in the sections unfinished business.
CARRIED UNANIMOUSLY

GENERAL MATTERS

Mayor And Council Verbal Updates

- Georgina Rosewell passed away at age 96 and was a palm leaf recipient with a service to be held July 20, 2024, at 12:00pm at the local legion.
- The Legion has an annual golf tournament with team space still available.
- Grand opening of the Mental Fitness Trail at the E&N Trail will start at the Clark Drive end of the trail and the Rotary Club of Lantzville will provide a welcome and information tent with an opening at 11:00am and a trail walk and ribbon cutting at 11:15am.

PUBLIC INPUT PERIOD

Joan Macmillan, 7016 Peterson Road, spoke regarding speeding problems increasing in Lantzville with a request that local speeds be 30 km/h and for the installation of speed bumps (not speed humps).

LEGISLATIVE MATTERS

Application Amendment For Rezoning Application No. Zb23-3 (6910 & 6930 Lantzville Road Long Term Care Facility)

Cindy Nesselbeck, presenter for Nanaimo Regional Hospital District, spoke regarding the application amendment for rezoning to accommodate 4 stories at 25 metres on above average grade with the parapet height being lower than 25 metres.

MOVED AND SECONDED, THAT second reading of "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6910 & 6930 Lantzville Road) Bylaw No. 363, 2024" be rescinded.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (6910 & 6930 Lantzville Road) Bylaw No. 363, 2023" be given second reading, as amended with clause 1 striking 2024, and inserting 2023.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT second reading of "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6910 & 6930 Lantzville Road) Bylaw No. 364, 2024" be rescinded.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council amend bylaw 364, 2024 on page 49 of the agenda under paint number two and delete the words east and west 5 meters and insert east minimum 10 meters and west minimum of 20 meters.
DEFEATED
Opposed: Mayor Swain, Councillor Mundell, Councillor Lerner, Councillor Savage, Councillor Jones

MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (6910 & 6930 Lantzville Road) Bylaw No. 364, 2024" be given second reading, as amended with clause 1 striking 2024, and inserting 2023.
CARRIED UNANIMOUSLY

Miscellaneous Text Amendments to Official Community Plan Bylaw No. 150, 2019 And Zoning Bylaw No. 180, 2020

MOVED AND SECONDED, THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Miscellaneous) Bylaw No. 373, 2024" be given first reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Miscellaneous) Bylaw No. 373, 2024" be given second reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Miscellaneous) Bylaw No. 374, 2024" be given first reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Miscellaneous) Bylaw No. 374, 2024" be given second reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT a public hearing be scheduled for the council meeting of July 24, 2024.
CARRIED UNANIMOUSLY

Water System Expansion to The Winds Residential Areas, Loan Authorization Bylaw No. 299, 2022 & District of Lantzville Water System Expansion "The Winds" Local Area Service Bylaw No. 336, 2023

MOVED AND SECONDED, THAT Council approves the public notice of intent attachment 1 to be published on July 17, 2024, and July 24, 2024, for the petition against process as required by the *Community Charter*; AND FURTHER THAT, Council approve the elector response form attachment 1; AND FURTHER THAT, Council approve the deadline for response of August 17, 2024.
CARRIED UNANIMOUSLY

Development Variance Permit Application for 7001 Lantzville School Road

MOVED AND SECONDED, THAT Development Variance Permit No. DVP23-4 for 7001 Lantzville School Road be issued to vary section 2.6.13 of Zoning Bylaw No. 180 by allowing parking for the proposed daycares on 7001 Lantzville School Road to be located on 7005 Lantzville School Road.
CARRIED UNANIMOUSLY

Miscellaneous Text Amendments to Official Community Plan Bylaw No. 150, 2019 And Zoning Bylaw No. 180, 2020

MOVED AND SECONDED, THAT public hearing and the potential third reading of this bylaw be scheduled for July 31, 2024, at 6:00 pm.
CARRIED UNANIMOUSLY

Development Permit Application for 7001 Lantzville School Road

MOVED AND SECONDED, THAT Development Permit No. DP23-11 for 7001 Lantzville School Road be issued.
CARRIED UNANIMOUSLY

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

MOVED AND SECONDED, THAT Council postpone Item 5g in the July 10, 2024, agenda to the October 09, 2024, Council meeting.
CARRIED
Opposed: Councillor Jones, Councillor Mundell

2023 Statement of Financial Information

MOVED AND SECONDED, THAT the 2023 Statement of Financial Information be approved.
CARRIED UNANIMOUSLY

2023 Annual Municipal Report

MOVED AND SECONDED, THAT Council approves the District of Lantzville's Annual Municipal Report.
CARRIED UNANIMOUSLY

District of Lantzville Tree Protection Bylaw No. 331, 2022

MOVED AND SECONDED, THAT "District of Lantzville Tree Protection Bylaw No. 331, 2022" be repealed.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Pierce Woods Marine Park

MOVED AND SECONDED, THAT Council refer the following motion back to staff for a report on July 24, 2024:

"THAT regards the Pierce Woods Marine Park Council direct staff
a) Detached garage at the Pierce Woods Marine Park not be demolished and be preserved as a storage area for such items as kayaks and lifejackets
b) The water licence for the creek be defended and preserved
c) The foundations of the main house for a future roofed open sided pavilion and the foundations of the cottage be preserved"

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT the Pierce Woods Marine Park detached garage not be demolished and be preserved as a storage area for such items as kayaks and life jackets.

CARRIED UNANIMOUSLY

District of Lantzville Zoning Bylaw 180, 2019

MOVED AND SECONDED, THAT Council amend the District of Lantzville Zoning Bylaw 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 2024 residents."

CARRIED UNANIMOUSLY

NEW BUSINESS

Legion Plaza

MOVED AND SECONDED, THAT for the Legion Plaza the Mayor be directed to contact the President of the Legion and invite them to work with Snaw Naw As to suggest a fitting item for the Legion Plaza to commemorate the indigenous people who were and are in the Canadian Military, and invite the Legion President to contact the Wounded Warrior Society to suggest an item to honour the Wounded Warriors to be unveiled at the next Wounded Warrior run in Lantzville, and that if funding is required it come from Gas Tax.

CARRIED UNANIMOUSLY

Road Closure Request - Seaview Centennial Branch 257

MOVED AND SECONDED, THAT Council accept the requests from the Legion (Seaview Centennial Branch 257) and in addition grant the Legion rentals of the park and community buildings required for the memorial service at no cost.
I (past president- Gary Howk) hereby request permission for the following activities planned for this upcoming event:

1. We will require to close Lantzville Road from School Road to Huddlestone Road from 9:45 am until 12:15 pm on November 11, 2024. We will be providing the required traffic control contractor to control traffic. This is to ensure the safety of the parade and for the bystanders attending the service.
2. We would like permission to occupy Huddlestone Park on the evening of November 10th to prepare the set up for the following day's event and of course from 8:00 am until 12:30 on November 11th to hold the event near the cenotaph. The remaining portion of the park will be occupied by our parade and by the public attending the service.
3. We would also like permission to have Canadian Air Division Headquarters to do a fly-by by during the ceremony. This fly-by will occur at approximately 11:00am and will be approximately done by an altitude of no lower than 500 feet.

CARRIED UNANIMOUSLY

Standing Safety Committee

THAT Council refers the following items to the Standing Safety Committee:

1. Speeding on Lantzville roadways, including side streets;
2. The inconsistency of speed limits on side streets, and the future options for reducing speed limits, if desired;
3. The feasibility of future raised crosswalks, speed bumps, or other speed control measures (both vertical and horizontal in nature).

CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

MOVED AND SECONDED, THAT Council considers a late item regarding trail pathways due to its emergent nature of being included in the Bylaw 175 discussion at the next regular meeting of Council on July 24, 2024.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council direct staff to include in the Bylaw 175 options coming before Council at the July 24, 2024, Council meeting the design guidelines in Schedule A for the design standard of semi-rural trails that have a permeable surface that are 1.5 to 2.5 meters average width with curves to follow natural terrain and a minimum of 1.5 meters away from a road's white line when the trail is adjacent to the road.
CARRIED UNANIMOUSLY

By unanimous consent of Council, the regular meeting of Council was extended past 9:30 pm.

MOVED AND SECONDED, THAT Council considers an emergent late item regarding the Accessibility and Advisory recommendations due to a grant application deadline.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council consider allowing the Accessibility Advisory Standing Committee motions from July 9, 2024 on the July 10, 2024 regular Council meeting agenda as emergent items due to the grant application deadline of July 23, 2024.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council adopt the minutes of the Accessibility Advisory Statutory Committee as circulated, held on Tuesday, July 9, 2024.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council review and accept the draft accessibility plan; AND FURTHER THAT, the plan be posted to acquire public feedback and review on the District of Lantzville website.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council installs accessible playground equipment at a Lantzville Park if the Government of Canada - Enabling Accessibility Fund Small Projects Component grant application is successful.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council installs equipment from Landscape Structures based on the Inclusive Play Planning Guide and their professional recommendations if the Government of Canada – Enabling Accessibility Fund Small Projects Component grant application is successful.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

(d) the security of the property of the municipality;
(g) litigation or potential litigation affecting the municipality;
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:28 pm
MEETING REOPENED: 10:23 pm with Mayor Swain and Councillors Jones, Lerner, and Savage in attendance. Also, Acting CAO/Director Morphy, Director Wells, and Deputy Director Long.

MOVED AND SECONDED, THAT the July 10, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED and SECONDED, THAT the July 10, 2024, regular Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:24 pm

Certified Correct:

_____

Delcy Wells, Director of Corporate Administration

Confirmed this 24th day of July, 2024.

_____

Mark Swain, Mayor

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner *(departed 10:22 pm)*
Councillor Rachelle Mundell *(departed 10:18 pm)*
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO | Acting Director of Planning | Director of Public Works
Delcy Wells, Director of Corporate Administration
Aria Long, Deputy Director of Corporate Administration

CALL TO ORDER

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

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the July 31, 2024, special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

PUBLIC INPUT

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

LEGISLATIVE MATTERS

PUBLIC ENGAGEMENT REQUIREMENTS FOR MISCELLANEOUS TEXT AMENDMENTS

Mayor Swain enacted section 131 of the Community Charter to reconsider the following motion made at the July 10, 2024, regular meeting of Council:

"MOVED AND SECONDED, THAT public hearing and the potential third reading of this bylaw be scheduled for July 31, 2024, at 6:00 pm."
UNANIMOUSLY OPPOSED

MOVED AND SECONDED, THAT council direct staff to schedule 3 public engagement sessions to provide additional opportunities for public feedback
CARRIED UNANIMOUSLY

NEW BUSINESS (REPORTS AND CORRESPONDENCE) - NIL

MOTION TO CLOSE THE MEETING TO THE PUBLIC at 6:27 pm

MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e), (g) and (h), 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
(g) litigation or potential litigation affecting the municipality;
(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:20 pm
MEETING REOPENED: 10:22 pm with Mayor Swain and Councillors Savage and Jones in attendance. Also, Acting CAO/Director Morphy, Director Wells, and Deputy Director Long.

ADJOURNMENT

MOVED and SECONDED, THAT the July 31, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:23 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this XX day of XXXX, 2024.

_____
Mark Swain, Mayor

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO | Director of Public Works
Delcy Wells, Director of Corporate Administration
George Robinson, Director of Planning
Aria Long, Deputy Director of Corporate Administration

CALL TO ORDER

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

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the September 11, 2024, Regular Council meeting agenda be adopted, as amended with items added to 7a, 7b, and 7d for additional information.
CARRIED UNANIMOUSLY

CORRESPONDENCE

Public Feedback was received by Council as attached to the agenda with additional letters distributed to Council at the meeting.

GENERAL MATTERS

Water Conservation Review

Presenter: Erica Forssman, Regional District of Nanaimo

Highlights included:

- A regional service tasked with protecting fresh water with education, public outreach and policy advocacy
- The Regional District of Nanaimo (RDN) does not have a water supply issue, but has a water use issue
- The goal is to create consistently designed water restrictions and include all water purveyors in the region
- Wells are not currently included in the water conservation framework
- Watering of lawns is the largest issue regarding water use

Mayor and Council Verbal Updates

Highlights included:

- The 2024 Mine town day had a large turnout from residents
- Currently the District of Lantzville (DOL) residents may claim their reflective signs for their homes to help first responders find them in an emergency
- A service increase for Transit will be discussed regarding the 1000 transit hours offered to the DOL from the RDN and a speaker will be invited from the RDN
- The addition of 1000 hours could increase the budget by $100,000, if approved

START OF CONSENT AGENDA

CONSENT AGENDA

MOVED AND SECONDED, THAT the recommendation listed for item 7a) in the Consent Agenda be approved.

a) MOVED AND SECONDED, THAT the July 24, 2024, regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT

Glen Friesen, 7956 Northwind Drive, spoke regarding the petition against process for water to the winds and the ability for a developer to pay to install the water pipe.

Derek Hogeweide, 6876 Westwind Drive, spoke regarding the petition against process for water to the winds and the issues surrounding social media and the cost of the project.

Lance Geselbracht, 7365 Spence's Way, spoke regarding the petition against process for water to the winds and how a DCC project was identified in a previous petition against process that allowed 1 million dollars to be contributed to the overall cost of the previous project.

LEGISLATIVE MATTERS

Council Initiated Petition Against Water for the Winds Vote Outcome

MOVED and SECONDED, THAT Council receive the Staff Report titled "Conclusion of the Petition Against Process for "District of Lantzville Water System (The Winds) Local Area Service Establishment Bylaw No. 336, 2023" and "District of Lantzville Loan Authorization Bylaw No. 299, 2.02.2"; AND FURTHER THAT Council abandon the creation of The Winds water service establishment project, and any variation thereto, and instruct staff to consult with the Province regarding options for alternate uses for the Provincial grant provided to fund this project, following a review of the 2023-2027 Strategic Plan to choose an alternative project.
CARRIED UNANIMOUSLY

DP and DVP for 7181 Lantzville

MOVED and SECONDED, THAT Development Permit No. DP24-2 for 7181 Lantzville Road be issued.
CARRIED UNANIMOUSLY

MOVED and SECONDED, THAT Development Variance Permit No. DVP24-4 for 7181 Lantzville Road be issued to vary Sections 2. 6 (i) and 2. 6 (5) of "District of Lantzville Zoning Bylaw No. 180, 2020".
CARRIED
Opposed: Councillor Jones

DVP for 7900 Lantzville Road

MOVED and SECONDED, THAT Development Variance Permit No. DVP24-1 for 7900 Lantzville Road be issued to vary Sections 1. 1 (3) and l. l (6) of Zoning Bylaw No. 180.
CARRIED
Opposed: Councillor Jones and Councillor Mundell

DVP for 7186 Lancrest Road

MOVED and SECONDED, THAT Development Variance Permit No. DVP24-3 for 7186 Lancrest Terrace be issued to vary Section 1. 1 (3) of Zoning Bylaw No. 180 by decreasing the front yard setback on Tweedhope Road from 6 metres to 3 metres.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Policies Report (Policy No. 3000-9 Public Participation Policy)

Staff advised Council that a new Policy will be coming forward regarding notification of correspondence as well as updates to the public consultation process.

Community Amenity Fund Surpluses

Staff advised Council that an in depth report and discussion regarding Community Amenity Fund Surpluses will be conducted at the September 24, 2024, Committee of the Whole meeting.

NEW BUSINESS

Harper Road

MOVED and SECONDED, WHEREAS Council identified improvements for Harper Road, Lavender Road, and Jacks Road as strategic priorities, and both Lavendar and Jacks are already underway, THEREFORE BE IT RESOLVED THAT Council directs staff to include Harper Road improvements in the 2025 portion of the upcoming Draft 2025-2029 Financial Plan for Council's Consideration; AND FURTHER THAT Council directs staff to compile the previously completed beach road end survey data for Harper Road and provide it to Council, so that Council may consider elements for design and the solicitation of future public feedback regarding Harper Road.
CARRIED UNANIMOUSLY

Shale Road

MOVED and SECONDED, THAT Staff provide an update to Council on September 25th regarding the drainage plans for the Shale road subdivision AND THAT Staff ensure that no Shale Rd properties are draining onto the District Park that borders the west boundary of the subdivision AND ALSO that Staff ensure that there are no violations to Bylaw. No. 337, 2023: A Bylaw to Provide for the Regulation of the Use of the Drainage System and Disposition of Stormwater AND FURTHER THAT appropriate measures are taken immediately if there are violations to the Bylaw or any property drainage to the Districts Park trail.
DEFEATED
Opposed: Mayor Swain, Councillor Lerner, and Councillor Mundell

Village Core Landscaping

MOVED and SECONDED, THAT Council to refer the following motion to the September 11, 2024, closed council meeting:

"THAT some of the remaining heathers be used to improve the spacing of the planted heathers, per the design approved by Council, in order to reduce bare patches and minimize weed growth in the future, AND FURTHER THAT the species and their location be followed during this work according to the heather layout design approved by Council."
CARRIED UNANIMOUSLY

Service of Liquor at Costin Hall for Halloween

MOVED and SECONDED, THAT the Seaside Community Society be permitted, subject to compliance with provincial regulations and District of Lantzville bylaws, to serve alcohol at the Halloween party in Costin Hall on October 26, 2024.
CARRIED UNANIMOUSLY

7181 Lantzville Road Development Application Update

No motion was made, and discussion did not take place.

INTRODUCTION OF LATE ITEMS – NIL

PUBLIC CLARIFICATION - NIL

MOTION TO CLOSE THE MEETING TO THE PUBLIC AT 9:06 PM

MOVED and SECONDED, 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.

CARRIED UNANIMOUSLY

Following adoption of the above motion, the meeting will be closed to the public.

MEETING CLOSED TO THE PUBLIC: 9:06 pm
MEETING REOPENED: 9:45 pm with Mayor Swain and Councillors Savage, Jones, Lerner and Mundell in attendance, and with no staff in attendance.

ADJOURNMENT

MOVED and SECONDED, THAT the September 13, 2024, regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:45 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this XX day of XXXX, 2024.

_____
Mark Swain, Mayor

Budget 2025: Member Levies by Apportionment

Appendix D

Municipalities	2024 Total Levy	2025 Population	Converted Land Value	Apportionment per $100 of Shared Cost	Operating Levy	$ Change	% Change	Capital Levy	$ Change	% Change	TOTAL Levy	$ Change	% Change
Campbell River	$ 2,222,144	38,658	$ 1,249,874,256	$ 6.89	$ 2,088,486	$ 145,169	7%	$ 284,872	$ 6,044	2%	$ 2,373,357	$ 151,213	7%
Comox	$ 949,691	15,902	$ 536,094,471	$ 2.89	$ 875,174	$ 44,648	5%	$ 119,375	$ 210	0%	$ 994,549	$ 44,858	5%
Courtenay	$ 1,907,348	31,242	$ 1,143,895,800	$ 5.89	$ 1,785,781	$ 117,761	7%	$ 243,582	$ 4,254	2%	$ 2,029,363	$ 122,016	6%
Cumberland	$ 293,758	4,901	$ 168,310,698	$ 0.90	$ 271,988	$ 15,090	6%	$ 37,099	$ 240	1%	$ 309,088	$ 15,329	5%
Daajing Giids	$ 50,141	1,033	$ 21,529,339	$ 0.16	$ 47,119	$ 3,269	7%	$ 6,427	$ 135	2%	$ 53,546	$ 3,405	7%
Duncan	$ 318,504	5,513	$ 172,559,431	$ 0.97	$ 293,677	$ 15,138	5%	$ 40,058	$ 93	0%	$ 333,734	$ 15,231	5%
Gold River	$ 62,660	1,296	$ 26,103,275	$ 0.19	$ 58,451	$ 3,653	7%	$ 7,973	$ 110	1%	$ 66,424	$ 3,763	6%
Ladysmith	$ 578,184	9,690	$ 329,750,086	$ 1.77	$ 535,546	$ 29,911	6%	$ 73,049	$ 500	1%	$ 608,595	$ 30,411	5%
Lake Cowichan	$ 218,416	3,748	$ 115,730,899	$ 0.65	$ 198,496	$ 7,486	4%	$ 27,075	$ (331)	-1%	$ 225,572	$ 7,155	3%
Lantzville	$ 299,871	4,099	$ 209,695,425	$ 0.92	$ 277,938	$ 15,693	6%	$ 37,911	$ 284	1%	$ 315,849	$ 15,977	5%
Masset	$ 37,850	766	$ 16,788,545	$ 0.12	$ 35,543	$ 2,443	7%	$ 4,848	$ 99	2%	$ 40,391	$ 2,541	7%
Nanaimo	$ 6,520,790	108,438	$ 3,815,894,098	$ 20.07	$ 6,085,204	$ 382,623	7%	$ 830,028	$ 11,819	1%	$ 6,915,232	$ 394,442	6%
North Cowichan	$ 2,136,007	34,546	$ 1,279,183,120	$ 6.55	$ 1,985,115	$ 117,128	6%	$ 270,772	$ 2,752	1%	$ 2,255,887	$ 119,880	6%
North Saanich	$ 1,153,995	13,198	$ 928,795,732	$ 3.56	$ 1,080,565	$ 71,370	7%	$ 147,390	$ 2,590	2%	$ 1,227,955	$ 73,961	6%
Parksville	$ 998,303	14,710	$ 669,840,747	$ 3.09	$ 936,898	$ 63,858	7%	$ 127,794	$ 2,530	2%	$ 1,064,691	$ 66,388	7%
Port Alberni	$ 1,072,702	20,264	$ 529,718,747	$ 3.31	$ 1,002,922	$ 64,819	7%	$ 136,800	$ 2,200	2%	$ 1,139,722	$ 67,020	6%
Port Alice	$ 32,972	700	$ 14,525,865	$ 0.11	$ 31,883	$ 3,048	11%	$ 4,349	$ 212	5%	$ 36,232	$ 3,260	10%
Port Clements	$ 14,828	267	$ 7,942,379	$ 0.05	$ 13,919	$ 952	7%	$ 1,899	$ 38	2%	$ 15,818	$ 990	7%
Port Hardy	$ 214,449	4,552	$ 83,700,210	$ 0.66	$ 199,455	$ 11,914	6%	$ 27,206	$ 297	1%	$ 226,661	$ 12,212	6%
Port McNeill	$ 127,271	2,591	$ 58,839,927	$ 0.40	$ 121,727	$ 10,425	9%	$ 16,604	$ 634	4%	$ 138,331	$ 11,059	9%
Qualicum Beach	$ 715,243	9,663	$ 498,145,219	$ 2.17	$ 657,999	$ 32,503	5%	$ 89,752	$ 5	0%	$ 747,751	$ 32,508	5%
Sayward	$ 16,584	305	$ 7,508,970	$ 0.05	$ 14,756	$ 253	2%	$ 2,013	$ (68)	-3%	$ 16,768	$ 185	1%
Sidney	$ 1,020,577	12,951	$ 769,254,206	$ 3.15	$ 956,275	$ 63,757	7%	$ 130,437	$ 2,378	2%	$ 1,086,712	$ 66,135	6%
Sooke	$ 1,009,489	16,866	$ 582,186,138	$ 3.09	$ 938,179	$ 55,358	6%	$ 127,969	$ 1,301	1%	$ 1,066,148	$ 56,659	6%
Tahsis	$ 15,673	277	$ 7,945,563	$ 0.05	$ 14,225	$ 519	4%	$ 1,940	$ (26)	-1%	$ 16,166	$ 492	3%
Tofino	$ 268,167	2,653	$ 257,801,944	$ 0.89	$ 269,258	$ 34,740	15%	$ 36,727	$ 3,078	9%	$ 305,985	$ 37,818	14%
Ucluelet	$ 205,897	2,309	$ 156,254,221	$ 0.61	$ 184,478	$ 4,416	2%	$ 25,163	$ (672)	-3%	$ 209,641	$ 3,744	2%
Zeballos	$ 5,625	121	$ 2,505,589	$ 0.02	$ 5,507	$ 588	12%	$ 751	$ 45	6%	$ 6,259	$ 633	11%
	$ 22,467,141	**361,259**	**$ 13,660,374,900**		**$ 20,966,567**			**$ 2,859,861**			**$ 23,826,428**		
Regional Districts													
Alberni-Clayoquot	$ 655,737	8,624	$ 477,724,698	$ 2.02	$ 611,510	$ 38,053	7%	$ 83,411	$ 1,131	1%	$ 694,921	$ 39,184	6%
Capital	$ 394,593	4,473	$ 315,970,920	$ 1.21	$ 367,080	$ 21,999	6%	$ 50,070	$ 558	1%	$ 417,150	$ 22,556	6%
Central Coast	$ 77,260	1,459	$ 38,203,080	$ 0.24	$ 72,257	$ 4,691	7%	$ 9,856	$ 161	2%	$ 82,112	$ 4,852	6%
Comox Valley	$ 1,837,761	25,992	$ 1,248,902,726	$ 5.62	$ 1,703,279	$ 96,114	6%	$ 232,329	$ 1,732	1%	$ 1,935,608	$ 97,846	5%
Cowichan Valley	$ 2,780,396	37,614	$ 1,923,337,268	$ 8.41	$ 2,549,798	$ 118,278	5%	$ 347,795	$ (1,081)	0%	$ 2,897,593	$ 117,198	4%
Mount Waddington	$ 197,345	2,143	$ 162,451,151	$ 0.61	$ 183,975	$ 11,392	7%	$ 25,094	$ 332	1%	$ 209,070	$ 11,724	6%
Nanaimo	$ 3,299,919	45,308	$ 2,324,584,772	$ 10.15	$ 3,077,092	$ 191,237	7%	$ 419,719	$ 5,655	1%	$ 3,496,811	$ 196,892	6%
North Coast	$ 63,538	1,145	$ 36,488,180	$ 0.20	$ 61,469	$ 5,904	11%	$ 8,384	$ 412	5%	$ 69,854	$ 6,315	10%
qathet	$ 36,614	510	$ 24,821,986	$ 0.11	$ 33,653	$ 1,633	5%	$ 4,590	$ (4)	0%	$ 38,243	$ 1,629	4%
Strathcona	$ 706,756	10,898	$ 497,355,750	$ 2.29	$ 694,912	$ 76,837	12%	$ 94,787	$ 6,105	7%	$ 789,699	$ 82,942	12%
	$ 10,049,921	**138,166**	**$ 7,049,840,531**		**$ 9,355,025**			**$ 1,276,035**			$ 10,631,060		
TOTALS	$ 32,517,000	**499,425**	**$ 20,710,215,431**		**$ 30,321,592**			**$ 4,135,896**			**$ 34,457,488**		5.97%

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: September 25, 2024

SUBJECT: Revised Audited 2023 Financial Statements

PURPOSE

The purpose of this report is to present the District of Lantzville's Revised 2023 Audited Financial Statements for approval.

RECOMMENDATION

THAT the District of Lantzville's Revised 2023 Audited Financial Statements attached to this report be approved.

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

The District of Lantzville's Audited 2023 Financial Statements were submitted to the Ministry. The Ministry subsequently had questions and comments on the Financial Statements, which were related to a series of inconsistencies in the Statements. As a result, a thorough review of the Financial Statements was undertaken, and revisions were made.

ANALYSIS/RATIONALE

The attached Revised 2023 Audited Financial Statements are presented for approval. A summary of the revisions is shown in note 15 within the Statements (Financial statement adjustments).

ATTACHMENT(S)

1. Revised Audited 2023 Financial Statements

Prepared by:

Ken Bjorgaard
Interim Director of Financial Services

Date: September 16, 2024

Approved for submission to Council:

Glenn Morphy
Acting CAO / Director of Public Works

Date: September 16, 2024

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

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	September 25, 2024	
Special		
(In-Camera)		



DISTRICT OF LANTZVILLE

AUDITED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2023

DISTRICT OF LANTZVILLE
FINANCIAL STATEMENTS

Year Ended December 31, 2023

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Independent Auditor's Report .....

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DISTRICT OF LANTZVILLE
STATEMENT OF RESPONSIBILITY

The accompanying financial statements of the District of Lantzville (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies is described in the notes to the financial statements. The preparation of financial statements involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to Council's approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the District in accordance with Canadian public sector accounting standards.

_____

Glenn Morphy
Acting Chief Administrative Officer
September 25, 2024

District of Lantzville

STATEMENT OF FINANCIAL POSITION
As at December 31, 2023 with comparative information for 2022

	2023	2022
Financial Assets:		
Cash and cash equivalents (Note 3)	12,035,962	10,505,387
Investments (Note 3)	6,460,999	4,265,473
Taxes receivable	289,170	241,338
Accounts receivable	917,953	401,425
	19,704,084	**15,413,624**
Liabilities:		
Accounts payable and accrued liabilities	1,564,515	867,528
Debt (Note 6)	3,963,556	4,077,655
Deposits	822,956	1,315,770
Deferred revenue (Note 4)	4,295,888	3,969,758
Prepaid property taxes	395,455	336,221
Employee future benefit obligations (Note 5)	197,577	257,365
Asset retirement obligations (Note 7)	112,790	-
	11,352,737	**10,824,297**
Net financial assets	8,351,347	4,589,327
Non-financial assets:		
Tangible capital assets (Note 8 and Schedule A)	67,832,291	66,864,707
Inventory of supplies	21,504	14,687
Prepaid expenses	21,694	22,735
	67,875,489	**66,902,129**
Accumulated Surplus (Note 9)	**76,226,836**	**71,491,456**
Accumulated surplus represented by:		
Accumulated surplus, excluding accumulated remeasurement losses	$ 76,321,190	$ 71,625,573
Accumulated remeasurement losses	(94,354)	(134,117)
Accumulated surplus	$ 76,226,836	$ 71,491,456

Commitments and contingencies (Note 14)
The accompanying notes are an integral part of these financial statements.

Approved by:

Ken Bjorgaard, CPA, CGA, MBA
Interim Director of Financial Services

STATEMENT OF OPERATIONS

As at December 31, 2023 with comparative information for 2022

	Financial Plan (Note 10)	2023	2022
Revenue:			
Taxation, net (Note 11)	$ 3,999,100	$ 3,762,371	$ 3,753,054
Sales of services	1,142,800	1,624,056	1,587,074
Grants and government transfers (Note 12)	6,719,671	3,617,993	815,186
Investment income	82,300	735,589	297,832
Penalties and fines	24,300	62,415	47,203
Development charges earned	-	285,581	330,938
Contributions from developers and Others	200,000	131,852	1,968,000
Other revenue from own sources	50,800	156,115	42,308
	$ 12,218,971	$ 10,375,972	$ 8,841,594
Expenses:			
General government services	$ 1,873,400	$ 1,858,686	$ 1,460,652
Transportation services	1,136,100	1,207,639	1,172,638
Protective services	648,200	697,286	545,537
Bylaw enforcement	78,200	82,024	73,512
Solid waste collection	246,100	251,462	205,613
Recreation and cultural services	542,300	274,953	251,363
Community development services	205,400	229,873	244,904
Building inspection	150,600	91,906	127,320
Sewer	379,400	214,365	468,162
Water	620,900	772,161	826,152
	$ 5,880,600	$ 5,680,355	$ 5,375,853
Annual Surplus	$ 6,338,371	$ 4,695,617	$ 3,465,741
Accumulated surplus, beginning of year	71,625,573	71,625,573	68,159,831
Accumulated surplus, end of year	$ 77,963,944	$ 76,321,190	$ 71,625,573

The accompanying notes are an integral part of these financial statements.

District of Lantzville

STATEMENT OF REMEASUREMENT GAINS AND LOSSES
As at December 31, 2023 with comparative information for 2022

	2023	2022
Accumulated remeasurement losses, Beginning of year	**$ (134,117)**	**$ -**
Net remeasurement gain (loss), for the year	39,764	(134,117)
Accumulated remeasurement loss, End of year	**$ (94,354)**	**$ (134,117)**

The accompanying notes are an integral part of these financial statements.

District of Lantzville

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
As at December 31, 2023 with comparative information for 2022

	Financial Plan (Note 10)	2023	2022
Annual surplus	$ 6,338,371	$ 4,695,617	3,465,741
Acquisition of tangible capital assets	(11,898,371)	(2,422,176)	(1,978,565)
Contribution of tangible capital assets	-	-	(1,781,000)
Amortization of tangible capital assets	931,000	1,332,097	1,137,946
Loss on disposal of tangible capital assets	-	8,520	46,775
Proceeds on disposal of tangible capital assets	-	17,480	-
Write-off of tangible capital assets	-	96,490	-
	(4,629,000)	3,728,028	890,897
Acquisition and consumption of inventory of supplies	-	(6,813)	12
Acquisition and consumption of prepaid expenses	-	1,041	9,462
	-	(5,772)	9,474
Remeasurement gain (loss)	-	39,764	(134,117)
Change in net financial assets	(4,629,000)	3,762,020	766,254
Net financial assets, beginning of year	4,589,327	4,589,327	3,823,073
Net financial assets, end of year	$ (39,673)	$ 8,351,347	$ 4,589,327

The accompanying notes are an integral part of these financial statements.

District of Lantzville

STATEMENT OF CASH FLOWS

As at December 31, 2023 with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operating activities:		
Annual surplus	$ 4,695,617	$ 3,465,741
Items not involving cash:		
Amortization of tangible capital assets	1,332,097	1,137,946
Loss on disposal of tangible capital assets	8,520	46,775
Write-off of tangible capital assets	96,490	-
Contributions of tangible capital assets	-	(1,781,000)
Unrealized gain (loss) attributable to portfolio investments	39,764	(134,117)
Change in non-cash operating assets and liabilities:		
Accounts receivable	(516,527)	(4,972)
Temporary Investments	(2,195,526)	(289,883)
Taxes receivable	(47,832)	(55,757)
Accounts payable and accrued liabilities	696,992	64,005
Deposits	(492,814)	920,352
Deferred revenue	326,130	(119,145)
Prepaid property taxes	59,234	43,128
Employee future benefit obligations	(59,788)	37,832
Inventory of supplies	(6,817)	11
Prepaid expenses	1,041	9,462
	3,936,580	3,340,378
Financing activities:		
Proceeds from (repayments of) borrowing	(114,099)	(112,137)
Capital activities:		
Acquisition of tangible capital assets	(2,309,386)	(1,978,565)
Proceeds on disposal of tangible capital assets	17,480	-
	(2,291,906)	(1,978,565)
Increase in cash and cash equivalents	1,530,575	1,249,677
Cash and cash equivalents, beginning of year	10,505,387	9,255,710
Cash and cash equivalents, end of year	**$12,035,962**	**$10,505,387**

The accompanying notes are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

The District of Lantzville is a municipality that was incorporated on June 25, 2003 pursuant to the issue of Letters Patent dated April 3, 2003. The District operates under the provisions of the *Local Government Act* and *Community Charter* of British Columbia. The District's principal activities include the provision of local government and services to residents of the incorporated area. These services include government, fire protection, transportation, solid waste collection, parks and recreation, planning and development, and water and sewer services.

1. Significant Accounting Policies:

The financial statements of the District of Lantzville (the "District") are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Reporting Entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues, and expenses of all the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

Consolidated entities: The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(b) Basis of Accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay. Expenses paid in the current period and attributable to a future period are recorded as prepaid.

1. Significant Accounting Policies: (Continued)

(c) Revenue Recognition:

i. Taxation Revenue

Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal purposes. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Taxes are recognized as revenue in the year they are levied.

Through the BC Assessment appeal process, taxes may be adjusted by way of supplementary roll adjustments. The impacts of these adjustments on taxes are recognized at the time they are awarded.

ii. Development Cost Charges

Development cost charges are recognized as revenue during the period in which the related costs are incurred.

iii. Government Transfers

Government transfers without stipulations restricting their use are recognized in the financial statements as revenue in the period in which the transfers are authorized. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which eligible expenses are incurred provided they are authorized and meet eligible criteria.

iv. Sale of Services

Sales of services and user fee revenues are recognized when the service or product is rendered by the District and the amounts are received or become receivable.

v. Investment Income

Investment income is reported as revenue in the period earned. When required by the funding government or related *Act*, investment income earned on deferred revenue is included in deferred revenue

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

1. Significant Accounting Policies: (Continued)

(d) Cash and Investments:

Cash and investments consist of cash on deposit in qualifying institutions as defined in the *Community Charter*. Investments are recorded at cost plus amounts reinvested.

(e) Employee Future Benefits Payable:

The District and its employees make contributions to the Municipal Pension Plan. The District's contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are estimated based on the actual service and current salary and wage. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(f) Deposits:

Receipts restricted by third parties are deferred and reported as deposits and are refundable under certain circumstances. Deposits that are prepayments are recognized as revenue when qualifying expenditures are incurred.

(g) Debt:

Debt is presented net of repayments and actuarial adjustments.

(h) Non-Financial Assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

For the year ended December 31, 2023 with comparative information for 2022

1. Significant Accounting Policies: (Continued)

(i) Tangible Capital Assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life – Years
Land	Indefinite
Land Improvement	10 – 50
Buildings	15 – 80
Equipment	5 – 10
Roads Infrastructure	10 – 75
Vehicles	10 – 25
Sewer Infrastructure	10 – 100
Water Infrastructure	10 – 100

Amortization is calculated annually. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of future economic benefits associated with the assets are less than the book value of the asset.

i. **Contributions of Tangible Capital Assets:**
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are recorded as revenue.

ii. **Works of Art, and Historical Treasures:**
The District manages and controls various works of art and non-operational historical cultural assets. These assets are not recorded as tangible capital assets and are not amortized due to the subjectivity of their value.

For the year ended December 31, 2023 with comparative information for 2022

1. Significant Accounting Policies: (Continued)

Tangible Capital Assets: (Continued)

iii. **Interest Capitalization:**

The District capitalizes interest costs associated with the acquisition or construction of a tangible capital asset.

iv. **Leased Tangible Capital Assets:**

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses incurred.

v. **Contaminated Sites:**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for remediation of contaminated sites is to be recognized when all of the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The District is directly responsible or accepts responsibility;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

As a result of a review of District of Lantzville sites, no liability has been recorded in these financial statements. If a liability is determined, it will be recorded net of any expected recoveries.

vi. **Inventory of Supplies:**

Inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

(j) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at a point in time, the reported amounts of revenues and expenses during the reporting period, and the disclosure of contingent assets and liabilities at the date of the financial

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

1. Significant Accounting Policies: (Continued)

Use of Estimates: (Continued)

statements. Significant estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities, asset retirement obligations, and in estimating provisions of employee future benefits. Actual results could differ from these estimates. Adjustments, if any, will be reflected in operations in the period of settlement.

(k) Comparative Figures:

Certain comparative figures have been reclassified to conform with presentation adopted in the current year.

(l) Financial Instruments

The District recognizes its financial instruments when the District becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value. At initial recognition, the District may irrevocably elect to subsequently measure any financial instrument at fair value. The District has not made such an election during the year.

The District subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus . Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

1. Significant Accounting Policies: (Continued)

(m) Adoption of new accounting policies:

PS 3280 Asset Retirement Obligations

Effective January 1, 2023, the District adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of a liability for asset retirement obligations under PS3280 *Asset Retirement Obligations*. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation and provides the related financial statement presentation and disclosure requirements.

Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset with certain criteria are met.

The application of the new standard resulted in an asset retirement obligation being recorded in the financial statement due to the presence of asbestos and a legal obligation to remove the asbestos. The new standards have been applied prospectively to these financial statements.

2. Financial Instruments:

The District's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, deposits, and debt. Qualitative and quantitative analysis of the significant risks from the District's financial assets and liabilities is provided below:

(a) Credit Risk

Credit risk is the risk of loss due to the failure of debtors to meet contractual obligations. The District is exposed to credit risk, typically due to difficulty in collecting receivables. As at December 31, 2023, the amount of accounts receivable was $917,953 (2022 - $401,425), of which $520,024 is the Canada Community Revitalization Fund (CCRF) grant to be received in January 2024 and $217,779 is utility user fees. The District's utility billing date is mid-December, with payment due in 30 days. In accordance with Section 258 of the *Community Charter*, outstanding balances of utility accounts in default are liens against property until they are paid. This statutory process allows the District to collect unpaid user fees by adding them to property taxes and initiating a tax sale process to mitigate the credit risk.

For the year ended December 31, 2023 with comparative information for 2022

2. Financial Instruments: (Continued)

(b) Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, which will affect the District's financial assets' value. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The District mitigates market risk by holding cash balances with highly regulated credit unions, investing with MFA's Pooled High Interest Savings Account as well as managing a diversified investment portfolio by following the investment policy which is approved by the District's Council.

Interest rate risk is the risk that the fair market value of a financial instrument will fluctuate because of changes in the market interest rates. There was a significant increase in interest rates during 2022. Bank of Canada increased its policy interest rate to 4.25% from 0.25% in 2022. The policy interest rate ranged from 4.5% to 5% in 2023.

The District's investment income increased from $297,832 in 2022 to $734,719 in 2023. Meantime, the District had accumulated remeasurement losses have decreased to ($94,354) in 2023 from ($134,117) in 2022 on the Statement of Remeasurement Gains and Losses due to the decrease in market value from Bonds and other investments. This loss reflects a decrease in the value of an investment before it is sold.

(c) Liquidity Risk

Liquidity risk is the risk that an entity will not have sufficient cash to meet its financial commitments in a timely manner. The District maintains adequate levels of cash flow to ensure all its obligations can be met when they are due.

Unless otherwise noted, it is management's opinion that the District is not exposed to significant risks mentioned above arising from its financial instruments.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

3. Cash and Investments:

Cash and investments are comprised of cash on hand, cash on deposit in financial institutions and investments held in the Municipal Finance Authority of British Columbia investment funds.

	2023	2022
Cash	$ 12,035,962	$10,505,387
Investments	6,460,999	4,265,473
	$ 18,496,961	**$14,770,860**

Cash deposited at the Coastal Community Credit Union cash account earns interest at a rate of prime less 2%. The Coastal Community Credit Union high interest savings account earns interest at a rate of prime less 1.45%. At December 31, 2023, the Canadian bank prime rate was 7.20%. The District invested $1,950,735 with MFA Pooled High Interest Savings Account in December 2023 at a rate of return of 5.55%.

Investments consist of investments in the Municipal Finance Authority of BC money market fund, mortgage fund and bond funds. Investments have yields ranging from 4.007% to 6.501%.

Included in cash and investments are the following restricted amounts:

	2023	2022
Statutory reserves (Note 9)	$ 10,351,985	$ 6,734,029
Restricted investments – development cost charges	2,521,244	1,862,545
	$ 12,873,229	**$ 8,596,574**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

4. Deferred Revenue:

Deferred revenue is comprised of the following as at December 31:

	2022	Receipts	Interest Earned	Revenue Recognized	2023
Community Works (Gas Tax)	$1,825,439	$ 226,338	$ 83,595	$ (664,887)	$ 1,470,485
Development Cost Charges – Water	714,447	222,152	32,717	(285,581)	683,734
Development Cost Charges - Sewer	445,333	135,811	20,394	-	601,538
Development Cost Charges - Drainage	460,112	46,717	21,070	-	527,899
Development Cost Charges – Highway	168,544	63,512	7,718	-	239,774
Development Cost Charges – Parkland	74,109	390,796	3,394	-	468,299
Other Deferred Revenue	281,774	23,650	-	(1,265)	304,159
	$ 3,969,758	**1,108,976**	**$ 168,888**	**$ (951,733)**	**$ 4,295,888**

Community Works (Gas Tax) Funds

The Community Works funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of British Columbia Municipalities. These funds may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreement. As of December 31, 2023, The District had utilized $664,887 from the Community Works Fund reserve to carry out eligible capital projects within the District.

Other Deferred Revenue

The following is a reconciliation of the other deferred revenue recognition items for the year:

	2023	2022
Other Deferred Revenue – Opening Balance	$ 281,774	$ 321,174
Adjust for:		
First Nations Agreement	(465)	-
Refund Cash in Lieu of Parkland	-	(35,200)
Business Licence Revenue	350	(4,200)
Next Generation 911	22,500	-
Other Deferred Revenue – Closing Balance	**$ 304,159**	**$ 281,774**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

5. Employee Future Benefit Obligations:

Employee benefit obligations represent accrued benefits as follows:

		2023		2022
Vacation payable	$	59,781	$	77,871
Accrued sick leave		137,796		179,494
	$	**197,577**	**$**	**257,365**

Accrued vacation is the amount of vacation entitlement carried forward into the next year. Employee benefit obligations also include accumulated sick leave banks that may be drawn down in future years. These sick leave entitlements may only be used while employed by the District and are paid out on retirement under certain conditions.

Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a $3,761 million funding surplus for basic pension benefits on a going concern basis.

The District paid $99,191 (2022 - $109,123) for employer contributions, while employees contributed $91,733 (2022 - $105,020) to the Plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

5. Employee Future Benefit Obligations: (Continued)

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

6. Debt, Net of Municipal Finance Authority Sinking Fund Deposits:

The District issues debt instruments through Municipal Finance Authority (MFA) pursuant to security issuing bylaws under authority of the *Community Charter* to finance certain capital expenditure
All of the District's debt held is with the MFA. Payments and actuarial allocations on the gross amount borrowed in 2021 of $4,300,000 are held in a sinking fund by the MFA. Sinking fund assets, managed by the MFA, are used to reduce long-term debt to be repaid. In the event that the District does not default under any of its obligations, the sinking fund earnings will be used to offset future principal repayments.

	2023	2022
Total outstanding debt – beginning of year	$ **4,077,655**	$ 4,189,792
Proceeds from long-term borrowing	-	-
Reduction of long-term debt	114,099	112,137
Total outstanding debt – end of year	**$ 3,963,556**	**$ 4,077,655**

Anticipated annual principal and interest payments over the next five years are as follows:

	Payment
2024	$ 149,338
2025	149,338
2026	149,338
2027	149,338
2028	149,338
Total	**$ 746,690**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

6. Debt, Net of Municipal Finance Authority Sinking Fund Deposits: (Continued)

Bylaw #	MFA Issue #	Interest Rate	Year Matures	Balance 2023	Balance 2022
Sewer Fund – Sewer Phase 3					
Reginal District Bylaw 1811	152	0.91%	2050	$ 3,963,556	$ 4,077,655
				$ 3,963,556	**$ 4,077,655**

Municipal Finance Authority Debt Reserve Fund:

MFA provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund (DRF). Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the debt reserve certain amounts set out in the debt agreements. The MFA pays into the DRF these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue, the unused portion of the DRF established for that issue will be discharged to the District. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2023, the District's MFA DRF balance is:

	DRF Cash	DRF Demand Note
MFA Debt Reserve Fund	**$ 46,317**	**$ 31,669**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

7. Asset Retirement Obligation:

Remediation Assets with Asbestos

The District owns assets that are known to have asbestos and lead paint, which represents a health hazard upon demolition of the asset. There is a legal obligation to remove and dispose of the hazardous materials. Following the adoption of PS3280 ARO, the District recognized an obligation of $37,790 relating to the removal of the hazardous materials in these assets as estimated in December 2023. It is highly likely that this ARO asset will be removed in a short period of time. Therefore, Net Present Value method is not used to estimate the ARO asset and liability as the time value of money is negligible.

Well Decommissioning Obligation

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The District must recognize an asset retirement obligation related to ten wells owned by Lantzville that will be required to be decommissioned at the end of life. This resulted in an increase of $75,000 to retirement liability. These wells were previously unrecognized and as a result the corresponding amount was recognized as amortization expense.

The transition and recognition of ARO involved an accompanying increase in the liability of Parks and Water Fund capital assets. Estimated costs totaling $112,790 have been added to ARO asset value.
The increase in capital assets is amortized on a straight-line basis over the remaining expected useful life of the related assets.

	2023	2022
Opening asset retirement obligations	**$ -**	**-**
Initial recognition of expected discounted cash flows	112,790	-
Increase due to accretion	-	-
Closing asset retirement obligation	**$ 112,790**	**-**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

8. Tangible Capital Assets (Schedule A):

(a) Assets under construction:
Assets under construction having a value of $291,738 (2022 - $397,108) have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:
Contributed capital assets are recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is nil (2022 - $1,781,000).

(c) Tangible capital assets disclosed at nominal values:
Where an estimate of fair value could not be made, the asset has been recognized at a nominal value.

(d) Interest capitalized:
No interest was capitalized with the acquisition or construction of a tangible capital asset during the year.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

9. Accumulated Surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2023	2022
Equity in Tangible Capital Assets	$ 63,755,945	$ 62,787,052
Unrestricted Surplus	1,761,229	1,529,144
Restricted Surplus	452,031	575,348
Statutory Reserve Funds	10,351,985	6,734,029
Accumulated remeasurement gains and losses	(94,354)	(134,117)
	$ 76,226,836	**$ 71,491,456**

Reserve funds are comprised of the statutory reserve funds shown in Schedule B.

10. Annual Budget:

These financial statements include the Annual Budget as adopted by Council on March 22, 2023. No amendments subsequent to this date have been included. The following is a reconciliation of the budget presentation required for the financial statements and the annual financial plan bylaw:

	2023
Annual Budgeted Surplus – Statement of Operations	$ 6,338,371
Adjust for:	
Capital expenditures	(11,898,371)
Proceeds from borrowing	3,223,000
Debt principal payments	(110,200)
Transfer from reserves	1,301,000
Transfer from accumulated surplus	312,600
Internal borrowing repayment	(97,400)
Amortization	931,000
Net Annual Budget – as approved by Council	**$ -**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

11. Net Taxes Available for Municipal Purposes:

The District is required to collect taxes on behalf of, and transfer these amounts to, other government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2023	2022
Taxes:		
Property / parcel taxes	$ 8,892,604	$ 8,320,133
Payments in lieu of taxes	36,469	35,693
1% utility taxes	61,226	57,791
	8,990,299	8,413,617
Less taxes levied for other authorities:		
School District	2,944,074	2,698,331
Policing	369,065	291,150
Regional Hospital District	740,567	571,050
Regional District of Nanaimo	1,100,740	1,032,659
BC Assessment Authority	73,063	67,008
Municipal Finance Authority	419	365
	5,227,928	4,660,563
Net taxes available for municipal purposes	**$ 3,762,371**	**$ 3,753,054**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

12. Grants and Government Transfers:

	2023	2022
Operating transfers from provincial government:		
Climate Action Program Grant	$ 67,082	$ 67,082
New Building Canada Fund – Small Communities Fund	456,000	580,000
Growing Communities Fund Grant	1,910,000	-
Capital transfers from federal government:		
Canada Community Revitalization Fund	448,877	32,115
Federal Gas Tax	664,887	123,543
Investing in Canada Infrastructure Program	71,147	-
Other contributions:		
Other	-	12,446
	$ 3,617,993	$ 815,186

COVID Recovery Funding

In November 2020, the Province of British Columbia announced COVID-19 Safe Restart Grants for Local Governments. The District received $1,220,000 of funds at that time to assist with increased operating costs and lower revenue due to COVID-19. The following outlines how the funds were allocated during the year:

	2023	2022
Balance forward, December 31	$ 425,734	$ 754,950
Eligible costs incurred:		
Information technology requirements	(19,189)	(138,709)
Facility safety improvements	(41,955)	(40,986)
Wages & benefits	(88,519)	(41,858)
Reserve fund contributions	-	(126,574)
Interest earned	19,496	18,911
Balance, December 31, 2023 (Included in Operating Reserves)	**$ 295,567**	**$ 425,734**

12. Grants and Government Transfers: (Continued)

Growing Communities Fund

The Province provided $1.91 million Growing Communities Fund (GCF) to the District. GCF funds support local government to deliver infrastructure projects necessary to enable community growth and address infrastructure and amenities demands – such as recreation facilities, parks, and water-treatment plants, as well as other community infrastructure.

The District will report annually about how GCF grants were spent to ensure transparency regarding the use of those funds. The following outlines the interest earned during 2023 with no amount expended from the GCF reserve fund over the fiscal year of 2023.

	2023	2022
Balance forward, December 31	$ -	$ -
Growing Communities Fund Received	1,910,000	
Interest earned	57,551	-
Eligible costs incurred:	-	-
Balance, December 31, 2023	**$ 1,967,551**	**$ -**

13. Expenses by Object and Segment:

The District's operations and activities are organized and reported by Fund. These Funds include General, Water, and Sewer. The District's expenditures by object are reported in Schedule C – Schedule of Segment Disclosures. The following are the activities/services provided by each of the segments reported on:

GENERAL FUND

General Government

General government services include all administrative aspects of the District including corporate administration, finance, human resources and legislated services to the residents of the District.

Transportation Services

Transportation services are comprised of annual maintenance of all municipally owned roads, storm drainage, sidewalks, street signs, street lighting, traffic signals and transportation vehicle fleet used to provide services to the District.

For the year ended December 31, 2023 with comparative information for 2022

13. Expenses by Object and Segment: (Continued)

Protective Services
Protective services include the fire department and emergency planning.

Bylaw Enforcement
Bylaw enforcement services include enforcement of regulatory bylaws.

Solid Waste Collection
Solid waste management includes fees related to residential solid waste curbside collection services.

Recreation and Cultural Services
Recreation and Cultural Services is comprised of services meant to improve the health and development of citizens of Lantzville. This segment includes maintenance and development of all parks and green spaces within the District.

Community Development Services
Community development services includes land use planning, subdivision, development, and mapping.

Building Inspection
Building inspection services ensure the health, safety, and protection of persons and property by confirming that buildings and their systems generally conform to the BC Building Code and other applicable standards.

Sewer Fund
Sewer services includes the management and maintenance of the sanitary sewer collection system.

Water Fund
Water services includes the management and maintenance of the water distribution system including reservoirs, wells, and hydrants.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

14. Commitments and Contingencies:

(a) The Regional District of Nanaimo (RDN) debt, under provisions of the *Local Government Act*, is a direct, joint and several liability of the RDN and each member municipality within the RDN, including the District.

(b) The District committed $635,860 to Lantzville Road Watermain Project scheduled for completion in 2023.

(c) The District is a defendant in various lawsuits. The District records an accrual in respect to legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The District is insured through membership in the Municipal Insurance Association (MIA) of British Columbia. Under this program, member municipalities are to share jointly for general liability claims against any member in excess of $10,000. Should the MIA pay out claims in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute towards the deficit.

15. Financial statement adjustments

Subsequent to the issue of the financial statements in May 2024, various discrepancies were discovered in the presentation of expenses and tangible capital asset transactions. These financial statements have been adjusted to correct presentation of expenses, gain (loss) on disposal of tangible capital assets, write-off of tangible capital assets, remeasurement gains (losses), reserves and various rounding amounts. The following is a listing of adjustments larger than $10,000 from the financial statements issued on May 22, 2024. Certain comparative figures have also been adjusted to conform to current year presentation.

	2023
	$
Statement of Operations	
General government services expenses decreased	12,536
Transportation services expenses increased	71,641
Protective services expense increased	10,281
Sewer expenses decreased	125,518
Water expenses increased	50,739

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2023 with comparative information for 2022

	2023
	$
Statement of Change in Net Financial Assets	
Amortization of tangible capital assets increased	16,408
Gain/loss on disposal of tangible capital assets decreased	264,500
Proceeds on sale of tangible capital assets increased	17,480
Write-off of tangible capital assets increased	96,490
Remeasurement gain/loss increased	134,118
Statement of Cash Flows	
Amortization of tangible capital assets increased	16,408
Loss on disposal of tangible capital assets decreased	264,500
Remeasurement gain/loss increased	134,118
Write-off of tangible capital assets increased	96,490
Proceeds on sale of tangible capital assets increased	17,480
Note 9 Accumulated Surplus	
Unrestricted surplus decreased	146,491
Statutory reserve funds increased	146,488
Schedule A – Tangible capital assets	
Total amortization expense increased	16,408
Schedule B – Reserve Funds	
Transfers in – Facilities lifecycle increased	96,490
Transfers in – Community Amenity Contributions increased	50,000

SCHEDULE A - TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2023

						Infrastructure					
	Land	Land Improvements	Buildings	Vehicles	Equipment	Roads	Sewer	Water	Assets Under Construction	2023	2022
HISTORICAL COST:											
Opening Balance	$ 20,511,394	$ 1,932,138	$ 2,093,153	$ 2,600,880	$ 751,771	$18,178,605	$17,035,398	$ 16,862,080	$ 397,108	$80,362,527	$76,649,736
Additions	5,304	52,321	-	62,709	73,201	1,263,581	31,892	634,880	185,498	2,309,386	3,759,565
Additions due to ARO	-	37,790	-	-	-	-	-	75,000	-	112,790	-
Disposal	-	-	-	(216,173)	-	-	-	-	(96,490)	(312,663)	(46,775)
Transfers		-	-	-	-	51,499	-	142,880	(194,379)	-	-
Closing Balance, Dec 31	$20,516,698	$2,022,249	$2,093,153	$2,447,416	$824,972	$19,493,685	$17,067,290	$17,714,840	$291,737	$82,472,040	$80,362,527
ACCUMULATED AMORTIZATION:											
Opening Balance	-	567,428	1,167,241	960,428	385,691	6,035,012	1,597,434	2,784,586	-	13,497,820	12,359,874
Amortization Expense	-	66,274	45,358	118,993	86,666	512,385	192,751	309,670	-	1,332,097	1,137,946
Disposal	-	-	-	(190,168)	-	-	-	-	-	(190,168)	-
Closing Balance, Dec 31	-	633,702	1,212,599	889,253	472,357	6,547,397	1,790,185	30,94,256	-	14,639,749	13,497,820
NET BOOK VALUE	$ 20,516,698	$ 1,388,547	$ 880,554	$ 1,558,163	$ 352,615	$ 12,946,288	$ 15,277,105	$ 14,620,584	$ 291,737	$ 67,832,291	$ 66,864,707

SCHEDULE B - RESERVE FUNDS (UNAUDITED)

For the year ended December 31, 2023

	GENERAL FUND									
	Capital Works	Facilities Lifecycle	Asset Replacement	Fire Truck	Parks Development	Parks Acquisition	Community Amenity Contributions	One Time Project	Local Gov't Climate Action	Growing Communities Fund
Opening Balance	$ 1,437,084	$ 1,599,500	$ 248,825	$ 403,282	$ 17,917	$ 95,859	$ 159,300	$ 50,000	-	
Transfers in	702,500	228,590	107,000	108,200	-	22,500	50,000	50,000	134,164	1,910,000
Interest earned	49,061	73,248	11,395	18,468	820	4,390	7,295	2,290	-	57,551
Transfers out	(167,931)	-	(101,885)	(39,300)	(14,219)	(5,304)	-	(643)	-	-
Closing Balance	$ 2,020,714	$ 1,901,338	$ 265,335	$ 490,650	$ 4,518	$ 117,445	$ 216,595	$101,647	134,164	1,967,551

	SEWER FUND		WATER FUND			
	Asset Replacement	Debt Repayment	Asset Replacement	Water Expansion	2023	2022
Opening Balance	$ 541,141	$ 422,566	$ 1,718,555	$ 40,000	$ 6,734,029	$ 6,348,065
Transfers in	175,967	-	507,403	9,700	4,006,024	1,818,747
Interest earned	24,781	19,351	96,479	1,832	366,961	159,009
Transfers out	(31,892)	-	(393,854)	-	(755,028)	(1,591,792)
Closing Balance	$ 709,997	$ 441,917	$ 1,928,583	$ 51,532	$10,351,985	$ 6,734,029

District of Lantzville

SCHEDULE C - 2023 STATUTORY SEGMENT DISCLOSURES

For the year ended December 31, 2023

	General Government Services	Transportation	Protective Services	Bylaw Enforcement	Solid Waste Collection	Recreational and Cultural Services	Community Development Services	Building Inspection	Sewer	Water	2023
Revenue											
Taxation	3,193,566	-	-	-	-	-	-	-	197,481	371,324	3,762,371
Sales and services		-	-	-	271,900	250	60,323	107,250	455,809	728,524	1,624,056
Grants and government transfers	3,546,846	-	-	-	-	-	-	-		71,147	3,617,993
Investment Income	713,728	-	-	-	-	-	-	-	21,861	-	735,589
Penalties and fines	40,081	-	-	-	4,616	-	-	-	6,972	10,746	62,415
Development charges earned	-	-	-	-	-	-	285,581	-	-	-	285,581
Contributions from developers and others	126,269	-	4,045	-	-	1,538	-	-	-	-	131,852
Other revenue from own sources	93,591	-	62,179	-	-	-	-	-	-	345	156,115
Revenue Total	**7,714,081**	**-**	**66,224**	**-**	**276,516**	**1,788**	**345,904**	**107,250**	**682,123**	**1,182,086**	**10,375,972**
Expense											
Salaries, wages and benefits	1,083,174	204,872	251,522	2,841	-	183,128	204,805	33,125	57,426	240,731	2,261,624
Materials & Supplies	357,551	222,774	189,492	54	-	54,941	10,392	65	50,577	221,760	1,107,606
Contracted Services	279,207	187,039	154,442	79,129	251,462	-	14,676	58,716	-	-	1,024,671
Loss on disposal of TCA	-	500	8,020	-	-	-	-	-	-	-	8,520
Other	26,699	267	2,260	-	-	-	-	-	125,519	-	93,293
Amortization	109,055	592,187	91,550	-	-	36,884	-	-	192,751	309,670	1,332,097
Debt Servicing	-	-	-	-	-	-	-	-	39,130	-	39,130
Expense Total	**1,858,686**	**1,207,639**	**697,286**	**82,024**	**251,462**	**274,953**	**229,873**	**91,906**	**214,365**	**772,161**	**5,680,355**
Surplus/(deficit)	**5,855,395**	**(1,207,639)**	**(631,062)**	**(82,024)**	**25,054**	**(273,165)**	**116,031**	**15,344**	**467,758**	**409,925**	**4,695,617**

SCHEDULE C – 2022 STATUTORY SEGMENT DISCLOSURES

For the year ended December 31, 2022

	General Government Services	Transportation Services	Protective Services	Bylaw Enforcement	Solid Waste Collection	Recreation and Cultural Services	Community Development Services	Building Inspection	Sewer	Water	2022
REVENUE											
Taxation	$ 3,186,049	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 197,481	$ 369,524	$ 3,753,054
Sales and services	16,132	-	-	-	264,877	-	149,187	182,000	424,001	550,878	1,587,074
Grants and government transfers	699,073	112,838	3,275	-	-	-	-	-	-	-	815,186
Investment income	296,850	-	-	-	-	-	-	-	981	-	297,832
Penalties and fines	26,936	-	-	-	4,690	-	-	-	6,358	9,219	47,203
Development charges earned	-	-	-	-	-	-	-	-	-	330,938	330,938
Contributions from developers and others	-	-	-	-	-	-	187,000	-	-	1,781,000	1,968,000
Other revenue from own sources	3,446	-	31,850	-	-	6,251	-	-	-	760	42,308
	4,228,487	112,838	35,125	-	269,567	6,251	336,187	182,000	628,821	3,042,319	8,841,594
EXPENSES											
Salaries, wages, and benefits	1,019,781	137,151	228,269	-	-	150,945	204,162	73,821	58,887	213,729	2,086,745
Materials and supplies	137,488	181,994	104,014	11	-	43,965	-	365	21,651	73,325	562,813
Contracted services	205,423	228,121	48,925	73,501	205,613	196	20,972	53,134	129,328	40,076	1,005,289
Other	15,933	144,401	56,674	-	-	20,088	19,771	-	27,268	259,797	543,931
Amortization	82,027	480,970	107,657	-	-	36,168	-	-	191,898	239,225	1,137,946
Debt Servicing	-	-	-	-	-	-	-	-	39,130	-	39,130
	1,460,652	1,172,638	545,537	73,512	205,613	251,363	244,904	127,320	468,162	826,152	5,375,853
SURPLUS / (DEFICIT)	**$ 2,767,836**	**$ (1,059,800)**	**$ (510,412)**	**$ (73,512)**	**$ 63,953**	**$ (245,113)**	**$ 91,283**	**$ 54,680**	**$ 160,659**	**$ 2,216,167**	**$ 3,465,741**

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: September 25, 2024

SUBJECT: "District of Lantzville Municipal Ticket Information Bylaw No. 10, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024"

PURPOSE

To provide information for Council to consider "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024".

RECOMMENDATIONS

1. **THAT** "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given first reading.

2. **THAT** "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given second reading.

3. **THAT** "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. REFUSAL

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given second reading." be refused.

The proposed amendments to the schedules in Bylaw No. 100, 2012 would not go into effect. Staff would be unable to issue tickets to infractions of the bylaws noted in this report.

2. DEFEAT THE BYLAW

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

3. AMEND THE BYLAW

When the following motion is on the floor:

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given second reading.

Amend by motion:

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

Vote on the main motion as amended:

THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known.

BACKGROUND/RELEVANT HISTORY

Municipal Ticket Information (MTI) allows local governments to write tickets with a financial penalty for infractions of local bylaws in accordance with the *Community Charter*. Formats for municipal tickets are prescribed in the *Community Charter Bylaw Enforcement Ticket Regulation* (B.C. Reg. 425/2003).

The District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012 has not been updated since June 25th 2019 when District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Fire Protection Services) Bylaw No. 188, 2019 was passed to add the Fire Protection Services Bylaw to Appendix 1 of the MTI Bylaw. This change was completed to provide the Fire Department with the ability to write tickets for a variety of offences, notably to control beach fires in the District.

Since that last update, Council has passed updated Zoning, Building, and Noise Control (Good Neighbour) Bylaws which are not reflected in Schedule A of Bylaw 100 or the corresponding appendix documents. Since the MTI Bylaw does not include the current versions of these bylaws, Administration are unable to write tickets to offenders.

In order to be effective, designated Bylaw Enforcement staff need to be able to access a range of tools to enforce council approved bylaws. Verbal and written warnings and working with offenders to rectify undesirable situations remains a first priority, however a number of problematic repeat offenders have surfaced which require the ability to issue financial penalties.

ATTACHMENTS

1. District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024

ANALYSIS

Staff support this text update to Bylaw 100, 2012. Proposed Bylaw 378 will provide Bylaw Enforcement designated staff the ability to issue fines for infractions to encourage compliance.

The following changes are proposed to Schedule A and the Appendix documents:

Schedule A	Added Zoning Bylaw No. 180, 2020, Good Neighbour Bylaw No. 200, 2021, and Building Bylaw No. 182, 2020 to list of Designated Bylaws, and removed previous versions of these bylaws.
Appendix 4	Changed from Zoning Bylaw No. 60, 2005 to Zoning Bylaw No. 180, 2020. Updated list of zones to include current zones.
Appendix 5	Changed from RDN Animal Control Regulatory Bylaw No. 1066, 1996 to Good Neighbour Bylaw No. 200, 2021. Included offences from Good Neighbour Bylaw and associated Section numbers.
Appendix 6	Changed from RDN Building Regulations Bylaw No. 1250, 2010 to Building Bylaw No. 182, 2020. Updated associated Section numbers.
Appendix 7	Changed from RDN Nanaimo Electoral Area D Noise Control Regulatory Bylaw No. 1265, 2002 to RDN Animal Control Regulatory Bylaw No. 1066, 1996. Noise control is now included in the Good Neighbour Bylaw. The District of Lantzville does not have our own Animal Control Bylaw, we use the RDN Bylaw which applied to the District prior to incorporation. RDN Bylaws are at the end of Schedule A, so the Animal Control Bylaw was re-numbered to Appendix 7.

1. Strategic Plan Objectives

18. Financial Planning: Council continue all efforts to minimize tax burden to residents.

2. Policy

None other than those already discussed.

3. Resources

Designated Bylaw Enforcement staff positions are existing.

4. Financial/Budget Implications

This bylaw amendment provides designated Bylaw Enforcement Officers the ability to write tickets with a financial penalty for infractions of listed District of Lantzville Bylaws. Ticket revenue may increase as a result of this update to the bylaw.

Financial penalties associated with ticket offences were not updated under this text amendment. Administration suggests a review of financial penalties as a part of the budget process.

5. Sustainability Implications

Addition of Good Neighbour Bylaw No. 200, 2021 to the MTI Bylaw allows for tickets to offenders who allow the spread of noxious weeds and unsightly properties.

Prepared by:

George Robinson,
Director of Planning and
Community Services

Date: September 19, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer

Date: September 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	March 6, 2024	
Closed (In-Camera)		

File Number:
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-09-25 Regular Council Meeting\MTI Bylaw Text Amendment\09 25 2024 MTI Bylaw Council Report.docx

DISTRICT OF LANTZVILLE
BYLAW NO. 378

A BYLAW TO AMEND DISTRICT OF LANTZVILLE MUNICIPAL TICKET INFORMATION BYLAW NO. 100, 2012

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

1. District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, is hereby amended as follows:

    a) By deleting Schedule 'A' as adopted and replacing the Schedule with Schedule 'A', attached to and forming part of this Amendment Bylaw as Schedule 'A'.

    b) By deleting Appendix 4 as adopted and replacing the Appendix with Appendix 4, attached to and forming part of this Amendment Bylaw as Appendix 4.

    c) By deleting Appendix 5 as adopted and replacing the Appendix with Appendix 5, attached to and forming part of this Amendment Bylaw as Appendix 5.

    d) By deleting Appendix 6 as adopted and replacing the Appendix with Appendix 6, attached to and forming part of this Amendment Bylaw as Appendix 6.

    e) By deleting Appendix 7 as adopted and replacing the Appendix with Appendix 7, attached to and forming part of this Amendment Bylaw as Appendix 7.

2. This Bylaw may be cited for all purposes as “District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024”.

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
Mark Swain	Delcy Wells

Schedule 'A' to Bylaw No. 100

SCHEDULE 'A'
DISTRICT OF LANTZVILLE BYLAW NO. 100
Municipal Ticket Information

(Bylaw No. 378, 2024)

Colum 1	**Colum 2**
Designated Bylaws – District of Lantzville	**Designated Bylaw Enforcement Officers**
1. Fire Protection Services Bylaw No. 185, 2019	Fire Chief Fire Department Duty Officer Local Assistant to Fire Commissioner Bylaw Enforcement Officer Royal Canadian Mounted Police Member
2. Fireworks Bylaw No. 39, 2005	Fire Chief Fire Department Duty Officer Local Assistant to Fire Commissioner Bylaw Enforcement Officer Royal Canadian Mounted Police Member
3. Traffic & Parking Regulations Bylaw No. 28, 2004	Bylaw Enforcement Officer Royal Canadian Mounted Police Member
4. Zoning Bylaw No. 180, 2020	Director of Planning and Community Services Bylaw Enforcement Officer Building Inspector Royal Canadian Mounted Police Member
5. Good Neighbour Bylaw No. 200, 2021	Director of Planning and Community Services Bylaw Enforcement Officer Building Inspector Royal Canadian Mounted Police Member
6. Building Bylaw No. 182, 2020	Director of Planning and Community Services Building Inspector Bylaw Enforcement Officer
Designated Bylaws – Regional District of Nanaimo	
7. Animal Control Regulatory Bylaw No. 1066, 1996	Animal Control Officer Bylaw Enforcement Officer Royal Canadian Mounted Police Member
8. Sign Bylaw No. 993, 1995	Bylaw Enforcement Officer Royal Canadian Mounted Police Member

Appendix 4 to Bylaw No. 100

APPENDIX 4
ZONING BYLAW NO. 180, 2020

Column 1	**Column 2**	**Column 3**
Offence	**Section No. of Bylaw 180**	**Amount of Fine**
Unlawful Land Use – R1 Zone	1.1.1	$100.00
Unlawful Land Use – R2 Zone	1.2.1	$100.00
Unlawful Land Use – R3 Zone	1.3.1	$100.00
Unlawful Land Use – R4 Zone	1.4.1	$100.00
Unlawful Land Use – R5 Zone	1.5.1	$100.00
Unlawful Land Use – R8 Zone	1.6.1	$100.00
Unlawful Land Use – EST Zone	1.7.1	$100.00
Unlawful Land Use – RU Zone	1.8.1	$100.00
Unlawful Land Use – FH Zone	1.9.3	$100.00
Unlawful Land Use – SAP-1 Zone	1.10.2	$100.00
Unlawful Land Use – F-SAP Zone	1.11.1	$100.00
Unlawful Land Use – F-SA Zone	1.12.1	$100.00
Unlawful Land Use – MHP Zone	1.13.1	$100.00
Unlawful Land Use – VC Zone	1.14.1	$100.00
Unlawful Land Use – CS Zone	1.15.1	$100.00
Unlawful Land Use – LI Zone	1.16.1	$100.00
Unlawful Land Use – A Zone	1.17.1	$100.00
Unlawful Land Use – G Zone	1.18.1	$100.00
Unlawful Land Use – F Zone	1.19.1	$100.00
Unlawful Land Use – M Zone	1.20.1	$100.00
Unlawful Land Use – T Zone	1.21.1	$100.00

Appendix 4 – Cont'd
ZONING BYLAW NO. 180, 2020

Unlawful Land Use – P Zone	1.22.1	$100.00
Unlawful Land Use – FOG Zone	1.23.1	$100.00

APPENDIX 5
Good Neighbour Bylaw No. 200, 2021

Column 1 **Offence**	Column 2 **Section No. of Bylaw 200**	Column 3 **Amount of Fine**
Occupancy of any building, structure, works, tent, vehicle, secondary temporary accommodation, recreational facility or recreational vehicle whatsoever on any part of District-owned land without written approval	8	$150.00
Cut or damage a tree on District-owned land without written approval	11	$150.00
Placing of signs in public areas or on District-owned land without written approval	12	$150.00
Consumption of alcohol or cannabis on District-owned land without written approval	13	$150.00
Littering	15	$150.00
Panhandling in a restricted area	17	$150.00
Panhandling from an occupant of a motor vehicle	18	$150.00
Noise which disturbs the peace	22	$150.00
Noise during quiet hours of 10:00pm to 07:00am	23	$150.00
Noise from animal exceeding 30 minutes	24 (c)	$150.00
Noise from lawn grooming or garden equipment between 8:00pm and 8:00am	24 (d)	$150.00
Construction noise outside permitted hours	24 (e)	$150.00
Motor vehicle noise	25 (a) through (f)	$150.00
Motor vehicle idling	26 (a) through (c)	$150.00
Unsightly property	28	$150.00
Unmanaged vegetation or noxious weeds	29 (d)	$150.00
Encroachment onto boulevard	33 (d)	$150.00
Unsightly property	24 (d)	$150.00
Obstruction of a Bylaw Enforcement Officer	47	$150.00

APPENDIX 6
Building Bylaw No. 182, 2020

Column 1	**Column 2**	**Column 3**
Offence	**Section No. of Bylaw 182**	**Amount of Fine**
Construct without a permit	2.3 (a)	$150.00
Occupy without a permit	2.3 (b)	$150.00
Use change/no permit	2.2 (c)	$150.00
Continue construction/occupy contrary to Permit, Notice, Certificate or Order	10	$150.00
No inspection obtained	5.2	$150.00
Unauthorized work/variance	2.3 (f)	$150.00
Deface/remove Notice, Permit, Certificate	2.3 (e)	$150.00
No permit for alteration, addition or repair to a building in unsafe condition	2.3 (a)	$150.00
Work contrary to a requirement of the Bylaw or the BC Building Code	8.1	$150.00

APPENDIX 7
Regional District of Nanaimo
Animal Control Regulatory Bylaw No. 1066, 1996

(Bylaw No. 100.1, 2014)

Column 1 **Offence**	**Column 2** **Section No. of Bylaw 1066**	**Column 3** **Amount of Fine**
Dangerous dog at large	4. (3) (a)	$500.00
Uncontrolled dangerous dog, public place	4. (3) (b)	$500.00
Uncontrolled dangerous dog, private property	4. (4)	$200.00

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: September 25, 2024

SUBJECT: DISTRICT OF LANTZVILLE "A BYLAW TO AUTHORIZE THE REVISION AND CONSOLIDATION OF BYLAWS" BYLAW NO.377, 2024

PURPOSE

To introduce "Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024" to Council and give Council and Staff the ability to revise, consolidate and correct clerical errors for the District of Lantzville.

RECOMMENDATION

1. THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024 be given first reading.

2. THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024 be given second reading.

3. THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024 be given third reading.

ALTERNATIVES AND IMPLICATIONS

1. Take no action - first, second, and third readings are not given to "Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024". Implications:

    a. If the District of Lantzville does not choose to move forward with the readings of this Bylaw, the District will endure a lengthy process to revise each bylaw that would result in a drain in resources. Fixing clerical errors, consolidating bylaws and revising bylaws when an issue arises that is time sensitive could impact the District of Lantzville negatively if not completed in a timely manner.

2. Other direction, as provided by Council.

ATTACHMENT(S)

1. "Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024".

ANALYSIS/RATIONALE

The new bylaw will enable staff to make various revisions as well as to consolidate bylaws without the requirement for the same lengthy process that was used to create the initial bylaw.

Currently when a new zoning bylaw is introduced, a public hearing is required. If staff wanted to later revise this same zoning bylaw due to a clerical error (ex: a map needing to be corrected or a typographical error discovered), we would have to conduct another public hearing to accomplish this revision.

This proposed bylaw will allow staff to do the above without the requirement for a public hearing, which is a much more efficient method of revising bylaws. Many other types of bylaws have various legal requirements (i.e.: public notices, public hearings, ministry approvals) that must be met if they are to be consolidated or revised without the benefit of a Bylaw Revision and Consolidation Bylaw.

While a small percentage of changes to a bylaw will continue to require an amendment bylaw and generally need three readings prior to adoption (unless a clerical error was made between third reading and adoption), this proposed bylaw will add efficiency to staff's administration procedures by enabling staff the ability to revise and consolidate existing bylaws without the need for additional procedures such as public hearings or public notices. For clarity, any bylaw "revisions" are limited to the items listed in section 2 of the proposed bylaw, as substantive policy content can only be changed by complying with all applicable statutory procedures.

1. **Strategic Plan Objectives**
   N/A

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

3. **Resources**
   N/A

4. **Financial/Budget Implications**
   N/A

Prepared by:

Aria Long
Deputy Director of Corporate Administration

Date: September 18, 2024

Approved for submission to Council:

Glenn Morphy
Acting CAO / Director of Public Works

Date: September 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	September 25, 2024	
Special		
Closed (In-Camera)		

DISTRICT OF LANTZVILLE
BYLAW NO. 377, 2024

A BYLAW TO AUTHORIZE THE REVISION AND CONSOLIDATION OF BYLAWS
BYLAW NO. 377, 2024

WHEREAS Section 139 of the Community Charter permits a Municipality, by bylaw, to authorize the Corporate Officer to consolidate one or more bylaws of the Municipality;

AND WHEREAS Section 140 of the Community Charter permits a Municipality, by bylaw, to authorize the revision of all or any of the bylaws of a Municipality in accordance with the Bylaw Revision Regulation (B.C. Reg. 367/2003);

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

TITLE

1. This Bylaw may be cited as “Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024”.

REVISION AND CONSOLIDATION

2. The revision and consolidation of a bylaw of the District of Lantzville is authorized for the following purposes:

   (a) consolidating a bylaw by incorporating in it all amendments to the bylaw;

   (b) omitting, without providing for its repeal, a bylaw or a provision of a bylaw that is expired, inoperative, obsolete, spent or otherwise ineffective;

   (c) omitting and providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the municipality;

   (d) combining two or more bylaws into one, dividing a bylaw into two or more bylaws, moving provisions from one bylaw to another or creating a bylaw from provisions of one or more bylaws;

   (e) altering the citation or title of a bylaw and the numbering or arrangement of its provisions;

   (f) adding, changing or omitting a note, heading, title, marginal note, diagram, map, plan or example to a bylaw;

   (g) omitting the preamble or long title of a bylaw;

(h) omitting forms or schedules contained in a bylaw that can more conveniently be contained in a resolution, and adding to the bylaw authority for forms or schedules to be established by resolution;

(i) correcting clerical, grammatical and typographical errors;

(j) making changes, without changing the substance of the bylaw, to bring out more clearly what is considered to be the meaning of a bylaw or to improve the expression of the law.

ADOPTION BY BYLAW

3. In order to be effective, a bylaw revised under Section 2 must be:

(a) adopted by a bylaw that specifies the date the revised bylaw is to come into force; and,

(b) certified by the Corporate Officer to be revised in accordance with this bylaw.

SEVERABILITY

4. A section, sub-section, sentence, clause or phrase of this bylaw that is for any reason held to be invalid by the decision of any Court of competent jurisdiction may be severed from the balance of this bylaw without affecting the validity of the remaining portions of this bylaw.

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

_____	_____
Mayor Mark Swain	Director of Corporate Administration Delcy Wells